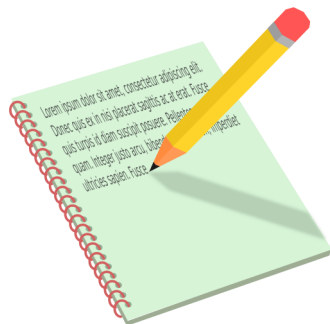


Attendance

All attendance questions can be directed to our main office by calling 410-996-6220 or emailing:

Mrs. Char Isaacs, Office Assistant at cisaacs@ccps.org Mrs. Gasdia, 10-month Secretary at cgasdia@ccps.org or Mrs. Wright at ccwright@ccps.org

If a student is going to be absent from school for a family vacation, please send a note into school or an email to Mrs. Isaacs in advance for the absence, to receive pre-approval from Mrs. Adair



North East Elementary School

301 E. Thomas Ave.
North East, MD 21901
Phone: 410-996-6220
Fax: 410-287-5016

Mrs. Karen Adair, Principal
kadair@ccps.org

Mrs. Christine Zatalava, Assistant Principal
cmzatalava@ccps.org

Mrs. Christa Wright, Lead Secretary
ccwright@ccps.org

Mrs. Cheryl Gasdia, 10-month Secretary
cgasdia@ccps.org

Mrs. Charlotte Isaacs, Office Assistant
cisaacs@ccps.org



North East Elementary School

Arrival, Dismissal and Attendance Policies

Arrival

Students are welcome into NEES promptly at **8:45 a.m.** If a student arrives after 9:00 a.m. parents are required to sign the student in, and the student will receive a pass to class.

Dismissal

Monday, Tuesday, Thursday, and Friday dismissal is at 3:30p.m. Wednesday dismissal is at 1:30 p.m.

Bus Riders

Those riding the bus to school are expected to ride the bus home.

WALKERS:

Parents of Pre K – 2nd grade students should meet their children at the walker door at dismissal 3rd – 5th grade students may walk alone **only if parents provide a note to the office.**

CAR RIDERS:

Please adhere to the following procedures, and share with any other family members who may pick up or drop off:

Car Rider Procedures

- * Display this year's car tag so that it's visible from the sidewalk.
- * Drop off: Pull up as far as you can, reach the sidewalk area, and be sure staff members are outside before unloading students (on the sidewalk side of the car if possible.)
- * Enter the car loop from the Thomas Ave. and make a "U" turn into the car loop: **Right in/Right out ONLY**
- * Avoid left turns into the parking lot from 8:40 – 9AM and 3:20 – 3:45 PM (1:35 – 2:00 pm on Wednesday.)
- * **Follow staff directions** and avoid passing cars on the left in the car loop.
- * It is **Unsafe** to drop students off in any area other than the car loop due to bus traffic and lack of supervision.

Car Tags:

Car tags are given to only families and students who are **car riders**. In order to obtain a car tag please contact the Main office.

Picking up

Parents will need to sign students out in the main office when picking a student up before normal dismissal time.



If someone other than a parent/guardian is picking up the student, **we require written permission from the parent/guardian.** If a person picking up a student is listed on the student's emergency form, we still require approval from the parent/guardian. The exception to this is when a student is ill and we contact someone on the emergency list for pickup.

Please be prepared to show ID when signing a student out.

For appointments scheduled during the school day, arrive to the office before 3:15 and on Wednesdays before 1:15, with your ID in hand. After 3:15, we can add students to the walker door list to be called when the bell rings at 3:30. (Wednesdays 1:30pm).

Keep arrival and dismissal methods consistent to limit confusion for students and staff. Frequent and or last minute changes interrupt instruction, and stress the system for getting nearly 600 children home safely. Send a note in with your student to inform the teacher and office of the occasional alteration. Include the name of the contact, as listed on their emergency card, who will pick them up. If emailing the office, send your message from the address we have on file to cisaacs@ccps.org , cgasdia@ccps.org , and ccwright@ccps.org as one or more of us may be out of the office at times.