

BLUEGRASS

CHALLENGE ACADEMY



CADET BLUE

BOOK CADET:

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Contents:

.Preface	4
<u>Chapter 1: General Knowledge</u>	<u>6</u>
.Youth Challenge Phases	7
.Academy Values	8
.Cadet Honor Code	9
.Cadet General Orders	9
.Cadet Creed	9
.Cadet Mantra	9
.ChalleNGe Me Creed	9
.Eight Core Components	10
.Chain of Command	10
.Why We Do What We Do	12
<u>Chapter 2: Rules, Regulations, and Operating Procedures</u>	<u>14</u>
.Academics	14
.Appearance	15
.Supplies/Personal Items	16
.Automobiles/Motor Vehicles	16
.AWOL (Absent Without Leave)	16
.Barracks/Bays	17
.Bullying / Terroristic Threatening	17
.Classroom Conduct	18
.Complaints	18
.Computer Usage	18
.Contraband	19
.Customs and Courtesies	20
.Dining Facility Procedures	22
.Drill and Ceremony / Formations	22
.Emergencies at Home	23
.Family Emergency Pass	24
.Emergency Situations	24
.Weather Emergency	25
.Emergency Medical Situation	25
.Fighting	25

.Gambling	26
.Gang Activity	26
.Mental Well-being	26
.Homesickness	27
.Horseplay	27
.Hygiene	27
.Inspections	28
.Laundry	29
.Lights Out	29
.Mail and Packages	29
.Medical	30
.Self-inflicted Injuries	33
.Mentor	33
.Money	34
.Movies/Videos	34
.Off Limits Areas	35
.Passes	35
.Photos/Videos	36
.Privileges	37
.Profanity	37
.Punctuality	37
.Refusing to Train	37
.Reporting Procedures	38
.Respect, Disrespect, and Insubordination	38
.Security	39
.Sexual Conduct / Relationships / Fraternization	40
.Sexual Harassment	41
.Substance Abuse	42
.Telephone Calls	43
.Tobacco Products	44
.Token Economy	45
.Uniforms	45
.Visitation	48
.Water Intake	48

Chapter 3: Disciplinary Policies and Procedures	49
.Disciplinary Procedures	49
.Disciplinary Platoon	50
.Categories of Violations	50
.Administration of Corrective Discipline	52
Chapter 4: Leadership	53
.Principles of Leadership	53
.Hands-Off Leadership	53
.Cadet Leadership	54
.Leadership Positions	55
Chapter 5: Privilege Levels and Promotions	57
.Privilege Levels	57
.Level Promotions	57
.Honor Platoon	61
.Director's Platoon	62
.Awards and Ribbons	62
.Service to Community Form	66
.White Sheet	67
.Blue Sheet	68
.Yellow Sheet	69
.NGYCP Cadet Status	70

Preface

Congratulations on your choice to attend Bluegrass ChalleNGe Academy. You are beginning a life-changing program. You will do things over the next 22 weeks that you never dreamed you could accomplish or experience. Your Platoon Team Members and Leaders will work to help you achieve success. Work hard, stay focused, strive to excel and you will have a clearer vision for your future.

Blue Book origin and Major General Baron von Steuben

The Bluegrass Challenge Academy Blue Book takes its name from the “Regulations for the Order and Discipline of the Troops of the United States,” commonly called the “Blue Book.” Major General Baron von Steuben, America’s first Inspector General and Drill Instructor, wrote the Blue Book during the winter of 1778-1779. The Blue Book is based on the training plan he had devised while training the American Continental Army at Valley Forge. The Blue Book set down duties and responsibilities for corporals, sergeants, first sergeants, and sergeants major, effectively encompassing the NCO ranks of that day. The Blue Book also established the qualities a Soldier must have to serve in demanding positions. BCA honors that proud tradition by having its own Blue Book.



Major General Baron von
Steuben

Purpose

The purpose of the Blue Book is to establish the rules, policies, and standard operating procedures of Bluegrass Challenge Academy (BCA). If you follow the rules, policies and procedures set forth in the Blue Book, you will easily adjust to living here and have a positive, successful experience at the Academy.

The Blue Book cannot address every rule, policy, or situation at BCA. The Cadre and staff will inform you of additional BCA and platoon rules, policies, and procedures. These additional rules, policies, and procedures are as important to you as those in the Blue Book.

Read your Blue Book. Read all of it.

You must know the Academy rules and policies. It is your responsibility to keep track of your Blue Book. Keep it with you at all times. If you lose your Blue Book or it becomes unserviceable, tell your Cadre.

Chapter 1

General Knowledge

Who We Are:

The Kentucky National Guard Bluegrass Youth ChalleNGe Academy is a tough, demanding, no-nonsense, military model approach to your future success!

The purpose of the Youth ChalleNGe Academy is to provide "at-risk" youth with Academic and Life Skills training aimed at improving employment potential and creating productive citizens.

We service students from around the Commonwealth of Kentucky and accept applications year round. Classes begin twice each year, in January and July, and are continuous for 22 Weeks. Following the residential phase of the program, the students must complete the 12- month post-residential phase in order to successfully complete the Youth ChalleNGe Program. Bluegrass Youth ChalleNGe Academy graduates approximately 160 students each year.

Our Mission:

The mission of the Kentucky National Guard Bluegrass Youth ChalleNGe Program is to intervene in and reclaim the lives of at-risk youth to produce program graduates with the values, skills, education and self-discipline necessary to excel as adults.

Our Vision:

The Kentucky National Guard Bluegrass Youth ChalleNGe Program combined with Eminence Independent Schools is the premiere residential alternative education provider, developing and producing academically and socially competitive young adults who believe they can achieve their dreams.

Youth ChalleNGe Phases:

The Academy will provide meals, uniforms, housing, training, and essential resources during Phase I and II.

Phase I – Pre-ChalleNGe Phase (Acclimation Period) – 2 Weeks

During the first two weeks you are adjusting to life at BCA. This is the acclimation period. BCA is structured to orient you toward SUCCESS. During this time, the concept of “me” is replaced with “we”. Training will focus on team-building, discipline, self-control, responsibility, cultural diversity, physical training, and drill and ceremony. Remember this is a military-modeled program and NOT a Summer Camp. The training will be tough during Pre-ChalleNGe, both mentally and physically, as you adjust to a new routine. Your time will be filled with group activities, classes, sports, and platoon competitions. The first two weeks will not be easy.

Phase II – Residential Phase (Developmental Period) – 20 Weeks

The ChalleNGe Residential Phase is centered on your involvement within your Squad and Platoon. The Platoon is the primary world for the Cadet and the place where Leadership and Followership is experienced. The completion of the eight core components where the focus is on the development of the “whole person”, not just academic improvement. In addition to traditional classroom instruction, computer assisted learning is also used to make instruction as individualized as possible. Included in this phase are educational classes, community service projects, life skills, and numerous other activities.

All Cadets will be required to participate in a wide range of activities to enhance their future. An initial assessment of skill level will be conducted soon after arrival. The curriculum will be as flexible as possible to allow each student to achieve his or her goals. Academic emphasis is on basic skills competency in reading, comprehension,

math, grammar, and spelling. You must achieve a score of 80% or higher in each of the eight core components to successfully complete the Residential Phase. You will also develop an attainable life plan. Academy staff will work with you in developing your specific, measureable, attainable, realistic, and timely (S.M.A.R.T) goals. As students, you will be enrolled in the Eminence Independent School System. All official transcripts and records will be transferred to post residential schools via infinite campus.

As part of the Academy's emphasis on educating the whole person, each class of cadets participates in regularly scheduled field trips, such as flying aboard Blackhawk helicopters.

Phase III – Post-Residential Phase (Application Period) – 24 Months

During the 24-month Post-Residential Phase, with assistance of Academy Staff, you will apply what you have learned as you implement your life plan.

Academy Values:

1. **Loyalty:** Be loyal and faithful to the BCA, your peers, the nation and the Constitution.
2. **Duty:** Fulfill your obligations (professional, legal, and moral). Carry out the mission. Set the example. Comply with policies and directives.
3. **Respect:** Treat people as they should be treated. Show concern for others. Be courteous. Do not take advantage of positions of authority.
4. **Selfless Service:** Put the welfare of the nation, the BCA, and others before your own. Give credit for success to others and accept responsibility for failure.
5. **Honor:** Do not lie, cheat, steal, or tolerate those actions by others. Honorable conduct is where a person's word or

signature is their bond.

6. **Integrity:** Do what is right legally and morally even if no one is looking. Possess high personal moral standards. Show consistently good moral judgment and behavior. Place being right ahead of being popular.
7. **Personal Courage:** Show physical and moral bravery. Take responsibility for your decisions and actions. Accept responsibility for mistakes and shortcomings. Have the moral courage to do what is right regardless of the consequences.

Cadet Honor Code:

I will not lie, cheat, steal, or tolerate anyone who does.

Cadet General Orders:

1. I am a Winner! Winners never quit and quitters never win.
2. I have the courage to complete my task regardless of how hard I think it may be.
3. I am responsible for my own actions.
4. I follow orders given to me at all times.
5. I show respect to others at all times.
6. I will not use profanity.
7. I will think before I act.
8. I will not fight.

Cadet Creed:

1. I am Loyal to those I serve.
2. I wear my uniform proudly.
3. I will help my fellow cadets.
4. I am proud of my country and flag.
5. I will do my best to make the people of our country proud of the Bluegrass Challenge Academy.

Cadet Mantra:

I am responsible for my own actions!

My successes or failures are my own responsibility!

ChalleNGe Me Creed:

If it is to be, it is up to me.

I am in charge of my future.

I will do all I can to make my future a success.

I will not accept failure.

I will succeed.

Challenge Me.

Eight Core Components:

Job Skills: In this component, you will develop the necessary basic skills to obtain employment when you leave the Academy. You will develop personal goals, complete a written resume, fill out employment applications, and learn how to conduct yourself properly when interviewing for a job.

Academic Excellence (Credit Recovery/Diploma): Attend daily classes through fully accredited Eminence Independent Schools with on-site certified teachers and principal. Cadets can recover or earn the credits necessary to either graduate or return to their parent school.

Citizenship: You will develop a better understanding of what makes a community strong and supportive of its citizens as well as factors that cause division and controversy. Cultural awareness, promoting justice, and the Honor Code are discussed in this area.

Health and Hygiene: It is important that you understand the positive correlation between good health and hygiene habits and life-long mental, physical, and emotional well-being. Nutrition, healthy living and sexual responsibility are just a few of the topics covered in this area.

Leadership/Followership: Every good leader in any life pursuit is also a great follower. Each cadet must learn to become a good

follower (i.e., obeying orders, supporting fellow cadets, etc.). As you develop the skills of being a good follower, you are also developing leadership skills. To accomplish these important skills, you will be placed in leadership positions and given other character developing activities.

Life Coping Skills: You, the cadet, will explore ways to respond in a healthy way to challenges in life. You will develop respect for others and yourself. You will participate in classes and workshops regarding substance abuse, anger management, stress management, gender stereotyping, team building skills, parenting, budgeting, and other related subjects.

Physical Training: All cadets are required to participate in physical fitness training. Physical training not only improves overall physical health but also promotes mental and emotional wellbeing. Your improvement in this area will be tracked over the 22-week residential phase of the program. Activities include, but are not limited to, flexibility and strength training, runs, endurance marches and organized athletics.

Service to Community: In this component, you will develop an understanding of the benefits of volunteering your time and services to assist others in need and to maintain a clean, safe environment in which all citizens can live. This component provides hands-on experience in performing community service in and around the Fort Knox/Radcliff area.

Cadet Chain of Command:

The Cadet Chain of Command shown in the diagram below will be followed in the order described. The Chain of Command shows each Cadet the order of responsibility and leadership in the Academy. The Cadre Platoon Sergeant is the primary point of interaction in each cadet's life. The Commandant manages general operations of the Corps of Cadets. The Deputy Director acts for the Director in his absence. The Director is responsible for all ChalleNGe activities and operations in Kentucky.

Director

Deputy Director

Commandant/Sergeant Major

Cadre Supervisors/Master Sergeants

Cadre Platoon

Cadre/Sergeants First

Cadet First Sergeant

Cadet Platoon Sergeant

Cadet Squad Leader

Cadet

Why We Do What We Do

Requesting Permission to Speak

- Teaches a candidate/cadet to effectively curb impulses and to think about what is about to come out of their mouths, thereby checking inappropriate responses.
- Teaches impulse and self-control and empathy. Requesting Permission to "Carry

On"

- The candidate/cadet acknowledges there is a hierarchy in place of which they are a part.
- Acknowledges a recognition of a superior/subordinate relationship similar to that of teacher/pupil, employer/employee, and coach/athlete, based on mutual respect and common understanding.
- Teaches relatedness of oneself to the immediate

environment. Standing at Attention, Parade Rest, etc., and

Basic Military Courtesies

- Teaches a candidate/cadet to exert control over his/her mind and body in order to have control of the immediate environment and themselves.
- Also reinforces an understanding of where one fits into the overall environment.

Not Talking in Formation

- Teaches self-control, willingness to comply with directives, followership, impulse control, self-regulation, and managing emotions.

Inspections – Uniform, Locker, Bay, Bunk, etc.

- Teaches organization, personal responsibility, respect, and

ownership for personal and community property

Marching

- Teaches teamwork, attention to detail, situational awareness, self-discipline, and subordinating one's own desires in favor of the needs of the group.
- It also instills confidence, mastery, and self-confidence.

Calling Cadence

- Teaches camaraderie, teamwork, esprit de corps, and willingness to contribute to a team effort and celebrate success.
- Instills pride in the group and respect for fellow teammates in contributing to a joint effort.

Dining Room Procedure

- Teaches self-control, personal responsibility and accountability, willingness to comply with rules and directives, and how to contribute to the greater needs of the group.

Counting Off

- Teaches personal responsibility, self-regulation, compliance, and an acceptance of oneself as an integral part of the greater group.

Physical Training

- Teaches self-control, enhances the mind and body, restores balance, reduces anxiety and tension, and releases endorphins, thereby increasing feelings of confidence and well-being.
- Building a strong body also causes the mind to be stronger.
- Helps build resilience, perseverance, and grit.

Confidence Course, Rappelling, etc

- Teaches that the limits and boundaries candidates/cadets

set for themselves are artificial and that they can accomplish far more than they ever imagined simply by pushing themselves beyond those artificial limits

Uniform Maintenance

- Teaches self-discipline, self-respect, personal pride, and self-- confidence in presenting a neat and orderly appearance.
- Also excellent practice for follow-on employment and expectation management.

Classroom Procedures

- Teaches self-regulation and managing emotions, managing expectations, and preparing oneself to be open to new experiences like learning.

Chapter 2

Rules, Regulations, and Operating Procedures

The ChalleNGe Academy promotes positive reinforcement for cadets who follow the Cadet Honor Code, and various levels of punishment for those who choose not to. Lying, cheating, stealing, etc., will not be tolerated, and punishment is consistent and swift. You have asked for a chance to succeed and now, regardless of your past, it is time to prove to yourself that you are serious about your future.

The term “cadre or staff discretion” is mentioned several times in the Blue Book. This term means that the cadre or staff may or may not allow you to do something or have something. It does not mean they must allow you to do something or have something. It is their decision not yours.

- Military style customs, courtesies, and discipline will be observed at the Academy. Cadre and staff will lead by example to reinforce this behavior.
- You will be expected to follow orders and conduct yourself in a mature, respectful, self-controlled manner at all times. This is the same behavior your employers will expect from you at work!
- You come to the Academy expecting a high standard of behavior. We will do our best not to let you down.
- The hallway between the entry doors is off limits to cadets unless you are cleaning or have been told to report to one of the offices.
- It is possible to remain at BCA for twenty-two (22) weeks but not successfully complete the program because of poor conduct or lack of motivation.

Academics

Pre/Post TABE: Cadets will take the TABE twice. You will take the Pre- TABE upon entry into the Academy and the Post-TABE prior to graduation. To successfully complete the Academic component, you must improve your score on the Post-TABE.

Eminence: Cadets will work for the entirety of the allotted class time. At no point in the school-year will a cadet reach the status of finished. If the cadet does earn the amount of required credits to earn a diploma, additional learning content will be assigned by their teacher or principal.

Appearance

Personal Appearance is an important reflection of an individual as well as the organization he/she represents and ties into the Health and Hygiene core component. Persons having an unkempt appearance demonstrate a lack of self-discipline and unprofessional behavior. Cadets shall adhere to high standards of personal appearance throughout the Challenge program. **Army Regulation AR 670-1** is the guide for appearance. The following standards shall be adhered to throughout the Residential Phase:

- Male and female hairstyles will adhere to Academy standards. Male cadets will be provided haircuts on a regular basis.
- Male cadets' hair will be neat and trim. Standard military haircuts are required. Cadets will not shave their heads.
- Male cadets are not allowed to have facial hair and are required to shave every morning. Sideburns will not extend below the lowest part of the exterior ear opening. Clippers may be used for those with severe acne problems.
- Radical hairstyles, unnatural hair color, hairpieces, hair weaves including glued or sewn in extensions are not allowed.
- Beads or similar ornamental items are not authorized. Loose ponytails, braided designs or loose braids are not acceptable. Braided hair must be in straight parallel rows from front to back.
- Hair curlers, scrunches, ribbons, bobby pins and hair bows are not permitted.
- Females will not be given extra time to braid or fix their hair.
- Cadets will not dye, color, tint or highlight their hair at

any time during the 22 weeks, this includes while on pass.

- Female Cadet's hair will not extend below the collar or fall over the eyebrows. Females must be able to train and wear their headgear correctly without interference from their hair.
- Females may use a standard elastic headband, metal hair clips or barrettes, or may braid hair rather than cut it.
- Barrettes will be no larger than 4 inches and elastic headbands no larger than ½ inch wide, metal hair clips will be no longer than 4 inches. Barrettes, clips and elastic headbands to match the color of her hair.
- Makeup and cosmetics are not allowed.
- Fingernail length will not exceed ¼ inch for males and females, artificial fingernails are not allowed. Cadets will not paint or color their fingernails or toenails.
- Body piercing jewelry is not permitted (this includes earrings).
- You will be clothed in the barracks and when going to and from the shower, wearing at least PT shorts, T-shirt, appropriate undergarments, shower shoes and T-shirt. The only time you may be unclothed is while taking showers, dressing or changing clothes within your room.
- Eyeglasses: Sunglasses of any type, prescribed or otherwise, are not allowed. Head gear is provided for this reason. However, transition style glasses are acceptable. It is advised that all necessary equipment, such as neck straps or cords, is brought to the Academy on intake day. It is your responsibility to take care of your personal property as previously stated, which includes taking great care to avoid damage to eyeglasses. The academy will not replace eyeglasses, and most insurance plans only cover one pair per year. If your eyeglasses become damaged at the Academy, a parent/guardian will be responsible for replacement.

Supplies/Personal Items

Your family will supply your personal hygiene products. The Academy will provide you with certain emergency personal hygiene products. You must fill out a supply request to receive these items.

You must contact your family for personal hygiene products when you are running low. Your platoon cadre will explain this procedure in more detail.

Automobiles/Motor Vehicles

Cadets are not permitted to operate any motor vehicle while in the Residential Phase at Bluegrass Challenge Academy. This includes a privately owned vehicle (POV), Academy vehicles, military vehicles, or any other motorized vehicle.

- When you are on pass, with appropriate permission from the vehicle owner, you may operate a POV.
- Cadets are not authorized to drive a POV on Fort Knox or have a POV on Fort Knox or the surrounding area for any reason.
- Cadets may not ride in a POV without the written consent of the Academy.

AWOL (Absent Without Leave)

Cadets are not permitted to leave the Academy area unless they have received permission from the Cadre. Cadets who leave the Academy area or their directed duty location without permission will be subject to disciplinary action.

Running away from the Academy serves no purpose and can be dangerous. Running away is considered absent without leave (AWOL). If you feel like running away, you should talk with your cadre or platoon team counselor. They are trained to work with Cadets who may experience anxiety or a desire to run away. Your first couple of weeks here may be very tough on you; some cadets adjust quickly while others take a little while to adjust. If you stick it out and stay focused on your reasons for coming to the Academy, you will adjust. It will get better.

Being optimistic and positive and staying busy will help you avoid or overcome the feeling of running away. Remember you are a winner and “winners never quit and quitters never win”.

Barracks / Bays

The Cadre Platoon Sergeant will make bunk assignments. Cadets are responsible for the daily cleaning and maintenance of their living area.

- Cadets will not enter another Cadet's bay without cadre permission. Those who do may be held liable for missing items and receive disciplinary action.
- Barracks Maintenance: Cadets will clean their bay and all common areas every day. Cadets will make their bunk every day and arrange their area according to Academy and Platoon policy. The Academy has very high standards and Cadets will maintain those standards.
- Each Platoon will be assigned specific common areas of responsibility to clean. When you are assigned an area, clean it to the best of your ability. If you have not performed to Academy standards, you may be assigned additional cleaning tasks. The Cadre will give you additional instructions on how to clean and arrange your area.

Bullying / Terroristic Threatening

Any effort to use fear, intimidation, or threat by violence, name calling or hazing is considered bullying at this Academy. There is no place in the BCA for bullies. This activity will be dealt with swiftly and with strong effort to change the behavior. Many people who have adopted bullying behavior as a method of achieving their goals do not realize how their behaviors are detrimental to others.

Classroom Conduct

Classroom policies and procedures are determined by the Principal and Teachers.

Complaints

Cadets should try to resolve complaints using their chain of command before filling out a request form. The complaint registration form is available to all Cadets through their Cadre Platoon Sergeant. The Commandant will review all complaints and begin the resolution process. All complaints will be addressed as soon as possible. Complaint resolution decisions may be appealed to the Director or Deputy Director. This applies to cadets at all levels to include General's and the Honor Platoon.

Computer Usage

Access to the Academy classroom computers is a privilege, not a right. Any student caught violating the following rules on computer usage will be subject to disciplinary action and/or loss of access to a computer. "I didn't know" will not be accepted as an excuse for violating these rules. If you are unsure about accessing a certain program or website, just ask your instructor or the IT (Information Technology) staff. The computer usage rules are as follows, but are not limited to:

- Writing on or defacing desks, computers, display monitors, keyboards and/or mice is destruction of property and subject to disciplinary action. Replacement or repair costs may be assessed to the Cadet.
- Unauthorized internet access and unauthorized computer program use is prohibited.
- Do not play with the computers or modify them in any manner.
- You will not listen to music using a computer.
- There is zero tolerance for horse playing.

Contraband

Contraband is any item not authorized or allowed in the Academy. Health and welfare inspections are a regular part of Academy life. Cadre will check the cadet living area and equipment for contraband and illegal drugs. Upon returning to the Academy from details, passes and most off site trips, cadets will be searched for contraband. Contraband items will be confiscated and sent home, held until graduation or disposed of. Illegal contraband will be turned over to law enforcement.

Cadets possessing any contraband are subject to disciplinary action. Contraband items include, but are not limited to, the following:

- Clothing: Only clothing on the packing list or issued to you by the academy is authorized. All other clothing is unauthorized and will be confiscated.
- Electrical Devices: Except for hand held hair dryers for females, Cadets may not bring, possess, or use any personal electrical device. These items include but are not limited to the following: cell phones, hand-held video games, radios, electric razors (unless required as a result of a medical condition), power packs and chargers, data storage devices (USB storage devices, or any other storage device not listed).
- Food and/or Drinks: Cadets may consume drinks or snacks in designated areas outside the dining facility with cadre/staff approval.
- Gambling Paraphernalia: Any gambling device, item, or activity is prohibited, including, but not limited to, cards, dice, pitching pennies, wagering on sports events or any other activity.
- Illegal Drugs, Paraphernalia: Illegal drugs or drug paraphernalia of any kind (prescription or non-prescription), possession of prescription medication not prescribed to Cadet, aerosol cans, (hair spray, deodorant), liquid polishes (nail, shoe, leather dyes), any form of glue, liquid white out correction fluid, magic or permanent markers, eye drops,

plastic bags, alcohol, products containing alcohol, any substance used for huffing. Mouthwash, Acne medication, dental floss, Q-tips is also considered contraband.

- Jewelry: Cadets are not allowed to possess or wear jewelry while at the Academy. Wearing jewelry, rings, earrings, or body piercing jewelry is not permitted at the Academy. Married cadets may wear a wedding band. Cadets may wear a very small religious symbol around the neck on a small gauge chain. The chain can be no shorter than 18 inches and no longer than 36 inches and must be worn under the t-shirt, and out of sight. Sports watches will be allowed after completion of Pre-Challenge.
- Literature: Including, but not limited to, literature or pictures that are sexually explicit, anti-American, cult or devil worship, and any other printed material the Academy deems to be negative to a Cadet's progress.
- Money: Cadets are allowed to have no more than \$20 dollars in their possession.
- Personal Hygiene Products: All cosmetics and makeup including, but not limited to, fingernail polish, after-shave, cologne, hair spray, hair gel, perfume, etc., is prohibited. Unscented, alcohol-free skin care products may be used with approval of Cadre.
- Tattoos and Paraphernalia: The use or possession of any tattooing paraphernalia is strictly prohibited and will not be tolerated. This includes, but is not limited to, ink or coloring substance used for tattoos, needles or any device or instrument used to make tattoos. **Cadets WILL NOT obtain a tattoo at any time (even while on pass) during the 22 weeks of the program.**
- Tobacco Products: All tobacco products including, but not limited to, cigarettes, chewing tobacco, snuff, dip, pouch tobaccos, cigars, lighters, matches, and rolling paper, are prohibited. Nicotine patches and nicotine gum are also prohibited.
- Weapons: Including, but not limited to, firearms, air rifles/pistols, knives, clubs, slingshots, fireworks, explosive devices, ammunition or any other item that is designed to be used as a weapon.

Customs and Courtesies

Military customs and courtesies dictate that proper respect is shown by subordinates towards their superiors and by superiors to their subordinates. Cadets will follow military customs and courtesies while at the Academy. Cadets will be addressed by Cadet and last name or last name.

- **You will be at parade rest when addressing Cadre, staff or visitors. When finished, you will come to attention, sit down or execute a facing movement and depart, depending on the situation.**
- During hallway movements cadet will walk single file closest to the right side of the hallway at all times
- At no time will a Cadet be disrespectful or insubordinate toward any Academy cadre, staff member, or peer.
- Cadets will conduct themselves in a mature manner.
- Refer to staff by their title or **“Sir (Ma’am).”**
- Acknowledge all orders with **“Yes (No), sir (ma’am).”**
- Sound off with, **“Excuse me, sir (ma’am),”** when passing a staff member from the rear.
- When indoors or outdoors and walking past a staff member or a staff member is passing you, you will stop, face towards the staff member, assume parade rest, and announce **“At ease- make way”** then carry on once the staff member passes or told to “carry on” by the staff member. If you are running, you will slow and stop, face towards the staff member, assume parade rest, and announce **“At Ease - Make Way”**, resume running once the staff member passes or told to **“Carry On”** by the staff member. Move to the side to allow the staff member to pass if necessary.
- When a cadre or staff member enters your room or area, you will announce **“At Ease”** and assume parade rest. All cadets in the room or area will come to parade rest.
- When the Director or Deputy Director enters your room or area the first cadet to recognize the Director or Deputy Director will announce **“Attention”**. All cadets will come to the position of attention.
- When a Platoon Sergeant, First Sergeant, Director or

Deputy Director enters the dining facility during meals the first cadet to recognize the Platoon Sergeant, First Sergeant, Director or Deputy Director will announce **“At Ease”**. You will not assume parade rest or stand at your table to assume parade rest in this situation.

- Do not call outside classes, classrooms or computer labs to “attention or at ease” if a class is being conducted or you are working on computers.
- If you are in a non-class group situation outside such as the line for chow or taking a break and a staff member approaches, only the first cadet to recognize the staff member announces **“At Ease - Make Way”**, the entire group will assume at ease - make way. You need not move to the side in this situation unless it is necessary to allow the staff member to pass.
- If you are outside on a detail, or playing sports, and a staff member approaches, only the first cadet to recognize the staff member announces and assumes “at ease - make way”. The entire group is not required to assume at ease - make way.
- Cadets who wish to talk to a staff member who is already talking with someone must wait until the staff member recognizes you. Cadets will wait at parade rest six to eight feet away. Cadets will not speak. When the staff member acknowledges the cadet, the cadet may speak. Speaking or interrupting before being told to is rude and impolite.
- In a group setting or for guest speakers, when called on to ask a question or make a comment, stand up, assume parade rest, state your name and platoon, ask the question.
- Cadets will not lean upon staff members’ desks or against walls or doorways.
- Cadets will not lie upon the ground or pavement when outside.

Dining Facility Procedures

- Cadets will follow traditional military customs when eating meals in the dining facility. **Talking is not allowed in the dining facility.**
- When the order of chow is announced, you will file into the building in that order.
- You will remain at parade rest or the position of the last command given. When required to move, come to attention, march forward the required number of steps then resume the last position.
- Do not talk in the serving line unless you are replying to the servers.
- When you have your food and drink, proceed to your table, place the tray on the table, and stand at attention until you take seats.
- The dining facility is not a place to socialize or waste time.
- You will not take food, drink or other items from the dining facility.
- When the platoon has finished eating, the Cadre in charge will tell you to stand up and proceed to dispose of your trays.
- When you have finished eating, you will remain seated at the modified Position of Attention.
- You will not share, sell, or distribute food in any way to another cadet.

Drill and Ceremony / Formations

The Academy currently uses the Army Field Manual 3-21.5 and 22-5 as the source for drill and ceremonies. Drill and Ceremonies and Close Order Drill are activities that Cadets will perform daily and are a major part of the environment. The Academy places much emphasis on this military structure.

- You will become proficient in squad, platoon, and company drill as well as individual drill movements.
- Formations are necessary for accountability, passing information, conducting inspections, preparation for training, and moving from one location to another in an orderly manner.

- Formations are normally held three times a day. You will be on time for all formations. Tardiness to formations will not be tolerated. Cadets who are absent or late for formations are subject to disciplinary action.
- Good discipline, military bearing, and conduct begin with the formation. You will not talk or move around in formation without permission. Your behavior in formation shows your level of self-discipline and control. Cadets that are 'locked on' in formation perform better and have fewer problems.
- When moving in groups of three or more, cadets will march in formation.
- While in formation, you will not call out to or speak to staff or cadre to get their attention. If you wish to speak, you will obtain the permission from the person in charge of the formation.
- When grounding equipment, books etc.: you will place them on the ground in a straight line (ground equipment). At no time will you drop or throw books or equipment on the ground, pavement, or floor.
- You will carry and hold books in your left hand.
- You will not walk between the person in charge of a formation and the formation. You will not walk through a formation of grounded equipment.

Emergencies at Home

The Academy has adopted the Army Red Cross notification rules of consideration of Emergency Leave / Pass. This action is to ensure that all cadets meet the national training requirements and to ensure that we treat all cadets in a fair and consistent manner. Cadre and various other Academy staff are on duty at all times. If an emergency occurs at your home, we will notify you of the emergency and appropriate arrangements will be made. To report a family emergency your family should call one of the following telephone numbers

- Toll free 1-877-599-6884.
- Administrative offices (502) 607-5906 or (502) 607-5916
- After 4:00 p.m. and weekends call (502) 607-5913
- If they are unable to contact the Academy using the above

numbers, call the EOC. The Emergency Operations Center (EOC) 24/7 phone number in Frankfort is 1-800-255-2587

Family Emergency Leave (FEL): The Academy recognizes that the loss of a loved one may occur during each cycle. The Academy must treat each cadet equally in regards to special circumstances. With this expectation, Family Emergency Leave will follow general Red Cross guidelines of Immediate Family.

- The cadet may be granted up to 24-hours to participate in visitation and/or funeral activities.
- If the funeral is out of state, it is generally not practical for the cadet to participate, as they will be unable to meet the 24-hour requirement.
- Any special circumstances will be considered on a case-by-case basis, but protecting the standard that other cadets have adhered to will be the primary consideration.
- The cadet will depart the Academy in their best uniform.

Family Emergency Pass:

All Emergency notifications are referred to the Cadet's Platoon Sergeant for verification and assistance in informing the Cadet of the Emergency.

- For potential Life Threatening family hospital visits, Cadets may be allowed 24 hours away from the campus for this purpose. The Red Cross family listing applies for these instances. Cadets are not normally allowed an Emergency pass to attend routine surgical procedures for family members.

This policy is not meant to be insensitive or unfeeling; rather, it is the only way the Academy can ensure fairness to the many Cadets attending the program and ensure all required individual training requirements are met.

Emergency Situations

Thunderstorm: When the National Weather Service issues a Thunderstorm Watch, the conditions are right for the formation of thunderstorms. When the National Weather Service issues a Severe Thunderstorm Warning, a severe thunderstorm is in the immediate area. Lightning and tornadoes kill more people each year than any other form of severe weather. Follow supervisor or cadre instructions.

Tornado: When the National Weather Service issues a Tornado Watch, the conditions are right for the formation of tornadoes. When the National Weather Service issues a Tornado Warning a tornado has been spotted in our area.

Weather Emergency:

- The sirens should sound. Organize and seek shelter immediately in the hallways. Remain clear of windows. Take a headcount.
- Follow all orders given to you by your cadre
- Wait until the warning is canceled before going outdoors.
- If outside and shelter is unavailable lie on ground or ditch if possible. Avoid poles, trees, or other tall objects.

Emergency Medical Situation:

- Send someone immediately to notify a cadre or any staff to contact a medical staff member during the duty day.
- If medical staff or cadre or staff member is not readily available, go to the nearest building and call "911".
- Comfort the injured individual until medical help arrives.
- Do not move the individual unless leaving them at that location or in that position could result in further injury.

Fire Emergency: In the event of a fire during class, evacuate the building in an orderly manner and go to the area behind the shelter tent and immediately conduct a class formation and obtain a headcount. Follow all directions from your cadre or staff.

Earthquake Emergency: In the event of an earthquake, DROP down onto your hands and knees. COVER your head and neck

under a sturdy table or desk if possible. **HOLD ON** to your shelter until the shaking stops.

When the shaking stops, follow directions from your cadre.

Fighting

Fighting will not be tolerated. Cadets will not verbally or physically provoke another Cadet, Cadre, or Academy staff. Any Cadet caught or suspected of fighting will be subject to disciplinary measures.

Striking another person is an assault. Assault on another person which intentionally causes serious physical injury to another person by deadly weapon, serious or prolonged disfigurement, and prolonged impairment of health is a serious offense which could result in legal action by police authorities. Furthermore, the Academy is located on federal property, and any offenses committed here could be punishable as federal crimes.

Gambling

Gambling in any form is prohibited at the Academy. Cadets are not allowed to have any gambling material or devices in their possession. Cadets involved in gambling, wagering, or possessing gambling devices will be subject to disciplinary action.

Gang Activity

Gang activity is prohibited. Gang style activity includes, but is not limited to, initiation rituals, gang signs or symbols or gang style of wearing clothing (in photographs, on clothing, anywhere in your possession or on your person, such as shaving eyebrows), gang colors, gang writing, or gang artwork, graffiti, organized control or attempting to obtain power by inflicting pain and/or humiliation which causes another to feel victimized, and/or terroristic threatening is prohibited. Gang-style activity will result in disciplinary action and potential dismissal.

Cadets will not write graffiti on any BCA property, walls, paper, notebooks, composition books, whiteboards, or on any items issued to or available to the cadet, unless directed by staff or cadre. Your

personal property and property that is not owned by the Academy but is used by the Academy is also included.

Mental Well-being

The Academy has contracted with Wellfront Readiness Solutions based out of Louisville, KY to provide onsite therapists during the school day, evenings, and weekends. Cadets will have access to see the therapist for individual and group therapy. To access these services please fill out a request form through your chain of command. All requests will be answered in a timely manner. Do not approach therapists and ask to be seen. You must fill out a request form, and submit through your chain of command.

Services provided:

Individual counseling: In these sessions, cadets can work on personal issues that may be causing them concern. These sessions will range in length and frequency depending on the needs of the cadet.

Group therapy: These sessions are geared toward working on coping skills and interactions with others. These groups meet weekly throughout the cycle.

Substance Abuse Group: This group is geared towards youth who have identified substance use and abuse. The program is designed to assist youth in taking a look at their substance use and making informed decisions about their life. This group meets weekly throughout the cycle.

Crisis Management: If you find yourself in crisis, having thoughts of harming yourself or others, please fill out a request form immediately to speak to a therapist. If you are in danger to yourself or someone else, you may be sent out to the crisis unit until your condition stabilizes. At that time, you will return to the Academy to continue the program. Your parent or guardian will be notified in the event of a crisis.

Homesickness

Homesickness may or may not be a problem for you. Platoon

Team Members are trained to work with Cadets who may experience some anxiety due to separation and/or loneliness. It will help you avoid or overcome homesickness if you remain optimistic and positive, keep busy, and stay focused on your reasons for coming to the Academy. You are encouraged to write to family and friends often. We also encourage your family and friends to write to you as often as possible. During Pre-ChalleNGe, email messages from family and friends are distributed during mail call. The camaraderie you build with your platoon and your sense of belonging to a team will help ease your homesickness.

Horseplay

Horseplay is not allowed. Horseplay can lead to injury or fighting. Examples of horseplay include but are not limited to wrestling, pulling pranks or practical jokes, throwing balls or other items in the barracks, playing catch in the barracks, swatting people with towels. *See Self Inflicted Injury.*

Hygiene

Personal cleanliness is very important, especially when living in close quarters.

- **You will shower daily and use deodorant. Shower time is limited; take your shower as quickly as possible. Wash your hands often or use sanitizer especially before meals.**
- Brush your teeth daily to maintain good dental hygiene and avoid bad breath.
- Change underwear, t-shirts daily. Make sure you have clean clothing to wear.
- Change socks and use foot powder daily. Do not wear socks to bed.
- **You will not go barefooted.** You are required to wear boots, shoes, shower shoes or socks at all times while indoors. Boots or shoes are required at all times outdoors.
- Spitting is unsanitary. You will not spit on the pavement, sidewalk, or steps. You will not spit in formation or leave formation to spit. You may be required to clean up your

spit and/or face additional disciplinary action. If you are sick and must spit, you will get permission from the person in charge of the formation to leave the formation and spit in the grass.

Inspections

Inspections are a normal part of Academy structure. Cadets are required to maintain the Academy's high standards. The Cadre will conduct inspections daily. These inspections are for your benefit and may be conducted with or without your presence.

In preparing for inspections, you will learn to pay attention to detail. Cadre will give you additional information and training on Academy standards.

- Inspections will include, but not be limited to, in ranks inspections in which you will be inspected on personal appearance and uniform. Inspections will also include personal displays, rooms, latrines, stairwells, hallways, cleaning closets, outside Academy areas, etc.
- The Academy will also conduct health, safety, and welfare inspections. The purpose of these inspections is to look for contraband and unauthorized items that are determined to have a detrimental effect on the health, safety, and welfare of Cadets. Barracks, person, and personal items are subject to inspection at all times.

Laundry

Each Cadet is responsible for washing his/her uniforms and other personal items (i.e., underclothing, towels, etc.). The Academy provides washers and dryers for the cadets to use. Blankets, sheets, and pillowcases are cleaned by a laundry service. You will be notified of linen exchange times and procedures. Platoon Sergeants will establish laundry schedules for the platoon and instruct you in procedures to follow when doing laundry. It is important to remove dryer lint from lint filters to prevent the

possibility of damage or fire. Laundry detergent is provided although Cadets may use personal laundry detergent if allergies or reactions are present.

Lights Out

- Lights Out will be from 2000-0520 weekdays, 2100-0520 weekends.
- Cadre may require cadets to go to bed earlier if necessary.
- Cadets should use the latrine before going to bed.
- After lights out there will be no talking.
- Cadets may use the latrine with cadre permission after lights out.
- Cadets may not get out of bed for any other reason, except in an emergency or as instructed by staff.
- Reading letters, doing PT, doing homework, talking, or any other activity is prohibited after lights out.
- Cadre will control all cadet movement after lights out.

Mail and Packages

Outgoing mail is collected, and incoming mail is delivered Monday through Friday. Cadets do not have the capability to send email.

You should provide the following mailing address to your parent(s) or other family members and friends who want to write to you here at the Academy: No markings are allowed on the letter other than the return and mailing addresses.

Bluegrass Challenge
Academy Cadet Name
(First and Last name)
Platoon name or number
114 Conroy Ave. Bldg.
5549 Fort Knox, KY
40121

The Academy receives a large quantity of mail each day. If any mail or packages arrive without a name, Academy staff will open it to

determine to whom it was mailed. If identified, the piece of mail will be re-sealed with tape and given to the cadet. Mail with an unidentified recipient will be returned to-sender. If you have any concerns about your mail, contact your Cadre.

- Cadets will open all letters and packages in front of a Cadre or staff member.
- Cadets will not send to or receive mail from a terminated cadet or candidate, or another current cadet at the academy.
- The academy has an email service where parents and families may send emails to their cadet. Each email is printed and delivered to the cadet at mail call.

Care packages: Care packages may be sent to you but you are limited to items on the packing list: additional clothing, T- shirts, underwear, writing supplies, stamps, and personal hygiene items.

- Unless specifically allowed, Cadets are not permitted to receive food items in the mail. Do not ask to have food or other contraband items sent to you.
- If there is contraband in the letter or package, it will be confiscated and sent back home or disposed of. Illegal contraband will be turned over to law enforcement.

Medical

Insurance: All cadet medical insurance plans/cards will be on file. If a cadet does not have medical insurance, his/her parent/guardian will be responsible for paying any medical expenses and signing a waiver to accept medical expenses for care provided outside of the Academy, including but not limited to: physician visits, hospital visits, and prescriptions.

Appointments: The Nurse Supervisor is responsible for confirming and scheduling all in house cadet medical appointments during the Residential Phase. The Academy Contract Physician performs all routine medical needs. Academy staff will transport cadets to any local appointments that are

deemed necessary. However, ALL dental and eye appointments need to be taken care of prior to reporting to the Academy on intake day or taken care of while on pass. If a cadet has issues with his/ her elbows, knees, wrists, or ankles, it is the cadet's responsibility to write home to obtain what sleeve or brace the cadet needs for daily activity. It is NOT the Academy medical department's responsibility to provide them. Parents or guardians will be responsible.

Medications: The medical area is a **quiet zone** which is crucial for the safety of all involved including cadets and staff. If a cadet is taking breakfast, lunch, dinner and/or bedtime medications, he/she will report to medical when called by platoon. Cadets will line up in an orderly fashion in the proper daily designated uniform along the designated wall and present one at a time to the medical cart with a full cup of water for medication administration. As one leaves, another will present in the same fashion. While waiting in line, cadets must stand at parade rest. Horse playing, leaning on walls and/or lockers, lying, or sitting on floors, spitting, cursing and/or talking will not be tolerated. Cadets are in the medical area to take medication only at this time. Cadets are prohibited from visiting each other or other staff in the building unless a staff member has requested to see the cadet and medical staff are aware that they may be late for medication administration. Medications are designed and prescribed to work the best when administered in a similar time frame each day; therefore, tardiness will not be tolerated during the designated times for medication administration and will result in disciplinary action if it occurs, regardless of reason.

- All medications will be taken with a full cup of water. The cadet will show the staff distributing the medications inside of their mouth and their empty cup after swallowing their medication.
- All medications must be taken with a cup of water and not a canteen.
- Medications will be kept secure by the medical staff.
- Medication will be given as prescribed
- A medication log is kept on each cadet to ensure that proper instructions are being followed. Both

prescription and non-prescription medications will be logged. The staff giving the medication must sign the log stating the medication was given.

- A minimum of a thirty-day supply of prescription medication is to be brought in on in-processing day with refills. Medication should be in the original container issued by the pharmacy. If medication was not brought in, the cadet should notify medical staff immediately.

- Parents are responsible for getting refills from the cadet's doctor. It is also the parent's responsibility to schedule follow up appointments during pass.

- Parents/guardians or other family members are not to send any medication to cadets in the mail. All medications must go directly to the medical staff.

- Parents/legal guardians are responsible for all co-pays for prescriptions.

- **IT IS ILLEGAL TO TAKE OR DISTRIBUTE PRESCRIPTION MEDICATIONS PRESCRIBED TO ANOTHER PERSON, VIOLATORS COULD BE TURNED OVER TO LOCAL LAW ENFORCEMENT FOR DRUG TRAFFICKING VIOLATIONS.**

- Vitamins, supplements, and any other over the counter medications are not allowed unless prescribed by a licensed physician. This includes any over the counter acne remedies.

- Nicotine patches and nicotine gum are prohibited at the academy.

- All medication accepted at the academy has to be prescribed by a licensed physician. Over the counter medication such as Tylenol, Ibuprofen, Naproxen, Neosporin, ointment, creams, etc., will not be accepted or allowed in the possession of a cadet.

Sick Call: If a cadet needs medical attention, he/she will notify their Cadre and Cadre will contact medical and Cadet will be evaluated at their earliest convenience.

- **Under no circumstance will a cadet report to the medical department unless called for by the**

medical staff or the cadre have notified medical that a cadet needs to be seen.

- Emergencies will receive immediate attention. If you have a medical emergency notify cadre or staff immediately.
- A cadet will **NOT BE SEEN DURING CLASS TIME** unless there is active bleeding or active vomiting present and/or a fever is suspected.

Profiles: (restrictions due to medical condition): ONLY medical personnel can issue a profile. If placed on profile, a cadet will receive an armband listing the restrictions, date started, and dated ending for profile. ONLY medical personnel can remove the armband. **If a cadet is on profile, under no circumstance can he/she play any sports.** If a cadet breaks their profile, this will result in disciplinary action.

Self-inflicted injuries:

Parents or guardians will be responsible for all related medical costs if a cadet intentionally injures him or herself or becomes injured while committing unauthorized acts. Cadets committing these acts are subject to disciplinary action.

- Sunburn: There is no reason for you to get sunburn. Sun block is provided and must be used to avoid sunburn. When going without your headgear in the sun, be sure to put sunblock on your head, this is especially important for the male cadets or any cadet using acne creams or medications.
- Punching walls, doors, tattooing, cutting, and burning: Any self-inflicted injury reflects an inability to control one's behavior and think rationally. Additionally, it is costly in time and resources. This will not be tolerated and will result in disciplinary action after medical treatment is rendered.
- Malingering: Malingering is pretending, faking, or exaggerating incapacity or illness to avoid duty/work/school or to gain attention. Cadets will not fake illness or injury. Medical personnel will make the determination if a cadet is malingering, which will likely be the determination if any cadet is seen repeatedly in

sick call for minor ailments or there is no physical evidence of an injury/illness. Keep in mind that the medical personnel at the academy are trained and experienced. If malingering occurs disciplinary action will be taken.

- Punching, kicking, hitting, a wall, door, wall locker or other objects, intentionally or out of anger or frustration.
- Horseplay, showing off, performing acrobatic stunts.
- Unauthorized physical training or exercises, wrestling or fighting.

Mentor

- Select BCA employees will be mentors that have been approved by case managers for the mentor pilot program.
- More information will be provided during the residential phase.

Money

Twenty dollars is the maximum amount a cadet can have on their person at BCA. If you are found with unauthorized money, it is considered contraband and will be confiscated and secured in the Academy safe.

You will receive a receipt for your money. Each platoon has a safe to secure items. If you need to secure your property, see your cadre.

Do not loan to or borrow money from other cadets!

If a Cadet damages BCA or anyone's personal property, he/she or the Cadet's parent/guardian is required to pay any costs associated with replacing lost, missing, or damaged property (such as clothing, materials, supplies, equipment) and medical charges (including medical/dental appointment fees, prescriptions, and over the counter medications), etc.

Academy equipment and property will be assigned to you. If it is

lost, damaged, or destroyed, you will be required to pay for it. Damages that occur where responsibility cannot be determined will be paid for by the platoon such as holes in walls, damaged BCA equipment, etc.

You will settle all debts before leaving the program.

Movies/Videos

- Movies are shown to the Cadets during the cycle. All movies are selected to promote a positive example of individual action for the cadets. No movies are shown that promote or display inappropriate sexual behavior, gang activity, glorifies drug or alcohol use, or demeans women or racial diversity. The Honor Platoon may be allowed to view movies if available.
- Cadets are prohibited from possessing any video DVDs. They are also prohibited from watching any movie, music video, or broadcast that promotes violence, glorifies drug or alcohol use, is sexually provocative, or demeans women.
- Cadets may watch Academy television only for educational purposes during scheduled class time and under the supervision of Academy staff or Cadre.

Off Limits Areas

- All Fort Knox facilities are off limits unless Cadre or a Staff member gives you specific permission and you are accompanied by staff.
- You are not permitted in the bay/living area of the opposite sex unless they have cadre permission and supervision.
- Cadets are not authorized to leave the Academy area for any reason unless accompanied by parent/guardian or authorized adult or Academy staff. Cadre will define the Academy area.
- All instructional areas, computer labs, and offices are off limits unless supervised by Academy staff.
- The hallway between the entry doors, "the forbidden zone", is off limits to cadets unless you are cleaning or have been

told to report to one of the offices. Red tiles mark the zones. If you need to go to the other side of the hallway, you must go outside and enter through the other door.

- Cadets will not enter another Cadet's bay without cadre permission.

Passes

Cadets will not generally be granted passes during Pre-ChalleNGe. The nature of Pre-ChalleNGe requires participation in each day of training. Any Emergency Pass resulting in absence exceeding 24 hours may require termination and rescheduling of the Cadet to the next class. You will be notified sufficiently in advance of all passes to make arrangements for transportation home. You will not be allowed to stay at the Academy on dates of scheduled passes.

- Cadets must be in proper specified uniform when departing and when returning from pass. Departure times will be listed and must be followed.
- Absolutely no Academy property is to leave the Academy when going on pass. Bags and other personal gear are subject to inspection prior to leaving the Academy and upon returning to the Academy.
- **DO NOT ASK TO BE PICKED UP PRIOR TO THE SCHEDULED DEPARTURE TIME. IF YOUR PARENT/GUARDIAN ARRIVES EARLY TO GET YOU THEY WILL HAVE TO WAIT.**
- Cadets will take needed medications home. The Medical Staff will assist you with your prescription medicine.
- **WHILE YOU ARE AT HOME, DO NOT TAKE ANY MEDICATIONS OR USE ANY SUBSTANCES THAT WILL CAUSE A POSITIVE RESULT ON A DRUG OR ALCOHOL TEST. A POSITIVE TEST WILL RESULT IN YOUR IMMEDIATE TERMINATION FROM THE ACADEMY.**
- Keep in mind that Academy standards are to be maintained even when you are on pass. Violations of Academy standards are subject to investigation and possible disciplinary action.
- Your parent or guardian listed on the Cadet Application sheet must sign out cadets under the age of 18.

- **A PHOTO ID IS REQUIRED FOR ANY PERSON SIGNING OUT**

A CADET. Only adults over the age of 21 and listed on the Cadet application may sign out and transport a Cadet.

- Permission to travel home with another Cadet's parent/guardian or family member must be approved prior to departure by Academy staff and the Cadet's (if under the age of 18) parent/guardian. A written request from the requesting family is required, and the adult agreeing to transport the cadet will sign them out. Coordination between families and the Commandant should be conducted well in advance of the Pass Sign Out period. The Parent's Handbook contains sample forms for this purpose.

Photos/Videos

Photos and videos are taken at the activities and events that you participate in throughout the class. These photos and videos are placed on the BCA social media pages. Professional individual photos are taken of each cadet normally in April and October. These photos are available for purchase.

Photo rules:

- No gang signs, peace signs, no fingers that look like gang signs or other signs, no gang or gangster poses, no glamour poses. These photos will not be posted to the web site. Cadets doing these behaviors are subject to disciplinary action.
- You must be in proper uniform.
- Do not stop what you are doing and run to get your photo taken.
- You may have no more than five photos displayed inside your wall locker. Each photo will be no larger than 5x7 inches or 35 square inches. These photos will conform to BCA contraband and photo standards. Photos will not block wall locker air vents.

Privileges

Cadets earn privileges as the Residential Phase progresses. Cadets earn privileges based on their level status and maintaining a positive attitude, good performance, and good behavior.

Remember: Privileges are not rights. Privileges are earned and can be taken away.

Profanity

Cadets will not swear or use profanity at the Academy. Profanity does not add to clarity or meaning in verbal communication and has no place in normal conversation. Cadets who use profanity will be subject to disciplinary action.

Punctuality

Being punctual means you are at your appointed place of duty at the assigned time. This is a trait of maturity and personal responsibility. Cadets will attend all activities listed on the training schedule and are expected to be on time for all formations and scheduled activities. Being late for class or late for or missing formation or training will not be tolerated. Cadets who violate this policy will be subject to disciplinary measures.

Refusing to Train

Refusing to train will not be tolerated. Refusing to train consists of, but is not limited to the following, sleeping in class and refusing to go to class, perform a task, take medications, and get out of bed. It is also refusing to perform corrective training such as push-ups or boomers, refusing to accept imposed punishment such as DP (Disciplinary Platoon). Cadets that refuse to train are subject to disciplinary action.

Reporting Procedures

When reporting to the Director, Deputy Director, Commandant, or promotion board, Cadets will wait outside the door at parade rest. You will knock three (3) times on the door and wait for permission to enter. When told, you will enter and close the door behind you. To close the door, you will take one-step inside the room, stop, then while still facing the person inside, you will use one hand and close the door behind you. Do not turn your back to the person or people in the room.

You will then march two-steps away from the center of the desk, render the hand salute and report "Sir or Ma'am, Cadet (your last name) reporting as requested." You will remain at present arms until the salute is returned. When dismissed, you will come to attention, render the hand salute, and remain at present arms until the salute is returned. You may then depart. When reporting to a staff outdoors, the cadet will come to parade rest and state, "Sir (or Ma'am), Cadet (your last name) reporting".

Respect, Disrespect and Insubordination

Respect: is treating people as they should be treated. Treat others with dignity and respect while expecting others to do the same

Disrespect is defined as showing a lack of respect, being rude, discourteous, insulting, impolite, impudent, or sassy.

Insubordination is the act of a subordinate deliberately disobeying a lawful order. The concept of insubordination is most often associated with military-like organizations such as the Bluegrass Challenge Academy. Military organizations have a chain of command and superiors expect that all lawful orders they give to a subordinate will be obeyed and carried out.

Respect and discipline are closely tied together; a military organization depends on disciplined and respectful people.

Rule of Respect and Authority: I will respect and will obey people in authority over me. I will respect people that I have authority over.

- This rule also applies at work. When your boss or supervisor gives you orders, directions, or a job to do, you

are expected to carry out those orders, directions, and do the job assigned to you. In other words, do your job. Do what you are told to do.

- Disrespect or insubordination is not permitted towards cadre or a staff member. Violators are subject to disciplinary action.
- Disrespect towards another cadet is not permitted.
- Insubordination towards a cadet leader is not permitted.
- Disrespect can be verbal or non-verbal it includes but is not limited to the following:
 - Cursing or yelling at cadre or staff.
 - Talking back to the cadre or staff.
 - Ignoring cadre or staff, or walking away from cadre or staff when they are talking to you.
 - Rolling your eyes at cadre or staff.
 - Replying with “whatever” or something similar to cadre or staff.
 - Talking while the cadre or staff is talking or teaching class.
 - Not announcing, “Make way” for cadre or staff.

Security

Security of personal property is the personal responsibility of each Cadet. All personal valuables will be locked in your wall locker or secured on your person.

- **LOCK UP EVERYTHING - LOCK YOUR WALL LOCKER**
- **NEVER LEAVE MONEY OR PERSONAL PROPERTY UNSECURED**
- **DO NOT TRUST ANYONE WITH YOUR MONEY OR PROPERTY**
- **Your wall locker will be closed and locked when you are out of your room even if you leave the room for a few seconds.** Disciplinary action will most likely result if you fail to lock your wall locker.
- BCA is not responsible for loss of personal property. Each Cadet is required to have two locks to use for securing personal property.

- When a Cadet signs in or out for pass or other events, all incoming or outgoing personal property will be inspected for contraband.
- Each platoon has a safe that is used to secure high value items and money over \$20.00. Cadets wishing to secure items in the safe must contact their platoon cadre.
- All items \$10.00 or more in value will be inventoried with serial number or description and kept in the Cadre cadet files. Security inspections will be conducted frequently to make sure Cadets are following the security procedures.
- If a Cadet is hospitalized or AWOL for more than 12 hours, the Platoon Sergeant or representative will open or cut the lock on the Cadet's locker and inventory the contents along with any personal property in the cadet's living area. The Platoon Sergeant will make three copies of the inventory. The first copy will be placed in the container with the Cadet's property and sealed. The second copy will be placed in the Cadet's personnel file. The third copy will remain with the Platoon Sergeant. If the Cadet is terminated, the personal property will be returned during out-processing. If the Cadet does not return, the Academy will contact the parent/guardian to arrange a pickup of the Cadet's property. If the parent/guardian cannot be contacted within 14 days, the property will be declared abandoned, held for a reasonable time, and then disposed of properly.
- **The Academy reserves the right to search, at any time, any property assigned to or belonging to a Cadet such as wall lockers, personal items, clothing, and rooms etc.** When unauthorized personal property is confiscated from a Cadet, the Platoon Sergeant will inventory the items and make three copies of the inventory. One copy will be placed in the container with the Cadet's property and sealed, one copy will be given to the Cadet, and one copy will remain with the Platoon Sergeant. The personal property will be sent home or returned to the Cadet or the Cadet's Parent/Guardian during out-processing. Unlawful contraband will be confiscated and will not be returned to the cadet or the cadet's parent/guardian.
- **Do not leave your personal gear unsecured.**

Unsecured gear, pistol belts, canteens, etc. will be secured by staff and held until cadets retrieve their gear.

- **Security Cameras and Equipment:** Tampering with, altering or adjusting the working order of security cameras, wiring, or components will be viewed as destruction of property and violators will be subject to disciplinary action.

Sexual Conduct / Relationships / Fraternization

You will not become involved in a romantic or sexual relationship or have romantic or sexual contact in any form with another Cadet, Cadre, Staff, or visitor while at the Academy. All forms of romantic or sexual relationships or sexual contact between Cadets are strictly prohibited; this includes same sex romantic or sexual relationships, sexual contact or note passing. Cadets will not display affection or show any romantic or sexual interest towards another Cadet, Cadre, Staff, or visitor even while on pass. During the 12-month Post-Residential phase, former Cadets are to refrain from any romantic or sexual relationships with Cadre or Staff members.

Fraternization between male and female cadets is also prohibited. Fraternization is the establishment, or an attempted establishment, of a personal relationship between cadets of the opposite gender. Cadets will not Converse with or speak to a cadet of the opposite sex at any time unless the conversation is necessary to carry out assigned tasks or duties. This includes all BCA activities, including church. Prohibited acts include, but are not limited to, the following:

- **Writing or passing notes, letters or messages to another cadet by any means including the US mail.**
- Being closer than three feet to or talking with a member of the opposite sex when not necessary to carry out assigned tasks or duties.
- Kissing, flirting, hand holding, hugging, petting
- Intercourse or sexual contact of any kind (termination offense)

- Cadets who violate or assist others in violating these policies are subject to disciplinary action and potential immediate dismissal.
- Cadets will follow the three-foot rule; you will remain at least three feet away from a cadet of the opposite sex unless you are carrying out assigned tasks or duties.
- Male/Female Cadet Groups must consist of at least three persons. Females must travel in groups of two or more.

Sexual Harassment

Sexual harassment will not be tolerated and violators will be subject to termination. All cadets must avoid offensive or inappropriate sexual behavior. Sexual harassment is defined as unwelcome sexual advances, request for sexual favors and other verbal or physical conduct of a sexual nature when:

- Such conduct is made either explicitly or implicitly in a term or condition of any Cadet's stay at the Academy.
- Submission to or rejection of such conduct by a Cadet is used as the basis for training decisions affecting that Cadet.
- Such contact has the purpose or effect of unreasonably interfering with a Cadet's performance or creates an intimidating, hostile or offensive learning environment.
- Examples of prohibited conduct includes, but is not limited to, lewd or sexually suggestive comments; off-color language or jokes of a sexual nature; other verbal, graphic, or physical conduct relating to an individual's gender; or any display of sexually explicit pictures, greeting cards, articles, books, magazines, photographs or cartoons.
- All complaints will be promptly and carefully investigated. Staff investigations will include, but not be limited to, interviews with each cadet or staff involved in the complaint, including the complainant, the accused, and other potential witnesses.

Substance Abuse

The use or possession of substances, illegal drugs or alcohol by

Cadets is prohibited. Cadets caught possessing or using substances; illegal drugs or alcohol will be terminated from the Academy. A cadet giving another cadet medication not prescribed for them is illegal and will be referred to law enforcement agencies. Additionally, cadets (or any other individual) involved in illegal drug or alcohol activity may be reported to local law enforcement authorities if a law has been violated. Fort Knox is federal property and illegal drug or alcohol activity may also be a violation of Federal Law.

- Cadets will not communicate with another person about drugs or alcohol in a manner that glorifies or communicates a desire to use drugs and/or alcohol.
- Cadets will not have or create pictures or drawings depicting drugs or alcohol.

Drug Screening Procedures: During the application process, you and/or your parent/guardian were made aware that each cadet is tested for the presence of illegal drugs and may be randomly tested throughout the Residential Phase. In addition, you and/or your parent/guardian signed a release form to allow such testing. A “positive result” at any time during the Pre-Challenge and Residential Phases of the program shall result in your immediate termination from ChalleNGe. Drug screening means testing a urine specimen for the presence of illegal drugs.

- Drug Screening protects the community, deters future criminal behavior, and assures the safety of cadets and staff.
- “Positive Result” shall mean illegal drug use is detected.
- “Negative Result” shall mean illegal drug use is not detected.

The Platoon Sergeant assisted by the Academy nurse and/or staff working under their supervision conducts drug screening. Test results are only provided to selected program staff and will not be shared with other cadets. Medical staff may ask you questions about any drugs you have taken including prescription, over-the-counter, illegal prescription, or illegal drugs. Academy medical staff conducts the following four (4) screenings:

- A mandatory drug screen may be conducted prior to Cadet Enrollment in ChalleNGe. You will not enter the Residential

Phase if you test positive for the presence of illegal drugs.

- Screening for Cause: All cadets will be subject to screening for cause. Cause includes, but is not limited to, safety violations, accidents, errors in judgment that risk accident or injury, erratic or otherwise unexplainable behavior.
- Unannounced random screening:
- Cadets will be tested for illegal drugs upon returning to the Academy after a leave or pass. This includes any appointments or emergency leaves where academy personnel do not transport and monitor cadets.
- You may be tested for the presence of alcohol at any time throughout the Pre-Challenge and Residential Phases of the program.

Telephone Calls

- Telephone calls are not permitted during Pre-Challenge. If you make a telephone call during this time, you are subject to disciplinary action.
- Phone calls are made using the platoon call center phones.
- Telephone calls will begin no earlier than the end of the second week and no later than the end of the fourth week depending upon the efforts of each platoon.
- **Telephone calls are a privilege and can be suspended for disciplinary reasons.**
- A five-minute call is normally granted to all cadets upon graduating from Pre-Challenge. Cadets are assigned a time to make phone calls based on their level status. You are allowed to make calls only during your assigned time.
- Level two and three cadets may use their call time all at once or in five-minute increments, more than one call is permitted.
- Cadets on DP or suspension do not have phone privileges during the period of DP or suspension regardless of level.

Phone call time limits:

Level Zero: No calls. Cadre may call for the cadet to tell the family how the cadet is doing.

Level One: One five-minute phone call weekly.

Level Two: Ten minutes of call time weekly. More than one call is permitted

Level Three: Fifteen minutes of call time weekly. More than one call is permitted

Honor Platoon: Fifteen-minute call time daily from 1530 to 30 minutes before lights out. These calls can not interrupt other levels' phone calls. The cadets must notify cadre if they want to make a call. They must use the original platoon call center at platoon convenience.

Tobacco Products

Bluegrass Challenge Academy is a tobacco free campus and promotes non-use of tobacco products. Cadets are prohibited from using, purchasing, or possessing any type of tobacco product or paraphernalia. It is a violation of Federal law for persons under the age of 18 to purchase tobacco products. Possession or use of tobacco products will result in disciplinary action. Cadets violating this guidance more than twice will be considered for dismissal from the program.

- Cadets are not allowed to possess cigarette lighters, matches, or other flammable materials.

All tobacco products and flammable materials are confiscated during the initial Cadet shakedown. Frequent inspections for tobacco products will be conducted. Tobacco products and paraphernalia are treated as contraband and shall be confiscated and disposed of as directed by the Program Director.

Uniforms

There are three (3) types of uniforms: The Class A Dress uniform, Class B Duty uniform, and Physical Training (PT)

uniform.

Class A Uniform (special events)

- ACU Pants & shirt, Platoon T-shirt, Boots, canteen
- Gortex Jacket, Black Gloves (winter use)

Class B Duty Uniform (daily uniform)

- ACU pants, Platoon T-shirt, Boots, Cap, canteen,
- ACU Jacket, Black Gloves, Gray BCA Sweatshirt (winter use)

BCA PT Uniform

- (Summer) Black Shorts, Gray T-shirt, Sneaker, Canteen or Camelback
- (Winter) Gray sweatpants, Gray sweatshirt, Black gloves, Sneakers, Canteen (Black Shorts, Gray T-shirt worn underneath winter PT uniform)

Wearing the uniform: *The Academy uses Army Regulation 670-1 as the source for wearing of the uniform and appearance.* Cadets will wear their uniforms correctly according to BCA rules. The Academy is a quasi- military organization and military rules on wearing the uniform will apply.

- You will not switch name tags with or wear another cadet's clothing such as shirts, hats, jackets, shoes, or pants.
- You will be in complete proper uniform when going outside. This means the shirt and jacket are buttoned or zipped up and the boots are bloused. You will not leave the building with your DCU shirt unbuttoned, jacket unzipped or unbuttoned, boots unlaced, boots unbloused etc., you will keep all buttons on your uniforms buttoned.
- You will not place your hands in your pockets or inside your pants. You will keep your arms in the sleeves of your shirt or jacket. You will not pull your arms inside your shirt or jacket or roll up the sleeves of your T-shirt.
- All keychains or any other straps or chains around the neck will be worn under your T-shirt and will be no shorter than 18 inches in length and no longer than 36 inches in length.
- When you are outside in uniform keep your headgear on.

Headgear is not worn indoors unless you are in a duty status that requires the wearing of headgear.

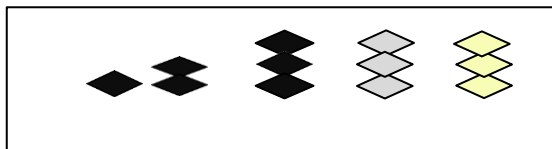
- Cadre may allow the removal of ACU shirts and headgear for sports activities.
- A belt is worn with DCU pants. The long end of the belt passes through the belt loops and buckles to the wearer's left.
- The drawstring on sweatpants/shorts will be tied to secure the sweat pants/shorts to the waist; drawstrings will be tucked in the waistband.
- Shower shoes must be flip-flop style shoes. (Crocs, etc. are NOT authorized.)
- You will not stretch your PT shorts over your knees, even if you think they are too short.
- **The Academy has a zero-tolerance policy on SAGGING PANTS. This style of wearing pants is not acceptable and is offensive to many people. Cadets who wear their pants in a sagging manner will be subject to disciplinary action. Cadets will not sag or wear any pants; sweatpants or shorts below the waistline or on their hips, or expose their underwear, hips, or buttocks. All pants will be pulled up to the waist above your hips.**
- T-shirts will be tucked in unless authorized by Cadre to wear them otherwise. All uniforms will be kept neat and clean and in good repair.
- Boots will be clean and laced properly; laces will be tucked into the boot tops.
- All uniform clothing will be marked with the Cadet's name. You will not make any marks on your clothing other than your name.
- *Do not mark on or write on your headgear.*
- Cadets are financially responsible for issued items if lost or damaged.

- Cadets will wear the pistol belt and canteen at all times unless told to remove them by staff.

Placement of level insignia on uniforms: Cadets will wear level insignia on their uniform to indicate their level.

- When worn on the ACU shirt, all level insignia will be placed on the center Velcro patch and centered. Level 1, 2, 3 will have the diamond tips pointing up and down.
- When worn on the Platoon Shirt, T-shirt, sweatshirt all level insignia is placed horizontally and centered ½ inch above the Challenge Logo with the diamond tips pointing up and down.
- On the patrol cap the level insignia is placed horizontally and centered between the top of the hat and bill with the tips pointing up and down. Level insignia is not worn on the beret.

How Levels are to be worn on center Velcro Patch



Clothing Identification (Marking): All clothing will be marked using the following format: LAST NAME, FIRST NAME, MI (Example: KIRK JAMES T). All marking will be made using Block upper case letters. No graffiti style lettering, marking will be used. Clothing items will be marked as follows:

Underwear, swimming trunks, sweat suit bottoms: inside back waistband Socks, shower shoes: bottom of sole or on side of shoe

Sweat suit top: inside neck

Shoes, boots: inside tongue

Towels: along the long side of the towel

Head gear: right side of headband.

Visitation

Visits are not allowed during Phase I; visits are very limited in Phase II. Parents/guardians wishing to visit the Academy must have the visit pre- approved by the Commandant, Director, or Deputy Director.

Water Intake

Dehydration is a medical condition that can occur if people do not consume adequate amounts of water and other liquids. Dehydration can cause serious medical problems if left untreated. You avoid dehydration at BCA by drinking water, lots of water, your milk and juice. The medical staff recommends cadets drink eight canteens of water during waking hours. Avoid drinking a whole canteen just prior to going to bed; this keeps you from waking up during the night to go to the bathroom when you need to be asleep. Your cadre will have you drink water frequently during the day. Many symptoms cadets experience are due to inadequate water intake.

Chapter 3

Disciplinary Policies and Procedures Disciplinary Procedures

Good behavior is a requirement throughout the entire Residential Phase of the Academy. Disciplinary action is necessary to correct inappropriate behavior and to ensure the health, safety, and welfare of all Cadets and Academy staff. Discipline is the method of teaching and maintaining civil order within Bluegrass Challenge Academy, our community, and family structures. Failure to follow rules and/or procedures established by the Academy will result in disciplinary action. Individual and group discipline is used to teach lessons and reinforce positive appropriate behavior.

- Collective Disciplinary actions will be the standard practice during Pre-ChalleNGe to achieve the basic level of squad, platoon and academy cohesion. As the squads, platoons, and Academy achieve a level of self-discipline and display a single positive purpose, group discipline will be curtailed and replaced with individual discipline.
- If squad, platoon, or academy behavior regress to a point deserving of collective disciplinary action, collective discipline will be re-implemented until that element's behavior is corrected.

Disciplinary corrective action is used to get your attention and to teach you the standard of conduct and behavior expected of responsible citizens. The level of behavior maintained within the Academy will be high and demanding, while at the same time, meaningful, fair, and purposeful.

The following, though not all-inclusive, are methods used to discipline cadets:

- On the spot corrections
- Pushups or other physical activity.
- Write-up: White Sheet minor offenses. Blue Sheet serious offenses.
- Formal counseling

- Restrictions and additional training
- Suspension of privileges, probation
- Loss of level
- Disciplinary Platoon, (DP)
- Termination from the Academy

Warning: Corporal punishment (striking, paddling, slapping etc.) will NOT be used. If any cadre/staff uses corporal punishment, a written complaint should be filed through the chain of command.

Disciplinary Platoon (DP) “Phoenix”

DP is a "second-chance" Platoon lasting One week, which cadets can be sent to when they commit various minor offenses. The platoon teaches cadets the basics of teamwork. “Earn your way in, Earn your way out.”

During each rotation through DP, platoon cadets learn how to become productive individuals. The goal is for each Cadet to return to their respective platoons with small-unit leadership traits and the ability to know right from wrong - to step up to the plate and take corrective action when needed. ** See DP SOP for More Info**

Categories of Violations

The academy uses the following categories of violations to determine Cadet Disciplinary Levels:

Category A, Major Offenses or Violations

- Use, possession or suspected use of illegal drugs, or possession of drug paraphernalia. (Will be reported to local law enforcement.)
- Positive results on drug test (AUTOMATIC TERMINATION)
- Striking a Cadre, Staff member, or Campus Guest
- Sexual Intercourse or Sexual Contact (weight of evidence)
- Use or possession of any firearm or weapon
- Selling or sharing prescription medications (will be

- reported to local law enforcement.)
- Use, possession, or suspected use of Alcoholic beverages.

Category B, Major Offenses or Violations

- Stealing
- Use, possession or suspected use of tobacco products
- Willful obstruction of knowledge or information concerning the possession and/or use of illegal drugs or alcohol.
- Simple Assault on any Academy staff, example, bumping into, pushing aside or brushing against cadre or staff.
- Disrespect toward Cadre or Academy staff.
- The presence of a Cadet in the room of the opposite sex, without official permission or permitting a Cadet or anyone of the opposite sex in one's room.
- Sexual misconduct, indecent exposure, flashing, immoral conduct, sexual activity, or abuse.
- Deliberate destruction, abuse, or misuse of Academy property or the property of another, to include tampering with Academy computers and equipment.
- Acts or threats of aggressive/violent behavior or abusive language (Bullying).
- Hazing, fighting or striking anyone. Playing the choking game.
- Unauthorized leave.
- Refusing a lawful order, refusing to train or refusing to accept appropriate punishment.
- Unlawful acts or criminal activity.
- Tampering with safety equipment or computer equipment.
- Harassment of another cadet or Academy staff because of one's race, color, class, gender or religious preference.
- Possession or suspected misuse of prescription drugs.
- Gambling.
- Gang style activities, including but not limited to, gang signs/colors, gang writing or art work, organized control, insinuating positions of power by inflicting pain and/or

humiliation which causes another to feel victimized, showing gang signs in photographs, on clothing or person.

- Horseplay with injury.
- Unauthorized computer access. Hacking into any computer or gaining access to school, government, commercial databases is a criminal offense.

Category C, Moderate Offenses or Violations

- Use of profanity or vulgar or destructive language.
- Willful and continued violations of rules.
- Permitting a non-family visitor in the dormitory without permission.
- Immature arguing or nonprofessional disagreeing.
- Making unauthorized telephone calls.
- Misbehavior in or disruption of class, formations or sleeping in class. Violating moderate computer lab rules, unauthorized internet use,
- Making obscene/profane gestures to anyone.
- Absence from an assigned location.
- Showing disrespect to another Cadet.
- Failure to respond to correction.
- Horseplay.
- Failure to return from pass on time.

Category D, Minor Offenses or Violations

- Passing notes at anytime
- Not prepared for an inspection
- Uniform violation
- Not properly dressed for formation
- Violating minor computer lab rules.
- Late for formation or classes

Administration of Corrective Discipline

Violations of rules and regulations may lead to legal charges filed and termination from the program. There are no ABSOLUTES as far as required punishments for specific offenses. Depending on the nature and severity of the situation, cadets may be offered the opportunity to appeal an infraction.

All cadre, staff, and the Cadet Chain of Command are required to observe cadet actions to identify and correct inappropriate behavior. Behavioral corrections may be informal and/or formal. Informal corrections involve pointing out offenses and observing immediate corrective actions. This informal process primarily includes the methods of On the Spot Corrections and physical activities as corrective action. Continued offences may result in Formal Counseling. Formal correction may involve loss of privileges and/or reduction in level.

Category A Offenses: These are automatically referred to the Director for consideration. The Deputy Director or the senior staff member present will preside over these proceedings in the absence of the Director.

Category B violations require formal proceedings: Under formal proceedings, the Cadet may have the option of Commandant Punishment or appearance before the Deputy Director.

Appearance before the Director is the only Appeal Authority.

Category C and D violations: More than one item of punishment may be imposed for an infraction such as suspension of privileges, loss of level, and disciplinary platoon.

Chapter 4

Leadership

Leadership is the process of influencing others to accomplish the mission by providing purpose, direction, and motivation.

Principles of Leadership

1. Know yourself and seek self-improvement
2. Be technically proficient, courteous, pay attention to detail. Know your job.
3. Seek responsibility and take responsibility for your actions
4. Make sound and timely decisions.
5. Set the example
6. Know your subordinate's capabilities.
7. Keep subordinates informed
8. Ensure tasks are understood, supervised and accomplished.
9. Build and be part of a team.

Each cadet will serve in at least one-leadership positions throughout the cycle. The purpose of assigning leadership positions is to develop leadership skills and to allow you to gain valuable experience you can use throughout your life. You will receive leadership classes as part of your training and you will be evaluated on your performance in each leadership position.

Hands-Off Leadership

The National Guard Youth ChalleNGe Program is a "Hands-Off Leadership" program. Hands-Off Leadership means that no staff member may touch a cadet or use abusive language as a means of coercive leadership. Our guidance is a "tough love, caring, disciplined" approach.

- 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 permission to touch the cadet.

Example: "May I correct your uniform?" or "May I help you get a better grip on your rappel rope?" 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.

- 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.
- Cadets who experience or witness any violation must immediately report the violation to their leadership. Cadets will not be subjected to disciplinary action or any other form of retaliation for reporting an alleged violation.

Cadet Leadership

General Duties of all cadet leaders:

- Set the example
- Supervise and inspect subordinates
- Keep superiors and subordinates informed
- Maintain accountability of your subordinates
- Correct deficiencies and maintain BCA standards

In order to develop leadership skills, it is necessary for cadet leaders to take an active part in the daily activities in the academy.

Cadet leadership activities include but are not limited to the following:

- Squad leaders supervise clean up and inspect member's areas.
- Cadet 1SG conducts formations

- Cadet 1SG briefs cadet PSG
- Cadet PSG or squad leader chooses cadets for detail
- Cadet PSG gets cadets outside for formation
- Cadet PSG conducts in-ranks inspection
- Cadre gives directions and orders to cadet PSG who will carry them out
- Cadre will counsel cadet leaders on their performance

Obedying cadet leaders: You will obey and carry out orders given to you by cadet leaders. Cadet leaders are carrying out orders given to them by the cadre or staff. Disobeying a cadet leader is the same as disobeying a cadre or staff member.

NOTE: Cadet Leaders cannot administer or assign punishment to another cadet. Cadet leaders can and should report violations to the cadre.

Leadership Positions

Each cadet is required to receive a satisfactory rating in at least one leadership position in order to successfully complete the leadership component. Leadership positions at the Academy are: Cadet Squad Leaders (4 per platoon), Cadet Platoon Sergeant (1 per platoon), and Cadet First Sergeant (1). Cadet leadership positions are assigned on Sunday of each week. Every Cadet will have an opportunity to be a squad leader. High performing Cadets will be selected for the positions of First Sergeant and Platoon Sergeant. The responsibilities associated with these positions will be explained in detail during platoon meetings held by your Cadre or Platoon Sergeant. Cadet leaders must know the following:

- The Academy chain of command
- The Challenge Me Creed
- The Cadet General Orders
- The Cadet Creed
- The Cadet Honor Code
- The Academy Values
- How to conduct formations, platoon and Academy

- How to conduct physical training
- How to march squad and platoon size elements
- The Challenge Eight Core Components
- The Pledge of Allegiance

Cadet leadership positions serve for a certain time period, unless relieved by Cadre, and have certain duties:

Cadet Squad Leader (serves for one week)

- Supervises squad members
- The squad leader fills in for platoon sergeant
- Ensure the correct duty uniform is announced to squad members
- Ensure your element is in the correct duty uniform
- Ensure information is passed to squad members
- Makes supply request for the squad
- Act as spokesperson for squad

Cadet Platoon Sergeant (serves for two weeks)

- Supervises platoon members, squad leaders
- The platoon sergeant fills in for Cadet First Sergeant as needed
- Ensure the correct duty uniform is announced to squad leaders
- Ensure your element is in the correct duty uniform
- Ensure information is passed to squad leaders
- Collects supply requests from squad leaders
- Act as spokesperson for

platoon Cadet First Sergeant
(serves for two weeks)

- Supervises Academy, platoon sergeants
- Reports to Cadre prior to all formations
- Conduct meetings with cadet platoon sergeants
- Ensure the correct duty uniform is announced to platoon sergeants
- Ensure information is passed to platoon sergeants
- Collect supply request from cadet platoon sergeants
- Act as spokesperson for

Academy Guidon Bearer (serves
for two weeks)

- Maintain accountability of the guidon
- Ensure that the guidon is present at all formations
- Platoon Guidon Bearer will be selected from each platoon

Chapter 5

Privilege Levels and Promotions

Privilege Levels

Candidate Level: Candidates are learning to maintain proper standards of

conduct. It is possible to complete the two weeks of Pre-Challenge and not graduate due to poor performance and behavior. You will remain a candidate until you meet the requirements to graduate from Pre-Challenge.

- Level Zero: Cadets are learning or have not learned to maintain proper standards of conduct.
- Level One: Is awarded to cadets who have started to maintain some proper standards of conduct even though behavior is still not consistent.
- Level Two: Is awarded to cadets that have shown marked improvement in his/her behavior. This shows that the cadet has maintained proper standards of conduct most of the time; although there are still areas that need immediate improvement.
- Honor Platoon: Is awarded to Cadets that have maintained the highest standards of the Academy. Honor Platoon will receive the honor platoon pin indicating they have achieved the most prestigious level. It is worn on the ACU center Velcro patch. On the platoon shirt and class B shirt it is worn on the right breast parallel with the level pin.
- Director's Platoon "See SOP" Week 11

Level Promotions

The Cadre element meets weekly to consider promotions.

- Rank has its privileges. Level three cadets will have more privileges.
- Promotions are based on your performance and behavior. Disciplinary, behavior problems and write-

- ups will affect your chances of being promoted.
- Promotions to Level One start upon Pre-Challenge Graduation.
- Promotions are usually conducted on Fridays at the morning formation.
- Promotions to Level One and Two are determined by the evaluation team
- Promotions to Level Three and Honor Platoon are determined by your performance before the promotion board after being recommended by your evaluation team.

Additional Information Regarding Privilege Level Pins:

- Level insignia must be worn with the duty uniform.
- To receive a new level insignia, you must turn in the old level insignia.
- If no level insignia is worn, it is assumed that you are at Level 0.
- Cadets that are reduced in level will turn in level insignia.
- Misuse of level insignia will result in disciplinary action.
- Cadets caught fabricating, falsifying, or lying about his/her level will receive disciplinary action.

Promotion: In order to be considered for promotion, a cadet must meet all requirements. You are required to write an essay for level two and three on why you should be promoted. Your teacher will give you more information regarding the essay. Turn the essay in to your teacher. The evaluation board will evaluate your record and performance to recommend to promote or not to promote you to the next level.

You must meet your platoon evaluation criteria in order to be considered for promotion.

Candidate Level: All candidates arrive at BCA at the Candidate Level 0. You will be a candidate until you graduate from Pre-Challenge. The only privilege a candidate has is the initial five-minute call when calls are permitted.

Cadet Level 0: Candidates that graduate from Pre-challenge at Level 0 and/or become Level 0 during the residential phase have the following privileges.

The Commandant may post additional requirements:

- No phone calls. Cadre may call the family to tell them how the cadet is doing.
- First to be selected for details, no soft drinks or purchased snacks.
- Last to eat in their perspective squads or platoons
- May participate, at cadre discretion in, required training, command directive activities, academy movies, academy tours etc.:
- Cadets must maintain Level Zero for a minimum of one week with no serious write-ups or incidents (Blue Sheet) to be eligible for Level One.

Level 1: Candidates that successfully complete the Pre Challenge phase will be awarded Level One. To achieve Level One, a Cadet must begin to display acceptable behavior standards both in public view and within living quarters. Following are privileges and other requirements of Level One status. The Commandant may post additional requirements:

- One (1) five-minute telephone call per week, monitored by Cadre.
- Trips or tours with class or platoon ONLY.
- Selected for details if there is no level zero
- Eat before level zero in their squad and platoons
- May participate at cadre discretion in practices, required training, command directive activities...academy movies, academy tours
- Level One is not allowed to have soft drinks or purchased snacks.
- May perform duties as Guidon Bearer, Color Guard and Flag detail
- Cadets must maintain Level One for a minimum of two weeks with no serious write-ups or incidents (Blue Sheet) to be eligible for Level Two.
- **Level One Cadets requesting promotion to level two must write a one-page essay titled "Why I should be promoted to Level Two!" The essay will be written to GED standards and is due three days prior to the**

promotion board. Essays are turned in to your teacher.

Level 2: To achieve Level Two a Cadet must have completed all requirements for level 1. Also, the cadet must show marked improvement in his/her behavior throughout Level One status. The Cadet must have displayed acceptable behavior standards and followed Academy rules and procedures with little redirection from Cadre or Academy staff. The Cadet must also have shown acceptable behavior and respect for fellow cadets, especially cadets who have not achieved Level status. The following are privileges and requirements of Level Two status

- Must have completed some initial core component requirements with an 80% or higher to be considered for promotion to level two.
- Must have 8 positives on Cadet Evaluation.
- Selected for details if there is no level One
- Eat before lower levels in their squad and platoons
- May participate at cadre discretion in practices, required training, command directive activities academy movies, academy tours
- May perform duties as Guidon Bearer, Color Guard and Flag detail
- May participate in off post and out of state events at Platoon Sergeant's discretion.
- Ahead of Level One or Level Zero to get "seconds" at mealtime.
- Participate in sports activities.
- May buy a soft drink or snack at Cadre, Staff discretion. You will not share with or buy soft drinks or snacks for Cadets of lower levels.
- To be considered for level three you must appear before a Level Three Promotion Board.
- Cadets must maintain Level Two for a minimum of three weeks with no serious write-ups or incidents (Blue Sheet) to be eligible for Level Three
- Level Two Cadets requesting promotion to level three must write a one-page essay titled "Why I should be

promoted to Level Three!" The essay will be written to GED standards and is due three days prior to the promotion board. Essays are turned in to your teacher.

- The Commandant may post additional requirements or privileges.

Level 3: To be promoted to Level Three a Cadet has proven they can maintain acceptable behavior standards and follow Academy rules without redirection and correction by Cadre or Academy staff. You have assisted other cadets and treated fellow cadets with respect, and have responded in a positive sensible manner in disagreements with fellow cadets. You have a positive attitude, enthusiasm and follow the Academy Values. Up to 10% of Academy Cadets may be Level 3 status at any time (not including Honor Platoon and Director's Platoon Cadets).

The following are privileges and requirements of Level Three status:

- Must have completed all initial core component requirements with an 80% or higher to be considered for promotion to level three.
- A Level Three Cadet "Always sets the example"
- Must have 10 positives on Cadet Evaluations
- Level Three Cadets must maintain higher standards than other cadets.
- To be considered for Level Three you must appear before a Level Three Promotion Board. The promotion board members normally limit questions to the bluebook and activities in which you have participated. You must know the Bluebook in detail.
- May have soft drinks, treats, at Cadre discretion. You are not allowed to share with or buy treats for Cadets of lower levels.
- Listen to the radio if available.
- Sit at a separate table with other level three cadets at meal time, at cadre discretion.
- First to eat at meal times, first to get seconds at meal times, at cadre discretion
- Cadets must maintain Level Three for a minimum of

thirty days with no write-ups or incidents (White Sheet or Blue Sheet) to be eligible for Honor Platoon.

- **Level Three Cadets requesting consideration for Honor Platoon must write a two-page essay titled “Why I should be considered for Honor Platoon!” The essay will be written to GED standards and is due three days prior to the promotion board. Essays are turned in to your teacher.**
- The Commandant may post additional requirements or privileges.

Honor Platoon:

The Commandant handles the Honor Platoon Selections. You must appear before the Honor Platoon Selection Board. The Selection Board may ask questions on anything you have learned here or should know. Topics are not limited to the Bluebook. Up to 10% of Academy Cadets may be selected for Honor Platoon and Director’s Platoon COMBINED. Due to limited spots, there will be ongoing requirements and competition for selection.

Honor Platoon Selection boards begin in week 17.

Once selected, any negative write-up or negative behavior will be reason for removal from the Honor Platoon. The Commandant will counsel Cadets that appear before the Honor Platoon selection board and are not recommended. The Commandant may post additional requirements or privileges for Honor Platoon. Cadets selected for the Honor Platoon must meet the following minimum standards:

- Demonstrate outstanding leadership ability.
- Not be on Red List for Academics
- Good behavior at all times, no verbal or written incidents within 30 days.
- Helpful to others, shows initiative. Demonstrates a high level of trust (with cadre, staff and peers).
- Physically fit (full participation in Physical Training).

- Completes all assignments in a timely manner.
- Follows Academy Rules, displays Academy Values.
- Must have 30 hours of Service to Community
- Must have 11 positives on Cadet Evaluations
- Volunteers for special duties or details, helpful to staff, cadre and peers.

Privileges are the same as level three with these additions:

- Live separately if possible.
- Eat meals at any time during meal times, may move to the head of the inside chow line to eat.
- Sit at the Honor Platoon table at meal time.
- Selected first for special events, activities, and limited details.
- Their own platoon and guidon.
- Assist staff as needed
- Honor Platoon Cadets must assist any cadet that is being bullied by reporting it to a staff member.
- May receive food items in the mail within reasonable limits outlined by the Commandant.
- May receive daily 15 minute phone calls at the supervisor's discretion if time and events allow from 1530 to 30 minutes before lights out.

Director's Platoon:

The Director may, at any time, decide to select cadets that have been recognized as demonstrating the qualities of an Honor Platoon cadet for the Director's Platoon. There is no board, and the Director sets selection criteria as well as selection schedule. All Honor Platoon privileges are recognized for Director's Platoon. Up to 10% of Academy Cadets may be selected for Honor Platoon and Director's Platoon COMBINED. Due to limited spots, there will be ongoing requirements and competition for selection.

Awards and Ribbons

A yellow sheet is a positive counseling statement and may be given to cadets that have performed or behaved in a very commendable or exceptional manner.

Residential Phase Awards: Awards are given to recognize Cadet's progress and achievement in academics, physical training, leadership, community service and other Academy events. All awards are subject to the approval of Cadre and appropriate staff members. The following are some of the awards given at various times throughout the Residential Phase: You will be shown how to wear the awards on your uniform.

1. **GOLD RIBBON:** awarded to cadets that have raised their overall Scale Score TABE. If the education requirements are met to graduate high school one Bronze Oak leaf cluster will be awarded and placed in the center.
2. **RED /WHITE RIBBON: ACTIVE HONOR PLATOON MEMBER.**
3. **BLUE/WHITE RIBBON: JOB SKILLS.** Given to cadets that complete all employability requirements, complete resume and job application.
4. **BLACK/ WHITE RIBBON: LEADERSHIP.** Given to cadets who have demonstrated leadership, successfully passed their leadership position and held leadership position during tactical training.
5. **BLUE RIBBON: LIFE SKILLS.** Given to Cadets who have finished the life skills course requirements.
6. **GREEN RIBBON: COMMUNITY SERVICE.** Given to Cadets who complete more than 60 hours of

community service.

7. **FLAG RIBBON: CITIZENSHIP.** Given to Cadets that pass the citizenship test, participate in student elections, register to vote, and register with the selective service if over 18.
8. **YELLOW/BLUE RIBBON: MENTOR AWARD.** Given to Cadets that perform all of the mentor requirements and are recommended by the Mentor Coordinator.
9. **BROWN RIBBON: FIELD TRAINING.** Awarded to cadets who completed two road marches and recommended by the Platoon Sergeant.
10. **MAROON RIBBON: HEALTH and HYGIENE.** Awarded to cadets that attended all health and hygiene classes, passed final exams, and were recommended by Platoon Sergeant.
11. **RED RIBBON: PRE-CHALLENGE.** Given at Pre-Challenge Graduation. Successfully completed the Pre- Challenge and was recommended by the Commandant.

(Oak Leaf Cluster) The Oak leaf Cluster represents additional awards and will be awarded to cadets for various achievements in the Core Component that is documented.

Correct way to display Ribbons



Order of Precedence

1. Academic Excellence
2. Honor Platoon Award
3. Job Skills
4. Leadership
5. Life Skills
6. Community Service
7. Citizenship
8. Mentor Award
9. Field Training
10. Health & Hygiene
11. Pre-Challenge

Graduation Awards: At the completion of the Residential Phase, a Graduation Ceremony will be held to honor all cadets who have satisfactorily completed the Academy's eight core components. At this ceremony, the Academy will recognize individual Cadets for their outstanding performance. Awards will be presented to a member in each Platoon in the following areas:

- Academic Excellence Award
- Citizenship
- Life Coping Skills
- Job Skills

- Leadership and Followership
- Health and Hygiene
- Physical Training
- Service to Community
- Most Improved Cadet
- Honor Graduate

Cadet Signature: _____

Cadre Signature: _____

During week 22, the Academy conducts an Award presentation ceremony to present various awards and certificates to cadets. Among these are the GED awards, service to community certificates, platoon certificates, PT certificates, and other awards and certificates as necessary.

BLUEGRASS CHALLENGE ACADEMY

DISCIPLINARY REPORT

Cadet Name: _____

Date: _____ Time: _____ Place: _____

☐ Fail to obey order - *Authority problem, inconsiderate to self.*

☐ Lying to staff - *Lying, low self-image.*

☐ Cursing - *Easily angered authority problem, inconsiderate to others.*

☐ Stealing/ Destruction of property - *Stealing, inconsiderate to others.*

☐ Fail to be at place of duty - *Inconsiderate to others.*

☐ Violation of uniform policy - *Inconsiderate to self.*

☐ Late for formation - *Inconsiderate to others.*

☐ Disrespectful to cadre or staff - *Inconsiderate to others, authority problem.*

☐ Fighting - *Easily angered low-self image.*

☐ Sleeping in class - *Inconsiderate to self.*

☐ Violation of Personal, Public, or Policy standards

☐ Other: _____

☐ Notes: _____

Verbal Counseling: _____ Written Counseling: _____

Cadet Signature: _____ Cadre Signature: _____

BUILDING 96/297
FORT KNOX, KY 40121-5000

BCA-118

[illegible]

CONTINUED ON BACK ☐

BUILDING 2371
FORT KNOX, KY 40121-5000

NAME OF CADET: _____ DATE: _____ TIME: _____
(FULL NAME OF CADET)

REASON FOR COUNSELING : _____

[illegible]

NAME OF CADET: _____
PRINT NAME SIGNATURE OF CADET

NAME OF CADRE: _____
PRINT NAME SIGNATURE OF CADRE

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While receiving training cadets are neither federal employees nor members of the National Guard except under certain provisions of the law.

Cadets are only considered federal employees for the purposes of compensation for work related injuries.

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

Cadets shall not be considered to be in the performance of duty while not at assigned location of training or other activity authorized in accordance with program agreement except when cadet is travelling from one place to another or is on pass from training.

In computing compensation benefits for death or disability, the monthly rate of pay of cadets shall be deemed that received under the entrance salary of a GS2 employee and will begin on

**the following date that cadet
participation in the program
has ended.**