

Front Office Information/Requirements

We cannot accept items that are being dropped off at the front desk, regardless if your child -- calls to ask you to bring something. This includes homework, books, projects, etc. The ONLY exception is lunch or lunch money.

- 3:00 p.m. is the cutoff time for early check outs and on Wednesdays it is 2:00. Sending in a note for early dismissal will expedite the process. Your student should take the note to the attendance office between 8:30 and 9:00 a.m. or during lunch. A pass for dismissal from class will be given to the student. He/she can then meet you in the front office at the designated time. Please note during exams and standardized testing, we do not interrupt a class to send for any students.
- When students are ill, they should report to the clinic. If it is necessary for them to be picked up, the call should come from the school phone located in the clinic. According to school policy, students are not allowed to use cell phones during school. Text messages should not be placed during the school day. Students are required to use the telephone in the clinic to contact you for early release from school.
- A Driver's License (with photo) or State issued ID (with photo) are the only two forms of acceptable ID when checking a student out.
- All visitors and volunteers must sign-in through the front office. A Driver's License or State issued ID must be presented at time of sign-in.
- A person is considered a visitor to the St. Johns County School District when he/she is coming into a school for a one-time visit only.
- A person is considered a volunteer if they provide service to support the efforts of schools and departments in the district. Volunteer applications can be found on the Bartram Trail website and are submitted electronically.

Thank you for helping us to preserve the learning environment for all of our students and comply with the requirements of The Jessica Lunsford Act and St. Johns County School District.