



POOLESVILLE ELEMENTARY SCHOOL

<http://www.montgomeryschoolsmd.org/schools/poolesvilles>

August 3, 2026

Welcome to the 2026-2027 school year! For those of you who are new to our community, my name is Doug Robbins and I am excited to begin my 16th year as the proud principal of Poolesville Elementary School. Alongside our awesome assistant principal, Mr. Bill Collins, we can't wait to begin to welcome everyone back in a few weeks for another great school year. We love our jobs, our staff, our community and most importantly, our students! Please make sure to introduce yourselves to us at all of our upcoming events.

I hope that this message finds everyone well. Between July 4th celebrations, World Cup games, watch parties and opportunities to travel or spend time with those that you don't always see, it is my wish that you have enjoyed every moment.

This summer has not presented us with the construction issues that occurred last summer. However, that doesn't mean that some facility upgrades have not been occurring. Our school's Public Address (PA) system has been updated and could be considered state of the art when compared to the decades old system that we had previously had. The sinks in all classrooms have also been torn out and updated with new sinks and cabinetry. As this work has occurred, our Building Services Team has continued to wax floors, touch up some paint jobs and get the school back in sparkling condition.

As you are aware, this school year we will be receiving a new math curriculum and the staff has spent their summer attending training on curriculum implementation. While we are excited about what we have been learning and see many advantages of the curriculum, it also presents a challenge as we will be tasked with doing things in a new way. We ask for your patience and support as we implement the new curriculum and use each lesson as a building block for the next.

This school year begins in the same way that last year did. Tuesday, August 25th is the first official day for all students. However, on Monday, August 24th, school will be open on a normal schedule for those students who are new to Poolesville Elementary School (all kindergarten students and new students in 1st-5th grade). This day has been labelled as a "Transition Day" and is meant to support our newest students and their transition into our building. While Transition Day has been planned for as a whole day experience, those families with students in 1st through 5th Grade who are attending, may opt to pick the students up early as there will only be a handful of kids in each of these grade levels attending.

Transition Day will follow the normal school hours, bus transportation will be provided, and breakfast and lunch will be available for the attending students. This is not an instructional day and while attendance will be taken it will not be counted against attendance rates. The focus for Transition Day will be on making our new students feel comfortable for school, providing team building activities and having some fun along the way. Our school's Leadership Team has created schedules for each grade level that includes opportunities to work with their teacher, grade level staff, school specialists (Art, Music, P.E. and Media) and have special guest readers visit them in their homeroom. We believe we have planned a day that will be helpful in acclimating all of our new students to Poolesville Elementary School!

Please review this document carefully that outlines important information about the school year that is upon us. As always, feel free to reach out should it leave you with any unanswered questions.

Douglas Robbins

Principal

Attachments

Please note the following important documents that have been attached to the end of this newsletter:

- 2026-2027 School Year Calendar
- Directory Withholding Information – to be completed and returned to school
- School Supply List
- Online School Payment Information
- School Lunch Information
- Transportation Letter and Bus Routes (COMING)
- Picture Day Information
- Volunteer Training
- Authorization to Administer Prescribed Medication

*For directions on your Parent Vue account, consult the following page:

https://www.montgomeryschoolsmd.org/siteassets/district/departments/athletics/parent/parents_guardians---getting-started-with-parentvue.pdf

Poolesville on the Internet

Information on Poolesville Elementary School can be found on the following websites:

- P.E.S.' Homepage: <http://www.montgomeryschoolsmd.org/schools/poolesvillees/>
- Montgomery Cty. Public Schools Homepage: <http://www.montgomeryschoolsmd.org/>
- P.E.S.' PTA Homepage: <https://poolesvillees.memberhub.com/>

Important Dates

- Open House (Meet your Teacher): Thursday, August 20th from 2:00-3:15 p.m.
- Kindergarten Back to School Night (Parent Only Event): Thursday, August 20th from 5:00-6:00 p.m.
- Grades 1-5 Back to School Night (Parent Only Event): Thursday, August 20th
 - Session 1 - 6:15-6:45 p.m.
 - Session 2 - 6:50-7:20 p.m.
- Student Transition Day (Kindergarten Students and Students New to PES): Monday, August 24th, 9:00 a.m. (Arrival Begins at 8:35 a.m.)
- First Day of School: Tuesday, August 25th, 9:00 a.m. (Arrival begins at 8:35 a.m.)

- PTA Meetings Dates
 - Thursday, August 20th - TBD
 - Wednesday, October 7th at 7:00 - Virtual
 - Wednesday, November 4th at 7:00 - Virtual
 - Wednesday, January 6th at 7:00 - Virtual
 - Wednesday, March 3rd at 7:00 - Virtual
 - Wednesday, May 5th at 7:00 - Virtual

Open House for Kindergarten through 5th Grade – Thursday, August 20th (2:00-3:15 p.m.)

Open House is an event for students and their families to visit the school, see their classroom, and to meet their teacher prior to the first day of school. Students and their families may “pop in” at any time during the window. Open House is historically a well-attended event and our hallways can become crowded and full of visitors. The greatest rush of visitors is at the opening of the event, so you may wish to consider arriving later in the window to help with the natural flow of attendees.

As teachers will be busy preparing for the first day of school and the evening’s Back to School Night, we will ask that everybody exit the building at the conclusion of the event so that the staff can continue with their final preparations for the upcoming school year.

Back to School Night - Kindergarten - Thursday, August 20th

Back to School Night for kindergarten families ONLY will occur on Thursday, August 20th at 5:00 p.m. This will be a live session in the classroom of your child’s teacher and is a parent-only event. We have submitted a request for Spanish interpreters for the evening to support any families that could benefit from this.

Back to School Night – Grades 1-5 – Thursday, August 20th

Back to School Night for parents ONLY of students in 1st through 5th grade will occur on Thursday, August 20th with sessions from 6:15-6:45 p.m. and 6:50-7:20 p.m. During each session we will have an evaluation for parents to complete on their satisfaction with Back to School Night in an effort to make sure that we are meeting the needs of parents.

We have submitted a request for Spanish interpreters for the evening to support any families that could benefit from this.

Posting of Class Lists

Class lists for the upcoming school year are tentatively scheduled to be posted outside the main office doors beginning on Wednesday, August 12th. This date may be pushed back due to any significant changes in enrollment which may impact school staffing. A Connect Ed message will be sent to inform the community prior to the 12th in the event that the date needs to be changed. These lists will remain outside the main office on this date and each day of the following week between the hours of 8:30 a.m. and 4:00 p.m.

In addition to the posting of class lists, students will also receive a postcard during the week of August 17th informing them of their classroom assignment.

Grade Level Enrollment Information

As of August 3rd, our current enrollment at each grade level (including average homeroom class size) is as follows:

- Kindergarten: 64 (21.3 average)
- 1st Grade: 77 (19.25 average)
- 2nd Grade: 96 (24 average)
- 3rd Grade: 93 (23.25 average)
- 4th Grade: 95 (23.75 average)
- 5th Grade: 92 (23 average)
- Total School Enrollment: 517

Grade Level Staff Assignments

- Kindergarten: Mrs. Earle, Mrs. Henderson and Mrs. Simons (Team Leader)
- 1st Grade: Mrs. D'Amelio, Mrs. Dominici (Team Leader), Mrs. Sheehan and Mrs. Smith
- 2nd Grade: Mrs. McClain, Mrs. Moser, Mrs. Ramazon and Ms. White (Team Leader)
- 3rd Grade: Mrs. Caruso (reading), Dr. Nacke (math, science/social studies and health), Mrs. Pinto-Root (reading) and Mrs. Rice (Team Leader - math, science/social studies and health)
- 4th Grade: Ms. Casey (reading, writing and health), Mrs. Fox (reading, writing and health), Mrs. Kraus (Team Leader - math, science and social studies), and Mrs. Ward (math, science and social studies)
- 5th Grade: Mr. Fry (math, science and health), Mrs. Glazier (Team Leader - reading and writing), Mr. Keegin (math 4/5, science and health) and Mrs. Sparrow (reading and writing)

Chromebooks

We will continue to provide student chromebooks for instructional use during the school day. The chromebooks will remain in the school on classroom carts. If an instance arises where a child needs to take one home for the evening or over the weekend, they can request to sign one out through the Media Center. However, there is also an option for families to request a chromebook to keep at home for the entirety of the school year. If your family would like to request a chromebook to keep at home, please contact Mrs. Ketchum (clair_l_ketchum@mcpsmd.org) and she will send you a form to complete so that one can be signed out to your child to bring home. In the event that a student purposefully or negligently damages a chromebook, an MCPS regulated fee will be required for repairs.

Departmentalization

Departmentalization is a process in which teachers at a specific grade level specialize in one or more subjects and teach those subjects throughout the school day. This process necessitates that students switch classes and are likely to be taught by several, if not all, of a grade level's staff. Departmentalization has and will continue to occur in 4th and 5th grade. In 3rd grade we also practice a departmentalization model where students will rotate with their entire class between two teachers, remaining as a class unit throughout the day.

Volunteer Training

Poolesville Elementary School welcomes parental volunteering and thrives with such support. In order to volunteer in classrooms or chaperone field trips, the following steps must be taken:

- Volunteer Form

Complete the MCPS Parent/Guardian and Community Volunteer Form or the MCPS Volunteers in the Virtual Classroom form as appropriate. These forms serve as an introduction of yourself, your interests and availability in volunteering, and some important reminders about volunteers in schools.

- Online Training

Complete the mandatory online Recognizing Child Abuse and Neglect Training. This mandatory training is required for any volunteer who regularly supports schools, chaperones a field trip, etc. and is available in multiple languages. When the course is completed, a report is created to serve as proof of satisfying the training requirement.

- Contact School

Contact the school(s) where you wish to serve and provide them with a copy of the following:

- Appropriate MCPS Parent/Guardian and Community Volunteer Form or the MCPS Volunteers in the Virtual Classroom Form and
- Your online course grade sheet that will show 100% for completing the online Recognizing Child Abuse and Neglect Training.

The requisite forms can be found by accessing the following link:

<https://www2.montgomeryschoolsmd.org/departments/student-leadership/volunteer>

Please note that in events such as the Halloween parade and the support of Field Day where volunteers are not independently managing students, attendees do not need to complete the steps identified above.

School Hours

Our school hours are 9:00 a.m. through 3:25 p.m. On the first day, and thereafter, students should not arrive at school prior to 8:35 a.m., as there is no supervision available. At 8:35 a.m. students in kindergarten will proceed to the kindergarten playground (fenced in area in front of school) where they will be provided supervised time for play before entering the building at 8:50 a.m. Upon arrival, students in all other grade levels will proceed inside the building and enter their classrooms. Students in need of breakfast will report to the cafeteria. Students arriving after 8:50 a.m. who wish to receive breakfast will receive a “mess-free wrapped breakfast” so that they’ll be ready to start the day of learning at 9:00 a.m.

On the first day of school, students in first through fifth grade will line up on the side blacktop (outside of the gym) where their teachers will be waiting for them. (Please note that this is only on the first day of school.) Kindergarten students should still go to the kindergarten playground.

Staff will be available throughout the first week of school to direct students to the appropriate areas.

Since our instructional day begins promptly at 9:00 a.m., we ask that students arrive several minutes prior to the 9:00 a.m. bell so that they have time to complete their morning routines before instruction commences. Students arriving after 9:00 a.m. will be considered late and will be required to come to the office. Parents must sign them in and students will need a tardy slip to be admitted to class.

School Cash Online

Montgomery County Public Schools uses SchoolCash Online as its preferred method of payment for school-related fees such as fundraisers, field trips, obligations, etc. **(Please note that this payment system is NOT related to school cafeteria accounts).**

SchoolCash Online helps parents/guardians and community members pay school-related fees safely, quickly, and easily. SchoolCash Online will help increase efficiency and security at schools by making payments directly into schools' bank accounts and eliminating the need for teachers to handle money.

Powered by KEV Group, SchoolCash Online is the industry leader in the management of school fees. The new system puts all of the school-related fees online for purchase so users can make purchases online using a credit card or e-check. A processing fee will be included on all items available for purchase, regardless of the type of payment used on SchoolCash Online or at the school.

Parents/guardians can register now at <https://mcpsmd.schoolcashonline.com/>

Delayed Opening / Early Dismissal / School Closing

Sometimes, due to inclement weather, school starts late, closes early, or is not in session at all. Please listen to the announcements made on radio and TV so that you are informed of any changes in normal school hours. This information is also posted on the MCPS website.

Student Arrival and Dismissal Procedures

Arrival

During arrival, parents who are transporting their children in cars should drive through the "kiss and ride" loop and proceed as far down the loop as possible where staff will open the car doors for students. We ask that parents refrain from exiting their cars to keep the traffic flowing. It is also requested that all students exit their cars on the passenger side.

- Please do not enter the bus loop during arrival and dismissal times as this area is restricted to bus traffic only.
- At arrival all kindergarten students will report to the kindergarten playground in front of their classrooms while students in first through fifth grade will report to their classrooms – staff and student patrols will direct students to the appropriate location during the first week of school.
- At the end of last school year we began seeing an influx of families arriving right as the 9:00 bell was ringing. While these students weren't marked as tardy, they were often arriving to class late. We ask that families try to arrive several minutes prior to 9:00 so that all students can be in their classrooms at the ring of the bell.

Dismissal

As the enrollment in our school has grown and a majority of the new students live within the walking zone, we will be continuing with the staggered approach to dismissal that has been implemented for the past six school years. With this increase in car traffic through our kiss and ride loop, not having a staggered approach in place presents longer lines for parents and less oversight of the students. Therefore, only parents in kindergarten and 1st grade who are picking their children up by car, should be entering the kiss and ride lane prior to 3:32 p.m. When parents of students in the older grade levels enter the kiss and ride earlier than asked, it clogs up our lanes and makes the dismissal process take longer. Walkers and car riders in these grade levels (as well as their older siblings) will be dismissed first at 3:25 p.m. Students in 2nd through 5th grade who are car riders and walkers will be dismissed at 3:32 p.m. We appreciate your adherence to this plan as we strive to make dismissal the safest and calmest process possible.

- Student walkers (those heading towards Wootton Avenue) and bus riders will exit the main door by the front office.
- Student walkers (those heading towards Cattail Road) and student car riders will exit the building at the door by the gym, according to the times described above.
- Student car riders will follow staff directions as we support them in getting in their cars.
- We will continue with the double line of traffic and staff will be on duty to support this arrangement.
- Students participating in after school activities will be dismissed after all walkers and car riders have been dismissed.
- Student bus riders will be dismissed from their classrooms as their buses arrive.

For all dismissal changes, we ask that parents contact us as soon as possible to alleviate any last minute communication challenges.

Student Dismissal Times Summary

- 3:25 p.m. – Kindergarten and 1st Grade Walkers and Car Riders (and their older siblings)
- 3:25 p.m. – Students attending Global Children's Center Dismissed
- 3:27 p.m. – Buses (called as they arrive)
- 3:32 p.m. – 2nd through 5th Grade Walkers and Car Riders Dismissed

Car Safety Reminder

- All students under 60 pounds should be in a car/booster seat.
- All students should be buckled into cars.
- Safe speeds should be maintained throughout the car loop.
- Always be aware of staff, students and parents as you enter and exit the school campus.

Additional Arrival and Dismissal Notes

There is a crossing guard available to assist children crossing Fisher Avenue and someone from our staff will be present to assist students across the crosswalk on Cattail Road. Students should not arrive at Fisher and Wootton Avenues before the guard is on duty at 8:30 a.m. Walkers may not ride buses and bus students may not ride buses other than those assigned to them, unless classroom teachers and drivers receive written notification from parents as to special after-school arrangements. If there is a change in a child's normal after-school routine, parents must send a note to the classroom teacher. If the teacher does not receive such a note, the child will be directed to follow his/her normal after-school routine. We have not received bus routes yet but when we do we will send these out to the community.

Students Exiting the School Building

Students who are entering late or leaving early must be signed in or out by an authorized adult. Students will not be dismissed from classrooms before walkers are called at the end of the day. If your child must leave school before 3:25 p.m., please come to the office and we will call your child so that he/she can meet you in the office. Children will not be called to the office prior to the parents' arrival. After the first week of school, parents and older siblings of walkers who wish to walk their child home, should arrange to meet students at a predetermined location outside the building at the end of the school day.

School Safety

The doors to the school building are locked throughout the school day. In order to gain admittance to the school, parents will need to press the buzzer to the left of the main entrance. When you press this buzzer, your picture will appear on the screen of all office computers and we will remotely open the door for you. Upon entering the school building, you will immediately recognize that you must proceed to the main office suite as the set of doors that leads to the hallway is locked. You must arrive with proper identification (driver's license). As visitors leave the building we ask that you check out of the building with the main office staff.

Bulleted below are descriptions of various school safety initiatives:

- Students, parents and visitors may only access or leave the school building through the front door by the main office, with the exception of morning arrival.
 - During morning arrival, student walkers and car riders are permitted to enter the building at the door by the gym/parent drop off area – this door will be unlocked and supervised by school staff between 8:35 a.m. and 9:00 a.m.
- All school doors will remain locked from 9:00 a.m. through 3:25 p.m. In order to enter the school, please press the buzzer at the front door and you will be buzzed in and asked to proceed to the main office. In an effort of security, visitors should not hold doors open for people coming behind them.

- In order to check into the building, visitors must present a driver's license and a visitors badge will be printed that will be affixed to your shirt.
- All school doors will once again be locked at 4:30 p.m. and access to the building may not be possible.
- Our recess staff has identified one door that students will use during recess to access the bathroom or water fountain - this door is in close proximity to the recess activities and our recess supervisors.

While this is only a brief synopsis of some of our important security features, I ask for anyone who may have more specific questions to contact Mr. Collins or myself.

Mr. May will continue to be our part time security staff member this year. He will work at PES on Wednesday afternoon and all day on Thursday and Friday. The other days of the week he will be supporting John Poole Middle School.

Lunch/Recess

Students in kindergarten through 5th grade will have a 70-minute lunch and recess period each day. We will have outdoor recess unless it is raining or the temperature/wind chill is below 32 degrees. Students should be dressed appropriately for the weather and are expected to go outside on outdoor recess days. There will be no recess on early dismissal days or delayed openings.

Regular Lunch/Recess Schedule

Grade Level	Lunch	Recess
Kindergarten	12:30-1:05	1:05-1:40
Grade 1	12:30-1:05	1:05-1:40
Grade 2	1:05-1:40	1:40-2:15
Grade 3	11:20-11:55	11:55-12:30
Grade 4	11:55-12:30	12:30-1:05
Grade 5	1:40-2:15	2:15-2:50

Delayed Opening/Early Dismissal Lunch Schedule (No Recess)

Delayed Opening Lunch Schedule (No Recess)		Early Dismissal Lunch Schedule (No Recess)	
Grade Level	Lunch	Grade Level	Lunch
Kindergarten	12:30-1:05	Kindergarten	12:20-12:45
Grade 1	12:30-1:05	Grade 1	12:20-12:45
Grade 2	1:05-1:40	Grade 2	11:30-11:55
Grade 3	11:20-11:55	Grade 3	11:05-11:30
Grade 4	11:55-12:30	Grade 4	10:40-11:05
Grade 5	1:40-2:15	Grade 5	11:55-12:20

Home/School Communication

It is essential that communication between home and school occurs on a frequent basis. The "Principal's Newsletter" will be sent home on the first Friday of every month, informing the community of the goings-on at P.E.S. We will also utilize the Parent Square technology to keep parents informed of school happenings and upcoming events. Teachers will communicate with parents on a regular basis through the distribution of interim reports, report cards, and at parent/teacher conferences. They will also proactively contact parents on an as-needed basis. Our staff also welcomes contact from parents. If you ever have questions, please call and/or email us and we will return your message within 24 hours.

Homework

All students are expected to complete all homework assignments. However, if your child has a specific need that has an impact on their ability to complete homework assignments, please contact your child's teacher to discuss necessary accommodations. Individual classroom teachers will inform parents of particular classroom/grade level homework policies and procedures at Back to School Night.

Medication

Montgomery County Public School policy on medication requires written parental consent and doctor's certification for the administration of medication to any student. Parents must complete MCPS form 525-13, Authorization to Administer Prescribed Medication to a MCPS Pupil While

in School. This form is attached to this mailing for your convenience. Students may not bring any form of medication to school unless it is accompanied by the appropriate authorizations and is delivered to the Health Room by a parent or guardian. Likewise, medicine cannot be sent home with students. Parents or guardians must pick it up in the Health Room. No medication is to be in the classroom at any time.

Supply Lists

Supply lists are posted on the school website and are also attached to this newsletter. Students will not be asked to pay for or provide textbooks, supplementary readers (such as anthologies, atlases, or workbooks), most materials of instruction, audiovisual aids, stationery items not commonly found in the home and required for the student to demonstrate mastery of course objectives, or building or office materials needed to operate schools.

Students may be asked to pay for materials of instruction that primarily fit into three categories as follows:

- Items eaten by the student as a part of the course (example: bread baking ingredients).
- Component parts of a product that will become student property (example: sculpting clay).
- Materials of instruction or items of personal use that become the property of the student (example: recorder).

Students are still expected to bring individual organizational tools and personal supplies from home. In addition, there are student fees which are not course-related but local school decisions made by the principal in collaboration with the school and parent leadership. These may include fees for class snacks, special grade-level assemblies, etc. There also may be fees related to field trips, but these will be shared each time there is a trip and not in advance as a school fee.

We are committed to providing all students, regardless of their economic circumstances, with full access to the instructional program. If you need assistance for any requested expense, or with providing the organizational tools and personal supplies, please contact your child's teacher, our counselors ([Jennifer M Evans@mcpsmd.org](mailto:Jennifer_M_Evans@mcpsmd.org) or [Lauren A Arce@mcpsmd.org](mailto:Lauren_A_Arce@mcpsmd.org)), or Doug Robbins. The Barnesville Baptist Church will also be having a school supply give-away on Saturday, August 8th from 9:00 a.m. to 12:00 p.m. Visit their website for more information.

Student Cell Phones

Students are permitted to carry cell phones with them to and from school each day. However, such phones are not permitted in the classrooms. If you wish for your child to carry a cell phone with them to school each day, they are expected to check it in at the office each morning and then retrieve it at the end of the school day. We acknowledge that cell phones are important safety devices, however, we need to ensure that they don't become classroom distractions.

Many students in our community now wear watches that also serve as phones. For the last several school years there were many instances where students were receiving and/or sending text messages and phone calls throughout the day. This became a distraction in some classrooms. For the upcoming school year we ask that parents of students who have such devices disable the use of text messaging and voice calls during the hours of 9:00-3:25 p.m. and we also ask that you try not to contact your children during the day on personal devices. If

you need to contact them in the event of an emergency, please call the office and we will get them from class to speak with you. We appreciate your assistance in this technological age.

Before and After Care

Through the Interagency Coordinating Board (I.C.B.), Poolesville Elementary School has an in-house before and after-care program. This program is not an MCPS entity, rather an independent company. The name of our on-site provider is Global Children's Center and they can be reached at 301-972-5982 or at Globalchildrenscenter@verizon.net.

2026–2027 School Calendar⁺

Montgomery County Public Schools

2026	
July 3	Independence Day—Schools and offices closed
August 17, 18, 19, 20, 21	Professional days for teachers
August 24 *	Student Transition Day*
August 25	First day of school for students
September 7	Labor Day—Schools and offices closed
September 18	Early release day for students
September 21	Non-Instructional Day—No school for students and teachers
October 16	Professional Development Day for staff; no school for students
November 2	Grading and Planning for the end of term; no school for students
November 3	Election Day—Schools and offices closed
November 23, 24, and 25	Early release days for students
November 26 and 27	Thanksgiving Holiday—Schools and offices closed
December 23	Early release day for students
December 24 and 25	Winter Break Holiday—Schools and offices closed
December 28 and 29	Non-Instructional Day—No school for students and teachers
December 30 and 31	Systemwide Closure—Schools and offices closed
2027	
January 1	New Year's Day—Schools and offices closed
January 18	Dr. Martin Luther King, Jr. Day Holiday—Schools and offices closed
January 25	Grading and Planning for the end of term; no school for students
February 15	Presidents' Day Holiday—Schools and offices closed
February 26	Early release day for students
March 9	Professional Development Day for staff; no school for students
March 26 and 29	Spring Break Holiday—No school for students and teachers
March 30 and 31	Non-Instructional Day—No school for students and teachers
April 1 and 2	Systemwide Closures—Schools and offices closed
April 12	Grading and Planning for the end of term; no school for students
April 22 **	Non-Instructional Day—No school for students and teachers
May 17 **	Non-Instructional Day—No school for students and teachers
May 31	Memorial Day Holiday—Schools and offices closed
June 11	Last day of school for students; early release day for students
June 14 **	Grading and Planning for the end of term
June 18	Systemwide Closure—Schools and offices closed

***Student Transition Day** is a non-instructional full day for students entering Grades K, 6, and 9; students entering Grade 3 in elementary schools that service only Grades 3–5; and all students new to a school or MCPS.

**If the school year is disrupted by emergencies and schools are closed three or more days, dates identified as possible make-up instructional days include: April 22, May 17, June 14, 15, 16 and 17.

Annual Notice for Directory Information and Student Privacy



MONTGOMERY COUNTY PUBLIC SCHOOLS
Rockville, Maryland 20850
MCPS Regulation JOA-RA, Student Records

See Reverse Side for Annual Notification of Your Rights under the Family Educational Rights and Privacy Act (FERPA), (20 U.S.C. § 1232g; 34 CFR Part 99)

DIRECTORY INFORMATION

Schools provide *directory information* for public listings such as honor roll, awards, and other notices in the newspaper or on the Montgomery County Public Schools (MCPS) website. A student's name, address, and telephone number may also be released to organizations of any combination of parents/guardians, teachers, and students of a school. **Unless you tell them not to**, schools can release the information without your prior consent.

Teachers may also record classroom lessons (whether in-person or virtual) for educational purposes, including instructional improvement or future viewing by students in the same class. If you do not want your student's image and voice captured in such recordings, please indicate below.

Directory Information includes the following items: student's and/or parent's/guardian's name, address, e-mail address, and telephone number; student's date of birth; major field of study; grade level; participation in officially recognized activities and sports; degrees and awards received (including honor roll); most recent school attended; dates of attendance; photograph, or other likeness; the weight and height of members of athletic teams; and other similar information.

If you do not want your school to release your directory information, complete the information below and return this notice to your school **by September 11, 2026**.

Additional copies of this notice can be found on the MCPS website, and are available in Spanish, French, Vietnamese, Chinese, Korean, Amharic, and Portuguese.

This form must be completed every year.

Your school **will assume you agree** to the release of the directory information, unless this form is returned by Friday, **September 11, 2026**.

If you need to change your decision at a later date, just contact your school directly.

If you enroll after September 11, 2026, you can complete this form at the time of enrollment.

Montgomery County Public Schools

Request to Withhold Directory Information for the 2026–2027 School Year

Choose ONE of the following categories:

- ☐ Please **do not** release any directory information. (See definition above)
- ☐ Please **do not** release the following **part or parts** of directory information. (check all that apply)
- ☐ Name ☐ Phone number(s) ☐ Photograph ☐ Address ☐ Date of Birth
- ☐ Email address(es) ☐ Parent/Guardian names ☐ Grade Level

EXCEPTIONS TO WITHHOLD REQUEST MARKED ABOVE:

- ☐ Release to organizations of any combination of parents/guardians, teachers, and students of a school
- ☐ Release for Honor Roll publication ☐ Release photo for yearbook
- ☐ Do not include my student's image and voice in the recording of virtual lessons for future viewing by students in the same class

Student's Name _____ Grade _____ ID# _____

School -- Choose One --

Parent/Guardian/Eligible Student Signature _____ Date ____/____/____

If you do not restrict the release of certain information about your child, you are giving the school system and local schools the ability to perform daily operations and routine tasks without obtaining parental permission to release each piece of directory information every time it is released.

2026-2027 POOLESVILLE ELEMENTARY SCHOOL SUPPLY LIST

KINDERGARTEN

ITEM	QUANTITY
24 Count box of crayons	2
Gluesticks (purple and/or clear)	6-10
Box of washable markers	2
Box of black dry erase markers	1-2
Box of #2 pencils	2
Primary pack (fat) pencils	1
Plastic pencil box (please no zipper pouches)	1
Pair of blunt scissors	1
Headphones for student use	1
Primary lined journal	1

OPTIONAL DONATIONS:

Rolls of white paper towels
 Hand sanitizer
 Sanitizing wipes
 Baby wipes
 Ziploc Bags (gallon and sandwich)
 Thermal laminating sheets
 Tissues

2026-2027 POOLESVILLE ELEMENTARY SCHOOL SUPPLY LIST

1st GRADE

ITEM	QUANTITY
Box of dry erase markers (Black)	1
Box of #2 pencils (pre-sharpened preferred)	1
24 Count box of crayons	2
Gluesticks (12 Pack)	1
Box of washable markers (standard colors)	1
Pair of student scissors	1
Box of colored pencils	2

OPTIONAL DONATIONS:

Sanitizing wipes
 Paper towels
 White cardstock
 Colored cardstock
 Ziploc bags (gallon)
 Thermal laminating sheets
 Hand sanitizer

2026-2027 POOLESVILLE ELEMENTARY SCHOOL SUPPLY LIST

2nd GRADE

ITEM	QUANTITY
Pair of scissors	1
Box of 48 large crayons	3
Pack of large erasers & eraser caps	1 Pack of each
Large Glue Sticks, clear (NO PURPLE)	2 Packs of 3
Headphones for student use	1
Yellow Highlighters	1 Pack of 3
Box of Markers, various colors	1
Box of dry erase markers, various colors	3
Pencil Box	1
Box of #2 (pre-sharpened) pencils	2
Colored pencils (pre-sharpened)	1 pack of 12
Clipboard	1

OPTIONAL DONATIONS:

Sanitizing wipes
 Ziploc bags (gallon)
 Paper towels
 Tissues

2026-2027 POOLESVILLE ELEMENTARY SCHOOL SUPPLY LIST

3rd GRADE

ITEM	QUANTITY
Pack of eraser caps	1
Headphones for student use	1
Gluesticks	3 Packs
Composition book, hardcover	3
Box of crayons (no sharpener)	1
Box of dry erase markers	2
Box of #2 pencils (pre-sharpened preferred) *NO MECHANICAL PENCILS PLEASE*	3
Box of colored pencils	1
Pack of highlighters	1
Scissors, blunt tip	1
Pocket Folders	3
1 inch binder	1

OPTIONAL DONATIONS:

Sanitizing wipes
 Paper towels
 Tissues
 Hand sanitizer
 Ziploc bags
Boys- quart, snack
Girls- sandwich, gallon

2026-2027 POOLESVILLE ELEMENTARY SCHOOL SUPPLY LIST

4th GRADE

ITEM	QUANTITY
Pack of large erasers & eraser caps	1 Pack of each
Headphones for student use ** Please make sure to have these as they are used frequently and do not have a classroom set**	1
Box of markers	1
Box of dry erase markers (Black)	2
Box of #2 pencils (pre-sharpened preferred)	2
Box of colored pencils	1
Highlighters, various colors	1 Pack
Spiral notebook, 1 subject	1
Zippered pencil pouch	1
Pens, colored pack (Black, blue and Red)	1 Pack
Pair of scissors, pointed	1
Black sharpie marker	1
Spiral notebook (3 subject)	1

OPTIONAL DONATIONS:

Sanitizing wipes
Hand sanitizer
Paper towels
Tissues
Ream of notebook paper

2026-2027 POOLESVILLE ELEMENTARY SCHOOL SUPPLY LIST

5th GRADE

ITEM	QUANTITY
Pack of large erasers & eraser caps	1
Gluesticks, clear	3
Headphones for student use	1
Pencil Box	1
Box of #2 pencils (pre-sharpened preferred)	2
Box of colored pencils	1
Pair of student scissors, blunt tip	1

OPTIONAL DONATIONS:

Sanitizing wipes
Paper towels
Tissues
Hand sanitizer

School Cash Online (SCO)

Note that prices include processing fees to cover transactional costs. Prices are all-inclusive-the price shown is the price you pay.

Visit MCPS Department of Food and Nutritional Services Website to pay negative meal balances or add funds to a student meal account.

Paying for school items just got easier!
Sign up to get started today.

What is SchoolCash Online?

SchoolCash Online is an easy to use and safe way to pay for your children's school fees.
[Learn more](#)



Register

Sign In



Best In Class Security Gives You The Best Protection

CSAE 3416
Certified



SSAE 16
Certified

About KEV Group:

Over the past 30 years, KEV has helped over 20,000 schools manage their cash in the easiest way possible.

[Learn More About Us](#)



How Does This Work?

It's simple! Just follow the 4 easy steps to make payments. Then see your payment history and receive receipts via email.

[Read More](#)



Why Use SchoolCash Online?

Convenient Make secure payments 24/7 from the comfort of your home

Easy To Use Online shopping with various payment methods

Safe Your child won't be carrying cash or checks to and from school

Saves Time Manage your school expenses and view payment history in one place

<https://mcpsmd.schoolcashionline.com/>

Meal Prices at Non-CEP Schools

MCPS cafeterias use a computerized Point of Sale (POS) system. Students use either an ID card with a specialized barcode or their student ID number to access their account at mealtime.

Meal Prices for School Year 2026–2027

On May 21, 2026, the Board of Education approved the following meal prices:

Breakfast for All Schools	\$1.60
Elementary Lunch	\$2.85
Secondary Lunch	\$3.10

Free Meals

Meal prices will not impact students who receive free meals. For detailed information regarding free meals, visit the [Free And Reduced-price Meals webpage](#).

**Montgomery County Public Schools (MCPS)
Department of Food and Nutrition Services (DFNS)
Meal Payment Procedures**

DFNS ensures all students have access to meals during the school day, regardless of eligibility for meals or account balance. The Montgomery County Board of Education [Policy JPH, School Food and Nutrition Services Programs](#), was adopted by Resolution No. 224-22 on May 10, 2022.

Parents/guardians are responsible for school cafeteria account balances incurred by their student(s) and MCPS must collect unpaid school cafeteria charges.

- Payment can be made via cash, check, or money order to the cafeteria manager at any time, or in cash at the time of purchase. There is no transaction fee associated with these payments.
- Payment can be made through [MySchoolBucks](#). There is a transaction fee to use MySchoolBucks.
- Incremental payments can be made towards the balance at any time.
- Within each current school year, no repayment shall be sought for students who accumulate meal charges before qualifying for Free And Reduced-price Meals (FARMS). These negative balances are financially supported by [MCPS's Education Foundation Dine with Dignity Campaign](#).

Negative Account Balances

- **Carry Forward:** Negative meal account balances of -\$10.00 or less carry forward into the next school year.
- **Invoices:** Negative meal account balances greater than -\$10.00 will be invoiced to parents/guardians and must be paid through [MySchoolBucks](#). DFNS will absorb the transaction fee associated with paying a prior year invoice.

Positive Account Balances

- **Carry Forward:** Positive meal account balances carry forward into the next school year.
- Students leaving MCPS may transfer positive account balances to another child, request a refund, or donate to support MCPS school nutrition programs. Refund, transfer, and donation requests can be emailed to DFNSHelpDesk@mcpsmd.org.
- If a refund or transfer is not requested within three years from the end of the school year following graduation or withdrawing from MCPS, the remaining balance will be considered unclaimed property and may be donated to MCPS school nutrition programs.

Meal Payment Communication

Schools and DFNS will communicate in the following ways to collect payments from families and to reduce the overall debt as much as possible.

DFNS	Individual Schools
DFNS will send ParentSquare notifications (including text, voicemail, and email): • Weekly for prior year invoices • Weekly for students with negative balances exceeding -\$5.00. • Daily for students with negative balances exceeding -\$25.00	OPTIONAL: Cafeteria managers may print current year cafeteria account statements with low and negative balances and provide to designated school staff members to be sent home with students.
DFNS will send monthly negative meal balance reports to administrators for school-based follow up.	Once negative balances exceed -\$25.00, school administrators, pupil personnel workers, family engagement specialists, or school counselors will coordinate to contact and encourage families for FARMS and determine a path for payment.

Free And Reduced-price Meals

2026–2027 Household FARM Applications

Meals are free for students who qualify for Free And Reduced-price Meals; students who are approved for reduced-price meals eat for free. Students receive one complete breakfast meal and one complete lunch meal per school day at no charge.

The Department of Food and Nutrition Services (DFNS) encourages families with students enrolled at non-CEP schools to complete a FARM application online. **Applications for the 2026–2027 school year are available effective July 30, 2026.**



Click [here](#) for an English video tutorial on how to complete the FARM application.

Vea [aquí un video paso a paso en español sobre cómo completar la solicitud de FARM.](#)

Click [here](#) for additional "How To" PowerPoint (in English & Español) made by MCPS Family Engagement Specialist, Alejandra Jarquin.

- Households must apply for FARMS **every school year**. Student meal benefit eligibility from the prior school year carries over for the first 30 operating days OR until a new eligibility is determined. If a new eligibility is not determined by the 30th school day (**October 7, 2026**), students default to a paid status and will be charged for meals.
- Households may apply for meal benefits at any time during the school year.
- Students qualify for free meals when total household income is the same or less than the amounts on the Income Chart below.
- Use ONE application for ALL students in the household—including Pre-K, kindergarten, and foster—even if they attend different schools.
- If one student in the household attends a CEP school, a FARM application must still be submitted for students enrolled in non-CEP schools. Include ALL student names on the application (see list of CEP schools above).
- Paper applications are available in each school's front office. Households that apply online should not submit a paper application.
- If applying for a child who is homeless, a migrant, or a runaway, please complete and submit [MCPS Form 335-77 Homeless Status](#), call the child's school, or contact the MCPS Homeless liaison at 240-740-4511.
- Each student will be notified of meal benefit status (including both those approved, and those who do not qualify) by mail. **Please keep this important document for your records and use throughout the school year.**
- Meal Eligibility is confidential information. Federal regulations governing school meal programs require that a student's eligibility for FARMS be used only to provide meal benefits.
- Verification of FARM applications is conducted annually each October. A random selection of households approved for FARMS will be required to verify the information listed on the application. Households selected will be notified, including details on how to comply with the verification process.
- Households that are unable to apply online should contact their school or the Department of Food and Nutrition Services at 240-740-7400.

<https://www.montgomeryschoolsmd.org/departments/food-and-nutrition/free-reduced-meals/#Free>



**POOLESVILLE
ELEMENTARY
SCHOOL**

YAY!

IT'S ALMOST PORTRAIT DAY

SMILE! PORTRAIT DAY PROCEEDS BENEFIT YOUR SCHOOL!

STUDENT PORTRAITS

**THURSDAY
SEPTEMBER 24, 2026**

HOW PORTRAIT DAY WORKS

- We photograph ALL students
- All ordering will be completely online
- Students will be photographed in a variety of poses
- You will receive an email with a unique gallery link when the photos are ready
- Online purchases will be shipped directly home



Questions? support@freedphoto.com
Freed Photography | 4806 Del Ray Avenue, Bethesda, MD | freedphoto.com | 301.652.5452

MCPS Volunteer Screening Requirements

NO REQUIRED COMPLIANCE MEASURES	CHILD ABUSE AND NEGLECT TRAINING	CHILD ABUSE AND NEGLECT TRAINING PLUS FINGERPRINTING
Volunteers who support large and one-time events, and are accompanied by MCPS staff Examples: • College fairs • Concessions and ticket booth sales at large events • Guest readers • Class celebrations	Volunteers who support students on an ongoing basis, and are accompanied by MCPS staff Examples: • Student teachers • Student interns • Recess, lunch, dismissal • Supervised field trip chaperones • Room parents	Volunteers who will have unsupervised access to students Examples: • Virtual volunteering • Volunteer coach • Outdoor Education • Unsupervised field trip chaperones • Special field trip chaperones (late night, overnight, or out of area)

Fingerprinting Process and Accessing the Compliance Training:

1. Contact the [MCPS Background Screening Office](#) to schedule your fingerprinting appointment. Click [here](#) for additional information regarding office location, hours of operation, fees, etc.
2. Follow the steps listed on the [MCPS Volunteers webpage](#) to complete the Recognizing and Reporting Child Abuse and Neglect Training. Details about each type of volunteer along with Frequently Asked Questions can be found on the webpage.

Authorization to Administer Prescribed Medication

Release and Indemnification Agreement



MONTGOMERY COUNTY PUBLIC SCHOOLS
MONTGOMERY COUNTY DEPARTMENT OF HEALTH AND HUMAN SERVICES
Rockville, Maryland 20850

MCPS Form 525-13
February 2019
Page 1 of 2

PART I: TO BE COMPLETED BY THE PARENT/GUARDIAN

I hereby request and authorize Montgomery County Public Schools (MCPS) and Montgomery County Department of Health and Human Services (DHHS) personnel to administer prescribed medication as directed by an authorized prescriber (Part II below). I agree to release, indemnify, and hold harmless MCPS and DHHS and any of their officers, staff members, or agents from lawsuit, claim, demand, or action against them for administering prescribed medication to this student, provided MCPS and DHHS staff are following the authorized prescriber's order as written in Part II below. I have read the procedures outlined on the back of this form and assume the responsibilities as required.

Student Name: Last _____ First _____ MI _____
MCPS ID# _____ Date of Birth ____/____/____ School Name -- Choose One --

Prescription: ☐ Renewal ☐ New If new, the first full day's dosage was given at home on: ____/____/____
List all medication(s) student is taking, including over-the-counter medication(s):

Signature, Parent/Guardian _____ Phone ____-____-____ Date ____/____/____

PART II: TO BE COMPLETED BY THE AUTHORIZED PRESCRIBER

DHHS and MCPS discourage the administration of medication to students in school during the school day. Any necessary medication that possibly can be administered before and after school should be so prescribed. Only non-parenteral medications are administered except in specific emergency situations. School personnel will, when it is absolutely necessary, administer medication to students during the school day and while participating in outdoor education programs and overnight field trips, according to the procedures outlined on the back of this form.

PLEASE USE A SEPARATE FORM FOR EACH MEDICATION

Name of Medication (trade name or generic): _____ Diagnosis: _____
Dosage: _____ Time(s) to be given at school: _____
Ranges not accepted (i.e., 1 to 2 tabs or 2 to 4 puffs)
Route of Administration: _____
Medication orders effective ☐ Current school year, **OR** ☐ Effective dates ____/____/____ to ____/____/____
Side Effects: _____
If PRN, specify when indicated (signs/symptoms) _____
Frequency of administration (ranges not accepted, i.e. every 2 to 4 hours) _____
Authorized Prescriber's Name (print/type) _____ Phone ____-____-____ Date ____/____/____
Authorized Prescriber Signature _____

SELF-CARRY/SELF-ADMINISTRATION OF EMERGENCY MEDICATION AUTHORIZATION/APPROVAL

Self-carry/self-administration of **emergency** medication such as inhalers and epinephrine auto-injectors must be authorized by the authorized prescriber and be approved by the school nurse according to the Maryland State School Health Services Guidelines.

Authorized prescriber's authorization for self-carry/self-administration of emergency medication
Signature _____ Date ____/____/____
School Nurse (RN) approval for self-carry/self-administration of emergency medication
Signature _____ Date ____/____/____

PART III: TO BE COMPLETED BY THE SCHOOL COMMUNITY HEALTH NURSE OR PRINCIPAL

Check as appropriate:
☐ Parts I and II above are completed, including signatures. (It is acceptable if all items of information in Part II are written on the authorized prescriber's stationery/prescription form)
☐ Prescription medication is properly labeled by a pharmacist.
☐ Medication label and authorized prescriber order are consistent.
☐ Over-the-counter medication is in an original container with the manufacturer's dosage label and safety seal intact.
____/____/____ Date any unused medication is to be collected by the parent/guardian (within one week after expiration of the authorized prescriber's order).
Signature, School Community Health Nurse (SCHN)/Principal _____ Date ____/____/____

<https://ww2.montgomeryschoolsmd.org/departments/forms/pdf/525-13.pdf>