

Keene Mill Elementary School

6310 Bardu Avenue
Springfield, VA 22152

<https://keenemilles.fcps.edu>

Keene Mill Elementary (KMES)

Helpful Tips for Families

Office Hours

8:00 am - 4:30 pm

Student Hours

9:15 am - 4:00 pm

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.

Three-Hour Early Dismissal:

9:15 a.m. - 1:00 p.m.

Phone Numbers

Main Office: 703-644-4700

Attendance: 703-644-4747

Registrar/Student Records: 703-644-4704

Health Room: 703-644-4710

S.A.C.C. (School Age Child Care):

703-644-4760

Keene Mill Points of Contact

Linda Peace - Principal

Ellen Colter - Assistant Principal

Maggie Gawen - Assistant Principal

TBD - 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

Jacquie Payne - Special Education Department Chair

Julia Brandt - Advanced Academics

Rebecca Orzechowski - Reading Specialist

Caitlin Tucker - Math Specialist

Shane Rigsby – Librarian

Alexandra Santana - Family Liaison

Rana Kelani - Food Service Manager

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 Day

- If a change is required in your child's dismissal transportation, please notify your child's teacher in writing and/or call the front office, preferably before 2 pm.
- 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.**

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 Instagram!

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 ParentVUE, phone at 703-644-4747 or email at KeeneMillESAttendance@fcps.edu.

The attendance line is available 24 hours a day. Please leave a message.

If the parent/guardian does not notify the school, the absence will be unexcused.

A student who misses 18 or more school days per year for any reason is considered chronically absent by the state of Virginia.

When students miss too many days of school, they fall behind and struggle to keep up with their classmates. Whatever the reason for the absence, the result is the same—learning time is lost. Children will get sick at times and may need to stay home, but we want to work with you to help minimize the number of days your student misses school.

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. Upon the student's return, a parent must officially re-register the student.

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:

- Pink eye with thick yellow/green discharge
- Severe, uncontrolled, rapid coughing, wheezing, or difficulty breathing
- Diarrhea
- Fever
- Rash with Fever
- Vomiting
- Strep throat (sore throat, fever, stomachache, and red, swollen tonsils)

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.

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 Aide 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.

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.

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.

Safe and Healthy Meals

We strongly encourage healthy lunches. **Please do not send/bring in fast-food, carbonated beverages, or 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 10-minute time frame.

Meal Prices

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

***Prices are subject to change.**

<https://www.fcps.edu/node/31166>

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.

How to Pay for Lunch

Online- 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.

Free or Reduced Meals

Food and Nutrition Services mails application forms to every family (August). Forms must be completed and renewed **EACH YEAR**. Online application: <https://www.fcps.edu/frm>.

Join Your Child for Lunch!

If you would like to join your child for lunch, **please confirm with the classroom teacher** that space is available on the date you would like to come in. Depending on the number of children in a certain class, there may be space constraints at the cafeteria tables for that class. Upon arrival, please check in at the school's front office. Please bring a sack lunch or purchase lunch in the cafeteria. **Do not bring in fast-food, or food from restaurants, for you or your child.**

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 representatives and classroom teachers make the arrangements for class parties, which are limited to **two per year**. Room representatives may request supplies from families to support parties/events. Donating supplies is not required. **As per FCPS Regulation 2100.5, non-food items will be used for class parties.**

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.

Volunteers are strongly encouraged to complete a background check:

<https://www.fcps.edu/get-involved/volunteer-in-fcps>

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, chargers, and other necessary tech equipment and accessories. These items are not single-issue. Please help us to ensure they can be used for years to come. If laptops are damaged, parents will be held liable.

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.

Student Rights & 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. Please see FCPS Regulations 2115, 2601, and 4444 for further information.

Personal Property and Cell Phones

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 off and 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 Guide for Families.

<https://www.fcps.edu/about-fcps/leadership/policies-regulations-notices/student-rights-and-responsibilities-srr>

Transportation

Safe Arrival and Dismissal

- 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.

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 5-10 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 form to receive a KMES Kiss and Ride Number Placard for your car.
- 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

- Avoid parking in front of the school after 3:30 p.m.
- If your child is a walker, meet them at the bike rack.
- Only preschool and kindergarten parents may wait near door #12 to pick up their walkers.
- Please use the crosswalk.
- We do not have a crossing guard. Please do not drop your child off on Bardu Avenue.

Homework

Homework is a key point of contact between home and school. Homework is assigned to reinforce skills taught in the classroom. Parents should create a home environment that reinforces the school message that education is important and life is enriched by learning. Consider providing a time, place, and materials for students to complete homework each day.

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 they are taking significantly longer to complete homework on a regular basis.

Progress Reports & Interims

The school year is divided into four, nine-week grading periods. Shortly after each grading period, you will receive a quarterly progress report. Interim reports are sent home in Thursday Folders mid-quarter for students who are struggling to grasp a concept/make expected progress. All students receive first quarter interims, all other quarterly interims are sent on an as-needed basis.

