

Dear Parent(s)/Guardian(s),

Next week we will have a modified schedule for Midterm exams. [CLICK HERE>>](#) to view the Midterm exam layout.

The purpose of this email is to help eliminate any misinformation about student release. Please adhere to the following guidelines:

ATTENDANCE/EARLY CHECKOUT

Students will be expected to stay in their classrooms for the **ENTIRE** testing period(s). They will not be released early from class nor will we send passes to students for early release to avoid potential exam interruption.

Passes to be signed out early will ONLY be accepted before school. We would like to only release students for pickup during transition times (in between exams). If there is an emergency, please contact us directly at (904)547-8331.

LUNCH

On Tuesday, Thursday, and Friday, lunch will be optional for students. Bus riders will have to wait until the times indicated to ride their busses. **PLEASE NOTE, only the main cafeteria will be open on Tuesday, Thursday, and Friday.** Please see more specific times listed below.

On Wednesday, we will hold a normal lunch schedule as students will attend their 4th period class.

TRAFFIC/PARENT PICKUP

Due to the nature of the midterm schedule, **please expect a significant increase of student and parent drivers on the Bartram Trail campus.** Please **BE PATIENT** and **RESPECTFUL** if you choose to drive on campus. **STUDENT SAFETY IS OUR NUMBER ONE PRIORITY.** [CLICK HERE>>](#) for a map of the Bartram Trail campus and visual representation of our two Drop Off/Pickup locations:

- **AUDITORIUM PARKING LOT:**
 - Once you enter the parking lot, there is one way in and one way out. **Please use both lines when ENTERING.**
 - **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.

- **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 Sheriff's Office Deputy will be on campus to make sure all rules are followed.**

WEEKLY BREAKDOWN

- **TUESDAY, DECEMBER 17**
 - **EXAMS:** 1st Period & 2nd Period
 - **STUDENT DISMISSAL:** 12:30PM
 - **BUSES DEPART:** 1:00PM
 - **LUNCH AVAILABLE:** 12:30PM – 12:55PM
 - **EXTRA STUDENT DRIVERS ON CAMPUS:** 490
- **WEDNESDAY, DECEMBER 18**
 - **EXAMS:** 3rd Period & 7th Period
 - **STUDENT DISMISSAL:** 2:50PM
 - **BUSES DEPART:** 3:00PM
 - **LUNCH AVAILABLE:** Normal Lunch Schedule
- **THURSDAY, DECEMBER 19**
 - **EXAMS:** 5th Period & 6th Period
 - **STUDENT DISMISSAL:** 12:30PM
 - **BUSES DEPART:** 1:00PM
 - **LUNCH AVAILABLE:** 12:30PM – 12:55PM
 - **EXTRA STUDENT DRIVERS ON CAMPUS:** 265
- **FRIDAY, DECEMBER 20**
 - **EXAMS:** 4th Period & Any Makeups
 - **STUDENT DISMISSAL:** 10:50AM
 - **BUSES DEPART:** 11:25AM
 - **LUNCH AVAILABLE:** 10:50AM – 11:20AM
 - **EXTRA STUDENT DRIVERS ON CAMPUS:** 490

Thank you for taking the time to read this email.