

# Important Information for Pioneer Families

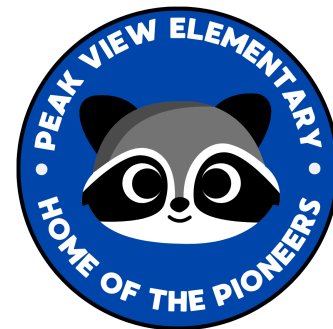
## Peak View Elementary School

641 Lawyer Road

Penn Laird, VA 22846

Phone: (540) 289-7510

Website: [pkves.rockingham.k12.va.us](http://pkves.rockingham.k12.va.us)



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### Attendance

- **Students are expected in school daily from 8:15 am-3:00 pm.** Please limit tardies and early dismissals to appointments and special circumstances.
- After 8:15, parents must park and walk students inside to sign them in.
- Attendance is a high priority at PKVES. Parents of students missing 15 or more days of school will have an attendance meeting with an administrator.
- Further, parents must communicate all absences within three days by emailing [pkvesattendance@rockingham.k12.va.us](mailto:pkvesattendance@rockingham.k12.va.us) or calling the school. Absences without communication from the parents are considered unexcused.
- Parents of students with five or more unexcused absences will be asked to participate in an attendance improvement meeting.

### Morning Drop Off

- Students may not be dropped off before 8:00am.
- Buses begin arriving at 8:00am.
- Drop off line runs from 8:00-8:15am.
- Please use the drop off line in the front of the building or park in the lower lot to walk students into school.
- Leave the visitor spaces open for those with deliveries, school business or other special circumstances.

### Afternoon Pick-up

- Buses are dismissed at 3:00pm
- Pick up line runs from 2:55-3:15pm
- Students being picked up are dismissed through the front office doors, please do not sign them out from the office.

### Pick Up/Drop Off Procedures

- Please use the drop off line in the mornings. Enter from Lawyer Road and follow the line around to the front of the building. A staff member will unload your child, please have them ready!
- Please be sure to pull up as far as possible to the car in front of you. This helps lessen the amount of congestion.
- Park in the bottom lot and walk up if you would like to walk your child to the doors. The front spots are for short term visitors and parents unloading items.
- Pick up through the pick up line only please. No office dismissals except if early dismissal is needed.
- Please do NOT pass other cars to leave early in the pick-up/drop off line.

### Buses

If a student plans to ride the bus home with another student, please follow this procedure:

- Both students must bring a note from a parent/guardian, or if a change needs to occur the day of, please call the office or email [pkvesattendance@rockingham.k12.va.us](mailto:pkvesattendance@rockingham.k12.va.us) **before 1pm.**
- If there is space on the requested bus, a bus note will be provided to each student.

# Important Information for Pioneer Families

## **Transportation Changes**

All transportation changes must be communicated to the office by phone or email as early in the day as possible.

**Please do not make changes after 1 pm** as bus notes will have already been prepared for the day.

Email [pkvesattendance@rockingham.k12.va.us](mailto:pkvesattendance@rockingham.k12.va.us) or call the office at 540-289-7510.

## **Breakfast and Lunch**

- Breakfast fee for students is \$1.50 while the lunch fee for students is \$2.50.
- For students that pack lunch, please make sure they can open items themselves. No sodas please.
- Parents are welcome to join students for lunch. Please let the teacher know prior to the start of the day if an adult lunch is needed. Lunch counts are submitted by 8:30am. Adult lunches are \$4.75.
- Paper copies of the menu are sent home monthly and also posted on our website.
- Free and reduced lunch forms are available in the front office.

## **Communication**

- Office staff can be reached by emailing [pkvesattendance@rockingham.k12.va.us](mailto:pkvesattendance@rockingham.k12.va.us). This email is closely monitored during the day and is a good way to request transportation changes, ask questions, and report absences.
- Please check with your child's teacher for the best way to get in touch with them outside of school hours.
- The office is staffed daily from 7:30am-4:30pm.

## **Safety Information**

- All schools are expected to remain locked at all times. To ensure this, all exterior entrances are checked at multiple points throughout the day.
- Staff wear identification badges.
- Throughout the school year safety drills are conducted for fire (10), earthquake (1), tornado (1) and lockdown (4).



## **Nurse Information**

- All health care plans for medical conditions (asthma, seizures, anaphylactic reactions, diabetes, etc.) must be updated at the beginning of every school year.
- All prescription and over the counter medications including cough drops must be brought to school by a parent or guardian and an authorization for administration of medication form completed. Prescription medication must be in the original container with proper pharmacy labeling. Over the counter medications need to be new and unopened.
- Students experiencing fever, vomiting, and diarrhea must be symptom free for 24 hours without the use of symptom relieving medication such as Tylenol, Ibuprofen, Pepto Bismol etc. before returning to school.

## **Procedures for Visitors**

Peak View welcomes visitors as classroom helpers, tutors, lunch guests, special event guests/helps, and more. All visitors must sign in at the office and state the purpose of the visit. Visitors will be given a pass that they must wear while in the building. Please contact teachers ahead of time for classroom visits.

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<p><b><u>PowerSchool</u></b></p> <ul style="list-style-type: none"><li>• Attendance, grades, and lunch balance information is available to parents in PowerSchool. Report cards are also available in PowerSchool.</li><li>• Sign up for your child's account using information received at the beginning of the year or by calling the main office.</li></ul>	<p><b><u>Specials</u></b></p> <p>Each day students will have one of four different "specials" classes: PE (2x per week), art, music, and library. Please make sure your child is dressed and ready for an active day by wearing tennis shoes and clothes they can play in. Keeping library books in your child's book bag will ensure they always have their books with them on library day.</p>
<p><b><u>Social Media</u></b></p> <p>Our school is active on Facebook. Please follow along for important information and school updates.</p> <div> Facebook: Peak View Elementary</div> <div> Instagram: peak_view_elementary</div>	<p><b><u>Lunch Menu, Calendars, Student Handbook and more!</u></b></p> <p>Check out the PKVES website at: <a href="http://pkves.rockingham.k12.va.us">pkves.rockingham.k12.va.us</a></p> 