

## 8<sup>th</sup> Grade Promotion Information – Class of 2023

**Wednesday, June 7, 2023**

Dear Parents/Guardians:

The students, staff and 8<sup>th</sup> Grade Promotion committee are working on plans to make promotion a fun and memorable time for your 8<sup>th</sup> grader. You'll find everything you need to know about these events in this packet. We are excited to deliver these celebratory events for your kids and your family!

Mark your calendar for your 8th grader's promotion date: **Wednesday, June 7, 2023**. IMPORTANT - As soon as possible, please review and complete [this important online permission and information form](#) which will collect the required student/family information for Promotion. While the deadline is April 28th, the sooner we collect all, the better for a smooth event calendar. If you would prefer to complete a hard copy of this form they are available in the Bayside Middle school office.

In addition, there are three actions related to photos for Promotion that each family is asked to complete:

- Portrait selection (Network Photography)
- Baby/toddler photo submission ([use this link for Baby photo](#))
- Over the Years photo(s) submission ([use this link for Over the Years photos](#))

More details follow in this packet. The deadline for photo actions is April 14th.

The Promotion activities and ceremony will be taking place the day before the official last day of school, June 8th. *The 8th graders will not attend school on Thursday, June 8, 2023.*

We are working to keep activities affordable and enjoyable for all. **There is a one-time fee of \$60 for each student** which can be paid by check or online which is due by April 28. Instructions for payment are later in this packet. This fee will cover the cost of the following:

- ★ Class of 2023 T-Shirt and aerial photo of class in shirt
- ★ Composite picture to hang in the halls of Bayside Middle School
- ★ Class of 2023 Memory Book - one for each 8th grader
- ★ Class Breakfast with video viewing of a fun look-back of the years
- ★ Promotion Ceremony
- ★ Promotion Dance/Party (DJ, food and photo booth)

If you find these fees a strain for your family, please call the office at (414) 247-4201 or email Patty DeGraff at [pdegraff@foxbay.org](mailto:pdegraff@foxbay.org). Calls are confidential.

**Thank you** to Gwen Hiir who is the 8th grade Promotion lead advisor. Gwen has enjoyed guiding this event for over 10 years and is excited to celebrate your kids with you. Thanks also to Patty DeGraff from the Bayside staff for being our go-to expert on all things Promotion.

Also!! Thanks to our sub-committee chairs:

- Katie Glaisner/Carrie O'Connor (ceremony)
- Stacy Williams (tickets)
- Kelly Marrazza/Nicole Boemer (ceremony slideshow)
- Janet Merk and Anne Lovitz (t-shirts and art contest)
- Christine Duback (breakfast/reception)
- Carrie Dlugosch (memory book)
- Erin Harris (aerial photo)
- Amy Bazelon and Michelle Buerger (dinner/dance/decor)
- Mike DeSisti (video collage)
- Britten Brenner Stenson (Portraits and Composite Picture)
- plus many other volunteers who are pitching in!

Please let us know if you have any questions. We look forward to a great celebration!

Your 8<sup>th</sup> Grade Promotion Chair,

Sarah Langerman (sarah.langerman@gmail.com)

## 8<sup>th</sup> Grade Promotion Ceremony Information

**DEADLINE: APRIL 28, 2023**

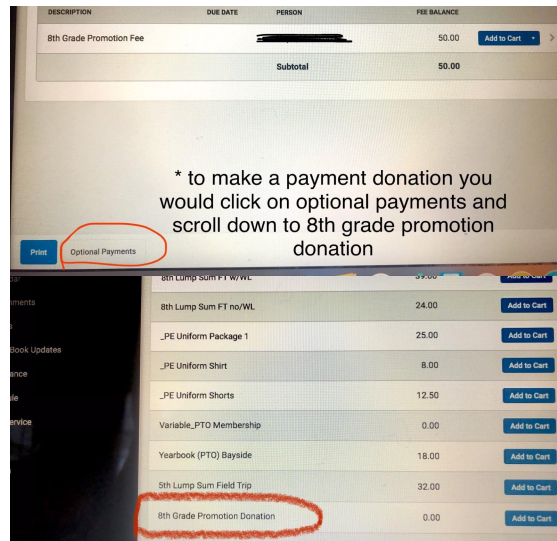
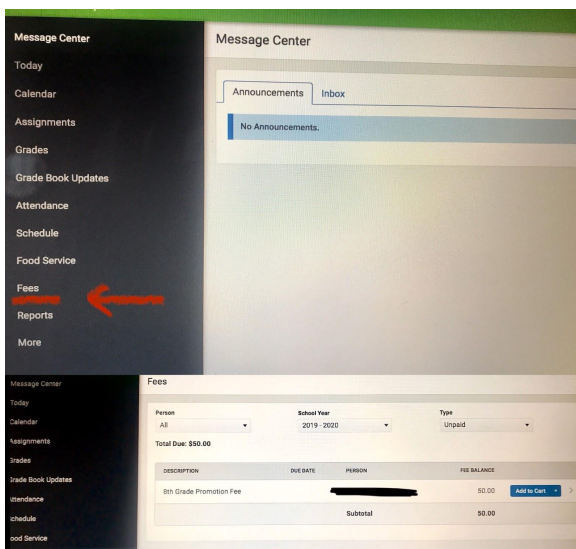
- Use this link to access the permission and info form: [Promotion Permission and Info form](#)
- The Ceremony takes place Wednesday, June 7, 2023 at 6:30pm. Doors open at 6:00pm. All guests must have tickets. *8<sup>th</sup> grade students do **not** need a ticket.*
- Each family is allotted five (5) tickets for the ceremony. [Your ticket number request is one item in the general Promotion permission form found here.](#) Please indicate the number you will need, especially if it is less than five tickets in case another family can use your extra(s). If your family needs more than 5 tickets, please email Stacy Williams ([stacy.paridon@gmail.com](mailto:stacy.paridon@gmail.com)). We will work to honor all requests but cannot guarantee.
- Ceremony tickets will begin to be distributed on Friday, May 19<sup>th</sup> from 3:30pm - 6:00pm in the BMS lobby. After May 19<sup>th</sup>, tickets will continue to be available for pickup in the Health Office during school hours (7:30 AM - 4:00 PM, Monday - Friday).
- Ceremony attire: All students are asked to wear dress attire, such as a collared shirt & tie, dress pants/skirt, dressy top, dress, etc. NO JEANS, SHORTS, SWEATSHIRTS OR LEGGINGS, PLEASE.
- After the ceremony there will be a brief reception for families. Volunteers will be available to take pictures of your graduate and family/friends.
- 8<sup>th</sup> grade student-only Promotion celebration activities will follow immediately after the ceremony reception.

# Online Payment Information

**DEADLINE: APRIL 28, 2023**

1. Log in to your parent portal in Infinite Campus. There is an icon on the right hand side of the Bayside Middle School home page
2. Select Fees from the left side menu options. Your 8th grader should appear with an 8th Grade Promotion Fee. Once you click on the blue “add to cart,” the payment will be in your cart and you can go to your cart to check out with your payment.
3. If you would like to add an optional additional donation to help BMS families for whom fees may be a hardship and to defray other promotion costs:
  - a. Please select “Optional Payments” at the bottom of your fees page which will direct you to a drop down list of optional payments.
  - b. In the middle of that list you will click on “8th Grade Promotion Donation”. Click on “Add to Cart”
  - c. When you click on your cart, you can enter the payment for the donation of any amount you would like to donate. This amount will be added to your subtotal and you can continue through the final steps of the payment process. We thank you for considering!

Please see the images below to help guide you. The image on the left is what the first two pages will look like once you log in to your Infinite Campus account and follow the above steps (we have highlighted fees and blacked out the students' names on the sample). The image on the right is the two pages to show you how to get to the donation section (optional).



## 8<sup>th</sup> Grade Promotion Photo Actions and Requests: Portrait selection, Baby Pics & Over the Years

**DEADLINE: APRIL 14, 2023**

*Incredible volunteers are creating a memory book, ceremony slideshow and video montage for your student's promotion! In order for these to work, we need photos from all parents!*

### ★ [Baby photo folder - upload one and name LASTNAME, FIRSTNAME](#)

- Using the link above, please upload **ONE baby/toddler photo** of your 8<sup>th</sup> grader to be included in the memory book and promotion slideshow. PLEASE name the file using the child's last name, first name.

TO UPLOAD:

- Click folder link in this doc
- Select folder name that appears below link
- Upload photo to folder
- Once the photo is in folder, rename it (right click, rename) with a with above guidance

### ★ [Over the Years photos folder - file name should describe photo](#)

- Using the link directly above, upload **1-5 additional** photos representing your child and other 8th grade classmates (if possible) that you have collected "through the years" from K4-8th grade or from whenever your child joined the district until present. TO UPLOAD:

- Click folder link in this doc
- Select folder name that appears below link
- Upload photo to folder
- Once the photo is in folder, rename it (right click, rename) with a descriptive name

- *Photos should be from school events, activities or sports to include PTO-sponsored events held at either Stormonth or Bayside. We will not be able to use photos from personal events such as birthday parties, recreational or club sports teams etc. or photos with children from other grade levels or school districts. We want all students to be represented, so please send in photos!*

- ★ If you do not have a digital photo, bring the picture(s) into the office. The office staff will scan them and upload them for you. The original photo will be returned to your student to bring home. The finished size of the baby photo will be 2 ½ x 3 ½.

- ★ **Portrait selection** - Your 8th grader's portrait was taken by Network Photography on March 21st at school. You will receive a separate email from Network Photography with instructions on viewing all and selecting your favorite

for use in the 8th Grade Memory Book, the Promotion slideshow and the Class of 2023 composite. You will also have an opportunity to order photos at that time. If your 8th grader was not at school on March 21st for the photo shoot, please contact Patty DeGraff in the Bayside office at (414) 247-4201.

- Look for the subject line:

**8th grade portrait selection - needs your action**

★ Deadline to be included in the Memory Book, slide show and video is **FRIDAY APRIL 14, 2023**

## 8<sup>th</sup> Grade Promotion – Important Dates

### **April 14**

This is the deadline for [baby pictures](#) (file name LASTNAME, FIRSTNAME) and [over the years](#) (file name to include names or photo description) to be included in the slideshow, video and memory book. We want all students represented, so please submit a few photos!

This is also the deadline for selecting your favorite photo from Network Photography. That photo was taken on March 21st while the kids were at school. You will receive a separate email from Network Photography when those photos are ready for your review and selection instructions.

### **April 28**

[Student info, ticket requests](#) and fees are due by this date. This requires two steps - completion of the Google form (linked above) and online payment via Infinite Campus or a check delivered to the school office. Online payment instructions follow in this packet.

### **May 19**

Requested ceremony tickets will be distributed to parents from 3:30pm-6pm in the BMS lobby on this date. Tickets will also be available for parent pick up in the Health Office *after* May 19th through June 6th during school hours (Monday - Friday, 7:30am - 4:00pm). Tickets cannot be sent home with your student(s) and must be picked up by a parent or guardian.

### **June 7**

#### **Promotion Day!**

**8:30am ★ Class Breakfast** for students only. Immediately following breakfast, 8<sup>th</sup> graders will go to the gym to rehearse for the promotion ceremony.

**11:00am ★ Dismissal** - 8<sup>th</sup> grade students will be dismissed at 11:00am, provided they have turned in the permission slip signed by a parent or guardian. There will not be buses for the students; arrangements must be made by the parent or guardian. Students who remain at school will be supervised until 3:30 and will be dismissed at that time per their routine.

**6:00pm ★ 8th Graders and families arrive at BMS.** Please bring your ceremony tickets with you. Your 8<sup>th</sup> grade student will **not** need a ticket but family members (*limited to 5*) will. Seating is first come, first served.

**6:30pm ★ Promotion Ceremony - Bayside Middle School Gym**

**7:30pm ★ Reception** - Families are welcome to stay for a brief reception to take pictures. Volunteers will be available to help take photos.

**Following the reception - BMS Cafeteria ★** STUDENTS ONLY will enjoy entertainment, dinner and photos. ALL STUDENTS SHOULD REMAIN IN THEIR PROMOTION ATTIRE; DO NOT BRING A CHANGE OF CLOTHES. All students staying for the celebration must remain at school, unless the parent has arranged an early pick-up for their student.

**10:00pm ★** Please arrange to **pick up** your child promptly at this time at the doors by the healthroom (main BMS school doors). Students will **not** be permitted to walk home. Thank you!

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Is your child going to Nicolet and you need a great Promotion gift? Shop the [Nicolet Spirit Store](#). FREE DELIVERY if you live in the district. Store hours are every Wednesday when school is in session 11:30 a.m. - 1:30 p.m. [ONLINE](#) orders can be picked up 7 a.m. - 4 p.m. M-F by visiting the Nicolet athletic office.