



Kemp Mill Elementary School

411 Sisson Street, Silver Spring, Maryland 20902
301.649.8046



2017-2018 Parent Handbook

Dr. Bernard X. James, Sr., Principal
Ms. Martha Stevens, Assistant Principal

Our Vision Statement

Within our rich and culturally diverse Kemp Mill community, we work in unity to develop critical, collaborative, and creative thinkers who are prepared for future success and lifelong learning.

Our Mission Statement

Kemp Mill ES provides quality education for every student and is committed to developing critical, collaborative, and creative thinkers in all academic and social/emotional areas by:

- Embracing diversity and promoting bi-literacy through an effective Dual Language program in Spanish and English.
- Targeting our instructional practices through data analysis and differentiation.
- Creating structures and processes that promote collaboration among all stakeholders.
- Engaging and challenging students using a rigorous curriculum and educational technology.

Welcome Back to a New School Year!

To all of our families who are returning for a new school year, Welcome Back! We are so excited to get started on a new year of learning and growing.

Welcome to Our New Kemp Mill Families!

If you are new to Kemp Mill, we offer you a big, warm welcome! We are a very special place and we are happy that you are part of the Kemp Mill Family.

Our School Goal:

We will be engaged in rich professional development activities, coaching, and modeling during the 2017-2018 school year that will provide all instructional staff and paraprofessionals with best practices in executing and assessing rigorous, responsive differentiation of instruction, independent application of skills and strategies, and effective feedback that will result in the increase of student proficiency at each grade level by at least 10% in Math and Reading on the MAP-R, MAP-M, and mClass.

What's in This Packet?

- Important Dates
- NEW School Hour Information
- First Day Procedures
- Information About Lunch
- Before and After Care Information
- Bus Routes and Schedules
- Special Kemp Mill Nametag
- List of School Supplies
- Attendance and Discipline
- Illness/Medications

Important Dates:

- **OPEN HOUSE**
Thursday, August 31st, 5:30-6:30pm
- **FIRST DAY OF SCHOOL**
Tuesday, September 5th
- **BACK TO SCHOOL NIGHT**
Tuesday, September 12th, 5:30-7:00 PM

Who Do I Call With Questions?

You can always call us here at the office with any question that you have.

301-649-8046

Welcome New Staff Members!

Adam Howard, *5th Grade Teacher*
 Andrea Gesumaria, *ESOL Teacher*
 Andrea Oliver, *ESOL Teacher*
 Andy Kang, *2nd Grade Teacher*
 Carmen Gonzalez, *PE Teacher*
 Fanny Ballard, *Counselor*
 Hillary Reiss, *.5 SPED Teacher*
 Joseph Malusky, *3rd Grade Teacher*
 Lissette Vale Acevedo, *4th Grade Teacher*
 Margarita Bird-Buendia, *3rd Grade Teacher*
 Nicole Vaquerano, *Speech Pathologist*
 Xabiel Ayala, *2nd Grade Teacher*
 Yasmin Perkins, *Math Content Coach*

DATES TO REMEMBER:

- **OPEN HOUSE:** Thursday, August 31st, from 5:30pm until 6:30pm. Don't miss this important day for you and your child to meet this year's teachers and visit the classroom. This is a great chance for students, teachers, and parents to make connection before the year starts.
- **FIRST DAY OF SCHOOL:** Tuesday, September 5th - Please read the special section on "*First Day Procedures*".
- **BACK TO SCHOOL NIGHT:** Tuesday, September 12th, 5:30-7:00 pm

Our annual Back to School Night schedule is as follows:

5:30 – 5:45	Meet the Principal and Staff
5:55 – 6:25	First Classroom Session
6:30 – 7:00	Second Classroom Session

We provide two sessions so that parents with more than one teacher to visit have an opportunity to visit with those teachers.

SCHOOL HOURS for Head Start, Kindergarten, and Grades 1 through 5:

- **9:10 a.m. – Students Enter School and Classrooms and Breakfast Begins:** Breakfast is served to all students at no cost every day. Students eat their breakfast, unpack, organize themselves, and begin morning work.
- **9:25 a.m. – Classroom Instruction Officially Begins:** *Please make sure your children arrive at school at 9:10am*, so they benefit from the same relaxed and organized morning as their classmates and have an opportunity to enjoy breakfast and be ready to learn at 9:25am.
- **3:50 p.m. – All Students Are Dismissed:** Please make sure that you pick up your child by 3:50pm, as there is no one available to supervise students after this time.
- **Pre-Kindergarten Hours:** AM Session 9:25-11:55 a.m. PM Session 1:20-3:50 p.m.
- **Early dismissal time for all students except Pre K is 1:10pm**
- **Pre-K and Head Start students do not start school until the 2nd week of September.** Your child's teacher will contact you to set up a home visit and go over all the details of our Pre-K Program.

FIRST DAY PROCEDURES:

- **Fill Out the Special Nametag:** Included in this packet is a special Kemp Mill nametag. Please fill it out, cut it out, and either pin it to your child's shirt or send it in their backpack. This helps us know exactly who everyone is and how they are getting home.
- **Let Them Ride the Bus:** If your child will be riding a bus to school, we ask that you please let them ride the bus on the very first day. You may follow in your car if you'd like! The best way for us to know which bus to put your child on in the afternoon is by taking note of which bus they came on in the morning. It also helps them understand where to get off the bus in the afternoon.
- **Normal Arrival Procedures:** We will have extra staff members out front with class lists and they will help students find their classrooms on the first day. Aside from this extra guidance and support, our arrival procedure on the first day will be the same as normal.

Kemp Mill's Website has lots of good information all the time! Check us out at:

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

CAR-RIDER PROCEDURES:

If you drive your child to school, please make sure that you enter the parking lot and proceed through the student drop-off loop. A staff member will be there to greet students as they get out of their car and ensure that they get safely on their way, while you proceed through the loop and exit the parking lot. **Please remember that the student drop-off/pick-up area is not an area where you should park.** Please do not drop your children off on Sisson Street, as we cannot ensure their safety. If you need to accompany your child into the building, we ask that you park in our parking lot in one of the marked spaces or on the street, and hold your child's hand as you walk him/her to the sidewalk. Likewise, in the afternoon, we ask that you use the drop-off loop to pick up your children if you are remaining with your car. If you want to come into the building, please park your car in one of the marked spaces or on the street – **please do not leave your car parked in the drop-off loop and come in the building.** We appreciate your assistance in keeping our students safe as they arrive at and depart from school each day.

BEFORE AND AFTER CARE AT KEMP MILL:

We are pleased to announce that the YMCA will provide before and after care at Kemp Mills Elementary this fall. The program focuses on character development and helping children reach their fullest potential. They offer homework assistance and clubs such as Lego Robotics, Theater, Etiquette, Sports and S.T.E.M. Programs. The YMCA offers a structured before & after school program that serves children 5 – 12 yrs of age. Additionally, they offer tuition assistance for those who qualify. Please contact Meena Suri for additional information or to register at 301-585-2124.

NAME TAG:

Please send the name tag with your child on the First Day of School! It can be found on this packet.

SCHOOL SUPPLY LIST:

Students are encouraged to bring individual organizational tools and personal supplies to school. This list of school supplies are also found in this packet and on our school web site.

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

ABSENCES & TARDIES:

Daily, consistent attendance at school is essential to academic success. **We urge students and parents to make school a priority and schedule doctor's appointments around the school calendar. Please be especially mindful of the state and county testing schedule. Those dates will be published early in the school year.** If your child is ill or otherwise unable to attend school, he or she is **required** to bring a note from you explaining the reason for the absence. If your child is going to be absent, **please call Mrs. Barrios, the attendance secretary**, to let her know about the absence as soon as possible. Mrs. Barrios will frequently call home to check on a student's absence if you have not notified us. Children who attend school are expected to be well enough to participate in all activities, including outdoor recess and **field trips**. If your child is absent you will receive an automated call informing you of the absence. If you believe this is an error, please call Mrs. Barrios the following school day. Children should always be on time for school. **Students who arrive after 9:25 a.m. are expected to sign in at the office with their parents or guardians present and get a late pass.** Tardiness, on a regular basis, is disruptive and detrimental to your child's success.

BUS SCHEDULES:

Bus routes and schedules are included in this packet. As always, we urge you to arrange for younger children to be accompanied by an adult to and from the bus stop. It is also highly advisable that you pin or hang a card on your young child, indicating his/her name, address, telephone number, bus route color, and bus stop for the first few weeks of school. Young children frequently forget their bus color and often do not know their addresses, especially if they become apprehensive. Bus drivers do not have this information. **Students may not ride buses other than the bus to which they are assigned.** Non-bus students (walkers) are not permitted to ride the buses.

DISMISSAL PROCEDURES:

School is dismissed at 3:50 p.m. Students **may not** remain on school property unsupervised at any time. If your children participates in an after-school activity that begins at any time other than 3:50 p.m., they must go home and return at the proper time. There is no supervision for students after dismissal. Students **may not change their own dismissal plan without parental permission**. If there are any changes to your child's regular p.m. schedule, please have all arrangements made before the start of the school day and if it is necessary to change your child's dismissal schedule or for your child to be picked up by someone other than a parent, the school must receive written permission from the parent.

In a special circumstance, a student who normally walks must ride a bus, or vice versa, the student must bring in a note from the parents to be signed by a member of the administration or classroom teacher. If an emergency should arise during the day which changes the dismissal plan for your child, please call the school as soon as possible, but no later than 3:00 p.m., to ensure adequate notice for your child. Please review with your child that he/she is never to leave school during the day without permission from the office and the teacher.

LUNCH:

Our cafeteria serves lunch each day.

Families who meet certain federal income standards are **eligible for free or reduced price meal benefits**. The Applications for the Federal Free and Reduced Meals Program will be sent home to all families the first week of school. If your child was part of this program last year, he or she can continue during the first weeks of school. However, **you must re-apply each year**. If you have questions, please call the school office.

For the 2017-2018 school year, school lunches will cost \$2.55 (reduced price is 40¢). Milk is 60¢. Menus are sent home prior to the first day of each month. Hot lunches are served daily with alternate choices available. A menu for the first week of school can be found in this packet. Guidelines and application forms for free and reduced meals will be sent home during the first week of school. **Students who were on the free/reduced program last year will remain on it through the month of September.** In order to remain on the free/reduced lunch program, a **new application needs to be submitted for each household every year. Applications will be sent home the first week of school for all students.**

We use the computerized lunch payment program called SNAP (Student Nutrition Accountability Program). Parents are able to send money to put into an account for students to debit. Each student has a four-digit PIN number to use when purchasing lunch. PIN numbers are ready for use the first day of school. A SNAP Prepayment form is attached for your use in this packet. Parents are encouraged to pay for lunches in advance by putting money into their child's personal account. These payments are most easily and safely made by check, although cash is always acceptable, and should be brought or sent to our Cafeteria Manager. Reminders will be sent home when a student's balance starts to get low. When a child's account is at zero, we will not be able to advance credit in payment for lunches. If this occurs, students will receive a cheese sandwich and a carton of milk, the cost of which must be repaid to the school. Parents will be notified when this occurs. Please consider making initial deposits into your child's cafeteria account during the Sneak Peek on August 26. Your child will receive the August/September lunch menu on the first day of school. It is extremely important that you and your child review the menu to decide if your child will order lunch on a given day.

DISCIPLINE POLICY:

Children are expected to conduct themselves in such a manner that they and their classmates will gain the most from their school experience. School provides many opportunities for children to develop respect for others and the ability to work, learn, and live together in harmony. Behavior and discipline are shared responsibilities of the home and the school. A cooperative and supportive partnership benefits students best and leads to the best type of discipline: self-discipline. School disciplinary measures range from student-teacher conferences to suspension. Each case is handled on an individual basis in accordance with county school board policy. Kemp Mill's Discipline Policy will be distributed at Back to School Night.

CELL PHONES, TOYS and ELECTRONIC DEVICES:

According to MCPS policy and regulations, elementary school students are not permitted to bring or use a cellular phone at school without permission from the principal. Parents who believe that their child requires a phone at school must submit their request in writing to Dr. James. The request should state the reason the child requires a cell phone. If permission is granted, the phone must be given every day to Ms. Barrios and can only be used during non-school hours. Unauthorized cell phone use will result in the confiscation of the phone and parent notification. Phones will be returned to students at dismissal.

Students are not permitted to bring toys or sports equipment from home to school unless expressly granted permission by the administrators or his/her classroom teacher.

Students are not permitted to bring iPods or other hand-held recreational devices to school at any time.

Thank you in advance for your cooperation and observance of these policies.

VISITOR'S POLICY:

You are welcome to visit the school at any time. The front door to the school is now kept locked during school hours. Please press the big red button on the wall and we will buzz you in. Then come on in the office and get a visitor pass.

When entering the building, ALL visitors MUST report to the office to sign in and receive an identification badge.

Parents are encouraged to visit the school to volunteer and parents may observe their children's classrooms. It is best to arrange a visit ahead of time by calling your child's teacher, the assistant principal, or the principal beforehand, since the class may be having a test or be out on a field trip. While visiting, please remember that an observation visit is not the time to talk to teachers. If you wish to discuss a matter with your child's teacher, please make a separate conference date.

BIRTHDAYS:

Classroom birthday celebrations will not be permitted to occur during school hours. Student birthdays are recognized during our morning announcements. The same day the student's birthday is announced, the student is invited to come to the office to get a small birthday token such as a pencil, eraser, etc. Thank you for your cooperation and understanding.

ILLNESS/MEDICATIONS:

A child who is ill is routinely sent to the School Health Room. The school nurse or school health technician will assess the child, contact the parent or guardian, and send the child home, if necessary. Any child with an elevated temperature of 100 degrees or above is sent home. It is recommended that your child be free from fever for 24 hours before returning to school. It is likely that at some point during the school year your child will have a medication prescribed for the treatment of a health problem. As a general policy, the school recommends that children receive medication at home whenever possible. In the event your physician decides your child needs to receive medication during the school day, certain procedures must be followed. For more information, contact the School Health Room.

Sunday Night Phone Message — Every Sunday night at 6:00, starting on September 3rd, you will get a phone call and an email from Dr. James explaining what is going on at the school during the coming week. If you don't get the call and email, please call the office so we can check our contact information.

Send this card with your child on the First Day of School!



If you have more than one child, please call the office and we'll send you some more nametags!



Please

- fill out this card
- cut it out

Send it

- in your child's backpack
- or safety pin it to their shirt



I go to Kemp Mill Elementary School.

My name is _____.

My address is _____.

This is how I get home:

- _____ I ride the _____ bus. (Please write the color in the blank.)
- _____ Someone picks me up after school.
- _____ I go to aftercare here at Kemp Mill.
- _____ I walk home by myself.
- _____ I walk home with my brother/sister/cousin.

Here are ALL the phone numbers for my parents:

Home _____

Cell _____ Cell _____

Work _____ Work _____

Arrival Routes Report

Arrival / Llegada
 Pick up from home
 Recoger de la Casa
 Page: 1

Route: 3209 - KEMP MILL ES - RED/ROJO

First Stop Time: 8:55 A.M.

<u>Seq</u>	<u>Stop Description</u>
1	2217 GEORGIAN WAY
9:20 A.M.	KEMP MILL ES 411 SISSON ST, SILVER SPRING, MD 20902 805 - REGULAR SCHOOL

Route: 3216 - KEMP MILL ES - PINK/ROSADO

First Stop Time: 8:55 A.M.

<u>Seq</u>	<u>Stop Description</u>
1	2121 SHOREFIELD RD 20902
9:20 A.M.	KEMP MILL ES 411 SISSON ST, SILVER SPRING, MD 20902 805 - REGULAR SCHOOL

Route: 3501 - KEMP MILL ES - YELLOW/AMARILLO

First Stop Time: 8:59 A.M.

<u>Seq</u>	<u>Stop Description</u>
1	SHOREFIELD RD AND EAGLEWOOD CT - NORTH SIDE
2	GEORGIA AVE AND JONES LA (GLEN CONDOMINIUMS) - RSO
9:16 A.M.	KEMP MILL ES 411 SISSON ST, SILVER SPRING, MD 20902 805 - REGULAR SCHOOL
9:20 A.M.	KEMP MILL ES 411 SISSON ST, SILVER SPRING, MD 20902 805 - AM PRE-K 9.25-11.55

Route: 3503 - KEMP MILL ES - GREEN/VERDE

First Stop Time: 8:54 A.M.

<u>Seq</u>	<u>Stop Description</u>
1	2217 GEORGIAN WOODS PL
9:20 A.M.	KEMP MILL ES 411 SISSON ST, SILVER SPRING, MD 20902 805 - REGULAR SCHOOL

Route: 3507 - KEMP MILL ES - BLUE/AZUL

First Stop Time: 8:55 A.M.

<u>Seq</u>	<u>Stop Description</u>
1	2217 GEORGIAN WAY
9:20 A.M.	KEMP MILL ES 411 SISSON ST, SILVER SPRING, MD 20902 805 - REGULAR SCHOOL

Route: 3509 - KEMP MILL ES - BROWN/CAFE

First Stop Time: 8:46 A.M.

<u>Seq</u>	<u>Stop Description</u>
1	KEMP MILL FOREST DR AND RAVENWOOD CT
2	STONINGTON RD AND VIEWCREST TER
3	BROOKHAVEN DR AND CLEMENT LA
4	2213 BLUERIDGE AVE 20902
5	AMHERST AVE AND ELKIN ST
6	NAIRN RD AND HERMITAGE AVE
7	2212 HERMITAGE AVE
8	HERMITAGE AVE AT WHEATON LIBRARY
9	ARCOLA AVE AND OREBAUGH AVE
10	MONTICELLO AVE AND HOLBORN ST- SSL DAYCARE
11	KERSEY RD AND FULHAM ST
9:20 A.M.	KEMP MILL ES 411 SISSON ST, SILVER SPRING, MD 20902 805 - REGULAR SCHOOL

Route: 3513 - KEMP MILL ES - ORANGE/ANARANJADO

Arrival Routes Report

First Stop Time: 9:00 A.M.

<u>Seq</u>	<u>Stop Description</u>
1	ARCOLA AVE AND KENBROOK DR
2	1131 UNIVERSITY BLV W 20902 - WARWICK TOWERS
3	REEDIE DR AND WESTCHESTER DR
4	10921 INWOOD AVE 20902
5	1200 UNIVERSITY BLVD W (NORTHWOOD PRES CCC) NPCCC - (301-593-1196)
9:20 A.M.	KEMP MILL ES 411 SISSON ST, SILVER SPRING, MD 20902 805 - REGULAR SCHOOL

Route: 3514 - KEMP MILL ES - PURPLE/MORADO

First Stop Time: 8:55 A.M.

<u>Seq</u>	<u>Stop Description</u>
1	2217 GEORGIAN WAY
9:20 A.M.	KEMP MILL ES 411 SISSON ST, SILVER SPRING, MD 20902 805 - REGULAR SCHOOL

Departure / Salida
Drop off at home
Dejada en la casa
Page: 1

07/13/2017 11:14 AM

MONTGOMERY COUNTY PUBLIC SCHOOLS

Departure Routes Report

Route: 3209 - KEMP MILL ES PM - RED/ROJO

<u>Seq</u>		<u>Stop Description</u>
	3:57 P.M.	KEMP MILL ES 411 SISSON ST, SILVER SPRING, MD 20902
1		805 - REGULAR SCHOOL 2217 GEORGIAN WAY

Route: 3216 - KEMP MILL ES PM - PINK/ROSADO

<u>Seq</u>		<u>Stop Description</u>
	3:57 P.M.	KEMP MILL ES 411 SISSON ST, SILVER SPRING, MD 20902
1		805 - REGULAR SCHOOL 2121 SHOREFIELD RD 20902

Route: 3501 - KEMP MILL ES PM - YELLOW/AMARILLO

<u>Seq</u>		<u>Stop Description</u>
	3:57 P.M.	KEMP MILL ES 411 SISSON ST, SILVER SPRING, MD 20902
	3:57 P.M.	805 - REGULAR SCHOOL
1		KEMP MILL ES 411 SISSON ST, SILVER SPRING, MD 20902
2		805 - PM PRE-K 1.20-3.50 SHOREFIELD RD AND EAGLEWOOD CT - NORTH SIDE GEORGIA AVE AND JONES LA (GLEN CONDOMINIUMS) - RSO

Route: 3503 - KEMP MILL ES PM - GREEN/VERDE

<u>Seq</u>		<u>Stop Description</u>
	3:57 P.M.	KEMP MILL ES 411 SISSON ST, SILVER SPRING, MD 20902
1		805 - REGULAR SCHOOL 2217 GEORGIAN WOODS PL

Route: 3507 - KEMP MILL ES PM - BLUE/AZUL

<u>Seq</u>		<u>Stop Description</u>
	3:57 P.M.	KEMP MILL ES 411 SISSON ST, SILVER SPRING, MD 20902
1		805 - REGULAR SCHOOL 2217 GEORGIAN WAY

Route: 3509 - KEMP MILL ES PM - BROWN/CAFE

<u>Seq</u>		<u>Stop Description</u>
	3:57 P.M.	KEMP MILL ES 411 SISSON ST, SILVER SPRING, MD 20902
1		805 - REGULAR SCHOOL
2		KERSEY RD AND FULHAM ST
3		MONTICELLO AVE AND HOLBORN ST- SSL DAYCARE
4		NAIRN RD AND HERMITAGE AVE
5		2212 HERMITAGE AVE
6		HERMITAGE AVE AT WHEATON LIBRARY
7		ARCOLA AVE AND OREBAUGH AVE
8		KEMP MILL FOREST DR AND RAVENWOOD CT
9		STONINGTON RD AND VIEWCREST TER BROOKHAVEN DR AND CLEMENT LA

Route: 3513 - KEMP MILL ES PM - ORANGE/ANARANJADO

<u>Seq</u>		<u>Stop Description</u>
	3:57 P.M.	KEMP MILL ES 411 SISSON ST, SILVER SPRING, MD 20902
	3:57 P.M.	805 - REGULAR SCHOOL
1		KEMP MILL ES 411 SISSON ST, SILVER SPRING, MD 20902
2		805 - PM PRE-K 1.20-3.50
3		ARCOLA AVE AND KENBROOK DR 1131 UNIVERSITY BLV W 20902 - WARWICK TOWERS REEDIE DR AND WESTCHESTER DR

Departure Routes Report

4 10921 INWOOD AVE 20902
5 1200 UNIVERSITY BLVD W (NORTHWOOD PRES CCC)
NPCCC - (301-593-1196)

Route: 3514 - KEMP MILL ES PM - PURPLE/MORADO

<u>Seq</u>	<u>Stop Description</u>
4:12 P.M.	KEMP MILL ES 411 SISSON ST, SILVER SPRING, MD 20902
1	805 - REGULAR SCHOOL 2217 GEORGIAN WAY



Kemp Mill Elementary School

**Individual Student Organizational Tools and Personal Supplies
2017 - 2018**

Students are encouraged to bring the following individual organizational tools and personal supplies to school.

Kindergarten	Grade 1	Grade 2
<ul style="list-style-type: none"> ➤ We recommend that the following supplies be available at home to complete homework (crayons, glue sticks, pencils, scissors) 	<ul style="list-style-type: none"> ➤ Crayons ➤ Glue ➤ Composition Books 	<ul style="list-style-type: none"> ➤ We recommend that the following supplies be available at home to complete homework (crayons, glue sticks, pencils, scissors) ➤ Pocket Folders for the classroom
<p>Grades 3-5</p>		
<p>Crayons (Grades 3 and 4 only) Glue Sticks Loose-leaf Notebook Paper Pencil Box or Zipper Pouch Pencils, #2 Composition Books Pocket Folders Binder (White - 1 inch recommended) Colored Pencils (recommended for Grade 5)</p>		
<p>The following items would be welcomed <u>donations</u> but are not required:</p> <ul style="list-style-type: none"> ➤ Disinfectant Wipes ➤ Facial Tissues ➤ Hand sanitizer ➤ Paper Towels ➤ Storage Bags (Gallon-sized) 		