



A.W.BROWN  
LEADERSHIP ACADEMY

**OPERATIONAL  
MANUAL  
2021-2022**

**DISTRICT PROCEDURES**

# TABLE OF CONTENT

## Alphabetized Procedures

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Academic Expos and Instructional Responsibilities .....	5
Assemblies .....	5
Athletics .....	5
Attendance Reporting .....	5
Books .....	7
BYOD Policy .....	7
Building Responsibility .....	7
Chain of Command .....	7
Character Education .....	7
Classroom Parties .....	7
Classroom Telephones .....	8
Closed Campus .....	8
Communication .....	8
Crisis Management Plan .....	9
Discipline Management .....	9
Dress Code Violation (Staff) .....	10
Dress Code Violation (Scholars) .....	10
Early Release Days .....	11
Early Release Request (Scholars) .....	11
Email .....	11
Evaluations .....	11
Event Requests .....	12
Extracurricular Activities .....	12

Faculty Meetings .....	12
Field Trips .....	12
Food Event Days .....	12
Front Desk Coverage .....	13
Fundraising .....	13
General Meetings .....	13
Gradebook/Powerschool .....	13
Grammar .....	16
Grievances .....	17
Housekeeping .....	17
iLead Wednesdays .....	18
Incident/Injury Reporting (Staff) .....	18
Incident/Injury Reporting (Scholar) .....	18
Inclement Weather Notification .....	19
Lobby Guard .....	19
Letterhead and Logo (School) .....	19
Lunch Delivery (Scholar) .....	19
Media Guidelines .....	20
Medication Administration .....	20
Mandatory Meetings (Staff) .....	20
Mobile Phone Usage (Personal) .....	20
Movie Library .....	21
Music .....	21
No Pass/No Play .....	21
Parent/Teacher Conferences .....	22

Payment Request and Processing Schedule .....	23
Playground .....	23
Parent Contacts .....	23
Professional Development .....	23
Promotion and Retention .....	23
Purchasing .....	23
Purchase Order Process .....	23
Recess .....	24
School Property/Materials .....	24
Special Education Services .....	24
STAAR Exam .....	29
Student Security and Accountability .....	29
Student Electronic Devices .....	29
Substitute (Teacher Preparation) .....	30
Tech Support .....	30
Transportation Request (Bus/Van).....	30
Unidentified Visitors and Strangers .....	31
Visitors .....	31
Weather .....	32
Appendices A – H .....	35
Addendums .....	45

## A

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### **Academic Expos**

Participation in and attendance at **Super Saturday & Content Fair (Fall and Spring)** is mandatory and comprises a portion of hours contributing to contracted days. Due to COVID-19, certain restrictions may apply. See Master Calendar for updates.

### **Assemblies**

During the school year, scholars will have several opportunities to hear speakers, celebrate school spirit, observe performances and attend a variety of presentations and ceremonies. Assembly decorum should be maintained at all times. **Please be advised that no food or drink is allowed in the auditorium. Moreover, staff directions must be followed. Scholars must remain under the assigned supervision of the staff member with whom they arrived.**

### **Athletics**

See Athletics Handbook for details. However, please note that no athletic activities or practices may commence before 4:30 pm. Consult the Athletic Coordinator with any questions or concerns.

See *No Pass/No Play Policy* in this manual regarding academic requirements.

### **Attendance Reporting**

Attendance must be recorded by homeroom teachers each school day by 9:45 a.m. via PowerSchool. Place office tardy slips and parent notes in the attendance folder and send them to the front office. Substitute teachers will not have PowerSchool access and will use traditional paper methods to record attendance. Each substitute teacher will receive a paper copy of the classroom roster. For scholars who are absent, mark the space provided with an "A." For scholars who are present, no mark is necessary. Scholars arriving after 8:10 a.m. are tardy and should be marked as such ("T"). Scholars arriving after 10:00 a.m. are considered "absent".

School attendance records are auditable documents and must never contain any type of correction fluid or film. All attendance records must be maintained in ink. Simply cross through any mistakes and initial the error. **This schedule must be maintained at all times unless impacted by field trips or assemblies which then require attendance to be submitted prior to departure.**

### **PowerSchool Attendance Reporting Procedures**

1. All homeroom teachers will click on the picture of the chair next to the attendance course according to the times listed, then follow steps 3 – 9 listed below:

PK – 8th Grades

9:45 a.m.

(Note: If the chair appears translucent, it means that that class section is not in attendance for the current day.)

2. After clicking the chair, it will load the "Record Meeting Attendance" screen.
3. Select the Attendance Code you wish to set in the "Current Attendance Code" drop-down list.
4. Click in the empty box next to the scholar(s) for whom you need to set this particular attendance code. The code will appear in the box for that scholar. Repeat the process for the remaining scholars who must have this particular code set.

5. If you need to set a different Attendance Code for other scholars, repeat steps 3 and 4 as needed.
6. When finished, click the submit button.
7. For added security, click "Logout" at the top right-hand corner of the page when leaving your workstation.
8. Please ensure that the **Six Weeks Attendance Summary** sheets are signed, dated and returned back to your attendance clerk by the Monday after the end of the reporting period.
9. Ensure that the Attendance Clerk is alerted when a scholar is absent two consecutive days via email or phone.

#### Administrative Attendance Reporting Procedures:

##### Attendance Codes:

<b>E</b>	The day each child entered school (this code will appear only once)
<b>NS</b>	No Show is used when the child does not attend school on the first day.
<b>A</b>	Excused absence (requires note from parent)
<b>U</b>	Unexcused absence
<b>M</b>	Medical (requires note from doctor dated the same day)
<b>T</b>	Tardy

#### Substitute Attendance Reporting Procedures:

##### Recording Absences:

- Use your Attendance Sheet to record absences.
- Place absence excuse in the Attendance Folder.
- If a scholar has been marked absent but arrives in class before the Attendance Sheet is picked up, change the absence to a tardy. If the slip has been picked up, keep the tardy card as a reminder and add it to the attendance folder the following day. Place the tardy card with your Attendance Sheet.
- **If a scholar is present, do not indicate their attendance with a checkmark (✓). Follow this format:**
  - Unexcused ABSENCE                      A
  - TARDY    T

**Please use a black or blue point pen for marking--do not use pencil.** Do not make any other marks on the Attendance Sheet. Scholars are not to check the roll; scholar accountability is the responsibility of the teacher.

- Corrections

Always use ink to make entries or corrections in the attendance records. **Never record manual entries in pencil or use liquid correction fluid/tape or use a signature stamp.** If errors are made on any official attendance document, strike through the error once with a vertical line, enter correction(s) nearby, and initial.

- CHANGE  A T AB

## B

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### **Books (Copyright)**

Up to 10% or one complete chapter of a book, plus any associated endnotes or references. For example, if a chapter comprises 25% of a book, you can photocopy the entire chapter; but if you want to photocopy note extracts from more than one chapter, you can only copy up to 10% of the book.

### **Bring Your Own Device Policy (B.Y.O.D.)**

Scholars may bring their personal devices to school for instructional use during the school day. The purpose of the district's B.Y.O.D. program is to extend and enrich the learning environment. (See **Appendix A** for more details.)

### **Building Responsibility**

Part of the responsibility of ecological stewardship is that we regulate use of energy. As such, it is necessary that thermostats are never set at a temperature **below 72 degrees Fahrenheit or above 76 degrees Fahrenheit**. The result of non-compliance will be that your thermostat will be locked and controlled by the administrative staff.

Please adhere to the no-food/no-drink policy in common use areas, inclusive of the gymnasium, velarium, hallways, lobby and auditorium. **Exceptions will be made for the gym and velarium only for authorized special events.**

Additionally, the cafeterias will be unavailable and inaccessible between the hours of 1:30 and 3:00.

## C

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### **Chain of Command (Organizational Chart)**

AWBLA has an organizational structure in which responsibility and accountability are clearly assigned. Clear reporting relationships exist with designated employees who are responsible for communicating information, providing direction, and delegating authority and responsibility.

All Staff must adhere to the AWBLA Organizational Chart. (See **Appendix B**)

### **Character Education**

Character Education is one of the foundational tenets upon which our charter is founded. The faculty and staff are unified in its efforts to promote *honesty, integrity, responsibility, gratitude, respectfulness, and compassion*, to name a few.

### **Classroom Parties**

Birthday parties are not allowed in the classroom; however, parents may send NON-FOOD and prepared treat bags or goodies for the class to be sent home. This can include trinkets, erasers, pencils, etc. Balloons or other floral decorations are not allowed in the classroom. Those delivered will remain in the office until the end of the day and will need to be picked up by parents.

## **Classroom Telephones**

Please remember that this is an educational and business environment. There should be no personal phone calls that are excessive in either the number of calls or amount of time taken. Moreover, scholars should not be allowed to answer classroom telephones under no circumstances.

### **Routine Message for Classroom Voicemail:**

"Hello, you have reached (your named) \_\_\_\_\_, the (grade level) \_\_\_\_\_  
(\*subject) \_\_\_\_\_ instructor. My planning period is from  
\_\_\_\_\_ to \_\_\_\_\_ if you'd like to set up an appointment.

Please you leave your name, telephone number, and a detailed message and I  
will contact you as soon as possible. If you would like to contact  
me via email, my address is \_\_\_\_\_. Thank you."

### **Voicemail for Extended Leave/Sickness:**

"Hello, you have reached \_\_\_\_\_. Today is (date) \_\_\_\_\_ and  
I am out of the office (**OR**) out of the classroom today. I will be  
back in the office (**OR**) classroom on (date) \_\_\_\_\_. If you would like to  
contact me via email, my address is \_\_\_\_\_.

Otherwise, at the tone, please leave your name, telephone number,  
and a detailed message, and I will be happy to call you back upon  
my return. Thank you."

## **Closed Campus**

AWBLA operates within a "closed campus". A closed campus is a term used in education to describe a learning environment that limits access to the classroom and minimizes classroom interruptions for the purpose of maximizing instructional time. This will strictly be enforced **between the hours of 7:00 a.m. – 4:30 p.m.** Parents should email their scholar's teacher to schedule a virtual appointment for a parent conference.

**Protocol/Chain of Command:** From time to time, concerns and issues will arise that will require a parent conference. When they do, parents must follow the protocol below:

- 1st Point of Contact - The Scholar's Teacher
- 2nd Point of Contact - The Campus Principal
- 3rd Point of Contact - The Superintendent

## **Communication**

### **Intra-District Communication**

Please remember that AWBLA mail is for professional use only. Any email directed to the entire staff must have professional relevance and prior administrative approval.

### **Power Announcement Updates**

Power Announcement is the global method of contact for our school community. As such, it is imperative that your contact information is current. Please ensure that changes are recorded on the Staff Information Sheet to be submitted to the Office Managers and to the Human Resources Office for input into PowerSchool.



### Power Announcement – Text Message

Power Announcement via PowerSchool provides the ability to communicate with scholar families and staff via three communication channels: email, voice and SMS text messaging. Please be advised when sending text messages that we are limited to 140 characters and spaces. All text messages should be approved by campus principal and sent to [announce@awbrown.org](mailto:announce@awbrown.org) for review.

### Public Announcement System

Any use of the PA system is limited to the morning announcement time, beginning at 8:15 a.m. Additional announcements must be presented to the Campus Principal's Executive Assistant by 4:00 p.m. the previous day. Because instructional time is precious, please limit the length of announcements to 30 seconds.

### Written Communication

All memos, letters, flyers, etc., sent home with the scholars(s) MUST have a principal's or his/her designee prior approval, signified by his/her signature.

In order to promote professionalism and the spirit of excellence embraced by AWBLA, ALL written communication (inclusive of flyers) must be reviewed and approved by administration 48 hours before publishing. (Approvers: *Campus Principal or Principal's Designee*)

### **Crisis Management Plan**

Crisis Management is a central component of comprehensive school safety which focuses more narrowly on a time-limited, problem-focused intervention to identify, confront, and resolve the crisis, restore equilibrium, and support the appropriate adaptive responses. The most important consideration in AWBLA's Crisis Plan is the health, safety and welfare of the students and staff. Refer to the district binder for more information regarding the Crisis Management Plan.

## **D**

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### **Discipline Management**

Corporal Punishment is **NOT** an approved form of discipline at AWBLA.

Our policy does not permit the use of the following forms of punishment:

- Emotional punishment, including ridicule, embarrassment or humiliation
- Withholding food, light, warmth, clothing or medical care
- Physical restraint other than the restraint necessary to protect a scholar or others from harm
- Placing scholars outside the classroom where they cannot be monitored
- Corporal Punishment

### Discipline of Scholars with Disabilities:

Scholars with disabilities shall be disciplined in accordance with:

- The Student Code of Conduct
- Their Individual Education Plans (IEP's)
- State and Federal laws pertaining to discipline of scholars with disabilities

Only an ARD/504 Committee may impose a change in placement of a scholar with a disability for more than ten days in a school year. Prior to any removal constituting a change in placement past ten days, an ARD/504 Committee meeting shall be held to determine whether a link exists between the scholar's behavior and his/her disabling condition.

Additionally, classroom teachers should reference the *discipline management requirements* from the teacher evaluation tool (T-TESS):

- Teacher adheres to T-TESS Domain 3.2 Managing Student Behavior
- Teacher has implemented an established set of rules and procedures that govern the handling of routine administrative matters.
- Teacher has implemented an established set of rules and procedures that govern scholar verbal participation and talk during different types of activities-whole class instruction, small group instruction, etc.
- The Teacher has implemented an established set of rules and procedures that govern scholar movement in the classroom during different types of instructional activities.
- Teacher frequently monitors the behavior of all scholars during whole-class, small groups and set work activities and during transitions between instructional activities.
- Teacher stops inappropriate behavior promptly and consistently, yet maintains the dignity of the scholar.
- Teacher analyzes the classroom environment and makes adjustment to support learning and enhance social relationships.
- The Teacher positively enforces discipline management system.
- The teacher encourages scholars to be engaged in and responsible for their own learning.
- The district's positive behavior reinforcement system is used routinely.
- Scholars will not be excluded from field trips for misbehavior, excluding disciplinary placement for an infraction. Scholars with ongoing behavioral or disciplinary problems, may be required to have parents/guardians to attend field trips based on an administrative directive.

### **Dress Code Violation (Staff)**

A staff in violation of the dress code policy will have 1 hour to return with appropriate attire and adhere to AWBLA progressive disciplinary procedure. The procedure is as follows:

- 1st Offense - Verbal Warning
- 2nd Offense - Written Warning
- 3rd Offense - Suspension w/ unpaid time-off
- 4th Offense - Recommendation for termination of employment

### **Dress Code Violation (Scholar)**

A scholar in violation of the uniform policy shall adhere to the following:

- 1<sup>st</sup> Offense - Written warning to parent/guardian
- 2<sup>nd</sup> Offense – Parent/guardian will be notified to bring a uniform. The scholar will remain at the front until this has been resolved.

For all egregious offenses, the parent/guardian will be notified.

## E

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### **Early Release Days**

Scholars are on a half-day schedule where they are released at 11:50 a.m. Staff will have professional development the remainder of the day.

### **Early Release Requests for Scholars**

Parents may request to pick-up the scholar early, but must grant approval from the school office which issues the permits to leave early. **Do not excuse a scholar to leave without proper authorization which is required until 2:30 p.m.** In an effort to assure the safety of all scholars, never permit anyone to take scholars from your classroom without an “Early Release Slip”.

### **Email**

Check email at least twice daily (morning and afternoon). Please remember that your “@awbrown.org” account is designated as your professional email address, not personal. Any email directed to the entire staff must have professional relevance and grant prior administrative approval (direct supervisor).

### **Evaluations**

#### **Non-Instructional Campus Professional and Support Staff**

Managers and Staff members should follow a three-phase system for conducting the academic year reviews.

- Phase 1 - Initial Conference and Goal Planning: Review goals and conduct conference outlining expectations for the year. Must be completed on or before September 17th.
- Phase 2 - Mid-Year Review: Employee must complete self-review, mid-year Performance Evaluation Conference is conducted, and review goal progress. Must be completed on or before February 18th.
- Phase 3 - Performance Evaluation, Goal Accomplishment, Final Conference: Complete evaluation and score goal accomplishment. Assign overall score and performance rating while conducting the final conference for the academic year. Must be completed on or before May 6th.

#### **T-TESS (District Wide Assessment for Instructional Staff)**

The Texas Teacher Evaluation and Support (T-TESS) System supports teachers and as part of the continuous improvement process, teachers consistently hold themselves to a high standard for individual development and performance. They identify methods to collaborate with other educational professionals within and beyond the school to engage in purposeful and targeted professional learning opportunities, seek feedback, and refine their practices and skills. Including the teacher in a systematic way allows him or her to take an active role in his or her professional growth and development.

#### **T-PESS (District Wide Assessment for Administrators)**

The Texas Principal Evaluation and Support System (T-PESS) supports principals.

## **Event Requests**

All special events require an event request. For all intents and purposes, ANY activity that falls outside of the realm of what's routinely scheduled is considered a special event. The event itself and all activities leading up to it require administrative approval. The following items and expenses associated with the event MUST be addressed at the scheduled event planning meeting:

- ❖ Facility site
- ❖ Others areas needed
- ❖ Staffing
- ❖ Custodial assistance
- ❖ Lunch alterations or concessions (if applicable)
- ❖ Technology assistance
- ❖ Entry fees (if applicable)

(See **Appendix C** for a sample form.)

## **Extracurricular Activities**

See Extra-curricular Activities Handbook for details. However, please note that no extra-curricular activities or practices may commence before 4:30 pm. Consult the Extracurricular Coordinator with any questions or concerns. Refer to the *No Pass/No Play Policy* in this manual regarding academic requirements.

# **F**

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## **Faculty Meetings**

Faculty meetings are routinely scheduled by the campus principal. This is a required portion of staff development for all faculty and staff, inclusive of part-time elective rotation teachers. There will be no routine and ongoing exemptions for attendance. No extracurricular meetings, rehearsals or practices should be scheduled on these days.

All Staff MUST sign-in for all faculty meetings.

## **Field Trips**

Field trips can greatly enhance a scholar's scope of learning and must align with our Mission and Vision. All field trips must receive administration approval.

## **Food Event Days**

Scholars may be given FMNV (foods of minimal nutritional value), candy items or other restricted foods during the school day at three different events each school year. The 2021-2022 days are as follows:  
December 16, 2021 - Christmas/Winter Celebration  
February 14, 2022 - Valentine's Day Celebration  
April 21, 2022 - In -N- Out Burger

During these events, FMNV may not be given during meal times in the areas where school meals are being served or consumed, and regular meal service (breakfast and lunch) must continue to be available to all scholars in accordance with federal regulations.

## **Front Desk Coverage**

The front desk of AWBLA must be staffed at all times throughout the school year Monday through Friday between 7:00 a.m. and 5:00 p.m. (except holidays and professional development). The staff position responsible for front desk coverage is the Front Desk Receptionist. In the event that the receptionist is out, the following back up plan shall be effective to ensure adequate coverage:

### **Front Desk Back Up Staff:**

- Office Manager
- Registrars
- Campus Designee

## **Fundraising**

All district fundraising campaigns will be initiated by the District Fundraiser Coordinator or other designee, unless otherwise approved in writing by the Superintendent or designee. Scholar participation in District fund-raising activities shall not interfere with the regular instructional program. No outside organizations of any sort may solicit contributions of any type from scholars within the school.

# **G**

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## **General Meetings**

An administrator will be notified of any and all meetings scheduled in the school buildings. When meetings are called, please be on time. Tardiness displays a lack of integrity both to the person conducting the meeting as well as those who assume the responsibility of being on time.

All meetings are required to include sign-in sheets and agendas.

## **Gradebook/PowerSchool**

### **Core Content (K-8) and Elective Courses (6-8)**

Each teacher should post his/her grading guidelines in their classroom Schoology.

### **Core Content (K-8; Effective 2nd 6th Weeks)**

A minimum of three grades per week and 18 grades per six weeks are to be recorded for each core content teacher.

### **Elective (6-8)**

A minimum of two grades per week is to be recorded for each elective teacher.

### **Rotation Courses (K-5)**

Each teacher should post his/her grading guidelines in their classroom/Schoology.

All grades are to be entered in PowerSchool by Friday by Close of Business (COB) (or the first instructional day of the following week by 8:00 am).

### PowerSchool/Gradebook Audits

PowerSchool Audits will be conducted each week by the campus administrative team. Teachers are responsible for entering the correct number of grades for each scholar on a weekly basis. Failure to enter the correct number of grades will result in the following:

- 1st Offense: Verbal warning
- 2nd Offense: Written notice
- 3rd Offense: Teacher in Need of Assistance (TINA) Plan

### Course Specific Grading Standards:

Grading standards vary based on course type, grade level, or department. Please refer to items below for specifics:

#### Formal Grading for Pre-Kindergarten:

The profile/report card for scholars in pre-kindergarten shall follow the essential knowledge and skills. In recording grades for pre-kindergarten, the following letters will be used:

- "E" excellent progress
- "S" satisfactory progress
- "I" improvement needed
- "N" not meeting the minimum requirement

Documentation of mastery shall include multiple measures such as observations, checklists, portfolios, anecdotal records, work journals, and performance-based tests.

#### Formal Grading for Kindergarten:

The profile/report card for scholars in kindergarten shall follow the essential knowledge and skills. In recording grades for kindergarten, the following letters will be used:

- "E" 90-100 - excellent progress
- "S" 80-89 - satisfactory progress
- "I" 70-79 - improvement needed
- "N" 69 and below - not meeting the minimum requirement

Documentation of mastery shall include multiple measures such as observations, checklists, portfolios, anecdotal records, work journals, and performance-based tests.

#### Formal Grading for Grades 1 - 8:

In grades, one through eight, numeric grades shall be used in all courses. The grade range shall be:

- 90-100 .....A
- 80-89 .....B
- 70-79 .....C
- 69 and below...D
- 70 - 100.....Passing
- Below 70.....Failing

### Homework Requirements:

Homework is an essential part of a scholar's learning process. The concepts taught in class must be practiced at home in order for the student to master the objectives. While homework should never be excessive, it should be assigned Monday through Thursday of each week and reflect the knowledge and skills taught/practiced that week. **The length of homework should not exceed:**

- K – 2 Ten minutes per core content area per night
- 3 – 5 Fifteen minutes per core content area per night
- 6 – 8 Fifteen minutes per core content area per night

#### SPED Requirements:

Special Education scholars are subject to the same grading policy as general education scholars with the exception of requirements outlined in the scholars Individual Education Plan (IEP) and the following:

- Ensure scholars are graded according to IEP modifications and standards
- General Education and Special Education Resource Teachers provide completed artifacts demonstrating provision of accommodations and/or modifications to campus principal at the conclusion of every six weeks.

Teacher minimum required artifacts each six weeks for special education scholars:

- A minimum of 5 classwork/participation
- A minimum of 1 test/project
- A minimum of 2 homework

#### Honor Roll

Core content and elective courses are used to determine Honor Roll.

- Scholars achieving all 90's and above for a six-week period earn "A" Honor Roll recognition.
- Scholars achieving all 80's or above for a six-week period earn "B" Honor Roll recognition.
- The names of "A" and "B" Honor Roll scholars will be posted each six weeks.

#### Absences/Make-up Work:

Make-up work is available to scholars who have been absent or missed class for school-related activities. A scholar returning from an absence will have one day for each day he/she was absent to make up his/her work.

Work assigned prior to the scholar's absence will be considered late if it is not turned in at the beginning of class on the day the scholar returns to school.

A scholar absent on the day of a test must be prepared to take the test upon his/her return.

#### Late Assignments:

Assignments not turned in at the beginning of class on the due date are considered late. If a scholar fails to submit an assignment on the day it is due, the scholar will have one day to submit the assignment.

In addition to the loss of points for any incorrect information, 20 points will be deducted for all late assignments.

During the last five days of the six weeks, late work will not be accepted so that teachers may finalize their grades.

### Report Cards

All grades are to be updated in PowerSchool every week and shared with parents as a Report Card every six weeks. Each scholar is to have a minimum of 18 grades for each core content, 12 for elective courses and 5 grades for each rotation course. Utilizing PowerSchool, parents will be able to view scholar's grades at any time.

Special Education scholar's Individualized Education Plan Progress Reports will be disseminated with report cards every six weeks.

### Progress Reports

Progress reports will be sent home electronically by the Registrars for all scholars during the fourth week of each six-weeks period. Scholars receiving special education services will receive progress reports concurrently with report cards.

Homeroom teachers may feel free to supply each scholar with an additional mid-six-weeks' grade report to be initialed by the extra-curricular director(s), informing them of the scholar's academic standing. Please note that extra-curricular directors may also access participants' grades through PowerSchool.

### Grade Changes

Occasions may arise that necessitate the need for a scholar's grade to be changed. A Grade Correction Form must be completed by the teacher of record and approved by the principal or their designee prior to any grade change. Teachers are to get Grade Correction Forms from the Office Manager. Grade Corrections must occur within 10 days of the end of the grading period.

Teachers are to complete the Grade Correction Form and submit it to the principal or their designee for approval. Once approved, teachers will submit the Grade Correction Form to the Registrar. The Registrar will enter the grade change and print the new report card.

### Grading/Checking Papers

The grading of tests and any other written, subjective work is a professional function of the teacher, cannot be delegated, and can be deemed a breach of scholar confidentiality.

For all grade levels and content areas, behavior, attendance, and effort are nonacademic factors and will be communicated through other means such as email and phone calls.

### Athletic and Extracurricular Participation

Scholars who are on a team that receives a grade below 70, will be ineligible to participate for a minimum of three weeks and receive a grade of 70 or above. As a district, we will follow all requirements as detailed by the Athletics/Extra Curricular Handbook. It is the Coach's/Sponsor's responsibility to adhere to the academic and extracurricular activities participation policy. (Please refer to the *No Pass/No Play Policy* in the Operational Manual.)

### **Grammar**

We believe that the utilization of correct grammar is essential in instructing young scholars as well as properly communicating with parents and our community at large. Our verbiage and language patterns serve as an example for all of our scholars.



## **Grievances**

Employees who have a complaint about their terms or conditions of work are encouraged to resolve their concerns **informally** with their co-workers and/or supervisors at the lowest level possible. If the employee is not satisfied with the outcome of the informal resolution, then the employee may file a **formal complaint** according to the district's Grievance Procedures.

(See **Appendix D** for the Formal Complaint Form.)

Refer to *Grievance Procedures* in the Personnel Handbook for more information.

## **H**

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### **Housekeeping**

Teachers should make sure that their classrooms are kept neat. Scholars should clean their immediate seating area before dismissal. The contents of shelves should be orderly. Bulletin boards should be attractive, informative and display current work. Please consult an administrator before making any changes in the physicality of your room, which requires mounting, or removal of previously mounted materials.

Likewise, all areas used for extra-curricular, non-instructional, and scholar holding must be left neat and orderly.

Due to the ordinance set by the City of Dallas's Fire Marshal. All classrooms and applicable areas must adhere to the following guidelines:

- Do not attach anything to ceiling light fixtures, fire alarm sensors, fire strobe lamps or sprinkler heads.
- Artwork or decorations cannot be from floor to ceiling. Leave at least 18 inches below the ceiling and a 3-foot (36") clearance from the floor.
- Classroom exit doors cannot have paper, teaching aids, or decorations attached to either side of the door. Glass panels, in a classroom door, cannot be covered or have the view into the room obstructed. This includes paper, decorations, and furniture.
- Classroom walls (artwork and teaching materials) shall not exceed 50% of the wall area.
- Fabric and paper curtains are not permitted on windows in the classroom.
- Surge protectors are permitted but cannot be "piggy-backed" one to another.
- Room Evacuation Map should be placed next to the classroom exit door.
- Material stored on top of shelves or cabinets may not be closer than 3 feet (36") to the ceiling.
- Candle warmers or open flames from candles are not permitted.

- Turn off equipment at the end of each day.

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### **iLead Wednesdays**

AWBLA is grateful to train, nurture and guide the leaders of the future. Scholar leaders make a significant contribution to our culture and climate at school and in the community. Each Wednesday our scholar leaders will dress in their professional attire (white shirt , khaki bottoms, & grade level tie), demonstrate leadership skills, and prepare for future leadership opportunities.

### **Incident/Injury Reporting (Staff):**

1. In the event of an injury, you must report the incident to your immediate supervisor. This contact should be made prior to receiving any medical attention unless the injury requires emergency medical attention. The requirement for immediate notification is to ensure that the claim is handled in a very timely and accurate manner and also to protect your rights under Workers' Compensation laws.
2. If an injury occurs off campus, employees are still required to call their supervisor or the main office and leave a detailed message with the school office about the accident. Please include your name, location of accident and a phone number where you can be reached.
3. Immediately following notification of an accident, if medical treatment is necessary, you may seek medical care from:

Concentra Medical Center  
5520 Westmoreland, Suite 200  
Dallas, TX 75237  
(214) 467-8210  
Monday - Friday 8:00 a.m. – 5:00 p.m.

If the employee chooses another medical facility or physician, the employee will be responsible for fees incurred until the claim is settled.

Employees may be required to undergo an immediate drug test. Any person who knowingly presents a false or fraudulent claim for the payment of a loss will be prosecuted to the fullest extent of the law. Further, anyone who knowingly enters a hazardous area or enters an area marked "Caution" shall enter at his/her own risk.

### **Incident/Injury Reporting (Scholar):**

When a scholar is injured at school, on a school bus, or during a school-sponsored activity or trip, the supervising adult must immediately:

- Fill out the Scholar Incident Report regardless of the time of the incident or whether the incident was witnessed by the adult to whom it was reported.
- In addition to filling out the report, a member of the staff must attempt to contact the parent by phone.
- Contact the campus Nurse, Front Office Staff, or Administration

If the incident occurs while with a teacher or extra-curricular director, that adult is responsible for calling the parent. The Incident Report Form should accompany the child to the front office, received by the front office staff, completely filled out and "yellow copy" sent home with Scholar.

All Staff are required to complete this report for all incidents/injuries. (See **Appendix E.**)

### **Inclement Weather Notification**

All employees are to make every effort to report to their respective assignments on time when the decision is made to open school. Employees who fail to report for duty must use a personal business day for absences. If all personal business days have been used, the day(s) will be deducted from salary. STAY TUNED TO THE LOCAL NEWS ON DAY(S) OF INCLEMENT WEATHER.

In the event of weather or other conditions that make it necessary to close or delay school, scholars, parents, and staff will be notified through announcements made on the AWBLA website, Power Announcement (see below), and on local television channels 4, 5, 8, 11 and 21.

AWBLA also employs an automated system, Power Announcement, which will deliver emergency and/or school closing information directly to each employee's email address and/or mobile phones. Please ensure that your contact information remains current.

## **L**

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### **Letterhead and Logo (School):**

District employees will protect and respect the name of the school district by refraining from the inappropriate use of the name of the district, and the district letterhead, and stationery, or by altering it in any fashion.

Display of the logo shall be authorized only for use on district facilities, vehicles, stationery, signs and other district property and materials. Permission to use the logo in any other manner shall be granted only by the superintendent. The official school logo shall not be used or included in any of the following: websites, documentation, social media sites, individual online avatars, etc.

The logo may not be used by an individual or group not affiliated directly with AWBLA.

### **Lobby Guard**

Due to the COVID-19 pandemic, visitors are not allowed into the campus facilities. This Lobby Guard procedure will be revisited and re-implemented once national, state, and local social distancing guidelines are revised.

The Lobby Guard greets visitors upon entrance to AWBLA. Visitors to the school are required to sign in via the Lobby Guard system, using a valid driver's or state-issued ID. The permit issued must be worn at all times while on school property. The Lobby Guard uses a connection to the State of Texas' sex offender database in an effort to enhance safety.

### **Lunch Delivery (Scholar)**

As participants of the National School Breakfast and Lunch Program, all outside lunch deliveries for

scholars are prohibited.

## **M**

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### **Media Guidelines**

The official media spokespersons for AWBLA are its Board President and Superintendent of Schools. No other employee is permitted to speak to the media on the school's behalf.

### **Medication Administration (school and school-sponsored events/trips)**

Medication administration to scholars requires written physician orders and signed parental consent. Medication is **not** to be administered by staff without such consent.

Scholars are **not allowed** to carry medication on their person or in their backpack unless self-carry orders for rescue medication are on file in Health Services. This includes cough drops. Medication for school administration should be signed in with Health Services by the parent or their adult designee. It must be in the original, labeled container.

Narcotics, homeopathic medications, dietary supplements, herbal supplements and essential oils will not be administered or applied.

Unused/expired medication not picked up by the parent/adult designee on the past day of school will be destroyed.

Medication can only be administered by AWBLA staff. Parents chaperoning scholars for field trips are **NOT** to carry medication for or administer medications to scholars other than their own child.

### **Mandatory Meetings (All staff members)**

Please clearly identify the following occasions on your master and personal calendars as these comprise employment-related requirements. Failure to comply will affect your eligibility for promotion, and continued employment.

Instructional employees are required to attend the following meetings and programs:

- a. Parent Conferences
- b. Christmas Program with assigned rehearsals
- c. Awards Program
- d. Meet the Teacher Day
- e. Math/Health and Reading/Language Expos/Super Saturday
- f. School-Wide Academic Competitions
- g. Grade and Departmental Meetings
- h. 504 and SPED ARD's as assigned
- i. Assigned Professional Development (departmental, technology, etc.)
- j. Staff Meetings (All professional contract staff members; part-time employees are required to attend all specifically assigned training.

### **Mobile Phone Usage (Personal)**

Personal mobile phone usage will be limited to lunch, planning times and tracking of behavior management. Mobile phones and any other electronic devices may only be used for professional usage during instructional time. Headphones or earbuds, whether bluetooth or wired, should **NOT** be worn in the building.

### **Movie Library**

Movies shown in class must be “G” rated and/or checked out from the movie library. “PG” movies must have prior administrative approval. “Pre-released” movies are not an option for viewing.

### **Music**

Neither instrumental or vocal music can be played without the approval of a playlist by campus administration. (See Scholar/Parent Handbook regarding mobile, movie, and music use)

## **N**

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### **No Pass/No Play**

The following requirements apply to all athletic and extracurricular activities. Participants are eligible to participate in contests during the 1st Six Weeks of the school year provided the following standards have been met:

- Scholars beginning grade nine and below must have been promoted from the previous grade prior to the beginning of the current school year

The following requirements apply to all participants who are eligible to participate in contests after the 1st Six Weeks of the school year and thereafter:

- A scholar who receives, at the end of any grading period (after the first six weeks of the school year), a grade below 70 in any class may not participate in extracurricular activities for at least three school weeks.
- A scholar with disabilities who fails to meet the standards in the individualized education program (IEP) may not participate for at least three school weeks.
- An ineligible scholar may practice or rehearse but cannot attend or travel to games, attend or perform at events with the team or perform in school programs such as Black History, Pep Rallies, etc.
- A scholar regains eligibility after the three-school-week evaluation period when the principal and teachers determine that the scholar has earned a passing grade (70 or above) in all classes.

The following dates are when a scholar qualifies to gain eligibility

<b>Six Weeks Grading Period 2021-2022</b>	<b>Eligibility Verification</b> (Scholar receive notification if they passed the Six Weeks based on Report Card)	<b>Reinstatement Verification</b> (Scholar receive notification if they are passing due to the Mid-Six Week's Grade Report)
1 (Aug.05-Sept.17)	September 23, 2021	October 14, 2021
2 (Sept. 20-Nov. 05)	November 11, 2021	December 2, 2021
3 (Nov. 8-Jan. 7)	January 13, 2022	February 3, 2022
4 (Jan.10-Feb.18)	February 24, 2022	March 17, 2022
5 (Feb.22-April 8)	April 14, 2022	May 5, 2022
6 (Apr. 11-May 19)	May 25, 2022	

**Please note:** Coaches & Sponsors of all sports and extracurricular performing groups such as, but not limited to, band, choir, cheerleading, drill teams, and athletic teams must follow all eligibility requirements of No Pass No Play and may establish standards of behavior—including consequences for misbehavior—that are stricter than those for scholars in general.

**No Pass No Play** also applies to all school events, practices, performances, and programs. If a violation is also a violation of school rules, the consequences specified by the *Student Code of Conduct* or by local policy will apply in addition to any consequences specified by the organization's standards of behavior.

## P

### **Parent/Teacher Conferences**

Teachers are required to participate in parent-teacher conferences as part of the reporting process. Parents will be requested to meet with teachers formally twice per year --- at the end of the first and fifth reporting periods. Conferences with parents will be conducted throughout the year for documentary purposes as well as to keep the parent(s) abreast of the scholar's progress. The 1st report card will be distributed at the October Parent Conference.

Employees will schedule parent conferences before school, after school, or during planning periods. Teachers will be available and in your classroom during the entire conference period; not just during the time for which you have scheduled appointments.

### **Payment Request and Processing Schedule**

The district utilizes the TxEIS purchasing system. Requisitions will be submitted by designated personnel. See your immediate supervisor for all ordering needs. Please refer to the Finance and Accounting Manual in the district binder for more information.

### **Playground**

Teachers, aides, custodial and administrative staff will assist in observing children on the playground. Children are never to be unattended in or out of the building. When using music on the playground, please monitor the volume of the music so that it does not disrupt classroom activities.

### **Parent Contacts**

Every instructional staff member is required to make parent contact weekly. Documentation of parent communication must be provided to the principal at the end of each six weeks.

### **Professional Development (Early Release)**

Early release days are designated as Professional Development Days:

- ❖ September 17, 2021
- ❖ November 5, 2021
- ❖ December 16, 2021
- ❖ January 7, 2022
- ❖ February 18, 2022
- ❖ April 8, 2022
- ❖ May 19, 2022

### **Promotion and Retention**

Scholars who have mastered the essential objectives of the core area subjects with an overall average of 70 or above for their particular grade level will be promoted to the next grade level. However, scholars will be retained in Grades 1-8 if they have NOT mastered the core area essential objectives. Unless there are unusual circumstances, there should not be more than one retention during Grades 1-3 and 4-8. Scholars may also be retained for failure to perform satisfactorily on the State of Texas Assessment of Academic Readiness. Whether or not the scholar is returning to our district, an email should be sent to the direct supervisor with notice of intent to retain. Even with a 504 plan, absences equal to or greater than 17 may render the scholar ineligible for promotion.

### **Purchasing (Equipment, supplies, uniforms, subscriptions, training, etc.)**

The district utilizes the TxEIS purchasing system. Requisitions will be submitted by designated personnel such as campus administration, athletic or extracurricular coordinators, supervisors, etc. Coaches, Sponsors, Team Leads, or Teachers are NOT ALLOWED to place orders with vendors. Instead, they must print the cart or order details and submit it to your designated personnel.

### **Purchase Order Process**

A requisition will be submitted requesting a Purchase Order (PO) to ensure all orders are received and any adjustments, returns and item corrections are fulfilled prior to making payment. Obtain itemized vendor quotes and send the quote and supporting documentation to your immediate supervisor.

**NOTE:** Payment Requests for any orders placed directly with vendors by Coaches/Sponsors/ Team Leads/Teachers without the written consent of the Finance Office, will be rejected and are the responsibility of the person placing the order.

## R

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### **Recess**

When scholars have recess, they must be escorted to and from the recess area. However, in the case of precipitation, dangerous ozone alerts, or when the temperature, inclusive of wind chill, is **45 degrees** or lower, scholars will proceed to the designated area under the supervision of the assigned staff member. (For Ozone & Heat Advisory Information see Weather in this manual.)

## S

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### **School Property/Materials**

All staff members should be cognizant of the fact that school materials and supplies are supplied through state and federal funding. Thus, to abuse, misuse, steal or “borrow” for personal use is an illegal activity and is grounds for termination. Persons using materials, like walkie-talkies, for off-site school purposes must still receive proper authorization.

### **Special Education Services**

#### **Mission Statement**

The Special Services Department exists to provide leadership and service to equip campuses with the knowledge and skills for students to create their own future success. The department believes in the power and importance of collaboration with campus staff, parents and students to provide a world class education for all our special education students in A.W. Brown Leadership Academy.

#### **Vision**

To be recognized as the Special Services department that provides a level playing field, for all the special education students in order to have access to the general education curriculum from a continuum of service delivery models in A.W. Brown Leadership Academy.

#### **Child Find**

Child Find is the affirmative and ongoing process of public awareness, coordination with agencies and primary sources, and screening procedures to locate, identify, and evaluate children with disabilities from birth through age 21 who may require early intervention or special education services.

(See **Appendix F** for more details.)



### Federal Regulations - IDEA 2004

IDEA is the collection of federal regulations for special education that ensures a free and appropriate public education (FAPE) for students with disabilities that attend public schools. IDEA requires that each public school provide services to eligible special education students in the least restrictive environment. The Individuals with Disabilities Education Act of 2004 (IDEA) is the federal law that governs the special education process. One of the main purposes of IDEA is to ensure that children with disabilities have available to them a free appropriate public education (FAPE) that emphasizes special education and related services designed to meet their unique needs and prepare them for further education, employment, and independent living. Special education means specially designed instruction to meet the unique needs of a child with a disability.

Related services are special services needed to support students' special education services so they can make progress to meet their academic and functional goals. Related services can include services such as occupational therapy, physical therapy, speech-language therapy, counseling services, orientation and mobility services, and/or transportation services. Least restrictive environment (LRE) and in accordance with each student's individualized education program (IEP). In Texas, a child's eligibility for special education services and most of the major decisions about a child's special education program are made by an admission, review, and dismissal (ARD) committee.

### English As A Second Language (ESL) Program

The A. W. Brown Leadership Academy provides an ESL program to enable limited English proficient scholars to become competent in listening, speaking, reading, and writing through the integrated use of second language methods based on scientifically based research techniques.

We belong to the Region 10 Bilingual/ESL Cooperative which provides staff development training based on approaches and methodologies which have been proven successful in enabling limited English proficient scholars to participate equitably in school.

A Language Survey is included in each scholar registration packet. If a scholar's Language Survey indicates that two (2) or more languages are spoken in his/her home, then the scholar is evaluated to determine his/her oral language proficiency.

In addition, academic screening scores are analyzed for those scholars in Pre-Kindergarten – Eighth grades to determine if they are scoring at the 40<sup>th</sup> percentile or higher in listening, speaking, reading, and writing. If the scholar does not meet the required level in oral language proficiency or the above-mentioned areas, the scholar then qualifies for ESL services.

The (LPAC) Language Proficiency Assessment Committee meets to determine whether or not each child under consideration meets the requirements for the program. If so, the scholar's parents are notified and provided the opportunity to sign a consent form for services or a denial of services.

A. W. Brown Leadership Academy provides a certified ESL teacher to work with the qualifying scholars and each scholar's progress is monitored and documented through the (TELPAS) Texas English Language Proficiency Assessment System. Teachers who provide instruction to ESL scholars and are not ESL certified are placed on an ESL waiver through the Texas Education Agency.

## Section 504

Section 504 refers to Section 504 of the Rehabilitation Act of 1973. This federal law prohibits discrimination against disabled persons who may participate in, or receive benefits from, programs receiving federal financial assistance. Section 504 ensures that eligible students with a disability receive equal access to services that are provided to students without a disability, and it provides protection from discrimination due to the disability.

- Definition- Section 504 defines a person with a disability as anyone who:
  1. Has a physical or mental impairment which substantially limits one or more major life activities,
  2. has a record of such impairment, or
  3. regarded as having such an impairment.
- Eligibility- A student is eligible for Section 504 protections and/or services if he/she has a physical or mental impairment that substantially limits one or more major life activities, including, but not limited to:
  - Caring for oneself
  - Performing manual tasks
  - Walking
  - Seeing
  - Hearing
  - Speaking
  - Breathing
  - Working
  - Learning
  - Reading
  - Concentrating
  - Thinking
  - Communicating
  - Any bodily functions and systems
- Examples of Impairments which may entitle Section 504 protection and/or services are:
  - Medical condition such as chronic asthma, Diabetes, heart disease, or a seizure disorder
  - Physical disabilities or orthopedic impairments
  - A temporary disability
  - Learning related impairments

The presence of one of these conditions itself may not qualify a student for Section 504 protections and/or services. The impairment must also cause a substantial limitation of a major life activity.

- Evaluation- The Section 504 evaluation for eligibility considers parent information, physician's report/medical information/health information, teacher and administrator input, work samples and achievement data, educational evaluations or assessments, and any other pertinent information.
- Process- The AWBLA Section 504 process involves student evaluation, intervention planning, follow-up evaluations, and annual reviews of accommodations to determine if the Individualized Accommodation Plan is effective.

It should be noted that a referral for a Section 504 evaluation does not necessarily mean that the scholar is eligible for services or accommodations under Section 504. The scholar must meet the criteria for Section 504 eligibility in order to receive services under Section 504.

- 504 Attendance Notice- If AWBLA suspects that a significant number of absences is due to a disability that substantially limits a major life activity, or that the number of absences threatens the scholar's ability to receive credit for coursework and the acquisition of skills, then the district will refer and evaluate.

However, please note that the scholar's disability does not necessarily mean that each of his or her absences is disability-related or that all absences are automatically excused under the district's attendance policy.

### Multi-Tiered Systems of Support (MTSS)/ Response to Intervention (RTI)

- **What are Multi-Tiered Systems of Support (MTSS)?**

Multi-Tiered Systems of Support (MTSS) is a framework that focuses on intervention best practices within the areas of academics, behavior, and social/emotional support for the whole child. Tiers are based on student need and increase the level of support provided as a student moves from classroom-wide, to targeted and intensive interventions.

- **How does MTSS help students?**

The goal of MTSS is to find struggling students early and quickly provide intervention. The systems use interventions proven by research to meet a student's needs. Progress monitoring data is used to make decisions about movement between the tiers.

- **What type of support is available?**

There are typically three tiers of support in an MTSS model. Tier 1 includes high quality classroom-wide instruction and support for all students. Tier 2 provides targeted support to address a student's gaps in skills. Tier 3 involves intensive support usually provided more often and in smaller groups.

### Texas public schools must...

Notify a parent of each child who receives assistance from the school district for learning difficulties every year. This includes support through an MTSS program that is above the level of intervention used with all children. This notice does not apply to parents of children receiving special education.

Federal law directs schools to focus on helping all children learn by addressing problems early. Response to Intervention (RTI) is a tiered system under the MTSS Framework that is used for identifying and helping children who are at risk for not meeting grade-level standards. The basic elements of an RTI approach are: the provision of scientific, research-based instruction and interventions in the general education classroom; monitoring and measurement of the child's progress in response to the interventions; and use of these measures of progress to make educational decisions.

The RTI approach includes a multi-leveled system of interventions in which each level or tier represents an increasingly intense level of services. Interventions provided to a child will be continually adjusted based on progress monitoring until the child is progressing adequately.

### Confidentiality & Informed Consent

A. W. Brown Leadership Academy complies with all government laws and regulations, including HIPAA, pertaining to the maintenance of non-public records. It is the policy of the District that all employees protect confidential information provided to or used by the District. It is therefore necessary that all employees adhere to general policies, as well as department/program-specific policies. Confidential information includes, but is not limited to, scholar non-public information, agency business plans, personnel records, individual compensation information and contractors, suppliers and volunteers or others that are not generally known to the public.

It is the policy of the District that employees, volunteers and contractors may not disclose, divulge, or make accessible confidential information belonging to, or obtained through their affiliation with the District to any person, including relatives, friends, and business and professional associates, other than to persons who have a legitimate need for such information and to whom the District has authorized disclosure and/or signed release. Employees, contractors, and volunteers shall use confidential information solely for the purpose of performing services as an employee for the District. This policy is not intended to prevent disclosure where disclosure is required by law.

Employees, volunteers and contractors must exercise good judgment and care at all times to avoid unauthorized or improper disclosures of confidential information. Conversations in public places, such as hallways, offices, classrooms and break rooms should be limited to matters that do not pertain to information of a sensitive or confidential nature. In addition, employees should be sensitive to the risk of inadvertent disclosure and should for example, refrain from leaving confidential information on desks or otherwise in plain view and refrain from the use of speaker phones to discuss confidential information if the conversation could be heard by unauthorized persons.

The disclosing of privileged information is prohibited by AWBLA employees, contractor and volunteers with the exception to reports of child abuse, suspected child abuse, and self-reported imminent danger to self or others, (suicidal or homicidal ideations). District reporting procedures must be adhered to in these instances. Parents of scholars and staff must provide written authorization for release of any and all information specific to referrals and or requested services. No verbal authorizations are acceptable for release of information at any time. No consent is good for more than one year and it is required that a new signature and date be provided specific to every release with the exception of ongoing coordinated service delivery, i.e. progress reports.

At the end of an employee's, volunteer's or contractor's relationship with the District, he or she shall return all documents, papers, and other materials, regardless of medium, which may contain or be derived from confidential information, in his or her possession. Within AWBLA, confidential information may only be disclosed on a need to know basis. Violation of this policy will result in disciplinary action, including termination.

### Acknowledgment of Confidentiality

I have read the AWBLA policy on confidentiality presented above. I agree to abide by the requirements of the policy and inform my supervisor immediately if I believe any violation (unintentional or otherwise) of the policy has occurred. I understand that any violation of this policy may lead to disciplinary action, up to and including termination of my service with AWBLA.

Signature \_\_\_\_\_ Name \_\_\_\_\_ Date \_\_\_\_\_

### **STAAR Exam**

All scholars, unless otherwise exempt, are required by Texas law to pass the State of Texas Assessment of Academic Readiness (STAAR) at various grade levels. This series of tests includes testing in reading, writing, math, social studies and science. The school shall implement the STAAR testing program as prescribed by the State Board of Education as set forth in Texas Education Code Chapter 39, Subchapter B.

(See Assessments Calendar in the district's *Top 5 Binder*.)

### **Student Security & Accountability**

Designated personnel will be assigned to each scholar event (i.e., awards programs, Christmas extravaganza, etc.) for the purpose of scholar check-out to parents immediately following the program. No early check-out is permitted during the event.

### **Student Electronic Devices**

Scholars may possess personal telecommunications devices, including a mobile telephone for instructional purposes during school hours. (See Appendix B- *B.Y.O.D. Acceptable Use Policy*.) Scholars must still adhere to the district policy. (See Parent/Scholar Handbook for more details.)

The use of cellular phones or any device capable of capturing images is strictly prohibited in locker rooms or restroom areas while at school or at a school-related or school-sponsored event. If a student uses a cellular phone without authorization during the school day, the device will be confiscated. Confiscated telecommunications devices that are not retrieved by the student or his/her parents will be disposed of after the notice required by law. (See Policy FNCE.)

In limited circumstances and in accordance with law, a student's personal telecommunications device may be searched by authorized personnel. Any disciplinary action will be in accordance with the *Student Code of Conduct*. The district will not be responsible for damaged, lost, or stolen telecommunication devices.

Mobile devices must be turned off and remain out of sight between the hours of 7:30 a.m. and 4:20 p.m. Parents are advised not to contact their children on their electronic device between the hours of 7:30 a.m. and 4:20 p.m. as the phones are required to be off during these times. Failure to keep the device turned off, out of sight, and put away will result in its confiscation.

If the device is confiscated due to inappropriate use, the device should be turned in to the campus administrator and will only be returned to a parent/guardian by an administrator after a cash payment of the following retrieval fees:

- 1st Offense = \$15
- 2nd Offense = \$35
- 3rd Offense = \$50

Arrangements for retrieval can be made by scheduling an appointment with the principal. The school will not be responsible if the device is damaged, lost or stolen. If a device is not retrieved, the District shall dispose of the device after providing notice required by law.

### **Substitute (Teacher preparation)**

It is very difficult to obtain a substitute teacher. Without advance notice, it is nearly impossible. Please alert your campus office manager as soon as possible when learning that an absence is necessary.

Please keep in a visible place on the teacher's desk, a Substitute Folder or bin containing all of the following items: list of scholars with designated medical procedures, class schedule, seating chart(s), specific procedures as it pertains to lavatory and water breaks, lunch, special duty assignments, etc., specific assignments from textbooks, worksheets, and enrichment sheets/activities.

When teachers are absent, communication should be posted in ClassDojo to inform online scholars and parents of the teacher's absence.

## **T**

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### **Tech Support:**

The AWBLA IT Staff supports all AWBLA technical issues, telecommunication issues, and audio/visual issues. This may include:

- Setting of proxies for the internet
- Troubleshooting problems (user may have in accessing the PC)
- Resetting passwords for email and network access
- PowerSchool issues

Please Note: Priority response will be given to Student Information applications, financial, procurement and administrative issues

Tech Support can be reached by submitting a repair request at any time. Please include as much detail as possible about your problem in any repair/trouble request. All such requests should be made via a Tech Support Ticket on the school's website:

<http://www.awbrown.org/support> OR <http://www.awbrown.org> and clicking on AWB Technical Support on the right column under Teacher Links

If, for any reason, the website is unavailable, please use email as an alternate means to convey your request. Any email should be directed to [repair@awbrown.org](mailto:repair@awbrown.org).

### **Transportation Requests:**

All bus, van, shuttle service requests must be submitted 2 weeks before the scheduled activity such as field trips, athletic events, extracurricular performances, shuttle services (campus to campus), etc. (See **Appendix G** for a sample form.)

## U

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### **Unidentified Visitors and Strangers**

Faculty and staff should be on alert to observe people in the building who do not have identification badges indicating that they have checked in at the front office. Anyone without proper identification should be directed to the front office.

An unauthorized person on school grounds will be asked to leave. Unauthorized persons who refuse to leave shall be subject to removal by law enforcement authorities.

If suspicious or disruptive activity is witnessed or suspected, use one of the following options:

- Activate the CrisisGo alert
- Activate the panic buttons discreetly located for both campuses, or
- Report emergencies via the Walkie-Talkie system. Alert the front office who will alert the administrative, management, and office staff as well as building maintenance. Lastly, in the event of a perceived on-campus emergency, employees are permitted and expected to dial 911 if these 3 options are not available, from a classroom phone or personal mobile phone.

## V

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### **Visitors**

Visitors to the school are required to sign in via the Lobby Guard system, using a valid driver's or state-issued ID. The permit issued must be worn at all times while on school property. Parents seeking information from a teacher shall make an appointment to see him or her during the teacher's conference period. Visitors will not be allowed into the school lobby after 2:30pm.

Visitors under the age of 21 shall be accompanied by a parent/guardian or other responsible adult. **Staff members should understand, however, that they cannot both address the needs of their own children and supervise them properly while also meeting professional obligations.**

The following are not allowed on the premises:

- Pajamas or gowns
- House slippers
- Hair rollers/do rags
- Short shorts
- Clothes without undergarments
- Exposed undergarments, inclusive of "wife beater" T-shirts
- Overly exposed cleavage
- Bare feet
- Clothing with profane or obscene words and imagery
- Sagging pants

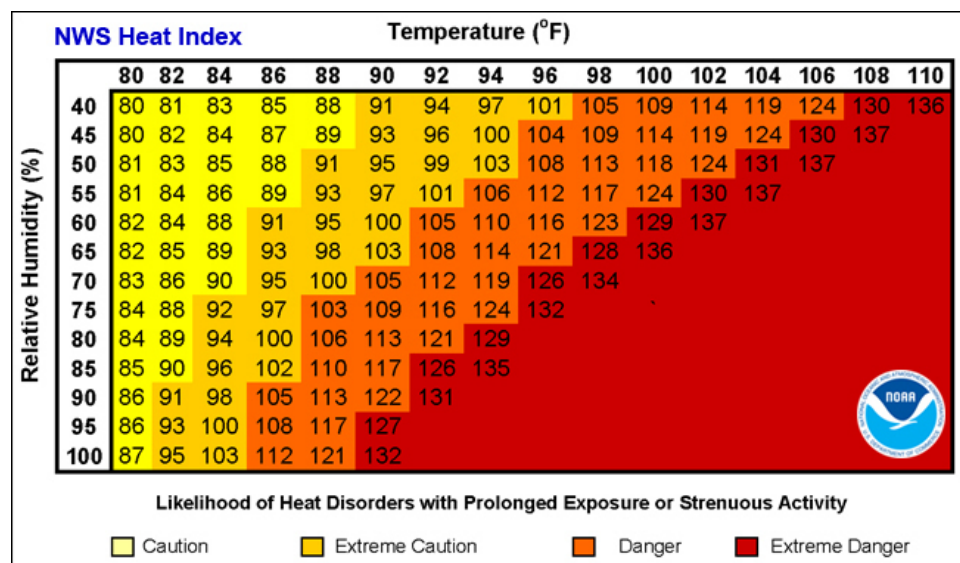
# W

## Weather

### Environmental Guidelines

In the case of precipitation, dangerous ozone alerts, or when the temperature, inclusive of wind chill, is **45 degrees** or lower, scholars will proceed to the designated area under the supervision of the assigned staff member.

During the hot days of summer, early fall, and late spring, there are frequently ozone alerts. There will be no outside activity if the temperature plus the heat index is 95 degrees or greater, or when under Heat Alert, Red Ozone Alert, or Orange Ozone Alert.



Note: The Heat Index is a measure of how hot it really feels when relative humidity is factored in with the actual temperature. To find the Heat Index temperature, look at the Heat Index Chart above.

Parents must provide a written notice if they would like their scholar to remain inside on days other than listed above. This applies only to temporary circumstances. Longer term requirements for a scholar to remain indoors due to a medical condition require a note from the physician.



### Ozone Guidelines

The Air Quality Index, or AQI, is a scale used to report actual levels of ozone and other common pollutants in the air. The higher the AQI value, the greater the health concerns. Shown below are the recommended guidelines set for each ozone level by the National Environmental Protection Agency concerning outdoor activity.

Air Quality Index (AQI) Values	Levels of Health Concern	Colors
<i>When the AQI is in this range:</i>	<i>...air quality conditions are:</i>	<i>...as symbolized by this color:</i>
0-50	Good	Green
51-100	Moderate	Yellow
101-150	Unhealthy for Sensitive Groups	Orange
151 to 200	Unhealthy	Red
201 to 300	Very Unhealthy	Purple
301 to 500	Hazardous	Maroon

Index Values / Descriptors / Cautionary Statements for Ozone



All scholars may participate in outdoor activities.



All scholars may participate in outdoor activity; however, scholars with known or suspected sensitivities should be limited to 20 minutes or less of outdoor recess/physical education.



Limit outdoor activity to low levels for no more than 20 minutes for all scholars.



All scholars should be kept indoors.

### Lightning Guidelines

All scholars should be moved inside at the sound of thunder or the sighting of lightning strike. All scholars should be kept inside 30 minutes after the last sound of thunder and/or lightning strike. If thunder is heard or lightning is seen during these 30 minutes, the clock starts over. There must be 30 minutes of continuous absence of thunder and/or lightning before scholars are allowed back outside.

## Two-Hour Delay Schedule

9:00 a.m.	-	All staff reports
9:20 a.m.	-	Shuttle service routes begin
9:30 a.m.	-	Doors open to begin receiving scholars
10:00 a.m.	-	Classes begin
10:30 a.m.	-	PK lunches delivered to the classrooms
10:30 a.m.	-	Attendance submitted

### Special Note:

- Lunch schedule will remain the usual schedule.
- There will be no elective classes.
- Classroom teachers may adjust grade level schedules to accommodate equal amounts of time for scholars in each content area if they so choose.

# **APPENDICES**

**Appendix A - B.Y.O.D. Acceptable Use Policy**

**Appendix B - Chain of Command/ Organizational Chart**

**Appendix C - Event Request**

**Appendix D - Grievance/ Formal Complaint Form**

**Appendix E - Incident/Injury Report**

**Appendix F - Special Services/ Child Find Duty Quick Guide**

**Appendix G - Transportation/Bus Request**



## Bring Your Own Device (B.Y.O.D.) Scholar's Agreement ACCEPTABLE USE OF PERSONALLY OWNED DEVICES

AWBLA is pleased to announce that scholars may bring their personal device to school for instructional use during the school day. The purpose of the District's B.Y.O.D. program is to extend and enrich the learning environment. Scholars will be given the opportunity to do so on a room-by-room basis and day-by-day basis.

The use of technology to provide educational material is not an entitlement, but a privilege provided by the teachers and administrators under their directives. When abused, privileges will be taken away. When respected, the personal device will benefit the learning environment as a whole.

Scholars and parents/guardians participating in the B.Y.O.D. program must adhere to the Scholars Code of Conduct, as well as all Board policies, particularly the Network and Internet Acceptable Use Policy. In addition:

### Content and Apps

- Devices are required to carry some type of virus protection software.
- Teachers may recommend certain apps to enhance the learning process.
- Games and other sources of entertainment are not permitted.

### Rules and Conditions

- The scholar may not use the device to record, transmit, or post photographic images or video of a person or persons on school premises during school activities and/or hours.
- The device must be in silent mode at all times.
- The use of headphones/earbuds are acceptable in class. Scholars will not be permitted to wear headphones/earbuds in the hallway or during transitions due to safety concerns.
- The device is never to be used for District or State testing.
- The Teachers/Staff have the discretion to allow and regulate the use of personal devices in the classroom.
- The scholar must comply with the teachers/staff requests to shut down/put away the device.

### Storage, Theft or Loss of Device

- The scholar takes full responsibility for the care of his/her personal device, including any costs of repair, replacement, or any modifications needed to use the device at school.
- The school is not responsible for the security of the device.
- AWBLA assumes no responsibility for theft, loss, or damage of a personal device brought to school.
- Scholars may use laptop cases specifically designed to transport and protect the device to and from class and school.

### Damage/Troubleshooting/Inspection

- The scholar understands that these are personal devices. The AWBLA Technology Department cannot offer assistance with downloading software, virus resolution, damage, or malfunction to the device.
- The scholar understands that the school reserves the right to collect and examine a scholar's personal device if there is a reason to believe that the scholar has engaged in any type of misconduct while using the device.

### Network, Internet Access, Electrical Charging

- The scholar must only access the AWBLA'd secure wireless network on his/her personal device. Devices are often equipped with 3G/4G wireless accessibility, which the District is unable to filter or monitor. Scholars who bring 3G/4G enabled devices must access the internet via the District's filtered Wi-Fi connection.
- **3G/4G Network Access is Prohibited.** Violators may have their devices confiscated, their participation in the B.Y.O.D. program, and may be subject to additional disciplinary actions.
- The scholar may only access files on the device or internet sites that are relevant to the classroom curriculum. Games and other sources of entertainment are not permitted.
- The scholar acknowledges that the school's network filters will be applied to one's connection to the internet and will not attempt to bypass them.
- Scholar realizes that processing or access information on school property related to hacking, altering, or bypassing network security policies is in violation of the AUP (Acceptable Use Policy) and will result in disciplinary action.

I understand the rules and regulations and will abide by the above policy and guidelines. I further understand that any violation is unethical and may result in the loss of my network and/or personal device privileges as well as additional disciplinary action.

\_\_\_\_\_  
Scholar Printed Name

\_\_\_\_\_  
Scholar Signature

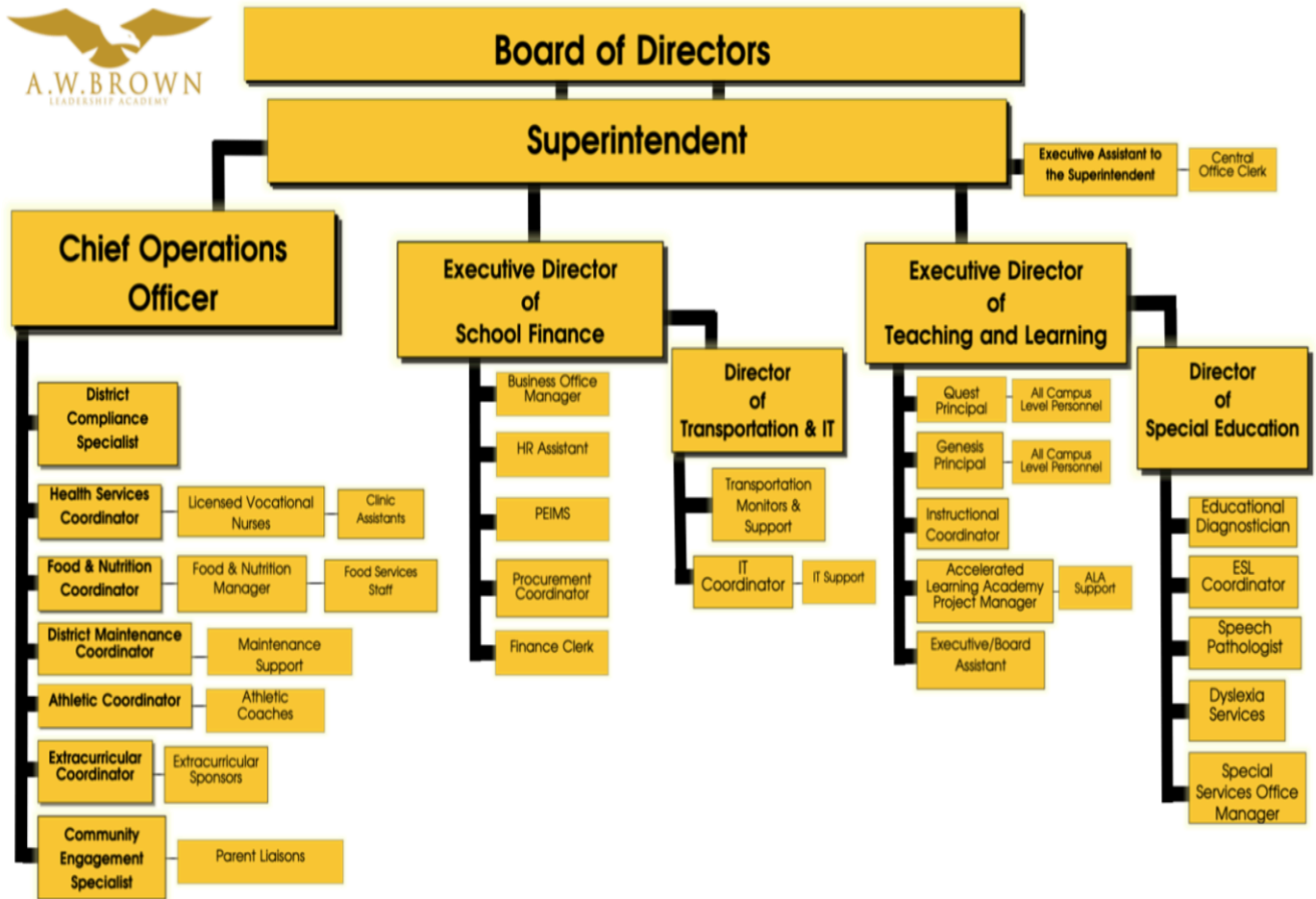
\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Printed Name

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

09/2020





## EVENT/BUILDING REQUEST

Date of Request:	8/20/21	Location Requested:	Valerium
Date of Event:	9/17/21	Auditorium	Conference Room (G)
Anticipated Start Time:	5:00 PM	Gymnasium (G)	Conference Room (Q)
Anticipated End Time:	7:30 PM	Courtyard (Q)	Cafeteria (G)
Facilitator/Extension:	X 2036	Courtyard 1 (G)	Cafeteria (Q)
Purpose of Event:	Girls to Women Seminar	Courtyard 2 (G)	Play Area (G)
		Baseball Diamond	Baseball Outfield
		Classroom(s)	(G)(Q)

Note: G-Gymnasium /Q-Quest

### Step 1

• Conflicting Calendar Event(s): Must be initiated by Office Manager

### Step 2

Technology	Maintenance	Cafeteria
<input type="checkbox"/> Personnel Requested <input type="checkbox"/> Equipment Needed: <input checked="" type="checkbox"/> Video Camera/Recorder <input checked="" type="checkbox"/> DVD Player <input type="checkbox"/> CD/Audio Player <input type="checkbox"/> Projector Screen <input type="checkbox"/> Projector Only <input checked="" type="checkbox"/> SmartBoard (portable) <input type="checkbox"/> Mic./Amp/Speaker <input type="checkbox"/> Other Tech. Equipment <input type="checkbox"/> Rider Provided Special Instructions:	<input checked="" type="checkbox"/> Personnel Requested <input type="checkbox"/> Equipment Needed: <input type="checkbox"/> Chairs <input type="checkbox"/> Tables <input type="checkbox"/> Tarp <input type="checkbox"/> Bleachers (portable) <input type="checkbox"/> Coolers <input checked="" type="checkbox"/> Diagram of set up must be provided <input checked="" type="checkbox"/> Clean-up Needed What time: 6:30 PM <input checked="" type="checkbox"/> Breakdown Needed What time: 6:30 PM <input type="checkbox"/> Evening Personnel Requested Special Instructions: <i>tables only</i>	<input type="checkbox"/> Personnel Requested <input type="checkbox"/> Equipment Needed: <input type="checkbox"/> Hot Dog Machine <input type="checkbox"/> Crock Pots <input type="checkbox"/> Nacho Chip Warmer <input type="checkbox"/> Cart Special Instructions:

Signature: \_\_\_\_\_

### Step 3

• I ASSUME FULL FINANCIAL RESPONSIBILITY FOR ALL EQUIPMENT.

Facilitator Signature: \_\_\_\_\_ Date: 9/20/21

Facilitator Printed Name: *Ms. Jacqueline Pipkins*

☐ REQUEST APPROVED ☐ REQUEST DENIED

Principal Signature: \_\_\_\_\_ Date: \_\_\_\_\_

White-Office

Yellow-Technology

Pink-Maintenance

Gold-Cafeteria

(Note: Office Manager, please make additional copy for Facilitator)



## FORMAL COMPLAINT FORM

Today's Date: \_\_\_\_\_ Time: \_\_\_\_\_

### **Complainant Information**

(An individual alleged to be the victim of the conduct described in this complaint)

Complainant Name: \_\_\_\_\_

Status: \_\_\_\_\_ Employee \_\_\_\_\_ Parent/Guardian

\_\_\_\_\_ Scholar \_\_\_\_\_ Other (Specify)

Title/Position: \_\_\_\_\_

Department/Campus: \_\_\_\_\_

Contact Number(s): \_\_\_\_\_

Email Address: \_\_\_\_\_

Home Address: \_\_\_\_\_

### **Complaint Information**

Date of Incident: \_\_\_\_\_ Time of Incident: \_\_\_\_\_ Location of

Incident: \_\_\_\_\_ Description of Incident:

(Please describe the incident in detail; attach additional sheets if needed)

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Do you have any additional information or evidence? If so, please explain.

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If there are others who have witnessed the incident, please provide their names and contact information (if known) below:

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**Respondent Information**

(The individual who is allegedly responsible for the conduct described in this complaint)

Respondent Name: \_\_\_\_\_

Title/Position: \_\_\_\_\_

Is this the first time you have raised this concern about this person?

\_\_\_\_ Yes \_\_\_\_ No

If not, what was the outcome of the concern?

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Do you have any suggestions for resolving the complaint? If so, please explain.

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**Complainant Signature**

(If the complainant is a minor/under age 18, then the parent/guardian must sign below)

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_



 <b>A.W. BROWN</b> LEADERSHIP ACADEMY		<b>Incident Report</b>		5701 Red Bird Center Drive (Quest Campus) 6901 S. Westmoreland (Genesis Campus) Dallas, TX 75237 – 972.709.4700	
Scholar's Name	Grade	Time	Date of Injury	Person Reporting	
Jane Doe	3A	11:00am	8/23/2026	Ms. Parker	
<b>Nature of Injury:</b> <input type="checkbox"/> Scrape <input type="checkbox"/> Sprain <input checked="" type="checkbox"/> Cut <input type="checkbox"/> Possible Fracture <input type="checkbox"/> Bruise <input type="checkbox"/> Splinter <input type="checkbox"/> Swelling <input type="checkbox"/> Other _____			<b>Place Injury Occurred:</b> <input type="checkbox"/> Classroom <input type="checkbox"/> Lunchroom <input type="checkbox"/> Gymnasium <input type="checkbox"/> Recess room <input checked="" type="checkbox"/> Playground/Courtyard <input type="checkbox"/> Hallway <input type="checkbox"/> Bathroom <input type="checkbox"/> Other _____		
<b>Kind of Accident:</b> <input type="checkbox"/> Fall <input type="checkbox"/> Struck by: _____ <input type="checkbox"/> Insect Sting <input checked="" type="checkbox"/> Other <u>Monkey Bars</u>					
<b>Part of Body Injured:</b>					
<b>Head</b> <input type="checkbox"/> Ear(s) (R/L) <input type="checkbox"/> Mouth <input type="checkbox"/> Eye(s) (R/L) <input type="checkbox"/> Nose <input type="checkbox"/> Scalp <input type="checkbox"/> Neck <input type="checkbox"/> Skull <input type="checkbox"/> Tooth <input type="checkbox"/> Forehead (R/L)		<b>Trunk</b> <input type="checkbox"/> Back <input type="checkbox"/> Chest <input type="checkbox"/> Abdomen <input type="checkbox"/> Side (R/L)		<b>Arm</b> <input type="checkbox"/> Shoulder (R/L) <input checked="" type="checkbox"/> Arm (R/L) <input type="checkbox"/> Elbow (R/L) <input type="checkbox"/> Hand (R/L) <input type="checkbox"/> Fingers (R/L) _____	
				<b>Legs</b> <input type="checkbox"/> Hip (R/L) <input checked="" type="checkbox"/> Leg (R/L) <input type="checkbox"/> Knee (R/L) <input type="checkbox"/> Foot (R/L) <input type="checkbox"/> Toes (R/L) _____	
<b>Parent/Guardian notified via:</b> <input checked="" type="checkbox"/> Telephone Call @ <u>11:07</u> <input type="checkbox"/> Answered <input type="checkbox"/> Left Message <input type="checkbox"/> No Answer <input type="checkbox"/> Electronic notification via email / text / Class Dojo @ _____ Signature of person who initiated parent/guardian contact <u>Ms. Parker</u>			<b>Scholar sent to clinic for evaluation @ <u>11:09</u></b> <b>Incident referred to campus administrator: <u>Yes</u> / No</b>		
<b>Comments:</b>					

# Child Find Duty Quick Guide

## What is Child Find?



Child Find is the affirmative and ongoing process of public awareness, coordination with agencies and primary sources, and screening procedures to **locate, identify, and evaluate** all children with disabilities from birth through age 21 who may require early intervention or special education services. This process includes children who are:

Enrolled in a public school and advancing from grade to grade	Parentally placed in a private school, homeschool, or attend a virtual school	Highly mobile, including migrant children	Homeless
In foster care or unaccompanied youth	Wards of the state	Involved in the criminal justice system	Residing in nursing homes

## What are the local education agency's (LEA) responsibilities?

	Develop written local policies and operating procedures
	Engage in public and parent/guardian awareness activities, including partnering with primary referral sources
	Notify parents by providing the Right to Information Statement annually
	Conduct school-wide screenings
	Ensure appropriate and timely referrals for evaluation
	Coordinate with other agencies, including Early Childhood Intervention (ECI)
	Maintain and report accurate data
	Provide training and professional development to all staff



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# Child Find Duty Quick Guide

## Key Points to Remember



Child Find is not a passive process. LEAs should not wait for others to refer students for special education services. LEAs must seek out Individuals with Disabilities Education Act (IDEA) eligible students.



A public awareness campaign should target a wide variety of people who may work with the student, such as parents/families, daycares, summer camps, physicians and medical clinics, and religious institutions.





Referrals for an initial evaluation should not be delayed or denied because pre-referral interventions have not been implemented with a student. **If there is a basis to suspect a student has a disability and needs special education and related services based on this disability, the student must be referred for an evaluation.**



Parents must be notified annually of the options and requirements for assisting students who may need special education services. The notice includes the rights of a child and the general process available to initiate a referral for a full individual and initial evaluation to determine the child's eligibility for special education services.



Coordination with other agencies, such as Early Childhood Intervention (ECI) is essential, particularly for children from birth to three years of age.

 Legal Resources	 State Resources
<p><a href="#">The Legal Framework for the Child-Centered Special Education Process: Child Find Duty</a></p> <p><a href="#">The Legal Framework for the Child-Centered Special Education Process: Ages 0-5</a></p> <p><a href="#">The Legal Framework for the Child-Centered Special Education Process: Children in Private Schools</a></p>	<p><a href="#">Child Find, Evaluation and ARD Supports Network</a></p> <p><a href="#">TEA Technical Assistance: Child Find and Evaluation</a></p>



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## Bus/Van/Shuttle Service Request

Reminder: Request for A.W.B.L.A. bus/van/shuttle service is due 2 weeks before a scheduled activity.

Please check type of service requested:  
 Field Trip\* ☐ Bus Service Only ☐ Van Service Only ☐ Shuttle Service Only (V/B) ☐

Teacher/Sponsor: Ms. Denise Lewis Trip Date: 10/15/21

Grade Level: 3rd Grade Department/Group: Field Trip

# of Buses: 2 # of Riders: 56

# of Van(s): \_\_\_\_\_ # of Riders: \_\_\_\_\_

Departure Point: \_\_\_\_\_

A.W. Brown Leadership Academy @ Quest  
 5701 Red Bird Center Drive  
 Dallas, TX 75237  
 972.709.4700 (office)/214.339.2273 (fax)

Time of Departure: 9:15 a.m. | p.m. Time of Return: 1:45 a.m. | p.m.

Destination: Redbird Skateland Total number of miles for trip: 10

Address: 1806 N. Duncanville Rd. Duncanville, TX 75116

Activity: skating field trip

Bus #1 (38\*\*) Bus #2 (36\*\*) Bus #3 (48\*\*) Bus #4 (48\*\*) Bus #5 (48\*\*) Van (15)

\*\*Not passengers (individual seats) | \*\*# of passengers (bench seats)

\*Reminder: If this a Field Trip, please ensure you have complete the Field Trip Request Form.  
 Notify cafeteria manager at least 5 days in advance if field trip is cancelled.  
 Inclement weather is the only exception.

### Office Use Only

Trip # \_\_\_\_\_ Principal's Approval \_\_\_\_\_ approved \_\_\_\_\_ declined (must be initiated by Principal)

Cafeteria Manager's Notification: \_\_\_\_\_ (must be initiated by V. Holmes)

Transportation Manager's Notification: \_\_\_\_\_ (must be initiated by J. Walton)

A. Harris - Genesis | J. Howard - Quest | J. Walton - Central

Waive - Transportation Office ♦ Yellow - Bus Driver ♦ Pink - Sponsor ♦ Green - Office Manager August 2019



# Addendums

