

**PEAK VIEW
ELEMENTARY
SCHOOL
2017-2018**

“Growth is never by mere chance; it is the result of forces working together.”

It is the policy of Rockingham County School Board to comply with all applicable state and federal laws regarding nondiscrimination in employment and educational programs and services. The Rockingham County Public Schools will not discriminate on the basis of race, religion, gender, national origin, disability economic status, or age as to employment or educational programs and activities.

PEAK VIEW ELEMENTARY SCHOOL
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WELCOME TO OUR SCHOOL

Dear Students and Parents,

Welcome to the 2017-2018 school year at Peak View Elementary School. We are excited to begin a new academic year and look forward to a continued strong partnership between home and school. We are again looking forward to partnering with parents, community members and business partners in educating the students in our community.

Please be reminded that the school day begins at **8:20am** and ends at **3:00pm**. It is key to every child's success that he or she be present daily in order to achieve his or her personal best.

We continue to move towards digital conversion and blending technology with instruction to enhance learning. As we move to a digital friendly world, you can expect all communications to come home either through email, text or school messenger. With that said, we still encourage you to call if you have questions or concerns, and visit the classroom as much as possible. The PKVES staff wants to partner with you in offering our students the best education possible. We continue to strive for excellence, and we welcome your partnership in education.

Sincerely,

Marcy Williams
Principal

History of Peak View Elementary School

Peak View Elementary School was created in 2001 to form an elementary school which would house students from the old Keezletown Elementary School.

Peak View Elementary School building was started in the spring of 2000 and completed in the summer of 2001. Then in 2008, Peak View's attendance area was redistricted to include approximately 125 new students from the southside of Port Republic Rd and approximately 20 students near Cross Keys Rd. That same year PKVES sent approximately 300 students from various communities to Cub Run Elementary School as part of the redistricting plan.

Peak View Elementary consists of forty-four classrooms, library, administrative offices, guidance, kitchen, gym, and cafeteria lunch room and newly created Makers Space for children's engineering activities and hands on learning. Peak View Elementary School is comprised of students enrolled in Pre-Kindergarten through Fifth Grade.

There is a playground area equipped with playground equipment, jogging track, and open space. This was constructed in the summer of 2001 by the Playground Committee. The playground area was re-surfaced and a drainage area was added during the 2005-2006 school year as a joint effort of the school and PTA. In 2007, a swing set was added to the playground area. In the winter of 2010 a handicapped accessible swing set was placed in the eastside courtyard. Bryce Kirby, a former PKVES student, constructed a Gaga Ball pen for our playground as an Eagle Scout project in the fall of 2011. In 2014, PKVES opened a "Maker's Space" for children's engineering lessons. With the support of the PKVES PTA and businesses partnerships with Bob Wade Autoworld and Merck & Co. we were able to add 25 bicycles to our PE department and purchase a 3-D printer. In 2017, the PTA purchased a sound system that is being used in our Music and P.E. Departments.

School Philosophy/Mission Statement

Peak View Elementary School recognizes that children are different; they learn in different ways and at different rates and times.

Since education is a process of continuous development, it is our challenge to provide appropriate learning experiences that will enable our students to develop not only academic skills, but also the ability to think critically, exercise self-discipline, assume responsibility, and display good citizenship.

The staff of Peak View Elementary School is excited about education and is constantly learning and growing. We believe in a positive and nurturing environment. We accept the responsibility to teach ALL our students so that they can obtain their maximum educational potential. We encourage learning through independent thinking, personal expression and respect for each other. In order to carry out our educational mission, we need the commitment of our parents and community.

We invite parents to make suggestions regarding the school program. Your ideas will help us as we try to help this school meet the needs of the children in our community.

Organization and Administrative Staff

Administration

| | |
|----------------------|----------------|
| Principal | Marcy Williams |
| Asst. Principal | Barbara Palmer |
| Secretary/Bookkeeper | Terri Michael |
| Secretary | Jenise Crouch |
| Secretary | Lisa Carter |

Pre K (4 yr. Olds)

Megan Rexrode
Dianne McDonaldson(assist)

Third Grade

Jenny Turner
Marty Judd
Rebecca Thomas

Kindergarten

Melanie Estes-Dean
Katie Cimini
Terri Smith
Amanda Sauder

Fourth Grade

Lindsey Johnson
Wendy Scott
Christen Showker

First Grade

Kate Campbell
Kam Shull
Charity Thomas

Fifth Grade

Gayle Comb
Kristin King
Kevin Kirk
Megan Young

Second Grade

Amy Fulk
Chelsea Heishman
Brooke Simmers
Michael Wampole

Specialty Staff:

Librarian
Library Secretary
Speech
Reading Specialist
Reading Specialist
TLC Assistant
P.E.
P.E.
Challenge
Resource
Assistant
Assistant
Assistant
Assistant
Resource
Music
Art
ELL
ELL
Guidance
Computer Lab Asst.
Testing Coordinator
School Nurse

Mary Harter
Amanda Liskey
Ashley McLellan
Jackie Imbrescia
Sylvia Helmuth
Lynne Pankey
Jessica Lam
Rachel Lewis
Nikki Gardner
Sheila Johnson
Joe Ford
Rebecca Levinson
Roberta Keppel
Brandi Shifflett
Sarah Wimer
Betsy Hulvey
Christopher Michael
Abby Wampler
Zsuzsa Fox
Ry Wilson
Jackie Stenson
Lillian Dix/Zsuzsa Fox
Claudia Andes

Part Time Assistants

Emily Duncan
Frances Shifflett
Diane Bayer
Joy Clymer
Madeline Milam
Trisha Hunter
Sara Herbst

Custodians:

Mickey Dearing
Michael Ryman
Patsy Smith
Brian Whetzel

Bus Drivers:

Harold Baugher
Kasandra Barker
Todd Hummel
Ben Prichard
William Staton
Jeff Huffman
Michael Blackburn

Cafeteria Staff:

Samantha Powell
Kathy Armentrout
Gena Dove
Linda Cooper

Cafeteria Monitors:

Eddie Martinez
Jo King
Jenavieve Snuffin

CURRICULUM

Peak View Elementary School includes grades Pre-K through 5th. The core curriculum at Peak View consists of reading and language arts, math, science and social studies. Instruction is guided by the Rockingham County Public Schools curriculum and the Virginia Department of Education Standards of Learning.

Special Education Program - Special Education Programs exists to provide specialized instruction to identified children whose needs indicate a modification of the regular classroom program. The special education programs are offered in the least restrictive environment. A free and appropriate public education is provided for disabled persons ages 2 -21, who live in Rockingham County. A Local Advisory Committee advises the county schools on the needs of special education in Rockingham County. Members of the Local Advisory Committee are available to assist those seeking information concerning special education.

Student Study Committee – This committee receives referrals for children who may need special assistance academically, socially, and/or emotionally. The function of this committee is to suggest materials and methods of teaching to the classroom teachers as well as recommend further screening if necessary. The committee consists of an administrator, a special education teacher and the referring classroom teacher. A county social worker and school psychologist assist this committee. Parents are always invited to attend Student Study meeting involving their child.

Speech Therapy – The speech therapist is a resource person whose job is the diagnosis and treatment of communication disorders. Any person may make a referral to the speech therapist if they suspect that a child is having difficulty with speech production.

The Learning Connection (TLC)

Reading specialists run our two reading intervention programs at PKVES. Reading specialist are locally funded and known as TLC(The Learning Connection). Our reading specialists work collaboratively with the classroom teacher to identify students who need additional reading instruction. The reading specialists also provide prescriptive options to teachers for dealing with particular reading problems. The primary duties of the reading specialists are assessing and instructing students with reading difficulties, along with resourcing classroom teachers.

Music Program – Music is an important part of the school curriculum. Music instruction develops specific skills, attitudes and values and encourages divergent thinking. As students create, perform and reflect, they develop problem solving skills and higher order thinking skills, which expand the learner’s capacity to know, to value, to appreciate and to make educated judgments. Instruction in music provides students with the ability to more clearly appreciate and interpret the world around them. Through participation in the study of music, every student has the opportunity to acquire an integrated education, aesthetic values and techniques that will enable the student to be a life-long learner. In addition to teaching music, the teacher is a resource for classroom teachers. The music teacher is responsible for school musical programs during which the students can perform for their parents and the community.

Art Program – The mission of the visual arts program in Rockingham County is to provide a high quality, balanced, sequential program of instruction in art. The intent is to emphasize the integration of art as a specialized area of instruction; visual arts are an inseparable

part of our students' education. As students imagine, create and reflect, they develop problem-solving and critical thinking skills, which expand the learners' capacities to know, to value, to appreciate and to make educated judgments about works of art.

ELL- We are fortunate to live among a diverse population. The ELL (English Language Learners) or ESL (English as a Second Language) program at PKVES serves culturally and linguistically diverse students whose native language is not English or have another language mainly spoken at home.

The objective of the program is to provide students with the English and academic skills they need to be successful, active participants in school and in the community.

Library Media Center - Our primary goal is to create a welcome and fun environment and to instill a life time love of reading and learning . We also strive to empower users to be critical thinkers, enthusiastic readers, skillful researchers and ethical users of information. The Library Media Center is open daily from 8:00– 3:10. Each student visits the library and is provided with learning activities that help to promote and strengthen understanding of the Virginia Standards of Learning. Each class is scheduled a weekly visit to the library for instruction from the librarian. In addition, there are scheduled and open checkout times weekly. Students who are absent or forget their book on a “library day” are encouraged to exchange their library books in the morning of the next day they attend school.

Open check-out times: Daily: **8:00– 8:25 am**

Students are allowed to check out no more than **two items** at a time from the library. We ask that families work with your child to reinforce being a responsible library patron who regularly returns books on time. Books are checked out for a **two week loan period**. Younger students are encouraged to return their book(s) more often.

Overdue Policy- Students are notified on a bi-weekly basis of any overdue items. If an item becomes one month or more overdue or two or more items are overdue at the same time, families will be contacted by the librarian and students may not be allowed to check out further books until the overdue ones are returned or payment is made towards replacements.

Library Helpers- Selected fourth and fifth grade students become library helpers. To be considered for this volunteer job, a student must be recommended by a teacher and have permission from a parent or guardian. Some of the jobs library helpers perform are: to assist with book returns, organizing and shelving of materials, maintenance of materials, and to help other patrons with locating materials of need and interest.

Physical Education – The PK-5 Physical Education program at Peak View Elementary School is comprised of a wide variety of movement and social experiences. These are presented on a continuum progressing from simple to complex. As the skills are acquired, they are applied in individual, partner, small group and large group activities and games. The PK-5 program includes experiences in the following areas: movement exploration, game skills, rhythms, physical fitness, wellness and lifetime activities.

Guidance & Counseling Program - The school counselor works with students, parents, and school personnel to aid students in becoming responsible and good citizens of our school and of the community. The goal of the guidance program is to help students grow in acceptance of themselves and others, decision making ability and interpersonal skills. The services provided by the guidance counselor are complementary and supportive of the efforts of parents, teachers, administrators and other school support personnel. The Rockingham County School Board has endorsed the “Character Counts” curriculum. The purpose of the curriculum is to provide a solid foundation for character development. The curriculum includes six pillars of character development: trustworthiness, respect, responsibility, fairness, caring and citizenship.

Bullying- Peak View has a **zero tolerance policy on bullying**. Bullying is behavior that is on purpose, repeated over time, and involves an imbalance of power. The four most common ways are **Physical, Verbal, Emotional/Friendship, and Cyberbullying**. Physical bullying is when another person’s actions hurt your body. Verbal bullying is when another person uses words to hurt your feelings. Emotional/Friendship Bullying is when another person uses words or actions to manipulate/hurt your friendship. It can also be when someone uses your friendship as leverage or threatens to take it away. Cyberbullying is intentional repeated harmful behavior using any kind of technology. If your child feels like they are being bullied, it is important to bring it to the attention of a teacher, counselor, or administrator as soon as possible. **Mr. Wilson, school’s guidance counselor is the Bullying Prevention Coordinator**. It is important that all students are treated equally and fairly. The claims will be investigated thoroughly and swiftly. Whatever end of the bullying that your child is on, we will do our best to respect the privacy and wishes of the families involved. Our goal is to provide resolution between students whenever possible and make our school a safe environment for learning.

Challenge Program - Rockingham County Public Schools subscribes to the philosophy that intellectually gifted students (those of very superior and superior intellectual ability) possess abilities that differ from those of their peers to such a degree that they require intentional and differentiated educational services beyond the general curriculum to meet their educational needs. Without a program of services that differs from what is available in the regular educational program, the superior abilities of many intellectually gifted students will remain undeveloped or underdeveloped. There is a distinction between students who demonstrate qualities of being gifted, and those who are high achievers and advanced learners. The RCPS Local Plan for the Education of the Gifted is intended to address the needs of gifted students (some of whom may also be high achievers and/or advanced learners). Students who demonstrate qualities of being high achievers and advanced learners, but who do not exhibit qualities of giftedness, as much as possible should not be identified for the Challenge Program. Their needs for differentiation should be met by the regular classroom educational program and advanced course selection in the secondary years. In the elementary school years, formal identification for the Challenge Program begins with an eligibility process for students who have been referred in the spring of second grade, with direct services provided for identified students in 3rd-5th grades (45-60 minutes per week). Students in grades 3-5 are also offered an optional after school enrichment program that includes up to 8 sessions per year. Teachers in grades K-5 complete screening checklists at the end of the first nine-weeks grading period to determine which students may be demonstrating qualities of giftedness and/or those who are high achievers/advanced learners. Students in grades 3-5 (who were not found eligible in 2nd grade) can be referred for the eligibility process in November/December. Younger students in grades 1-2 are served informally as individuals or in small groups. Integrated “STEM” education and Children’s Engineering forms the basis for the elementary Challenge Program.

Computer/Technology - Peak View Elementary School has three computer labs, each furnished with a student set of MAC computers. Two labs house both a black and white printer as well as a color printer. Grade PreK - 5 visit the lab twice a week, with occasional extra time reserved upon teacher request. In addition to the computer labs, Peak View has three carts of iPad mini's available for classroom use as well as one set of MacBook Airs which are available for classes to check out. Each grade level also has a small set of iPads or iPods for teachers to use as part of instruction, small group activities, or centers. Technology is used regularly for instruction in the classroom and in the labs with a variety of activities which support the acquisition of the State SOL's.

School Nurse – We have a full-time school nurse. She will be in our school to serve as a resource person to school personnel, students and their families. Emphasis is on helping students to maintain or improve their physical and emotional well-being, thereby preventing health problems.

Retaking SOL Assessments -(IKH-4/16)- The Board of Education will provide opportunities for students who meet criteria adopted by that Board to have an expedited retake of a SOL test. Students in grades 3-8 who meet the criteria will be offered the opportunity to retake a failed SOL test during the same administration.

STUDENT POLICIES AND INFORMATION

We all have the responsibility and duty to display and enforce appropriate behavior to make our school a safe and pleasant place in which to learn.

1. Everyone at Peak View shares in the responsibility of keeping our school clean, attractive and in good repair.
2. Appropriate behavior is encouraged and expected in the hallways, cafeteria, library, classrooms, playground and on the bus.
3. For individuals' safety, everyone must walk within the school building and on walkways when entering and leaving the building.
4. Throwing objects, pushing and physical roughness are dangerous and unacceptable.
5. Weapons of any kind are not permitted on school property.
6. **Toys and trend items are not to be brought to school. This includes Fidget Spinners.**
7. Chewing gum is not permitted at school.
8. Rooms may elect to have two (2) parties during the year.
9. Students are not to regularly consume commercial restaurant foods while in the cafeteria area prior to, or during lunch periods. This does not preclude students from bringing packed lunches. Students are not to receive food from others during meal periods (exception-parents for their own children).
10. Book bags with wheels are not recommended in grades PreK, Kindergarten and First grade.
*Additional classroom rules are posted in each room.

Attendance- (ATTENTION RCPS HAS IMPLEMENTED AN ATTENDANCE POLICY REGARDING EXCUSED/UNEXCUSED ABSENCES. cross-reference RCPS HANDBOOK Policy JED). PKVES instructional day begins at 8:20am. It is very important that your child be in class by this time each morning. Tardies are not counted against those who arrive at school late due to bus problems.

Children are expected to attend school unless emergencies arise or they are ill. If a student must be absent from school, a parent or guardian needs to telephone their child's school prior to the day of the absence and state the reason for their child's absence. If your child is ill, please call the school by 9:00 explaining the absence. If word has not been received from the home concerning the absence, the school will make every attempt to contact the parent or guardian of each absent student by phone at their home and/or their place of employment. A documented attempt will be made to contact the parent if a student is absent without administrative approval or knowledge. Whether or not contact with a parent or guardian is able to be made by the school in order to verify the absence, the student must present a note to the school secretary upon his or her return to school. Failure to provide a note, even for an excused absence communicated over the phone from the parent or guardian, within 3 days of an absence will result in the absence being coded as "unexcused." The parents or guardians of students with more than **10 absences** of any type will be sent an attendance letter and will be invited to speak with the administration. Excessive absences due to illness could require a doctor's note. Family vacations, not to exceed 5 school days, should be presented to the administration at least a week prior to the trip*. You will be expected to complete a vacation contract. The administration will consider each request in determining if the absence may be excused. Per Virginia Code, if a student has five unexcused or unverified absences in a school year, an attendance improvement plan must be put into effect. At the elementary level, the administration has the discretion to excuse absences. Please be reminded that attendance records are part of a child's cumulative file. Attendance history will be reviewed when considering each individual student's case. We ask that families, especially those with children in grades 3-5, refrain from scheduling vacations during the SOL testing window. May 1- May 31. Absences during this time could be marked unexcused. Students in the primary grades also take part in local assessments during this same time frame

Morning Drop-Off in Front of School- The loop in front of the school is a state-maintained road. Posted rules are to be followed at all times. Speed limit is enforced at all times. For no reason should a car pass another car. Cars are not to park in the upper loop at anytime. The upper loop is to drop off your child at 8:00 AM. The two lower front lots are for parking and then walking your child into the school. At no time, may a child walk across the front loop without a parent accompanying him/her. Parents must sign-in and take a red ticket (main hallway) before they walk their child to the classroom. Students that are walked into school, may be walked to the classroom door. Parents of Prek, K and 1 students are encouraged to say goodbye to their child at the classroom door. Grades 2-5 students can walk themselves to their classroom unaccompanied. If a parent is staying for a longer period of time, they must sign-in at the office.

Tardies/Visitors/Early Dismissal/Bus Changes-

1. Tardy students need to check-in via the office computer to obtain a pass which must be presented to classroom teacher. The tardy bell rings at **8:20 AM**.
2. All persons visiting school grounds must stop by the office to sign-in via the office computer to obtain a photo pass which must be worn while in the building. Before leaving the building, parents need to sign out via the computer.
3. Students being dismissed early must be signed out by a parent or guardian, via the computer.
4. Please be aware that the instructional day ends at 3:00pm. If your child needs to be picked up early from school for an appointment, please send a note with him/her that day to school. It interrupts all students' instruction when we have to call into the classroom for children to be release unexpectedly. Please plan ahead, and send a note for early dismissals as to minimize interruptions.

5. NO AFTERNOON TRANSPORTATION CHANGE REQUESTS WILL BE ACCEPTED AFTER 1:00 pm ON THE DAY OF THE REQUESTED CHANGE.
6. Anyone wishing to get off at another bus stop, other than their regularly scheduled stop, must have written permission from their parents, and approval from the office. A parental note from each child involved in a transportation change is required, when children are going home with a friend, or having a friend come home with him/her.

Bike Riding/Walking Policy- Students are not allowed to ride bikes or walk to Peak View Elementary School for safety reasons.

Field Trip Procedures- Field trips provide students a wonderful opportunity to learn “outside of the school setting”. When leaving the school grounds it is very important that we keep our students safe. We often need parents help in chaperoning field trips and each grade level and trip specifies the amount of help needed. Please keep in mind that a field trip is a continuation of learning and there will be follow up instruction upon returning to school. Parents that chaperone field trips are there to supervise in a similar role as the classroom teacher. Therefore chaperones should adhere to the following guidelines:

- Follow the RCPS dress code (refer to parent handbook).
- Please do not use a cell phone unless there is an emergency. Remember you are there to interact with the children. **For no reason, may you take a picture of another child unless you have that child’s parent’s permission.**
- Assist teacher as asked with lunches and coolers.
- As a chaperone, you will be required to remain with your class or group for the entire trip.
- As a chaperone, please make sure your group of students maintains proper behavior. Any severe problems should be referred to the teacher.
- No smoking or use of other tobacco products is permitted. No use of alcohol is permitted.
- All chaperones must be 21 years or older.
- Only parents and guardians are allowed to be chaperones unless otherwise approved by the principal.
- **Pictures taken on field trips or school events should not be posted on social networking sites as this is a violation of our students’ and families’ privacy.**
- **All chaperones must sign the Field Trip Rules Form before going on the trip.**
- Parents chaperoning the trip will only be able to transport their child home if written permission from the administrator is secured, one day in advance of the trip. Please speak with the teacher prior to making this request with the administration. There will be follow up instruction occurring, therefore we ask that you allow your child to return to school on the bus, unless the field trip is scheduled to return to school at 2:30pm or later in the school day.

Facebook/Social Networking- Posting of school information and pictures on social networking sites is a violation of our students’ and families’ privacy. We respectfully ask that you be careful about sharing photographs of other students from school events, field trips, etc. on social media websites to protect the privacy of our students and families.

Electronic Devices/ipods, DS, etc. - Personal electronic devices (ipods, DS, etc.) will be permitted on the school bus only. Earphones have to be used whenever using any electronic device. Students must not have electronic devices in the classrooms or at recess. These devices must stay in the book-bags during the school day. The school cannot, in any way, be responsible for the loss, theft or

damage of such devices. Please understand that you are bringing these items to school at your own risk and administrators will not receive nor investigate situations involving theft or loss of such devices. Pagers, beepers, cell phones and other communication devices are strictly prohibited in the school building during school hours by students. The use of any electronic devices on field trips/athletic trips is determined by the event's school sponsor/chaperone. The use of cameras without prior approval of the principal is prohibited.

Bus Stops- PK- 2 grade students need to have a responsible adult at the bus stop. Students in these grades will not be released from the bus without the presence or visual confirmation of a parent or guardian. Students will be returned to school if not met at the bus stop. If somebody other than a parent or guardian meets your child at the bus stop, we must have a form on file with his/her contact information. These forms are available upon request in the office.

Lost and Found- Lost and found items will be maintained for a limited time. Please check the school office for items that have been misplaced or lost. Items of greater value that have been found are kept in the office. Lost and found items will be taken to the Salvation Army periodically.

Students Birthdays- Student birthdays are announced weekly over the intercom. Students having birthdays that week may come to the office for a treat. Individual students' birthdays **WILL NOT** be celebrated at school. **Please refrain from bringing food/party items to your child's classroom. Birthday invitations will not be distributed at school.** Student names and addresses may be found in PTA Directory.

Dress Code- RCPS School Board adopted Student Dress Code 5/14/2014. Please review your RCPS Handbook for the complete policy. The following dress/attire, for example, is unacceptable under the terms of Rockingham County Schools' Code of Responsible Student Conduct:

Clothing which exposes undergarments;

See-through apparel;

Clothing that exposes the midriff, lower back, cleavage, or bare chest;

Strapless tops or tops with spaghetti straps;

Dresses, skirts, pants or shorts that are shorter than the student's mid-thigh;

Hats, hoods, or head coverings inside the school building, unless they are required for religious or medical reasons;

Spiked accessories or wallet chains;

Extremely tight pants worn without clothing which covers the students' mid-thigh, including, but not limited to: yoga pants, leggings, spandex shorts, compression shorts, "jeggings" or tights;

Jewelry, including facial or body piercings, that is actually or likely to be disruptive, distracting, or hazardous to the student or other students in the student's presence;

Dress that promotes, depicts, or in any way affirms, explicitly or implicitly, drugs, tobacco, alcohol, or illegal activity, including gang activity;

Dress that promotes, depicts, threatens, or in any way affirms, explicitly or implicitly, violence, profanity, vulgarity, or sexually implicit or explicit messages;

Dress that promotes or depicts discriminatory messages or practices or that denigrates a particular group of people.

Please see 2017-18 RCPS handbook for further details.

Sickness/Accidents/Emergencies- All student sickness, emergencies and injuries should be reported to the office immediately by the teacher. The teacher will be responsible for completing an accident report. All accidents will be reported to the parent by the office. If your child requires medicine at school, it must be brought to the office by a parent along with an Authorization for Administration of Medication Form. The Rockingham County School Board policy states the conditions under which both prescription and non-prescription medication can be administered to a child. It is important to note that written authorization stating medical condition, duration of medical condition, and the dosage needed must be given to the school and turned in to the office before medicine can be administered. A copy of the policy as well as a copy of the permission form is found in the Rockingham County Handbook of Selected Policies for all schools.

Administering Medicines To Students (JHCD-9/12)-

We will follow the policy stated in RCPS Parent-Student Handbook. Prescription and non-prescription medication may be administered by school nurse or personnel only with prior written permission of the parent and physician(for prescription drugs) and the medication must be delivered to the school in the original pharmaceutical package. If you suspect your child may need nonprescription medication you will need to provide that medication in its original container with written permission and instruction for distribution.

FOOD AND NUTRITION SERVICES 2017-2018

A) ***Mission-*** Each student and customer will be offered a variety of appetizing high quality nutritious food, served promptly, at the proper temperature, and at a reasonable cost. Each customer will be served by friendly food service staff in a clean and safe environment. Students will be encouraged to learn about the importance of proper nutrition and will be active participants in the meal program.

B) ***National School Lunch Program-***

1. Free/reduced price meal applications – Each student receives an application form.
For applications containing income information, only one application is required per family. To qualify, a student must be directly certified (food stamps,migrant, homeless, etc.) or have an approved application on file. For continuous benefits, returning students in families with income applications must submit a form annually (during first 30-days of school). Applications from students entering school after the initial 30-day grace period must be approved before benefits are granted.Parents are notified about the result of the submitted application by means of a letter. If the meal status qualifies the student for additional services, the parent must retain a copy of this approval letter for further documentation.
2. Breakfast – Each school offers a breakfast program. Lunch eligibility extends to breakfast.
3. Extras – Regardless of meal status, if student packs lunch and desires to drink milk, cash or money in account is required. A la carte items may not be charged.

C) ***Financial Procedures-***

1. Pre-payment system – Each student is assigned a cafeteria number. This number is used at the point of service and is never to be shared. It is preferred that pre-payment money be paid by check (identified with account number). For elementary and middle school students cash should be placed in an envelope and clearly marked with the student’s name and account number. Once the money is deposited in the student’s account, the school cannot distinguish or control how it is “spent”. Unless authorized by the parent, money in the account is for the child of the parent, and the student is not able to “purchase” items for other students. The parent and student should communicate about the selection of breakfast, ice cream, or other a la carte items.
2. Online payment – Parents have the opportunity to deposit money into their child(ren)’s meal account using the internet. To learn more and be able to view account balances, visit the web site: www.myschoolbucks.com

3. Prices -

| | |
|-------------------------------|--------|
| Full-paying student lunch: | \$2.20 |
| Reduced student lunch: | \$.40 |
| Adults lunch | \$3.00 |
| Full-paying student breakfast | \$1.25 |
| Reduced student breakfast | \$.30 |
| Adult breakfast | \$1.75 |

4. Charging – Guardians are financially responsible for all items purchased by their child(ren). Students with a negative account balance are not permitted to select a la carte items (cash or account). Students are notified at the cashier’s station as the account balance begins to approach a zero balance. Every effort should be made to avoid reaching a zero balance. In the event it reaches zero, the following procedures apply:

Elementary School – Meals will continue to be served, while student receives reminder slips to be taken home. Weekly email/letters are sent to parents. Parents are expected to pay lunch charges immediately. When student withdraws or graduates, an effort must be initiated by the parent to dispense with any positive account balance. In order to receive account refund, parent must communicate this desire. Failure to do so will result in the inactive account balance to be sent to Virginia Dept. of Treasury, Unclaimed Property.

D) **Offer versus Serve-** To be served and counted as a meal: Any student may refuse one menu item at breakfast, but at least one fruit must be selected. All students must select minimum of three of the five lunch menu components, one of which must be a fruit or vegetable. Individual servings (without a meal) of entrees and potato products are not available to students.

E) **Delayed School-** Breakfast is available on one and two hour delay schedule.

F) **Allergies-** Students with special dietary needs or allergies require annual physician statement.

G) **Guests-** Welcome anytime! Please call/contact school in advance if planning to eat meal.

Children are ready to learn when they eat healthy foods and get regular exercise. The purpose of this section is to provide some practical suggestions on how parents can help the school adhere to our student wellness policy and create a positive nutritional atmosphere at school.

A) Snacks/Parties The classroom teacher makes the decision regarding the frequency of snacks and classroom parties. It is desirable that “nutritious” items be included in the planning for these events. One safe way to assure that it is “nutritious” is to limit the foods to fruits and veggies. WHY? Most children do not eat the recommended daily servings of fruits and veggies. Fruits and veggies are loaded with vitamins and minerals; are low in fat, sugar, and salt; and are high in fiber. Students with medical conditions (diabetes, allergies, etc.) can also participate. Some ideas include:

| | | | |
|---------------|-----------------|--------------|------------------|
| Apples | Nectarines | Grapes | Pineapple Chunks |
| Orange Slices | Baby Carrots | Bananas | Melon Chunks |
| Celery Sticks | Cucumber Slices | Strawberries | Squash Slices |
| Raisins Kiwi | Applesauce | Watermelon | |

While fruits and veggies are the best choices, other ideas include:

| | | |
|---------------------|--------------------|-------------------|
| Cereal Based Snacks | Baked Salty Snacks | Muffins |
| Graham Crackers | Popcorn Snacks | Yogurt |
| Granola Bars | Cereal Bars | Animal Cookies |
| Ginger Snaps | String Cheese | Frozen Juice Bars |

Beverages can be limited to 100% juices, juice drinks, and lemonade. Soft drinks and Kool-Aid are discouraged.

B) Packed Lunches Children are invited to participate in the nutritious meal program provided at school. However, if a lunch is packed at home, note the following:

The school does not have a way to keep the lunch refrigerated, so an ice pack is recommended if perishable items are included. Please refer to package directions on the refrigeration / freezer requirements for specific foods. Packing students with a positive account balance may purchase milk, juice, or bottled water; but free milk is not available to students who pack and are “free lunch eligible”. In the event that a student comes to lunch with only one item of very poor nutritional value in the packed lunch (candy or chips), the student will be provided (and charged) a school lunch and the parent notified. In this regard, school personnel do not intend to be “food police”, but the belief is that parents would want to be made aware of this situation. This is rarely, if ever necessary.

The student wellness policy discourages parents and others from bringing commercial restaurant foods-to-go (fast food) into the cafeteria. Students are not to receive food from others during meal periods (exception-parents for their own children). By way of reminder, understand that if free or reduced benefits are received for lunch, this same eligibility also applies to breakfast. Parents are invited to eat breakfast or lunch at school at any time.

**FOOD AND NUTRITION SERVICES
2017-2018**

A LA CARTE PRICES

| | |
|--|--------|
| ADULT LUNCH (Includes beverage) | \$3.00 |
| SALAD BAR (Selected Schools) | \$3.00 |
| Includes roll, crackers, egg or cheese & beverage; meat when available | |
| MACARONI & CHEESE | \$1.75 |
| SANDWICH ENTRÉE or MAIN DISH | \$1.75 |
| BAKED SCOOPS/SALSA (when available) | .75 |
| VEGETABLE or FRUIT (Excluding Potatoes below) | .75 |
| FRENCH FRIES, POTATO WEDGES, TATER TOTS, TATER PIECES, etc. | \$1.50 |
| YOGURT or STRING CHEESE (when available) | .75 |
| ICE CREAM or DESSERT (when available) | .75 |
| BAGGED SNACKS (when avail) | .75 |
| ROLL | .50 |
| JUICE (4 oz. plastic cup) | .35 |
| ICED TEA (Selected Schools) (ADULTS ONLY) | .35 |
| MILK (8 oz.) | .35 |
| BOTTLED WATER, SMALL (Elementary only) | .50 |
| *Entrée plus three or more items constitutes an Adult meal (Fewer items may be considered a la carte purchases) | |

Breakfast A-La-Carte Prices

| | |
|---|----------------|
| Adult Breakfast | \$1.75 |
| Juice (4 oz.) | .35 |
| Cereal (Dry) | .50 |
| Pancake or Egg (1) | .50 |
| Bacon or Sausage (1) | .50 |
| French Toast Stix (3) | .50 ea or 1.25 |
| Meat/Grain Entrée (Saus. Biscuit, Pizza) | \$1.25 |
| Two Grain Entrée (Cinimini, Waffles, etc) | \$1.00 |
| Muffin, Small Breakfast Bun | .50 |
| Milk | .35 |
| Yogurt, Cheese Stick, Cereal Bar, etc. | .75 |
| Fruit | .75 |
| Yogurt Parfait | \$1.25 |

SAFE SCHOOL PLAN

Fire Drills- State law requires that fire drills be held at least once a week during the first 20 days of each school session and then once a month for the remainder of the school session.

Lock Down Drills- Will be practiced each year. No one will be allowed to enter the building while the drill is in session.

Tornado/Earthquake Drills:- Each will be held once a school year.

Bomb Threat Policy- (Similar plan as for fire drills) Students must be quickly removed to a safe distance from the building. All students will be accounted for as the building is cleared. Extremes of weather may require shelter. When weather will not permit leaving the students outside while the search is made, it may be necessary to transport the students via school bus to a secondary site.

Preventive Measures- All staff members must always be alert to the presence of strangers and/or suspicious activity on or near the school grounds or in the building which are reported to the administration immediately. Teachers should notify the principal of any information they receive from students or family members related to volatile situations at home which may carry over into the school. If a hazardous situation should occur in the building, staff will be alerted. Teachers will move to a “Lock Down” situation.

Emergency Closings and Delays- When conditions require “short notice” changes in the school schedule, announcements will be made on the following radio stations:

| | |
|--------------------------|---------------------------|
| Verstanding Broadcasting | WINA/WQMZ – radio |
| WBTX – Radio 1470 AM | WBOP/WSIG |
| WHSV-TV 3 | WTON 1240 AM |
| WMRA – JMU 90.7 FM | WMXH/WRAA |
| WKCY – 104.3/WACL 98.5 | WAZT-TV-Channel 14(cable) |
| WVIR – Channel 29 | Stars Program |

School closings will be listed on RCPS webpage- Parents and students should not call schools, school officials, or radio stations to find out if schools are being closed. Telephone lines must be kept open to enable schools and radio stations to receive notification of school closings. Please visit the RCPS website, www.rockingham.k12.va.us under “Parents/Students” then “Subscribe to Notifications” to register for direct email or text notification of inclement weather delays and closures.

PARENT ADVISORY AND PTA

Opportunities will be available this year for parents to meet with the administrators and share ideas that could help to improve the school. These meetings will also serve as an opportunity to share topics of interests for parents. All parents are invited to attend to share ideas and concerns. A focus this year will be on supporting the Art Department.

Peak View Elementary Parent Teacher Association- The Peak View Elementary PTA was formed in the spring of 2001. Membership is open to anyone who has a desire to support our children.

Officers for 2017-2018

| | |
|-----------------|----------------------|
| President | Keri Davis |
| President Elect | TBD |
| Vice President | Ashley Gordan-Becker |
| Secretary | Nicolette Myers |
| Treasurer | Melissa Mayhew |

PTA Board Meetings and Events will be announced in the monthly School/PTA newsletter.

PTA Directory- Families are encouraged to use their PTA directories for correspondence with other parents and students. For example, we ask that students **not** distribute birthday/party invitations at school. Also, it is a violation of Rockingham County policy for a school to be involved in monetary transactions involving class gifts, projects, etc. The Peak View directory is the appropriate avenue if money needs to be collected from a class.

SCHOOL DAY SCHEDULE

Morning

8:00 a.m. First tone sounds,
Children in homerooms 8:00-8:20am

8:20 am Tardy tone - Instruction begins

Afternoon

3:00pm School Day Ends – PreK-5 load buses.