



# DISCLOSURE OF INFORMATION; 2024-2025

## CONTACT INFORMATION

Eastbrook Academy  
5375 North Green Bay Avenue  
Milwaukee, WI 53209  
(414) 228-7905  
Executive Director of Administration: William Druliner  
Executive Director of Education: Kellie Kok  
Director of Administration: Jennifer Dreger

## BOARD OF DIRECTORS

George Loxton, Chair  
Randy Mehl, Vice-Chair  
Bryan Browning, Treasurer  
Amy Wisth, Secretary  
Donna Childs, Board Member  
Colin Jacobs, Board Member  
Greg Marshall, Board Member  
Daniel Hasbani, Board Member  
Manuel Rosado, Board Member  
Mike Weitzer, Eastbrook Church Council Representative

## ORGANIZATION INFORMATION

Eastbrook Academy, Inc. is a non-profit, non-denominational, Christian 501 (c) (3) Wisconsin Corporation

## POLICIES

The following policies are detailed on the consecutive pages:

- Appeals Process
- Policy for Granting a High School Diploma
- Non-harassment Policy
- Procedure for Reporting/Retaliation of Bullying
- Procedure for Investigating Reports and Bullying
- Sanctions and Supports
- Disclosure of Public Reporting
- Suspension and Expulsion Procedure
- Dismissal or Expulsion
- Due Process
- Policy for Accepting Transfer Credits
- Credits
- Visitors
- Notice of Nondiscriminatory Policy

## **APPEALS PROCESS**

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

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

The minimum coursework required to receive a high school diploma from Eastbrook Academy is 26 credits, 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 – 3 credits
- Math – 3 credits
- Science – 3 credits
- Foreign Language – 2 credits
- Physical Education/Health - 1.5/.5 credits
- Fine Arts – 2 credit
- Rhetoric - 1.5 credit
- Philosophy & Christian Thought - 3.5 credits (Parents may submit a written request to opt out due to religious reasons; students 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 High School Principal. Students are recommended for graduation based on verification that all criteria for granting a high school diploma have been successfully completed.

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.

Additionally, taking and passing the state mandated civics test is also required.

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 in any academic exercise. Because these acts undermine the learning environment, the Academy will not tolerate any form of academic dishonesty.

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.

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

## **NON-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 OF BULLYING**

All school staff members and school officials who observe, or become aware of, acts of bullying are required to report these acts to any Principal or Executive Director of Education.

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 any Principal or Executive Director of Education. Also, reports can be made confidentially by logging into FACTS SIS. 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 is 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.

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|-----------------------------------|-------------|
| • Executive Director of Education | Kellie Kok  |
| • Middle/High School Principal    | John Larry  |
| • Lower School Principal          | Cheri Meyer |

### **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.

### **SUSPENSION AND EXPULSION PROCEDURES**

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, 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.

### **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 Chair 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.

### **POLICY FOR ACCEPTING TRANSFER CREDITS**

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 High School Principal 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.

**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.

**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.

Student 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 school secretary at least a week in advance.

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. The teacher will then inform the Academy office.

**NOTICE OF NONDISCRIMINATORY POLICY**

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

# **DISCLOSURE OF INFORMATION SIGNATURE PAGE**

☐ I acknowledge receipt of Eastbrook Academy's Disclosure of Information Page.

Parent/Guardian (Name, Signature, and Date):

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