

Bartram Trail Families,

The first day of school is right around the corner on August 11th!

Today's email will provide you specific information about **ARRIVAL/BEGINNING OF SCHOOL** procedures.

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.

PARENT DROP-OFF

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:

- 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.

- 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.**

Code of Conduct

STUDENTS ARE REQUIRED TO TURN IN THEIR 2025-2026 Code of Conduct Agreement Form to their 1st 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):

- [CLICK HERE>>](#) 2025-2026 SJCSD Code of Conduct

[Code of Conduct Signature Page PDF](#)

- 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. On the first days of school 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.