

NEW JERSEY YOUTH CHALLENGE ACADEMY
CLASS 50

PARENT/GUARDIAN
HANDBOOK



New Jersey Youth Challenge Academy
5910 West 16th Street
Joint Base MDL, NJ 08640
Recruitment, Placement, Mentoring (RPM) Dept.
RPM@dmava.nj.gov

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Greetings,

We are excited to begin this new journey with your son/daughter as a candidate with the Youth ChalleNGe Academy.

We will begin with a demanding 2-week acclimation period to further determine the feasibility of a 5-month residential completion.

Our 5-month residential training program is designed to instill a lasting transformation for success. We teach this through 8 Core Components, utilizing the experiential learning theory. Our environment is a quasi-military application with daily structured discipline designed to develop sound character, positive societal attributes, military bearing and behavior, and a professional image through appearance and respectful communication.

Graduation culminates an incredible 5 ½-month residential engagement celebrating completion of one of the hardest undertakings the cadet will ever encounter in life.

This is followed up with a 12-month post-residential action plan; a partnership between the graduate, academy, and certified mentor to convey our sincerest desire to have the graduate realize their long-term goal obligations after residential completion.

The application process and the preparation before day one is a demanding progression and I thank you for seeing it through to completion. My staff is here to assist you in every way possible to garner achievement for your investment of trust in us.

Samuel L. Hayes Jr., MDIV
Director
New Jersey Youth ChalleNGe Academy

INTRODUCTION

Welcome to the New Jersey Youth ChalleNGe Academy. The purpose of this Academy is to encourage and guide young men and women to make necessary changes in their lives and to accept responsibility for preparing for the future.

This handbook will serve to answer some questions or concerns you may have regarding your son or daughter during their enrollment in the Academy.

FREQUENTLY CALLED NUMBERS

NJYCA Main Number	(609) 556-6050
Commandant (Disciplinary Issues)	(609) 556-6075
Counselor (GEDs & Transcripts) (Tues-Sat only)	(609) 556-6066
Nurse (Medical Issues & Appointments)	(609) 556-6063
Recruitment/Placement/Mentoring (Mon-Fri only)	(609) 556-6080
Student Services Coordinator (Teachers) (Mon-Fri only)	(609) 556-6062
Charge of Quarters numbers (after hours)	(609) 556-6076, 6077, 6078
Supervisor Cell Phone (24 hours)	(609) 649-4503
Main Fax Number	(609) 556-6102
RPM Fax Number	(609) 556-6101
Nurse Fax Number	(609) 556-6104

DEPARTMENTAL ROLES

Commandant/Cadre Staff: Provide 24 hour, 7 day a week supervision of Cadets; conduct inspections of student quarters; provide for accountability, safety and welfare of Cadets; participate in and supervise physical training activities; and provide enforcement of the rules and regulations of the ChalleNGe Academy.

RPM Department: (Recruitment, Placement, Mentoring) Responsible for admissions recruiting, mentoring and post-residential placement.

Student Services Department: Responsible for all academic courses of instruction, curriculum, class schedules, academic testing, and academic reporting. Coordinates higher education and career related activities. Assists with student adjustment to the Academy, assists with on-going counseling services, and provides scheduled counseling activities. Oversees the medical needs of students via the Academy nurse and arranges for outside therapists and counselors as necessary. The Academy nurse coordinates the scheduling of medical appointments and medications.

Deputy Director: Supervises all departments and day-to-day operations of departmental supervisors: Commandant (Cadre), Recruitment/Placement/Mentoring Coordinator and Supervisor of Educational Programs (Teachers/Counselors/Nurse.)

Director: The Director has overall responsibility for the Academy.

HOURS OF OPERATION

Hours of operation for the Recruitment/Placement/Mentoring Department, Administrative Staff, Counselors and Teachers are from 8:00 AM to 4:30 PM, Monday through Friday. After hours contact Charge of Quarters (CQ) office (609) 556-6076, 6077, 6078, or the Supervisor’s cell phone at: (609) 649-4503.

MAILING ADDRESS

Mail for Cadets should be addressed as follows:

Cadet (*First Name, Last Name*), (**{*See note below*} ____ *Platoon*)
New Jersey Youth ChalleNGe Academy
5910 West 16th Street
Joint Base MDL, New Jersey 08640



Important: Use your name and return mailing address when addressing the envelope to your cadet.

***Note: All **female cadets** are in **Charlie Platoon**. **Male cadets** are assigned to either **Alpha or Bravo Platoon**. Write to your cadet even if you do not know his platoon. **Be sure to add the platoon after your cadet provides you with the information.** Mail Call is one of the most important times of the day and receiving positive mail from home will provide much needed encouragement as your child embarks on this new challenge. Any item listed on the packing list (pages 10 – 11,) may be sent to your cadet via U.S. mail if necessary. Do not send food; **only packing list items are permitted**; anything else is considered contraband and may be destroyed.

FAMILY EMERGENCIES

In the case of an emergency, which could be upsetting to your child, parents or relatives should call the Counselor between the hours of 8:00 AM – 4:00 PM, Tues – Sat, at **(609) 556-6066**. The **Counselor can help your child best when they are aware of the emergency prior to you notifying your child. DO NOT CONTACT ANY CADET WITH EMEGENCY INFORMATION WITHOUT FIRST NOTIFYING YOUR CHILD’S COUNSELOR.** The counselor will help determine the best way to deliver the emergency information to your child. In the event your child’s counselor is unavailable, please contact the Supervisor of Educational Programs at **(609) 556-6062** or the Commandant at **(609) 556-6075**.

LOSS OF A LOVED ONE

If you experience a death in the family, the following policy will apply: your cadet may have a one day absence for the death of one of the following family members: parent/guardian, grandparent, brother, sister or child. The absence may be used in one of the following ways: pay last respects to ailing family member, attend viewing or attend funeral.

FACEBOOK PAGE

Announcements can be found on the Academy Facebook page: <http://www.facebook.com/NJChallenge>.

MENTOR VISITATION

Mentor visitations may be set up by Mentors through the RPM Department at (609) 556-6080 or NJYCAmentoring@dmava.nj.gov **Please note that Mentor visits will be scheduled between Weeks 14-22 of the program.**

SICK CALL

Sick call for cadets will be held in the nurse's office Monday thru Friday between the hours of 0630 and 0820 hrs. **In the case of an emergency**, cadets can access medical attention by alerting the nurse, cadre, teachers and support staff during their stay at the Academy.

MEDICATION

All medication provided to the Academy by a parent or guardian must be prescribed by a doctor and remain in its original container with a pharmacy label. The cadet will need a five month supply of medications including inhalers, creams etc. All refills can be mailed to **NJYCA, Attention: Nurse, 5910 West 16th St., Joint Base MDL, New Jersey, 08640**. Another medication refill option is to have the Academy Nurse pick up the prescription at our local Walgreens Pharmacy, as long as the co-pay is paid, using the following process:

1. Notify the Academy Nurse that your Cadet needs a prescription filled. (Phone: **609-556-6063**)
2. Go to your local Walgreens Pharmacy and ask to enroll in the **“Express Pay” program**. (This will require you to put a credit card number on file with them.)
3. Request that the prescription be picked up at the following location: **Walgreens Pharmacy, 800 Woodlane Rd., Westampton, NJ 08060**. (Phone: 609-702-7252)

Additionally, our nurse can pick up prescriptions from our local CVS Pharmacy, as long as the co-pay is paid, at the following address:

1. **CVS Pharmacy, 25 Pemberton-Browns Mills Rd., Browns Mills, NJ 08015**
2. Contact CVS at Phone: 609-735-2205 or Fax: 609-735-2210 to inquire about their version of express pay.

Neither medical personnel nor the ChalleNGe Academy will defray the cost in part or in full for medication that is called in but not paid for by the parent or guardian.

All medical forms in the application packet must be completely filled out prior to In-Processing Day. **Note: Candidates should continue taking their prescribed medications both prior to coming to the Academy and while they are enrolled in the Academy.** All medications will be dispensed by the Academy nurse.

BEHAVIORAL HEALTH

Cadets on psychiatric/behavioral health medication need to have a continuation of care for their five month stay including medication refills, psychiatric appointments and counseling appointments. These appointments will be arranged through the nurse by contacting (609) 556-6063.

HEALTHCARE

All cadets requiring emergency care will be transported to the Lourdes Emergency Department, located at Deborah Hospital, 200 Trenton Road, Browns Mills, NJ 08015. (609) 735-2950. If the Lourdes Emergency Department personnel determine a need for a cadet to be moved to another facility, parents will be notified immediately. Once parents arrive at the hospital, they will be consulted for medical decisions. Parents or guardians are responsible for any medical bills incurred by a cadet while enrolled in the New Jersey Youth ChalleNGe Academy. All cadets are required to have updated insurance cards included in their medical file.

The ChalleNGe Academy Nurse or Staff Supervisor will contact the parent/guardian when an illness requires medical attention.

HOME MEDICAL APPOINTMENTS

Medical/dental/vision passes IF authorized, will be for one day only.

Parent/guardian is responsible for transportation to and from such appointments, picking cadet up and returning cadet between the hours of 8:00 AM and 6:00 PM.

All appointments scheduled by parent/guardian must be cleared with the nurse at 609-556-6063. **Do not schedule an appointment without first consulting with the ChalleNGe Academy nurse.** Upon returning from any doctor visit, the cadet must bring back a note from the doctor with the diagnosis, prognosis and clearance stated.

ATTENDANCE

Cadets are required by federal regulation to be in attendance at the Academy for a minimum of 147 days. Medical appointments in excess of 1 day are not credited as a day of attendance unless approved in advance by the Deputy Director. Cadets who do not meet the minimum 147 day requirement will be subject to discharge.

ACADEMICS

Cadets will experience an intense academic environment with GED preparation, learning Life Skills, Leadership, Job Skills, Citizenship, and Health & Hygiene. They will also participate in daily Physical Training and Service to Community projects.

Weekends usually involve barracks maintenance and sports activities among the platoons as well as Service to Community projects and class trips to points of interest in the area.

GED TESTING

- a. Testing is a privilege, not a right. **Therefore, if a cadet engages in behavior that is not in accordance with academy standards, they may not earn the privilege of sitting for the GED test while they are enrolled in the academy.**
- b. Cadets **must** maintain a certain Academic standing in order to be administered the GED test. The decision of whether or not to allow a cadet to take the GED test will be determined by using a combination of the following test scores: the official online GED Ready Practice Test, ASVAB test score, and TABE score. These tests are administered at Youth ChalleNGe
- c. Cadets who successfully pass the GED exam are awarded a NJ State High School Diploma, not a GED Certificate.

RELIGIOUS SERVICES

Nondenominational religious services will be accessible for those Cadets who are interested, on a limited basis.

AUTOMOBILES

Cadets are not authorized to have a private vehicle at the Youth ChalleNGe Academy.

CONTRABAND

Any item not listed on the packing list is considered contraband and will be confiscated and destroyed.

TOBACCO POLICY

The ChalleNGe Academy is a non-smoking program. No tobacco use of any kind will be tolerated. This includes but is not limited to smoking, chewing tobacco and inhaling snuff. **Any Cadet in possession of any tobacco product may face discharge.**

CADET TELEPHONE USE

Upon earning the **privilege** to use the academy telephones at a designated time, Cadets may call home. This usually occurs in the evening and/or weekends **after the first two weeks**. The amount of time Cadets may stay on the phone is limited to afford all Cadets an opportunity to call home. The usual time limit is 5 minutes per phone call. Cadets may not receive phone calls except in the case of an emergency.

Every class we hear an incredible amount of frustration from parents concerning, “Why is my child not phoning home?” Rest assured that the cadets are permitted weekly phone calls. What we cannot assure you is **who** your child will call. In order to alleviate the embarrassment and guilt, sometimes Cadets will tell their family members, “They have not given me a phone call.” We maintain logs of each phone call to ensure that calls are made, however, we **do not** dictate **who** a child will contact.

CONDUCT

A strict code of conduct will be used to enforce the policies and discipline within the New Jersey Youth ChalleNGe Academy. **Violations of this code will result in corrective actions, to include possibly not participating in the graduation ceremony and/or possible discharge.** Corporal punishment (striking, hitting, etc.) is never used. Serious incidents of misconduct may result in dismissal. Since the ChalleNGe Academy is on a military installation, all violations of federal and state laws are subject to federal prosecution. The following offenses are considered serious violations:

- A. Use or possession of illegal drugs
- B. Use or possession of alcoholic beverages
- C. Use or possession of any firearm or other weapon(s)
- D. Presence of a Cadet in the room of the opposite sex without official permission
- E. Permitting a Cadet or other persons of the opposite sex in one's room
- F. Deliberate destruction, abuse, or misuse of Academy property or the property of another
- G. Acts or threats of aggressive/violent behavior or abusive language
- H. Violation of the Tobacco Policy
- I. Theft of any kind
- J. Assault

PARENTS, BE SURE TO COVER THESE AREAS OF CONCERN WITH YOUR CHILD. VIOLATION OF ANY OF THE RULES LISTED ABOVE MAY RESULT IN DISMISSAL AND/OR PROSECUTION. DISCIPLINE WILL BE MAINTAINED.

APPEARANCE

Hair

Hair will be neatly trimmed and conform to ChalleNGe Academy standards.

Males: Hair shall be neatly groomed and free from symbols and signs. Faces will be clean-shaven. Facial hair will only be authorized with a medical waiver on a case by case basis. **Males will be given haircuts at In-processing.**

Females: Hair will not extend below the collar and must not touch the shoulders. Long hair must be put up. **Natural hair only – no weaves, hair extensions, etc. No hair coloring, dying, bleaching, etc.** All hairstyles must allow the proper wearing of headgear.

Jewelry

Jewelry is unacceptable, except an inexpensive all black sports watch is permitted.

Fingernails

All Cadets will keep fingernails clean and neatly trimmed. **No nail polish is permitted. No artificial nails are permitted.**

Cosmetics

No cosmetics are authorized.

NOTE: All of these rules regarding appearance also apply for the graduation ceremony, with one exception: females may wear their hair down on Graduation Day.

ACCLIMATION PHASE

Applicants/Candidates and parents must be committed (for their child) to remain in the Academy for the first two weeks (the Acclimation phase) and will not be released. (Health related issues will be determined on a case-by-case basis. Parents are not authorized to show up unannounced to the JB MDL entry gates. All visitations require coordination with academy staff.

At the end of the Acclimation Phase, Candidates will be evaluated based on their performance, attitude, and motivation. In addition, a medical evaluation and drug testing will be used to determine if Candidates are allowed to stay for the **Residential Phase** of the Academy. The invitation to Residential Status is determined by the Academy Director and will begin on Week #3, Day 1. **If it is determined that a Candidate does not meet the requirements, he/she will be released from the Academy.**

GRADUATION REQUIREMENTS

Cadets will graduate at the end of the 22-week program when they have met several criteria, to include:

1. They meet the minimum required amount of attendance days
2. They have met the criteria for all 8 core components
 - a. Leadership/followership
 - b. Responsible Citizenship
 - c. Service to Community
 - d. Life-Coping Skills
 - e. Physical Fitness
 - f. Health & Hygiene
 - g. Job Skills
 - h. Academic Excellence
3. They have exhibited acceptable behavior that conforms to the rules and standards of the academy.

NOTE: Participating in the graduation ceremony is a privilege that is earned through acceptable levels of behavior. Therefore, if a cadet exhibits unacceptable behavior he/she may not be permitted to participate in graduation.

Wear the following to In-Processing: Navy blue sweat suit, white crew socks, all black or dark sneakers with black shoe laces.

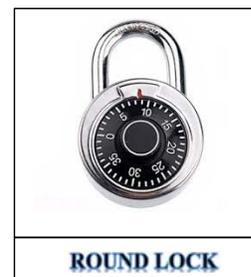
CLOTHING AND PERSONAL ITEMS TO BE BROUGHT BY FEMALES

CLOTHING

1. **T-shirts** (9-white, standard crew neck with short sleeves) **NO V-NECKS**
2. **Underwear** (10 pairs-black, briefs or “boy briefs”)
3. **Crew Socks** (9 pairs-white, thick) **NO ANKLE SOCKS**
4. **Sports bras** (3 or 4-white) – *Important: sports bras only*
5. **Sweat Suits** (3 sets [shirts & pants] navy blue, *plain*-no logos, no hoods, no pockets*, no zippers)
**If you have difficulty finding pants without pockets, please remove & sew the pockets closed.*
6. **Shorts** (3 pairs, navy blue, nylon or polyester material, *plain*-no logos, no pockets*. **If you have difficulty finding shorts without pockets, please remove & sew the pockets closed.*
7. **Pajamas** (2 sets, loose fitting) no skimpy, short, or see-through items, must have long or short sleeves according to the season, **no tank tops permitted. Thermal underwear are not to be worn as pajamas.**
8. **Sneakers** (2 pairs, all black, running sneakers, **with black shoe laces**)
9. **Swimsuit** (one piece, conservative)
10. **Thermal Underwear** (2 pairs) (Winter class only) Solid color navy blue, black, dark green, brown

HYGIENE / TOILETRY ITEMS (ALL ITEMS MUST BE NON-AEROSOL.)

1. Toothpaste & toothbrush – You may bring mouthwash - **ALCOHOL FREE ONLY**
2. Deodorant (roll-on or stick only) **NON-AEROSOL (NO SPRAY CANS)**
3. Shower shoes (2 pairs, a.k.a. flip-flops)
4. Soap (at least 2 bars with soap dish or 2 bottles of body wash)
5. Disposable razors and shaving cream **NAIR AND SIMILAR PRODUCTS NOT PERMITTED**
6. Hair care items (comb, brush, shampoo, blow dryer, black elastic bands, hair wrap/scarf for sleeping if needed)
7. Towels (3 – solid color) Shower poufs (3)
8. **HIGH EFFICIENCY DETERGENT TABS ONLY**, NO DRYER SHEETS, NO BLEACH. NO LIQUID OR POWDER DETERGENT.
9. Prescription eyeglasses (2 pairs) and/or non-colored contact lenses with solution (if needed)
10. Feminine hygiene products
11. Sunscreen **NON-AEROSOL (NO SPRAY CANS)**
12. Lotion and Lip Balm (i.e. Chapstick)
13. Slippers
14. Nail clippers
15. Shower/bath caddy with carrying handle; **see pic** →



MANDATORY MISCELLANEOUS ITEMS

1. Round style, full size, **Master or Brinks brand** combination locks (2); **see pic** →
2. One {1} 5-subject Notebook, pencils (10 total)
3. Kiwi shoe polish (black paste), (**paste only, no liquid**) polish applicator and shoe brush
4. **Mesh** laundry bags (2, black or navy blue) **see pic** ↓*Pack all items in your mesh laundry bags – **NO SUITCASES OR DUFFLE BAGS**
5. Stationery and postage stamps
6. Inexpensive black sports watch
7. Paperback Webster’s College level dictionary
8. PG rated literature reading book (One {1} book)
9. Back-pack (1, canvas, sturdy, black, with two straps)



MESH LAUNDRY BAG

***ANY ITEMS OTHER THAN THOSE LISTED ABOVE ARE CONTRABAND AND WILL BE CONFISCATED IMMEDIATELY. Examples of contraband are: Bobby pins, flat irons, curling irons, felt-tip or permanent markers, make-up, jewelry other than a watch, all electronics, food, money, weaves, braids, etc. (natural hair only). Any item listed on the packing list may be sent to your cadet via U.S. mail if necessary.**

***ALL ITEMS SHOULD BE LABELED WITH YOUR FIRST & LAST NAME (FOR CLOTHING ITEMS IT SHOULD BE ON THE INSIDE COLLARS OR ON WAISTBANDS) BEFORE YOUR ARRIVAL, WITH BLACK PERMANENT MARKER.**

Wear the following to In-Processing: Navy blue sweat suit, white crew socks, **all black or dark sneakers with black shoe laces.**

CLOTHING AND PERSONAL ITEMS TO BE BROUGHT BY MALES

CLOTHING

1. **T-shirts** (9-white, standard crew neck with short sleeves) **NO V-NECKS**
2. **Underwear** (9-white, briefs or boxer briefs)
3. **Crew Socks** (9 pairs – white, thick) **NO ANKLE SOCKS**
4. **Sweat Suits** (3 sets [shirts & pants] navy blue, *plain* – no logos, no hoods, no pockets*, no zippers)
**If you have difficulty finding pants without pockets, please remove & sew the pockets closed.*
5. **Shorts** (3 pairs, navy blue, nylon or polyester material, *plain*-no logos, no pockets*. **If you have difficulty finding shorts without pockets, please remove & sew the pockets closed*
6. **Pajamas** (2 sets – solid color, conservative, loose fitting, no prints)
7. **Sneakers** (2 pairs, black, running sneakers, **with black shoe laces**)
8. **Swim trunks** (1 pair)
9. **Thermal Underwear** (2 pairs) (Winter class only) Solid color navy blue, black, dark green, brown

HYGIENE / TOILETRY ITEMS (ALL ITEMS MUST BE NON-AEROSOL.)

1. Toothpaste & toothbrush - You may bring mouthwash - **ALCOHOL FREE ONLY**
2. Deodorant (roll-on or stick only) **NON-AEROSOL (NO SPRAY CANS)**
3. Shower shoes (2 pairs, a.k.a. flip-flops)
4. Soap (at least 2 bars with soap dish or 2 bottles of body wash)
5. Disposable razors and shaving cream - **no electric razors**
6. Towels (3 – solid color) Shower poufs (3)
7. **HIGH EFFICIENCY DETERGENT TABS ONLY**, NO DRYER SHEETS, NO BLEACH. NO LIQUID OR POWDERED DETERGENT.
8. Prescription eyeglasses (2 pairs) and/or non-colored contact lenses with solution (if needed)
9. Sunscreen **NON-AEROSOL (NO SPRAY CANS)**
10. Lotion and Lip Balm (i.e. Chapstick)
11. Slippers
12. Nail clippers
13. Shower/bath caddy with carrying handle; see pic →



MANDATORY MISCELLANEOUS ITEMS

1. Round style, full size, **Master or Brinks brand combination** locks (2); see pic →
2. One {1} 5-subject Notebook, pencils (10 total)
3. Kiwi shoe polish (black paste), (**paste only, no liquid**) polish applicator and shoe brush
4. **Mesh** laundry bags (2, black or navy blue) **** Pack all of your items in your mesh laundry bags – NO SUITCASES OR DUFFLE BAGS**
5. Stationery and postage stamps
6. Inexpensive black sports watch
7. Paperback Webster's College level dictionary
8. PG rated literature reading book (One {1} book)
9. Back-pack (1, canvas, sturdy, black, with two straps)



MESH LAUNDRY BAG

***ANY ITEMS OTHER THAN THOSE LISTED ABOVE ARE CONTRABAND AND WILL BE CONFISCATED IMMEDIATELY. Examples of contraband are: Felt-tip or permanent markers, jewelry other than a watch, all electronics, food and money. Any item listed on the packing list may be sent to your cadet via U.S. mail if necessary.**

***ALL ITEMS SHOULD BE LABELED WITH YOUR FIRST & LAST NAME (FOR CLOTHING ITEMS IT SHOULD BE ON THE INSIDE COLLARS OR ON WAISTBANDS) BEFORE YOUR ARRIVAL, WITH BLACK PERMANENT MARKER.**

IMPORTANT ADDRESSES & GENERAL INFORMATION

Physical Address for Bordentown Armory: 1048 U.S. 206 South, Bordentown, NJ 08505

*****For GPS purposes, enter address as 1046 U.S. 206 South, Bordentown, NJ 08505***

Joint Base MDL (Rte. 68) Hemingway Visitor Center: 2270 Fort Dix Road, Fort Dix, NJ 08640

(Located on Route 68 South on JBMDL, on the right hand side.)

PARENTS/GUARDIANS: Please note that candidates/cadets may be drug tested on In-Processing Day and upon return from passes. Have a discussion with your child about drug testing if this is an area of concern, as this is a zero-tolerance facility.

Please ensure that your cadet has eaten a meal prior to his/her return from pass as the dining facilities will be closed at the time of their return. Thank you!





DOCUMENTATION GUIDELINES

For GED Testing Service® Test Accommodations
(Reasonable Adjustments)

All candidates who are requesting accommodations (reasonable adjustments) because of a disability must provide appropriate documentation of their disability and show how it is expected to impact their ability to take the test under standard conditions.

In order for us to process your request for accommodations, the following documentation is required:

1. A completed **Accommodations Request Form** (available from www.gedtesting.com/accommodations). This **Form** has sections for both you (the candidate) and your evaluator (i.e., doctor or psychologist) to complete.
2. A **detailed letter or written report from your evaluator**. Be sure you provide your evaluator with a copy of the **Documentation Guidelines for Evaluators** before you meet with him/her. The **Documentation Guidelines for Evaluators** includes more specific, technical requirements that your evaluator must follow. You or your evaluator can get a copy of the **Documentation Guidelines for Evaluators** from www.gedtesting.com/accommodations. Briefly, the documentation from your evaluator must meet these general criteria:
 - a. The report must be on the evaluator's letterhead
 - b. The evaluator must be qualified (see NOTE #1 below)
 - c. The evaluation must be **current**:
 - i. Learning Disabilities: <5 years old
 - ii. ADHD: <3 years old
 - iii. Psychiatric/psychological: <1 year old
 - iv. Physical/chronic health conditions: Generally < 1 year old, depending on the condition and its expected duration
 - d. The report must contain relevant information about the history of your condition, its impact on your functioning, what treatments you are using, and your prognosis (how long your condition is expected to continue)
 - e. The report must include all scores, subtest scores, and Index scores for any tests that were administered to you
 - f. The report must include a specific diagnosis
 - g. The report must include specific recommendations for testing accommodations, with a rationale for each recommended accommodation (see NOTE # 2 below)
 - h. The report must be signed by the evaluator

The following additional supporting documentation is not required, but may be helpful to us in making the accommodations decision:

Relevant medical or academic records. Because some disabilities are most commonly first apparent during childhood (such as learning disabilities and ADHD), you may be able to provide us with academic records that show difficulties in elementary, secondary and post-secondary education. These records could include grade reports, Individual Education Plans, 504 Plans, standardized test scores, and teachers' comments.

Keep in mind the following critical points:

1. All documentation must be submitted together. Do not ask your doctor to send documentation separately to GED Testing Service®.
2. It is in your best interest to submit documentation as early as possible before you plan to take the test. That way, if your request is incomplete or we need additional documentation from you, there will be enough time for you to gather the additional materials and have your request processed before your preferred test date.
3. Your request and documentation will not be returned to you. Be sure to make copies of everything you submit.
4. Again, be sure you provide your evaluator with a copy of the **Documentation Guidelines for Evaluators**. It is in your best interest to provide your evaluator with these Guidelines before you meet with him/her.

NOTES:

1. A qualified professional must administer the tests in the evaluation. An individual is deemed to be qualified to conduct a psychological, psychoeducational, or medical evaluation if s/he has had extensive graduate-level training in the area of assessment of adults. This usually includes formal education and training in the history, nature, identification, and treatment of learning, psychological, or medical disorders. In most cases, the examiner should have a Ph.D., Psy.D., or M.D. degree, although master's-level school psychologists may also be qualified (LD evaluations only). However, simply having a particular degree or license does not automatically mean that the evaluator has had sufficient formal training and expertise in assessing adults. The name, title, and professional credentials of the evaluator must be clearly stated in the documentation. GED Testing Service® reserves the right to request evidence from an evaluator of their professional qualifications.
2. Examples of specific recommendations for accommodations may include "50% extra time," or "Have a scribe record her answers since she does not have use of her hands." Non-specific recommendations such as "extra time" or "unlimited time" or "the maximum allowable time" are not acceptable.

Steps to Take

1. Read this form, *Documentation Guidelines for Candidates*. Make sure your documentation of your disability meets our guidelines. You may want to review your documentation with your evaluator.
2. Print a copy of the *Accommodations Request Form* for your disability and complete the sections for candidates. You can get a copy of this form at www.gedtestingservice.com/accommodations
3. If you haven't already done so, give your doctor or psychologist a copy of the *Documentation Guidelines for Evaluators*. Your evaluator should make sure that the documentation they provided to you meets our guidelines. [In most cases, your evaluator will be a psychologist or doctor who administered a series of psychological, educational, or medical tests with you, and provided you with a copy of a diagnostic report of that testing or a detailed letter.]
4. Give this *Accommodations Request Form* to your evaluator and have him/her complete the relevant sections.
5. It would be helpful (but is not required) for you to provide additional supporting documentation, such as:
 - The report of psychoeducational testing you did with your evaluator
 - School records showing your participation in special education services in school
 - Individualized Education Plans (IEPs)
 - Transcripts from middle school or high school
 - Other records showing a history of academic difficulties due to your learning disability
6. When both you and your evaluator have completed the *Accommodations Request Form*, and you have all of your supporting documentation, FAX all of your documentation to 202-464-4894.

What happens after I submit my documentation for review?

Depending on the complexity of your situation, the review process may take up to 30 days to complete. Therefore, it is critical that you submit your request as far in advance of your preferred test date as possible.

After we have made an accommodations decision, you will be notified by e-mail of our decision, and you will receive further instructions with what steps to take next.

1. You will be notified by e-mail, usually within 30 days, of the accommodations decision. At that time, you will be given further instructions.
 - a. If your request is approved, you will receive further instructions for how to schedule your accommodated testing appointment.
 - b. If your request is found to be incomplete, you will get information about what additional documentation would be needed in order to make an accommodations decision.
 - c. If your request is denied, you will get information about why that decision was made. You will also receive information about the appeal process.
2. If you have waited more than 30 days and have not received an e-mail from us, you may email to inquire about the status of your request to accommodations@gedtestingservice.com.



NATIONAL GUARD BUREAU
111 SOUTH GEORGE MASON DRIVE, AH2
ARLINGTON, VA 22204-1373

NG-J1-AY

8 May 2015

SUBJECT: ChalleNGe Program "Hands-Off Leadership" Policy

1. Purpose and Applicability:

- a. Sets guidelines regarding the National Guard Youth Challenge Program (NGYCP) Hands-Off Leadership
- b. Applies to all NGYCP sites

2. Reference: National Guard Youth ChalleNGe Program Cooperative Agreement (MYPCA)

3. Policy: The National Guard Youth ChalleNGe Program is a "**Hands-Off Leadership**" program.

- a. Hands-Off Leadership means that no staff member may touch a cadet or use abusive language as a means of coercive leadership. If a staff member has to resort to shoving, pushing, or swearing to lead cadets, he or she has already failed.
 - b. 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, "May I correct your uniform?" or "May I help you get a better grip on your rappel rope?" This is good policy when working with youth and an excellent example of civility and courtesy to the cadet.
 - c. This policy does not conflict with, in fact it complements, Non-Violent Crisis Intervention training. Likewise, it does not in any way infer that a staff member cannot defend themselves against an out of control cadet, nor meant to interfere with any instances where a staff member may need to react physically and *or* quickly to ensure the safety of the cadets or others.
 - d. Hands-Off Leadership also prohibits staff members from using unprofessional language, including profanity, vulgarity or off-color jokes when interacting with, correcting or motivating cadets. This includes joking and horseplay that is easily carried too far. The litmus test is this - If you would not want the language being used by your staff toward your cadets to appear on public media and/or broadcast, it should not be used. **The uncompromising standard for behavior and language on the part of the staff is nothing less than complete transparency and total professionalism.**
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NGB-J1-AY

SUBJECT: ChalleNGe Program Hands-Off Leadership

4. Training and Implementation: Program Directors will implement "Hands-Off Leadership" policy outlined in paragraph 3 above immediately. Implementation will include, but is not limited to the following actions:

a. Challenge staff will be trained on the "Hands-Off Leadership" policy prior to supervising Cadets. Once training is complete, programs are required to update a Data Management System (DMS) and retain documentation for future audits and inspections. **Staff training will require any staff member, observing or witnessing any violation of this directive, to be responsible for immediately reporting it to their superior or the next member in the chain of command, and to fail to do so is, in itself, a violation of the policy.** Likewise, any employee who violates this directive is required to document their actions and report it to their superior immediately.

b. The program Commandant will inform Challenge candidates that this is a "Hands-Off Leadership" program, on Day 1 of the Acclimation Period. Cadet training will include the opportunity for questions and answers, both initially and ongoing. Cadet training will also include the requirement that any cadet experiencing or witnessing any violation of this directive to immediately report it to their superior or the next member in the chain of command and exactly how to make such a report. If asked, any candidate/cadet should be able to state what to do if they were subject to any of the aforementioned violations. This shall be a recurring, consistent message throughout the Residential Phase from the program leadership to all staff members and from all staff members to cadets.

c. Cadet and parent orientation briefings and program marketing will emphasize the Hands-Off Leadership Program. All briefings will include the opportunity for questions and answers, both initially and ongoing.

d. Staff and cadet handbooks will be revised to reflect the parameters outlined in this policy letter. In addition, a program SOP shall be written to address issues outlined in this policy letter and shall become part of your state plan. Staff and cadet handbook revisions and the program Hands-Off Leadership SOP shall be in place within 30 days of the effective date of this policy letter.

e. All Challenge staff shall reacquaint themselves with the National Guard Youth Challenge Program Cooperative Agreement policy for the Acclimation period and residential phase. The Youth Challenge program philosophy mandates a "tough love, caring, disciplined" approach. At no time will prospective candidates be subjected to harassment or required to perform demeaning tasks; what we do and how we do it should always have a rational teaching point.

NGB-J1-AY

SUBJECT: Challenge Program Hands-Off Leadership

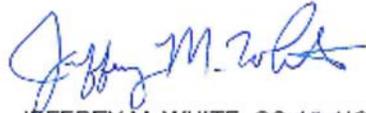
5. Policy Enforcement:

a. All reports of an alleged violation of Hands-Off Leadership by a Challenge staff member shall be impartially investigated and facts gathered under the direction of senior staff. Appropriately document the investigation facts and forward to the Director for action. NGB J1 AY shall be notified via a Serious Incident Report anytime a Program Director conducts an investigation regarding an alleged inappropriate event.

b. Candidates/cadets or staff shall not be subject to disciplinary action or any other form of retaliation for reporting an alleged violation.

c. Any substantiated violations of this policy shall subject staff to disciplinary action up to and including dismissal from employment.

6. Questions regarding this policy letter may be directed to Major Karen Patrick at (703) 607-2754 or at Karen.S.Patrick2.mil@mail.mil.



JEFFREY M. WHITE, GS 15, NGB
Chief, Office of Athletics and Youth
Development

CF:
OSD-RA
Alutiq, LLC

The "I Quit" Conversation - How to respond if you get the dreaded call.

It happens every class. Cadets come with the greatest of intentions, agreeing to spend 22 weeks away from the comforts of home to work on self. This seems like a good idea when it gets you out of that all too familiar argument with mom or dad. It's actually pretty exciting for most cadets, telling friends and family that they're about to do something so difficult and productive. Then reality hits! 0500 (5 a.m.) comes around on the 1st morning and things change dramatically. It's not just a story or plan anymore that makes everyone proud. It's time to do the hard work. Just like countless times before, the fear of putting out so much effort for uncertain results creeps into the brain and takes over. Those 2 words echo through their brain... **"I quit"**.

So what's a parent to do?

There are a few already established patterns of behavior that will play a big part on how this scenario plays out. One pattern is the "child cries 'save me' and the parent saves child" pattern. The other common pattern is the "child cries 'save me' and the parent says no, you must follow through but saves child anyway by not having proper consequences" pattern. I'm not sure which pattern historically is worse but I do know that they are both difficult to address and repair. So what do you say if you get a call from your child saying they want to leave the program? Here are some ideas:

- The short and easy answer to how to respond is by saying the following, *"I realize that being at the Academy is difficult however it is necessary if you ever want to have a healthy and successful future.*
- *Quitting now is quitting on yourself, we and the Academy all believe in you and want you to stick it out - you've been provided a spot that no one else in the world can fill now. We're proud of you, and doing something this hard is tough, but we know you can do it!*
- *You must stick it out and finish something big in your life. When you do, you will understand that not allowing you to quit was the best way to show you how much I love you and how much confidence I have in you.*
- *The family looks forward to seeing you on Graduation Day and I know it will be one of the greatest days of both of our lives".*

After you tell your cadet this you inform them that you must go now and that you will write them that day. Avoid at all costs any conversation that lasts longer than it takes to say this. Like a hostage negotiator, your child knows that the longer he or she has you on the phone the more they will wear you down. Do not repeat yourself, do not bargain, do not debate, and do not bring up the past.

Say your prepared speech and tell them you must get off the phone.

It is important for everyone in the house/family to be on the same page. Practice this speech with your child's mentor as well.

We will try our best to call you ahead of time to let you know that your child is wanting to quit. Sometimes, however that's not possible, so you might get a surprise phone call; be prepared at all times. The good news is that after 5 or 6 weeks the cadets who remain rarely want to go home.

Remember, however, that cadets have quit just days before graduation so never let your guard down.

This is also another reason why you should be writing your cadet every day.

As difficult as this phone call can be for you, be prepared for multiple calls like this. Your child is used to getting his or her way. They can be master manipulators. They think you will break. They think they know how to wear you down. If dad, brother or grandma is the stronger one when it comes to giving in, pass the phone to one of them. Feel confident that on our end we are holding strong. It is extremely difficult to get through our line of defenses. We are experts at not giving in, so use us if you must. **Have a plan, be prepared and don't give in!**