



REPLY TO
ATTENTION OF

CALIFORNIA CADET CORPS
HEADQUARTERS, 11TH BRIGADE
1535 WEST HIGHLAND AVENUE
SAN BERNARDINO, CALIFORNIA 92411-1235

CACC-11

June 4th, 2024

CIRCULAR 011-2425-02

Basic Leadership School 2024

1. **GENERAL:** Our brigade will conduct a **Basic Leadership School** on Saturday **07 September 2024 from 0730-1530**. This event will take place at Del Vallejo LSA, 1885 E Lynwood Dr., San Bernardino, CA 92404. Only cadets who have never attended and/or **NOT PASSED** a basic leadership course are able to attend. Instructors and staff are not eligible to attend the course. Commandants may take 30 cadets per site. There is no cost associated with this event.
 - a. **Commandants must have permission slips, Physician's Recommendations for Medication Form, Cadet Conduct Contract the day of the event**
 - i. A master roster of cadets **and chaperones** using the Brigade Event Roster Template with all boxes completed, to include IEP accommodations. *This should be **EMAILED** by 04 September 2024 to MAJ Cervantes benjamin.cervantes@sbcusd.k12.ca.us or LTC West chris.west@sbcusd.k12.ca.us*
 - ii. Cadet Conduct Contract
 - iii. SBCUSD Permission Slip, RM-73
**Copies of the permission slip(s), CACC Form 203, Cadet Conduct Contract*
 - b. Commandants must have copies of individual permission slips, Physician's Recommendations for Medication Form, Medical Information Roster, and current roster of cadets attending with them at all times at the site.
 - c. Parents are able to attend the final awards ceremony for this event.
2. **ELIGIBLE CADETS:** Cadets who have not previously attended or **successfully passed** the Basic Leadership course are eligible to attend. Commandants need to screen all cadets attending to ensure this policy is enforced and followed. Cadets who have passed are not permitted to attend.
3. **INSTRUCTORS:** Cadet Officers. NCO's and brigade staff have been preselected for this event.
4. **SAFETY:** As this event will be conducted entirely in classroom at a school campus, no safety concerns have been identified. A Campus Safety Officer and a cadet medic will be present for the entire event. All requirements set forth in CR 2-1 will be followed.
5. **HHC:** As this is a one day event there is limited need for cadet HHC members. Commandants may bring no more than one cadet to serve as HHC unless otherwise approved. The HHC cadets needs to be a returning cadet able to function at a squad leader level.
6. **UNIFORM:** Cadets need to arrive wearing CA Cadet Corps PT Shirt and dark blue jeans or dark black/blue/tan shorts with no holes, tears or writing. Commandant uniform is CMU.
7. **DISCIPLINE:** Minor disciplinary infractions will be taken care of using standard operating procedures. Major infractions will result in an immediate phone call to a parent, who will be required to come and pick up their child at the discretion of the event administrator. As this is a SBCUSD sponsored event, all district guidelines, policies, and procedures will be enforced.
8. **CHAPERONES:** Commandants are reminded they are required to have a chaperone present at all times to supervise cadets to include instructors and Brigade staff members. Chaperones who are not employed by the district must submit all necessary paperwork and meet all requirements to be approved as district volunteers prior to the trip. This must be

done at the beginning of every school year. Volunteer chaperones who have not been approved by the Brigade may not attend this event for any reason. Former cadet Alumni who are not cleared may not attend for any reason.

9. **SCHEDULE:** Cadets should arrive at the site at approximately 0730 hrs. on Saturday **07 September 2024**. Departure from the site will be by 1530 hrs.

a. **Saturday–**

i. In processing/Orientation	0730-800
ii. Classes	0800-1100
iii. Noon meal	1100-1200
iv. Classes	1200-1300
v. Study time	1300-1400
vi. testing	1400-1500
vii. Awards Ceremony	1500-1530
viii. Dismissal	1530

10. **TRANSPORTATION:** Cadets are to provide their own transportation for this event and will arrive by 0730 on Saturday 07 September 2024 and picked up no later than 1600 hrs.

11. **FOOD SERVICE:** Lunch will be provided to all cadets and adults attending.

12. **SUPERVISION/COMMAND AND CONTROL:** Commandants and/or chaperones are responsible for proper around-the-clock supervision and safety of their cadets while attending this event.

13. **COMMUNICATIONS:** Standard military communication procedures will be used during the event.

14. **PARENT CONTACT:** Commandants are asked to remind parents NOT to call cadets while at the leadership school. Please arrange a system for parents to contact you in an emergency.

15. **PROHIBITED ITEMS:** The following items may NOT be brought to Leadership School: knives, firearms, weapons of any kind, explosives, drugs, alcohol, or tobacco. In general, anything not permitted at school is not permitted on the Base.

16. **SUPPLY LIST:** Cadets should bring their Chromebook, a notebook, 3 pens and 2 number two pencils for their use. Cadets are to bring water to drink during the day (refillable water bottles).

17. **MEDICATION AND FIRST AID:** Cadets requiring prescription medication are required to send the medication(s) in the original bottle(s) in order to ensure proper administration of prescribed medication (s) (including asthma inhalers, epi-pens, etc.).

18. **AWARDS:** All cadets who attend will receive a Certificate of Training (COT). Cadets who successfully complete the Basic Leadership Test with a score of 70% or higher will earn the Basic Leadership School Ribbon. Top 3 scoring Cadets will be awarded Medals and there will be a bronze E device for the top 10% scores from the assessment. Testing will be timed and notes can be used but may impact the cadets ability to answer all the questions.

19. **PRIMARY PROJECT MANAGER:** for this event is the undersigned at chris.west@sbcusd.k12.ca.us.

FOR THE BRIGADE ADVISOR

Chris West
LTC, CACC
Brigade Advisor



Mauricio Arellano
Superintendent

04 June 24

Dear Parents,

Your cadet is cordially invited to consider participating in the 11th Brigade Leadership School at Del Vallejo LSA, 1885 E Lynwood Dr., San Bernardino, CA 92404 from 7:30am-3:30pm on Saturday 07 September 2024. Schools may only take 30 students to this event or fewer cadets at their discretion. Transportation is not provided.

Cadets will receive training on the traits and principles of leadership, examine leadership scenarios, learn about proper wear of the Cadet uniform, practice military courtesy, and have frequent opportunities to learn about drill and ceremonies. In addition, cadets will participate in an Awards Ceremony. Due to safety considerations, parents are not able to visit cadets during the event. There is no cost for this event.

Cadets will need the following for their trip:

- Black CA Cadet Corps PT shirt
- Blue jeans or blue/black/tan shorts with no holes or tears worn the day of the event (District Dress Code Applies)
- Any medication the cadet requires (must be given to the commandant).
- Refillable water bottle
- Backpack with notebook and pens/pencils for notes or laptop to take notes.

Cadets should NOT bring

- ⊕ Earrings, rings, necklaces (other than religious) or other types of body piercing jewelry (either worn or on their person).
- ⊕ Knives, firearms, explosives.
- ⊕ Drugs, alcohol, or tobacco.
- ⊕ Candy, gum, soda, Monster or energy drinks, or snacks of any type.
- ⊕ Cameras of high value (cadets may bring inexpensive or disposable cameras).
- ⊕ Over \$10 of money.
- ⊕ Anything that would normally be prohibited at school.
- ⊕ Cadet Corps is not responsible and will not be able to conduct an investigation into the loss of electronic devices such as: Cell Phones, AirPods, Head Phones, Laptops, Ipads or similar items.

Attachments:

- ☐ Permission Slip –
- ☐ Cadet Conduct Contract

Sincerely,
Chris West

California Cadet Corps

777 N. F St. ♦ San Bernardino, CA 92410 ♦ Phone (909) 880-6767 ♦ Fax (909) 880-6803

San Bernardino City Unified School District

CALIFORNIA CADET CORPS

Field Trip/Excursion Waiver and Medical Authorization - Minor

(Education Code Section 35330)

Name of School _____ Student ID _____

I hereby give my permission for my child, _____ to participate in the 11th Brigade Leadership located at Del Vallejo LSA, 1885 E Lynwood Dr., San Bernardino, CA 92404, Only as part of his/her regular school program. This trip is **not** an overnight event and will be held from **7:30am to 3:30pm on Saturday 07 September 2024. Uniform for this event is Black CACC Pt Shirts and Blue Jeans or Shorts.** Lunch will be provided. Transportation is NOT provided. There is no cost for this event.

I fully understand that my child is to abide by all rules and regulations governing conduct during the field trip. It is understood that any child determined to be in violation of these behavior standards may be sent home at the parent or guardian's expense.

I understand and acknowledge that as provided in Education Code Section 35330, by consenting to allow my child to participate in this field trip, I shall, by law, be deemed to have given up all claims against the San Bernardino City Unified School District and each of its officers, employees and agents (hereinafter collectively referred to as "District") for any injury, accident, illness or death occurring during or by reason of the field trip. I also agree to relieve the district of any responsibility for damage to or loss of my child's property occurring during or by reason of the field trip.

In the event of any illness or injury, I hereby consent to whatever x-ray, examination, anesthetic, medical, dental or surgical diagnosis or treatment and hospital care from a licensed physician and/or surgeon as deemed necessary for the safety and welfare of my child. It is understood that the resulting expenses will be the responsibility of the parent(s), guardian(s), or participant. (Whenever possible, attempts will be made to contact the parent/guardian prior to taking any medical action.)

Signature of Parent or Guardian _____ Date _____ Address _____ Home Phone _____

Signature of Student _____ Date _____ Father's Work Phone _____ Mother's Work Phone _____

Parent's Health Insurance Company _____ Policy Number _____

IN THE EVENT OF ILLNESS OR ACCIDENT AND IF UNABLE TO CONTACT ABOVE, PLEASE CONTACT:

Name _____ Address _____ Phone _____

SPECIAL NOTE TO PARENTS/GUARDIANS:

1. All drugs must be registered on this form.
2. All drugs, excepting those that must be kept on the student's person for emergency use, must be kept and distributed by the staff.

3. Check here if there are **NO** special problems that the staff should be aware of and **NO** drugs are required on the trip.

4. If any medication or drugs are to be taken by student, list them here, and if they are prescription, please attach a Form HE-24:

Name of Drug and Reason

If your son or daughter has a special medical problem, kindly attach a description of that problem to this sheet or be sure it has been noted on the form BU-5.

REMEMBER, THE SCHOOL DISTRICT DOES **NOT** CARRY STUDENT ACCIDENT INSURANCE.

RM-73 (Rev. 4/03) This form has been approved by County Counsel



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CADET CONDUCT CONTRACT

I agree to adhere to the following rules and expectations at all Ca Cadet Corps events.

Cadets Printed Name _____ School _____

I understand and agree that:

- ☐ Cadets will participate actively and fully in all activities and instruction. They will not be disruptive, defiant, or non-compliant during the event. Cadets will respect all persons, property, and the ideas of others.
- ☐ Cadets will follow the uniform regulations, wearing a sharp uniform at all times. When in civilian clothes, all SBCUSD dress code policies apply.
- ☐ Cadets will use appropriate language and behavior in dealing with each other and with commandants, civilians, and other military personnel. Cadets will follow the directions of all commandants, civilians, and other military personnel while on every trip. Inappropriate language will not be tolerated.
- ☐ Cadets will attend all periods of instruction and activity as specified in the training schedule, will remain in the unit area without going out of specific bounds, and will follow the directives of cadet and adult leaders at all times.
- ☐ Cadets will not engage in fighting, play fighting, or horseplay.
- ☐ Cadets will not bring weapons, controlled substances, tobacco, drugs, drug paraphernalia, alcohol, firecrackers, fireworks, cell phones, MP3/MP4 players, any electronic devices (**cameras are allowed**), explosive devices, ammunition, imitation firearms, or any other inappropriate items to the event.
- ☐ Items not deemed to be appropriate, will be confiscated and returned to the student at the end of the trip. Items that are illegal will not be returned, and the cadet may face disciplinary actions.
- ☐ If cadets bring any prohibited item and they are stolen or lost, the Cadet Corps is not responsible and will not be able to conduct an investigation into their loss
- ☐ Cadets will adhere to the guiding principles of the Cadet Codes, leadership traits and principals.
- ☐ Cadets will show military courtesy at all times. They will also treat every adult with respect and courtesy.
- ☐ Cadets will not engage in any public displays of affection, sexual harassment, sexual assault, sexual activity, or hazing. Cadets will not engage in fraternization or act in an inappropriate way with any cadet regardless of gender.
- ☐ Cadets will not lie, cheat, steal, be in possession of illegal items or narcotics and will report instances of these activities to an adult immediately.
- ☐ Cadets will report all unsafe acts or individuals in possession of prohibited items (weapons, drugs, alcohol, ECT.) to a SBCUSD employee present or the nearest adult.

I also understand that for the safety and security of all involved:

- ☐ Cadets will not aid or abet in physical injury, nor will they engage in any form of assault, intimidation, threats, gang activity, or hate violence.
- ☐ Cadets will not receive stolen property, engage in vulgar or obscene acts, or make terrorist threats.

- ☐ Cadets may never be in the sleeping or cantonment areas of cadets of the opposite gender without express permission of an adult chaperon/commandant AND the presence of an adult. Cadets must always follow the “rule of 3” and be in groups of no less than 3 cadets.
- ☐ **My belongings and my person may be subject to search.**

It is expected that cadets will report violations of these rules either through the chain of command, or if the cadet prefers, directly to the Brigade Advisor or his/her designee or any adult chaperon/commandant.

I understand that violations of any of the above expectations may result in disciplinary action up to and including removal from the event, and suspension or expulsion in accordance with school district policies.

Signed by Cadet _____ Date _____