

Dear Parent(s)/Guardian(s),

As we navigate through the school year, we would like to remind you about our **MANDATORY early dismissal/parent checkout procedures**. If a student leaves the Bartram Trail campus, whether they are checked out by a parent or transport themselves, ALL students **MUST** check out at the front office. **Students who leave the campus early and do not sign out will be subject to disciplinary consequences**. Student safety and security is paramount at Bartram Trail High School. A part of keeping a safe and secure environment is for us to be accountable for the location of **EVERY** student while they are on campus. Thank you in advance for reviewing the procedures below. (*Please note that there have been some minor changes)

CHECKOUT PROCEDURES

- **SITUATION #1:** Parent/Guardian picking up student (prearranged)
 - **Before school:** Parent note turned into the **FRONT OFFICE** by the student (emails or phone calls not accepted). A pass will be issued to the student by the front office.
 - **Arrangements:** Release must occur before 3:15pm during normal school hours and 2:15pm on early release Wednesday.
 - **Release from class:** Students should present their classroom teacher the note and leave at the time indicated.
 - **Student retrieval:**
 - Students picked up at front office **ONLY**
 - Parent/Guardian **MUST** show picture ID to check out student
 - Parent/Guardian **MUST** be listed on the student's contact information
 - Students **MUST** be signed out

- **SITUATION #2:** Parent/Guardian picking up student (not prearranged)
 - **During school:** The parent/guardian **MUST** come to the **FRONT OFFICE** to request student (emails and phone calls are not acceptable)
 - **Arrangements:** Release must occur before 3:15pm during normal school hours and 2:15pm on early release Wednesday.
 - **Student retrieval:**
 - Students picked up at front office **ONLY**
 - Parent/Guardian **MUST** present picture ID to check out student
 - Parent/Guardian **MUST** be listed on the student's contact information
 - Students **MUST** be signed out

- **SITUATION #3:** Student transports themselves off campus (prearranged **ONLY**)
 - **Eligible students**
 - Juniors and Seniors with valid parking passes **ONLY**.
 - If the student driver is transporting a sibling off campus, a NOTE must be provided for both the driver and the sibling.
 - Students **CANNOT** be transported off campus by non-siblings (friends/unrelated students) during school hours.

- **Before school:** Parent note turned into the **ATTENDANCE OFFICE** by the student (emails or phone calls not accepted). A pass will be issued to the student by the office.
- **Arrangements:** Release must occur before 3:15pm during normal school hours and 2:15pm on early release Wednesday.
- **Release from class:** Students should present their classroom teacher the note and leave at the time indicated.
- **Student release:**
 - Students **MUST** sign out at the front office.
 - Students are required to have their driver's license at check out.
 - Students cannot transport or be transported off campus for early dismissal by another student (other than siblings)

If there is an emergency or if you have any special circumstances for us to consider, please contact our front office at (904)547-8331 or our Dean of Attendance, O'Brien, at (904)547-8341.

If you have any questions, please email Mr. O'Brien at George.Obrien@stjohns.k12.fl.us.

Thank you for all you do for Bear Nation!

