



**2016-17**  
**Student & Parent Handbook**

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**EASTBROOK ACADEMY**

**Address:** 5375 N. Green Bay Avenue, Milwaukee, WI 53209

**Website:** www.eastbrookacademy.org

**Phone:** (414) 228-7905

**Fax:** (414) 228-9854

**Contact for General Information:** Annette Enters –  
aenters@eastbrookacademy.org

**School Hours:**

|  |                  |            |
|--|------------------|------------|
| K4 3-Day (half & full day options)         | T/W/TH           |            |
| Half Day (K4 & K5)                         | 8:20am – 12:15pm |            |
| K4-4 <sup>th</sup> Full Day                | 8:20am – 3:25pm  | M/T/W/TH/F |
| 5 <sup>th</sup> -12 <sup>th</sup> Full Day | 8:20am – 3:35pm  | M/T/W/TH/F |
| Office Hours                               | 8:00am – 4:00pm  | M/T/W/TH/F |

**Accreditation:**

Independent Schools Association of the Central States (ISACS)

**Affiliations:**

- Association of Christian Schools International (ACSI)
- Milwaukee Parental Choice Program (MPCP)
- Association for Choices in Education (ACE)
- Partners Advancing Values in Education (PAVE)

|                            |
|----------------------------|
| <b>Administrative Team</b> |
|----------------------------|

|                         |                                 |      |
|-------------------------|---------------------------------|------|
| <b>Jay Wriedt</b>       | Head of School                  | x309 |
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| <b>Fred Pierce</b>      | MS/HS Head                      | x336 |
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| <b>Amy Levash</b>       | LS Head                         | x360 |
|                         | alevash@eastbrookacademy.org    |      |
| <b>John Pruzina</b>     | Dean of Students                | x308 |
|                         | jpruzina@eastbrookacademy.org   |      |
| <b>Martha Budnowski</b> | Athletic Director               | x310 |
|                         | mbudnowski@eastbrookacademy.org |      |
| <b>Danielle Curtiss</b> | Director of Admissions          | x303 |
|                         | dcurtiss@eastbrookacademy.org   |      |
| <b>Jennifer Dreger</b>  | Office Assistant                | x304 |
|                         | jdreger@eastbrookacademy.org    |      |
| <b>Cassie Eder</b>      | Director of Advancement         | x376 |
|                         | ceder@eastbrookacademy.org      |      |

|                          |  |      |
|--------------------------|--|------|
| <b>Annette Enters</b>    | Administrative Secretary<br>aenters@eastbrookacademy.org         | x305 |
| <b>Lisa Johnston</b>     | College Guidance<br>lisajohnston@eastbrookacademy.org            | x313 |
| <b>Jennifer Klawes</b>   | Human Resources Director<br>jklawes@eastbrookacademy.org         | x335 |
| <b>Frank Lee</b>         | Director of IT<br>flee@eastbrookacademy.org                      | x311 |
| <b>Stephanie Love</b>    | Business Director<br>slope@eastbrookacademy.org                  | x302 |
| <b>Juanita Robertson</b> | Program Coordinator<br>jrobertson@eastbrookacademy.org           | x377 |
| <b>Annalisa Siczka</b>   | MS/HS Admin. Assist/School Nurse<br>asiczka@eastbrookacademy.org | x306 |

|                                 |
|---------------------------------|
| <b>Student Support Services</b> |
|---------------------------------|

|                         |   |
|-------------------------|---|
| <b>Martha Budnowski</b> | Before & After Care                                   |
| <b>Stephanie Rohde</b>  | Lunch Clerk   |
| <b>Patty Millunzi</b>   | K4 Education Assistant (E124B)<br>Before & After Care |
| <b>Kent Sopa</b>        | K4 Education Assistant                                |
| <b>Rowe</b>             | Hot Lunch Program, Lead Cook                          |

|                                  |
|----------------------------------|
| <b>School Board of Directors</b> |
|----------------------------------|

|                            |                               |
|----------------------------|-------------------------------|
| <b>Mr. Nate Ganfield</b>   | Chairman                      |
| <b>Mrs. Kim Somenske</b>   | Vice Chairperson              |
| <b>Mrs. Karen Eggert</b>   | Secretary                     |
| <b>Open</b>                | Treasurer                     |
| <b>Mr. Keith Hacker</b>    | Church Council Representative |
| <b>Mr. Matt Buerosse</b>   | Board Member                  |
| <b>Mr. Ben Douglas</b>     | Board Member                  |
| <b>Mrs. Anne Osterwind</b> | Board Member                  |

## School Profile

A Christ-Centered Academic Community

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

### School History

Through a commitment to St. Nicholas parish to maintain a school as a ministry of the church, a vision grew out of Eastbrook Church leaders whose desire was to develop a diverse group of strong Christian leaders for the future of Milwaukee. By equipping individuals with a superior education and the skills needed to access higher education, a unique model of classical and Christian education was born.

Eastbrook Academy opened its doors in 1998. Christian teachers with high academic standards began with a pre-school, four and five year-old kindergartens, and a first grade. The Academy added successive grades in the following years, culminating in a K4-8 school.

In 2006, Eastbrook Academy High School came into existence with its first ninth grade class. Facilities were expanded to include a gymnasium, additional classroom space, elevators, and a connection space between classroom and worship areas. This expansion was made possible through individual contributions and the financial support of organizations such as Partners Advancing Values in Education (PAVE), the Walton Family Foundation, and the Bill and Melinda Gates Foundation (TALC).

In June of 2010, Eastbrook Academy held its first senior graduation. Since then, each graduating class has had 100% college acceptance and has been awarded scholarships and grants averaging more than \$1 million each year.

In 2013 there are 402 students enrolled in grades K4-12, representing over 30 zip codes in Milwaukee and surrounding suburbs. Student achievement remains consistent, with test scores ranking in the 95<sup>th</sup> percentile nationally and the highest student achievement the Milwaukee Parental Choice Program (MPCP).



## Statement of Faith

**Scripture:** We believe the Scriptures to be the inspired Word of God, without error in the original writing; the complete revelation of His will for the salvation of men; and the Divine and final authority for all Christian faith and life. (2 Tim.3:16; 2 Pet. 1:21)

**Jesus Christ:** We believe Jesus Christ is true God and true Man, having been conceived of the Holy Spirit and born of the Virgin Mary. He died on the cross as a sacrifice for our sins according to the Scriptures. Further, He arose bodily from the dead and ascended into heaven, where, at the right hand of God the Father, He is now our High Priest and Advocate. In the person of the Holy Spirit, He indwells the believer. (Lk 2:52; Jn. 4:6, Heb.5:8; Jn. 1:3, Jn.20:2)

**Mankind:** We believe man was created in the image of God but fell into sin and is therefore spiritually dead. Only through regeneration by the Holy Spirit can salvation and spiritual life be obtained. (Rom.5:12-21)

**Christ's Return:** We believe in the personal and imminent return of our Lord Jesus Christ, and that this has a vital bearing on the personal life and service of the believer. (1Jn. 2:28; Acts 1:9-11)

**God:** We believe in one God, Creator of all things, infinitely perfect and eternally existing in three persons: Father, Son and Holy Spirit. (Deut. 6:4; Matt. 3:11-17)

**Holy Spirit:** We believe the ministry of the Holy Spirit is to glorify the Lord Jesus Christ, and during this age to convict, regenerate, seal, indwell, guide, instruct and empower the believer for life and service. (Jn. 14:26; Rom.8:14, Jn.16:8; Jn.3:5-6)

**Salvation:** We believe the shed blood of Jesus Christ and His resurrection provide the only ground for justification and salvation of believers and only such as receive Jesus Christ are born of the Holy Spirit and thus become children of God. (Jn.3:16; Rom.5:10-11; 2 Cor.5:18-20; Gal.4:4-6)

**Judgment:** We believe in the bodily resurrection of the dead – of the believer to everlasting blessedness and joy with the Lord, and of the unbeliever to judgment and eternal separation from God. (Jn. 5:28-29; Rev.20:11-15)

**The Church:** We believe the true Church is composed of all such persons who are regenerated by the Holy Spirit through saving faith in Jesus Christ, united together in the Body of Christ of which He is Lord and Head, and commissioned for the God-given task of proclaiming the Gospel to every person. (1 Cor. 12:13)

## Four Pillars of Eastbrook Academy

**Christian:** Rooted in the Christian faith, Eastbrook Academy aligns itself with the truth as upheld in the Bible and taught by Jesus Christ. While rigorous academics are important, we believe that nurturing students in a safe and loving environment and building Christ-like relationships are required to prepare students for life and eternity.

**Classical:** Eastbrook Academy ensures students are properly equipped with the tools of learning through time-honored techniques and a classical curriculum that emphasizes the three stages of learning: grammar, logic and rhetoric. Eastbrook Academy seeks to develop students at each stage in the following ways:

- **Grammar:** Kindergarten through fourth grade academics focus on the acquisition of knowledge. Eastbrook Academy’s curriculum teaches students the fundamental facts and rules essential to learning. The building blocks of education include phonics, mathematics, science, geography, literature, writing, problem solving, and decision making.
- **Logic:** Fifth through eighth grade academics build on the facts learned in the grammar stage, as students begin the study of logic and its application in the academic setting. Eastbrook Academy teaches students at the logic level to reason, critique, analyze, and evaluate information in all disciplines while they begin to learn to support their ideas in thesis-driven essays.
- **Rhetoric:** Ninth through twelfth grade academics center on the application and communication of logic and factual evidence as students learn to argue and defend decisions. Students build on the foundations of grammar and logic as they begin to independently express their thoughts and knowledge in preparation for life after high school. Eastbrook Academy helps students develop rhetorical skills within all subjects, including mathematics, science, history, languages and fine arts.

**Rigorous:** Eastbrook Academy students learn to use language effectively through our classical curriculum. Eastbrook Academy maintains a rigorous standard of college preparatory coursework to academically prepare students for higher education and for life.

**Diverse:** Eastbrook Academy strives to bridge social, economic and ethnic cultures by building a community with students and families from diverse backgrounds.

- **Socio-economic:** Eastbrook Academy is committed to making quality education accessible to both families participating in the Milwaukee Parental Choice Program (MPCP) and families able to privately pay tuition, offering scholarships and financial aid to those who need tuition assistance.
- **Ethnic:** Eastbrook Academy’s student body represents multiple ethnic groups and many countries of origin. Within our community are first-generation families from nations such as China, Lebanon, Nigeria, Guatemala, Romania, South Korea, Ethiopia, Somalia and Mexico. International students that have been hosted within the Eastbrook Academy community include Germany, South Korea, China and Nepal.

- **Geographic:** Eastbrook Academy's student body represents over 30 zip codes in Milwaukee and surrounding suburbs.

**Notice of Non-Discrimination Policy**

**USDA Nondiscrimination Statement Update**

*In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.*

*Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.*

*To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:*

- (1) *mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;*
- (2) *fax: (202) 690-7442; or*
- (3) *email: [program.intake@usda.gov](mailto:program.intake@usda.gov).*

*This institution is an equal opportunity provider.*

**Grading Scale**

**Primary & Lower School**

|   |        |                   |
|---|--------|-------------------|
| E | 90-100 | Excellent         |
| V | 80-89  | Very Good         |
| G | 70-79  | Good              |
| N | 0-69   | Needs Improvement |

**Middle & High School**

|   |        |      |    |       |       |
|---|--------|------|----|-------|-------|
|   | %      | GPA  |    | %     | GPA   |
| A | 92-100 | 4.00 | C+ | 78-79 | 2.333 |

|    |       |       |    |       |       |
|----|-------|-------|----|-------|-------|
| A- | 90-91 | 3.667 | C  | 72-77 | 2.000 |
| B+ | 88-89 | 3.333 | C- | 70-71 | 1.667 |
| B  | 82-87 | 3.000 | D+ | 68-69 | 1.333 |
| B- | 80-81 | 2.667 | D  | 62-67 | 1.000 |
|    |       |       | D- | 60-61 | .666  |
|    |       |       | F  | 0-59  | 0.000 |

## Academic Guidelines

### Homework

The purpose of homework is to reinforce and improve academic skills while developing effective work habits. It is important that parents or guardians review their child's homework assignments and encourage good study habits. The times listed below are a general guideline for parents or guardians to judge how much time an average student should take to complete nightly assignments. If your child takes an excessive amount of time to complete the daily homework, please contact your child's classroom teacher to discuss possible alternative strategies.

#### **Primary & Lower School**

- K5                               15 minutes per day
- Grade 1                        20 minutes per day
- Grade 2                        25 minutes per day
- Grade 3                        35 minutes per day
- Grade 4                        45 minutes per day

#### **Middle School**

Eastbrook Academy's rigorous classical education requires middle school students, especially those struggling in particular subject areas, to spend 1-2 hours of homework per night.

- Grade 5                        50 minutes per day
- Grade 6                        60 minutes per day
- Grade 7                        70 minutes per day
- Grade 8                        90 minutes per day

In Middle School, one important goal is to help our students learn how to manage their time in order to complete homework and projects on schedule. If a student in Grades 5-8 is missing a homework assignment, an "M" (Missing) will be entered into RenWeb for that assignment. This will immediately generate an e-mail to the home notifying the parent of the missing homework. The student will have three days to get the assignment in; however, each day will result in 10 additional percentage points taken off. After the third day, if the assignment is not in, the teacher will call the parent to set up a Before or After School Detention.

Our policy is that the student must come at that time and complete the homework, although the student will not receive full credit for the work. Our hope is to encourage and teach our students to do their work as it is assigned.

#### **High School**

- Grades 9-12                2-3 hours per day

## Final Exams

### ***Primary & Lower School***

The school year is divided into four quarters. Before the end of each quarter, a period of academic review is held, followed by exams.

### ***Middle & High School***

The school year is divided into four quarters. Exams are administered at the end of each semester. Grades are compiled into semester averages as follows: 40% per quarter and 20% per final exam.

All exam documents remain the property of Eastbrook Academy and will not be sent home with students.

## Report Cards and Progress Reports

Report cards help chart student progress and achievement according to expected student outcomes for each subject area. Report cards are issued four times per year.

### ***Primary & Lower School***

Progress reports are available electronically on ParentsWeb immediately after the close of the first and third quarters. First semester report cards are mailed home in January. Second semester report cards are mailed home at the end of the school year.

### ***Middle & High School***

Progress reports are available electronically on ParentsWeb immediately after the close of the first and third quarters. First semester report cards are mailed home in January. Second semester report cards are mailed home at the end of the school year.

Students who have not completed the necessary requirements for a class/subject may receive an "I" (incomplete) on their report cards. Students receiving an "I" must make arrangements with teachers and complete the missing work within the time period designated for each assignment. Assignments not received will be assessed in ParentsWeb as a zero.

Families requiring report cards immediately because of early withdrawal or other extenuating circumstances can contact the office for help.

## **Standardized Testing**

Standardized tests are typically not the type of test a student studies for; rather, standardized tests measure academic progress and level of skill mastery. Students in grades K5 –12 may be tested in this manner up to three times per year. Eastbrook Academy uses the results as one tool to determine grade level advancement and also to set student goals, chart individual progress, and inform teachers and parents/guardians on how to best help students succeed.

- Primary (K5), Lower and Middle school students take the IOWA Test of Basic Skills in April and May. Students and parents/guardians will be informed of specific times and dates for the tests.
- 3<sup>rd</sup>-8<sup>th</sup> grade and 10<sup>th</sup> grade students take state-mandated testing
- 9-12<sup>th</sup> grade students also have the opportunity to take EXPLORE, ACT Aspire, PSAT, SAT, ACT and AP exams as they correspond to their grade level. These exams will be organized and announced by the College Guidance Counselor.
- High School parents or guardians may be assessed an additional fee for some of these tests.

## **Drop/Add Policy**

High School students may only make changes to their schedules during the first 5 full class days of a semester. In order to drop or add a class, the student must complete a drop/add form and turn it in to the High School Head for final approval. The form will be kept in the student's guidance file.

## **Tutoring**

Short-term, content-based tutoring is primarily a parent or guardian-initiated choice. Parents or guardians may contact the Academy office for recommendations of prospective tutors. This type of tutoring can be initiated, scheduled and terminated at the discretion of the parent or guardian. It is recommended that parents or guardians seek input from their child's teachers before beginning a tutoring program so as to properly focus the tutoring goals. Eastbrook Academy faculty members may or may not be available for tutoring.

## Honor Roll

The Honor Roll, scholastic recognition for grades 5-12, recognizes those students who have worked hard and excelled in their academics. Honor Roll certificates are awarded to students during a predetermined Academy-Wide Worship in January for the first semester and in September the following school year for the second semester.

|                        |  |
|------------------------|--|
| <b>Honor Roll</b>      | 88% - 93% cumulative semester average  |
| <b>High Honor Roll</b> | 94% - 100% cumulative semester average |

*Eastbrook Academy does not offer Honor Roll to Primary and Lower School students.*

## Graduation Requirements

The minimum coursework required to receive a High School diploma from Eastbrook Academy is 22 credits of course work. Although most students will earn 28-32 credits, students are required to successfully complete the following number of credits in each subject area:

- English – 4 credits
- History – 4 credits
- Math – 4 credits
- Science – 4 credits
- Foreign Language – 3 credits
- Physical Education - 1.5 credits
- Fine Arts – 1 credit
- Rhetoric - .5 credits

Upon completion of the program requirements, student academic performance is reviewed by the faculty, in conjunction with the High School Head. Students are recommended for graduation based on verification that all criteria for granting a high school diploma have been successfully completed.

### **Credits**

High School students receive credit for courses they have passed with a score of 60% (D-) or higher. A student who does not meet this requirement will not receive credit for the course. Questions regarding credits should be directed toward the College Guidance Counselor. To graduate from EBA, students must achieve an overall GPA of 2.0 AND pass all core classes.

**Promotion and Retention**

Eastbrook Academy utilizes report cards, teacher evaluations and other assessment tools to determine student progress and chart student performance. Students meeting expectations in all core subjects will be recommended for promotion to the next grade level. Any concerns regarding promotion will be addressed by the teacher and parent/guardian during the second semester of the school year. A final decision will be communicated after the close of second semester grades.

*TO BE PROMOTED AT EASTBROOK ACADEMY:*

|                                   |   |
|-----------------------------------|---|
| <b>Primary &amp; Lower School</b> | 70% or higher in any core subject within the last term  |
|                                   | Consistent attendance   |
|                                   | Age-appropriate social behavior   |
| <b>Middle School</b>              | Minimum GPA of 70% (C-) Note that certain classes such as P.E., Art, Choir, weigh slightly less in the averaging process.   |
| <b>High School</b>                | Semester GPA of 2.0 or better <b>AND</b> pass all core courses (Literature, Grammar, Math, Science, History, and Spanish/Mandarin/Latin)  |
|                                   | Any student who fails an elective class may have the option of retaking the class.  |
|                                   | Failed grades remain on the transcript regardless of whether the class is taken over again.   |
|                                   | Once a passing grade has been achieved, it will be added to the transcript. Options for retaking classes will be discussed with the Head of School, Dean of Students, and College Guidance Counselor. |



## **Academic Improvement Plan (A.I.P.)**

The Academic Improvement Plan is a proactive approach to addressing the academic strengths and weaknesses of individual students. The A.I.P. serves as a catalyst for student improvement and is not a punitive reaction to failure.

K5 - 4th grade students receiving an "N", 69% or lower, in any core subject (reading, math, phonics/grammar, history, science ) at the beginning of second quarter and the beginning of the third quarter will be issued an Academic Improvement Plan.

5th-12th grade students receiving a 69% or lower in any core subject after the mid-point of second, third, or fourth quarters will be issued an A.I.P.

An Academic Improvement Plan is initiated by the classroom/subject area teacher with the following sequence of events:

1. Classroom/subject area teacher alerts student verbally of a decline in grades.
2. Classroom/subject area teacher places a phone call home to parent/guardian describing the need for the A.I.P.
3. In Grades K-8, a Parent/Student/Teacher conference is scheduled where the goals and expectations of the AIP are determined and explained. In the high school, an A.I.P. is established between the student and teacher, with communication to the parent either through conference, phone call, or e-mail.
4. The A.I.P contract is signed by the student, parent/guardian and the classroom/subject area teacher.
5. The completed A.I.P. is then forwarded to the appropriate LS/MS/HS Head and the Dean of Students.
6. The Subject Teacher and the Dean of Students will meet with the student and monitor progress over the grading period.

## Academic Probation

Academic Probation is reserved for the following groups of students:

**All new K4 -12th grade students** are placed on probation for a period of one school year. New student status will not affect participation in extracurricular activities.

**Primary & Lower School students** who have been placed on an A.I.P. but remain at a 69% or below in any core subject (reading or math) at the end of the grading period.

**Middle or High School students** who currently are carrying a 59% or below in any core subject after the midpoint of the quarter. Have previously been placed on an A.I.P. but have failed to complete the expectations and goals set forth by the contract.

**Any Middle or High School student** below a 2.0 GPA at the end of a semester will be placed on Academic Probation.

## Probation Process

In accordance with our mission to “support...the academic and spiritual development” of Eastbrook Academy students, probation occurs in order to raise the awareness of both parent/guardian and child when there is an urgent need for academic improvement.

When a student is moved from A.I.P. to Academic Probation, the following process will be followed to ensure open communication, expectations, and success for the student:

|        |  |
|--------|--|
| Step 1 | Entrance interview with student, parent/guardian, pertinent LS/MS/HS Head, Head of School, and Dean of Students to discuss the terms of an Academic Probation contract.  |
| Step 2 | The Dean of Students will provide reports twice monthly to the parent/guardian on the performance and progress of the student.   |
| Step 3 | At the mid-term point of the probationary period, an in-person conference between the student, parent/guardian and Dean of Students will be scheduled to discuss student progress.   |
| Step 4 | At the end of the probationary term, the student’s records will be reviewed by Academy administration to determine if the student has met specific requirements delineated in the subject areas in question. A final conference will be scheduled between the student, parent/guardian, pertinent LS/MS/HS Head, Dean of Students and the Head of School to determine the next course of action. |

After completing a probationary period, the following actions are possible and will be outlined during the end of probation interview:

- Students who meet the terms of Academic Probation will be reinstated academically and allowed to participate in all extracurricular activities.
- Students in Lower School who do not meet the terms of Academic Probation face possible retention for the following year at Eastbrook Academy.
- Students in the Middle and High School who do not meet the terms of the Academic Probation may face possible expulsion from Eastbrook Academy.

### **Extracurricular Ineligibility**

Opportunity and responsibility go hand in hand. It is important for students to recognize the responsibility to maintain high standards in academic studies as a prerequisite for extracurricular participation. **Any student who has been placed on academic probation will automatically be ineligible to participate in extracurricular activities.** This includes the following activities:

- Athletics
- Student Council
- Eastbrook Academy After School Activities

Academic Ineligibility is defined as the state in which a student is considered ineligible to participate in extracurricular activities because he/she has not met the terms of an A.I.P. or is failing one or more core courses. This determination will be made by the LS/MS/HS Heads and Dean of Students. Academic Ineligibility at the beginning of the school year will be based on the student's performance from the previous school year.

Should a student be considered academically ineligible, he/she will be informed by the Heads or Dean of Students. Coaches/directors will also be informed by the Heads/Dean or Athletic Director of all ineligible students.

Questions regarding participation may also occur if a student becomes involved in academic dishonesty, violates the disciplinary code, or is excessively absent from school.

## **Conduct and Discipline Guidelines**

Each child is created individually and uniquely by God. Every student that attends Eastbrook Academy is guided through the daily challenges of life at the Academy by gifted, godly teachers and administrators in partnership with parents or guardians.

Eastbrook Academy faculty is encouraged to provide an environment where learning is engaging and fun and where students feel safe and secure. In order to provide such an environment, certain behavior will not be permitted. Academy faculty is required to report cheating, bullying, plagiarism, vandalism, stealing, disrespect, vulgarity and other behaviors that do not honor the Lord or uplift others. This also includes behavior that persists after the teacher has worked through the basic classroom discipline steps.

Violation of school discipline is the result of poor choices on the part of the student and will be dealt with in a professional and Biblical manner. A student in violation will receive consequences, which may include withholding privileges such as recess. When disciplinary steps are taken, the faculty and Head of School are in close communication with parents or guardians. Part of the partnership agreement with Eastbrook Academy is to uphold the value of discipline. In all cases, the purpose is to maintain fairness, equality and respect.

### ***Description of the Discipline Ladder***

#### ***Level 1***

- Level 1 discipline infractions will be handled by individual teachers who witness infractions. It is important to record the incident in the behavior module of RenWeb and communicate with the parent/guardian by phone.
- The teacher who records the infraction is required to discuss the violation with each student. This will be done discretely either at the time of the occurrence or after class has ended.
- Teachers need to be consistent in reporting Level 1 incidents in RenWeb. Use the system to keep track of misbehaviors, especially if there is concern that there might be a pattern of misbehavior. This recording in RenWeb of the warnings and corrections the teacher gives is valuable documentation required to move a student to the next level.

#### ***Level 2***

- In the event of disrespect or repeated violations within the same day or class period, the teacher will record the infraction using RenWeb and email the Dean of Students with the name of the student and a brief summary of the infraction.
- Teachers can recommend the misbehavior be moved to a Level 2 after three or more infractions of a similar kind.
- The Dean of Students will confer with the teacher regarding the student. Together they will determine if all appropriate steps have been taken to redirect the student's misbehavior. If so, the student will be moved to Level 2.
- The Dean of Students will meet with each student to discuss the violations, consequences and plan for restoration. The determination is recorded in RenWeb.

- Level 2 infractions will lead to a parent conference for the purpose of setting goals to help the student correct his/her misbehavior.

### **Level 3**

- Level 3 infractions require immediate attention.
- Students who misbehave at this level will be sent to the Dean of Students office in order to discuss his/her actions. Consequences may include detention or possible suspension.
- The teacher will record the infraction in RebWeb as soon as possible.
- At this level a parent conference will be required with the teacher and Dean of Students. The outcome of the meeting will be recorded in RenWeb.

## Primary & Lower School Discipline Ladder

|                | Behavior Issues  | Course of Action  | Action Description  |
|----------------|--|---|---|
| <b>Level 1</b> | <ul style="list-style-type: none"> <li>• Cheating</li> <li>• Continued violation of classroom rule</li> <li>• Disrespect to students and authority figures</li> <li>• Disruption of class</li> <li>• Disruptive noise levels</li> <li>• Intentional running in hallways</li> <li>• Lying</li> <li>• Presence of inappropriate objects (electronic gadgets, toys, cards, etc.)</li> <li>• Problematic failure to keep hands and feet to self</li> <li>• Rough play</li> </ul> | <ul style="list-style-type: none"> <li>• Verbal warning</li> <li>• Natural consequence to rebuild trust (written apology, go back and walk in hallway, etc.)</li> <li>• Documentation in RenWeb</li> <li>• Possible parent contact by phone</li> </ul>                          | <ul style="list-style-type: none"> <li>• Wall minutes</li> <li>• Running laps</li> <li>• Reflection time in different classroom</li> </ul>  |
| <b>Level 2</b> | <ul style="list-style-type: none"> <li>• Repeated violation of level 1</li> <li>• Bullying</li> <li>• Inappropriate physical contact</li> <li>• Plagiarism</li> <li>• Tampering with school property or the property of others</li> <li>• Throwing food in lunch room</li> <li>• Unacceptable language</li> <li>• Unjustly tarnishing the reputation of others</li> </ul>  | <ul style="list-style-type: none"> <li>• Recommendation to Dean of Students by teacher to move to Level 2</li> <li>• Parent conference with goal setting</li> <li>• Consequence of possible detention or other appropriate action</li> <li>• Documentation in RenWeb</li> </ul> | <ul style="list-style-type: none"> <li>• Field trip revocation or special accommodations with parental supervision</li> <li>• Loss of class party privileges</li> <li>• Wall minutes in addition to running laps</li> <li>• Reflection time in different classroom</li> </ul> |
| <b>Level 3</b> | <ul style="list-style-type: none"> <li>• Repeated violation of Level 2</li> <li>• Causing or threatening to cause physical injury to self or others</li> <li>• Chronic defiance not modified by previous progressive discipline</li> <li>• Damage to school or private property</li> <li>• Intentional, explicit language or obscene gestures</li> <li>• Possession of dangerous item</li> <li>• Theft</li> </ul>  | <ul style="list-style-type: none"> <li>• Dean of Students intervention</li> <li>• Parent conference with Dean of Students and/or Head of School</li> <li>• Detention, possible suspension</li> <li>• Documentation in RenWeb</li> </ul>   | <ul style="list-style-type: none"> <li>• Immediate dismissal from school for the remainder of the school day</li> <li>• One day out of school suspension</li> </ul>   |

## Middle School Discipline Ladder

|                | Behavior Issues   | Course of Action   |
|----------------|---|--|
| <b>Level 1</b> | <ul style="list-style-type: none"> <li>• Bringing soda to school</li> <li>• Carrying backpacks in class</li> <li>• Cheating</li> <li>• Disrespect to students or authority figures, talking back</li> <li>• Disruption of class</li> <li>• Dress code violations</li> <li>• Gum chewing</li> <li>• Intentional running in hallways</li> <li>• Lying</li> <li>• Problematic failure to keep hands and feet to self</li> <li>• Throwing materials or objects in class</li> <li>• Use of cell phone or other electronic devices without permission during the school day</li> </ul>  | <ul style="list-style-type: none"> <li>• Verbal warning</li> <li>• Natural consequence to rebuild trust (written apology, go back and walk in hallway, etc.)</li> <li>• Documentation in RenWeb</li> <li>• Possible parent contact by phone</li> </ul>                                 |
| <b>Level 2</b> | <p>Disrespect, purposeful or repeated violation of Level 1 behavior issues:</p> <ul style="list-style-type: none"> <li>• Abusive or unacceptable language</li> <li>• Bullying</li> <li>• Cheating (homework, tests and quizzes)</li> <li>• Chronic disruption of class</li> <li>• Habitual deception</li> <li>• Inappropriate physical contact or sexual harassment</li> <li>• Plagiarism</li> <li>• Tampering with school property or the property of others</li> <li>• Throwing food in lunch room</li> <li>• Unjustly tarnishing the reputation of others</li> </ul>   | <ul style="list-style-type: none"> <li>• Recommendation to Middle School Principal by teacher to move to Level 2</li> <li>• Parent conference with goal setting</li> <li>• Consequence of possible detention or other appropriate action</li> <li>• Documentation in RenWeb</li> </ul> |
| <b>Level 3</b> | <p>Major behavioral or safety violations; behavior that threatens our witness as a Christian school; chronic Level I and Level 2 behavioral issues:</p> <ul style="list-style-type: none"> <li>• Causing or threatening to cause physical injury to self or others</li> <li>• Chronic defiance not modified by previous progressive discipline</li> <li>• Damage to school or private property</li> <li>• Drugs</li> <li>• Fighting</li> <li>• Intentional, explicit language or obscene gestures</li> <li>• Possession of dangerous item</li> <li>• Theft</li> <li>• Transmission or possession of pornography</li> <li>• Weapons</li> </ul> | <ul style="list-style-type: none"> <li>• Dean of Students intervention</li> <li>• Parent conference with Dean of Students and Middle School Principal</li> <li>• Detention, possible suspension and/or expulsion</li> <li>• Documentation in RenWeb</li> </ul>                         |

## High School Discipline Ladder

|                | Behavior Issues   | Course of Action  |
|----------------|---|---|
| <b>Level 1</b> | <ul style="list-style-type: none"> <li>• Continued violation of classroom rule</li> <li>• Disrespect to students or authority figures</li> <li>• Disruption of class</li> <li>• Disruptive noise levels</li> <li>• Dress code violations</li> <li>• Gum chewing</li> <li>• Inappropriate physical contact including public displays of affection</li> <li>• Lying</li> <li>• Presence of inappropriate objects (electronic gadgets, etc.)</li> <li>• Throwing materials or objects in class</li> </ul>  | <ul style="list-style-type: none"> <li>• Verbal warning</li> <li>• Natural consequence to rebuild trust (written apology, go back and walk in hallway, etc.)</li> <li>• Documentation in RenWeb</li> <li>• Possible parent contact by phone</li> </ul>                          |
| <b>Level 2</b> | <p>Disrespect, purposeful or repeated violation of level 1 behavior issues:</p> <ul style="list-style-type: none"> <li>• Abusive language</li> <li>• Bullying</li> <li>• Chronic disruption of class</li> <li>• Habitual deception</li> <li>• Lying</li> <li>• Talking back</li> <li>• Tampering with school property or the property of others</li> <li>• Throwing food in lunch room</li> <li>• Unacceptable language</li> <li>• Unjustly tarnishing the reputation of others</li> </ul>  | <ul style="list-style-type: none"> <li>• Recommendation to Dean of Students by teacher to move to Level 2</li> <li>• Parent conference with goal setting</li> <li>• Consequence of possible detention or other appropriate action</li> <li>• Documentation in RenWeb</li> </ul> |
| <b>Level 3</b> | <p>Major behavioral or safety violations; behavior that threatens our witness as a Christian school; chronic Level 1 and Level 2 behavioral issues, such as:</p> <ul style="list-style-type: none"> <li>• Causing or threatening to cause physical injury to self or others</li> <li>• Cheating (homework, tests and quizzes)</li> <li>• Chronic defiance not modified by previous progressive discipline</li> <li>• Damage to school or private property</li> <li>• Drugs</li> <li>• Fighting</li> <li>• Intentional, explicit language or obscene gestures</li> <li>• Plagiarism</li> <li>• Possession of dangerous item</li> <li>• Sexual harassment</li> <li>• Theft</li> <li>• Transmission or possession of pornography</li> <li>• Weapons</li> </ul> | <ul style="list-style-type: none"> <li>• Dean of Students intervention</li> <li>• Parent conference with Dean of Students and/or Head of School</li> <li>• Detention, possible suspension and/or expulsion</li> <li>• Documentation in RenWeb</li> </ul>                        |



## **Disciplinary Probation**

Student may be placed on disciplinary probation if he/she are in violation of any of the conduct and behavior guidelines at the recommendation of the Dean of Students and the Head of School. A student on disciplinary probation will be subject to the same Probation Process outlined earlier.

A plan of action or behavior contract will be drawn up to provide the student with compelling motivation and assistance to change his/her behavior. If no change occurs as judged by the administration, the student will be recommended for expulsion.

Disciplinary actions may be carried over from one year to the next. Disciplinary probation can be dropped if the student exhibits exceptional and obvious changes in conduct over the course of one semester. Evaluation of a student's status will be reviewed at the end of each quarter.

## **Detentions**

Detentions may be given to students in 5<sup>th</sup>-12<sup>th</sup> grades as referenced in the Discipline Ladder. Detention times and locations will be determined and administered by the Dean of Students.

Students and parents or guardians will be given at least a 24 hour notice before a detention is to be served to allow time to make transportation arrangements.

If a student does not attend his/her assigned detention, the consequences will follow the Level 2 and/or 3 steps of the Discipline Ladder.

## **Suspension**

Eastbrook Academy reserves the right to suspend a student for a disciplinary infraction and/or consistent or serious disregard of school policy. Suspensions will be determined on an individual basis according to the seriousness of the offense.

### ***In-School Suspension***

Teachers will notify the Dean of Students of the student's behavior.

During an in-school suspension, the student will not be allowed to attend classes at the Academy but will be kept under the supervision of The Academy administration.

Attendance is required.

Students will be prohibited from participating in extra-curricular activities, games, practices, or rehearsals.

Upon return to class, students will be required to turn in all work that was missed.

Credit for in-class participation may be affected.

### ***Out-of School Suspension***

Teachers will notify the Dean of Students of the student's behavior.

A conference will be held with parents or guardians to discuss the terms of the suspension.

Student will be prohibited from being on Eastbrook Church/Eastbrook Academy property during normal school hour.

Students will be prohibited from participating in extra-curricular activities, games, practices, or rehearsals.

Though the student is expected to complete all assignments given during the time of their suspension, no credit will be given for any assignments, quizzes, tests or exams administered during the student suspension. Make-up dates will not be granted as a consequence of the suspension.

### **Dismissal or Expulsion**

Expulsion is the legal termination of a student's privilege to attend school. Under Wisconsin state law, all students are required to attend school until the age of 18 or when their high school class graduates.

- Only the School Board has the right to expel a student. Official transcripts will be released only after all outstanding financial obligations (tuition, before/after care, hot lunch) have been met and all school property have been returned.
- Any student expelled may not be on Eastbrook Academy property (during school or school functions) or be present at Academy functions. Expulsion is the final step of discipline at the Academy. Therefore, a student who is expelled will not be permitted to return.

### ***Due Process***

Students who are expelled may appeal. Appeals are handled by the Eastbrook Academy school board chair and/or vice chair. Appeals must be in writing, must be received within five (5) days of the decision, and must state the basis for appeal.

The board chair and/or vice chair may gather information and speak with individuals as he/she deems appropriate and may consult with board members and/or the board as a whole before reaching a decision. The board chair's and/or vice chair's decision is final.

### **Tuition Refund Policy**

Any private pay family whose student does not complete the entire school year is responsible for their student's tuition fees through the remainder of the semester of which the withdrawal takes place. All tuition payments will continue to be collected through the FACTS payment system.

## **Academic Dishonesty Policy**

Eastbrook Academy is committed to maintaining a rigorous academic environment that fosters growth of character, creativity and intellect. Academic dishonesty includes plagiarism, cheating, and unauthorized assistance on any academic exercise. Because these acts undermine such a learning environment, Eastbrook Academy will not tolerate any form of academic dishonesty.

**Cheating** is the use or attempt to use unauthorized materials, information, technology, or assistance on assignments, projects, tests, or any other academic exercise during or outside of class.

**Plagiarism** is stealing another's words or ideas and passing them off as one's own; using another's production without citing the source; presenting as new and original an idea or product derived from an existing source ([www.meriam-webster.com](http://www.meriam-webster.com)). Students are required to use [www.turnitin.com](http://www.turnitin.com).

### ***Disciplinary Measures***

Students who cheat or plagiarize on a test, paper, project, or exam will not receive credit for the assignment and will be issued disciplinary action. This will be noted in the student's permanent academic record.

Based on the recommendation of Academy administration, a student found to be in violation of the academic honesty policy will be subject to the terms of academic and extracurricular probation. (See section on "Probation Process" for terms and conditions of probation.) The student will be further subject to the consequences defined in the application discipline ladder by grade level.

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

## **Bullying**

Eastbrook Academy strives to provide a safe, secure and respectful learning environment for all students in school buildings, on school grounds, and at school-sponsored activities. Bullying has a harmful social, physical, psychological and academic impact on bullies, victims and bystanders. The Academy consistently and vigorously addresses bullying so that there is no disruption to the learning environment and learning process.

### **Definition**

Bullying is deliberate or intentional behavior using words or actions, intended to cause fear, intimidation or harm. Bullying may be repeated behavior and involves an imbalance of power. The behavior may be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age; national origin; race; ethnicity; religion; gender; gender identity; sexual orientation; physical attributes; physical or mental ability or disability; and social, economic or family status.

Bullying behavior can be:

1. Physical (e.g. assault, hitting or punching, kicking, theft, threatening behavior)

2. Verbal (e.g. threatening or intimidating language, taunting or name-calling, racist remarks)
3. Indirect (e.g. spreading cruel rumors, intimidation through gestures, social exclusion and sending insulting messages or pictures by mobile phone or using the internet – also known as cyber bullying)

Bullying behavior is prohibited in all schools, buildings, property and educational environments, including any property or vehicle owned, leased or used by the school. This includes public transportation regularly used by students to go to and from school. Educational environments include, but are not limited to, every activity under school supervision.

**Procedure for Reporting/Retaliation**

All school staff members and school officials who observe or become aware of acts of bullying are required to report these acts to the Dean of Students.

Any other person, including a student who is either a victim of the bullying or is aware of the bullying or any other concerned individual is encouraged to report the conduct to an adult.

Reports of bullying may be made verbally or in writing and may be made confidentially. All such reports, whether verbal or in writing, will be taken seriously and a clear account of the incident is to be documented. A written record of the report, including all pertinent details, will be made by the recipient of the report and given to the Dean of Students.

Upon receiving a report of bullying the Dean of Students shall immediately notify the school employee assigned to investigate the report. The following school district employees have been identified as the investigator:

|              |                         |
|--------------|-------------------------|
| Jay Wriedt   | Head of School          |
| Fred Pierce  | Middle/High School Head |
| John Pruzina | Dean of Students        |
| Amy Levash   | Lower School Head       |

There shall be no retaliation against individuals making such reports. Individuals engaging in retaliatory behavior will be subject to immediate disciplinary action.

**Procedure for Investigating Reports of Bullying**

The person assigned to conduct an investigation of the bullying report shall, within one school day, interview the person(s) who are the victim(s) of the bullying and collect whatever other information is necessary to determine the facts and the seriousness of the report.

Parents and/or guardians of each pupil involved in the bullying will be notified prior to the conclusion of the investigation. The Academy shall maintain the confidentiality of the report and any related pupil records to the extent required by law.

## **Sanctions and Supports**

If it is determined that students participated in bullying behavior or retaliated against anyone due to the reporting of bullying behavior, the Academy administration and school board may take disciplinary action, including: suspension, expulsion and/or referral to law enforcement officials for possible legal action as appropriate. The Dean of Students will provide support for the identified victim(s).

## **Disclosure and Public Reporting**

The policy will be distributed annually to all students enrolled in Eastbrook Academy, their parents and/or guardians and employees. The Academy will also provide a copy of the policy to any person who requests it.

## **Grievance Guidelines**

Eastbrook Academy believes that the Bible commands every effort to live at peace and to resolve disputes with each other in conformity with the Biblical injunctions of 1 Corinthians 6:1-8, Matthew 5:23-24, and Matthew 18:15-20. Therefore, any claim or dispute arising out of, or related to, the classroom arrangement or any relationship at Eastbrook Academy must be settled through Bible-based mediation.

**Step one:** Discuss the situation with your child's teacher or the person with whom you have the issue.

**Step two:** If resolution cannot be reached at the teacher level, the situation should be presented to the Dean of Students.

**Step three:** If resolution cannot be reached at the Dean of Students level, the situation should be presented to the Head of School.

**Step four:** If resolution of the dispute and reconciliation do not result from such efforts, the matter should then be submitted in writing to Eastbrook Academy Board.

## Dress Code

The Eastbrook Academy uniform reflects the formal academic standards of the Academy. The uniform is not meant to stifle individuality, but to eliminate distraction, encourage modesty, and foster a safe learning environment. Appropriate attire and grooming enhance students' attitudes toward learning and increase school pride. In addition, uniforms model professionalism and minimize peer pressure in matters of attire. Therefore, students are to be in uniform during school hours, including arriving at school and departing the building. Academy staff has the authority to determine what is in keeping with the letter and spirit of the uniform policy.

### **Notes**

The Uniform Place, FrenchToast.com and Lands' End have a copy of our dress code on file. Please use the Lands' End catalog for a visual guide or to order Logowear. If ordering from Lands' End, use preferred school # 900032228. If ordering from FrenchToast.com, use school code QS5SRFY. (The Academy receives a percentage back from each purchase.)

\*The plaid for girls' jumpers, skirts/skorts is called Bel Aire Plaid at The Uniform Place, Hunter/Classic Navy at Lands' End and Green Plaid through FrenchToast.com. This plaid is navy and hunter green with a red and yellow pin stripe. The same plaid can also be purchased from other uniform retailers.

### **General Guidelines**

- All clothing and shoes must be clean, well-fitting, and in good repair.
- Uniform clothing **MUST** be purchased in the **uniform department** of stores, such as: Walmart, Target, Kohl's, JC Penney and uniform stores, like: Uniform Place, Lands' End, or online at FrenchToast.com.
- **Pants are to be purchased from the uniform department of the above stores.** NO casual/street pants will be allowed.
- Pants, shorts and skirts may not be tight. Boys are required to tuck in shirts and wear a belt (this does not apply to K4 and K5 students).
- Shorts and skirts must be at or below the knee.
- Polo and oxford shirts must be the modest, traditional styles sold in the school uniform section at the above retailers.
- Shirts may have no logo or writing other than the EBA logo.
- No tight or low-cut shirts.
- No exposure of the midriff or undergarments.
- Sandals must have a strap around the heel.
- No flip flops may be worn.
- No hats, hoods, scarves or any other items are allowed on heads inside the building.
- Students with tattoos must keep them covered at all times.
- **THE DRESS CODE IS REQUIRED for all students.**

**Lower School**

| <b>Boys</b>   | <b>Girls</b>   |
|---|--|
| <p><b>Belted dress uniform (ONLY) pants</b><br/>(khaki or navy)</p> <p><b>Belted uniform (ONLY) walking shorts</b><br/>– modest length (khaki or navy)<br/>NO cargo, patch pockets, sagging, or skin tight</p> <p><b>1<sup>st</sup>-4<sup>th</sup> GRADE BOYS ARE REQUIRED TO TUCK IN SHIRTS AND WEAR A BELT.</b></p> | <p><b>Dress uniform (ONLY) pants</b> (khaki or navy)</p> <p><b>Walking uniform (ONLY) shorts or capris</b> – at or below the knee (khaki or navy)</p> <p><b>Skirt/jumper</b> – at or below the knee (khaki, navy, or Bel Aire* plaid)<br/>NO cargo, patch pockets, sagging, or skin tight</p>          |
| <p><b>Collared Shirt</b> (polo, turtleneck, or oxford) - long or short sleeve, Solid color (true red, navy, light blue, or yellow, white still allowed)</p> <p><b>SHIRTS MUST BE TUCKED IN</b></p>  | <p><b>Collared Shirt</b> (polo, turtleneck) - long or short sleeve, Solid color (true red, navy, light blue, or yellow, white still allowed)</p> <p><b>Blouse</b> – peter-pan style, long or short sleeve (white, yellow, or lt. blue)</p>   |
| <p><b>Sweater or fleece</b> – solid color (true red, or navy), OR</p> <p><b>Official EBA logo or spirit-wear sweatshirt</b></p> <p>May have buttons, zippers, or hoods</p> <p><b>Must be worn over uniform shirt</b></p>  | <p><b>Sweater or fleece</b> – solid color (true red, or navy), OR</p> <p><b>Official EBA logo or spirit-wear sweatshirt</b></p> <p>May have buttons, zippers, or hoods</p> <p><b>Must be worn over uniform shirt</b></p>   |
| <p><b>Shoes</b> should reflect formal standards of the Academy</p> <p>Athletic shoes &amp; socks required for phy. ed.</p> <p><b>Sandals</b> with heel strap, <u>NO flip flops</u></p>  | <p><b>Shoes</b> should reflect formal standards of the Academy</p> <p>Athletic shoes &amp; socks required for phy. ed.</p> <p><b>Sandals</b> with heel strap, <u>NO flip flops</u></p> <p><b>Tights/Leggings</b> – worn under skirt/jumper, <b>solid color (red, white, or navy) NO EXCEPTIONS</b></p> |

**Physical Education Attire**

- T-shirt, sweatshirt, fleece, or EBA logo wear (solid red or navy)
- Shorts or sweatpants (solid navy)
- Athletic shoes and socks

**Middle School**

| <b>Boys</b>  | <b>Girls</b>  |
|--|---|
| <p><b>Belted dress uniform (ONLY) pants</b> (khaki or navy)<br/> <b>Belted uniform (ONLY) walking shorts</b>—modest length (khaki or navy)<br/> <i>NO cargos, patch pockets, sagging, or skin tight</i><br/> <b>ALL BOYS ARE REQUIRED TO TUCK IN SHIRTS AND WEAR A BELT.</b></p>   | <p><b>Dress uniform (ONLY) pants</b> (khaki or navy)<br/> <b>Walking uniform (ONLY) shorts or capris</b> – at or below the knee (khaki or navy)<br/> <b>Uniform (ONLY) skirt/jumper</b> – at or below the knee (khaki, navy, or Bel Aire* plaid)<br/> <i>NO cargos, patch pockets, sagging, or skin tight</i></p> |
| <p><b>Polo shirt or turtleneck</b> - long or short sleeve, Solid color (true red, navy, light blue, or yellow, white still allowed)<br/> <b>Oxford shirt</b> – long or short sleeve (white or lt. blue)<br/> <i>Sleeveless game-day jerseys must be worn over a shirt</i><br/> <b>All shirts must be tucked in and worn with a belt.</b></p> | <p><b>Polo shirt or turtleneck</b> - long or short sleeve, Solid (true red, navy, light blue, or yellow, white still allowed)<br/> <b>Blouse</b> – peter-pan style (white, yellow, or lt. blue)<br/> <i>Sleeveless game-day jerseys must be worn over a shirt.</i></p>  |
| <p><b>Sweater or fleece</b> – solid color (true red, or navy) <b>OR Official EBA logo or spirit-wear sweatshirt</b><br/> <i>May have buttons or zippers.<br/> Must be worn over a uniform shirt</i></p>  | <p><b>Sweater or fleece</b> – solid color (true red, or navy) <b>OR Official EBA logo or spirit-wear sweatshirt</b><br/> <i>May have buttons or zippers.<br/> Must be worn over uniform shirt</i></p>   |
| <p><b>Shoes</b> must be neutral in color and reflect the formal standards of the Academy.<br/> <b>Sandals</b> with heel strap<br/> <i>NO flip flops, slippers or crocs</i></p>   | <p><b>Shoes</b> must be neutral in color and reflect the formal standards of the Academy.<br/> <b>Sandals</b> with heel strap-<i>NO flip flops, slippers or crocs</i><br/> <b>Tights/Leggings</b> – worn under skirt/jumper, <b>solid color (red, white, or navy) NO EXCEPTIONS</b></p>                           |

**Notes**

- A dress code violation will result in the loss of the next Dress Down Day.
- A student will be allowed 3 dress code violations/semester. Subsequent violations will require a parent to deliver proper uniform clothing to school.

**Physical Education Attire**

- *Physical Education Uniforms must be ordered from designated vendor. **No shorts or t-shirts other than the purchased gym uniform will be allowed.***
- *Athletic shoes and socks*



**High School**

| <b>FORMAL</b>  | <b>Boys</b>  | <b>Girls</b>   |
|--|--|--|
| <b><u>Wednesdays</u></b><br><br><b><u>NO SPIRIT WEAR or GAME JERSEYS</u></b> | <b>Belted dress uniform (ONLY) pants</b> (khaki or navy)   | <b>uniform (ONLY) skirt</b> – knee length or longer (khaki, navy or Bel Aire* plaid)                     |
|  | <b>Navy blazer OR Sweater</b> - solid color (true red or navy)                                       | <b>Navy blazer OR Sweater</b> - solid color (true red or navy)   |
|  | <b>Oxford shirt</b> – long or short sleeve (white or light blue); <b>shirts must be tucked in</b>    | <b>Oxford shirt/blouse</b> – long or short sleeve (white or light blue); <b>shirts must be tucked in</b> |
|  | <b>Tie</b> – Land’s End (hunter/classic navy plaid or classic navy/crimson stripe)                   |  |
|  | <b>Leather dress shoes</b> (brown or black) with dress socks<br><b>Leather belt</b> (brown or black) | <b>Leather dress shoes</b> (brown or black) with <b>Pantyhose OR Dress socks/tights</b> (white, or navy) |

| <b>CASUAL</b>  | <b>Boys</b>  | <b>Girls</b>   |
|--|--|--|
| <b><u>Mondays</u></b><br><b><u>Tuesdays</u></b><br><b><u>Thursdays</u></b><br><b><u>Fridays</u></b><br><br><b>SPIRIT WEAR &amp; GAME JERSEYS ALLOWED</b> | <b>Belted dress uniform (ONLY) pants</b> (khaki or navy)<br><b>Belted uniform (ONLY) walking shorts</b> –modest length (khaki or navy)<br><i>NO cargos, patch pockets, sagging, or skin tight</i><br><b>ALL BOYS ARE REQUIRED TO TUCK IN SHIRTS AND WEAR A BELT.</b> | <b>Dress uniform (ONLY) pants</b> (khaki or navy)<br><b>Walking uniform (ONLY) shorts or capris</b> – at or below the knee (khaki or navy)<br><i>NO cargos, patch pockets, sagging, or skin tight</i>  |
|  | <b>Polo shirt or turtleneck</b> – long or short sleeve, solid color (true red, navy, light blue, or yellow, white still allowed)<br><b>OPTIONAL: EBA logo</b><br><i>Sleeveless game-day jerseys must be worn over a shirt</i><br><b>Shirts must be tucked in</b>     | <b>Polo shirt or turtleneck</b> – long or short sleeve, solid color (true red, navy, light blue, or yellow, white still allowed)<br><b>OPTIONAL: EBA logo</b><br><i>Sleeveless game-day jerseys must be worn over a shirt</i><br><b>Shirts must be tucked in</b> |
|  | <b>Sweater or fleece</b> – solid color (true red, or navy) OR  | <b>Sweater or fleece</b> – solid color (true red, or navy) OR  |

| <b>CASUAL</b> | <b>Boys</b>  | <b>Girls</b>   |
|---------------|--|--|
|               | <b>Official EBA logo or spirit-wear sweatshirt</b><br><b>Must be worn over uniform shirt</b>   | <b>Official EBA logo or spirit-wear sweatshirt</b><br><b>Must be worn over uniform shirt</b>   |
|               | <b>Leather dress shoes</b> (brown or black)<br><b>Athletic shoes</b> – fully laced (white or black)<br><b>Sandals with heel strap</b><br><b>NO flip flops, slippers or crocs</b> | <b>Leather dress shoes</b> (brown or black)<br><b>Athletic shoes</b> – fully laced (white or black)<br><b>Sandals with heel strap</b><br><b>NO flip flops, slippers or crocs</b> |

**Notes**

- **Any field trip that is indoors (museum, play, art show, etc.) requires full dress (Wednesday) uniform.**
- A dress code violation will result in the loss of the next Dress Down Day.
- A student will be allowed 3 dress code violations/semester. Subsequent violations will require a parent to deliver proper uniform clothing to school.

**Physical Education Attire**

- Physical Education Uniforms must be ordered from designated vendor. **No shorts or t-shirts other than the purchased gym uniform will be allowed.**
- *Athletic shoes and socks*

**Dress Down Days (DDD)**

During the course of the year, dress down days are awarded for good behavior. In the LS, these are the last Friday of the month and in the MS and HS, these are every Friday.

DDD do not require students to follow the regular dress code; however, Academy standards of modesty are enforced every day. If a student’s attire is found inappropriate, they must change into something acceptable and they will lose the next DDD.

- Shorts, dresses and skirts must be knee-length or longer.
- Pants must be worn at the waist. Absolutely no sagging tolerated.
- Any writing on clothing must reflect the values of the school.
- Leggings (“jeggings”) and other types of tight pants (yoga pants, Under Armor, or tights) are NOT permitted unless worn under a skirt, sweater, or tunic top that reaches to the knee.

## **Lost & Found**

Clothing, personal items, textbooks and backpacks lost during the day are placed in the Lost and Found, with the exception of valuables such as money, jewelry and eyeglasses, which are kept in the Academy office. If a student finds something of value without a name, it should be taken to the Academy office.

The Lost and Found items are stored in the front office, the High School office, and the back stairwell on the first floor. Please encourage your student to check in the Lost and Found for items as soon as they are misplaced. It is the responsibility of the student to look for misplaced items.

All backpacks, textbooks and personal items should be stored in students' lockers. Students whose belongings continue to show up in the Lost and Found will incur disciplinary action.

Items in the Lost and Found will be periodically donated to charity.

## **Attendance Guidelines**

While absences are sometimes unavoidable due to illness, please keep the following guidelines in mind when considering keeping your child home from school:

- Make-up work accumulated during an excused absence will be listed in ParentsWeb as "I" or "M" for incomplete or missing. If the work is not turned in within the make-up period, the "I" or "M" will be calculated as a zero, affecting the student's final grade.
- Students who are truant may not make up missed work.
- Full and half-day absences are recorded on student transcripts.

## **Excused Absence**

An absence due to issues such as personal illness, illness in the family requiring the presence of the student, funerals, weddings, and religious holidays, legal or medical obligations will be excused.

- In the event of an absence, a parent or guardian must contact the Academy office by 8:30am and leave a message on the attendance voicemail. (Call 228-7905 and press 1 for the Academy automated answering system.)
- Arrangements can be made with the teacher to pick up missed assignments.
- Students who have a fever, diarrhea or vomiting should not return to school until their symptoms subside without the use of medicine for a 24 hour period.
- Students who miss school will not be permitted to practice or participate in any extracurricular or athletic events scheduled for that day.
- Students have one day for every day of excused absence to make up work. Tests and exams must be re-scheduled with each individual teacher. In cases of extreme illnesses or medical complications, other arrangements will be made.
- It is the responsibility of the student/parent/guardian to go to each teacher and find out what work the student missed.

## **Pre-arranged Absence**

Families are strongly discouraged from scheduling vacation or medical appointments during the school day. However, if an appointment during the day is unavoidable, a parent or guardian must write a note to leave with the child's teacher or the Academy office in advance of the student's early departure from school.

- The note should contain the following information:
  1. Student name
  2. Date and time student will leave school
  3. Reason for leaving early
  4. Parent/guardian signature
  5. Parent/Guardian phone number for verification
- Students can ask for work up to two days in advance of their absence.
- Tests and exams may only be taken one day in advance of the student's absence or within one day after the student's return. These arrangements must be made individually with each teacher.

- It is the responsibility of the student/parent/guardian to go to each teacher and find out what work the student missed or will miss. It is the responsibility of the student to make up all missed work within one day of the student's return to class.
- Students are encouraged to check ParentsWeb daily for homework assignments in order to keep up with the work while absent.

**Anticipated Absence Form**

Student Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_  
 Date(s) student will be absent: \_\_\_\_\_ Reason: \_\_\_\_\_

Under certain circumstances, these may include, but not be limited to: family vacations, medical appointments, theatrical or musical performances, or any other out of school activities. Students may be permitted to be absent from school provided they make such requests in advance and arrange with each of their teachers to make up the missed work.

These arrangements need to be made two weeks in advance. The make-up work will be evaluated and graded on its merit.

Teacher Recommendation (Each teacher shall indicate the comment number below):

- #1 Class work is satisfactory to date and if the assigned work is done by the due date below, there should be little effect on the grade.
- #2 Class work is satisfactory to date, but this absence will have a definite negative effect on the grade. The assigned work must be done by the due date below.
- #3 Class work is not satisfactory to date and this absence will result in a lower grade. The assigned work must be done by the due date below. I do not recommend this absence.
- #4 Class work is a failure to date and any additional absences may result in a failing grade for the grading period. I definitely do not recommend this absence.

All assigned work is due on: \_\_\_\_\_ COMMENTS (please check one)

| HOUR | SUBJECT | GRADE | TEACHER | #1 | #2 | #3 | #4 |
|------|---------|-------|---------|----|----|----|----|
| 1    |         |       |         |    |    |    |    |
| 2    |         |       |         |    |    |    |    |
| 3    |         |       |         |    |    |    |    |
| 4    |         |       |         |    |    |    |    |
| 5    |         |       |         |    |    |    |    |
| 6    |         |       |         |    |    |    |    |
| 7    |         |       |         |    |    |    |    |
| 8    |         |       |         |    |    |    |    |

Parent's Signature: \_\_\_\_\_

Principal:  Approves  Disapproves Principal Signature: \_\_\_\_\_

## Leaving Campus

Eastbrook Academy is a closed campus. Parents or guardians who wish to take their child off campus must send a note to their child's teacher indicating the time and reason for the departure. All students must be signed out of the office before leaving campus. The following rules apply:

- All students should remain in class unless released by proper school procedure.
- Students must remain on campus during passing periods; automobiles are not to be used as lockers.
- High School students may go to Holy Grounds Café for lunch.
- Lower and Middle School students must eat lunch in the Academy cafeteria with their classes.
- High School students who return from lunch late will have their privileges of going to Holy Grounds Café during lunch period revoked for two weeks. If tardiness becomes a chronic problem, the student will lose this privilege for the remainder of the year.
- Students who leave campus after school and return for later practices and games are responsible for informing parents or guardians of their plans.
- Holy Grounds is not considered part of the Eastbrook Academy campus. Any Lower or Middle School students entering Holy Grounds on a school day must be supervised by a parent, guardian, or staff member.
- High School students may go to Holy Grounds on a school day at a parent's discretion. Eastbrook Academy is not responsible for students at Holy Grounds.

Eastbrook Academy is not responsible for students who leave campus without permission.

## **Tardiness Guidelines**

Consistent, on-time attendance is the minimum standard for success in employment. It is a mutual, common courtesy and responsibility in relationships. It is also part of the safe, stable school environment that Eastbrook Academy seeks to provide for all its students. In addition, the rigorous pace at Eastbrook Academy makes it difficult for students to catch up if they fall behind. For all of these reasons, Eastbrook Academy adheres to the policy below for all students in grades K4 through 12.

### **Beginning of the day Tardy**

Parents and guardians are encouraged to consider 8:00am as the start of school so that their children understand the importance of being on time as a healthy habit.

Students will be marked tardy if they are not in their classroom when the bell rings at 8:20am. Bringing your child to school on time is the responsibility of the parent/guardian. Please allow for extra time for younger children, who take longer to get ready, especially when wearing winter clothing.

**Students are allowed 4 tardies, no matter the reason, every quarter without penalty.**

**Parents whose students exceed the allowable tardies (4/quarter)\* have entered the probationary period** and will be contacted by the Dean of Students in writing regarding the student's truancy.

This letter may be followed by a phone call to discuss the situation and, if needed, a meeting could be scheduled to plan a commitment to punctuality.

If tardiness is not resolved after 30 occurrences per semester, the student will lose their seat for the following school year.

After 35 occurrences per semester, the student will be immediately dismissed from Eastbrook Academy.

\*Medical appointments are not counted when accompanied by a note from the doctor.

#### ***Primary & Lower School***

Beginning in K5, students begin the school day with a formal outdoor morning assembly in back of the building at 8:20am. Students who arrive late to morning assembly will be marked tardy and must pass by the office to get a tardy slip.

#### ***Middle School***

Students will be admitted into the building at 8:10am to go to their lockers. The start of the school day is marked by the ringing of the bell at 8:20am for the start of homeroom.

#### ***High School***

Students will be admitted into the building at 8:00am to go to their lockers. The start of the school day is marked by the ringing of the bell at 8:20am for the start of homeroom.

Middle & High School students who arrive to class after the 8:20 homeroom bell has rung will be considered late and must have an "Admit to Class" slip from the office before proceeding to their classrooms. Late students are responsible to get any notes, assignments or turn in any work missed because of arriving late.

**Tardy between classes:**

***Middle & High School***

Late students are expected to enter class quietly and find their seats quickly so as not to disturb other students. Classroom teachers will enter all intra-day tardies into RenWeb.

- Each quarter, the first two tardies to classes other than homeroom will be issued without penalty; all subsequent tardies will result in Friday afterschool detention.
- Tardies are cumulative within each quarter.

**Before & After Care**

Eastbrook Academy offers before and after school supervision for K4-8<sup>th</sup> grade students. K4-8<sup>th</sup> grade students enter the building from the front entrance. Below is a list of times and rates for the Before and After Care program:

|              | Hours       | Cost                         |
|--------------|-------------|------------------------------|
| Before Care: | 7:00-8:10am | \$3.00 per day               |
| After Care:  | 3:45-4:00pm | \$2.00 per day               |
|              | 4:01-5:00pm | \$4.00 per day               |
|              | 5:01-6:00pm | \$7.00 per day               |
|              | 6:01pm on   | additional \$1.00 per minute |

Students not picked-up by 3:45pm will be escorted to After Care where they will be supervised by an Eastbrook Academy faculty member. Fees are assessed the moment a student is checked in by the attending supervisor.

***High School***

Students not picked-up by 3:45pm will be instructed to wait at Holy Grounds.



### Pick-Up/Drop-Off Procedures

- The entrance to the Academy campus will not be opened to arriving students until 7:00am.
- Students must be picked up within 15 minutes after dismissal time or the students will be escorted to After Care. A fee will be charged for After Care beginning at 3:45pm.
- All drivers must load and unload children in the designated driveway area indicated by the flags and orange cones. For their safety, children should never run in the parking lot.
- Parents or guardians who need to come to the Academy office should park in the parking area.
- Once entering the drop-off and pick-up line, parents or guardians are encouraged to remain in their vehicles and move through the line quickly and cautiously.
- Please be mindful of buses picking up and dropping off students.

### Financial Responsibility Policy

*Parents agree to pay financial obligations on time. Financial responsibilities include:*

- *Tuition*
- *Before and After Care charges*
- *Lunch account*
- *Lost books*
- *Damages to school property, equipment, books, etc. caused by a student*

***All student tuition balances MUST be paid in full before the end of the school year.*** *The Academy reserves the right to dismiss students if financial obligations are not fulfilled.*

*Report cards, transcripts, and cumulative files will be withheld for families who have outstanding tuition, before/aftercare, lunch, and/or missing/damaged textbook balances.* *Exemptions will be honored.*

### School Property

Eastbrook Academy is blessed with beautiful campus facilities. Students are expected to be good stewards of the Academy premises with the understanding that it is a shared facility with Eastbrook Church and its many ministries. This means they are expected to leave any place they occupy in the condition in which they found it or better.

### Textbooks

Eastbrook Academy issues all basic classroom textbooks to students for use during the school year. These texts remain the property of the Academy and are on loan to the student. Students may be required to cover their books to help protect and preserve them. Please cover books in such a way that tape or adhesives do not damage the inside of the book, the edges of the book, or the binding.

Textbooks are numbered to record the book given to each student at the beginning of the year. The condition of the textbook will be recorded at the time it is issued and examined again at the end of the school year.

Students who cause undue wear and tear or other damage will be issued a fine to compensate for the damage to the book. If a book is unusable or lost, the student will be charged the replacement cost of the book.

### **Lockers**

Lockers are an extension of the classroom and must be treated with respect and care. Students are responsible for maintaining their lockers. Lockers are not meant to be closets and need to be kept clean and orderly, in conjunction with the following guidelines:

- Each student in grades 5–12 will be assigned a locker. Students may only use the locker that is assigned to them.
- Students caught in another student’s locker without permission will be reprimanded and consequences may be applied.
- Students whose lockers are defaced, damaged or broken as a result of misuse will be charged for repair or replacement of the locker.
- Students are expected to keep their lockers neat. Items should not be visible or hanging out when the door is closed.
- No food or food containers are to be stored in lockers overnight.
- No weapons of any kind are allowed on the Eastbrook Academy campus.
- No medications of any kind are allowed in lockers. All medications are to be kept for distribution in the Academy office, in accordance with state regulations.
- 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.
- Eastbrook Academy reserves the right to enter/open any student’s locker at any time. Students and/or parents/guardians will be provided an explanation for locker searches.
- Eastbrook Academy faculty and staff have the authority to determine what is appropriate or inappropriate.

### **Computer Lab**

Computers are a useful tool to support the learning that takes place before, during and after school hours. We are pleased to offer students the use of a computer lab while working at the Academy during the school day. The expense of the computers means that extra care needs to be applied when using them. Following are guidelines for computer usage:

- No eating or drinking allowed in the computer lab or when a laptop is in use.
- No jostling, horseplay, etc. around the computers.
- For virus protection purposes, no disk or file sharing.
- No password sharing.
- Any student viewing inappropriate content on the internet will be banned from using school computers for a period of time established by the Head of School. The ban may include class time. In order to regain privileges, a meeting may be required with the student, parents or guardians and the Head of School.

- Students may not check e-mail, do social networking, or chat. The computer lab is used only for school-related activity.
- Students may not add or attempt to remove software or files without the permission of an Eastbrook Academy faculty member.
- All students, parents or guardians and Eastbrook Academy faculty are required to read and sign the Internet Use Agreement found on RenWeb under "Resource Documents."

## Library

Grades K5-4<sup>th</sup> will visit the library one time per week during school hours. Students may check out 2 books per week. Check-out and return procedure:

- Checked-out books are returned to the white return box just inside the library door.
- Students who do not return their book(s) from their previous weekly library visit will not be permitted to check out additional books until the book(s) is/are either returned or paid for.

Lost books:

- A \$10.00 fee will be assessed to replace any lost book.
- Parents/guardians will be informed of overdue books by email one week after the due date.

Book Donations:

- Eastbrook Academy is grateful for any donations to the library. Please speak with the librarian before dropping off materials and books.

## Personal Property

### Laptops and Other Hand-held Devices

Personal laptop computers are encouraged at the 9<sup>th</sup>-12<sup>th</sup> grade level, but must be used in ways that enhance the student's learning and does not create a distraction.

- The use of laptops in the classroom is solely up to the classroom teacher's discretion.
- Teachers and administration have the right to request passwords and entry information to devices that are being used during school hours.
- Students using these devices for inappropriate or questionable activities will not be allowed to use their own device while school is in session.
- The Academy administration reserves the right to judge what is appropriate or inappropriate.

### Cell Phones

Students are not permitted to use cell phones during school hours. If parents or guardians desire to send a cell phone with their child for communication at times other than during the school day, please use the following guidelines:

- Cell phones must be turned off and stored away in the student's backpack or locker or they will be confiscated.
- Please do not call or text your child during school hours. You can call the office at 414-228-7905 if you need to get a message to your child.
- Be sure your child understands these devices are for emergency use, not for play.

- Texting by students during class time is strictly prohibited.
- Any offense for lower school students: the cell phone will be confiscated and the parent must come to the office to reclaim the device.
- MS/HS first offense: the cell phone will be confiscated and sent to the office. The student may reclaim the device at the end of the school day
- Second offense and beyond: the cell phone will be confiscated and the parent must come to the office to reclaim the device.

Eastbrook Academy is not responsible for lost, stolen or damaged devices. Please talk with your child about how best to care for devices and keep them secure.

### **Internet Access**

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

Internet access is coordinated through a complex association of government agencies and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users, who must adhere to strict guidelines. Eastbrook Academy guidelines are provided so that students are aware of the responsibilities they acquire. Students who violate any of the provisions will have their account terminated and future access denied.

### **Social Networks**

While useful for staying connected with family friends, Social Networks are, unfortunately, also used for online bullying, harassment of students and school personnel, and for posting inappropriate information and pictures. Academy students caught using these tools inappropriately may be suspended and required to write an apology to those offended before they can return to school.

HS Chromebook Policy: To be added (see Fred Pierce)

## **Safety and Security**

The security and safety of all students is a high priority at Eastbrook Academy. For that reason parents or guardians must:

- Complete an Emergency Contact Form, which includes: medication disbursement and authorization, allergy alerts, and contact information for each child.
- Inform the Academy office immediately of any phone numbers or e-mail changes.
- Designate someone who can be contacted to be responsible for your child if you are unavailable.

## **Emergency Evacuation**

If an emergency is declared during the school day, all students will be evacuated to the west parking lot in back of Eastbrook Academy to await instructions from the Emergency Response Team/Designated Emergency Staff (ERT/DES). Students will not be permitted to leave the premises or use personal cell phones. An Emergency Action Plan is posted in every room throughout the building.

## **Disaster Drills**

Eastbrook Academy will routinely evaluate and review its plans for natural disasters.

Fire and tornado drills are held periodically during the school year. Instructions for these drills will be given to the students by the teacher at the beginning of each school year and will also be posted in written form in each classroom. At the time of each drill, students are expected to leave the room in an orderly manner and proceed to the proper location without talking. Students should recognize the seriousness of such a drill and act accordingly.

## **Substitute Rides Home**

If someone other than the regularly scheduled driver must pick up your child from school, please send a written notice to your child's teacher or call the Academy office before 3:00pm. In the body of the written notice, please include the name of the substitute driver.

## **Student Drivers**

Driving and parking on school property is a privilege. All students who drive to school must know and observe the following regulations:

- Student drivers are required to park in the parking lot at the front of the school building.
- Student vehicles are not to be used as lockers.
- Students will not be permitted to go to the parking lot during the school day unless they have administrator permission and a valid car pass from the main office.
- Students are not to drive from school grounds during the school day without parent permission that has been verified in the main office. Please refer to the section explaining sign-in and sign-out procedures.

- No speeding or any other form of reckless driving on school grounds.
- The school is not responsible for the vehicle or its contents. Students should make every effort to hide from view any valuables left inside their vehicles.
- Student vehicles are subject to search by an administrator when there is reasonable suspicion that dangerous, stolen, or illegal goods may be present. A student's refusal to cooperate with such an examination may be considered sufficient reason to suspend the student, involve law enforcement, or immediately dismiss the student.

### **Parent Volunteers**

All volunteers need to fill out a volunteer application and must have a background check. The Volunteer Application is located on ParentsWeb under "Resource Documents," or can be requested at the Academy office.

For further information about volunteer opportunities, contact the Director of Development.

### **Visitors**

Eastbrook Academy is a closed campus; therefore, all visitors (including parents or guardians) requesting access to Eastbrook Academy's building must sign in to the Academy office and will be expected to wear a pass/name tag while on campus.

- Parents or guardians are encouraged to schedule an appointment for after school if they desire to meet with a teacher.

#### ***Classroom Visits***

- **Parents or guardians wishing** to visit a class should contact the teacher to make arrangements. The teacher should then inform the Academy office.
- **Students wishing** to bring a guest to school must obtain approval from the Head of School and register with the Academy office at least one day in advance. Upon approval, the Academy office will notify faculty of the upcoming visitor. Be sure your visitor dresses appropriately and is familiar with the necessary school guidelines.

#### ***Dances and Social Events***

Occasionally, Eastbrook Academy High School hosts dances and other social events for students. All attendees of EBA HS sponsored social events, including dances, should be students currently enrolled in High School or alumni of EBA. Students visiting from other High Schools must:

- come as a guest of a current EBA student,
- must present a valid and current High School ID to be admitted to the event.

Eastbrook Academy administration, faculty and staff reserve the right to restrict attendance to dances and social events for any guest that does not meet these standards.

## School Communication

In line with Eastbrook Academy's commitment to partnership, the faculty at the Academy makes every effort to maintain close communication with families through the following ways:

**ParentsWeb** is the web-based communication tool that Eastbrook Academy employs to help keep parents or guardians and students informed about daily assignments, academic progress, announcements, student schedules and the Academy calendar. Parents must check ParentsWeb regularly to ensure that student's progress aligns with EBA standards. If any issues arise, please contact the appropriate Head.

### INSTRUCTIONS FOR ACCESSING PARENTSWEB:

1. Go to <https://www.RenWeb.com/rwlogin/ParentsWeb-Login.aspx>.  
If the above link does not work, go to [www.eastbrookacademy.org](http://www.eastbrookacademy.org).  
Scroll your mouse over the "Parents Portal" tab on the menu bar and select "ParentsWeb Link" on the right-hand side of the screen.
2. The district code is **EBA-WI**
3. Type in your e-mail address
  - Only the address that the school has listed in the database will work. If it does NOT work, contact the school office to verify that the e-mail address that we have on file is correct.

### **FOR NEW ParentsWeb USERS:**

- Click "Create New ParentsWeb Account"
- A password will be e-mailed to you. Check your e-mail and follow the directions.

### **FOR RETURNING ParentsWeb USERS:**

- Enter the e-mail address and password that you have set up.
- If two people in the same family are using the same e-mail address, there will be different IDs.

Parents or guardians who do not have access to a computer with internet may use the Academy computer lab. Contact the Director of IT for further information.

**Parent-Teacher Conferences** for all grades help reinforce a good relationship. Eastbrook Academy schedules Parent-Teacher Conferences two times per year: October and January. Conferences in October are required for at least one parent of all K-12<sup>th</sup> grade students. In January, Parent-Teacher Conferences are required for LS parents and optional for MS and HS parents. Attendance of both parents/guardians is highly encouraged at all Parent-Teacher Conferences. Should additional conferences be desired, arrangements can be made for an appointment directly with the teacher.

**Homework Folder** is required for all K5-4<sup>th</sup> grade students.

- The purpose of the homework folder is to ensure that homework assignments, project instructions, and any other helpful information is communicated to parents or guardians.
- Parents or guardians can use the homework folder to send notes, ask questions, or request information from the teacher.

- Parents or guardians are expected to sign their child’s homework sheet each night.
- Student work over the course of the week will be sent home on a weekly basis by all Lower School teachers. Parents or guardians should review, sign and return these, acknowledging receipt.
- K5 parents or guardians will be asked to report the amount of time devoted each night to homework.

**Student Agendas** will be provided by the school for all 3<sup>rd</sup>-12<sup>th</sup> grade students.

- The purpose of the agenda or assignment notebook is to teach effective, lifelong organizational skills.
- Teachers and students are to use the agenda to record homework assignments, project instructions and any other information that would be helpful to parents or guardians.
- Parents or guardians can use the agenda to write notes, ask questions or request information from the teacher.
- Students in 3<sup>rd</sup> – 8<sup>th</sup> grade will be required to use their agendas daily, as instructed by the teacher.

**Email** is an acceptable form of communication between teachers and parents or guardians. The Eastbrook Academy faculty is committed to responding to your questions and requests within a reasonable length of time.

**Weekly Notes & Reminders**, emailed out each Thursday, lists upcoming events, reminders and important announcements pertinent to the Academy-wide community. Parents or guardians are encouraged to carefully read its content and transfer important dates to their calendars. For grade or school specific information, parents are encouraged to regularly check announcements and calendars in ParentsWeb.

**Annual Report** is prepared and is available in December. This report contains a financial summary of the previous year.

**[www.eastbrookacademy.org](http://www.eastbrookacademy.org)** notifies our community of upcoming events. We are committed to keeping the website up to date and relevant. If you find things that are significantly out of date, please contact the Academy office.

### **School Closing**

School closing can take place in the event of inclement weather or emergency. Eastbrook Academy will do its best to inform the school community.

Eastbrook Academy will send a Parent Alert regarding the situation using an automated voice, text, and email messaging service to all home numbers, cell phone numbers, and email addresses in the Academy’s database.

Eastbrook Academy uses the following stations to broadcast updates:

- AM Radio stations: 620 WTMJ, WOKY, WISN 1130
- FM Radio stations: 97 WLTQ, 94 WKTI, 106.9 Classical, 106.7 WMIL
- Television stations: WTMJ 4, FOX 6, WISN 12, and CBS 58

Eastbrook Academy has three snow days built into the school calendar. If school is closed due to inclement weather or other emergencies for more than three days, make-up days will be added to the school calendar as needed.



## **Transcripts**

Written requests for official transcripts when classes are in session must be made to the Academy office at least ten (10) business days in advance of the requested pick-up date. Official transcripts requested when classes are NOT in session will be issued as soon as possible, but no sooner than ten (10) business days after a written request is submitted to the Academy office.

*Transcripts and report cards are withheld until any outstanding balances have been paid. (see Financial Responsibility Policy)*

## **Letters of Recommendation**

Students requesting letters/forms of recommendation for college application or any other purpose must present their requests in writing at least 10 school days prior to the due date. Students should provide the following items in writing to each reviewer:

- Where to send the letter – mailing address, contact person, etc.
- What attributes the recommendation should specifically address
- A business-sized envelope with adequate postage

It is recommended that students send all letters of recommendation together in one envelope to a college or university. If the student has not applied online, letters should be sent with the application form.

## **Health and Medical Guidelines**

Eastbrook Academy is concerned not only for the academic and spiritual well-being of our students but also for their physical and emotional well-being.

## **Illness or Injury at School**

Eastbrook Academy does not have a full-time nurse to assist students in the event of illness or injury at school. In the event of an emergency, parents or guardians will be contacted immediately by the Academy secretary. For life-threatening emergencies, in addition to contacting the parents or guardians, the Academy will call an ambulance.

## **Medical Records**

Eastbrook Academy requires up-to-date medical records be on file for each student by the beginning of each school year. In addition, law requires that immunizations be up-to-date and on file at Eastbrook Academy. Students with incomplete immunization records may not be allowed to attend classes.

Medical records are confidential and will be handled as such. The Academy will only share pertinent and necessary information about your child, to the appropriate

faculty members. Pertinent information includes food allergies, allergies to bees, asthma, etc.

### **Medication Administration**

For medication to be given at school, the following requirements must be met:

- **Over-the-Counter Medications** must be provided from home and will only be given with a completed Permission for Medication form signed by the parent/guardian. The medication must be sent in the original packaging, labeled with the student's name, and kept in the school office. Written authorization must include the name of the medication, dates, times and dosage to be given. Any changes (in dosage, etc.) from the package directions require a doctor's signature.
- **Prescription Medications** can be given with a completed Permission for Medication form signed by the parent and the physician. The medication must be sent in the original prescription container, labeled with the student's name, and kept in the Academy office. Written authorization must include the name of the medication, dates, times and dosage to be given.
- **ALL** medication brought to school must be given to the Nurse or the School Office. Students are **NOT** permitted to carry medications other than epi-pens, rescue inhalers, or diabetic insulin with them or keep them in their desks, lockers, or backpacks.
- No medication will be administered without proper **written** authorization.
- **No Exceptions.**
- Eastbrook Academy will not accept medication in unlabeled bottles, baggies, etc.

### **Illness and School Absence**

Students are not permitted to attend school if they have any of the conditions listed below. If they are found to have these conditions at school, parents or guardians will be notified to make arrangements and students must be picked up in a timely manner.

- Fever: Student may not return to school until his/her temperature is normal for 24 hours without the use of fever reducing medications.
- Vomiting and/or diarrhea: Student may not return to school until able to eat and drink for 24 hours.
- Red, itchy eyes with a discharge: Student must be seen by a doctor and necessary antibiotics must be administered for 24 hours prior to returning to school.
- Undiagnosed rash on face or body: Student must be seen by a doctor prior to returning to school.
- Any illness where there is a possibility of infecting others such as strep throat, chicken pox, etc.
- Any illness or injury that will prevent student from sitting in class and learning without disrupting class.

## **Head Lice**

If a student is found to have head lice, they will be immediately dismissed from school. Students must be treated and have all nits removed. Prior to readmission to class, students will be screened and confirmed nit-free through the office.

## **Notification of Prolonged Health Conditions**

Parents or guardians are required to inform the Academy of any chronic or prolonged medical conditions that could impact a student's ability to participate fully in normal athletic or physical activities. If a student cannot participate in PE, recess, or other physical activities, a note should be sent to the Academy briefly explaining the condition and requesting that the student be excused from participation in specific activities. If the excuse is for a period longer than one week, a physician's note must be given to the PE instructor.

The Academy office will make sure the appropriate faculty members are aware of any restrictions or conditions affecting your child's performance in any school activity.

## **Child Abuse**

Eastbrook Academy is required by law to report any allegation of child abuse to the proper governmental authority. The Academy will handle situations carefully and according to legal guidelines.

The ultimate goal is be sure that the physical and mental health of each child is protected. Eastbrook Academy will seek professional and legal consultation in regards to any incident of child abuse.

## **Communicable Disease Policy**

Eastbrook Academy (EBA) strives to maintain a safe and healthy learning and working environment for its students and staff. It is the policy of EBA to have a two-fold approach to dealing with communicable diseases – prevention of illness/diseases and appropriate response to widespread illness/disease outbreak.

### ***Prevention***

#### ***Basic Prevention:***

The administration and staff of Eastbrook Academy strive to maintain a healthy and clean learning atmosphere for the students in attendance. This is done by:

- 1). Encouraging good personal hygiene. Teachers will encourage good hand washing or the use of hand sanitizer when appropriate.
- 2). Each classroom/teacher is responsible for keeping the desks, tables and chairs clean with multi-purpose cleaner.
- 3). Refer to the Eastbrook Academy "Clean-up of Bodily Fluids" policy and procedure for larger bodily fluid spills.

### ***Immunizations:***

In accordance with Wisconsin Statute sec. 120.12(16)(a)(b) and Eastbrook Academy Student Handbook, each student enrolled at EBA must provide evidence of receiving the state required immunizations appropriate for their age and grade OR claim one of three waivers: personal conviction, health or religious. Failure to provide record of immunizations prior to the state mandated deadline will result in the student being excluded from school for no more than five consecutive school days.

### ***Exclusion from School:***

EBA understands that from time to time students fall ill. According to Wisconsin Statute sec. 252.21 (1)(6) and the Eastbrook Academy Student Handbook, if a student becomes ill while at school, parents will be notified and expected to pick their child up in a timely manner.

Basic criteria for if and when a student should either be sent home or kept home is outlined in the "When to Keep Your Student Home from School" brochure available through the EBA Health office. EBA also follows the guidelines and recommendations put forth by the Milwaukee Health Department as well as the Wisconsin Department of Health and Family Services.

Students without the proper immunizations may be excluded from school in the event of exposure to certain communicable diseases (ex. Measles, Pertussis). EBA Administration will follow the guidelines set forth by the CDC, The Wisconsin Department of Health and Family Services and the local Public Health Department when determining exclusion in these circumstances.

### ***Response to widespread outbreaks***

Occasionally, there will be a communicable disease (viral or bacterial) that becomes widespread either in the community or in the school itself. It is the desire of Eastbrook Academy's administration to respond to such an event in a logical, organized, well planned out manner. This response will be a collaborative effort between the head of school, the school nurse, parents and if necessary the local health department.

### ***Levels of Response:***

*Level 1:* Prevention – Low absence rate among students and/or staff – no known communicable disease present in school setting

- Maintaining proper cleaning techniques on surfaces to prevent the spread of communicable diseases

*Level 2:* Increase surveillance – Increased absence rate among students and/or staff – communicable disease present but not prevalent

- Monitoring absences, communicating with families and staff that the incidence of a communicable disease is on the rise and reporting to the health department as outlined in Wis. Stat. Sec. 252.21

*Level 3: Response* - Absence rate is at a level that makes education ineffective and inefficient (rate to be determined by school head in collaboration with school nurse, school board and local health department. Suggested rate 33%) – communicable disease prevalent

- Collaborate with school and community officials to determine if school should be closed based on the increase in student and/or staff absences.

*Level 4: Recovery* - Return to normal operating procedure.

- Students and staff are welcomed back when they are no longer symptomatic. School-wide disinfection will be done on an as needed basis and according to CDC and local health department guidelines and recommendations.

### **References**

Wisconsin Division of Public Health School Closure Guidelines  
[http://sspw.dpi.wi.gov/sites/default/files/imce/sspw/pdf/pfdphguidelines10\\_30\\_09.pdf](http://sspw.dpi.wi.gov/sites/default/files/imce/sspw/pdf/pfdphguidelines10_30_09.pdf)

Wisconsin Department of Instruction School Nursing Handbook  
 Chapter 4 : Immunization and Communicable Disease Control  
<http://sspw.dpi.wi.gov/sites/default/files/imce/sspw/pdf/snhandbookch4.pdf>

Green Bay Area Public School District – Pandemic Plan and Resources and  
 School District of Janesville Pandemic Influenza Response Plan  
[http://sspw.dpi.wi.gov/sspw\\_panfluplanning](http://sspw.dpi.wi.gov/sspw_panfluplanning)

### **Department of Health and Family Services HFS 145.07 (1)**

*Any teacher, principal, director or nurse serving a school or day care center may send home, for the purpose of diagnosis and treatment, any pupil suspected of having a communicable disease or of having any other disease or condition having the potential to affect the health of other students and staff including but not limited to pediculosis and scabies. The teacher, principal, director or nurse authorizing the action shall ensure that the parent, guardian or other person legally responsible for the child or other adult with whom the child resides and the nurse serving the child's school or day care center are immediately informed of the action. A teacher who sends a pupil home shall also notify the principal or director of the action.*

### **Wisconsin Division of Public Health Communicable Disease Surveillance Guideline Measles guidelines**

For further detailed information regarding control measures, please see the additional references cited at the end of this document. The Wisconsin Division of Public Health, Immunization Program should also be consulted regarding state-specific guidelines.

- Isolate individuals with confirmed or suspected measles, excluding them from school, child care and the workplace for four days after onset of rash (counting the day of rash onset as day zero).
- Identify and vaccinate susceptible contacts who have no contraindications. In a school setting, persons receiving their first dose of measles-containing vaccine within 72 hours of exposure may be readmitted immediately to the school or child care facility. Students with just one dose of measles-containing vaccine are recommended to receive a second dose, but there is no exclusion.
- Exclude susceptible contacts, including those with a contraindication to vaccination and those who refuse vaccination, from school, childcare and the workplace from day 7 through day 21 following their earliest exposure.
- Exclude healthcare workers without adequate proof of immunity, including those vaccinated post-exposure, from work from day 7 through day 21 following their earliest exposure.
- Conduct surveillance for 2 incubation periods (total 42 days) after the onset of the last case.

## Lunch Program Guidelines

Eastbrook Academy offers a nutritious and convenient lunch time meal option for students every day. Each meal includes a main entrée, fruit & vegetable bar and choice of fat-free & low-fat milk. (Individual items are not sold separately, except milk).

Lunch menus are published monthly and are available on ParentsWeb, just outside the Academy office, in the high school wing and in the lunchroom. Please use the following guidelines while using the lunch program.

### Prepaid Lunch Program

Payments for lunch must be paid in advance in order for your child to participate in the lunch program. Check (payable to Eastbrook Academy) or cash payments must be paid during school hours. Payment envelopes are located just outside the Academy office and in the High School office.

All lunch payments must be submitted in a payment envelope with the correct payment information filled out and dropped in the black payment box attached to the wall outside the Academy office. Those who wish to pay by credit card or bank draft may do so online through the Pay Now feature on ParentsWeb.

Daily lunch details and charges will be posted in ParentsWeb in the family account statement. To report any student food allergies or special dietary needs, please contact the student's homeroom teacher.

For further information about hot lunch protocol, please contact the Lunch Coordinator listed in the faculty directory.

### Federal Free and Reduced Lunch Program

Eastbrook Academy participates in the National School Lunch Program, a federally assisted meal program that offers free and reduced meals to families who qualify. Information and applications will be sent out in a summer mailing and may be acquired throughout the year on ParentsWeb under "Resource Documents" or outside the Academy office.

For further information regarding the Federal Free and Reduced Lunch Program, please contact the Lunch Program Administrator.

### Bagged Lunches

Students can participate in the Lunch Program or choose to bring a healthy bagged lunch from home. Sack lunches should be packed using the following guidelines:

- Eastbrook Academy does not provide eating utensils.
- Refrigeration is not available.
- **Primary, Lower and Middle School students must eat lunch in the cafeteria with their class and do not have access to microwaves.**

- High School students have the privilege of using microwaves and making purchases at Holy Grounds Café during their lunch period.
- Fat free milk is available for purchase in the cafeteria (see Prepaid Lunch Program guidelines). The price of milk is indicated on the lunch menu.

## Snack

### **Primary & Lower School**

After morning recess students will have a snack time designated by their teacher. All snacks are packed and provided by each individual student's parent or guardian. EBA does not provide snacks.

### **Middle & High School**

**Soda is prohibited in the middle school.** Students may bring a snack from home to be consumed in the classroom only during a morning snack time or special time pre-determined by the teacher.

- No snacking in hall way.
- No snacking during the day.
- No snacking at recess.

## Assembly & Worship

### Academy-Wide Worship

A combined K4-12<sup>th</sup> grade Worship Service will be held two times per month from 8:20am-8:50am. The purpose of Academy-Wide Worship is to enhance the spiritual development of students through special presentations and occasional guest speakers. Parents or guardians are encouraged to attend worship services.

### Wednesday Morning Assembly

Each Wednesday, on the off-week of Academy-Wide Worship, the Middle and High School student bodies will assemble together. This is a time for community and fellowship within the different schools to encourage each other and delve deeper into issues unique to each school.

- On occasion, the assembly will feature special awards ceremonies such as Honor Roll or sports achievements. Parents or guardians will be informed of special assemblies in advance through weekly Notes & Reminders.
- Parents or guardians are encouraged to attend assembly programs.

### Primary & Lower School Assembly

Every school morning, grades K5-4<sup>th</sup> meet for daily morning assembly. (All K4 students report directly to their classrooms.) Students stand with their classes and teachers to say the pledge, school prayer and share any classroom presentations with their peers.



- On occasion, the assembly will feature special awards ceremonies such as Honor Roll or sports achievements. Parents or guardians will be informed of special assemblies in advance through weekly Notes & Reminders.
  - Parents or guardians are encouraged to attend assembly programs.
- Primary and Lower School students in grades K4-4 participate in Academy-Wide Worship every other Wednesday. Students are seated with their classes.

### **Field Trips**

The purpose of a field trip is to enhance the learning taking place in the classroom. A field trip is considered a school function; therefore, all behavior and dress code guidelines apply as usual unless specifically indicated.

Students will not be allowed to participate in a scheduled field trip without a signed permission slip from a parent/guardian.

Separate fees may be charged for field trips.

### **Fundraising**

All Academy fundraising events are parent-planned and executed under the guidance and direction of the Director of Development. The following guidelines apply to each board-approved fundraising event:

- No door-to-door soliciting.
- No raffles.
- No product sales that require a "middle-man."
- No selling or soliciting on Sunday mornings.
- The Academy budget does not underwrite any event.
- Academy-wide events are given priority over student-led or club-specific events.
- All events require board approval.
- All proposed events must be submitted in writing a minimum of 30-days prior to the intended fundraising event date.
- Upon approval, the Director of Development will meet with the chairperson to discuss details regarding the execution of the event.

Fundraising for outside organizations (for example: Girl Scouts or Boy Scouts, non-EBA sports or clubs, etc.) – Students are not allowed to solicit staff directly. On occasion, students may obtain permission in the office to post items for sale, so that anyone who may wish to buy, can indicate so without compulsion.

## **Bake Sale Policy**

- All bake sales must be approved by the Head of School. Requests should be submitted one week in advance.
- Bake Sales are limited to one time per week.
- Bake sales are limited to the Middle and High School students and will be held in the High school corridor.
- Bake sales should never be a substitute for a nutritious lunch. Therefore, students should be encouraged to eat lunch prior to purchasing bake sale items.
- Soda is prohibited at all bake sales.
- Vending machines are not on the premises.

## **Special Events**

### ***Talent Show***

Held each fall, this exciting event provides an opportunity for families to get to know each other as well as for students to participate in an Academy-wide talent show. (Talent show acts are screened the prior and all acts are approved by Academy administration.)

### ***Annual Gala Event (Dinner & Silent Auction)***

This is formal, adults-only opportunity that builds community, with an elegant dinner and an exciting silent and live auction of the many beautiful and practical items donated by area merchants, teachers, parents, board members and students.

## **Everyday Fundraisers**

A number of community programs exist that allow Eastbrook Academy to benefit from your routine shopping. These fundraising programs require that you think about where and when you are shopping and perhaps purchase specific products. The programs in which Eastbrook Academy participates include:

### ***Office Depot***

Purchase items at any area Office Depot and Eastbrook Academy receives 5% of your total purchase amount. Use ID: **#70121678**.

### ***Lands' End***

Purchase school uniforms through Lands' End and Eastbrook Academy receives a portion of the sales. Dress Code is on file and you can add Eastbrook Academy's logo too! Use ID: **#900032228**.

### ***FrenchToast.com***

Purchase school uniforms through FrenchToast.com and Eastbrook Academy receives 5% of the sales. Dress Code is on file and you can add Eastbrook Academy's logo. Use school code: **QS5SRFY**

### ***Box Tops for Education***

Eastbrook Academy earns 10¢ for every Box Top collected from many products you already buy—from cereal to diapers. Our goal is to earn \$2,000 each year through the Box Top program. To meet our goal we need to collect \$137 worth of Box Tops monthly. Students are awarded with incentives like class pizza parties and dress-down days. Bring your collection of box tops to the school office for submittal. Deadlines for submitting Box Tops are Oct. 31 and Feb. 28. Watch for Box Tops on General Mills and other great products. For a complete list of qualified products, or to participate in their online ebox tops programs, go to [www.boxtops4education.com](http://www.boxtops4education.com).

### ***Campbell's Labels***

When you clip and collect labels from Campbell's products, we earn school supplies, computer software, books, videos or even playground equipment! It isn't just Campbell's soup that counts—also Franco-American, Prego, Pace, Pepperidge Farm, Swanson and V8. Please clip the entire UPC and boy logo on products for the label to count as a point. Bring labels to the school office.

### ***Country Hearth "Loaves for Learning"***

The bakers of Country Hearth® and Village Hearth® breads are proud to support local K–12 education with Loaves 4 Learning, the program that makes it easy to earn money for Eastbrook Academy. Enjoy Country Hearth® and Village Hearth® all natural breads, buns, bagels, rolls and muffins, then clip and save the UPC code on the package to collect and redeem. Each UPC is worth 5¢. Bring your clipped UPCs to the school office.

## **Clubs and Extra-Curricular Activities Guidelines**

### **Student Council**

Eastbrook Academy organizes a Student Council for both the Middle and High School student bodies. Student Council plays a vital role in creating positive school spirit and fostering community by organizing events and encouraging individual spiritual growth. Their goals include communicating student ideas, interests, and concerns with teachers and administration, promoting and organizing student outreach to the community, and establishing mentoring relationships at all levels of the student community. Officers and class representatives are peer elected and meet weekly under the guidance of a faculty advisor.

### **Board Game Club**

The Board Game Club is open to High School students and meets once a week in Mr. Bearss classroom. A variety of board games, included in Mr. Bearss' unconventional collection, foster sportsmanship and strategizing.

### **Drama**

Eastbrook Academy's Drama program is volunteer run and produces both a Middle and High School Musical each year, traditionally in the fall and spring respectively. Open auditions are held and all students are encouraged to participate. Roles are assigned based on ability and typically given to all interested students. Attendance at all auditions and rehearsals is expected. Past productions include: Oliver, Annie, Hello Dolly, Oklahoma, Bells are Ringing, and Thoroughly Modern Millie.

### **Worship Team**

The Eastbrook Academy Worship Team consists of students who are committed to leading their peers in worship during the weekly Wednesday morning worship time as well as combined worship services held twice per month.

The worship team is involved in all aspects of planning a worship service, including choosing songs, organizing slides, singing and/or playing an instrument, and audio/visual equipment operations. Students who wish to be a part of the Worship Team must have the ability to sing or play an instrument from a lead sheet or simple chord sheet.

Worship Team is open to any High School students who want to share their media abilities or musical talents with the rest of the student body.

### **FIRST Lego League and Robotics**

Eastbrook Academy has two teams available to students in the area of robotics. Both teams compete in tournaments that are organized by **FIRST** (For Inspiration and Recognition of Science and Technology):

- **FIRST LEGO LEAGUE (FLL)** is for students in 4<sup>th</sup> – 8<sup>th</sup> grade, ages 9 – 14 (middle school). The annual competition is usually held on a Saturday in November at a school in southeastern WI.
- **FIRST Tech Challenge (FTC)** is for students in 9<sup>th</sup> – 12<sup>th</sup> grades (high school). We also accept 7<sup>th</sup> and 8<sup>th</sup> grade students on this team if they have been on an FLL team for at least one season. The annual competition is usually held on a Saturday in February at UWM.

Weekly team meetings begin in August. Parents are encouraged to attend meetings and assist with project needs if possible.

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| <b>High School International Student Ambassador</b> |
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**Qualifications**

- A student who has a desire to come alongside international students, who are new to Eastbrook Academy for the purpose of befriending and introducing them to our school’s facilities, programs, teachers/staff, and to student life.
- Strong academic achievement with a 3.0 or higher GPA.
- In good standing with teachers and staff.

**Job Description**

- Personally meet with and show new students their assigned locker, classrooms, and school facilities.
- If possible, be scheduled in same classes for further relationship building opportunities.
- Develop friendships with other students during lunch and at other opportune times.
- Be available to answer questions pertaining to the Eastbrook Student Handbook or other school-related issues.
- Demonstrate a consistent Christ-like attitude and care for others.

**Personal Qualities**

- Good interpersonal and communication skills.
- The ability to work as part of a team.
- Reliability and punctuality.
- The ability to listen and follow instructions.
- Neat personal appearance.
- The ability to make a good first impression.

I, \_\_\_\_\_, have read the above and am willing to commit for the \_\_\_\_\_ - \_\_\_\_\_ school year to fulfill the role of International Student Ambassador. I will co-operate with the High School Head and Dean of Students and other team members as we seek to welcome new international students and make their school experience a positive one.

**International Student Name:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

**Country Represented:** \_\_\_\_\_