



**LUCY V. BARNESLEY  
ELEMENTARY SCHOOL**  
14516 Nadine Drive  
Rockville, Maryland 20853  
Phone (240) 740-3260  
Fax (240) 740-3440



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*Office of the Principal*

August 12, 2021

Dear Parents and Guardians:

Welcome to the 2021-2022 school year! It continues to be an honor to serve the community of Lucy V. Barnesley Elementary School. I am thrilled to say that Lucy V. Barnesley Elementary School will be open at 100 percent capacity, five-day-a-week learning, for all students this fall. I am looking forward to having all of our students and staff back in the building. We have been diligently working this summer to plan for the school year and prepare a safe and welcoming second home for your wonderful children. The nation and county are experiencing a rise in COVID-19 cases, and a vaccination still is not available for students younger than age 12. In light of this context and in alignment with the American Academy of Pediatrics' recommendations, all students, staff, and visitors across all levels (elementary, middle, and high) will be required to wear face coverings in school buildings, regardless of vaccination status. This expectation represents a continuation of current practice. Face coverings are not required outdoors, but strongly are recommended for unvaccinated individuals. On school busses, all students will be required to wear face coverings. At this time, there are no official mandates requiring physical distancing or space capacity limits; however, this guidance is subject to change based on county, state, and/or CDC guidance.

As we prepare for a new school year, our collaboration will ensure the success of all students. We will continue to keep you informed and updated of all events and activities occurring at Barnesley Elementary through a variety of ways. This year, every student will receive a blue take home folder which they will use for school/home communication. Fliers and other community events information will be put in their folders each week on Thursdays. In addition, please ensure that you have activated your ParentVUE accounts in order to receive the most up to date information. You can expect a monthly newsletter called the Bear Bulletin, fliers, information posted on our website, weekly Connect-Ed messages with updates and important reminders, and friendly office staff who are ready to answer questions.

We are thrilled to introduce two new secretaries to the main office. Please help me welcome Ms. Julie Taylor who will be our Attendance Secretary and Ms. Danielle Jones who will be our Administrative Secretary. Be sure to stop in at the main office FIRST whenever coming to Lucy V. Barnesley Elementary School. After arrival and before dismissal the exterior front doors will be locked. If you need to get into the building you will need to press the outside button and be buzzed in. The front office staff will be able to see who is at the door via camera on their computer and be able to determine if there



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is a safety concern of who is asking to enter the building. Once the person has been verified they will be invited to enter the building and go directly to the office to sign in. All parents, visitors, and volunteers must make their first stop at the main office. All parents, visitors and volunteers must sign-in and wear name tags. This is for the safety of all of our children! If you would like to speak with a teacher or staff member, it is requested that you make an appointment.

One of my favorite memories of growing up was finding out who my teacher would be each school year! Students will receive postcards in the mail during the week of August 23rd indicating their assigned classroom teacher. In addition, class lists will be posted on the windows outside the main office by 4:00 p.m. on August 25th. Much thought has gone into student placements and class groupings for this year. As always, our priorities for grouping students include the student's academic level, as well as ensuring gender, racial, and ethnic balance for each class. The staff at the school put considerable time into balancing classes and student placements and appreciate your cooperation and respect regarding grouping decisions.

We would love to see everyone at our ***Open House for Grades 1-5 on Friday, August 27th from 9:30-11:00 a.m.*** In lieu of the Open House, our incoming Kindergarten students are invited to a ***“Kindergarten Sneak Peek” on Monday, August 23rd or Tuesday, August 24th.*** Please call the main office to make an appointment. The new school year will begin on **Monday, August 30th**. All children will enter school independently and walk to class with the support of **school staff**. For safety and security, any parents/guardians who need assistance should report to the main office, not student classrooms.

Enclosed is important information to help ensure a smooth transition to the new school year. Staff are working hard to prepare classrooms and instructional materials for the opening of school. I look forward to working with each of you this year. Thank you in advance for your support as we work to make this an amazing year for all of our children.

Sincerely,

A handwritten signature in black ink, appearing to read "Christine Troffkin".

Mrs. Troffkin, Principal



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## SCHOOL HOURS

School Phone Number	240-740-3260
Office Hours	8:00 a.m. to 4:30 p.m.
Staff Hours	8:45 a.m. to 4:15 p.m.
Students Enter the Building/Breakfast	9:10 a.m.
Instructional Hours	9:25 a.m. to 3:50 p.m.
Early Release Time	1:20 p.m.

## IMPORTANT DATES

Monday, August 23rd	<b>Kindergarten Orientation Day #1 (PM- By Appt. Only)</b>
Tuesday, August 24th	<b>Kindergarten Orientation Day #2 (All Day- By Appt. Only)</b>
Thursday, August 26th	<b>GT/LD Back to School Night 7:00 p.m.</b>
Friday, August 27th	<b>Open House Neighborhood Grades 1-5/DHOH/CES/GT/LD:</b> Meet the teachers/visit classrooms from 9:30-11:00 a.m.
Monday, August 30th	<b>First Day of School for Students (NOTE: ALL STUDENTS ENTER THE BUILDING &amp; WALK TO CLASS INDEPENDENTLY)</b>
Monday, September 6th	<b>Holiday: LABOR DAY; Schools and Offices closed</b>
Tuesday, September 7th	<b>Non-Instructional day (No school for students and teachers)</b>
Monday, September 13th	<b>Back-To-School Night: 6:00-7:30 p.m. (Grades K-2)</b>
Tuesday, September 14th	<b>Back-To-School Night: 6:00-7:30 p.m. (Grades 3-5, CES)</b>
Thursday, September 16th	<b>Non-Instructional day (No school for students and teachers)</b>
Friday, October 8th	<b>Early Release for Students: School ends at 1:20 p.m.</b>

## OPENING DAY PROCEDURES

On the first day of school, **Monday, August 30th**, students should report directly to their new classrooms. Lucy V. Barnesley staff and school patrols will be on duty to greet students and to assist students with locating their new classrooms. **Students should NOT enter the school building until directed by staff beginning at 9:10 a.m.** **NOTE: All children will enter school independently and**



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walk to class with the support of **SCHOOL STAFF**. Any parents/guardians who need assistance should report to the main office **NOT** student classrooms.

## ARRIVAL/DISMISSAL PROCEDURES

Safety for our students at Lucy V. Barnesley Elementary is a high priority. In order to provide a safe environment for our students, staff, and community members, we are asking families who drop off and pick up students to avoid the area dedicated to bus loading and unloading. This area is along Nadine Drive. Parents should **NOT PARK** along **NADINE DRIVE** and walk across the bus loop, pick up, or drop off students. All students who are dropped off and/or picked up by a vehicle should use the drop off area in the car loop near the gymnasium. Students can enter the building using the main doors on Nadine Drive. We also want to remind and emphasize to pedestrians the importance of using the school crosswalks.

Attached is an arrival & dismissal map showing the best routes for vehicles. Please follow these designated routes during arrival and dismissal. We strongly feel this will create a safe environment for all of our students at Lucy V. Barnesley Elementary. We thank you in advance for your cooperation.

### ARRIVAL

As we continue to maintain safety as a high priority we want to inform you of our morning arrival procedures. The school's main doors will open at 9:10 am. Staff will be available to supervise and assist students beginning at 9:05. Please be aware that we will not have adult supervision for your child prior to that time. **PLEASE NOTE:** Car Riders will enter the building through the doors near the gymnasium entrance.

All walkers and bus riders will enter through the main doors. All students will make their way to their classrooms. Grab and go breakfast will be available for all students in the main foyer. Students can take a bag and proceed to their classrooms to eat breakfast and get ready for their day. Although students like to visit former teachers and other staff at this time, we are requesting that they report directly to class to avoid being marked tardy or absent.

### DISMISSAL

- **ALL WALKERS** are dismissed from the front door. Students will NOT be allowed to walk home alone without written consent from their parents/guardians. If you wish to have your child walk home by themselves, please contact the main office.
- **CAR RIDERS** will be dismissed from the gym door. This year, for safety and security reasons, we are implementing a car number system. ALL car riders will need to complete a 'Car Rider Registration' form in order to receive a number. Families are encouraged to fill out the car rider registration if there is ever a chance that a student will be picked up in the car rider line. Once received the number should be displayed in the front window of your car. Students are dismissed when their car arrives and the number is called. Please wait patiently



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to ensure a safe dismissal. In addition, students will not be permitted to get into a car with a neighbor/friend unless we have prior notification from a parent/guardian about the dismissal change. Please see the Car Rider Registration form included in this email for more information.

- **ALL BUS RIDERS** are dismissed from their classrooms.

## STAFF UPDATES

**We say farewell to the following LVBES staff members and wish them much success with new endeavors:**

- ❖ Linda Garner-Shapiro, Fourth Grade Teacher, Retired
- ❖ Marion Spahn, Instrumental Music Teacher, Retired
- ❖ Larry March, GT/LD 5th Grade Teacher, Retired
- ❖ Alice Reggia, School Health Nurse, Retired
- ❖ Olga Harris, School Health Technician, Retired
- ❖ Nancy Samuel, Secretary, Silver Spring International MS
- ❖ Lizbeth Roop, Administrative Secretary, Office of Teaching, Learning, and Schools – Special Education
- ❖ Brittany Trail, PE Teacher, Rosa Parks MS and Redland MS
- ❖ Cara Flanders, ESOL Teacher, Charles E. Drew ES
- ❖ Latisha Kama, Lead ASL Interpreter, Rockville HS
- ❖ Tristan Metallo, Reading Initiative Teacher, Clarksburg ES
- ❖ Aida Ridha, Paraeducator, Wood MS
- ❖ Ty Williams, Paraeducator, Location TBD

**Introducing: We are excited to welcome several new and experienced staff members to the LVBES team!**

- ❖ Humma Asad – Second Grade Teacher, Former Teacher at Oakland Terrace ES
- ❖ Pamela Ritenour- Fourth Grade Teacher, Former Teacher at East Silver Spring ES
- ❖ Lindsay Walker- GT/LD Third Grade Teacher, New to MCPS
- ❖ Christopher Jones – Part-Time PE Teacher, New to MCPS
- ❖ Danielle Jones- Administrative Secretary, New to MCPS
- ❖ Julie Taylor- Attendance Secretary, Former paraeducator at Beall ES
- ❖ Vicki Brown- ASL Lead Interpreter, Former ASL Interpreter at Rockville HS
- ❖ Mark Lee- Instrumental Music Teacher, Former instrumental music teacher at White Oak MS





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❖ Deanna Walker- Math Focus/Content Coach, Former teacher at Roscoe Nix ES

## SCHOOL SUPPLIES

All grade level school supply lists are posted on our school website. If you would like a paper copy, please visit our school office between 8:00 a.m. and 4:30 p.m. daily.

## MEDICATION AND HEALTH ROOM UPDATES

No medication will be administered in school without the parent's/guardian's written permission and a physician's statement. Medication forms are available in the school office and are required for each episode of illness and for each medication. If you have any questions, call our health technician. The parent/guardian must hand-deliver the medication, properly labeled by a pharmacist, and the completed MCPS form to the school principal or designee in the school office.

## EMERGENCY INFORMATION

Once again, MCPS will be sending home with your child preprinted **EMERGENCY DATA SHEETS** during the first week of school. It is very important that these sheets be checked, confirmed or edited and immediately returned to school. During the school year let us know of any changes of address, phone numbers, and/or contact persons. **Additionally, if there are any custody concerns or medical conditions please include that information with any corresponding documentation. Please contact the office to make any necessary changes throughout the year.**

## BIRTHDAYS CELEBRATION POLICY

To preserve our focus on instruction and to address the growing concern with student allergies/COVID, the school Birthday Celebration policy is as follows: Each child's name will be announced during our morning announcements and be asked to come to the main off to receive a birthday pencil on his/her birthday (summer birthdays as well). No food or beverages should be sent or brought to school to be shared with the class.

**\*\*PERSONAL BIRTHDAY INVITATIONS WILL NOT BE DISTRIBUTED IN SCHOOL!**

## PARENT/TEACHER ASSOCIATION (PTA)



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We have a very active PTA and urge you to become involved! Congratulations to our new PTA Board members!

**President:** Priscilla Paez

**Vice President:** Sumi Mehta

**Treasurer:** Erin Whaley

**VP Ways and Means:** Alex Quayle

**Recording Secretary:** Jacqueline McDonough

**Communications Secretary:** Meredith Calvarese

All of the PTA officers are looking forward to working with all of our Barnesley community in the upcoming year. PTA meetings are held throughout the year on the first Tuesday of every month. This year there will be a combination of virtual and in person PTA meetings. Our first official meeting will be Tuesday, October 5th. The PTA looks forward to a rewarding experience working with you and your child during the school year.

## CAFETERIA UPDATES

**All meals will be provided free of charge during the 2021-2022 school year.** MCPS will continue to provide breakfast, lunch and dinner meals to all students in schools and at designated food distribution sites. The breakfast program begins daily at 9:10 A.M.

Applications for free or reduced lunch/breakfast (FARMS) will be distributed to all students the first week of school. Although meals will be free of charge for all students this year, **every parent must reapply for free or reduced meal status for their child.** We will have staff members available during our Open House to assist families with completing this form. Under Section 504 of the Rehabilitation Act, a student may be entitled to receive menu substitutions or texture modifications under the school lunch program. A signed statement from the student's doctor must verify the existence of the student's disabling condition and an indication that the disability restricts the student's diet. If the disability prevents the student from eating regular school meals, the doctor must indicate the substitutions that should be provided to the child. Please contact the school office if you need more information.



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## CHANGE IN YOUR CHILD'S ROUTINE

**LATE ARRIVAL:** When a child is late, parents must bring the student to the office and “sign them in” for the day. The child cannot go to the classroom first. Students are considered late if they arrive after 9:25 am.

**LEAVE EARLY:** A note should be sent to the school with your child. Parents need to come to the office to sign their students out. Once a parent arrives the child will then be called to the office. We will not have your child in the office waiting for you to pick them up early. Parents are not allowed to go to the child's classroom to pick up the child; office staff will call the classroom. Also, due to the busy nature of dismissal, students leaving early should be picked up prior to 3:30 unless there is an emergency. No child will be permitted to leave school unaccompanied for any reason!

**STAY AFTER SCHOOL:** If a child is to stay at school for an after-school activity, the parent must send a note or the child will not be permitted to stay.

**GO HOME WITH A FRIEND:** We can accept a request for your child to ride a bus home with a friend. We cannot approve this request until we contact a bus supervisor and determine if there is enough space on the bus for another rider. Please submit requests well in advance so we have time to look into it and confirm whether we can honor the request. Once approved and signed by the principal, the student should give this note to the operator of the bus they will be riding. This practice will normally be approved where space permits.

Note: Students need to bring a note to school if there is any change in the bus that they will be riding or how they will get home at the end of the day. Students are NOT allowed to come to the office or ask their teachers to make a phone call to create plans or playdates. These need to be determined prior to the start of the school day. Your cooperation will help ensure your child's safety!

## MCPS ATTENDANCE POLICY

Montgomery County Public Schools policy on the attendance of students states, “A student is counted present for a full day if a student is absent no more than one hour of the school day. A student is counted absent for a full day if the student is present for 1 hour or less of the school day. A student is credited with one half-day attendance if the student is present more than one hour of the school day and is absent more than one half of the school day.” There will be no option for students to attend virtually this year. All instruction will be in person. If your child is absent, please call or email (Julie\_A\_Taylor@mcpsmd.org) the school office by 9:30 a.m. (240) 740-3260 to report your child's absence. The office opens at 8:00 a.m. If you need to call prior to that time please call and leave a





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message on the answering machine stating your child's name and classroom teacher. If a child is absent and we have not heard from the family we will be calling to verify the absence and reason.

## TRANSPORTATION

Bus schedules for our neighborhood students are posted on our school website. Students who attend DHOH and GT/LD Program will receive bus information directly from MCPS Transportation. Students in Barnesley's Center Program will have bus routes posted on the website in the weeks ahead. During the first week or so of school, buses may be a little early or a little late, as the drivers get accustomed to the run and the new time schedules. We will continue assigning colleges with mascots to buses for dismissal procedures. In doing so it will help students remember to continue to work hard and get college ready! Signs will once again be displayed during dismissal to help students get to their correct bus and classrooms will have pennants for a visual in the rooms.

**Please Note:** All bus routes will be posted online once received. Cars are not allowed in the front entrance lanes during school opening and dismissal hours for safety reasons. Your cooperation is appreciated!

## CELL PHONES AND PERSONAL MOBILE DEVICES (PMDs)

Mobile phones, e-readers, tablets, personal computers, or other devices equipped with microphones, speakers and/or cameras, and other similar non-MCPS issued devices are considered personal mobile devices (PMDs) and are subject to MCPS Regulation COG-RA, Personal Mobile Devices and MCPS Regulation IGT-RA Responsibilities for Computer Systems, Electronic Systems. Students may possess PMD's on MCPS property and at MCPS sponsored activities; however students may not turn on/use them until the end of the student day for independent use. Students are responsible for ensuring their devices are turned off and out of sight during times of unauthorized use, and must ensure they are managed securely at all times. Smartwatches are PMDs. Staff cannot be responsible for checking the settings or capabilities of these PMDs. These need to be powered off and placed out of sight until the end of the school day. If your child has a PMD please do not use it as the primary mode of communication to make or update dismissal plans. It is critical that this information is exchanged between parents and school staff. Please note staff cannot be responsible for phones if lost or stolen.

## VISITORS

Parents are welcome to visit the school throughout the year. To provide for the safety of the students and to avoid disruption of instructional activities, all visitors must check in at the main office when they arrive. Classroom visits are to be arranged at least 24 hours in advance with the teachers and typically



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are 30 minutes in length. All visitors must wear visitor/volunteer badges.

## FIELD TRIPS

Each grade level plans to provide 3-4 field trips a year. Notification for field trips will be sent out 2-3 weeks prior to the trip. We do not allow students to purchase souvenirs on field trips because it creates an inequity and is not part of the field trip experience. If you chaperone, we ask that you cooperate with this school wide expectation.

### **Parent/Community Volunteers**

Parent and community volunteers may return to MCPS schools to support in-person and virtual instruction, activities, and special events as the schools deem appropriate or necessary. Our volunteer activities vary from school to school, and volunteers can help with a wide variety of activities.

- In-person volunteers should complete the [MCPS Parent/Guardian and Community Volunteer Form](#).
- Virtual volunteers should complete the [MCPS Volunteers in the Virtual Classroom Form](#)

Both forms outline the applicable compliance measures that are required to volunteer dependent on the type of support being provided ([recognizing child abuse and neglect training](#) and/or [fingerprinting](#), as appropriate). These compliance measures and expectations for each category of service are in place to ensure the safety and security of all students, staff, and volunteers.