

A PARENT'S GUIDE TO BEHS

Welcome to Brookfield East! This guide was created by the BEHS PTO to help new parents navigate Brookfield East. We tried to think of everything we wished we knew when our kids started at Brookfield East. We're here to help! If you have questions about navigating the school or finding parent community groups, reach out to us at behsppto@gmail.com.

Let's start with the basics.

Brookfield East High School

3305 North Lilly Road, Brookfield, WI 53005

Mascot: The Spartans.

School Starts at 7:55 am

School Ends at 3:09 pm

Front Office: 262-781-3500

Attendance Office: 262-790-4096

Health Room: 262-781-4344



The school mascot is the Spartan ("Sparty")



Communication

*Be sure the school has your correct email address.
The main method of communication from the district and the school is via email.*

ADMINISTRATIVE CONTACTS

Principal

Andrew Farley
farleya@elmbrookschoools.org

Associate Principal A-K

Darcie Fellmeth
fellmetd@elmbrookschoools.org

Associate Principal L-Z

Stephanie Hopkins
hopkinss@elmbrookschoools.org

Director of Athletics & Activities

Ben Westphal
westphab@elmbrookschoools.org

Office Manager

Frances Bridger
bridgerf@elmbrookschoools.org

Attendance Secretary

Ruth Harnden
harndenr@elmbrookschoools.org

Receptionist

Dionisia Kafkas
kafkasd@elmbrookschoools.org

School Counselor A-F

Darby O'Connell
oconneld@elmbrookschoools.org

School Counselor G-Le

Matt Ische
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School Counselor Li-R

Michelle McKenna
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School Counselor S-Z

Jason Lippold
lippoldj@elmbrookschoools.org

School Psychologist

Aimee Schneidewent
schneiai@elmbrookschoools.org

School Social Worker

Pam Brees
breesp@elmbrookschoools.org

College, Career, Life Readiness

Amie Farley
farleyam@elmbrookschoools.org

District Nurse

Leanna Manser
manserl@elmbrookschoools.org

Student Services Assistant

Brittany Strackbein
strackbb@elmbrookschoools.org

GENERAL INFORMATION

BEHS Website

The school's website contains a wealth of information, including the staff directory, the course offerings guide, information about sports/clubs, and links to school apps like Infinite Campus. If you haven't already done so, be sure to visit <https://www.elmbrookschoools.org/brookfield-east-high-school>.

Front Office (262-781-3500)

The front office is home to the principal, the associate principals, the office manager, receptionist, and the attendance administrative assistant. Visitors must ALWAYS stop here when entering the building to obtain a visitor's pass. You will need to provide a government-issued ID to receive a pass. Even if you have checked in at another Elmbrook school already, your government-issued ID is required each time you check-in.

Health Room (262-781-4344)

The Health Room is staffed by a nurse with oversight by a district Registered Nurse. It serves two primary functions: to assist students who become ill during the day, and to administer recurring medications to those students who take them. This office is located on the main floor of the school, just down the hall from the main office.

All medications need to be dropped off with documentation to the Health Room. Students may not carry their own medication.

GoRiteway Bus Service

(414-249-5048 or elmbrook@goriteway.com)

All questions related to bus transportation are handled by GoRiteway.

Attendance Office (262-790-4096 or eastattendance@elmbrookschoools.org)

All students must check-in when arriving late and check-out when leaving early at the Attendance Office. If you are picking your student up early, they will need to check-out in the main office first, so the easiest pick-up location is the main entrance.

ATTENDANCE POLICIES

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. A student should never leave campus without a permission form from the Attendance Office, Main Office, or the Health Room, even if a parent said it was okay.

Sick at Home

If your student is sick and unable to attend school, notify the Attendance Office by calling 262-790-4096 or emailing eastattendance@elmbrookschoools.org in the morning to excuse your student. If you forget to call/email, your student will need to bring a note from you to the Main Office before 7:50 a.m. on the day your student returns. If you receive notifications from Infinite Campus, you'll see your student's attendance updated in Infinite Campus once your notification has been processed.

Sick at School

If your student does not feel well at school, they can go to the Health Room (104) and an adult will help them contact you. Your student may NOT leave school on their own. They must always check out with school personnel before leaving campus. If you need to pick your student up because of an illness, park by the main entrance. Your student will exit through the main doors.

Appointment During School

If your student has an appointment (medical, dental, etc.) during the school day, notify the attendance office by phone or email ahead of time (preferably a day ahead of time). If you receive notifications from Infinite Campus, you'll see your student's attendance updated in Infinite Campus once your request has been processed. The attendance administrator will give your student an Office Permission (O.P.) slip that allows them to leave the premises.

Students have limited access to their own cell phones during the school day, so don't depend on being able to reach your student via their phone to tell them to check-out with the office. Be as proactive as possible to call the attendance office prior to 7:50 a.m. the day of the absence.

A student should never leave campus without permission from the Attendance Office, Main Office, or the Health Room. 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 those absences can be coded as medically excused. These do not count towards the 10-day absence rule. Medical excuses can also be emailed to eastattendance@elmbrookschools.org or faxed to 262-790-5445.

Students who are anticipating lengthy absences should have their parent/guardian 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 website 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 consecutive days require completion of the Family Trip Request form, available in the main office. This form should be submitted at least two weeks 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.

COMMUNICATION

Weekly Email Blast

You'll receive an email every Friday afternoon that will include school and district news, announcements, and events.

BE Updates

Ben Westphal, the Athletic and Activities Director, sends out the Spartan Excellence Newsletter, which has the latest extra-curricular news and events. The newsletter is posted every Monday to the Daily Announcements on the BEHS website.

SchoolMessenger

For timely and important communications, SchoolMessenger is used to call the entire school community. In other words, expect a pre-recorded

call to remind you about parent/teacher conferences, state testing and other important school events. You can opt-in to receive text messaging from SchoolMessenger by texting “Yes” or “Y” to 67587.

Facebook

BEHS has a Facebook page that communicates school news and announcements: <https://www.facebook.com/BEHSSDE>.

Twitter

Both the district ([@ElmbrookSchools](#)) and the school have a Twitter account ([@BEHS_SDE](#)) used to celebrate success and provide information and reminders. Twitter is also highly utilized by the many athletic and extracurricular activities.

Infinite Campus (IC)

Infinite Campus is a district-wide student information system designed to manage attendance, grades and test scores. You will pay school fees using Infinite Campus, and you can monitor your student’s grades and attendance. You can also access report cards and transcripts. You can adjust the frequency of Infinite Campus notifications in settings.

ACADEMICS

Terms

A school year at Brookfield East is made up of four nine-week terms. Most electives are one term long. Core classes, like science, math and English, are often two-terms long. If a course is two-terms long, your student will receive a grade for the first and the second term.

Block Schedule

Brookfield East uses a block schedule. Instead of the traditional high school schedule that had six or seven 40-minute periods, a block schedule allows students to take four 90-minute courses every day during one term.

Sample Schedule of Terms and the Block Schedule

	Term 1	Term 2	Term 3	Term 4
Block 1 7:55-9:20	Biology	Biology	Algebra 1	Algebra 1
Excellence Period / Resource 9:26-9:56	EP	EP	EP	EP
Block 2 10:02-11:31	English 9	English 9	World History	World History
Block 3 with 30 minute lunch 11:37-1:38	Art	Physical Education	Comp Science	Intro to Writing
Block 4 1:44-3:09	Spanish 1	Spanish 1	Woods 1	Intro to Business

In the example above, the student is taking Biology, English, Art and Spanish their first term. At the end of that 9-week term, they will receive Term 1 grades. They will continue taking Biology, English and Spanish in Term 2, and they will take Gym instead of Physical Education. At the end of Term 2, they will receive their Term 2 grades and be done with those classes. They will then start Term 3 courses.

At Brookfield East, there is an A/B schedule, but only some classes are affected by the A/B schedule.

Excellence Period

In between Block 1 and 2 is a 30-minute Excellence Period (EP) available daily for all students. Students can use this time to make up quizzes, receive extra help from their teachers or peer tutors, access the library or work on group projects with their classmates.

Many students have found with this daily work time available they do not have the need for a 90-minute study hall in their schedule. However, for students who need more time during the day devoted to academic work completion, students can opt to take a 90-minute study hall instead of a fourth class on their schedule in a term.

Peer tutoring services can be requested for the Writing Center or subject-specific help from the National Honor Society by using the QR Code posted on the announcements boards or through the student's counselor or classroom teacher.

Students sign up for their Excellence Period by midnight the night before in Edficiency. If a student does not sign up, they will be assigned to a teacher. It is IMPORTANT that students go where they are assigned in Edficiency. Over 50% of attendance calls occur because students do not go where they are assigned and their attendance is missed.

Lunch

During Block 3, which runs from 11:37-1:38, students are assigned a lunch period. There are three lunch periods: Early, Split and Late. If they are assigned Early Lunch, they eat right at the start of Block 3, then start their Block 3 class at 12:13. If they are assigned Split Lunch, they have class from 11:37-12:07, then they go to lunch from 12:22-12:52, then they go back to their Block 3 class from 12:55-1:38. If they have late lunch, they have their Block 3 class, and then leave at 1:02 for their lunch period.

Students can bring their own lunch from home, or purchase lunch in the cafeteria. The lunches that can be purchased are healthy ala carte items selected by a parent committee. Most kids buy the pizza. Everyday.

Brookfield East is a closed campus. Students cannot leave during lunch. Students cannot order out or use a food delivery service.

Course Planning

The course catalog is over 200 pages long! We know – it's not the same as when we were in school! Don't worry – the teachers and counselors will start working with students in the fall to get them thinking about their course selection for next year. Actual course selection occurs in February. It's done online and you can review the classes with your student. You can also reach out to the counselors for advice.

Every year, students are expected to take courses in English, Math, Science, and Social Studies. The remaining blocks can be filled with electives. Encourage your student to spread their wings when taking electives – it's a great opportunity to explore new interests and potential careers.

AVID

Advancement Via Individual Determination (AVID) is a school-wide approach to curriculum and rigor. AVID students have the potential to succeed in a rigorous course of study and earn a college diploma but lack some skills and habits of mind necessary to bring these goals to fruition; these students need more formalized support to succeed in a college-preparatory environment and leave high school equipped for the rigors of a university. AVID students have academic potential, as evidenced by their performance on standardized assessments like MAP testing. AVID students possess the desire and determination to meet expectations of the AVID elective course as well as challenging core academic classes. Students in AVID commit to taking an AVID elective course that takes place every other day for one block all year. You can learn more about AVID at <https://www.elmbrookschools.org/brookfield-east-high-school/academics/avid>

LAUNCH

LAUNCH represents the collaboration of education, business and community, providing students with a unique, immersive experience, resulting in highly skilled, adaptable, global innovators and leaders. Instructors develop real-world, project-based learning strategies through collaborations with business and community partners. These interactions enhance the learning experience, preparing students for college and career. LAUNCH is available to juniors and seniors.

TECHNOLOGY

All students are given a district issued Chromebook. Students are discouraged from using personal devices as they are not on a secure network and unable to connect to building printing.

Math Students

The BEHS Math Department strongly recommends that all students enrolled in math courses up to and including AP-Calculus have a TI-84 plus calculator to use at the beginning of and throughout the school year. Students enrolled in Calculus 3 are encouraged to use a TI-NSpire CAS.

SCHOOL SUPPLIES

There is no prescribed school kit or list in high school as there was in elementary and middle school. On the first day of class, teachers will inform students and parents of the necessary school supplies required for the class. Common items required by teachers may include notebooks, folders, and/or binders. Students are encouraged to have a separate folder and notebook for every class.

Pro tip: *If you attend Freshman Information Night and meet the teachers, that is a great time to ask teachers if they have advice about school supplies. Some teachers are very flexible, but others have very specific requirements for their class.*

STUDENT DROP-OFF/PICK-UP

Students may be dropped off for school in the morning as early as 7:15 a.m. when the school doors are supervised. Drop-off and pick-up take place on the west side of the building, facing the athletic fields, at doors W2 and W6. Avoid the front of the school – the main entrance is used by the buses for drop-off and pick-up.

If your student must be dropped off before 7:15 a.m., they will need to use the main entrance (E2) and be buzzed in by office staff.

If your student has an early morning sport/activity, the coach/advisor will provide building entrance instructions.

Keep in mind that many students drive to school, so when you are dropping off and picking up, you are also navigating around student drivers and students walking to school. Go slowly and be alert!

If you are picking-up your student early, or dropping off your students late, they must check-in with the main office before going to class. You can use the main entrance (E2) after 7:55 a.m. and before 3:09 p.m.

Parking

If you need to visit the school, there are visitor spots clearly designated at the main entrance. If those spots are filled, you can park in the parking lot that is just south of the school. If you are visiting the school after school hours, you can park anywhere.

Students who drive to school can purchase a parking pass for \$200/year. Seniors will be given preference until August 5. After August 6, parking passes is given on a first-come, first-served basis.

SCHOOL ACTIVITIES

The best advice we can give you is to encourage your student to participate in at least two school activities each year. It's a wonderful way for the school to feel smaller, and for students to find their peers.

If you student is interested in school sports, plan for a sports physical during the summer and bring the form for your doctor to sign at visit. The sports physical is valid for 2 years.

SCHOOL EVENTS

The school year kicks off with homecoming in the fall. There is a school-wide pep rally the week of homecoming, a home football game Friday night (often with fireworks!), and a homecoming dance on Saturday. The dance has a theme, decided by the student council. The dress code is semi-formal (slacks/collared shirts or dresses). The dance is a fun way to celebrate the start of the school year.

In April, the junior class hosts prom at the Wisconsin Club. Juniors may bring a guest outside of their grade. This is a formal event (ties/jackets or formal dresses). The event is followed by post-prom activities coordinated by the PTO.

In May, the senior class participates in the senior ball, which is less formal than prom. The event is coordinated by the senior class.

In June, the senior class enjoys Project Graduation, which is organized by the senior class with support from the PTO.

PARENT GROUPS

BEHS PTO

The PTO works hard to create a sense of community for BEHS parents, as well as a connection to the teachers and staff at BEHS. The PTO coordinates spirit wear, teacher appreciation events, post prom festivities, project graduation, and provides funds for scholarships and teaching grants. Meetings are once a month, on a Tuesday evening in the Spartan Union.

Email: BEHSPTO@gmail.com
Website: <https://brookfieldeastpto.membershiptoolkit.com/>
Twitter: https://twitter.com/BEHS_PTO
Facebook: <https://www.facebook.com/groups/behspto>

Friends of the Fine Arts (FFA)

The Friends of Fine Arts supports BEHS band, orchestra, choir, drama, forensics, and visual arts. FFA encourages students to deepen their involvement in the arts by offering partial tuition reimbursement for summer camps related to the arts, and for honors groups.

Email: brookfieldeastffa@gmail.com
Website: <http://www.brookfieldeastffa.com/>
Twitter: <https://twitter.com/BEHSFFA1>
Facebook: <https://www.facebook.com/brookfieldeastholidayfair>

Spartan Athletic Booster Club (SABC)

The SABC encourages, supports, and promotes ALL Brookfield East High School athletic programs by bridging the gap between the available school sport budget and the money needed by our sports teams. The money we raise is invested throughout the current academic school year to fund the overall athletic program, individual team sports, and the athletic facilities.

Website: <https://brookfieldeasthighschool.rschooteams.com/page/3048/mn>

Praying Parents

Praying Parents is an informal, non-denominational group that meets once a month in various homes to lift up the students, teachers, staff, administrators and families of BEHS in prayer together. We provide treats and words of encouragement for the teachers, staff and administrators of BEHS 2-3 times per year. To join our email list, request prayer, or ask questions, email prayingparentsbehs@gmail.com.

Email: prayingparentsbehs@gmail.com

Special Education Engagement Network (SEEN)

SEEN's mission is to advocate and support families of students with unique abilities and educational needs. SEEN collaborates with school district personnel and helps connect families with someone who has gone through a similar journey.

Website: <https://www.elmbrookschoools.org/community/special-ed-engagement-network>

Elmbrook Parent Network

Elmbrook Parent Network is a parent-to-parent connection within the School District of Elmbrook which addresses parent concerns on academic & social issues, providing parents with the tools and resources to assist them in guiding their students as they grow and become good decision makers. Parent Network meets on the third Wednesday of each month at 9:00am at the District Office (Board Room), 3555 N Calhoun Rd, Brookfield.

Pro-tip: Parent Network offers great classes! Be sure to follow them to learn more about the amazing parent education classes they bring to our community every year!

Email: pn.president262@gmail.com

Website: <https://www.elmbrookschoools.org/community/parent-network>

Twitter: <https://twitter.com/ElmbrookPN>

Facebook: <https://www.facebook.com/parentnetworkelmbrook/>

FREQUENTLY ASKED QUESTIONS

My student forgot their laptop/wallet/phone/very important book they can't live without! What do I do?

Drop it off in the office and ask for your student to be notified. If you student knows you are going to drop something off, you can leave the item in the vestibule with their name on it.

Can my student have a cell phone?

Starting in the 2022-2023 school year, all students will use phone caddies in their classrooms. This will allow teachers to have better control over outside distractions during class. Students may use their cell phones or laptops during lunch and passing periods. If you must get in touch with your student, you should contact the office rather than depending on their access to their phone.

How much homework will my student have?

It really depends on the class, but most teachers work time the 90-minute block to allow students to work on their projects in class. Excellence Period also provides students with an opportunity to complete assignments. Most students have at most 30-minutes of work that needs to be completed at home after school.

My student is having trouble in a class and I don't think they are getting the help they need. What do I do?

Email their teacher first. Most teachers will respond within 24 hours and are very willing to work with students to get them the attention they need. Often, students aren't taking advantage of options like Excellence Period to get extra help, so the teacher coordinate with you regarding that. If you aren't satisfied with the response from the teacher, reach out to your student's counselor.

My student heard someone talking about something that really concerned them (bullying, self-harm, situations where a classmate might hurt themselves or might hurt others), but doesn't want to tell a teacher. What do I do?

If your student knows someone who needs help, encourage them to use Step Up, Speak Out (SUSO). Students, parents, or community members can submit a school safety concern online at <https://speakup.widj.gov/> or via the app. SUSO has trained staff at SUSO immediately evaluate the tip and contact the school administration or, in urgent situations, the Brookfield police. SUSO trained staff are available 24-hours a day.

I want to be more involved! What volunteer opportunities are available to parents?

We love volunteers!

- You can reach out to behspto@gmail.com to help with teacher appreciation events, homecoming, post prom and project graduation.
- If you love the arts, the Friends of the Fine Arts would love volunteers for their yearly craft fair. You can reach them at brookfieldeastffa@gmail.com.
- Have a sports-loving student? The Boosters Club can always use help with concessions and their yearly plant sale.