

September 1, 2016

Dear Parents:

We want to inform you that dismissal procedures will be changing at the end of the school day. The dismissal procedures will be effective on Tuesday, September 5, 2016. The following information will eliminate the car line as it stands currently:

- We will dismiss Pre-K/K will as normal through the rear of the school building.
- In an orderly fashion, we will dismiss all classes from their classroom and exit through the ramp door. Faculty and staff will escort students outside their classroom and will supervise them until **all** students are in the appropriate vehicles.
- Dismissal should proceed quickly so please be on time for pick-up at 2:40 p.m.
- It is imperative that vehicles do not idol in the school parking lot. This is a state law.
- For safety reasons, vehicles are **not** to leave the school parking lot without a signal from a faculty or staff member in order to make sure that **all** students are in the appropriate vehicle. A faculty or staff member will be at the beginning of the parking lot near the gate. Please watch for a signal from a faculty member. After the signal is given, you may leave the parking lot by going left or right of the lot to expedite the process.

Therefore, after observing the dismissal procedures on August 31, our principal made an executive decision to eradicate the car line. We hope that this will alleviate any issues concerning the dismissal of students at the end of the school day.

If you have any questions or concerns, please contact Linda Marie Joyal at (860) 774-3281. Thank you for your concerns and support in this matter. Please see the official letter from our principal.

Sincerely,

Linda Marie Joyal

Principal

#### Mission Statement

At St. James we integrate the spiritual, academic, social and emotional well-being of each student based upon the teachings of Jesus Christ. Our Catholic Christian community is a compassionate learning environment where students are encouraged to utilize their unique talents and gifts to serve God and others, and to strive for academic excellence.