



Keene Mill Elementary School

6310 Bardu Ave
Springfield, VA 22152

Attendance Line
703-644-4747

Health Room
703-644-4710

Main Office Line
703-644-4700

Website
www.fcps.edu/KeeneMillES

**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 www.fcps.edu/cal.htm. It includes holidays, breaks, grading periods, and early release dates. Information about days missed and make-up days are also available.

- Find the latest news via:
- FCPS 24-7 Parent View
 - KMES Thursday Folder
 - Principal's Newsletter via Keep in Touch email
 - Attend Back-to-School Night - 9/12 for K-3 and 9/21 for 4-6 @6:00 pm
 - Teacher Conferences
 - Volunteer at school

Notes from Keene Mill ES

Each year, FCPS produces a *Handbook* for its FCPS families. It contains valuable information you may need throughout the year, including calendars, services and special programs, the instructional program, and information about starting school. 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 2011-12 school year.

The information in this attachment is current as of August 2011. For the most up-to-date information, visit our school website at <http://www.fcps.edu/KeeneMillES>.

Keene Mill Elementary School

ATTENDANCE

Monday
9:10 AM--1:20 PM

Tuesday-Friday
9:10 AM--3:50 PM

Early—8:50 a.m.
Keene Mill ES staff will supervise students starting at 8:50 a.m. To keep our students safe, please plan their arrival at school no earlier than 8:50 a.m.

On Time—9:10 a.m.
School starts promptly at 9:10 a.m. Students should be in their seats by this bell.

Absent or Tardy—9:11 a.m.
If your child is either going to be absent for the entire day or late for any reason, call the school attendance line at 703-644-4747 before 9:00 a.m. The attendance line is available 24 hours a day for your message. If the school does not receive a call from a parent, the absence will be considered unexcused.

Excused Absence and Tardy-Illness of the student, death in the family, doctor or dentist appointment, extreme inclement weather and observance of a religious holiday.

Unexcused Absence and Tardy- Family trip, child care situation, oversleeping, nonschool-related activity, traffic or missed bus.

Release of Students During the Day- Keene Mill ES will excuse a student during the day for valid reasons. Parents should send a written request to the teacher when your child must leave early. Parents 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.

Emergency Contact Information
Your emergency contact information is very important. The information is vital to us and to you. 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 can input, access, and update your child's emergency care information via the FCPS program, WeCare@school, which is

available through the Parent View account for parents and guardians of FCPS 24-7. It is fast, easy, and safe. The paper version is also available.

HEALTH ROOM INFORMATION

When to Keep your Child Home
Students with symptoms such as rashes, watery and inflamed eyes, fever, sore throat, vomiting or diarrhea should stay home until a doctor evaluates their symptoms and determines whether or not they are contagious. 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
Our clinic seeks to control and manage student exposure to contagious diseases. 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. Anyone picking up your child must show identification.

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

- Medication Guidelines**
- **A parent or guardian must bring the medication to and from school. Students may not bring these to or 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. 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.

KEEP IN TOUCH

A weekly newsletter from the principal, emergency updates, and low balance alerts on lunch accounts will be emailed to parents and guardians via Keep in Touch (KIT). To become a subscriber:

1. Go to <http://www.fcps.edu/kit/> and click the **Keep in Touch Plus** button.
2. Click the **Join Now** button.
3. Read the Terms of Use. Click both the agreement box and the consent box. Enter the text as shown. Click **Proceed to Step 2**.
4. Create your account by entering your information. Fields marked with the red asterisk are required. Note: If you opt to receive text messages (SMS), you may incur charges from your wireless service provider for each message received. Click **Proceed to Step 3**.
5. Select your notifications by clicking the announcements you want to receive and/or the schools you want to receive information from in your subscription. Click **Save Changes**.
6. You will receive an e-mail asking you to confirm your subscription. Check the primary e-mail account you provided in your registration for the confirmation e-mail. Open the message, and click the **Activate FCPS Account** link to complete the registration process. Note: You will not receive subscription messages until the primary e-mail provided has been confirmed. **You may update or cancel your subscription information at any time.**

FOOD SERVICE

2011 -12 Prices	Students	Adults
Breakfast	\$1.50	\$1.95
Elementary Lunches	\$2.65	\$3.65
Milk	\$0.60	\$0.60
A Second Entrée with Lunch	\$1.75	

You may pay for your child's lunch by either sending in cash or a check made payable to Keene Mill Elementary School Food Services. Please include your child's name and teacher name on the memo line on the check. You may also pay online by going to www.myLunchMoney.com. There is a convenience fee of \$1.95 per transaction to use this service.

FCPS provides free or reduced meals to students in need of assistance to help meet

their nutritional needs. 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.

A la carte snacks are available to supplement student lunches. Students must have a school lunch or home lunch to purchase an a la carte item. We strongly encourage healthy lunches and snacks. **Students are not allowed to bring fast food, carbonated soft drinks, and glass bottles.** Outside food is discouraged for food safety and sanitation concerns.

Birthday Treats

Parents who want to provide a class treat should notify their child's classroom teacher in advance. This is very important for the monitoring of food allergies. **Treats should be single portion finger foods that do not require adult assistance.** You may also check with our food service manager for catered birthday treats for your child's classroom. There are several items available at a small cost per child. Please deliver treats to the office by 9:30 a.m. or to the class at lunchtime.

TRANSPORTATION

Bus Riders

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 or child care provider at the bus stop. The child will be returned to school if no one is there to meet him/her.

Kiss and Ride

(8:50-9:10 a.m./3:45-3:55 p.m.)

Use the Kiss and Ride traffic pattern and only drop your child off in the designated area. 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. Do not pass other cars in the line.

Changes in Transportation

If a change is required in your child's normal transportation routine, we must receive a written note from the parent or guardian. If a child is going home with another student, **we must have a written note** from both the parent of the child going to visit and the parent of the child being visited. **Buses cannot accommodate extra passengers.**

YOUR CHILD

Discipline - We expect students to respect the rights and privileges of others and accept responsibility for their own actions and the consequences of their behavior. The FCPS

discipline code is presented in Regulation 2610 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. 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.

Parties – Room parents and your child's teacher make the arrangements for the class parties, which are limited to two per year. Room parents may request a one-time donation from families to help defray costs.

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.

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. Tennis shoes or shoes with rubber soles are necessary for physical education classes and active recess play.

Student Progress Reports – The school year is divided into four nine-week grading periods. At 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.

Visitors and Security- All parents and guests are required to stop in at the main office to sign in and receive a badge.

Volunteers – Keene Mill ES welcomes parents and community members to volunteer at school. You may sign up at Back-to School Night, with your child's teacher, or contact the school office or a PTA officer to participate.

PTA

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