



Eastbrook Academy

Warriors

Student/Parent Handbook*

2021-22

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

School Day Hours: 8:20am – 3:35pm

Office Hours: 8:00am – 4:00pm

Office Hours (Summer): 9:00am – 1:00pm (Monday – Thursday)

Accreditation

Independent Schools Association of the Central States (ISACS)

Affiliations

Association of Christian Schools International (ACSI)

Private School Choice Programs:

Milwaukee Parental Choice Program (MPCP)

Wisconsin Parental Choice Program (WPCP)

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

School Board of Directors

Board Chair	George Loxton
Board Vice Chair	Randy Mehl
Treasurer	Bryan Browning
Secretary	Lisa Buethe
Church Council Representative	Lisa Buethe
Board Member	Matt Buerosse
Board Member	Tawnya Ganfield
Board Member	Marlaina Jackson
Board Member	Colin Jacobs
Board Member	Anne Osterwind
Board Member	Amy Wisth

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 an exceptional 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. Over the course of the following decade, 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

SCHOLARSHIPS, FINANCIAL AID, and PRIVATE SCHOOL CHOICE PROGRAM

Scholarships

As a result of generous donors, Eastbrook Academy is able to offer scholarships. Students who are academically prepared, and are looking for longevity should apply. Our intent is to highlight the unique giftings of those students who qualify.

Scholarship recipients 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 must:

- Consistently work with and support the school in partnership for their student's academic success and social involvement; and
- Contribute to 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. 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.

Financial Aid

Financial aid is available because of the generosity of our donors. All private pay families have the ability to request financial assistance. Decisions are need-based and all applications are submitted through FACTS Management, which determines applicant need. Once Eastbrook Academy receives the verified application and the need-analysis determination through FACTS Management, a prayerful decision is made over each request. Financial aid awards are determined based on board-approved funds available, and rarely exceed 50% of 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.

Private School Choice Program

Eastbrook Academy participates in the Private School Choice Program. For those who reside in the city of Milwaukee (MPCP) and those who live in Wisconsin, outside of the city limits (WPCP), you may apply to the program through the Wisconsin Department of Public Instruction website. Program participants are required (post application through DPI and per DPI regulations) to provide to the Academy the following: proof of income eligibility determined by DPI, proof of residency, student birth certificate, immunization records (all grades), and families current email address and primary phone number.

Upon receipt of the completed application and the above required documents, the Academy will provide to the family the following: the number of seats available at the grade level of the applicant, the dates of the open application periods, the date and location of the random drawing if more applications are submitted than seats available. Your presence is not required at this drawing.

The Academy will notify the applicant after the drawing (but no later than 60 days after the end of the application period during which an application is received) of their acceptance or non-acceptance in the choice program. The Academy will use the above information to email the parent and follow-up with a phone call the following day. Parents are required to respond to the email or phone call within 10 school days to confirm acceptance of the voucher. If a response is not received, your seat/status will be considered declined.

FINANCIAL RESPONSIBILITY POLICY

Regardless of the method to which tuition is paid (private pay, scholarship, financial aid, or Choice Voucher), all parents agree to pay financial obligations on time.

Financial responsibilities include, but are not limited to:

- Tuition
- Before and After Care charges
- Meal Program
- Lost books
- Damages to school property, equipment, Chromebooks, etc. caused by a student
- Field Trips

All student 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 may be withheld for families who have outstanding balances.

The Academy recommends using the FACTS SIS Family Portal “Pay Now” feature to make payments via bank account, debit, or credit card to your account. Alternatively, a check (payable to Eastbrook Academy) or cash payments may be paid during school hours directly to the Business Office. All alternate payments must be arranged ahead of time with the Business Office and must be submitted in a payment envelope with the correct payment information filled out.

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 MGMT payment system.

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, audiotape, 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 (Math, English, History, Science) classes per year with a minimum of 4 on-site core* classes (0.67 FTE) per semester.

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

Grading Scale (MS/HS)														
	%	GPA		%	GPA		%	GPA		%	GPA		%	GPA
A	92-100	4.000	B+	88-89	3.333	C	72-77	2.000	D+	68-69	1.333	F	0-59	0.000
A-	90-91	3.667	B	82-87	3.000	C-	70-71	1.667	D	62-67	1.000			
			B-	80-81	2.667	C+	78-79	2.333	D-	60-61	0.667			

Grading Scale (LS)					
E	90-100	Excellent	N	70-74	Needs Improvement
V	80-89	Very Good	U	0-69	Unsatisfactory
S	75-79	Satisfactory			

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 K5	10 minutes/day		Grade 5	50 minutes/day
Grade 1	15 minutes/day		Grade 6	60 minutes/day
Grade 2	20 minutes/day		Grade 7	70 minutes/day
Grade 3	30 minutes/day		Grade 8	80 minutes/day
Grade 4	40 minutes/day		Grades 9-12	2-3 hours/day

For students in MS/HS, one important goal is to help them learn how to manage their time in order to complete homework and projects on schedule. Missing a homework assignment, will render an "M" (Missing) in FACTS SIS 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 that 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 (HS)

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 (**MS/HS**) 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 because of early withdrawal or other extenuating circumstances can contact the enrollment office. A Withdrawal Form is required.

Standardized Testing

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

- K4-8th grade; MobyMax.
- 3rd-8th grade and 10th grade will take the state-mandated Forward Exam.
- ACT Aspire, PSAT, PreACT, and ACT are taken as they correspond to the students grade level.
- Students taking an optional AP Exam will be assessed a fee unless a fee waiver has been applied for.

Drop/Add Policy (HS)

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. You can request the form from the Student Services Coordinator.

Academic Support

Eastbrook Academy will support students academically with the resources we 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 adult 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.

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 and/ or retention, will be addressed by the Head of School or the Assistant Head of School during the second semester of the school year. A final decision will be communicated after the close of second semester grades.

TO BE PROMOTED AT EASTBROOK ACADEMY (LS):

- An average grade of “N” (70%) or higher in all core subjects:
 - K4-3rd grade; Math and English/Language Arts
 - 4th-5th grade; Math, English/Language Arts, Science, and History
- Appropriate attendance as listed in our attendance policy.

TO BE PROMOTED AT EASTBROOK ACADEMY (MS/HS):

- Middle School; Minimum GPA of 2.0
- High School; Semester Minimum GPA of 2.0
- Appropriate attendance as listed in our Attendance Policy.

Honor Roll (MS/HS)

The Honor Roll 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 (HS)

The minimum coursework required to receive a high school diploma from Eastbrook Academy is 24.5 credits of academic coursework with additional service hours applied. 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	Science – 3 credits	Fine Arts/Rhetoric – 2 credit
History – 3 credits	Physical Education/Health - 1.5/.5 credits	Electives - 2 credit
Math – 3 credits	World Languages – 2 credits	Worldview/Philosophy - 3.5 credits

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, a student must maintain full-time status for each year of enrollment at the Academy, including the 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 (HS)

Eastbrook Academy's rigorous program often results in students being prepared for additional challenges when in High School. 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 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.

Transcripts (HS)

Written requests for official transcripts, when classes are in session, must be made to the Eastbrook Academy Guidance 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 later than ten (10) business days after a written request is submitted to the Guidance 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. 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 is 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 other schools, 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 or email address, name of 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.

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 the parent to let them know of the concern. At that point, the teacher will try different strategies with the hopes that it will help the student.

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).

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. It is a formal plan that is developed in collaboration between the teacher, student, parent/guardian, and administration to improve performance.

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.

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.

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 Head of School or Assistant Head of School will set up a meeting with the parent and student (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 the parent will be notified as to the progress being made.
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 (MS/HS)

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
- Clubs
- Performing Arts

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 Head 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 follow this link.	Administrative Managed Behaviors (<i>major</i>) For specific descriptions of behaviors, please 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
Process for Repeated Teacher-Managed Behaviors: <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”), 	Process for Behavior Directly Referred as Office Discipline Referral (ODR) <ul style="list-style-type: none"> Office Discipline Referrals written in FACTS SIS discipline/behavior tab. Administrator will communicate if the teacher needs to enter ODR.

<p>teachers record in FACTS SIS under parent/teacher conference.</p> <ul style="list-style-type: none"> • If the behavior continues, the second parent contact (also recorded in FACTS SIS 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 FACTS SIS Discipline by the teacher. <p>(Teachers use judgement to revert back to prior interventions as an extension of grace)</p>	<ul style="list-style-type: none"> • 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.
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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 Head/Assistant Head of School, 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.

Academic Disciplinary Measures for Plagiarism

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.

(See “Probation Process”)

Expulsion

Expulsion is the legal termination of a student's privilege to attend school. Eastbrook Academy uses WI state laws to guide our decision making on when it is appropriate to expel a student. Key points:

- Only the Eastbrook Board Chair has the right to expel a student.
- Expulsion is due to inappropriate or illegal behavior or behavior that continues to go against the Academy's stated discipline guidelines.
- 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 or apply for readmission.
- Only at the discretion of the school board may a student who has been expelled be permitted to reapply or re-enroll at The Academy; and if required steps have been complied with and corrective steps have been taken in accordance with the board and/or Head of School.

Dismissal

Dismissal is the act of asking a student to leave school. The following are reasons a student may be asked to leave:

- Poor academic performance
- Violating the stated attendance policy
- Unmet financial obligations

Due Process required of the Board of Directors

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.

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/Assistant Head of 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/Assistant Head of 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-Fred Pierce
- Assistant Head of 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.

WITHDRAWAL (OR NON RE-ENROLLMENT)

Any student who withdraws from Eastbrook Academy either mid-term or at the completion of a school year will be required to have on file a withdrawal form. The form will be initiated by the school after parents have indicated to the school that the student will be withdrawing (or not returning).

The form must indicate the following:

- Last day of attendance and official withdrawal date
- Reason for withdrawal
- School to which the student will be transferring to
- Tuition/fees are paid in full
- Fine Arts equipment has been returned
- Class books have been returned
- Library books have been returned
- Lunch account is paid in full
- Locker has been cleaned out
- Sports Uniforms have been returned

All items must be completed to finalize the student's withdrawal. School compliance with student related requests for records is contingent upon completion of the form.

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, the situation should be presented to the Head of School or Assistant Head of School as is appropriate.

Step three: If resolution of the dispute and reconciliation do not result from such efforts, the matter should then be submitted in writing to the Academy Board of Directors using the [Board Review Form](#).

DRESS CODE

The Academy dress code is both a “uniform” and a set of guidelines used to inform your decisions when choosing what to wear based on what is required attire. We use these guidelines to reflect the high academic and behavioral standards expected of our students.

MS/HS students have “casual” days (M, TU, TH), formal days (every Wednesday) and dress down days (every Friday).

A student who is not dressed according to the standard will be required to call home to get appropriate attire (before returning to class) and will incur a loss of the next Dress Down Day.

General Guidelines (LS/MS/HS)

- All clothing and shoes must be clean, fit well, and be in good repair.
- No tight fitting or revealing clothes. Leggings and other types of tight pants are NOT permitted unless worn under a skirt, sweater, or tunic top that reaches to 2 inches above the knee. Jeans must not have rips above the knees.
- Shorts must be fingertip length or longer and skirts must reach to 2 inches above the knee.
- Shirts must be free of logos and writing, other than the EBA logo.
- Shoes must be secured to the foot. No flip-flops or loose fitting shoes.
- 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.
- Spirit wear can be worn on any day except Wednesday.
- Polo shirts must be white, red, or navy; Oxford shirts and blouses must be white; pants, shorts, skirts and jumpers must be khaki or navy.
- Pants must be worn at the waist. Absolutely no sagging tolerated.

Casual Days (MS/HS) and Everyday (LS)

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

Formal Day (MS/HS)

Middle School:

- Boys-pants; oxford shirt; sweater or fleece; leather dress shoes (brown or black); belt

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

High School:

- Boys-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); and belt.
- Girls-skirt (khaki, navy or Bel Aire plaid) or dress pants; oxford shirt or collared blouse; blazer (navy) or sweater (true red or navy); leather dress shoes (brown or black).

Dress Down Day (DDD)

Dress Down Days (DDD) do not require students to follow the regular dress code. However, Academy standards of modesty are enforced every day. Any writing on clothing must reflect the values of the school.

If a student wears attire found to be inappropriate, the student must change into something acceptable and will lose the next DDD.

Extra Clothing (K4 and K5)

On the school supply list, a change of clothing for K4 students (2 sets) and K5 students (1 set) is requested. These sets of clothing do not need to be uniform, must include undergarments, and must be replenished if used.

Lost & Found

Clothing, personal items, textbooks, and backpacks lost during the day are placed in the Lost and Found 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.

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 for MS/HS 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 for missed work.
- Full and half-day absences are recorded on student transcripts.

School Excused Absence

Daily absences due to issues such as personal illness, family emergency requiring the presence of the student, funerals, religious holidays, legal or medical obligations will be considered School Excused. This policy exists to ensure students do not miss critical instruction and distractions to instruction are minimized. Our students' 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 teacher 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 Assistant Head of School may request a doctor's note in order to School Excuse the absence if the student is sick for 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. Prior to truancy status parents will have been informed of the attendance record.

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 Academy Office that includes the following information:

- Student name
- Date and time student will be leaving campus
- Reason for leaving
- Parent/guardian signature
- Parent/guardian phone number

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 at which time students must exit the building by 4 pm **(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 **(HS)** 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 to the school secretary). 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 Assistant Head of School 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 as tardy 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

- 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.
- The south entrance to the west parking lot is open from 8-8:15 am and from 3:10-3:50 pm each school day. Both drop-off and pick-up takes place in the back of the school building. Enter from Green Bay Avenue at the south gate and proceed to the rear of the building..
- 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.
- If you arrive after the gate has closed in the morning, drop your child off at the front entrance to get a tardy pass.
- If you arrive after 3:50pm, your student will be escorted to the main office. Parents will be required to pick up (or make arrangements for) their child by 4:00 pm. Starting at 4 pm, a supervision fee of \$1/minute/student will be charged to the family. If this happens more than once in any quarter,

parents will be required to attend a meeting with the Head of School or Assistant Head of School 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 4pm the Milwaukee Police may be called to pick up the child for their own safety. At no time will a child be left without supervision.

- 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 of the building (making sure to avoid the NO PARKING areas) and check in with the main office.

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.

In some situations, a student may be given art or science supplies to use for projects. If there is an expectation that the items be returned, an agreement will be made with the instructor. That agreement may or may not require a fee to be paid if not returned.

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 (MS/HS)

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:

- 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.
- 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 open food or beverage containers are allowed in lockers.
- No weapons of any kind are allowed on the Academy campus.
- All prescription medications are to be kept for distribution in the Health office, in accordance with state regulations. Exceptions must be approved with the school nurse via Prescription Medicine Form.
- Appropriate pictures are allowed on the inside of the lockers only and must be attached to the locker with magnets or removable foam tape. Other forms of tape are 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.
- Personal items may not be affixed to the outside of the locker. Only school sanctioned/initiated events, activities, and announcements may be posted on the outside of the locker and must be promptly removed when the activity has passed. Any birthday celebration items must be approved by the Administration.

Technology/Chromebooks

Eastbrook Academy will provide every student with a Chromebook. The Chromebook is an educational tool to access G-Suite for Education, and other educational websites. They are not intended for gaming, social networking or high end computing. Students can bring devices home, so long as they do not have any outstanding obligations. The Chromebooks are the property of Eastbrook Academy.

Eastbrook Academy supports the usage of computer technology to enhance the educational process of all students. It also recognizes that with this educational opportunity comes personal responsibility. Email accounts and files are not private and may be monitored by the Academy. Electronic messages must not contain profanity, obscene comments, sexually explicit material or expressions of bigotry, racism or hatred. Users are cautioned against transmitting personal information that they would not want made available to strangers. This includes name, address, and telephone, Social Security numbers and Credit Card numbers. Use of the internet is a privilege, not a right. Inappropriate use will result in cancelation of that privilege and possible school discipline in accordance with our code of conduct.

Chromebook usage is monitored by the teacher and the Academy via Securly and Hapara, which includes a log of all sites visited. Parent's express agreement to this monitoring by the use of the device.

Chromebook Care

General Precautions/Advice:

- No food or drink next to your Chromebook while in use
- Cords, cables and removable storage device should be inserted carefully into the Chromebook
- Don't move your Chromebook with the power cord plugged in
- Don't carry the Chromebook while the screen is open
- Don't cover any vents
- Leave the ID tags of the Chromebook intact
- Don't leave Chromebooks in a car or expose them to extreme temperatures for extended periods of time
- Don't leave your Chromebook unattended
- Students are responsible for bringing a fully charged Chromebook to school each day
- Don't move a Chromebook by lifting it by the screen. Always support a Chromebook from its bottom with the lid closed.
- Keep the Chromebook in its case. Especially when traveling.
- Only use an Eastbrook Academy Google account

Screen Protection (excessive pressure on the screen causes damage):

- Do not lean or put pressure on the top of the Chromebook when it is closed
- Do not store the Chromebook with the screen in the open position.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not place anything in the carrying case or backpack that will press against the cover.
- Do not poke the screen with anything that will mark or scratch the screen surface
- Do not place anything on the keyboard before closing the lid (e .g., papers, pens, pencils, earbuds)

Clean the screen with a soft, dry microfiber cloth or anti-static cloth.

Chromebook Use

Students may lose the privilege of having a Chromebook if students do not follow the Chromebook guidelines

- At School
 - Chromebooks are intended for use at school each day.
 - Students must be responsible for bringing their Chromebook to class, unless specifically advised by their teacher not to do so.
- Chromebooks left at home
 - If a student leaves the Chromebook at home, the student may or may not have the opportunity to use a replacement Chromebook while at school.
- At co-curricular Events
 - Students are responsible for securely storing their Chromebooks during co-curricular events
- In Unsupervised/Unsecured Areas
 - Under no circumstances should a Chromebook be stored in unsupervised areas.
 - Unsupervised Chromebooks will be confiscated by staff and taken to the school office.

Lost/Stolen/Damaged Chromebooks

The student and/or parent/guardian must immediately report a lost, stolen, or damaged Chromebook to their teacher.

- Loaner Chromebooks may be issued to students when they leave their Chromebook for repair with the Technology Office.
- Students using loaner Chromebooks will be responsible for any damages incurred to it.
- Loaner Chromebooks are for use at school only and may not be taken home.

Replacement/Repair costs:

- Charger = \$20
- Case = \$30
- Chromebook = \$350
- Screen/Keyboard/Other Parts = Market price

Backgrounds, Passwords, and Audio Expectations

- Images of guns or weapons for non-academic purposes, images sexual in nature, inappropriate language or materials (alcohol or drugs), and/or gang-related symbols or pictures found on the chromebook will result in disciplinary action.
- Do not share your password.
- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Headphones may be used at the discretion of the teacher.

Returning Chromebooks

- Student Chromebooks and accessories (charger and case) will be collected at the end of each school year for maintenance over summer vacation.
- Any student who graduates or withdraws from, or does not re-enroll at Eastbrook Academy, will be required to return their Chromebook and accessories. If a Chromebook and its accessories are not returned, the parent/guardian will be held responsible for payment in full.

Printers, Cameras, and Other (Non-Chromebook) Technology Based Items

Any student allowed the use of school equipment is obligated to its care. Any misuse will result in the termination of the privilege and will result in a fine to take care of its repair or replacement.

PERSONAL PROPERTY

Cell Phones and Other Electronic Devices (MS/HS)

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 backpack; or it will be confiscated and sent to the office. First offense, the student can claim it, second offense, a parent must claim it.

- HS students can use cell phones at lunch, and 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.

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 and who can be here to pick up a student within 20 min.

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.

When reunification is possible, parents will be separated from students until proper identification can be made.

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.

If such a drill will cause anxiety for your student, please contact the Health Office. The Academy will alert the student ahead of time.

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. Any non-custodial parent/guardian must be listed in the approved Pick-Up Contact list in the student database.

Student Drivers (HS)

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 avoiding stalls marked Sunday Visitor.
- Students will not be permitted to go to the parking lot during classroom sessions.
- 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 theft, damage or loss of vehicles or their contents. Students should make every effort to hide from view any valuables left inside their vehicles.

Adult Volunteers

All volunteers need to fill out a Volunteer Application and must have a background check. The Volunteer Application is located on the EBA website, under "Employment and Volunteer Opportunities".

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.

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.

Student visitors are discouraged in order to avoid disrupting class. Interested parties in visiting the school for potential enrollment should work through the Admissions Director to arrange a tour or a "shadow day".

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/or 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 does not 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 Communications 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 Communications office. The office will approve the communications and the venues for those messages.

In line with Eastbrook Academy's commitment to community/parent partnership, the faculty at the Academy makes every effort to maintain close communication with families through the following platforms:

FACTS SIS

The FACTS Family Portal 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 the FACTS Family Portal regularly to ensure that student progress aligns with the Academy standards. If any issues arise, please contact the Assistant Head of School.

Email

Direct email is the primary form of communication between teachers and parents/guardians. In order to be well informed, please make sure that all email addresses (@eastbrookacademy.org) do not filter to junk or spam.

All-School emails from the Administrative Team are used for high level communication only.

Please keep the Academy's database current by supplying any changes to your email address.

Notes and Reminders

Weekly Notes & Reminders (via email address on file) posts 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. This calendar is the same calendar you will find on the FACTS Family Portal.

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.

Homework Folder (LS)

The purpose of the homework folder is to ensure that homework assignments, project instructions, and any other helpful information is communicated to parents or guardians. Parents or guardians can use the homework folder to send notes, ask questions, or request information from the teacher. Parents or guardians are expected to sign their child's homework sheet each night. Student work over the course of the week will be sent home on a weekly basis by all Lower School teachers. Parents or guardians should review, sign and return these, acknowledging receipt.

Student Agendas (Gr. 3 and 4)

The purpose of the agenda or assignment notebook is to teach effective, lifelong organizational skills. Teachers and students are to use the agenda to record homework assignments, project instructions and any other information that would be helpful to parents or guardians. Parents or guardians can use the agenda to write notes, ask questions or request information from the teacher. Students will be required to use their agendas daily, as instructed by the teacher.

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 has 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. The financial responsibility for any medical attention given will be on the family.

Medical Records and Treatment Plans

Eastbrook Academy requires up-to-date medical records and treatment plans 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, mental health treatment plans, 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 health 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:** Students 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:** Students may not return to school until able to eat and drink for 24 hours.
- **Red, itchy eyes with a discharge:** Students 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 Health Office.

Notification of Prolonged Health Conditions

Parents or guardians are required to inform the Academy of any chronic or prolonged (3 days or more) 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 Health 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 a 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. In concert with 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 the Academy administration to respond to such an event in a logical, organized, and well planned manner. This response will be a collaborative effort between the Head of School, the School Nurse, designated school staff, and the local health department.

Mental Health and Counseling Support

Eastbrook Academy strives to support students holistically - physically, mentally, emotionally, spiritually and socially. Having a good school counselor is vital to the success of any school.

At times, parents/guardians, teachers, or administrators may refer students (through the Health Office) for counseling. Students may also request counseling for themselves. The focus of counseling at Eastbrook Academy is to help students gain a better understanding of themselves, their environment, and how they can be resilient as they face life transitions and challenges.

Services include intake assessment, short-term individual counseling, crisis intervention, group counseling, and referrals as needed. Each service will be provided during the school day, and as much as possible, during the most convenient time for the student. The sessions will not interfere with core classes and last no more than thirty minutes. School counseling services are aimed at educating and supporting students within the school community. These services are not intended as a substitute for psychological counseling, diagnosis, or medication, which are not the responsibility of the school.

FOOD SERVICE

General Information

Eastbrook Academy students may choose to partake in the paid meal program “hot lunch” or bring a meal from home “cold lunch”.

Each day students will indicate their choice with their homeroom teacher.

Lunch menus are published monthly and are available on the website, just outside the Academy office, in the high school wing, linked in Notes and Reminders, and in the lunchroom.

Free and Reduced Meal Applications are available.

Snacks are allowed.

Food allergies or special dietary needs must be communicated to the homeroom teacher.

Prepaid Meal Program

Breakfast and lunch must be paid in advance in order for your child to participate in the meal program. The Academy recommends using the FACTS SIS Family Portal “Pay Now” feature to make payments via bank account, debit, or credit card to your meal account.

If a student has a zero (or negative) balance in their account, in order to avoid having them go without lunch, they can receive a cheese sandwich until a deposit is made. An appropriate charge for the sandwich will be assigned to their lunch account.

Federal Free and Reduced Meal 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. Qualifying families are eligible to receive additional benefits such as college application fee waivers, ACT Fee waivers, utilities discounts, etc.

Information and applications can be found on the website and in the Academy Business 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.
- Regular, fat free regular, and chocolate milk are available for purchase in the cafeteria (see Prepaid Lunch Program guidelines).

Snack

Lower 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.

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 the hallway.
- No snacking at recess.

ASSEMBLY AND WORSHIP

Academy-Wide Worship (AWW)

A combined K4-grade 12 worship service will be held on the first and third Wednesday of each month from 8:20 am-8:50 am. The purpose of Academy-Wide Worship is to enhance the spiritual development of students through special presentations and occasional guest speakers.

Wednesday Morning Assembly (MS/HS)

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

Weekday Assembly (LS)

Every school morning (excluding AWW), grades K5-4th grade meet for daily morning assembly at the flagpole located at the rear of the building. Students stand with their classmates and teacher to say the pledge, school prayer, and share any classroom presentations with their peers.

Parents or guardians are encouraged to attend any and all assembly or worship programs.

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.

FUNDRAISING

All Academy fundraising events (including, but not limited to bake sales, concession stands, car washes, etc.) must be executed under the guidance and direction of the Development Office.

Contact the Development Office for more details.

The following guidelines apply to each approved fundraising event:

- No selling or soliciting on Sunday mornings.
- Academy-wide events are given priority over student-led or club-specific events.
- Fundraising forms can be obtained from the Development Office and must be submitted prior to any fundraising.
- Upon approval, the Development Office 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 (MS/HS)

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

***This handbook was approved by the Board of Directors on 9/29/2021.**

Acknowledgement

I have read the 2021/2022 Eastbrook Academy 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
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