

WASHINGTON YOUTH CHALLENGE ACADEMY



PARENT HANDBOOK

2025-1

Respect Integrity Courage Professionalism Commitment

TABLE OF CONTENTS

MISSION STATEMENT	Page 3
PROGRAM STAFF DIRECTORY	Page 4
PLATOON STAFF DIRECTORY	Page 5
IMPORTANT DATES	Page 6
GENERAL GUIDANCE	Page 7
EDUCATION AND TRAINING	Page 12
CADET AGREEMENT	Page 15
POST RESIDENTIAL	Page 17
PLACEMENT	Page 17
FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT	Page 18
MANDATORY REPORTING	Page 18
NON-DISCRIMINATION POLICY	Page 19
APPENDIX A: COURSE CATALOG	Page 20
APPENDIX B: PACKING LIST (MALE)	Page 21
APPENDIX C: PACKING LIST (FEMALE)	Page 23
APPENDIX D: CADET & WYCA PROPERTY SEARCH POLICY & PROCEDURE	Page 26



Our Mission

The mission of the Washington Youth ChalleNGe 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 Washingtonians.

The Washington Youth ChalleNGe Academy logo represents a long tradition of the National Guard Youth ChalleNEe 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, but also today's icon of peace. The State of Washington and the sunset in the background are representative of our great Evergreen State, 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 ChalleNGe Academy. Finally, the torch of knowledge toward the bottom of the logo is illuminating our motto "Today's ChalleNGe...Tomorrow's Success."

**Washington Youth ChalleNGe Academy
"Building Resiliency Through Right Relationships"**

PROGRAM STAFF DIRECTORY:

1 (360) 473-XXXX

First.Last@mil.wa.gov

Position/Title	Extension	Staff Name
Director	x2612	Amy Steinhilber
Deputy Director	x2621	Dennis Kerwood
Commandant/Major	x2632	Christopher Acuña
Assistant Principal	x2649	Jim Capecci
Recruiting/Placement/Mentoring	x2611	Elizabeth Bergmann (Liz)
Registered Nurse	x2634	Tracy Grauman
Lead Counselor	x2630	Roy Hermosillo (Eric)
Case Management Coordinator	x2614	Jenn Bristol
Training Coordinator	x2613	Michael Porter
Food Service Manager	x2642	Vacant
Registrar	x2657	Diane Morrill

If unsure who to contact, you may send questions to: infoWYA@mil.wa.gov

PLATOON STAFF DIRECTORY:

Position/Title	1 (360) 473-XXXX Extension Cell Phone	First.Last@mil.wa.gov Staff Name
1st Platoon (PLT) Lieutenant	x2641 (360) 535-2551	Nikolaos Athanasiou (Niko)
1st PLT Case Management Supervisor	x2619 (360) 536-7159	Andrew Burt
1st PLT Case Manager	x2618 (253) 433-5687	Steven Williams
1st PLT Case Manager	x2618 (253) 337-4719	Stephanie Byrd
Counselor	X2624 (360) 536-6411	Cristopher Llamas
2nd PLT Lieutenant	x2637 (360) 535-2550	Steven Wood
2nd PLT Case Management Supervisor	x2616 (253) 337-4592	Angela Jones
2nd PLT Case Manager	x2629 (360) 536-7253	Amie Meyer
2nd PLT Case Manager	x2629 (253) 325-0560	Darrell Stoops
Counselor	x2480 (360) 535-1919	Melissa Faulkner
3rd PLT Lieutenant	x2627 (360) 535-2514	Ayesha Willis
3rd PLT Case Management Supervisor	x2663 (253) 533-1623	Lynda Dauterive
3rd PLT Case Manager	x2620 (360) 536-7422	Lydia Parker
3rd PLT Case Manager	x2620 (360) 337-4357	Autumn Moore Flores
Counselor	x2480 (360) 535-1927	Colette Lyons

IMPORTANT DATES:

EVENT	DATE	TIME LOCATION
Intake Day (Drop off)	January 13, 2025	Bremerton Readiness Center
Last day we may activate “wait list” applicants	January 16, 2025	WYCA
Acclimation Graduation (Closed Ceremony)	January 27, 2025	WYCA
First Phone Call	February 2, 2025	Call times will vary
Family Day*	April 12, 2025	9:00 AM Pendergast Park
Publish Home Pass Memorandum	No later than the second week of March 2025	Facebook Family & Friends page
Team Building Exercise (TBEX)	April 24-26, 2025	Camp Parsons
Last day WYCA will accept Home Pass flight tickets (if Cadet is flying)	May 13, 2025	Email to Platoon Lieutenant
Home Pass** – Pick-up	May 23, 2025	12:00 PM WYCA Armory
Home Pass – Return	May 27, 2025	12:00 PM Carver Street
*Cadet Cell Phone – Drop off	April 12, 2025	TBD Pendergast Park
**Cadet Cell Phone – Return	May 23, 2025	12:00 PM WYCA Armory
Commencement	June 13, 2025	10:00 AM TBD

GENERAL GUIDANCE

1. **General:** Washington Youth ChalleNGe Academy (WYCA) begins with a two-week acclimation period (evaluation phase). The following nineteen weeks comprise the residential phase with a commencement scheduled for the end of week 22. Upon completion of the residential phase, Cadets enter the 24-month post-residential phase.
2. **Hours of Operation:** The normal administrative staff hours of operation for WYCA 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 in this handbook or our website.
3. **Mailing Address:** Mail is **EXTREMELY IMPORTANT** to your Cadet and we encourage you to write as often as possible. Please limit packages to items on the packing list (see Appendix B or C) without express permission from your Cadet's Platoon Lieutenant. **Please do NOT send food or money.** The mailing address is:

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

4. **Emailing Cadets:** You may also email your Cadet. Staff will print out the email you send and distribute it with the mail the following day. Your Cadet will **NOT** reply by email. **DO NOT** email any attachments, pictures, or videos with these messages—text only. These messages are NOT PRIVATE, and are subject to staff review. We may contact you if we deem the content inappropriate. Please make the **Subject** of the email your Cadet's **Last Name, First Name, Middle Initial**. "E.g. Subject: Doe, John Q."

If you wish any of these messages delivered on a specific date, e.g. a birthday, specify that in the subject line. E.g. "Subject: Doe, John Q. (October 31, 2024)"

Email addresses are platoon specific:

1st Platoon: wolfpackmail@mil.wa.gov
2nd Platoon: spartanmail@mil.wa.gov
3rd Platoon: eaglemail@mil.wa.gov

5. Please notify our office of any changes to your phone numbers or address. We periodically send information home and must maintain current information for the post residential phase.
6. **Arrival on the First Day (Intake):** Please make every effort to arrive on time in accordance with the acceptance letter. If anything delays your travel, please notify us as soon as possible. Accepted applicants arrive on the first day wearing their black pants, white t-shirt under a white collared shirt, black socks, and **running shoes**. Males wear a black four-in-hand (long) tie (not a bow-tie). Males arrive with their heads shaved to a #0 (zero) guard. Females do not need to shave their head; however, we will have their hair inspected for lice and professionally treated if necessary. Accepted applicants arrive with

all items on the packing list in a XXL ZipLock bag (preferably one, two if necessary). We do not recommend that male “wait-list” applicants shave their heads in preparation—we can accomplish that upon activation from the wait-list or upon arrival. In the event participation in the Washington Youth ChalleNGe Academy creates an insurmountable economic hardship, please contact the Recruiting, Placement and Mentoring Coordinator, Commandant, Deputy Director, and/or Director (contact information is on page 4). The Washington Youth ChalleNGe Academy Foundation, a 501.3.c. non-profit organization may be able to assist on a case-by-case basis.

7. **Pass Schedule:** There will only be one **home pass per cycle**. We will also have a **family day**—a day for families to visit the Academy. The program cannot authorize additional visits to campus during the cycle. We recognize this is difficult for Cadets, their families, and friends. Requests for Cadets to visit their homes is rarely authorized outside of the home pass, and only under extreme circumstances. Early withdrawal is the only other option and is not recommended, as it will result in no earned credit or certificate of completion. Your cadet will not be released for home pass with anyone other than the legal parent or guardian or commercial transportation (with arrangements made well in advance), unless you have authorized other arrangements **in writing**. Your cadet is required to remain alcohol and drug free during passes; cadets will be tested upon their return. For safety reasons, cadets traveling by bus and air do not travel in uniform.

We allow the families to purchase flights for cadets that live near the Yakima, Spokane, Wenatchee, Tri-Cities, Bellingham and Vancouver areas for the Home Pass. To ensure maximum accountability and fairness for all cadets, WYCA requires that all cadets travel **ONLY** on the specific flights listed in the “Home Pass Flight Information Memo,” without exception. We will publish the “Home Pass Flight Information Memo” to parents not later than the two months prior to the designated home pass date. Families who wish to utilize this option must make arrangements in advance. Please follow these guidelines:

- a. Parents will purchase tickets for Home Pass and email them to their Platoon LT or MSG no later than ten days prior to the home pass date.
- b. If parents **DO NOT** purchase tickets **10 DAYS PRIOR** to Home Pass, they must pick-up their cadets for Home Pass at the release time. Parents and families are not authorized to purchase tickets after the published 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 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** ten days prior to the home pass date. *Flying is a privilege, and inappropriate behavior may result in a Cadet losing the privilege of flying for home pass; therefore, we recommend families purchase insurance when purchasing their tickets.*

8. **Launch Placement:** Late in the cycle, Case Managers will facilitate a meeting between each Cadet and their respective hometown school counselor, likely on Zoom or

some other virtual meeting platform. We term this “launch placement.” It is essential for assessing how the credits earned in our program will integrate into their hometown school transcript as well as either planning their next academic semester or their graduation. It’s also essential that you provide us your Cadet’s hometown school contact information if your Cadet will not return to the same school they last attended. If you would like to participate in this meeting, please inform your Cadet’s Case Manager. In the unlikely event that we do not complete this launch placement meeting, your Cadet’s Case Manager may request you assist in coordinating this meeting between your Cadet and their hometown school counselor after completion of the residential phase of our program. If this is the case, please don’t overlook the fact that you’ll want to coordinate it as quickly as possible before counselors depart for the holidays. Parents/guardians will also need to assist in finding their Cadet opportunities in their hometown to return to a productive “placement” in either school, employment, military service, or official volunteer work beginning the week after commencement from the program.

9. Phone privileges: Cadets will have access to phones on Sunday, following the acclimation period. Cadre and/or Counselors may occasionally coordinate Cadets in good standing the opportunity to link to you via Microsoft Teams or Zoom. Given the limited visitations and home passes, Cadets will always be able to call home for at least a short period of time, regardless of their individual performance status. WYCA provides Cadets phones for Sunday phone calls. Do not try to call back on the numbers you receive phone calls from on Sundays—Cadets share these and do not have access outside of their designated times. **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. Receiving letters from loved ones helps Cadets cope with their new environment. By writing letters often, you increase the chances that your Cadet will complete the program.**

10. MentorPRO & personal cell phones: The WYCA has begun to use a simple, yet powerful application called MentorPRO which allows Post-Residential Cadets, Regional Advocates, and WYCA staff to communicate conveniently and directly with each other (see “Post-Residential Phase” beginning on page 17). A team focused on evidence-based mentoring developed and maintains MentorPRO. Based on 30+ years of mentoring research, MentorPRO’s focus on goals, check-ins, and accountability perfectly aligns with the WYCA mission and philosophy. The WYCA believes MentorPRO will develop into an incredible tool to help connect cadets to resources in their communities they have not been willing or able to access on their own. As an application on their smartphone or computer, Cadets can carry in their pocket a teen-friendly portal to the knowledge and skills they need.

What this means:

- Cadets will bring their cellphones to the Academy to download and learn the MentorPRO application.

- Case Managers will secure Cadet Cellphones under lock and key when not in active use for classroom instruction on MentorPRO.
- Cadet cellphone use will be strictly limited, directed by, and actively monitored by WYCA staff.
- Cadets will not use their personal cell phones for Sunday phone calls.
- Cadets will **NOT** have their cellphones available for calls, texts, or messages in any format or application during the Residential Phase. While they may occasionally sneak a text out during class time focused on learning MentorPRO, do not anticipate any immediate response or rely on this mode of communication to communicate with your Cadet.

11. **Facebook Family & Friends:** Our Parent Boosters manage a Facebook Family & Friends page. We encourage all parents or guardians to join the Facebook Family & Friends page. Parent Boosters post pictures of events throughout the cycle. We communicate information such as updates on the Cadets, phone call schedules, Family Day information, Home Pass information, and Commencement updates. Our Parent Boosters and former Cadets can provide a wealth of information about the program, answer questions, and support and assist in working through how this residential life intervention dramatically assists in the growth and development of your Cadet. It is a closed group, and the Parent Boosters validate admission based on attendance of an interview day. Note that the primary resource on this page is past Cadets and Parents of past Cadets. Many of the staff are members, but staff focus on developing Cadets, not perusing social media, and are not obligated in any way to address questions posted on the page. You may request to join the group once your applicant receives a letter of acceptance: <https://www.facebook.com/groups/142433222441129/>

12. **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 WYCA presentation, please contact the WYCA Recruiting, Placement, and Mentoring Coordinator at (360) 473-2611 or wya.applications@mil.wa.gov. The Outreach team is very proficient in virtual tools and technologies and also travels throughout the state.

13. **Health Center:** WYCA does not provide health insurance. The WYCA 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 WYCA 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. The Registered Nurse leads the WYCA Health Center; please contact them regarding health care questions or concerns at (360) 473-2634.

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

b. 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 in the Human Resource Office (HRO). Should you need help in coordinating with your FECA POC or need assistance if eligible to file a claim, you may contact the regional Liaison, Lewis Purcell at 253-732-8326 or lewis.purcell.civ@army.mil.

14. 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 tortuous 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.

15. Discharge/Voluntary Withdrawal of Cadet: In the event a Cadet is discharged or voluntarily withdrawals from the WYCA program, it is the responsibility of the Cadet's parent or guardian to immediately pick up the Cadet upon notification by WYCA 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, regardless of the age of the Cadet. No academic credits will be given to a Cadet who is withdrawn early from the program.

16. Worship Services: Voluntary participation in non-denominational worship service is available on Sundays via an external service facilitator or volunteer. These may be in-person or over a virtual format. This will begin after the first two weeks of Acclimation. We accommodate special worship services by request on Fridays; our ability to accommodate specific needs is subject to our ability to coordinate or facilitate them and is dependent on volunteer availability. Cadets who do not participate in worship services are provided with reflection time during scheduled worship services.

17. Special Dietary Requests/Accommodations (Non-Disability): WYCA 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. We prefer food deliveries utilize professional delivery services.

18. **Hands-Off Leadership:** National Guard Youth ChalleNGe programs operate under a hands-off leadership policy. In accordance with Chief of the National Guard Bureau Manual (CNGBM) 9350.01, National Guard Youth Challenge Program, dated March 22, 2023, page G-10, “no staff member may touch a Cadet or use abusive language as a means of coercive leadership.” In practice, this means that, “when the occasion calls for a staff member to adjust a uniform or touch a Cadet to teach a skill, the staff member will professionally ask.” This policy complements non-violent crisis intervention training that all staff members receive, and staff members will not ask if the circumstances require a staff member to touch a Cadet to ensure the safety of the Cadets or others.

19. **Harassment, Intimidation, & Bullying:** The Cadet Honor Code includes a prohibition on bullying. Staff supervise Cadets 24/7. We strive to provide an environment free of harassment, intimidation, and bullying. In accordance with RCW 28A.600.477, the Commandant, MAJ Christopher Acuña, is the district primary contact regarding anti-harassment, intimidation, and bullying policy.

20. **Records Request:** We process most records requests through our webpage at <https://mil.wa.gov/academics>. Parents or Guardians may request their Cadet’s education records at https://stofwadeptofenterpriseservices.formstack.com/forms/academic_records_request_for_m_parent_guardian_or_adult_student. You may address record request questions to our Registrar. To request medical records, please contact our Registered Nurse (contact information on page 4).

EDUCATION & TRAINING

The Washington Youth ChalleNGe 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):** WYCA Cadets can earn a total of eight high school credits (multi-lingual Cadets may earn up to four more) toward a high school diploma, or prepare for the G.E.D. test leading to:

- Return to High School
- Vocational-Technical School
- Community College
- Military Service or
- Employment

a. Educational Credential(s): Upon successful completion of the residential phase, Washington Youth ChalleNGe Academy issues a grade report which the next school can use to update credit history and transcripts. See Appendix A for the list of courses offered. With the exception of math, which varies to the needs of the Cadet, all Cadets

take the same courses. An incomplete program will result in no credits being awarded.

b. **Career Development Training:** The WYCA 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 WYCA. For students that desire to enlist in the military, WYCA will coordinate recruiter contact with the desired branch of the armed forces. Meeting all other requirements for enlistment is the responsibility of the Cadet applying for enlistment or commission (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 WYCA 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 of the Washington Youth ChalleNGe Academy is based upon growth in each of the eight core components and development of a complete Post Residential Action Plan (PRAP). We will conduct an appropriate Commencement ceremony the last day of the residential phase. The student must meet the following requirements to receive a Certificate of Completion from the Washington Youth ChalleNGe Academy:

a. **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 techniques.

b. **Academic Excellence.** Demonstrated by improving academic grade levels as determined by the TABE test, completion of high school credits, 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.

c. **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, completion of a resume and mock interviews, and understanding of career field clusters. Cadets will participate in the Armed Services Vocational Aptitude Battery (ASVAB).

d. **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 to vote and for Selective Service.

e. Leadership/Followership. Demonstrated by understanding group dynamics and understanding the importance of roles within groups, emphasis on practical applications of leadership/followership in student activities, understanding the ethical and moral dimensions of leadership, and understanding the responsibilities of leadership/followership. Cadets will successfully complete a leadership/ followership assessment.

f. 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. Parents or Guardians desiring to have their minor Cadet opt-out of the “healthy sexual practices” portion of our Health & Hygiene core component may notify our Registered Nurse.

g. Physical Fitness. Demonstrated incremental improvement in physical well-being to include endurance, stamina, strength and range of motion.

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

i. 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 SMART short term, intermediate and long-term goals (SMART=Specific, Measurable, Attainable, Realistic, Time-bound). 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.

SMALL UNIT TRAINING

The WYCA offers several different activities--similar to after school clubs but do not provide additional credits—which Cadets can sign up for or try out. These activities are referred to as Small Unit Training. The following are what we intend to offer this cycle:

Ranger Cadets	SAPPERS	Art	Archery
Choir	Garden	Reading/Book	Various Sports

CADET AGREEMENT

Cadets participating in the Youth ChalleNGe Program must consent to abide by the rules and regulations governing the Washington Youth ChalleNGe 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 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. Consequences may be imposed for infractions, to include loss of privileges, 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 Deputy Director, Director or her direct superiors in the administrative chain of command at the Washington Youth ChalleNGe Academy can dismiss a Cadet. Generally, dismissal will be as a result of a Cadet Disciplinary Board, but at the discretion of the Director or Deputy Director, a Cadet can be dismissed at any time if deemed to be a threat to himself/herself or others, or if proven to have used illegal drugs. Parents or guardians of Cadets will be advised of the dismissal and must immediately pick up their youth regardless of the Cadet's age. Dismissal may be appealed in writing or via email to the Director within 24 hours. Cadets and their Parents or guardians are responsible for ensuring receipt of all personal items upon check-out and providing written notification to the staff member in charge of check-out of any items missing. The program will not be liable for items not claimed within 72 hours of a Cadet's dismissal.
- 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 WYCA. 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. 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 voluntary search of his/her person, lockers, and other private spaces at any time judged necessary by the platoon supervisor (or appointed designee in the supervisor's absence). We've included our search policy and procedures in Appendix D.

- g) Jurisdiction of Law Enforcement Agencies: While residing aboard the WYCA campus, the Cadet falls under the jurisdiction of the Bremerton Police Department. The staff of Washington Youth ChalleNGe 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 WYCA and personal property. Reasonable care includes securing WYCA 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 WYCA 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: Cadets must complete the required training days scheduled and will not be authorized to leave campus for any reason, including family special events or hardships. Such emergencies will need to be measured against the necessity to withdraw the Cadet for the class cycle, preventing their ability to complete the program and receive any of the benefits (including academic credits).
- l) Visitation by Family or Friends: Cadets are **not** allowed to have “in-person” visits by family or friends other than on Family Day and Home Pass. Other “virtual style” visits may be arranged as coordinated by Counselors and other staff members or Cadre.
- 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 WYCA program, this will preclude graduation with the class and the Cadet will be required to withdraw and 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 or more 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 WYCA 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 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 twenty-four (24) 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:

- Contact their assigned Case Manager a minimum of once a month for the entire twenty-four (24) month post-residential phase. Contact may be via phone, text, email, in person, Facebook Message, or MentorPro. To count as an official contact, the conversation must include a brief discussion of their placement.
- 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 25 hours weekly.

PLACEMENT

When the Cadets return home, they are REQUIRED to provide proof of placement in order to remain in good standing with the WYCA. 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 he/she 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 for month one will receive a special certificate of recognition from the Academy.

As parents of WYCA Cadets, we know how proud you will be of the changes your youth 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 youth's "placement" during each month of the first 12-months of the 24-month post-residential phase. "It is this data that effectively captures the transformation of high school dropouts into contributing citizens, and it is this information 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 25 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)
- Military (enlisted active duty, reserves, national guard)
- Formal volunteer position

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. 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.

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 schools that receive 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 ChalleNGe Academy has reasonable cause to believe that a Cadet has suffered abuse or neglect, the staff member has a legal responsibility to make a report to the Child Protective Services (CPS). Upon receiving a report, CPS will investigate and determine future action. Likewise, our volunteer regional advocates, once screened, trained, and officially matched, are also mandatory reporters.

NON-DISCRIMINATION POLICY

The Washington Youth ChalleNGe Academy, in accordance with Title VI, the Civil Rights Act, 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.

[**Title VI, the Civil Rights Act**, Title IX of the Education Amendments of 1972; Family Educational Rights & Privacy Act (FERPA); *G.G. ex rel. Grimm v. Gloucester Cty. Sch. Bd.*, 15-2056, 2016 WL 1567467 (4th Cir. Apr. 19, 2016); *Glenn v. Brumby*, 663 F. 3d 1312, 1314-1321 (11th Cir. 2011); *Doe v. Yunits*, 15 Mass. L. Rptr. 278, at 4-6; WAC 162.32, RCW 49.60, RCW 28A.300.285, RCW 28A.642.010; WAC 392-190-005; WA MIL Dept. Policy No HR-2

APPENDIX A: COURSE CATALOG

Washington Youth Challenge Academy Courses

State Course Code	W.Y.C.A. Course	Course Description	Teacher	Credits	CADR	CIP
04305	SST 330	Social Studies	J. Field	1.0	(B)	
22151	JLS 235	Career Exploration	T. Snyder	0.5		
19262	JLS 440	Personal Finance	T. Snyder	0.5		
21009	CTE 430	Robotics Foundations	A. Morales	1.0		150406
03210	SCI 165	Physical Science and Engineering with lab	J. Lundberg	1.0	(B)	
22104	JLS 421	Community Service	J. Lundberg	0.5		
08057	HED 425	Health and Life Management	M. Neyman	0.5		
08005	FIT 210	Personal Fitness	M. Neyman	1.0		
01992	ENG 241	English Proficiency Development	I. Buium	1.0	(B)	

CADR = College Academic Distribution Requirements - (B) designates this course meets CADR.
CIP = Classification of Instructional Program, Career/Technical Education Course.

State Course Code	W.Y.C.A. Course	Course Description	Teacher	Credits	CADR	CIP
02051	MAT 131	Pre-Algebra Semester 1 **	M. Zmolek	0.5		
02051	MAT 132	Pre-Algebra Semester 2 **	M. Zmolek	0.5		
02074	MAT 220	Principles of Algebra and Geometry Semester 1	M. Zmolek	0.5	(B)	
02074	MAT 221	Principles of Algebra and Geometry Semester 2	M. Zmolek	0.5	(B)	
02137	MAT 302	Modeling Mathematics Semester 1	M. Zmolek	0.5	(B)	
02137	MAT 303	Modeling Mathematics Semester 2	M. Zmolek	0.5	(B)	
02110	MAT 430	Pre-Calculus Semester 1 – <i>Independent Study</i>	M. Zmolek	0.5	(B)	
02110	MAT 431	Pre-Calculus Semester 2 – <i>Independent Study</i>	M. Zmolek	0.5	(B)	
02121	MAT 440	Calculus Semester 1 – <i>Independent Study</i>	M. Zmolek	0.5	(B)	
02121	MAT 441	Calculus Semester 2 – <i>Independent Study</i>	M. Zmolek	0.5	(B)	
02201	MAT 530	Probability and Statistics Semester 1 – <i>Independent Study</i>	M. Zmolek	0.5	(B)	
02201	MAT 531	Probability and Statistics Semester 2 – <i>Independent Study</i>	M. Zmolek	0.5	(B)	


CADR = College Academic Distribution Requirements - (B) designates this course meets CADR.
CIP = Classification of Instructional Program, Career/Technical Education Course.


** Requires special permission of the Principal


Students are enrolled in up to 1.0 credit of math


APPENDIX B: PACKING LIST (MALE)


HYGIENE/SHOWER ITEMS

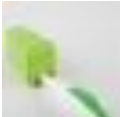
 2 packages of 10 razors


 Nail clippers with **no file**

 1 can of shaving gel (**no foam**)


 2 sticks of deodorant (Non-aerosol)

 2 tubes of toothpaste

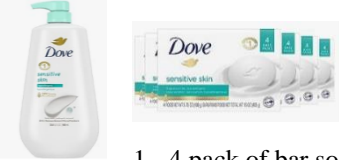
 2 toothbrushes and 1 plastic toothbrush “travel” type holder


 1 container of dental floss. No dental floss picks. (**No flavor**)


CLOTHING


 7-12 pairs of black/gray cotton underwear or boxer briefs


HYGIENE/SHOWER ITEMS


 1 - 4 pack of bar soap w/container or 2 – large bottles of generic body wash

 1 bottle of lotion generic brand. No perfume or scent.


 Acne wipes (**optional**)


 1 bottle of face wash (**optional**)

 3 white bath towels

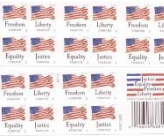




 3 white wash clothes

FOOTWEAR

 12 pairs (packaged) of black crew, cotton or polyester athletic socks (no ankle socks).





-  2 sets of thermal tops and bottoms (**Black Only**)
-  4 pairs of black spandex or compression shorts-thigh length (worn during PT)

PERSONAL ITEMS

-  3 books of stamps (at least 60 stamps total in an envelope with child's name)
-  1 package of college rule paper
-  1 box of 3-5/8"x6-1/2" white envelopes
-  1 box of black retractable ballpoint pens, 12 per box
-  2 boxes of #2 pencils with eraser tips, 12 per box.
- Bible or other religious materials i.e. Inexpensive necklace (must have religious charm) (1 item only brought in on day 0 will be allowed and must be worn under clothing). **Optional**


-  1 shoe care kit (pack in zip lock bag or zipper pouch: Black KIWI shoe polish (No express shine), applicator brush, and buffing cloth or brush). **NO LIQUID POLISH OR AEROSOLS—Don't bring tan polish**
-


PERSONAL ITEMS


-  2 yellow highlighters
-  1 small personal address book (palm size)-no metal binding w/addresses and phone numbers in it.
-  1 Journal - composition notebook 100 sheets, with college-ruled lines. Sewn pages. No wire binding.
- 1 pair of prescription eye glasses with collar hold. Disposable contacts are allowed, but you must have a pair of glasses as backup. **EYEWEAR IS TO BE CLEAR. NO STYLE/COLORS. NO TRANSITION LENSES (THAT DARKEN IN SUNLIGHT) UNLESS PRESCRIBED.**
-  Black sleeping eye mask. **Optional**
- Appropriate photographs of family and friends. **Optional**


APPENDIX C: PACKING LIST (FEMALE)


HYGIENE/SHOWER ITEMS

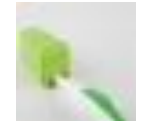
 1 large size bottle of alcohol free hair gel (Best brands to buy: Gorilla Snot, Extreme Hold, or ECO Gel).


 Nail clippers with **no file**


 1 bottle of hair grease


 2 sticks of deoderant (Non-aerosol)

 2 tubes of toothpaste

 2 toothbrushes and 1 plastic toothbrush “travel” type holder


 1 container of dental floss. No dental floss picks. (**No flavor**)


 2 bottles of shampoo and 2 bottles of conditioner (25 oz. size).


 1 detangler brush and 1 bristle brush and 1 comb.

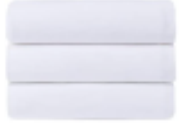
HYGIENE/SHOWER ITEMS


 1 - 4 pack of bar soap w/container or 2 – large bottles of generic body wash

 1 bottle of lotion generic brand. No perfume or scent.

 Acne wipes (**optional**)

 1 bottle of face wash (**optional**)

 3 white bath towels


 3 white wash clothes


 1- Sock bun kit. Foam doughnut found at Walgreens, Wal-Mart, Claires.


3-month supply of feminine hygiene products

Nighttime head coverings. Black, brown, grey, white only. (Optional).


CLOTHING/FOOTWEAR


 7-12 pairs of black/gray cotton underwear or boxer briefs


 2 sets of thermal tops and bottoms (**Black Only**)

 4 pairs of black spandex or compression shorts-thigh length (worn during PT)


CLOTHING/FOOTWEAR


 12 pairs (packaged) of black crew, cotton or polyester athletic socks (no ankle socks).


 1 shoe care kit (pack in zip lock bag or zipper pouch: Black KIWI shoe polish (No express shine), applicator brush, and buffing cloth or brush). **NO LIQUID POLISH OR AEROSOLS—Don't bring tan polish**


 5-7 sports bras. No lace bras. Underwire bras are allowed in sports bra styles for C cup or above. Black, gray and white bras only.

PERSONAL ITEMS


 3 books of stamps (at least 60 stamps total in an envelope with child's name)


 1 package of college rule paper


 1 box of 3-5/8"x6-1/2" white envelopes

 1 box of black retractable ballpoint pens, 12 per box

PERSONAL ITEMS

 2 yellow highlighters

 1 small personal address book (palm size)-no metal binding w/addresses and phone numbers in it.

 1 Journal - composition notebook 100 sheets, with college-ruled lines. Sewn pages. No wire binding.

1 pair of prescription eye glasses with collar hold. Disposable contacts are allowed, but you must have a pair of glasses as backup. **EYEWEAR IS TO BE CLEAR. NO STYLE/COLORS. NO TRANSITION LENSES (THAT DARKEN IN SUNLIGHT) UNLESS PRESCRIBED.**



2 boxes of #2 pencils with eraser tips, 12 per box.

Bible or other religious materials i.e. Inexpensive necklace (must have religious charm) (1 item only broubbrought in on day 0 will be allowed and must be worn under clothing). **Optional**



Black sleeping eye mask.
Optional

Appropriate photographs of family and friends.
Optional

APPENDIX D: CADET & WYCA PROPERTY SEARCH POLICY & PROCEDURE

For purposes of this policy and procedure, “Cadet” refers to any youth participant of the WYCA, including a candidate. As a State run academic and life-coping skills intervention facility, WYCA staff members have a special interest in maintaining order, discipline, and safety. Whenever circumstances arise that lead the WYCA Cadre, faculty or staff to believe that there is a violation of Academy drug, alcohol, weapons, or contraband rules, specified staff (outlined below) may conduct a minimally intrusive search relative to the nature of the suspected infraction. This policy aligns with Washington law.

Searches may include Cadet bags, personal equipment, personal property and/or a Cadet’s person. All searches must follow the WYCA Search procedure. No Cadet may use the WYCA's property as a depository for drugs, alcohol, weapons or any substance or object which is prohibited by law or academy standards. Contraband includes, but is not limited to, food, medicine, drugs or related paraphernalia, weapons, vape pens, tobacco products, gang related paraphernalia, or another Cadet’s property.

“Reasonable Suspicion” means you have more than a hunch or general suspicion but does not require evidence. Statements from more than one person, especially if trusted as reliable, are generally the basis for WYCA unscheduled searches. When considering a specific reasonable suspicion of a particular individual, you should consider the history, school record of each Cadet being searched, the prevalence and seriousness of the problem causing the search, the degree of need to make the search without delay, and the reliability of the information used to justify the search.

In addition to reasonable suspicion situations, WYCA staff will conduct a search for contraband in personal or WYCA issued bags, equipment, or property and a Cadet’s person on Intake Day (Day Zero), after family day, upon return from Service to the Community missions or home pass, and upon return from any absence, whether or not the absence is excused. The extent of these regular searches may vary in scope depending on the elements noted in the “Reasonable Suspicion” paragraph above. On Intake Day and upon return from home pass only, Staff members will provide Cadets an amnesty opportunity to privately dispose of any contraband with no negative repercussions. Amnesty may also be offered prior to other searches.

WYCA Staff conducting a search of youth participant’s bag, personal equipment, or personal property or WYCA issued equipment or property will follow these procedures:

1. Conduct the search on camera or in the presence of another staff member.
2. Wear appropriate personal protective equipment (disposable gloves at a minimum).
3. Remove or sort through bags, equipment, or property in an orderly fashion and not in a way that is abusive, demeaning, or punitive. If removing items from a receptacle for a deeper look, the Staff member will place items on a clean surface such as a table, bunk, or a clean covering on the floor. Alternately, staff can replace items into an issued bag. Staff will not treat items more roughly than necessary to conduct the search.
4. If searching more than one Cadet’s items, the staff member will keep items separate.
5. Shaking, tapping, unfolding, or opening equipment and items is permissible if containers of perishable or liquid items are sealed before placing them with other items to avoid damage.
6. It is permissible to ask Cadets to put their own items back after conducting a search.

Only WYCA leadership staff (Cadre Master Sergeants and above, Department and Assistant Department Leaders), may conduct searches of Cadet persons. It is also permissible, if applicable to the nature of the search, to use a metal detecting wand device or equivalent, to facilitate searches. For the dignity and comfort of Cadets, authorized staff may delegate searches of a Cadet's person to non-leadership staff of like gender.

Any WYCA Cadre, Staff (including contracted Teachers) may conduct searches of personal or WYCA issued bags, equipment or property if directed by supervisors.

WYCA Staff conducting a search of a Cadet's or Cadets' persons must follow these procedures:

1. Conduct the search with at least one additional staff member within hearing distance.
2. Conduct the search in a private setting and do not require the Cadet to pull clothing aside or disrobe to less than the minimum physical training (PT) uniform, i.e. shorts and T-shirt.
3. Wear appropriate personal protective equipment (disposable gloves at a minimum).
4. If conducting a search of more than one Cadet at a time, it is permissible to have Cadets wait in a formation in a non-private area while searching individuals privately.
5. Asking the Cadet to change clothing from what they are wearing to a PT uniform provided by the program, and to hand their current clothing over or under a partition to staff as they change is permitted if the Cadet has visual privacy between themselves and the staff to make the clothing change.
6. If conducting a search in a latrine area, it is permissible for the duration of the search, to turn off the water or prohibit the flushing of a toilet and to remove trash receptacles or other areas where the Cadet may hide contraband.
7. Requiring the Cadet to conduct exercises that promote body movement and difficulty in maintaining control of suspected contraband is permitted as long as the exercises are not directed in a punitive nature and are done in accordance with Incentive Physical Training (IPT) guidance.
8. This policy prohibits strip searches. Strip searches do not align with our core values. Searching Cadets in less than the minimum PT uniform could retraumatize those who have been victims of prior sexual assaults or create a mental and emotional burden, directly impacting the Cadet's ability and desire to complete the program.
9. The NGYCP Hands-Off Leadership policy is clear: no staff member may touch a Cadet or use abusive language as a means of coercion. Any touching of Cadets during searches of their person should follow the same guidelines as in all other training situations: for the prevention of emergent harm or basic first aid/CPR. Prevention of emergent harm justification during searches includes only reasonable suspicion of a weapon or illegal drug paraphernalia. In these cases, use of hands should only be for areas where there is visible lack of continuity on the person, such as shapes of suspected items in pockets, socks, or waistbands. Use of hands in this situation should never include sensitive areas such as the groin, buttocks, or chest. For areas such as the belly where unauthorized piercings may be present beneath the T-shirt, staff may use front or back of a gloved hand, or use a metal detecting wand device or equivalent, to identify or isolate objects. Use of hands in this situation must involve using one flat, gloved hand, fingers extended and joined as in rendering a salute – only for the purpose of identifying or isolating the visible object and then asking the Cadet to remove it. In all cases, staff must first ask the Cadet to remove the visibly noticeable item and provide the Cadet the opportunity to do so before using a hand to isolate and identify it.
10. Searches of groups of Cadets must be justified for each individual Cadet by the reasonable suspicion criteria.

Staff may search WYCA property and campus facilities at any time without prior notice or reasonable

suspicion. Staff will use this judiciously for the sole purpose of health and welfare, not for disciplinary purposes.

Parents, guardians, and cadets are notified that, by virtue of their participation in WYCA and due to the WYCA's special need for safety, good order, and the discipline of cadets while living in close quarters, the cadet voluntarily consents to staff searches of the cadet's lockers and other private spaces for contraband as provided in this Policy. Parents, guardians, and cadets are further notified that, by participating in the program, cadets consent to voluntary search for contraband items in personal or WYCA-issued bags, equipment, or property and a Cadet's person on Intake Day (Day Zero), after family day, upon return from Service to the Community missions or home pass, and upon return from any absence, whether or not the absence is excused.