

# CIVILIAN STUDENT TRAINING PROGRAM (C.S.T.P.)

## STUDENT HANDBOOK

### Part 1 General Information

This handbook will provide you with the information you need to be successful during your time at the Civilian Student Training Program (CSTP). This program is designed to teach you discipline, self-control, leadership, effective social skills, and proper behavior so that you can be a successful member of your team and community.

Read this handbook carefully. If you have any questions ask your Training Instructor, Operations Supervisor, Teacher, or Counselor.

#### MILITARY STRUCTURE

CSTP is conducted using a framework that is similar to the military. It provides a structured, disciplined environment that promotes effective self-discipline, respect for authority, and good citizenship.

**Drill and Ceremony:** You will be taught marching movements and will use these movements as you go to and from different locations. You are expected to move purposefully, make precise pivots, keep your hands to yourself, and use correct posture.

**Leadership:** You will become familiar with leadership principles and the characteristics of good organization.

**Daily Routine:** You will be expected to stick to an established rigorous daily routine.

**Attention to Detail:** You will be required to clean and maintain your living areas, common areas, and work areas. Inspections will be conducted to ensure standards are met.

**Duty Assignments:** You are expected to perform your share of the work assigned to your team by the Training Instructors, including barracks, latrine, and landscaping details.

Do not get worried or upset if you don't understand something or think you can't do something. Our job at CSTP is to teach you and help you improve. If you try hard, obey the rules, and maintain a positive attitude, you will be successful at CSTP.

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## **STAFF:**

The Civilian Student Training Program staff is a very capable and professional group of individuals dedicated to helping you succeed. All of the staff members are identified in the chain of command chart at the back of this Handbook, but the individuals listed below are the ones with whom you will have the most contact.

**Operations:** Training Instructors, Operations Supervisors, and Senior Operations Supervisor will be your primary contact with the staff. They will handle all routine daily activities such as wake-up, personal hygiene, physical fitness, meals, drill and ceremony, and work details. They are the primary enforcers of standards. While they may seem strict and tough, always keep in mind that your best interest is their only reason for being here.

**Nurse and Counselors:** The Program Nurse and Counselors are here to make sure you are safe and well. You may request to see these individuals if you feel sick or need to talk.

**Teachers:** Your academic classroom teachers are certified by the state. They will be working with you to improve your educational levels using Virtual Arkansas.

## **FORMS AND RECORDS:**

A personal record file will be established for you during Intake. Everything you do while attending CSTP will be documented in your file. This is confidential information and will only be released in accordance with state and federal law or with the consent of your parent or guardian.

## **AFTER GRADUATION:**

While at CSTP, you will work with the Aftercare Coordinator and other staff members to develop a Re-Entry Plan to better identify your goals in life and outline a plan to achieve them after graduation. After you graduate from CSTP, we want you to keep in touch and let us know how you're doing. We will still be available to you as a resource. We'll give you a phone number and postcards you can use to reach us and provide us with updates. You'll get more information about the Aftercare Program later in the cycle.

## **Part 2**

### **Safety, Illness and Injury, & Emergencies**

#### **SAFETY:**

During any activity, **safety takes priority over all other considerations**. You are not permitted to carry any matches, lighters or other flame-producing devices. You are not to tamper with lights, touch any furnaces, change thermostats, or work on electrical items. You will wear appropriate clothing and safety items, obey all rules, regulations and restrictions, and demonstrate proper maturity in your actions. Wear all appropriate safety gear (road guard vests, gloves, eye protection, ear protection) as instructed by CSTP staff members.

**FIRE:** In case of a fire, you will follow the instructions of the staff members and proceed in an orderly manner to the nearest exit. When you get outside, form up in the area to which you are directed by the CSTP staff.

**SEVERE WEATHER:** If severe weather poses a threat to your safety, you will be notified by your teacher or operations staff members. You will be instructed to go to a windowless room, either in the barracks building or another safe place. Proceed in an orderly manner to whatever location you are directed.

Fire drills and weather evacuation drills may be conducted without notice. If you do not take drills seriously, you will be subject to disciplinary action.

#### **EMERGENCIES:**

Any situation that poses a potential threat to life or property is considered an emergency, i.e., fires, lightning strikes to a person or building, fights, serious illness, or other incidents where decisive action is required to avert further damage or injury.

If you know of an emergency, notify the nearest staff member immediately, and assist the staff member as instructed. If you're not instructed to help, form as a group out of the way and wait for directions. If the staff member(s) present is injured or incapacitated, you will apply good, sound judgment to help in the situation. Students will provide first aid as needed, contact CSTP staff, and wait for instructions.

#### **ILLNESS/INJURY:**

You need to be at your best while at CSTP, and it is our job to make sure you're safe and healthy. But we can't help you if we don't know what's wrong. Please tell someone if you get hurt or feel sick. Anytime you get hurt or feel sick, inform your Training Instructor or a staff member immediately and complete a Sick Call form so you can see the nurse and get appropriate treatment. Your parent or legal guardian will be notified in the event of serious injury or illness.

If you are injured or become ill, the staff might have to write a report. That does NOT mean you are in trouble; the staff just needs to document the incident.

**FAMILY EMERGENCIES:**

In case of any serious injury, illness, or death of an immediate family member, your parent or guardian will notify your probation officer, and your probation officer will notify CSTP. If your judge allows, you **may** be given an emergency pass from CSTP for one day, if necessary, to assist your family or attend funerals. Your judge and the CSTP Program Director must approve all emergency passes. Students who fail to return at the required time may be dismissed from the program. All students will be drug tested upon their departure and return.

## **Part 3**

### **Personal Appearance & Living Area Standards**

#### **GROOMING/APPEARANCE STANDARDS:**

You are expected to maintain your grooming and appearance in a clean, neat, and orderly manner to demonstrate respect for yourself and others around you.

You will be in a clean and serviceable uniform at all times.

Your issued nametag will be worn on duty uniforms over the right pocket, unless instructed otherwise by a Training Instructor.

Your boots and shoes will be kept clean, polished daily, and tied properly.

A military standard will be used as a guide for haircuts. You may not alter your haircut.

You may not have mustaches, beards, goatees, sideburns or any patches of facial hair unless prescribed by a medical doctor (if necessary, for a medical condition, the facial hair will be kept trimmed to a maximum length of 1/8 inch).

You will not possess or wear any type of jewelry.

Fingernails will be cut short and neat at all times.

You may not mutilate or mark on your skin with a pencil, eraser, or any other item.

#### **BARRACKS:**

Your living area is called the “barracks.” It is where you will sleep and spend much of your time. You will be assigned a living/sleeping area and given detailed instructions on barracks standards and your responsibilities for meeting the requirements.

You will be shown exactly how to make your bunk, maintain your footlocker, organize your desk, and display your clothes/footgear, and you will even get a picture notebook to demonstrate the proper way to maintain your supplies. Make sure to keep your living area in accordance with the rules. If you need help, or don’t understand how to do something, ask your Training Instructor or another staff member for help.

When a staff member at the Operations Supervisor level or higher enters, the first student noticing the individual should call the barracks to attention. This means the student will shout “Attention!” and stand at the position of attention. You don’t have to call the barracks to attention every time the staff member enters after the first time. However, the barracks will ALWAYS be called to “Attention” each time the Program Director enters.

When a female enters the barracks, the first student to see the female will announce “Female in the barracks!”

**CLOTHING AND SUPPLY ISSUE:**

All of your clothing, linens, hygiene items, and school supplies will be provided. You may not alter, change, or modify your clothing in any way unless approved by the Program Director.

Over-the-counter special hygiene items required for specific medical conditions will be provided by CSTP.

If you need an item to be re-issued, please tell your training instructor, counselor, or teacher. Any items not issued to you by CSTP will be considered contraband and will be taken from you.

## **Part 4**

### **Daily Routine**

#### **WAKE-UP**

You will wake-up when instructed to do so by Security or Operations staff members.

At wake-up you will get out of your bunk, put on your shower shoes, and immediately go to the on-line position. Once you are on line, you will be directed to sound off in sequence to verify that the entire team is present.

Once accountability is verified, a latrine call will be conducted.

After latrine call, you will do the following tasks in this order:

- get dressed in complete PT uniform
- make your bunk\*
- place your footlocker on the desk
- place your footgear on top of the footlocker, and
- place your chair under the desk.

\*On Wednesdays you will remove your linens (stockade) instead of making your bunk so they can be washed.

#### **BARRACKS ENTRY AND EXIT PROCEDURES:**

##### **EXIT:**

- You will be directed to your on-line position and given the appropriate facing position towards the directed exit.
- You will then be directed by the Training Instructor to file out of the barracks.
- Immediately upon going through the exit door, you will place your headgear on and count off over the right shoulder in sequence.
- You will form in a column of twos as directed by the Training Instructor.

##### **ENTRY:**

- You will be halted outside the entry door in a column of twos.
- The Training Instructor will direct you to enter the barracks.
- Upon receiving the appropriate command, you will file through the door, remove your headgear, and sound off over the right shoulder in sequence.

- Upon entry into the barracks you will march to your designated on-line position and stand at the position of attention.
- All students will be accounted for by the Training Instructor and will be issued instructions.

### **FITNESS & SPORTS ROUTINE**

Fitness training will be conducted Monday - Saturday. You will participate in a progressive fitness training program designed to improve your well-being and teach you a disciplined approach to life. If you do not show improvement in the fitness program, you will be counseled and considered for dismissal from the program. Remember, you don't have to be great at fitness, you just have to work on improvement.

You will also get a chance to participate and compete in intramural sports events. Students will participate in kickball, volleyball, and running when conditions permit. Other physical activities will be conducted to enhance physical fitness and endurance. Intramurals will be allowed based on individual and team progress.

### **DINING FACILITY PROCEDURES:**

Before marching to the dining facility, six students will be selected to set the tables for all teams once you arrive at the dining facility. The Training Instructors will direct the actions of those students.

The students who set up will place a glass of water in the center of the tables for each student; an additional one-half pitcher of water will be placed on each table. These students will move to the front of the serving line once setup is complete.

When your team enters the dining facility, you will remove your headgear, place it in the back of your pants, and assume the position of "Parade Rest."

Each time the line moves forward, you will snap to the position of "Attention," step forward, and when the line halts, resume the position of "Parade Rest." An interval of approximately one arm's length will be maintained between each student.

You will assume the position of "Attention" as you reach the serving line and "Side-Step" through the serving line, courteously indicating your food choices to the serving staff. At the end of the serving line you will receive eating utensils from a staff member.

Once you receive your utensils, you will move from the serving line to the salad bar, and then to a dining table as directed by the staff. You will place your tray on the table, remove your field jacket and road guard vest (if worn), placing them on the back of the chair, and stand at the position of "Attention" behind your seat until four students arrive. At such time, the last individual arriving will give the command, "Gentlemen Be Seated."

Once seated, sit up straight, position both feet flat on the floor about shoulder width apart, and place a napkin on your lap.

While you eat your meal, you may not talk or look around in the dining facility. You must request permission to speak before asking staff member's questions.

You may not share or trade another student's food, or take any foods from the Dining Facility.

When you are finished eating, you will remain seated until given the command "On Your Feet," at which time you will stand up.

On the command, "Secure Your Equipment," put on your field jacket and road guard vest (if worn), place eating utensils in your cup, pick up your tray, and stand at "Attention" until given the command "Move Out" by staff.

You will proceed by the most direct route to the disposal area. Upon reaching the disposal area, a staff member will make sure you are throwing away all of your utensils.

All food items and trash will be placed in the garbage cans.

Under supervision of a Training Instructor you will exit the dining facility and form up in columns of twos.

### **SHOWER AND HYGIENE PROCEDURES:**

You will shower in the morning and in the evening, and when you are asked to do strenuously fitness activities or other work details at other times during the day. During the scheduled shower times, you will follow this procedure:

- You sit in your chair in the on-line position in your blue shorts, white t-shirt (tucked in), and shower shoes, with all personal hygiene items (towel, clean shorts, clean t-shirt, clean underwear, soap, and other items as instructed).
- A small number of students will be directed into the latrine area. You will undress in the latrine area, and perform personal hygiene as instructed.
- Thereafter four (4) students at a time will be called forward for personal hygiene (including brushing your teeth).
- You only have a short period of time for a shower and shaving so you will have to move quickly.
- You will dress prior to departing the latrine area after your shower.

- Upon departing latrine area, you will return to your living area and perform other hygiene tasks. You will remain seated in your individual area until directed otherwise by the Training Instructor.

### **LAUNDRY:**

Laundry will be conducted based on the schedule as developed by the Team Operations Supervisor.

### **PATRIOTIC AND RELIGIOUS ACTIVITIES:**

You may be required to participate in patriotic ceremonies and activities while attending the program. This will include reciting the Pledge of Allegiance, learning the proper method of handling and displaying the Flag, and proper respect rendered to the Flag.

The exercise of your sincerely held religious beliefs will be accommodated as long as it does not present a security risk or interfere with the safe and efficient functioning of CSTP.

### **CLASSROOM LEARNING**

Each day you will go to the classroom, the library, or the computer lab. This is an opportunity for you to learn and grow. You're expected to be respectful, follow all rules, and try your hardest in school at CSTP. Improvement is your goal.

### **STUDY HALL (BARRACKS):**

In the evening, you will have a study hall. A latrine call will be conducted before study hall.

- Before study hall begins you will make sure desks are staggered on line, put your chair under your desk, put backpacks on your desk, and stand at the position of attention behind your chair.
- On the command "Take Seats" you will sit down and adjust seat. Sit at position of attention.
- On the command "At Ease" you will remove all academic material from the backpack and place it on desk. Then place your backpack on the floor by the right side of your desk and begin your assignment. You must sit up at your desk; laying on our slouching at your desk is not permitted.

You may only talk to staff members during study hall; the operations staff is not allowed to help you with your homework. You may not help, or receive help from, another CSTP student during study hall.

You may not write or read letters during study hall without permission. You may read a library book when you complete your assignment.

### **UNIFORM/FOOTLOCKER PREPARATION:**

In the evenings, you will be required to press your duty uniform and shine your boots. During this time, you will also organize your footlocker.

### **STUDENT TELEPHONE CALLS:**

You will have time each week to make telephone calls to authorized individuals. Your phone calls will be scheduled and approved by your Operations Supervisor.

### **QUIET TIME/LETTER WRITING:**

During this time, you may write letters, study, read books, or just sit quietly.

You are encouraged to write and keep in touch with your family, friends, and mentors during your stay at CSTP. This is an important way for you to stay encouraged and focused on your goals.

All supplies will be provided, including stamps. **You may not have stamps/or envelopes sent to you through the mail by family, friends, etc.**

All envelopes will be addressed as shown at the next page of the handbook.

CSTP checks the mail each weekday and will distribute it to you at Mail Call as often as it is received. A staff member will screen your mail when they give it to you to make sure the envelope does not contain contraband, but the staff member will not read your mail.

All personal mail or photos from family or friends will be kept in your individual personal mail envelope in the barracks at all times.

**NOTE:** You should encourage your family to write to you, but remember, they can **only send postcards and letters – boxes and packages are not allowed and will be returned to sender.**

**MAILING ADDRESS EXAMPLE**

- All envelopes must be addressed as the example below or they will be returned.
- No markings on the envelope other than the return and mailing address are authorized.
- All personal mail or photos received from family or friends will be kept in your individual personal mail envelope in the bay at all times.

(Your complete name) (Your Team Number)  
CSTP  
P.O. Box 338  
N. Little Rock, AR 72115

Mrs. Mary Smith  
123 My Street  
My Town, AR 12345

**VISITATION:**

You will be allowed visits from approved individuals for up to two hours every other week. Your Operations Supervisor will give you more information about visitation procedures and will provide information to your parent/guardian/mentor/probation officer as well.

## **Part 5 General Rules of Conduct**

You are expected to respect yourself and others, obey CSTP rules, be safe, and help your peers. **All of the rules are summarized by the CSTP Creed. If you live by the Creed, you will be successful in this program. If you violate the rules, you will be subject to the discipline described in Part 6.**

Staff will address you by “Mr.” and your last name. You will address the staff and each other by Mr., Ms., or Mrs. and their last name.

Before you enter any staff member’s office, you will knock and wait for permission to enter. Students will stand at the position of “Parade Rest” when speaking to staff members.

### **Minor Infractions**

Talking without permission.

Backtalking/Arguing with staff

Use of profanity or obscene gestures (including flipping someone off)

Refusal to obey or follow instructions/non-compliance; slow and exaggerated movements.

Lying to staff members

Cheating on homework or other assigned work duties

Stealing from supply areas, staff desks, or from other students

Failure to complete homework and/or obey classroom rules

Disruption of other students – talking, making noises, unnecessary movements, teasing, laughing, horse playing, pointing, etc.

Calling students/staff names; inappropriate racial or sexual remarks.

Touching another student or staff member with hands or object in a non-violent manner (unless the contact constitutes sexual harassment, in which case the touching is a major infraction)

Possession of contraband **other than** items that could be used as weapons (pencils, sticks, plastic utensils), or drugs (including tobacco) and alcohol.

References to gang activity made while not in the presence of other students (drawings, letters, etc.)

## **Major Infractions**

Touching another student or staff member in a violent manner (hitting, pushing, kicking, etc)

Kicking/Throwing/Punching/Hitting objects (even if the object does not hit another person)

Verbal threat of harm to another student or staff member (including conditional and non-specific threats) such as:

“I am going to punch/kick/fight you.”

“If you don’t shut up, then I’m going to go off on you.”

“We can take this outside.”

Threatening or aggressive gestures toward another student or staff member (flinching at, jumping at, shaking fist, slashing throat, etc.)

References to gangs in spoken language, writing, drawing, or hand motions in the presence of other students.

Possession of contraband items that could be used as weapons (pencils, sticks, plastic utensils), or drugs (including tobacco) and alcohol

Sexual Harassment. Sexual Harassment includes a student calling someone, “Gay or Faggot;” using profane language of a sexual nature; urinating on another student during showers; a sexual suggestive advance on another student; exposing himself at bedtime to another student; licking his lips and winking to another student; patting another student on the buttocks; playing with his genitals; or showing sexually explicit pictures or drawings.

Actual or Threat of self-harm or self-mutilation/harm.

Giving another student unauthorized medication; taking unauthorized medication from another student.

Running from or leaving assigned area without permission.

## **Part 6**

### **Consequences of Misconduct**

If you violate any of the rules listed in Part 5, you are subject to disciplinary actions that will be documented on a Corrective Action Report.

**VERBAL CORRECTION:** When you violate a rule, a staff member will verbally correct you. This is your chance to change your behavior and avoid discipline.

**CORRECTIVE ACTION:** If you fail to improve your behavior after correction, you will be subject to disciplinary measures that may include:

- corrective fitness (pushups),
- marching on the drill pad,
- detention (followed by marching),
- work details,
- or separation from your team (followed by marching).

**LEVEL SUSPENSION:** Additionally, your “level” may be suspended for a period of time or reduced until you correct your behavior.

**PRIVILEGE REMOVAL:** Certain behavior will result in you not being able to participate in daily and weekly privileges.

**EVALUATION POINTS:** Additionally, your misconduct will result in points being deducted from your weekly evaluation forms. (See Part 7 for more information about evaluation forms.)

**ACTION PLAN:** You will have an opportunity to explain your side of the story on the Action Plan you will be given, and explain how you plan to improve your behavior in the future. You will also get a chance to talk to the counselors to get advice on how to improve.

**ADDITIONAL COURT CHARGES:** Depending on the severity of your offense, additional charges may be brought against you in court. For example, if you punch another student, you will face disciplinary action at CSTP, and may also be charged with battery in your juvenile court.

**EXPULSION FROM CSTP:** Your judge has ordered you to complete CSTP. If you are expelled, your judge will be notified of your unsuccessful completion of the program.

**YOUR RESPONSE TO CORRECTION IS YOUR KEY TO SUCCESS. IF YOU LISTEN TO THE STAFF MEMBER, FOLLOW INSTRUCTIONS, COMPLETE YOUR DISCIPLINARY ACTIONS WITHOUT COMPLAINT, AND IMPROVE YOUR BEHAVIOR, YOU WILL BE SUCCESSFUL AT CSTP.**

## **Common Questions:**

### **What if I am getting in trouble and need to explain the situation because the staff member didn't see the full situation?**

If you are corrected, then accept the correction or discipline and write your side of the story on the Action Report you will complete. If you think that the camera footage would help explain, ask the Operations Staff (in writing) to review the camera.

### **What if someone is bothering me by talking to me or touching me and trying to get me to fight?**

You should not respond to the other student. You should tell your training instructor, teacher, or other staff member.

### **What should I do if I don't understand what my homework is?**

You should make sure you know your homework assignment before you go to study hall. If you don't know the assignment, ask to speak to the Director of Education or your teacher. If you don't understand how to do your homework, do the best you can (the operations staff is not allowed to help you with your homework) and ask your teacher for help the next day.

### **What if I think a staff member or other student is picking on me unfairly?**

Talk about the problem with your operations staff or the program counselor.

### **What if I can't do something even though I am trying my best?**

Ask for help. Keep a positive attitude, keep trying, and let a teacher, operations staff, or counselor know that you need some help.

### **What do I do if I see another student violating a rule?**

Do not point out the student's mistake to the student. Privately discuss the issue with an operations staff member, teacher, or counselor.

### **What if I have a problem or a concern and need to tell someone?**

Each day you will have an opportunity to express your concerns, ask for help, and give feedback. The procedure is available to you so you are safe, secure, and healthy. See the last page of this Handbook for more information.

## **Part 7**

### **Student Advancement and Graduation Requirements**

CSTP uses a system of levels to document individual advancement and growth. Student attain each level by accomplishing specified goals and obeying CSTP's rules. A formal promotion formation each week will recognize you when you get promoted and when your team advances to a higher phase.

Your daily performance will be documented in evaluation books kept by your Training Instructors. They will document your performance in the following areas:

1. Individual Appearance, Area, Neatness, Cleanliness
2. Teamwork
3. Conduct and Discipline
4. Physical Training/D&C
5. Classroom Conduct
6. Classroom Participation

You will be rated with a number 1 (Unsatisfactory) through 5 (Excellent). You should expect to receive 3s (Satisfactory) for most days – a 3 shows that you're doing what you're told and complying with instructions. At the end of each week, you will discuss your evaluation sheet with the Operations Supervisor and sign at the bottom.

#### **INDIVIDUAL LEVELS:**

##### **LEVEL I**

- a. Minimum of two weeks at CSTP (**All students who meet the requirements of each class is eligible for Level I**).
- b. No write-ups for "Major Infractions" during the first two (2) weeks of training. Thereafter, no write-ups for "Major Infractions" during the **preceding week**.
- c. Recommended by Training Instructors and other staff members and approved by Team Operations Supervisor.
- d. Satisfactory classroom conduct and effort.
- f. The **CSTP CREED** shall be memorized before advancement to Level 1.

**Students not reaching Level 1 by Week 5 shall go before the Student Progress review board. Their judge shall be informed of their failure to satisfactorily progress in the program.**

##### **LEVEL II**

- a. Minimum of Two Weeks as Level I, (**Students shall be eligible for Level II by Week 4**).
- b. Recommended by Staff, Training Instructors, and Operations Supervisor approved by Senior Operations Supervisors and Director of Operations.
- c. No write-ups for "Major Infractions" during the preceding week.
- d. Satisfactory classroom conduct and effort.

- e. Recommended for an Individual Award.

## **Graduation Requirements**

To graduate from CSTP, students must be recommended for graduation by a committee consisting of the Deputy Director, Director of Education, Director of Operations, Senior Operations Supervisors, Team Operations Supervisor, and the Director of Student Services & Counseling. The Committee's recommendation must be approved by the Program Director.

### **DISTINGUISHED GRADUATE (20% of each class is eligible for selection.)**

- a. Minimum of Two Weeks at Level II
- b. Recommended by Staff, Training Instructors and Operations Supervisor.
- c. Review records of Student Evaluations and CSTP Excellence/Discrepancy Form.
- d. No write-ups for Major Infractions during the preceding week.
- e. "EXCELLENT" classroom conduct and effort
- f. Selection of distinguished graduates shall be announced at the graduation ceremony.

The Director of Operations can waive the minimum of two weeks between each level based on exceptional performance. In the case of exceptional performance, a board shall be convened by the Director of Operations and Senior Operations Supervisors for promotion consideration.

### **REDUCTION OF LEVELS**

Students Level shall be suspended for 48 hours for major infractions; third suspension of the same Level, may result in reduction and for consideration for release from CSTP for failure to maintain performance or for failure to meet academic or program requirements. Recommendations shall be obtained from the education staff on proposed reductions. Authority to reduce is as defined.

Level I to Level 0	Team Operations Supervisor
Level II to Level I	Director of Operations/Senior Operations Supervisor

Reduction of more than one level requires a reduction board and approval by the Program Director. Promotions and reductions shall be announced in written format and posted on the class information board.

**Level may be suspended for up to 48 hours by the appropriate authority.**

**All reductions and suspensions shall be recorded as a serious incident and recorded on the staff journal (Daily Log).**

Reductions of more than one level require a reduction board and approval by the Program Director (See Director Concept of Operation Policy Letter.) The status level of each student shall be posted in each team area and maintained current.

## Part 8

### Special Recognition and Awards

#### WEEKLY AWARDS:

- a. **Barracks Award**: Awarded to the team based on highest points accumulated on Monday, Tuesday, Thursday, Friday and Sunday inspections.
  - b. **Footlocker Award**: Awarded to the team with overall best footlockers during Sunday inspection.
  - c. **Boot Award**: Awarded to the team with overall best boot appearance during Sunday inspection.
  - d. **Drill and Ceremony Award**: Awarded to the team demonstrating the best team performance while marching to and from designated destinations through weekly observation.
  - e. **Physical Training Award**: Awarded to the team with the most Awards.
  - f. **Operations Special Recognition**: A maximum of five (5) students per Team per week (Week 2 – Week 9) will be recommended to the Director of Operations for special recognition. Recommendation will be based on:
    - Individual appearance;
    - Teamwork;
    - Conduct and discipline;
    - Educational effort; and
    - Attitude and motivation
  - g. **Excellence in Education**: A maximum of two (2) students per Team per week (Week 2 to Week 9) may be recommended to Director of Education for Excellence in Education. Program Director or Director of Education will make the presentation. Recommendation will be based on:
    - Following classroom rules;
    - Staying on task;
    - No homework write-ups for the week;
    - Exhibit positive classroom participation; and
    - Exhibit effort to improve academic ability.
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## **TEAM DRILL & CEREMONY PHASES:**

### **PHASE ONE - WHITE STREAMER AND TEAM PIN**

- a. Minimum of two weeks from beginning of program.
- b. 100% of team has taken Presidential Fitness Test.
- c. 80% of team has passed Individual Level Drill Test #1.
- d. Recommended by Team Operations Supervisor.
- e. Approved by Senior Operations Supervisors and Director of Operations.
- f. Awarded by Operations Supervisor.

### **PHASE TWO – GREEN STREAMER AND PRIDE PIN**

- a. Minimum of two weeks after Phase One.
- b. Have received at least two Team Streamers.
- c. Team has raised Presidential Fitness Test statistics from white phase.
- d. Has passed Squad Level Drill Test #2.
- e. Successfully completed community project.
- f. Received a “GO” rating on barracks inspection conducted by Senior Operations Supervisors and Director of Operations.
- g. Awarded by Senior Operations Supervisor.

### **PHASE THREE – AWARDED CSTP PIN**

- a. Minimum of two weeks after Phase Two.
- b. Has received at least Three Team Streamers.
- c. Team has raised Presidential Fitness Test statistics from green phase.
- d. Has passed Team Level Drill Test #3.
- e. Successfully completed CSTP area improvement projects.
- f. Received “GO” rating on Directors inspection.
- g. No team write-ups from Senior Operations Supervisor or Director of Operations.
- h. Awarded by Program Director.

## **ADDITIONAL STREAMERS TO BE AWARDED**

### **DRILL AND CEREMONIES: – RED**

Awarded when Team achieves proficiency in Drill and Ceremonies at each of the three levels: Individual, Squad, and Team. A streamer is awarded for sustained effort.

### **PHYSICAL FITNESS STREAMER: – RED WHITE AND BLUE**

Awarded to team that obtains the best fitness statistics.

### **GOOD CONDUCT STREAMER AND AWARD:– BLACK**

It is awarded to team / teams with no major write-ups for one week.

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## FITNESS TEST AWARDS

The tables below show the qualifying standards for 300 Club pin, Eagle and Bulldog awards:

PUSH UP	17	15-16	13-14	SIT UP	17	15-16	13-14	1 MILE RUN	17	15-16	13-14
72	100			70	100			6:00	100		
71	99			69	99			6:06	99		
70	98			68	98			6:12	98		
69	97			67	97			6:18	97		
68	96			66	96			6:24	96		
67	95			65	95			6:30	95	100	
66	94			64	94			6:36	94	99	
65	93			63	93			6:42	93	98	
64	92			62	92			6:48	92	97	
63	91			61	91			6:54	91	96	
62	90	100		60	90	100		7:00	90	95	100
61	89	99		59	89	99		7:06	89	94	99
60	88	98		58	88	98		7:12	88	93	98
59	87	97		57	87	97		7:18	87	92	97
58	86	96		56	86	96		7:24	86	91	96
57	85	95		55	85	95		7:30	85	90	95
56	84	94		54	84	94		7:36	84	89	94
55	83	93		53	83	93		7:42	83	88	93
54	82	92		52	82	92		7:48	82	87	92
53	81	91		51	81	91		7:54	81	86	91
52	80	90	100	50	80	90	100	8:00	80	85	90
51	79	89	99	49	79	89	99	8:06	79	84	89
50	78	88	98	48	78	88	98	8:12	78	83	88
49	77	87	97	47	77	87	97	8:18	77	82	87
48	76	86	96	46	76	86	96	8:24	76	81	86
47	75	85	95	45	75	85	95	8:30	75	80	85
46	74	84	94	44	74	84	94	8:36	74	79	84
45	73	83	93	43	73	83	93	8:42	73	78	83
44	72	82	92	42	72	82	92	8:48	72	77	82
43	71	81	91	41	71	81	91	8:54	71	76	81
42	70	80	90	40	70	80	90	9:00	70	75	80
41	69	79	89	39	69	79	89	9:06	69	74	79
40	68	78	88	38	68	78	88	9:12	68	73	78
39	67	77	87	37	67	77	87	9:18	67	72	77
38	66	76	86	36	66	76	86	9:24	66	71	76
37	65	75	85	35	65	75	85	9:30	65	70	75
36	64	74	84	34	64	74	84	9:36	64	69	74
35	63	73	83	33	63	73	83	9:42	63	68	73
34	62	72	82	32	62	72	82	9:48	62	67	72
33	61	71	81	31	61	71	81	9:54	61	66	71
32	60	70	80	30	60	70	80	10:00	60	65	70
31	59	69	79	29	59	69	79	10:06	59	64	69
30	58	68	78	28	58	68	78	10:12	58	63	68
29	57	67	77	27	57	67	77	10:18	57	62	67
28	56	66	76	26	56	66	76	10:24	56	61	66
27	55	65	75	25	55	65	75	10:30	55	60	65
26	54	64	74	24	54	64	74	10:36	54	59	64
25	53	63	73	23	53	63	73	10:42	53	58	63
24	52	62	72	22	52	62	72	10:48	52	57	62
23	51	61	71	21	51	61	71	10:54	51	56	61
22	50	60	70	20	50	60	70	11:00	50	55	60

## PHYSICAL FITNESS TEST 2018

PUSH UP	17	15-16	13-14	SIT UP	17	15-16	13-14	1 MILE RUN	17	15-16	13-14
21	48	59	69	19	48	59	69	11:06	48	54	59
20	46	58	68	18	46	58	68	11:12	46	53	58
19	44	57	67	17	44	57	67	11:18	44	52	57
18	42	56	66	16	42	56	66	11:24	42	51	56
17	40	55	65	15	40	55	65	11:30	40	50	55
16	38	54	64	14	38	54	64	11:36	38	48	54
15	36	53	63	13	36	53	63	11:42	36	46	53
14	34	52	62	12	34	52	62	11:48	34	44	52
13	32	51	61	11	32	51	61	11:54	32	42	51
12	30	50	60	10	30	50	60	12:00	30	40	50
11	28	48	59	9	28	48	59	12:06	28	38	48
10	26	46	58	8	26	46	58	12:12	26	36	46
9	24	44	57	7	24	44	57	12:18	24	34	44
8	22	42	56	6	22	42	56	12:24	22	32	42
7	20	40	55	5	20	40	55	12:30	20	30	40
6	18	38	54	4	18	38	54	12:36	18	28	38
5	16	36	53	3	16	36	53	12:42	16	26	36
4	14	34	52	2	14	34	52	12:48	14	24	34
3	12	32	51	1	12	32	51	12:54	12	22	32
2	10	30	50					13:00	10	20	30
1	8	28	48					13:06	8	18	28

**BULLDOG: 275 – 284**

**EAGLE: 285 – 299**

**300 – \*300\* PIN**

**\*\* NOTE\*\* PUSH-UP AND SIT-UP MUST BE DONE TO MILITARY STANDARDS**

**ADDITIONAL COMPETITIVE AWARDS (announced at graduation ceremony):**

- a. **Distinguished Graduate**: - Selected by Program Director based on recommendation of CSTP Staff. Awarded to the students who distinguished themselves by overcoming personal obstacles and achieving success through demonstrating strong perseverance, exceptional growth, and overall self-improvement (Limited to 20% of each graduating class).
- b. **Highest Academic Performance**: - Awarded to the student with the overall highest academic performance.
- c. **Most Improved Academic Performance**: - Awarded to the student who has made the most improvement academically during the cycle.
- d. **Staff Leadership Award**: Voted by Team staff members and awarded to the student who has demonstrated exemplary leadership qualities throughout the cycle.
- e. **Student Leadership Award**: Voted by team peers and awarded to the student who has demonstrated above average and consistent leadership qualities throughout the cycle.
- f. **Most Physically Fit**: Awarded to the student who scores the highest on the Presidential Fitness Test.
- g. **Most Improved Fitness**: Awarded to the student who makes the most improvement physically based on physical training test scores.

## **DIRECTOR ADDRESS TO STUDENTS**

Students:

Your juvenile judge and probation officer have determined that CSTP is a program that will make you a more successful young man. They have given you an opportunity to learn and improve your behavior through discipline, structure, and teamwork.

CSTP is a demanding eight-week program. In order to graduate you must strive to do your best every day. It is your responsibility to meet program requirements. If you apply yourself, you will be successful and complete the program. It will be hard work, but you can do it.

The staff is here to help you be successful, but they will not do the work for you; you must do it for yourself. Excuses will not be accepted; you must change, adapt and succeed. Every day you are responsible for your actions and you will be held accountable. Your judge and probation officer will be updated about your progress in the program.

I wish you all the best as you strive to improve yourself and your teammates at CSTP.

Millicent R. Booth  
Program Director

# CSTP ORGANIZATION CHART



# **CSTP CREED**

- 1. I AM RESPONSIBLE FOR MY ACTIONS.**
- 2. I WILL RESPECT MYSELF AND MY CLASSMATES.**
- 3. I WILL ALWAYS DO MY BEST.**
- 4. I AM IMPORTANT AS A PERSON.**
- 5. I WILL APPROACH ADVERSITY IN A POSITIVE MANNER.**
- 6. I WILL CONTROL MY BEHAVIOR AND TEMPER.**
- 7. I WILL OBEY CSTP RULES AT ALL TIMES.**
- 8. I WILL NOT FIGHT IF I CAN WALK AWAY.**
- 9. I ALWAYS HAVE CHOICES AND MY FUTURE IS MINE TO CONTROL.**
- 10. I WILL ENCOURAGE OTHERS TO SUCCEED.**