



**MIDDLE SCHOOL AND HIGH
SCHOOL
STUDENT AND
PARENT HANDBOOK
2019/2020**

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CONTACT AND GENERAL INFORMATION

EASTBROOK ACADEMY

Address: 5375 N Green Bay Ave Milwaukee WI 53209

Website: eastbrookacademy.org

Phone: 414-228-7905

Fax: 414-228-9854

General Information: Annette Enters – aenters@eastbrookacademy.org

School Hours: 8:20am – 3:35pm

Half Day (K4 and K5) 8:20am – 12:30pm

Office Hours 8:00am – 4:00pm

Office Hours (Summer) 9:00am-1:00pm

Accreditation

Independent Schools Association of the Central States (ISACS)

Affiliations

Association of Christian Schools International (ACSI)

Milwaukee Parental Choice Program (MPCP)

Partners Advancing Values in Education (PAVE)/Schools That Can-Milwaukee (STCM)

Wisconsin Parental Choice Program (WPCP)

School Board of Directors

Board Chair	Kim Somenske
Board Vice Chair	Anne Osterwind
Treasurer	Ajoy Bose
Secretary	Karen Eggert
Church Council Representative	Lisa Bueth
Board Member	Matt Buerosse
Board Member	Ronett Jacobs
Board Member	Tawnya Ganfield
Board Member	George Loxton

SCHOOL PROFILE

A Christ-Centered Academic Community

Mission Statement

Eastbrook Academy exists to support families from diverse backgrounds in the academic and spiritual development of their children for college preparation and life. Eastbrook Academy is founded to impart a rigorous classical education in a loving environment committed to Christian living.

School History

Through a commitment to St. Nicholas parish to maintain a school as a ministry of the church, a vision grew out of Eastbrook Church leaders whose desire was to develop a diverse group of strong Christian leaders for the future of Milwaukee. By equipping individuals with a superior education and the skills needed to access higher education, a unique model of classical and Christian education was born. Eastbrook Academy opened its doors in 1998. Christian teachers with high academic standards began with a pre-school, four and five year-old kindergartens, and a first grade. The Academy added successive grades in the following years, culminating in a K4-8 school.

In 2006, Eastbrook Academy High School came into existence with its first ninth grade class. Facilities were expanded to include a gymnasium, additional classroom space, elevators, and a connection space between classroom and worship areas. This expansion was made possible through individual contributions and the financial support of organizations such as Partners Advancing Values in Education (PAVE), the Walton Family Foundation, and the Bill and Melinda Gates Foundation (TALC). In June of 2010, Eastbrook Academy held its first senior graduation. Since then, each graduating class has had 100% college acceptance and has been awarded generous scholarships and grants.

Statement of Faith

- **Scripture:** We believe the Scriptures to be the inspired Word of God, without error in the original writing; the complete revelation of His will for the salvation of men; and the Divine and final authority for all Christian faith and life. ([2 Tim.3:16](#); [2 Pet. 1:21](#))
- **Jesus Christ:** We believe Jesus Christ is true God and true Man, having been conceived of the Holy Spirit and born of the Virgin Mary. He died on the cross as a sacrifice for our sins according to the Scriptures. Further, He arose bodily from the dead and ascended into heaven, where, at the right hand of God the Father, He is now our High Priest and Advocate. In the person of the Holy Spirit, He indwells the believer. ([Lk 2:52](#); [Jn. 4:6](#), [Heb.5:8](#); [Jn. 1:3](#), [Jn.20:2](#))
- **Mankind:** We believe man was created in the image of God but fell into sin and is therefore spiritually dead. Only through regeneration by the Holy Spirit can salvation and spiritual life be obtained. ([Rom.5:12-21](#))
- **Christ's Return:** We believe in the personal and imminent return of our Lord Jesus Christ, and that this has a vital bearing on the personal life and service of the believer. ([1Jn. 2:28](#); [Acts 1:9-11](#))
- **God:** We believe in one God, Creator of all things, infinitely perfect and eternally existing in three persons: Father, Son and Holy Spirit. ([Deut. 6:4](#); [Matt. 3:11-17](#))

- **Holy Spirit:** We believe the ministry of the Holy Spirit is to glorify the Lord Jesus Christ, and during this age to convict, regenerate, seal, indwell, guide, instruct and empower the believer for life and service. ([Jn. 14:26](#); [Rom.8:14](#), [Jn.16:8](#); [Jn.3:5-6](#))
- **Salvation:** We believe the shed blood of Jesus Christ and His resurrection provide the only ground for justification and salvation of believers and only such as receive Jesus Christ are born of the Holy Spirit and thus become children of God. ([Jn.3:16](#); [Rom.5:10-11](#); [2 Cor.5:18-20](#); [Gal.4:4-6](#))
- **Judgment:** We believe in the bodily resurrection of the dead – of the believer to everlasting blessedness and joy with the Lord, and of the unbeliever to judgment and eternal separation from God. ([Jn. 5:28-29](#); [Rev.20:11-15](#))
- **The Church:** We believe the true Church is composed of all such persons who are regenerated by the Holy Spirit through saving faith in Jesus Christ, united together in the Body of Christ of which He is Lord and Head, and commissioned for the God-given task of proclaiming the Gospel to every person. ([1 Cor. 12:13](#))

Four Pillars of Eastbrook Academy

- Christian
- Classical
- Diverse
- Rigorous

FINANCIAL AID AND SCHOLARSHIPS

Financial Aid

Financial aid is available because of the generosity of financial contributions. All private pay families have the ability to request financial assistance. Decisions are need-based; applications are submitted through FACTS, which determines applicant need. Once Eastbrook Academy receives the verified application and need analysis determination through FACTS, a prayerful decision is made over each request. We are looking for good stewardship with limited resources, charitable contributions, and minimal debt. The highest aid receivable is 30% of the base tuition.

The financial aid funds will be placed on the student's financial account. All remaining tuition balances and incurred fees are the family's responsibility and must be paid in a timely manner to maintain a good standing.

Scholarships

As a result of generous donors at our annual Gala fundraiser, Eastbrook Academy is able to offer scholarships to families who demonstrate a good fit within the Academy, are academically prepared, and are looking for longevity.

All recipients of a Gala Scholarship must :

- Have continued academic performance meeting or exceeding 80% performance in all tested subjects, or a 3.0 GPA;
- Maintain attendance consistent with Academy expectations as stated in this handbook.

- Adhere to the expectations and behaviors outlined in our student handbook; and
- Contribute positively (including service requirements) to build our Christian community and be an ambassador for Eastbrook Academy.

Parents of recipients are required to:

- Consistently work with and support the school in partnership for their student's academic success and social involvement; and
- Contribute in our fundraising and community building efforts by volunteering and serving for activities and offering teacher / program support.

The scholarship funds will be placed on the student's financial account, any remaining tuition balances and incurred fees are the family's responsibility and must be paid in a timely manner to maintain a good standing.

Notice of Non-Discrimination Policy

USDA Nondiscrimination Statement Update

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](http://www.ascr.usda.gov/complaint_filing_cust.html), (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.

ACADEMIC GUIDELINES

To be considered a full time student at Eastbrook Academy, a student must be enrolled for a minimum of 8 on-site Eastbrook Academy core* classes per year with a minimum of 4 on-site core classes (0.67 FTE) per semester.

*Core classes include: Math, English, History, Science.

Grading Scale

	%	GPA		%	GPA
A	92-100	4.00	C	72-77	2.000
A-	90-91	3.667	C-	70-71	1.667
B+	88-89	3.333	D+	68-69	1.333
B	82-87	3.000	D	62-67	1.000
B-	80-81	2.667	D-	60-61	0.66
C+	78-79	2.333	F	0-59	0.000

We do not weight grades for our courses; whether they are AP, core curriculum or electives. Therefore a 4.0 is the highest GPA attainable.

Homework

The purpose of homework is to reinforce and improve academic skills while developing effective work habits. It is important that parents or guardians review their child's homework assignments and encourage good study habits. The times listed below are a general guideline for parents or guardians to judge how much time an average student should take to complete nightly assignments. If your child takes an excessive amount of time to complete the daily homework, please contact your child's classroom teacher to discuss possible alternative strategies.

Grade 5	50 minutes per day
Grade 6	60 minutes per day
Grade 7	70 minutes per day
Grade 8	80 minutes per day
Grades 9-12	2-3 hours per day

One important goal is to help our students learn how to manage their time in order to complete homework and projects on schedule. If a student in Grades 5-12 is missing a homework assignment, an "M" (Missing) will be entered into RenWeb for that assignment. This will immediately generate an email home notifying the parent of the missing homework. The student will have three days to get the assignment turned in. However, each day will result in 10 additional percentage points taken off. After

the third day, if the assignment is not in, the teacher will call the parent to set up a Before or After School Detention. Assignments not received will be assessed in ParentsWeb as a zero.

Our policy is the student must come during that time to complete the missing homework, although the student will not receive full credit for the work. Our hope is to encourage and teach our students to do their work as it is assigned.

Final Exams

The school year is divided into four quarters. Exams/Projects are administered at the end of each semester. Grades are compiled into semester averages as follows: 40% per quarter and 20% per final exam.

All exam documents remain the property of Eastbrook Academy and will not be sent home with students.

Report Cards and Progress Reports

Progress reports are available electronically on ParentsWeb immediately after the close of the first and third quarters. First semester report cards are mailed home in January. Second semester report cards are mailed home at the end of the school year.

Students who have not completed the necessary requirements for a class/subject may receive an “I” (incomplete) on their report cards. Students receiving an “I” must make arrangements with teachers and complete the missing work within the time period designated for each assignment. Assignments not received will be assessed in ParentsWeb as a zero.

Families requiring report cards immediately because of early withdrawal or other extenuating circumstances can contact the office.

Standardized Testing

Standardized tests are given throughout the year to document student growth. They may include:

- 5th-8th grade will be assessed using MobyMax.
- 5th-8th grade and 10th grade will take the state-mandated Forward Exam.
- ACT Aspire, PSAT, SAT, PreACT, ACT and AP exams are taken as they correspond to the students grade level. (High School parents and/or guardians will be assessed an additional fee for AP tests).

Drop/Add Policy

High School students may only make changes to their schedules during the first 5 full class days of a semester. In order to drop or add a class, the student must complete a Drop/Add Form (parent signature required) and submit it to the Head of High School for final approval. The form will be kept in the student's guidance file.

Academic Support

Eastbrook Academy will support students academically with the resources they have available in every way possible. These may include one on one time with the teacher during the day and/or help from a high school student or parent volunteer. Middle and High School teachers will be available at the end of the day for academic support during the Flex Block. The Flex Block is a time where students are able to work on homework and ask teachers questions based on their academic needs.

Honor Roll

The Honor Roll (scholastic recognition for grades 5-12) recognizes those students who have worked hard and excelled in their academics.

High Honor Roll	3.67 Semester GPA
Honor Roll	3.33 Semester GPA

Graduation Requirements

The minimum coursework required to receive a high school diploma from Eastbrook Academy is 22.5 credits of coursework. 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/Health - 1.5 credits
- Fine Arts – 1 credit
- Rhetoric - 1 credit
- Worldview - 3.5 credits (Parents may submit a written request to opt out due to religious reasons, but student will be provided an alternate 3.5 credits of related study)

Upon completion of the program requirements, student academic performance is reviewed by the faculty in conjunction with the Head of High School. Students are recommended for graduation based on verification that all criteria for granting a high school diploma have been successfully completed. In addition, once a student has met graduation requirements, the student will be considered a graduate and no longer eligible for enrollment. Those who meet these course requirements early will be invited to participate in the upcoming spring commencement ceremony.

In order to be considered an Eastbrook Academy graduate, students must maintain the status of full-time for each year of enrollment at the Academy, including your graduating year.

Seniors are required to pay a fee to cover the cost of the Commencement Ceremony (gowns, caps, diploma covers, refreshments, invitations, etc.)

Dual Credit and Classes Taken Outside of Our Offerings

While Eastbrook Academy offers a rigorous, comprehensive program that exceeds state standards, students may take Dual Credit classes and/or college classes while attending the Academy. Dual Credit courses will count for the normal .50 credit per semester as it is constructed for high school hours and pace. However, college level courses may be counted for 1.0 credit depending upon level and accreditation. Prior to enrolling in Dual Credit classes, all students must meet with the Head of High School and the College Guidance Counselor to discuss any plans. Acceptance of any college credit taken toward graduation is up to the discretion of the Academy Administration. Students may take Early College Credit

Credits

High School students receive credit for courses they have passed with a score of 60% (D-) or higher. A student who does not meet this requirement will not receive credit for the course. To graduate from Eastbrook Academy, students must achieve an overall GPA of 2.0 AND pass all core classes.

Transcripts

Written requests for official transcripts, when classes are in session, must be made to the Eastbrook Academy office at least ten (10) business days in advance of the requested pick-up date. Official transcripts requested when classes are NOT in session will be issued as soon as possible, but no sooner than ten (10) business days after a written request is submitted to the Academy office.

Graduating seniors will receive 3 copies of their official transcript a few weeks after the commencement ceremony. If any additional copies of the transcript are required at any time, please email the College Guidance Advisor or the main office. Please be aware that any additional transcripts will cost \$3.50 per transcript, if mailed and \$3.00 if picked up. Payment must be received before the transcripts go out. This covers the cost of time, printing, envelopes and postage. When you request a transcript to be sent via USPS, please share the name of the recipient and their address. If no name/address is provided the transcript will be prepared and left in the office for pick up.

Transcripts and report cards are withheld until any outstanding balances have been paid. (see Financial Responsibility Policy)

Transcripts issued by the Academy include only the courses taken while enrolled as an Eastbrook Academy High School student. Therefore, if documentation of a student's full high school career are needed for college admissions or employment purposes, transfer students are responsible for securing and reporting transcripts from any other secondary/post-secondary institution.

Letters of Recommendation

Students requesting letters/forms of recommendation for college applications or any other purpose, must present their requests in writing at least 10 school days prior to the due date. Students should provide the following items in writing to each reviewer:

- Mailing address, contact person, etc.
- What attributes the recommendation should specifically address
- A business-sized envelope with adequate postage

It is recommended that students send all letters of recommendation together in one envelope to a college or university. If the student has not applied online, letters should be sent with the application form.

Promotion and Retention

Eastbrook Academy utilizes report cards, teacher evaluations and other assessment tools to determine student progress and chart student performance. Students meeting expectations in all core subjects will be recommended for promotion to the next grade level. Any concerns regarding promotion will be addressed by the teacher and parent/guardian during the second semester of the school year. A final decision on retention will be communicated after the close of second semester grades.

TO BE PROMOTED AT EASTBROOK ACADEMY:

- Appropriate attendance as listed in our Attendance Policy.
- Middle School; Minimum GPA of 2.0 (C-)
- High School; Semester Minimum GPA of 2.0 **AND** pass all core courses

Any student who fails an elective class may have the option of retaking the class.

Failed grades remain on the transcript, regardless of whether the class is taken over again. Once a passing grade has been achieved, it will be added to the transcript. Options for retaking classes will be discussed with the Head of High School and College Guidance Counselor.

Academic Intervention

Eastbrook Academy has a process to assist students who either need greater challenge or are having difficulties academically in meeting the Academy standards. Once a need is noticed, the teacher will contact you to let you know of their concern. At that point, the teacher will try different strategies with the hopes that it will help your child.

If the teacher implemented interventions do not lead to improvement, or the student requires additional academic challenge, the teacher will then meet with a team of other teachers and administrators to develop an intervention plan (with the help of parents). If a child is still struggling after that time, the teacher will contact you to let you know we are requesting a parent meeting to come up with an individual plan for your child, called the Academic Improvement Contract (AIC).

Behavior Intervention

Like the academic intervention process, the behavior intervention process is much the same, though focused on being a catalyst for improving behavior so your child finds success at the Academy. The “Warrior Way” describes behavior expectations for all students and is reviewed with all students regularly. If interventions are not successful, a Behavior Improvement Contract will be implemented in the same way as the AIC.

Behavior Improvement Contract (**BIC**)

The Behavior Improvement Contract is similar to the AIC, with a focus on improving behavior. This is to facilitate a good learning environment for all students.

Academic Improvement Contract (**AIC**)

The Academic Improvement Contract is a proactive approach to addressing the academic needs of individual students, be it strengths and/or weaknesses. The AIC serves as a catalyst for student success and is not a punitive reaction to failure.

Students receiving a 69% or lower, in any core subject will automatically trigger the start of an intervention process.

Academic Probation

Academic Probation is reserved for the following groups of students:

- **All new students** are placed on probation for a period of one school year. New student status will not affect participation in co-curricular activities.
- **Students** who have been placed on an AIC but remain at a 69% or below in any core subject at the end of the quarter grading period.

Probation Process

In accordance with our mission to “support...the academic and spiritual development” of Eastbrook Academy students, probation occurs in order to raise the awareness of both parent/guardian and child when there is an urgent need for academic or behavioral improvement.

When a student is moved from AIC to Academic Probation, the following process will be followed to ensure open communication, expectations, and success for the student:

1. The Middle/High School Head will set up a meeting with you and your child (age appropriate) and go over the steps the school has already taken and devise a new plan (with your involvement) to help the child succeed .
2. Every two weeks, the progress of the probation will be reviewed, and you will be notified whether or not the plan is working.
3. If the plan is working, we will continue to monitor the situation to ensure success with the interventions put in place. If not, we will meet in person (once again) and try something else.

4. At the end of the probationary period, the Academy Administration will meet to review the data to determine the next steps.

Students who do not meet the terms of Academic or Behavioral Probation face possible loss of seat or retention for the following year at the Academy.

Co-Curricular Ineligibility

Opportunity and responsibility go hand in hand. It is important for students to recognize their responsibility to maintain high standards in academic studies as a prerequisite for co-curricular participation. **Any student who has been placed on academic probation will automatically be ineligible to participate in co-curricular activities.** This includes, but is not limited to, the following activities:

- Athletics
- Student Council
- Eastbrook Academy After School Activities

Academic Ineligibility is defined as the state in which a student is considered ineligible to participate in co-curricular activities because he/she has not met the terms of an AIC or is failing one or more core courses. This determination will be made by the Academy Administration. Academic Ineligibility at the beginning of the school year will be based on the student's performance from the previous school year.

Should a student be considered academically ineligible, he/she will be informed by the Heads of School. Coaches/directors will also be informed of all ineligible students.

Questions regarding participation may also occur if a student becomes involved in academic dishonesty, violates the disciplinary code, or is excessively absent from school.

CONDUCT AND DISCIPLINE GUIDELINES

Each child is created individually and uniquely by God. Every student that attends Eastbrook Academy is guided through the daily challenges of life at the Academy by gifted, godly teachers and administrators in partnership with parents or guardians.

The Academy requires students to be respectful, responsible, safe, and engaged in the classroom. This is outlined in the "Warrior Way" expectations which are shared with students and parents by staff at the start of the year and reviewed regularly during the school year.

Discipline Process

Teacher Managed Behaviors (<i>minor</i>) For specific descriptions of behaviors, please	Administrative Managed Behaviors (<i>major</i>) For specific descriptions of behaviors, please
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follow this link.	follow this link.
Defiance Disrespect Disruption Dress Code Violation Inappropriate Physical Contact (Play Fighting) Inappropriate Physical Contact (Other) Inappropriate Verbal Language Misuse of Property Off-task Tardy Technology Violation Theft (Minor)	AODA (Alcohol or Other Drug Abuse) Violation Arson Bomb Threat/False Report of Threat Bullying/Harassment Cheating/Plagiarism Closed Campus Violation Defiance (Major) Disrespect (Major) Disruption (Major) Fighting Forgery Inappropriate Display of Affection Insubordination Property Damage/Vandalism Technology Violation Theft (major) Truancy/Skipping Class Weapons/Safety Violation
<p>Process for Repeated Teacher-Managed Behaviors:</p> <ul style="list-style-type: none"> Repeat/re-teach expectations at teacher's discretion. When the frequency requires a call home to work with parents (not a “consequence”), teachers record in RenWeb under parent/teacher conference. If the behavior continues, the second parent contact (also recorded in RenWeb parent/teacher conference) would be a “warning” that if the behavior continues there will be an office referral. If the minor behavior continues after the second parent contact, then the issue becomes an Office Discipline Referral (ODR) recorded in RenWeb Discipline by teacher. <p>(Teachers use judgement to revert back to prior interventions as an extension of grace)</p>	<p>Process for Behavior Directly Referred as Office Discipline Referral (ODR)</p> <ul style="list-style-type: none"> Office Discipline Referrals written in Renweb discipline/behavior tab. Administrator will communicate if teacher needs to enter ODR. For ODRs (major or repeated minor violations) Administrator will communicate with parents about ODR and any other actions needed (bring appropriate uniform items, parent meeting, suspension, etc.) If the teacher feels the situation is unsafe, they should contact the office immediately for support from an administrator.

Teacher managed behavior consequences will vary depending on the teacher. However, some consequences might be to make amends (seek forgiveness), to practice the behavior the correct way (teacher discipline), to ask for parent input (reason together), and others. Please contact your child’s teacher first regarding teacher-managed behavior issues.

Administrative managed behavior consequences will reflect the level of the infraction. Some consequences might be counseling by the Middle/High School Head, restorations and reparations, loss of privileges, detentions, suspension or other measures necessary to remedy the situation. This can include loss of seat for behavior which is: 1) Repeated, 2) Endangering the health and safety of others or 3) Compromising of Eastbrook Academy Christian witness.

(See “Probation Process”)

Dismissal or 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 have been met and all school property has been returned.
- Any student expelled may not be on Eastbrook Academy property; during school hours 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 and/or vice chair’s decision is final.

Academic Dishonesty Policy

Eastbrook Academy is committed to maintaining a rigorous academic environment that fosters growth of character, creativity, and intellect. Academic dishonesty includes plagiarism, cheating, and unauthorized assistance on any academic exercise. Because these acts undermine the learning environment, the Academy will not tolerate any form of academic dishonesty.

Cheating is the use, or attempt to use unauthorized materials, information, technology, or assistance on assignments, projects, tests, or any other academic exercise during or outside of class.

Plagiarism is stealing another’s words or ideas and passing them off as one’s own; using another’s production without citing the source; presenting as new and original an idea or product derived from an existing source .

Disciplinary Measures

Students who cheat or plagiarize on a test, paper, project, or exam will not receive credit for the assignment and will be issued disciplinary action. This will be noted in the student's permanent academic record.

Based on the recommendation of Academy administration, a student found to be in violation of the academic honesty policy will be subject to the terms of academic and co-curricular probation. (See the section on "Probation Process" for terms and conditions of probation.) The student will be further subject to the consequences defined in the Discipline Process.

Repeated violation of the academic dishonesty policy may be grounds for suspension or expulsion.

Bullying and Harassment Policy

Eastbrook Academy strives to provide a safe, secure and respectful learning environment for all students in school buildings, on school grounds, and at school-sponsored activities. Bullying has a harmful social, physical, psychological, and academic impact on bullies, victims, and bystanders. The Academy consistently and vigorously addresses bullying so there is no disruption to the learning environment or process. **Breach of this policy is grounds for a loss of seat.**

Bullying is deliberate or intentional behavior using words or actions, intended to cause fear, intimidation, or harm. Bullying is repeated behavior and involves an imbalance of power. Harassment is bullying motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age, national origin, race, ethnicity, religion, gender, gender identity, sexual orientation, physical attributes, physical or mental ability or disability, and social, economic or family status.

Not all behaviors that hurt another person's feelings, are a manifestation of an interpersonal conflict, or are in some way unkind, amount to acts of bullying (or harassment) as defined in this policy. However, such negative behaviors are still a legitimate subject of concern and discipline within the school environment.

Bullying behavior can be:

- Physical (e.g. assault, hitting or punching, kicking, theft, threatening behavior)
- Verbal (e.g. threatening or intimidating language, taunting or name-calling, racist remarks)
- Indirect (e.g. spreading cruel rumors, intimidation through gestures, social exclusion and sending insulting messages or pictures by mobile phone or internet).

Bullying is prohibited in all schools, buildings, property, and educational environments, including any property or vehicle owned, leased or used by the Academy. This includes public transportation regularly used by students to go to and from school. Educational environments include, but are not limited to, every activity under school supervision.

Procedure for Reporting/Retaliation

All school staff members and school officials who observe, or become aware of, acts of bullying are required to report these acts to the Head of Middle/High School.

Any other person, including a student, who is either a victim of bullying or is aware of the bullying, is encouraged to report the conduct to an adult.

Reports of bullying may be made verbally or in writing and may be made confidentially to the Head of Middle/High School. Also, reports can be made confidentially by logging into ParentsWeb. All such reports, whether verbal or in writing, will be taken seriously and a clear account of the incident is to be documented.

There shall be no retaliation against individuals making such reports. Individuals engaging in retaliatory behavior will be subject to immediate disciplinary action.

Procedure for Investigating Reports of Bullying

The person assigned to conduct an investigation of the bullying report shall, within one school day, interview the person(s) who are the victim(s) of the bullying and collect whatever other information is necessary to determine the facts and the seriousness of the report.

Parents and/or guardians of each pupil involved in the bullying will be notified prior to the conclusion of the investigation. The Academy shall maintain the confidentiality of the report and any related pupil records to the extent required by law.

The following Academy employees have been identified as investigators.

- Head of School Michael Maxson
- Head of ~~Lower~~ MS/HS School Fredrick Pierce
- Head of Lower School Kellie Kok

Sanctions and Supports

If it is determined that students participated in bullying behavior or retaliated against anyone due to the reporting of bullying behavior, the Academy administration and school board may take disciplinary action, including: suspension, expulsion, and/or referral to law enforcement officials for possible legal action as appropriate. The Academy administration will provide support for the identified victim(s).

Disclosure and Public Reporting

The bullying policy will be distributed annually to all students enrolled in the Academy, their parents and/or guardians, and employees. The Academy will also provide a copy of the policy to any person who requests it.

GRIEVANCE GUIDELINES

Eastbrook Academy believes that the Bible commands every effort be taken 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 the Academy must be settled through Bible-based mediation.

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

Step two: If resolution cannot be reached with the help of the teacher, the situation should be presented to the Head of Middle/High School.

Step three: If resolution cannot be reached with the help of the Head of Middle/High School, the situation should be presented to the Academy 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 the Eastbrook Academy Board of Directors.

DRESS CODE

The Eastbrook Academy uniform reflects the formal academic standards of the Academy and is required for all students. A student who is not dressed according to code will be required to either secure appropriate attire from the office or call home to get appropriate attire, before returning to class, and will incur a loss of the next Dress Down Day. Students have "casual" days (M, TU, TH), formal days (every Wednesday) and dress down days (every Friday).

General Guidelines

- All clothing and shoes must be clean, fit well, and be in good repair.
- No tight fitting or revealing clothes, cargo pants or patch pockets.
- Shirts must be tucked in and boys must wear a belt.
- Shorts and skirts must be at or below the knee.
- Tights and socks must be solid navy or white.
- Shirts must be free of logos or writing, other than the EBA logo.
- Shoes must have a secure heel.
- No hats, hoods, scarves or any other items are allowed on heads inside the building.
- Students with tattoos must keep them covered at all times.
- Polo shirts must be true red or navy; Oxford shirts and blouses must be white; Pants, Shorts, Skirts and Jumpers must be khaki or navy.
- Sweatshirts are reserved for Dress Down Day.

Casual Day Guidelines

Middle School:

- Boys-uniform pants or shorts; polo or oxford shirt; sweater or fleece; neutral colored shoes
- Girls-uniform pants, shorts, skirts, capris or jumper; polo, oxford or collared shirt; sweater or fleece.

High School:

- Boys-uniform pants or shorts; polo or oxford shirt; sweater or fleece; leather dress shoes (brown or black) or Athletic shoes (white or black).
- Girls-uniform pants, shorts, skirts, capri's or jumper; polo, oxford shirt or collared blouse, sweater or fleece.

Formal Day Guidelines

Middle School:

- Boys-uniform pants; oxford shirt; sweater or fleece; leather dress shoes (brown or black); belt
- Girls-uniform skirt, jumper or dress pants; oxford shirt or collared blouse; sweater or fleece; tights; leather dress shoes (brown or black)

High School:

- Boys-Uniform pants; oxford shirt; blazer (navy) or sweater (true red or navy); tie (Land's End, hunter/classic navy plaid or classic navy crimson stripe); leather dress shoes (brown or black); dress socks; and belt.
- Girls-Uniform skirt (khaki, navy or Bel Aire plaid) or dress pants; oxford shirt or collared blouse; blazer (navy) or sweater (true red or navy); tights or socks; leather dress shoes (brown or black).

Dress Down Day Guidelines (DDD)

Dress Down Days (DDD) do not require students to follow the regular dress code. However, Academy standards of modesty are enforced every day. If a student's attire is found inappropriate, they must change into something acceptable and they will lose their next DDD.

- Shorts, dresses and skirts must be knee-length or longer.
- Pants must be worn at the waist. Absolutely no sagging tolerated.
- Any writing on clothing must reflect the values of the school.
- Leggings ("jeggings") and other types of tight pants (yoga pants, Under Armor, or tights) are NOT permitted unless worn under a skirt, sweater, or tunic top that reaches to the knee.

Lost & Found

Clothing, personal items, textbooks and backpacks lost during the day are placed in the Lost and Found (back stairwell on the first floor) with the exception of valuables such as money, jewelry and eyeglasses, which are kept in the Academy office. It is the responsibility of the student to look for misplaced items. Students whose belongings continue to show up in the Lost and Found will incur disciplinary action. Items in the Lost and Found will be periodically donated to charity.

ATTENDANCE GUIDELINES

While absences are sometimes unavoidable, please keep the following guidelines in mind when considering keeping your child home from school:

- Make-up work accumulated during an excused absence will be listed in ParentsWeb as “I” or “M” for incomplete or missing. If the work is not turned in within the make-up period, the “I” or “M” will be calculated as a zero, affecting the student’s final grade.
- Students who are truant may not make up missed work.
- Full and half-day absences are recorded on student transcripts.

Daily absences due to issues such as personal illness, family emergency requiring the presence of the student, funerals, and religious holidays, legal or medical obligations will be considered School Excused. This policy exists to ensure students do not miss critical instruction and minimize distractions to instruction. Our student’s academic success is one of our highest priorities.

- In the event of an absence, a parent or guardian must contact the Academy office by 8:30 am each day of the absence. Absences cannot be excused by the teacher. The office must be contacted for a School Excused or Parent Excused Absence. Any absences not communicated with the office will be considered unexcused.
- Arrangements should be made with the teachers to pick up missed assignments.
- Students who have a fever, diarrhea or vomiting should not attend school until their symptoms subside without the use of medication for a 24 hour period.
- Students who miss school will not be permitted to practice or participate in any co-curricular events scheduled for that day.
- Students have one day for every day of excused absence to make up work. Tests and exams must be rescheduled with each individual teacher. In cases of extreme illnesses or medical complications, other arrangements will be made.
- It is the responsibility of the student/parent/guardian to ask each teacher about work the student has missed.
- The Head of School or appropriate School Head may request a doctor’s note in order to School Excuse the absence if the student is sick more than 5 days in any semester.
- If the student has a medical or dental appointment, a partial day absence can be School Excused if a note is brought from the medical office where the appointment took place.

Parent Excused Absence

Any student absence which is not School Excused may be Parent Excused (per state law) for up to ten separate school days during the school calendar year. **Both full or partial day absences count toward the ten day total.** When five days of Parent Excused absences have been used, a letter will be sent to parents to set up a conference with the school head. After the ten days of Parent Excused absences are

used, a conference will be held with families to develop a Probation Contract. Any further absences (excluding school excused) will be labeled as an Unexcused Absence (truancy). Families are strongly discouraged from scheduling vacation during the school year. Any unexcused absence would receive notification. After the 4th unexcused absence a meeting would be set up with administration.

Unexcused Absences (Truancy)

If a student is truant for part or all of more than 5 days in a semester, this is considered habitual truancy and will result in a loss of seat.

Leaving Campus

Eastbrook Academy is a closed campus. Parents or guardians who wish to take their child off campus must send a note to their child's teacher and to the School Office indicating the time and reason for the departure. All students must be signed out of the office before leaving campus. The following rules apply:

- All students should remain in class unless released by proper school procedure. Students must exit the building by 4 p.m. (HS) or be in a school sanctioned and supervised activity (MS/HS).
- Students must remain on campus during passing periods; automobiles are not to be used as lockers.
- Administration will determine who can go to Holy Grounds Coffeehouse for lunch at their parent's discretion.
- Middle School students must eat lunch in the Academy cafeteria with their classmates.
- The Academy is not responsible for students who leave campus without permission.

TARDINESS GUIDELINES

Consistent, on-time attendance is the minimum standard for success in employment. It is a mutual, common courtesy and responsibility in relationships. It is also part of the safe, stable school environment that Eastbrook Academy seeks to provide for all its students. In addition, the rigorous pace at the Academy makes it difficult for students to catch up if they fall behind. For all of these reasons, the Academy adheres to the policy below for all students.

Beginning of the Day Tardy

Parents and guardians are encouraged to consider 8:00am as the start of school so that their children understand the importance of being on time a healthy habit. Students will be admitted into the building (at 8:10am for Middle School and 8:00am for High School) to go to their lockers. The start of the school day is marked by the ringing of the bell at 8:20am for the start of homeroom. Anyone arriving late to school will be considered tardy and must check with the office for an "Admit to Class" pass before proceeding to class. Late students are responsible to get any notes, assignments, or turn in any work missed.

Students will be marked tardy if they arrive to class after 8:20 am, but before 8:35 am. After 8:35 am, they will be marked Unexcused Absence or Parent Excused Absence (depending on the parent report). Bringing your child to school on time is the responsibility of the parent/guardian.

Students are allowed three beginning of the day tardies, no matter the reason, every quarter without penalty.

Parents whose students exceed the allowable tardies (three/quarter)* will be contacted by the Middle/High School Head in writing regarding the student's truancy to set up an Attendance Improvement Contract and any future Beginning of the Day Tardies will be automatically marked as one of the ten allowable Parent Excused Absences (please see "Parent Excused Absence"). However, if the total Beginning of the Day Tardies exceeds ten days any time during the school year, additional Beginning of the Day Tardies will automatically be marked toward the ten allowable Parent Excused Absences. After the ten days of Parent Excused Absence are used, a conference will be held with families to develop an Attendance Probation Contract. Any further absences (excluding School Excused) will be labeled as an Unexcused Absence (truancy). If a student is truant for more than 5 days in a semester, this is considered habitual truancy and will result in a loss of seat.

Medical appointments are not counted when accompanied by a note from the doctor.

Tardy Between Classes

Late students are expected to enter class quietly and find their seats quickly so as not to disturb other students. Each quarter, the first two Tardy to Class, other than homeroom, will be issued without penalty; all subsequent tardies will result in Friday after school detention. Tardies are cumulative within each quarter.

PICK-UP/DROP-OFF PROCEDURES

- The south entrance to the west parking lot opens at 8 am. Eastbrook Academy is not open and does not provide supervision for students before 8 AM. Please do not drop off children at the Eastbrook Campus (including Holy Grounds) before 8 AM. The only exceptions are students who participate in paid before/after care (YMCA), or students who have a written pass from a teacher, supervising staff member, or coach.
- Both drop-off and pick-up takes place in the back of the school building. Cars turn off of Green Bay Avenue to the south gate and proceed to the west side of the school, lining up in the lane with the speed bumps, closest to the school building. The right lane is for unloading and loading students and the left lane is for passing to exit.
- Upon entering the drop-off and pick-up line, parents or guardians must remain in their vehicles and move through the line quickly and cautiously. Parents should park in the West parking lot if they need to leave their vehicles for any reason.

- The carline is open from 8 AM to 8:15 AM in the morning and from 3:10-3:50 PM each school day. If you arrive early, please park in the lot until carline is open. If you arrive after 3:50, please go to the front entrance to pick up your child. In the morning after 8:20, drop your child off at the front entrance to get a tardy pass.
- **All students will be dismissed at 3:35. Car line is for families with LS STUDENTS ONLY. Any family that has ONLY MS/HS STUDENTS MUST PARK in the lot. LS families who also have MS/HS student(s), may pick up their LS student in carline, but then proceed to park if still waiting upon their MS/HS students. Another option is for MS/HS students to use one of the two designated crosswalks to walk with their younger siblings to their vehicle. Crosswalks will be supervised by school staff or volunteers.**
- For Pick-Up, each LS family will be given a sign to display in the windshield of their car. Only cars displaying the sign are able to load students in the car line. Cars regularly showing up without a sign will be asked to park and use the crosswalk to pick up their student. If you lose your sign, contact the office for a replacement.
- In the case of inclement weather (rain, or wind chill below 10 degrees), students will wait inside to be dismissed from the building. All other procedures remain the same.
- Please be mindful of buses picking up and dropping off students.
- Parents or guardians who need to come to the Academy office should park in the front parking area and check in with the main office.
- Students who are not registered for Aftercare with the YMCA must be picked up within 15 minutes after dismissal time or the students will be escorted to the main office. Parents will be required to pick up their child in the main office by 4:00 PM or arrange for someone to come to the main office to pick up their child. If this happens more than once in any quarter, parents will be required to attend a meeting with the Head of School or Middle/High School Head to develop an approved list of contacts for the school to call in order for them to pick up the child from school or designated families at the Academy who are allowed to take the student home.
- If a child is not picked up by a parent or designee, after the office closes at 4:00 PM, a supervision fee of \$1 a minute per student will be charged to the family. Milwaukee Police may be called to pick up the child for their own safety. At no time will a child be left without supervision.

FINANCIAL RESPONSIBILITY POLICY

Parents agree to pay financial obligations on time. Financial responsibilities include, but are not limited to:

- Tuition
- Before and After Care charges
- Lunch account
- Lost books
- Damages to school property, equipment, books, etc. caused by a student

Tuition Refund Policy

Any private pay family whose student does not complete the entire school year is responsible for their student's tuition fees through the remainder of the month of which the withdrawal takes place. All tuition payments will continue to be collected through the FACTS payment system.

All student tuition balances MUST be paid in full before the end of the school year. The Academy reserves the right to dismiss students if financial obligations are not fulfilled. Report cards, transcripts, and cumulative files will be withheld for families who have outstanding tuition, lunch, and/or missing/damaged textbook balances.

SCHOOL PROPERTY

Eastbrook Academy is blessed with beautiful campus facilities. Students are expected to be good stewards of the Academy premises with the understanding that it is a shared facility with Eastbrook Church and its many ministries. This means they are expected to leave any place they occupy in the condition in which they found it or better.

Textbooks

Eastbrook Academy issues all basic classroom textbooks to students for use during the school year. These texts remain the property of the Academy and are on loan to the student. Students may be required to cover their books to help protect and preserve them. Please cover books in such a way that tape or adhesives do not damage the inside of the book, the edges, or the binding.

Textbooks are numbered to record the book given to each student at the beginning of the year. The condition of the textbook will be recorded at the time it is issued and examined again at the end of the school year.

Students who cause undue wear and tear or other damage will be issued a fine to compensate for the damage to the book. If a book is unusable or lost, the student will be charged the replacement cost of the book.

Lockers

Lockers are an extension of the classroom and must be treated with respect and care. Students are responsible for maintaining their lockers. Lockers are not meant to be closets and need to be kept clean and orderly, in conjunction with the following guidelines:

- Each student in grades 5–12 will be assigned a locker. Students may only use the locker that is assigned to them.
- Students caught in another student's locker without permission will be reprimanded and consequences may be applied.
- Students whose lockers are defaced, damaged or broken as a result of misuse will be charged for the repair or replacement of the locker.

- Students are expected to keep their lockers neat. Items should not be visible or hanging out when the door is closed.
- No food or food containers are to be stored in lockers overnight.
- No weapons of any kind are allowed on the Academy campus.
- No medications of any kind are allowed in lockers. All medications are to be kept for distribution in the Academy office, in accordance with state regulations.
- Appropriate pictures are allowed on the inside of the lockers only and must be attached to the locker with magnets. Tape of any kind is not permitted.
- Graffiti of any kind is strictly prohibited.
- The Academy reserves the right to enter/open any student's locker at any time. Students and/or parents/guardians will be provided an explanation for locker searches.
- The Academy faculty and staff have the authority to determine what is appropriate or inappropriate.

Computer Use

Computers are a useful tool to support the learning that takes place before, during, and after school hours. We are pleased to offer students the use of a computer lab while studying at the Academy during the school day. The expense of the computers means that extra care needs to be applied when using them. The following are guidelines for computer usage:

- No eating or drinking allowed in the computer lab or when a laptop is in use.
- No jostling, horseplay, etc. around the computers.
- For virus protection purposes, no disk or file sharing.
- No password sharing.
- Any student viewing inappropriate content on the internet will be banned from using school computers for a period of time established by the Head of School. The ban may include class time. In order to regain privileges, a meeting may be required with the student, parents or guardians and the Head of School.
- Students may not check email, do social networking, or chat. The computer lab is used only for school-related activity.
- Students may not add or attempt to remove software or files without the permission of an Eastbrook Academy faculty member.
- All students, parents or guardians and Eastbrook Academy faculty are required to read and sign the Internet Use Agreement found on RenWeb under "Resource Documents."

PERSONAL PROPERTY

Laptops and Other Hand-held Devices

School issued Chromebooks are offered at the 9-12th grade level, but must be used in ways that enhance the student's learning and do not create a distraction. No personal computers are to be used without administrative clearance.

- The use of laptops in the classroom is solely up to the classroom teacher's discretion.
- Teachers and administration have the right to confiscate devices that are being used in a disruptive manner during school hours.
- Students using these devices for inappropriate or questionable activities will not be allowed to use their own device while school is in session.
- The Academy administration reserves the right to judge what is appropriate or inappropriate.

Cell Phones

Students are not permitted to use cell phones during school hours. If parents or guardians desire to send a cell phone with their child for communication at times other than during the school day, please use the following guidelines:

- Cell phones must be turned off and stored away in the locker or it will be confiscated and sent to the office. First offense, the student can claim it, second offense, parent must claim it.
- HS students can use cell phones in classrooms with teacher permission for academic purposes.
- Please do not call or text your child during school hours. You can call the office at 414-228-7905 if you need to get a message to your child.
- Be sure your child understands these devices are for emergency use, not for play.
- Texting by students during class time is strictly prohibited.

Eastbrook Academy is not responsible for lost, stolen, or damaged devices. Please talk with your child about how best to care for devices and keep them secure.

SAFETY AND SECURITY

The security and safety of all students is a high priority at Eastbrook Academy. For that reason, parents or guardians must:

- Complete an Emergency Contact Form, which includes: medication disbursement and authorization, allergy alerts, and contact information for each child.
- Inform the Academy office immediately of any phone numbers or email changes.
- Designate someone who can be contacted to be responsible for your child if you are unavailable.

Emergency Evacuation

If an emergency is declared during the school day, all students will be evacuated to the west parking lot in back of Eastbrook Academy to await instructions from the Emergency Response Team/Designated Emergency Staff (ERT/DES). Students will not be permitted to leave the premises or use personal cell phones. An Emergency Action Plan is posted in every room throughout the building.

Disaster Drills

Eastbrook Academy will routinely evaluate and review its plans for natural disasters.

Fire and tornado drills are held periodically during the school year. Instructions for these drills will be given to the students by the teacher at the beginning of each school year and will also be posted in written form in each classroom. At the time of each drill, students are expected to leave the room in an orderly manner and proceed to the proper location without talking. Students should recognize the seriousness of such a drill and act accordingly.

Alternate Rides Home

If someone other than the regularly scheduled driver must pick up your child from school, please send a written notice to your child's teacher or call the Academy office before 3:00pm. In the body of the written notice, please include the name of the substitute driver.

Student Drivers

Driving and parking on school property is a privilege. All students who drive to school must know and observe the following regulations:

- Student drivers are required to park in the parking lot at the front of the school building.
- Student vehicles are not to be used as lockers.
- Students will not be permitted to go to the parking lot during the school day unless they have administrator permission and a valid Car Pass from the main office.
- Students are not to drive from school grounds during the school day without parent permission that has been verified in the main office. Please refer to the section explaining sign-in and sign-out procedures.
- No speeding or any other form of reckless driving on school grounds.
- The school is not responsible for the vehicle or its contents. Students should make every effort to hide from view any valuables left inside their vehicles.
- Student vehicles are subject to search by an administrator when there is reasonable suspicion that dangerous, stolen, or illegal goods may be present. A student's refusal to cooperate with such an examination may be considered sufficient reason to suspend the student, involve law enforcement, or immediately dismiss the student.

Parent Volunteers

All volunteers need to fill out a Volunteer Application and must have a background check. The Volunteer Application is located on ParentsWeb under "Resource Documents," or can be requested at the Academy office.

For further information about volunteer opportunities, contact the Development Director.

Visitors

Eastbrook Academy is a closed campus; therefore, all visitors (including parents or guardians) requesting access to Eastbrook Academy buildings must enter and sign in to the Academy office and will be expected to wear a pass/name tag while on campus. If a person is found on campus or attempting to enter the building without a pass/name tag, they will be directed immediately to the main office.

In order to prepare and make parent/teacher meetings effective, parents or guardians are encouraged to schedule an appointment for after school at least 24 hours in advance if they desire to meet with a teacher.

Classroom Visits

- **Parents or guardians** wishing to visit a class must contact the teacher to make arrangements at least 24 hours in advance. The teacher will then inform the Academy office. Parents are required to sign in upon entry into the building.
- **Students visitors are discouraged in order to avoid disrupting class.** People interested in visiting the school for potential enrollment should work through the Admissions Director to arrange a “shadow day”. Families wishing to bring a student visitor to school must have a parent chaperone and contact the Head of School at least a week in advance.

Dances and Social Events

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

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

The Academy administration, faculty and staff reserve the right to restrict attendance to dances and social events for any guest that do meet these standards.

SCHOOL COMMUNICATION

In order to maintain consistency, all Eastbrook Academy communications (flyers, posters, social media, etc.), must come through the Eastbrook Academy Office. If parents or students want to communicate to EBA families regarding community events, fundraisers, or other important announcements, those messages should be sent directly to the main office. The office will approve the communications and the venues for those messages. In line with Eastbrook Academy commitment to community/parent partnership, the faculty at the Academy makes every effort to maintain close communication with families through the following ways:

ParentsWeb

ParentsWeb is the web-based communication tool that Eastbrook Academy employs to help keep parents/guardians and students informed about daily assignments, academic progress, announcements, student schedules, and the Academy calendar. Parents must check ParentsWeb regularly to ensure that student progress aligns with the Academy standards. If any issues arise, please contact either the Middle/High School Head. Please visit the academy website for video instructions on creating an account.

Email

Direct email is an acceptable form of communication between teachers and parents/guardians. All-School emails from the Administrative Team are used for high level communication.

Notes and Reminders

Weekly Notes & Reminders via email lists upcoming events, reminders and important announcements pertinent to the Academy-wide community. Parents or guardians are encouraged to carefully read its content and transfer important dates to their calendars. For grade or school specific information, parents are encouraged to regularly communicate with teachers.

School Closings

In the event of school closings due to inclement weather or an emergency, parents will be alerted through our Parent Alert system (see Parent Alert Text below). The message will also be posted to local media (radio, television) usually before 6 AM.

Social Media

Eastbrook Academy maintains a website, hosts a Facebook Public Page and Grade Level Private Pages, as well as, an Instagram Account. Just like most academic websites, eastbrookacademy.org is an online source for general Academy-wide information. You can also find additional information such as event listings, parent resource pages, and college/athletic links.

Google Calendar

An EBA Parent Calendar, located publicly on the website, will be your best resource for event planning.

Parent-Teacher Conferences

Parent-Teacher Conferences for all grades help reinforce a good relationship. Eastbrook Academy schedules Parent-Teacher Conferences two times per year. Conferences in the first semester are required for at least one parent. Second semester Parent-Teacher Conferences are optional. Attendance of both parents/guardians is highly encouraged at all Parent-Teacher Conferences. Should additional conferences be desired, arrangements can be made for an appointment directly with the teacher.

Annual Report

The Annual Report is prepared to provide a financial summary of the previous year.

Parent Alert Text

Eastbrook Academy reserves texting for School Closings or an Emergency. The Academy will send a Parent Alert regarding the situation using an automated voice, text, and email messaging service to all home numbers, cell phone numbers, and email addresses in the Academy's database.

HEALTH AND MEDICAL GUIDELINES

Eastbrook Academy is concerned not only with the academic and spiritual well-being of our students but also for their physical and emotional well-being.

Illness or Injury at School

Eastbrook Academy does not have a full-time nurse to assist students in the event of illness or injury at school. In the event of an emergency, parents/guardians will be contacted immediately by the Academy secretary. For life-threatening emergencies, in addition to contacting the parents or guardians, the Academy will call an ambulance.

Medical Records

Eastbrook Academy requires up-to-date medical records to be on file for each student by the beginning of each school year. In addition, the law requires that immunizations be up-to-date and on file at Eastbrook Academy. Students with incomplete immunization records may not be allowed to attend classes.

Medical records are confidential and will be handled as such. The Academy will only share pertinent and necessary information about your child, to the appropriate faculty members. Pertinent information includes food allergies, bee allergies, asthma, etc.

Medication Administration

In order for medication to be given at school, the following requirements must be met:

- **Over-the-Counter Medications** must be provided from home and will only be given with a completed Permission for Medication form signed by the parent/guardian. The medication must be sent in the original packaging, labeled with the student's name, and kept in the school office. Written authorization must include the name of the medication, dates, times and dosage to be given. Any changes (in dosage, etc.) from the package directions require a doctor's signature.
- **Prescription Medications** can be given with a completed Permission for Medication form signed by the parent and the physician. The medication must be sent in the original prescription container, labeled with the student's name, and kept in the Academy office. Written authorization must include the name of the medication, dates, times, and dosage to be given.
- **ALL** medication brought to school must be given to the Nurse or the School Office. Students are **NOT** permitted to carry medications other than Epipens, rescue inhalers, or diabetic insulin with them or keep them in their desks, lockers, or backpacks.
- No medication will be administered without proper **written** authorization. **No Exceptions.**
- The Academy will not accept medication in unlabeled containers.

Illness and School Absence

Students are not permitted to attend school if they have any of the conditions listed below. If they are found to have these conditions at school, parents or guardians will be notified to make arrangements and students must be picked up in a timely manner.

- Fever: Student may not return to school until his/her temperature is normal for 24 hours without the use of fever reducing medications.
- Vomiting and/or diarrhea: Student may not return to school until able to eat and drink for 24 hours.
- Red, itchy eyes with a discharge: Student must be seen by a doctor and necessary antibiotics must be administered for 24 hours prior to returning to school.
- Undiagnosed rash on face or body: Student must be seen by a doctor prior to returning to school.
- Any illness where there is a possibility of infecting others such as strep throat, chicken pox, etc.
- Any illness or injury that will prevent a student from sitting in class and learning without disrupting class.

Head Lice

If a student is found to have head lice, they will be immediately dismissed from school. Students must be treated, and have all nits removed. Prior to readmission to class, students will be screened and confirmed nit-free through the office.

Notification of Prolonged Health Conditions

Parents or guardians are required to inform the Academy of any chronic or prolonged medical conditions that could impact a student's ability to participate fully in normal athletic or physical activities. If a student cannot participate in PE, recess, or other physical activities, a note should be sent to the Academy briefly explaining the condition and requesting that the student be excused from participation in specific activities. If the excuse is for a period longer than one week, a physician's note must be given to the PE instructor.

The Academy office will make sure the appropriate faculty members are aware of any restrictions or conditions affecting your child's performance in any school activity.

Child Abuse

Eastbrook Academy is required by law to report any allegation of child abuse to the proper governmental authority. The Academy will handle situations carefully and according to legal guidelines. The ultimate goal is to be sure that the physical and mental health of each child is protected. The Academy will seek professional and legal consultation in regards to any incident of child abuse.

Communicable Disease Policy

Eastbrook Academy strives to maintain a safe and healthy learning and working environment for its students and staff. It is the policy of the Academy to have a two-fold approach to dealing with communicable diseases – prevention of illness/diseases and appropriate response to widespread illness/disease outbreak.

- **Basic Prevention:**

The administration and staff of Eastbrook Academy strives to maintain a healthy and clean learning atmosphere for the students in attendance. This is done by:

- Encouraging good personal hygiene. Teachers will encourage good hand washing or the use of hand sanitizer when appropriate.
- Each classroom/teacher is responsible for keeping the desks, tables and chairs clean with multi-purpose cleaner.
- Refer to the Eastbrook Academy “Clean-up of Bodily Fluids” policy and procedure for larger bodily fluid spills.

- **Immunizations:**

In accordance with Wisconsin Statute sec. 120.12(16)(a)(b) and Eastbrook Academy Student Handbook, each student enrolled at the Academy must provide evidence of receiving the state required immunizations appropriate for their age and grade OR claim one of three waivers: personal conviction, health or religious. Failure to provide a record of immunizations prior to the state mandated deadline will result in the student being excluded from school for no more than five consecutive school days.

- **Exclusion from School:**

Eastbrook Academy understands that from time to time students fall ill. According to Wisconsin Statute sec. 252.21 (1)(6) and the Eastbrook Academy Student Handbook, if a student becomes ill while at school, parents will be notified and expected to pick their child up in a timely manner. Basic criteria for if and when a student should either be sent home or kept home is outlined in the “When to Keep Your Student Home from School” brochure available through the Academy Health office. The Academy also follows the guidelines and recommendations put forth by the Milwaukee Health Department as well as the Wisconsin Department of Health and Family Services. Students without the proper immunizations may be excluded from school in the event of exposure to certain communicable diseases (ex. Measles, Pertussis). The Academy Administration will follow the guidelines set forth by the CDC, The Wisconsin Department of Health and Family Services and the local Public Health Department when determining exclusion in these circumstances.

Response to Widespread Outbreaks

Occasionally, there will be a communicable disease (viral or bacterial) that becomes widespread either in the community or in the school itself. It is the desire of Eastbrook Academy administration to respond to such an event in a logical, organized, well planned manner. This response will be a collaborative effort between the head of school, the school nurse, parents, and if necessary the local health department.

LUNCH PROGRAM GUIDELINES

Eastbrook Academy offers a nutritious and convenient lunch time meal option for students every day. Each meal includes a main entrée, fruit & vegetable bar, and choice of fat-free and low-fat milk. (Individual items are not sold separately, except milk). Lunch menus are published monthly and are

available on the website, just outside the Academy office, in the high school wing, and in the lunchroom. Please use the following guidelines while using the lunch program.

Prepaid Lunch Program

Payments for lunch must be paid in advance in order for your child to participate in the lunch program. Check (payable to Eastbrook Academy) or cash payments must be paid during school hours. Payment envelopes are located just outside the Academy office and in the High School office. All lunch payments must be submitted in a payment envelope with the correct payment information filled out and dropped in the black payment box attached to the wall outside the Academy office. Those who wish to pay by credit card or bank draft may do so online through the Pay Now feature on ParentsWeb. Daily lunch details and charges will be posted in ParentsWeb in the family account statement. To report any student food allergies or special dietary needs, please contact the student's homeroom teacher. For further information about hot lunch protocol, please contact the Business Office Assistant. If a student has a zero balance in their account, they can receive a cheese sandwich until a deposit is made to avoid having them go without lunch. An appropriate charge for the sandwich will be assigned to their lunch account.

Federal Free and Reduced Lunch Program

Eastbrook Academy participates in the National School Lunch Program, a federally assisted meal program that offers free and reduced meals to families who qualify. Information and applications can be found on the website outside the Academy office.

For further information regarding the Federal Free and Reduced Lunch Program, please contact the Business Office Assistant.

Bagged Lunches

Students can bring a bagged lunch from home. Sack lunches should be packed using the following guidelines:

- Refrigeration is not available.
- Middle School students must eat lunch in the cafeteria with their class and do not have access to microwaves.
- High School students have the privilege of using microwaves and making purchases at Holy Grounds Coffeehouse during their lunch period.
- Fat free milk is available for purchase in the cafeteria (see Prepaid Lunch Program guidelines).

Snack

Middle School students may bring a snack from home to be consumed in the classroom only during the morning snack time or special time predetermined by the teacher.

- No soda.
- No snacking in hallway.
- No snacking at recess.

ASSEMBLY AND WORSHIP

Academy-Wide Worship

A combined K4-12th grade Worship Service will be held two times per month from 8:20 am-8:50am. The purpose of Academy-Wide Worship is to enhance the spiritual development of students through special presentations and occasional guest speakers. Parents or guardians are encouraged to attend worship services.

Wednesday Morning Assembly

Each Wednesday, on the off-week of Academy-Wide Worship, the Middle and High School student bodies will assemble together. This is a time for community and fellowship within the different schools to encourage each other and delve deeper into issues unique to each school.

FIELD TRIPS

The purpose of a field trip is to enhance the learning taking place in the classroom. A field trip is considered a school function; therefore, all behavior and dress code guidelines apply as usual unless specifically indicated. Students will not be allowed to participate in a scheduled field trip without a signed permission slip from a parent/guardian. Separate fees may be charged for field trips.

FUNDRAISING

All Academy fundraising events (including bake sales, concession stands, etc.) that are parent-planned and executed under the guidance and direction of the Marketing/Development Director. The following guidelines apply to each approved fundraising event:

- No door-to-door soliciting.
- No product sales that require a “middle-man.”
- No selling or soliciting on Sunday mornings.
- The Academy budget does not underwrite any event.
- Academy-wide events are given priority over student-led or club-specific events.
- Fundraising forms can be obtained from the Marketing/Development Director and must be submitted prior to any fundraising.
- Upon approval, the Marketing/Development Director will meet with the Head of School to discuss details regarding the execution of the event.

Fundraising for outside organizations (for example: Girl Scouts or Boy Scouts, non-EBA sports or clubs, etc.) are allowed, but the students are not allowed to solicit staff directly. On occasion, students may obtain permission in the office to post items for sale, so that anyone who may wish to buy, can indicate so without compulsion.

CO-CURRICULAR OPPORTUNITIES

Eastbrook Academy offers Co-curricular Opportunities. All such activities are subject to the Academy guidelines, policies, and procedures.

SIGNATURE PAGE

I have read the 2018/19 Eastbrook Academy Middle/High School Student/Parent Handbook and have discussed its contents with my child.

My signature below acknowledges that I have read and agree to comply with all expectations, rules and procedures in the handbook.

Parent Signature: _____

Dated: _____

Student Signature: _____

Dated: _____

**EASTBROOK ACADEMY
5375 N GREEN BAY AVENUE
MILWAUKEE, WI 53209**