



# Keene Mill Elementary Helpful Tips for Families 2023-2024

## Student Hours

9:15 a.m. – 4:00 p.m.

## Student Arrival

- 8:55 a.m. – Students may enter the building only if they are getting breakfast
- 9:05 a.m. – First Bell: Students may enter classrooms
- 9:15 a.m. – Second Bell: School begins; students must be in classrooms

## Student Dismissal

4:00 p.m.

## Release of Students During the Day

- Keene Mill ES will excuse a student during the day for valid reasons.
- If a change is required in your child's dismissal transportation, please notify the school office and your child's teacher in writing or by utilizing the form provided on the school website, <https://keenemilles.fcps.edu/node/524>.
- Parents or guardians listed on the emergency care card must come to the school office to pick up and sign out their child.
- Keene Mill ES will not allow a student to walk home alone during the school day, nor will we release your child to anyone other than a parent or guardian without a written and signed request from the enrolling parent or guardian.
- We do not release students after 3:30 p.m. for parent pickup.

## Adjusted School Hours

- Two-Hour Delayed Opening:
  - 11:15 a.m. – 4:00 p.m.
- Two-Hour Early Dismissal:
  - 9:15 a.m. – 2:00 p.m.

## School Communication

- Stay informed and receive weekly KMES updates by registering for **NEWS YOU CHOOSE** emails on the [FCPS website](#).
- Be sure to follow KMES on Facebook and Twitter!

## **Keene Mill Points of Contact**

Linda Peace - Principal

Ellen Colter - Assistant Principal

Maggie Gawen - Assistant Principal

Michele Choinski - Administrative Assistant

Chris Franco - Registrar/Student Records

Amelia Couillard - Office Assistant

Janis Ours - Office Assistant

Gerard Thomas - Health Room Aide

Leigh Ashurst - Counselor

Sandi Yost - Counselor

Brian LaChance - School Based Technology Specialist

Carolyn Smith - Special Education Department Chair

Julie Brandt - Advanced Academics

Denise Goate - Reading Specialist

Annalisa Cleveland – Librarian

Iliana Beal - Family Liaison

Rana Kelani - Food Service Manager

## **Office Hours**

8:00 a.m. – 4:30 p.m.

## **Phone Numbers**

Main Office: 703-644-4700

Attendance: 703-644-4747

Fax: 703-644-4797

Registrar/Student Records: 703-644-4704

Health Room: 703-644-4710

Cafeteria: 703-644-4721

S.A.C.C. (School Age Child Care): 703-644-4760

## **School Website**

[keenemilles.fcps.edu](https://keenemilles.fcps.edu)

## Attendance

- If your child is going to be absent or late, contact the school office before 9:00 a.m. on the day of the absence by phone at 703-644-4747 or email at [KeeneMillESAttendance@fcps.edu](mailto:KeeneMillESAttendance@fcps.edu).
- The attendance line is available 24 hours a day for your message.
- If the parent/guardian does not notify the school, the absence will be unexcused.
- Attending school regularly helps students feel better about school, and themselves. FCPS expects students to be in school on time and to follow their assigned schedules unless their absence is excused due to illness, a death in the family, a medical or dental appointment, or religious obligations.
- A student who misses 18 or more school days per year for any reason is considered chronically absent by the state of Virginia, even when the absences are excused or understandable.

## Medication at School

Prescription and over-the-counter medications require adult supervision. Forms to authorize school staff to administer medication are available in the school's front office, as well as online at <https://www.fcps.edu/registration/forms>. Please call the school health aide for more information at 703-644-4710.

- A parent or guardian must bring medication to and from school.
- Families must submit the proper paperwork for medication to be administered at school.
- A student must have the first dose of any new medication at home.

## Health Information

### **When to Keep your Child Home**

Students with the following symptoms should stay home until a doctor evaluates their symptoms and determines whether or not they are contagious:

- Rash
- Watery and inflamed eyes
- Fever
- Sore throat
- Vomiting
- Diarrhea



**Students must be fever free for 24 hours, without the use of medication, before returning to school.**

When reporting an absence please state your child's symptoms such as a fever, cough, sore throat, nausea or vomiting.

To protect all of our students, we require a note from a physician stating that a student may return to school following symptoms of: certain rashes, pink eye, impetigo, ringworm, and/or scabies.

The Health Room Assistant may need to call you to pick up your child if they exhibit symptoms of illnesses such as: Fever over 100.4 degrees, persistent abdominal pain, vomiting or diarrhea, unexplained rash, head lice or persistent cough.

**Remember: To limit the spread of illness please keep your child home and notify the school office if your child contracts head lice, strep throat, chicken pox, and/or other contagious illnesses.**

## Trips/Family Vacations

We strongly encourage family trips during scheduled school vacations and extended weekends.

We must withdraw any student who is absent from school for 15 days or more from our enrollment. Upon the student's return, a parent must officially register him or her.

## Transportation



### **Bus**

- FCPS provides bus transportation for students who reside more than a mile from school or would have a dangerous route to walk to school.
- Bus riders should refrain from crossing or playing on private property, cooperate with safety patrols, obey the bus drivers, remain seated on the bus and talk quietly.
- Students should report to the bus stop at least five to ten minutes prior to the scheduled time.
- Kindergarten students must be met by a parent, child care provider, or sibling in middle or high school. The child will be returned to school if no one is there to meet them.



### **Kiss and Ride**

- Each family must complete a new Kiss and Ride Contract each school year. You will receive a number to display in the front passenger portion of your windshield.
- If you are transporting your child in a car to school, please use Kiss & Ride.
- Please pull your car up as far as possible in the line and make sure your child exits your car on the building side only.
- To ensure student safety, avoid passing other cars in the Kiss and Ride line and follow all directions and policies.



### **Parking & Picking Up**

- For safety reasons, we strongly encourage parents to have students ride the bus or to use Kiss and Ride.
- We do not allow parents or visitors to enter the school during arrival or dismissal.
- Avoid parking in front of the school after 3:30 p.m. Monday-Friday.
- If your child is a walker, meet them at the bike rack.
- Only kindergarten parents may wait near door #12 to pick up their walkers.
- Please use the crosswalk.

## Visitors and Security

- **All parents and visitors must sign in at the front office and obtain a badge. This badge must be worn at all times on school property.**
- Before departing, please sign out in the office.
- **Siblings, friends of pupils, or students from other schools will not be permitted in the classroom, on the playground, blacktop, or fields during school hours.** This includes special events such as Field Day, the 6th Grade Promotion, and class parties.
- **Parents are welcome to visit the classroom, but they must make prior arrangements with the teachers for a time that will not be disruptive to instruction.**

## Volunteers

- Keene Mill ES welcomes parents and family members to volunteer at school. You may sign up at our Open House or Back-To-School Night, with your child's teacher(s), or contact the school office or a PTA officer for other ways to help the school.
- Parents are invited to use the parent workroom in the library, which is complete with a copier, an Ellison press, and other tools that will make it easier to assist your child's teacher and the school!

## E-NOTIFY



Parents will receive emergency messages, delayed openings and school closings, attendance messages, low lunch balances, and other critical information via the email address listed on a student's emergency care card. **Parents are automatically signed up to receive this essential information.**

## FCPS Provided Technology

FCPS and Keene Mill Elementary work collaboratively to provide students with laptops, cases, chargers, and other necessary tech equipment and accessories. These items are not single-issue, and we ask that you please help us to ensure they can be used for years to come.

## Meal Prices

Prices*	Students*	Adults*
Breakfast	\$1.75	\$2.75
Elementary Lunches	\$3.25	\$4.75
Water	\$1.00	\$1.00
Milk	\$0.60	\$0.60

**\*Prices are subject to change.**

## Join Your Child for Lunch!

No advance notice is needed; just check in at the school's front office. Please bring a sack lunch or purchase lunch in the cafeteria. Please do not bring in food from restaurants. Depending on the number of children in a certain class, there may be space constraints at the cafeteria tables for that class. If that is the case, we respectfully ask that you sit with your child at an extra table provided. If space allows, your child may bring a friend to the overflow table.

## Birthday Treats & Class Parties

Our policy on birthday treats and class parties is as follows: food, goodie bags, candy, balloons, etc., will not be allowed at school.

Room parents and the classroom teachers make the arrangements for class parties, which are limited to **two per year**. Room parents may request a one-time donation from families to help defray costs. **As per FCPS Regulation 2100.5, non-food items will be used for class parties.**

## Safe and Healthy Meals

- We strongly encourage healthy lunches and discourage students and families from bringing in fast food, carbonated soft drinks, and glass bottles.
- All students are encouraged to bring a snack from home to enjoy each day. Please avoid snacks that are messy or difficult for children to open. Students should be able to eat snacks within a 15-minute time frame.

## How to Pay for Lunch

- ♦ **Online-** [www.MySchoolBucks.com](http://www.MySchoolBucks.com). There is no service fee. The balance can be checked by computer or phone. This service is quick, easy, and private!
- ♦ **Check-** Send a check made payable to *Keene Mill Food Services* to the cafeteria manager in the morning. Include your child's name and teacher's name on the memo line of the check. Indicate if you want meals only.
- ♦ **Cash-** Parents may deposit cash in their child's account or students may pay by cash daily.

## A La Carte Items

These are available to supplement student lunches. Students must have a school lunch or home lunch to purchase an a la carte item.

Only one breakfast and one lunch per student per day qualify at the subsidized price. The cost of any additional lunch is at the adult price or a la carte price, whichever is less.

For more information, go to <https://www.fcps.edu/node/31166>.

## Free or Reduced Meals

Food and Nutrition Services mails application forms to every family in August. Parents must complete the forms **EACH YEAR** to renew this program. Translated copies are available in the school's front office.

## Student Rights and Responsibilities

### Student Safety/Reporting Abuse

- The responsibility to protect students is shared by the FCPS School Board, the Superintendent, administrators, faculty, staff, volunteers, parents, state agencies, and law enforcement.
- If you suspect a student is being bullied, neglected, or abused physically, emotionally, sexually, or in any other manner by another student or an adult, please inform the principal immediately. The principal will take appropriate action and notify authorities as required by law.
- Please see FCPS Regulations 2115, 2601, and 4444 for further information.

### Personal Property

- FCPS does not assume responsibility for the personal property of students and does not purchase insurance for their property.
- Keene Mill ES urges parents and students to carefully consider the types and value of property students take to school, especially items with monetary or sentimental value.
- Unidentified articles found in the school are placed in the lost and found.
- **Students are not permitted to bring toys, games, trading cards, or balls to school.**
- **Students must keep cell phones and other smart devices with texting, calling, and/or recording capabilities in their backpacks during the school day.**

### Discipline

- We expect students to respect the rights and privileges of others and to accept responsibility for their own actions and the consequences of their behavior.
- The FCPS discipline code is presented in Regulation 2601 and the Student Rights and Responsibilities brochure, which is provided to families at the beginning of each school year.



## Homework

- Homework is a key point of contact between home and school. Parents should create a home environment that reinforces the school message that education is important and life is enriched by learning. Parents may do this by providing a time, place, and materials for students to complete homework each day.
- Homework is assigned to reinforce skills taught in the classroom.
- In general, daily homework across subjects should take approximately 10 minutes per grade level. For instance, a student in grade 1 could expect to have 10 minutes of homework, while a student in grade 3 could expect to have 30 minutes of homework.
- Long-term projects may require additional time.
- Please let your child's teacher know if your child is taking significantly longer to complete homework on a regular basis.

## Student Progress Reports

The school year is divided into four nine-week grading periods. Shortly after each grading period, you will receive a printed progress report. Your child's teacher will send home an interim report midway through first quarter and that will send an interim on an as needed basis .

## Student Dress

- Shoes with rubber soles are necessary for physical education classes and active recess play.
- FCPS respects students' right to express themselves in the way they dress. It is important, however, that their appearance is appropriate for a K-12 school setting.

## Emergency Contact Information

Your emergency contact information is very important. Phone numbers, addresses, and the names of the adults you permit to pick up your child from school should be kept current at all times.

You may update your child's emergency care information via your [Parent VUE](#) account. It is fast, easy, and safe. A paper version is also available.