

WASHINGTON YOUTH ACADEMY



PARENT HANDBOOK

2016-2

TABLE OF CONTENTS

MISSION STATEMENT	Page 3
PROGRAM STAFF DIRECTORY	Page 4
GENERAL GUIDANCE	Page 5
EDUCATION AND TRAINING	Page 8
SMALL UNIT TRAINING	Page 11
CADET AGREEMENT	Page 11
PARENT PROMISE	Page 13
POST RESIDENTIAL	Page 13
PLACEMENT at THE LAUNCH	Page 14
MENTORING GUIDELINES FOR PARENTS	Page 15
FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT	Page 16
MANDATORY REPORTING	Page 16
NON-DISCRIMINATION POLICY	Page 16



Our Mission

The mission of the Washington Youth Academy is to provide a highly disciplined, safe, and professional learning environment that empowers at-risk youth to improve their educational level and employment potential and become responsible productive citizens of the State of Washington.

The Washington Youth Academy logo represents a long tradition of the National Guard Youth Challenge Program. The colors Red, White, and Blue symbolize the tradition of freedom that we experience as Americans. The color yellow represents fire from the Torch of Knowledge which is the foundation of our program. The olive branches represent not only the first symbolic icons of scholars in Greece, as well as today's icon of peace. The State of Washington and the sunset in the background are representative of our great Evergreen State and the lineage of the Washington National Guard and its participation with the Sunset Division that originated from the Pacific Northwest. Inside the symbol of the State of Washington is the "Youth Portion" of the National Guard Youth Challenge Program symbol arising from a book of knowledge representing the education and leadership taught by the Washington Youth Academy. Finally, the Torch of Knowledge toward the bottom of the logo is illuminating our Motto "Today's Challenge... Tomorrow's Success."

PROGRAM STAFF DIRECTORY

1 (360) 473-XXXX

First.Last@mil.wa.gov

Larry Pierce x2612.....	Director
Amy Steinhilber x2621	Deputy Director
Hollie Stark x2609.....	Administrative Assistant to the Director
Chris Acuña x2632.....	Commandant
Patrick Cruz x2659	Programs Coordinator
Kevin Lyter x2613.....	Training Coordinator
Sue Kitchel x2611	Recruiting/Placement/Mentoring
Melissa Wells, LPN x2634	Nurse
_____ x2630.....	Lead Counselor
Kristen Morga x2602	Principal
Terri Walker x2602.....	Education Program Coordinator

Platoon Staff

Cadre

1 st Platoon x2641/2628	LT. Darrell Stoops
2 nd Platoon x2637/2638.....	LT. Steve Wood
3 rd Platoon x2627/2640.....	LT. Dwayne Johnson

Case Managers

1 st Platoon x2618/2616	Elaine Lacy/Michelle Day
2 nd Platoon x2614/2620.....	Jeff Wagner/Felicia Vierra
3 rd Platoon x2619/2423	Derek Foster/Jamila Larson

Counselors

1 st Platoon x2624.....	Tori Circo
2 nd Platoon x2480.....	Anthony Abastilla
3 rd Platoon x2631	_____

WASHINGTON YOUTH ACADEMY

“SAFE, HIGHLY DISCIPLINED, PROFESSIONAL”

GENERAL GUIDANCE

1. **General:** Washington Youth Academy (WYA) will begin with a two week acclimation period (evaluation phase). The following twenty weeks comprise the residential phase with a commencement scheduled for the end of week 22. Upon completion of the residential phase, cadets will enter the 12-month post-residential phase.
2. **Hours of Operation:** The normal staff hours of operation for WYA are 8 a.m. to 5 p.m., Monday through Friday. If you need to contact someone at the Academy, please refer to the staff directory on the website.
3. **Mailing Address:** Mail is **EXTREMELY IMPORTANT** to your cadet and we encourage you to write as often as possible. The mailing address is:

Cadet's Name (**Cadet** First/Last Name)
Platoon #
Washington Youth Academy
1207 Carver Street
Bremerton, Washington 98312

4. Please notify our office of any changes in your phone numbers or address. We periodically send information home and must maintain current information for the post residential phase.

Pass Schedule: The Washington Youth Academy guidelines allow two home passes and one family visitation day. Based upon the WYA guidelines, it is our desire to coordinate the periods of pass time with holidays. **Unscheduled family visitation is *not* authorized.** Cadets must accomplish a specified number of days to officially complete the program and any additional visitation or leave may result in individual dismissal. Personal items to be delivered to cadets may be dropped at Washington Youth Academy Headquarters with prior coordination. Your cadet will not be released for passes with anyone other than the legal parent or guardian or to commercial transportation (with arrangements made well in advance), unless you have authorized other arrangements in writing. Home pass must be earned. Cadets who are not in good standing will remain on campus. Your cadet is required to remain alcohol and drug free during passes; cadets will be tested upon their return.

1 st Home Pass	Pick-up: September 2 at 1700 at Pendergast Park Return: September 6 at 1200 on road in front of the Academy
Family Day	October 16, 2016 from 1000- 1630 at TBD
2 nd Home Pass PRAP Day	Pick-up: November 23 at 1700 at W.Y.A. Armory ** Secure Placement for Post Residential: November 28, 2016 Return: November 29 at 1200 on road in front of the Academy

For cadets that live in the Yakima, Spokane, Wenatchee, and Tri-Cities areas, we will allow the families to purchase flights for the first Home Pass. Flights for these hometown areas are allowed the second Home Pass ONLY if the cadet returns on-time on September 6th. To ensure maximum accountability and fairness for all Cadets, WYA requires that all Cadets travel ONLY on the flights listed in the attached “Home Pass Flight Information Memo”, without exception. Families who wish to utilize this option, must make arrangements in advance. Please follow these guidelines:

- 1) Parents will purchase tickets for home pass by the following dates:
 - a. 1st Home Pass 2 – 5 SEP 16: Purchase tickets by: 24 AUG 16 & email to their Platoon LT or MSG by 24 AUG 16
 - b. 2nd Home Pass 23-29 NOV 16: Purchase tickets by: 13 NOV 16 & email to their Platoon LT or MSG by 16 NOV 16
- 2) If parents DO NOT purchase tickets 10 DAYS PRIOR to Home Pass, they must pick their cadets up for Home Pass at the release time. Parents and families are not authorized to purchase tickets after the proposed dates.

Late arrangements and/or alternate flight times will NOT be authorized. There are specific flights that work best with the training schedule for the home pass period. If you are not able to book on the specified flights listed on the “Home Pass Flight Information Memo”, flying during Home Pass will not be an available option for your cadet. All flight arrangements made will need to be communicated to your cadet’s Platoon Supervisor NO LATER THAN the dates identified above.

** Home Passes must be earned and are not guaranteed simply because flights were purchased; if a cadet loses Home Pass time, Washington Youth Academy WILL NOT be held responsible for additional cost or money lost due to Cadets losing their home pass. Every effort will be made to communicate with Parents regarding behavior issues that could jeopardize a Cadet’s home pass, which could happen as late as the day of home pass.

Three Mentor Visitation Days are also scheduled during the class cycle. Mentors will be instructed on the necessary procedure to reserve in advance to participate. On rare occasions only, mentors traveling significant distances and making prior arrangements may be allowed to arrange alternate visitation with cadets. Mentor visitation is NOT MANDATORY for mentors; however it is **restricted to mentors only** and is for the sole purpose of developing the mentoring relationship. Appendix A includes dates and times of events as of this publishing. Updates will be posted on the website and parents/mentors are encouraged to check there regularly.

1 st Mentor Day	On-Site Visitation	September 10, 2016
2 nd Mentor Day	Service Learning Visit	October 8, 2016
3 rd Mentor Day	Off-site Visitation Males	November 5, 2016
3 rd Mentor Day	Off-site Visitation Females	November 6, 2016

6. **Phone privileges:** Cadets in good standing will have access to phones on Sunday, following the acclimation period. MAIL IS EXTREMELY IMPORTANT; please **write your cadet as often as possible. When Cadets struggle with their commitment or have behavior issues, we often discover through intervention that the reason for the**

issue is due to homesickness. Getting letters from loved ones help Cadets to cope with their new environment. By writing letters often, you increase the chances that your Cadet will complete the program.

7. **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 WYA presentation, please contact the WYA Recruiting, Placement, and Mentoring Coordinator at (360) 473-2611.

8. **Health Center:** WYA does not provide health insurance. The WYA Health Center staff will arrange for cadets to be seen by a health care provider if the cadet is seriously ill, injured and/or a physician's opinion is necessary for any medical treatment. Most medical needs that cannot be taken care of by the WYA Health Center staff require that a cadet be seen by a doctor. We request that cadets without medical insurance complete the requirements to qualify for Medicaid and/or understand that parents/guardians will incur the cost of medical bills. Amy Steinhilber, Deputy Director, supervises the WYA Health Center; please contact her regarding health care questions or concerns at (360) 473-2621.

a. **THE NATIONAL GUARD YOUTH CHALLENGE PROGRAM COOPERATIVE AGREEMENT REQUIRES ALL CADETS TO BE NOTIFIED OF THE FOLLOWING WITH REGARD TO MEDICAL COSTS:**

(1) The Federal Employees Compensation Act (FECA) authorizes Program Cadets FECA coverage during the Residential Phase by recognizing them as Federal employees (GS-2) while in attendance in the program. Injured Cadets must be processed through FECA when injuries are sustained as a result of participation in the program. The FECA claims submission and coordination process is conducted within the State. The FECA Point of Contact (POC) is usually found in the Human Resource Office (HRO). Should you need help in coordinating with your FECA POC, you may contact NGB-HBR.

9. **Legal Status Communication:** The National Guard Youth Challenge Program-Cooperative Agreement (NGYCP-CA) requires Youth participants (Cadets) be informed of the following:

- a) Participants receiving training under the Program established by this guidance are neither Federal employees nor members of the National Guard.
- b) The participants shall be considered Federal employees under Subchapter I of Chapter 81 of Title 5, U.S. code, for the purpose of compensation for work injuries; and for the purpose of Sections 1346(b) and Chapter 171 of Title 28, U.S. Code, and any other provisions of law relating to the liability of the United States for tortious conduct of employees of the United States.
- c) The participants 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 or is on pass from that training or other activity.
- d) In computing compensation benefits for disability or death, the monthly pay of a participant shall be deemed that received under the entrance salary for a grade GS-2 Federal employee.

- e) 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.

10. **Emergency Weather Preparedness Plan:** In the event of emergency weather conditions, a member of the WYA staff will contact you with a plan regarding whether the class will stay in session or if you will be required to pick up your cadet.

11. **Discharge/Voluntary Withdrawal of Cadet:** In the event a cadet is discharged or voluntarily withdrawals from the WYA program, it is the responsibility of the cadet's parent or guardian to immediately pick up the cadet upon notification by WYA staff. Voluntary withdrawal is taken very seriously by staff and a series of steps must be taken prior to a cadet's dismissal. All cadets must be picked up by a parent or guardian in the event of a discharge or voluntary withdrawal, irrespective of the age of the cadet. No academic credits will be given to a cadet who is withdrawn early from the program.

12. **Worship Services:** Voluntary participation in non-denominational worship service is available on Sundays. Cadets who do not participate in worship services are provided with reflection time when worship services are scheduled.

13. **Special Dietary Requests/Accommodations (Non-Disability):** WYA food service is not required to provide food substitutions or modifications for youth requesting them for personal or religious reasons and who do not have disabilities with medically certified special dietary needs. Accommodations will only be made on a case-by-case basis if parents are willing to provide specially requested food in a manner that supports and does not impede Dining Facility (DFAC) operations for all cadets.

EDUCATION & TRAINING

The Washington Youth Academy has an academic staff with a combined teaching experience of over 70 years. All educators are certified Bremerton School District teachers committed to academic excellence. Our academic environment is safe, structured, has high expectations, and provides individual assistance, state of the art technology and clear academic goals.

1. **Academic Credits (credentials):** WYA cadets can potentially earn a total of eight high school credits toward a high school diploma, or prepare for the G.E.D. test leading to:

- Return to High School
- Voc-Tech School
- Community College
- Military Service or
- Employment

- a) Educational Credential(s): Upon successful completion of the residential phase, a grade report will be issued by Washington Youth Academy which can be used by the next school for updating credit history. An incomplete program will result in no credits being awarded.

- b) **Career Development Training:** The WYA will provide career development and employability skills training activities designed to enhance the opportunity for cadets to seek employment following the program. This training will consist of general orientation to various occupations, resume writing, interviewing skills and participation in career fairs, as available. All cadets are required to pursue and obtain proof of a placement in school, employment, or voluntary service prior to commencement. This placement must begin during the first month directly following commencement from the residential phase.
- c) **Armed Services:** There is no obligation for military service associated with enrollment in WYA. For students that desire to enlist in the military, WYA will coordinate enlistment 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.).
- d) **Continued Education:** For students who desire and have the aptitude to pursue additional education, the WYA will provide general counseling services, to include help selecting a school or program, preparing an application for admission (excluding fees), and preparing an application for financial aid. With the exception of the educational award (see above), the program makes no representation as to provision of financial aid for continued education or training.

2. **Successful Completion:** Successful completion from Washington Youth Academy is based upon growth in each of the eight core components, development of a complete post residential action plan, and maintaining weekly communication (letter writing) with mentors. Completion date will be scheduled approximately five and one-half months after enrollment of a class, and an appropriate ceremony will be conducted.

A. **Completion Requirements:** The student must meet the following requirements to receive a Certificate of Completion from the Washington Youth 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, and 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 conflict resolution strategies.

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 purpose.

3) Job Skills Training. Demonstrated by exploring vocational/technical school options, demonstration of academic skills such as research and writing, entry-level job

skills training and awareness, and understanding of career field clusters. Cadets will participate in the Armed Services Vocational Aptitude Battery (ASVAB).

4) Responsible Citizenship. Demonstrated by knowledge and understanding of the U.S. Constitution and government to include the voting process and respect for law and order, and appreciation and understanding of service to country/state/community through volunteerism and the military. Cadets who are eligible will register for the Selective Service.

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. Cadets will successfully complete the Leadership/Followership assessment.

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) Community Involvement and Service to Community Projects. Demonstrated by participation in community self-help projects, community activities that benefit the community as a whole, and in community organizations that have as their goals the enhancement of the community at-large.

9) Post Residential Action Plan (PRAP). Demonstrated knowledge and ability to set and reach goals through creation and development of a personal action plan. PRAP includes S.M.A.R.T short term, intermediate and long term goals. Provide proof of “launch placement,” (placement during the first post-residential month) in the form of an official letter, contract, or completed enrollment form from an employer, school, military recruiter, or volunteer organization.

10) Building and Maintaining the Mentoring Relationship. Develops respectful appreciation and willingness to keep channels of communication open as demonstrated by weekly letter writing with the mentor.

SMALL UNIT TRAINING

The WYA offers several different activities (these are similar to after school clubs and do not provide additional credits) the cadets can sign up or try out for. These activities are referred to as Small Unit Training. The following are what we are offering this cycle:

Ranger Cadets Sapper Cadets Drill Team Running Archery Choir

CADET AGREEMENT

Cadets participating in the Youth ChalleNGe Program must consent to abide by the rules and regulations governing the Washington Youth Academy and the National Guard Youth ChalleNGe Program. Cadets sign an agreement that includes the following:

- a) **Cadet Code of Conduct:** The cadet certifies that he or she understands the Code of Conduct and will abide by these rules for the duration of his or her participation in the program.
- b) **Adherence to Standards:** The cadet agrees to adhere to the standards prescribed by the Washington Youth 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. Consequences may be imposed for infractions, to include loss of privileges (including home pass), extra duties, and dismissal from the program.
- d) **Dismissal:** For serious or repeated violations of the Code of Conduct, or general refusal to participate in the full range of program activities, a cadet can be dismissed from the program. Only the Director or his direct superiors in the administrative chain of command at the Washington Youth Academy can dismiss a cadet. Generally, dismissal will be as a result of a Cadet Disciplinary Board, but at the discretion of the Director, a cadet can be dismissed at any time if deemed to be a threat to him/her or others, or if proven to have used illegal drugs. Parents or guardians of cadets will be advised of the dismissal and must immediately come and pick up their youth regardless of the cadet's age. Dismissal may be appealed in writing or via email to the Director larry.pierce@mil.wa.gov within 24 hours.
- e) **Use of Illegal Drugs or Substances:** 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 will be cause for immediate dismissal from the WYA. 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 will not be guaranteed.

- f) **Voluntary Search:** Due to the increased requirement for good order and discipline while living in close quarters, the cadet consents to voluntary search of his/her lockers and other private spaces at any time judged necessary by the Platoon Supervisor (or appointed designee in the supervisor's absence).
- g) **Jurisdiction of Law Enforcement Agencies:** While residing aboard the WYA campus, the cadet falls under the jurisdiction of the Bremerton Police Department. The staff of Washington Youth Academy reserves the right to turn serious disciplinary matters over to the Bremerton Police Department for investigation and prosecution in accordance with the laws of the City of Bremerton, County of Kitsap and the State of Washington.
- h) **Safeguarding of Property:** The cadet agrees to provide reasonable care in safeguarding of WYA and personal property. Reasonable care includes securing of WYA and personal property within locked spaces when not supervised. The cadet agrees to pay a fee to cover the replacement value of any issue property lost 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 agrees to pay the replacement or repair cost of any property so damaged.
- j) **Return of Program Property:** The cadet agrees to return all program property to the WYA upon graduation, voluntary withdrawal or dismissal. Certain property may be retained in accordance with current policy, and the cadet will be required to pay for all items not returned, or returned but 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 home 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 weekly schedule, or as designated by the WYA 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.
- l) **Visitation by Family or Friends:** Cadets are **not** allowed to have visits by family or friends except in conjunction with family visitation or another special event as designated by the WYA staff. Scheduled and published mentor visitations include only the WYA designated mentor for the cadet and are not for the purpose of family or friends.
- m) **Leave of Absence for Medical Purposes:** If a cadet incurs an illness or injury which precludes continued participation in the full scope of activities which comprise the WYA program, he or she may be granted a leave of absence until the condition is alleviated. At the discretion of the Director, the length of the

absence may preclude graduation with the original class and the cadet may be required to reapply to a subsequent class at its beginning.

- n) **Voluntary Early Withdrawal:** Enrollment in the Washington Youth Academy is sought by many highly qualified young adults desiring to make a difference in their lives. Each cadet who begins the program occupies a space sought by two other applicants. For this reason, voluntary withdrawal denies the benefits of participation to other young adults desiring to participate fully in the program. Therefore, acceptance into the program requires a **firm commitment** and **persistence**, by each cadet and his/her family, to complete the program. Recognizing that enrollment is a conscious decision of the applicant and parents, as a condition of acceptance into the program, the cadet agrees not to voluntarily terminate participation in the WYA for any reason not involving compelling personal circumstances. If this occurs, the parents/guardians understand they must immediately come and pick up their youth regardless of the cadet's age. Cadets who voluntarily withdraw within the first eleven weeks of the program are eligible to reapply (but are not guaranteed admission) to the next class cycle. Cadets who voluntarily withdraw after the 11th week of the program must wait six months before any request to re-apply will be considered.

PARENT PROMISE

Parents are asked to commit to the following promise in the form of an oath on Intake Day (Day Zero):

I am a National Guard Youth Challenge Parent.

I will hold you accountable for your actions and support you through the journey ahead of you.

I will be here for you at every turn in the road and I will remind you every day what an amazing individual you are becoming.

POST-RESIDENTIAL PHASE

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

- During the 12-month Post-Residential Phase, a minimum of four contacts, four hours of contact, or a combination of both, will occur between the mentor and the cadet. If possible, face-to-face contacts will occur each month. Assist mentor with completion of the monthly mentor report, which will be submitted to the Youth Mentor Advocate by the 10th of every month.

- Be engaged in a productive placement (including education, employment, volunteer service, military service, training programs or a combination of these activities) for a minimum of 30 hours weekly.

PLACEMENT at THE LAUNCH

When the cadets return from their second home passes they are REQUIRED to provide proof of placement in order to commence from the WYA. Proof can be in the form of an official letter from an employer, a school, volunteer agency, training program or military contract. Documents verifying a placement for the first post residential month (the first 30-days after commencement) should state what date the cadet will start and how many hours per week they will contribute/attend. It should also include the employer/school/agency address, a person to contact, and email/phone contact information.

Cadets providing proof of placement at commencement will also earn the right to wear the Placement Ribbon on their uniform and receive their Certificate of Completion at the end of the residential phase.

As parents of WYA cadets, we know how proud you will be of the changes your child will make while attending the program. As a program that is part of the National Guard Youth ChalleNGe program, success is measured based on your child's "placement" during each month of the 12-month post-residential phase. "It is this figure that effectively captures the transformation of high school dropouts into contributing citizens, and it is this figure that is reported to Congress each year" (*National Guard Youth ChalleNGe Placement White Paper*, Dare Mighty Things, Inc., 2002, p.1).

"Placement" is defined as participating for at least 30 hours a week in one or more of the following activities during the Post-Residential Phase:

- Training/School (full time, continuous education, high school or college, job/vocational training, Job Corps, NCCC, etc.)
- Work (internship, apprenticeship, paid job, formal volunteer position)
- Military (enlisted active duty, reserves, national guard)

While at the Academy the cadets will participate in and benefit from many opportunities to expand their awareness of work ethics, career assessments, job search skills, work readiness, healthy choices, reputation building, service leadership, etc. **The second Home Pass will provide cadets opportunity to put their new skills into practice by actively pursuing placement.** Parents, families, mentors, and friends can assist cadets in this effort by helping them apply for jobs, register for school, apply to colleges, register with local employment agencies, schedule visits to recruiters and help them look into volunteer opportunities in their communities.

MENTORING GUIDELINES FOR PARENTS

We hope these guidelines will help you support your youth's mentoring relationship. Your role in the development of this relationship is very important.

- Please do not discuss your youth with his or her mentor in the cadet's presence. Contact the mentor when the youth is away if you believe there is something the mentor should know.
- Contact the WYA Youth Mentor Advocate immediately if there is something about the mentoring relationship that concerns you. Leave a message if the Youth Mentor Advocate is unavailable. Internalizing your concerns may damage the relationship.
- Let the mentor know that his or her efforts are appreciated.
- Remember the nature of the relationship that exists between your youth and the mentor. Please do not request to be included on outings.
- Forgive minor mistakes in judgment. The mentor will receive training but he or she is neither a trained professional nor a perfect person. You will probably disagree with the mentor at times, but it is important that you trust their decisions.
- Do not deprive the youth of the mentor visit as a means of discipline. The mentor is volunteering his or her time and energy to support your son or daughter.
- The WYA mentor will tell you when he or she will return your youth. Make a point to be there.
- Give the relationship time to develop. In some cases, development may take from three to five months. Be patient.
- Feel free to contact the RPM Lead, Kendra Galloway, with your questions or concerns at (360) 473-2614 or email her at Kendra.Galloway@mil.wa.gov
- Please visit our websites at <http://mil.wa.gov/youth-academy> for news and photos of the class.

- You may also visit <http://mil.wa.gov/youth-academy/mentor-resources> for more information about ChalleNGe mentoring.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student educational records. The law applies to all school that receives funds under an applicable program of the U.S. Department of Education. For additional information you may call 1-800-872-5327. The office is located in Washington D.C.

MANDATORY REPORTING OF ABUSE

When a staff member of the Washington Youth Academy has reasonable cause to believe that a cadet has suffered abuse or neglect, the staff member has a legal responsibility make a report to the Child Protective Services (CPS). Upon receiving a report, CPS will investigate and determine future action.

NON-DISCRIMINATION POLICY

The Washington Youth Academy, in accordance with Washington State law and WA MIL Department policy, does not discriminate based on age, sex, sexual orientation, gender expression or gender identity, marital status, race, creed, color, national origin, or disability.

[RCW 28A.642.010; WAC 392-190-005; WA MIL Dept. Policy No. HR-209-02]