

Dear Parent(s)/Guardian(s),

Welcome to the 2020-2021 school year from the Deans' Office! We are fortunate enough to have four Deans on our campus to help maintain a safe and orderly learning environment for our students. As a high school in the St Johns County School District (SJCSD), our school abides by the guidelines set forth by the SJCSD Code of Conduct. [CLICK HERE>>](#) to view the 2020-2021 SJCSD Code of Conduct.

Over the course of the first week, the following information was discussed in your student's 1st period. The information details important topics and how we will manage these items through our Deans' Office.

BULLYING

- If anyone suspects a student is being bullied, please report it to an adult as soon as possible. You will remain anonymous. Students can pick up a Bullying Reporting Form in the Dean's office. There are two drop boxes (Guidance and Dean's office) for anonymous tips.
- Please reference the Code of Conduct for more detailed information (pages 28,29, & 35)

CELL PHONES/EARBUDS

- **Cell phones are subject to search and seizure.**
- **Cell phones are allowed during transition time and lunches.** Classroom usage will be up to the individual teacher's discretion.
 - **EARBUDS: Student are allowed to wear ONE earbud during transition and lunch.** Earbuds will be confiscated if the student does not follow this procedure.
- If a cell phone is confiscated from a student, it will be labeled and turned in to the dean's office. The student can pick up his/her phone between 6th and 7th period or after school. Second offense: a parent will be required to pick up the phone next day. Progressive discipline for cell phone use violations will be followed after the second offense, the deans will provide more information."

DRESS CODE

- Dress code will be checked at the beginning of first period. Students out of dress code will be sent to the dean's office. If you choose to go home or wait for clothes to change into, it will be marked unexcused. Please reference the Code of Conduct for more detailed information (pages 14,15, & 16)

LEAVING CAMPUS

- Student's will be suspended on the first offense and have their parking pass suspended for two weeks. Each additional offense will result in another suspension and loss of your parking pass for the remainder of the school year.

LUNCH

- All students have an assigned 30-minute lunch. Students can eat in four main areas:
 - Main Cafeteria
 - Courtyard
 - Small Cafeteria
 - 9th Grade Cafeteria
- **No one is allowed upstairs during lunch.** If you are caught upstairs during lunch, you will get a detention. There will be no warnings. If you skip in line you will be moved to the back of the line

and get a detention. No warnings! If you leave trash on or around your table everyone at the table will receive lunch duty.

- For more information, [CLICK HERE>>](#) to visit the Bartram Bears Café website.

PASSES

- Students will not be allowed to leave any classroom without a pass.

PARKING LOT

- **The parking lot is off limits to all students during the school day.** If a teacher feels a request to go to the parking lot is valid, they will write a pass for the student to go to the dean's office first. The dean's office will write a pass to the parking lot. If a student is in the parking lot without permission their vehicle will be searched immediately. The second offense will result in suspension and loss of their parking pass. The drug dog will visit our campus often.

ATTENDANCE

- **All excused absences and early check outs will be done ONLINE this year.**
- The link on the BTHS homepage is LIVE & WORKS for submitting excused absences & early check outs, **please do not use the link in the original email.**
- When submitting an absence, do not use an S with your student's number. It will not be processed.
- If you do not receive a confirmation text/email within 48 hours, your absence has not been processed.

TARDINESS

- Students will be marked tardy if they are not through the doorway when the bell rings. On a student's third tardy a referral will be sent to Mr. O'Brien and parent(s) will be contacted. Each time the student is tardy, a referral will be sent to the dean and a progressive discipline plan will take effect. Each additional tardy will result in detention. If it continues to be a problem the level of discipline will escalate to a suspension. **The total number of tardies reverts back to zero at the end of the semester** (not the quarter).

Our focus is always on student safety and an orderly learning environment. We appreciate you taking the time to read through this email and for your support of our efforts. Please feel free to contact us at any time.

Thank you,

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