

WELCOME

Welcome to Eastbrook Academy. We are very pleased to have you as part of our family! Our goal is to nurture your child's God-given curiosity and to provide a spiritually encouraging environment and an academically challenging curriculum. The success of our Academy depends a great deal on the partnership forged between our families, administration, the teachers and your child.

ACADEMY CULTURE

MISSION STATEMENT

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

Eastbrook Academy's classical curriculum will ensure that children are properly educated, making a positive difference in families' lives. Our committed Christian teachers utilize time-honored classical techniques based on a strong dialog between student and teacher. These techniques have proven themselves effective over centuries. The curriculum emphasizes grammar and rhetoric through oral and written reports, history using biographies, logical concepts, and classical language. Language, essential to learning, builds the foundation for education, including mathematics, sciences, geography, literature, critical thinking, problem solving, and decision making. The academically challenging curriculum will teach children how to use language effectively as listeners, speakers, writers, and readers. Eastbrook Academy's classical education teaches simple truths that children need to learn and adults must teach.

A safe, orderly, and encouraging atmosphere fosters what children need most, knowledge and adult direction. In addition, consistent, explicit reminders of expectations for scholarly effort, courteous behavior, and respect for adults will give our students a sense of responsibility.

The Academy strives to cross social, economic and ethnic boundaries by building trusting relationships with students and families. Our limited class sizes provide individualized attention while encouraging social development in the group setting. We stress intellectual, moral and personal growth where students are valued individually as well as members of the Academy.

NOTICE OF NON-DISCRIMINATION POLICY

Eastbrook Academy admits students of any race, color, national and ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship programs, and other school-administered programs.

EXPECTATIONS AND THE ACADEMY PARTNERSHIP

The Academy is dedicated to the partnership between administration, teacher, parent, and child. As iron sharpens iron, when we strive to work together, we sharpen one another, enabling optimum learning and character development to take place in your child.

This partnership involves frequent interaction between parents and staff. Our partnership begins with the application process, which includes a personal interview with the parents. It continues as parents encourage their children with their homework assignments, help them develop good study habits and uphold the value of discipline. Two formal conferences, informal conferences, written notes, phone calls and report cards provide ongoing communication between teachers and parents throughout the year. Each family is committed to the Academy's philosophy and is dedicated to the partnership.

SCHOOL HOURS

K4 3-Day	Tuesday -Thursday	8:30 am-12:30 pm
K4 5-Day	Monday – Friday	8:30 am -12:30 pm
K4 Full Day	Monday - Friday	8:30 am-3:30 pm
K5 Half Day	Monday - Friday	8:30 am-12:30 pm
K5 Full Day, 1st -4 th Grade	Monday - Friday	8:30 am-3:30 pm

OFF CAMPUS POLICY

Students are not allowed to leave the campus at any time without permission.

OFFICE HOURS

The school office is open Monday through Friday from 8:00am until 4:00pm. The school phone number is 228-7905. Please leave a message on our voicemail if you are unable to speak to someone in person. If it is an emergency and you are unable to get through to the school office, please call the church office at 414-228-5220.

MORNING ASSEMBLY

Teachers and the Heads greet students and parents outside the school building as the children arrive at 8:25am. **Please be prompt!** The school day starts with a formal outdoor assembly in front of the flagpole (weather permitting) at 8:30am. On Mondays, this assembly takes place in the Worship Hall. The Head welcomes everyone and leads the assembly in the "Pledge of Allegiance." After the pledge, announcements are made and classes are invited to share prepared reports, scripture, poems, or special achievements. The assembly ends with the Academy prayer:

EASTBROOK ACADEMY PRAYER

*"Dear Heavenly Father,
We come to you today as your children.
Please give us cheerful spirits, willing hearts and minds eager to learn.
Help us to treat others at all times with
kindness and respect.
Enable us to do our best in all that we undertake, and use us to bring glory to
your name.
In Jesus' name, Amen."*

DISCIPLINE

Discipline is a pattern of thought and action that produces self-control and efficiency. At the Academy, this self-discipline is encouraged by presenting students with a challenging program of learning, surrounding them with patterns of activity that contribute to success, and providing recognition and reward for work well done.

School discipline is violated by interference with the self-disciplined efforts of others, lowering the professional standards that are expected of students and staff alike, and, in the extreme, challenging the value of disciplined effort or the authority of teachers, parents, and administrators of the Academy.

Violations of school discipline are dealt with in a professional and biblical manner and result in withholding privileges. When disciplinary steps need to be taken the teachers and Heads are in close communication with the parents or guardians. Part of our partnership agreement with Eastbrook Academy parents 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 privileges or access to the school is done only for the purpose of maintaining a wholesome learning environment.

RECESS

Recess will be held outdoors when temperatures are above 10° F.

Recess is 10:15am -10:30am and 12:45pm – 1:15pm.

Children are to play in a designated area with play equipment, sandbox, or swings, or they may play field games in the area adjacent to the play equipment. Jump ropes and balls are available. Children shall not bring skateboards, Frisbees, weapons, toy guns, toys, scissors, hard balls, glass objects or any potentially harmful items on the playground.

SNACK TIME

After morning recess students have time to eat a snack brought from home, while their teacher makes announcements and reads classical literature to the children.

LUNCH TIME

Students bring their own lunch to school and eat in the classroom after noon recess. During this time teachers have informal discussions with their children, share prayer requests, and read orally to them. Lunch boxes of hard plastic or metal are preferred as they are used as plates. Microwave ovens are not available to warm up food. Students should bring their own utensils (plastic forks or spoons) as the Academy cannot provide them.

Milk Program: The Academy provides students with milk daily.

SPECIAL LUNCHEONS

Parents are welcome to prepare, serve and clean up after a hot lunch for their child's class. The children enjoy this, but it is strictly on a volunteer basis. For students who would like to celebrate their birthday at school, birthday lunches (pizza party, etc.) are permitted during lunchtime. Please notify your child's teacher in advance of the celebration, and please provide all of the necessary serving items (forks or spoons, napkins, plates, etc.).

END OF THE DAY

Prior to class dismissal, teachers highlight important concepts learned that day and review class homework assignments.

Teachers escort their students to the designated area where parents pick up children in their cars.

FIELD TRIPS

Approximately twice a year your child may take a field trip to a local place of interest. Field trips are used to enhance our rigorous academic program. Permission slips must be signed by the parents in advance and must be on file in the Academy office prior to the trip.

LOST & FOUND

Clothing and personal items lost during the school year are placed in the hallway outside of the office in the "Lost & Found" box. Items not claimed by the end of the school year will be sold at the annual Rummage Sale in June. **Please mark your child's jackets, sweaters, boots, hats, gloves and school supplies at the beginning of the school year.**

SCHOOL PICTURES

School pictures are taken during the fall each year. Portrait packages are available as well as class pictures. The purchase of pictures is optional; however, it is one of our important fundraisers.

SPECIAL EVENTS

Please plan to attend these events during the school year:

- Parents' Night
- Lower and Middle School Christmas Programs*
- Spring Concert*
- Classroom plays*

*Student attendance is required.

Participation in the Christmas and Spring concerts is part of your child's Music grade. Check your calendar for specific dates.

LOCKERS

Lockers are provided for students on the second floor of the building. **Lockers are an extension of the classroom and are to be used to hold school materials and outerwear only.** Other than daily lunches, no food of any kind is to be stored inside lockers. Toys, electronic devices, cell phones, valuables or weapons are not allowed in school and thus are not to be kept at any time within lockers. Abuse or misuse of lockers may result in the withholding of locker or other privileges.

CLASS LISTS

The teaching staff and Heads spend a great deal of time praying and conferring over the makeup of each grade's class list. In order to allow flexibility in scheduling as students are added and dropped from the school, **class list information is not provided until the first day of school each new school year.** However, in extenuating circumstances the Heads may choose to share this confidential information with a family.

Families are discouraged from requesting specific teachers for their children. As previously stated, the teaching staff and Heads take into consideration class make-up, personality of the child and a number of other factors when creating class lists. Should a family feel very strongly that they wish to have a specific teacher, this request must be made in writing and submitted to the Headmistress prior to the end of the school year.

SPECIAL ACTIVITY CLASSES

ART

Art classes are held weekly. Students work with a variety of media, so please have your child bring an art smock or old shirt to wear for art class.

SPECIAL ACTIVITY CLASSES

LIBRARY

Students are allowed to check out books weekly from our Academy Library. Our librarian assists students during their library time. **Overdue books:** Books are due or renewable at the following library class. Students will be unable to take out library books until their overdue books are returned. **Lost book policy:** If a book has not been returned by the end of the school year, a replacement fee will be charged. Book donations for our library are always welcome.

MUSIC

Students will receive an average of 50 minutes of music education per week. Instruction includes, but is not limited to, age-appropriate, DPI-recommended curriculum.

Music is as an important part of the EBA curriculum as all the other academic areas of your child's intellectual development.

Piano lab is offered in third and fourth grade. Instrumental instruction is offered beginning in fifth grade.

PHYSICAL EDUCATION

Physical education classes meet once or twice a week in the school gymnasium or outside, weather permitting. Athletic shoes must be worn during gym class. Academy logo t-shirts may also be worn.

SPANISH

Students attend Spanish class weekly and learn to read, write and speak Spanish.

VOLUNTEERING

There are various ways to volunteer at the Academy and contribute to the Academy's well-being. Volunteers may help in the office, the library, as a room parent in the classroom, at recess duty, on field trips, or in fundraising activities. Your contribution is important and greatly appreciated!

FUNDRAISING

Fundraising events are important to the financial viability of the Academy. They also provide opportunities for camaraderie among volunteers, the children, and all who attend.

Fundraising events in the past have included:

- Pizza Dinner/Talent Show
- Pasta Dinner
- Silent Auction
- Spring Rummage Sale
- Portraits in the Park
- Fish Sticks Comedy Show
- Logo clothing
- Pick N' Save We Care Program
- General Mills Box Tops for Education
- Campbell's Soup Labels
- McDonald's Receipts
- Target

Please consider participating in these *fun* fundraisers.

COMMUNICATION

In line with our commitment to partnership, the staff at the Academy makes every effort to maintain close communication with families through conferences, daily assignment sheets, report cards, letters home and weekly Notes and Reminders. Please feel free to talk to your child's teacher or the Head if you have questions or concerns.

OPEN DOOR POLICY

Parents are welcome to visit classes at any time after the first two weeks of school.

CONFERENCES

Two (2) **required** parent/teacher conferences are scheduled during the school year, as indicated on your Academic Calendar. When you receive notice in your *Notes & Reminders*, please call the office to make an appointment.

REPORT CARDS

Academic reports are sent home five times during the year.

GRADING POLICY

E	100-93	EXCELLENT
V	92-85	VERY GOOD
G	84-77	GOOD
N	76-0	NEEDS IMPROVEMENT/ UNSATISFACTORY

HOMEWORK

The purpose of homework is to reinforce and improve academic skills and to develop effective work habits. It is important that parents review their child's homework assignments and encourage good study habits.

Kindergarten	15-20 minutes
Grade 1	20-25 minutes
Grade 2	25-35 minutes
Grade 3	35-45 minutes
Grade 4	45-60 minutes

If the time a student spends on homework differs greatly on a consistent basis, please discuss it with the teacher.

PARENT'S NIGHT

You will definitely want to attend this very important meeting. Parents are invited to their child's classroom to meet with the teacher and hear an overview of the curriculum, class rules and expectations, and special events.

ACADEMY CALENDAR

Each family receives a school calendar at the beginning of the school year.

STUDENT DIRECTORY

At the beginning of the school year, each family will receive a copy of the student directory, listing student and parent/guardian names, addresses and phone numbers. Please inform the school office of any changes in your address or phone numbers.

NOTES AND REMINDERS

Every Thursday a copy of "*Notes & Reminders*" will be forwarded to you electronically (if requested) or sent home with your child. This weekly publication (on canary yellow paper) lists upcoming events, reminders, and important announcements. You are encouraged to carefully read over these weekly news items, and transfer important dates to your personal calendar.

ACADEMY NEWSLETTER

Our newsletter is published three times a year and is written for the families, friends and supporters of Eastbrook Academy. The newsletter includes feature stories on teachers and their class activities, photos, financial updates, a message from the Head, and a calendar of upcoming events.

ACADEMY BOARD MEMBERS

Leslie Osborne, Chair

Eric Rumbaugh

Martha Carrigan

Julie S. Loomis

Nancy Erickson

Cathy Melan

ADVISORY BOARD MEMBERS

Stan Stanfield

Mark Toth

Rick Wood

ACADEMY STAFF & FACULTY

Please see faculty & staff directory.

HEALTH & SAFETY

EMERGENCY FORMS

Eastbrook Academy requires parents to complete an *Emergency Form* for each child attending the Academy. This information is essential in case of a medical emergency. **Please notify us immediately of any number changes. We must have current emergency contact information at all times.** The Academy should also have on file a *Permission for Medication* form when prescription medication needs to be administered during school hours. These forms will be distributed to parents in the beginning of the school year.

ILLNESS AND ABSENTEEISM

In the event of absence due to illness or any other reason, we ask that a parent/guardian **notify the office by 8:30am**. Missed assignments can be picked up from the teacher. Please do not allow a child who has been vomiting or running a fever to return to school within 24 hrs of their illness. Children should only return when they are no longer contagious and well enough to participate fully in all school activities.

ILLNESS AND ABSENTEEISM

We discourage parents from taking children out of school on non-vacation days. Please schedule special trips and physician/dental appointments outside of regular school hours or during school breaks and vacations. The pace at which the classes move requires regular attendance. Taking exams early or receiving assignments in advance places an added burden on both the student and the teacher. Permission to take exams early must have the approval of the Head.

IMMUNIZATIONS

Immunization records must be current and on file for all students. State law requires written evidence of immunization within 30 days of the first day of school. Immunization cards are sent home with new students at the start of the school year and should be completed and returned the first week of school.

SCHOOL CLOSINGS

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

Television stations

WTMJ 4, FOX 6, WISN 12, and CBS 58

Radio stations AM

620 WTMJ, WOKY, WISN 1130,

Radio stations FM

WLTQ 97, 94 WKTI, Classical 106.9, WMIL 106.1

SUBSTITUTE RIDES HOME

If someone other than the regularly scheduled driver is to take your child home from school, please send a written notice to your child's teacher and call the school office indicating permission to leave school with that driver. Please include the name of the substitute driver.

FIRE AND TORNADO DRILLS

All teachers and students are instructed on the proper procedures to evacuate the building or take shelter in case of fire or tornado warnings. Emergency evacuation routes are posted in each classroom. A copy of the school floor plan is included in this handbook.

PARKING LOT SAFETY

Drivers, when dropping off and picking up your children, please be observant of the designated driveway areas for unloading and loading. Children should not run in the parking lot. Safety in this high traffic area is crucial.

Children are not allowed in the parking lot without parental supervision.

HEALTH & SAFETY POLICY

Eastbrook Academy is a private, independent school, which seeks to provide a quality education for all of its students. We pursue our goal of quality education with a sincere concern for the well-being of all our students.

Eastbrook Academy consults and cooperates with parents to help maintain a safe and healthy environment. However, we cannot guarantee an environment free of all allergens or other substances to which some individuals may be sensitive. Some students' intensive health needs or medical conditions may require staffing, equipment, or facilities beyond the resources of Eastbrook Academy.

The Headmistress will determine the student health care procedures that we will follow in accordance with school policy and with the least disruption to the educational atmosphere.