



## DISCLOSURE OF INFORMATION

**Contact information:** Eastbrook Academy  
5375 North Green Bay Avenue  
Milwaukee, WI 53209  
(414) 228-7905

Head of School: Mr. Michael Maxson

**Board of Directors:** Matthew Buerosse, Treasurer  
Lisa Buethe, Church Council Representative  
Ben Douglas, Board Member  
Karen Eggert, Secretary  
Nate Ganfield, Chair  
Ronett Jacobs, Board Member  
Anne Osterwind, Board Member  
Kim Somenske, Vice-Chair

**Organization Information:** Eastbrook Academy, Inc., is a non-profit, non-denominational, Christian 501 (c) (3) Wisconsin Corporation (see attached letter)

**Policies:** The following policies are detailed on the consecutive pages:

- Appeals Process
- Non-harassment Policy
- Suspension and Expulsion Policy
- Policy for Granting a High School Diploma
- Policy for Accepting Transfer Credits
- Notice of Nondiscriminatory Policy
- Visitors

## APPEALS PROCESS

The following is Eastbrook Academy's policy adopted by our school board on January 21, 2010 to satisfy the requirements of 119.23(6m)(a)(4):

Under 119.23(2)(a) a pupil must reside in the city of Milwaukee and meet the income requirements defined below to qualify for the MPCP:

The pupil is a member of a family that has a total family income that does not exceed an amount equal to 1.75 times the poverty level determined in accordance with criteria established by the director of the federal office of management and budget. A pupil attending a private school under this section whose family income increases may continue to attend a private school under this

section if the pupil is a member of a family that has a total family income that does not exceed an amount equal to 2.2 times the poverty level determined in accordance with criteria established by the director of the federal office of management and budget. For purposes of admission to a private school under this section, siblings of pupils attending a private school under this section are subject to the higher income limit. If a pupil attending a private school under this section ceases to attend a private school under this section, the lower income limit applies unless the pupil is a sibling of a pupil attending a private school under this section.”

119.23(3)(a) states that a school must, “Within 60 days after receiving the application...notify the applicant, in writing, whether the application has been accepted. If the private school rejects an application, the notice shall include the reason.” A school may only reject an applicant for not meeting income and residency requirements, or for losing a random selection lottery.

Under Eastbrook Academy’s appeals process, a rejected applicant has five working days from the date of receipt of their notice of rejection to provide written evidence to the school board that the applicant was improperly rejected. The evidence must include income and residency documentation. The Head of School shall respond to the applicant’s appeal within five working days of receipt of the appeal notifying him or her of the acceptance or rejection of the appeal.

## **NON-HARASSMENT POLICY**

Eastbrook Academy is committed to maintaining an academic environment in which all individuals treat each other with dignity and respect, specifically an environment free from all forms of intimidation, exploitation and harassment, including sexual harassment. Anyone who violates this policy will be subject to discipline, up to and including dismissal.

### **Bullying:**

Eastbrook Academy takes a NO TOLERANCE stand on bullying. Students who bully other students are required to write apologies to those bullied. Furthermore, students with three recorded incidences of bullying other students will be suspended from school. Additional actions may be required by the Head of School before a student can return to classes. Immediately upon the next recorded incident, the bully will be recommended for expulsion.

Bullying is aggressive behavior that is repeated over time and it involves unwanted, negative actions directed toward a specific individual. Bullying is the use of intimidation and cruelty to others, usually to those who are weaker (or viewed as inferior). A bully is continually mean to others, using threats and physical intimidation to get whatever the bully wants, turns others against an individual, or ostracizes someone from the group. A child is bullied when he/she is exposed, repeatedly and over time, to one or more of the negative actions listed below, and when he/she is unable to or exhibits difficulty in defending him/herself.

### **Types of Bullying:**

Verbal or Written – derogatory comments, name calling, demeaning nicknames, telling lies or starting rumors about others

Physical – hitting, kicking, shoving or any form of physical aggression

Manipulation – social exclusion, intentional isolation, ostracizing, taking money or possessions, threatening to do harm to others’ possessions if not compliant

Racial – demeaning, hurtful or harsh comments about others’ backgrounds or ethnicities

Sexual – inappropriate touching, threatening or demoralizing comments emphasizing sexuality, sexual organs or sexual preferences

Cyber – any comment, photo, message or any form of communication that is intended or considered to be hurtful or demoralizing to another person

Bullying of any kind is unacceptable at Eastbrook Academy. Students are encouraged to report any occurrence of bullying to a parent, teacher, or other school personnel as soon as possible.

Eastbrook Academy believes that the Bible commands every effort to live at peace and to resolve disputes with each other in conformity with the Biblical injunctions of 1 Corinthians 6:1-8, Matthew 5:23-24, and Matthew 18:15-20. Therefore, any claim or dispute arising out of, or related to, the classroom arrangement or any relationship at Eastbrook Academy must be settled through Bible-based mediation.

**Step one:** Discuss the situation with your child's teacher or the person with whom you have the issue.

**Step two:** If resolution cannot be reached at the teacher level, the situation should be presented to the Dean of Students.

**Step three:** If resolution cannot be reached at the Dean of Students level, the situation should be presented to the Head of School.

**Step four:** If resolution of the dispute and reconciliation do not result from such efforts, the matter should then be submitted in writing to Eastbrook Academy Board.

## **SUSPENSION AND EXPULSION PROCEDURES**

### SUSPENSION

Eastbrook Academy reserves the right to suspend a student for a disciplinary infraction and/or consistent or serious disregard of school policy. Suspensions will be determined on an individual basis according to the seriousness of the offense. The following steps will occur for a suspension:

#### ***In-School Suspension***

- Teachers will notify the Dean of Students of the student's behavior.
- During an in-school suspension, the student will not be allowed to attend classes at the Academy but will be kept under the supervision of The Academy administration.
- Attendance is required.
- Students will be prohibited from participating in extra-curricular activities, games, practices, or rehearsals.
- Upon return to class, students will be required to turn in all work that was missed.  
Credit for in-class participation may be affected.

#### ***Out-of School Suspension***

The following steps will occur for an out-of-school suspension:

- Teachers will notify the Dean of Students of the student's behavior.
- A conference will be held with parents or guardians to discuss the terms of the suspension.
- Student will be prohibited from being on Eastbrook Church/Eastbrook Academy property during normal school hours.
- Students will be prohibited from participating in extra-curricular activities, games, practices, or rehearsals.
- Student is expected to complete all assignments given during the time of their suspension. Any assignments, quizzes, tests or exams administered during the student suspension will need to be made up immediately upon return to school.

### EXPULSION

Expulsion is the legal termination of a student's privilege to attend school. Under Wisconsin state law, all students are required to attend school until the age of 18 or when their high school class graduates.

- Only the School Board has the right to expel a student. Official transcripts will be released only after all outstanding financial obligations (tuition, before/after care, hot lunch) have been met and all school property has been returned.

- Any student expelled may not be on Eastbrook Academy property (during school or school functions) or be present at Academy functions. Expulsion is the final step of discipline at the Academy. Therefore, a student who is expelled will not be permitted to return.

### DUE PROCESS

Students who are expelled may appeal. Appeals are handled by the Eastbrook Academy school board chair and/or vice chair. Appeals must be in writing, must be received within five (5) days of the decision, and must state the basis for appeal.

The board chair and/or vice chair may gather information and speak with individuals as he/she deems appropriate and may consult with board members and/or the board as a whole before reaching a decision. The board chair's and/or vice chair's decision is final.

## **POLICY FOR GRANTING HIGH SCHOOL DIPLOMA**

The minimum coursework required to receive a High School diploma from Eastbrook Academy is 22 credits of course work. Although most students will earn 28-32 credits, students are required to successfully complete the following number of credits in each subject area:

- English – 4 credits
- History – 4 credits
- Math – 4 credits
- Science – 4 credits
- Foreign Language – 3 credits
- Physical Education - 1.5 credits
- Fine Arts – 1 credit
- Rhetoric – 0.5 credits

Upon completion of the program requirements, student academic performance is reviewed by the faculty, in conjunction with the High School Head. Students are recommended for graduation based on verification that all criteria for granting a high school diploma have been successfully completed.

## **POLICY FOR ACCEPTING TRANSFER CREDITS**

Eastbrook Academy will consider accepting school credit from other institutions to the extent that coursework at the previous institution is documented and in accordance with Eastbrook Academy's academic standards as adopted under Eastbrook Academy's Pupil Academic Standards. All final determinations for the acceptance or rejection of transfer credits shall be made at the discretion of the Head of School.

## **NOTICE OF NONDISCRIMINATORY POLICY**

Eastbrook Academy does not discriminate against pupils on the basis of race, color, national and ethnic origin, sex, age or disability in administration of its educational policies, admissions policies, scholarship programs, and other school-administered programs. Federal law prohibits discrimination in education or employment on the basis of age, race, color, national origin, sex, religion or handicap. Questions, comments or concerns can be addressed by any school administrator.

## **VISITORS**

Eastbrook Academy is a closed campus; therefore, all visitors (including parents or guardians) requesting access to Eastbrook Academy's building must sign in to the Academy office and will be expected to wear a pass/name tag while on campus.

**Parents or guardians are encouraged to schedule an appointment for after school if they desire to meet with a teacher.**

#### CLASSROOM VISITS

- **Parents or guardians wishing** to visit a class should contact the teacher to make arrangements. The teacher should then inform the Academy office.
- **Students wishing** to bring a guest to school must obtain approval from the Head of School and register with the Academy office at least one day in advance. Upon approval, the Academy office will notify faculty of the upcoming visitor. Be sure your visitor dresses appropriately and is familiar with the necessary school guidelines.

#### DANCES AND SOCIAL EVENTS

Occasionally, Eastbrook Academy High School hosts dances and other social events for students. All attendees of EBA HS sponsored social events, including dances, should be students currently enrolled in High School or alumni of EBA. Students visiting from other High Schools must:

- come as a guest of a current EBA student,
- present a valid and current High School ID to be admitted to the event.

Eastbrook Academy administration, faculty and staff reserve the right to restrict attendance to dances and social events for any guest that does not meet these standards.