

FRONT OFFICE POLICIES AND PROCEDURES

Tardy Bell: 8:45 am | Dismissal: 3:45 pm

In an effort to provide a safe and secure environment for teaching and learning, the policies and procedures listed below must be followed. Thanks in advance for your cooperation.

No Outside/Fast Food – Brown bag lunches only. There is no fast food allowed at CMS. Lunches that are dropped off cannot be from any restaurant or fast food chain.

Uber Eats, Grub Hub and all other take-out delivery services for students are not permitted.

Not only is this a major disruption of instructional time, it is a safety issue for our students leaving the building to accept deliveries.

Checkouts & Absences for appointments. Please avoid scheduling routine or annual appointments during instructional time. Please utilize the over 12 weeks of non-instructional time available during breaks and the summer for medical and dental appointments. If we are conducting a drill during the time of an early pick up, we will complete the drill and then your student will be released when the drill is over.

No checkouts after 3:30 PM. Students being checked out early by an approved parent or guardian must be picked up no later than 3:30 pm. We will not call into classrooms after 3:30 pm.

Dropping off items for students. Items such as brown bag lunches, schoolwork, musical instruments and athletic equipment that are dropped off for students will be placed on a shelf right outside the front office door in the main hallway. Please make sure it is labeled with your student's name. Students are able to retrieve items from the cart between classes, and during lunch. **CMS staff are NOT responsible** for these items.

All visitors and volunteers need to be pre-approved to enter our campus. Please make sure to contact the person you are visiting ahead of time, so they are able to process the approval. Every guest at Cain Middle School will need to provide a driver's license so we can run it through the Raptor System when entering the school. A visitor will not be allowed into the building without first presenting proper identification through the doorbell system.