

Dear Parent(s)/Guardian(s),

Welcome to the 2021-2022 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 (SJCSJ), our school abides by the guidelines set forth by the SJCSJ Code of Conduct. [CLICK HERE>>](#) to view the 2021-2022 SJCSJ Code of Conduct.

Over the course of the first week, the following information will be 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

- Enforcement will focus on positive guidance without embarrassment to the student and should not disrupt the educational process. Please refer to the SJCSJ code of conduct for guidelines.

LEAVING CAMPUS

- Students will be issued Saturday school 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 or in the 200 hallway 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. Students should not be out of class the first or last 10 minutes of each period.

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

Please note that there have been some significant changes from previous years. All excuse notes & early checkout will be ONLINE. Paper notes will no longer be accepted.

EARLY DIMISSMAL/PARENT CHECKOUT

- Leaving early from school, a parent/guardian must fill out [THIS FORM](#) prior to **10:30 AM on the day the student is to be checked out.** The student will then be issued a BT pass by the front office staff. This note is the student's pass out of class. **Emails, phone calls, paper notes, or faxes from parent/guardian will not be accepted.**
 - **If the form is filled out after 10:30 AM, it will not be processed.**
- Parent/guardian will receive an email at the end of the day confirming the early check out.
- Students are required to present a pass from the front office to their teacher before leaving class. If the dismissal time is during a passing period, students need to check out with their next period teacher.
- After the school day begins all sick students should report to the clinic to see the nurse. **Students will NOT be called out of class based on a phone call or email from parent/guardian.**
- Students needing to be picked up early should have arrangements made before 2:45 p.m. or go to parent pickup after the bell at 3:50. Students needing to be picked up on early release days (every Wednesday) should make arrangements before 2:15 p.m. or go to parent pickup after the bell at 2:50 p.m.

ABSENCES

- Any student who has been absent from school should complete [THIS FORM](#) by a parent or guardian within forty-eight (48) hours of returning to school stating the cause of the absence. Failure to complete this online form will result in an automatic unexcused absence.
- All excused absences will require official documentation. (Medical notes, letters from universities, etc.) must go through the online form. Email confirmation will be sent to the parent/guardian once the form is processed.
- Personal illness for 3 or more consecutive days will require a medical note.

STUDENT DRIVERS

- Only juniors and seniors with a valid parking pass may sign out to drive off campus with parent permission via the online form. **Emails, faxes, paper notes, or phone calls from parent/guardian will not be accepted.**
- Students must bring their driver's license with them when they sign out.
- Student drivers with a BTHS parking permit granted permission to drive off campus must have a valid pass issued from the front office.
- Students cannot leave campus during the day with other students.

We do not accept phone calls, faxes or paper notes for attendance matters. All attendance matters must be handled online.

All links for early dismissal and excused absence are on the BTHS homepage.

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. **If a student has a parking pass, on the third tardy to 1st period, the parking pass will be revoked for 2 weeks.** Additional tardies to 1st period could lead to parking pass being taken for the year. 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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