

BATTLE BORN YOUTH CHALLENGE ACADEMY PARENT HANDBOOK



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CYCLE 24-1 IMPORTANT DATES

Day Zero	Saturday, January 13, 2024
First day of academics	Monday, January 29, 2024
Family Day	Saturday, March 23, 2024
Mentor Day	Saturday, April 26, 2024
PRAP Home Pass pick up	Wednesday, May 22, 2024 2pm-6pm pick up
PRAP Home Pass drop off	Monday, May 27, 2024 12pm-4pm drop off
Graduation	Friday, June 14, 2024

GENERAL GUIDANCE

1. **General:** Battle Born Youth ChalleNGe Academy (BBYCA) will begin with a two-week Acclimation Phase. The following twenty weeks comprise the residential phase with a graduation scheduled for the end of week 22. Upon completion of the residential phase the graduates will enter the 12-month post-residential phase.
2. **Hours of Operation:** The normal staff hours of operation for BBYCA are 8 AM to 5 PM Monday through Friday. For general questions, please call the administrative office at 775-385-4320. In cases of **extreme emergency** please call the Commandant at (775) 781-1655.
3. **Mailing Address:** Mail is extremely important to your Cadet and we encourage you to write as often as possible. Their mailing address is:

Cadet's Name
Battle Born Youth ChalleNGe Academy
PO Box 700
Carlin, NV 89822

(If you are a Mentor, please specify mentor somewhere on the envelope.)

4. Please notify your Cadet's Case Manager of any changes in your phone numbers, email address, or physical address. We periodically send information home and must maintain current information for the post residential phase.
5. **Phone privileges:** Cadets in good standing will have access to call home following the Acclimation Phase. **Phone calls will be made on Sundays.**
6. **Program Presentations:** We are available to make presentations to organizations and educational institutions throughout the state. If you are a member of an organization or an educational institution that would like to have a BBYCA presentation, please contact an Admissions Specialist in your area. Admissions Specialists names, areas, and email addresses are listed on Page 2.
7. **Medical Care:** Battle Born Youth ChalleNGe Academy does not provide health insurance. Most medical needs are taken care of by the medical staff, and it is rare that a Cadet would need to go to the doctor. Should the need for outside medical treatment arise, the medical staff will arrange for Cadets to be seen via telemedicine or, if necessary, the Cadet will be transported to Northeastern Nevada Regional Hospital. If the Cadet is uninsured, the cost will be the parent/guardian's responsibility. We request that students without medical insurance complete the requirements to qualify for Medicaid.
8. **Participants (Cadets),** while receiving training under the ChalleNGe Program, are neither federal employees nor members of the National Guard except under certain provisions of the law:
 - a. Cadets shall be considered federal employees for the purposes of compensation for work injuries.

b. Cadets are processed through the Federal Employees Compensation Act (FECA) when injuries are sustained as a result of participation in the Program.

c. Cadets shall be considered federal employees relating to the liability of the United States for tortious conduct of employees of the United States.

d. Cadets shall not be considered to be in the performance of duty while not at the assigned location of training or other activity authorized in accordance with the Program agreement except when the participant is traveling to or from the location.

e. In computing compensation benefits for disability or death, the monthly pay of a participant (Cadet) shall be deemed that received under the entrance salary for a grade GS-2 Federal employee.

f. The entitlement of a person to receive compensation for a disability shall begin on the day following the date that the person's participation in the Program is terminated.

11. **Stipend:** BBYCA does not provide a living allowance stipend.

12. **Education and Training:**

a. **HiSet:** The HiSet will be offered to seniors through Great Basin College after week 19 and is paid for by our Foundation. BBYCA does not guarantee that any student will successfully complete the test.

b. **High School Diplomas (HSD):** As a partner with the Elko County School District (ECSD) students that meet high school graduation criteria established by the Nevada Department of Education will earn a high school diploma.

c. **Credit Recovery:** Students will test for high school credit on a schedule established by ECSD. All credits awarded by ECSD are fully transferrable to any high school in Nevada. It is the parents' responsibility to confirm transferable credits with out of state school districts.

Students that fail to complete assigned class work or who are in a disciplinary status will not be allowed to test for credit.

d. **Career Development Training:** BBYCA will provide career development activities designed to enhance the opportunity for Cadets to obtain employment following the program. This training will consist of general orientation to various occupations, resume writing, mock interviews, interviewing skills, and participation in career fairs as available.

e. **Armed Services:** There is **no** obligation for military service associated with enrollment; however, BBYCA will assist Cadets who desire to enlist in one of the branches of the Armed Forces. Meeting all other requirements for enlistment is the responsibility of the Cadet applying for enlistment (education, test scores, police record checks, medical examinations, etc.). Basic military education requirements for enlistment vary between branches.

f. **Continued Education:** For students who desire and have the aptitude to pursue additional education, BBYCA will provide general advisement, to include help selecting a school or program, preparing an application for admission (excluding fees), and preparing an application for financial aid. BBYCA makes no representation as to provision of financial aid for continued education or training.

13. Cadets participating in the Youth ChalleNGe Program consent to abide by the rules and regulations governing the Battle Born Youth ChalleNGe Academy and the Nevada National Guard. Cadets will sign agreements that include the following:

a. **Cadet Honor Code:** The Cadet acknowledges that they understand the Cadet Honor Code and will abide by these rules for the duration of their participation in the program.

b. **Adherence to Standards:** The Cadet agrees to adhere to the standards prescribed by the Youth ChalleNGe Academy. These standards include the standards of conduct listed in the Code of Conduct, as well as the standards of appearance and grooming listed in the Cadet handbook.

c. **Cadet Disciplinary System:** The Cadet agrees to voluntarily participate in the disciplinary system for breeches of the Code of Conduct or other rules and regulations. Disciplinary measures may be imposed for infractions to include loss of privileges (including PRAP Home Pass), extra duties, suspension, or dismissal from the program.

d. **Suspension and Dismissal:** For serious or repeated violations of the Code of Conduct, or general refusal to participate in the full range of program activities, Cadets can be suspended or dismissed from the program. Only the Program Director or their direct superiors in the administrative chain of command at The Nevada National Guard are authorized to dismiss a Cadet. Generally, dismissal will be the result of a Cadet Disciplinary Board, but at the discretion of the Program Director, a Cadet can be dismissed at any time if deemed to be a threat to themselves or others, or if proven to have used illegal drugs. Parents or guardians of Cadets will be advised of imminent dismissal and the Battle Born Youth ChalleNGe Academy will attempt to transfer a Cadet under age 18 directly to the care of his or her parent or guardian following dismissal. Dismissal may be appealed in accordance with standard grievance procedures (see section 19).

e. **Use of Illegal Drugs:** As a condition of enrollment in the program, Cadets agree to participate at any time in random or scheduled urinalysis testing for illegal drugs. Confirmed use by a Cadet of illegal drugs or prescription drugs not prescribed to them will be cause for immediate dismissal. Cadets dismissed for using illegal drugs may reapply for admission to later classes upon presentation of proof of completion of a drug education and rehabilitation program, but readmission is not guaranteed.

f. **Voluntary Search:** Due to the increased requirement for good order and discipline while living in close quarters, the Cadet consents to search of their lockers and other private spaces at any time deemed necessary by the Program Director (or designated representative in their absence).

g. **Jurisdiction of Law Enforcement Agencies:** While Cadets are on the BBYCA

Campus in Carlin, the Cadet falls under the jurisdiction of the Elko County Sheriff's Department and the Carlin Police Department. The Battle Born Youth ChalleNGe Academy reserves the right to turn serious disciplinary matters over to either agency for investigation and prosecution in accordance with local and state laws.

h. **Safeguarding of Property:** The Cadet agrees to provide reasonable care and safeguarding of BBYCA and personal property. Reasonable care includes securing BBYCA and personal property within locked spaces when not supervised. The Cadet agrees to pay a fee to cover the replacement value of any issue items lost or destroyed while not exercising reasonable care of property.

i. **Destruction of Program Property:** Any Cadet who willfully, or as a result of negligence, destroys or damages program property, the parent or legal guardian is responsible for paying the replacement or repair cost of the damaged property.

j. **Return of Program Property:** The Cadet will return all BBYCA property upon graduation, voluntary withdrawal or dismissal. Certain property may be retained in accordance with current policy, and Cadets will be required to pay for all items not returned or exhibiting more than reasonable wear and tear.

k. **Adherence to Program Schedules:** As a part of the program, Cadets may be granted the privilege of overnight PRAP Pass or family visitation on scheduled weekends or holidays. This privilege may be withheld for Cadets in a disciplinary status. The Cadet agrees to adhere to the departure and return times as published on the PRAP Pass letter or designated by the BBYCA Staff. Any Cadet not returning to the program on time (unless prior permission has been granted in writing) will be carried in an unauthorized absence status. Unauthorized absence not a result of valid extenuating circumstances will result in disciplinary action or dismissal.

14. **Visitation by Family or Friends/Care Packages:** Neither visitation nor care packages are allowed. **Packages sent to Cadets without prior arrangements with the Case Manager will be marked "Return to Sender" and returned.**

15. **Leave of Absence for Medical Purposes:** If a Cadet incurs an injury or illness which precludes them from continuing the BBYCA program, he or she may be granted a leave of absence until the condition is resolved, at the discretion of the Program Director. The length of the absence may preclude graduation with the original class and the Cadet may have to enroll in a future class.

16. **Voluntary Early Withdrawal:** Enrollment in the Academy is highly sought by many young men and women eager to make a difference in their lives. Each Cadet who begins the program occupies a space sought by other young men and women who are eager to participate fully in the program. Therefore, acceptance into the program requires a special commitment by each Cadet to fully understand the benefits of the program. Recognizing that enrollment is a conscious decision of the applicant, as a condition of acceptance into the program, the Cadet agrees not to voluntarily terminate participation in the program for any reason not involving compelling personal circumstances.

17. **Graduation:** Graduation from Battle Born Youth ChalleNGe Academy is based upon a

flexible yet scheduled system. A graduation date will be scheduled approximately five and half months after enrollment of a class, and an appropriate ceremony will be conducted. **BBYCA Class 24-1 Graduation will be held the afternoon of Friday, June 14th 2024.**

18. Graduation Requirements: The student must meet the following requirements to receive a Certificate of Residential Completion from the Battle Born Youth ChalleNGe Academy:

1) **Life Coping Skills:** Demonstrated by the enhancement of self-esteem and self-worth, understanding of basic economics and personal financial management, drug and alcohol avoidance strategies, coping strategies such as dealing with conflict, death or separation of loved ones, skills required to obtain and maintain employment, understanding group dynamics and developing win-win strategies through negotiation and collaboration.

2) **Academic Excellence:** Demonstrated by improving academic grade levels as determined by the TABE test, pursuit of post-secondary education, pursuit of continuing education, obtaining a remedial basic education, computer awareness and literacy, and awareness of library use for general purposes.

3) **Job Skills Training:** Demonstrated by vocational/technical school exploration, demonstration of academic skills such as research and writing, entry-level job awareness, and understanding of career field clusters.

4) **Responsible Citizenship:** Demonstrated by knowledge and understanding of the Constitution and government to include the voting process and respect for law and order, appreciation and understanding of service to country/state/community through volunteerism and the military.

5) **Leadership/Followership:** Demonstrated by understanding group dynamics and understanding the importance of roles within groups, emphasis on practical applications of multiple leadership/followership in student activities, understanding the ethical and moral dimensions of leadership, and understanding the responsibilities of leadership/followership.

6) **Health, Hygiene and Sex Education:** Demonstrated by understanding the effects of substance abuse on physical health and well-being, understanding proper nutrition and daily diet, understanding sexually transmitted diseases and infections, and understanding the achievement of good health through a holistic approach that combines physical and spiritual well-being.

7) **Physical Fitness:** Demonstrated incremental improvement in physical well-being to include endurance, stamina, and strength.

8) **Service to the Community:** Demonstrated by participation in community projects, community activities that benefit the whole community and helping community organizations make for better community to live in.

19. Grievance Procedures: Any Cadet who believes that he or she is being treated unfairly may use the grievance process to seek remedy for the unfair situation. Procedures for processing

grievances within the Battle Born Youth Challenge Academy include:

- a. Opportunity for Alternative Dispute Resolution (ADR).
 - 1) The request for ADR must be initiated within four (4) days of alleged occurrence.
 - 2) All program participants must be advised in writing of their right to file a grievance.
 - 3) If the grievance is with a member of Cadre, the ADR request should be addressed to the Commandant. If the grievance is with any other staff member, the request should go to the Program Coordinator. The Commandant or Program Coordinator will address the ADR, informally, with no rules of evidence.
 - 4) All parties will maintain confidentiality during the ADR process.
 - 5) If the grievance is not resolved within ten days of initiation the program participant must be informed in writing of their right to file a formal grievance.
- b. Formal grievance procedures.
 - 1) Formal grievances must be forwarded in writing to the Program Director no later than 30 days of their occurrence.
 - 2) The Program Director will hear all formal grievances within 30 days of filing.
 - 3) The Program Director will publish their decision within 60 days of the date that the grievance was filed.

20. Post-Residential Phase: The twelve (12) month post-residential phases will begin immediately upon completion of the twenty-two (22) week residential phases. To successfully complete the post residential phase the graduate must:

- a. Have four (4) contacts per month with his or her designated mentor. A minimum of one (1) of these contacts must be face to face. The mentor is responsible for completing the google form link that will be sent to your Case Manager on a monthly basis.
- b. Be employed full time or enrolled in continuing education if the HiSet or High School Diploma was earned during the residential phase.
- c. Be employed part time and enrolled in classes to earn the GED or High School Diploma if one was not awarded during the residential phase.
- d. Cadets are responsible for contacting their Case Manager twice per month and providing documentation on their placement (enrollment verification, work schedule, pay stub, etc.).

21. Post-Residential Guidelines for Parents. We hope these guidelines will help you support your youth in the mentor/mentee relationship. Your role in the development of this friendship is very important.

- a. Please do not discuss your youth with his or her mentor in their presence. Contact the mentor when the youth is away if you believe there is something the mentor should know.
- b. Contact the BBYCA Case Manager or RPM Department immediately if there is something about the mentoring relationship that concerns you. Leave a message if the Case Manager or RPM Department is unavailable. Internalizing your concerns may damage the relationship.
- c. Let the mentor know that his/her efforts are greatly appreciated.
- d. Remember the nature of the relationship that exists between your youth and the mentor. Do not request to be included on outings.
- e. Forgive minor mistakes in judgment. Mentors will receive training, but they are neither trained professionals nor perfect people. They will need your support.
- f. Do not deprive the youth of the weekly visit by the mentor as a means of discipline. The mentor is volunteering his/her time and energy to be your youth's friend.
- g. The mentor will tell you when he/she will return your youth. Make it a point to be there.
- h. Give the relationship time to develop. In some cases, development may take a while, so please be patient.
- i. The mentor is vital to your youth's success. Get to know the mentor to the point where you are comfortable with him/her.

22. Social Media

BBYCA program staff will share information regarding your youth's training schedule, events and post pictures via social media, including Facebook, Instagram, and Twitter. These posts may occur on the main BBYCA page or on Case Manager or RPM staff pages. The posts are intended to give you a glimpse of the activities your Cadet is participating in during their time at BBYCA. This page is NOT intended as a blog or bulletin board. As such, please do not post questions for the staff on social media; they are not likely to be addressed, as we do not intend for this to be a primary, or even secondary, mode of communication. If you have questions or concerns, the best place to start will always be your son or daughter's case manager. The case managers' email addresses are listed on page two of this handbook.