



# Summer Spartan Check-in Day

August 16, 2018

9:00am-12:30pm & 4:00pm-7:30pm

## What will I do at Summer Spartan Check-in Day?

1. Take my school picture and get my school ID!  
Students, please wear school-appropriate attire, as the photo taken that day will serve as the yearbook and ID picture for students in grades 9 – 11. As students in grade 12 submit a senior portrait to the yearbook, they are only required to sit for an ID photo. Please keep in mind that **students who do not receive a student ID on Aug. 16<sup>th</sup> will not be able to use their Athletic Activity Cards until absentee photo day, scheduled for Friday, Sept. 14<sup>th</sup>, during all lunch periods.** Students must have their OLR receipt in order to have the Athletic Activity Card icon printed on their ID.
2. Pick up my parking pass. See Parking Regulations and Student Vehicle Registration Form for more details and new parking system for 2018-2019 school year.
3. Pick up my hall lock for my locker.  
Your locker number will be on your schedule (Please select option to print schedule with locker #). Students may use one of their red locks from PPMS or purchase a lock at the BEHS main office or through OLR. Locks purchased through OLR will be available for pick up at Picture/Parking Day or in the main office during regular office hours. **You must have your OLR receipt** in order to receive your lock. Locks for PE class are given to students by their PE teacher to use for one term.
4. Pick up my Chromebook.
5. **SENIORS ONLY:** Turn in completed Diploma Data Form and Pupil Permission Records Form (posted on BEHS website registration documents).
6. Purchase Spiritwear.  
Many designs will be available for purchase, so buy while inventory is at its best.
7. Get help with Lunch Accounts.  
A table will be available at Summer Spartan Check-in Day to collect lunch deposits, receive PIN information or ask questions.
8. Drop off any other forms found in the BEHS website registration documents from affiliated groups such as the Brookfield East PTO, Friends of the Fine Arts, and Spartan Athletic Boosters that draw your interest and support.

## What do I need to bring with me to Summer Spartan Check-in Day?

- 1) On-line Registration (OLR) receipt (for verification of payment of school fees, Athletic Activity Card, Lock, Parking Permit, etc)

## How do I order School Photos?

Empire Photography will mail home school picture order forms to families in the first week of August. To order your student's school picture, you can fill out the paper order form, include payment, and bring with you to Summer Spartan Check-in Day.

Or you can follow the instructions below to pre-order your student's photos all ONLINE before Summer Spartan Check-in Day. *Ordering online is quick and easy!*

- Go to [www.empirephotos.com/order-photos](http://www.empirephotos.com/order-photos) and select "School"
- Enter Event Password: **SPARTANS18**
- Select a photo package and don't forget to choose your free background color!
- Complete your order and then you are done! You do NOT need to bring a receipt to Check-in Day

\*Please complete a separate order for each student, if applicable.

If you have any questions, please call Empire Photography at 608-257-2941 between the hours of 8:30 am – 5 pm or email us at [customerservice@empirephotos.com](mailto:customerservice@empirephotos.com). Thank you!

## What if we are out of town on Summer Spartan Check-in Day?

Please do your best to attend this day. Picture Make-Up/Retake day will occur during lunch periods on Friday September 14th, in the west lobby of the school. Your chromebook can be picked up on the first day of school in the Library.

## What is the Athletic Activity Card?

BEHS students have historically been supportive of the Athletic Activity Card because it provides many benefits. Purchase of the AAC entitles the student admittance to all regularly-scheduled home athletic events through an icon pre-printed on his or her student ID. The savings is illustrated below:

Approximately 5 home football games	\$ 20.00	
Approximately 18 home basketball games	72.00	
Approximately 4 home wrestling meets	16.00	
Approximately 5 home swimming meets	20.00	
Approximately 10 soccer games	<u>40.00</u>	
TOTAL	\$168.00	SAA \$40.00

The single purchase cost for these activities is \$168 as compared to \$40 for a student who buys the SAA membership. This is an excellent value and a convenient way to pay for the activities that most students attend during the school year. Purchase of the AAC is part of the on-line Fees & Forms process.

## What is new with parking this year?

Students will no longer have a designated parking space. Instead, we will have 3 parking lots designated by color: Red, White & Navy. Students will indicate their first and second preference for lot color on their student vehicle registration form. When the school year starts, each day it will be a first come/first served approach to securing a space within the student's designated parking lot. Students may **only** park in their designated lot. Any traveling students are reminded, when considering lot preference, that only the main front and west lobby entrances will be available to access the building during the day.

Lot Locations:            Red = South            White = West            Navy = North

### Permit System

In order to secure a permit and be given a designated parking lot, the following procedure will be used:

On July 24<sup>th</sup>:

A School Messenger email will be sent to all seniors, juniors and sophomores with the parking regulations and student vehicle registration form. This will also be posted to our BEHS Announcements page.

On July 25<sup>th</sup>:

The main office will start accepting registration forms for all students. Please bring receipt of your payment from MyPaymentsPlus. Any student can turn in a registration form at this time, but please note the following:

- All fees including material, tech, course fees and past due fees must be paid to secure a permit including the cost of the permit. Payments can be made in My Payments Plus or by check made out to BEHS. Note, this is not just the cost of the permit, this is all course fees/previous fines as well.
- SENIORS: Parking lots will be designated to **SENIORS ONLY** FROM JULY 25<sup>th</sup> to AUGUST 10<sup>th</sup> on a first come/first serve basis.
- JUNIORS/SOPHOMORES: Designation of parking lot to juniors/sophomores will start on AUGUST 13<sup>th</sup> (priority will be given to underclassmen by the time stamp of submission of their student vehicle registration form and payment to the main office as of July 25<sup>th</sup>)
- Only students with a current valid driver's license can apply, you must show your license for verification.
- Again, **any student** can turn in their registration form and payment starting July 25<sup>th</sup>
- Passes can be picked up Summer Spartan Check-in Day. If students have not submitted an application, they can do so on Summer Spartan Check-in Day as well.

Please see the "Parking Regulations" handout and "Student Vehicle Registration Form" in the registration documents for more information.