

## *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.*

## *Middle School Prayer*

*Father, Almighty  
Jesus, Eternal Son of God  
Holy Spirit, Giver of Life*

*Take our liberty, our memories,  
Our understanding and our whole will.*

*All we are and possess  
You have given us.*

*We surrender it all to Your love and grace  
For with these we are rich enough.*

*We desire nothing more  
Than to bring You glory, honor, and praise  
Forever and ever.*

*Amen*

## School Hours

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Monday – Friday, 8:20 am – 3:35 pm

This is a closed campus. Students may not leave the premises for any reason without permission.

## Arrival

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Doors open at 8:10. Locker time: 8:15 – 8:20. Homeroom begins promptly at 8:20, followed by 1<sup>st</sup> period class at 8:35.

## Tardy

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Students will be considered tardy if not in their homeroom seat by 8:20. After 8:20, students must obtain a tardy slip from the main office to be admitted to the homeroom or classroom.

## Absences

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Students may call a classmate to find out the assignment for the day missed. Books may be picked up, if necessary. Students are responsible for obtaining any missing notes when s/he returns. Assignments may or may not be available early due to a vacation.

## Appointments

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If a student has an appointment during the day, please notify the office in writing. Students must be signed out in the office.

## Special Events

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Student Registration

Welcome Gathering for New Families

5<sup>th</sup> Grade Orientation

Parents' Night

\*Middle School Christmas Program

\*Spring Program

\*8<sup>th</sup> Grade Celebration

\*Student attendance is required. Participation in the Christmas and Spring Concerts is part of the students' Music grade. Check your calendar for specific dates.

## Dismissal

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Students organize their homework and backpacks as well as straighten their 7<sup>th</sup> period study hall room prior to dismissal. Lockers must be straightened before departure. Once students have left the building, they are not allowed back in the building without permission. Students must report to their designated areas. Students waiting in the car line must watch for their ride. Walkers need to promptly walk home. Students staying for any extracurricular activities must report to their designated area. After Care students must go directly to After Care. Students attending After School Tutoring must report immediately. At 3:50 any remaining students will be signed in After Care for a fee. Students are under the supervision of the Academy until their parent has picked them up. Students are not allowed to be in the building, including the church lobby, without supervision. Due to safety concerns, violations of these procedures will result in a Disciplinary Referral.

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# EBA MIDDLE SCHOOL HANDBOOK

## 2010-2011

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### Eastbrook Academy Before-and After-Care Policy

#### Before-Care

Supervision is available for children beginning at 7:00 AM, at a rate of \$2.00 per day. Students arriving at school at 8:00 AM should report to the Before-Care room, but will not be assessed any fees. The focus of this time is quiet working or playing. Middle School students are dismissed from Before-Care at 8:10 AM, with Lower School students being released to the playground at that time.

#### After-Care

**Lower School** students are guided to the playground or After-Care room at 3:45 PM by their classroom teachers if they have not been picked up in the car-line. A fee of \$2.00 will be assessed between 3:45 and 4:30 PM. For a full day (3:45-6:00 PM) the charge is \$5.00 per day per child. Families having more than two children in the program at the same time will be assessed \$2.50 per hour for the third and subsequent children. The After-Care program is available until 6:00 PM. There will be double fees (for that day's usage) assessed if pick-up is after that time.

**Middle School** students are dismissed from classes at 3:35, and have until 3:45 to use the restroom, as well as gather materials from their lockers for homework. Students are not permitted to return to lockers unless accompanied by their parent. At 3:45, students must check in with the After-Care supervising teacher, ready to begin working on homework assignments.

During the Homework Zone, between 4:00 and 5:00 PM, students must refrain from talking in order to focus on completing homework as well as respecting the rights of others who want to finish their work. Students may raise their hand to request help from the After-Care teacher, but otherwise must remain seated during this time period.

Between 5:00 and 6:00 PM, students may play quiet games (chess, checkers, Connect Four, etc.), read independently, draw, or listen to music (only with headphones), if they prefer. After-Care supervision is available until 6:00 PM, after which double fees (for that day's usage) will be assessed.

The aim of After-Care is to provide a quiet place to do homework (with help from a teacher available), so that when parents arrive to pick up their children, the evening can be an enjoyable one since school responsibilities have been taken care of. Because use of these service-oriented programs is a privilege, students will be expected to fully cooperate with After-Care teachers, and will be excluded from the program for failing to do so. One verbal warning will be given to the student, after which parents will be contacted and asked to find new after-school accommodations for their child/children for **one day**. The same procedure will apply for the next offense, but will result in exclusion for **one week**. If a third offense occurs, exclusion will be for **one month**. Any further infractions will result in total exclusion from the program.

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## **Morning Assembly**

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The Middle School joins the Lower and High School in the church worship hall on Mondays. Attendance will be taken at the beginning of Monday Morning Assembly. Students not in their seats by 8:20 will be considered (and recorded) as tardy. Tuesdays through Fridays, students report directly to their homerooms. Students begin every day with the Pledge of Allegiance, Middle School prayer, a devotional and any announcements.

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## **Honor Roll Assembly**

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High Honors, Honor Roll and Honorable Mention students receive special recognition and a certificate for their consistent hard work, dedication and utilization of their God-given talent.

93% - 100% High Honors (2 languages)  
93% - 100% Honor Roll (0-1 language)

91% - 92% Honorable Mention

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## Social Activities

Periodically, the middle school students will come together for a social gathering. This will be planned either by grade level or for the entire middle school. Typically the activities will be held on the weekend, and will give students and families an opportunity to fellowship, build friendships, and have fun outside of the classroom environment. These events are not required and will be chaperoned by Eastbrook Academy teachers, staff, and parent volunteers. Activities are being planned and scheduled, and information regarding specific activities and locations will be provided as necessary.

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## Lunch/Recess

Students eat lunch in the lunch room. Outdoor recess will be held when temperatures are above 10° Fahrenheit. Parents must provide a written note from their physician should they wish to have their child excused from outdoor recess. Please dress appropriately for the weather. Certain clubs meet, music lessons are given, and homework detentions are served during the recess/lunch hour.

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## Snack

Students may eat a snack between classes providing they throw away their garbage and arrive to class on time. No food is allowed in classrooms. Failure to adhere may result in the loss of this privilege.

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## Special Treats & Snacks

Parents are welcome to bring in a special treat or snack for their child's class. However, we can no longer allow parents to bring prepared dishes during the lunch periods. Eastbrook Academy is very proud to offer hot, nutritious lunch and we are making every effort to encourage all students to enjoy these meals. Please notify the Head (or classroom teacher) in advance of the celebration of you would like to bring in a treat during a different class period, and please provide all of the necessary serving items (fork, spoons, napkins, plates).

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## Lost and Found

Clothing, personal items, textbooks and backpacks lost during the school day will be placed in the Middle School "Lost and Found" cabinet located in the new office area in Room S201. Abandoned backpacks, textbooks and other personal items will not be tolerated. Items not claimed by the end of each academic quarter will be donated.

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## School Pictures

School pictures are taken during the fall each year. Portrait packages, class pictures, and sports team pictures will be available. Orders for portrait packages will take place in the fall. An annual yearbook is available in the spring. The Yearbook Class, consisting of Middle and High School students and an advisory team, format and assemble the pictures.

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## Library Books

Students are allowed to check out books from our Academy Library. The books are due one week later and may be renewed once. Our librarian assists students during their library time.

Overdue books: Students are not allowed to check out more books until all their overdue books have been returned.

Lost book policy: A replacement fee will be charged for lost library books. As soon as a lost book is paid for, students will be allowed to check out more books. Final report cards will be held until all books are returned or the replacement cost is paid. Donations for our library are always welcome.

## Lockers

Lockers are a fun and exciting extension of the classroom and must be treated with respect and care. Students are responsible for maintaining their lockers. This means keeping them clean and tidy (periodic locker checks) in addition to using them with care so as not to cause damage. The students will be responsible to pay for any damage done to their lockers.

In order to organize the lockers, it is best for each student to have at least one 11"x 8.5" locker rack.

Backpacks are not allowed to sit in the hallway during the school day. They must be put in the lockers or else taken into the classrooms. Backpacks larger than 10.5"x 10.5" will not fit into the students' locker. Jamming large backpacks into the lockers causes damage. If a locker jams, please notify the Head immediately so the proper action can be taken.

Remember, not every book needs to stay in your backpack. Leave unnecessary books in your locker.

## Locker Regulations

- 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.
- Toys from home or weapons of any kind are not allowed on the Academy campus; therefore, they are not allowed in lockers at any time.
- Medications are **not** allowed in lockers, with the exception of asthma inhalers and epi-pens. All other medications are to be kept 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.
- A student's assigned locker is his/her assigned locker. Students are not to store anyone else's materials in their lockers. Students will be held accountable for their locker space.
- Locker combinations are to be memorized and kept secret. Students are not to share their combination with anyone at anytime.

## Textbooks

Textbooks are the property of Eastbrook Academy. Students will be assigned a book number in most classes. They are to be handled with great care and responsibility. Loss or damage to the textbook will result in the replacement cost. It is strongly recommended that they be covered.

## Contests, Competitions, Meets, and Fairs

Dr. Martin Luther King, Jr. Speech Contest  
Dr. Martin Luther King, Jr. Writing Contest  
Dr. Martin Luther King, Jr. Art Contest  
ACSI Spelling Bee  
ACSI Math Olympics  
ACSI Science Fair

Fair Housing Essay Contest  
Fair Housing Poster Contest  
EBA Middle School Art Fair

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## Field Trips

Field trips are used to enhance our rigorous academic programs. Permission slips must be signed by the parents in advance and must be on file in the Academy office prior to the trip. Field trips will not be taken during Review/Assessment Week.

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## Extracurricular Activities

Extracurricular activities are subject to change due to student interest and volunteerism.

Academics First: Students must take care of their responsibilities at school before they have the privilege of participating in extracurricular activities. (See Student Conduct / Disciplinary Referral / After School Detention.)

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## Athletics

### Fall

Cross Country  
5<sup>th</sup> – 8<sup>th</sup> grade

Volleyball  
8<sup>th</sup> grade girls

### Winter

Boys Basketball  
5<sup>th</sup>/6<sup>th</sup> grade  
7<sup>th</sup> /8<sup>th</sup> grade

Girls Basketball  
5<sup>th</sup> /6<sup>th</sup> grade  
7<sup>th</sup> / 8<sup>th</sup> grade

### Spring

Track  
5<sup>th</sup> – 8<sup>th</sup> grade

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## Clubs

Yearbook  
5<sup>th</sup> – 8<sup>th</sup> grade

Lego League  
5<sup>th</sup> – 8<sup>th</sup> grade

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## Core Classes

English: Grades 5-8  
History: Grades 5-8  
Math: Grades 5-8  
Science: Grades 5-8

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## Languages

Spanish (5<sup>th</sup>-8<sup>th</sup>) and Latin (6<sup>th</sup>-8<sup>th</sup>) are required for Middle School students. All students will take Spanish and will be assessed to determine the level of Latin they will enter. Should testing reveal that further grammar is necessary before the student is ready to enter Latin, a grammar intensive Pre-Latin class will be assigned.

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## Bible

All middle school students will take Bible. This class will meet three days per week and will focus on growing in knowledge of the scriptures.

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## Fine Arts

Fifth and sixth grade students are required to take both art and music. Beginning in seventh grade, students will be allowed to choose either art or music but must choose one.

Art Appreciation: Grades 5-7, Art Studio I: Grade 8  
Music Appreciation: Grades 5-8

In addition to the required fine arts classes, students in good academic standing may elect to participate in the following offerings:

### Band

Beginning Band: grade 5  
Intermediate Band: grade 6  
Concert Band: grades 7-8

### Strings

Beginning Strings: grade 5  
Intermediate Strings: grade 6  
Middle School Strings:  
grades 7-8

### Choir

Beginning Choir: grade 5  
Intermediate Choir: grade 6  
Concert Choir: grades 7-8

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## Physical Education

All students in grades 5 through 8 will take physical education, which meets twice each week.

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## Computers

All students in grades 5 through 8 will take computer classes. These classes meet once per week, except in 5<sup>th</sup> grade when they meet twice per week.

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## Computer Usage

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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.

**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.

**Proper Care** – The desktop computers and laptops require attentive and diligent care.

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

**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.

### 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.

**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. Any deliberate reconfiguring of software that impedes the proper functioning of a computer or network will constitute vandalism.

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### **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 student will not use the computer resources without permission and supervision.

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.

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## Report Cards

Students receive quarterly report cards. The official transcript will report only the semester final grades.

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## Grading Policy

### **The Academy uses a percentile grading system.**

High Honors	93% - 100% (2 languages)
Honor Roll	93% - 100% (0-1 language)
Honorable Mention	91% - 92%

A+ = 100-99	B+ = 92-91	C+ = 84-83	D+ = 76-75	F = 69-0
A = 98-95	B = 90-87	C = 82-79	D = 74-72	
A- = 94-93	B- = 86-85	C- = 78-77	D- = 71-70	

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## Passing to the next grade level

Students in the 5<sup>th</sup> through 7<sup>th</sup> grades must have a 70% grade point average or higher and a passing grade in English and Math in order to advance to the next grade level at Eastbrook Academy.

Students in the 8<sup>th</sup> grade must have a 70% grade point average or higher and a passing grade in all core subjects in order to advance to 9<sup>th</sup> grade at Eastbrook Academy.

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## Assignment Notebooks

Every student will receive an assignment notebook at the beginning of the year. All assignments and important information is to be recorded daily. Failure to do so may result in a Minor Offense. The purpose of the assignment notebook is to teach effective, lifelong organization skills. Loss of the assignment notebook will result in the replacement cost.

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## Homework

The purpose of homework is to reinforce and improve academic skills and to develop effective work habits. The rigorous classical education requires every middle school student, especially those struggling in a particular subject, to be spending 1-2 hours of homework a night. If the time a student spends on homework differs greatly from the guidelines listed below on a consistent basis, please discuss it with the teacher.

Grade 5: 60-70 minutes

Grade 7: 80-90 minutes

Grade 6: 70-80 minutes

Grade 8: 90-100 minutes

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## After School Program

The After School Program is Monday – Friday, from 3:45 – 6:00 p.m. Teachers will be available for homework help and informal tutoring at both Lower and Middle School levels. A quiet environment will be preserved in order to encourage students to use time wisely. A snack may be brought from home, and all students will be expected to have a library book to read when they are finished with other work. There is a fee for this program, and limited scholarship help may be available.

## **Summer School**

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Summer School is available, as recommended by faculty and administration, for those students who have an overall passing average of 70% and above, but are struggling with a core subject. All students who will be enrolling for the first time in Eastbrook Academy in the following school year will also be required to attend Summer School.

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## **Communication**

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

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## **Parent/Teacher Conferences**

Two formal parent/teacher conferences are scheduled during the school year. As part of the partnership, parents are encouraged to bring their child to the conference in order to encourage and to discuss ways to improve academic success. If a private conversation is necessary, the child may be asked to sit in the hallway. The first parent/teacher conference is required for parents of 5<sup>th</sup> graders and all new students. It is optional for parents of 6<sup>th</sup>-8<sup>th</sup> graders. If your child is receiving a failing or near failing grade in any subject, you will receive notice prior to receiving your child's Progress Report. It is then necessary to make an appointment during parent/teacher conferences.

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## **Academic Probation**

Opportunity and responsibility go hand in hand. It is important for the Middle School students to recognize their responsibility to maintain high standards in their academic studies as a prerequisite for extracurricular participation.

In accordance with our mission to "support ...the academic and spiritual development" of Academy students, Academic Probation exists to raise the awareness of both parent and child when there is an urgent need for academic improvement.

A student is placed on Academic Probation at the conclusion of a grading period when their "Overall Average" on their Report Card or Progress Report is a "D" (76% or below) or if they are failing (69% or below) in any of the core classes.

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## **Academic Probation Steps**

1. Parents will receive notification in the mail which will need to be signed and returned.
2. Parental permission will be required before any extracurricular participation will be resumed.
3. Athletic coaches and club advisors will be informed of any students on probation. The privilege of participating in games will not be allowed; however, practicing with the team may be a possibility. Exceptions may be made for individual cases.
4. Once the student has had an opportunity to raise the grade through a test, quiz, project or effort, the student should ask the teacher in whose class s/he is failing for a signed Reinstatement Form.
5. The student has the responsibility of touching base with all of the appropriate teachers and bringing the signed Reinstatement Form to the Head.
6. Once the Reinstatement Form has been received by the Head, the student will be officially reinstated. The parents will receive a copy of the Reinstatement Form. The Athletic Director, coaches/advisors will be notified.
7. Grades need to improve, as determined by the teacher, within three weeks or the student will be removed from the team/club until the next report card.

## Uniform Guidelines

The uniform of Eastbrook Academy is intended to reflect the formal academic standard of the academy and to avoid peer pressure in matters of attire. The dress code is not meant to stifle individuality, but rather to eliminate any distraction, encourage modesty, and provide an environment conducive to learning. Parents may be called to supply appropriate clothing should the student show up to school out of uniform or immodestly dressed.

## EBA Middle School Uniform Guidelines

### Boys

- Belted dress or corduroy slacks in khaki or navy (no cargo **pants**).
- Belted dress walking shorts in khaki or navy (neat, flat pocketed cargo **shorts** are acceptable).
- Long or short sleeve **polo style, oxford style/button-down** shirts or **turtlenecks** in solid red, white or navy.
- Solid red, white, or navy sweaters.\*\* (**see note below**)
- Eastbrook Academy LOGO sweatshirts or crewneck sweatshirts over collared shirts or turtlenecks.
- Belts are mandatory.
- Shoes are open to personal preference, but should reflect the formal academic standards of the Academy.
- Shirts must be tucked in.

### Girls

- Dress slacks, capris/walking shorts (at or below the knee), or corduroys in khaki or navy (no cargo **pants**).
- Skirts/jumpers in khaki, navy, or Belair plaid (at or below the knee)
- Long or short sleeve **polo style** shirts or **turtlenecks** in solid red, white or navy.
- Solid red, white or navy sweaters.\*\* (**see note below**)
- Eastbrook Academy LOGO crewneck sweatshirts over collared polo shirts or turtlenecks.
- Leggings worn under skirts or jumpers must be solid red, white, or navy.
- Shoes, hair accessories, etc. are open to personal preference, but should reflect the formal academic standards of the Academy.

\*\*Sweaters for layering may have buttons or zippers; hooded sweaters/sweatshirts (in appropriate colors) will be allowed, however hoods and hats are never to be worn inside of the classrooms/building.

## Physical Education Attire

REQUIRED: Solid red or navy t-shirts, sweatshirts, any Eastbrook Academy LOGO t-shirts or sweatshirts, solid navy shorts or sweatpants, socks and athletic shoes.

OPTIONAL: Eastbrook Academy LOGO crewneck or hooded sweatshirt.

## Dress Down Days: To be announced.

### Dress Down Days Guidelines

No inappropriate writing on t-shirts.

Dresses, shorts and skirts must be knee length or below.

No bare shoulders or midriff

No sagging pants

**\*Please note:**

- Uniforms are required for all students.
- No writing on shirts.
- Hats or hoods are not to be worn inside the school building.
- Any Eastbrook Academy LOGO clothing may be worn on Fridays. On game days, participating athletes will be allowed to wear game jerseys with game t-shirts in place of the normal uniform shirt. Dress khaki/navy pants or skirts are still required.
- Uniform clothing can be found at J.C. Penney Outlet, Target, Kohl's, Walmart, Land's End or other department stores.
- We have uniforms available at no cost for those who are in need.

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## Tardies to School

- The first three tardies each quarter have no penalty (grace), along with any tardies on days we designate as “extra grace” days (i.e. lots of snow, 102-car pileup on interstate, etc.)
- We do not distinguish between excused and unexcused tardies – you can have an excellent reason for being late, but not more than three times in a quarter.
- Upon the next and subsequent tardies, the parent will be contacted by an administrator and the student must report for school at 8:00 a.m. for the next two weeks. Each additional tardy during this time will result in a 30-minute Saturday detention held every two weeks as needed (time to serve Saturday detention will accumulate if there is more than one tardy during those weeks).
- Any student who has gone through the above cycle and earned detention time for two different Saturdays must have a parent-administrator meeting to discuss additional corrective action.

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## Intra-Day Tardies

- The first two tardies to classes other than homeroom each quarter will have no penalty (grace) with any subsequent tardies earning a disciplinary referral.
- When necessary, teachers will issue a pass (or call/email the teacher) to students who are leaving their classrooms late due to a test, after-class conversation, etc.

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## Absences

Any student who is absent more than 10 days in a semester may, at the discretion of the head, fail the semester

- Absence for 5+ class periods will be deemed a full day absence
- Absence for 1-4 class periods will be deemed a half-day absence
- Absence due to school activities (sports, etc.) is not counted

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## Rewards

- For the 1<sup>st</sup> week of school, any student who had perfect attendance and no tardies will receive recognition in homeroom.
- Repeat this for the next three weeks.
- For Q1-Q4, any student who had no tardies or absences for the entire quarter will receive a certificate of recognition at a Monday morning assembly.

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## Student Conduct

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The Academy expects the highest level of courtesy and respect toward others at all times. The boundaries and expectation of positive student conduct includes the following:

- Arrive to homeroom on time.
- Arrive to class on time.
- Attend school regularly.
- Abide by uniform guidelines.
- Be prepared for class with all necessary supplies including: book, binder, pen, paper, completed homework, completed assignment notebook, and required signatures.
- Be attentive in class.
- Demonstrate self-control.
- Stay in assigned area.
- Respect teachers, staff, students and self.
- Use appropriate language.
- Love one another.
- Be honest.
- Respect school property.
- Electronic items (i.e. cell phones, iPods, games, etc.) must be turned off and stowed in your locker during school hours.
- Abide by classroom rules.
- Abide by hallway rules.
- Abide by playground rules.

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## Discipline Philosophy Statement

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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 citizenship probation, suspension, or expulsion 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.

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## Disciplinary Referral

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### Major Offenses

Major Offenses violate the rules of the Middle School and disrupt the learning environment of the student and other students in the classroom. In some situations, the student will be removed from the classroom and immediately escorted to the Head's office. Major Offenses are handled by the Head. The Head will be in communication with the parent 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. After five major offenses, the student's status will be determined by the School Board.

### Major Offenses:

- Excessive tardiness
- Unexcused absence
- Profanity/Improper language
- Fighting
- Dishonesty
- Disrespecting others or school property
- Disrespect toward teacher/staff/student
- Violation of computer usage pertaining to network etiquette, code of ethics, security, or vandalism.
- Hazing/bullying/threatening other students\* see policy for definition

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## Policy on Harassment and Bullying

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Eastbrook Academy prohibits acts of harassment or bullying. The administration has determined that a safe and civil environment in school is necessary for students to learn and achieve high academic standards. Harassment or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment. Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of administrators, faculty, staff, and volunteers to provide positive examples for student behavior.

"Harassment or bullying" is any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – i.e. internet, cell phone, personal digital assistant (pda), or wireless hand held device) that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression; or a mental, physical, or sensory disability or impairment; or by any other distinguishing characteristic. Such behavior is considered harassment or bullying whether it takes place on or off school property, at any school-sponsored function, or in a school vehicle.

"Harassment" is conduct that meets all of the following criteria:

- is directed at one or more students;
- substantially interferes with educational opportunities, benefits, or programs of one or more students;
- adversely affects the ability of a student to participate in or benefit from the school district's educational programs or activities because the conduct, as reasonably perceived by the student, is so severe, pervasive, and objectively offensive as to have this effect; and,
- is based on a student's actual or perceived distinguishing characteristic (see above), or is based on an association with another person who has or is perceived to have any of these characteristics.

“Bullying” is conduct that meets all of the following criteria:

- is directed at one or more students;
- substantially interferes with educational opportunities, benefits, or programs of one or more students;
- adversely affects the ability of a student to participate in or benefit from the school's educational programs or activities by placing the student in reasonable fear of physical harm or by causing emotional distress; and,
- is based on a student's actual or perceived distinguishing characteristic (see above), or is based on an association with another person who has or is perceived to have any of these characteristics.

The administration expects students to conduct themselves in a manner in keeping with their levels of development, maturity, and demonstrated capabilities with a proper regard for the rights and welfare of other students, school staff, volunteers, and contractors. Students participating in harassing or bullying will be subject to consequences not limited to admonishment, detention, suspension, loss of privileges, legal action, and/or expulsion.

### **Major Offense Disciplinary Referral Follow-Up\***

<u>Conference</u>	<u>Restitution</u>	<u>Out of School Suspension</u>
<u>Parent/Student/Head</u>	<u>Full</u>	<u>One day</u>
<u>Parent/Student/Teacher/</u>	<u>Partial</u>	<u>Two day</u>
<u>Head</u>		<u>Three day</u>
<u>School Service</u>	<u>In-School Suspension</u>	<u>Loss of Computer</u>
<u>After School Detention</u>	<u>Half Day</u>	<u>Usage Privilege</u>
<u>Lunch Detention</u>	<u>Full Day</u>	<u>Two weeks</u>
<u>Saturday Detention</u>	<u>Three Day</u>	<u>End of term</u>
		<u>End of school year</u>

Please note that the listed disciplines are options that are available to the Head of the Middle School and not the progression of steps in disciplining a student.

### **Suspension**

Students are responsible for any assignments given and/or collected during their suspension. A 0% will be recorded for any assignment that is not turned in. If a test or quiz is missed, it is the students' responsibility to make arrangements with the teacher to make it up on an agreed upon time (recess, before/after school or study hall).

### **Citizenship Probation**

Any student who exhibits disruptive, insubordinate or threatening behaviors may be placed on Citizenship Probation (CP) as deemed necessary by the Middle School Head. This status serves to put both students and parents on notice that the student's placement at Eastbrook Academy is in jeopardy. Rigorous behavior monitoring will begin immediately and will continue for a three week period. If at any time during that period the student exhibits similar behaviors, the student may be asked to leave immediately. If, after the third week of probation, there were no behavior issues which

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## **Citizenship Probation (*continued*)**

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had led to expulsion, teachers, staff members, and parents will be invited to a Citizenship Probation Meeting to formulate a determination that:

- The student must immediately find another school.

OR

- The student will continue to be on CP and another scheduled review session will occur after 3 more weeks.

If after six consecutive weeks it has been determined that the student has made great improvements, the Citizenship Probation status may be suspended, *with the understanding that if negative behaviors and attitudes resume, the CP will be immediately re-instated and the expulsion process may begin.*

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## **Loss of Computer Usage Privilege**

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Students serving a computer usage suspension will lose computer-related privileges as related to the offense. This loss of privileges will last one week for a first offense; two weeks for a second offense; the end of the term for a third offense. Depending on the offense, complete loss of privileges for the school year may result.

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## **Homework Detention**

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Students serving a homework detention will do so during recess and lunch. Students will report to the detention area with the incomplete homework assignment and materials. They will use this time to complete the incomplete assignment. During this time they will also eat a silent, reflective lunch.

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## **After School Detention**

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Academics first. Students must take care of their responsibilities at school before they have the privilege of participating in extracurricular activities. Failure to take care of academic responsibilities will result in an after school detention, regardless of an extracurricular game, meet, or practice. Parents and coaches will be notified prior to the detention. The detention time will begin at 3:40 and end at 4:30.

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## **Saturday Detention**

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Students serving a Saturday detention will be required to attend, arrive at 8:00 a.m. in uniform, and stay until they have completed the assigned time. Arrangements will be made with a parent prior to the Saturday.

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## **Failure to Comply**

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Any failure to comply with determined disciplines will automatically result in a parent conference and further disciplinary action.

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## Suspension and Expulsion Procedures

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### Suspension

Violations of school discipline are dealt with in a professional and biblical manner and result in withholding privileges or serving detentions. The Lower School Head, Middle School Head, High School Head, and Head of School reserve the right to suspend a student for a disciplinary infraction and/or consistent or serious disregard of school policy. When disciplinary steps need to be taken the teachers and Heads are in close communication with the parent(s) or guardian(s). Part of our partnership agreement with Eastbrook Academy parents is to uphold the value of discipline. Serious violations of Academy standards can lead to suspension, probation or expulsion 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.

- Teachers will document student behaviors, attitudes, grades, and situations.
- Faculty will meet with their Head to discuss the student's progress and behaviors.
- Faculty phone calls and conferences with the parent(s) will be documented.

Probation and suspensions will be discussed with parent(s) and each situation will be documented. The durations of the probation(s) or suspension(s) will be determined by the lower, middle, or high school head and communicated in writing to the parent(s). The parent(s) will be required to meet with the relevant school Head before their student returns to class. During the suspension the student is prohibited from being on Eastbrook Church / or Eastbrook Academy property during the school day or during any school activity.

### Expulsion

Expulsion is the legal termination of a student's privilege to attend school. Under Wisconsin state law, all students are required to attend another school until they reach 18 years of age or when their high school class graduates. Only the Head of School has the right to expel a student. Official transcripts will be released only after all outstanding financial obligations (tuition, before/aftercare, hot lunch) have been met and all school property (books, etc.) has been returned. Any student expelled may not be on Eastbrook Academy property (during school or school functions) or be present at Academy functions without the permission of the Head of School. Expulsion is the final step of discipline at Eastbrook Academy and therefore a student that has been expelled will not be allowed to return.

### Due Process

Students who are expelled may appeal their disciplinary action. Appeals are directed and handled by the Head of School and the Academy School Board. They must be received in writing within five (5) days of the decision