



SCHOOL COMMUNICATION

2019—2020

	6 th Grade	7 th Grade	8 th Grade
<u>Attendance</u> <ul style="list-style-type: none"> Report daily absence or tardy to school 	<p>By Phone: 571-252-2282</p> <p>Online: lcps.org/trailside - Choose "Report a tardy or absence online"</p>		
<u>Deans</u> <ul style="list-style-type: none"> Academic, Behavioral & Discipline matters Locker concerns Child studies 	<p>Gonzalo Gallardo Gonzalo.Gallardo@lcps.org 571-252-2280</p>	<p>Kristin Gitlin Kristin.Gitlin@lcps.org 571-252-2280</p>	<p>Marlene Santos Marlene.Santos@lcps.org 571-252-2280</p>
<u>Counselors</u> <ul style="list-style-type: none"> Academic, Emotional and Social concerns Courses & Scheduling Return plans after a long-term absence 	<p>Judith Slowey-Brown Judith.SloweyBrown@lcps.org 571-252-2280</p>	<p>Jessica Joseph Jessica.Joseph@lcps.org 571-252-2280</p>	<p>Lisa Handy Lisa.Handy@lcps.org 571-252-2280</p>
	<div style="border: 2px solid red; padding: 5px; display: inline-block; transform: rotate(-2deg);"> SPECIAL EDUCATION COUNSELOR - all grades </div>		<p>Brianne Foster Brianne.Foster@lcps.org 571-252-2280</p>
<u>Secretaries</u> <ul style="list-style-type: none"> Dismissal and transportation changes General grade-level questions Vacation absences 	<p>Eva Miles Eva.Miles@lcps.org 571-252-2288</p>	<p>Yvonne Carolan Yvonne.Carolan@lcps.org 571-252-2287</p>	<p>Colleen Carlin Colleen.Carlin@lcps.org 571-252-2286</p>
<u>Parent Liaison</u> <ul style="list-style-type: none"> Fosters communication between parents and school Provides programs for families in need of assistance Facilitates community agency referrals 	<p>Lisa Figueroa Lisa.Figueroa@lcps.org 571-252-2280</p>		



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Absences, Early Dismissals and Bus Notes

Daily Absences and Tardies: Report on our website at the link provided on the home page (lcps.org/trailside) or by calling 571-252-2282.

All notes from home should be given to the house secretary before Compass begins.

Early dismissals: If your child needs to be released from school early, send a signed note with the child's first and last name, time of dismissal and reason. A parent must come into the building to sign the child out in the main office.

Transportation Changes: To request to ride home with a friend on a bus, send a signed note with your child's first and last name and the bus number he or she wishes to ride. Due to bus capacity, these requests cannot always be granted. 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