

## Fairfax County Public Schools 2023- 2024



### **Fox Mill Elementary School**

2611 Viking Drive  
Herndon, VA 20171

### **Attendance Line**

703-262-2727

### **Clinic**

703-262-2710

### **Direct Line**

703-262-2700

### **Website**

<https://foxmilles.fcps.edu/>

### **Welcome to Fox Mill Elementary!**

We are looking forward to a wonderful school year. The information provided in this newsletter provides valuable information you may need throughout the year.

The Fox Mill school staff is excited to be a part of your child's academic career and to partner with you as we educate your child. Please let us know if we can be of additional support to you and your family.

Brian Moose, Principal

Anice Denton, Assistant Principal



### **School Hours**

#### **Fox Mill School Hours**

#### **Students:**

Monday – Friday, 8:45 a.m. – 3:30 p.m.  
Students may enter the building at 8:30 a.m.

#### **Office:**

Monday – Friday: 7:45 a.m. – 4:15 p.m.

### **Attendance**

#### **Absent or Tardy—Tell Us by 8:45 a.m.**

If your child is going to be absent or tardy, please contact us by calling the attendance line at 703.262.2727. You may also fill out the attendance form on the Fox Mill home page.

Please be sure to leave your child's name, teacher's name, the date, the reason for the absence or tardy and the symptoms your child has if they are ill.

A child coming to school after 8:45 should report to the office with a parent where he/she will receive a tardy pass in order to enter the classroom.

### **Arrival to School**

Fox Mill will supervise students starting at 8:30 a.m. To keep our students safe, walkers and car riders should arrive no earlier than 8:30 a.m. Students will proceed to their classrooms at 8:30 am. Staff is positioned in the hallways to assist. If arriving after 8:45 am, late students will need to check in with a parent in the front office.

### **Transportation**

#### **Bus Riders**

Fairfax County Public Schools (FCPS) provides daily bus service to elementary students living in excess of one mile from Fox Mill. Bus transportation does not include pupil placed students or students attending the Immersion program. While on the bus, students are expected to follow school and county expectations for behavior. Additional information can be found in the Student Rights and Responsibilities guide (regulation 2601) as well as in regulation 8617. Bus riders should follow these guidelines:

- Arrive at the bus stop five to ten minutes before scheduled pickup time
- Refrain from crossing or playing on private property
- Cooperate with the safety patrols and obey the bus drivers
- Remain seated and talk quietly after boarding the bus
- Remain seated until the bus comes to a complete stop

#### **Kiss & Ride**

The Kiss & Ride area has several important features:

- Adult supervision is provided by a school staff member, normally assisted by student safety patrols.
- The area is clearly designated and marked with signs.
- Private vehicle traffic can move faster and safer since the vehicles are not in the same driveway as school buses. Drivers are spared the frustration of waiting while up to 80 students exit each bus.



### Keeping Children Safe

In order to ensure the safety of all children, the following rules need to be observed. If all drivers cooperate, the adult supervision, with the assistance of the safety patrols, will be able to provide an efficient and safe transfer of children.

- Load and discharge children only in the Kiss & Ride area.
- Pull your car as far forward as possible before stopping to load or discharge children. Five or six cars can transfer students at the same time. Watch for directions for the supervisor.
- Load and discharge children from the passenger side of the car only, so they will not have to cross the driveway in front of traffic.
- Remain in the driver's seat. Safety patrols will assist with car doors.
- Keep goodbyes brief; other drivers will be waiting behind you to discharge children.
- Exit the Kiss & Ride promptly after loading or discharging children. When picking up children, pull into the Kiss & Ride area and wait in your car. Do not park in the parking lot or at the side of the street and call to children.

### Walkers and Bike Riders:

Walkers and bike riders are encouraged to use the sidewalks and crosswalks. Students should walk directly to school and home.

### Changes in Transportation

Changes in transportation called into the office during the day result in confusion for children, which impacts their safety. If you must make changes to your child's transportation, do so by sending a note to the teacher with your child that morning. If your child is going to another child's house, both children must have a note from their parent. Only *emergency* changes will be

accepted by phone. Parents requesting changes to transportation by phone for their child are asked to call the office before 2:00 p.m.

**Students will not be dismissed between 3:00-3:30 p.m.** If you arrive during this time, you will be asked to wait in the lobby until classes are dismissed.

### Lunch Information

Monthly school menus are available <http://fcps.nutrislice.com/>. Your classroom teacher will let you know the specific lunch schedules.

### Purchasing Food from the Cafeteria

To pay for meals, parents may:

- Use MySchoolBucks: <https://www.myschoolbucks.com/ver2/login/getmain?requestAction=home>
- Send a check payable to Fox Mill Food Services with your child's name and teacher
- Deposit cash at the cafeteria manager's office, or students may pay cash daily

**Lunch (prices subject to change)** Students may bring lunch from home or purchase lunch in the cafeteria. Student breakfast is available for \$1.75 and lunch costs \$3.25 and includes an entrée, milk, and 2 side items. Milk costs \$ 0.60 if purchased separately. If you send in money, please place the money in an envelope and include your child's name, teacher, and grade. If you come in to have lunch with your child, the cost of an adult lunch is \$4.50. If you have any questions regarding lunch accounts, please contact our cafeteria manager, Mrs. Yon Kim at 703-262-2721.

### Birthday Treats

Please talk with your child's teacher regarding birthday treats. A small class treat may be provided. Please be sure to

- Notify your child's teacher in advance. They know of food allergies.
- Choose single-portion foods that do not require adult help to cut or distribute. Packaged snacks, cookies, and cupcake are excellent choices.

### Health Room Information

Our health room works to control and manage exposure to contagious diseases.

### Medication

**Children may not bring medication to school; it must be brought to the health room by a parent with the appropriate forms.** Prescription medication must be accompanied by an authorization form signed by the doctor. New medication forms must be provided at the beginning of every school year.

Teresa Knowlan, our health room aide is available if you have any questions and will be available to accept medication at the Open House. If your child must take medication during the school day, please contact the school health room to pick up the necessary forms. You can also find the Medical Authorization Forms and Inhaler Authorization forms at <http://www.fcps.edu/it/forms/se63.pdf>.

### Visitors

Visitors are welcome at Fox Mill Elementary School. Please prearrange a visit with the classroom teacher. All visitors must have a photo ID to enter the school. Please note that between the hours of 7:45 a.m. and 4:15 p.m. all parents and visitors must enter through the front doors of the school, sign in at the front office, and pick up a visitor pass to wear while in the building.

### Volunteers

Fox Mill enjoys the support of an extensive volunteer program. Typically, volunteers work with students, assist in the library, help with art projects, perform clerical jobs, prepare instructional materials, or work on Parent Teacher Association (PTA) projects. Volunteer information will be available at Back-to-School-Night. Your child's teacher and/or the PTA will have additional information. In order to maintain the integrity of instruction, younger siblings may not come in to volunteer during the school day.

August 2023

*The information in this attachment is current as of the publication date. Visit <https://foxmilles.fcps.edu/> for the most up-to-date information.*

