

Dear Parent(s)/Guardian(s),

The first day of school is right around the corner! Over the course of the next 7 days we will be sending out several emails with important information pertaining to the start of the school year. These emails will also be posted on the Bartram Trail High School Home page.

Today's email will provide you specific information about **ARRIVAL/BEGINNING OF SCHOOL** procedures. You will receive an email regarding LUNCH/END OF SCHOOL procedures tomorrow evening. We apologize for the length of these emails, but they contain important information with some changes from last year.

## **ARRIVAL**

**The school building will be closed to students until 8:45am. ONLY the West Entrance (by the front administration office) and the Bus Loop Entrance will be opened at 8:45am. Students should not use any other entrances to enter the building in the morning. Anyone arriving after 9:30am will have to check in through the front administration office.**

**Students seen entering any other entrances after this time, will receive a disciplinary consequence.**

## **PARENT DROP-OFF**

**For the first couple of weeks, 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.

### **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.

Additional transportation information can be found [HERE](#).

## **FINDING YOUR 1<sup>st</sup> PERIOD**

**Students will report to their FIRST PERIOD on the first day of school. Students should check their HAC at 8:00 AM to ensure they know where they are heading for 1<sup>st</sup> period. There is no homeroom on the first day of school.**

STUDENTS ARE REQUIRED TO TURN IN THEIR 2023-2024 Code of Conduct Agreement Form to their 1<sup>st</sup> period teacher.

Please see a link to the Code of Conduct Booklet and the aforementioned agreement form (please print and sign the attached agreement form):

o [CLICK HERE>>](#) 2023-2024 SJCS D Code of Conduct

[23-24 Code of Conduct signature page.pdf](#)

o Hard copies of the Code of Conduct are available via request.

We are excited to have the Bear Nation family on campus! Please do not 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.