



Dear Students and Parents/Guardians,

The 2018-2019 school year is quickly approaching. I am honored and excited to welcome you to what I believe will be another outstanding year at Brookfield East High School. Again this year, we are conducting registration through an on-line process (**OLR**). Elmbrook Schools will communicate regarding this on July 24th. We will not have in-person registration.

Registration-related documents and fliers have been posted on the Brookfield East website. Please consult these documents prior to Summer Spartan Check-in Day. If you do not have internet access, please contact the main office to set up a time to access one of our computers.

We recommend that on-line registration be completed by Aug. 10th.

In order to accommodate other processes that need to take place, we have **Summer Spartan Check-in Day in the Field House areas on August 16th from 9:00 a.m. to 12:30 p.m. and 4:00 to 7:00 p.m.** Parents and students should enter the field house lobby from the west doors. Information and forms tables will be arranged in the field house lobby. Please see our “Summer Spartan Check-in Day 18-19” document for more details.

Allow me to highlight other important pieces of information:

1. Class Schedules:

Finalized schedules, with locker assignments, will be available in Infinite Campus starting Thursday, Aug. 16th. Students will be able to access lockers starting Friday, Aug. 24th, at 8:00 a.m. Students should print their own copy of their schedule as paper copies of schedules will **not** be available for pick-up at Summer Spartan Check-in Day.

2. Free/Reduced Meals Application Instructions for the 2018-2019 school year:

Your family may be eligible to receive free or reduced price meals. **There is now a separate application for high school students.** You can print the form while completing the on-line registration process or from the district website at elmbrookschoools.org, select “district,” select “food services.”

3. Lunch Accounts:

Please reference the “Lunch” tab in the upper right corner of the BEHS website for further information. A table will be available at Summer Spartan Check-In Day to collect lunch deposits, receive PIN information, or ask questions.

4. Student Planners:

Freshmen and New BEHS students will receive their student planners at orientation. Any other student who replied to the spring e-mail to order a planner will receive theirs during the first week of school.

5. Family Communication:

As school officials increasingly rely on e-mail as a communication tool, it is important we have a current parent/guardian e-mail address on file. You can provide this information, which is not shared with other groups/individuals inside or outside of Brookfield East, through the OLR process or by logging into Infinite Campus. It will be used for communication in the following ways:

- a. School Messenger: This is an automated phone and e-mail messaging system used for important announcements, event reminders, alerts, and emergency messages. This is our main source of communication to school families, and we will not be mailing most information.
- b. Daily E-mail: You can sign up to receive daily announcement e-mails (optional) at <https://www.elmbrookschools.org/brookfield-east-high-school/family-resources/announcements>
- c. Weekly E-mail: The district's primary tool for regular communication is the Friday afternoon weekly e-mail blast to parents containing school news, announcements for the upcoming week, key calendar dates, and school and district forms.

6. Online Information:

We encourage all school families to visit the BEHS website for important news, announcements, and school information. You can access the **parent portal** anytime at <http://myelmbrook.elmbrookschools.org> (also accessible by clicking on "MyElmbrook" in the upper right corner of www.elmbrookschools.org). You will have links to Infinite Campus (grades, attendance), MyPaymentsPlus (student lunch account, fees), and the school library.

7. Student Attendance:

Per state statutes and Elmbrook Board Policy, a parent/guardian may excuse their child from school for no more than 10 days (partial or full) in a school year. This includes: vacations, college visits, illness, funerals, and personal leave to name a few.

Sick at home?

Parents must call the **Attendance Office at 262-790-4096** on that day to excuse you. If your parent forgets to call you in, you will need to bring a note from a parent to the Main Office before 7:50 a.m. on the day you return. Failure to have your absence(s) excused will result in an administrative consequence for truancy.

Sick at school?

Go to the Health Room (104) and an adult will help you contact a parent/guardian or give you a place to lie down temporarily. You may NOT leave school on your own! You must always check out with school personnel before leaving campus. BEHS is a closed campus.

Have an appointment during the day and need to leave school?

You must report to the Main Office before 7:50 a.m. with a note. The attendance secretary will give you an Office Permission (O.P.) slip which you will need to show to your teachers and which will allow you to leave the premises. **A student should never leave campus without permission from the Attendance Office, Main Office, or the Health Room even if your parent said it was okay.** All students must check in with the main office upon their return from their appointment. Students who had a medical/dental appointment need to bring back a signed note from the medical professional so that those absences can be coded as medically excused. These do not count towards the 10 day absence.

Students who are anticipating lengthy absences should have their parent contact the attendance office prior to the absence. **Families should review the District Calendar they receive in the summer mailing or that is available on the District/School websites so that vacations are not scheduled while school is in session.** This is particularly important during exam days at the end of each term.

Absences of 3 or more days require completion of the **Family Trip Request form**, available in the main office. This form should be submitted at least one week prior to the planned absence.

If your student will be absent on an exam day, he or she **MUST** complete a **Request for Early Exams form**, also available in the main office. This form requires Administrative approval prior to students rescheduling exams with the teacher.

8. Math Students:

The BEHS Math Department strongly recommends that all students enrolled in math courses up to and including Pre-calculus have a TI-84 plus calculator to use at the beginning of and throughout the school year. Students enrolled in Calculus are encouraged to use a TI-89.

9. BEHS Testing Dates:

BEHS administration and school counselors take great pride in developing testing schedules that minimize disruption to classroom learning. Spring testing windows and times for WI Forward and ASPIRE testing will be carefully chosen to minimize time out of class and those dates will be posted by the end of September. Parents should make every effort to have their students in school on any of the pertinent testing dates as indicated below. Please do not schedule family vacations during the testing dates. All students absent on the day of the testing will be required to complete them in one or more makeup sessions which are conducted during the school day within the allotted testing window.

Civics Exam - Available via Canvas online, required for graduation of all current 9th-12th grade students.

October 10 - PSAT, by registration only via mypaymentsplus under optional fees, available to all Grade 11 and Grade 10 students.

February 20 - The ACT Plus Writing **all** Grade 11 students

**The ACT Plus Writing is administered to students in grade 11 and consists of four multiple-choice tests: English, mathematics, reading, and science, and a 30-minute essay test that measures writing skills. The ACT can be used for college enrollment, scholarships, and NCAA eligibility requirements.*

March 13 - ACT WorkKeys **all** Grade 11 students

**ACT WorkKeys is administered to students in grade 11 and consists of 3 tests: Applied Mathematics, Locating Information, and Reading for Information. Students taking WorkKeys can earn National Career Readiness Certificates (NCRC), used by employers to ensure prospective employees have the necessary skills.*

March 18-May 3 - WI Forward Social Studies testing window for **all** 10th grade students. Exact date to be communicated after the start of the school year.

April 8-May 10 - ACT ASPIRE testing window for **all** 9th & 10th grade students.
Exact dates (typically 2 days of testing) to be communicated after the start of the school year.
**ACT Aspire™ assesses students in grades 9 and 10 for readiness in English, mathematics, reading, science, and writing. These scores predict future ACT scores and WorkKeys.*

May 6-17 - AP Testing

10. Schedule Changes:

The course selection process took place in January/February. At that time, students were asked to review course descriptions, talk to teachers, and discuss with their parents what courses they should select for the 2018-19 school year. In June, course selections were verified with students through their school e-mail. Changes are only made for exceptional situations such as errors in scheduling, failure at the end of the previous school year, medical reasons or relevant summer school attendance. Only in these extraordinary situations will class changes be considered. This practice enhances learning by maximizing student time in class and reducing disruptions in the key early days of courses. If one of the rare exceptions applies to you, please complete a Schedule Change Request form, available in Student Services.

Schedule changes will not be made to change study halls, lunch hours or teachers.

11. Health Room Notes:

Use the following link for health room information:

<https://www.elmbrookschools.org/programs-services/health-services>

12. Deliveries to Students:

With over 1,300 students, managing deliveries/drop offs to students becomes a difficult task. If you must bring an item, please inform the student that he/she must come to the office to pick it up between classes. *The office will not contact students or make deliveries.* Remember, due to students with severe latex allergies, only mylar balloons can be brought into school. Also, no restaurant deliveries of outside food are allowed. Deliveries for athletic teams or other groups of students will not be accepted at the office. Please make these deliveries to the practice or meeting site after school.

A reminder to everyone, the first day of classes is Tuesday, Sept. 4th. Instruction will begin promptly at 7:55 a.m., with students reporting directly to their first block classes. If you have questions regarding the OLR process or the coming school year, please call the school's main office.

Summer hours through Aug. 16th: Monday-Thursday: 8:00am-2:00pm, Fridays: Closed.
Starting August 20th, office hours will be Monday-Friday, 7:30am-3:30pm.

In closing, allow me once again to express my excitement about the upcoming school year. I look forward to working together to make Brookfield East the best it can be.

Sincerely,

Andy Farley
Principal



BEHS Important Dates: 2018-2019

Life of a Spartan Athlete for Incoming Freshmen Student-Athletes

July 25th 11:00am-1:00pm (BEHS Cafeteria)

ALL SPORTS Kickoff and Informational Meeting

August 6th 6:00pm (BEHS Field House)

Summer Spartan Check-In Day

Thursday August 16th 9:00am-12:30pm & 4:00pm-7:00pm (BEHS Field House)

Freshmen Orientation

Tuesday August 28th 9:00am-12:00pm

Upperclassmen (New Student) Orientation

Tuesday August 28th 12:30pm-2pm

First Day of School

Tuesday September 4th

Open House

Tuesday September 11th 6:00pm-9:00pm

Club Sign-Up Day

Friday September 14th (during all lunches)

Picture Re-Take Day

Friday September 14th (during all lunches in the West Lobby)

Homecoming

Game: Friday September 21st

Dance: Saturday September 22nd

Senior Class Photo/Class Ring/Graduation Cap & Gown Meeting: Students Only

Wednesday October 17th Excellence Period (BEHS Field House)

Collection of Graduation Cap & Gown/Class Ring Order Forms

Thursday October 25th

Senior Class Portraits, Quotes & Ads

Friday October 26th

Parent Teacher Conferences

Term 1: Thursday October 4th 4:00pm-7:30pm

Term 2: Thursday December 6th 4:00pm-7:30pm

Term 3: Thursday February 21st 4:00pm-7:30pm

Term 4: Thursday May 2nd 4:00pm-7:30pm

Freshmen Information Night

Wednesday January 30th 6:00pm-8:00pm

Exams

Exams will be held at the end of each 9-week term. The schedule for exam days will follow a regular bell schedule. More specifics will be posted on the website at the end of each term.