

## Principal's Notes

Week of 3/11/2019

Dear Families,

I hope this letter finds you well. Over the past few weeks I have been working with staff to review our current class placement guidelines. Classroom placement is an important process which we take seriously. We will collect all relevant information in order to create well-balanced classrooms for the 2019-2020 school year.

At Pond Cove, we are fortunate to have an exceptional group of teachers and support staff working with your children. Even so, creating an optimal learning environment for every student requires that we follow a thoughtful process while developing class lists. Below you will find some of the variables we will consider as we prepare lists for the 2019-2020 school year.

- Gender balance
- Academic ability balance
- Personalities and learning styles
- Peer relationships
- Class size
- Special programming

Collecting input from parents is a vital part of this process. Please see the attached [Link: 2019-2020 School Year Placement Parent Information Form](#). **This form is optional** and will allow you to share important information about your child with us. **We are not able to honor specific teacher requests.**

Feel free to email the form to me at [jmanjourides@capeelizabethschools.org](mailto:jmanjourides@capeelizabethschools.org) or print and send the completed form to school with your child. If you require a paper copy to be sent home, simply request one from our front office. **Please submit the form by April 11, 2019.**

Final class placement information will be sent home to families at the end of the last student day of school (date to be determined). Thank you for your support.

With great appreciation,

Jason Manjourides  
Principal

---

Please see the [Link: Pond Cove Student & Family Handbook 2018-2019](#) for helpful information.

---

**Wednesday, March 20, will be a Parent/Teacher Conference Half Day. Pond Cove students will be dismissed at 12:05. Enjoy your conferences.**

**4th Grade Parents/Guardians:**

**On March 13, all 4th graders will watch a CEMS band and chorus demonstration. That day, the results of the instrument suitability assessments as well as a link to an online sign up survey for band and chorus will go home with students. The link will also be emailed home to parents that afternoon. ALL 4th graders who plan to participate in 5<sup>th</sup> grade band and chorus will need to sign up by March 20.**

**If you have questions, please contact:**

**Caitlin Ramsey, 5-8 band: [cramsey@capeelizabetschools.org](mailto:cramsey@capeelizabetschools.org)**

**Emily Piller, 5-8 chorus/classroom music: [epiller@capeelizabetschools.org](mailto:epiller@capeelizabetschools.org)**

*\*Please note that in order to have a balanced band, we may need to limit the number of students registered for certain instruments. The sooner you register, the greater the chance that your child will get their first choice of instrument.*

Dear Parents and Guardians of New Pond Cove Students,

It is Kindergarten Registration time again! If your child turns 5 on or before October 15th of 2019 she/he is eligible to attend Kindergarten for the 2019-2020 school year.

To help us plan for accurate enrollment projections, please contact us by calling 799-7339 or emailing [pcoffice@capeelizabetschools.org](mailto:pcoffice@capeelizabetschools.org). For now we need your child's name and DOB, parents' names, address, phone, and email. Registration forms are available on our website <https://pondcove.cape.k12.me.us/> or at the school office. Please complete and return forms as soon as possible.

Please feel free to contact the Pond Cove office should you have any questions: 799-7339 or [pcoffice@capeelizabetschools.org](mailto:pcoffice@capeelizabetschools.org).

Please share this information with friends and neighbors! Unless a sibling attends Pond

Cove, we do not know or have contact information for families with upcoming kindergartners.

**Please note the Staff Professional Development Early Release Wednesdays below.**

Pond Cove students will be dismissed at 1:50 p.m. on: 4/3, 5/1, 5/15, 6/5

### **Important Dates**

Parent/Teacher Conference Half Day: 3/20/19 (Students dismissed at 12:05 p.m.)

---

## **School Cancellation Day Tracker:**

Number of School Cancellation Days to Date: 5 Days

Last Day For Students if No Other Cancellation Days: June 19 (12:05 Dismissal)

### **Office Contact Information**

Phone: (207) 799-7339

Jason Manjourides, Principal: [jmanjourides@capeelizabethschools.org](mailto:jmanjourides@capeelizabethschools.org)

Sarah Forrey-Pettit, Assistant Principal: [sforreypettit@capeelizabethschools.org](mailto:sforreypettit@capeelizabethschools.org)

Barbara McLean, Administrative Assistant: [bmclean@capeelizabethschools.org](mailto:bmclean@capeelizabethschools.org)

Sarah Choi, Administrative Assistant: [schoi@capeelizabethschools.org](mailto:schoi@capeelizabethschools.org)

General office email: [pcoffice@capeelizabethschools.org](mailto:pcoffice@capeelizabethschools.org)