



A.W. BROWN
LEADERSHIP ACADEMY

Scholar & Parent

2021-2022

HANDBOOK

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MISSION STATEMENT

The mission of A. W. Brown Leadership Academy is to produce smart, effective, efficient, disciplined scholars by creating an environment in which teachers feel safe and free to teach and scholars feel safe and motivated to learn.

Academic Education ~ The Brown scholar experiences a curriculum designed to open scholars to the richness of their own intellect, as well as content area mastery. The academic rigor characteristic of a Brown education requires that the scholar attain a considerable level of proficiency in these disciplines. All the academic structures of Brown assist the scholar in discovering himself/herself as an individual of reason, education, and culture.

Character Education ~ every subject area, every teaching method, every attitude, every action of scholar or teacher is a means of training character. Character training takes place throughout the day, no matter what else is being taught. Teachers maintain orderly, structured classrooms and expect the scholars to work hard to learn content, and in the process, teach them to: love wisdom, respect authority, pay attention, and obey willingly and immediately. In addition, they are taught to be diligent workers, honest at all times, and orderly and organized.

Social Education ~ the development of the scholar's academic, character and social maturity is a task shared jointly by the family and Brown. The school provides both individual and collective opportunities where a scholar can grow as an individual and work as part of a group. Brown strives to promote an increase in acceptance of people of diverse cultures culminating in respectful attitudes toward all people. Personal responsibility and responsibilities toward the wider community is taught through unselfish public service and dedication to honoring one's commitments.

School Motto ~ *Soaring to Success*

School Mascot ~ *Golden Eagle*

School Colors ~ *Red, White, and Gold*

School Pledge ~ *As a proud member of the A. W. Brown Leadership family, I promise to respect my teachers and fellow scholars at all times; to obey all the rules, to protect the physical beauty of the building and to strive daily to improve myself in attitude, intellect, character, and body.*

VISION STATEMENT

- The vision of A. W. Brown Leadership Academy is to provide a learning environment in which scholars are trained, prepared, and equipped for life leadership and academic excellence.
- It is the vision of a drug-free, violence-free, loving, encouraging, mutually respectful atmosphere in which teachers will feel safe to teach, scholars will feel safe and motivated to learn and parents will feel comfortable leaving their children.
- It is the vision of a place where scholars can discover, examine, experiment with and experience time-honored values of quintessential human living by observing and interacting with mature teachers and administrators who exemplify those values in their daily walk.
- It is the vision of equipping every scholar with the academic skills, moral powers, social tools, psychological awareness, spiritual vision and physical readiness to succeed in any school that serves levels at or beyond the grades served by A. W. Brown Leadership Academy.
- It is the vision of helping every scholar to assess the critical needs and condition of his/her world, discover tenable solutions, and develop a comprehensive plan for using his/her areas of strength to improve the world during his/her lifetime.
- It is the vision of providing high school equivalency and post high school vocational training for the parents of scholars who are either unemployed or under-employed.
- It is the vision of offering certified parenting classes, seminars and retreats that will better enable the parents of our school to actively and effectively participate in the teaching/learning process.
- It is the vision of at least fifty acres of land on which will be constructed a training village with simple yet symbolically powerful facilities --- including classrooms to accommodate 2,000 scholars, a full size double-sided gymnasium with locker rooms and showers, bleachers and offices, an auditorium/theatre to accommodate the entire student body, an outdoor athletic complex to accommodate football, track, soccer, lacrosse, baseball and tennis, with bleachers, scoreboard, and offices for medical and dental services.
- It is the vision of serving as the national paradigm for existing charter schools in America, and as a resource, guide, and facilitator for the establishment of new charters.
- It is the vision of becoming a feeder program for prestigious private educational entities that serve grade levels beyond levels we are currently chartered to serve.

SCHOLAR PROFILE

This scholar profile identifies the qualities of character that we seek to develop in the scholars of A. W. Brown Leadership Academy. Every scholar who enrolls at A. W. Brown Leadership Academy is expected to learn and model these habits and attitudes in the classroom and all other places. The A. W. Brown Leadership Academy scholar is required to be:

Proactive

The A. W. Brown Leadership Academy scholar recognizes that while he/she may not control everything that happens in his/her life; he/she does have control over his/her response to those things. Consequently, he/she willingly assumes responsibility for his/her decisions and actions, accepts the consequences that they may bring, and refuses to blame others for his/her failures.

Honest

The A. W. Brown Leadership Academy scholar perceives the inherent value of the truth as an indispensable tool in the making of a successful society. Therefore, he/she makes a personal commitment to truth without regard for consequences or costs to himself/herself.

Intellectually Competent

The A. W. Brown Leadership Academy scholar is a thinking being who aggressively pursues acquisition of the cognitive skills which will allow him/her to discover the worth of his/her own being, and meaningfully participate in the democracy in which he/she lives. He/she is an avid reader, an inquisitor who is able to articulate his/her thoughts, and the possessor of a sound mind.

Cooperative

The A. W. Brown Leadership Academy scholar realizes that his/her life is just one thread in the tapestry of human society, and that to a very large degree, his/her success as an individual is dependent upon his/her ability and willingness to get along well with others. In recognition of this fact, he/she routinely defers to the strategy of seeking to understand before seeking to be understood.

Respectful of Authority

The A. W. Brown Leadership Academy scholar accepts the principle of authority and submission as the axis of social order. He/she respects, honors, and obeys all figures of authority by following rules and commands quickly, and with a pleasing attitude.

Goal Oriented

The A. W. Brown Leadership Academy scholar knows where he/she is headed in life and has developed a plan that will lead him/her in the most proficient manner to that destination. Driven by his/her personal belief that “people become whatever they focus on”, he/she disciplines his/her mind and conversation to dwell on “great ideas” rather than people.

DISTRICT-WIDE RULES

1. We will respect ourselves by being on time and bringing all supplies and assignments to class.
2. We will respect our teacher by raising our hands for permission to speak or to move about the classroom.
3. We will respect our classmates and their property by keeping our hands, feet, and all other objects to ourselves.
4. We will respect adults by being quiet when a visitor enters our classroom.
5. We will respect our parents' training by being polite, helpful, and following directions on the first request.
6. We will respect our environment by keeping our classroom neat and orderly.
7. We will respect other classes and people by being quiet in the halls and all common-use areas.

THE A. W. BROWN WAY

The A. W. Brown Way indicates the deportment we expect from scholars at all times.

General Deportment

- Shirt tucked in
- Belt on, when appropriate
- Responds to adults with yes ma'am and no ma'am or yes sir or no sir
- Use formal language when speaking with adults
- In full uniform with no additions
- Classroom
- Exhibiting respect for the classroom and teacher at all times
- Properly caring for all school equipment

Hallway

- Hands by your side
- Walking at all times
- Mouth closed, no talking
- Shoes tied
- All stakeholders holding each other accountable

Cafeteria

- A conversational tone is maintained at all times
- Scholars maintain the cleanliness of the cafeteria area

ENROLLMENT

The A. W. Brown Leadership Academy is an open-enrollment Leadership Academy as provided by Texas Education Code, Chapter 12, Subchapter D. 12.101(b). The A. W. Brown Leadership Academy school admits scholars of any race, color, or national and ethnic origin to all the rights, privileges, programs, and activities of the school. A. W. Brown Leadership Academy does not discriminate on the basis of gender, race, color, or national and ethnic origin in administration of its educational policies, admission policies, or school-administered programs. As an open-enrollment Leadership Academy, A. W. Brown Leadership Academy will admit any age/grade-appropriate child on a first-come, first-served basis. Since there are a limited number of spaces per grade level, scholars may be placed on a waiting list for a period up to two years. Children on the waiting list will be chosen by lottery. Priority, however, will be given to siblings.

In March of each school year, Notification of Return information will be sent home with each enrolled scholar. The information for each returning scholar must be sent (electronically via InfoSnap or paper) to the school office no later than the last day of March in order for the scholar's name to be placed on a roster for the upcoming school year

PRE-KINDERGARTEN ENROLLMENT REQUIREMENTS

A child is eligible for free prekindergarten if they are four years old on or before September 1 of the current school year and meets one of the seven criteria listed below. A district may offer (but is not required to offer) a three-year-old program to eligible children, and the same criteria would apply. Age is always calculated as of September 1, of the current school year (for purposes of establishing eligibility). Therefore, a child is eligible for enrollment in prekindergarten if at least three years of age and:

- is unable to speak and comprehend the English language;
- is educationally disadvantaged (which means a scholar who is eligible to participate in the national free or reduced-price lunch program);
- is homeless;
- is the child of an active duty member of the armed forces of the United States;
- is the child of a member of the armed forces who was injured or killed while on active duty;
- is or ever has been in the conservatorship of the Department of Family and Protective Services (foster care) following an adversary hearing held as provided by Section 262.201, Family Code; or
- is the child of a person eligible for the Star of Texas Award as:
 - a peace officer under Section 3106.002, Government Code;
 - a firefighter under Section 3106.003, Government Code; or
 - an emergency medical first responder under Section 3106.004, Government Code.
- Scholars must be **completely** potty-trained; no pull-ups allowed

ARRIVAL/DISMISSAL

Arrival – Class begins at 7:50 am. Scholars are not to arrive on campus before 7:30 am unless they are enrolled in the before-and-after school care program. Due to the inherent dangers resulting from unsupervised children outside of the building, repeated instances of early drop-off will result in the district contacting proper authorities and/or dismissal from our district.

Dismissal – Scholars are expected to be picked up no later than 4:20 p.m. Due to the inherent dangers resulting from unsupervised scholars outside of the building, repeated instances of late pick-up will result in the district contacting proper authorities.

- 1st Time - Warning
- 2nd Time -Parent Conference w/Principals or Designee
- 3rd Time - Contact CPS

NOTE: Vehicles should not be left unattended when dropping off or picking up scholars. Never block others so that they cannot exit or enter the parking lot. Cars left unattended in the fire lane will be ticketed and/or towed. Please be considerate.

ATTENDANCE/ABSENCES

*Note: Attendance on the First Day of School

A. W. Brown Leadership Academy begins the school year earlier than traditional school districts. Scholars are expected to be present on the first day of school. If a scholar fails to show up on the first day of the official school year, the scholar will not be counted as enrolled and the scholar's enrollment spot may be forfeited. This applies to all scholars, whether previously enrolled in A. W. Brown Leadership Academy or newly admitted.

The State of Texas mandates children aged 6 to 17, unless exempt, to attend school and upon enrollment in any given school year, the state also requires scholars under the age of 6 to attend school so once a parent chooses to enroll their child in Pre-K or Kindergarten, **attendance is mandatory!**

Regular attendance at school is expected. School hours are 7:50 am until 2:50 pm for PreK and 7:50 am until 3:50 pm for K-8. State regulation requires that attendance reports are made by 10:00 am. Therefore, a scholar is considered absent after that time and should not report to school unless he/she has a doctor's excuse and brings a lunch.

The law requires scholars to be present each and every school day for the entire period of instruction. Parents and guardians are encouraged to schedule doctor and dentist appointments outside of school hours or on school vacations days.

The Texas Education Code Subchapter C., Section 25.092, states that a scholar must be in attendance at least 90% of the instructional days of the school year to receive credit. **It does not matter if the absences are excused or not.** The 2021-2022 instructional year has 170 days; a scholar must attend at least 153 days to receive credit. If a **scholar** does not attend at least 153 days, an attendance hearing will be held. At that time, a determination will be made as to whether the scholar may make up the instruction missed. **Seventeen or more absences may also render a scholar ineligible for re-enrollment.**

Pre-Kindergarten Attendance/Absence

Pre-Kindergarten scholars will be governed by the same attendance rules as stated above with the following exception: After **five (5) days** of unexcused absences, the scholar is automatically dropped from the Pre-Kindergarten program. A written notice will be sent to the parent.

Absence Notification

A scholar may be excused for temporary absences due to personal sickness or death in the family, quarantine, or weather and road conditions making travel dangerous.

Within three days after returning to A. W. Brown Leadership Academy, the reason for the absence must be stated in writing and dated and signed by a parent or guardian. When the note is given to the teacher, the absence is excused. If not, the absence is unexcused. The note must include the following:

- Scholar's Name
- Grade
- Days missed
- Reason
- Parent/Guardian's signature, home and work number

When a scholar's absences for personal illness exceeds three consecutive days, the scholar shall present a statement from a physician or health clinic verifying the illness or other condition requiring the scholar's extended absence from school. The A. W. Brown Leadership Academy administration may, if the scholar has a questionable pattern of absences, also require a physician's or clinic's statement of illness after a single day's absence as a condition of classifying the absence as one for which there are extenuating circumstances.

If the parent/guardian calls and notifies the school that the scholar will be absent, an excused note must also be provided. For audit purposes, a file is kept of all notes received. The State has provided a list of excused and unexcused reasons to which we must refer to determine if an absence is excused or unexcused.

Excused Reasons for Absence

- Personal Illness - after three (3) consecutive days missed, a doctor's note is required
- Death or serious illness in immediate family
- Family emergency
- Observance of religious holidays (prior approval from the chief academic officer)
- Doctor's appointments (documented)

Unexcused Reasons for Absence

- Vacations scheduled during school days
- Baby-sitting
- Oversleeping
- Missing the bus
- Car trouble

TARDINESS

Promptness is important to reduce interruption of the learning environment. It is the responsibility of the parent/guardian to get the child to school on time. Each scholar should have a written note signed by the parent explaining the delay. Tardiness is a partial absence of the school day. **Scholars arriving after 8:10 a.m. are considered "tardy"**. Scholars arriving after 10:00 a.m. are considered "absent" unless there's a medical statement.

EARLY RELEASE / PICKUP

A scholar will not be released from school at times other than regular dismissal hours without being checked out from the school office. Every parent/guardian must show picture identification to school personnel when signing out his or her child for any reason. **Early release ends at 2:30 p.m.**

WITHDRAWING YOUR CHILD

Parents should send a note or call the office at least **24 hours in advance** whenever a child will be moving or changing to another school. The date of withdrawal is shown on the permanent record. If a scholar transfers to another school, the grade to date of withdrawal is also sent with other records to the new school.

MAKE -UP WORK

Scholars shall be allowed a reasonable period of time (to be determined by the chief academic officer or the teacher) to complete work missed **on days they are absent due to illness**.

BACKPACK CHECK /TAKE-HOME FOLDER

Take-home folders/envelopes are sent home in the backpacks on a regular basis. Parents are asked to take time to read all communications and review all scholar papers. The following information will often be included in the folder:

- Graded work
- Behavior Chart
- Parent/Teacher Communications
- Memos from the school office
- Homework

TEXTBOOKS

State textbooks shall be issued free-of-charge to scholars. All textbooks are, and shall remain the property of the State of Texas. Books must be returned to the teacher at the close of the semester, school year, or when the scholar withdraws from school.

The district may assess fines for books damaged to the extent that they must be repaired before being issued to another scholar. Each scholar, or his/her parent or guardian, shall be responsible to the teacher for all books not returned by the scholar, and any scholar failing to return all books shall forfeit his/her right to be issued free textbooks until the books previously issued but not returned are paid for by the parent or guardian. However, a scholar will be provided textbooks for use at school.

CURRICULUM

The A. W. Brown Leadership Academy scholar will experience a curriculum designed to open children to the richness of their own intellect as well as content area mastery. The TEKS (Texas Essential Knowledge and Skills) are the foundation of the instructional objectives. These objectives form the core learning for all scholars. The curriculum integrates the acquisition of knowledge, transformation, and subsequent action that occurs when teachers and scholars are actively involved in the construction of knowledge.

The curriculum, state adopted textbooks and materials, approved academic courses, researched-based best practices and programs, assessments, teacher-prepared materials, and human resources are combined to support and augment the instructional objectives and ensure content area mastery. The curriculum includes a common set of experiences to be implemented by all teachers to meet these instructional objectives.

Several basic beliefs underlie this curriculum:

It is a curriculum that is based on the National Standards, Texas Essential Knowledge and Skills (TEKS) and State of Texas Assessment of Academic Readiness (STAAR) objectives.

- The curriculum is flexible, providing for teacher modification and improvement.
- It is designed to help scholars compete successfully with national peers.
- The curriculum is designed to provide the skills and tools necessary for our ethical and culturally diverse scholar population and culturally diverse scholar population enabling them to be active participants in our democratic society.

All the academic structures of A. W. Brown Leadership Academy assist the scholar in discovering himself/herself as an individual of reason, education, and culture.

PRE-ADVANCED PLACEMENT COURSES

Beginning with 7th grade, Pre-AP classes will be offered in the core content areas of Math, Reading, and Writing. These courses are designed to prepare middle school scholars for high school advanced placement courses, college success, and career preparedness via accelerated learning and increased level of rigor in their curriculum. Enrollees must demonstrate proficiency in organization and a high degree of self-initiation and responsibility. Assignment to Pre-AP courses will be based upon ITBS scores, teacher recommendation and parental consent.

The following 8th grade Pre-AP and/or elective courses are eligible upon passage for high school credit:

- English I
- Algebra I
- Health

STANDARDIZED TESTS

Standardized tests are used as part of the evaluation program. A. W. Brown Leadership Academy will administer the Iowa Test of Basic Skills (ITBS) to grades kindergarten through eighth and the State of Texas Assessment of Academic Readiness (STAAR) will be administered to grades three through eight. These tests provide a basis for educational guidance and measure the effectiveness of the curriculum and testing procedures. The scheduling for STAAR is established at the state level, usually in the spring of the year. Parents are given a copy of the test results.

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 and set forth in Texas Education Code Chapter 39, Subchapter B.

GRADING

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 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 minimum requirements |

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 | (Passing) |
| ➤ 80 – 89 | B | (Passing) |
| ➤ 70 – 79 | C | (Passing) |
| ➤ 69 and below | D | (Failing) |

Special Education Scholar Grading 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).

HOMEWORK

All scholars will have homework Monday through Thursday, minimally. Homework assignments will be completed outside the regular classroom setting. Assignments will be reviewed and/or graded.

Scholars are responsible for completing assignments on time. The scholar assumes the responsibility for making up work when he or she is absent from class. Parents are responsible for ensuring that their child does the homework assigned each day. Monitoring of homework provides a good overview of how and what the scholar is doing in various subjects.

Late Assignments

- Assignments not turned in on the due date will be considered late.
- Late assignments will only be accepted **one** (1) day after the due date. However, 20 points will be deducted if it is a regular assignment

ABSENCES/MAKE-UP 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 returning from an absence will have one (1) through three (3) school days (depending on the assignment) to make up his/her work.
- Make-up work is available only to scholars who have been absent.

REPORT CARDS

Report cards will be sent home on the published dates following each six-week grading period as indicated on the A. W. Brown Leadership Academy calendar. The report shall give written notice to parents of scholar progress, conduct in each class or subject and the number of times the scholar has been absent.

At the end of the first three weeks of a grading period, A. W. Brown Leadership Academy shall provide a Notice of Progress to the parent or guardian of all scholars. Lack of a failure notice shall not relieve a scholar of the responsibility to pass assigned work.

Final report cards will not be issued until all books have been returned. Scholars must pay for lost or damaged books.

TAKE-HOME FOLDER / BACKPACK CHECK

Take-home folders/envelopes are sent home in the backpacks on a regular basis. Parents are asked to take time to read all communications and review all scholar papers. The following information will often be included in the folder:

- Graded work
- Behavior chart
- Parent/Teacher communications
- Memos from the school office
- 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.

PROMOTION AND RETENTION

Grade-level advancement shall be based on mastery of the curriculum and attendance. If a scholar receives seventeen or more elementary-grade absences, even with a 504 plan, the scholar may be rendered ineligible for promotion. Pre-kindergarten and kindergarten scholars are not retained due to the voluntary status of enrollment. Kindergarten scholars receive grades of "E" (Excellent), "S" (Satisfactory), "I" (Improvement Needed), and "N" (Not Satisfactory). First grade scholars are considered for retention if mastery of grade-level objectives is not reflected by assessment methods, especially in language arts and mathematics. Parental permission is not required for retention of first grade scholars.

In grades one through eight, promotion to the next grade level shall be based on an overall average of 70 on a scale of 100 based upon course-level, grade-level standards for all subject areas and a grade of 70 or above in three of the following areas: language arts, mathematics, science, and social studies. Scholars may also be retained for non-mastery of STAAR assessments.

Promotion standards for grade-level classification of special education scholars shall be determined by the ARD committee.

In assessing scholars who speak languages other than English for mastery of essential knowledge and skills, A. W. Brown Leadership Academy shall be flexible in determining methods to allow the scholars to demonstrate knowledge or competency independent of their English language skills in the following ways:

- Assessment in the primary language
- Assessment using ESL methodologies
- Assessment with multiple varied instruments

Most importantly, the school shall comply with the following federal statutory mandates:

- **A scholar may not be promoted to the sixth grade if the scholar does not perform satisfactorily on the fifth**
- **grade mathematics and reading assessment instruments and may not be promoted to the ninth grade if the**
- **scholar does not perform satisfactorily on the eighth grade mathematics and reading assessment instruments.**

Scholars who fail to perform satisfactorily on the required assessment instruments will be provided at least two additional opportunities to pass and/or take alternate assessments. A scholar may be promoted if the scholar performs at grade level on an alternate assessment. The school shall provide accelerated instruction in the applicable subject area each time a scholar fails to perform satisfactorily on an assessment instrument.

After a scholar fails to perform satisfactorily on an assessment instrument a second time, a grade placement committee shall be established to decide the accelerated instruction necessary to prepare the scholar for the assessment a third time. The grade placement committee shall be composed of the chief academic officer or designee, the scholar's parent or guardian, and the teacher of the subject of an assessment instrument on which the scholar failed.

Notice to Parents

The School shall notify the scholar's parent or guardian of:

- the scholar's failure to perform satisfactorily on the assessment instrument
- the accelerated instruction program to which the scholar is assigned, and
- the possibility that the scholar might be retained at the same grade level for the next school year

Retention After Three Attempts

A scholar who, after at least three attempts, fails to perform satisfactorily on an assessment instrument pursuant to this policy shall be retained at the same grade level for the next school year.

The scholar's parent or guardian may appeal the scholar's retention by submitting a request to the grade placement committee. The school shall give the parent written notice of the opportunity appeal. The grade placement committee may decide in favor of a scholar's promotion only if the committee concludes that if the scholar is promoted and provided with accelerated instruction the scholar shall perform at grade level. The decision of the grade placement committee is final and cannot be appealed.

SPECIAL SERVICES

The mission of the A. W. Brown Leadership Academy Special Education Department is to provide and support customized educational opportunities for scholars, parents, and staff.

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 the scholars' 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" (Parent's Guide to the Admission, Review, and Dismissal Process, July 2018).

FAPE is defined by the scholar's Admission Review Dismissal Committee (ARDC) in their Individual Education Plan (IEP) based on the ARD Committee decisions. A. W. Brown Leadership Academy will provide a continuum of services to meet scholars needs.

A. W. Brown Leadership Academy will strive to ensure that alternative classes or other placement outside of the general educational environment occurs only when the nature or severity of the disability of a child is such that education in the general education classes with the use of supplementary aids and services cannot be achieved satisfactorily. A. W. Brown Leadership Academy will deliver services with qualified special education personnel in an effort to meet the specialized needs of scholars with disabilities in accordance with Federal Regulations 34 CFR 300.550-554.

Placement supports and services are based on the individual needs of the scholar and determined by the ARDC in the IEP. Educational programming and placement decisions are always made on an individual basis as determined by appropriate assessment data. After a scholar's IEP has been developed, the ARDC considers where the required services can best be implemented. The general education classroom is the primary placement option that is always considered first. Scholars are removed only as far from this setting as their individual needs dictate.

The designated person to contact regarding options for a child experiencing significant difficulties or a referral for evaluation for special education would be the Special Education Director.

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 Kindergarten – Eighth grades to determine if they are scoring at the 40th 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.

BILINGUAL EDUCATION

When the School reaches an enrollment of 20 or more "limited English proficient" (LEP) scholars in any language classification in the same grade level, the school shall offer a bilingual program or special language program.

The program shall address the affective, linguistic, and cognitive needs of the LEP scholars, incorporate the cultural aspects of the scholars' backgrounds, and comply with all applicable requirements of law, including but not limited to:

- Program area and content
- Program coverage
- Identification procedures
- Learning materials
- Testing materials
- Activities of the language proficiency assessment committees
- Identification
- Reclassification of scholars for either entry into regular classes conducted exclusively in English or re-entry into a bilingual education or special education program
- Classification
- Activities of the language proficiency assessment committees

Home Language Survey

A home language survey shall be administered to each scholar. The original copy of the survey shall be retained in the scholar's permanent record. If the home language survey indicates a language other than English is used, the scholar shall be tested for eligibility.

Role of the LPAC

The Language Proficiency Assessment Committee (LPAC) shall perform the following duties:

1. Review all pertinent information on LEP scholars;
2. Make recommendations concerning the most appropriate placement for the educational advancement of LEP scholars after the elementary grades;
3. Review each LEP scholar's progress at the end of each school year to determine appropriate placement for the following school year
4. Monitor the progress of scholars formerly classified as LEP who have transferred out of the bilingual or ESL program within the last two years;
5. Determine the appropriateness of a program that extends beyond the regular year based on the needs of each LEP scholar;
6. Make the required determinations regarding placement in and exit from bilingual and ESL programs;
7. Perform additional duties described in 19 TAC 89.1220, and
8. Perform additional duties prescribed by Texas Education Agency.

Within the first four weeks following the first day of school, the Language Proficiency Assessment Committee (LPAC) shall determine the number of LEP scholars at the school and shall classify each scholar according to the language in which the scholar possesses primary proficiency.

Certification of Teachers

A teacher assigned to a bilingual education program, English as a second language program, or another special language program, must be appropriately certified. If the school is unable to hire a sufficient number of certified teachers to staff its program, the school may request an exemption from TEA.

Participation of Non-LEP Scholars

With approval of the school and a scholar's parents, a scholar who does not have limited English proficiency may also participate in a bilingual education program. The number of participating scholars who do not have limited English proficiency may not exceed 40% of the number of scholars enrolled in the program.

Training/Staff Development

The school shall provide orientation and training for all members of the LPAC which shall include an explanation of the Committee's responsibilities and a thorough discussion of all laws and rules governing the confidentiality of scholar information.

MIGRANT EDUCATION PROGRAM

A. W. Brown Leadership Academy has a Migrant Education Team. At least one of the members of this team attend training programs required by the government annually. This training, provided by the Region 10 Educational Service Center, support Title I Migrant Education Program (MEP) that meets the special education needs of migratory children of farm workers, including migratory daily workers and fishermen, as identified in the district. Training focuses on these areas: Coordination of Migrant Services, Identification and Recruitment (ages 3 – 21), the New Generations System (NGS) for migrant scholar record transfer, Credit Exchange and Accrual, and Parental Involvement at all levels.

A Migrant Education Program Employment Survey is included in each scholar packet, and the members of our Migrant Team follow through to ensure a minimum of 97% return of completed surveys.

REHABILITATION ACT – 504

Section 504 of the Rehabilitation Act of 1973, as amended is a federal civil rights law designed to prohibit discrimination against individual with disabilities. Section 504 provides “no otherwise qualified individual with a disability in the United States...shall, solely by reason of his or her disability, be excluded from the participation in or be denied the benefits of, or be subjected to discrimination under any program or activity receiving financial federal assistance...”

To be protected under Section 504, a scholar must be determined to have a physical or mental impairment that substantially limits one or more major life activities, have a record of such impairment, or be regarded as having such an impairment. The determination of whether a scholar has a physical or mental impairment that substantially limits a major life activity must be made on the basis of an individual inquiry. The Section 504 regulatory provision, located at 34 C.F.R. 104.3(j)(i) defines a physical or mental impairment as any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: neurological, musculoskeletal, special sense organs, respiratory, including speech organs, cardiovascular, reproductive, digestive, genitourinary, hemic, lymphatic, skin and endocrine, or any mental or psychological disorder such as mental retardation, organic brain syndrome, emotional or mental illness and specific learning disabilities. The regulatory provision does not set forth an exhaustive list of specific diseases and conditions that may constitute physical or mental impairments because of the difficulty of ensuring the comprehensiveness of the list. Referrals may come from RTI teams, teachers, administrators, parents, or others.

Factors that may indicate a need to refer a scholar for a Section 504 evaluation include:

- When a disability of any kind is known or suspected.
- When a parent frequently expresses concern about the scholar’s performance.
- When frequent disciplinary actions are required.
- When retention is being considered.
- When a scholar is suffering from a serious illness or injury.
- When a scholar returns to school after a serious illness or injury.
- When a scholar shows a pattern of not benefiting from teacher instruction or interventions.
- When a scholar does not qualify for special education services.
- When a scholar is removed from special education due to a lack of educational need.
- When a scholar exhibits a chronic health condition.
- When a scholar has been identified by a physician as having attention deficit hyperactivity disorder (ADHD), depression, or any psychological illness.
- When former substance abuse causes a disability.
- 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. A 504 team is provided by A. W. Brown Leadership Academy, and each case is considered individually to determine qualification and need for services.

504 Attendance Notice

If the A. W. Brown Leadership Academy district 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.

RESPONSE TO INTERVENTION

The Response to Intervention Team may be comprised of an administrator, general education teachers, and parents. On an as needed basis the team may also include counselors/assessment personnel, special education teachers, general and/or special education specialists, instructional coach, and scholar. The purpose of the RTI Team is to collect and evaluate data concerning scholars who are experiencing marked deficiencies and/or behavioral problems when compared to peers or scholars that are not benefiting from instruction and may require additional or alternative educational or behavioral interventions. A scholar may be referred by their teacher or instructional personnel.

Response to Intervention is a general education program where the RTI team meets regularly to consider referrals. It involves three levels of intervention to assist scholars, and the RTI services are provided on all campuses.

The designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education is:

Contact Person: Director of Special Education

Phone Number: 972-709-4700

CHILD FIND REQUIREMENTS

The school shall affirmatively seek out, identify, locate, and evaluate children with disabilities enrolled in the school, and shall determine which children with disabilities are currently receiving needed special education and related services.

The Director of Special Education or designee shall establish, implement, and regularly re-evaluate a plan for determining which scholars are receiving Special Education and related services and which scholars are not receiving these services. For each eligible scholar, the school shall offer an Individual Education Plan (IEP) appropriate to the needs of the scholar.

See **Appendix A** for more details.

PARENTAL RIGHTS AND THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Education Records

Education records are records that are directly related to a scholar and that are maintained by an educational agency or institution, or by a party acting for the agency or institution. The following are not education records: (1) records of instructional, supervisory, and administrative personnel and educational personnel ancillary to those persons that are kept in the sole possession of the maker of the records; (2) records of the law enforcement unit of an educational agency or institution maintained separately from education records, maintained solely for law enforcement purposes, and disclosed only to law enforcement officials of the same jurisdiction; (3) records relating to an individual who is employed by an educational agency or institution that are made and maintained in the normal course of business, which relate exclusively to the individual in that individual's capacity as an employee, and are not available for use for any other purpose (but, records relating to an individual in attendance at the agency or institution who is employed as a result of his or her status as a scholar are protected education records); (4) records on a scholar who is 18 years of age or older, or who is attending an institution of postsecondary education, that are medical records maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in his or her professional capacity, or assisting in a paraprofessional capacity and made, initiated, or used only in connection with treatment of the scholar and disclosed only to individuals who provided the treatment ("Treatment" does not include remedial educational activities or activities that are part of the program of instruction at the agency or institution); and (5) records that only contain information about an individual after he or she is no longer a scholar at the agency or institution.

Right of Access

Parents, whether married, separated, or divorced, shall have access to the education records of the scholar. Parents requesting access to records of their own children shall have a right to inspect and review such records within 45 days of a request to inspect.

Documentation of Requests for Education Records

The School shall maintain a record of each request for access to, and each disclosure of, personally identifiable information from the education records of each scholar. The record is required to reflect the parties who have requested or received such information and the legitimate interests of the parties in requesting or obtaining the information. This record-keeping duty does not apply to requests from, or disclosures to, the parents of an eligible scholar, a school official with legitimate educational interests, a party with written consent from the parent or eligible scholar, or a party seeking directory information. An "eligible scholar" means a scholar who has reached 18 years of age or is attending an institution of post-secondary education. "Personally identifiable information" includes any information about a scholar that could lead to the personal identification of that scholar. It includes, but is not limited to the scholar's name, the name of the parents, the address of either, a personal identifier such as a Social Security number or scholar number, some physical trait or description which would easily identify the scholar, and other information that would make the scholar's identity easily traceable. Please note that requests for scholar records must be made 48 hours in advance.

Procedure for Access

Scholar education records may be viewed by parents and eligible scholars during regular school hours by appearing in person at the school's administration office. Identification may be required. Some records may require redaction prior to viewing if such records contain personally identifiable information regarding other scholars.

Parents are entitled to one free copy of their child's records. Any subsequent copies will be provided for a fee of \$5 up to ten pages and \$1 per page thereafter.

Parental Consent

Education records of a scholar containing personally identifiable information shall not be released to the public without parental consent. Such consent shall not be required in the case of directory information unless the parent or eligible scholar has filed a written objection with the school to the release of that information.

Right to Amend Records

Parents of a scholar or eligible scholar may request the amendment of the scholar's education records that the parents or eligible scholar believe are inaccurate, misleading or otherwise inappropriate. Requests must be in writing to the chief administrative officer clearly identifying the part of the record requested to be amended, specifying the amendment and the specific reasons the record is inaccurate, misleading, or otherwise erroneous. If the school challenges the amendment request, the school will notify the parents or eligible scholar of their right to a hearing regarding the request for amendment. If, as a result of the hearing, the decision of the school is to deny the requested amendment, the parents or eligible scholar shall be informed of their right to place a statement in the record commenting on the contested information in the record or stating their disagreement with the decision of the school, or both. Such a statement shall be maintained with the contested part of the record for as long as the record is maintained, and the statement shall be disclosed whenever it discloses the portion of the record to which the statement relates.

School Officials with Legitimate Educational Interests

School officials with legitimate educational interests shall have access to scholar education records without the necessity of parental consent. School officials with a "legitimate educational interest" include the school official or his or her assistants who are responsible for the custody of the records. School officials with a "legitimate educational interest" also include teachers, employees, agents, or trustees of the school, or of affiliated entities of the school, or of contractual placement facilities, as well as their attorneys and consultants, who are:

- working with scholars
- considering disciplinary or academic actions
- reviewing a disabled scholar's Individual Education Plan (IEP)
- compiling statistical data
- investigating or evaluating programs
- pursuing other school-related educational goals
- fulfilling a school-related responsibility

Directory Information

Directory information includes the scholar's name, address, telephone listing, date and place of birth, major field of study, participation in officially-recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational institution attended by the scholar. This information is deemed public information unless the parent files with the school a written objection to the release of directory information about his/her own children.

Notice of Parent and Scholar Rights

At least once each calendar year, the school shall give parents of scholars in attendance notification of their rights under the Family Educational Rights and Privacy Act of 1974. The Notice shall also inform parents and scholars of their right to file complaints regarding the school's compliance with the Act. This Policy shall be made available to parents and scholars upon request at the school's Administrative Office. The information in the Notice shall be translated for or explained to the parents of scholars whose primary language is other than English.

Records Sought by Court Order or Subpoena

The school may release education records in compliance with a judicial order or lawfully issued subpoena. In such event, the school shall make a reasonable effort to notify the parent or eligible scholar of the order or subpoena in advance of compliance.

Emergency Disclosure

The school may disclose personally identifiable information from an education record of a scholar without consent in connection with a health or safety emergency when knowledge of the information is necessary to protect the health or safety of the scholar or other individuals.

Loss of Parental Rights

Parents lose their rights of access, consent, and correction of scholar records when the scholar reaches 18 years of age or older or, if 18 years or older, when the scholar ceases to be a dependent for tax purposes. These rights do not extend to a parent whose rights have been legally terminated.

Title I, Part A, Parent Notice

Each Title I, Part A, campus provides to each individual parent information on the parent's right to request information regarding the professional qualifications of his/her child's classroom teacher.

COMPUTER AND INTERNET USE

Use of computers is a privilege and not a right. Due to the expense associated with acquiring this technology and the potential for damage to the equipment through misuse, A. W. Brown Leadership Academy has developed the following specific computer usage rules. Violation of any of the rules listed in this section may result in revocation of computer and/or internet privileges and any other disciplinary measures as may be deemed appropriate by the principal.

1. Scholars are prohibited from erasing, renaming, or damaging anyone else's computer files, programs, or disks.
2. Scholars are prohibited from using someone else's password or email account.
3. Scholars may not use the computers to make purchases of any kind or to advertise any products for purchase or sale.
4. Scholars may not use the computers for any unlawful purpose such as illegal copying, plagiarizing, or illegal installation of software
5. Scholars are prohibited from writing or otherwise attempting to introduce any computer code designed to self-replicate, damage or hinder the performance of the computer's memory or filing system (i.e., introduction of a computer virus).
6. Scholars are prohibited from using the computer to annoy or harass others with inappropriate language, images or threats.
7. Scholars are prohibited from accessing any internet sites containing obscenities or sexually explicit materials.
8. Scholars are prohibited from assembling or disassembling computers, computer networks, printers, or other computer equipment except as part of a class assignment or with permission of the technology teacher.
9. Scholars are prohibited from removing any software, hardware or computer technology from the school without express permission from the technology teacher or chief academic officer.

A. W. Brown Leadership Academy does not permit the use of its name or logo in connection to creation of any social media sites and will prosecute those responsible. Extracurricular directors may post to the existing A. W. Brown Leadership Academy Facebook page.

SCHOLAR ELECTRONIC DEVICES

Scholars may possess electronic devices, inclusive of mobile phones, but they must be turned off and remain out of sight between the hours of 7:00 a.m. and 4:30 p.m. except for pre-approved educationally related activities. Failure to keep the device turned off, out of sight, and put away will result in its confiscation. Once confiscated, the device should be turned into an administrator and will only be returned to a parent/guardian 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 emailing parentinfo@awbrown.org or calling the school office manager at 972-709-4700 and leaving a voicemail message for a return call. The school will NOT be responsible if the device is **damaged, lost or stolen**.

NOTE: Parents are advised not to contact their children on their electronic device between the hours of 7:00 a.m. and 4:20 p.m. as the phones are required to be off during these times.

Bring Your Own Device Acceptable Use 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 B** for more details.

Student/Parent Equipment Use Agreement

A.W. Brown is excited to provide the opportunity for our students to take home a digital device for learning. Please understand that prior to taking the learning device home, students will be instructed and evaluated on proper use and care. Students must follow the AWBLA Responsible Use Guidelines in which can be found on the website. A checkout form outlining the cost if damaged, stolen, or lost is required before device distribution.

See **Appendix C** for more details.

SCHOOL UNIFORM - OVERVIEW

All scholars are expected to exemplify proper dress and grooming standards in a manner which portrays an appropriate image for the scholar and the school. **Scholars shall not wear any clothing, hairstyles, or accessories that distract from, or interfere with, their education or that of others or is in any way disruptive to the learning environment.**

Guidelines for Wearing School Uniforms

- Uniforms are worn daily between 7:50am – 3:50pm
- Shirts/blouses will be tucked and buttoned
- Belts must be worn with pants that have belt loops
- Bottoms with waistbands are the only exception
- Socks and/or hosiery are a requirement

Dress Code Violations

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

- ➔ 1st Offense - Written warning to parent/guardian
- ➔ 2nd 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.

NOTE: The principal may prohibit clothing or grooming that in his/her judgment may reasonably be expected to cause disruption of, or interference with normal school operations or that is determined to be gang-related. The principal reserves the right to declare certain clothing items or colors to be gang-related at any time when the safety of scholars is an issue.

SCHOOL UNIFORM REQUIREMENTS

The A. W. Brown Leadership Academy requires scholars to wear uniforms. Scholar uniforms make a statement of belonging to a unique school community committed to educational excellence. Requirements are as follows:

PK MALES

- **Polo / Oxford Shirt** (*Plain or school logo only*)
Colors: white*, red, yellow/gold, navy, or powder blue
- **Pants / Walking Shorts**
Colors: navy or khaki twill
- **Sweaters / Cardigan /Pullovers**
Colors: red, navy, or powder blue

K – 5th MALES

- **Polo / Oxford Shirt** (*Plain or school logo only*)
Colors: white*, red, yellow/gold, navy, or powder blue
- **Pants / Walking Shorts**
Colors: navy or khaki twill
- **Sweaters / Cardigan /Pullovers**
Colors: red, yellow/gold, navy, or powder blue

MIDDLE SCHOOL MALES

- **Polo / Oxford Shirt** (*Plain or school logo only*)
Colors: white*, red, yellow/gold, navy, or powder blue
- **Pants / Walking Shorts**
Colors: navy or khaki twill
- **School-Crested: Sweaters / Vests / Cardigans**
Colors: red, yellow/gold, or black

PK FEMALES

- **Polo / Oxford Blouse** (*Plain or school logo only*)
Colors: white*, red, yellow/gold, navy, or powder blue
- **Jumper / Pants / Skort / Skirt / Walking Shorts**
Colors: navy or khaki twill
- **Sweaters / Cardigan /Pullovers**
Colors: red, navy, or powder blue

K – 5th FEMALES

- **Polo / Oxford Blouse** (*Plain or school logo only*)
Colors: white*, red, yellow/gold, navy, or powder blue
- **Jumper / Pants / Skort / Skirt / Walking Shorts**
Colors: navy or khaki twill
- **Sweaters / Cardigan /Pullovers**
Colors: red, yellow/gold, navy, or powder blue

MIDDLE SCHOOL FEMALES

- **Polo / Oxford Blouse** (*Plain or school logo only*)
Colors: white*, red, yellow/gold, navy, or powder blue
- **Jumper / Pants / Skort / Skirt / Walking Shorts**
Colors: navy or khaki twill
- **Sweaters / Cardigan /Pullovers**
Colors: red, yellow/gold, or black

ACCESSORIES (ALL SCHOLARS)

SHOES

- Style: rubber soled shoes or tennis shoes

MALE SOCKS

- Colors: white, navy, or black preferred

FEMALE HOSIERY

- Colors: white, navy, black socks, or black tights

OUTERWEAR

- Students outerwear (coats, jackets, hooded sweatshirts, gloves, scarves, etc.) may be worn upon arrival.
- Outerwear is NOT to be worn inside the building.
- School approved sweaters, cardigans, and pullovers (school-crested or plain) MAY be worn in the classroom and hallways.
- All District-issued school jackets are permitted.
- All school colored sweaters must be plain (no writing).

ILEAD WEDNESDAYS

A. W. Brown Leadership Academy 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 to demonstrate leadership skills, and prepare for future leadership opportunities.

White shirt, khaki/black bottoms, & grade level tie

DRESS DOWN DAYS

“Dress-Down” is limited to designated Fridays of each month. Scholars must pay the required funds in order to participate. On “Dress Down Days” scholars may wear clothing other than the prescribed uniform. On these days, scholars have the option to dress casually, including wearing jeans and T-shirts. Please adhere to the following dress code rules:

- T-shirts are permitted; however, no offensive or suggestive material on any piece of clothing is allowed.
- No sleeveless tops or shirts, low necklines, spaghetti straps, shoulder-baring, midriff-baring or revealing tops or open back shirts may be worn.
- Modest and appropriate is the goal (no see-through material, no midriff or underwear showing).
- Overly short apparel is not permitted. Skirts, skorts and shorts must be at least fingertip length, even if leggings are worn under a skirt.
- Tennis shoes and athletic shoes are permitted; however, Crocs, flip-flops, mules, open back shoes, high-heeled shoes and sandals are not allowed due to safety concerns.
- No low necklines or tight-fitting tops, pants, shorts, etc.
- No cut-offs, frays or clothing with holes/slits above fingertip length.
- No sagging or bagging.

Unacceptable

- T-shirts unless designated school spirit day, college or chief academic officer approved
- Clothing with tears, holes, cuts or fraying ends
- Corduroy or denim materials
- Leggings
- Clothing shorter than two (2) inches in length above the bend of the knee
- Flip-flops, sandals, heeled/wheeled shoes
- Revealing items of clothing of any type will not be permitted, i.e., tank tops, shoulder-baring, midriff-baring, backless, sheer materials, etc.
- Caps, hats, do-rags, scarves, bandanas, or head coverings except for verified medical or religious
- Neither hoodies nor sweatshirts may be worn in lieu of school-prescribed sweaters

NON-DISCRIMINATION AND ANTI-HARASSMENT POLICY

NON-DISCRIMINATION

The AWBLA District, is an equal opportunity educational provider and employer, does not discriminate on the basis of race, color, ethnicity, religion, national origin, gender, disability, sexual orientation, genetic information, gender identity, or gender expression or any other basis protected by law in educational programs or activities that it operates or in employment decisions. The District is required by *Title VI and Title VII of the Civil Rights Act of 1964*, *Title IX of the Education Amendments of 1972* (the “Final Rule”, May 2020), *Section 504 of the Rehabilitation Act of 1973*, and the *Age Discrimination Act of 1975*, *the Americans with Disabilities Act of 1990*, *Title IX* as well as board policy not to discriminate in such a manner. (Not all prohibited bases apply to all programs.

ANTI-HARASSMENT

The AWBLA District expressly prohibits racial, national origin, ethnic, religious, disability, genetic information, gender, gender identity, gender expression, or sexual orientation harassment of its students, employees, and those who seek to join the campus community in any capacity or those who interface with the district, i.e., citizens, parents, vendors. District employees are expected to treat students with courtesy and respect. Students are expected to treat other students and district employees with courtesy and respect, to avoid behaviors known to be offensive, and to stop those behaviors when asked or told to stop.

Examples of harassment include, but are not limited to, threatening or intimidating conduct; verbal, written, electronic, or physical conduct; and any other demonstrative actions based on race, color, ethnic origin, nationality, religious preference, disability, genetic information, gender, gender identity, gender expression, or sexual orientation that has the purpose or effect of creating a hostile, intimidating, or offensive learning environment and substantially interfering with the learning environment.

RETALIATION

Retaliation against a person who makes a good faith report of discrimination or harassment is prohibited. Retaliation against a person who is participating in an investigation of alleged discrimination or harassment is also prohibited. However, an individual’s exercise of rights protected by the First Amendment of the United States Constitution does not constitute prohibited retaliation. Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a Title IX investigation or grievance proceeding also does not constitute retaliation.

REPORTING PROCEDURES

Any student who believes that he or she has experienced discrimination, harassment, or retaliation should immediately report the problem to their teacher, counselor, or campus principal. No procedure in district policy shall have the effect of requiring the student alleging harassment to bring the matter to the person who is the subject of the complaint. Should the complaint be against a district administrator, then it should be filed with the next level of authority- Executive Director of Teaching and Learning. Upon receiving any complaints, the district will determine whether the allegations would constitute an official investigation in which district officials shall promptly begin with allegations of discrimination, harassment, and retaliation. If law enforcement or other regulatory agency notifies the district that it is investigating the matter and requests that the district delay its investigation, the district will resume the investigation at the conclusion of the agency's investigation. If the allegations are proven as prohibited conduct as defined by policy, disciplinary actions as deemed appropriate pursuant to the district policy will be taken. All parties involved will be notified at the conclusion of the investigation. A student/parent who is dissatisfied with the outcome of the investigation may appeal in accordance with the district's Grievance Procedure policy located in the Scholar & Parent Handbook.

FALSE CLAIMS

Filing false allegations is strictly prohibited and may result in disciplinary action. Any person who intentionally makes a false claim or offers false statements may be subject to any and all available state and district penalties.

CONFIDENTIALITY

To the greatest extent possible, the District keeps the identity of complainants, respondents, and witnesses confidential unless disclosure is required by law or necessary to carry out a Title IX proceeding. Limited disclosures may be necessary for the District to conduct a thorough investigation and to preserve the rights of complainants, respondents, and witnesses.

AWBLA is committed to protecting its scholars and employees from discrimination, harassment, or retaliation for any reason and of any type. All scholars and employees are entitled to a safe, equitable, and harassment-free environment. Such infractions will not be tolerated and shall be just cause for disciplinary action.

NOTE: Sex Discrimination and Sexual Harassment claims may constitute *Title IX* regulations.

TITLE IX REGULATIONS

SEX DISCRIMINATION AND SEXUAL HARASSMENT

AWBLA prohibits sex discrimination in any of its educational programs or activities. Sexual harassment, including sexual assault, constitutes as unlawful sex discrimination.

“No person in the United States, shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance . . .”
Title IX of the Education Amendments of 1972.

Sex discrimination under **Title IX** is any conduct that is so severe, pervasive, and objectively offensive that it denies individuals equal access to a school program or activity such as:

- ⇒ Denying a person admission to the school based on sex.
- ⇒ Declining to hire someone because of their sex.
- ⇒ Providing “better” educational resources to male students than to female students.
- ⇒ Unwelcome sexual comments, advances, name calling, etc. based on sex.

The “**Final Rule**” (May 2020) defines sexual harassment as conduct based on sex that satisfies one or more of the following:

- ⇒ A school employee conditions the provision of an aid, benefit, or service of the school on an individual’s participation in unwelcome sexual conduct (*quid pro quo* harassment).
- ⇒ Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school’s education program or activity (hostile environment harassment).
- ⇒ Sexual assault, dating violence, domestic violence, or stalking as those terms are defined in various federal laws (the *Clergy Act* and *Violence Against Women Act*).

Transgender Students (June 2021)- The U.S. Department of Education Notice of Interpretation and the recent Department of Justice memorandum concluded that **Title IX prohibits discrimination** against an individual based on that person’s transgender status.

The District prohibits all scholars and employees from engaging in offensive verbal, written, electronic, or physical conduct of a sexual nature directed toward another individual. This prohibition applies whether the conduct is by word, gesture, or other intimidating sexual conduct, including requests for sexual favors that a person regards as offensive or provocative. Examples of prohibited sexual harassment may include, but are not limited to: touching private body parts or coercing physical contact that is sexual in nature; sexual advances; jokes or conversations of a sexual nature; and other sexually motivated conduct, communications, or contact.

Sexual harassment of scholars by employees of the district is strictly prohibited. Any romantic or inappropriate social relationship, including any sexual relationship, between a scholar and a district employee is prohibited, even if consensual. Sexual contact between an employee of the district and a scholar is a second-degree felony, according to the Texas Penal Code. Necessary or permissible physical contact that is not reasonably construed as sexual in nature does not constitute sexual harassment.

AWBLA JURISDICTION UNDER TITLE IX

AWBLA has jurisdiction over sexual harassment claims when the conduct at issue occurs in the district's *education program or activity*. This includes locations, events, or circumstances over which the school exercised substantial control over both the respondent and the context in which the sexual harassment occurred. Title IX applies to *all* of the district's education programs or activities, whether they occur on-campus or off-campus. This includes athletic events, extracurricular activities, field trips, regular instructional activities, etc.

TITLE IX REPORTING PROCEDURES

Any person may report sex discrimination, including sexual harassment, regardless of whether the person making the report is the alleged victim. This is considered an informal complaint at this given time. An informal complaint can be verbal or written; and can also be reported by mail, telephone, email, or in person.

To any employee of AWBLA, including both campus and non-campus staff such as bus drivers, central, and business office staff.

At any time, including non-business hours, by using the telephone number or e-mail address, or by mail to the office address listed for a Title IX Coordinator.

Title IX Coordinator(s) is the district's official designee for conducting all Title IX grievance proceedings. A Formal Complaint must be filed to the Title Coordinator to initiate the formal complaint process. If the alleged conduct does not fall under Title IX's jurisdiction or definition; the district can still proceed under other policies regarding non-discrimination, anti-harassment, bullying, etc.

**Felicia Paul
Title IX Coordinator
3810 W. Red Bird Lane
Dallas, TX 75237
(972) 709-4700 Ext. 4005
title9@awbrown.org**

See **Appendix C** for the Title IX Formal Complaint Form.

NOTE: Refer to the district website to access the following documents:

- **Title IX Formal Complaint**
- **Title IX Formal Complaint Process**
- **Title IX Training Material** (Completed by all District Title IX Stakeholders)

AWBLA strives to prevent, detect, and respond equitably and promptly to reports of sex discrimination or sexual harassment and requires a reliable adjudication process that is fair to all parties.

BULLYING

Bullying means a single significant act or a pattern of acts by one or more students directed at another student that exploits an imbalance of power and involves engaging in written or verbal expression, expression through electronic means, or physical conduct that:

- (1) has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property;
- (2) is sufficiently severe, persistent, or pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student;
- (3) materially student disrupts the educational process or the orderly operation of a classroom or school;
- (4) or infringes on the rights of the victim at school; and includes cyberbullying.

This applies to:

- (1) bullying that occurs on or is delivered to school property or to the site of a school-sponsored or school-related activity on or off school property;
- (2) bullying that occurs on a publicly or privately-owned school bus or vehicle being used for transportation of students to or from school or a school-sponsored or school-related activity; and
- (3) cyberbullying that occurs off school property or outside of a school-sponsored or school related activity if the cyberbullying: (A) Interferes with a student's educational opportunities; or (B)substantially disrupts the orderly operation of classroom. Interferes with a student's educational opportunities.

A. W. Brown Leadership Academy is committed to protecting its students and employees from bullying, harassment, or discrimination for any reason and of any type. All students and employees are entitled to a safe, equitable, and harassment-free school experience. Bullying, discrimination, or harassment, will not be tolerated and shall be just cause for disciplinary action.

Note: This policy addresses bullying of District students. For purposes of this policy, the term bullying includes cyberbullying.

Bullying Prohibited

The District prohibits bullying, including cyberbullying, as defined by state law. Retaliation against anyone involved in the complaint process is a violation of District policy and is prohibited.

Examples: Bullying of a student could occur by physical contact or through electronic means and may include hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name calling, rumor spreading, or ostracism.

Retaliation

The District prohibits retaliation by a student or District employee against any person who in good faith makes a report of bullying, serves as a witness, or participates in an investigation.

Examples of retaliation may include threats, rumor spreading, ostracism, assault, destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances.

False Claim

A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a District investigation regarding bullying shall be subject to appropriate disciplinary action.

Timely Reporting

Reports of bullying shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to immediately report may impair the District's ability to investigate and address the prohibited conduct.

Reporting Procedures (Scholar)

To obtain assistance and intervention, any student who believes that he or she has experienced bullying or believes that another student has experienced bullying should immediately report the alleged acts to a teacher, school counselor, principal, or other District employee. The Superintendent or designee shall create the procedures allowing a student to anonymously report an alleged incident of bullying.

Refer to the district's website under **CrisisGo** for anonymous reporting.

Employee Report

Any District employee who suspects or receives notice that a student or group of students has or may have experienced bullying shall immediately notify the principal,

Report Format

A report may be made orally or in writing. The principal or designee shall reduce any oral reports to written form.

Notice of Report

When an allegation of bullying is reported, the principal or designee shall notify a parent of the alleged victim on or before the third business day after the incident is reported. The principal or designee shall also notify a parent of the student alleged to have engaged in the conduct within a reasonable amount of time after the incident is reported.

Prohibited Conduct

The principal or designee shall determine whether the allegations in the report, if proven, would constitute prohibited conduct as defined by policy FFH, including dating violence and harassment or discrimination on the basis of race, color, religion, sex, gender, national origin, or disability. If so, the District shall proceed under policy FFH. If the allegations could constitute both prohibited conduct and bullying, the investigation under FFH shall include a determination on each type of conduct.

Investigation of Report

The principal or designee shall conduct an appropriate investigation based on the allegations in the report. The principal or designee shall promptly take interim action calculated to prevent bullying during the course of an investigation, if appropriate.

Concluding the Investigation

Absent extenuating circumstances, the investigation should be completed within ten District business days from the date of the initial report alleging bullying; however, the principal or designee shall take additional time if necessary to complete a thorough investigation.

The principal or designee shall prepare a final, written report of the investigation. The report shall include a determination of whether bullying occurred, and if so, whether the victim used reasonable self-defense. A copy of the report shall be sent to the Superintendent or designee.

Notice to Parents

If an incident of bullying is confirmed, the principal or designee shall notify the parents of the victim and of the student who engaged in bullying within **three (3) business days** from the time the report is submitted.

This policy and any accompanying procedures shall be distributed annually in the employee and student handbooks. Copies of the policy and procedures shall be posted on the District's website, to the extent practicable, and shall be readily available at each campus and the District's administrative offices.

DAVID'S LAW

Senate Bill 179, or "David's Law," makes it a Class A misdemeanor when someone harasses a student 18 or younger through text message, social media, websites or other electronic means. The law also allows courts to set a temporary injunction on social media accounts that may have been used in cyberbullying.

The law allows punishment for anyone engaging in bullying that encourages a minor to attempt or commit suicide and designates principals to report cases of cyberbullying to law enforcement.

SUICIDE PREVENTION

All suicide threats are taken seriously by school employees. Due to the serious nature of a suicide threat, the school shall attempt to contact the parent or legal guardian on the same day the threat is made and, whenever possible, shall arrange a face-to-face meeting with the parent or legal guardian to address concerns regarding the scholar's safety.

All suicide attempts will be treated as a medical emergency and appropriate authorities will be notified.

CHILD ABUSE

A scholar's learning and educational environment is of ultimate importance and can be affected by external societal situations. Thus, the child's physical and mental health or welfare must be nourished and protected. **If a professional employee has cause to believe that a child has been or may be abused or neglected, that person shall make an oral report to the Child Protective Services or the Dallas Police Department immediately.** Section 101(b) of the Texas Family Code requires that the oral report be made **within 48 hours**. Practice and conditions are mandated by law.

If a parent has cause to believe that a child has been or may be abused or neglected, **the parent shall immediately notify the campus principal at the school.** If circumstances are not resolved to your satisfaction, then make an oral report to the Dallas Police Department (911) or Child Protective Services (1-800-252-5400).

COUNSELING SERVICES

The counselor's primary responsibility shall be to provide support services to scholars directly through individual and group counseling and indirectly through consultation with staff and parents. As the person most directly responsible and accountable for scholar support services, the counselor must assume a leadership role in the identification of needs and provide counseling and guidance resources in accordance with those needs.

The counseling relationship is a professional relationship, and counselors have a professional code of ethics. To best serve our scholars, there are times when it is necessary for counselors to confer with other school professionals. To the maximum extent possible, under legal and ethical guidelines, the privacy rights of scholars and their families are protected by the counselor.

Counselors are required by state law and the professional code of ethics to report any form of child abuse or endangerment whether to the child or others.

DISCIPLINE MANAGEMENT

Responsive Classroom Approach

Discipline in the classroom and the learning environment is a key factor in scholars' success. A. W. Brown Leadership Academy is committed to creating and maintaining a safe and positive community, and is therefore utilizing a set of well-designed, research-based practices that are intended to boost scholars' social and academic skills while reducing behavior problems. Responsive Classroom uses a proactive approach to discipline that establishes clear expectations for scholars, provide early intervention when misbehavior arises, and focuses scholars on self-regulation and the development of pro-social behaviors such as:

- Assertiveness
- Responsibility
- Empathy
- Cooperation
- Self-control
- Self-regulation
- Kindness
- Compassion
- Trustworthiness
- Honesty
- Integrity
- Respect
- Logical Consequences

Please note that behavior management strategies used are designed to teach and train scholars to become self-regulating, responsible, independent, caring, and cooperative. Effective strategies include but are not limited to: visual cues, positive language, proximity, redirection, and logical consequences. It is our goal to partner with parents to achieve scholar behavioral, social, and academic success.

Corporal Punishment

***Corporal Punishment* is NOT an approved form of discipline at A. W. Brown Leadership Academy.**

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

Discipline of Scholars with Disabilities

Scholars with disabilities shall be disciplined in accordance with:

1. Their Individual Education Plans (IEP's)
2. State and Federal laws pertaining to discipline of scholars with disabilities
3. District Student Code of Conduct

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.

BEHAVIOR INTERVENTION LAB

A scholar may be assigned to one or more sessions of Behavior Intervention Lab (B.I.L.) for engaging in prohibited conduct under the Code of Conduct. The scholar's parent or guardian will be notified by phone and in writing of the scholar's conduct and the length of the B.I.L. assignment. **Behavior Intervention will be held during the instructional day. Therefore, this will require the scholar to report to the Behavior Intervention Lab for all or part of the school day(s).** While in B.I.L., the scholar will be provided the appropriate class assignments and will be expected to complete those assignments by the end of the day as if the scholar was in the regular classroom.

OUT-OF-SCHOOL SUSPENSION

A scholar may be suspended for one or more school days for engaging in prohibited conduct under the Student Code of Conduct. The scholar's parent/guardian will be notified by phone and in writing of the scholar's conduct and the length of the period of suspension. A scholar may not be suspended for more than three consecutive school days. During a period of suspension, the suspended scholar may not enter onto school property or participate in or attend school-sponsored or school-related events or activities. The scholar's teachers will provide assignments that the scholar will be expected to complete during the period of suspension. Scholar assignments or other class work completed during a period of suspension will be accepted for grading if completed in a timely fashion.

CLOSED CAMPUS

A. W. Brown Leadership Academy operates with a closed campus. A closed campus is a term used in education to describe a learning environment that limits access to the classroom and minimizing classroom interruptions for the purpose of maximizing instructional time. This will strictly be enforced **between the hours of 7:00 am – 4:30 pm**. Please know that parents are welcome to visit either of our two campuses. If you need to meet with your scholar's teacher or would like to observe your scholar's class, please email your scholar's teacher and schedule an appointment for either a parent conference or classroom visit.

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

- **1st Point of Contact** - Your Scholar's Teacher
- **2nd Point of Contact** - Your Campus Principal
 - Genesis: Mrs. Akia Smith
 - Quest: Ms. LeAnn Cox
- **3rd Point of Contact** – Mrs. Shenikwa Cager, Executive Director of Teaching and Learning
- **4th Point of Contact** - Mr. Anthony Jefferson, Superintendent

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 under the age of 21 shall be accompanied by a parent/guardian or other responsible adult.

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

Parents and other visitors are always welcome to visit A. W. Brown Leadership Academy and we encourage you to do so. However, to ensure safety for all, visitors must first report to the school office. **Visits to individual classrooms during instructional times are permitted only with administrative approval; however, such visits are not permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment.**

The following are not allowed on the premises of A. W. Brown Leadership Academy:

- 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 or skin
- Bare feet
- Clothing with profane or obscene words and imagery
- Sagging pants

NOTE: Due to the ongoing concern of Covid-19, visitors are not allowed to visit the campuses at this time without prior administration approval. Please send an email or call to schedule an appointment.

DRILLS

From time to time the scholars, teachers, and other school employees will participate in drills of emergency procedures. These procedures help prepare scholars in the event of a fire, tornado, intruder, or other similar type emergency. When the alarm is sounded, scholars should follow directions quickly, quietly, and in an orderly manner. Refer to the district's Crisis Management Plan for more details.

Lockdown Procedures

In the event a campus must be placed on lockdown by order of local police or emergency personnel, the following protective measures are required until further notice:

- All school personnel have been trained in lockdown procedures. They will be doing their best to ensure that all scholars are being held in a safe location on campus.
- In a lockdown we will not be able to answer incoming calls or make outside phone calls. **DO NOT CALL YOUR CHILD'S CELL PHONE.** Within minutes the police, who will secure the neighboring streets and the building perimeter, will assist us. Parents will not be allowed near the school during a lockdown.
- Scholars will be kept inside locked classrooms with the blinds drawn. No one will be allowed to leave the classrooms/secured rooms on campus until the lockdown is lifted.
- All scholars and faculty/staff will remain in the lockdown mode until the police department lifts the lockdown.
- Parents may come to school to pick up their scholar(s) when the lockdown is lifted.

EMERGENCY SCHOOL CLOSING

In the event of weather or other conditions that make it necessary to either delay or close the school, scholars and parents will be notified through announcements made on the A. W. Brown Leadership Academy website and on local television channels 4, 5, 8, 11, and 21. A. W. Brown Leadership Academy also employs an automated system, Power Announcement, which will deliver emergency and/or school closing information directly to your email and/or mobile phones.

NOTE: Please ensure your contact information remains current throughout the school year.

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

Ozone Alert Procedures

In the event there is an ozone alert in which the temperature plus the heat index is 95 degrees or greater, there will be no outside activity. 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.

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. Parents who engage in profane, defiant, or rude behavior will be required to leave and will be permanently banned from the premises and all other school-related events.

EXTRACURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS

Extracurricular activities are those activities that are associated with district approved, school sponsored organizations. Parents and scholars are reminded that participation in extracurricular activities and extracurricular organizations, including athletics, school clubs, and school organizations is a privilege, not a right. Since extracurricular activities are optional, those who elect to participate will be held to higher standards of behavior and performance in and out of school.

SPORTS/PHYSICALLY DEMANDING ACTIVITIES

All scholars participating in activities, including contact sports, members of cheerleading, pep squads, step teams, majorettes, drill team, dance team, and marching band are to have a pre-participation physical examination before being allowed to join the team.

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

Six Weeks Grading Period 2021-2022	Eligibility Verification (Scholar receive notification if they passed the Six Weeks based on Report Card)	Reinstatement Verification (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.

FEES

The District provides materials that are part of the fundamental educational program without charge to a scholar. The scholar, however, is expected to provide his or her own supplies of paper, erasers, notebooks, and all other basic supplies.

The School shall charge the following scholar fees:

- The cost of materials for any program in which the resultant product in excess of the minimum requirements becomes, at the scholar's option, the personal property of the scholar.
- Membership dues for scholar organizations or clubs and admission fees or charges for attending extracurricular activities if membership or attendance is voluntary.
- Security deposits for the return of materials, supplies or equipment.
- Fees for personal physical education or athletic equipment and apparel (any scholar may provide his/her own equipment and apparel if they are sufficient to meet health and safety standards)
- Fees for scholar publications, scholar planners, class rings, annuals, and graduation announcements.
- Fees for authorized, voluntary scholar health and accident insurance.
- Fees for use of musical instruments and uniforms owned or rented by the School (not to exceed the annual maintenance cost).
- Cost of personal apparel used in extracurricular activities that becomes the personal property of the scholar.
- Fee for a course offered for credit that requires the use of facilities or an instructor not available at the school, if such course is optional.
- Any other fee specifically permitted by other statutes.
- Extracurricular scholar uniforms.
- Field Trips Fees (optional)

The parent is responsible for the timely payment of authorized fees for lost books, library late fees, supplies ordered by the scholar for special activities or personal purposes, fees assessed as a result of damage to school property caused by the scholar, and other obligations incurred by the scholar. **Forfeiture of field trips or other fees due to scholar misbehavior leading to disciplinary action are non-refundable.**

The fee law permits a waiver on payment of fees in the case of unusual and exceptional economic hardship. Upon receipt by the A. W. Brown Leadership Academy of reliable proof that a scholar and his or her parent or guardian are unable to pay a fee or deposit required by the school, such fee or deposit shall be waived. Such scholar and his or her parent or guardian must present evidence of their inability to pay to the chief academic officer who shall determine eligibility for a fee waiver." The fee waiver process must be completed prior to all fee final due dates.

FIELD TRIPS

Field trips serve the instructional program by utilizing educational resources of the community. Permission slips provided in the enrollment packets must be signed and returned by a parent or guardian in order for a scholar to be eligible for participation. For security reasons, verbal permission will not be accepted.

Teachers will notify parents prior to all field trips.

Field Trip Payments 2021-2022 (To Be Determined)

<i>NO CASH ACCEPTED - Payment Methods: money order/check/online @My School Bucks</i>

MySchoolBucks.com

1. Create an account using the Parent/Guardian's info.
2. Add Scholar's to the account using
 - a. Select our school
 - b. Name
 - c. School ID number (obtained from the front office receptionist)
 - d. Date of Birth
3. Click "SCHOOL STORE" then click "BROWSE ALL"

NOTE: Service fees are charged for each transaction.

*****IMPORTANT NOTE:** Field Trip fees may not be paid to a scholar's lunch account. Field Trip fees paid to a scholar's lunch account will be returned to the scholar's parent/guardian in the form of a refund check. Payments will not be transferred from a scholar's lunch account to a scholar's Student Activity account.

FUNDRAISING

All school sponsored fundraising campaigns will be initiated by the District Fundraiser Coordinator, 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.

All non-school associated scholar-sponsored fundraisers must include the following disclaimer:

“This is a privately sponsored effort to support the A. W. Brown Leadership Academy. Our individual fund-raising event is not governed, insured, nor endorsed by the school.”

DISTRIBUTION OF NON-SCHOOL MATERIALS

Parents and vendors are prohibited from soliciting funds, merchandise, or taking orders on school property.

PERSONAL POSSESSIONS

Parents and guardians are strongly encouraged to label all of their children's belongings. Many items are lost each year and labels help us return them to the owners. We strongly recommend that you do not allow your child to bring toys, video games or other expensive items to school.

A. W. Brown Leadership Academy shall NOT be responsible for personal items that are lost, damaged or stolen at school or at school-related activities.

SEARCHES AT SCHOOL

School officials have the right to search a scholar's outer clothing, pockets, or personal belongings (backpacks, book bags, school supply boxes, etc.) if they have a reasonable suspicion that the search will reveal that the scholar is in possession of contraband or has otherwise violated a rule of the school. Additionally, a scholar's desk is considered property of the school and therefore, school administrators reserve the right to search a scholar's desk provided reasonable suspicion exists.

GUN-FREE SCHOOLS ACT AND FIREARMS

In accordance with Federal law, the A. W. Brown Leadership Academy School shall expel any scholar who brings a firearm (as defined by 18 U.S.C. 921) to School or who is found in possession of a firearm at school. The expulsion shall be for a period of at least one (1) year. The chief academic officer may modify the length of the expulsion on a case-by-case basis.

The school shall provide educational services to an expelled scholar in an alternative education program as provided by § 37.008 of the Texas Education Code if the scholar is younger than 10 years of age on the date of expulsion.

The school shall not provide educational services in an alternative education program to an expelled scholar who is older than ten (10) years of age as referenced in § 37.008.

The school shall report all scholar expulsions that occur under this policy to the Texas Education Agency together with information identifying the weapon involved.

DRUG-FREE CAMPUS

The A. W. Brown Leadership Academy School supports a zero-tolerance drug policy. If your child is on medication, that information should be provided to the school. *For additional information, see the section on Medicine.*

TOBACCO USE

The A. W. Brown Leadership Academy school prohibits all scholars from possessing, smoking or using tobacco products at school and school-related or school-sanctioned activities on or off school property.

COMMUNICABLE DISEASES

State law prohibits all public schools from allowing children with certain communicable diseases to attend school. Communicable diseases are those which may be passed directly or indirectly from one person to another. The Texas Department of Health publishes a complete list of communicable diseases which may require a scholar to be excluded from attending school. A scholar may be readmitted to school when one of the following occurs:

1. The school receives a medical clearance from the scholar's physician in writing;
2. The school receives a readmission permit from the local Metropolitan Health District.

Common communicable diseases include, but are not limited to, the common cold with fever, ringworm of the scalp (if infected area is unable to be covered by clothing or a bandage), pink eye, scabies, hepatitis, impetigo, measles (initial outbreak), chicken pox (initial outbreak), whooping cough, and COVID-19.

Parents should be reminded that fever indicates contagion. Fever (temperature of 100 degrees or higher), diarrhea (three or more episodes of loose stools within a 24 hour period) and vomiting (not related to a single event such as gagging, positioning, mucous, running after eating or seating spicy food) require exclusion. **Scholars are welcomed to return to school when they have been symptom-free for 24 full hours without the use of symptom-reducing medication.**

NOTE: In instances where the scholar has contracted COVID-19, the scholar is welcome to return to school for in-person classes after they have been in quarantine for at least 10 days.

MEDICAL RECORDS ACCESS

The administrators, teachers and school nurse are entitled to access a scholar's medical records maintained by the school if the chief academic officer determines that a "need to know" exists on the part of the individual requesting access to the records. A "need to know" exists when one or more of the aforementioned individuals are:

- Handling a medical emergency or scholar injury that occurs at school or at a school-related event
- Working directly with a scholar in the classroom
- Considering disciplinary or academic actions
- Reviewing or developing an Individual Education Plan for a scholar with disabilities
- Compiling statistical data
- Investigating a school-related matter, or
- Evaluating a school program

Any school personnel with access to scholar medical records shall maintain the confidentiality of those records.

The school cannot require any scholar to be tested to determine a medical condition or status.

MEDICATION ADMINISTRATION (AT SCHOOL)

The school allows administration of prescription medication and over-the-counter medication. In order for the school to administer any medication, the medication must be in its original container, labeled with the scholar's name, and must be accompanied by a written parental/legal guardian consent and **signed physician's orders**.

Prescription medication obtained outside the United States will not be administered by the school. Scholars are not permitted to carry any prescription or over-the-counter medications at school or at school-related activities unless permission is obtained from the nurse and parental or legal guardian consent and signed physician's orders are on file in Health Services.

Administrators shall assign the task of administration of medication to one or more appropriate staff members. The school shall not administer vitamins, herbal remedies (such as herbal teas) or other home remedies to any scholar.

Parents are responsible for providing appropriate foods when their child is allergic to food(s) on the published menu list and must have Epipens available for appropriate school personnel to assist the child. Again, signed physician's orders and written parental or legal guardian consent is required for administration of medication to scholars.

LICE

Scholars with an active case of lice may be sent home from the school. The school requires that the child's condition be treated with medicated shampoo or lotion prior to returning to school. Children with a case of head lice that is resistant to over-the-counter products should contact the nurse for further assistance.

VISION/HEARING/SCOLIOSIS/ACANTHOSIS NIGRICANS SCREENING

State law requires screenings for scholars to detect vision, hearing, scoliosis, and acanthosis nigricans disorders as well as any other screenings specified by the Board of Health. The required tests will be provided by the school unless the parent chooses to submit test results with the signature of a physician.

EMERGENCY MEDICAL TREATMENT

Parents or guardians of scholars are required to complete an emergency medical authorization form for each scholar each year. This form provides space for a telephone number where parents or guardians may be reached during school hours in the event of a severe accident or illness. By law, preference of health care provider, permission for school officials to act on the scholar's behalf when the parents cannot be reached, and consent for the scholar to receive medical treatment must be accompanied by written parental or guardian consent.

In case of a serious scholar accident at school, the scholar's parent is called immediately to transport the scholar for medical care. If the parent cannot be reached, the specific parent instructions for taking a scholar to receive medical treatment are followed unless deemed inappropriate by the emergency medical technician (EMT). In this instance, the scholar is transported by the EMT to the nearest appropriate medical facility.

Procedures for emergency medical care of the seriously ill or critically injured scholar are as follows:

1. A staff member of A. W. Brown Leadership Academy will remain with the sick or injured scholar until a parent or guardian arrives.
2. The parents will be notified by the office. When parents cannot be contacted in a reasonable amount of time, the office will attempt to locate a responsible family member.
3. In the event 911 must be called and the parent or designated family member cannot be located, the office will defer to the emergency medical authorization form for the name of the health care provider and consent for transfer of scholar to receive medical attention.
4. The parent or designated family member will accompany the scholar to the hospital if emergency transportation is needed. If a relative cannot be located, a school faculty member will accompany the scholar and remain at the hospital with the scholar until a responsible family member arrives.

SCHOLAR INSURANCE

Texas statutes place the responsibility of providing insurance coverage for scholars on the parents, not the school. A. W. Brown Leadership Academy does not provide insurance coverage for the scholars.

IMMUNIZATION

In compliance with state law, scholars enrolled in the A. W. Brown Leadership Academy must provide evidence of the following required immunizations:

- Diphtheria/Tetanus/Pertussis
- Poliomyelitis
- Measles/Mumps/Rubella
- Varicella
- Hepatitis B
- Hepatitis A
- Grade specific immunizations:
 - Meningococcal
 - Hemophilus influenzae type b
 - Pneumococcal conjugate

Each scholar shall be required to provide proof of immunization upon enrollment and maintain immunization compliance during enrollment. The A. W. Brown Leadership Academy shall recognize the following exceptions to the immunization requirement:

- The scholar's parent or guardian has submitted to the school a signed affidavit stating that the immunizations conflict with the tenants and practice of a recognized church or religion of which the scholar is a member. **This exception, however, does not apply in time of epidemic or emergency as declared by the Commissioner of Public Health.**
- Scholar submits an affidavit signed by a licensed physician stating that, in the physician's opinion, the immunization(s) would be injurious to the health of the scholar or the scholar's family or household.
- Scholars may be provisionally admitted to the school if the scholar has begun the required immunizations and continues to receive the necessary immunizations as soon as is medically possible.
- The school shall keep an individual immunization record for each scholar during his/her term of attendance. These records shall be kept in compliance with all laws and regulations governing inspection of such records. They may be transferred to other schools with or without parental or scholar consent as required by law.

CAFETERIA SERVICES

The A. W. Brown Leadership Academy continues its policy to operate the Community Eligibility Program (CEP) under the National School Lunch Program and School Breakfast Program for the 2021 – 2022 school year. **Schools qualifying to operate CEP serve breakfast and lunch to all children at no charge and eliminate the collection of meal applications for free, reduced-price, and paid student meals.** This new approach reduces burdens for both families and school administrators and helps ensure that students receive nutritious meals.

Parents are responsible for providing meals for scholars whose allergies do not permit them to eat meals referenced on the published menus. Additional information can be obtained from the school office.

Please note that A.W. Brown Leadership Academy does not prepare on-site meals. Lunches brought from home will not be heated or prepared in any way. Meals sent with scholars must be ready for safe consumption. **We cannot accept lunch deliveries on any day of the week.**

Due to COVID-19, parents/families are not allowed to have lunch with their scholar during the scholar's lunch period.

CLASSROOM PARTIES, FOOD EVENT DAYS, AND SNACKS

Due to COVID-19, A. W. Brown Leadership Academy is following the recommendations provided by state and local agencies. Therefore, to maintain a safe environment for both students and staff, parents will not be allowed to bring any items onto campus including food, beverage, or non-consumables (i.e.: pencils, erasers, trinkets).

Scholars may bring (for own consumption) any of the approved snacks as follows:

- Low-fat pudding
- Jello
- Graham crackers
- Low-fat animal crackers
- Fruit or fruit cups in light syrup
- Low-fat mozzarella cheese
- Yogurt
- Baked chips
- Cereal or cereal bars
- Jerky
- Pretzels

PARENT/TEACHER ASSOCIATION

All parents are encouraged to join the Parent/Teacher Association. Notices will be sent home with scholars prior to all meetings.

PARENT/TEACHER CONFERENCES

Conferences shall be held with parents of all scholars in grades pre-kindergarten through grade eight.

A parent conference may be scheduled to discuss the scholar progress reports, which are electronically delivered at the midpoint of each six-week period. Corrective action plans may be developed during the conference.

A teacher shall schedule one (1) or more conference(s) with the parent(s) of a scholar if that scholar is not maintaining passing grades or achieving the expected level of performance, presents some other problem to the teacher, or for any other reason the teacher considers necessary. A parent may request a progress report or check PowerSchool at any time during any six-week period.

POWERSCHOOL (PARENT PORTAL)

Our scholar management system, PowerSchool, allows parent access via its Parent Portal. This is a feature of the PowerSchool scholar information system that provides parents immediate access to grades, assignments, attendance records and fee balances, in an effort to facilitate and improve communication between home and school.

SCHOLAR RECORDS

A scholar's records are confidential and are protected from unauthorized inspection or use. A cumulative record is maintained for each scholar from the time the scholar enters A. W. Brown Leadership Academy until the time the scholar withdraws. By law, both parents, whether married, separated, or divorced, have access to the records of a scholar who is under 18 or a dependent for tax purposes. A parent whose rights have been legally terminated will be denied access to the records if A. W. Brown Leadership Academy is given a copy of the court order terminating those rights.

Copies of a scholar's records may be requested from the school office with 48-hour advance notice. Parents may be denied copies of a scholar's reports (1) if the parent fails to follow proper procedures and pay the copying fee, or (2) when the school is given a copy of a court order terminating the parental rights.

Procedure for Access

Scholar education records may be viewed by parents and eligible scholars during regular school hours by appearing in person at the school's administration office. Identification may be required. Some records may require redaction prior to viewing if such records contain personally identifiable information regarding other scholars. **Parents are entitled to one free copy of their child's records. Any subsequent copies will be provided for a fee of \$5 up to ten pages and \$1 per page thereafter.**

CHANGE OF ADDRESS OR TELEPHONE NUMBER

In order for the school to handle emergencies, maintain communication, and keep records current, parents should notify the school office immediately of address or telephone changes. The school office also needs to have the parents' or guardians' up-to-date work phone numbers and additional contact persons who may be notified if the parents are unavailable in an emergency. "Change of contact" forms are available in the school office. Parents are encouraged to use their PowerSchool username and password to update address and contact information.

COMPLAINTS/GRIEVANCE PROCEDURES (BY SCHOLARS/PARENTS)

Complaints by scholars or parents shall be handled as follows:

- **Level One-** A scholar and/or parent should first discuss the problem with the appropriate Teacher/Staff Member.
- **Level Two-** If the teacher/staff member's resolution is not satisfactory, the complainant may request a conference with an Administrator.
- **Level Three-** If the administrator's resolution is not satisfactory, the complainant may request a meeting with the Superintendent or district's designee.

NOTE: At this level, a Formal Complaint must be submitted before a meeting can be scheduled.

Refer to the district's website to access the form or see **Appendix D**.

- **Level Four-** If the Superintendent's resolution is not satisfactory, the complainant may address the complaint with the Board of Directors.

CHAPERONES / VOLUNTEERS

From time to time, the school may select volunteers to assist the staff and scholars. Volunteers must follow all of the rules and regulations of the school to the same extent as employees of the school and any additional rules or directives required. Volunteers must sign in at the main office each day before beginning their assignments. Please be advised that both federal and state law requires criminal history background checks for anyone accompanying scholars on a field trip. Information for background checks must be presented a minimum of ten school days in advance.

While their services are appreciated, volunteers must meet and adhere to the following guidelines:

Age Requirement

- Chaperones must be 21 years of age or older.

Transportation

- Chaperones should accompany scholars on school-provided transportation whenever space permits.
- Parents may attend field trips or school activities with underage children, however, not in the role of a chaperone or active volunteer; thus, not on school-provided transportation. Children over the age of the grade-level cannot attend.

Language:

- All conversations must be positive in nature and in tone.

Discipline Management:

- Discipline management should be limited to positive reinforcement. Physical punishment is never allowed.
- Severe disciplinary concerns should be referred to the teacher.

<i>Volunteer appreciation recognition requires a minimum of 20 hours of service, not inclusive of routine classroom observations, monitoring, or conferencing in regard to your own child.</i>

RELIGIOUS ACTIVITY

Scholars may individually, voluntarily, and silently pray or meditate in school in a manner that does not disrupt the instructional or other activities of the school.

A. W. BROWN LEADERSHIP ACADEMY

2021-2022 ACKNOWLEDGEMENT OF SCHOLAR AND PARENT HANDBOOK

As parent /guardian of the scholar listed below, I hereby acknowledge I have received a copy of the A. W. Brown Leadership Academy Scholar and Parent Handbook:

1. I understand the policies, procedures, rules, and regulations as stated in this document.
2. I understand the responsibilities expected of me as a parent/guardian.
3. I accept the consequences should my child fail to abide by the stated provisions.

I as a parent/guardian, commit to:

1. Ensure that my scholar is in school daily;
2. Make sure my scholar is compliance with the school dress code;
3. Attend all Parent-Teacher conferences; and
4. Volunteering at school events and attend scheduled meetings.

Scholar Name

Teacher/Grade Level

Signature of Parent

Date

APPENDICES

Appendix A - Special Services/ Child Find Duty Quick Guide

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

Appendix C - Student/Parent Equipment Use Agreement

Appendix D - Title IX Formal Complaint Form

Appendix E - Grievance Formal Complaint Form

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
The Legal Framework for the Child-Centered Special Education Process: Child Find Duty The Legal Framework for the Child-Centered Special Education Process: Ages 0-5 The Legal Framework for the Child-Centered Special Education Process: Children in Private Schools	Child Find, Evaluation and ARD Supports Network TEA Technical Assistance: Child Find and Evaluation



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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's 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

A.W. Brown
Leadership Academy

Student / Parent Equipment Use Agreement

A.W. Brown is excited to provide the opportunity for our students to take home a digital device for learning. Please understand that prior to taking the learning device home, students will be instructed and evaluated on proper use and care. A checkout form is attached outlining the cost if damaged, stolen, or lost. Students must follow the AWBLA Responsible Use Guidelines. These guidelines can be found on our website www.awbrown.org.

Student Code of Conduct

1. Electronic files sent, received, viewed or stored anywhere in the computer system are available for review by any authorized AWBLA staff for any purpose.
2. Modifying or changing device settings and /or internal or external configurations without appropriate permission is prohibited.
3. Personal information such as, but not limited to, last name, home address, phone numbers, email addresses, or birthdates must not be placed on device or shared online.
4. Using obscene, threatening or disrespectful language in any electronic communication tool is prohibited.
5. **Disclaimer.** While AWBLA uses technology protection measures to limit access to material considered harmful or inappropriate to students, it may not be possible for the District to absolutely prevent such access. Despite our best efforts and beyond the limits of filtering technology, a student may run across some material that is objectionable. AWBLA has a 3-layer approach when students are using the Internet. The device is automatically routed through AWBLA's filter for appropriate content which provides the first layer. The second layer is the monitoring of an adult, and the third layer is where the student should use their digital responsibility skills when using a device.

Responsible Use and Care

1. The device is to be treated as a valuable object. It should not be thrown, purposely dropped, or abused. It will never be placed on the roof or hood of a car, on the sidewalk or street, or imperiled in any way that may cause it to be crushed or thrown to the ground.
2. The device will never be left unattended on the bus, in the cafeteria, in the gym or any other public place.
3. The device will not be used in or near proximity of water, household chemicals, or other liquids that could damage its electronic components.
4. The device will be protected from the environment to prevent rain, snow, ice, excessive heat, and/or cold.
5. Pencils, pen tips, and other pointed objects will never be used on the screen.
6. The device will be kept away from siblings and pets at all times.
7. Parents and students agree to return the device and all components to the school in the same condition the device was issued to the student.

Equipment

AWBLA assigns to Student the use of the following equipment and accessories:

<input checked="" type="checkbox"/>	Equipment	Damaged Equipment Cost	Lost/Stolen Equipment Cost	Student Initials	Parent Initials
<input type="checkbox"/>	Lenovo Chromebook	\$100-\$200	\$199.00		
<input type="checkbox"/>	Chromebook Charger	\$33.24	\$33.24		
<input type="checkbox"/>	Chromebook Tablet Case	\$22.00	\$22.74		
<input type="checkbox"/>	Chromebook 10e Tablet	\$100-\$220	\$215		

Parent/Guardian Responsibilities and Permission

I am authorizing the assignment of a mobile device to my child. I understand that the device is to be used as a tool for learning and that my child will comply with the AWBLA Responsible Use Guidelines. I understand the three-layer approach when my child is using the device. I will help ensure the safe and timely return of the device within the loan period. I also understand that I am financially responsible for any willful, malicious, or accidental damage to the device. I understand that my child may lose future loan privileges of the device if it is either damaged or not returned in a timely manner.

Parent/Guardian Name (printed) _____

Parent/Guardian Signature _____ Date _____

Parent/Guardian Contact Info. (Phone) _____ (Email) _____

Student Responsibilities and Permission

I agree to take care of the device while it is in my possession. I will not throw, drop, or damage it in any way. I will not give the device to another student for his/her use. I will use the device in the appropriate manner. I agree to return the device in good condition at the conclusion of the loan period.

Student Name (printed) _____

Student Number _____ Device S/N _____



A.W. BROWN LEADERSHIP ACADEMY

TITLE IX FORMAL COMPLAINT FORM

NOTE: Please print or type when completing this form. You may also attach additional pages describing your complaint if necessary.

- **Complainant** _____
- **Title/Position** _____
- **Home Address** _____
- **Phone Number** _____
- **Email Address** _____

If you are a Parent/Guardian completing this form on behalf of a minor complainant, please provide your contact information:

- **Parent/Guardian** _____
- **Relationship** _____
- **Home Address** _____
- **Phone Number** _____
- **Email Address** _____

A complainant has the right to be represented by an Advisor during the Formal Complaint process. An advisor may be, but is not required to be, an attorney. If you will be represented by an advisor in presenting your Formal Complaint, please provide the name and contact information of your Advisor. If unknown at this time, you may provide the information at a later time.

- **Advisor** _____
- **Title/Position** _____
- **Address** _____
- **Phone Number** _____
- **Email Address** _____

In the Title IX Formal Complaint process, the individual reported to have committed the alleged sexual harassment is called the “Respondent.” Please provide the name(s) of the person(s) you allege to be the respondent(s) responsible for the conduct described in this form. If known or applicable, please also include the respondent’s title or position.

- **Respondent:** _____
- **Title/Position:** _____

- **Respondent:** _____
- **Title/Position:** _____

Please only describe the facts and circumstances of the alleged sexual harassment related to this Formal Complaint, and provide as much detail as possible regarding the reported incident. Additional sheets may be attached as necessary; please indicate how many additional pages being provided to ensure complete receipt of your Formal Complaint.

■

When and where did the alleged sexual harassment occur? If possible, please provide specific dates, times, and locations.

- **Date(s):** _____
- **Time(s):** _____
- **Location(s):** _____

Please provide any information known about the reported location of the incident, including if it was on or off campus.

Please describe how the alleged sexual harassment has affected you. This may include physical injuries, or any impact on your ability to access or benefit from AWBLA's education program or activities.

■

Please identify any evidence you believe is relevant to your allegations. This may include emails, text messages, social media postings, pictures, physical objects, audio recordings, or other items you intend to make available to AWBLA. And, if known, please identify any information in the District's possession that you believe would be relevant to your allegations, for example, emails or security camera footage.

■

Please describe the remedy or outcome you seek for this Formal Complaint.

For a retaliation complaint, please explain how or why you believe someone retaliated against you.

Please provide the names and contact information (if known) of anyone who may have witnessed the alleged sexual harassment.

- **Witness Name:** _____
- **Contact Info:** _____

- **Witness Name:** _____
- **Contact Info:** _____

- **Witness Name:** _____
- **Contact Info:** _____

If you have brought this matter to the attention of an AWBLA employee or representative other than the Title IX Coordinator, please state to whom you reported and provide their contact information, if known.

- **Employee Name:** _____
- **Contact Info:** _____

A.W. BROWN LEADERSHIP ACADEMY

TITLE IX SIGNATURE FORM

NOTE: Please sign below and submit to the Title IX Coordinator as identified on page 1. Please put the date you will submit the completed Formal Complaint Form by hand delivery, email, or U.S. mail to the Title IX Coordinator.

- **Date of Submission:** _____

- **Complainant Name:** _____

- **Complainant Signature** _____

If this Formal Complaint Form is being submitted by Parent/Guardian due to the complainant identified as a minor (under the age 18).

- **Parent/Guardian Name:** _____

- **Parent/Guardian Signature:** _____

If this Formal Complaint Form is being submitted by AWBLA's Title IX Coordinator instead of a Complainant:

- **Coordinator Name:** _____

- **Coordinator Signature:** _____

A.W. BROWN LEADERSHIP ACADEMY 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)

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

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

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?

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

Complainant Signature

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

Print Name: _____

Signature: _____