



Keene Mill Elementary School
6310 Bardu Ave
Springfield, VA 22152

School Hours: 9:15 a.m. to 4:00 p.m.

Attendance Line

703-644-4747

keenemillesattendance@fcps.edu

Health Room

703-644-4710

Main Office

703-644-4700

Website

[keenemilles.fcps.edu](http://www.keenemilles.fcps.edu)

Weather and Emergency Info:

Local Radio and Television

FCPS Cable Cox Channel 21

www.fcps.edu

Calendar:

Keene Mill follows the standard FCPS

Attendance calendar, available at

<https://www.fcps.edu/events>.

It includes holidays, breaks, grading periods, and early release dates. Information about days missed and makeup days is also available.

Stay Connected with School:

- SIS Parent View
- KMES Thursday Folder
- KMES News You Choose
- Back-to-School Event
- Teacher Conferences
- Volunteer at school

News & Notes from Keene Mill ES

Please sign up for Keene Mill's News You Choose at:

<https://public.govdelivery.com/accounts/VAEDUFC>

[PS/subscriber/new](https://public.govdelivery.com/accounts/VAEDUFC/PS/subscriber/new) if you would like to receive weekly updates and school news from the principal.

Keene Mill Elementary has produced this handout that includes some additional notes that are important for our school community. Keep this in a safe place, as it will be a handy resource for you and your family and will help us get off to a great start for the 2019-20 school year.



Keene Mill Elementary

ATTENDANCE

Early—8:55 a.m.

Keene Mill ES staff will supervise students starting at 8:55 a.m. To keep our students safe, they may not arrive at school prior to this time.

On Time—9:05 a.m.

The first bell rings at 9:05 a.m. Students may enter classrooms at this bell.

Tardy—9:15 a.m.

All students should be seated in their classrooms by the second bell at 9:15 a.m.

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. 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.

Release of Students during the Day- Keene Mill ES will excuse a student during the day for valid reasons. Please send a written request to the teacher when your child must leave early. 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 request signed by the enrolling parent or guardian. We do not release students after 3:30 p.m. for parent pickup.

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 View account in FCPS 24-7. It is fast, easy, and safe. The paper version is also available.

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

The Fairfax County Department of Health recommends that children remain at home, fever-free for 24 hours after an illness, prior to returning to school. Remember to call the Attendance Line at 703-644-4747 to report your child's absence. Please state your child's symptoms such as fever, cough, sore throat, nausea or vomiting.

A Physician's Note

Some rashes, pink eye, impetigo, ringworm, and scabies can be passed from one student to another. To protect all of our students, we require a note from a physician for any child with symptoms of these illnesses. The note must state that the child is not contagious before he or she can return to school.

Taking Your Child Home

We will call you to pick up your child if he/she exhibits symptoms of illness such as: fever over 100 degrees, persistent abdominal pain, vomiting, unexplained rash, diarrhea, head lice, inflamed eyes with discharge, persistent cough. We ask that your child be picked up as soon as possible. It is important to have all emergency numbers up to date in case we cannot reach you.

Medication at School

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

A parent or guardian must bring medication to and from school. You must also submit the proper paperwork for each medication. Your child must have the first dose of any new medication at home. A parent or guardian must personally collect any unused portion of the medication at the end of the school year. Medications not claimed will be destroyed.

Remember: To limit the spread of illnesses, notify the school office if your child gets head lice, strep throat, chicken pox, or other contagious illnesses and keep him/her at home.

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.

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 and to enrich the school experience. Teachers decide on the amount and type of work, considering the level, maturity, and ability of the child. The responsibility for homework gradually increases for students in grades 1 – 6. Students vary significantly in the amount of time they need to complete given assignments. In general, homework across subjects should take approximately 10 minutes per grade level. In a given night, students in grade 1 could expect to have about 10 minutes of homework, students in grade 3 could expect to have an average of 30 minutes of homework, and students in grade 6 could expect to have an average of 60 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.

NEWS YOU CHOOSE

A weekly update from the principal will be on News You Choose along with other school news and information. Please sign up for this service through the Keene Mill website.

LUNCH INFORMATION

Prices*	Students*	Adults*
Breakfast	\$1.75	\$2.20
Elementary Lunches	\$3.25	\$4.50
Water	\$0.50	\$0.50
Milk	\$0.60	\$0.60

*Prices subject to change

ALA 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>.

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 in August. Parents must complete the forms **EACH YEAR** to renew this program. Translated copies are available in the school office.

BIRTHDAY TREAT & CLASS PARTY POLICY

FCPS Regulation 2100.3 encourages schools to use non-food items for class celebrations. At Keene Mill, like many other schools, we have a large number of students who suffer from life-threatening allergies. As a school community, we must do all we can to lessen the chances of students or staff experiencing an allergic reaction. We must be diligent to keep all safe. We also have a growing concern over childhood obesity and concern for families that can't afford to purchase treats/items for an entire class. So, based on feedback from and collaboration among parents, teachers, and administrators,

we have developed a policy on birthdays and classroom celebrations.

Our policy on birthday treats is as follows: cupcakes, goodie bags, candy, balloons, etc., will not be allowed at school. Parent(s) or the student will be invited to read the child's favorite read aloud book to the class on, or as close to, the child's birthday as possible. We can provide a book to be read if needed. Please collaborate with your child's teacher to have the book and date to be read approved prior to the child's birthday. The student will receive a birthday card and pencil from the administrators, on or as close to, their birthday as possible. Thank you for your support in ensuring the safety and well-being of all of our children.

SAFE AND HEALTHY MEALS

We strongly encourage healthy lunches and discourage students and families to bring in fast food, carbonated soft drinks, and glass bottles.

SNACKS

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.

JOIN YOUR CHILD FOR LUNCH!

No advance notice is needed; just check in at the office. Please bring a sack lunch or purchase lunch in the cafeteria. 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.

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. Please have your child arrive at the bus stop five to ten minutes before the scheduled pickup 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 him/her.

KISS AND RIDE

(8:55-9:15 a.m./4:00-4:10 p.m.)

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 and dismissal. Avoid parking in front of the school after 3:30 p.m. Monday-Friday. Buses will be entering the bus loop at this time. If your child is a walker, you can meet them at the bike rack. Only kindergarten parents may wait near door #12 to pick up their walkers. **Please use the crosswalk** if you choose to walk with your child.

PARTIES

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 2100.3, non-food items will be used for class parties.**

TRANSPORTATION CHANGES

Parents are encouraged to be respectful of valuable classroom instruction by having children arrive and leave on time each day. However, we understand emergencies arise and appointments occur that require special attention. If a change is required in your child's transportation, please notify the school office and your child's teacher in writing using the form provided on the school website at this link:

<https://keeneilles.fcps.edu/node/524>

Students will be sent home the regular way unless parents/guardians notify the school. Please contact the school office at 703-644-4700 to request pick-up of children or for unplanned transportation changes as early in the day as possible. Locating students within the last 20 minutes of the school day is often difficult, and we do not release a student from class until the parent/guardian arrives to pick up the child. If you are picking your child up early, please come before 3:30 to pick them up. This ensures parents are able to get out of the parking lot before the buses arrive. We appreciate your cooperation!

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 a lost and found box.

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.

PTA

Please join our PTA! Every dollar raised goes directly back to your child's education. The PTA assists with paying for field trips, computers, cameras, books, assemblies, classroom materials, family celebrations, and much more!

SCHOOL CLOTHES

We expect students to come to school dressed in proper attire for school activities. Clothing should fit, be neat and clean, and conform to standards of decency. We do not permit clothing with improper language or images, sagging or low-cut pants, low cut necklines, tube tops, halter tops, backless blouses or blouses with only ties in the back, clothing constructed of see-through materials, head covering such as scarves or bandanas, unless required for religious or medical reasons. Athletic shoes or shoes with rubber soles are necessary for physical education classes and active recess play. For safety reasons, students will not be allowed to climb on playground equipment unless they are wearing athletic shoes.

STUDENT PROGRESS REPORTS

The school year is divided into four nine-week grading periods. Near the end of the first quarter, your child's teacher will schedule a conference with you to discuss your child's progress. Shortly after each grading period, you will receive a printed progress report. Your child's teacher will also send an interim report midway through each quarter.

e-NOTIFY

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

STUDENT SAFETY/REPORTING ABUSE

The responsibility to protect students is shared by the 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.

TRIPS/FAMILY VACATIONS

We encourage family trips during scheduled school vacations and extended weekends. We strongly discourage such trips during the school year because these extended absences interrupt sequential learning in many subject areas. 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.

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. It is our hope that these procedures will eliminate unauthorized persons from being in the school where the safety of children is of prime importance. 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 teacher 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 Back to School Event, with your child's teacher, or contact the school office or a PTA officer to participate. 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!