



Tips for New **ELEMENTARY** Parents & Guardians

1. The Peak to Peak website is: www.peaktopeak.org It includes; office and attendance numbers, staff directories, daily announcements, monthly calendar, attendance policy, online registration forms and lots of other valuable information. The main school phone number is: 303.453.4600. **Supply lists are online.**
2. **School email list:** Add your contact information on the Peak to Peak website (click on "Forms" on the home page) OR reply to the email you will get in the fall. When you sign up there is an option to "index" emails so school emails arrive together. Contact the south (main) office if you are not getting school e-mails. Many important announcements are done via e-mail!
3. **Attend Back to School night.** Teachers will give you their contact information and share office hour times. This is a chance to become familiar with your child's school routine and environment. **Back to School night is September 3 for elementary and all parents/guardians are strongly encouraged to attend. The event is for parents/guardians only. Please plan to attend this important event that kicks off another great year at Peak to Peak!**
4. **The lunch choices** for students in grades K-5 are hot lunch or bring their own. Students need to know the last three digits of their ID number for the lunch line. The Payfort option allows online payments, click on "Calendars and Events" on the Peak to Peak homepage and then on *lunch menu*. Stay tuned to your e-mails and Friday folders for any changes in lunch offerings.
5. **Attendance:** A parent must call the **school attendance line @ 303.453.4605** to state the reason for an absence or tardy in order for a student to be excused. Any student leaving the campus for any reason must be signed in and out by a parent/guardian.
6. **GET INVOLVED!** Join the highly-valued parent volunteer ranks by signing up and indicating your interest on the Volunteer Sign Up form, which can be picked up in the front of the south building. There is a volunteer coordinator who will contact you with more information after school starts. There are many volunteer opportunities from in-class help to traffic, from fundraising to lunch-room duty, etc.
7. **The school newsletter is the "Speak to Peak"**, which is put out monthly and contains valuable information about school activities, volunteer needs, fund development news and events, parenting education and information from the school counselors and administrators. It can be accessed from the home page of the website.
8. **STAY CONNECTED!** Become familiar with the school website, it contains valuable general school information, monthly calendars, activity and contact info. The Speak to Peak, school emails and the monthly principal coffees are other ways to "stay in the know!" The **Peak to Peak school calendar** does vary at times from the general BVSD calendar, use Peak to Peak's calendar to follow our out of school and early release days. Also check the Calendar link for lunch menu/times and recess times by grade. Peak to Peak board meetings are announced via e-mail and posted in the front of the south building. Community members are welcome to attend board meetings. ***** All new families will be contacted by a family mentor (current P2P family) sometime in August. They will assist in answering any questions. All new families are also invited to a Welcome Coffee on August 18 from after drop off until around 9 a.m. in front of school.***
9. **Drop off and Pick up:** We are an all open enrollment school and need everyone's help with transportation and parking issues. Safety and minimal impact on the surrounding neighborhood is vital. Drop-off and pick-up of elementary students is from the west circle: stay right to enter, stay left to exit. Look for information coming from the school re: transportation and carpooling as we get closer to the upcoming school year.
10. **Carpooling** is encouraged! Peak to Peak will send a roster to **Ride Arrangers**. After the information is processed by Ride Arrangers, you will receive a list of the twelve school families who live closest to you. You will be responsible for contacting the families on your list to make your own arrangements. Please contact the south (main) office if you do NOT want your name to be submitted to Ride Arrangers.
11. **Fundraising** is especially important to our school. Check the school website under "Support P2P" for the special ways Peak to Peak meets these challenges and provides for online giving. Spirit wear order forms will be sent home in Friday folders at the beginning of the year. **GO PUMAS!**
12. **School conferences** are held in the fall and spring. In addition, teachers and administrators are very open to talking with parents by appointment. Please refer to the "**Communication Pathways**" posted in the front of the north and south building and in the planners for children in grades 3-5. It is a helpful guide when communicating with faculty and staff on any issue that may come up.
13. **School photos** are required at registration. If you missed the fall photos that were taken at the May registration the retakes will be taken on September 16th. All students must have their picture taken on that retake day (if they missed the May photos) in order to be in the yearbook and to get an ID card.
14. **Student Handbook's** are located in the front of the planner for students in grades 3 – 5. The school planner is purchased at registration. It has information about the attendance policy, dress code, behavior and discipline and the daily school schedule. It is also online, under "About Peak to Peak" on the home page. Families with students in grades K-2 can obtain a handbook by stopping in the south office.
15. **Infinite Campus Parent Portal** is available on the Peak to Peak website. You can check your child's schedule, assignments, grades, attendance and access teacher's email contact. Password will be provided.
16.  **Finding Your Way Around: As you face the Peak to Peak Campus from the front, by the circle drive -**
North Building: The building to your left is the High School building and some of the offices it holds are the College/Counseling Center, Dean of Students, Registrar, Director of Development, High School and Executive Principal, Faculty and Staff, Technology Department and Accountant.
Center (Library) Building: The K-12, Peak to Peak Library Media Center (LMC) is on the first floor along with the new technology lab. The second floor holds classrooms for fourth and fifth grade along with the ALPS Coordinator and Facility Manager.
North Gym/Dining Hall/Performing Arts Complex: Behind the LMC from left to right is the large North Gym, Dining Hall or Cafeteria, High School Art room and to the far right is the Performing Arts Complex (sometimes called Auditoria) which holds Music and Performing Arts classrooms and Faculty and the Theater.
South building: This building sits to the far right and it houses the Main Office, Elementary (K- 3, first floor) and Middle School Classrooms (second floor), Literacy Department, Elementary / Middle School Principals and Faculty/Staff, Director of Operations, Human Resource Coordinator, Middle School Counselors, Attendance, Bookkeeping and the South Gym.