



SCHOOL COMMUNICATION

2023-2024

	6 th Grade	7 th Grade	8 th Grade
<p><u>General Information</u></p>	<p>By Phone: 571-252-2280 Jennifer Reif - Jennifer.Reif@lcps.org Yvonne Carolan - Yvonne.Carolan@lcps.org</p>		
<p><u>School Nurse</u></p> <ul style="list-style-type: none"> • Health concerns • Injuries • Immunizations 	<p>Maureen Newton Maureen.Newton@lcps.org 571-252-2281</p>		
<p><u>Attendance</u></p> <ul style="list-style-type: none"> • Report daily absence or tardy to school 	<p>Report attendance using ParentVUE, Choose “Report Attendance” or via email: TMSattendance@lcps.org</p>		
<p><u>Deans</u></p> <ul style="list-style-type: none"> • Academic, Behavioral & Discipline matters • Child studies 	<p>Sarah Wetmore Sarah.Wetmore@lcps.org 571-252-2280</p>	<p>Hunter Kleffman Hunter.Kleffman@lcps.org 571-252-2280</p>	<p>Wes Harris Wesley.Harris@lcps.org 571-252-2280</p>
<p><u>Counselors</u></p> <ul style="list-style-type: none"> • Academic, Emotional and Social concerns • Courses & Scheduling • Return plans after a long term absence 	<p>Sarah Jo Sarah.Jo@lcps.org 571-252-2280</p>	<p>Melba Folly Melba.Folly@lcps.org 571-252-2280</p>	<p>Nadia Boateng Nadia.Boateng@lcps.org 571-252-2280</p>
		<p>Laura Ricciardi <i>(Cross-Grade Level Counselor)</i> Nadia.Boteng@lcps.org 571-252-2280</p>	
<p><u>Admin Assistants</u></p> <ul style="list-style-type: none"> • Dismissal • General grade-level questions • Vacation absences 	<p>Amy Mulvihill Amy.Mulvihill@lcps.org 571-252-2287</p>	<p>Jessy Luna Jessy.LunaMelendez@lcps.org 571-252-2288</p>	<p>Lorna Davis Lorna.Davis@lcps.org 571-252-2287</p>

Family Liaison

- Fosters communication between parents and school •
- Provides programs for families in need of assistance •
- Facilitates community agency referrals

Lisa Figueroa
Lisa.Figueroa@lcps.org
571-252-2280



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Absences, Late Arrivals, Early Dismissals and Transportation

Daily Absences, Late Arrivals and Early Dismissals: Please report an all day absence, late arrival or early dismissal using ParentVUE or by sending an email to TMSattendance@lcps.org; you only need to report using ONE of these methods. We no longer have a phone line for attendance. If you are picking your child up early from school, please make sure you let us know the time you will be picking them up. Early dismissals should be complete by 3:00.

Transportation Changes: At this time, we are not able to accommodate students wishing to ride home with a friend on a bus. We do not need to be notified if a student will be walking or riding in a car with a friend.

Email Practices

During the school day, our primary focus is your student.

We respectfully request that you allow all staff members 24-36 hours to read, process and respond to your communication.



Teacher Communication

FirstName.LastName@lcps.org or visit www.lcps.org/trailside and click “Staff”

Contact to discuss:

- Specific aspects of a class (curriculum, behaviors, grading, etc.).
- Volunteer opportunities within a classroom