

Kensington Parkwood ES

Family Handbook



Where Every Child SOARs

Vision

It is our vision to have Kensington Parkwood students grow to be: Independent, culturally responsive, reflective, risk-taking, collaborative, and problem solving members of the community.

Mission

KP strives to create a safe, inclusive and data driven community that collaborates, builds positive relationships, and learns together in an enriching environment.

Purpose for this Handbook

The intent of the KP Family Handbook is to serve as a critical source of information in support of the Instructional Leadership Team-created Vision and Mission. It is imperative that we all adhere to the policies and procedures contained in this handbook. Your adherence to the MCPS and KP policies and procedures is foundational to offering every child a rigorous instructional program and the ability to reach their academic, social and emotional potential.

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Attendance

Parents are asked to telephone the school prior to 9:15 a.m. when a child is absent for any reason. We have an answering machine, so you can leave your child's name, teacher, and the reason for the absence. You can also send an email to Gladys_E_Solis-munoz@mcpsmd.org. The child must bring a note from home upon his/her return. Parents should keep children at home when illness is suspected, a communicable disease has been diagnosed or lice nits have been found. After five consecutive days of absence, a physician's note is required.

Absence Policy

- AM absent, if they arrive more than 2 hours late
- PM absent, if they leave more than 2 hours early
- If they are absent for more than any 2 hours during the school day, it's considered a ½ day absence
- If they are present for less than 2 hours of the entire school day, it's considered a full day absence

Birthday Celebrations

Students receive a special acknowledgment on KPTV and are invited to come to the office for a pencil.

Parents may send in *nonedible items* that can be distributed to all of their classmates for birthday celebrations.

Bus Information

Bus information for the upcoming school year can be found [here](#) and our website. Please read carefully both the letters from the Division of Transportation and the routes for Kensington Parkwood Elementary. We will continue to use color to identify the route numbers as identified on the attachment. Families should also be aware that road construction, poor weather conditions, shortage of drivers, and accidents can impact the arrival of buses. School buses experience the same traffic delays as the rest of us – sometimes even more since bus drivers tend to be more cautious than the average commuter.

Bus Drop-Off

According to the Department of Transportation, bus operators will let **all** children off at the bus stop, including kindergarten and first grade students, even if there is no adult there to greet the child. It is important to develop an emergency plan and review that plan with your child. When the bus pulls up and many students get off, there is no one-to-one matching of students to parents. Please understand that safe student transportation is a joint responsibility. Please remind your child to look for you before leaving the bus.

To ensure your child's safe return from school on the bus, please meet him/her at the bus stop. We stress the importance of a parent or other responsible adult being at the stop to receive the child or make other arrangements for your child to get from the stop to home safely. In the event you or your designee are running late or are otherwise unable to get to the bus stop, you should call the school early enough to have your child held at the school for pick-up rather than put on the bus. Families are encouraged to keep the school's phone number in their cell phone (or with them) so you can make such a call easily.

We look forward to a safe and successful school year.

Cell Phones, Smart Watches, Tablets – “Personal Mobile Devices”

Please be aware of the new MCPS policy [Revised Personal Mobile Device Policy in Place for MCPS Students](#). These devices may NOT be used during school hours; not during lunch, recess, transitions, or for

instructional purposes. Therefore, these devices will have to be left at your own risk in a backpack or cubby.

Communication

Our website is a great resource: [Welcome to Kensington Parkwood ES](#)

The Kensington Parkwood PTA publishes an electronic newsletter. This will be sent to your email address monthly. Additional school communication from your child's teacher and/or administration will also be sent electronically weekly using Synergy [ParentVUE](#) and Remind App. Each grade level team will have a consistent form of weekly communication.

Please make sure you have access to ParentVUE on a web browser and/or mobile device app. Please also make sure your email address(es) and phone number(s) are up-to-date in ParentVUE as this is how communication happens. [Here](#) is a parent/guardian/family guide to ParentVUE.

Contacting Teachers

In order to maximize instructional time, teachers will only be available to speak by telephone before or after the student day. Calls for teachers should be made between 8:45–9:05 a.m. and 4:00–4:15 p.m. In addition, teacher email addresses may be found on the [school website](#). We will do our best to return all phone or email messages within 24 hours.

Dismissal

Kindergarten and First Grade students will continue to be walked out to the "Car Rider" entrance of the school on the lower level. Other students will be dismissed from their classrooms on a staggered basis and will be allowed to leave the building independently. Please make specific plans with your child(ren) on where they will be met if you or another adult are walking them home (show them the step or tree or other meeting location.) The KPPTA started an effort last year to reduce car emission and asked for families to not sit idle in their cars. We will continue to support this effort. **Be patient and prepare for crowds and congestion in the first few days of the school year.**

Drop off/Pickup procedures for Walkers, Bicyclists and Carpoolers.

Walkers and drivers share the lower entrance to the school. To improve traffic congestion and safety at this entrance, we strongly encourage all students who are not designated bus riders to WALK to school. Below are

guidelines you are asked to follow. Please share this information with anyone who drops off and/or picks up your child.

If you drive to school, you may park in a lined space or on a neighborhood street and walk to the lower entrance of the school to drop-off or pick up your child. Alternatively, you may use the drop off lane, the lane closest to the curb. Police do monitor this intersection.

Entering and Exiting the Lower Parking Lot

- When exiting the school driveway on Franklin Street, drivers are restricted to **right turns only** between the hours of 8am and 4pm on school days.
- Left turns into the school driveway from Franklin Street are not permitted between the hours of 8 am and 4 pm on school days.
- Please be mindful of the students and parents walking through the crosswalk at the entrance of the parking lot.

Drive-Through Lane

- Please pull up as far as you can and always move forward to close any gaps.
- While waiting on the carpool line, please do not block the crosswalk.
- Please remain with your vehicle! Do not park in the drop off lane!
- Once you have dropped-off or picked-up your child safely, please pull out of the lane promptly so that other cars can move forward.

Walkers and Bicyclists

- Bicyclists should wear a helmet while riding.
- The safest place to cross is with the crossing guard at the intersection of Franklin and Saul.
- Please use this intersection when crossing the street to school.
- Bicyclists are asked to walk their bicycles once they are on school property.
- **Kindergarten and First Grade Parents** – For the first week of school, please have your child wear a name tag (provided at the end of this document if you choose or attach one to their backpack. The name tag should include your child's name, teacher's name, child's address, daytime telephone number, bus number/color and after school arrangements.

- **Kindergarten Students** – Kindergarten students will be escorted to their classrooms by adult staff until our student patrols begin their assignments.
- **All Students**
 - Students are expected to arrive between 9:10 and 9:20. Upon arrival, students should line up outside of their classroom.
 - Students arriving after 9:25 are considered late and must go to the office for a pass.
- Dismissal will begin at 3:50 p.m. If a student's plans require a change from their normal dismissal (play date, child care changes), all changes must be made in writing to the school. Please state your child's name, the name of the individual they should be dismissed with, and your signature. In the event of last minute changes to a student's dismissal plans, please call the main office prior to 12:00 p.m. **DO NOT EMAIL TEACHERS WITH SAME DAY DISMISSAL CHANGES–PLEASE CONTACT THE OFFICE.** We ask that you also call the school to confirm receipt. Staff does not always have the opportunity to read email during the student day. Any adults who come to school to pick up a child will be asked to show documentation to verify identification and ensure student safety.
- Kindergarten and first grade teachers bring their students to the lower entrance and wait with them until each student has been picked up by a parent, responsible adult or older sibling.
- If you come to pick up your child before dismissal, you will need to wait for them to be called and meet them in the main office foyer.

Health Room

- Health Room Technician – Ms. Mary Wilkinson
- Over-The-Counter Medications are NOT allowed to be brought to school by students
- Any medicine should be brought to the health room for storage and to be administered by our Nurse or Health technician. [MCPS Form 525-13](#)
- Updated Lice policy – [JPB-RB, Head Lice \(Pediculosis Capitis\)](#)

Lost and Found

- Located at the bottom of the stairs closest to the APR (All Purpose Room where students eat lunch)

- All items are donated at Winter Break, Spring Break and end of the school year

Lunch (and Breakfast) from the Cafeteria

Meals are offered daily in our cafeteria. A variety of items are offered to meet each student’s needs and preferences. School breakfast is \$1.30 and lunch is \$2.55. Any family that qualifies for reduced meal price will be free. The new application for this school year is linked [here](#) for your convenience. You must reapply every year. Click [here](#) for an English video tutorial. Vea [aquí un vídeo](#) paso a paso en español sobre cómo completar la solicitud de FARMS.

Meals are not served on a credit basis. You can set up an account and deposit money using the [My School Bucks](#) system. It’s a good idea to set this up even if you plan to send your child to school with lunch from home in case of losing a lunchbox or other related emergency.

Does your child require a special meal plan related to a medical condition or food allergy? You must complete the Special Dietary Needs Form and email it to DFNSOffice@mcpsmd.org. You can access the form [here](#).

Open House

TBA

Patrols

Report Card (and Interims) Distribution Dates

Dates can be found in the table below. We grade on a standards-based system as per MCPS. This allows students multiple and varied opportunities in which to demonstrate their mastery of common core standards. Report Cards and Interims are posted to [ParentVUE](#), so please make sure you have access on a web browser and/or mobile device app. Please also make sure your email address(es) and phone number(s) are up-to-date in ParentVUE as this is how communication happens. [Here](#) is a parent/guardian/family guide to ParentVUE.

	Interim MP1	Report Card MP1	Interim MP2	Report Card MP2	Interim MP3	Report Card MP3	Interim MP4	Report Card MP4
End of Marking Period		11/1/24		1/28/25		3/28/25		6/13/25
Report Available in	10/4/24	11/11/24	12/20/24	2/4/25	3/7/25	4/4/25	5/16/25	6/24/25

School Hours

First Day of school is August 26, 2024

School Hours	9:25am - 3:50pm
Teacher Hours	8:45am - 4:15pm
Students May Enter Building	9:10am
Morning Announcements*	9:25am
Dismissal	3:50pm
Early Dismissal (lunch is served)	1:20pm
Delayed Opening (lunch is served)	11:15am

School Supplies

Students will not be asked to pay for or provide textbooks, supplementary readers (such as anthologies, atlases, or workbooks), most materials of instruction, audiovisual aids, stationery, or items not commonly found in the home and required for the student to demonstrate mastery of course objectives, or building or office materials needed to operate schools. Students may be asked to pay for materials of instruction that primarily fit into three categories as follows:

- Items eaten by the student as a part of the course (example: bread baking ingredients).
- Component parts of a product that will become student property (example: sculpting clay).
- Materials of instruction or items of personal use that become the property of the student (example: recorder).

Students are still expected to bring individual organizational tools and personal supplies from home. In addition, there are student fees which are not course-related but local school decisions made by the principal in collaboration with the school and parent leadership. These may include

fees for class snacks, special grade-level assemblies, etc. There also may be fees related to field trips, but these will be shared each time there is a trip and not in advance as a school fee.

We are committed to providing all students, regardless of their economic circumstances, with full access to the instructional program. If you need assistance for any requested expense, or with providing the organizational tools and personal supplies, please contact your child's teacher, our counselor, our Assistant Principal, or Principal.

Parent donations of items that enhance the classroom experience are still welcomed, either as donations from individual parents or organized by class parents or by the PTA. They are not required donations and no student will be expected to provide these items, but if you care to contribute, it will be greatly appreciated.

Staff Updates

We are happy to welcome new staff to the Kensington Parkwood team. We also have staff who have changed positions or grade levels. You can find the full Staff Directory [here](#).

Staff Member	Position
Maribeth Harrington(new)	Autism Teacher
Diana Gail Gallardo (new)	Autism Teacher
Merna Fam	Reading Specialist
Allie Berdini	Kindergarten
Kelli Jadali	1st Grade
Andrew Walker	1st Grade
Susan Iciek	2nd Grade

Visitors/Volunteers

Your child's safety is our priority. When you come to visit or pick up your child please talk clearly into the intercom at the front door so that you can be heard by the front office staff. Remain in the foyer to wait for your child and sign them out.

When there is a planned visit to the school, all visitors must enter the building through the main entrance. All repeat visitors and volunteers must complete required training and provide updated vaccination information. [Volunteer – Montgomery County Public Schools, MD](#). This training certification is valid for 3 years.

Please help us keep all students in our school safe by following these important procedures! Classroom visits must be scheduled with the teacher. Thank you for your consideration ☺.