



# **CHARTER SCHOOL APPLICATION**

**Schools opening in the fall of 2013**

**Paul R. Brown Leadership Academy**

**Due by 12 noon Friday, April 13, 2012**

North Carolina Department of Public Instruction  
NCDPI/Office of Charter Schools  
301 N. Wilmington Street  
Raleigh NC 27601-2825  
919-807-3491

Mailing Address:  
6303 Mail Service Center  
Raleigh, NC 27699-6303

**CHARTER SCHOOL**  
**2012 Application Process**  
**To open a charter school in the 2013-2014 school year**

***TIMELINE***

APPLICATION DUE DATE/TIME

<b>APRIL 13, 2012</b>	A <b>complete</b> application package must be received in the Office of Charter Schools by 12 noon on <u>April 13, 2012</u> . If the preliminary chartering entity is other than the State Board of Education (SBE), please contact the Office of Charter Schools for guidance.
<b>APRIL 20, 2012</b>	Copy of the application due to the Local LEA.
<b>MAY 11, 2012</b>	LEA Impact Statements due to the Office of Charter Schools
<b>MAY, 2012</b>	Public Charter School Advisory Committee receives applications and begins the process of reviewing applications ahead of their initial meeting.
<b>JUNE/JULY, 2012</b>	The Public Charter School Advisory Committee meets and discusses applications. Candidates receiving the highest ratings will receive interviews.
<b>JULY, 2012</b>	Charter School Advisory Committee interviews candidates and makes recommendations to SBE for preliminary charter school approval.
<b>SEPTEMBER, 2012</b>	SBE votes for applicants which will begin their preliminary planning year training with final approval to be granted in March of 2013.

*The Office of Charter Schools must receive the entirely complete application package no later than **12 noon on April 13, 2012**. A copy must be submitted to the LOCAL Board pursuant to G.S. 115C-238.29B(d) within 7 days.*

## I. APPLICATION COVER PAGES

**NAME OF PROPOSED CHARTER SCHOOL:** Paul R. Brown Leadership Academy

**NAME OF NONPROFIT ORGANIZATION/MUNICIPALITY UNDER WHICH CHARTER WILL BE ORGANIZED OR OPERATED:** Paul R. Brown Leadership Academy Board of Trustees

**HAS THE ORGANIZATION APPLIED FOR 501(c)(3) NON-PROFIT STATUS:** Yes      No X

Provide the name of the person who will serve as **the primary contact** for this Application. **The primary contact** should serve as the contact for follow-up, interviews, and notices regarding this Application.

**NAME OF CONTACT PERSON:** Minnie Price

**TITLE/RELATIONSHIP TO NONPROFIT:** Treasurer Paul R. Brown Leadership Academy

**MAILING ADDRESS:** 1360 Martin Luther King Drive  
Elizabethtown, NC  
28337

**PRIMARY TELEPHONE:** 910 872 5333

**ALTERNATE TELEPHONE:** 910 -862 -4868

**E-MAIL ADDRESS:** MinnP9@aol.com

**Location Proposed Charter School (LEA):** Elizabethtown, NC

**Conversion:**

No: x

Yes: If so, Public ☐ or Private: ☐

If a private school, give the name of the school being converted:

If a public school, give the name and six-digit identifier of the school being converted: \_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_

Description of Targeted Population: Our target population will mirror the socioeconomic and racial makeup of Bladen County. We seek to educate any student within the state of North Carolina who is interested in attending college. Any sixth grade through tenth grade student that qualifies for admission to a North Carolina Public School is eligible to attend Paul R. Brown Leadership Academy.

Proposed Grades Served: 6 – 10

Proposed Total Enrollment: 200

Projected School Opening Year 2013 Month August

School Year	Grade Levels	Total Projected Student Enrollment	Year Round	
			YES	NO
First Year	6 <sup>th</sup> – 10 <sup>th</sup>	200		x
Second Year	6 <sup>th</sup> – 11 <sup>th</sup>	240		x
Third Year	6 <sup>th</sup> – 12 <sup>th</sup>	280		x
Fourth Year	6 <sup>th</sup> – 12 <sup>th</sup>	280		x
Fifth Year	6 <sup>th</sup> – 12 <sup>th</sup>	280		x

I certify that I have the authority to submit this application and that I was regularly involved in the development of this application. All information contained herein is complete and accurate, realizing that any misrepresentation could result in disqualification from the application process or revocation after award. I understand that incomplete applications will not be considered. The person named as the contact person for the application is so authorized to serve as the primary contact for this application on behalf of the applicant.

Minnie Price  
Signature

Minnie Price

Treasurer of the Board of Trustees  
Title

13 April 2012

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## **MISSION, PURPOSES and EDUCATIONAL FOCUS**

### **MISSION:**

The mission of Paul R. Brown Leadership Academy is to serve its students through a commitment to excellence in an education that serves today, tomorrow, and the future by providing an academically rich program that encompasses all skill sets for life: reading, communication, critical and creative thinking, problem solving, work ethic, integrity, physical wellness, and leadership.

### **EVIDENCE FOR NEED OF PAUL R. BROWN LEADERSHIP ACADEMY:**

On 8 October 2011 members of Bladen County Youth Focus Organization and members of the Bladen Central High School Alumni organization met to discuss the possibilities of starting a public charter school on the site of the original Bladen Central High School. Attending this meeting were local parents of the Bladen County School System, as well as retired administrators and teachers from BCSS. After receiving overwhelming support from this initial meeting it was decided to form a board of trustees and to actively seek a charter school.

In November a board of governance was formed for Paul R. Brown Leadership Academy. It was decided to name the school after the much loved principal of Bladen Central High School Paul R. Brown. Since then that board has met on 29 December 2011, 3 January 2012, 7 January 2012, and 16 February 2012. During these meetings the charter application was written and revised. At each meeting members of the community attended and voiced their support and gave their input into what type of school they would like. The overwhelming theme from the community is that they want a structured, safe, disciplined, supportive college prep program for their children. On 27 March 2012 a dinner was held with the pastors, Boy Scout leaders, and anyone who has an active role in the development of the children of Bladen County. The leaders of these organizations pledged support for our program. All meetings and gatherings were held in the Paul R Brown Building in Elizabethtown, NC.

Currently there are no charter schools in Bladen County. There are currently three high schools Extended Hope an alternative school, East Bladen High School and West Bladen High School. Based on the data provided by the NC Schools Report Card the students in the Bladen County system scored below the state average in all demographic categories with the exception of its Asian students. Bladen County students scored below the state average in English I, Algebra I, Biology, Physical Science, and US History. The only two subjects where Bladen County students exceeded the state average were Algebra II and Civics & Economics. Based on these statistics it was decided to pursue a charter school which would focus on increasing student test scores in Bladen County as well as giving them a solid foundation for success in college and life.

During the course of developing the charter it was decided that Paul R Brown Leadership Academy would become a military charter school based on the model used by Forestville Military Academy in Forestville, Maryland. All cadets in grade 9 through 12 would be members of a JROTC program. Cadets in grades sixth through eighth would take a leadership class developed by National Middle School Cadet Corps. These cadets would still be members of the Corps of Cadets. Using the military academy model PBLA would educate young men and women within a rigorous academic and military program. This style of instruction promotes life-long learning and leadership skills that intensify and

broadens the student's capabilities by developing their moral, mental, and physical character and stamina. Based on information collected from JROTC when compared against students who were non JROTC the JROTC cadet was the better student. JROTC cadets had a three(3) percent higher attendance rate, and a nine(9) percent higher graduation rate. The cadets GPA and test scores were two(2) percent higher than a non JROTC student enrolled in the same schools. Cadets in JROTC had a two(2) percent lower drop out rate. Less than one(1) percent of all cadets in JROTC nationwide will drop out of school. They also had ten(10) percent lower disciplinary issues than the non JROTC student. The plan of Paul R. Brown Leadership Academy is not to prepare children for enlistment into the

military. Using the motivation the cadet will acquire in leadership class it plans on using a love of learning while teaching cadets discipline and honor. This very system makes young men and women who attend service academies a success.

### **GOALS FOR PAUL R . BROWN LEADERSHIP ACADEMY:**

Paul R. Brown Leadership Academy will measure a cadet's academic background upon his admission to the Academy. We will then use standardized testing throughout the year to measure a cadet's performance and ensure an appropriate academic program is implemented. Paul R. Brown Leadership Academy will use EOG, the EOC and the ACT as its measuring stick to chart academic progress. In addition the Academy will administer new cadets the Northwest Evaluation Association Measures of Academic Progress (MAP) test over the summer prior to enrollment. Once the assessment is completed an academic plan will be created to try and shore up any weakness the cadet may have before he/she returns in the fall. In the fall once school has started the MAP will be administered again to see if the cadet has improved. The cadet and his faculty Mentor will develop a plan for success for success. The MAP will be administered again at the end of the first semester and at the end of the school year. The results of the MAP test will be used to steer instruction for the cadet for the remainder of the year. If the cadet is proficient we will not re-teach a subject if he is weak we will shore him up. It is the plans of the Academy to have each cadet make steady improvement each year and to surpass the state average using the EOG as the measuring tool.

### **PURPOSES OF PROPOSED CHARTER SCHOOL:**

State the relationship between the six legislated purposes, as specifically addressed in the NC charter school statute GS 115C-238.29A, and the proposed school's operations.

#### **Improve student learning;**

Paul R. Brown Leadership Academy will improve student learning through a system that is currently provided for students at the 26 private military schools in the United States. This is a system which puts emphasis on becoming a whole person by taking responsibility for ones own actions. The four pillars that the academy is built on are Academics, Character, Discipline, and Athletics. Cadets will be rewarded with cadet rank and position within a Corps of Cadets. For a cadet to be promoted he must be passing all classes with a certain GPA,(rank specific) complete so many hours of community service per promotion, receive a favorable evaluation from his cadet chain of command, a favorable evaluation from his teachers, and participate on one school athletic team per year. Paul R Brown will always reward cadet achievement every two weeks in academy parades and ceremonies. These ceremonies will be open to parents and the public on Friday afternoons. The ideal is to always reward positive behavior every chance we are given.

Under an academy system cadets will learn quickly that negative behavior or failure to perform academically will result in immediate consequences through the cadet discipline system. Cadets who fail a class will be placed in afternoon study halls with a teacher. Cadets unprepared for class or failing to do assignments will be placed in this same study hall. Cadets who carry a failing grade for more that four weeks will be placed in Saturday study halls. Cadets who disrupt class will be subject to marching a tour. A tour is fifty minutes of marching with a rifle, quietly at a pace of 120 steps marched per minute. Tours will take place in the afternoon during the same time period as study hall. Cadets with excessive tours will be required to march on Saturdays.

All cadets will be rewarded ribbons, medals and accoutrements for their uniforms when positive behavior has occurred. An example cadets with a GPA of 3.0 or higher will receive a silver star to wear on their uniform, 3.5 to 3.9 will wear a gold star. A cadet with a 4.0 will receive a star with a wreath. This is in addition to tabs and medals for making the



Honor Roll and the Deans List. While some may scoff that a \$2.25 medal or cloth rank badges will improve student learning keep in mind that every year across the United States parents write checks to private military schools for their middle and high school aged child that range from \$14,000 to \$42,000 dollars a year. This is the same system that those schools use.

**Increase learning opportunities for all students, with special emphasis on expanded learning experiences for students who are identified as at risk of academic failure or academically gifted;**

According to the NC Schools Report Card Students in Bladen County are underperforming in all but two areas. These students are clearly defined as at risk. By placing them in a military school environment teachers and military uniformed instructors will provide the mentor system that is needed for many of them. Paul R. Brown Leadership Academy instructors will work closely with the Commandant of Cadets and the Academic Dean to identify cadets at risk and get them on the right track. For many of these cadets the first promotion or award will be the first tangible sign of success. Using this motivation PBLA will always try to push the cadet to the next achievement. In addition to the adult support staff of the Commandant, The Academic Dean, and the Faculty Mentor cadets will have a cadet support system. The cadet support system will consist of a cadet squad leader and cadet company executive office. The cadet company executive officer will serve as the company academic officer. These cadets working with the faculty will become the back bone of a cadet peer tutoring program.

Cadets that are academically gifted will be identified and placed in classes that will challenge them. If a cadet is more advanced for the course work offered at the academy additional courses will be arranged through Bladen Community College and online classrooms through the North Carolina School of Science and Math. Cadets that are academically gifted will be looked at for the highest leadership positions in the Corps of Cadets provided that have completed their character, athletic, and leadership requirements.

**Encourage the use of different and innovative teaching methods;**

The educational philosophy, of Paul R. Brown Leadership Academy is grounded in the work of Tony Wagner's The Global Achievement Gap, New York: Basic Books, 2008. As indicated above, Wagner's seven survival skills for education today (Wagner, 14-41) are the guiding principles by which Paul R. Brown Leadership Academy intends to operate its school, build its curriculum, and educate its students. While the seven principles are the basis (Critical Thinking and Problem Solving, Collaboration Across Networks and Leading by Influence, Agility and Adaptability, Initiative and Entrepreneurialism, Effective Oral and Written Communication, Accessing and Analyzing Information, and Curiosity and Imagination), the seven principles have been further refined and re-stated with the special Paul R. Brown Leadership Academy twist we call love of learning. This educational approach, model, theory, will require Paul R. Brown Leadership Academy teachers to be prepared daily and use a variety of teaching tools and techniques to keep students engaged, interested, and on the right track. Team work will be stressed with individuals held to task by specific tasking, product based learning, classroom workshops, real experience, and critical review.

Faculty forums will be held to determine if we are meeting goals, what corrections are needed, provide support, sharpen skills, share experiences, discuss individual student performance, and critique our efforts. In addition, as needed in-service topics and requirements will be addressed as well.

**Create new professional opportunities for teachers, including the opportunities to be responsible for the learning program at the school site;**

As a Charter Public School Paul R. Brown Academy will use the North Carolina Standard Course of Study. Teachers will work from the Standard to ensure each student receives the required knowledge, but it will be just a guide as each teacher is expected to go beyond the Standards and to enrich the learning experience – harkening back to our love of

learning piece, which we believe important. It is important to engage and challenge cadets, but, at the same time, provide that safety net by which no student is allowed to feel belittled or loose self esteem. This is where our military and leadership course work and practical instruction will win the day. Each cadet will be made to feel a success – daily. This success will carry over into the classroom.

**Provide parents and students with expanded choices in the types of educational opportunities that are available within the public school system;**

Because Paul R Brown Leadership Academy will be the first public charter military academy in North Carolina we are definitely an expanded choice. No other school will be able to say that they affect a child in all four areas as we plan to. The whole person concept is what parents in the Bladen County area are looking for. The emphasis that will be placed on respect courtesy, and personal success are provided by the military discipline that these cadets will receive daily. As cadets they will be constantly reminded that they represent the Academy not only on campus but everywhere they go as a cadet and a graduate. The standard will be high but the cadets will meet the challenge.

**Hold the schools established under this Part accountable for meeting measurable student achievement results, and provide the schools with a method to change from rule-based to performance-based accountability systems. (1995 (Reg. Sess., 1996), c. 731, s. 2.)**

As a Charter Public School Paul Brown Academy will use the North Carolina Standard Course of Study and will adhere to all mandatory local and state testing. In addition PBLA will use the Map Test four times a year so that we may accurately evaluate our program and make corrections and revisions when needed. Paul R Brown Leadership Academy will be a college prep school therefore college admission testing will begin in the sophomore year. Eighth Graders will take the Pre ACT. Freshman will take the ACT at the beginning of the year. Sophomores will take the ACT at the end of the sophomore year. All juniors will take the ACT at the beginning and end of the year. Seniors will take the ACT multiple times during the senior year.

Teachers will work closely with parents and cadets to maintain progress records to ensure that each cadet is recognizing and living up to their learning potential. Parent feedback will be used as well. This will be done by having periodic meetings with parents and conducting surveys. At the end of each quarter Paul R. Brown Leadership Academy will hold parent teacher conferences. Parents of cadets who are failing will be notified by teachers every week on their cadet's progress.

**EDUCATIONAL FOCUS:**

Paul R. Brown Leadership Academy will be that special place where the love of learning is taught and practiced so as to impart the love of learning as a lifetime pursuit for its cadets. To do this it is essential that cadets respect authority, respect laws, respect adults, respect learning, and respect each other. The Academy will use a military school format to help teach and reinforce the Academy's curriculum, extracurricular activities, sports, leadership, and character development. It is not a boot camp where fear and coercion rule, but, rather, a safe, nurturing environment where the rule of law presides to ensure that rules are respected so to safeguard Academy culture and to protect its students.

The Academy will teach the North Carolina Standard Course of Study, but with the extra value of teaching the love of learning. Any school can teach the standard course, but the Academy will go beyond and teach that learning is a life long pursuit started in junior high school, but continued throughout one's life. This ensures that regardless of what the Academy's sons and daughters may encounter after high school they by training will be prepared to keep abreast and move ahead. In turn, this approach ensures that as North Carolina citizens, as United States' citizens, and as world citizens they have the skills to think critically and creatively, to problem solve, to follow, to lead, to work, and to make a

Difference. This is the ethos of Paul R Brown Leadership Academy.

The Academy will be a nurturing and challenging environment for students in grades 6<sup>th</sup> thru 12<sup>th</sup> (starting 6<sup>th</sup> thru 10<sup>th</sup> grade in 2013). With a rigorous curriculum the Upper School (9<sup>th</sup> thru 12<sup>th</sup>) will promote the development of respectful, thinking, responsible, and ethical young men and women. While the curriculum will easily support preparatory work for university and college, it will be more than that as it will enable cadets to prepare for whatever the 21<sup>st</sup> Century will bring. The faculty and the staff will be geared to prepare the cadet for whatever he and she may face – not just in a classroom, but in life.

Key to this preparation is the military format and the structuring of Paul R. Brown Leadership Academy. As a military school complete with uniforms, tradition, discipline, drill, ceremonies, and physical training. This military structure will enable the faculty and the staff to instill the necessary tools for life success because Paul R. Brown Leadership Academy will not only be a school in the classical sense, but a leadership lab in the most practical sense. This will enable the student to learn about self, learn about others, practice good followership, and, in turn, learn how to lead and make a difference. Paul R. Brown Leadership Academy will be the ultimate preparation for life success not just university, college, tech school, or trade school success. Each cadet will be required to fully participate in the leadership program and in doing so learn the value of citizenship, patriotism, selfless service, reality, self-confidence, and hard work coupled with the ability to read, think, problem solve, and execute.

This is no pie in the sky approach, but the learning of the necessary and hard tools to win and in winning make community, state, nation, and world a better place. The requirements for success at Paul R. Brown Leadership Academy will be those requirements so necessary for life's success. It is believed that the discipline, demands, structure, and rules instilled and lived by while at Paul R. Brown Leadership Academy are those very same tools in so short supply today and must be carried into the 21<sup>st</sup> Century. Paul R. Brown Leadership Academy graduates will become the guardians of these tools and, in turn, will use them to forge personal success as they ensure collective success in community, state, nation, and world.

Much of what it will be imparted will be done in the classroom and reinforced throughout the entire academic day in every facet of the day to day routine: What is started in the first assembly of the day as a topic or subject will be carried through in every class, on the drill field, parade field, athletic field, seminar, meeting, club, and formation. Thus, what is taught will be reinforced. Repetition and reinforcement are two keys of education sorely lacking today replaced by make work homework and mindless exercises that serve only to keep cadets busy. Paul R. Brown Leadership Academy will reinstitute work that matters and reinforces what is important.

Creating that special environment with dedicated and committed faculty all on the same sheet of music along with caring and involved parents can make a difference in cadet's academic lives as well as their life's preparation – just what Paul R. Brown Leadership Academy proposes to do.

## IV. GOVERNANCE

### **PRIVATE NONPROFIT CORPORATION (G.S.115C-238.29E)**

The nonprofit corporation must be officially authorized by the NC Secretary of State by the final approval interview date.

Name of Private Nonprofit: Paul R. Brown Leadership Academy Foundation

Mailing Address: 1360 Martin Luther King Drive

City/State/Zip: Elizabethtown, NC 28337

Street Address: 1360 Martin Luther King Drive Elizabethtown, NC

Phone: 910 872 5333

Fax:

Name of registered agent and address: Minnie Price  
1360 Martin Luther King Drive Elizabethtown NC 28337

FEDERAL TAX ID: Federal TAX ID number will be secured at a later date.

### **TAX-EXEMPT STATUS (501 (c)(3) (G.S.115C-238.29B(b)(3))**

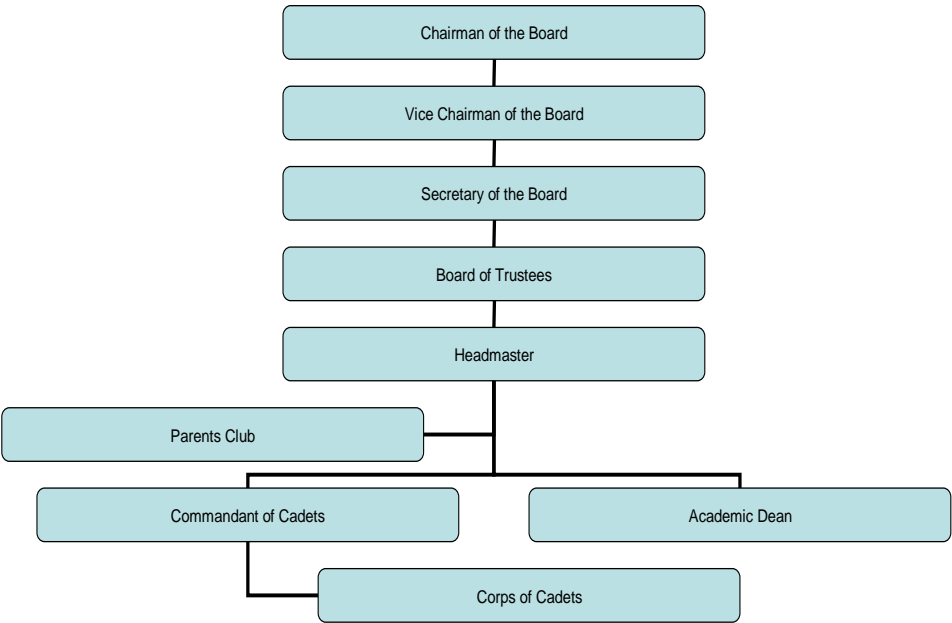
The private nonprofit listed as the responsible organization for the proposed charter school has 501 (c)(3) status:

- ☐ Yes (copy of letter from federal government attached)  
X No. Tax-Exempt status will be applied for at a later date.

**ORGANIZATIONAL STRUCTURE OF PRIVATE NONPROFIT:** (GS 115C-238.29B(b)(3); GS 115C-238.29E(d))

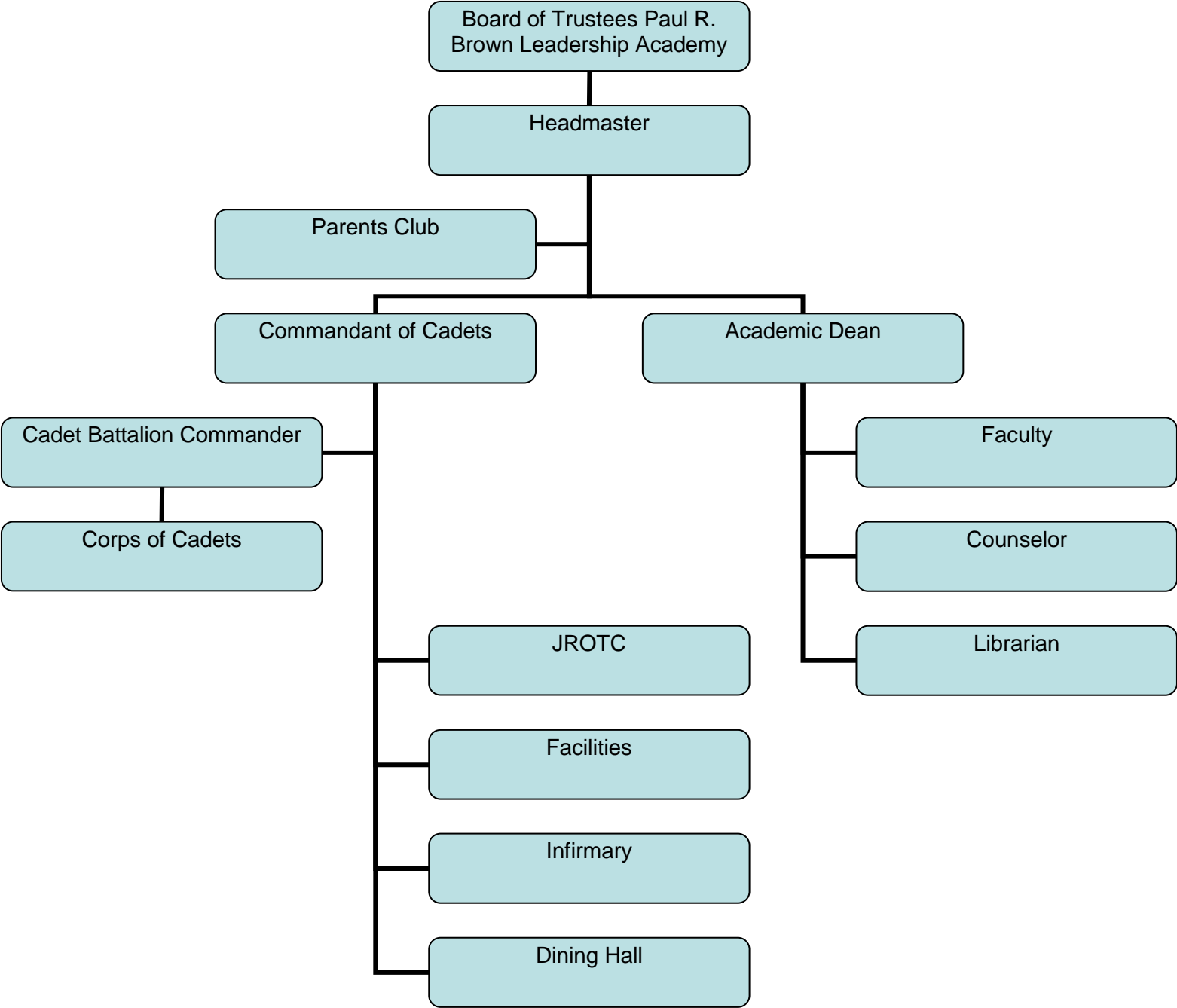
The private nonprofit corporation is the legal entity that has responsibility for all aspects of the proposed charter school. Its members should reflect the ability to operate a charter school from both business and education perspectives.

# Paul R. Brown Leadership Academy Foundation Structure



ACADEMY STRUCTURE

A well-defined organizational chart showing the relationship of the Board of Trustees to the parents and staff of the proposed charter school as well as any advisory council. This chart should also include lines of authority to and from any outside entity that will play a role in managing the charter school.



## **Board Members Resumes**

### **Johnice Autry**

450 Smith Circle Drive  
P.O. Box 249  
Elizabethtown, NC 28337

Native of Bladen County, North Carolina  
Educated in the Public School System  
Graduate of East Bladen High School  
Graduate of Bladen Community College (Associate in Criminal Justice)

### **Service**

President of the North Carolina Teen Court Association  
Secretary for the Bladen County Juvenile Crime Prevention Council  
Member of the Bladen County Juvenile Crime Prevention Council Advisory Board  
Vice President of the North Carolina Restitution & Community Service Association  
Member of the North Carolina Juvenile Service Association Board

### **Career**

21 years of service with the North Carolina Cooperative Extension (4-H)  
Presently working as program Coordinator for the Bladen County Teen Court Program & the Bladen County Restitution and Community Service programs. Serving Bladen County Juvenile Delinquents and youth at risk.

### **Family**

Parent of two young ladies Angela Autry-Whitaker & Kelva Autry-Jones  
Grandmother of two blessings Kaliya & Jonathan Jones

# Robert Barbera

---

2709 Henry Street Greensboro, NC 27409

## Experience

1967 – 2012 Oak Ridge Military Academy Oak Ridge, NC  
History Teacher

- Came to Oak Ridge in 1967 to coach tennis and teach American Government and World History
- Has coached football, soccer, basketball (both boys and girls), softball, golf and tennis. In 1972 started the girl's basketball program.
- Commandant of Cadets from 1980-89.
- Dorm parent for 13 years
- Has worked in Admissions office and office of institutional advancement.
- Assistant Dean from 2004 until 2009.
- Currently serves as chair of the history department.
- 1963 - 1967 Appalachian State University Boone, NC
- B.S., History
- Played on Appalachian State's tennis team for three years and the schools soccer team for one year.

## Education

- 1963 - 1967 Appalachian State University Boone, NC
- B.S., History
- Played on Appalachian State's tennis team for three years and the schools soccer team for one year.



# Booker T. Cotton

Graduate of Bladen Central High School Class of 1958

## Career

1962-1969 U S Postal Clerk in New York City assorting, dispatching and receiving registered mail

1970-1985 Worked as a New York City Peace Officer at Rikers Island prison transporting inmates to various hospitals for treatment

1986-1996 Maintenance personnel at Mt. Airy & Pocono Gardens repairing buildings and maintaining pools

1996-2006 Maintenance Engineer for large apartment complex in Randolph, Ms. Diagnosing and repairing any problems that occurred in apartment buildings and grounds

2006 Retired

***Aaron Alton Cox***

146 Round Branch Road

Bladenboro, NC 28320

Home: (910) 648-6086

Work: (910) 678-0046

Cell: (910) 872-9232

Email 1: [coxaa@faytechcc.edu](mailto:coxaa@faytechcc.edu)

Email 2: [judgeaacox@yahoo.com](mailto:judgeaacox@yahoo.com)

- Experience: Division Chair Public Service/-Fayetteville Technical Community College, 2008-Present, (Curriculums of Responsibility: Criminal Justice Technology, Basic Law Enforcement Training, Fire Protective Services, Emergency Preparedness, Early Childhood Education, Health and Physical Education, Cosmetology, and Funeral Services).  
Adjunct Criminal Justice Instructor-Bladen Community College, 1997-2007; North Carolina Magistrate-NC Administrative Office of the Courts, 1999-2008/13<sup>th</sup> Judicial District-Bladen County; Correctional Counselor/Correctional Officer-NC Dept. Of Corrections, 1993-1999; Military Policeman-US Army, 1989-1992; Tank Commander-SC Army National Guard, 1985-1989; SC State Trooper, 1988; Security Supervisor-Kingston Plantation, 1985-1988.
- Education: Ed.D-Educational Leadership; Liberty University, (Doctoral Candidate)  
Ed.S-Educational Specialist; Liberty University, 3.7 GPA  
Master of Science-Criminal Justice; University of Central Missouri, 3.30GPA  
Bachelor of Science-Criminal Justice; Mt. Olive College, 3.917 GPA  
Associates of Science-Criminal Justice; Bladen Community College, 4.0 GPA  
Diploma-Paralegal Studies; School of Paralegal Studies, Graduated w/Honors  
High School Diploma-NMB HS, Graduated 29 of 149
- Organization: Chairman-Bladen County Juvenile Crime Prevention Council  
Pos/Held ASCUE-Association of Small Computer Users in Education  
North Carolina Domestic Violence Commission-Ref by NC Gen Assembly  
Director-North Carolina Magistrate's Association  
Bladen Community College Foundation Board  
Bladen Community College Criminal Justice Advisory Committee  
Life Member-Disabled American Veterans Association
- Awards: Certificates of Training-The Army Professional Development School; 405cr hrs  
Other Emerging Leadership Institute-NC Administrative Office of the Courts  
Training: Army Leadership Schools, Army Service Ribbons (Desert Shield/Storm) Bladen County Volunteer of the Year 2005, NC Juvenile Services 2004

# Kenneth A. Free, Jr.

607 Staunton Drive  
Greensboro, North Carolina 27401  
Email: [kfree@triad.rr.com](mailto:kfree@triad.rr.com)

## Professional Experience:

Knight & Free, PLLC 2007- present

\*Owner and Attorney at Law

Jones, Free & Knight, PLLC 2006-2007

\*Owner and Attorney at Law

Law Offices of Walter L. Jones and Kenneth A. Free, Jr. 2005-2006

\*Owner and Attorney at Law

Guilford County District Attorneys Office 1997-2005

\*Former District Court Supervisor: 2001-2004

Responsible for the supervision and management of all

District Court Assistant District Attorneys.

- Prosecutor for a full caseload of felonies in Superior Court.

Oak Ridge Military Academy Basketball Head Coach 2002-2005

Oak Ridge Military Academy Volleyball Head Coach 1998-2001

Lewis Recreation Center Program Leader 1991-1995

\* Officiated and coached various youth sport teams.

\* Day camp counselor for children aged 5 to 12 years old.

## Education:

North Carolina Central University Law School *Juris Doctorate* 1997

*Durham, North Carolina*

North Carolina A & T State University *Bachelor of Science* 1993

*Greensboro, North Carolina*

\* Graduated Magna Cum Laude, 3.4 GPA

\* Economics Major

## Professional Memberships:

Alcohol and Drug Services Board Chairman 2003-present

Alcohol and Drug Services Board Member 2001-Present

Family and Children Services Piedmont Area Board Member 2003-2005

Celia Phelps United Methodist Church Member 2000-Present

Member of Exchange Club 2001-2005

Kappa Alpha Psi Fraternity, Inc. 1993- Present

Board of Trustees Greater Greensboro Foundation 2001- 2003

Dorothy G. McKoy  
555 McLean Road  
Elizabethtown, NC  
28337

Dorothy G. McKoy is a native of Bladen County, North Carolina. Her early education was in the Bladen County Public System. She is an honor graduate from Winston-Salem State University with a B. S. Degree in Elementary Education. She retired after teaching for thirty years in the Bladen County public schools. She continues to work part time and volunteer in the schools.

Most of her life she has spent her free time volunteering for children and adults. She worked with 4-H for many years and was the first person in Bladen County to be inducted into the Charter Class of the **North Carolina 4-H Hall of Fame**. She has volunteered with the North Carolina and Bladen County Extension Services for more than thirty years. She received the **State Friend of Extension Award** from the Epsilon Sigma Phi National Honorary Extension Fraternity. She was **the first African American to serve as state president of The North Carolina Extension and Community Association**. (an eighty year old volunteer organization of approximately three thousand ladies) She also received the **Governor's Award** for her volunteer service.

She presently serves as president of The Bladen County Training School-Bladen Central High School Alumni Association, a member of The Bladen County Youth Focus Project Board of Directors, The Bladen County Extension Advisory Board, and president elect of The Bladen County Extension and Community Association's County Council.

Dorothy is a member of Evening Light Holiness Church where she sings on the choir and is financial recording secretary.

Minnie B. Price

PO Box 1111  
Elizabethtown, NC  
28337

Minnie B. Price is a native of Bladen County, North Carolina. I am a graduate of Bladen Central High School. Graduated from Elizabeth Seton College in Yonkers, New York with a A.A.S. degree in Business Administration in 1977. I am a member of Brown Creek A.M.E. Zion Church in Elizabethtown, NC. I serve in the following positions: Superintendent of Sunday School, Financial Secretary, Quarterly Conference Secretary, Director of Christian Education, member of Senior Choir and Life Member of the Women’s Home and Overseas Missionary Society. I am also active in the Elizabethtown community. I am Secretary of the West Bladen Branch NAACP, former Assistant Secretary of Bladen County Improvement Association, Treasurer of Bladen County Improvement Association PAC, Secretary of the local Democratic Precinct for Elizabethtown #2, a member of the Advisory Board for the Revitalization of Downtown Elizabethtown and Financial Secretary of BCTS-BCHS Alumni Association. Received the following awards: Elizabethtown Primary School Volunteer of the Year Award in 2002, Gladwin Shaw Award in 2003 for service to the BCTS-BCHS Alumni Association, C.U. DeBerry Citizenship Award for Community Service in 2008, Clinton Alumnae Chapter of Delta Sigma Theta Sorority, Inc. Award for Exemplary Service and Commitment in Community Service in 2010 and the Elizabethtown/White Lake Chamber of Commerce Caring Person of the Year Award in 2010.

My employment record is as follows:

October 1960 to October 1962	Nurse’s Assistant, Saw Mill River Nursing Home Yonkers, N.Y.
October 1962 to November 1978	New York Telephone Company Positions: Operator, Junior Service Assistant, Service Assistant, Acting Group Chief Operator, Assistant Manager Operator Services, Staff Studies Assistant.
November 1978 to January 1994	Southern Bell Telephone Company Position: Specialist in Outside Plant
January 1994	RETIRED
May 1991 to April2001	Owner and operator of The Fish House Restaurant.
September 2001 to May 2003	Volunteer tutor at Elizabethtown Primary School.
August 2005 to October 2005	Effective Teacher Training Class
February 2006 to present	Substitute Teacher for Bladen County Schools.
September 2007 to present	Volunteer coordinator and teacher for FTCOCM/BCYFP After School Program.

**Roland T. McKoy III**  
**210 Jack Richardson Rd.**  
**Elizabethtown, NC 28337**  
**910-588-4634**

**EDUCATIONAL  
LEADERSHIP**

Closed the math achievement gap in grades three to eight between economically disadvantaged and not economically disadvantaged students.

Closed the reading achievement gap in grades three to eight between economically disadvantaged and not economically disadvantaged students.

Closed the Algebra I achievement gap between economically disadvantaged and not economically disadvantaged students.

Closed the English I achievement gap between economically disadvantaged and not economically disadvantaged students.

Executive leader for school district with over 5000 students PreK-12, 30 schools, 800 plus staff members, and a budget of more than \$55 million.

**OPERATIONAL  
LEADERSHIP**

Developed a \$55 million budget that aligns with the district's *Strategic Plan*.

Developed a district-wide school accountability system including school quality reviews, school progress reports and a data dashboard.

Developed a matrix for ranking facility needs and created a Superintendent's Standards Review Committee to reduce costs.

Executive leader for school district with over 5000 students PreK-12, 30 schools, 800 plus staff members, and a budget of more than \$55 million.

**EDUCATION**

Certification in Administration Fayetteville State University 1980

Master of Education, Guidance & Counseling North Carolina A&T State University 1977

Bachelor of Arts Fayetteville State University 1973

**PROFESSIONAL  
EXPERIENCE**

**BLADEN COUNTY SCHOOLS, Elizabethtown, NC**

Interim Superintendent October 2010 – June 2011

Assistant Superintendent 2006 – 2010

High School Principal 1984 – 1991

Elementary School Principal 1991 - 2001

Elementary School Counselor 1975-1984

**PROFESSIONAL  
AFFILIATIONS**

NC Association of School Administration

Association for Supervisor and Curriculum Development (ASCD)

NC Principal and Assistant Principal Association

Bladen County Hospital Board of Directors

Bladen County Department of Social Service Board of Directors

**AWARDS &  
HONORS**

Wachovia Principal of the Year 1986, 1992, 2002

Bladen County Administrator of the Year 2007

**Charles McMillan**

**4296 NC 242 Hwy South  
Elizabethtown, NC  
28337**

I am a graduate of Bladen Central High School class of 1968. Upon my graduation from High School I enlisted in the United States Army as an infantryman. I was deployed to Vietnam from 1969 until 1970. I continued my military service in the North Carolina Army National Guard. I would serve in the Guard in my hometown of Elizabethtown for 24 years. While in the military I was deployed to Germany, and Italy. My stateside training included assignments at Fort Dix, New Jersey and Camp Ripley Minnesota. I retired with the Rank of MSG.

After coming home from Vietnam I started working for DuPont in Leland NC. I would work for DuPont for 30 years until my retirement. While working at DuPont I gained certifications from the company, Brunswick Community College, and the North Carolina Department of Labor in Chemical Operations. I now work with the school system as an aid to the custodian.

I have been married to my wife Veronica Kelly McMillian for 38 years. She retired from DuPont with 29 years of service as well. We are the proud parents of two daughters Dione and Ashley. Dione is employed by a company in Fayetteville NC and Ashley is Sergeant in the United States Army stationed at Fort Bragg NC. She will be soon moving to Alaska on orders. We have one granddaughter Kira who is 3 years old.

**Proposed By-Laws of Paul Brown Academy**

Paul Brown Academy

**Proposed Corporation By-Laws**



## **Proposed By-Laws of Paul Brown Academy**

### **Section 1 Name**

The name of the organization will be Paul R. Brown Leadership Academy, Inc. (hereafter the "Corporation").

### **Section 2 Purpose of the Corporation**

Paul R. Brown Leadership Academy, Inc. is a private non-profit organization whose purpose is to provide a charter school for Elizabethtown and Bladen County, North Carolina.

### **Section 3 Members**

Paul R. Brown Leadership Academy is a nonprofit without members, certificate holders, or share holders. All functions and affairs of the corporation shall be directed entirely by the Board of Trustees.

### **Section 4 Offices and Registered Agent**

#### **A. Office**

The Registered office of the Corporation, known place of business and place where its records shall be kept, will be located in Elizabethtown, North Carolina or such other place as designated by the Board of Trustees. The Corporation shall continuously maintain within Bladen County North Carolina a registered agent who shall be designated by the Board of Trustees.

#### **B. Registered Agent**

The initial registered agent is Aaron Cox 146 Round Branch Road Bladenboro, NC 28320.

#### **C. Registered Office**

The initial Registered Office is: 1360 Martin Luther King Drive Elizabethtown, NC 28337.

### **Section 5 Trustees**

#### **A. Mission of the Board of Trustees**

The Board of Trustees will be responsible for setting policy, overseeing operational matters to include budget, operating procedures, and community relations.

#### **B. Makeup of the Board of Trustees**

The Board will be comprised of no more than nine and no less than five voting members and will represent a cross-section of backgrounds, professions, and experiences.

#### **C. Initial Board**

The initial Board of Trustees will be:

Johnice R. Autry  
Robert Barbera  
Booker T. Cotton  
Aaron Cox  
Kenneth Free  
Dorothy McKoy  
Roland T. McKoy

Charles McMillian  
Minnie Price

## **Section 6 Trustee Requirements**

### **A. Election of Trustees**

All Trustees must be at least twenty one years of age and current residents of North Carolina and hold a High School Diploma or its equivalent. Potential Trustees must be nominated during a regularly scheduled meeting. Before a vote to fill a vacancy potential Trustees will submit a criminal records background check for all residences they have lived in for the last ten years. Potential Trustees will be interviewed during a meeting by the Board before a vote is taken by a show of hands. New Trustees may be nominated by anyone in attendance to a regularly scheduled meeting. New Trustees shall be elected by the existing Board of Trustees. Parents of current cadets may not serve on the Board. Parents of former cadets will be encouraged to seek nominations for service. Anyone in attendance of a regularly scheduled meeting can make a nomination. A nominee will be named a Trustee if he or she receives the majority of the votes of the current Trustees.

### **B. Length of Service**

Board members will serve a term of three years. Board members may be re-elected once but then must wait one three year term before serving on the Board again. In order to be re-elected a Trustee must receive a nomination from someone in attendance at that meeting. A Trustee can not nominate themselves. If a Trustee is seeking re-election he or she does not have to be interviewed or obtain the criminal background check.

### **C. Resignation**

Resignations from the board must be submitted in writing to the Chairman of the Board. Resignations are effective immediately unless otherwise stated in the resignation. The resignation does not have to be accepted to become valid.

### **D. Removal of a Trustee**

Removal from the Board of Trustees requires a two-thirds majority vote. This vote can only take place at a regularly scheduled or special meeting called for that purpose. Trustees may be removed with or without cause. Vacancies will be filled with a simple majority decision.

### **E. Compensation**

No Trustee will be allowed to receive compensation for serving as a member of the Board of Trustees. Expenses incurred by a Trustee in conducting business on behalf of the Corporation will be paid if preapproved by the Board.

### **F. Correspondence**

Trustees will register their addresses and phone numbers with the Secretary of the corporation and notices of meetings mailed or telephoned to them at the listed addresses shall be a valid notice.

### **G. Attendance**

All Trustees will meet at times and places as required by these bylaws. Attendance of Board members is required at nine(9) of the twelve(12) regularly scheduled meetings. Trustees unable to attend a regularly scheduled meeting must notify the Chairman of the Board twenty four(24) hours in advance of the meeting time.

### **H. Duties**

Trustees will appoint, remove, employ, discharge, supervise the duties of and except as otherwise provided in these Bylaws, prescribe the duties and fix the compensation if any of all officers, agents and employees of the corporation.

## **I. Committees**

The Chairman of the Board may establish any other committees deemed necessary to carry out the work of the Corporation. Committees include but are not limited to Academics, Athletics, Buildings and Grounds, Character, Development, Alumni, Public Relations, Expulsion, Finance, and Military Traditions. The Board will nominate and vote on Board members to serve on these committees. The Chairman will designate chairs of these committees. Committees have an advisory role only to the Board. No committee formed by the Board will have the authority to repeal or amend a resolution duly adopted by the board of Trustees.

## **Section 7 Meetings**

### **A. Regularly Scheduled Monthly Meetings**

The Board will meet at least monthly during the academic year and at least once during the summer on the campus of Paul R. Brown Leadership Academy. The times and dates of these meetings will be designated by the Chairman of the Board of Trustees through a written call of the majority of Board members, or upon resolution of the Board. The annual meeting of the Board shall be held each year in June or at such time as the board may fix, for the purpose of electing Trustees and officers for the transactions of other business.

### **B. Special Meetings**

The time date and place of a special meeting of the Board may be set at the call of the Chairman, upon written call by the majority of Board members, or upon resolution of the Board. Notice shall be given by the usual means of communication at least ten(10) days prior to a special meeting, unless waived in writing by all members.

### **C. Notification**

An official Board meeting requires that each Board member receive a seven(7) day notice in advance of the meeting date. Special meetings may be called by the Chairman or a simple majority of the Board of Trustees.

### **D. Compliance with NC Open Meetings Law**

All meetings will be conducted in an open, orderly and fair manner. All meetings of the Board shall be held in compliance with the North Carolina Open Meetings Law, N.C. General Statutes Sections 143-318.9-143-318.19. All meetings will use Robert's Rules of Order.

### **E. Voting**

Except as otherwise provided by the law, the Articles of incorporation, or by these Bylaws, all matters before the Board of Trustees shall be decided by a majority vote of the Trustees present and eligible to vote at a meeting at which a quorum exists. There will be no voting by proxy.

### **F. Electronic Attendance**

Any member of the Board or Committee member may participate in a meeting via the use of electronic devices, such as telephone, or video messaging. All conversations must be in real time.

### **G. Agenda**

Regular meetings of the Board shall follow the written agenda prepared by the Chairman and distributed by the Secretary. Any person having business to be brought before the Board shall notify the Chairman at least four (4) days prior to the meeting of their request to be heard by the Board.

### **H. Quorum**

A quorum must be attended by at least two thirds( 2/3) of the number of Board members before business can be transacted or motions passed. This quorum requirement ensures reasonable deliberation and discussion

for all decisions. Decisions require a simple majority of the voting members present unless indicated otherwise in the by-laws and then a three-quarters(3/4) majority vote is required for decision. A quorum will be established at the beginning of the meeting.

## **Section 8 Officers**

### **A. Elected Officers**

The officers of the Board of Trustees of Paul R. Brown Leadership Academy shall stand in a fiduciary relation to the Corporation and shall discharge the duties of their respective positions in good faith, and with that diligence and care which reasonably prudent men and women would exercise in similar circumstances and like positions. The officers of Paul R. Brown Leadership Academy, Inc. shall consist of a Chairman, Vice Chairman, Secretary, and Treasurer. All officers will serve one year terms.

### **B. Chairman**

The Chairman will preside at all board meetings. The Chairman of the Board shall serve as the President and Chief Executive Officer of the Corporation. The President as the Chief Executive Officer of the corporation shall, subject to the control of the Board of Trustees, supervise and control the affairs of the corporation and the activities of the officers. He or she shall perform all duties incident to his or her office and such other duties as may be required by law or these Bylaws or which may be prescribed from time to time by the Board of Trustees. Except as otherwise expressly provided bylaw or by these Bylaws, he or she shall, in the name of the Corporation, execute such deed, mortgages, contracts, bonds, checks, or other instruments which may from time to time be authorized by the Board of Trustees. The Chairman shall be elected at each annual meeting of the Board of Trustees by the Board of Trustees.

### **C. Vice Chairman**

The Vice Chairman will be elected by the Board of Trustees at its annual meeting. The Vice Chairman will assume the role of Chairman on a temporary basis in the absence of the Chairman. The Vice Chairman will perform any duties designated by the Board of Trustees.

### **D. Secretary**

At its annual meeting the Board will elect from its members a Secretary. The Secretary will be responsible for the minutes of all meetings and will notify the Board of Trustees of all meetings as provided in the By-laws. The Secretary shall maintain a current record of all the persons who are Trustees of the Corporation, showing their respective places of residence, and such book shall be open for inspection as prescribed by the law. The Secretary is the official keeper of the minutes and records of Board actions, but the actual duties may be delegated in his or her absence to a non-Board member supervised by the Secretary. In the absence of the Chairman or the Vice Chairman the Secretary will preside over Board meetings. At the direction of the Board of Trustees the Secretary shall in general perform all the duties incident to the office of Secretary, and shall perform such other duties as the Board of the Chairman may assign.

### **E. Treasurer**

At its annual meeting the Board will elect from its members a Treasurer who shall have custody of all funds, property and securities of the Corporation, subject to such regulations the Board of Trustees may impose. When necessary or proper the Treasurer on behalf of the Corporation may endorse for collection checks, note, and other obligations, and shall deposit the proceeds to the credit of the Corporation at such bank or banks as the Board may designate by resolution as depository. The treasurer will sign all receipts and vouchers and together with such other officer or officers, if any, as shall be designated by the Board, the Treasurer shall sign all checks of the Corporation and all bills of the exchange issued by the Corporation, except in cases where the signing and execution thereof shall be expressly assigned by the Board or by these Bylaws to some other officer or agent of the Corporation. The Treasurer shall make such payments as accounts reflecting the

transactions, assets and obligations of the Corporation and shall exhibit such books at all reasonable times to any Trustee on application at the officer of the Corporation. In general, the treasure shall perform all the

duties incident tot to the office of Treasurer subject to control of the Board. The Treasurer in addition to having primary responsibility of budget oversight will serve as the chair of the Finance committee. The Treasurer will report to the full Board at least quarterly an account of all transactions and the financial condition of the Corporation. The Treasure will be bonded at the expense of the Corporation.

#### **F. Removal of Officers**

Removal as an Officer requires a two-thirds(2/3) majority vote. This vote can only take place at a regularly scheduled or special meeting called for that purpose. Trustees may be removed with or without cause. Vacancies will be filled with a simple majority decision. Any Trustee removed from office will also be removed form the Board of Trustees.

### **Section 9 Headmaster**

The Board shall appoint the Headmaster by entering into a contract with a person to serve in that capacity. The contract shall specify the period of time for which the person is employed as Headmaster as well as his or her authority and duties. The Headmaster shall generally be responsible for the business and affairs of the Academy and shall be authorized to hire/fire and have control over its employees. In addition to the management of day-to-day operations of the Academy, the Headmaster shall perform such other duties as are assigned by the Board. The Headmaster will be authorized to enter into agreements and make purchases, commitments, and expenditures in accordance with the budget and the directives of the Board of Trustees. The Headmaster will be an authorized co-signer of all checks. The Headmaster, subject to the Board of Trustees review and approval, will handle all personnel matters. The Headmaster may be removed, with or without cause, by a majority vote of the Board. The Headmaster will report to the Board of Trustees.

### **Section 10 Conflict of Interest Policy**

The Board will not use information obtained as a Board member for personal gain, but will act in the interest of the Academy. A Board member will not participate in any discussions or vote on matters where the Board member may have a conflict or potential conflict and would otherwise affect the transaction between the organization and a third party. Rules will be promulgated and placed in force regarding employees who have an actual or potential conflict. Employees will also not be involved in decision making affecting such transactions. Any Board member facing a conflict of interest in a matter pending before the Board – such member shall make full and candid disclosure to the Board of the nature of the conflict. If one(1) or more Trustees present at a meeting abstain from voting on a particular motion before the Board due to a personal conflict of interest with the subject of the motions or due to restrictions contained in these Bylaws, then the remainder of the Trustees shall still constitute a quorum for that particular vote and the two thirds majority of those voting Trustees shall be required to approve the motion.

### **Section 11 Open Meetings**

All meetings of the Board shall be held in compliance with the North Carolina Open Meetings Law, N.C. General Statutes Sections 143-318.9-143-318.19. The Board will observe the Open Meetings law by giving public notices of all meetings and keeping accurate minutes of those meetings. Changes in scheduled Board meetings will be announced to parents through various means of communications. The minutes of the Board will be made available to the public upon request.

### **Section 12 Monetary Matters**

#### **A. Accepted Gifts**

The Board and any officer or officers or agent or agents of the Corporation to whom such authority may be delegated by the Board, may accept on behalf of the Corporation any contribution, gift, bequest, or devise for the purpose of the Corporation

**B. Audits**

Each year no later than August 1 an audit will be completed at the request of the Board of Trustees. All accounts of the corporations will be audited. The audit will be conducted by a reputable certified public accountant whose report shall be submitted to each Trustee. A copy of the completed audit will be kept on file at the offices of the corporation as required by law.

**C. Bonding**

All officers of the corporation or employees may be bonded at the request of the Board. The corporation will pay the expense of producing the bond.

**D. Checks**

All checks, drafts or other orders for the payment of money, issued in the name of the Corporation, shall be signed by such officer or officers, agent or agents of the Corporation and in such manner as shall from time to time be determined by the resolution of the Board of Directors.

**E. Contracts**

The Board of Trustees may authorize any officer or officers, agents, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Corporation: and such authority may be general or confined to specific instances.

**F. Funds**

All funds of the Corporation not otherwise employed shall be deposited to the credit of the Corporation at such banks, trust companies, or to other companies, or other depositories as the Board may select or as may be designated by any officer, officers, agent, or agents of the Corporation.

**G. Loans**

No loans shall be contracted on behalf of the Corporation and no evidence of indebtedness shall be issued in its name unless authorized by a resolution of the Board of Trustees.

**Section 13 Nepotism Policy**

Consistent with the principle that PBLA employees and prospective employees shall be hired, evaluated, and advanced on the basis of individual merit, without reference to considerations of race, sex, religion, sexual orientation, or national origin, or any other factors not involving professional qualifications and performance, the following restrictions shall be observed with respect to personnel matters to avoid the possibility of favoritism based on family or personal relationship:

**A. Related Individuals**

In the context of this nepotism policy, related individuals are defined as husband, wife, son, son-in-law, daughter, daughter-in-law, father, father-in-law, mother, mother-in-law, brother, brother-in-law, sister, sister-in-law, grandparents, and grandchildren.

**B. Supervisory Authority**

No one with supervisory responsibility shall hire, recommend for hire or supervise any related employee.

**C. Full Disclosure**

Related persons currently employed by the School shall immediately disclose all family and personal relationships with other School employees. All persons wishing to be considered for employment with the School shall disclose family and personal relationships with then-current School employees.

**D. Avoiding A Conflict of Interest**

No Board member, member of the Academy administration or faculty member shall engage in recommendations, discussions, or otherwise participate in any final decision or recommendation relating to the appointment, promotion, retention, tenure, or other condition of employment of a related person.

**E. Exception to Policy**

In the event of a lack of candidates, a need for specialized skills, or other unique circumstances as determined on a case-by-case basis, the restriction against hiring related persons may be waived in the best interest of the School upon recommendation of a review committee comprised of non-related administrator(s), and upon the approval of the Board of Trustees.

**Section 14 Certain Director Liability**

A member of the Board shall be subject to the liabilities imposed by law upon Board members of nonprofit corporations. In addition, all Board members who vote for or assent to any distribution of assets of the Corporation contrary to any restrictions imposed by the Nonprofit Corporation Act of North Carolina, the corporate articles of incorporation, charter, or by-laws, shall be jointly and severally liable to the Corporation for the amount of such distribution. Furthermore, such liabilities shall not exceed the debts, obligations and liabilities existing at the time of the vote or assent where the Board member relied on, and acted in good faith in the belief that, financial statements of the Corporation were correct and were based on generally accepted principles of sound accounting practice used by the president or the treasurer, or certified by an independent public accountant or firm of such accountants to fairly reflect the financial condition of the Corporation.

**Section 15 Dissolution of the Corporation**

Upon the dissolution of the Corporation, the Board of Directors shall, after paying or making provision for the payment of all of the liabilities of the corporation, dispose of all of the assets of the Corporation as directed pursuant to North Carolina General Statutes. The undersigned persons certify the foregoing by-laws have been adopted for the Corporation, in accordance with the requirements of the North Carolina Nonprofit Corporation Act.

**Section 16 Amendments**

These by laws may be amended from time to time when necessary by a three-quarters vote of the Board of Trustees.

**Paul R. Brown Leadership Academy**

## **Articles of Incorporation**





## NORTH CAROLINA Department of the Secretary of State

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**To all whom these presents shall come, Greetings:**

I, Elaine F. Marshall, Secretary of State of the State of North Carolina, do hereby certify the following and hereto attached to be a true copy of

### ARTICLES OF INCORPORATION

**OF**

**PAUL R. BROWN LEADERSHIP ACADEMY, INC.**

the original of which was filed in this office on the 10th day of April, 2012.



Scan to verify online.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal at the City of Raleigh, this 10th day of April, 2012.

*Elaine F. Marshall*

**Secretary of State**

Certification# C201210000531-1 Reference# C201210000531-1 Page: 1 of 5  
Verify this certificate online at [www.secretary.state.nc.us/verification](http://www.secretary.state.nc.us/verification)

Apr 10 2012 10:59 COMMANDANT FAX

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SOSID: 1253877  
Date Filed: 4/10/2012 4:09:00 PM  
Elaine F. Marshall  
North Carolina Secretary of State  
C201210000531

ARTICLES OF INCORPORATION

OF

PAUL R. BROWN LEADERSHIP ACADEMY, Inc.

The undersigned incorporator, being of full age, does make and acknowledge these Articles of Incorporation for the purpose of forming a nonprofit corporation pursuant to and by virtue of Chapter 55A-2-02 of the General statutes of North Carolina, as follows:

1. The name of the corporation shall be **PAUL R. BROWN LEADERSHIP ACADEMY, INC.**
2. The corporation shall perpetual existence.
3. The corporation shall not have members but shall be controlled by a Board of Trustees, the officers appointed by the Board of Trustees, and otherwise as specified in the by-laws adopted by the Board of Trustees.
4. The Trustees of the corporation shall be elected as provided in the bylaws and shall have the authority to act in any manner not inconsistent with these Articles of Incorporation.
5. Trustees of the Corporation shall not be personally liable for the corporation's debts.
6. The corporation is not organized for pecuniary profit and shall have no capital stock or shares.
7. No part of the net earnings of the corporation shall inure to the benefit of, or be distributable to its Trustees or other private individuals, except that the Corporation shall be authorized and empowered to pay reasonable compensation for services rendered, to make payments and distributions in furtherance of the purposes set forth in Article 8 below and to reimburse reasonable expenses properly incurred on behalf of the Corporation. Notwithstanding any other provision of these Articles, the corporation shall not carry on any activities not permitted to be carried on by a corporation exempt from the Federal Income Tax under Section 501 (c) (3) of the Internal Revenue Code of 1986 as amended (or the corresponding provision of any future United States Internal Revenue Law).
8. The purposes for which the corporation is formed are as follows:
  - A. To operate a charter school; and

- B. To engage in any lawful act or activity for which nonprofit corporations may be organized under Chapter 55A of the General Statutes of North Carolina, subject to the furtherance of the tax-exempt purposes of the corporation as may be exercised by an organization exempt under Section 501 (c) (3) of the Internal Revenue Code and its regulations, as they now exist or may hereafter be amended; and
- C. Except as hereinbefore provided or limited, the Corporation, in addition to the powers granted nonprofit corporations under the laws of North Carolina, shall have full power and authority to receive gifts, devises and bequests of real, personal and mixed property; to purchase, lease and otherwise acquire and hold, and to mortgage, convey, and otherwise dispose and contract to dispose of all kinds of property, real, personal and mixed; to borrow and to lend money and to negotiate loans; to draw, accept, endorse, discount, buy, sell, issue and deliver bills of exchange, promissory notes, bonds, coupons, or other negotiable instruments and securities; and generally to do any and all acts which may be deemed necessary or expedient for the proper and successful prosecution of the purposes hereinbefore set forth.
9. In the event of the dissolution of the corporation or the termination of its corporate existence for any reason whatsoever, all of its net assets remaining after its liabilities and obligations have been discharged or adequate provision made therefore shall be distributed, paid over and delivered exclusively to one or more organizations which themselves are exempt as organizations described in Section 501 (c) (3) of the Internal Revenue Code of 1986 or to a federal, state, or local government or any agency thereof exclusively for public purposes.
10. These Articles of Incorporation may not be amended in any manner to prevent the corporation from qualifying as an exempt organization under Section 501 (c) (3) of the Internal Revenue Code as it now exists or may hereafter be amended.
11. The address of the initial registered office for the corporation in the State of North Carolina is  
Aaron Cox  
1360 Martin Luther King Drive Elizabethtown, NC 28337
12. The number of persons constituting the initial Board of Trustees shall be nine whose names and addresses are as follows:
- Johnice R. Autry  
450 Smith Circle Drive P.O. Box 249 Elizabethtown, NC 28337
- Robert Barbera  
2709 Henry Street, Greensboro, North Carolina 27405
- Booker T. Cotton  
P.O. Box 98 Elizabethtown, NC 28337

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Aaron Cox  
146 Round Branch Road Bladenboro, NC 28320

Kenneth Free  
607 Staunton Drive Greensboro, North Carolina 27401

Dorothy McKoy  
555 McLean Road Elizabethtown, NC 28337

Roland T. McKoy  
210 Jack Richardson Road Elizabethtown, NC 28337

Charles McMillan  
4296 NC 242 Hwy South, Elizabethtown, NC 28337

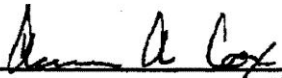
Minnie Price  
PO Box 1111 Elizabethtown, NC 28337

13. The address of the principal office of the Corporation in the State of North Carolina is  
1360 Martin Luther King Drive Elizabethtown, NC 28337

14. The name and address of the incorporator are  
Aaron Cox 146 Round Branch Road Bladenboro, NC 28320

15. These articles will be effective upon filing.

IN WITNESS WHEREOF, the undersigned has hereunto set his hand this 4th day of April, 2012.



\_\_\_\_\_  
Name, Incorporator

**A description of the governing board's functions, duties, roles and responsibilities as it relates to overseeing the charter school and its mission:**

The Board of Paul R. Brown Leadership Academy will have fiduciary and philosophical responsibility over the Academy. They will not be involved in the day to day decisions of the academy. Their job is to ensure financial good practices are being followed by the staff. In addition they will ensure that the academy is doing all of the right things to ensure that the charter is being utilized in the way in which it was intended.

Board officers will hold the positions of Chairman, Vice Chairman, Secretary and Treasurer. The Chairman will preside at all Board meetings. The Chairman will be authorized to co-sign checks that the academy has written. The Vice Chairman will assume the role of Chairman on a temporary basis in the absence of the Chairman. The Secretary will be responsible for the minutes of all meetings and will notify the Board of Trustees of all meetings as provided in the by-laws. The Secretary is the official keeper of the minutes and records of Board actions, but the actual duties may be delegated to a non-Board member supervised by the Secretary.

The Treasurer will have the primary responsibility of budget oversight as well as serve as the chair of the audit/finance committee. The Treasurer will report to the full Board at least quarterly an account of all transactions and the financial condition of the Corporation. The Treasurer will be authorized to co-sign checks in the event the President or Chairman is unavailable.

The board will be broken down into subcommittees to deal with specific problems and areas of concern for the Academy. The board members will work hand in hand with an academy representative and a parent representative. The parent representative will be chosen by a vote conducted by the Parent Teacher Organization. A parent will only be allowed to serve on one committee. Committee's have no binding authority their job is to do the groundwork and planning for specific tasks and projects. The chair of each committee will report back to the main board at the bi-monthly meetings. The committee breakdown for the 2012 – 2013 school year is as follows:

**Academic Committee**

Aaron Cox  
Dorothy McKoy (Chair)  
Headmaster  
Academic Dean  
Parent Representative

**Athletic Committee**

Robert Barbera  
Charles McMillian (Chr)  
Athletic Director  
Assistant Athletic Dr.  
Parent Representative

**Buildings & Grounds Committee**

Booker T Cotton (Chair)  
Charles McMillian  
Facilities Director  
Parent Representative  
Commandant of Cadets

**Character Development Com.**

Johnice Autry (Chair)  
Kenneth Free  
Commandant of Cadets  
Deputy Commandant  
Parent Representative

**Devel/Alum/Public Relat.**

Dorothy McKoy  
Minnie Price (Chair)  
Headmaster  
Bladen Central Alumni Rep  
Parent Representative

**Expulsion Committee**

Robert Barbera (Chair)  
Aaron Cox  
Kenneth Free  
Dorothy McKoy  
Faculty Representative

**Finance Committee**

Johnice Autry  
Aaron Cox (Chair)  
Ken Free  
Minnie Price  
Headmaster

**Military Traditions Committee**

Booker T. Cotton (Chair)  
Bobby Barbera  
Commandant of Cadets  
JROTC Instructor  
Parent Representative

**Marketing Committee**

Johnice Autry (Chair)  
Headmaster  
Commandant  
Academic Dean  
Parent Representative

**Explain the decision-making processes the board will use to develop school policies.**

The academy will always enforce and carry out to the letter its policies and regulations outlined in its handbook, bylaws and regulations. The board will hold meetings once a month. At these meetings issues that will impact the Academy and the cadets will be discussed. With assistance and guidance from legal counsel and by referencing state law, SBOE policies and local regulations the Board will ensure that the school has all required policies and or procedures in place, including but not limited to cadet discipline, Family Educational Rights and Privacy Act (FERPA), special education and ELL student identification and related services, first amendment rights and protections, parent involvement, school safety procedures, and technology use. Policies will be provided to parents and cadets via the Cadet/Parent handbook and the academy's website.

**Portray how the board will involve parents and community members in governing the school.**

The board will seek to have a great relationship with its parents. We will encourage parent involvement every chance we have. However there will be some issues that parents will not have a voice as a group. One of those areas is discipline. At no time will the board ever entertain questions on a cadet's punishment. The Headmaster, Commandant, and Chairman of the board will always seek to address parent concerns on these matters in an individual private basis. The Academy will encourage the parents to form a Parent's Club. The Parents' Club's main goal is to support the school not to write or dictate policy. Those areas will be addressed at regular Paul R. Brown Leadership Academy Board meetings. Parents will serve on Board committees but never on the actual Board of Trustees. Parents who are members of the Parent's Club will be nominated and elected by majority vote of the Parents Club to serve on these committees.. Former parents will be encouraged to seek membership on the Board once their cadet has graduated. Parents who serve on Board committees will not be officers in the Parent's Club. We do not want to portray the image that a small group of parents run the Academy.

Paul R. Brown Leadership Academy will publish in the local newspaper the dates and times of meetings and ceremonies in addition they will use the public service announcements broadcast by local radio stations. They will always encourage Bladen county residents to attend these meetings. Members of the local community if nominated can be voted on by the Board to fill vacancies on the Board. In addition Paul R Brown Leadership Academy will incorporate the Alumni Organization of Bladen Central High School into the academy as their Alumni Foundation. These men and women graduated from the school where Paul R Brown is located and were the students of Paul R. Brown.

**Describe the organization's performance-based goals and measurable objectives for the charter school. Organizational goals and measurable objectives should describe and measure the effectiveness and viability of the organization.**

The number one goal of the Academy is that each graduate will be accepted to a college of his/her choosing. We will achieve this through the implementation of a rigorous curriculum using the military school structure as a guide to instill discipline and build character. Taking data collected from standardized testing, and parent feedback Paul R Brown Leadership Academy will steer instruction for its cadets. This will allow every cadet to be set up in a position for academic success. Our faculty will be encouraged to seek advanced degrees and further their professional development as well. It is our hope this will create the trickle down effect with the cadets. It is the goal of Paul R Brown Leadership Academy that all of its graduates will go on to college. We understand that we will be held accountable based on our cadet's academic performance, and state test score performance. We understand that we must be financially responsible with the use of North Carolina and United States federal dollars. We will follow all laws and regulations in the use of these funds. We will follow all North Carolina Charter School statutes, and State Board of Education Policies regarding charter schools.

Paul R Brown Leadership Academy will use the concept of changing the whole person to steer its cadets to college. With the use of the leadership component it will build character and self discipline. The academic instruction will

instill the mindset that learning is a lifetime process. Its character component will instill that they can make a difference in their community. The athletic component will instill that everyone can't win but you do your best and use failure in life to create success through hard work and practice.

Paul R. Brown Leadership Academy will measure cadet success using the ABC's Accountability Model and any other states assessments as mandated by the State of North Carolina. The school will conduct state testing as all North Carolina Public Schools do. In addition the Academy will use the MAP test. With the data gathered from this and state testing, the academy will take the results and will use it to steer instruction for its cadets. Using this data will also allow its instructors to map out potential areas of weakness for its cadets and come up with plan of attack to shore up those weak areas. This data will also be used to avoid remediation for a cadet who is clearly ready to move on in instruction. The Academy will use the information gathered in these test to map out individual education plans for its cadets. Using this method each cadet will have an individualized goal program.

### **ADMISSIONS POLICY** (G.S.115C-238.29B(b)(4); G.S. 115C-238.29F(d)(1))

#### **Admission**

Cadets will be admitted in full accordance with (G.S.115C-238.29B(b)(4); G.S. 115C-238.29F(d)(1). Paul R Brown leadership Academy will not discriminate against any cadet on the basis of gender, race, creed, color, religion, national origin, age, achievement, aptitude or athletic ability in its admissions or education programs. Tuition or admissions fees shall not be charged to any cadet.

If a perspective cadet applies to Paul R. Brown leadership Academy and he is under suspension or expulsion from his current school the Headmaster, Academic Dean, and Commandant will review his application. They will meet with the perspective cadet and his parents. Through an interview they will determine if the incident was something that he or she has learned from and if they are subject to repeat behavior. They will then vote on the enrollment of the perspective cadet.

#### **Admissions Policy.**

Students do not need to reside in Elizabethtown, North Carolina, to apply. No application will be denied based on academic performance or special needs. Paul Brown Academy seeks a diverse student population. On the opening year, 200 student spots will be available in each grade sixth(6) thru tenth(10). No grade will exceed 40 students. In succeeding years grades eleventh(11), and twelfth(12) will be added one each year. Students already admitted retain their status until graduation or until withdrawn. Siblings of current students are exempt from the lottery as well as students of faculty and staff if the total number does not exceed the capped limit for grade level.

Admission to the academy will be based on a lottery system. If a cadet is enrolled his enrollment carries over to the next year unless he/she terminates that enrollment. In the event the enrollment is terminated the cadet must go back into the lottery. All perspective cadets not chosen in the lottery will become a part of a second lottery that will determine their place on the waiting list. The waiting list will be drawn per grade.

Paul R Brown Leadership Academy will give priority to siblings of currently enrolled cadets who where admitted to the charter school in a previous year and to children of the academy's headmaster, faculty, and staff. If multiple birth siblings apply for admission to PBLA only ball denoting the surname of that family will be used for all siblings in the lottery. This ball will denote all siblings in that family. If the ball that denotes that surname is selected, then all of the multiple birth siblings shall be admitted. Siblings are defined as children who have at least one common parent/legal guardian AND are living in the same household at least 50% of the time.

During each period of enrollment, Paul R. Brown Leadership Academy shall enroll an eligible cadet who submits a timely application, unless the number of applications, exceeds the capacity of the program, class, grade level, or building. In this case cadets shall be accepted by lot. Once enrolled cadets are not required to reapply in subsequent enrollment periods.

Notwithstanding any law to the contrary, PBLA may refuse admission to any perspective cadet who has been expelled or suspended from a public school under G.S.115C-391 until the period of the suspension or expulsion has expired.

Paul R. Brown Leadership Academy shall determine a period of enrollment during which time the school will accept applications from eligible perspective cadets. All perspective cadets are eligible for attendance if they meet the North Carolina residency requirements. PBLA will open enrollment in January of the year prior to the academy opening in August.

If the number of applicants does not exceed the academy or grade level capacity, all eligible applicants will be accepted. For any grade levels that have openings after the application period has ended, registrants will be admitted using the names listed on the wait list for that grade. If there is no wait listed for a specific grade or a perspective cadet declines admission cadets will be enrolled on a first come first serve basis.

Paul R Brown Leadership Academy lottery procedures will include the following:

1. The date, time, and place of the lottery will be communicated to all applicants
2. The lottery will be open to the public.
3. The person who will pull the balls used during the lottery will not be affiliated with the academy.
4. Lotteries will be held for any grade in which the number of applications exceeds the number of openings.
5. Names will be randomly drawn and applicants admitted based on the order they are selected.
6. The lottery will continue until all names are drawn.
7. Applicants not accepted will be placed on a waiting list in the order their names were drawn.
8. If a perspective cadet who has siblings is selected and there are no openings in the other grades the siblings will be placed on a sibling priority wait list.
9. When an opening becomes available at a grade level, cadets will be admitted from the Sibling Wait List and the from the regular Wait List.

### **Withdrawal/Transfer**

All withdrawals and transfers from Paul R. Brown Leadership Academy will be initiated by the parent. The parent in writing will inform the academy of their cadet's intention to withdraw or transfer. At this point the Commandant of Cadets and the Academic Dean will meet with the parent to try to resolve the circumstances for the withdrawal or transfer. If no understanding can be reached the parent will sign a waiver that allows the academy to speak to the former cadet's new school and to forward all records. Paul R. Brown Leadership Academy will give the cadet a five academic days grace period at his/her new school. During this grace period if the cadet decides to return to PBLA his/her slot will be open. After the grace period is reached PBLA will fill the former cadet's slot with the first name on the appropriate waiting list.

### **Marketing Plan**

The Marketing Committee for Paul Brown Academy will be made up of one(1) Trustee, the Headmaster, the Commandant, the Academic Dean and a Parent Representative. The marketing program complies with the admissions requirements addressed in GS 115C.238.29F (g) (1-7). Paul R. Brown Leadership Academy embraces diversity within its student body, faculty, and staff promising to mirror the diversity of the local education community of Bladen County.

## **V. EDUCATION PLAN**

### **INSTRUCTIONAL PROGRAM:** (G.S. 115C-238.29F (d))

Provide a detailed description of the overall instructional program, including the following:

**Educational theory, foundation of the model, and proposed innovative offerings.**



The educational philosophy, the theory, of Paul Brown Academy is grounded in the work of Tony Wagner’s The Global Achievement Gap, New York: Basic Books, 2008. As indicated above, Wagner’s seven survival skills for education today (Wagner, 14-41) are the guiding principles by which Paul Brown Academy intends to operate its school, build its curriculum, and educate its students. While the seven principles are the basis (Critical Thinking and Problem

Solving, Collaboration Across Networks and Leading by Influence, Agility and Adaptability, Initiative and Entrepreneurialism, Effective Oral and Written Communication, Accessing and Analyzing Information, and Curiosity and Imagination), the seven principles have been further refined and re-stated with the special Paul Brown Academy twist we call love of learning. Our principles succinctly stated are: the ability to effectively read, to write and speak, to think critically and creatively, problem solve, and work hard. These principles combined with our military structure that increases self confidence, respect for others and self, and the discipline to succeed comprise the Paul Brown Academy approach to education.

This educational approach, model, theory, will require Paul Brown teachers to be prepared daily and use a variety of teaching tools and techniques to keep students engaged, interested, and on the right track. That is, class size will be kept intentional small (18 – 20 students), team work will be stressed with individuals held to task by specific tasking, and product based learning, classroom workshops, real experience, and critical review.

As stated above, every Friday a faculty forum will be held to determine if we are meeting goals, what corrections are needed, provide support, sharpen skills, share experiences, discuss individual student performance, and critique our efforts. In addition, as needed in-service topics and requirements will be addressed as well.

**Teaching approach, class structure, curriculum design, courses of study, sample daily schedule, pillars of the school culture, and instructional methodology that align with the school’s mission.**

As a Charter Public School Paul Brown Academy will use the North Carolina Standard Course of Study. Teachers will work from the Standard to ensure each student receives the required knowledge, but it will be just a guide as each teacher is expected to go beyond the Standards and to enrich the learning experience – harkening back to our love of learning piece, which we believe important. It is important to engage and challenge students, but, at the same time, provide that safety net by which no student is allowed to feel belittled or loose self esteem. This is where our military and leadership course work and practical instruction will win the day as each student will be made to feel a success -- daily. This success will carry over into the classroom.

Cadets will be assigned an academic advisor. This advisor will take the cadet through his entire course of instruction at PBLA. The advisor will coordinate with the cadet’s teachers in areas where the cadet is weak and will be a part of the plan to keep the cadet on task. It is also the hope that the advisor will take on the mentor role and guide the cadet through PBLA.

The daily schedule will be filled from start to finish. The cadet will learn time management through this schedule. On Wednesdays and Thursdays the classes are extended to give our science teachers the opportunity to conduct labs and get the cadets outside of the classroom. With the Cape Fear River and the Bladen county lakes less than five minutes away teachers will be encouraged to get the cadets out of the class room.

**TYPICAL CADET SCHEDULE**

**TYPICAL CADET SCHEDULE – Monday, & Tuesday**

0700 - 0725	Cadet Sign In
0730	Accountability Formation & Reveille
0735 – 0825	Drill & Ceremonies/Inspection/Assembly
0835 – 0925	1 <sup>st</sup> Period
0930 - 1020	2 <sup>nd</sup> Period

1030 – 1050	Cadet Advisor
1055 – 1145	3 <sup>rd</sup> Period
1150	Mess II Formation
1155 – 1245	Mess II
1255 – 1345	4 <sup>th</sup> Period
1350 – 1440	5 <sup>th</sup> Period
1445 – 1535	6 <sup>th</sup> Period Afternoon Classes
1540 – 1600	Tutorial
1605	Retreat Formation
1630 - 1800	Athletic Practice/Tours/Confinements
1800	Sign Out

#### **TYPICAL CADET SCHEDULE – Wednesday**

0700- 0725	Cadet Sign In
0730	Accountability Formation & Reveille
0735 - 0855	1 <sup>st</sup> Period
0905 - 1025	2 <sup>nd</sup> Period
1030 - 1150	3 <sup>rd</sup> Period
1155	Mess II Formation
1200 - 1300	Mess II
1315 - 1335	Cadet Advisor
1345 - 1545	Parade Practice
1550	Retreat Formation
1555	Retreat
1615 - 1800	Athletic Practice/Tours/Confinements
1800	Sign Out

#### **TYPICAL CADET SCHEDULE - Thursday**

0700- 0725	Cadet Sign In
0730	Accountability Formation & Reveille
0735 - 0855	4 <sup>th</sup> Period
0905 - 1025	5 <sup>th</sup> Period
1030 -1150	6 <sup>th</sup> <sup>d</sup> Period
1155	Mess II Formation
1200 - 1300	Mess II
1315 - 1335	Cadet Advisor
1345 - 1545	Parade Practice
1550	Retreat Formation
1555	Retreat
1615 - 1800	Athletic Practice/Tours/Confinements
1800	Sign Out

#### **TYPICAL CADET SCHEDULE - Friday**

0700 - 0725	Cadet Sign In
0730	Accountability Formation & Reveille
0735 - 0825	1 <sup>st</sup> Period
0830 - 0920	2 <sup>nd</sup> Period
0930 - 1050	Cadet Advisor
1055 - 1045	3 <sup>rd</sup> Period
1050 - 1140	4 <sup>th</sup> Period

1145	Mess II Formation
1150 - 1250	Mess II
1300 - 1350	5 <sup>th</sup> Period
1355 - 1445	6 <sup>th</sup> Period
1450 - 1505	Tutorial
1510 - 1520	Parade Prep
1525	Parade Formation
1530	Receive the Colors
1535 - 1630	Parade
1635	Retreat
1700 - 1800	Athletic Practice/Tours/Confinements
1800	Sign Out

#### **TYPICAL CADET SCHEDULE - Saturday Classes**

0730- 0750	Cadet Sign In
0755	Accountability Formation & Reveille
0800 - 0845	1 <sup>st</sup> Period
0850 - 0935	2 <sup>nd</sup> Period
0940 – 0950	Cadet Advisor
0955 – 1030	3 <sup>rd</sup> Period
1035 – 1110	4 <sup>th</sup> Period
1115 – 1200	5 <sup>th</sup> Period
1205	Retreat Formation
1210	Sign Out

#### **TYPICAL CADET SCHEDULE - No Saturday Class**

0800 – 1200	Saturday Study Hall
0800 – 1200	Tours & Confinements

#### **Demonstration that selected goals are clear, specific, measurable, ambitious and attainable.**

Paul Brown Academy as a military school will show, guide, set the example for, and require that each student live by a code of honor in all aspects of their lives and especially on campus. Character development, honor, self discipline, and integrity will be taught in leadership classes, practiced daily, and observed as the standard among faculty and staff. This will be observable upon entry to the Academy grounds and upon coming in contact with a Paul Brown Student.

Paul R. Brown Leadership Academy will demand and receive quality work from its students. As indicated above students will be graded and accessed in all work. This grading and accessing will be on going and will be done daily so that each student knows where he or she stands. No guess work. Additionally, as indicated above students will be required to maintain a portfolio of work. In addition, students will critique themselves and grade themselves on how they perform. The student's input will be used by teachers as measure of what the student believes he or she has contributed and has learned during the grading period.

#### **Entrance and exit requirements as well as graduation requirements (if the school is to be high school).**

##### **Entrance Requirements:**

A student who is qualified for admission to a North Carolina Public School is qualified for admission to Paul Brown Academy. The necessary transfer documents, such as transcripts, standardized test scores, IEPs, last quarter report cards, and attendance records will be required for proper placement. A birth certificate and a current immunization record as well as a physical will be required.

The Academy will require that parents and cadets entering Paul Brown Academy sign an agreement that they will read and abide by the Parent-Cadet Handbook as well as commit to the standards of the Academy.

**Exit Requirements:**

To successfully exit (graduate) from Paul Brown Academy requires the successful completion with a passing grade in all required courses and a GPA of 2.0 or better overall. In addition, all EOC requirements must be met. Paul Brown Academy will require each student to successfully participate in its leadership program every year of attendance, meet attendance requirements, perform community service as directed by grade level, participate in the summer reading program, complete and defend a Senior Research Project.

Paul R. Brown Leadership Academy will start High School Courses in August 2014. Each year the Academy will add the next appropriate grade so that by the 2017 school year it will graduate its first class. The proposed High School Requirements which are subject to modification once the high school opens in 2014 are:

- Four English Credits:  
Ninth Grade - Intro to Literature  
Tenth Grade - British Literature  
Eleventh Grade - American Literature  
Twelfth Grade - World Literature

Four Mathematics Credits (*Cadets will follow two tracks based on the math courses that were taken in eighth grade*)

	<b>Track 1</b>	<b>Track 2</b>
Ninth Grade	Algebra I	Geometry
Tenth Grade	Geometry	Algebra II
Eleventh Grade	Algebra II	Pre – Calculus
Twelfth Grade	Pre-Calculus	AP Calculus or AP Statistics

- Four Science Credits:  
Physical Science  
Earth Science  
Biology  
Chemistry

- Four History Credits:  
Introduction to World History  
American History  
United States Government  
African American History

Two Foreign Language Credits

One Health & PE Credit

- One Humanities Credit  
Art  
Band  
Chorus  
Drama

Four Leadership Credits

JROTC I

JROTC II

JROTC III

JROTC IV

**The school calendar (must provide instruction for a minimum of 185 instructional days)  
(G.S.115C-238.29F(d)(1)) and how it coincides with the tenets of the proposed mission.**

**Academy Calendar.**

Paul Brown will have a 188 day academic calendar. Paul Brown's daily schedule will be an extended day to meet the necessary training time for leadership activities, sports, and extracurricular activities. Exceptions may be granted for work or community service. Paul R. Brown Leadership Academy will observe the opening late times, closing early times, and closures as announced by the Bladen County School System due to inclement weather to avoid any confusion.

**DATE**

**ACTIVITY**

5 – 9 August

New Cadet Training 9th & 10<sup>th</sup> grade cadets

12 - 16 August

Cadre Training 9th & 10<sup>th</sup> grade cadets

17 August

0800 – 1600 New Cadet In processing

19 August

1<sup>st</sup> Day of Classes/Cadet Training

31 August

Saturday Classes

Forming of the Corps

9 September

Labor Day Holiday No Classes

11 September

Patriots Day Ceremony

20 September

Parent Teacher Conferences

Corps Day Promotion, Parade & Review

4 - 12 October

Robert Land Academy Fall Exercise\*\*

5 October

Saturday Classes

18 October

Parent Teacher Conferences

Homecoming Parade & Review

End of First Nine Weeks

19 October

Homecoming Dance

21-22 October

Fall Break No Classes

25 October

Academic Awards Parade

31 October

Halloween Dance

11 November

Veterans Day Ceremony

23 November

Parent Teacher Conferences

Parade & Review

25 - 29 November

Thanksgiving Break No Classes

7 December

Saturday Classes

20 December

Parade & Review

21 December

Winter Formal

23 – 31 December

Christmas Break No Classes

1 – 3 January

New Years Break No Classes

11 January

Saturday Classes

End of 2<sup>nd</sup> Quarter

13 January

MLK Holiday No Classes

15 February

Parent Teacher Conferences

Academic Awards Parade

14 March	End of Third Quarter
17-18 March	Midwinter Break
21 March	Academic Awards Parade
12 April	Saturday Classes
17 April	Parent Teacher Conferences
	Parade & Review
18 – 26 April	Easter Break
10 May	Mother’s Day Parade & Review
17 May	Military Ball
26 May	Memorial Day Holiday No Classes
5 June	End of the 4 <sup>th</sup> Quarter
	Academic Awards Ceremony
6 June	8 <sup>th</sup> Grade Promotion Ceremony
	Final Parade and Stand Down Ceremony

**A concise description of any evaluation tool or test, if any, that the proposed charter school will use in addition to any state or federally mandated tests and how this data will be used to drive instruction and improve the curriculum over time for the benefit of students.**

**Evaluation Tools.**

It is a given that Paul Brown Academy will administer all required testing by the State of North Carolina to include EOCs to determine not only what our students have acquired, but how well we as an institution have taught the subjects. In addition, the Pre ACT will be administered to 9<sup>th</sup> Graders, the ACT will be administered to 10<sup>th</sup> graders, 11<sup>th</sup> graders will take the ACT twice, and will take the test multiple times. Additionally, Paul R. Brown Leadership Academy will introduce and require the College and Work Readiness Assessment (CWRA). It is fairly new and currently used only at private schools to test all of their students to see if the student is acquiring the skills that matter most for college and if the student is college ready. Paul R. Brown Leadership Academy will utilize MAP testing at the beginning of each school year, the midway point and at the end of the year. MAP testing will give the academy an accurate gauge for student growth and allow us to steer instruction. A learning portfolio will be kept by each student, especially written and creative work.

Grades will be reported in the standard manner currently used at other schools on a scale of 100 (A+) – 59 (F), P, F, and NC as necessary. The grade on the transcript and the report card will be in the form of a number grade with the scale/legend provided on each report card and transcript. This is currently accepted practice and conforms to a universally accepted by most colleges and universities. Time and practice may require a rethinking of this system in the future. Paul Brown Academy will not live, teach, or grade in the past, but strive to do the correct thing in everything undertaken and grading will be no exception.

**Professional Development.**

**Education Assistance**

Paul R. Brown Leadership Academy feels an individual who possesses a desire to continue their education, while performing their full-time job, demonstrates a commitment to improving themselves and their position with in the Academy. To encourage and reward these individuals, Paul R. Brown leadership Academy will offer Education Assistance.

Full-time employees may continue their education in a related field and Paul R. Brown Leadership Academy will reimburse fifty(50) percent of the tuition costs. All courses must be preapproved by the Administration. The Employee once the approved course is completed will submit a certified transcript of grades and receipts for expenses. Paul

R. Brown Leadership Academy will reimburse the employee as described for the portion of the tuition that was pre-approved.

In order to qualify for this Education Assistance benefit an employee must:

1. Have at least one (1) full year of service with Paul R. Brown Leadership Academy.
2. The course must be job-related and offered by an approved educational institution.
3. The employee must inform his/her department head of the course/program he/she intends to take it.
4. If the department head supports the request, it will be forwarded to the Administration for approval.
5. If approved, the Academy will reimburse the employee for fifty(50) percent of the tuition (this excludes registration fees, books, class materials, etc.) provided the employee obtains at least a 3.0 grade based on a 4.0 system.
6. If the employee is eligible to receive educational benefits from other sources such as the Veteran's Administration, Paul R. Brown Leadership Academy will not reimburse the educational expenses.
7. The Employee will agree to pay back the Academy's reimbursement should the employee resign for any reason within one(1) year after completing the course.
8. Because IRS rules occasionally change regarding how tuition reimbursement is taxed the employee will consult with the Administrative Assistant for current regulations.

### **Training (Attending Seminars/Training Sessions)**

From time to time, Paul R. Brown leadership Academy may arrange to have both formal and informal training programs to enable its faculty and staff to progress grow in knowledge and to improve their skills. Employees may be selected to attend schools, or workshops. The Academy may pay for all or a portion or a pre-approved expenses for off-premises training depended on the nature of the course. Employees will start this process with their department head.

If a faculty or staff member becomes aware of a particular seminar that they believe is appropriate for enhancing their skills (and/or those of other employees), they can bring it to the attention of their department head. The department head will consult with the administration and make a decision on whether the Academy will fund the expense.

**An explanation of how the school will provide assistance to students that are not performing at expected levels to ensure the continued progress of student growth. The applicant needs to define their "expected levels" of performance and delineate a plan accordingly.**

Typically two types of cadets will struggle academically. The first is the cadet that whose assessments through testing, and previous records show has difficulty because of below average aptitude. Every effort will be made to identify these cadets and provide tutorial service, remediation, and modified instruction techniques to assist these cadets. The second type is the cadet that has the aptitude but will not put forth the effort. Paul R Brown Leadership Academy will identify these cadets and send weekly progress reports to the parents. Our faculty will be encouraged to keep open lines of communication with parents to keep them up to date on their cadets progress, Cadets who are underperforming will be assigned to afternoon tutorials based on the assignments that were turned in that day. The tutorial period will also be used for cadets to start homework assignments while still at the academy. This will give the cadet the chance to have faculty assistance. Cadets who continue to purposely underperform in class will be assigned to Confinements by the Commandant of Cadets. A confinement is a study hall environment where the cadet is in the uniform of the day for a fifty minute period. The whole premise of Confinements is that "I would rather be at sports than here. "

Cadets who receive an "F" for a grading period will be assigned to Saturday study hall. Study hall will be manned by a faculty member with assistance from the Commandant of Cadets. This period will be used for a cadet to do remediation on assignments from the previous week. These measures are not just for cadets with a letter grade of "F".

If the Academic Dean, The Cadet Advisor, The Faculty Member and the parent are certain that the cadet is not living up to his potential a recommendation can and will be made for Confinements, and Saturday Confinements.

### **Details in how the proposed charter plans to involve parents and community members within the school**

The Commandant of Cadets and his staff will work hand in hand with the Parent's Club. He will oversee the Parents Club, attend all meetings. It is the hope that the Parents Club will generate extra support for the Academy. The Commandant will reach out to all areas of the Bladen county community. It will be his job to approach the Optimist Club, Lions Club and other civic organizations seeking support and offering assistance. Local officials will be invited to attend ceremonies and to be the reviewing officer for parades. It is the hope that getting a person on campus to see the corps will lead to getting that person and his friends involved.

### **Describe how the school will meet the needs of gifted, at-risk children, English language learners by explaining the proposed school's process for identification and service of these students. Compliance with Federal and State Regulations for Serving Exceptional Students.**

#### **Gifted**

Paul R. Brown Leadership Academy will follow the North Carolina Academically or Intellectually Gifted Program Standards. It will create a committee made up of the Academy's Science/Math Teacher, an English Teacher and the Art teacher. Using North Carolina's program as a guide they will develop and implant a program to serve PBLA cadets. The committee will identify cadets for placement in the gifted program based on previous grades, EOC scores, MAP scores, and nominations. Cadet can be nominated for placement by a parent, teacher, or the cadet himself. The committee will review the nominations and make a recommendation to the Academic Dean and the Headmaster. The Headmaster will be the final approving authority on placement into the AIG Program.

#### **At Risk Children**

The Mentor Program that Paul Brown leadership academy will use is the first step to identifying cadets that are At Risk. Each mentor will be assigned to that cadet through out his time at PBLA. This allows the cadet and the mentor to build a rapport that starts in sixth grade and carries on to graduation. One warning sign of At Risk Children is attendance. At PBLA Mentors will be responsible for checking their cadet records upon entry into the academy for attendance issues at previous schools. If a cadet is absent we want the mentor to call the parent to check on the cadet. Mentors will keep the Commandant informed on the status of their at risk cadets so that they can work together to avoid losing the cadet. Paul R Brown Leadership Academy will use JROTC as part of its curriculum for high school Cadets and Middle School Cadet Corps Curriculum for its leadership programs. JROTC program cadets have a less than 1% dropout rate when compared to non JROTC students in the same schools. Making JROTC a part of the academy is crucial in helping the At Risk students of Bladen County.

#### **English Language Learners**

Paul R. Brown Leadership Academy will administer the WIDA-ACCESS Placement Test to cadets who identify a language other than English as their primary language on their enrollment application. Using the results of the test Paul R. Brown Leadership Academy will determine the best course of instruction to help improve the cadet's English proficiency.

### **Discuss any proposed extra-curricular activities to be offered by the school and how these offerings match the over-all mission of the school.**

#### **Community Service**



Under our Character Development pillar cadets at Paul R. Brown Leadership Academy will be required to take an active part in their communities. Each year every cadet will be required to perform a predetermined amount of community service hours. Cadets will engage in community service as a part of their requirements at the Academy. In this the Academy is teaching that if they want the community, the state, the nation, and the world to be a better place it starts with them, now. Prepare now so as to lead in the future.

### **Military Teams**

Cadets will be allowed to join the academy's Drill and Raider Teams. The Drill Team will compete against other JROTC units on weekends in drill and ceremonies competitions. The Raider Team will also compete on weekends against other JROTC units in a series of athletic competitions. These teams will compete year round.

### **Athletic Teams**

All cadets will be required to letter in one sport per year. Cadets who are unable to participate in athletics will serve as student assistants to the coaches. These cadets will be eligible for letters as well.

Cadets will participate on the following sports teams:

#### **Fall**

Boys and Girls Middle School Cross Country  
Boys and Girls Varsity Cross Country  
Boys Middle School Soccer  
Boys Junior Varsity Soccer  
Girls Middle School Tennis  
Girls Junior Varsity Tennis  
Boys Varsity Soccer (added in 2015)  
Girls Varsity Tennis (added in 2015)

#### **Winter**

Boys and Girls Junior Varsity basketball  
Boys and Girls Middle School basketball  
Boys and Girls Varsity Basketball (added in 2015)

#### **Spring**

Boys Middle School Tennis  
Boys Junior Varsity Tennis  
Boys Junior Varsity Baseball  
Boys Middle School Baseball  
Girls Middle School Soccer  
Girls Junior Varsity Soccer  
Boys Varsity Baseball (added in 2015)  
Boys Varsity Tennis (added in 2015)  
Girls Varsity Soccer (added in 2015)

### **SPECIAL EDUCATION** (G.S.115C-106)

Paul R. Brown Leadership Academy will accept all special needs children under the federal legislation *Individuals with Disabilities Education Act (IDEA)* (20 U.S.C. 1400 Et seq.) and the state legislation (G.S. 115C-106 Et seq.). The proposed school will abide by the charter school legislation, G.S. 115C-238.29F(g)(5), as stated below:

*A charter school shall not discriminate against any student on the basis of ethnicity, national origin, gender, or disability. Except as otherwise provided by law or the mission of the school as set out in the charter, the school*

*shall not limit admission to students on the basis of intellectual ability, measures of achievement or aptitude, athletic ability, disability, race, creed, gender, national origin, religion, or ancestry.*

We will as much as possible place every student in regular classes but will identify student needs through IEPs and other tools to ensure that every student's individual requirements are addressed. We believe the

immersion of the student in a class with peers, while addressing the individual student's needs, is the best approach for optimal learning. A special education teacher will oversee exceptional student needs as well as ensure modifications and supplemental curriculum for those students requiring it. Paul Brown anticipates approximately 8 – 12 percent of the student population will be exceptional students.

The certified special education teacher(s) will oversee the exceptional student program as stated above and, as well, co-teach or teach separate smaller groups as necessary to ensure the material is being understood and mastered. The guiding principles, here, are: exceptional student needs are being adequately addressed and the love of learning is being instilled. This may mean: extended time, multiple sessions, individual pull out, preferential seating, small group instruction, peer tutoring, and differentiated assignments.

Paul R. Brown Leadership Academy will abide by the charter school legislation, G.S. 115C-238.29F (g) (5) which holds: "A charter school shall not discriminate against any student on the basis of ethnicity, national origin, gender, or disability. Except as otherwise provided by law or the mission of the school as set out in the charter, the school shall not limit admission to students on the basis of intellectual ability, measures of achievement or aptitude, athletic ability, disability, race, creed, gender, national origin, religion, or ancestry." Paul R. Brown Leadership Academy will hire a certified Special Education teacher.

**STUDENT CONDUCT AND DISCIPLINE** (G.S.115C-238.29B(b)(12); G.S. 115C-238.29F(d)(4 and 5))

Provide drafts, included in this section, of student handbooks and other policies governing student conduct and discipline. Include policies and procedures governing suspension and expulsion of students. Specifically address these policies with respect to exceptional children. Also describe how a parent could appeal the decision of a school administrator through a grievance process.

# Paul R. Brown Leadership Academy



## Cadet & Parent Handbook DRAFT

CADET \_\_\_\_\_

My 2013 Class Schedule

Teacher: _____	:1st Period	Class _____
Teacher: _____	:2nd Period	Class _____
Teacher: _____	:3rd Period	Class _____
Teacher: _____	:4th Period	Class _____
Teacher: _____	:5th Period	Class _____
Teacher: _____	6th Period	Class _____

## INTRODUCTION

### WHAT IS THE “CADET & PARENT HANDBOOK

The book you are about to read, the “Cadet & Parent Handbook” is published annually by Paul R. Brown Leadership Academy. It outlines the rules, regulations, and guidelines that govern Cadet behavior, rights, and responsibilities. Cadets will learn the regulations and begin committing them to memory during Recruit Training. Cadets are then expected to live by these regulations.

### WHY IS THE CADET & PARENT HANDBOOK IMPORTANT TO PARENTS?

For the success of their Cadet, it is important that parents thoroughly understand the system of rules and regulations established by Paul R. Brown Leadership Academy. This book also serves as a reference guide for parents so that they will better understand the Academy’s philosophy toward academics, athletics, character and discipline and will be able to support their Cadet and guide them toward future achievement. At Paul R. Brown Leadership Academy, there are three important components that make cadets “successful”: the Academy, the Cadet, and the Family. The Academy provides the environment and direction. The Cadet provides the will to succeed. Most importantly, the family provides the support for the Academy and the Cadet. Only with the unity of all three will we ensure the success of the cadet.

### SHOULD I READ THIS BOOK FROM COVER TO COVER?

YES! Your Cadet will be expected to read every page and memorize certain parts. You should too! When your Cadet tells you that “It is okay not to wear his uniform today” or “it is okay to miss a parade,” or “I do not have to have a haircut,” – You should be able to determine that this is not true. The intent of this book is to help the parents be better informed.

### WHO SHOULD I CALL IF I HAVE QUESTIONS OR RECOMMENDATIONS

Although we have tried to be thorough and clear in writing the Cadet & Parent Handbook, questions may arise and revisions do occur. If you have questions, comments, or recommendations for changes regarding anything written here, call the Academic Dean or the Commandant for clarification. If your cadet tells you something contradictory to what is written, verify it with the Dean or Commandant before taking action. Remember: The Dean and the Commandant would rather answer 50 questions from parents than discipline one Cadet for breaking the rules.

### MISSION

The mission of Paul R. Brown Academy is to serve its students through a commitment to excellence in an education that serves today, tomorrow, and the future by providing an academically rich program that encompasses all skill sets for life: reading, communication, critical and creative thinking, problem solving, work ethic, integrity, physical wellness, and leadership.

Paul R. Brown Leadership Academy offers an academic program within a military structure that develops well-rounded young men and women who are prepared to succeed in life and have the self discipline and leadership skills necessary to reach their potential in life. The military dimension of Paul Brown Leadership Academy's program seeks to reinforce every other aspect of the mission and to add a set of values which can be applied throughout life, including a positive work ethic, sense of responsibility, integrity, and morality. Our intent is to instill and preserve shared beliefs in the principles that have made our society and our country great.

### PHILOSOPHY

The philosophy of Paul R. Brown Leadership Academy is to stress the importance of preparing students for college and for life by providing knowledge and teaching them the attitudes and skills they will need to meet the challenges of life. It is the philosophy of Paul Brown Leadership Academy that this personal development can best be achieved through a comprehensive

program that addresses the development of the total person. This program includes a challenging leadership program administered through the Commandants Office that promotes competition, sportsmanship; development of personal integrity, and discipline. The discipline outlined in this handbook is administered through the Academy honor system and disciplinary system. All cadets are required to adhere to the regulations and policies outlined in the "Cadet & Parent Handbook" and the provisions of the Cadet Honor Code and Creed.

## THE CORPS OF CADETS

The Corps of Cadets is organized as a battalion that is comprised of four line companies and a Headquarters Company:

Alpha Company  
Bravo Company  
Charlie Company  
Delta Company  
Headquarters Headquarters Company

A Cadet's rank and position within the company are determined by military performance, academics, participation in activities, and demonstrated leadership potential.

## CADET HONOR SYSTEM

The Honor System is designed to help instill all Cadets with a sense of moral responsibility. In this sense, the Honor System belongs to the Cadets and its effectiveness rests with each individual Cadet. The Cadet Honor System consists of the Honor Code.

## CADET HONOR CODE AND CREED

All Cadets at PBLA are subject to the Honor Code. Ignorance as to the contents or meaning of the Honor Code shall not be accepted as a form of defense. The Honor Code is simple, emphasizing a moral and ethical rule of behavior that permits all cadets to live together in harmony, trust, and respect. Cadets who attend PBLA are expected to become thoroughly familiar with the Honor Code, to affirm their willingness to support the principles, and to demand that their fellow cadets do likewise. To help the cadets learn the Honor Code, each cadet receives a briefing relating to the Honor Code. Each cadet will commit the Paul R. Brown Leadership Academy Honor Code to memory.

### PAUL R. BROWN LEADERSHIP ACADEMY HONOR CODE

*"I will not lie, cheat, steal, nor tolerate those who do."*

### PAUL R. BROWN LEADERSHIP ACADEMY CADET CREED

*I will never forget that I am a member of The Paul R. Brown Leadership Academy Corps of Cadets. Honor is the code in which I live by. I am a gentleman/gentle lady and will always carry myself as such. I will excel in the classroom. I will wear my uniform with bearing and pride. I will always give my best when on the athletic field. I will always be an asset and a source of pride for my community. I will strive for academic achievement. I will never forget those that came before me and the sacrifices that they made. Nor will I ever forget those that follow me. I am a Paul R. Brown Leadership Academy Cadet.*  
*Numquam non paratus*

## HONOR CODE

The Honor Code is enforced by the cadets with supervision by the staff and faculty. Each cadet is subject to the Honor Code and is required to live by its rules while attending Paul Brown Leadership Academy. There are four violations of the Cadet Honor Code:

1. Lying: Knowingly making a false official statement - written or oral.
2. Cheating: Receiving or giving aid on a test or examination. Plagiarism is also a form of cheating and is a violation of the Honor Code.
3. Stealing: Taking without permission the property of another Person. The taking of Academy and government property is also stealing.
4. Toleration: Failure to report a violation of the Honor Code that you have observed.

### HONOR COMMITTEE

Honor Committee membership will consist of two Honor Representatives from each company with the Battalion Commander appointed as the President and the Battalion Executive Officer appointed as Vice President. Each company will select a representative by secret ballot. The cadet must be in good standing. There will be no campaigning for the right to serve as an Honor Representative. No cadet may serve as an honor representative if they have had an honor violation within the last two years.

One of the greatest and most meaningful achievements that can be bestowed upon a Paul R. Brown Leadership Academy cadet is selection by their respective companies to present them on the Honor Committee. This is a sacred trust to be cherished. Each company honor representative should always set the example and ensure the highest standards are always maintained.

The Commandant or his designee will serve as advisor to the Honor Court. He will serve strictly in an advisor capacity to the honor court and have no vote.

The Honor Court shall have the following duties:

1. To sit as members of the Honor Court and to try all cases which involve violations of the Honor Code.
2. To reorient and refresh the cadets in their company on the honor system at the beginning of the school year.
3. Be prepared to serve and counsel a member of your company accused of an honor violation.

A Battalion Judge Advocate General (JAG) will be appointed to serve as the prosecutor for Honor Courts and will be assisted by an assistant JAG.

### HONOR COURT RULES AND PROCEDURES

Rules are as follows:

1. Honor Courts hear and decide honor cases without prejudice or bias. All cadets regardless of the nature of the offense are entitled to receive a full and fair hearing.
2. Honor Courts must be scheduled and coordinated through the Commandants Office.
3. Honor Courts are conducted in open sessions. Court members, the accused, the accused cadet's company honor representative, the accused cadet's faculty mentor, Honor Court Faculty Advisor, and a Commandants Office Representative must be present through out the proceedings. The committee will not consist of any cadet's current Honor Representative. Any accused cadet may request a closed hearing. Witnesses may be summoned by the court or the accused. While waiting to testify, the witnesses will be sequestered outside the hearing room. Upon conclusion of the testimony, the witnesses will be dismissed.

4. Each Honor Court must have at least five sworn members present to hear and conduct a case. The Battalion Commander is the president and, in his/her absence, the Battalion Executive Officer serves as president.
5. All witnesses testifying will be sworn according to procedure.
6. Any cadet summoned before an honor court will be notified in person by the JAG and given a minimum of 48-hour notice prior to the hearing date. Additional preparation time may be requested for good cause. Parents of the accused cadet will be notified by the Commandant of Cadets of the pending hearing. Parents are allowed to attend the hearing but are not allowed to address the panel. The notification will be in writing and will provide the date, time, location, and allegations to be heard. Failure to appear before a scheduled honor court is a serious breach of conduct which may result in additional sanctions regardless of the outcome of the initial charge.
7. All Honor Courts will be conducted according to the rules and script promulgated by the Commandant's Office. No variations are authorized. An Honor Court member violating the customs of the court is in violation and will be dismissed from court duties without prejudice. The decision of that court becomes null and void. Upon nullification of an Honor Court's decision, a new Honor Court will be sworn in and the action will proceed.
8. The uniform for accused cadets is the dress uniform of the season. White gloves and service cap are to be worn. The President of the Honor Court may modify the uniform for panel and the JAG.
9. Once all evidence is heard and both sides give their closing statements the room will be cleared by the JAG. There will be no discussion of guilt or innocence. The JAG will poll the panel for their vote. For a Cadet to be found guilty of an offense, the final vote must be supported by three guilty votes.
10. No record of the proceeding will be kept. The final decision and punishment will be recorded on the indictment.
11. No member of the Honor Court will discuss the actions of the Honor Court with a non-member. Any discussion of specific facts of a case is strictly forbidden. An Honor Court member violating this rule is subject – at a minimum – to loss of membership and reduction in rank.
12. Honor Court recommendations and any appeals will be forwarded through the Commandant to the Academy Headmaster for final approval.
13. An appeal must be made within two school days of the time the verdict was handed down. A cadet who pleads guilty to a charge cannot appeal his plea. A cadet may appeal on three grounds:
  - a. New evidence is discovered.
  - b. A cadets rights were not protected.
  - c. Their was an error in the trial proceedings of such magnitude as to jeopardize the fairness of the hearing.A cadet may appeal the punishments handed down by the court to the Headmaster.

### Honor Court Sanctions

An Honor Court may impose the sanctions on an accused cadet after a full hearing and three of the five voting members concur. The president of the council will vote only in the event of a tie. Honor Representatives must be in the 9<sup>th</sup> or 10<sup>th</sup> grade. The president will never let his vote be known until he is polled by the JAG. This is done so as not to sway the other members of the panel. Honor Courts are not limited to these sanctions these are examples of proposed sanctions:

1. Tours (Not to exceed 50)
2. Reprimand (Oral/Written/Read before the battalion).
3. Censure (Oral/Written/Private/Public).
4. Removal of unit crest.
5. Public apology in lieu of other sanctions.
6. Recommendation for Expulsion
7. Academy Work Detail
8. Probation
9. Loss of Rank
10. Confinements, restrictions, tours.
11. Suspended Demotion
12. In School Suspension



This list is not comprehensive, but serves as a guide. Other recommendations may be made as fits the particular circumstances of the violation. Remember there are extenuating and mitigating circumstances which may justify a lesser sanction or a different combination of actions. Honor, sound judgment, and good sense must be considered in all action recommended.

## DISCIPLINARY BOARDS

Disciplinary Board makeup will consist of two Honor Representatives that are not in the same company as the accused cadet, two faculty members who are not currently teaching the accused cadet, the accused cadets Faculty Mentor, and the Commandant of Cadets. The Battalion JAG will present evidence against the accused cadet.

The Disciplinary Board shall have the following duties:

1. To sit as members of the Disciplinary Board and to try all cases which involve class one(1) offenses.
2. To be fair and impartial in their deliberations.
3. To always ensure that the cadet's rights are protected.

## DISCIPLINARY BOARDS RULES AND PROCEDURES

Rules are as follows:

1. Disciplinary Boards hear and decide class one(1) offenses without prejudice or bias. All cadets regardless of the nature of the offense are entitled to receive a full and fair hearing.
2. Disciplinary Boards must be scheduled and coordinated through the Commandants Office.
3. Disciplinary Boards are conducted in open sessions. Board members the accused, accused mentor advisor, must be present through out the proceedings. Any accused cadet may request a closed hearing. Witnesses may be summoned by the court or the accused. While waiting to testify, the witnesses will be sequestered outside the hearing room. Upon conclusion of the testimony, the witnesses will be dismissed.
4. Each Disciplinary Board must have at least five members present to hear and conduct a case. The Commandant of Cadets is the president and, in his/her absence, the Deputy Commandant serves as president.
5. All witnesses testifying will be sworn according to procedure.
6. Any cadet summoned before an Disciplinary Board will be notified in person by the JAG and given a minimum of 48-hour notice prior to the hearing date. Additional preparation time may be requested for good cause. Parents of the accused cadet will be notified by the Commandant of Cadets of the pending hearing. Parents are allowed to attend the hearing but are not allowed to address the panel. The notification will be in writing and will provide the date, time, location, and allegations to be heard. Failure to appear before a scheduled honor court is a serious breach of conduct which may result in additional sanctions regardless of the outcome of the initial charge.
7. All Disciplinary Boards will be conducted according to the rules and script promulgated by the Commandant's Office. No variations are authorized
8. The uniform for accused cadets is the dress uniform of the season. White gloves and service cap are to be worn. The President of the Honor Court may modify the uniform for panel and the JAG.
9. Once all evidence is heard and both sides give their closing statements the room will be cleared by the JAG. Their will be no discussion of guilt or innocence. The JAG will poll the panel for their vote. the Honor Court voting in favor. For a Cadet to be found guilty of an offense, the final vote must be supported by three out of five votes of guilty.
10. No record of the proceeding will be kept. The final decision and punishment will be recorded on the indictment.
11. Disciplinary Board recommendations and any appeals will be forwarded through the Commandant to the Academy Headmaster for final approval.
12. An appeal must be made within two school days of the time the verdict was handed down. A cadet who pleads guilty to a charge cannot appeal his plea. A cadet may appeal on three grounds:

- a. New evidence is discovered.
  - b. A cadets rights were not protected.
  - c. Their was an error in the trial proceedings of such magnitude as to jeopardize the fairness of the hearing.
- A cadet may appeal the punishments handed down by the court to the Headmaster.

### Disciplinary Board Sanctions

The Disciplinary Board may impose the sanctions on an accused cadet after a full hearing and three of the five voting members concur. The president of the council will vote only in the event of a tie. The president will never let his vote be known until he is polled by the JAG. This is done so as not to sway the other members of the panel. Disciplinary Boards are not limited to these sanctions these are examples of proposed sanctions:

1. Tours (Not to exceed 100)
2. Reprimand (Oral/Written/Read before the battalion).
3. Censure (Oral/Written/Private/Public).
4. Removal of unit crest.
5. Public apology in lieu of other sanctions.
6. Recommendation for Expulsion
7. Academy Work Detail
8. Probation
9. Loss of Rank
10. Confinements, restrictions, tours.
11. Suspended Demotion
12. In School Suspension

This list is not comprehensive, but serves as a guide. Other recommendations may be made as fits the particular circumstances of the violation. Remember there are extenuating and mitigating circumstances which may justify a lesser sanction or a different combination of actions. Honor, sound judgment, and good sense must be considered in all action recommended.

### STANDARD DISCIPLINARY ACTION

If a cadet is accused of an honor offense or a class one offense, wishes to plead guilty and accepts what ever punishments those panels would hand down he may request Standard Disciplinary Action. With Standard Disciplinary Action the cadet would appear before the Commandant and enter a plea of guilty. He would then receive the same punishment he would have received had he appeared before the Honor Court or the Disciplinary Board. A cadet may not request SDA if he is facing a possible expulsion. Cadets who request SDA waive their right to appeal of the sanctions given by the Commandant.

### PARENT GRIEVANCE

At any time a parent is unhappy with a decision an administrator has made he/she can see the administrator's immediate supervisor. If he/she is unhappy with the result of the supervisor's decisions he/she can see the person's department head. If he/she is still unhappy then the matter is taken to the Headmaster. If the person is unhappy still after speaking to the Headmaster he/she can request a meeting with the Vice Chairman of the board. When meeting with the Vice Chairman the complaint must be in writing. The Vice Chairman will issue a decision within five days if not sooner.

### APPEAL OF AN EXPULSION

The last and most severe act of discipline is the expulsion of a cadet from the Academy. At PBLA we will make every effort to avoid this. It is our policy to give every cadet every possible chance to succeed. However we understand that there comes a

point where a cadet staying causes disruption to the good order and conduct of the institution. If a cadet is contrite and his/her parents are working with the academy to ensure that the cadet will fulfill all punishments expulsion will be avoided. If the cadet is unwilling to conform and refuses to carry out the sanctions that were levied to correct his behavior a recommendation of expulsion may be made to the Headmaster.

Once the cadet is recommended the Headmaster will bring the cadet and the parent in for a conference. After meeting with the cadet and the parent he will make a decision on whether the cadet will be expelled. If the Headmaster supports the expulsion the cadet will be released from the Academy. If the cadet and his parents wish to appeal the expulsion the cadet will be suspended at home until the Expulsion committee of the Board of Trustees can meet. The cadet, his family, the Headmaster, and Commandant will appear before the Expulsion Committee. The Expulsion Committee will review all documentation related to the Expulsion interview the cadet and his family, the Headmaster and the Commandant. They will meet in closed session and decide by a vote whether the cadet will be allowed to remain with the Academy. The Headmaster and the Commandant will not be present for the vote.

### SUSPENSION AT HOME

If a cadet is accused of an offense which warrants law enforcement involvement the cadet will be suspended at home pending the out come of the police investigation and the judicial process. The cadet will be allowed to receive assignments and make up work during this process. Once the judicial process is complete the cadet will appear before the Disciplinary Board to face possible sanctions. Paul R Brown Leadership Academy will abide by all North Carolina Laws and Statutes in the reporting of crimes on campus.

### FACULTY CREED

We are committed to the legacy of Paul R. Brown. We believe that working with the family will produce a well prepared graduate. Send your son or daughter to Paul R. Brown Leadership Academy and we will return you a fine young man or woman.

### BASIC FACTS AND LOCATION

Paul Brown Leadership Academy is a coeducational college preparatory school for young people in grades 6 - 10. It was founded in 2012 by community leaders dedicated to offering a college preparatory education to students throughout southeastern North Carolina. Beyond providing the essentials for academic excellence, PBLA offers a structured environment where young people can develop to their full potential. The campus is located in Elizabethtown, NC. Paul R. Brown Leadership Academy sits on what was once known as Bladen Central High School and then Elizabethtown Middle School. When Elizabethtown Middle School closed the alumni of Bladen Central High School and Bladen County Youth focus stepped in. Thanks to their hard work and tireless efforts the property was transferred to Bladen County Youth Focus. In October 2012 the Alumni association and BCYF incorporated a board with the ideal of starting North Carolina's first military charter school. In honor of Paul Brown the academy was named Paul Brown Leadership Academy.

### PAUL BROWN LEADERSHIP ACADEMY MOTTO AND EMBLEM

Motto: The academy motto is "Nunquan Non Paratus" which translates to "Never Unprepared." PBLA cadets are always prepared for the tasks that meet them each day. A Paul Brown alumnus is always prepared for life's challenges.

Emblem: The colors light blue, navy blue, and gold signify honor, discipline, knowledge, integrity, and prosperity.

Paul R. Brown Leadership Academy was founded on the ideals that the academy stands on four pillars, character, academics, military, and athletics. Ultimately academics is the most important pillar however Paul R. Brown Leadership Academy strives to create the most well rounded graduate. It is the belief that a cadet who participates in all facets of this pillar system is guaranteed success. Therefore are emblem reflects this pillar system The helping hands symbol represents character. The

Paul R. Brown Leadership Academy

Paul R. Brown man or woman who stands ready to help his/her family school, community, state and country. The open book represents the academic nurturing of our cadets. The crossed sabers represent our academy's military structure. The sprinter symbolizes our academy's athletics program.

COMMUNICATION WITH PARENTS

Communication between parents and faculty is essential. Each quarter parents are encouraged to schedule parent – teacher conferences. They will also receive monthly progress reports. Parents are encouraged to communicate directly with teachers via telephone and e-mail.

MILITARY TIME

As you read the remainder of this handbook you will see references to military time. Below is a list of analog time equivalents. Military time is based on a numerical count of 24 hours. So after 1200 (noon), hours are counted as 1300 and 1400 etc., instead of 1p.m. and 2p.m. For example 1:30 p.m. would be 1330 and 2:45p.m. would be 1445.

Military Time	Civilian Time
0600	6:00a.m
0700	7:00 a.m.
0800	8:00 a.m.
0900	9:00 a.m.
1000	10:00 a.m.
1100	11:00 a.m.
1200	12:00 a.m.
1300	1:00 p.m.
1400	2:00 p.m.
1500	3:00 p.m.
1600	4:00 p.m.
1700	5:00 p.m.
18:00	6:00 p.m.
19:00	7:00 p.m.
20:00	8:00 p.m.
21:00	9:00 p.m.
22:00	10:00 p.m.
2300	11:00 p.m.
2400	12:00 a.m.

Schedule for the School Year

*Authority:* The Academy Calendar and daily routine for the school year are contained in this handbook, and may be adjusted and modified by a publication or announcement, as appropriate. Only the Headmaster or the Commandant may make changes and modification to the daily routine and the school calendar.

*Academy Calendar.* The Academy calendar provides specific information for the Academy academic year. The key date and activities are as follows:

TYPICAL CADET SCHEDULE – Monday, & Tuesday	
0700 - 0725	Cadet Sign In
0730	Accountability Formation & Reveille
0735 – 0825	Drill & Ceremonies/Inspection/Assembly
0835 – 0925	1 <sup>st</sup> Period

0930 - 1020	2 <sup>nd</sup> Period
1030 – 1050	Cadet Advisor
1055 – 1145	3 <sup>rd</sup> Period
1150	Mess II Formation
1155 – 1245	Mess II
1255 – 1345	4 <sup>th</sup> Period
1350 – 1440	5 <sup>th</sup> Period
1445 – 1535	6 <sup>th</sup> Period Afternoon Classes
1540 – 1600	Tutorial
1605	Retreat Formation
1630 - 1800	Athletic Practice/Tours/Confinements
1800	Sign Out

#### **TYPICAL CADET SCHEDULE – Wednesday**

0700- 0725	Cadet Sign In
0730	Accountability Formation & Reveille
0735 - 0855	1 <sup>st</sup> Period
0905 - 1025	2 <sup>nd</sup> Period
1030 - 1150	3 <sup>rd</sup> Period
1155	Mess II Formation
1200 - 1300	Mess II
1315 - 1335	Cadet Advisor
1345 - 1545	Parade Practice
1550	Retreat Formation
1555	Retreat
1615 - 1800	Athletic Practice/Tours/Confinements
1800	Sign Out

#### **TYPICAL CADET SCHEDULE - Thursday**

0700 - 0725	Cadet Sign In
0730	Accountability Formation & Reveille
0735 - 0855	4 <sup>th</sup> Period
0905 -1025	5 <sup>th</sup> Period
1030 -1150	6 <sup>th</sup> <sup>d</sup> Period
1155	Mess II Formation
1200 -1300	Mess II
1315 -1335	Cadet Advisor
1345 -1545	Parade Practice
1550	Retreat Formation
1555	Retreat
1615 -1800	Athletic Practice/Tours/Confinements
1800	Sign Out

#### **TYPICAL CADET SCHEDULE - Friday**

0700 - 0725	Cadet Sign In
0730	Accountability Formation & Reveille
0735 - 0825	1 <sup>st</sup> Period
0830 - 0920	2 <sup>nd</sup> Period
0930 - 1050	Cadet Advisor
1055 - 1045	3 <sup>rd</sup> Period
1050 - 1140	4 <sup>th</sup> Period

1145	Mess II Formation
1150 - 1250	Mess II
1300 - 1350	5 <sup>th</sup> Period
1355 - 1445	6 <sup>th</sup> Period
1450 - 1505	Tutorial
1510 - 1520	Parade Prep
1525	Parade Formation
1530	Receive the Colors
1535 - 1630	Parade
1635	Retreat
1700 - 1800	Athletic Practice/Tours/Confinements
1800	Sign Out

#### **TYPICAL CADET SCHEDULE - Saturday Classes**

0730 - 0750	Cadet Sign In
0755	Accountability Formation & Reveille

0800 - 0845	1 <sup>st</sup> Period
0850 - 0935	2 <sup>nd</sup> Period
0940 - 0950	Cadet Advisor
0955 - 1030	3 <sup>rd</sup> Period
1035 - 1110	4 <sup>th</sup> Period
1115 - 1200	5 <sup>th</sup> Period
1205	Retreat Formation
1210	Sign Out

#### **TYPICAL CADET SCHEDULE - No Saturday Class**

0800 – 1200	Saturday Study Hall
0800 – 1200	Tours & Confinements

#### **CADET SIGN-IN/SIGN-OUT**

The normal daily routine requires Cadets to be present on campus for scheduled activities and classes from 0800 - 1600. Cadets will sign in and out at the command post daily.

No cadet may sign-out unless a member of the cadet guard or Commandant's Office is present and grants permission. Unless otherwise directed, the sign in uniform is the uniform of the day. The sign out uniform is normally PT if the cadet is involved in athletics otherwise it will be the uniform of the day. This is the only attire that a Cadet is allowed to wear when signing-in or out.

Cadets who receive parental or guardian permission to depart the campus are subject to their parents or guardians – as well as their own – responsibility off campus.

Cadets who are in uniform, or who represent the academy in athletic and co-curricular activities, or whose actions otherwise reflect upon the academy, are subject to the behavioral standards and expectations of our academy whether on or off campus.

#### **APPROVED LEAVE**

*Special Leave.* Special Leave is an absence from the Academy during a scheduled school day. All requests for special leave should arrive in writing at PBLA as soon as the situation arises where leave is warranted.

*Emergency Leave.* Emergency leave may be granted for the death of an immediate family member, serious injury or illness, or extreme hardship of an immediate family member. Request for emergency leave must originate with a parent or guardian of the cadet or their duly authorized representative and may only be made by verified telephone call or a written request.

*Medical Leave.* If medical leave is granted, the cadet must provide signed documentation from the physician upon returning to the academy. Otherwise the cadet may be charged with unauthorized absence. A cadet is only permitted 5 unauthorized absences per year. After 15 days the cadet will be dismissed.

*College Visits.* It is the Academy's intent that college visits occur during holiday periods or leave periods. Seniors have three college days per academic year to use at their disposal with the approval of the Commandant, as coordinated with the Academic Dean and the Counselor. Juniors have two such days. The Academic Dean will approve a college visit only if the college office and the parent have approved it. No cadet may take a college day proceeding a leave or after a leave.

*Religious Leave.* With parental permission, cadets may request leave for an established religious holiday, or a holy day, or participation in a specific religious function with approval from the Commandant.

### ABSENT WITHOUT LEAVE (AWOL)

No cadet will be absent from or late in reporting to the academy or any scheduled period of instruction, duty, formation, parade, drill, inspection, or other announced scheduled event.

Cadets absent without proper authorization are subject to disciplinary measures, including reprimand, extra duty, denial of privileges, punishment tours, and/or dismissal. Discipline awarded to cadets will be based on severity and recurrence of violations of rules.

Cadets are required to be in class. If cadets are unexcused from five classes or the equivalent in any one day, they are considered unauthorized absence for the entire day and ineligible for sports or co-curricular activities that day. If cadets are charged with unauthorized absence, they may receive a grade of zero in all missed classes and will be required to complete all assigned and extra requirements.

### AREAS OFF LIMITS TO CADETS

- All Academy buildings and / or offices when no faculty or staff is present.
- Basements or roofs of all academy buildings and streets surrounding campus.
- All athletic fields, unlit areas, and unoccupied buildings after dark.
- Parking lots - except when arriving or departing campus.
- Fire escapes and external fire stairs - except during fire drills.
- Any other area designated by the Commandant.

### DISCRIMINATION

Paul Brown Leadership Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to cadet at the academy.

### PERSONAL PROPERTY

Paul Brown Leadership Academy is not responsible for lost uniforms, electronics, cell phones, etc. Paul Brown Leadership Academy accepts no responsibility for loss, damage, or theft of personal property.

### DAMAGES

Any Cadet who knowingly damages, destroys, or takes any property connected with the Academy, will be charged with the cost of the property or damage. Additionally, the cadet will be disciplined according to the nature and degree of the offense. Any damages caused by a cadet will be the cadet's financial responsibility. Damages to common areas will be divided among cadets using those areas if the responsible parties are unidentified. No charges will be made for normal wear and tear. All damage must be immediately reported to the Commandant. Required repairs will be reported to the Facilities Department through the Commandant's Office. Cadets are prohibited from tampering with electrical breakers, radiators, thermostats, smoke detectors, or any other mechanical devices.

### CHANGE OF CADET STATUS AND DISMISSALS / WITHDRAWALS

Cadets pending a disciplinary hearing or process, which could result in a dismissal, are prohibited from submitting a "Change of Cadet Status" request until the disciplinary hearing has been conducted and any actions approved. The withdrawal may be initiated by the parent or guardian. Cadets may pick up forms for these procedures in the Commandant's Office and then follow the instructions and meet obligations as indicated.

### TRANSPORTATION

Parents or guardians are responsible for scheduling all transportation arrangements to and from PBLA. The Academy will help the parent to arrange transportation with parent led car pools.

### ACADEMY CLOSURE

Paul Brown Leadership Academy will always follow the closure and late notifications of Bladen County Schools. Paul Brown Leadership Academy will also post its opening and closing status on its website.

Cadets and their parents are requested to use their own judgment regarding school attendance on days when the inclement or extreme weather conditions are present. Parents are requested to call the Commandants Office to report any absences or delays because of weather. Absences and delays will be understood and any class make-up requirements will be coordinated with the cadets as required. Simply be safe and risk no accident.

### CADET MOTOR VEHICLES ON CAMPUS

Cadets who have parental permission to have a vehicle on campus must register it with the Commandants Office. Possessing or operating a motor vehicle on campus is a privilege which will be revoked if a cadet demonstrates poor judgment or lack of responsibility. To operate a motor vehicle, a cadet must have a valid driver's license recognized by the state of North Carolina.

Cadets are required to abide by all permission slips relative to the transporting of other cadets and their permission to ride with another cadet.

Vehicles will be parked in the designated cadet parking lot. The parking lot is off limits except to depart from or return to campus.

Cadet operation of an PBLA vehicle or vehicle of a PBLA employee under any circumstance is unauthorized.

Under no circumstances will cadets loan their vehicles to any other cadet.

Cadets may not drive a motorcycle onto school property. Motorcycles are not authorized for cadets.

### BOOK BAGS



Book bags are prohibited from being deposited in hallways or common areas, or from being left unattended in any area that detracts from the organization, structure, or appearance of our campus. Book bags will be taken home each night by. Book bags can be brought to formation if grounded in an orderly fashion. Book bags will not be worn in formation except as directed by the Commandant. Cadets may wear book bags in marching formations going to individual classes

### REQUIRED AND PROHIBITED ITEMS

The Commandant's Office has a list of required and prohibited items for Cadets. Parents and Cadets should become familiar with these lists. The required items assist the Cadets in functioning without distraction in a military environment. The prohibited items list assists in creating a safe and secure campus environment. Prohibited items include: PSP, gameboys, pagers, mp3 players, and iPods. Weapons, knives, and items modified to become weapons or dangerous are strictly prohibited.

### FOOD IN THE CLASSROOM

Food and drinks are strictly prohibited in the academic building and classrooms. Bottled water is the exception. Chewing gum on campus is prohibited.

### MEALS

Cadets are authorized to eat lunch each day. Cadets on school trips will be provided meals in accordance with that activity.

#### Conduct in the Dinning Hall/ Cadet Mess

The Commandant and Senior Cadet present have full authority over conduct in the Cadet Mess. Responsibility for the conduct of each company rests with its Company Commander. Company Commanders will assign table captains for their company in their designated dining area. Table captains will ensure that cadets assigned to their table maintain proper conduct and decorum throughout the meal period and properly clear and clean their tables prior to departing the Dining Hall.

#### Rules of the Cadet Mess

- Conversation at the table and throughout the Cadet Mess will be courteous and in conversational tones.
- All members of the mess will maintain proper decorum at all times in the mess.
- Cadets will pass through the serving lines by company. No cadets are allowed in the galley area or behind the serving lines unless assigned to work detail.
- Joining the Table. Once served, cadets will report to their assigned table and stand at ease behind their chairs. As their half of the table becomes full, table captains will announce, "Please be seated."
- Departing the Table. Permission to be excused from the table will be requested from the table captain.
- Removal of Mess Items. Cadets will remove no items such as tableware or food from the Cadet Mess.

Members of the PBLA Corps of Cadets are considered "ladies and gentlemen" and their table manners should reflect proper conduct. Cadets will avoid leaning over the table or leaning back in their chairs. They will keep their elbows off the table and will chew slowly with their mouths closed. Cadets will use a knife and fork to cut meat and use the fork to place food in their mouth.

Hands should never be used to handle food except for such things as corn-on-the-cob, fried chicken, sandwiches, etc. Cadets will never reach in front of others, but will ask for what they need in a pleasant fashion. They will pass items as others may need them. They will leave their place at the table in neat appearance. When taking trays, plates, and accouterments to the waste disposal area, they will do so as orderly and neatly as possible.

### STANDARDS OF CONDUCT

PBLA uses a structured environment that requires the highest standards of conduct and respect for authority. Recognition of authority of superiors is expected at all times. A cadet is expected to show respect to and obey the orders of members of the staff and faculty, or any other official of the Academy. Failure to do so can result in disciplinary action. A cadet who shows disrespect to or refuses to obey the orders of a staff member will be disciplined in accordance with the nature of the offense. Honor, personal integrity, and loyalty to the Academy, its customs and traditions, are characteristics essential to a successful cadet. It is recognized that cadets, through lack of knowledge, will make some honest mistakes. Infractions of this category are disciplined by counseling, assignment of extra duty, and tours according to the seriousness of the violations.

Standards of conduct which may be condoned elsewhere may be intolerable at PBLA. The standards of honor and integrity of other schools or communities may be less than those that must prevail in a military school environment such as PBLA. Young people receiving their first lesson in military discipline must be warned that organized or collective resistance to authority is far more serious than resistance by individuals acting alone. Therefore, no cadet will consort or combine with or join others in doing any act contrary to the rules of the Academy, or endeavor to persuade others to do so. Cadets will conduct themselves with dignity. All misbehavior, disorder, or negligence mentioned in this handbook and /or considered as inappropriate, will be treated as "conduct detrimental to good order and discipline," or as "conduct unbecoming a cadet," as the circumstances dictate. Cadets must bear in mind the dishonesty of oral or written statements, or reports that are evasive or misleading. In any investigation made by proper authorities, it will be the duty of all cadets to answer questions as to facts within their knowledge. Information provided by cadets in the course of such questioning will neither be used to punish them nor any other cadet for any misconduct, other than the offense being investigated, unless such misconduct is so serious that it could subject the offender to a recommendation for dismissal for misconduct.

## CUSTOMS AND TRADITIONS

The heart and soul of PBLA is its Corps of Cadets. You are the first Corps of Cadets which will be the foundation of all that follow. You will set a standard of excellence and spirit which demands that those who follow must do likewise. You must strive to do your very best to create an image and reputation of the Corps and the Academy. The core of this new Corps is the Cadre.

It is this spirit that a responsibility is inherited by cadets who have taken their place in the Corps to aid and assist those who would join them. The "Cadre" must help the "New Cadets" pattern themselves.

It is the responsibility of the "New Cadets" to learn those things and take on those characteristics that will aid them in reaching their personal goals and make them a contributor to the good of the Corps.

Thus it is the purpose of the system that differentiates "New Cadets" from "the Cadre" The New Cadets system is designed to:

- Provide Leadership Education
- Develop respect for authority
- Build a foundation for future leadership by demonstrated followership
- Develop a sense of camaraderie from shared experiences.

*Cadre Training.* Cadre Training is an opportunity for the new leadership of the Corps to participate in a special training program prior to the beginning of the school year. The training is designed to assist them in performing their new leadership responsibilities and in training the new and returning cadets.

*Officer Candidate School.* Officer candidate school is a program designed to select the leadership for the Officer Corps for the next school year. It is usually held approximately one month prior to the change of command. A cadet must be an eleventh grader to be eligible for OCS.

## RESPONSIBILITIES OF CADRE & NEW CADETS

*Cadre:*

- Will set the highest example by performance to New Cadets at all times and assist in every way possible their assimilation into the Corps of Cadets.
- Will never HAZE, impose on or require personal services from any New Cadet.
- Will never speak to a New Cadet except in the line of duty, in class or on the athletic field.

*New Cadet:*

- Will show respect for the Cadre of the Corps of Cadets and attempt to emulate their good example.
- Will address all cadets other than New Cadets as “Sir” or “Ma’am” and will stand at ATTENTION while so doing.

## NEW CADET TRAINING PROGRAM

Cadets entering Paul R. Brown Leadership Academy for the first time will be designated “New Cadet” and automatically rated as such. No distinction will be made between old and new cadets in athletics or academic work. However, cadet rank will be recognized and all cadets will obey official orders of cadet NCOs. The New Cadet Training System is the primary means in molding the New Cadet into a Cadet. This objective will be attained by delegating the chain of command responsibility for administering the system. It is imperative that the new cadets, cadets, staff, faculty, and parents understand the purpose, objectives, and organizational structure of the system.

*The Basic Objectives of the Recruit System:*

Objectives Applicable to New Cadets:

- To teach new cadets pride, integrity, honor, teamwork and self-discipline.
- To train new cadets in the concept of selfless-service.
- To ensure new cadets understand that personal responsibility and self-discipline go hand-in-hand.
- To teach new cadets the importance of being a good follower in order to become a good leader.
- To teach efficient time management within the demanding schedule.
- To reward those behaviors that set the foundation for good leadership.

Objectives Applicable to the Cadre:

- To inspire new cadets by setting the example.
- To stress a positive approach without harassment.
- To encourage cadets to handle leadership challenges relating to subordinates.
- To demonstrate the excellence of Paul R. Brown Leadership Academy

*Scope of the New Cadet System.* Under the supervision of the Commandant of Cadets, the chain of command is responsible for implementing and controlling the New Cadet Training System operating within the guidelines established in this regulation – no additions or variation allowed. This regulation prohibits the creation of battalion and company policies that vary from policies established in this regulation. The Cadet and New Cadet system requires the support of New Cadets. Each New Cadet should accept the rules and regulation, and do his best. Defiance on the part of a New Cadet will inevitably bring unhappiness, affect his academic record, and may lead to further disciplinary problems.

*Relations between New Cadets and Cadre:*

- The relationship will be formal at all times.
- Conversation and corrections will be carried out in a military manner.
- Use of profanity is prohibited, as it is a poor example and poor leadership.
- Leaders may touch New Cadets only after requesting their permission and once granted, only to make minor adjustments in posture, fit of the uniform, and equipment.

- During inspections, no leaders will remove belts, buckles, hats, deface or damage any article of a New Cadet uniform.
- No social relationships during the period of New Cadet training are allowed.

*New Cadet Training Overview:* There are two ways an individual can complete the requirements for New Cadet training:

In-Processing New Cadets: Students who enroll during in-processing at the beginning of the academic year will complete a minimum of 21 days of New Cadet Training. This training is designed to introduce and orient new students to the Academy and military program. New Cadets will be assigned to the New Cadet Training Detachment under the supervision of the Battalion S-3 Staff. To become a member of the Corps of Cadets, each New Cadet must successfully pass a written general knowledge test, drill and ceremony test, and the Cadet Challenge physical fitness test. Upon successful completion of New Cadet Training, as recommended by the chain of command, the New Cadet will be inducted into the Corps of Cadets during an appropriate ceremony.

School Year Entry New Cadets: Students who enroll during the academic year, after the In-Processing New Cadet program, will receive a minimum of 30 days of New Cadet Training. The training requirements are similar to the In-Processing New Cadet program. New Cadets will be assigned to a Battalion S-3 Detachment for all training. Upon successful completion of New Cadet Training, the recruit will then be inducted into the Corps of Cadets and assigned to a company during an appropriate ceremony. To become a member of the Corps of Cadets, each New Cadet must successfully pass a written general knowledge test, drill and ceremony test, and the Cadet Challenge physical fitness test. New Cadet Training and Athletic and Co-Curricular Activities. As a school year entry New Cadet, the first two weeks of training all New Cadets will participate in all New Cadet scheduled training and will not participate in athletic or co-curricular activities. At the beginning of the third week of New Cadet Training, New Cadets may be excused for athletic practices and games, as well as approved co-curricular activities, based upon their satisfactory progress in New Cadet Training. Unsatisfactory progress in New Cadet Training will require the New Cadet to focus exclusively on New Cadet Training with no athletic or co-curricular activities until the New Cadet has successfully passed New Cadet Training requirements.

**Regulations and Customs:**

- New Cadets must have a cadet appointed as sponsor for the first 3 days on campus.
- New Cadets are addressed as New Cadet.
- New Cadet must maintain their personal appearance in inspection order at all times.
- New Cadets are subject to correction by cadet leaders at all times especially in regards to posture and the position of attention.
- New Cadets are subject to corrective actions in the form of push-ups – not to exceed 5 repetitions.
- New Cadets will not be subject to hazing or ridicule.
- New Cadet status terminates upon recognition and award of full cadet status.
- New Cadets will learn the proper position of attention upon entering PBLA.
- New Cadets will render proper military courtesy at all times and render a salute and greeting when passing military officers and cadet officers. When approaching an Officer or Cadet Officer the recruit will halt and sound off with “Never Unprepared”. “The officer will return the salute and reply with “Lead the Way”. Once the salutes are exchanged the New Cadet marches off.
- Maintain a respectful military relationship with peers, cadre, NCOs, and officers.
- Assume the position of attention when addressed by an officer or cadre member.
- March at quick time (120 steps per minute) on post. Articles will always be carried in the left hand, leaving the right hand free for saluting. Head and eyes will be kept off the ground.
- Walk single file and on the right side of PBLA sidewalks. Give the right-of-way to officers, cadets, and adults on sidewalks, streets, and hallways.
- New Cadets will square all corners on campus.
- Haircuts will be required every other week in accordance with handbook regulations (male cadets).
- Respond to an officer and all adults by saying “Yes, Sir/Ma’am,” “No Sir/Ma’am,” “Request permission to make a statement Sir/Ma’am.” When addressing an NCO, the response would be “Yes, Sergeant, No, Sergeant, etc. This will

- be a New Cadets basic vocabulary and response to Cadre when corrected or asked a question. The purpose is to train the New Cadet as a good follower and to carry out orders without finding excuses for not obeying.
- New Cadets will refer to themselves in the third person.
- New Cadets will carry his/her cadet handbook with him at all times and will read it anytime in formation at the position of parade rest, at ease, or rest.
- New Cadets will not speak unless spoken to by a Cadre qualified cadet or a staff/faculty member.
- New Cadets will not perform favors for Cadets.
- New Cadets will voice the term "Sir" respectively when addressing the Commandant, Faculty members and officers.
- Cadet examinations will be administered by the Commandants Office. Normally a cadet must be at Paul R. Brown Leadership Academy a minimum of two weeks before he or she is ready for examination. When a cadet passes the examination and his/her order is published he/she is entitled to all the privileges of being a cadet.

### *Dining Facility Conduct for New Cadets*

New Cadets will:

- Remove caps upon entering and replace them similarly upon leaving.
- Move rapidly and quietly to their seats, no running at any time, ensuring that all other cadets are given the right of way.
- Sit erect in their chairs with feet flat on the floor with their heads up and eyes confined to the physical boundary of their table.
- Practice good table manners.
- Talk only when granted permission.
- Never rest arms on the table.
- When being addressed by an Officer, NCO, or faculty/staff member, the recruit will cease eating, come to the seated position of attention, and respond appropriately.
- Square all corners.
- Eat a silent meal
- Not be denied food or a reasonable amount of time to eat.

*The following areas are off-limits to New Cadets on campus:*

- All grassy areas except when participating in organized athletic events or when on official duty.

*New Cadet Knowledge. New Cadets will memorize and pass a test on the following before the end of recruit training:*

- Honor Code
- PBLA Creed.
- Insignia of US Military and cadet rank.
- General Orders.
- Chain of Command
- Alma Mater
- Army Song
- National Anthem
- Rifle Serial number and stock number
- School Motto
- Army Values
- Manual of Arms
- Recruit Speech
- What does a recruit out rank?
- Excuses

The Commandant, through the Cadet Chain of Command, is responsible for the supervision of the New Cadet System. Each cadet is responsible for setting the proper example for the New Cadets and will be familiar with the New Cadet System

Regulations, correct New Cadet System violations in a positive manner, neither demeaning nor abusing the offender, display professionalism, lead by example, and be impartial when dealing with recruits. The following corrective actions may be taken by Cadre:

- Require posture correction to attain the standards of attention.
- Require recruits to make corrections to comply with the system.
- Verbally reprimand recruits for minor offenses.
- On the spot development to effect positive change in behavior.
- Maximum of five pushups within a five minute time frame may be administered by a Cadre member. Hazing is strictly prohibited.

All New Cadets must recite the following information from memory to pass the oral portion of the cadet test:

**The Paul R. Brown Leadership Academy Honor Code**

*I will not lie, cheat or steal nor tolerate those who do so.*

**Paul R. Brown Leadership Academy Cadet Creed**

I will never forget that I am a member of Paul Brown Leadership Academy Corps of Cadets. Honor is the code in which I live by. I am a gentleman/gentle lady and will always carry myself as such. I will excel in the classroom. I will wear my uniform with bearing and pride. I will always give my best when on the athletic field. I will always be an asset and a source of pride for my community. I will never forget those that came before me and the sacrifices that they made. Nor will I ever forget those that follow me. I am a Paul Brown Leadership Academy Cadet.

Numquam Non Paratus

**General Orders**

1. I will guard everything within the limits of my post and quit my post only when properly relieved.
2. I will obey my special orders and perform all my duties in a professional manner.
3. I will report violations of my special orders, emergencies, and anything not covered in my instructions to the Officer in Charge, the TAC NCO staff and the Commandant.

**Alma Mater**

Far across the Carolina's  
Flags all flying high  
Oh Cadets they forge the future  
PBLA Calls

Chorus:

Lift your voices speed them onward  
Praising your proud corps  
Hail to thee our Alma Mater  
Hail all hail Paul Brown

Send us forth-dear Alma Mater,  
Steady, tried and true  
May our love for thee ne'er falter?  
All life's journey through

Chorus:

Lift your voices speed them onward  
Praising your proud corps  
Hail to thee our Alma Mater

Hail all Hail Paul Brown  
Never Unprepared!

### **The Army Song**

Verse: First to fight for the right,  
And to build the Nation's might,  
And The Army Goes Rolling Along  
Proud of all we have done,  
Fighting till the battle's won,  
And the Army Goes Rolling Along.

Refrain Then it's Hi! Hi! Hey!  
The Army's on its way.  
Count off the cadence loud and strong (TWO! THREE!)  
For where e'er we go,  
You will always know  
That The Army Goes Rolling Along.

### **The Star Spangled Banner**

O say can you see, by the dawn's early light,  
What so proudly we hail'd at the twilight's last gleaming,  
Whose broad stripes and bright stars through the perilous fight  
O'er the ramparts we watch'd were so gallantly streaming?  
And the rocket's red glare, the bomb bursting in air,  
Gave proof through the night that our flag was still there,  
O say does that star-spangled banner yet wave  
O'er the land of the free and the home of the brave?

### **Pledge of Allegiance**

*I pledge allegiance to the flag of the United States of America, And to the Republic for which it stands. One nation under  
God Indivisible with Liberty and Justice for all.*

### **School Motto**

*Numquam Non Paratus  
Never Unprepared*

### **School Crest**

The colors light blue, and navy blue, signify honor, discipline, knowledge, integrity, and prosperity. Gold represents the benefits of hard work. The helping hands symbol represents character. The open book represents the academic nurturing of our academy. The crossed sabers represent our academy's military structure. The sprinter symbolizes our academy's athletics program.

### **The Seven Army Values**

Loyalty  
Duty  
Respect  
Selfless Service  
Honor

Integrity  
Personal Courage

### **Recruit Speech**

“Sir!! How fareth Paul R. Brown?

Sir!! Paul R. Brown being in the hands of the last of a long line of illustrious Cadets, all things looketh well, save myself who remembereth only that there are \_\_\_\_ days until Fall Break, (Army beats Navy, Thanksgiving Break, Christmas Break, Midwinter break, Spring Break, Commencement.)

### **What does a recruit out rank?**

What does a recruit out rank? The Headmaster's cat the Commandants dog and all the Battalion Commanders at Oak Ridge and Camden.

### **The Definition of Discipline**

The instant willing obedience to all orders, respect for authority, self reliance, and team work.

### **Excuses**

An excuse is a tool of incompetence used to build monuments of nothingness and those who specialize in them are seldom good for anything other than excuses, excuses, excuses.

Paul R. Brown Cadets Will:  
Not walk outside with out headgear  
Not Chew Gum  
Not Puts hands in pockets  
Not linger between classes  
always tip their hat to a lady.

### **Written Test**































Cadets will be given a written test on the following information:

Military Terminology Test (must pass with 100%)

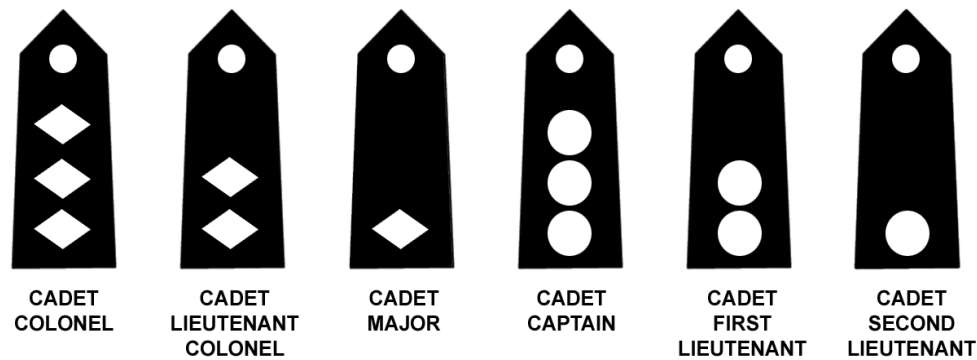
Handbook Rules and Regulations (must pass with 70%) A copy of the cadet handbook will be provided at in-processing

- Insignia of US Military and cadet rank. (must pass with 100%)

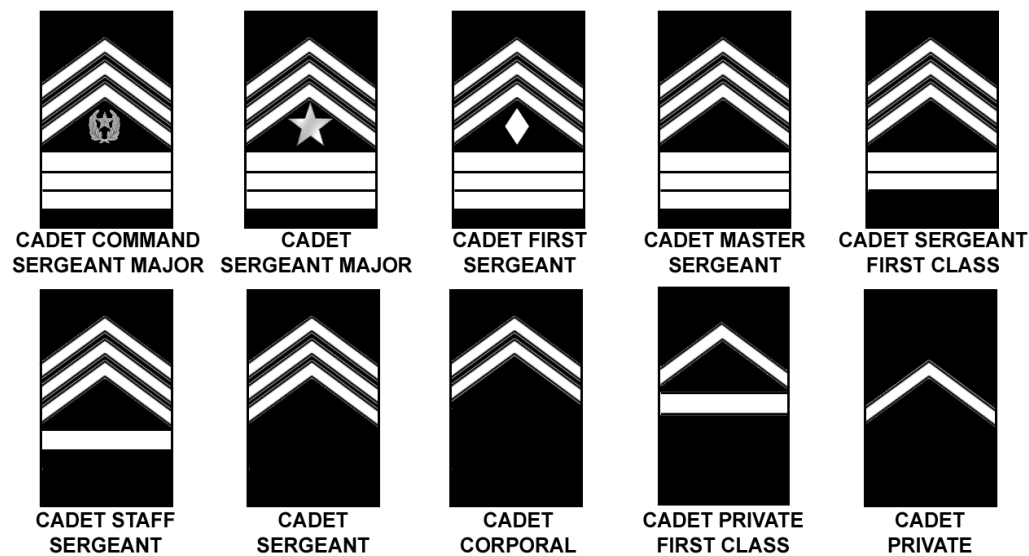


CATEGORY	Insignia of the United States Army						
ENLISTED (Green and Gold)	E-1	E-2	E-3	E-4		E-5	E-6
							
	no insignia Private	Private	Private 1st Class	Corporal	Specialist	Sergeant	Staff Sergeant
	E-7	E-8		E-9			
							
	Sergeant 1st Class	Master Sergeant	1st Sergeant	Sergeant Major	Command Sergeant Major	Sergeant Major of the Army	
WARRANT OFFICER  (Silver and Black)	W-1	W-2	W-3	W-4	W-5		
							
	Warrant Officer	Chief Warrant Officer	Chief Warrant Officer	Chief Warrant Officer	Chief Warrant Officer	Master Warrant Officer	
COMPANY AND FIELD GRADE OFFICER  (Gold and Silver)	O-1	O-2	O-3	O-4	O-5	O-6	
							
	(gold) 2nd Lieutenant	(silver) 1st Lieutenant	(silver) Captain	(gold) Major	(silver) Lieutenant Colonel	(silver) Colonel	
GENERAL OFFICER  (Silver)	O-7	O-8	O-9	O-10	O-11		
							
	Brigadier General	Major General	Lieutenant General	General	General of the Army		

INSIGNIA OF GRADE FOR  
CADET OFFICERS



INSIGNIA OF GRADE FOR  
CADET ENLISTED PERSONNEL



Cadet Chain of Command (Must pass with 100%)

CHAIN OF COMMAND

Commander in Chief .....President Barrack H Obama  
Vice President.....Honorable Joe Biden  
Secretary of Defense .....Honorable Leon E. Panetta  
Headmaster of Paul Brown Leadership Academy.....  
Commandant.....  
Senior Army Instructor .....

CADET BATTALION COMMANDER AND STAFF

Cadet Battalion Commander .....  
Battalion XO .....  
Battalion CSM .....  
Battalion S-1 .....  
Battalion S-2 .....  
Battalion S-3 .....

Battalion S-5 .....

Manual of Arms, Drill & Ceremonies

The purpose of drill is to teach discipline, create esprit de corps and to increase teamwork. Therefore drill is integral to the Corps. Each cadet must pass a drill and ceremonies test. The drill & ceremonies test is a hands on test. New Cadets must be proficient in the manual of arms, drill and ceremonies. The recruit must be able to perform the proper position of attention, parade rest, stand at ease, right face, left face, about face, forward march, rear march, left flank march, right flank march, rear march and present arms unarmed. With the M-1 Garand the recruit must be able to execute the 15 count manual of arms proficiently and inspection arms.

MILITARY COURTESY AND MANNERS

PBLA is founded in the traditions and atmosphere of our nation's Armed Forces. Within this concept PBLA uses the forms of custom and courtesy found in the military. Military courtesy is no different from any code of proper conduct, except that it is somewhat more formal than that found in polite society. Proper courtesy in both military and polite civilian circles is primarily based on two elements: respect for one's seniors and elders, and mutual respect between both parties. These elements also form the basis for the code of behavior at Paul R. Brown Leadership Academy. Some of the more prominently unique forms of courtesy are listed below as guides to new Cadets and as reminders to old Cadets.

The Salute is the form of greeting and mutual respect used between military personnel. It is executed with snap and precision and will be rendered by Cadets on the following occasions:

- When approaching within six to thirty paces of any senior officer of the Academy and all officers of the Armed Forces of the United States and friendly foreign countries when in uniform.
- When appropriate, as instructed, as a prescribed act in a ceremony or formation.
- When prescribed in connection with the ceremony of raising or lowering the Colors.
- Except when rendered in formation, the salute will be accompanied with the greeting "Good Morning, Sir" ("Afternoon," "Evening," "Ma'am"), as appropriate.
- The junior salutes the senior as they approach, extends a greeting, and holds his salute until the senior answers it.
- The salute will be rendered only in the form prescribed.
- The salute is rendered only when in uniform. Therefore, no salutes are required when in civilian clothes. PTs are considered a uniform. Consequently, saluting is required when in PTs.

When reporting to uniform members of the faculty or staff in their office, Cadets will first knock three times, salute in the doorway, and request permission to enter the office. When permitted to enter, they will halt two paces from the desk, centered; remain at attention, and say: "Sir, Cadet (surname) reporting as ordered." Cadets remain at attention unless ordered otherwise. When dismissed, the cadet will assume the position of attention. They then ask the question: "Will that be all, Sir?" Once the officer says that will be all the camper will execute the proper facing movement, and march out of the office in a military manner. Once they get to the door of the office they halt, execute an about face, knock three times, salute, and request permission to leave the office. When reporting out-of-doors, the same basic procedure, less knocking (but including the salute when reporting and upon being dismissed), is used.

Cadets will habitually use "Sir" or "Ma'am" when addressing officers of the Academy, teachers, staff, and visitors. Except in formal speech or in writing, Cadets may be referred to by their rank, preceded by the word "Cadet," as "Cadet" or by "Mister" or "Miss".

Cadets will rise and assume the position of attention when an Academy Officer, teacher, enters the room. The exceptions to this rule are as follows: Cadets will have no requirement to rise or call Attention in the Cadet Mess, or Classroom.

Courtesy in the classroom, manners in the dining hall and considerate behavior are of great importance at PBLA. In the

classroom, there should be a friendly and courteous relationship between Cadets and Instructors. There are four classroom requirements for every Cadet. A courteous Cadet is:

1. Punctual.
2. Prepared for the daily academic assignments.
3. Shows his attentiveness in his good posture.
4. Demonstrates his concern for others in his respect for common property (such as desks, chairs, etc.).

In addition to complete compliance in the classroom these rules of courtesy will be enforced:

- A considerate cadet is one who respects the privacy of others and never violates personal rights by borrowing another's possessions, or going through their belongings.
- A courteous cadet is one who lives in good taste, who avoids "horse play," and whose personal conversation is always such that it would be acceptable in any private home.
- Good manners in everyday living at the Academy require Cadets be constantly aware of visitors. A courteous Cadet is one who lives as though there were guests constantly present.
- All cadets will give the right of way to adults when using sidewalks.
- All cadets will assist adults with the carrying of packages.
- All cadets will greet all adults with the appropriate greeting of the day.
- All cadets will speak English on campus when engaged in conversation with other cadets. It is bad manners to carry on conversations in another language while in the presence of others who do not speak that language. The exception is during foreign language classes.

When walking with a member of the Academy staff or faculty, any adult, or a senior ranking cadet the superior or senior is to the right and the lower ranking cadet is to the left, abreast and in step.

An introduction is the method of making people acquainted. An introduction is essential when two or more people who unacquainted are in the presence of a common friend. Occasionally, one is called upon to introduce himself. The proper methods are:

- "I am Cadet John Smith."
- "My name is Cadet Smith."

When one is introducing strangers to each other, the following rules should be observed:

- Assume a standing position, standing squarely on one's feet, heels together.
- Enunciate the names of both persons clearly and distinctly.
- Never mumble or try to gloss over a forgotten name by slurring.
- The word "present" is preferable to "introduce."
- The younger person is always presented to the older or more distinguished, but a gentleman is always presented to a lady even though he is an old gentleman of great distinction and she is a young girl. There are several correct forms of introduction. The two recommend are: "Mrs. Jones, May I present Mr. Smith" or "Mrs. Jones, this is Mr. Smith." When introducing a gentleman to a lady: You may ask Mr. Smith if he has met Mrs. Jones. You must never ask Mrs. Jones if she has met Mr. Smith. When introducing two women or two men, unless one is very much younger, make no distinction whose name is first: "Mrs. Older, may I present Mrs. Younger?" or "Mr. Younger, may I present Mr. Older?"

The Golden Rule is the one unchangeable code of good manners. When a person forgets or is unsure of what rule is involved in a given situation, he may always fall back on this principle: Do unto others as you would have them do unto you. If this intention stands out in the thing done, and one's conduct is modest, few people will worry because the letter of the social code has been broken. When in doubt, follow the instincts of common sense, decency, good taste, justice, and kindness and you will rarely be wrong.

The terms "please" and "thank you" are two of the most important expressions in one's vocabulary. In most social situations, both formal and informal, these responses reflect well upon the user and create a positive impression.

## **LEADERSHIP TRAITS**

- Integrity: Uprightness of character and soundness of moral principle and honesty.
- Teamwork: Individual commitment to a group effort based on mutual respect and the understanding that the potential for life's greatest rewards comes from teamwork rather than personal best.
- Knowledge: Acquired information, including professional knowledge, and an understanding of your people.
- Courage: A mental quality that recognizes fear of danger or criticism, but enables a person to proceed in the face of it with calmness and firmness.
- Decisiveness: Ability to reach decisions promptly and to announce them in a clear, confident manner.
- Dependability: The certainty of the proper performance of duty.
- Initiative: Recognizing what has to be done and commencing a course of action even in the absence of orders.
- Tact: The ability to deal with others without creating offense.
- Justice: The quality of being impartial and consistent in exercising command.
- Enthusiasm: The display of sincere interest and exuberance in the performance of duty.
- Bearing: Creating a favorable impression in carriage, appearance, and personal conduct at all times.
- Endurance: Mental and physical stamina measured by the ability to stand pain, fatigue, distress, and hardship.
- Unselfishness: Avoidance of providing for one's comfort and personal advancement at the expense of others.
- Loyalty: Faithfulness to country, Corps, and Academy, and to seniors and subordinates.
- Judgment: The quality of evaluating facts and possible solutions on which to base sound decisions.

## **LEADERSHIP PRINCIPLES**

- Know yourself and seek self-improvement.
- Be technically and tactically proficient.
- Seek responsibility and take responsibility for your actions.
- Make sound and timely decisions.
- Set the example.
- Know your Cadets and look out for their well-being.
- Keep your Cadets informed.
- Develop a sense of responsibility in your subordinates.
- Ensure that the task is understood, supervised, and accomplished.
- Train your Cadets as a team.
- Task and train your Cadets in accordance with their capabilities.

## **THE CADET CODE OF DISCIPLINE**

Discipline means a prompt, willing responsiveness to commands, orders, and regulations. Discipline and morale are inseparable. The most basic and necessary discipline is self-discipline. An individual doing what they know is right because they want to do the right thing. The nature of military organization requires that every individual and unit be responsive immediately to the direction provided at the top. Consequently, there are individuals in every echelon of responsibility who are vested with the necessary authority to carry out whatever requirements are issued from above.

### ***Offense(s):***

#### **Class 1 Offense:**

A serious offense for which a cadet may be dismissed from the academy. Parents will be notified by the Academy of an alleged Class I Offense resulting in a disciplinary hearing. Class I Offenses include:

Hazing / Physical Abuse / Fighting / Assault.  
Alcohol or Drug Use / Distribution.\*

Weapons Possession (guns, knives, chains, etc.).

Provoking Speech or Gestures.

Conduct of Immoral or Unethical Nature.

Illegal Computer Activities.

AWOL (Third Offense).

Possession of Medication.

Destruction of School Property.

Violation of Probation.

Sexual Activity

Sexual Harassment

Tobacco Distribution

Conduct Detrimental to the Institution

### **Class 2 Offense:**

A serious offense of a lesser nature than a Class 1 Offense for which a cadet may be awarded up to five tours. Cadets are responsible for notifying their parents of a Class 2 Offense. Class 2 Offenses include:

Tardy to a Required Function

Deserting a Required Function

Failure to Follow a Direct Order

Possession of Unauthorized Items

Neglect of military Duty

Disrespect

Fraternization

Improper Sign-Out/ Sign-In

Insubordination

Absent With Out Leave (1<sup>st</sup> and 2<sup>nd</sup> Offense)

Poor Judgment

Profanity

Tobacco Use/Possession

Conduct Unbecoming A Cadet

Failure To Know Military Terminology

Improper Uniform

Unprepared For Class

Improper Conduct

Unprepared for Inspection

Public Display of Affection

Sleeping In Class

Failure to Sign In/Out

Unauthorized Civilian Attire on Campus

Class Disruption

### **DRUG POLICY**

*\*Drug Policy: Paul R. Brown Leadership Academy has a policy of zero tolerance for drugs, alcohol, prescription medication, and abuse of over the counter medications. A cadet testing positive for drugs and alcohol whether from use on or off campus, is subject to expulsion from the Academy.*

The Academy does not tolerate the abuse of any other type of drug, chemical, substance, or vapor, or the misuse of prescription or over the counter medicines. Punishment for illicit use of these items will be dismissal because of the extreme

danger to the abuser. These substances do not have to be consumed while on campus. The presence of these substances in the system of a cadet while enrolled at the Academy is cause for disciplinary action.

## **TOBACCO POLICY**

The use of tobacco products is likewise forbidden at Paul R. Brown Leadership Academy and there are consequences for cadets who smoke on campus or when involved in school related activities. More severe consequences are reserved for cadets bringing tobacco on campus or providing tobacco to others.

## **SEXUAL HARASSMENT**

Sexual harassment is exploitative and intimidating. It is unwelcome sexual attention as defined from the victim's perspective. Sexual harassment is generally defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Academy policies prohibit behavior that is unwelcome by a cadet and that is personally offensive. Repeated sexual flirtation, advances, or propositions; continued or repeated verbal abuse of a sexual nature; the display of sexually-suggestive objects or pictures; any uninvited and unwelcome physical contact or touching, such as patting, pinching, or constant brushing against another's body, is prohibited. Sexual harassment is intolerable and unacceptable. A cadet, who feels they have become a victim of sexual harassment or hazing, or who have been made, to feel uncomfortable because of such behavior around them, should report the incident to the Commandant, nurse, or a faculty member. The Commandant will investigate the incident and, when the situation is fully understood, initiate prompt and appropriate action. The investigation will be conducted with respect for the confidentiality and sensitivity of such incidents. Retaliation against any victim or reporter of harassment or hazing is strictly forbidden.

## **HAZING AND HARASSMENT**

Hazing is defined as harassment by ordering unnecessary or disagreeable work or punishment; harassment by words, ridicule, or criticism; and harassment by way of intimidation. Hazing of cadets by other cadets or adults is unacceptable and prohibited. Hazing and harassment are poor leadership. The dilemma for cadets often is to distinguish between what constitutes positive constructive criticism and negative destructive hazing. Cadets are young people learning leadership traits and techniques. In this learning process, they inevitably make mistakes, learn valuable lessons, and - hopefully - consistently improve. At Paul Brown Leadership Academy structure, organization, and discipline are the foundations for a successful Corps of Cadets. Furthermore, in a military environment, leadership techniques or orders in a loud tone or push-ups or similar verbal or physical activities are often both accepted and expected as part of the military esprit or culture. The activities, however, must be conducted to motivate and encourage the cadet toward expected performance standards. Nonetheless, the uniqueness and sensitivity of cadets varies. While one Cadet may relish push-ups, for example, another may be repulsed by them. While one cadet may take no offense at yelled orders, another may be offended or embarrassed by such yelling. The challenge for leaders, especially young inexperienced learning leaders, is to be consistent and fair toward all cadets in general, yet understand the particular sensitivities of individual cadets. It is in this spirit of learning and follower ship that we promote discipline and obedience to orders while we concurrently promote the independence and free spirit of young people. It's a challenge often compounded by a dilemma. The guiding principle may be to simply encourage or correct others as we would wish to be encouraged or corrected. The ultimate objective is to help cadets improve and never to hurt them with words or actions. Praise in public and punish in private is a leadership trait worth repeating. Good leaders and followers help one another. Bad leaders and followers hurt one another. Hazing and harassment hurt and are bad.

## **DISCIPLINARY PROCESS AND WITHDRAWALS / DISMISSAL**

The following forms of corrective discipline are authorized for use in the maintenance of good order and discipline during the academic year. The Commandant, of Paul R. Brown Leadership Academy, is responsible for discipline and is the final authority, in consultation with the Headmaster, for discipline within the Academy. The Commandant may act on Honor Court Recommendations, Disciplinary Board Recommendations, faculty, staff, and cadet recommendations or he may act of his own accord in the best interest of individual cadets and /or the institution. The Academy provides an orderly, efficient educational

environment conducive to learning and free of disruptions that interfere with educational pursuits. Development of self-discipline is the goal, but as necessary, enforced discipline will be used to ensure that teachers have the opportunity to teach and all cadets are afforded the optimum opportunity to learn.

Counseling, admonition, or reprimand may be awarded in writing or orally.

**Sanctions administered to correct inappropriate behavior:**

**Academy Service:** Is awarded after a cadet has received verbal and written counseling for negative behavior. Cadets will be assigned work details at the Academy for a fifty minute block. Cadets will not operate any motorized machinery or power tools during this sanction. Examples may be mopping floors, dusting, or raking leaves.

**Admonishment, Counseling (written & verbal), or Reprimand:** Counseling delivered in writing or verbally to correct cadet behavior.

**Confinements:** A sanction related to academics. This may be administered to correct inappropriate academic process. Confinements are normally awarded after the cadet has received verbal or written counseling for the same offense. A confinement is a fifty minute block of time designated by the Commandant where a cadet sits in a study hall environment.

**Tours:** Tours are normally awarded after a cadet has been counseled for the same inappropriate behavior. A tour is a fifty minute block of time designated by the Commandant where a cadet will march with an M1 Garand Parade rifle at 120 steps a minute.

Expulsions may be administered prior to or after a disciplinary hearing depending upon the seriousness of the offense and / or the situation. Expulsion from PBLA occurs with a recommendation from the Commandant and with the approval of the Headmaster. The Cadet and the parents /guardian will be notified of the Academy's decision. Expulsions are normally for the remainder of the school year. Any future re-admittance will require a request for re-enrollment. Re-admittance may be contingent upon the satisfactory completion of certain conditions (e.g., substance abuse counseling, physical abuse, or aggressive behavior counseling, etc.) A cadet may appeal expulsion to the Expulsion Committee. While pending the hearing the cadet will remain enrolled at the academy but receive assignments and perform all work at home under suspension.

Cadets pending a disciplinary hearing or process, which could result in an expulsion, may withdraw from the Academy; however, any official notation on appropriate disciplinary records or transcripts will be as recommended and approved in the disciplinary process. Only a parent may withdraw their Cadet upon request, but may neither preempt nor circumvent the disciplinary process regarding the cause for expulsion.

**DISCIPLINE MATTERS RELATED TO EXCEPTIONAL CADETS**

Paul R. Brown Leadership Academy accepts Exceptional Cadets. It understands that roughly twelve (12) percent of its cadet population is Exceptional. With that in mind cadets who are exceptional will receive every opportunity to correct negative behavior before tours, and confinements are assigned. The Commandant will coordinate with the Special Education teacher to ensure that the cadet is being put in a position to succeed. The Commandant will also maintain open lines of communication with the cadet's parents to ensure that the cadet will not become discouraged when more rigid sanctions are awarded.

**PERSONAL APPEARANCE AND UNIFORMS**

Paul R. Brown Leadership Academy is a uniformed school where discipline is judged in part by the manner in which cadets wear their uniform. Therefore, a neat and well groomed appearance by cadets is essential to an effective military academy. It is the commander's responsibility to ensure that cadets within their command present a neat and orderly appearance. It is the duty of all cadets to take pride in their appearance. Uniforms are issued to cadets each year. Cadets will purchase their own



hats, shoes, undershirts, socks, and boots. Any cadet who loses a uniform item or intentionally damages a uniform will be responsible for the replacement.

All personnel will maintain a high standard of dress and appearance. Uniforms will be properly fitted, clean, serviceable, and pressed as necessary. Cadets must project a military image that leaves no doubt that they live by a common PBLA standard and are responsible to academy order and discipline. Cadets will ensure that when articles are carried in pockets (e.g., wallets, checkbooks, combs, pens, pencils, keys, etc.) that these articles never protrude from the pocket. No item such as keys and key chains will be attached to the belt loops or belt. Cadets will place their hands in their pockets only to momentarily retrieve objects. Uniforms will be kept buttoned, zipped, and snapped. Boots and shoes will be cleaned and shined. There are many hairstyles that are acceptable. Extreme haircuts or hairstyles are unauthorized. No lines or designs will be cut into the hair. Styles of hair differ among ethnic groups and these differences affect the length and bulk of hair as well as the style worn by each Cadet. The Commandant has the final authority to judge the acceptability of a haircut. Haircuts, without reference to style, will conform to the following standards:

### **Female Cadet Grooming**

Female Cadet Hair will be neatly groomed and the following requirements must be met. The length and bulk of the hair will neither be excessive nor present a ragged or unkempt appearance. Hair will neither fall below the eyebrows nor extend below the top of the collar. Hairstyles will permit the proper wear of headgear. Bangs above the eyebrows are authorized. Conservative color dyes, tints, or bleaching for women's hair is authorized. Dyes, tints, and bleaches must be of a natural color and compliment the uniform. Hair holding ornaments, if used, must be unadorned, plain, and transparent or similar in color to the hair and will be inconspicuously placed. Female Cadets wearing scrunches must wear black or brown depending on the color of the hair. Cosmetics applied conservatively and in good taste may be worn by women cadets. Exaggerated or faddish cosmetic styles are inappropriate with all uniforms and are unauthorized. Subdued shades of lipstick may be worn with all uniforms as long as the color is conservative and complements the uniform. Clear, and pink are the only authorized shades of nail polish to be worn.

### **Male Cadet Grooming**

The hair on the top of the head will be kept neat, clean, and groomed at all times. Fad styles and cuts, to include dyes, tints, or bleaching, are unauthorized. Cadets are prohibited from cutting their own hair or another cadet's hair. The hair on the top of the head will never exceed one inch in length. The hair located on the side of the head will be neatly trimmed. Hair will present a tapered look and, when combed, may extend to the middle of the forehead but never touch the ears. A block style cut is prohibited. The hair located on the back of the neck will be closely trimmed and tapered. Lines or designs are prohibited as cuts to the hair or scalp. The sideburns will be neatly trimmed at all times. The base will be straight and will be a clean-shaved, horizontal line. Sideburns will extend no lower than the highest part of the interior ear opening.

### **Jewelry**

The only Jewelry items authorized for wear with the PBLA uniform are as follows: one watch, and one pair of conservative post earrings (women only). No necklaces or bracelets are authorized. A Cadet may wear a necklace if it has a religious device attached. The necklace can never be seen while wearing the uniform, including PTs. Cadets may wear dog tags. They must be tucked in.

Cadets are expected to maintain a high state of personal appearance and are subject to inspection at all formations and functions.

## **RELATIONSHIPS AMONG CADETS**

- Cadets will conduct themselves in a professional manner at all times.

- No cadets will be subjected to performing personal servitude for any other Cadets.
- No cadet will interfere with any other cadet's academic preparation for class or execution of a military duty.
- Physical abuse, ridicule, or personal degradation (HAZING) of one cadet by another is strictly prohibited.
- When engaged in academic or athletic competition, all cadets are equal, and there is no need for seniority among them, except as determined by the coach or staff sponsor of that activity.

## **CADET SOCIAL RELATIONSHIPS**

Social relationships between Cadets are permitted provided they are conducted in a responsible and mature fashion. Relationships should never adversely affect a cadet's performance of duty. Although social relationships on campus are permitted, public displays of affection (PDA) are prohibited on campus and at any PBLA related function. Public displays of affection are defined as kissing, hugging, holding hands, and / or any other physical contact of an affectionate or romantic nature. PDA's are considered poor judgment. Cadets may not date any other cadets that is more than two grades their junior or senior. Cadets in the high school are not allowed to date cadets in the middle school.

## **Regulations and Customs**

- Cadets cannot use the telephone, except for emergencies.
- Cadets are subject to correction by Paul R. Brown Leadership Academy leaders at all times, especially in regards to posture and the position of attention.
- Cadets are subject to corrective actions in the form of push-ups – not to exceed five repetitions.
- Cadets will not be subject to hazing or ridicule.
- Cadets will learn the proper position of attention upon entering PBLA.
- Cadets will render proper military courtesy at all times and render a salute and greeting when passing military officers and cadet officers.
- Cadets will maintain a respectful military relationship with peers, cadre, NCOs, and officers.
- Cadets will assume the position of attention when addressed by an officer or cadre member.
- Cadets will march at quick time (120 steps per minute) on campus. Articles will always be carried in the left hand, leaving the right hand free for saluting. Head and eyes will be kept off the ground. Give the right-of-way to adults on sidewalks, streets, and hallways.
- Cadets will respond to an officer and all adults by saying "Yes, Sir / Ma'am," "No, Sir / Ma'am," "Request permission to make a statement, Sir / Ma'am." When addressing an NCO, the response would be "Yes, Sergeant," "No, Sergeant," etc. This will be a Cadets basic vocabulary and response to Cadre when corrected or asked a question.
- Cadets must maintain the highest standards of military bearing and proper conduct at all times.

## **DINNIG FACILITY PROCEDURES FOR NEW CADETS**

- Remove caps upon entering and replace them similarly upon leaving.
- Practice good table manners.
- Never rest arms on the table.
- When being addressed by an officer, NCO, or faculty / staff member, the cadet will cease eating, come to the seated position of attention, and respond appropriately.
- Cadets will not be denied food or a reasonable amount of time to eat.

## **SAFETY PROCEDURES**

Safety is the priority in academic spaces. Cadets are expected to walk between classes and especially in the buildings. Cadets observing an unsafe act must alert a faculty or staff member immediately. Fighting is expressly forbidden. Cadets who are observed failing to stop fights or unsafe acts may be considered as guilty as the offending parties. Cadets who inflict bodily injury on other cadets are responsible for any possible litigation.

In case of fire, fire drills, or other emergencies or drills, the fire alarm will be sounded in one long series of tones. At the signal, all building occupants will evacuate the building quickly and quietly in single file by class. Academy staff will brief their cadets on

evacuation routes as posted in their rooms and hallways. The class leader for each class will assist the faculty member in evacuation according to the posted evacuation diagrams. All cadets will muster by class with their staff member once clear of the building. Cadets are forbidden to ignite any substance in any campus facility and offenders will receive punishment under the Academy rules and local laws.

All Academy-related injuries or safety-related incidents must be reported to a supervisor immediately. The following acts are prohibited on Academy property, including roads and parking areas:

- Fighting, horseplay, or scuffling.
- Possessing, consuming, or being under the influence of intoxicants or illicit drugs.
- Running, except in case of fire or imminent danger, or athletic activities.
- Possessing Explosives (firearms, ammunition, fireworks).
- Blocking passageways, exits, fire doors, or disabling electrical switches, or any fire and emergency safety equipment.
- Failing to keep all legs of the chair on the floor.
- All available personnel should watch for developing hazards, unsafe conditions or actions and correct or report them to management immediately. In case of fire, sound the alarm immediately.

## **ACADEMY TELEPHONES**

Long distance calls by cadets for personal reasons are unauthorized. Cadets should neither have nor use the long distance access codes. Cadets may have cell phones in their book bag or lockers. At no time will a cadet ever use his phone during the day. The use of the cell phone is for emergencies only and to coordinate transportation at the end of the day.

## **MEDICAL POLICIES**

A nearby hospital is available for emergency care and for admissions, when required. An Academy Nurse is available in the event that there is a need for emergency treatment. The local EMS usually responds within five minutes in urgent situations and our staff is well qualified to support our cadets until EMS arrives.

## **ENROLLMENT REQUIREMENTS FOR THE MEDICAL FILE**

- Healthcare Registration Form.
  - Family and Personal History.
  - Physical Examination.
  - Immunization Record.
  - Agreement for Self-Administration of Asthma Medications.
- Parental Consent and Licensed Prescriber Authorization for Administration of Medications.

All of the above information is required for a reason. The information is critical to our ability to render appropriate care to our cadets. The health and welfare of the cadet necessitates that all forms be completed. A record that is incomplete 1 week after enrollment may result in the suspension of the cadet. Details regarding the above required documents are as follows:

Healthcare Registration Form - All information on this form is required. If you have no insurance, please write "None" in the space for provision of insurance information.

Registration and Contact Information / Family and Personal History - Contact information is obtained from the enrollment form and is critical to our ability to keep you apprised of events surrounding the health of your Cadet. Please be advised that, whenever possible, we use *e-mail* to communicate relating to non-emergency issues. These sections also provide the *releases*

that we need in order to care for your Cadet. In 2003, a law was passed that created a number of restrictions on to whom medical information can be given. As a result, there is a clause for the *release of information* that enables outside providers to communicate with our staff and enables our staff to communicate with outside providers regarding your cadet. *Without this release, we are not able to coordinate comprehensive medical care for our Cadets.*

Insurance Information - The information in this section is critical to the ability of an outside provider to send in claims for reimbursement. The social security number of both the Cadet and the parent are essential to most claims. Even if the Cadet is the policy holder, we will need the social security number of the parent. Along with the information on the form, we require copies of the front and back of the insurance card(s). The information on the card(s) is required by the provider to file claims with your insurance company.

Medical History - This information supports the staff as well as outside providers in rendering appropriate care to our cadets. Please be sure that you include all pertinent history - both for the family history and the personal history of the cadet. Don't forget to include dates in the personal history section and the relationship of the family member affected by the medical issue in the family history.

Physical - A physical is required for all cadets and must be done annually for re-enrolling cadets. The physical must be on file within four weeks of enrollment. A cadet who does not have a physical on file at the end of three days will not be allowed to return to camp until a physical is taken.

Immunization Record - North Carolina law requires complete immunization records for all children attending school in North Carolina. These must be on file within twenty one(21) days in order for the cadet to remain enrolled at the Academy.

Parental Consent and Licensed Prescriber Authorization for Administration of Medications - The side of the form that is to be filled out by the parent is required for all cadets. Releases on this form allow medical personnel to administer medications when required by a cadet. Because the need to initiate administration of medications can sometimes involve a critical need for immediate administration, this form needs to be completed by all parents. It includes a Statement of Understanding to be signed by the parent and the cadet relating to personal responsibility and accountability that is assumed by all PBLA cadets in relationship to taking medications.

As there is no way that a parent can guarantee their availability 24 hours a day, seven days a week, all of this information is required for all cadets. Because parents can be inaccessible at a critical time in the care of their cadet, the information that is required for our cadets is essential to ensure timely care. Since the parent is responsible for the medical care we require this information in the case of an emergency. In this instance, however, we would take the cadet for treatment only after having made every attempt to contact the parent.

## **SPECIAL MEDICAL INSTRUCTIONS**

Special medical instructions relative to a Cadet's health should be discussed with the Academy Nurse during enrollment. All cadets are expected to fully participate in all physical activities. All conditions requiring specific restrictions from physical activities must be documented by the cadet's physician and should be cleared by the Academy Nurse in advance of the cadet's arrival. Conditions neither disclosed on the medical questionnaire nor in writing to the academy - prior to arrival on campus could adversely affect the cadet's health and performance.

## **REPORTING ACUTE MEDICAL CONDITIONS**

Cadets may have acute medical conditions that are treated at home. Prior to drop off of a cadet, it is important that parents advise the Academy Nurse of these conditions so that if problems develop during the school day the Academy Nurse can respond more appropriately. If your cadet has been treated at home for a significant medical or surgical issue, please send a report to the academy that includes the nature of the condition, the treating physician with phone number, and the current treatment plan. Also, please be sure that this includes any limitations that have been placed on the cadet as a result of this

condition. If a complication should arise while on campus, the academy needs to be aware of any recent medical issues that may be contributing to these issues in order to better treat the condition.

## **SURGERY**

The academy is neither equipped to monitor nor respond to medical emergencies that can result following any surgical procedure. In addition, it is not appropriate for the academy staff to make the decisions that are required when the need for a hospital admission arises. In the event that either of these requirements should arise, the parent will be required to make arrangements to travel to the Elizabethtown Area to take immediate personal responsibility for their cadet and for the decisions surrounding his care. While in some instances it may be possible for the cadet to return to his home for treatment, in the case of an emergency, the parent will need to make the earliest possible arrangements to travel here. The cadet will be unable to return to campus until he is cleared by a medical doctor.

## **MEDICAL NOTICE FORM**

The Medical Notice Form is used by the Commandants office to communicate to Academy staff that a Cadet has limitations placed on their activities as a result of an illness or medical condition. These can originate as a result of notification from the parent that there is a medical condition for which there is a need to limit physical activities. In such instances, the parent needs to write a note outlining what the condition is and what limitations are being requested. The cadet needs to present this note to the Infirmary so that it can be converted into a "Medical Notice Form". A note from home is inadequate as an excuse from participation in academy activities unless it has been brought to the Infirmary and converted in the proper form. A note from home will normally be an excuse from Academy activities for only one week. If there is a need to be excused for a longer period of time, the academy requires a note from a physician. Such notices will need to be updated weekly. This, too, will need to be delivered to the Infirmary so that a Medical Notice Form can be issued.

## **CONFIDENTIALITY**

The academy is aware of the need for confidentiality as relates to medical issues and does everything possible to protect the confidential nature of medical issues related to cadets. We reserve the right - when necessary - to share this information, however, with faculty and staff in an effort to provide an appropriate plan of care.

## **PROBABLE CAUSE DRUG TESTING**

The process of experimentation in young people can include the use of recreational and illegal drugs. Aside from being illegal, such use endangers the cadets and potentially endangers other cadets. As a result, use of anything other than medications specifically prescribed by a cadet's physician is strictly forbidden. The academy conducts drug testing for probable cause when the cadet's behavior suggests that there may be some drug use or if during an investigation there is reason to believe that a cadet is or has been using drugs..

## **HOW PARENTS CAN SUPPORT THEIR CADET**

Parents can be most helpful by expressing confidence in their Cadets maturity and in the PBLA program. Cadets can manage most problems and inquiries themselves with the help of teachers and staff. The confidence and coping skills they develop from successfully confronting problems on their own serve them well when they graduate and attend college. When they exercise poor judgment, the Academy provides a "safety net" to help them correct and learn from their mistakes. A significant problem in this area will be fully communicated to you either through your cadet's mentor or the Commandant. Should an emergency arise you think should be communicated to your Cadet personally, please feel free to call the Commandant for help. Even the most mature and independent Cadets want the support and attention of their parents. They may forget to report their successes, but they will almost certainly let you know when they have problems or feel blue. Usually they expect parents to do little, but they welcome sympathy and support. You are liable to hear at least a few complaints about various matters because PBLA is neither "just like home" nor their old school. Also, beware of generalizations. Issues are often black or white to teenagers, and comments like "everyone got to do it but me," for example, are probably an exaggeration.

## TYPICAL CADET CONCERNS

“I’m Scared.”

*What It Really Means:* New school jitters are universal. Chances are your cadet will reach out for assurance from you just before it’s time to leave for school or during the first few days after school has started.

*How You Can Help.* Being a good listener is always important. A supportive atmosphere at home should keep things on an even keel. Making the transition to a new environment offers both risks and opportunities. Leaving friends and adjusting to a new way of life can be scary. You can help by emphasizing that opportunities and growth can occur in accepting risks and meeting the challenges in a new situation. A positive, enthusiastic attitude will help your Camper off on the right foot at Paul R. Brown Leadership Academy.

“I Don’t Fit In.”

*What It Really Means:* Even the most self-confident child worries about being liked. For the girl or boy who has moved away, even temporarily, from the comfortable familiarity of family and neighborhood friends, popularity is an important issue. Feeling a part of the community is very important; fearing you won’t fit in is natural at first. Even returning Cadets have this fear.

*How You Can Help.* Acknowledge the need to feel accepted and listen to your cadets concerns. Being new is a scary experience. Suggest that your cadet give the situation a little time. After all, everyone at the Academy was new once and just hearing this from a peer may give your cadet that important feeling of connection.

“I Love It Here! I Hate It Here! I Love It Here!”

*What It Really Means:* The ups and downs of daily life continue at the academy just as they would be at the cadet’s old school.

Cyclical swings in moods are affected as much by adjustments to a new situation as they are by the weather or extra-curricular schedules

Contact Information

Main Phone Number

Commandants Office

Fax

Cell

Email:

Quartermaster

Email:

Paul Brown Leadership Academy admits students of any race, color, and national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, athletic and other school-administered programs.

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## **TIMELINES**

Date

### **October 2011- Mar 2013**

Host meetings to generate interest in PBLA

PBLA Board

### **August 2012**

Paul R Brown Leadership Academy Charter is Granted

### **September 2012**

Press Release announcing PBLA Opening

Hire the Headmaster

Press Release on the Headmasters Hiring

Host Community open house

Development Alumni PR

PBLA Board

Development – Alumni - Public Relations Committee

PBLA Board

Development – Alumni - Public Relations Committee

Start Grant Applications

Development – Alumni – Public Relations Committee

Solicit Membership in the PBLA 2012 Founders Society

Development – Alumni – Public Relations Committee

Attend State Board Training In Raleigh

PBLA Board

### **October 2012**

Advertise Commandant and Dean Positions

PBLA Board

Attend State Board Training In Raleigh

PBLA Board

Schedule 2013-2014 Sports Schedule

Athletic Committee

### **November 2012**

Attend State Board Training in Raleigh

PBLA Board

Commandant of Cadets Hired

Headmaster

Academic Dean Hired

Headmaster

Press Release on Commandant and Deans Hiring

Development – Alumni – Public Relations Committee

Facilities Preparations Begin

Buildings & Grounds Committee

Solicit Corporate Sponsorship

Development – Alumni – Public Relations Committee

December 2012

Attend State Board Training in Raleigh

PBLA Board

Open House for Potential Cadets

Headmaster, Cmdt, Acad Dean

### **January 2013**

Attend State Board Training in Raleigh

PBLA Board

### **February 2013**

Open House for Employment

Headmaster , Commandant, Academic Dean PBLA Board

Open House for Potential Cadets

Headmaster, Commandant, Academic Dean

Attend State Board Training in Raleigh

PBLA Board

### **March 2013**

Open House for Potential Cadets

Headmaster, Cmdt, Acad Dean

Attend State Board Training in Raleigh

PBLA Board

Curriculum Development

Academic Dean & Academic Committee

### **April 2013**

Open House for Potential Cadets  
Faculty Hired  
JROTC Staff Hired

Headmaster, Cmdt, Acad Dean  
Academic Dean  
Commandant of Cadets

**May 2013**

Open House for Potential Cadets  
Enrollment Lottery

Headmaster, Cmdt, and Acad Dean  
Vice Chairman of the Board

**June 2013**

Summer Reading & MAP Test  
Leadership 101 (9<sup>th</sup> & 10<sup>th</sup> Graders)  
Summer PT Uniform Ordered

Academic Dean  
Commandant of Cadets & JROTC  
Commandant of Cadets

**July 2013**

Purchase Necessary Class Room Equipment  
Text Books Ordered  
Staff & Faculty Orientation  
Leadership 201 (9<sup>th</sup> & 10<sup>th</sup> Graders)

Headmaster & Finance  
Academic Dean  
Headmaster, Cmdt, Acad Dean  
Commandant of Cadets & JROTC

**August 2013**

New Cadet Training (9<sup>th</sup> & 10<sup>th</sup> Graders)  
Cadre Training (9<sup>th</sup> & 10<sup>th</sup> Graders)  
Dress Uniforms Ordered  
Classes Begin

Commandant of Cadets & JROTC  
Commandant of Cadets & JROTC  
Commandant of Cadets  
Paul R. Brown Leadership Faculty & Staff



## VI. BUSINESS PLAN

### PROJECTED STAFF:

Staff: Professional, Administrative, and Hourly.

2013 - 2014 School Yr.	2014 - 2015 School Yr.	2015 - 2016 School Yr.
Headmaster	Headmaster	Headmaster
Commandant of Cadets	Assistant Headmaster	Assistant Headmaster
Academic Dean	Commandant of Cadets	Commandant of Cadets
Eight Full-time Teachers (all disciplines)	Academic Dean	Academic Dean
One Full-time Special Education Teacher	Nine Full time Teachers	Eleven Full -time Teachers
One Part-time Librarian	One Full-Time Special Ed Teacher	One Full Time Special Ed Teacher
One Part-time Guidance/Coll. Couns.	One Full time Librarian	One Full -time Librarian
One Full-time Administrative Assistant	One Full-time Guid/Coll. Couns.	One Full-time Guid/Coll. Couns.
One Part-time Food Service Providers	One Full-time Admin. Assistant	One Full-time Admin. Assistant.
One Full-time Nurse	One Part time Food Service Provider	Two Part - time Food Service Prov.
One Full-time Maintenance Man	One Full - time Nurse	One Full - time Nurse
One Full - time Custodian	One Full-time Maintenance Man	One Full - time Maintenance Man
One JROTC Instructor	One Full - time Custodian	One Full - time Custodian
One Teachers Assistant	Two JROTC Instructor	Two JROTC Instructors
	One Teachers Assistant	One Teachers Assistant
		One Part Time Admin Assistant
2016 - 2017 School Yr.	2017 - 2018 School Yr.	
Headmaster	Headmaster	
Assistant Headmaster	Assistant Headmaster	
Commandant of Cadets	Commandant of Cadets	
Academic Dean	Academic Dean	
Eleven Full-time Teachers (all disciplines)	Eleven Full-time Teachers (all disciplines)	
One Full-time Special Education Teachers	One Full-time Special Education Teachers	
One Full-time Librarian	One Full-time Librarian	
One Full-time Guidance/College Counselor	One Full-time Guidance/College Counselor	
One Full-time Administrative Assistant	One Full-time Administrative Assistant	
Two Part-time Food Service Providers	Two Part-time Food Service Providers	
One Full-time Custodian	One Full-time Custodian	
One Part time Custodian	One Part time Custodian	
One Full-time Maintenance Man	One Full-time Maintenance Man	
Two JROTC Instructors	Two JROTC Instructors	
One Teachers Assistant	One Teachers Assistant	
One Part Time Admin Assistant	One Part Time Admin Assistant	

### **Employee Evaluation (Mentoring, Retention, and Evaluation of Employees)**

All employees will go thorough an Introductory Period. This period will take place during the employees first ninety(90) days of employment. During this time frame the employee's department head will work closely with them to insure they understand the mission, vision, and culture of the Academy. The department head will also ensure that each employee understands the

processes and needs of their job. During this Introductory Period, Paul R. Brown Leadership Academy will evaluate the employees' suitability for employment and the employee can evaluate the Academy as well. If during this period the employees work habits, attitudes , attendance or performance doe not measure up to the Academy's standards the employee may be released. If the employee takes time off in excess of five(5) workdays during the Introductory Period, the Introductory Period may be extended by that length of time.

At the end of the Introductory Period, the department head will discuss with the employee his job performance. This review will be much the same as the normal job performance review that is held for regular full-time or part-time employees on an annual basis. During the course of the discussion the employee will be encouraged to give comments and ideas.

**Performance Reviews**

To ensure that all employees perform their jobs to the best of their ability, the Academy has instituted a performance appraisal system which stresses the importance of employees being recognizes for good performance and receiving appropriate suggestions for improvement as necessary. The employee's supervisor is continuously evaluating their job performance. Day-today interactions between the employee and the supervisor should give the employee a sense of how the supervisor perceives their performance. However to avoid disorganized or incomplete evaluations, the Academy conducts form review at least twice a year for each employee. A review may also be conducted in the event of a promotion or change in duties and responsibilities. The primary reason for the performance reviews is to identify the employee's strengths and weaknesses in order to reinforce the employee's odd habits and develop ways to improve the employee's weaker areas. This review also serves to make the employee aware of and to document hotwire job performance compares to the goal and description of their job. The employees supervisor is interested in helping the employees' to progress and grow in order to achieve personal as well as work-related goals, perhaps the he or she can recommend further training or additional conducts a review of job descriptions to ensure that they are fully aware of any changes in the duties and responsibilities of each position and that such changes are adequately compensated.

**Performance Evaluation Timeline**

6 August 2013	Employee Orientation Begins
8 November 2013	Employee Introductory Period Evaluations Due
2 December 2013	First Employee Evaluations Due
28 March 2013	Second Employee Evaluations Due
1 April 2013	Letters of Intent Issued

**Department Evaluations**

**Commandants Office**

- Custodian evaluated by the Commandant
- Nurse evaluated by the Commandant
- Foodservice Provider evaluated by the Commandant
- Maintenance Man evaluated by the Commandant
- Administrative Assistant evaluated by the Commandant
- JROTC evaluated by the Commandant
- Commandant evaluated by Headmaster

**Academics**

- Librarian evaluated by the Academic Dean
- Guidance Counselor evaluated by the Academic Dean
- Teachers evaluated by the Academic Dean
- Dean evaluated by the Head Master

## Headmaster

Headmaster evaluated by the Chairman of the Board of Trustees

## Process to advertise for and employ members of the school

Once a position at the Academy is vacant the following procedures will be in place to fill the vacancy:

### 1. Position

The Headmaster will be notified of the job opening by the director of the department.

A current job description will be turned into the Headmaster.

The Headmaster will authorize the position opening to be posted.

### 2. Advertising

The vacancy will be posted on the Academy's' internal employee web page.

Post on Academy website ([www.paulrbrownleadership.com](http://www.paulrbrownleadership.com)).

Resumes or CV received by the Headmaster will be forwarded to the appropriate director of the department.

### 3. Interviews

Choose candidates to interview. Candidates will need to fill out application, background check forms, W-4.

Candidates will need to produce three letters of reference, college transcripts (faculty), two sets of fingerprints, current teaching certificate or appropriate licenses for position, and two valid forms of identification and tuberculosis test results

### Final Candidate:

Department director must contact at least two references and submit Reference Check Forms to Headmaster.

Must interview with Headmaster.

### 4. Hiring Candidate

**No job offers may be extended until the background check is completed. This includes offering the position contingent upon the background check.**

Upon completion of Step three(3), candidate may be contacted with offer.

Completed New Hire Form must be submitted to Administrative Assistant with application/resume/background/check/reference forms.

New hire must make appointment with Administrative Assistant on or before first day of work in order to complete paperwork.

## Procedures for grievance and/or termination

The Academy provides all employees various avenues for addressing and resolving disagreements with their supervisor or any other member of the Academy. These avenues include both informal and formal grievance procedures. No employee will be retaliated against for filing a grievance or complaint. Any employee may grieve formal corrective counseling, warnings or suspensions, or any Academy rules and regulations. Application of Academy employment policy may be grieved if the employee feels that he or she has been adversely affected. However, in all cases the Academy reserves the right to establish and carry out policies and procedures deemed to be in the best interest of proper Academy management.

The Academy encourages resolution of grievances on an informal basis whenever possible. Informal discussion often results in

solutions to employment problems more readily than formal procedures. In the interest of good employee relations, employees are encouraged to call attention to any problem relating to employment by discussing the matter with their immediate supervisor. Informal talks with higher levels of management may be necessary as a next step.

In the event that informal discussions are not successful in resolving the problems, the formal grievance procedure may be followed. This procedure has been implemented to assure all employees fair and equitable treatment. Complaints of a general nature should be addressed by following this procedure. For complaints of sexual harassment consult the Sexual Harassment Policy, which is included in its entirety in the section entitled "Sexual Harassment Policy."

## **Termination**

All employment and compensation with Paul R. Brown Leadership Academy is "at will" which means that employment can be terminated with or without notice, at any time, at the option of either Paul R. Brown Leadership Academy or the employee, except as otherwise provided by law. Although both the employer and employee have the right to sever this relationship at any time without having to show cause, every effort will be made to give advance written notice of two weeks by either party prior to termination of employment. A termination of employment by either party terminates all obligations of the employer, and the employee shall not be entitled to any payments of salary or continuation of benefits from the effective date of termination.

## **Grievance Procedure**

(Step 1) The employee must first take the complaint to their immediate supervisor. The complaint must be in writing, indicating why the employee felt he or she was treated unfairly and what resolution is expected. The supervisor must reply, in writing, to the employee's complaint within five working days from the receipt of the written complaint.

(Step 2) If no mutually satisfactory settlement of the complaint has been reached at the conclusion of Step 1, the employee within three working days of receipt of the decision, may deliver the complaint in writing to their supervisor's department head. The department head must schedule a meeting with the employee and the supervisor within five (5) working days of the receipt of the written complaint, and will render a written decision within five (5) working days of said meeting. (If the employee's immediate supervisor is the department head, the employee will go from Step 1 to Step 3).

(Step 3) If no mutually satisfactory settlement of the complaint has been reached as a result of Step 2, the employee, within three (3) working days of the decision, may deliver the complaint in writing to the Commandant for further investigation. The Commandant must schedule a meeting of the parties concerned within five (5) working days of the receipt of the complaint and will render a written decision within five (5) working days after same meeting. However, if deemed by the department head and by the employee (when that employee is an administrator) to be in the best interest of the department, the complaint may be advanced from Step 2 to Step 4.

(Step 4) If the complaint is not resolved at Step 3, the employee, within three (3) working days after receipt of the decision, may deliver the complaint in writing to the Headmaster (or designee) for final review and disposition. The Headmaster will render a written decision within 10 working days of the receipt of the complaint.

(Step 5) If the complaint is against the Headmaster the employee will skip steps 1 thru 4 and deliver the complaint in writing to the Chairman of the board of trustees. The chairman of the Board will render a written decision within 10 working days of the receipt of the complaint.

Proposed Employee Handbook

# Paul R. Brown Leadership Academy



## Sample Employee Handbook

## **WELCOME AND INTRODUCTION**

### **WELCOME TO PAUL R. BROWN LEADERSHIP ACADEMY**

-WELCOME LETTER INSERTED HERE-

### **PAUL R. BROWN LEADERSHIP ACADEMY**

#### **MISSION STATEMENT**

The mission of Paul R. Brown Leadership Academy is to serve its students through a commitment to excellence in an education that serves today, tomorrow, and the future by providing an academically rich program that encompasses all skill sets for life: reading, communication, critical and creative thinking, problem solving, work ethic, integrity, physical wellness, and leadership.

#### **BRAND STATEMENT**

The philosophy of Paul R. Brown Leadership Academy is to stress the importance of preparing students for college and for life by providing knowledge and teaching them the attitudes and skills they will need to meet the challenges of life. It is the philosophy of Paul Brown Leadership Academy that this personal development can best be achieved through a comprehensive program that addresses the development of the total person. This program includes a challenging leadership program administered through the Commandants Office that promotes competition, sportsmanship; development of personal integrity, and discipline.

## **NEVER UNPREPARED**

### **THE HISTORY OF PAUL R. BROWN LEADERSHIP ACADEMY**

Paul R. Brown Leadership Academy is a coeducational college preparatory school for young people in grades 6 - 10. It was founded in 2012 by community leaders dedicated to offering a college preparatory education to students throughout southeastern North Carolina. Beyond providing the essentials for academic excellence, Paul R. Brown Leadership Academy offers a structured environment where young people can develop to their full potential. The campus is located in Elizabethtown, NC. Paul R. Brown Leadership Academy sits on what was once Bladen Central High School and then Elizabethtown Middle School. When Elizabethtown Middle School closed the alumni of Bladen Central High School and Bladen County Youth focus stepped in. Thanks to their hard work and tireless efforts the property was transferred to Bladen County Youth Focus. In October 2012 the Alumni association and BCYF incorporated a board with the ideal of starting North Carolina's first military charter school. In honor of Paul Brown

the much loved principal of Bladen Central High School the Board decided to name the new school Paul R. Brown Leadership Academy.

### **WHAT YOU CAN EXPECT FROM PAUL R. BROWN LEADERSHIP ACADEMY**

Paul R. Brown Leadership Academy has set forth the following principles in regards to employee relations:

Dedicate your focus to keeping the cadet first and make Paul R. Brown Leadership Academy the very best it can be. Select people who will dedicate them selves to the mission, vision and culture of the Academy an on

the basis of skill, training, ability, attitude, and character without discrimination with regard to age, sex, color, race, creed, national origin, religious persuasion, marital status political belief, veterans status, or disability that odes not prohibit performance of essential job functions.

Periodically review performance, wages, employee benefits, and working conditions with the objective to providing compensation and an environment consistent with sound business practices.

Develop competent people who understand and meet our objective, who accept with open minds the ideas, suggestions and constructive criticisms of fellow employees.

Assure employees, after talking with their department head, an opportunity to discuss any problems with management of the Academy.

Make prompt and fair adjustment of any complaints which may arise in the everyday conduct of our business; to the extent that is practicable.

Respect individual rights and treat all employees with courtesy and consideration.

Maintain mutual respect in our working relationship.

Provide buildings and offices that are attractive, comfortable, orderly and safe.

Promote employees on the basis of their ability.

Make promotions or fill vacancies from within the Academy whenever possible.

Keep all employees informed of the progress of the Academy, as well as the overall goals and objectives.

### **WHAT PAUL R. BROWN LEADERSHIP ACADEMY EXPECTS FROM YOU**

Your first responsibility is to present yourself as a positive role model for an maintaining a high degree of attention to the well being of every cadet. Concurrently, you are expected to know your own duties and how to perform them promptly and correctly with a pleasant and cooperative attitude. As a member of the Academy family, you are expected to cooperate with management and your fellow employees in producing and effective and efficient team attitude. How you interact with fellow employees and those whom the Academy serves and how you accept direction can affect the success of your department. In turn, the performance of each and every department impacts the entire mission of the Academy. Since you are a member of the Academy team, you are expected to support and participate in Academy events such as New Cadet In processing, Saturday Classes, the Forming of the Corps, the Patriots Day Ceremony, Corps Day, parades and reviews, the Homecoming Parade & Review, Homecoming Dance, the Halloween Dance, the Winter Formal, the Valentines Day Dance, Mother's Day Parade & Review, Military Ball and the Final Parade and Stand Down Ceremony, promotions, sporting events, etc.

Whatever your position you have an important assignment; perform every task to the very best your ability. The result will be better performance of the Academy overall and personal satisfaction for you. You are encouraged to grasp opportunities for personal development that are offered to you. This handbook offers insight on how you can positively perform to the best of your ability to meet and exceed the Academy's expectations.

We believe in, and encourage direct access to management. We are dedicated to making Paul R. Brown Leadership Academy a work environment where you can approach your department head, or any member of management, to discuss any problem or question. We hope you will voice your opinions and contribute your suggestion to improve the quality of the Academy. Please communicate with each other and with management.

You help create the healthy, pleasant and safe working condition that the Paul R Brown Leadership Academy intends for you. Your dignity and that of fellow employees, as well as that of our cadets, is important. Paul R. Brown Leadership Academy needs your help in making each working day enjoyable and rewarding.

## **SPECIAL SERVICES/FACILITIES & INFORMATION**

### **ACADEMY VEHICLES**

If you are authorized to use a Paul R. Brown Leadership Academy vehicle for Academy business, you must adhere to the following rules:

1. You and all occupants must wear seat belts provided at all times when the vehicle is in motion.
2. You must be a licensed driver.
3. Facilities Management is responsible for following all the manufacturer's recommended maintenance schedules to maintain valid warranties and for following the manufacturer's recommended oil change schedule. Please cooperate when necessary maintenance needs to be scheduled.
4. You are responsible for paying any moving violation tickets. Park appropriately – parking violations will not be paid by the Academy.
5. You are responsible for keeping the interior of the vehicle clean at all times.
6. You must not allow persons not authorized or employed by the Academy to operate or ride in an Academy vehicle.
7. Prior to operation of any Academy vehicle, your department head will train you on the appropriate steps to take if you are involved in an accident. Always get names of witnesses, etc.

### **TRAFFIC VIOLATIONS**

If you are authorized to operate an academy vehicle in the course of your assigned work, you are expected to follow and obey all traffic rules and regulations. You will be personally held responsible for any fines or traffic violations incurred. If an accident should occur while operating an Academy vehicle, contact the Administrative Assistant, your immediate supervisor, or our insurance carrier immediately. The name and phone number for the carrier is located in the vehicle.

### **ATHLETICS**

As a member of the Paul R. Brown Leadership Academy staff we welcome and encourage you to support our competitive athletic programs. Your attendance at home contest is appreciated and free of cost to you and your family.

### **CAMPUS SECURITY**



Campus safety and security is the responsibility of each and every employee. Employees are to wear identification badges or uniforms. Visitors and contractors are required to sign in with the Commandant when on campus except for major events. If you encounter someone who is familiar to you and someone who is not wearing a visitor's badge, you are to question them as to their purpose for being on campus and them to register as a visitor.

As an employee, you generally will be provided a work space for the performance of your duties and be given access to other space as deemed appropriate. You are responsible for the general safety security of this space. General common sense applies; if you turn it on or unlock it when arriving, turn it off or lock it when you leave.

## **EMPLOYEE RECOGNITION**

Paul R. Brown Leadership Academy honors and acknowledges its employees through various events and recognition awards. Listed below are a few of these important activities.

*The Academy Faculty/Staff Picnic* which is held at the end of each school year and just before the beginning of each school year.

*The "TO BE NAMED LATER" Excellence in Teaching Award.* – Full time and part time faculty members eligible to be nominated for this award. This award is presented at the Stand Down Formation and Closing Ceremony.

*The "TO BE NAMED LATER" Staff excellence Award* - Full time and part time staff members who are not faculty members and have worked at the Academy for one year or more are eligible to be nominated for this award. This award is presented at the Stand Down Formation and Closing Ceremony.

## **LUNCH PERIOD**

If you work longer than five and one-half (5.5) hours you will be given an unpaid lunch period. The time when lunch periods are scheduled varies according to the cadet daily schedule, and dictates of each department head and unusual job demands. You are requested not to perform any work during your regularly scheduled lunch period.

## **MEALS**

The Mess Hall is operated by "TO BE NAMED LATER" for the benefit of our cadets. Meals will be furnished to each employee and dependent in accordance with the following criteria:

Dependents are welcome to take their meals in the dining hall, but they will be charged at the current rate for meals taken.

All employees are provided free lunch in the Mess Hall when school is in session and are encouraged to sit and visit with cadets during this meal time for the purpose of being a good listener, providing counsel as appropriate and appearing as a positive role model.

The Food service Provider will monitor employees and guest regularly provide the Administrative Assistant with a list of employees and their guest who have eaten meals in the dining hall. The administrative assistant will bill each employee at the current rate. Any questions resulting from statements should be directed to the administrative assistant.

## **PARKING**

You are to use only the parking area designated for our employees. Please keep in mind that the parking spaces adjacent to or in the front of our building are for visitors only. There is to be no parking on walk ways. Remember to lock your car every day and park within the specified areas.

All vehicles must have a Paul R Brown leadership Academy parking tag. If you do not have one or if it gets damaged, you are to request a tag from the Administrative Assistant.

Courtesy and common sense in parking will avoid accidents, personal injuries and damage to your vehicle and to the vehicles of others. If you should damage another car while parking or leaving, immediately report the incident, along with the license numbers of both vehicles (or parking tag number from – employee vehicles) and any other pertinent information you may have to your Department Head. Paul R. Brown Leadership Academy does not assume any liability for any loss or damages you may sustain.

## **PETS ON ACADEMY GROUNDS**

No pets are permitted on campus. Service dogs are the exception.

## **EMPLOYMENT POLICIES**

### **AT WILL EMPLOYMENT**

All employment and compensation with Paul R. Brown Leadership Academy is “at will” which means that employment can be terminated with or without notice, at any time, at the option of either Paul R. Brown leadership Academy or the employee, except as otherwise provide by law. Although both the employer and employee have the right to sever this relationship at anytime without having to show cause, every effort will be made to give advance written notice of two weeks by either party prior to termination of employment. A termination of employment by either party terminates all obligations of the employer, and the employee shall not be entitled to any payments of salary or continuation of benefits from the effective date of termination.

### **BACKGROUND INVESTIGATION**

Paul R. Brown Leadership Academy will conduct a pre-employment background check on all applicants prior to an offer of employment.

### **BUSINESS HOURS**

The Academy’s normal business hours are 0800 to 1630, although many departments may vary their work hours depending upon the service provided. Employees and their department head should discuss the established work schedule requirements for their respective department. Department heads are responsible for establishing and communicating to employees specific work schedules, including start times, lunch schedules, and normal ending times. When the work schedule must be changed due to business needs, department heads will give as much advance notice as possible so that employees can make the appropriate arrangements to meet the new scheduling requirements. The legitimate operating requirements of the department and of the Academy must be the primary consideration in establishing work schedule. However, every effort will be made to accommodate the needs and personal schedules of employees whenever possible. Request for flex time scheduling may be given consideration and should be presented to your department head for further approval.

### **EMPLOYMENT OPPORTUNITIES**

It is our policy to advise all employees about employment opportunities by means of the Academy Website as well as posting vacancies on the bulletin board in the main office. Please submit your request for consideration for a specific position directly to your department head or to the administrative assistant. Whenever a position becomes available, every effort will be made to fill it by promoting a qualified employee. Jobs will be awarded based on individual ability and past job performance, as well as length of service if two people have similar qualifications. By utilizing all opportunities for education performing your job excellently, you may become qualified to a position of greater skill,

responsibility and value at Paul R. Brown Leadership Academy. The Academy may also continue to look outside the Academy for potential employees.

## **EMPLOYEE ORIENTATION**

New employees will go through an orientation process to become familiarized with different departments and their functions. All employees will go through an Introductory Period. This period will take place during the employees first ninety(90) days of employment. During this time frame the employee's department head will work closely with them to insure they understand the mission, vision, and culture of the Academy. The department head will also ensure that each employee understands the processes and needs of their job. During this Introductory Period, Paul R. Brown Leadership Academy will evaluate the employees' suitability for employment and the employee can evaluate the Academy as well. If during this period the employees work habits, attitudes, attendance or performance do not measure up to the Academy's standards the employee may be released. If the employee takes time off in excess of five(5) workdays during the Introductory Period, the Introductory Period may be extended by that length of time.

At the end of the Introductory Period, the department head will discuss with the employee his job performance. This review will be much the same as the normal job performance review that is held for regular full-time or part-time employees on an annual basis. During the course of the discussion the employee will be encouraged to give comments and ideas

## **EMPLOYMENT OF REALTIVES**

The criteria for employment with Paul R. Brown Leadership Academy are commitment to the mission vision culture of the Academy and appropriate job-related skills, experience and qualifications. Marriage and family relationships constitutes neither an advantage nor a disadvantage in consideration for employment. If members of your immediate family are employed by Paul R. Brown leadership Academy, one may not supervise the other nor may they work in the same department unless approved by the Administration. For purposes of this section related individuals are defined as husband, wife, son, son-in-law, daughter, daughter-in-law, father, father-in-law, mother, mother-in-law, brother, brother-in-law, sister, sister-in-law, grandparents, and grandchildren. Should two present employees who work together or supervise each other enter into a personal, non work relationship, one or both may have to be transferred.

In the event of a lack of candidates, a need for specialized skills, or other unique circumstances as determined on a case-by-case basis, the restriction against hiring related persons may be waived in the best interest of the Academy upon recommendation of a review committee comprised of non-related administrator(s), and upon the approval of the Board of Trustees.

## **EQUAL EMPLOYMENT OPPORTUNITY**

Paul R. Brown Leadership Academy does not discriminate in employment and opportunity because of race, color, religion, national origin, ancestry, disability, marital status, veteran status, sex, or age.

## **HIRING POLICY**

Once a position at the Academy is vacant the following procedures will be in place to fill the vacancy:

### **1. Position**

The Headmaster will be notified of the job opening by the director of the department.

A current job description will be turned into the Headmaster.

The Headmaster will authorize the position opening to be posted.

### **2. Advertising**

The vacancy will be posted on the Academy's' internal employee web page.

Post on Academy website ([www.paulrbrownleadership.com](http://www.paulrbrownleadership.com)).

Resumes or CV received by the Headmaster will be forwarded to the appropriate director of the department.

### 3. Interviews

Choose candidates to interview. Candidates will need to fill out application, background check forms, W-4.

Candidates will need to produce three letters of reference, college transcripts (faculty), two sets of fingerprints, current teaching certificate or appropriate licenses for position, and two valid forms of identification and tuberculosis test results

Final Candidate:

Department director must contact at least two references and submit Reference Check Forms to Headmaster.

Must interview with Headmaster.

### 4. Hiring Candidate

**No job offers may be extended until the background check is completed. This includes offering the position contingent upon the background check.**

Upon completion of Step three(3), candidate may be contacted with offer.

Completed New Hire Form must be submitted to Administrative Assistant with application/resume/background/check/reference forms.

New hire must make appointment with Administrative Assistant on or before first day of work in order to complete paperwork.

## IMMIGRATION LAW COMPLAINE

Paul R. Brown Leadership Academy employs only United States Citizens or other individuals who have the legal right to work in the United States. The Academy complies with all pertinent rules and regulations regarding immigration law, By law, all employees must complete and sign Federal Form I-9, Employment Eligibility Verification Form and provide proof of continued eligibility no later than 72 hours after their work eligibility expiration date.

## Performance Reviews

To ensure that all employees perform their jobs to the best of their ability, the Academy has instituted a performance appraisal system which stresses the importance of employees being recognizes for good performance and receiving appropriate suggestions for improvement as necessary. The employee's supervisor is continuously evaluating their job performance. Day-to-day interactions between the employee and the supervisor should give the employee a sense of how the supervisor perceives their performance. However to avoid disorganized or incomplete evaluations, the Academy conducts form review at least twice a year for each employee. A review may also be conducted in the event of a promotion or change in duties and responsibilities. The primary reason for the performance reviews is to identify the employee's strengths and weaknesses in order to reinforce the employee's odd habits and develop ways to improve the employee's weaker areas. This review also serves to make the employee aware of and to document hotwire job performance compares to the goal and description of their job. The employees supervisor is interested in helping the employees' to progress and grow in order to achieve personal as well as work-related goals, perhaps the he or she can recommend further training or additional conducts a review of job descriptions to ensure that they are fully aware of any changes in the duties and responsibilities of each position and that such changes are adequately compensated.

## PERSONAL RECORDS

-section to be added-

## **Professional Development.**

### **Education Assistance**

Paul R. Brown Leadership Academy feels an individual who possesses a desire to continue their education, while performing their full-time job, demonstrates a commitment to improving themselves and their position within the Academy. To encourage and reward these individuals, Paul R. Brown Leadership Academy will offer Education Assistance.

Full-time employees may continue their education in a related field and Paul R. Brown Leadership Academy will reimburse fifty(50) percent of the tuition costs. All courses must be preapproved by the Administration. The Employee once the approved course is completed will submit a certified transcript of grades and receipts for expenses. Paul R. Brown Leadership Academy will reimburse the employee as described for the portion of the tuition that was pre-approved.

In order to qualify for this Education Assistance benefit an employee must:

Have at least one (1) full year of service with Paul R. Brown Leadership Academy.

The course must be job-related and offered by an approved educational institution.

The employee must inform his/her department head of the course/program he/she intends to take it.

If the department head supports the request, it will be forwarded to the Administration for approval.

If approved, the Academy will reimburse the employee for fifty(50) percent of the tuition (this excludes registration fees, books, class materials, etc.) provided the employee obtains at least a 3.0 grade based on a 4.0 system.

If the employee is eligible to receive educational benefits from other sources such as the Veteran's Administration, Paul R. Brown Leadership Academy will not reimburse the educational expenses.

The Employee will agree to pay back the Academy's reimbursement should the employee resign for any reason within one(1) year after completing the course.

Because IRS rules occasionally change regarding how tuition reimbursement is taxed the employee will consult with the Administrative Assistant for current regulations.

### **Training (Attending Seminars/Training Sessions)**

From time to time, Paul R. Brown Leadership Academy may arrange to have both formal and informal training programs to enable its faculty and staff to progress grow in knowledge and to improve their skills. Employees may be selected to attend schools, or workshops. The Academy may pay for all or a portion or a pre-approved expenses for off-premises training depended on the nature of the course. Employees will start this process with their department head.

If a faculty or staff member becomes aware of a particular seminar that they believe is appropriate for enhancing their skills (and/or those of other employees), they can bring it to the attention of their department head. The department head will consult with the administration and make a decision on whether the Academy will fund the expense.

## **SEPARATION OF EMPLOYMENT**

-section to be added-

## **Procedures for grievance and/or termination**

The Academy provides all employees various avenues for addressing and resolving disagreements with their supervisor or any other member of the Academy. These avenues include both informal and formal grievance procedures. No employee will be retaliated against for filing a grievance or complaint. Any employee may grieve formal corrective counseling, warnings or suspensions, or any Academy rules and regulations. Application of Academy employment policy may be grieved if the employee feels that he or she has been adversely affected. However, in all cases the Academy reserves the right to establish and carry out policies and procedures deemed to be in the best interest of proper Academy management.

The Academy encourages resolution of grievances on an informal basis whenever possible. Informal discussion often results in solutions to employment problems more readily than formal procedures. In the interest of good employee relations, employees are encouraged to call attention to any problem relating to employment by discussing the matter with their immediate supervisor. Informal talks with higher levels of management may be necessary as a next step.

In the event that informal discussions are not successful in resolving the problems, the formal grievance procedure may be followed. This procedure has been implemented to assure all employees fair and equitable treatment. Complaints of a general nature should be addressed by following this procedure. For complaints of sexual harassment consult the Sexual harassment Policy, which is included in its entirety in the section entitled "Sexual Harassment Policy."

### **Grievance Procedure**

(Step 1) The employee must first take the complaint to their immediate supervisor. The complaint must be in writing, indicating why the employee felt he or she was treated unfairly and what resolution is expected. The supervisor must reply, in writing, to the employee's complaint within five working days from the receipt of the written complaint.

(Step 2) If no mutually satisfactory settlement of the complaint has been reached at the conclusion of Step 1, the employee within three working days of receipt of the decision, may deliver the complaint in writing to their supervisor's department head. The department head must schedule a meeting with the employee and the supervisor within five (5) working days of the receipt of the written complaint, and will render a written decision within five (5) working days of said meeting. (If the employee's immediate supervisor is the department head, the employee will go from Step 1 to Step 3).

(Step 3) If no mutually satisfactory settlement of the complaint has been reached as a result of Step 2, the employee, within three (3) working days of the decision, may deliver the complaint in writing to the Commandant for further investigation. The Commandant must schedule a meeting of the parties concerned within five (5) working days of the receipt of the complaint and will render a written decision within five (5) working days after same meeting. However, if deemed by the department head and by the employee (when that employee is an administrator) to be in the best interest of the department, the complaint may be advanced from Step 2 to Step 4.

(Step 4) If the complaint is not resolved at Step 3, the employee, within three (3) working days after receipt of the decision, may deliver the complaint in writing to the Headmaster (or designee) for final review and disposition. The Headmaster will render a written decision within 10 working days of the receipt of the complaint.

(Step 5) If the complaint is against the Headmaster the employee will skip steps 1 thru 4 and deliver the complaint in writing to the Chairman of the board of trustees. The chairman of the Board will render a written decision within 10 working days of the receipt of the complaint.

### **QUALIFICATIONS REQUIRED FOR INDIVIDUAL POSITIONS:** (G.S.115C-238.29F(e))

List the qualifications and appropriate licenses that each position must have to perform the job function(s). Describe the plan to meet the licensure requirements for teachers and paraprofessionals as prescribed by state law and No Child Left Behind. If individuals have already been identified for specific positions, please provide their qualifications and/or

resumes in the appendices.

### **Qualifications Required for Individual Positions.**

**Professional Code of Conduct.** Paul Brown Academy employees will be professional in conduct, manner, and dress at all times as representatives of the Academy. No exceptions. All employees regardless of position will act as role models for the student. Community service and support for the community is expected.

**Background Checks and References.** All prospective employees will be required to submit three references attesting to their professional ability and their personal character. Fingerprints will be submitted for a background check through

the North Carolina Department of Justice's Criminal History Records. All information obtained will be made available to the hiring authority and the Board of Trustees as necessary. There will be no hire if the background discloses the potential employee has a criminal history that may put students at risk for harm or may embarrass Paul Brown Academy.

### **Employee Qualifications**

Head of School will be an experienced administrator with at least a Masters Degree in Education Administration.

Commandant of Cadets will be an experienced administrator with a least a Bachelors Degree, or have a minimum of 10 years as a commandant ,retired military, or equivalent experience.

Academic Dean will hold a current North Carolina Teaching Certificate as well as an administrator's certificate (Principal's Certification) and have a minimum of 7 years experience in North Carolina schools.

All teachers will hold a current North Carolina Teaching Certificate for subject or grade, or a current out-of-state teaching certificate, or an expired North Carolina teaching certificate seeking re-certification, or a four year college graduate with specific subject matter expertise need and commits to obtaining the North Carolina teaching certificate within a reasonable period of time. It is Paul Brown Academy's position to hire the best, to require periodic education, and certification as necessary and appropriate. The goal is to have between seventy (70) and to eighty (80) percent of Academy teachers licensed in North Carolina as a certified teacher.

Librarian will hold the same credentials as any other faculty member as described above.

Guidance Counselor will hold the same credentials as any other faculty member as described above plus, at least, two years working in the guidance field or a degreed and licensed counselor.

Administrative Assistant will have those necessary skills associated with an office assistant plus the ability to do the work of the registrar as necessary, HR duties as necessary, and some minor bookkeeping.

Maintenance will be required to demonstrate competence in a number of custodial areas as well as minor maintenance skills. References must indicate if applicant has the necessary skills to perform the myriad of tasks required of Maintenance.

Food Service must have sufficient experience to run a meal program. Food handlers license is required as well as a health screen to include a TB test.

Custodial Staff will demonstrate proficiency in custodial tasks as well as present three specific recommendations attesting to their ability and fitness for the position.

JROTC instructors will be certified by the United States Army Cadet Command.

Teachers Aide retired US Military Veteran a plus, or current member of the National Guard & Reserves, or must have Military School experience. Candidate will have a Bachelors Degree or be in the process of attaining one. Candidates with EMS qualifications a plus.

All prospective employees must submit the following prior to a hire decision:

W-4

Application

Resume or CV

Three letters of reference

College Transcripts

Two sets of fingerprints

Current teaching certificate or appropriate licenses for position

Two valid forms of identification

Tuberculosis test results

### **Identified Individuals**

The Board of Trustees of Paul R. Brown Leadership Academy has voted on a potential Headmaster if approved for its charter. The individual is Roland T. McKoy who is currently serving on our Board of Trustees. Mr. McKoy's years of service to Bladen County Schools as an administrator make him the ideal choice. If granted a charter Mr. McKoy will resign from his position on the Board of Trustees and will assume the position of Headmaster. Mr. McKoy's resume is listed with the other members of the Board of Trustees.

### **ENROLLMENT and BUSINESS PLAN** (GS 115C.238.29F(g)(1-7))

The Marketing Committee for Paul Brown Academy will be made up of one(1) Trustee, the Headmaster, the Commandant, the Academic Dean and a Parent Representative. The marketing program complies with the admissions requirements addressed in GS 115C.238.29F (g) (1-7). Paul R. Brown Leadership Academy embraces diversity within its student body, faculty, and staff promising to mirror the diversity of the local education community of Bladen County.

The marketing program will ensure that the public is informed and educated about the mission of Paul R. Brown Leadership Academy through open houses on campus and mass mailings to households within the local area surrounding the campus. Local radio and television stations will be used to inform the local community of Paul R. Brown Leadership Academy using advertising if we must and community information venues (hosted shows and programs with a public focus) if we can. News paper advertisements in local newspapers and any special education specific specials being run for summer or fall programs as well as any and all special interest stories that can be generated given Paul R. Brown Leadership Academy's unique nature (military school). Public relations articles about the Academy will be submitted to newspapers as well.

As the Academy will be using as its campus a local and much loved community high school now closed due to consolidation of programs and highs schools in the local area, direct contact will be established with community leaders giving them the full story about Paul R . Brown Leadership Academy. In fact, the name of the Academy, Paul R. Brown Leadership Academy, is the name of a much loved local high school principal now deceased. It is through these efforts that the Academy will win that diverse student population and the at risk student population. The out reach will be real and continuous so as to win these future cadets.



Nothing will be taken for granted at Paul Brown Academy when it comes to recruitment of its cadets. Local libraries will be used to stage poster campaigns for the Academy. Local businesses will be asked to display a poster depicting

Paul R. Brown Leadership Academy. The Academy will have a series of open houses. No stone will be left unturned to get Paul R. Brown Leadership Academy off to a flying start. Education departments at local colleges and universities will be used to keep PBLA in the eye of educators. The thrust of the marketing plan will be to make PBLA synonymous with a caring, quality, first rate education – a school they would want their children to attend or their younger siblings. A school they would want to work for to make that special difference that PBLA stands for.

Last, but not least, Paul Brown Academy will make maximum use of its website and make sure that it is favorably situated through astute market placement on the web. The Academy has thoughtfully engaged one of the best North Carolina webmasters to ensure that the Paul Brown story receives the recognition on the web that it deserves. By the time fall 2013 term opens, Paul Brown Leadership Academy will be a household word standing for quality education.

## PROJECTED ENROLLMENT

2013-14 through 2017-2018

IDENTIFY LEA FROM WHICH  
STUDENTS WILL PROBABLY  
COME

List LEA #1 – 200

List LEA #2 – \_\_\_\_\_

List LEA #3 – \_\_\_\_\_

<u>GRADES</u>		2013-2014			2014-2015			2015-2016			2016-2017			2017-2018		
		LEA 1	LEA 2	LEA 3	LEA 1	LEA 2	LEA 3	LEA 1	LEA2	LEA3	LEA 1	LEA2	LEA3	LEA 1	LEA 2	LEA 3
Kindergarten	K	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
First	1	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
Second	2	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
Third	3	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
Fourth	4	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
Fifth	5	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
Sixth	6	<u>40</u>	_____	_____	<u>40</u>	_____	_____	<u>40</u>	_____	_____	<u>40</u>	_____	_____	<u>40</u>	_____	_____

PROJECTED ENROLLMENT 2013-14 through 2017-2018 (continued)

		2013-2014			2014-2015			2015-2016			2016-2017			2017-2018		
		LEA 1	LEA 2	LEA 3	LEA 1	LEA 2	LEA 3	LEA 1	LEA 2	LEA 3	LEA 1	LEA 2	LEA 3	LEA 1	LEA 2	LEA 3
Seventh	7	<u>40</u>	—	—	<u>40</u>	—	—	<u>40</u>	—	—	<u>40</u>	—	—	<u>40</u>	—	—
Eighth	8	<u>40</u>	—	—	<u>40</u>	—	—	<u>40</u>	—	—	<u>40</u>	—	—	<u>40</u>	—	—
Ninth	9	<u>40</u>	—	—	<u>40</u>	—	—	<u>40</u>	—	—	<u>40</u>	—	—	<u>40</u>	—	—
Tenth	10	<u>40</u>	—	—	<u>40</u>	—	—	<u>40</u>	—	—	<u>40</u>	—	—	<u>40</u>	—	—
Eleventh	11	—	—	—	<u>40</u>	—	—	<u>40</u>	—	—	<u>40</u>	—	—	<u>40</u>	—	—
Twelfth	12	—	—	—	—	—	—	<u>40</u>	—	—	<u>40</u>	—	—	<u>40</u>	—	—
LEA Totals																
Overall Total Enrollment		<u>200</u>			<u>240</u>			<u>280</u>			<u>280</u>			<u>280</u>		

## Budget: Revenue Projections 2013-14 through 2017-2018

INCOME: REVENUE PROJECTIONS	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018
--State ADM Funds	<u>\$1,061,476.00</u>	<u>\$1,273,771.20</u>	<u>\$1,486,066.40</u>	<u>\$1,486,066.40</u>	<u>\$1,486,066.40</u>
--Local Per Pupil Funds	\$204,796.00	<u>\$245,755.20</u>	<u>\$286,714.40</u>	<u>\$286,714.40</u>	<u>\$286,714.40</u>
--Federal Funds Exceptional Children	<u>\$87,576.48 (24</u> <u>cadets)</u>	<u>\$102,172.56(28</u> <u>cadets)</u>	<u>\$120,417.66(33</u> <u>cadets)</u>	<u>\$120,417.66(33</u> <u>cadets)</u>	<u>\$120,417.66(33</u> <u>cadets)</u>
--Grants*	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
--Foundations*	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
--Private Funds*	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
--Other Funds*	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<b>TOTAL INCOME</b>	\$1,353,848.48	\$1,621,698.96	<u>\$1,893,198.46</u>	<u>\$1,893,198.46</u>	<u>\$1,893,198.46</u>

### Budget (continued): Revenue Projections 2013-14 through 2017-2018

<b>SHOW CALCULATIONS FOR FIGURING STATE AND LOCAL DOLLARS FOR THE PROPOSED CHARTER SCHOOL</b>	See <a href="http://www.ncpublicschools.org/fbs/stats/index.html">http://www.ncpublicschools.org/fbs/stats/index.html</a>		
	(OR Click on: Agency Website: Division of Financial Services, Reports and Statistics, Statistical Data		
	The formula for figuring these allotments can be found in the Resource Guide.		
	SY 2013-2014		
	State ADM	200 x 5307.38 =	\$1,061,476.00
	Local Per Pupil	200 x 1023.98 =	\$204,796.00
	Exceptional Children	24 x 3649.02 =	\$87,576.48
	Total		\$1,353,848.48
	SY 2014-2015		
	State ADM	240 x 5307.38 =	\$1,273,771.20
Local Per Pupil	240 x 1023.98 =	\$245,755.20	
Exceptional Children	28 x 3649.02 =	\$102,172.56	
Total		\$1,621,698.96	
SY 2015-2016			
State ADM	280 x 5307.38 =	\$1,486,066.40	
Local Per Pupil	280 x 1023.98 =	\$286,714.40	
Exceptional Children	33 x 3649.02 =	\$120,417.66	
Total		\$1,893,198.46	
SY 2016-2017			
State ADM	280 x 5307.38 =	\$1,486,066.40	
Local Per Pupil	280 x 1023.98 =	\$286,714.40	
Exceptional Children	33 x 3649.02 =	\$120,417.66	
Total		\$1,893,198.46	
SY 2017-2018			

	State ADM	280 x 5307.38 =	\$1,486,066.40
	Local Per Pupil	280 x 1023.98 =	\$286,714.40
	Exceptional Children	33 x 3649.02 =	\$120,417.66
	Total		\$1,893,198.46

**Budget (continued): Expenditure Projections 2013-14 through 2017-2018**

MAY BE AMENDED AS THE NEEDS OF THE SCHOOL DICTATES.

<b>BUDGET EXPENDITURE PROJECTIONS</b>	<b>2013-2014</b>		<b>2014-2015</b>		<b>2015-2016</b>		<b>2016-2017</b>		<b>2017-2018</b>	
PERSONNEL										
Total # of staff <b>and</b> Projected Costs	#18.5	\$585,580.00	#23.5	\$630,422.40	#26.5	\$852,580.52	#26.5	\$856,291.38	#26.5	\$860,360.04
--Administrator(s)	#3		#4		#4		#4		#4	
Headmaster	1	\$55,000.00	1	\$56,650.00	1	\$58,349.50	1	\$60,099.98	1	\$61,902.97
Assistant Headmaster	0	0.00	1	\$53,000.00	1	\$54,590.00	1	\$56,227.70	1	\$57,914.53
Commandant	1	\$50,000.00	1	\$51,500.00	1	\$53,045.00	1	\$54,636.35	1	\$56,275.44
Academic Dean	1	\$40,000.00	1	\$41,200.00	1	\$42,436.00	1	\$43,703.08	1	\$45,014.17
--Clerical										
Admin Assistant	#1	\$25,000.00	#1	\$25,750.00	#1	\$26,522.50	#1	\$27,318.17	#1	\$28,137.71
Admin Assistant	#0		#0		#5	\$12,500.00	#5	\$12,875.00	#5	\$13,261.25
--Teachers	#8	\$240,000.00	#9	\$277,200.00	#11	\$345,516.00	#11	\$355,881.48	#11	\$366,557.92
--Librarians	#.5	\$12,500.00	#1	\$25,000.00	#1	\$25,750.00	#1	\$26,522.50	#1	\$27,318.17
--Guidance	#.5	\$15,000.00	#1	\$30,000.00	#1	\$30,900.00	#1	\$31,827.00	#1	\$32,225.61
--Teacher Assistants	#1	\$20,000.00	#1	\$20,600.00	#1	\$21,218.00	#1	\$21,854.54	#1	\$22,509.62
--Custodian	#1	\$18,720.00	#1	\$19,281.60	#1	\$19,860.00	#1	\$20,455.80	#1	\$21,069.47
--Maintenance	#1	\$20,000.00	#2	\$20,600.00	#1	\$21,218.00	#1	\$21,854.00	#1	\$22,509.62
--Food Service	#.5	\$9,360.00	#.5	\$9,640.80	#2	\$19,290.02	#2	\$19,868.72	#2	\$20,464.78
	#									
--Other --										
JROTC Instructor	#1	\$35,000.00	2	\$71,500.00	#2	\$73,645.00	#2	\$75,854.35	#2	\$78,129.98
- Special Education Teacher	#1	\$45,000.00	1	\$46,350.00	#1	\$47,740.50	#1	\$49,172.71	#1	\$50,647.89
EMPLOYEE BENEFITS	\$175,674.00		\$189,126.72		\$255,774.15		\$256,889.21		\$258,108.01	
STAFF DEVELOPMENT	\$10,000.00		\$15,000.00		\$20,000.00		\$20,600.00		\$21,218.00	
MATERIALS AND SUPPLIES	\$15,000.00		\$20,000.00		\$25,000.00		\$25,750.00		\$26,522.50	
OFFICE SUPPLIES	\$8,000.00		\$10,000.00		\$12,000.00		\$12,360.00		\$12,730.80	
INSTRUCTIONAL EQUIPMENT	\$75,000.00		\$32,500.00		\$32,500.00		\$75,000.00		\$32,500.00	
OFFICE EQUIPMENT	\$8,000.00		\$4,000.00		\$4,000.00		\$8,000.00		\$4,000.00	

## Budget (continued): Expenditure Projections 2013-14 through 2017-2018

BUDGET EXPENDITURE PROJECTIONS	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018
TESTING MATERIALS	\$15,000	\$18,000.00	\$25,000.00	\$25,750.00	\$26,522.50
INSURANCE	\$50,000.00	\$55,0000.00	\$60,000.00	\$61,800.00	\$63,654.00
UTILITIES	\$25,000.00	\$28,000.00	\$32,000.00	\$32,000.00	\$32,000.00
RENT	\$1	\$1	\$1	\$1	\$1
MAINTENANCE & REPAIR	\$31,000.48	\$171,652.66	\$79,156.24	\$61,063.43	\$79,166.80
TRANSPORTATION	\$25,000.00	\$35,000.00	\$45,000.00	\$25,000	\$25,000.00
MARKETING	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00
FOOD/CAFETERIA SUPPLIES	\$186,120.00	\$223,344.00	\$258,030.00	\$258,030.00	\$258,030.00
Uniforms	\$80,473.48	\$138,652.66	\$83,156.24	\$65,063.43	\$83,166.80
Athletics	\$10,000.00	\$15,000.00	\$20,000.00	\$20,600.00	\$21,218.00
PROFESSIONAL DEVELOPMENT	\$10,000.00	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00
	\$9,000.00	\$21,000.00	\$24,000.00	\$24,000.00	\$24,000.00
Extra Curricular Stipends	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00
Audits	\$25,000.00	\$35,000.00	\$40,000.00	\$40,000.00	\$40,000.00
Emergency Reserve					
<b>TOTALS</b>	\$1,353,848.48	\$1,621,698.96	\$1,893,198.46	\$1,893,198.46	\$1,893,198.46



## BUDGET NARRATIVE

In year two the Academy hires an assistant headmaster. This is done to allow the Headmaster to do more fundraising. The AHM is needed because of the increased enrollment in years two and three.

In year three a part time Administrative Assistant is hired to assume the HR duties and perform clerical work. This is done because of the increased enrollment in years two and three.

The increase in teacher each year is based on trying to ensure no classroom has more than twenty cadets . The guidance counselor and the librarian go from part time to full time in year two. Adding 40 extra cadets will mean longer library hours. The Guidance counselor will start the process of trying to place the Junior class.

Paul R. Brown Leadership Academy has based its budget on recruiting 200 cadets the first year and 240 cadets the second year. The Academy will only hire a Special Education teacher when and if a cadet who has an IEP is drawn through the lottery. To keep cost down there will be one JROTC instructor the first year. The second year we will hire the second instructor which will put the Academy in compliance with the United States Army's regulation on staffing a JROTC.

Expenditures are made for military uniforms in the first year. To start out the Academy will wear Polo & Khaki, the Battle Dress Uniform, and one gray uniform. The next year the uniform purchase increases to add more uniforms. No cadet will be charged for uniforms. Cadets will be required to purchase their shoes and hats for sanitary reasons. Any cadet who can not afford this the Academy will absorb the cost of the items.

The Academy will purchase parade rifles under the instructional items block. These rifles are dummy and do not fire. Like uniforms each year the academy will build its inventory of drill rifles.

A great deal of our budget is dedicated to food. It is our plan to feed every cadet a breakfast and lunch meal. We feel this will help in the learning process. For many of our cadets this will be the most balanced meal they eat each day. We will investigate the feasibility of recovering the money through the Federal Government. Every third year the Academy will seek to upgrade its technology.

The Academy will purchase used school buses to use for trips and activities.

Benefits are budgeted at thirty percent of our salaries. Each employee receives a three(3) percent cost of living raise each year.

The second year the Maintenance and Repair budget increases because the Academy will need to make repairs to the two story school building that sits adjacent to the proposed school building. This is how the Academy will add the additional forty(40) cadets.

Paul R. Brown Leadership Academy understands that it can not totally be dependent on state and local funds. If Paul R. Brown receives its charter it will aggressively pursue grants and begin an aggressive fundraising campaign.

***WORKING CAPITAL and/or ASSETS ON DATE OF APPLICATION***

Cash on Hand	\$ <u>0</u>
Certificates of Deposit	\$ <u>0</u>
Bonds	\$ <u>0</u>
Real Estate	\$ <u>0</u>
Capital Equipment	\$ <u>0</u>
Motor Vehicles	\$ <u>0</u>
Other Assets	\$ <u>0</u>
<b>TOTAL</b>	\$ <u>0</u>

**ADDITIONAL NOTES:**

Paul R. Brown Leadership Academy will be housed in the Paul R. Brown Building in Elizabethtown, NC. Bladen County Youth focus has agreed to let the Academy rent the building for one dollar a year for five years. This is done provided the Academy pays the utilities, hires a custodian, hires a maintenance man and is responsible for any renovations. In the Appendices you will find an email from BCYF.

## **SCHOOL AUDITS:**

**Describe the procedure and method for evaluating the overall effectiveness of the proposed charter school program as related to the mission of the school.** PROGRAM AUDITS: GS 115C-238.29B(b)(6)

Each school year end after all standardized tests results are in the Faculty will review all and conduct After Action Reviews (AAR) in all areas. Based on the After Action Reviews, which focus on what was done well, what was done less than well, and what were our strong and weak points we will rework the focus of those areas needing adjustment or additional work. This includes instruction techniques and individual instructors so as to better present the materials next year. Students will provide input through end of year surveys and parents will be surveyed as well to determine what we did well and what we need improvement in. The surveys will cover individual instructor techniques, climate, methodology, communication between school and home, academic program, and leadership program. The administration will establish a working group to review all and to recommend any changes to ensure that education goals are met. If change are necessary or fine tuning they will be accomplished and implemented. Paul Brown Academy will always work toward the future remembering and honoring the past, but not hampered by dated or ineffective courses of actions – student success is just too important.

The following areas will be specifically addressed: Standardized test performance, student satisfaction, parent satisfaction, faculty input, special education program, and evaluation of IEP students' progress.

## **FINANCIAL AUDITS: GS 115C-238.29F(f)(1)**

### **Financial Audits**

At the end of the Academy's fiscal year (30 June) an independent audit will be conducted by a reputable North Carolina Certified Public Accounting firm using accepted best practices to review and report on the Academy's finances, practices, protocols, and records. The audit report will go directly to the Board of Trustees who exercise fiduciary and over watch responsibility for the Academy. Decisions in the best interest of the Academy will come from this independent review each year. The head of school, Director of Studies, and Commandant will be required to report, account, and answer the Board's review.

Every Five years the accounting firm used will be selected after a thorough vetting by the Board of Trustees has been conducted. This vetting process will be conducted every five years to ensure the independence and the reliability of the accounting firm selected.

In accordance with North Carolina law, the Academy will report to the State Board of Education in the Uniform Reporting System by reporting annually to the State Board of education through the Department of Public Instruction.

Freeman, Barrett & Johnson CPAs PA  
2929 Breezewood Avenue  
Suite 100  
Fayetteville, NC 28303  
Phone: (910) 764-3600  
Fax: (910) 764-3603

## **CIVIL LIABILITY AND INSURANCE (GS 115C-238.29F(c))**

Civil liability and insurance in accordance with state requirements (GS 115C-238.29F(c)) will be obtained and kept current in the following amounts.

Comprehensive General Liability	\$1,000,000.00
Officers and Trustee/Errors and Omissions	\$1,000,000.00
Property Insurance	Property Insurance in the amount sufficient to replace all of loss
Motor Vehicle Liability	\$1,000,000.00 per occurrence
Bonding	Yes
Minimum amount:	Minimum amount \$250,000.00
Maximum amount:	Maximum amount \$1,000,000.00

Other

Workers Compensation

**TRANSPORTATION** (G.S. 115C-238.29F(h))

Paul Brown Academy pursuant to state requirements contained in GS 115-238.29F(h) will take every action and make available transportation so as not to deny any child wishing to attend Paul Brown Academy the opportunity to do so for lack of transportation.

Parents will be encouraged to drive their children to and from the Academy on a daily basis. Under the auspices of the Commandant of Cadets a carpool committee of composed of parents and employees will be set up to work this issue to ensure every student has a ride to and from the Academy and that, as much as possible, the work load will be shared equally. As time and circumstances require busses and van services may be contracted as needed to ensure each student has the opportunity to attend Paul Brown Academy.

**FACILITY** (GS 115C-238.29D(c))

Describe the facility in which the school will be located. Include information on how the site is appropriate to your instructional program. Note that the SBE may approve a charter school prior to the school's obtaining a facility; however, students may not attend school and no funds will be allocated until the school has obtained a facility and has provided a valid Certificate of Occupancy for Educational use to The Office of Charter Schools.

The site where Paul R. Brown Leadership Academy would be located is where the Bladen Central High School was once located. Paul R. Brown was the much loved principal of the institution the structure was dedicated in his memory. The school building is located in Elizabethtown city limits. Currently the structure is used to house a daycare in one class room. Through out the course of the year many organizations and individuals rent various rooms in the building for wedding receptions, meetings, etc. The school has a working Gym and plenty of space for athletic fields and parade fields.

Name of the facility (if known): Paul R . Building

Address: 1360 Martin Luther King Drive

City/State/Zip: Elizabethtown, NC 28337

Description of the Facility:

Total square feet:	<u>15,502</u>
Number of Classrooms:	<u>10</u>
Number of Restrooms:	<u>2</u>
Other Rooms:	
Auditorium:	<u>1</u>
Gymnasium:	<u>1</u>
Music Room:	<u>0</u>
Art Room:	<u>0</u>
Laboratory:	<u>0</u>

Ownership: ☐ Fee Simple    or    ☒ Lease

If the facility is to be leased, provide the following information:

(a) Term of the Lease: Five Years

(b) Type of Lease: Modified Gross Lease

(c) Rent: \$ 1 per year

Name of Landlord: Bladen County Youth Focus

Address: 1360 Martin Luther King Drive

City/State/Zip: Elizabethtown, NC 28337

Phone: 910 872-5333 Fax:

Document inspections for the following:

(a) Fire: To Be Done

(b) Safety: To Be Done

(c) Handicapped accessibility? To be done. The facility will meet all ADA requirements.

### **Describe how the maintenance will be provided for the facility**

Paul R. Brown Leadership Academy will hire a Maintenance Man and Custodian to take care of the facility. The facility is currently in use and still maintains its occupancy rating. Paul R. Brown Leadership Academy will take care of every day wear and tear, yard work, and preventive maintenance on the building. Major structural repairs will be taken care of by the owner.

The Board of Trustees has received an oral agreement from the members of the Spaulding Monroe Alumni Association to lease their facility if something were to happen to the Paul R. Building. Their facility is located in Bladenboro, North Carolina which is 12.5 miles from Paul R. Brown Leadership Academy. This would keep the charter located in Bladen County.

### **HEALTH AND SAFETY REQUIREMENTS (G.S. 115C-238.29F(a))**

#### **Safety**

The safety of its cadets and its employees are of paramount concern for Paul R. Brown Leadership Academy. A Cadet and Parent Handbook as well as an Employee Handbook sets out the standards of Academy safety as it pertains to both cadets and employees. First and foremost Paul R. Brown Leadership Academy is a military school bound by rules and regulations that produces a standard of conduct and an environment conducive to safe and secure operations. The Commandant of Cadets is responsible for security and safety. Other than discipline and the instillation of integrity, a safe school is the utmost priority of the Commandant.

Safety and security are enforced daily and routinely. The small class size enables each teacher to know his/her students and ensures accurate accountability at all times. The uniformed student body ensures not only a sense of camaraderie and belonging, but identifies the intruder and the outsider. In addition, "Visitor sign-in" is easier to enforce and to maintain ensuring that visitors and newcomers are not only helped but observed to ensure campus safety.

An Academy infirmary will provide the safe place to secure medications and to ensure only those requiring them receive them. All first aid supplies will be maintained in this area as well. An individual trained as a first responder and licensed as such at the minimum will man the infirmary each school day. This ensures all medications are passed as required and that illnesses, injuries, and emergencies are promptly and efficiently handled.

## **Weather**

Emergency weather may arise suddenly and without real warning. The following policies are established to ensure the safety of cadets, employees, and the environs. Regular fire drills and tornado drills will be conducted to ensure that all are prepared to act promptly and correctly in the event of a fire or a tornado. Should it be inclement weather the Headmaster or the Commandant in his absence will order schedule changes as necessary and notify all using a variety of media: Television, website, telephone, e-mail, and public address systems. Paul R. Brown Leadership Academy reserves the right to differ from the decisions of Bladen County Schools but generally will follow the decisions of these two bodies for parent ease of compliance.

## **Intruder, Crisis, Bomb Threats**

Paul R. Brown Leadership Academy will train and test from the first day to the end of the school year the protocols to ensure cadet and employee safety. All will receive training in exactly what to do in the event an intruder is on campus, missing student, violence, and bomb threats. Each event will be covered in the appropriate handbook and a letter of instruction outlining standard actions will be distributed and retained in a prominent place in each classroom. Faculty Mentors will be required to read the letter of instruction on the second Tuesday each month out loud to his/her mentees. The readings do not take the place of drills which will be practiced early each semester under the supervision of the Commandant. In the event should an actual incident occur, parents will receive notice through mass e-mail, telephone call, or media announcement.

Records of each practice will be made and filed in the Commandant's office.

The Commandant is further charged to establish a working rapport with the Elizabethtown Police Department, the Bladen County Sheriff's Office, and the fire Department. Diagrams and established safe zones will be provided to these departments as well. Communication is the key and the Commandant is charged with keeping the communications open between Paul R. Brown Leadership Academy and these officials.

## **Immunization of Students**

Paul R. Brown Leadership Academy will require compliance with all state and federal immunizations requirements. Proof in the form of a current immunization record will be required from each student within 21 days of enrollment in Paul R. Brown Leadership Academy. If a student fails to provide the required immunization record he/she will be administratively suspended until such time as the current immunization record is produced.

## **Fire and Safety Regulations**

Paul Brown Academy will comply with all federal, state, and local fire and safety regulations. The Commandant of Cadets will be the principal administrator to ensure compliance with regulations and to meet with local authorities re inspections, citations, and corrections. As indicated above, supra, fire drill will routinely conducted and recorded.



Furthermore, the Commandant of Cadets will ensure that fire lanes are kept clear at all times as well as all exits, hallways, landings, stairs, and doorways.

### **Food Inspections**

Paul R. Brown Leadership Academy is committed to providing its students with healthy, tastefully prepared meals that will meet the dietary requirements established by state and federal requirements. At some point, Paul R. Brown Leadership Academy will operate a full service cafeteria style facility styled a Mess Hall where each student will be served a hot thoughtfully prepared second mess meal (lunch). Once the Mess Hall is established it will meet with local county health officials to ensure the Mess Hall is meets all codes and requirements from the hood and fire suppression system to the cleanliness of the preparation and serving area. A fully qualified and experienced manager will be hired to supervise and over see the preparation of all meals based on recipes and meal plans approved by U.S. Department of Health. If appropriate the Mess Hall will participate in any funded meal programs that benefit the cadets. In the Interim the Academy will have all meals catered.

All certifications and all health requirements for are Mess Hall workers will be complied with to ensure the safe and healthy preparation of food stuffs at Paul Brown Academy. Inspections as required by County Health officials will be scheduled for initial opening of the Mess Hall and thereafter unannounced per County Health officials.

### **Hazardous Chemicals**

The Commandant of Cadets will ensure as instructed by local health officials and the recommendations of the manufacturer will safeguard, store, and use those few hazardous products that may be necessary to have on campus. The standard rule and the guiding one is to avoid the use and, therefore, negating the need to store such materials.

### **Blood borne Pathogens**

All employees will be trained re the risks re blood borne pathogens and their risks. Each classroom will have maintained the necessary equipment to handle such items to include: latex gloves, non-allergenic gloves, and a resuscitation mask. In addition, instructions re the handling and the safety measures (step-by-step instructions) required in dealing with blood borne pathogens will be prominently displayed in each classroom.

### **Diabetes Care Plans**

Paul R. Brown Leadership Academy will follow the guidelines for individual diabetes care plans adopted by the State Board of Education under GS 115C-12(31). This will include following the guidelines recommended by the American Diabetes Association for the management of cadets with diabetes in the academy. Procedures will be put in place for the development of an individual diabetes care plan at the written request of the cadet's parent or guardian, and involving the parent or guardian, the cadet's health care provider, the cadet's teachers, the cadet if appropriate, the Academy

nurse if available, and other appropriate Academy personnel. There will be regular review of the individual care plan. Diabetes information and staff development will be made available to teachers and other academy personnel in order to appropriately support and assist cadets with diabetes.

**Providing students in grades 9-12 with information on how a parent may lawfully abandon a newborn**

Paul R. Brown Leadership Academy will provide cadets in grades 9 through 12 with information annually on the manner in which a parent may lawfully abandon a newborn baby with a responsible person, in accordance with GS 7B-500. This “safe haven” law allows the parent of an infant less than seven days old to voluntarily deliver the infant to certain people, without expressing intent to return.

**Providing parents and guardians with information about Meningococcal meningitis and influenza and their vaccines at the beginning of each year**

Paul R. Brown Leadership Academy will provide parents and guardians with information on meningococcal meningitis and influenza and their vaccines, in accordance with GS 115C-238.29F at the beginning of every academic year. This information shall include the causes, symptoms, and how meningococcal meningitis and influenza are spread and the places where parents and guardians may obtain additional information and vaccinations for their cadet.

**Providing parents and guardians with information about Cervical cancer, cervical dysplasia, human papillomavirus, and the vaccines available to prevent diseases**

Paul R. Brown Leadership Academy will provide parents and guardians with information about cervical cancer, cervical dysplasia, human papillomavirus, and the vaccines available to prevent these diseases. This information shall be provided at the appropriate time in the academic year to parents of cadets entering grades nine(9) through ten(10) in 2013, eleventh(11) in 2014 and twelfth (12) grades in 2015. This information shall include the causes and symptoms of these diseases, how they are transmitted, how they may be prevented by vaccination, including the benefits and possible side effects of vaccination, and the places where parents and guardians may obtain additional information and vaccinations for their cadets.



## VII. LEA IMPACT STATEMENT

### Paul R. Brown Leadership Academy LEA IMPACT STATEMENT

Pursuant to GS 115C-238.29B (d), the charter school applicant must submit a copy of the application to the LEA in which the school will locate within seven days of the submission of the application to the Office of Charter Schools. The LEA may then submit information or comment directly to the Office of Charter Schools.

Please attach to this application a return receipt, or other documentation, verifying the Academy's timely submission of a copy of its application to the LEA.

Paul R. Brown Leadership Academy will have a positive impact on the town of Elizabethtown and Bladen County. Paul R. Brown Leadership Academy seeks to enroll students from Bladen County who desire a structured, disciplined, high school experience. There are currently 3012 students enrolled in Bladen County Schools which are in Paul R. Brown Leadership Academy's target audience. Paul R. Brown Leadership Academy would decrease the population by a little over nine(9) percent. We feel that the social and educational impact this school would have is invaluable. There are no charter schools at this time in Bladen County.

## VIII. APPENDICES (OPTIONAL)

### VIII. SIGNATURE PAGE

The foregoing application is submitted on behalf of Paul R. Brown Leadership Academy. The undersigned has read the application and hereby declares that the information contained in it is true and accounts to the best of his/her information and belief. The undersigned further represent that the applicant has read the Charter School Law and agrees to be governed by it, other applicable laws, and SBE regulations.

Print/Type Name: Minnie B. Price

Position: Treasurer Paul R. Brown Leadership Academy

Signature: Minnie B. Price

Date: 11 April 2012

Sworn to and subscribed before me this

11<sup>th</sup> day of April, 20 12

Clairissa Y. Smith  
Notary Public Official Seal

My commission expires: 3/4, 20 15