

CAPE ELIZABETH MIDDLE SCHOOL FACT SHEET

School Day: 7:55 A.M. - 2:25 P.M. Upon arrival, Grade 7 and 8 will gather in the gym and Grade 5 and 6 students will gather in the cafeteria, breakfast is available for purchase. Students will be sent to classrooms at 7:50. All students must be in their classrooms at 7:55 A.M. Please do not arrive at school prior to 7:30 unless students have a specific appointment with a teacher.

Early Releases: All students must leave school grounds at dismissal. Early release days are noted on the school calendar and the website.

School Lunch: Hot Lunch (milk included) \$3.25/day. A la carte offerings - varying prices. Milk \$.50/day. Please follow the guidelines in the opening day packets for purchasing lunches.

Bus Schedule: Bus schedules will be posted on the web site. Please have the students at the designated stop at least 10 minutes early.

Absences: Parents are asked to call the office between 7:40 - 8:30 to notify the school if your child is ill or going to be tardy. Missing work/homework will be located on the teacher website in place of homework requests.

Tardy: Students must sign in at the main office upon their arrival to school. Parents are asked to call the school or send in a note with an explanation for the student's lateness.

Dismissal: Students must sign out in the office whenever they leave school during school hours. Students are only dismissed with parent/guardian permission.

Student Drop-Off/Pick-up: Please follow all traffic signs. There is a designated area for drop-off/pickup in front of the building. This area is **not** for parking. Please **do not** drop students off in the upper Pond Cove parking lot located between the two buildings, the faculty parking lot or by the service entrance.

MS Student Handbook: This handbook will be located online at the Middle School website under the link: Student Handbook. Please review this with your student.

Conferences: In grades 5 & 6 the homeroom teacher will coordinate conferences and home to school communication. In grades 7 & 8 teachers will be available for conferences. We conduct fall and spring conferences.

MSPA: Check the website for important information and meeting times. All interested parents are welcome. (www.capemspa.com)

Volunteers: There will be information regarding parent volunteers Posted on the CESD website.

Bicycle Racks: Bicycle racks are available by the main entrance. All bicycles must be parked here in the morning. A lock is strongly recommended.

Hall & Gym Lockers: Each student is assigned a hall locker, we strongly recommend that students purchase (\$3.00) a combination lock from the office. Only locks purchased from the school are allowed. Gym locks are also available for purchase at \$3.00.

Upcoming Events: The Middle School main page will show you a calendar with important dates and events.