

## **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> hour class at 8:35.

## TARDY

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Tardy students will not be admitted into their homerooms after 8:20 without a tardy slip. Students must obtain a tardy slip from the main office. Habitual offenders will follow **tardy/absence** disciplinary procedures.

## 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.

**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**

## 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 in their 7<sup>th</sup> hour study hall. 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

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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 directly to room 201. 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.

Due to safety concerns, violations of these procedures will result in a Disciplinary Referral.

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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. Tuesdays through Fridays, assembly takes place in their homerooms. Students begin every day with the pledge, 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)

91% - 92% Honorable Mention

93% - 100% Honor Roll (0-1 language)

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**SOCIAL ACTIVITIES**

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**EACH MONTH 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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**SPEAKER ASSEMBLY**

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Professionals in the Community  
Motivational Speakers

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**LUNCH / RECESS**

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Students eat lunch with their homeroom. Outdoor recess will be held when temperatures are above 10° F. It is required for 5<sup>th</sup> graders and is optional for 6<sup>th</sup> – 8<sup>th</sup> graders. There may be exceptions. Parents must provide a written note from their physician should they wish to have their child excused from outdoor recess. Please dress appropriate for the weather.

Certain clubs meet and music lessons are given during the recess/lunch hour.

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## SNACK

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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 other than at lunch. Failure to adhere may result in the loss of this privilege.

## SPECIAL TREATS & SNACKS

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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).

## LOST AND FOUND

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Clothing, personal items, textbooks and backpacks lost during the school day will be placed in the Middle School "Lost and Found" cabinet located in Rm. 201. Backpacks, textbooks and other personal items are not allowed outside of their lockers. Habitual offenders will follow discipline procedures. Items not claimed by the end of the school year will be donated.

## SCHOOL PICTURES

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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 Club, consisting of Middle and High School students and an advisory team, format and assemble the pictures.

## LIBRARY BOOKS

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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

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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, electronic devices 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.

### CORE CLASSES

**English:** Grades 5-8

**History:** Grades 5-8

**Math:** Grades 5-8

**Science:** Grades 5-8

### 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. Students may be exempt from this requirement if they are new to the Middle School or if they have a learning disability. These exemptions are permitted with the understanding that a language will be taken in High School.

Students who qualify for an exemption may choose to audit the class (do the same work without a grade) with the option of receiving a grade for the class if they do well.

### SPECIAL ACTIVITY CLASSES

The Specials on the student's schedule are abbreviated as follows:

**A** = Art      **M** = Music      **C** = Computers

The order of the abbreviations is according to the term in which the student will take them. The three terms are divided evenly; therefore, Term II and Term III do not follow the same schedule as the Report Cards for the Core Subjects.

**Art Appreciation:** Grades 5-8

**Music Appreciation:** Grades 5-8

**Computers:** Grades 5-8

The following Specials will take place all year long and will follow the regular Term I, II III schedule.

**Band:** Grades 5-8

**Orchestra:** Grades 5-8

**Choir** (5<sup>th</sup> & 6<sup>th</sup>)

**Choir** (7<sup>th</sup> & 8<sup>th</sup>)

**Physical Education:** Grades 5-8

**Spanish:** Grades 5-8

**Latin:** Grades 6-8

### 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.

### COMPUTER USAGE

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 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.

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

**REPORT CARDS**

Students receive 3 report cards and 2 progress reports during the year.

**October 7: Progress Reports (mailed)**

**December 5: Report Cards (mailed)**

**January 26: Progress Reports (mailed)**

**April 3: Report Cards (mailed)**

**June 2: Report Cards (mailed)**

**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

At the end of the term, if the student has failed a core subject, s/he will be required to attend After School Tutoring for the subject(s). Attendance will be required until mastery of the material is demonstrated on an assessment. At the discretion of the faculty and Headmistress, if the yearly overall average is 69% or below, your student has failed that grade level.

**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.

**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.

**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 6 70-80 minutes**

**Grade 7 80-90 minutes**

**Grade 8 90-100 minutes**

### **AFTER SCHOOL TUTORING**

The After School Tutoring program is Monday – Thursday, from 3:30-5:00 p.m. It will include a time for a snack (brought from home), followed by concentrated time for qualified tutors to work directly with students.

After School Tutoring will service two groups of students:

Tutoring—Students needing tutorial small group instruction for core subjects.

Homework Help—Students needing a quiet structured environment with occasional questions and mini lessons.

Attendance at After School Tutoring is based on teacher referral/requirement for a fee. Scholarships are available.

### **SUMMER SCHOOL**

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.

### **COMMUNICATION**

In line with our commitment to partnership, the staff at the 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.

### **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.

### **EXTRACURRICULAR 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, probation occurs in order to raise the awareness of both parent and child when there is an urgent need for academic improvement.

Probation occurs when:

- A student's "Overall Average" on their Report Card or Progress Report is a "D" (76% or below). Within the term, if a student has a "D" average in one Core subject (history, math, science, or English) OR a "D" average in two Specials (music, art, computers, Latin, or Spanish), then s/he is put on probation.

## Extracurricular Probation Steps

1. Parents will receive notification in the mail which will need to be signed and returned.
2. The student is to begin tutoring immediately.
3. Parental permission will be required before any extracurricular participation will be resumed.
4. 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.
5. 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.
6. The student has the responsibility of touching base with all of the appropriate teachers and bringing the signed Reinstatement Forms to the Head.
7. Once all of the Reinstatement Forms have been received by the Head, the student will be officially reinstated. The parents will receive a copy of the Reinstatement Form. The coaches and advisors will be notified.
8. 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. Students receiving a minor offense for a dress code violation will not be able to participate in the next dress down day.

### 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 (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 or sweatshirts or any Eastbrook Academy LOGO t-shirts or sweatshirts, solid navy shorts or sweatpants, socks and athletic shoes.

**OPTIONAL:** Eastbrook Academy LOGO crewneck or hooded sweatshirts (the latter are only allowed for physical education class).

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UNIFORM GUIDELINES

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**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

**\*Please note:**

Uniforms are required for all students.

No writing on shirts.

Hats are not to be worn inside the school building.

Any Eastbrook Academy LOGO clothing may be worn on designated Spirit Days (on days when there is a game or meet).

Uniform clothing can be found at J.C. Penney Outlet, Target, Kohl's, Wal-mart, Land's End or other department stores.

We have uniforms available at no cost for those who are in need.

### 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 two weeks. Any tardiness during this time will result in a 30-minute Saturday detention held every two weeks as needed (time would 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.

### Intra-Day Tardies

- The first two tardies to classes other than homeroom each quarter will also have no penalty (grace) with any subsequent tardies earning a disciplinary referral. At Eastbrook Academy, assignment notebooks serve double-duty as our hall pass system. Students **must** have their assignment notebooks in order to receive grace.
- 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.

### 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

### 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.

## 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.

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DISCIPLINE PHILOSOPHY

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.

**DISCIPLINARY REFERRAL**

**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.
- Other

**MAJOR OFFENSE DISCIPLINARY REFERRAL FOLLOW-UP**

**Conference**

- Parent/Student/Headmistress
- Parent/Student/Teacher/Headmistress

**School Service**

- After School Detention
- Lunch Detention
- Saturday Detention

**Restitution**

- Full
- Partial

**In-School Suspension**

- Half Day
- Full Day
- Three Day

**Loss of Computer Usage**

**Privilege**

- Two weeks
- End of term
- End of school year

**IN-SCHOOL 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).

**LOSS OF COMPUTER USAGE PRIVILEGE**

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.

**LUNCH DETENTION**

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.

**AFTER SCHOOL DETENTION**

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.

**SATURDAY DETENTION**

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

**ACADEMIC PROBATION**

Academic Probation is invoked when a student is identified as failing (69% or below). If s/he does not improve to a satisfactory level as outlined below, s/he will be recommended for expulsion.

**Academic Probation Steps**

1. Teachers may refer a student for Academic Probation to the middle school Head.
2. The middle school Head will arrange a Student Success meeting to include the student, the student's teachers, parent(s)/guardian(s), any relevant support personnel, and middle school Head.
3. A written document reiterating the terms of the Academic Probation will be sent to the attendees following the meeting.

**Academic Probation Period**

Academic Probation will last for six weeks immediately following the Student Success meeting. The Student Success team will reconvene to discuss necessary interventions should a serious problem arise within the 6 weeks. Student activities and extracurricular activities may be limited depending on the outcome of the Student Success meeting.

**Evaluation at the End of the Probationary Period**

A student is removed from the probation upon a unanimous vote of satisfactory improvement at the end of the 6 week period.

If the student fails to get a unanimous vote, the Head recommends to the School Board that the student be dismissed or withdrawn from the school.

**Future Probation**

Having teachers place a student on probation for the second time in two consecutive semesters constitutes a recommendation by the Head to the School Board that the student be dismissed or withdrawn from the school.

2010-2011

STUDENT PROBATION

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**STUDENT EXPULSION**

Student expulsion may occur based on the severity and/or frequency of the Major Offense. Individual cases will be presented to the School Board for final decisions.

2010-2011

COMPETITIONS/FIELD TRIPS

**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

**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.

**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.)

**ATHLETICS**

**Fall**

**Cross Country**

5<sup>th</sup> – 8<sup>th</sup> grade

**Volley ball**

8<sup>th</sup> grade girls

**Spring**

**Track**

5<sup>th</sup> – 8<sup>th</sup> grade

**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

**CLUBS**

**Student Council**

Representatives 5<sup>th</sup>/6<sup>th</sup> grade

Officers 7<sup>th</sup>/8<sup>th</sup> grade

**Yearbook**

5<sup>th</sup> – 8<sup>th</sup> grade

**School Newspaper**

5<sup>th</sup> – 8<sup>th</sup> grade

**Ministry Outreach**

5<sup>th</sup> – 8<sup>th</sup> grade

**Lego League**

5<sup>th</sup> – 8<sup>th</sup> grade

**After School Tutoring**

5<sup>th</sup> – 8<sup>th</sup> grade

**Spanish Club**

5<sup>th</sup> – 8<sup>th</sup> grade

**Drama Club**

5<sup>th</sup> – 8<sup>th</sup> grade