

# STAFFORD MIDDLE SCHOOL

21 Levinthal Run, Stafford Springs, CT 06076

Phone - (860) 684-2785 Fax – (860) 684-4671

Mr. Paul Muska, Principal

Mr. Jonathan Campbell, Assistant Principal

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Dear SMS Parents and Guardians,

In the interest of efficiency and increased safety, we are changing the drop off and pick up procedures. Starting Monday, September 18th only buses will be dropping off and picking students up in the front of the school. Cars delivering students to school in the morning or picking students up at the end of the school day will **now go to the back of the building**. Cars are to loop around the covered parking in the back and pull up to the first door (on the east end of the building). This is the **only location students are to be let out of the car**. There will be a teacher on duty at the drop off point. We are asking that you stay in line and only let students out of the car where the teacher is posted to ensure safety. During afternoon dismissal, please follow the same procedure.

This change only applies to the regular student drop off/arrival. Any student arriving after 7:20 am or leaving before 1:50 pm will continue to use the main school entrance and parents will park in the front of the building.

Starting Monday, September 18th it will also be possible for students being dropped off to enter the building at 7:05 am.

We hope these changes will make it safer and easier for everyone.

If you have any questions please contact either Paul Muska or Jon Campbell.

Sincerely,

Paul Muska  
Jon Campbell