

Dear parent(s)/guardian(s),

As we come to the end of the 1st semester of school, we wanted to remind you about our procedures for Parent Drop Off and Pickup.

We have sent this email because of vehicles making illegal and dangerous U-turns in the parking lot; and students walking to vehicles in line or on Longleaf Pine Parkway. Please understand that **STUDENT SAFETY IS OUR NUMBER ONE PRIORITY** and these behaviors endanger students, both in and out of cars. We have had car accidents on our campus this year and have been lucky that no one has gotten hurt.

Please see Bartram Trail High School's procedures for Parent Drop Off and Pickup below:

- [CLICK HERE>>](#) for a map of the Bartram Trail campus and visual representation of our two Drop Off/Pickup locations:
 1. **AUDITORIUM PARKING LOT:**
 - Once you enter the parking lot, there is one way in and one way out. **Please use both lines when ENTERING.** [CLICK HERE>>](#) to view a more specific diagram of this process.
 - **Your student will be required to wait on the sidewalk until you pull up. For safety reasons, we do not want students walking to vehicles in line or on the main school road.**
 2. **FRONT ADMINISTRATION CIRCLE:**
 - The other location you may pick up your student is the front by the administration building. **Again, your student will have to wait until you pull up to the sidewalk for safety reasons.**
- No student can be dropped off or picked up in the bus loop, the 9th grade center, or any other parking lot.
- **All drivers must abide by the traffic laws, meaning no U-turns in the middle of the street, no driving on the grass to get around the other vehicles, parking in designated areas only, not cutting across parking spots, abiding by posted speed limits, wearing seat belts, etc.**
- **A St. Johns Sherriff's Office Deputy will be on campus to make sure all rules are followed.**

Thank you for taking the time to read this email.