Dear BHS Panthers,

Welcome to the 2023-24 school year! We are looking forward to you all coming back to school and continuing to deepen our sense of belonging at BHS. Dr. Jen Fong (Principal) and the BHS administration are excited to welcome you all back to school.

We are excited to launch the upcoming school year with - Panther Prep Walk Thru 2023/24 - which includes the four primary registration tasks for all students and a special orientation session during the morning of August 11th for 9th grade students. Please continue reading this letter in its entirety for full program details. Please put these important dates on your calendar as you make summer plans. All students and families must complete the Data Confirmation by July 28 (prior to Panther Prep registration).

*Please note: The first day of classes is Wednesday, Aug 16 at 8:30am. Bell Schedule [here](#).*

<table>
<thead>
<tr>
<th>Grade Level</th>
<th>Date</th>
<th>Appointment Times</th>
<th>What to Bring/Prepare</th>
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</table>
| Frosh             | Friday, August 11     | Freshman Orientation 8:00 am - Noon | Orientation:  
  - Panther Prep Orientation Activities (BHS theater)  
  - Community Building, games, icebreakers  
  - Lunch provided at 12pm by parent group (Quad)  
  - Panther Pal 2023 Flyer |
| Frosh             | Friday, August 11     | Freshman Registration 12:30pm-3:00pm |  
  - Verify Student Data Confirmation (see below) and Handbook Signature Form  
  - Bring a backpack for books and laptops  
  - Receive: Fall class schedule (paper schedule at station 3), Chromebook, student ID card, locker, photo taken, access BHS student digital accounts  
  - Frosh Registration begins at 12:30pm, students are released when complete (2.5 hours approximately).  
  - Purchase PE uniform  
  - Bring a backpack |
| Sophomores        | Tuesday, August 15    | Last Name: A - LA 10:00am - 10:30am  
  Last Name: LE - Z 11:00am - 11:30am |  
  - Verify Student Data Confirmation (see below) & Handbook Signature Form  
  - Receive: Fall class schedule (electronic copy on Aeries), student ID card, photo taken |
| Juniors           | Tuesday, August 15    | Last Name: A - LA 12:30pm - 1:00pm  
  Last Name: LE - Z 1:30pm - 2:00pm |  
  - Verify Student Data Confirmation (see below) & Handbook Signature Form  
  - Receive: Fall class schedule (electronic copy on Aeries), student ID card, photo taken |
| Seniors           | Tuesday, August 15    | Last Name: A - LA 2:30pm - 3:00pm  
  Last Name: LE - Z 3:30pm - 4:00pm |  
  - Verify Student Data Confirmation (see below) & Handbook Signature Form  
  - Receive: Fall class schedule (electronic copy on Aeries), student ID card, photo taken |
| 9th graders** + Transfer (new) Student | Wednesday, August 16 | 8:00am-8:30am |  
  - Campus tours hosted by Leadership students  
  - Meet on the front steps of BHS at 8am.  
  - **only for 9th graders who did not attend on Aug 11. |
We highly encourage all students to attend Panther Prep on your assigned date and time. If you have any questions please contact Neida Chavez (nchavezolorzano@smuhsd.org).

**Overview**

**Appointments:** Please note your student’s assigned registration time which is listed at the top of this letter. To ensure a safe and organized process, we ask that students arrive on time.

**Safety:** Facemasks are recommended when indoors while on campus.

**Drop Off + Arrival:** Students/families can drop off in the South parking lot - adjacent to the baseball field (see Panther Prep Walk Thru 2023 map). Staff will direct students toward the front/main entrance of the school, the first step will be verifying that the Student Data Confirmation has been completed.

**Program Schedule**

Student registration consists of four (4) Stations along this route.

**Welcome:** Students should report to the main/front entrance to begin the Panther Prep Walk Thru.

**Station #1:** Check In + Student Data Confirmation Verification, Fines/Fees Payments, and turn in handbook signature page. (A hall near Alumni Room)

- Staff will verify that the Student Data Confirmation has been completed through Aeries. **Students will also need to be “clear” of any previous overdue textbooks, materials, and fines/fees.** See full details in the preparation section below.

**Station #2:** Picture Taking (Alumni Room)

Life Touch will take school pictures in the Alumni Room. The District covers the photography sitting fee which provides each student a photo ID card and placement in the BHS yearbook. Families may purchase additional photos online. Pre-order with this event code: EVTHCHB32. [Lifetouch Photos Flyer](#) (QR code on flier).

- All students, including Seniors, need to take a picture for their new Student Body ID card. The link for scheduling Senior Portraits (formal graduation pictures) is [here](#) (Dates: July 7, 2023-January 31, 2024).

**Station #3:** Schedules and Wellness

- **Schedule distribution:** 9th graders only
  - 9th graders will receive paper schedules at station 3.
  - 10-12th graders will receive electronic schedules on Aeries.

- **Wellness:** all grades
  - All grades visit the Wellness station to gather information and meet the BHS Wellness team.

**Station #4:** Chromebook Distribution (inside library) 9th graders only

- Students may be provided textbooks based on their current class schedule.

- 9th grade students should bring a backpack to hold chromebooks, materials, and textbooks.

- Chromebooks will be distributed to all 9th graders. Additional chromebooks will also be provided to those students who are new to BHS or need a replacement.
Preparation

PRIOR to attending Panther Prep, please complete the following MANDATORY steps:

Step #1: Complete the Student Data Confirmation through the Aeries Parent Portal
- Parents/guardians must complete the District’s Online Enrollment forms in Aeries.
- Keep on the lookout in your mailbox at home for a hard copy letter to complete the mandatory data confirmation process required each year. This is sent out by USPS mail in late June. This letter will contain a unique code needed to complete the process online.
  - If you do not receive a letter, or need assistance, please call 650.558.2251.
- If you have multiple BHS students, they each have a unique code. Complete the full process for each of your students.
- You will know that you’ve completed the process for your student when you see in Aeries “Finish and Submit.” Please make sure to click the “Submit” button to complete the process. A confirmation email will be sent by the District once the process is completed. Keep this email for your records.
- Verification of Student Data Confirmation will occur at Station 1 during Panther Prep. If the Student Data Confirmation is not complete, students will need to return to BHS on another day to receive their class schedule, take photos, get materials, etc.

Step #2: Review the Student and Family Handbook
- Read the Student and Family Handbook.
- Download, print and sign the Student and Family Handbook Signature Page.
- The signature page will be collected at Station 3 and is required to receive class schedules and any textbooks.

Step #3: Follow these instructions to find out if you have any Overdue Materials & Books (Grades 10-12 only) prior to August 15.
- Students who owe fees will not receive their schedules.
- Have the book? Please return to the BHS Main Office.
- Owe fines/fees? Please bring a check payable to BHS, or cash in a labeled envelope.
- Lost a book? Please bring a check payable to BHS or cash in a labeled envelope.
- Emails reminders about fees were sent to students and parents the week of July 17, 2023.

Optional Forms
Listed below are optional purchases or donations for the 2023-24 school year. Please note that both partial and full financial assistance is available for ALL school activities, including Senior activities. Contact Nancy Marty at nmarty@smuhsd.org for more information.

If an online payment option is not available then (1) print and complete the document where applicable; (2) write a check out to the sponsoring organization; (3) place items in an envelope for collection during Station 3.

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<tr>
<th>BHS School Activities + Student Life</th>
<th>BHS Parents Group</th>
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<tr>
<td>- Burlingame “B” Online Subscription Form ($) (Student newspaper subscription form)</td>
<td>Learn more about the BHS Parents Group and how they support a connected community. The Parents Group Excellence Fund, as the core academic fund at BHS, has the most direct impact on the BHS classroom and student experience.</td>
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<td>- For yearbook information, please use this link.</td>
<td>- Sign Up for Newsletter + Communications</td>
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**Additional Information and Frequently Asked Questions**

★ **School will begin for all students on Wednesday, August 16 at 8:30am.**

★ **Data confirmation and fines:** The data confirmation must be completed *prior* to registration and will be checked at Station 1. Additionally, fines for overdue books, etc. must be paid or books must be returned.

★ **BHS Student ID/Lifetouch:** Students will take pictures for yearbook and BHS ID in the alumni room, Station 2. Students must carry their ID daily

★ **Class Schedules** will be provided at Panther Prep to 9th grade students at Station 3. 10-12 will get electronic schedules on Aeries.

★ **New Student Email Accounts** should be set up immediately after completing Panther Prep. Directions will be provided at Station 4 about how to (1) set up a District issued Gmail account and (2) login to Canvas, our learning management platform, and complete the Canvas Orientation. It is important that both actions are completed prior to the start of school so that students can access Canvas, our learning management system, on August 16.

★ **9th Grade Students** will meet their Panther Pals (upper-class student mentors) in a special Orientation session on Friday, August 11. Students unable to attend will still be assigned a Panther Pal and participate in activities throughout the year.

★ **Transfer Students** who would like to become more familiar with BHS can take a 30 min tour with a Leadership student on Wednesday, August 16, at 8am.

★ **Senior Portrait Appointments** are currently accepted by LifeTouch for a seating at their San Carlos studio. Please use this link to make an appointment. If you’d like to learn more about partial or full financial assistance, contact Nancy Marty at nmarty@smuhsd.org for more information.

★ **Parents** may attend Panther Prep although most students participate independently. If your student cannot attend, parents may turn in forms and pay fines on behalf of their student. However, class schedules and textbooks must be distributed to students directly.

★ **Petitions for a class change** will be available beginning Monday, August 21 on the BHS website, under Academic Counseling. The final date for class change petitions will be on Friday, September 1. If you need to speak with your counselor about a class, please email them:

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<tr>
<th>Last Name: A-Ei</th>
<th>Ms. Kreppel</th>
<th><a href="mailto:tkreppel@smuhsd.org">tkreppel@smuhsd.org</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Name: Em-La</td>
<td>Mr. Buckner (se habla español)</td>
<td><a href="mailto:ebuckner@smuhsd.org">ebuckner@smuhsd.org</a></td>
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</tbody>
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Additional information about how to join and support our Boosters (i.e. Athletic, Music, Drama, Italian and Iron Panthers) will be shared shortly.
BHS staff is looking forward to seeing students at Panther Prep and setting them up for a successful school year! If you have any questions about the instructions above please email me, Aimee Malcolm, at amalcolm@smuhsd.org or, Neida Chavez, at nchavezsolorzano@smuhsd.org.

See you soon!

Respectfully,

Aimee Malcolm
Assistant Principal, BHS