

Dear Parent(s)/Guardian(s),

ONLY 4 DAYS UNTIL THE FIRST DAY OF SCHOOL! This email is to provide you specific information about **ARRIVAL/BEGINNING OF SCHOOL** procedures. You will receive an email regarding **LUNCH/END OF SCHOOL** procedures tomorrow evening (Friday, August 9). We apologize for the length of this email, but it contains important information with some changes from last year.

ARRIVAL

The school building will be closed to students until 8:30am.

ONLY the West Entrance (by the front administration office) will be opened at 8:30am.

Additional doors/gates will be opened at 8:50am. ALL gates and entrances will be closed and secured by 9:30am. Anyone arriving after 9:30am will have to check in through the front administration office.

PARENT DROP-OFF

- **For the first couple of days, please expect there to be LONG delays in the morning.** Please adhere to the following procedures for Parent Drop Off.
- [CLICK HERE>>](#) for a map of the Bartram Trail campus and visual representation of both of the following Drop Off locations:
 - o **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 will not be letting students walk to vehicles in line or on the main school road.**
 - o **FRONT ADMINISTRATION CIRCLE:**
 - The other location you may drop off your student is the front by the administration building.
- No student can be dropped off 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, 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.**

BUS ROUTES

- Specific bus information is located in Home Access Center. Once logged in, click on the “REGISTRATION” button at the top of the screen. While on the registration screen, you will be able to see their bus information in the “TRANSPORTATION” box.

ALPHABETICAL HOMEROOMS

- **Students will report to their ALPHABETICAL HOMEROOMS before going to first period on the FIRST DAY ONLY.** [CLICK HERE>>](#) to see the homeroom locations by grade! When they get to their homeroom, students will pick up the following:
 - o An UPDATED version of their schedule
 - o A letter from Sheriff Shoar, St Johns County Sheriff's Office
 - o Student ID (if not received at Open Campus or Link Crew Orientation)
- **IN ADDITION, STUDENTS ARE REQUIRED TO TURN IN THEIR 2019-2020 Code of Conduct Agreement Form.** Please see a link to the Code of Conduct Booklet and the aforementioned agreement form (please print and sign the agreement form):
 - o [CLICK HERE>>](#) 2019-2020 SJCSO Code of Conduct
 - o [CLICK HERE>>](#) 2019-2020 Code of Conduct Agreement Form
 - o Hard copies of the Code of Conduct are available via request.
- If your student does not have a first period, they should go to their homeroom when they arrive on campus. Teachers will hold on to all materials the entire school day.
- Students will continue directly to 1st period after visiting their homerooms.

We are excited to have the Bear Nation family on campus! Please do not be hesitate to ask questions (this goes for your students as well). We will have additional staff members present in the hallways and courtyard during transition times to help students navigate the campus and help with any issues.

Please be on the lookout for tomorrow's email which will detail the **LUNCH** schedule and **END OF SCHOOL** procedures.

Thank you for everything you do for Bear Nation!