

August 29, 2018



Dear Families of Saint James School,

Welcome to the 2018-2019 school year! Our faculty and staff are excited to have the students back in school and have many plans to make this school year a fun, productive, and spiritually-fulfilling year. It was a very busy summer at the school and we are excited to welcome new additions to our student body and staff. We also have a few important changes that I would like to highlight so please read the following carefully:

New Visitor Procedures

Anyone who comes to the school to volunteer or visit must first stop in the Main Office (as usual) to sign in. She/he will receive a lanyard badge that must be worn while in our school. In exchange for the lanyard badge, the office will request your driver's license. When your visit at the school is complete, you will go back to the main office to sign out and exchange the badge for your driver's license.

While I realize this is not the most convenient procedure for our volunteers (and please know how very much we appreciate all your help!), I hope you can be comforted in knowing that Saint James School's top priority is the safety and welfare of our students and staff. I am grateful for your support with this change.

Drop-off & Parking/Otis Street Change

In reference to safety, I have been working with our town engineers and police department to evaluate and tighten up our procedures for drop-off and pick-up.

*The biggest change this year is on Otis Street - the street perpendicular to the front of our school. New town rules (and hence our school policies) state that cars cannot park, sit, or idle (meaning NO DROP OFF AT ALL) on the EAST side of the street. This is the side we utilized last year so this will be a big change for some parents. Please pay close attention to the new signs, which allow for parking on the alternate side (i.e. you must turn from Park Street on to Otis).

Something that has not changed, but bears a reminder: the area in front of the breezeway and gym (where Mrs. Anderson and I stand in the morning) is QUICK DROP-OFF ONLY. If you need to get out of your car (for child locks or open to the trunk) you need to park in an acceptable area. If you must get out of your car to help your child with their items, you need to park in an acceptable area. If your child needs to finish their breakfast, you must park in an acceptable area. We receive numerous complaints about quick drop-off getting backed up. Please ensure you help us keep traffic moving by following our school's documented procedures for drop-off (Thank you!).

Gym Roof

We are happy to say our new (non-leaking) gym roof is in the process of being installed! Due to unforeseen delays, this project will be ongoing during the first few weeks of the school year. Therefore, STUDENT ARRIVAL AND DISMISSAL WILL BE IN THE PRE-K/MAIN SCHOOL LOT while the project is completed. I will let you know as soon as we can go back to our normal arrival and dismissal procedures. In the event of heavy rain during morning arrival, we will utilize the breezeway entrance and be inside the gym or cafeteria.

Other Important Notes

As a reminder, the school handbook/policy book and technology user agreement were sent home last week via e-mail. The signature for both of these documents needs to come to school with your child/ren on Thursday (tomorrow). Please take the time to go over the policies and procedures with your children. Please also review our dress code policies, in particular hair coloring and styles.

Please make sure to check your e-mail every day, and read through Saber Stories every month (sent home via our daily e-mail blast). If you need to add an e-mail address or change an e-mail address, please contact Mrs. Guenther.

Lastly, Mr. Viara, our technology teacher, resigned last week to take on a full-time teaching position. Our teachers have been working on integrating technology into their lesson plans with support from our technology specialists. We are excited for technology to continue playing an important - but appropriate - role at Saint James School.

Please do not hesitate to reach out to your child's teacher, our assistant principal Mrs. Anderson, or myself if questions or concerns arise concerning your child's education. I look forward to watching your child/ren grow and thrive as a student at Saint James School this year!!

Sincerely yours,

Mrs. Zorger