

Eastbrook Academy High School Student Handbook

Welcome!

Words hold the power of life and death. The ability to wield them well in rhetoric and composition is a primary goal of Eastbrook Academy High School (EAHS). Eastbrook Academy is committed to providing a classical education where students form logical and fact-based arguments to defend their own opinions.

In addition to developing rhetorical skills, our goal is to spark both thought and the enjoyment of the thinking process within all subjects including Math, Science, History, Languages and the Fine Arts. This process is one where thinking is no longer dry and fruitless, but springs up like a bubbler, refreshing not only the soul and mind of the student but also those within reach of our words.

The content of this handbook is a work in progress and stems from years of thought, discussion and prayer about our community. So read well, think well, and form your opinions truthfully, for that is the goal of our Christ-centered academic community at Eastbrook Academy High School.

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.

The Academy is founded to impart a rigorous classical education in a loving environment committed to Christian living.

Vision Statement

“A Christ-Centered Academic Community”

Eastbrook Academy High School exists to guide you in the exploration of thinking and problem solving. We acknowledge that life is not merely conceptual but includes practical applications of knowledge that you must apply to design creative solutions to all facets of problems from real life.

We will equip you to:

*converse broadly,
think deeply,
and interact wisely.*

You will be able to:

*know truth,
be willing to question it
and be able to argue persuasively for it.*

This vision is accomplished through a rigorous, classical academic program designed to maximize the student's opportunities for admission to competitive colleges and universities. Classes are taught from a biblical world-view by teachers who model inquisitive learning. Personal attention and intentional slow growth means high standards can be achieved. Eastbrook Academy High School provides a safe, loving environment with co-curricular activities through which unique talents are discovered and moral integrity for leadership is practiced in the community for God's glory.

History of Eastbrook Academy

Eastbrook Academy High School grew out of a vision of the local church body with a biblical mandate to reach a broad range of people in Milwaukee for Christ. The "reach" included developing strong leadership for the future of the city. The goal was to equip individuals with a superior education and skills required for access to higher education, employment, exposure to and love for the nations, intellectual exploration, and lifelong learning.

With the support of Eastbrook Church and the support of the community through Milwaukee Parental School Choice program, Eastbrook Academy Lower School opened in 1998. It began with a pre-school, four year- and five year-old kindergarten and a first grade. The Academy grew slowly by adding one grade level per year. There are currently two classrooms per grade through the Middle School level (eighth grade). Teachers are committed to the high standards set forth in the vision of the church and teaching of the Bible. Also importantly, its students have achieved the educational excellence with consistent scores at the 92nd percentile in national ranking of Iowa Tests of Basics Skills.

In 2006, Eastbrook Church expanded its facilities to include additional classroom space, elevators, a connection space between the school and worship/gathering/classroom areas and parking. Through this expansion, family support and the financial support of organizations such as Partners Advancing Values in Education (PAVE) and the Bill and Melinda Gates foundation (TALC), a ninth grade was added in 2006 for the start of a world-class high school. Each year, a grade will be added to the high school with a four-year program targeted for 2009.

Faculty/Administration

Jarod Cronk – Headmaster and Western Civilization Instructor

Mr. Jarod Cronk has worked for over 12 years with high school students in a variety of capacities. He holds a B.A. in History and Bible from Wheaton College and is in progress on his Master's degree in History. Mr. Cronk has taught Science and acted as the Athletic Director at Eastbrook Academy. Although he is a native of Wisconsin, Mr. Cronk has taught high school History, Philosophy, Bible, Study Skills, American Literature, Student Leadership and Math courses in Christian high schools on both the east and west coasts. He has coached high school cross country, track, and soccer at those schools as well as at Eastbrook Academy.

Mr. Cronk provides a wealth of experience through his international work that incorporates a global biblical world view into our curriculum and student development. His administrative skills were developed as an associate pastor and orientation director; coordinating, facilitating and leading short term mission trips to Nepal, Swaziland and Korea. Mr. Cronk is also experienced in the development needs that occur when launching a new school through his work founding a

Youth for Christ chapter and initiating / administrating international outreach events for youth groups. He lives in Milwaukee and has been married to his wife, Bethany Cronk, since 2005.

Joshua Beggs – Science and Math

Mr. Joshua Beggs is originally from Racine, Wisconsin and holds a B.S. in Biomedical Engineering with a minor in Biology from Marquette University and a Teaching Certificate from Carthage College. Mr. Beggs is qualified to teach across a broad range of subjects. Having taught both Math and the Sciences at the high school level, Mr. Beggs is implementing Eastbrook Academy High School's goal of integrating subjects for practical as well as intellectual application. His teaching experience in Math includes basic through advanced Algebra and Geometry. His teaching experience in Science ranges from Life, Physical and Earth Sciences through Biology and Chemistry. He has also taught Geography and Physical Education.

Mr. Beggs has lived overseas and has the international teaching experience that incorporates Eastbrook's global focus in its curriculum. He began his teaching career in Minsk, Belarus and has continued teaching high school in Kenosha. He is married to Katia and lives in Milwaukee.

Colleen Mittag – Literature, Classics and Writing

Mrs. Colleen Mittag earned her B.A. in Secondary Education / English from Marquette University. She has a wealth of classroom experience in the Milwaukee area including having taught Junior and Senior British Literature, Advanced Placement Literature, English, and Language Arts. Mrs. Mittag also has experience helping students' individual development through tutoring in Reading, Math, Critical Thinking and Study Skills.

Eastbrook Academy High School is privileged to have Mrs. Mittag as another faculty member with international teaching experience in Minsk, Belarus. Additionally, she brings business technology skills to the school through her previous employment as a trainer in Microsoft Excel and as an Account Representative. Mrs. Mittag is married to her husband, Mark, and lives in Glendale.

Mary Kaye Miller – History and French

Mrs. Mary Kaye Miller brings a depth of educational background to Eastbrook Academy High School. Her dedication to lifelong learning includes: a B.S. in French with a minor in History from Anderson University; French and History studies at the Institute of European Studies in Paris, France; a post-baccalaureate certification from the University of Wisconsin-Milwaukee; and her current work toward certification in English from the University of Wisconsin-Milwaukee.

Like many of the other faculty at Eastbrook Academy High School, Mrs. Miller brings a global focus to her teaching through her extensive travels and living arrangements in Europe. She also has a broad range of teaching experience in French, English, History and Bible courses in the high school and junior high school settings. Mrs. Miller is married, has two grown children and lives in Hubertus, Wisconsin.

Lisa Buethe – Music and Performing Arts

Mrs. Lisa Buethe has studied visual and performing arts at Indiana University and in New York and has been involved in performing arts for over 25 years on the east coast as well as Milwaukee. Her involvement includes writing, directing and performing in a broad range of theater productions. Most recently, she has developed the drama program for the Academy Middle School. Mrs. Buethe also has been involved in the development and leadership of

worship teams at Eastbrook and at congregations she previously attended. She is married to Paul, has three children and lives in Shorewood, Wisconsin.

Greg Mahalik - Economics

Mr. Greg Mahalik has his degree in Nuclear Engineering from UW-Madison and his Master's in Business Administration from Marquette. He served in the Navy for six years and has 10 years of business experience in Engineering Product Development and Product Management, most recently at General Electric. He is currently a partner at an investment firm in Whitefish Bay. Mr. Mahalik is married to Katie and has four children attending Eastbrook Academy. They live in Glendale.

Theresa Adrian - German

Having traveled extensively in Europe and lived in Austria, Mrs. Theresa Adrian has practical experience as well as a Bachelor's degree in German Language and Literature. She has three boys and lives with her husband, Bart, in Whitefish Bay.

Julie Loomis – Headmistress of the Academy

Mrs. Julie Loomis has 37 years of teaching and administrative experience. She has a Bachelor of Science degree and taught in Roseville, Minnesota for 10 years. For 2 years she taught children with reading disabilities. Mrs. Loomis also supervised teachers from the University of Minnesota, Bethel College, and Hamline University, and provided in-service training for new teachers.

After moving to the Milwaukee area, Mrs. Loomis continued her teaching career, including full-time teaching and private tutoring at Brookfield Academy for 17 years. While at Brookfield Academy, Mrs. Loomis was responsible for developing curriculum, facilitating the admissions process and mentoring new teachers. She attended a three-day seminar with Marva Collins in Chicago and has been in-serviced by Marva Collins in Milwaukee. Mrs. Loomis is a highly gifted teacher and administrator and monitors progress through classroom observation, participation and intense curriculum review.

Laura Griswold – Headmistress of the Academy Middle School

Mrs. Laura Griswold has 16 years of teaching experience and 5 years of administrative experience. She has a Bachelor of Science degree and majored in Elementary Education with minors in Psychology and Special Education. She also holds a reading teacher license. Mrs. Griswold has taught at Eastbrook Academy since its inception in 1998. Administrative experience included coordinating curriculum at the Kindergarten, 4th Grade and 5th Grade level and coordinating fundraising events and directing a day care. She has also taught Art. Prior to her employment at the Academy, Mrs. Griswold taught in the public school system in a Middle School and taught students with special needs at a High School.

Kellie Sigh – Director of Admissions

Mrs. Kellie Sigh has been employed with Eastbrook Academy since 2001. She has served in various capacities for the Academy, most recently as Director of Admissions. As such, she is responsible for the entire Admissions process including administration of Eastbrook's participation in the Milwaukee Parental Choice Program. Mrs. Sigh is married to Darryl and they have two children, Ysaye and Miles. They live in Milwaukee, Wisconsin.

Carol Shires – Business Administrator

Mrs. Carol Shires manages the financial and business aspects of Eastbrook Academy. She has a Business Administration degree from the University of Nebraska. She and her husband served on

staff at Campus Crusade for Christ at Yale University before moving to Milwaukee in 1990. Mrs. Shires' business training was further advanced through her six years' employment at Northwestern Mutual. She joined Eastbrook Academy staff in 2001. Mrs. Shires is has two children and is married to her husband, Mark. They live in Glendale, Wisconsin.

Annette Enters - Secretary

Mrs. Annette Enters provides administrative and secretarial support to all levels of Eastbrook Academy, including the high school. Her B. S. in Medical Technology is her foundation for providing excellent health care support for the entire student body (as well as faculty). Mrs. Enters, her husband, Mark, and their two children were missionaries in eastern Russia for a number of years prior to returning to Eastbrook Academy.

Jayne Swick – Admin. Asst. to the High School Head & the Business Administrator

Mrs. Jayne Swick has worked in various roles in the Information Technology field for more than 20 years including at companies such as Milwaukee Insurance and Stratagem, a computer consulting firm. A career change resulted in her work for five years at Kesslers Diamond Center where she grew an interest and skills in administration. Before coming to Eastbrook Academy, she worked most recently as an IS project assistant at Northwestern Mutual. Mrs. Swick is committed to a number of ministries at Eastbrook Church. She and her husband, Gary, reside in Milwaukee.

Student Advisor

Every student will be assigned an advisor. The advisor will be a high school teacher or Head, and will function as a reference for academic and life issues that arise in the course of attending Eastbrook Academy. We encourage students to seek out their advisors and schedule time with him or her. The advisor will also be seeking the student to spend time addressing his or her current and future educational needs and goals.

Graduation Requirements

Required Credits

In order to graduate from EA, students must earn 27 credits by the end of your four years with the following distribution:

- | | |
|-----------|--|
| 4 credits | Math |
| 4 credits | Science (two credits of these must be lab science) |
| 4 credits | History |
| 4 credits | English |
| 4 credits | Foreign Language (minimum 2 consecutive years in one language) |
| 2 credits | Philosophy |
| 2 credits | Fine Arts |
| 3 credits | Fitness |

Students are required to complete five one-credit courses or their equivalent each school year. Students may register for more than five credits only with consent of the Head of the High School. Courses taken outside of Eastbrook Academy High School for any of the following

reasons will not be given credit unless a prior arrangement is made in writing with the Head of the High School:

- to fulfill the above requirements
- work to early graduation
- for independent study
- to supplement for advanced learning or interests

Preparing students for college or future employment is part of our mission. Part of our graduation requirements also include demonstrated competency in computer skills by the student.

Fitness

Lifelong learning and growth are for the mind and the body. For that reason, in addition to the credit hours required above, students must complete four seasons of sports in a four year period, six trimesters of approved and documented physical activity outside of EAHS or a combination of both. Eastbrook Academy High School offers several interscholastic avenues for completing this requirement including Cross Country, Girl’s Volleyball, Basketball, and Track and Field.

Serving in Our Community

We joyfully acknowledge that growth in maturity takes place as we forget ourselves and serve others. Therefore, we will work to create personal project plans for each student which will include:

8 hours	community	service	by	the	end	of	freshman	year
20 hours	“	“	“	“	“	“	sophomore	year
32 hours	“	“	“	“	“	“	junior	year
40 hours	“	“	“	“	“	“	senior	year

The school provides many opportunities to perform community service both within the school community and in the greater Milwaukee area.

Academic Competency: Honors, Probation

Eastbrook Academy High School’s year is based on a trimester schedule. For the 2007-2008 school year, the three terms are:

- September 5 – November 20
- November 26 – March 11
- March 26 – June 6

All core courses receive grades on an A, B, C, D, F scale. The letter corresponds to the following percentage grades and point values:

<u>Letter</u>	<u>Number</u>	<u>Point</u>	<u>Honor</u>	<u>Honorable</u>
<u>Grade</u>	<u>Grade</u>	<u>Value</u>	<u>Roll</u>	<u>Mention</u>
A+	99—100	4	93%-100%	91%-92%
A	95—98	4		
A-	93—94	3.667		
B+	91—92	3.333		
B	87—90	3		
B-	85—86	2.667		
C+	83—84	2.333		

C	79—82	2
C-	77—78	1.667
D+	75—76	1.333
D	72—74	1
D-	70—71	.666
F	0—69	0

Honors

Students achieving an overall average of 93% (A) or above will be awarded a position on the honor roll. For an overall average of 90 – 93, students will be awarded an honorable mention on the honor roll. Honor roll is published at each term. Subject Merit Awards for exceptional interest and progress may be awarded in each of the academic subjects taught.

Incomplete

A grade of “I” or Incomplete will be recorded for approved incomplete work in a marking period. It is awarded at the discretion of the teacher and with the approval of the Head. An “I” is appropriate for work not completed due to illness, family crises, and similar circumstances. It is not appropriate if work is not completed due to poor planning or poor effort. Any approved “Incomplete” work must be completed within the time period specified by the teacher or the missing work will be counted as zero or “F.”

Academic Probation

Academic probation occurs when your overall average on a report card or progress report is 0 – 76% or a “D” or “F”. Within the term, if a student has a “D” or “F” average in one core subject or a “D” or “F” average in two electives, then the student will be put on probation. In the event of probation, the following steps will be taken:

- Parents will receive written notification requiring a signature and return to the school.
- Participation in extracurricular activities will be denied until parental permission is received.
- The student will be required to immediately begin tutoring (resources will be recommended by the Academy).
- Parental permission will be required before any extracurricular participation is resumed.
- Coaches will be informed if a student is on probation. Practicing with the team could be allowed. However, participation in games, meets, etc. may not be allowed.
- Consistent academic improvement must be demonstrated as determined by the teacher within three weeks of probation.

Continuation

An average of above 76% (“D+”) or better must be earned to qualify for enrollment in the next level course within that discipline (e.g., advancement from Algebra I to Algebra II). If you receive a grade level below 76%, the student may be required to do summer work in order to continue successfully in that subject area.

At the discretion of the faculty and headmaster, if the student does not pass four academic courses during a year, the student may not be promoted to the next grade level.

EASTBROOK ACADEMY CALENDAR

2007-2008

TERM 1

Monday, August 27 – Friday, August 31.....Teachers' Week
 Thursday, August 30.....6:30 pm Welcome Gathering for **New Families**
 Tuesday, September 4, 9 –Open House Orientation for 5th graders
 Wednesday, SeptemberClasses Begin
 Thursday, September 6, 7:00 p.m.....Parents' Night
 Wednesday, September 12.....Picture Day
Friday, September*Pizza Dinner/Talent Show*
 Thursday & Friday, October 4 & 5.....**NO SCHOOL**, ACSI Convention
Sunday, October 7.....*Pictures in the Park*
 Tuesday, October.....Middle School & High School Progress Reports (mailed)
 Thursday, October 11.....Lower School Report Cards
 Friday, October 12**NO SCHOOL**, Parent Conferences
 Week of October 15--19.....Grandparent's Week
 Thursday, November 8.....Vision Screening
 Friday, November 9.....**NO SCHOOL** – Teacher Work Day
 Monday – Friday, November 12 – 16.....Review Week
 Monday & Tuesday, November 19 & 20 (**noon dismissal on 11/20 only**).....Assessments
 Wednesday – Friday, November 21 – 23.....Thanksgiving Break

TERM 2

Monday, November 6.....Classes Resume
 Wednesday, November 28.....Lower School Report Cards
 Friday, November 30.....Middle School & High School Report Cards (mailed)
 Monday, December 17.....Middle School Christmas Program
 Tuesday, December 18.....**Noon Dismissal**/ Elementary Christmas Program
 Wednesday, December 19.....Christmas Break Begins
 Thursday, January 3, 2008.....Classes Resume
 Monday, January 21.....**NO SCHOOL** – Dr. Martin Luther King Jr.'s Birthday
 Tuesday, January 29.....Middle School & High School Progress Reports (mailed)
 Thursday, January 31.....Lower School Report Cards
 Friday, February 1.....**NO SCHOOL** - Parent Conferences
Saturday, February 16.....*Silent Auction*
 Monday, February 18.....**NO SCHOOL** – R & R Day – President's Day
 February, 21 & 22.....M.S./H.S. Musical
 Friday, February 29.....**NO SCHOOL** – Teacher Work Day
 Monday – Friday, March 3 – 7.....Review Week
 Monday & Tuesday, March 10 & 11 (**noon dismissal on 3/11 only**).....Assessments
 March 12 – 25.....Spring Break

TERM 3

Wednesday, March 26.....Classes Resume
 Friday, March 28.....Lower School Report Cards
 Monday, March 31.....Middle School & High School Report Cards (mailed)
Friday, April 11.....*Fish Sticks Comedy Show*
 Friday, April 25.....**NO SCHOOL** – Teacher Work Day
 Week of May 5th.....Iowa Basics Testing
 Thursday, May 15Spring Program, Blue Ribbon Art Fair

Friday, May 16.....**NO SCHOOL** – Teacher Work Day
Monday – Friday, May 19 – 23.....Review Week
Monday, May 26.....**NO SCHOOL** – Memorial Day
Tuesday & Thursday, May 27-29.....Assessments
Friday, May 30.....**Noon Dismissal** – Honor Roll/Report Cards/Last Day of School
Friday, May 30.....8th Grade Celebration
Wednesday – Saturday, June 4-7.....Rummage Sale

HIGH SCHOOL CURRICULUM

Subject Area	Core Program Ordered 9-12	Honors Courses	AP Courses
English	Rhetoric/Composition World Literature American Literature English Literature		English Literature English Language
Science	Biology Chemistry Physics Anatomy & Physiology Intern Programs Computer Science		Biology Chemistry Physics B Physics C
History	World History (World/Cultural Geography) (Western Civilization) U.S. History U.S. Politics		European History U.S. History U.S. Government
Math	Algebra 1 Geometry Algebra II Pre-Calculus with trigonometry Calculus Statistics	Geometry H Algebra II H Pre-Calculus H	Calculus AB & BC
Foreign Language	Spanish German Mandarin French		
Fine Arts	Art-Sculpture, painting, digital Music Theater	Art History	
Philosophy	Classical and Biblical World Ethics and Logic World Religions/Modern Thought Spiritual Formation		
Extra Curricular	Drama, Yearbook, Finance, Forensics, Visual Arts, Music, Cross Country, Volleyball, Basketball, Track & Field		

School Schedule

Eastbrook Academy High School begins the school day promptly at 8:30 a.m. Students join the Lower and Middle school students and faculty for assembly each Monday. The remaining days of the week, assembly takes place in the student's homeroom. School doors open at 8:00 a.m.

The expectation is that students arrive, store their coats, etc. in their lockers, prepare the necessary materials for their first class and are in their homeroom before 8:30. Students will not be admitted to their homerooms after 8:30 a.m. without a tardy slip. When this occurs, the student must obtain a tardy slip from the main office. Habitual offenders will follow discipline procedures.

Students begin each day with the pledge, school prayer, a devotional and announcements. The school day ends at 3:30 p.m. Students are expected to report to a designated area for after school activities or for pick-up from school.

Extra-curricular activities generally begin after school. There are occasions when extra-curricular events take place off campus and require early dismissal. Affected classroom faculty and families will receive schedules in advance of these events in order to ensure students are fully prepared for the early dismissal and to reduce disruption.

If students are in any campus building for specific activities (play practice, athletics, club meetings, etc.) they must remain with an adult supervisor in the area of the activity. Friends or younger family members are not to remain in the building unsupervised.

Attendance Policies

Consistent, on-time attendance is the minimum standard for success in employment. It is a mutual, common courtesy and responsibility within relationships. The rigorous pace of the school makes it difficult for a student to catch up if they fall behind. In addition, Eastbrook Academy High School honors its responsibility to provide a safe, stable school environment for all students and staff. For that reason, the following the guidelines below are strongly encouraged.

Absences

Eastbrook Academy High School is a closed campus. A student may not leave campus for any reason without permission. Families are strongly encouraged not to schedule vacation or medical appointments during the school day. The school will determine if an absence is valid based on the following reasons: personal illness, illness in the family requiring the presence of the student, funerals and weddings, religious holidays, legal or medical obligations. Leaving the building without permission, non-school activities, oversleeping, etc. are not valid reasons for an absence. Cutting/skipping class is considered a serious offense.

If an anticipated absence is to occur, the student must bring a note from home stating the reason for leaving campus, the time of departure and expected time of return. This note must be received at least two weeks prior to departure for family trips/vacation and with as much notice as

possible for medical appointments, etc. In all cases, the student must sign out in the school office before leaving campus for absences and sign in when returning.

The student must also notify, in advance, teachers whose classes will be missed and plan to make up work. Keep in mind, missing school for illness means the student may not be permitted to practice or participate in any extracurricular or athletic event scheduled for that day.

Full and half-day absences are recorded on the student's transcript.

For the expectations and consequences of absences, please see the Code of Conduct section.

Leaving Campus

Eastbrook Academy High School is a closed campus. If the student leaves campus during the school day without permission and without signing out in the school office, the student will face disciplinary action. Eastbrook Academy High School is not responsible for the student if he or she leaves campus. If the student leaves campus and returns for later practices and games, the student is responsible for informing parents/guardians of his/her plans.

Family Guidelines – General Code of Conduct

Discipline Philosophy

Discipline is a pattern of thought and action that produces self-control and efficiency. At the Academy, this self-discipline is encouraged by the increased level of partnering with the student and parents that takes place at the High School level. At Eastbrook Academy, the student will partake in a challenging academic program designed to prepare the student to step up to the challenging life situations the student will encounter in the next few years. Parents, students and faculty should work together to elevate the student's motivation for self-discipline. Meanwhile, the school will enact certain guidelines to ensure a focused learning environment.

Any behavior that lowers the high standards expected of students and staff alike, and, in the extreme, challenges the value of disciplined effort or the authority of teachers, parents, and administrators of the Academy, needs to be corrected and vigilantly guarded against.

Violating school discipline is the result of poor choices on the part of students and will be addressed as such. The student is responsible for his or her choices and will be held accountable to the standards of self-disciplined living. When disciplinary steps need to be taken, the teachers and Heads are in close communication with the student's parents or guardians. Part of our partnership agreement with Eastbrook Academy parents/guardians is to uphold the value of discipline. Serious violations of Academy standards can lead to probation, suspension, or dismissal from the school. In all cases, withholding access to the school is done only for the purpose of maintaining a wholesome learning environment and encouraging each student to be accountable for his or her decisions.

General Conduct

The Academy expects courtesy and respect toward others at all times. The student should meet or exceed each of the following expectations:

- Arrive to class on time
- Be present in class
- Maintain uniform guidelines
- Be prepared for class with all supplies required
- Demonstrate self-control
- Clean up consistently
- Attend school regularly
- Respect self, staff, and other students
- Use thoughtful and intelligent language
- Be honest
- Respect school property
- Abide by classroom rules.
- Seek Truth.

Minor Offenses

Minor Offenses violate the rules of the school, but they are not necessarily a disruption to the learning environment of the other students. These Minor Offenses are handled by the teachers in a manner that they see fit. Some consequences may include a warning, student/ teacher conference, loss of privilege, seat change, verbal or written apology, phone call or email to parent. Teachers record the minor offenses and action taken. Five minor offenses in one term equals one major offense per term. Minor offenses may include:

- Tardiness to Homeroom/Class
- Dress Code
- Gum/Candy
- Unprepared for Class
- Disrupting Class—potentially major
- Not in the expected location
- Cell phone left on

Major Offenses

Major Offenses violate the rules of the school and disrupt the learning environment of the offending student and other students. In some situations, the student will be removed from the classroom and the offense will be explored by the Head. The Head will be in communication with the parent/guardian and will send a Disciplinary Referral home with the student outlining the Major Offense, Comments and Action Taken by Teacher, and Major Referral Follow-Up. The Disciplinary Referral requires a parent/guardian signature and prompt return to the Head. Major Offenses may include:

- Disrespect Toward Teacher/Staff/Student
- Profanity/Improper Language
- Fighting
- Dishonesty
- Disrespecting Others or School Property
- Excessive Tardiness
- Unexcused Absence
- Violation of Computer Usage
- Drug or alcohol use on or off campus.

Major Offense Disciplinary Follow-Up

Because of the disruptive nature of the major offenses, the student will be counseled toward some corrective measures.

Student Probation

Academy Head/School Board Intervention: Student probation may occur based on the severity and/or frequency of the Major Offense. Individual cases may be presented to the School Board as well.

Student Expulsion

Academy Head/School Board Decision: Student expulsion may occur based on the severity and/or frequency of the Major Offense. Individual cases will be presented to the School Board as well.

Uniforms

Uniforms accomplish several things that Eastbrook Academy High School is seeking to emphasize:

1. It encourages the student to think of his/her attire as an aspect of his/her work and helps the student recognize the purposeful nature of education.
2. It minimizes social competition and self-centeredness regarding fashion standards.
3. It grows a group identity that is essential to our student community.

The goal of all personal grooming standards at Eastbrook Academy High School is to prepare the student for a professional work environment. All of the standards identified in this document are to be applied to regular school hours as well as any Eastbrook Academy High School event. Checking uniform adherence and determining violations are up to the discretion of the teachers and the Head of the school.

Clothing standards: Students are expected to be neat, clean and appropriately dressed for the entire academic day. All outdoor wear (coats, jackets, hats, boots, gloves) are to be stored in lockers during school hours.

	Formal	Casual
Ladies' Uniform	Solid Navy Blazer* or Cardigan Sweater (solid red, navy, green, yellow or white) Academy Plaid** or Khaki Colored Skirt Oxford Shirt (long or short sleeve) (solid white or light blue)	Polo (long or short sleeve) (solid red, navy, green, yellow or white) Navy or Khaki Colored Chino/Twill Pants Academy Plaid** or Khaki Colored Skirt Cardigan Sweater (solid red, navy, green, yellow or white)

Gents' Uniform	Navy or Khaki Color Pants Oxford Shirt (long or short sleeve) (solid white or light blue) Tie (hunter/classic navy plaid or red*** Solid Navy Blazer* Sweater Vest (solid navy or green) (can be worn under the blazer)	Polo (long or short sleeve) (solid red, navy, green, yellow or white) Navy or Khaki Colored Chino/Twill Pants Sweater Vest (solid navy or green)
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* The girl's uniform Navy Blazer is available to girl's size 16 at Land's End. The boy's uniform Navy Blazer is available to boy's size 20. The Uniform Place sells blazers in adult sizes (\$82-\$87). Men's would need to be ordered – allow 1 month for delivery.

**At Land's End the Plaid is called Hunter/ Classic Navy. It is called Bel Aire at The Uniform Place.

***Red ties are available free at the school office.

Students must wear brown or black leather or leather looking shoes with formal attire. No sandals or shoes with open toes will be allowed. Athletic shoes may be worn with the casual uniform.

Gents must wear a solid brown or black belt at all times. A belt is not required for the ladies.

Uniforms can be purchased at other stores that sell “uniform” style clothing. Colors & styles must match those defined as the “Eastbrook Academy High School Uniform” at Land’s End or the Uniform Place.

The uniform school code for the Land’s End website for Eastbrook Academy High school is 900032228.

General Physical Appearance

No body piercings are allowed except ears – limited to two discreet earrings per ear. Hair should be worn neatly, in natural colors so as not to be a distraction for either the wearer or those around him/her. *Guy*s: Hair must be cut so the top of your ears and collar are visible as well as above your eyebrows. Side-burns may be worn but must be neatly trimmed.

Athletics

When participating in Eastbrook Academy High School athletics, whether at practice or in a game/meet, the clothing the student wears reflects the standards of the school. Clothing should be modest, loose fitting and neat (e.g., no holes or tears). No bare midriffs, tight shirts or short shorts will be allowed.

The student athlete may wear either dark blue or black shorts or sweat pants and red, white or blue short or long sleeved t-shirts without logos or messages. Eastbrook Academy logo wear t-shirts, Academy athletic team t-shirts or Academy hooded sweatshirts are allowed. We strongly recommend student athletes also bring a water bottle during practice days and games to ensure they remain healthy and hydrated for practices and games/meets.

On game or meet days, the student should be prepared to wear his/her team shirt and regular dress code pants or skirts.

Athletic Code of Conduct

Choosing to participate in athletics (or any extracurricular activities) means the student athlete is willing to do the extra work with the same excellence that they approach the academics at Eastbrook Academy. It means they are willing to adhere to a Code of Conduct while participating in the athletic practices as well as the games and meets during which they represent Eastbrook Academy. That is why we require student athletes to sign an Athletic Code of Conduct in order to participate in an Eastbrook Academy sponsored athletic program. A copy of the Code of Conduct is at the end of this document.

Study Hall

All freshmen and new students will have a study period in their first year until academic responsibility is demonstrated consistently. The study hall can then be replaced with electives or potentially internship programs.

Homework

Students can expect 30 - 45 minutes of homework per course per day. Some of this homework may be done in study halls during the day; the remainder should be done at home. If the student does not complete his/her homework by the deadline assigned they may be asked to stay after school and forfeit privileges until it is done.

School Property

Eastbrook Academy High School is blessed with a new building and beautiful campus facilities. Students are expected to be good stewards of the school premises with the understanding that it is a shared facility. That means they are expected to leave the place they occupy as good, or better, than they found it.

Textbooks – Most textbooks used by Eastbrook Academy High School students are the property of Eastbrook Academy. Students will be assigned a book number in most classes. Books are to be handled with great care and responsibility. Loss or damage to the textbook will result in the replacement cost.

When a book is student property, it will be clearly communicated. These will generally be texts the student will be encouraged to mark/highlight as they read.

Lockers – Lockers are an extension of the classroom and must be treated with respect and care. Students are responsible for maintaining their lockers. This means keeping it clean and tidy in addition to using it with care so as not to cause damage. The student will be responsible to pay for any damage done to his/her locker.

In order to organize the locker, we recommend you have one 11”x 8.5” locker rack. Other Locker Recommendations include:

- Lockers must be kept neat and orderly. No loose papers or trash allowed.
- No food or food containers are to be stored in lockers overnight.
- Electronic devices or weapons of any kind are not allowed on the Academy campus and therefore are not allowed in lockers at any time.
- Medications of any kind are not allowed in lockers. All medications are to be kept for distribution in the Academy Office.
- Appropriate pictures are allowed on the inside of the lockers only and must be attached to the locker with magnets. Tape of any kind is not permitted.
- Graffiti of any kind is strictly prohibited.

Computers – Computers are a great tool for the student to be able to support the learning that takes place before, during and after school hours. We are pleased to be able to offer each student use of a laptop computer while working in the school during the school day. The expense of the computers and particularly laptops mean that extra care needs to be applied when using them. Recommendations include:

- No eating or drinking will be allowed when a laptop is in use
- Clean hands, no jostling, horseplay, etc. around the computers
- For virus protection purposes, no disk or file sharing
- No password sharing
- Appropriate graphics/photos/ etc.
- Adding/attempting to remove software or files may increase the potential for viruses or software damage, please do not do so.

In addition to caring for the hardware and software on the computer, our students, teachers and families are charged with the protection of the information they access and input into the computer from outside resources (specifically the Internet). At the end of this document is an Internet Use Agreement all students, parents and advisors are required to read and sign in support of the stewardship of information.

School Pictures

School pictures are taken in September each year and will be used for student's ID. Portrait packages are available as well as class pictures. The purchase of pictures is optional; however, it is one of our important fundraisers.

An annual yearbook is available for purchase in the spring. The Yearbook Club, consisting of 7th – 10th grade Middle and High School students and an advisory team, format and assemble the pictures.

Student ID's will be issued by the second month of school.

Visitors

If the student has a guest, his/her guest is required to register with the school office and notify the Head at least one day before the guest's visit to the school. Special events to include important guests in your life are part of the school calendar. These include Parent Night (the first week of school) and Grandparents' Week (early in first term).

Field Trip Policies

Field trips are used to enhance our rigorous academic programs and to support community service. Permission slips must be signed by a parent or guardian and be on file in the Eastbrook Academy High School office prior to the trip. Field trips will not be taken during Review or Assessment periods.

Faculty/staff members, parents or family members transporting students to and from school-sponsored activities must have liability insurances and auto insurance.

Lunch Policies

Students are required to eat lunch daily between 12:05-1:05 p.m. They must bring their own lunch and eat it in their homerooms. Lunches are expected to be healthy. When finished, the student may go to one of the following areas: playground, game room, study hall/computer lab or time with a tutor.

Snacking

Snacking is permissible in between classes and at specified breaks provided all wrappers, garbage, etc. are disposed of in a proper and timely manner.

Special Luncheons

Birthday lunches are permitted during lunchtime. Please notify the Eastbrook Academy High School Head in advance of the celebration, and be prepared to provide all of the necessary serving items (fork, spoons, napkins, plates) as they will not be available through the school.

Transportation Policies

Transportation to and from school events

If a bus is provided by Eastbrook Academy High School for field/class trips, athletic events or retreats, students are expected to ride to and from the event in the provided transportation unless the school/coach has been properly notified and has approved. If the student is late in meeting the provided transportation, the school is not responsible for arranging alternate transportation. If this occurs during the school day, the student will be required to remain on school grounds if alternate transportation cannot be arranged.

Parents are allowed to drive team members to and from away contests if school/coach has been properly notified and has approved.

Faculty/staff members, parents or family members transporting students to and from school-sponsored activities must have liability insurance and auto insurance. State law mandates that all passengers wear seatbelts when provided. Parents are expected to make arrangements to pick the student up after a school event. If parents/guardians know they will be late in picking the student up, alternative arrangements should be made.

Directions

Written directions to and from off-site school events will be provided in advance of the event. Directions for events will also be available at the school office during normal office hours.

Weather Policies

In the even to of inclement weather or emergency, Eastbrook Academy High School is using the following television and radio stations to broadcast delayed or cancelled classes:

- Television: WTMJ 4, FOX 6, WISN 12, and CBS58
- Radio AM: 620 WTMJ, WOKY, WISN 1150
- Radio FM: WLTQ 97, WKTI 94.5, WFMR 106.9, WMIL 106.1

Family/Staff Conference Policies

Parents are encouraged to visit their student’s teachers at scheduled conference times throughout the year. Conferences are planned each term and are noted on the school calendar. Parents and guardians are warmly invited to contact teachers and request a conference at any time to communicate feedback or express concerns.

<p style="text-align: center;">Eastbrook Academy Code of Conduct for Interscholastic Student-Athletes</p>

Interscholastic athletic competition should demonstrate high standards of ethics and sportsmanship and promote the development of good character and other important life skills. The highest potential of sports is achieved when participants are committed to pursuing victory with honor according to six core principles: trustworthiness, respect, responsibility, fairness, caring, and good citizenship. This Code applies to all student-athletes involved in interscholastic sports. I understand that, in order to participate in high school athletics, I must act in accord with the following:

TRUSTWORTHINESS

1. *Trustworthiness* — be worthy of trust in all I do.
2. *Integrity* — live up to high ideals of ethics and sportsmanship and always pursue victory with honor; do what’s right even when it’s unpopular or personally costly.
3. *Honesty* — live and compete honorably; don’t lie, cheat, steal or engage in any other dishonest or unsportsmanlike conduct.
4. *Reliability* — fulfill commitments; do what I say I will do; be on time to practices and games.
5. *Loyalty* — be loyal to my school and team; put the team above personal glory.

RESPECT

6. *Respect* — treat all people with respect all the time and require the same of other student-athletes.
7. *Class* — live and play with class; be a good sport; be gracious in victory and accept defeat with dignity; give fallen opponents help, compliment extraordinary performance, show sincere respect in pre- and post-game rituals.
8. *Disrespectful Conduct* — don’t engage in disrespectful conduct of any sort including profanity, obscene gestures, offensive remarks of a sexual or racial nature, trash-talking, taunting, boastful celebrations, or other actions that demean individuals or the sport.
9. *Respect Officials* — treat contest officials with respect; don’t complain about or argue with official calls or decisions during or after an athletic event.

RESPONSIBILITY

10. *Importance of Education* — be a student first and commit to getting the best education I can. Be honest with myself about the likelihood of getting an athletic scholarship or playing on a professional level and remember that many universities will not recruit student-athletes that do not have a serious commitment to their education, the ability to succeed academically or the character to represent their institution honorably.
11. *Role-Modeling* — Remember, participation in sports is a privilege, not a right and that I am expected to represent my school, coach and teammates with honor, on and off the field. Consistently exhibit good

character and conduct yourself as a positive role model. **Suspension or termination of the participation privilege is within the sole discretion of the school administration.**

12. *Self-Control* — exercise self-control; don't fight or show excessive displays of anger or frustration; have the strength to overcome the temptation to retaliate.

13. *Healthy Lifestyle* — safeguard your health; don't use any illegal or unhealthy substances including alcohol, tobacco and drugs or engage in any unhealthy techniques to gain, lose or maintain weight.

14. *Integrity of the Game* — protect the integrity of the game; don't gamble. Play the game according to the rules.

FAIRNESS

15. *Be Fair* — live up to high standards of fair play; be open-minded; always be willing to listen and learn.

CARING

16. *Concern for Others* — demonstrate concern for others; never intentionally injure any player or engage in reckless behavior that might cause injury to myself or others.

17. *Teammates* — help promote the well-being of teammates by positive counseling and encouragement or by reporting any unhealthy or dangerous conduct to coaches.

CITIZENSHIP

18. *Play by the Rules* — maintain a thorough knowledge of and abide by all applicable game and competition rules.

19. *Spirit of rules* — honor the spirit and the letter of rules; avoid temptations to gain competitive advantage through improper gamesmanship techniques that violate the highest traditions of sportsmanship.

I have read and understand the requirements of this Code of Conduct. I understand that I'm expected to perform according to this code and I understand that there may be sanctions or penalties if I do not.

Student-Athlete Signature

Date

Student Use of Electronic and Computer Technology

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. Eastbrook Academy has taken precautions to restrict access to controversial materials. However, on a global network it is impossible to control all materials and an industrious user may discover controversial information. Eastbrook Academy firmly believes that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of the school.

Internet access is coordinated through a complex association of government agencies, and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. In general this requires efficient, ethical and legal utilization of the network resources. If an Eastbrook Academy user violates any of these provisions, his or her account will be terminated and future access could possibly be denied.

The signature(s) at the end of this document is (are) legally binding and indicate(s) the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance.

STUDENT INTERNET USE POLICY

The use of the Internet is a privilege, not a right, and inappropriate use will result in cancellation of those privileges and possible school discipline in accordance with the Eastbrook Academy Student Handbook. (Each student or teacher who receives an account will be part of a discussion with an Eastbrook Academy staff member pertaining to the proper use of the network.) The system administrators will deem what is inappropriate use and their decision is final. Also, the system administrators may close an account at any time as required. The administration, faculty, and staff of Eastbrook Academy may request the system administrator to deny, revoke, or suspend specific user accounts. Students have the right to appeal any restrictions or access privileges.

1) **Acceptable Use** - The purpose of the backbone networks making up the Internet is to support research and education in and among academic institutions by providing access to unique resources and the opportunity for collaborative work. The use of your account must be in support of education and research and consistent with the educational objectives of the Eastbrook Academy. Use of other organization's network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any national or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret.

2) **Proper Care** – The desktop and laptop computers require attentive and diligent care.

- No food, drink or dirty hands are allowed near the computers and laptops.
- Use two hands while transporting computer equipment including laptops.
- Do not touch the screens
- Treat the keyboard, mouse and other peripheral equipment with respect.
- Do not force a diskette or CD into the computer or laptop.
- No downloading, installing, or using software not sanctioned by the network administrator.

3) **Network Etiquette** - You are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:

- Be polite. Do not get abusive in your messages to others.
- Use appropriate language. Do not use profanity, obscene comments, sexually explicit material, expressions of bigotry, racism, or hate.
- Illegal activities are strictly forbidden.

4) Security

- Under no circumstances should you give anyone your password.
- Do not reveal your personal address, phone number, personal information or the address, phone or personal information of other students, teachers or administrators on the Internet.
- Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Internet.
- Do not use the network account of another individual.
- Do not demonstrate problems to other individuals except the network administrator.

5) Vandalism

- Vandalism is defined as any malicious attempt to harm or destroy electronic information including data or equipment.
- Uploading or creation of computer viruses is considered vandalism.

6) Rules and Code of Ethics

- The student should act honorably and in a manner consistent with ordinary ethical obligations.
- The student will not use the computer resources for non-academic activities.
- The student will not make unauthorized copies of software in accordance with the copyright laws.
- The student should respect the rights and privacy of other authorized users.
- The student represents his/her school and should do so in ways that are positive.

The Eastbrook academy is not responsible for the accuracy or the quality of information obtained through the Internet. Under the state statute 947.0125 students may be subject to criminal sanctions if they transfer by means of signs, signals, writing, images, sounds or data to threaten, intimidate abuse or harass another person through electronic mail or other computerized communication system.

E-mail accounts and file materials in general are public and not private in nature and remain subject to monitoring by the school. The school district network administrators, with due regard for the right of privacy of users and the confidentiality of their data, have the right to suspend or modify Internet access privileges, examine files, passwords, accounting information, printouts, tapes, and any other material that may aid in maintaining the integrity and efficient operation of the system. Staff may search the file system for potential violations and when there is evidence of a possible violation may view users' files, read mail, monitor keystrokes, and otherwise observe users' activities.

Students have the right to appeal any restrictions or access privileges.

School Internet Use Agreement

I understand and will abide by the above Internet Use Agreement. I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action.

User's Full Name: _____

User Signature: _____

Date: _____

PARENT OR GUARDIAN

As the parent or guardian of this student, I have read the Internet Use Agreement. I understand that this access is designed for educational purposes. Eastbrook Academy has taken precautions to eliminate controversial material. However, I also recognize it is impossible for Eastbrook Academy to restrict access to all controversial materials and I will not hold them responsible for materials acquired on the network. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission to issue an account for my child and certify that the information contained on this form is correct.

Parent or Guardian's Name (please print): _____

Parent or Guardian's Signature: _____