

# Paul R. Brown Leadership Academy



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Cadet/Parent  
Handbook

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## **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.

**In assigning appropriate disciplinary consequences under this Code of Conduct, eligible students will be given all rights as provided by the IDEA, Section 504 of the 1973 Rehabilitation Act, and the 1990 Americans with Disabilities Act. Procedures for implementing requirements for students with disabilities are found in Policies Governing Services for Children with Disabilities and Section 504 Procedures and Guidelines handbook.**

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 The 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, discipline, and will be able to support their Cadet and guide him/her towards future achievement. At The 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.

### **AS A PARENT/GUARDIAN, 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 "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 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 Commandant of Cadets for clarification. If your cadet tells you something contradictory to what is written, verify it with the Commandant before taking action. Remember: The Commandant would rather answer 50 questions from parents than discipline one Cadet for breaking the rules.

### **MISSION**

The mission of The Paul R. Brown Leadership Academy is to serve its Cadets 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.

The 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 The 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 The Paul R. 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 Commandant's 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.

## **EDUCATIONAL FOCUS**

The Paul R. Brown Leadership Academy is 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 uses 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 Cadets.

The Academy teaches 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 we go beyond that and teach that learning is a lifelong 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 is a nurturing and challenging environment for cadets. With a rigorous curriculum the high school promotes the development of respectful, thinking, responsible, and ethical young men and women. Our curriculum will easily support preparatory work for college; it also enables cadets to prepare for whatever the 21st Century will bring. The faculty and the staff are 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 The Paul R. Brown Leadership Academy. As a military school complete with uniforms, tradition, discipline, drill, ceremonies, and physical training Cadets are exposed to a different way of learning. This military structure enables the faculty and the staff to instill the necessary tools for life success because The Paul R. Brown Leadership Academy is not only a school in the classical sense, but a leadership lab in the most practical sense. This enables the Cadet to learn about him/herself, learn about others, practice good followership, and, in turn, learn how to lead and make a difference. The skills learned at The 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 is 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 the community, state, nation, and world a better place. The requirements for success at The Paul R. Brown Leadership Academy are those requirements so necessary for life's success. It is believed that the discipline, demands, structure, and rules instilled and lived by while at The 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. The 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.

## **HOURS OF OPERATION**

The Administration Office will be open from 0730 until 1600.

## **BREAKFAST AND LUNCH**

The Academy provides food services through a pre-packaged catering service. To participate in the free and lunch program parents must submit all required paperwork. We require all cadets to attend the lunch meal. The lunch meal is where etiquette training is reinforced. Cadets may bring their lunch. It must be in its own temperature controlled container. We ask parents to ensure that these meals are healthy and filling meals. High sugar, caffeinated, and highly processed foods do not provide children the energy they need to learn and function well in the classroom. Energy drinks are not allowed. Food deliveries are not acceptable. Your Cadet has access to a menu. If they do not like the meal being served, they need to bring their lunch in the morning. No food deliveries are to be made to the Academy. It disrupts the flow of the academic day. Parents, if you are bringing your food to your Cadet you must have it here at the start of the class change immediately preceding lunch (1225). The Academy does not have the space in the office to house meals and cannot legally put them in the refrigerators in the Dining Hall.

## **GRADING**

Grades will be reported in the standard manner currently used at other schools on a 10 point scale. The grade on the transcript and the report card will be in the form of a numeric grade with the scale/legend provided on each report card and transcript. This is currently accepted practice and conforms to most colleges and universities. The grading scale is as follows:

<b>A = 90-100</b>	<b>B = 80-89</b>	<b>C = 70-79</b>	<b>D = 60-69</b>	<b>F = Below 60</b>
Incomplete grades must be made up four weeks after receiving the incomplete grade, or the grade will be changed to an F.				

## **LOST AND FOUND**

Lost and found articles that are turned into the office will be returned to the owner upon identification. We urge parents to mark all cadet belongings. Articles without names will be

kept as long as possible, but there is very limited space. Items not claimed in 90 days will be given away to a local charity.

## **OFF CAMPUS ACTIVITIES**

The same Academy rules of behavior and discipline, as well as the consequences already outlined in this hand book will apply to Cadets participating in off campus academy sanctioned activities. Members of the Corps always represent the Academy.

## **CADET PARTICIPATION**

Cadets are required to participate in all Academy directed activities. Any exceptions must be in writing and preapproved by the Commandant of Cadets. Parents are reminded that we expect their support in cadet participation.

## **PETS ON CAMPUS**

Animals are not allowed on campus during school hours or at school events unless permission has been given by the Commandant. Any animals brought on campus must be on a leash, caged, and have all vaccinations.

## **PHYSICAL EDUCATION**

The state of North Carolina requires that all Cadets “recognize the joy of participating” in athletic activities. Each Cadet is expected to participate in physical education classes. A note will be accepted if a Cadet cannot participate in P.E. classes for the length of one week. Beyond one week, a doctor’s note must be presented.

## **THE CORPS OF CADETS**

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

Alpha Company

Bravo Company

Charlie Company

Delta Company

Headquarters and 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/gentlelady 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 Commandant's 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 Commandant's Office Representative must be present throughout 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 the 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 Superintendent 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. Cadets rights were not protected.
  - c. There 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 Superintendent.

## **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>, 10<sup>th</sup> or 11<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 Cadet Officers that are not in the same company as the accused cadet, two faculty members who are not currently teaching 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 Commandant's Office.
3. Disciplinary Boards are conducted in open sessions. Board members and the accused, must be present throughout 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 Superintendent will appoint someone to serve as president.
5. All witnesses testifying will be sworn according to procedure.
6. Any cadet summoned before a Disciplinary Board will be notified in person by the Commandant 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 the panel.
9. Once all evidence is heard and both sides give their closing statements the room will be cleared by the Commandant. There will be no discussion of guilt or innocence. The Commandant will poll the panel for their vote. The Commandant only votes in the event of a tie vote. 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 Superintendent 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 Cadet's rights were not protected.
- c. There 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 Superintendent.

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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. 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 whatever 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 a faculty or staff member has made he/she can see that employee's immediate supervisor. PBLA would like the parent to try and to resolve the matter with the faculty or staff member first before going to the department head. 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 Commandant. If they are still unhappy then the matter is taken to the Superintendent. If the person is unhappy still after

speaking to the Superintendent he/she can request a meeting with the Chairman of the board. When meeting with the Chairman the complaint must be in writing. The Chairman will issue a decision within five days if not sooner.

## **EXCLUSION**

A Cadet can be excluded from the academy in accordance with GS 115C-238.29F (d) (5) and be returned to another school in the local school administrative unit if, in the opinion of the Superintendent there has been sufficient violation of the rules and regulations of the Cadet Parent Handbook.

## **SUSPENSION/EXPULSION**

A Cadet may be suspended or expelled from the academy in accordance with GS 115C-391 if the rules continue not to be followed or if the cadet's conduct, as established by his or her teacher(s) proves to be disruptive to other cadets and/or staff, recognizing the requirements of state and federal law concerning special needs students. Suspension may also occur if a cadet or parent(s) fails to adhere to the terms of the Cadet/Parent Handbook. Until the length of the suspension has been completed and/or the suspension or expulsion is excused by the appeals committee the Cadet will not be permitted to return to campus or participate in any off campus academy activities.

## **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. 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 Superintendent. Once the Cadet is recommended the Superintendent 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 Superintendent 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 will be allowed to do assignments while at home. The Cadet, his family, the Superintendent, and Commandant will appear before the Expulsion Committee. The Expulsion Committee will review all documentation related to the expulsion interview of the cadet and his family, the Superintendent 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 Superintendent 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 outcome 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. The 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 Dr. Paul R. Brown. We believe that working with the family will produce a well-prepared graduate. Send your son or daughter to The Paul R. Brown Leadership Academy and we will return you to a well-rounded young man or woman.

## **BASIC FACTS AND LOCATION**

The Paul Brown Leadership Academy is a coeducational college preparatory school for young people in grades 6 - 12. 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. The Paul R. Brown Leadership Academy sits on what was once known as the Elizabethtown Training School, 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 idea of starting North Carolina's first military charter school. In honor of Dr. Paul R. Brown the Academy was named The Paul R. Brown Leadership Academy.

## **PAUL BROWN LEADERSHIP ACADEMY MOTTO AND EMBLEM**

Motto: The Academy motto is "Nunquam Non Paratus" which translates to "Never Unprepared." PBLA cadets are always prepared for the tasks that meet them each day. A Paul R. 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.

The 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. Our emblem reflects this pillar system. The helping hands symbol represents character. The 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.

## **ATTENDANCE**

**REMOTE INSTRUCTION: Due to remote instruction due to Covid-19, cadets must be logged in on Zoom at the start of class. Cadets must show themselves on the camera. For cadets who do not have WiFi access, he/she will call the school to be reported present.**

All Cadets are expected to be at school each day unless they are ill or there is an emergency. In compliance the North Carolina Compulsory Attendance Law (G.S. 115C-378 all absences require parental documentation explaining the cadet's absence. Ten or more unexcused absences will result in a meeting with the academy administration and could ultimately result in a parent being referred to the District Attorney's office and the director of social services in the county in which the cadet lives.

It is the policy of the state of North Carolina and the Paul R. Brown leadership Academy Board of Trustees that any cadet with more than fifteen absences (excused or unexcused) shall be retained the following school year. Parents may appeal this decision if a medical condition exists which may have prevented normal attendance.

If your Cadet is absent from school, please send a note with your cadet on his/her return stating the reason for the absence. Notes are due the next day the cadet returns to campus. Undocumented absences cannot be excused. Cadets who are absent for family, church trip, or other reasons not considered excused by state policy will be given an unexcused absence. Work may be provided ahead or made up upon return if cleared with an administrator before the absence occurs. In certain cases, travel for an educational purpose may be excused. Approval must be obtained prior to the travel and an age-appropriate report must be turned in for the absences to be excused.

Cadets must make up any unexcused days before the end of each month to remain in good standing.

## **EARLY DISMISSAL**

If parents must take a Cadet out of school during the school day for reasons such as a doctor's appointment or other medical appointments, a note should be submitted no later than the morning of the pickup. Parents must come to the Commandant's Office and sign their cadet out. Anyone picking up a cadet must present an ID card which will be verified against the cadet's permission slip. Cadets will be called to the Commandant's office to meet their parent or designated adult. Cadets will be considered present for the day if they are in attendance for at least 4 ½ hours.

We cannot prohibit parents from taking their cadets out early however if a Cadet is checked out of school for reasons not approved by the Commandant they will not be allowed to make up missed work or tests. Please remember teachers are still instructing in the classrooms until the end of school and early dismissals interrupt instruction. We encourage all parents to make routine medical appointments during breaks.

## **ATTENDANCE AT DRILL AND PARADES**

The Paul R. Brown Leadership Academy is a military school. One of the things that make us different is that we do have parades, drill and ceremony requirements. A Cadet missing drill is just as bad as a Cadet missing biology class. Cadets who miss these functions will affect their

Drill & Ceremonies grade negatively. A Cadet must be present for these ceremonies to be considered in good standing.

## **FIELD TRIPS**

The Academy recognizes that field trips are a fun and necessary part of education. All cadets must participate in academy sponsored field trips. Only Cadets and faculty are allowed to ride the bus unless otherwise approved by the Commandant. Permission slips and specified attire are required in order for the Cadet to participate.

Safety on field trips is also a primary concern of the Academy. Where available, the Academy bus will be used. Parents who wish to drive to attend a school field trip may only drive their own children in the case where the academy bus is available. If an academy bus is not available, parents may volunteer to drive cadets other than their own by completing a Field Trip Drivers Form and providing proof of insurance along with assurance of a safe driving record prior to the day of the field trip.

## **FUNDRAISING**

All fundraising events are to be approved by the administration. The Superintendent, Commandant and an Officer of the Board of Trustees must approve the event prior to it being scheduled or announced. The purpose of the policy is to ensure that all fundraising events are consistent with the Academy mission and that all responsible parties are informed of school activities.

## **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. 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 2:45 p.m. would be 1445.

<b>Military Time</b>	<b>Civilian Time</b>
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  
 20:00  
 21:00  
 22:00  
 2300  
 2400

7:00 p.m.  
 8:00 p.m.  
 9:00 p.m.  
 10:00 p.m.  
 11:00 p.m.  
 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 Superintendent 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:

**In the event the Academy must move to virtual instruction due to Covid 19, the academy will operate on the following remote instruction schedule until cadets are back on campus.**

**REMOTE INSTRUCTION DAILY SCHEDULE**

1st Period: 8:30-9:15
2nd Period: 9:30-10:15
3rd Period: 10:30 - 11:15
4th Period: 11:30-12:15
Lunch 12:30 - 1:30
Office Hours 1:30-4:00

**PBLA Daily Bell Schedule (Monday, Tuesday & Thursday)**

0715 - 0755	Cadet Sign In/Mess I
0755 - 0805	Morning Assembly
0810 - 0825	Commandants Time
1st Period - 0830- 0940	70 Minute Instructional Block

2nd Period - 0950 - 1100	70 Minute Instructional Block
3rd Period - 1110 - 1220	70 Minute Instructional Block
Lunch - 1230 - 1310	Mess II Pass in Review/Mess II
4th Period - 1320 - 1430	70 Minute Instructional Block
1435- 1500	Retreat/Snack/Commandants Time
1500 - 1600	Tutoring/Athletics/Confinements

**PBLA Daily Bell Schedule (Wednesday & Saturday)**

0715 - 0755	Cadet Sign In/Mess I
0755 - 0805	Morning Assembly
0810 - 0825	Commandants Time
1st Period - 0830- 0920	50 Minute Instructional Block
2nd Period - 0930 - 1020	50 Minute Instructional Block
3rd Period - 1030 - 1120	50 Minute Instructional Block
4th Period - 1130 - 1220	50 Minute Instructional Block
1230 - 1300	Mess II
1300 - 1500	Battalion Drill
1510	Retreat/Dismissal

**Inclimate Weather Delay Schedule**

**2 Hour Delay Schedule**

**Early Release Schedule**

0945 - 1005	Cadet Sign In/Breakfast	0715 - 0745	Cadet Sign In/Breakfast
1006 - 1025	Morning Assembly	0750 - 0755	Morning Assembly

1030 - 1120 1st Period	50 Minute Instructional Block	0805 - 0825	Commandants Time
1135 - 1225 2nd Period	50 Minute Instructional Block	0830 - 0920 1st Period	50 Minute Instructional Block
1230 - 1310	Mess II	0930 - 1020 2nd Period	50 Minute Instructional Block
1315 - 1405	50 Minute Instructional Block	1030 - 1120	50 Minute Instructional Block
1420 - 1510	50 Minute Instructional Block	1130 - 1220	50 Minute Instructional Block
1515	Retreat/Dismissal	1230 - TBD	Mess II
		Dismissal	

### Saturday Schedule

0900 – 1200 Saturday Study Hall  
0900 – 1600 Tours & Confinements

### CADET SIGN-IN/SIGN-OUT

The normal daily routine requires Cadets to be present on campus for scheduled activities and classes from 0750 - 1800. Cadets will sign in at the command post daily. No cadet may sign-out unless it is with the administrative assistant, the Director of Academics or the Commandant. 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.

Cadets must be in formation when “fall in” is given by the cadet chain of command. Attendance will be taken at this formation. Once cadets arrive on campus they must remain the rest of the day. Cadets will leave campus after athletic/intramurals ends. It is a parent’s responsibility to ensure that their cadet is picked up each day. If a parent has a problem picking up their cadet they should contact the Commandant of Cadets immediately.

### HOMEWORK

It is the responsibility of parents to provide adequate time and proper environment for homework assignments to be completed. Homework is not an optional activity. Failure to complete homework will result in the awarding of demerits, confinements, weekend study hall and loss of

promotion. All cadets are expected to complete assigned homework neatly, accurately, and on time. Parents may help with the cadet's homework but should not do the work for the cadet as this is considered a form of cheating. All homework is to be turned in the morning of the due date. Homework assignments will drop a letter grade each day it is past due. Parents should check the Band App or their Cadets planner nightly for homework assignments.

## **TARDIES**

If a Cadet arrives after assembly he/she and their parent will sign in at the Administrative Office. They will receive a tardy slip to present to the teacher. Please note the failure to wake up on time does not excuse a tardy. Cadets who receive three unexcused tardies will be required to sit confinements or march tours.

## **MAKE UP WORK**

Cadets will be allowed an equal number of days to makeup work for excused absences and early dismissals as were missed. Failure to make up work by the designated time will result in a failing grade.

## **TRAFFIC/PEDESTRIANS**

Parents who wish to walk with their children on campus are not allowed to enter the classrooms during morning drop off or afternoon pickup. The exception is when a parent teacher conference has been scheduled. Cadets walking to school should have a proper uniform on. Hats are to be worn and no electronic device utilized. All parents must sign in at the Administrative Office.

Parent drivers are expected to use proper turn signals and obey the traffic signs. Cadets driving themselves will park and immediately leave their vehicle. There will be no loitering in the parking lots.

Drivers are reminded to drive slowly throughout the campus. The speed limit is 5 mph. Vehicles are not allowed to pass, go around, or pull in front of stopped vehicles while in the drop off pick up line; drivers must remain in their vehicle while in the drop-off pick up line. Cadets violating traffic rules will lose the privilege of driving.

Only a parent may register the cadet's vehicle and grant permission for the cadet to drive. No cadet is allowed to ride with another cadet unless written permission from both parents has been submitted to the Commandant's Office.

## **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.

Requests 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 R. 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 cadets 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. 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.

## **RETURNED CHECK FEE**

A fee of \$25.00 will be charged for all returned checks

## **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**

The Academy does provide transportation to the following counties:

Bladen

Columbus

Cumberland

Hoke

Robeson

## **EMERGENCY ACADEMY CLOSURE**

An emergency school closing is defined as a cancellation of part or all of a normally scheduled school day for any reason that may endanger the safety of our cadets and staff including but not limited to inclement weather, electrical failures, and water system failures.

In the event a decision is made by the Superintendent to delay school due to a situation that may endanger our students and staff, it will be announced on the following local news stations' broadcast WRAL, WECT-TV 6 and WWAY-TV 3. Paul Brown Leadership Academy will also post its opening and closing status on the Academy Band App, Twitter and Facebook page. We will also attempt to notify parents via email, instant message, Phonevite and text message.

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 Commandant's 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.

In the event of any emergency school closing **during the school day**, the academy will follow normal sign out procedures, at the time designated for closing. Please ensure that your cadet is familiar with the individuals that you designate to pick them up on their permission slip. Cadets not picked up by the time designated by the academy closing will be secured in a safe place while attempting to contact parents and emergency contacts and additional time.

## **EMERGENCY CONTACT INFORMATION/PERMISSION SLIP**

Before the start of the school year, each cadet must have on file in the Commandant's office a Cadet Enrollment Form that contains health information, emergency telephone numbers, and parent signatures. Each cadet will also have a permission slip that authorizes him/her to ride with, or sign out with other cadets, other cadet's parents, academy employees, and other family members. Parents must fill out a new slip and submit it to the Commandant within five school days of alerting him of a change to the slip.

## **CADET MOTOR VEHICLES ON CAMPUS**

Cadets who have parental permission to have a vehicle on campus must register it with the Commandant's 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 a 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. Only a parent may register the cadet's vehicle and grant permission for the cadet to drive. No cadet is allowed to ride with another cadet unless written permission from both parents has been submitted to the Commandant's Office

## **CADET RECORDS**

Confidentiality of all cadet records is protected by the Family Educational Rights and Privacy Act of 1974. The Academy cannot make available information to unauthorized persons.

### Review, Release of Records to Parent, Guardian or Eligible Cadet

A parent, guardian or eligible cadet (one who is at least 18 years old or married) will be allowed access to the cadet's records upon proper request. A formal review of a cadet's complete records will be conducted only in the presence of the Superintendent or his or her designee.

### Release of Records to Others

Cadet records will be released promptly upon request from any school to which a cadet transfers, and in other circumstances specifically permitted by law. Written permission by a parent, guardian or eligible cadet is required for the release of a cadet's records in any other circumstance.

## **SUPPLIES, CLASSROOM**

Each teacher will issue a list of supplies required for the class before the beginning of the school year. Parents are expected to replace used supplies throughout the year.

## **TEACHER CONFERENCES**

Parents may contact teachers during school hours to relay a message or schedule conferences by writing a note, calling the Academic Dean and leaving a message, or through their academy email listed on the website. Any dialogue with a teacher concerning a cadet is to be scheduled in advance. Remember, our teachers are planning for cadets, teaching, supervising, and mentoring during their time on campus. In order to maximize teaching time and teacher effectiveness, interrupting or detaining a teacher is not allowed. Parents may schedule a meeting with the Superintendent, Commandant, and Academic Dean by contacting them individually. All grievances must be handled in the manner outlined in this manual. Please realize that the Superintendent has many meetings and appointments and may not be able to meet with you immediately. To expedite the process he may have the Commandant of the Academic Dean meet with you prior to your meeting with him.

## **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. 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. All book bags must have two shoulder straps, be plain in appearance, and black. The Academy will check book bags at any time it chooses.

## **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, handheld video game devices, mp3 players, and iPods. Weapons, knives, and items modified to become weapons or dangerous are strictly prohibited. Any electronic device used inappropriately will be confiscated and returned to the parent at the end of the school day. If there is a second offense the item will be confiscated for one week and the parent notified. If there is a third offense the Cadet will lose the privilege of having an electronic device on campus. The academy will not be responsible for lost, stolen, or broken items.

Cadets must keep cell phones in their locker during the day. They are never to be out. On the first offense the phone will be taken for one week. On the second offense two weeks. On the third offense the phone will be taken for one month. On the fourth offense it will be taken for

the remainder of the semester. Any parent who insists on not supporting the academy on this should make other arrangements for their child's educational needs. Any parent insisting on retrieving the phone before the allotted days of punishment has concluded will also be given their cadets dismissal paperwork.

## **SOCIAL MEDIA**

Cadets at PBLA are always Cadets on and off of the campus. When they leave campus they are a direct representation of the entire Academy. Cadets who are caught acting inappropriately on social media i.e. Facebook, Instagram, Kik, Snapchat, etc. will be disciplined accordingly. Pictures of gang symbols, profanity, and racial insensitive material will not be tolerated. Cadets who perform activities on social media that bring discredit on the Corps of Cadets may be dismissed immediately. If a Cadet is ever in doubt on what is in good taste and acceptable he should ask himself "Would I do this if the Superintendent was standing here?"

## **FOOD IN THE CLASSROOM**

Food and drinks are strictly prohibited in the academic building and classrooms. Bottled water is the exception. Bottled water is not allowed in the computer labs. Chewing gum on campus is prohibited.

## **MEALS**

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

## **CONDUCT IN THE DINING 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, the table captain 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 utensils 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. 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 discipline 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 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 Cadets 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 Commandant's 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
School Motto	Rifle Serial Number	Rifle Nomenclature	Army Values
Manual of Arms	Recruit Speech	What Does A Recruit Out Rank	Excuses
Paul R. Brown Cadets Will	Definition of Discipline	School Crest	

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 that do so.

**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/gentlelady 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 R. Brown Leadership Academy Cadet.  
Numquam Non Paratus

**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.

**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.

**Paul R. Brown Cadets Will:**

Not walk outside without headgear  
Not take food into the classrooms  
Not chew gum  
Not put hands in pockets  
Not linger between classes  
Always tip their hat to a lady

**Alma Mater**

Far across the Carolina's  
Flags all flying high  
Oh, Cadets they forge the future  
Love for our old school

**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!

**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 (Corps Activation, Paul. R. Brown Day, Founders Day, Corps Day, Fall Break, Army beats Navy, Thanksgiving Break, Christmas Break, Midwinter Break, Spring Break, Commencement, Etc.)

**What does a recruit out rank?**

What does a recruit out rank? The Superintendent's cat, the Commandant's dog and all the Battalion Commanders at East and West Bladen.

**The Definition of Discipline**

The instant willing obedience to all orders, respect for authority, self-reliance, and teamwork.

**Definition of Leadership**

The process of influencing people by providing purpose, direction and motivation.

**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.

**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?

**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 til 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're we go  
You will always know  
That The Army Goes Rolling Along

### **The Navy Song**

Stand Navy out to sea,  
Fight our battle cry;  
We'll never change our course,  
So vicious foe steer shy-y-y-y.  
Roll out the TNT,  
Anchors Aweigh  
Sail on to victory  
And sink their bones to Davy Jones, hooray!

{ Verse 2 }

Anchors Aweigh, my boys,  
Anchors Aweigh.  
Farewell to foreign shores

We sail at break of day-ay-ay-ay  
Through our last night ashore,  
Drink to the foam,  
Until we meet once more.  
Here's wishing you a happy voyage home.

### **Marine Corps Song**

From the Halls of Montezuma  
To the Shores of Tripoli  
We fight our country's battles,  
In the air, on land and sea.  
First to fight for right and freedom,  
And to keep our honor clean.  
We are proud to claim the title,  
Of United States Marine.

### **Army Core Values**

Loyalty  
Duty  
Respect  
Personal Courage  
Honor

Integrity  
Selfless Service

**Navy & Marine Core Values**

Honor  
Courage  
Commitment

**General Orders**

1. To take charge of this post and all academy property in view
2. To walk my post in a professional manner, keeping always on the alert and observing everything that takes place within sight or hearing
3. To report all violations of orders I am instructed to enforce
4. To repeat all calls from posts more distant from the guard house than my own
5. To quit my post only when properly relieved
6. To receive, obey and pass on to the sentry who relieves me, all orders from the Superintendent, Commandant of Cadets, Officer of the Deck, and Officers and Petty Officers of the Watch only
7. To talk to no one except in the line of duty
8. To give the alarm in case of fire or disorder
9. To call the Commandant in any case not covered by instructions
10. To salute all officers and all colors and standards not cased
11. To be especially watchful at night and during the time for challenging, to challenge all persons on or near my post and to allow no one to pass without proper authority.

**Mess Hall Conduct & Procedures**

Remove caps upon entering and replace them 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

Conversations will be courteous and in conversational tones





























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.

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	 Master Warrant Officer		
COMPANY AND FIELD GRADE OFFICER (Gold and Silver)	0-1	0-2	0-3	0-4	0-5	0-6	
	 (gold) 2nd Lieutenant	 (silver) 1st Lieutenant	 (silver) Captain	 (gold) Major	 (silver) Lieutenant Colonel	 (silver) Colonel	
GENERAL OFFICER (Silver)	0-7	0-8	0-9	0-10		0-11	
	 Brigadier General	 Major General	 Lieutenant General	 General		 General of the Army	

**INSIGNIA OF GRADE FOR  
CADET OFFICERS**



CADET COLONEL



CADET LIEUTENANT COLONEL



CADET MAJOR



CADET CAPTAIN



CADET FIRST LIEUTENANT



CADET SECOND LIEUTENANT

**INSIGNIA OF GRADE FOR  
CADET ENLISTED PERSONNEL**



CADET COMMAND SERGEANT MAJOR



CADET SERGEANT MAJOR



CADET FIRST SERGEANT



CADET MASTER SERGEANT



CADET SERGEANT FIRST CLASS



CADET STAFF SERGEANT



CADET SERGEANT



CADET CORPORAL



CADET PRIVATE FIRST CLASS



CADET PRIVATE

Cadet Chain of Command (Must pass with 100%)

**CHAIN OF COMMAND**

Commander in Chief.....

President Joseph Biden

Vice President .....	Vice President Kamala Harris
Secretary of Defense.....	Lloyd Austin
Secretary of Education	Miguel Cardona
Governor of North Carolina	Roy Cooper
Superintendent of NC	Kathrine Truitt
Superintendent of Paul Brown Leadership Academy.....	Dr. Jason Wray
Commandant of Cadets.....	LTC (NC) Carl T. Lloyd

**CADET BATTALION COMMANDER AND STAFF**

Cadet Battalion Commander .....	C/CPT <a href="#">Justin McAllister</a>
Battalion XO .....	C/1LT <a href="#">Zyasia Crumb</a>
Battalion CSM.....	C/
Battalion S-1.....	C/
Battalion S-2.....	C/
Battalion S-3.....	C/2LT <a href="#">Marvin Munford</a>
Battalion S-4.....	C/2LT Enfinity Baldwin
Battalion S-5.....	C/2LT

**CADET COMPANY COMMANDERS & STAFF**

Alpha Company Commander	C/MSG Briana Turnage
Alpha Company Executive Officer	C/ _____
Alpha Company 1SG	C/ _____
Alpha Company OPS SGT	C/ _____
Alpha Company Clerk	C/ _____
Alpha Company 1SL	C/ _____
Alpha Company 2SL	C/ _____
Alpha Company 3SL	C/ _____

Bravo Company Commander	C/2LT Josh White
Bravo Company Executive Officer	C/ _____
Bravo Company 1SG	C/ _____
Bravo Company OPS SGT	C/ _____
Bravo Company Clerk	C/ _____
Bravo Company 1SL	C/ _____
Bravo Company 2SL	C/ _____
Bravo Company 3SL	C/ _____

Charlie Company Commander	C/2LT Omar Cisse
Charlie Company Executive Officer	C/ _____
Charlie Company 1SG	C/ _____
Charlie Company OPS SGT	C/ _____
Charlie Company Clerk	C/ _____
Charlie Company 1SL	C/ _____
Charlie Company 2SL	C/ _____
Charlie Company 3SL	C/ _____

Delta Company Commander	C/MSG Kalil Bellamy
Delta Company Executive Officer	C/ _____
Delta Company 1SG	C/ _____

Delta Company OPS SGT	C/ _____
Delta Company Clerk	C/ _____
Delta Company 1SL	C/ _____
Delta Company 2SL	C/ _____
Delta Company 3SL	C/ _____
Echo Company Commander	C/2LT
Echo Company Executive Officer	C/ _____
Echo Company 1SG	C/ _____
Echo Company OPS SGT	C/ _____
Echo Company Clerk	C/ _____
Echo Company 1SL	C/ _____
Echo Company 2SL	C/ _____
Echo Company 3SL	C/ _____
Foxtrot Company Commander	C/2LT Valli Dixon
Foxtrot Company Executive Officer	C/ _____
Foxtrot Company 1SG	C/ _____
Foxtrot Company OPS SGT	C/ _____
Foxtrot Company Clerk	C/ _____
Foxtrot Company 1SL	C/ _____
Foxtrot Company 2SL	C/ _____
Foxtrot Company 3SL	C/ _____

## **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 The 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 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. Demonstrate 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 to 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 are 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 recommendations 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 Without 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. PBLA will conduct random urinalysis each week. PBLA reserves the right to test cadets based on suspicion.

## **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.

## **BULLYING, 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 PBLA 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.

Bullying, intimidation repeated teasing or taunting use of offensive or degrading language including but not limited to remarks that demean a person's race, religion, sex, national origin, disability, intellectual ability, or physical attributes are specifically prohibited. The Academy has a zero-tolerance policy for bullying. Bullying will result in an automatic referral to the Commandant, and in accordance with the state law, can result in expulsion.

## **WEAPONS**

It shall be a Class I felony for any person knowingly to possess or carry, whether openly or concealed, any gun, rifle, pistol, or other firearm of any kind on educational property or to a curricular or extracurricular activity sponsored by a school. Unless the conduct is covered under some other provision of law providing greater punishment, any person who willfully discharges a firearm of any kind on educational property is guilty of a Class F felony. However, this subsection does not apply to a BB gun, stun gun, air rifle, or air pistol.

(b1) It shall be a Class G felony for any person to possess or carry, whether openly or concealed any dynamite cartridge, bomb, grenade, mine, or powerful explosive as defined in G.S. 14-284.1, on educational property or to a curricular or extracurricular activity sponsored by a school. This subsection shall not apply to fireworks.

(c) It shall be a Class I felony for any person to cause, encourage, or aid a minor who is less than 18 years old to possess or carry, whether openly or concealed, any gun, rifle, pistol, or other firearm of any kind on educational property. However, this subsection does not apply to a BB gun, stun gun, air rifle, or air pistol.

(c1) It shall be a Class G felony for any person to cause, encourage, or aid a minor who is less than 18 years old to possess or carry, whether openly or concealed, any dynamite cartridge, bomb, grenade, mine, or powerful explosive as defined in G.S. 14-284.1 on educational property. This subsection shall not apply to fireworks.

(d) It shall be a Class 1 misdemeanor for any person to possess or carry, whether openly or concealed, any BB gun, stun gun, air rifle, air pistol, bowie knife, dirk, dagger, slingshot, leaded cane, switchblade knife, blackjack, metallic knuckles, razors and razor blades (except solely for personal shaving), firework, or any sharp-pointed or edged instrument except instructional supplies, unaltered nail files and clips and tools used solely for preparation of food, instruction, and maintenance, on educational property.

(e) It shall be a Class 1 misdemeanor for any person to cause, encourage, or aid a minor who is less than 18 years old to possess or carry, whether openly or concealed, any BB gun, stun gun, air rifle, air pistol, bowie knife, dirk, dagger, slingshot, leaded cane, switchblade knife, blackjack, metallic knuckles, razors and razor blades (except solely for personal shaving), firework, or any sharp-pointed or edged instrument except instructional supplies, unaltered nail files and clips and tools used solely for preparation of food, instruction, and maintenance, on educational property. G.S. 14-269.2 Page 2

(f) Notwithstanding subsection (b) of this section it shall be a Class 1 misdemeanor rather than a Class I felony for any person to possess or carry, whether openly or concealed, any gun, rifle, pistol, or other firearm of any kind, on educational property or to a curricular or extracurricular activity sponsored by a school if:

(1) The person is not a student attending school on the educational property or an employee employed by the school working on the educational property; and

(1a) The person is not a student attending a curricular or extracurricular activity sponsored by the school at which the student is enrolled or an employee attending a curricular or extracurricular activity sponsored by the school at which the employee is employed; and

(2) Repealed by Session Laws 1999-211, s. 1, effective December 1, 1999, and applicable to offenses committed on or after that date.

(3) The firearm is not loaded, is in a motor vehicle, and is in a locked container or a locked firearm rack.

(4) Repealed by Session Laws 1999-211, s. 1, effective December 1, 1999, and applicable to offenses committed on or after that date.

(g) This section shall not apply to any of the following:

(1) A weapon used solely for educational or school-sanctioned ceremonial purposes, or used in a school-approved program conducted under the supervision of an adult whose supervision has been approved by the school authority.

(1a) a person exempted by the provisions of G.S. 14-269(b).

(2) Firefighters, emergency service personnel, and North Carolina Forest Service personnel, and any private police employed by a school, when acting in the discharge of their official duties.

(h) No person shall be guilty of a criminal violation of this section with regard to the possession or carrying of a weapon so long as both of the following apply:

(1) The person comes into possession of a weapon by taking or receiving the weapon from another person or by finding the weapon.

(2) The person delivers the weapon, directly or indirectly, as soon as practical to law enforcement authorities.

## **SOLICITATIONS**

All solicitations are prohibited without the permission of the administration. This includes the selling of tickets, candy, toys, the distribution of political materials and the circulation of petitions, etc. All items intended for sale or sold for profit will be confiscated. The only exception is the selling of approved goods for academy fundraisers.

## **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 Superintendent, 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.

**Detention:** A sanction related to academics. This may be administered to correct inappropriate academic processes. Detentions 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. Tours are served in the afternoon after school and on Saturdays.

**Reverse Suspension:** Cadets who have received verbal counseling, written counseling and 15 hours of detention are awarded a Reverse Suspension. A Reverse Suspension is awarded to a Cadet in an effort to avoid doing an out of school suspension. During a Reverse Suspension the one of the Cadets parents will accompany them to class for the Academic Day. They will sit with their Cadet for the day in all classes.

Suspensions may be administered prior to or after a disciplinary hearing depending upon the seriousness of the offense and / or the situation. Suspension from PBLA occurs with a recommendation from the Commandant and with the approval of the Superintendent. The Cadet and the parents /guardian will be notified of the Academy's decision. Suspensions can range from 1 day to 10 days. While on suspension Cadets cannot attend any PBLA activities on or off campus. Cadets may not withdraw while serving an active suspension.

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 Superintendent. 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 Exceptional Cadet's 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. Cadets are expected to maintain a high state of personal appearance and are subject to inspection at all formations and functions. Uniforms are issued to Cadets each year. Cadets will purchase their own hats, shoes, undershirts, socks, PT Gear 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 scrunchies 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. No nose rings or tongue rings are authorized.

## **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 are more than two grades their junior or senior. Cadets in the high school are not allowed to date Cadets in the middle school. The excuse "My parents are okay with it!" and "I am not in my right grade!" Will not be tolerated. Cadets are here to learn not to pursue romantic relationships. Failure to adhere to this policy will result in dismissal for both parties.

## **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 a 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.

## **DINING 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 will get permission from an adult before using a telephone.

## **COMPLIANCE WITH OTHER LAWS**

The academy shall comply with all federal laws and regulations, including but not limited to such laws and regulations governing employment, environment, disabilities, and civil rights, children with special needs, transportation, and student records. The school shall comply with all applicable health and safety laws and regulations, whether federal, state or local. Neither the State Board of Education nor the local board of education assumes the duty to oversee the operations of the academy except as may otherwise be required to monitor the charter school for compliance with applicable laws and regulations. The school is required to notify parents, cadets and staff of the provisions of this paragraph.

## **ASBESTOS NOTIFICATION OF INSPECTION**

### **Get the INFO from Ms Peterson.**

In compliance with the US Environmental Protections Agency (EPA) Asbestos Hazard Emergency Response Act (AHERA), the academy is inspected annually for asbestos. The school was found to have     No Change as of April 4, 2019    

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## **SECLUSION AND RESTRAINT HOUSE BILL 1032**

The academy has established guidelines for the use of restraint and provisions for training the staff in the management of Cadet behavior in accordance with North Carolina General Statute, 115C-391.1 also known as house bill 1032 - Deborah Greenblatt Act. This law took effect July 1, 2006; and requires the Academy to inform the parents of the existence of the law, the definitions for the following terms and the academy will use these forms

## **PERMISSIBLE USE OF SECLUSION AND RESTRAINT**

The following definitions apply in this section:

Assistive technology device - means any item, piece of equipment, or product system that is used to increase, maintain, or improve the functional capacities of a child with a disability.

Aversive procedure - means a systematic physical or sensory intervention program for modifying the behavior of a student with a disability which causes or reasonably may be expected to cause one or more of the following:

- a. Significant physical harm, such as tissue damage, physical illness, or death.
- b. Serious, foreseeable long term psychological impairment.
- c. Obvious repulsion on the part of observers who cannot reconcile extreme procedures with acceptable, standard practice, for example: electric shock applied to the body; extremely loud auditory stimuli; forcible introduction of foul substances to the mouth, eyes, ears, nose, or skin; placement in a tub of cold water or shower; slapping, pinching, hitting, or pulling hair; blindfolding or other forms of visual blocking; unreasonable withholding of meals; eating one's own vomit; or denial of reasonable access to toileting facilities.

Behavioral intervention - means the implementation of strategies to address behavior that is dangerous, disruptive, or otherwise impedes the learning of a student or others.

IEP means a student's Individualized Education Plan.

Isolation - means a behavior management technique in which a student is placed alone in an enclosed space from which the student is not prevented from leaving.

Law enforcement officer - means a sworn law enforcement officer with the power to arrest.

Mechanical restraint - means the use of any device or material attached or adjacent to a student's body that restricts freedom of movement or normal access to any portion of the student's body and that the student cannot easily remove.

Physical restraint - means the use of physical force to restrict the free movement of all or a portion of a cadet's body.

Academy personnel:

- a. Employees of the Paul R. Brown Leadership Academy.
- b. Any person working on academy grounds or at an academy function under a contract or written agreement with The Paul R. Brown Leadership Academy to provide educational or related services to cadets.
- c. Any person working on academy grounds or at an academy function for another agency providing educational or related services to Cadets.

Seclusion - means the confinement of a student alone in an enclosed space from which the student is:

- a. Physically prevented from leaving by locking hardware or other means.
- b. Not capable of leaving due to physical or intellectual incapacity.

Timeout - means a behavior management technique in which a cadet is separated from other cadets for a limited period of time in a monitored setting.

Physical Restraint – Of Cadets by academy personnel shall be considered a reasonable use of force when used in the following circumstances:

- a. As reasonably needed to obtain possession of a weapon or other dangerous objects on a person or within the control of a person.
- b. As reasonably needed to maintain order or prevent or break up a fight.
- c. As reasonably needed for self defense.
- d. As reasonably needed to ensure the safety of any student, school employee, volunteer, or other person present, to teach a skill, to calm or comfort a student, or to prevent self injurious behavior.
- e. As reasonably needed to escort a student safely from one area to another.
- f. If used as provided for in a student's IEP or Section 504 plan or behavior intervention plan.
- g. As reasonably needed to prevent imminent destruction to academy or another person's property.

Except as set forth in the preceding section physical restraint of cadets shall not be considered a reasonable use of force, and its use is prohibited.

Physical restraint shall not be considered a reasonable use of force when used solely as a disciplinary consequence.

Nothing in this section shall be construed to prevent the use of force by law enforcement officers in the lawful exercise of their law enforcement duties.

Mechanical Restraint of Cadets by academy personnel is permissible only in the following circumstances:

- a. When properly used as an assistive technology device included in the Cadet's IEP or Section 504 plan or behavior intervention plan or as otherwise prescribed for the student by a medical or related service provider.
- b. When using seat belts or other safety restraints to secure cadets during transportation.
- c. As reasonably needed to obtain possession of a weapon or other dangerous objects on a person or within the control of a person.
- d. As reasonably needed for self defense.
- e. As reasonably needed to ensure the safety of any student, school employee, volunteer, or other person present.

Except as set forth in the previous section mechanical restraint, including the tying, taping, or strapping down of a cadet, shall not be considered a reasonable use of force, and its use is prohibited.

Nothing in this subsection shall be construed to prevent the use of mechanical restraint devices, such as handcuffs by law enforcement officers in the lawful exercise of their law enforcement duties.

Seclusion of students by school personnel may be used in the following circumstances:

- a. As reasonably needed to respond to a person in control of a weapon or other dangerous object.
  - b. As reasonably needed to maintain order or prevent or break up a fight.
  - c. As reasonably needed for self defense.
  - d. As reasonably needed when a Cadet's behavior poses a threat of imminent physical harm to self or others or imminent substantial destruction of school or another person's property.
  - e. When used as specified in the Cadet's IEP, Section 504 plan, or behavior intervention plan; and
    1. The student is monitored while in seclusion by an adult in close proximity who is able to see and hear the student at all times.
    2. The student is released from seclusion upon cessation of the behaviors that led to the seclusion or as otherwise specified in the student's IEP or Section 504 plan.
    3. The space in which the student is confined has been approved for such use by the local education agency.
    4. The space is appropriately lighted.
    5. The space is appropriately ventilated and heated or cooled.
    6. The space is free of objects that unreasonably expose the student or others to harm.
- (2) Except as set forth in subdivision (1) of this subsection, the use of seclusion is not considered reasonable force, and its use is not permitted.
  - (3) Seclusion shall not be considered a reasonable use of force when used solely as a disciplinary consequence.
  - (4) Nothing in this subsection shall be construed to prevent the use of seclusion by law enforcement officers in the lawful exercise of their law enforcement duties.

- (f) Isolation. – Isolation is permitted as a behavior management technique provided that:
- (1) The space used for isolation is appropriately lighted, ventilated, and heated or cooled.
  - (2) The duration of the isolation is reasonable in light of the purpose of the isolation.
  - (3) The student is reasonably monitored while in isolation.
  - (4) The isolation space is free of objects that unreasonably expose the student or others to harm.

TimeOut. – Nothing in this section is intended to prohibit or regulate the use of timeout as defined in this section.

Aversive Procedures. – The use of aversive procedures as defined in this section is prohibited in public schools.

Nothing in this section modifies the rights of school personnel to use reasonable force as permitted under G.S. 115C390 or modifies the rules and procedures governing discipline under G.S. 115C391 (a).

Notice, Reporting, and Documentation.

- (1) Notice of procedures. – The Paul R. Brown Leadership Academy Board of Trustees shall provide copies of this section and all local board policies developed to implement this section to academy personnel and parents or guardians at the beginning of each school year.
- (2) Notice of specified incidents:
  - a. Academy personnel shall promptly notify the principal or principal's designee of:
    1. Any use of aversive procedures.
    2. Any prohibited use of mechanical restraint.
    3. Any use of physical restraint resulting in observable physical injury to a Cadet.
    4. Any prohibited use of seclusion or seclusion that exceeds 10 minutes or the amount of time specified on a student's behavior intervention plan.
  - b. When the Superintendent or Superintendent's designee has personal knowledge or actual notice of any of the events described in this subdivision, Superintendent or Superintendent's designee shall promptly notify the cadet's parent or guardian and will provide the name of an academy employee the parent or guardian can contact regarding the incident.
- (3) As used in subdivision (2) of this subsection, "promptly notify" means by the end of the workday during which the incident occurred when reasonably possible, but in no event later than the end of the following workday.
- (4) The parent or guardian of the Cadet shall be provided with a written incident report for any incident reported under this section within a reasonable period of time, but in no event later than 30 days after the incident. The written incident report shall include:
  - a. The date, time of day, location, duration, and description of the incident and interventions.
  - b. The events or events that led up to the incident.
  - c. The nature and extent of any injury to the student.
  - d. The name of an academy employee the parent or guardian can contact regarding the incident.

- (5) No Paul R. Brown Leadership Academy employee of a Paul R. Brown Leadership Academy Board of Trustee shall discharge, threaten, or otherwise retaliate against another employee of the board regarding that employee's compensation, terms, conditions, location, or privileges of employment because the employee makes a report alleging a prohibited use of physical restraint, mechanical restraint, aversive procedure, or seclusion, unless the employee knew or should have known that the report was false.

Nothing in this section shall be construed to create a private cause of action against any local board of education, its agents or employees, or any institutions of teacher education or their agents or employees or to create a criminal offense.

## **PARENTS RIGHT TO KNOW STATEMENT**

As required by the No Child Left behind Act (NCLB) of 2001, Title I Part A, information is available at PBLA to include, but not limited to the following:

- The Academy Improvement Plan
- Qualifications for cadet's teachers
- Professional development opportunities for teachers and assistants to ensure highly qualified personnel.
- Opportunities for parent involvement and input
- The Title I Parent involvement Plan Academy Parent Involvement Plan
- School Report Card

## **ADMISSION**

Cadets will be admitted in full accordance with (G.S.115C-218.45. 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 prospective cadet applies to Paul R. Brown Leadership Academy and he or she is under suspension or expulsion from his/her current school the Superintendent, 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. Cadets 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.

A lottery for student enrollment will only be needed if the number of applications submitted after the open enrollment deadline are more than the determined student seats available by program, class, grade level, or building. Only then would a lottery be required. 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 prospective 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 were admitted to the charter school in a previous year and to children of the academy's Superintendent, faculty, and staff. If multiple birth siblings apply for admission to PBLA only the 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 prospective 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.

Applications for enrollment will be accepted during the month of January. All applications received during January will have equal priority for the lottery which will be held in February. After January 31<sup>st</sup>, all applications will be dated, and time stamped by computer submission and will be added to the waiting list in the order received. These applicants will be used to fill available vacancies after the lottery list has been depleted. Applicants who have siblings who are currently enrolled and have been for at least one school year will be given priority. All prospective cadets are eligible for attendance if they meet the North Carolina residency requirements.

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 waiting list for that grade. If there is no waiting list for a specific grade or a prospective cadet declines admission, Cadets will be enrolled on a first come first serve basis.

The 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. PBLA trustees will be present when possible.
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. The lottery will start with 6<sup>th</sup> grade and proceed 7<sup>th</sup>, 8<sup>th</sup>, 9<sup>th</sup> etc.
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. The first official will draw the name and state it for the registrar. A second official will verify the name. Once the drawing starts, it will not stop until all names for that grade are drawn.
7. Applicants not accepted will be placed on a waiting list in the order their names were drawn.
8. If a prospective 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 from the regular Wait List.

## **WAITING LIST POLICY**

If seats become available prior to the first day of school, the Cadet's parent/guardian at the top of the waiting list will be contacted. All the numbers on the student's application will be called. If there is no answer, a message will be left on the answering machine. That parent will have to confirm that his/her child will attend the school within 24 hours of the phone call. After 24 hours, the next name will be called, and the first student will go to the bottom of the waiting list. This procedure continues until all names have been called or all seats have been filled.

If seats become available on the first day of school until enrollment closes in October, the student's parent/guardian at the top of the waiting list will be contacted. All the numbers on the student applications will be called. If there is no answer a message will be left on the answering machine. That parent will have to confirm that his/her child will attend the school within 24 hours of the phone call. After 24 hours, the next name will be called, and the first student will go to the bottom of the waiting list. This procedure continues until all names have been called or all seats have been filled.

### **NOTIFICATION OF ACCEPTANCE POLICY**

Parents/Guardians will be notified of their child's acceptance or placement on a waiting list by an official letter from the academy following the conclusion of the lottery.

### **ACCEPTANCE OF SEAT POLICY**

After notification of acceptance, a student registration packet must be completed and submitted prior to the due date set by the administration, otherwise a seat will not be guaranteed for that student, and he/she will be placed at the end of the waiting list. Newly enrolled cadets must be present the first day of school by 9:00 am to secure their seat. Also new cadets will not be allowed to begin classes until proof of promotion from their previous school has been provided.

### **PLACEMENT**

The Superintendent of the academy is the final authority on all placement decisions. Placement decisions are made for all new cadets and a review of placement for all continuing cadets occurs each year. The Superintendent of the school will make every effort to place cadets in classes that are balanced to foster the optimum growth of each child and the class as a whole.

### **RE-ENROLLMENT POLICY**

Prior to the end of the second quarter of t school, parents will be given the opportunity to re-enroll their child for the next academic year by filling out a "letter of Intent." This letter helps determine the number of students per grade level that will be returning and is essential in preparing for new student enrollment. If a parent fails to return the Letter of Intent by the given due date, they may not be guaranteed a seat and reapply for enrollment.

### **PROMOTION AND RETENTION CRITERIA**

In order for a student to be promoted, the following criteria must be met as set forth by The Paul R. Brown Leadership Academy Board of Trustees and North Carolina State law:

- All cadets shall meet all attendance requirements
- All cadets shall earn a yearly average of 60 or above to pass any subject area.

- All middle school cadets shall pass language arts, reading, and mathematics at or above the minimum acceptable grade level

All high school graduates must pass 24 credits made up of English 1, English 2 English 3, English 4, NC Math 1, NC Math 2, NC Math 3, *a fourth advanced level math course to be determined by the Superintendent, Guidance Counselor and Math Department chair*, Physical Science, Earth Science, Biology, Biology II, World History, American History I, World History II, United States Government, African American History, Two Foreign Language credits, One Health & PE credit, one Humanities credit, and two Leadership credits. Students transferring to PBLA without the necessary credits may have credits substituted at the discretion of the Superintendent as long as the credits meet the NC department of public instruction standards.

The following additional criteria will be used in the decision to promote or retain a cadet:

- Academic promotion requirements which are specified in a cadet's Individualized Education PLAN (IEP) shall establish the promotion standards by which cadets with an IEP will be promoted. Any academic requirements for promotion stated in this policy which are not modified in a cadet's IEP shall remain as a requirement for promotion.
- An evaluation of a number of assessments; including end – of – grade scores, achievement of mastery, and other additional academic considerations specific to grade level and the Academy philosophy.
- Teacher recommendation to the Superintendent.
- No Cadet will be retained for athletic purposes.

Cadets progress at their own rate and the significance of their age and/or grade level is deemphasized. There are times, however, when it is believed that it would benefit a cadet to spend an additional year at the same grade level. The final decision for promotion will be made after End-of-Grade testing has completed. A parent who does not agree with the decision to retain may appeal the decision to the Superintendent. The state of North Carolina has vested all final promotion authority with the Superintendent of the Academy.

### **WITHDRAWAL/TRANSFER**

All withdrawals and transfers from The 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. The 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.

### **MEDICAL POLICIES**

Cadets should not come to school with a fever of 100 degrees or higher. Additionally, cadets should not come to school if they demonstrate any of these symptoms: malaise, headache, nausea, vomiting, abdominal pain, or upper respiratory infection.

If your cadet becomes ill at school, we will contact you immediately. If we cannot reach you, we will use the emergency contact numbers on the cadet's enrollment form to contact you or the person you designate. Please remember, we cannot keep ill cadets at school.

In the event of an injury, the academy staff will use the emergency contact information that you have provided on your Cadets enrollment form to contact you or the person that you have designated. If necessary, we will call 911 while we are trying to reach you. The local EMS usually responds within five minutes in urgent situations and our staff is well qualified to support our Cadets until EMS arrives. Our staff will complete an incident report to keep on file for insurance purposes.

If the injury is minor, the classroom teacher will exercise judgment in making a decision to call the parent. In most cases you will be alerted so that you will have the option of viewing the injury yourself.

The staff cannot dispense non-prescription medicine (such as aspirin or creams for itching, etc.) to Cadets. Cadets who need to take prescribed medication must have a current prescription and a completed "Dispensing Medication Form" that can be obtained from the Commandant's Office. This form must be filled out by a doctor, signed by a parent, and returned to the office before the medication can be administered. All prescribed medication will be kept in a locked box to be accessed and dispensed by designated staff only. Except in the case of asthma and anaphylactic reaction as outlined in this handbook, no cadet should have in their possession any type of medication. Any medication not picked up by a parent/guardian will be disposed of at the end of the school year.

## **HOMEBOUND INSTRUCTION**

Homebound Instruction will be provided for any Cadet that is expected to be confined for four weeks or longer at home for treatment or convalescence. The homebound instruction, based on the individual need of the Cadet, will be approximately 3 – 5 hours per week. A medical statement must be signed by a physician confirming that the cadet will be away from the classroom for a minimum of four weeks and the anticipated length of time the Cadet is expected to be unable to attend school.

## **ASTHMA AND ANAPHYLACTIC REACTIONS**

In accordance with North Carolina General Statute 115C-375.2 PBLA has adopted a policy authorizing a Cadet with asthma or a Cadet subject to anaphylactic reactions, or both, to possess and self-administer asthma medication on academy property during the school day, at academy-sponsored activities, or while in transit to or from academy or academy-sponsored events. As used in this section, "asthma medication" means a medicine prescribed for the treatment of asthma or anaphylactic reactions and includes a prescribed asthma inhaler or epinephrine auto-injector. The policy shall include a requirement that the cadet's parent or guardian provide to the academy:

- (1) Written authorization from the cadet's parent or guardian for the Cadet to possess and self-administer asthma medication.
- (2) A written statement from the cadet's health care practitioner verifying that the cadet has asthma or an allergy that could result in an anaphylactic reaction, or both, and that the health care practitioner prescribed medication for use on academy property during the school day, at academy-sponsored activities, or while in transit to or from academy or academy-sponsored events.

(3) A written statement from the cadet's health care practitioner who prescribed the asthma medication that the cadet understands, has been instructed in self-administration of the asthma medication, and has demonstrated the skill level necessary to use the asthma medication and any device that is necessary to administer the asthma medication.

(4) A written treatment plan and written emergency protocol formulated by the health care practitioner who prescribed the medicine for managing the cadet's asthma or anaphylaxis episodes and for medication use by the cadet.

(5) A statement provided by the academy and signed by the cadet's parent or guardian acknowledging that The Paul Brown Leadership Academy and its employees and agents are not liable for an injury arising from a cadet's possession and self-administration of asthma medication.

(6) Other requirements necessary to comply with State and federal laws.

(b) The Cadet must demonstrate to an academy designated first responder, the skill level necessary to use the asthma medication and any device that is necessary to administer the medication.

(c) The Cadet's parent or guardian shall provide to the academy backup asthma medication that shall be kept at the Cadet's school in a location to which the Cadet has immediate access in the event of an asthma or anaphylaxis emergency.

(d) Information provided to the school by the cadet's parent or guardian shall be kept on file at the student's school in a location easily accessible in the event of an asthma or anaphylaxis emergency.

(e) If a student uses asthma medication prescribed for the student in a manner other than as prescribed, a school may impose on the student disciplinary action according to the school's disciplinary policy. A school may not impose disciplinary action that limits or restricts the student's immediate access to the asthma medication.

(f) The requirement that permission granted for a student to possess and self-administer asthma medication shall be effective only for the same school and for 365 calendar days and must be renewed annually.

(g) Neither the board of Trustees, nor its members, employees, designees, agents, or volunteers, shall be liable in civil damages to any party for any act authorized by this section, or for any omission relating to that act, unless that act or omission amounts to gross negligence, wanton conduct, or intentional wrongdoing.

(h) Any Cadet caught abusing his medication or allowing other Cadets to use it will be subject to immediate dismissal.

## **CONTAGIOUS CONDITIONS**

To protect the academy population, Cadets with ailments that are easily spread must be kept at home until a physician declares in writing the cadet non-contagious. The following includes but is not limited to possible contagious conditions: pink eye, ringworm, and chicken pox. For other

conditions such as influenza, seasonal virus, etc. we ask that the cadet be kept home until he/she is fever free for 24 hours without the aid of medication.

## **HEAD LICE**

We have a zero-nit policy. If you discover lice or nits in your Cadet's hair, please do not send them back to school until they have been treated and **all** the nits have been removed. Please tell your cadet not to share other cadet's combs, brushes, hats, etc.

**Head Lice may cause extreme discomfort, interfere with concentration and spread easily; therefore, we ask parents to give this matter immediate attention.**

## **CHILD ABUSE/NEGLECT**

The faculty and staff of PBLA are required by law to report any suspected case of child abuse or neglect to the department of social services.

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

- Healthcare Registration Form.
- Family and Personal History.
- Physical Examination, if a cadet participates in sports.
- 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 *email* 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 who participate in sports and must be done annually. The physical must be on file prior to the first athletic practice. A cadet who does not have a physical on file will not be allowed to participate until a physical is taken.

Immunization Record – PBLA will strictly follow NC G.S. 130A155.

(a) No child shall attend a school (pre K12), whether public, private or religious, a child care facility as defined in G.S. 11086(3), unless a certificate of immunization indicating that the child has received the immunizations required by G.S. 130A152 is presented to the school or facility. The parent, guardian, or responsible person must present a certificate of immunization on the child's first day of attendance to the principal of the school or operator of the facility, as defined in G.S. 11086(7). If a certificate of immunization is not presented on the first day, the principal or operator shall present a notice of deficiency to the parent, guardian or responsible person. The parent, guardian or responsible person shall have 30 calendar days from the first day of attendance to obtain the required immunization for the child. If the administration of a vaccine in a series of doses given at medically approved intervals requires a period in excess of 30 calendar days, additional days upon certification by a physician may be allowed to obtain the required immunization. Upon termination of 30 calendar days or the extended period, the principal or operator shall not permit the child to attend the school or facility unless the required immunization has been obtained.

(b) The school or child care facility shall maintain on file immunization records for all children attending the school or facility which contain the information required for a certificate of immunization as specified in G.S. 130A154. These certificates shall be open to inspection by the Department and the local health department during normal business hours. When a child transfers to another school or facility, the school or facility which the child previously attended shall, upon request, send a copy of the child's immunization record at no charge to the school or facility to which the child has transferred.

(c) The school shall file an annual immunization report with the Department by November 1. The child care facility shall file an immunization report annually with the Department. The report shall be filed on forms prepared by the Department and shall state the number of children attending the school or facility, the number of children who had not obtained the required immunization within 30 days of their first attendance, the number of children who received a medical exemption and the number of children who received a religious exemption.

(d) Any adult who attends school (pre K12), whether public, private or religious, shall obtain the immunizations required in G.S. 130A152 and shall present to the school a certificate in accordance with this section. The physician or local health department administering a required vaccine to the adult shall give a certificate of immunization to the person. The certificate shall state the person's name, address, date of birth and sex; the number of doses of the vaccine given; the date the doses were given; the name and addresses of the physician or local health department administering the required immunization; and other relevant information required by the Commission.

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 the 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 Commandant's 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/RANDOM WEEKLY 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.

The Academy will perform random drug testing once a week.

## **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 The 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 910-862-2965

Fax 910-862-3054

Paul R. 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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