

Florida Youth ChalleNGe Academy



Parent Handbook

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Chapter 1

Communication

Phone calls

During the Acclimation Period phase, cadets are not allowed to make phone calls. After the Rites of Passage ceremony, when the candidates become full-fledged cadets, they earn the privilege of one (1) phone call per week. This phone call is no more than five (5) minutes long and made from a dial-out only phone. **CADETS WILL NEED A PHONE CARD.**

Phone calls are not monitored for content by staff. We will not enforce a policy for the cadets to call home. Many cadets call friends or girlfriends/boyfriends during their phone time. If you have a concern about the welfare of your child because you have not heard from them, you can call the Commandant at 904-682-4001 or the Lead Counselor at 904-682-4023. These phones are not monitored 24/7 so please call during regular business hours (8am-5pm).

If a family emergency should arise, please call 904-682-4023 during normal working hours (8am – 5pm) or after hours (5pm – 8am) please call 866-796-7187 or 904-682-3987 to reach a Shift Supervisor who can direct your call. Remember one reason the cadet is here is for a distraction-free learning environment. Unnecessary phone calls from home only cause emotional distress and disrupt the learning environment for your cadet. Please call only if a **SERIOUS** emergency has arisen.

Cadets who are placed on the Cadet Rehabilitation Squad for disciplinary reasons are not authorized their weekly call. A letter will be mailed to the family with information concerning the disciplinary action to include the recommended time frame of the action. The Commandant has the authority to remove a cadet early and allow phone calls based on behavior.

Mail

Cadets can receive mail beginning day one. Parents are encouraged to mail a letter to their candidate the Thursday before Admission Day. Day one is the most stressful day for the candidates and letters make the transition easier. If your relationship with your child is strained, encouraging words from you will go a long way in mending the relationship and aiding in their successful completion of The Youth Challenge Program.

ADDRESS AS FOLLOWS:

Cadet (Last Name, First Name), Platoon (1, 2, 3 or 4) (All females are assigned to Platoon 1)
C/O FLYCA
5629 State Road 16 West
Bldg 3800
Starke, FL 32091

Every week the cadets have time set aside to write parents and mentors. There is no reason for the cadet to neglect writing you. Cadets always need stamps so feel free to send those in the letters you

write. Be aware of upsetting your cadet with unnecessary bad news in letters; please contact the Counseling department if there is a family emergency.

CARE PACKAGES

Cadet's can receive care packages which can be used to replace athletic shoes, underwear, t-shirts, shoe shine kits, deodorant, toothpaste, stamps, locks and socks etc.. **Do not** send laundry detergent, bleach, or fabric softener unless requested to do so by medical personnel. If in doubt as to whether or not to send an item call 904-682-4000 or 904-682-4001 during normal business hours.

Other contraband items include but are not limited to:

- Food of any type. This will be confiscated and your cadet will not be allowed to consume it.
- Magazines with sexually suggestive pictures. Bathing suit shots are included. These will be confiscated and sent back to you.
- Photographs. Cadets are only allowed five photos attached to their foot locker. They may have an additional 5 photos in their possession. Ten total photos will be allowed per cadet. Remind your cadet of this when they ask you to send more.
- Do not send any type of medication to include over the counter items such as Tylenol, cold medicine, etc.

Visits

There are no unauthorized visits from anyone during the Residential phase. Because cadet schedules vary day-to-day, they may not be on campus if you were to just show up. There is a "Family Day" in the beginning of the session. There is more information about Family Day in the section titled, "Events". Family Day will be the only time you will be able to visit your cadet while they are at the Academy.

Placement passes and Homework assignments

Cadets will have two mandatory placement passes during the 5 ½ months of the Residential phase. During each placement pass, the parents will receive a report summarizing the cadet's progress at the Academy (called the Quad). The cadet will be responsible for completing tasks relating to placement during each visit and to complete the required 4.0 hour minimum Service to Community Project with their Mentor. Failure to complete required tasks may lead to disciplinary action upon return. Just remember, a cadet cannot stay on campus during a placement pass.

During the first placement pass, cadets are expected to work on their Post Residential Action Plan and the 4.0 hour minimum Service to Community Project with their mentor. They should be applying and interviewing for **3** jobs (even if they want to join the military or go to college). This is a job skill that they have to participate in for class and will have a worksheet to complete as a homework assignment. The jobs they apply for should also be the jobs they would like to have as their primary or backup placement plan. If they should get hired, they should bring back a letter from the boss on company letterhead. The letter must state: the child's name, date they begin work (within 2 weeks after

graduation), starting pay, and how many hours they will be able to work per week. It must also include their supervisors name and contact information.

On the second placement pass, the cadet should confirm placement plans and visit with the mentor. Placement is required for graduation. Placement is defined as: participating in one of three activities (school, employment, or military) for 32 hours per week. Placement must be verified in writing and confirmed by the Placement coordinator (904-682-4032).

Chapter 2

Medical Operations

It is the hope of the FLYCA Medical staff to put your mind at rest while your cadet is here. Our Medical staff members are available 24 hours a day, 7 days a week. If there are any issues that you have, please discuss them with our Medical staff.

We take our job very seriously and intend to treat your cadet appropriately. In addition, it is requested that you remind your cadet to check with Medical Operations for any and all illnesses or injuries they may inform you of. The staff will be happy to answer any questions, should you have any.

If your cadet tells you anything different from what you read here, please call the FLYCA Medical Operations and discuss it with us at (904) 682-4009.

Medications

Medical Operations uses CVS Pharmacy located at 209 S. Temple St., Starke, FL 32091 (Store # 2188) to refill prescription medications please call, Phone #904-964-7979 or Fax #904-964-2482. If you prefer to have the medications filled and mail it to our medical department that is acceptable.

Mail to:

Florida Youth Challenge Academy

ATTN: Medical Operations

5629 State Road 16 West, Bldg 3800

Starke, FL 32091.

Do not include your cadet's name on the outside of the package.

Cadets that require daily prescription medications will need to have refills sufficient to last throughout the program. Certain medications that require a new prescription written each month, (i.e.: Concerta, Adderall, and other psychotropic medications) need to be handled as follows. Discuss with your child's physician that a new prescription will need to be written each month **without** a doctor's visit. Medical Operations will contact the physician or the parent (your choice) when the medication is needed and the prescription may be mailed directly to FLYCA, or the parent may have it filled at the pharmacy and mail the medication directly to Medical Operations.

Medical Operations has a stock of over the counter medications available in the event they are needed. Some of these are: Ibuprofen/Advil/Motrin, Tylenol, Aleve, Tums, Pepto-Bismol, laxatives, cold medications, Claritin, Zyrtec, etc. If these medications are needed often, then the cost will be passed on to your cadet or the medical staff may call you and ask that you send more money to cover the cost.

Claritin and Zyrtec are often given and are excellent medications to treat cold symptoms as well as allergies. Many times the cadets will react to changes in weather and/or the environment at FLYCA. There are different varieties of trees and plants here than what the cadet may be accustomed to. Many react to this in the form of allergy type headaches, sinus issues, and/or ear infections secondary to sinus issues. Therefore, if your insurance covers a specific type of decongestant /antihistamine, let us know. We can purchase Claritin and Zyrtec over-the-counter, but *the cost must be passed on to you*. Allegra and some others are available by prescription only and the co-pay amount will be passed on to you.

In the event the PA prescribes an antibiotic, Medical Operations has a small supply of antibiotics that can be started immediately to insure care for your cadet. The antibiotics will be replaced by having a prescription filled under your child's insurance. For those that do not have prescription insurance, please be assured that Medical Operations will contact you if the cost is over \$25.00.

All charges for medications will come out of the medical fund of \$50.00. You may add to this at any time. If your physician gives you samples to send, this is acceptable, but PLEASE label and leave them in the package your doctor gave you. They can be mailed to the above address as well.

Appointments

MEDICAL OPERATIONS IS RESPONSIBLE FOR APPROVING ALL MEDICAL AND DENTAL APPOINTMENTS DURING THE PROGRAM.

The staff can evaluate and treat most of the minor issues seen. There are local dentists, orthopedists, and specialists available, if needed. You will be notified by the staff of the need of a referral. You then will be able to select a local doctor or your own. It is not required that you use the local doctor, but it is encouraged. *Each time your cadet is off campus, it counts against them for school time.*

Routine appointments

There will be no "routine" appointments approved during the program, except around placement pass. In the event a dental cleaning or routine pap is needed, please take every opportunity to schedule it on the placement pass.

Depo-Provera Injections

If your daughter has a Depo injection at her local doctor or health department, this care can be transferred to FLYCA to be administered by the nurse. The date of the last injection, a prescription and/or the medication will be needed. This arrangement must be taken care of prior to the beginning of the program. Appointments for Depo may be scheduled around placement pass. Oral and the patch contraceptive may be continued, provided refills are available.

Braces

Orthodontist appointments are discussed on the day of admission. No additional appointments for braces adjustment/repairs will be arranged during the program except at placement pass. Dental wax and fill kits are acceptable to use until pass time. Additional appointments must be on an individual basis.

Eye appointments

Eye appointments are discussed on the day of admission. No additional appointments for eyeglass adjustment/repairs will be arranged during the program except at placement pass. Medical Operations has a repair kit that is acceptable to use for repairing the glasses until placement pass. Additional appointments must be on an individual basis. Medical Operations will be evaluating their vision during the first week, if they require glasses; we may call you for a plan to obtain the glasses. If your youth has glasses and refuses to wear them, they **must** bring them to the Academy. If your youth has a second pair of glasses at home, please discuss where they are located and check that they are functional in the event you may need to send them to FLYCA.

Possible Illnesses while at FLYCA

Heat injury/illness

In the summer, heat related issues are of utmost importance. Every time you talk to your cadet ask if they have been drinking water. Water is very plentiful and usually the only thing to drink.

Reactive Airway

In the fall, many react to the change in the weather and may develop a reactive airway to colds and sinus drainage if not properly cared for. Medical Operations has decongestants, antihistamines, albuterol inhalers and nebulizers and can be administered to prevent respiratory problems. If your cadet will work with us to cough and breath deep, this can be a passing thing. If informed by your cadet they are not feeling well, be sure to ask them if they have notified Medical Operations.

Smoking withdrawal

Smoking is a habit many of the cadets here practice before coming into the program. No smoking is allowed on campus. Sometimes, the person may experience withdrawals from the sudden cessation of smoking. We do allow smoking cessation patches for the first 30 days on a step down process. ***The patches may be supplied by you, the parent /guardian or they may be purchased through Medical operations at the cost of \$4.00 each. After the first two weeks, it is not recommended to begin them. No patch will be started after the 21st day, and nothing will be given after 30 days.***

Emergencies

Most emergencies that occur on FLYCA campus are from not listening to instructions or involve horseplay. In the event of an emergency, a call will be made to the nurse. It will be determined if the cadet requires an ambulance trip or needs to be transported to Shands at Starke ER by FLYCA to be evaluated. This can occur at any time of day or night. The nurses are available by cell phone 24 hours a day, 7 days a week, for the duration of the program. No matter what the outcome, you will be notified of the injury. If needed, you may be requested to come to the hospital, or the nurse may inform you she can call you back with the report of the outcome. Sometimes a phone call from the physician at the emergency room to the parents is sufficient and the youth can return to the Academy.

In the event the cadet needs to go home to recuperate, the nurse will make a recommendation to the Director who gives the authorization and sets a time limit. ***It is imperative the parents/guardian communicate with Medical Operations if the cadet does NOT return by the time limit expected.***

Our Candidates/Cadets are entitled to benefits covered by FECA (Federal Employees' Compensation Act) if injured in the performance of duty during their residency in our program, which is administered by the US Department of Labor. They are required to report any injury to the academy immediately and they have the right to file a claim. Injuries can be evaluated and treated by the RN/PA on staff to eliminate the need for off campus treatment and loss of school time, which could result in termination from the program.

In the event the injury needs to be evaluated and treated by a physician, the parent will be contacted and has the right to choose the physician for their cadet if they are not eighteen. The cadet will be given the choice if they are over eighteen. We can transport the cadet to the local physician that is chosen. Keep in mind that if you choose a physician that is not local, FLYCA cannot provide transportation and the loss of school time could be grounds for removal from the academy.

Terminations

Terminations of the youth, from the FLYCA on medical issues, do not generally occur. However, there are certain medical conditions that must have limitations.

Youths with a seizure history, with the last seizure being over 2 years ago, may be accepted. Once the youth has experienced a seizure while at FLYCA, medical termination will be necessary.

Youths with diabetes, whether a new onset or with a long-standing history may be admitted to the program. However, once it becomes apparent the youth is unable to control the fluctuation of the blood sugar levels, medical termination may be necessary. It is important the youth knows diabetes is not a button to push when a task is difficult or a cadre makes you mad. Diabetes is not a reason to have an attitude. Therefore it will not be tolerated and the youth will be dealt with for the behavior, not the diabetes.

Youths with scoliosis may be admitted once your physician has approved you for the program. If you are not physically capable to doing the activities, due to pain or discomfort, a discussion with the nurse may take place to determine a plan for progression.

Chapter 3

Counseling

It is the responsibility of the Counseling Department team at the Florida Youth Challenge Academy to assist the cadets with adapting to a new educational and residential environment. The Counseling Department will assist your cadet in exploring choices and consequences while helping them make better choices.

The FLYCA Counselors are responsible for individual sessions and group classes. For example, they are responsible for the instruction of life coping skills, issue-based interventions, and crisis intervention. They provide general guidance to each cadet. This is the only type of counseling that is available.

With parental/guardian approval, referral assistance for other needed counseling may be provided to the cadet and his/her family upon graduation or termination. **The goal is for the cadets to return to their communities with the necessary skills needed to be successful.**

MENTAL HEALTH-PSYCHOLOGICAL/PSYCHIATRIC APPOINTMENTS

All mental health appointments outside of FLYCA will be coordinated with the Counseling Department staff. If it becomes that there is a therapeutic need, then medical operations will be notified. Many youths enter the program with medications for ADHD, anxiety and other psychological issues. Florida Youth Challenge rarely sends a Cadet for Mental Health-Psychological off campus for appointments.

EMERGENCY MENTAL HEALTH SERVICES (BAKER ACT)

All emergency mental health services will be facilitated through the Clay County Sheriff's Office and other facilities that agency deems necessary.

The Head of the counseling department can be reached at 904-682-4023.

Chapter 4

Finances

Deposit

A \$150.00 deposit is required to defray the cost of any medical expenses and mentor application, while at the academy. This deposit is **NON-REFUNDABLE** after the applicant has reported on Admissions Day.

Living Allowance

An amount of \$7.50 per week is put into an account for each cadet during the residential phase. During the 22-week period, a total of \$165.00 may be earned if the cadet completes the residential and post-residential phase of the course. This money is used by the cadets to pay for expenses (cap and gown, field trips) incurred during their stay at the Academy. Any money earned that has not been used will be refunded 6 weeks after graduation from the program.

Expenses

All cadets are required to spend some portion of their living allowance on certain items and events while at the Academy. Some of the expenses will be cap and gown, field trips, supply actions for lost equipment and personal supplies. This is not an all-inclusive list. Cadets are afforded a living allowance account to learn to manage their money. Please do not send money for the cadet while at FLYCA. This is not a bank; if you want to save money for your child you should open a personal bank account.

Payments

Throughout the class, you will receive paperwork outlining several products for sale (i.e. back packs, jackets, pictures) as well as events (Prom, class trip) that will require payment. If you desire to pay for the items, it must be in Cash or Money Order only, checks are no longer accepted. If mailing the payment, please ensure that you include the form that goes along with the order so we can ensure that the payment is credited correctly. On each form, there will be a designated individual that it must be sent to; please DO NOT send any type of payment of cash to your cadet!

All financial questions should be directed to the financial officer at 904-682-4037 or the Administrative Assistant at 904-682-4000.

Chapter 5

Education

There are three levels of Academic Excellence at the Florida Youth Challenge. Achievement of any of the levels largely depends on the level of ability the cadet entered the Academy with and their desire to achieve. Because we only provide GED classes while the cadet is in residence, 5 ½ months, it is possible that not all graduates will receive a GED or High School diploma. Because of this, FLYCA does not guarantee any cadet a GED or High School diploma during the course of the program.

Three levels of Academic Excellence

1. Certificate of Completion.

Graduating cadets who do not earn a GED or High School Diploma will be awarded a Certificate of Completion. This certificate means the student has earned 3 ½ high school credits while in the program.

2. State of Florida High School Diploma.

Graduating cadets who only complete the GED tests while in attendance will be awarded a Clay County High School Diploma. This diploma indicates that the cadet has successfully passed all five (5) sections of the GED.

3. State of Florida High School Performance Based Diploma.

Graduating cadets who pass all 5 sections of the GED and pass the FCAT will be awarded a State of Florida High School Equivalency Diploma. This diploma indicates that the cadet has equal status of other high school standards

If a student earns a Certificate of Completion while enrolled in the Academy, the student will be encouraged to continue in some form of Adult Basic Education. This may be offered at the local community college, a local adult education center, or a vocational-technical school. Students with this certification also meet the educational requirements necessary to enroll in Job Corps, provided they meet other criteria, to continue their GED education.

Both the State of Florida High School Diploma and the State of Florida High School Performance Based Diploma may enable the cadet to enter the military (provided they meet the qualifications for that branch), vocational-technical College, Job Corps, or a community/4year college in Florida. Some branches of the Military may require the cadet to take 15 college credit hours in addition to the diploma. For recruiting purposes, the Florida Youth ChalleNGe is considered a Tier 2 (Alternative) High School.

Staff

Students are taught by Florida certified teachers who are employed by the Clay County School Board. The curriculum taught includes the following subject areas: language arts (reading), language arts (writing), math, science, and social studies. Electives such as music, art, athletic education, or foreign

languages are not offered at the Youth Challenge Academy. There are intramural sports offered along with mandatory, daily physical training.

Tutoring

For students requiring extra assistance, tutoring is available upon request. Many students take advantage of this extra assistance with great success. Again, the student must always be focused on why they are here.

All classes are taught in English only. There are no ESOL classes available. All tests will be in English and no special accommodations will be made for testing at the Academy.

Please refer to the calendar in the Appendix to locate the dates of each of these tests.

Reinstatement of Driver License

The education department will assist the cadet with the driver license re-instatement; however they must have been at the youth challenge academy for a minimum of sixty days. They must also attend and complete the D.A.T.E. program. There is a fee for this class, which must be paid by the cadet or the parent. There is also a driver license fee associated with this re-instatement.

All educational questions should be directed to the Education Department at 904-682-4035/4036.

Chapter 6

Mentoring

Role of a Mentor

The mentor is a caring adult role model for your child to relate to during both phases of the Youth Challenge Program. The mentor is meant to play an impartial supportive role in the life of your child. The mentor is not a substitute parent, parole officer, moneylender, ‘cool’ peer, or in any way someone to take your place. A Mentor is: a coach, guide, role model and friend.

Screening

Mentor prospects—as they are called before they are ‘matched’ to cadets—must go through a three step screening process. All three steps are necessary for the Youth Challenge Program to get a whole picture of the mentor.

1. Criminal Background screening. This is a nationwide check of the prospect’s criminal history. The results of the background screening are confidential and will not be discussed with anyone outside the prospect himself or herself. The process can end here if the prospect has a questionable background. The academy will use a portion of the \$150 paid on admissions day to cover the **FIRST** criminal background check. Remember each time we have to run a new check on a different mentor there will be a charge, so please choose your mentor carefully. **No refunds will be issued.**
2. Interview. The purpose of the interview is to determine whether the prospect fully understands the demands of becoming a Youth Challenge mentor. Issues such as availability and experience working with children will be discussed among other subjects. We use this as an indicator of their ability to commit to the cadet during the crucial Post Residential phase. The process may end here if the prospect decides this is not for them or we cannot get in contact with them for the interview. The interview is completed by telephone and questionnaire.
3. Reference checks. Each mentor prospect must have two written letters of reference for someone who knows the mentor prospect well. The references should be sent to the mentor coordinator at the Youth ChalleNGe program. The process can end here if we do not receive these or receive questionable references.

Training

Mentor prospects are trained on Mentor Day at Camp Blanding. Training times are from 8:00 a.m. to 2:00 p.m. This training explains the ‘how’ and ‘why’ of being a mentor and gives the tools necessary to do it well for the youths while in the Challenge program. The training takes place in the first half of Mentor Day. The second half of the day is spent learning to relate to the cadet in a new, more insightful way. Because this training is interactive and involves the cadet, the prospect must attend the training at Camp Blanding. The Mentor and Cadet must be background screened, trained, and matched

by week 10. **Mentor training and the matching ceremony are mandatory events for the cadet to be eligible for graduation.**

Matching

Mentor prospects become mentors when they are matched to cadets (mentees as they are called by mentors). This ceremony also takes place on Mentor Day once training is complete. The ceremony is formal and involves the reading of a contract between the two parties, an exchange of pins (from cadet) and ribbons (from mentor), and an address by the Director. Once the matching ceremony is complete, the pairs spend the afternoon together on-campus, engaged in structured and unstructured activities.

Visitation

Once matched, mentors are allowed to visit the cadets on Sundays and Tuesdays. The mentors cannot bring anyone else with them. Mentors must call the prior Thursday to schedule a visit. The case manager must approve these visits before the mentor is granted visitation. All rules about contraband still apply. **The mentor cannot bring food to the cadet or take them off campus.**

All mentor questions should be directed to the Mentor Coordinator at 904-682-4028

Chapter 7

Weekly Schedule Summary

Week 1-2

Acclimation Period is occurring during this time frame. Candidates are exposed to high physical demands and stressful mental situations. They will be focusing on learning and practicing elementary military drill and ceremony, reciting rank, and adjusting to the military structure. Candidates will be evaluated to determine if this program is appropriate for their needs. They will also be taking the TABE test once again to determine what classes they will be placed in. It is imperative that candidates do their best on this exam, as it will determine their educational schedule while here. Candidates must demonstrate a willingness to succeed and change to transition to Week 3. The final day of the second week is the Rites of Passage ceremony during which, if determined eligible, they go from *candidate* to *cadet*.

Candidates will write home and beg you to come get them. Be strong and tell them NO. Your strong support is vital during this early phase. Your child will be monitored by both cadre and the counseling department to help ease them through the demanding transition from home to the Academy. Do not give your child the easy way out by letting him quit.

Weeks 3-4

The Challenge phase begins Week 3. With this comes a change in focus. The cadets now begin attending mandatory GED classes. There is no opportunity for them to ‘skip’ class or act out. Classes are monitored by cadre while the teachers are instructing.

For the cadets that didn’t show a disinterest in the first 2 weeks, now is usually the time. For many cadets, especially those who have not been successful in school, they do not react well to mandatory school attendance. It can be frustrating for those who skipped school in the past because they now have to face how far behind they are and also that they are not as “smart and tough” as they would like their peers to think. As parents, please encourage your child and let them know that this is what they signed up for and sticking with it is the only way to succeed. This is a great time to remind them of the importance of their education.

Weeks 5-9

Those cadets who have been misbehaving because of academic frustration begin to calm down and follow the program. Selections are made for off-campus community service and Vocational Education classes. Because these activities present scheduling challenges, some cadets may be moved to another platoon. Cadets sometimes find this disruptive and may express their displeasure to you. Please be supportive of our practices and ensure them that this is a reasonable policy. Clubs and committees also begin and cadets prepare for Family Day with a great deal of drill and ceremony practice.

This is the point where cadets are beginning to turn the corner for their new lives. It is important to be supportive when you visit on Family Day so they can enjoy their success thus far. Be considerate of your cadet by not presenting them with any upsetting distractions.

Cadets remain excited from Family Day but adjust back into the daily routine. Cadets should be fully engaged in any off-campus community service or vocational training they are enrolled in. Be aware that the same cadet code of conduct applies wherever the cadet may be. The students will be disciplined for offenses committed off-campus just as they would have they committed them on-campus. In many cases the punishment made, may be more intense because the reputation of the Academy has been put at risk by their behavior.

Week 10

During this week, **the** cadets who have been the most challenged begin to show signs that they can no longer adapt to this environment. This is historically the time when the greatest numbers of cadets are lost due to behavior problems. Encourage your cadet through letters, to maintain the high standards expected of them at all times.

Weeks 11-15

Often there is tightening down on the cadets as many are now becoming rowdy and often exhibiting signs of cabin fever. Do not be surprised if some cadets are moved to other platoons in an effort to diffuse some behavior disruptions. As the first placement pass is granted, look for the cadet's Post Residential Action plan and review it with them. Since they have been matched with their mentor formally, please allow them to complete their 4.0 hour minimum Service to Community Project and to review this document with their Mentor. Also be aware of the placement pass assignment outlined on page 3. It is **mandatory!** The placement pass assignment is due upon their return to the academy.

Week 16

GED test results are coming back and cadets who have passed begin to ignore other studies and take on a more arrogant tone. Cadets who did not pass may become downtrodden and feel left behind. No matter which category your child fits into, remember to be supportive and remind them how much they have accomplished in all areas of the program.

Weeks 17-20

These are the last weeks of formal GED classes and all vocational training. The second placement pass is granted at the end of Week 19. The Placement requirement is expected to be met by the end of the second placement pass or by the end of week 17 (which ever occurs first). The final exit TABE will given at this time to determine how far academically the cadet has progressed while here. This is a very stressful and busy time; keep the letters coming.

Week 21

This is when cadets act out the most. They also mistakenly believe that they will not be terminated for their unruly behavior. Cadets can be terminated up through graduation day. Their placements need to be firmly in place at this time and verification should have been turned in. Many field trips take place to keep the cadets occupied as we realize that they definitely have “cabin fever”. We also know this is no excuse for unruly behavior.

Week 22

This week is full of recreational activities, award ceremonies, and work details. The cadets need to be working to prepare the barracks for the next class, turn in all supplies and receive a final financial statement for review. There are also numerous graduation practices leading up to the big day.

Appendix A

Class Academy Calendar

The Academy Calendar is an effort to inform you about some of the major events occurring at FLYCA. We feel that this calendar along with his or her letters home are tools you can use to gauge some of your child's reactions to his residency here.

Please read all Academy information mailed to your home or handed out to you during home pass weekends. These will contain any calendar dates and updates.

The following is a list of definitions of the Events contained within the Residential Period. Keep in mind these are only the major events and are subject to change.

Admission Day- Admission email.....alesia.johnson@us.army.mil
.....johnnie.b.goddard@us.army.mil

Admission Date: January 8, 2012

Candidates will be instructed to arrive at a pick up location the first morning at a specific time. Be aware that no child is allowed to go to a different site than assigned without first contacting the Admissions Department. This day begins early and lasts until late Sunday evening. Be sure your child gets plenty of rest the night before. Breakfast is crucial, as the candidates will be engaged in strenuous physical activity for the majority of the day.

Entrance TABE – Education email..... vmartin@mail.clay.k12.fl.us

This is the same exam all cadets took as part of the admissions process. FLYCA gives the test again in order to determine a score. All cadets are administered the same version of the exam. The Education Department uses the TABE score to determine what level of GED classes the cadet requires and whether they may be eligible for off campus Vo-Tech classes. It is extremely important that the cadets do their best to score honestly.

Quads – Counselor, Commandant and RPM Email.....collier.e.griffis@us.army.mil
.....abigail.vazquez@us.army.mil
.....jimmy.vazquezdiaz@us.army.mil

Cadets are evaluated periodically by an interdisciplinary team of staff and cadre. The Quad is comprised of the Lead Counselor, the Commandant, and RPM Coordinator. During this meeting the cadet will hear feedback about their performance in all areas, including plans for placement after graduation.

ASVAB- Placement email.....emanuel.alexander@us.army.mil

ASVAB Test – February 13, 2012

The ASVAB is the Armed Services Vocational Aptitude Battery. It is offered as one tool for determining the skills and abilities of the cadets. It is also used by the military to determine a cadet's eligibility for a particular branch. Each branch has different criteria, including the score required. An ASVAB interpretation follows later in the month to explain to the cadets what their score means. If your cadet has military plans, send him/her an ASVAB study guide to use to study for the test.

Vo-Tech Classes- Education email.....vmartin@mail.clay.k12.fl.us

Placement Coordinator email.....emanuel.alexander@us.army.mil

This is an opportunity for the different branches of the Armed Forces to inform cadets about their particular branch. Before these presentations begin, the cadets have already been briefed by FLYCA staff on the rules of recruiting and signing up for the military here at FLYCA.

SGA – Point of Contact.....constance.m.gordon@us.army.mil

This stands for Student Government Association. The cadets elect an Executive branch comprised of a President, Vice President, Treasurer, and Secretary. They also elect a Legislative branch, which consists of Platoon Senators and a Senate President.

Family Day – Special Events Coordinator Email.....tammy.russell@us.army.mil

Rites of Passage – January 21, 2012 (Candidates become cadets, no families, friends or mentors)
Family Day – February 18, 2012
Prom – May 19, 2012 (Subject to Change)

This is an opportunity for you and your friends and family to visit your cadet while he or she is in the residential phase. The event is scheduled from morning until late afternoon at the Florida Youth Challenge Academy. There will be a competitive performance of drill and ceremony by your cadet's platoon followed by an awarding of the guidon streamer. There are campus tours available and all staff and cadre will be present for you to meet and ask questions. Food is available to purchase by guests. Cadets will receive an allowance to eat. Cadets are not allowed to leave the campus for any reason on this day. Contraband will not be allowed on campus, including smoking by family and friends. Please abide by campus rules to make this a memorable day for all. You will receive specific information prior to this event.

FLYCA 1st & 2nd Placement Pass Weekend- RPM, Placement, Counseling & Administration
.....emanuel.alexander@us.army.mil
.....jeanette.eason@us.army.mil

First Placement Pass – April 4 at 12 pm to April 8, 2012 at 6pm (Subject to Change)
Second Placement Pass – May 23 at 12 pm to May 27, 2012 at 6pm (Subject to Change)

Cadets are required to go on two Placement Passes during the 5 ½ month program. Transportation is provided to cadets in South and Central Florida as well as Panhandle area at a cost. Pick-up for cadet's living in the local area or whose families choose not to pay for transportation is done at the Academy.

Upon their return to the Academy, a drug test will be administered and cadets will be searched. You will receive specific information prior to this event.

Mentor Day- Mentor Coordinator.....pauline.tanner@us.army.mil

- First Mentor Day – February 11, 2012**
- Second Mentor Day – February 25, 2012**
- Third Mentor Day – March 10, 2012**

Mentor Days are filled with training for the mentors and the opportunity for the cadet to share his or her experiences with their mentor since coming to the Youth Challenge. Mentors must attend one of the two dates listed. Mentors will be notified of times and details of the day once they have passed the screening process. Once the mentor receives the acceptance letter, they will not receive any other information until 1 week prior of the mentor day they have chosen. **Mentor Day is for mentors only no one else may attend.**

FCAT – Education email.....vmartin@mail.clay.k12.fl.us
.....**stthomas@mail.clay.k12.fl.us**

The FCAT is offered to all students. Those who did pass it before coming to FLYCA are exempt.

Exit TABE–Education email.....vmartin@mail.clay.k12.fl.us
.....**stthomas@mail.clay.k12.fl.us**

The same level of the TABE test is given to all students again. This time it is to determine how much they have learned while in the Academy. If a cadet shows no improvement or drops in score, they will be asked to take the test again with more seriousness and effort.

Graduation- Administration email.....jeanette.eason@us.army.mil

Graduation Day – June 9, 2012

Graduation will be held at a location off the campus. The ceremony begins early in the afternoon and lasts approximately 2 hours. Cadets will not be able to visit with their families until after the ceremony. Information regarding details of graduation will be sent out early in the class. It is recommended that hotel reservations be made well in advance if necessary. You will receive specific information prior to this event.

Parent ChalleNGe- Counseling Email.....1st plt. **jeannette.m.mazza@us.army.mil**
2nd plt. **amanda.l.hinds.ctr@us.army.mil**
3rd plt. **Patrick.maxwell@us.army.mil**

4th plt. Clensy.warren@us.army.mil

Parent Training Class (To be announced)

Parent training is offered once at Camp Blanding Joint Training Center during the class. The training focuses on the changes that the youth experience and how parents can continue to support these changes in their child. The training begins at 8am and ends at noon. Parents and the cadets will **not** see each other during this training.

Appendix B

Cadet Handbook Information

Below is information taken directly from the Cadet Handbook. This information is intended to help you better understand the daily life of your child and FLYCA's expectations of them. Over the past classes we have found that these are the most effective tools we have for establishing order and standards. Please support them by coaching your cadet in the importance of believing in and maintaining them.

Cadet Code of Conduct

- A) Gambling and use of vulgar and profane language is strictly prohibited.
- B) The use of drugs, alcohol, and other intoxicating substances is strictly forbidden.
 - 1. Bringing these products, having them in your possession, or returning to camp after having used them is not allowed.
 - 2. Random drug testing is an ongoing part of this program. Cadets who test positive for illegal drugs will be dismissed from the program.
- C) Cadets are not permitted to smoke or use tobacco products.
- D) Zero Tolerance for Drugs policy:
 - 1. Cadets are tested for illegal drugs upon entrance into the program, upon return from Placement Pass, and upon return from an excused absence from the program.
 - 2. Random drug testing is an ongoing part of this Program. The Director may conduct random drug testing anytime throughout the program.
 - 3. For-Cause Drug testing: The Director may order a drug test for a Cadet who shows obvious signs of being under the influence of drugs or suspicion of the use of drugs.
 - 4. Cadets who test positive for illegal drugs or a controlled substance without a prescription will be dismissed from the Program.
- E) Ammunition, firearms, and other weapons or explosives are not permitted. Under no circumstances will cadets bring weapons or ammunition in the barracks. Cadets will not be allowed to keep pocketknives or similar items.
 - 1. Any unauthorized weapon or weapon look-alike will be confiscated and turned over to the local authorities for disposition.

2. Bringing explosives to the campus, including fireworks, or causing them to be exploded is strictly forbidden, and any cadet involved will be dismissed from the program.
- F) Cadets will not engage in commercial enterprise, i.e. selling products, etc. without receiving permission from the Director.
- G) Lending or borrowing money between cadets or staff is strictly prohibited.
- H) All literature of an unsuitable nature, i.e. pornographic, nude, provocative, drug culture, gangs is prohibited.

The Honor Code/Pledge

The Honor Code guides and directs the daily activities and actions of all students in the FLYCA. The most important element in the implementation of the Honor Code is for each cadet to believe in the Code itself. Believing in and living by the Code will create a sense of trust and promote a higher standard of living for everyone. The Honor Code will be fully explained to the cadets during the first week of Acclimation Period.

I AM A CADET

My basic obligations/duties are:

1. To follow orders to the best of my abilities and as quickly as possible.
2. To inform my cadre of any problems that I may have which need attention.
3. To respect the dignity, personal property and privacy of my fellow cadets.
4. To be honest with my dealings with fellow cadets and my cadre.
5. To speak in a respectful manner without using abusive and degrading language.
6. To not lie, cheat or steal or tolerate those that do.
7. To not engage in conduct prohibited by FLYCA policies.

General Rules

1. Daily schedule. The daily training schedule will be posted in each barracks. Cadets must follow the published times for activities on the schedule. Absence or tardiness will not be tolerated. It is the responsibility of each cadet to have the proper uniform and equipment for the scheduled activity, so be prepared. Wake up is normally at 0500 (5:00am) hours. Lights out is normally at 2100 hours (9:00pm).
2. Formations. All formations will be announced and conducted as per the instructions provided to you by the Cadre. Cadet's attendance at formation is mandatory. Formations are necessary for passing along information, conducting inspections, preparing for training, and getting ready to move from one location to another.
3. Sick Call. Cadets who are ill will report to their squad leader, complete a sick slip, and be told where and when to report for treatment.

4. Mail. Mail will be distributed daily. Cadets are encouraged to write family at least once per week. Cadets will not write to other cadets in another platoon nor pass notes between or amongst themselves.
5. Post Facilities. All post facilities and building areas are off-limit unless specific permission has been received or training is scheduled for that facility.
 - a. Off-limits are all times: POV parking area, fuel storage areas, female barracks for males and male barracks for females, and construction areas.
 - b. Limited use-Permission only: wooded areas, lake, training areas, other buildings or office spaces on campus.
6. Laundry call. Cadets are responsible for their own laundry to include pillowcases and sheets. Pillowcases and sheets will be washed once a week, this is mandatory. Ample time is set aside for laundry call. Two washer and dryers are provided inside the barracks for washing of your PT uniform and towels only.
7. Telephone calls. Telephones are provided for your use on your platoon's scheduled time only. These are not pay phones and you must have a calling card. Phone calls are a maximum duration of five minutes only unless authorized by your cadre. You will not be able to receive calls. Violation of phone privileges will result in suspension of your privileges. Cadets can receive additional phone privileges during the class based on behavior.
8. Leave is absence from the program granted to cadets for a variety of reason, i.e.: death of a family member. Passes are not authorized without prior approval from the Director/Deputy Director and only for emergencies. The Director or Deputy Director may revoke previously approved passes.

Appendix C

Academy Phone List

- Operations, twenty four hour operation.....904-682-3987
- Emergencies, after hours (5:00pm – 8:00am)..... 866-976-7187
- Main Office/Director.....904-682-4000
- Main Office Fax line.....904-682-3990
- Commandant.....904-682-4001
- Asst. Commandant/ISGT.....904-682-3236
- Counseling Department.....904-682-4021/4022/4023/4039/4006
- Program Coordinator..... 904-682-4030
- Finance Department.....904-682-4037
- Medical Department.....904-682-4009
- Education Department.....904-682-4035/4036
- RPM Coordinator.....904-682-2018
- RPM Dept FAX line.....904-682-3010
- Admissions Department.....904-682-4031/4033
- Placement Coordinator.....904-682-4032
- Mentor Coordinator.....904-682-4028
- CaseManagers.....
(904-682-4017/4018/4019/4535/4049/4033)
- Recruiter.....904-682-4029

Toll Free 1-866-276-9304

(8am – 5pm)

Email Listing

Headquarters/Placement Pass/Questions for Director

..... jeanette.eason@us.army.mil

Commandant -jimmy.vazquezdiaz@us.army.mil

Academy 1st Sgt -erick.rosario@us.army.mil

Lead Counselor -collier.e.griffis@us.army.mil

Counselors/Placement Pass.....

1st Platoon jeannette.m.mazza@us.army.mil

2nd Platoon Amanda.l.hinds.ctr@us.army.mil

3rd Platoon patrick.maxwell@us.army.mil

4th Platoon clensy.warren@us.army.mil

Lead Counselor collier.e.griffis@us.army.mil

Medical -lorene.j.hall@us.army.mil

Education -nvmartin@mail.clay.k12.fl.us

.....stthomas@mail.clay.k12.fl.us

Mentor Coordinator -Pauline.tanner@us.army.mil

Placement Coordinator -emanuel.alexander@us.army.mil

Admissions Coordinator -alesia.johnson@us.army.mil

..... johnnie.b.goddard@us.army.mil

Recruiter-.....ernest.e.tanner@us.army.mil

Case Managers

1st Platoon.....jeanne.kay@us.army.mil

2nd Platoon.....ricky.m.mott@us.army.mil

..... constance.m.gordon@us.army.mil

3rd Platoon.....ella.hale@us.army.mil

.....johnnie.b.goddard@us.army.mil

4th Platoon.....charles.t.furieux@us.army.mil

Prom -abby.vazquez@us.army.mil