



PARENT/STUDENT HANDBOOK
2024- 2025

A dynamic learning community empowering hearts and minds.

Double Peak K8 School
111 San Elijo Road
San Marcos, Ca 92078

DPS is committed to...

- Leading by example to develop integrity, empathy, and determination in the visionary leaders of tomorrow's world.
- Providing dynamic and purposeful instruction which supports high academic achievement and applauds curiosity, critical thinking and innovation.
- Providing a safe, nurturing environment that fosters positive peer relationships and embraces forward thinking.

Principal: Erica Obrist

Assistant Principal: Kylie Lewis (M-Z)

Assistant Principal: Barry Zeait (A-L)

Office Manager: Maria Ortiz

Counselor: Lori Lindsey

Health Office: 760-290-2359

School Phone: (760) 290-2340

Attendance Phone: (760) 290-2340 ext. 4

Fax Number: (760) 736-8395

District Phone Number: (760) 752-1299

Transportation Phone: (760) 290-2670

School Colors: Burnt Orange and Grey

School Mascot: Sun

BELL SCHEDULE

Double Peak K-8 2024-25

TK Bell Schedule		Kinder - Fifth Bell Schedule		TK WED Bell Schedule	
AM				AM	
8:00- 9:50	CLASS	8:15- 10:15	CLASS	8:00- 9:50	CLASS
9:50- 10:10	RECESS	10:15- 10:35	RECESS Second	9:50- 10:10	RECESS
10:10- 11:35	CLASS	10:15- 11:00	RECESS/ LUNCH Kinder & First (play before eating)	10:10- 10:35	CLASS
PM		10:40- 11:00	RECESS Third, Fourth, and Fifth	PM	
11:35- 1:05	CLASS	12:00- 12:45	RECESS/ LUNCH Second & Third	10:35- 1:05	CLASS
1:05- 1:25	RECESS	12:45- 1:05	RECESS Kinder and First	12:25 - 12:45	RECESS
1:25- 3:10	CLASS	12:45- 1:30	RECESS/ LUNCH Fourth & Fifth	12:45 - 1:10	CLASS
		1:30- 2:40	CLASS		
			RECESS/ LUNCH = 25 min R & 20 min L		
			*WED Dismissal at 1:40		

6-8 Bell Schedule

MON/ TUES/ THURS/ FRI		Wednesday		ASSEMBLY/ BUDDY	
8:15-9:15	1	8:15-8:59	1	8:15-8:59	1
9:15-9:20	PASS	8:59- 9:04	PASS	8:59- 9:04	PASS
9:20-10:13	2	9:04- 9:48	2	9:04- 9:48	2
10:13-10:18	PASS	9:48- 9:53	PASS	9:48- 9:53	PASS
10:18-11-11	3	9:53- 10:37	3	9:53- 10:37	3
11:11-11:46	Lunch	10:37-10:42	PASS	10:37-10- 42	PASS
11:46-11:51	PASS	10:42- 11:26	4	10:42- 11:26	4
11:51-12:44	4	11:26- 11:56	Lunch	11:26- 11:56	Lunch
12:44-12:49	PASS	11:56- 12:01	PASS	11:56- 12:01	PASS
12:49-1:42	5	12:01- 12:45	5	12:01- 12:45	5
1:42-1:47	PASS	12:45- 12:50	PASS	12:45- 12:50	PASS
1:47-2:40	6	12:50- 1:40	6	12:50- 1:40	6
				1:40- 1:45	PASS
				1:45- 2:40	EVENT TIME

DROP OFF

School begins at 8:15 for Kinder - 8th. The line-up bell rings at 8:10. Children are allowed to arrive on the playground at 7:45 a.m. when supervision is provided. For your children's safety, they are not to arrive before 7:30 a.m. Please arrange off-campus care or KOC for them if you must leave for work at an earlier time. Crossing guards are at the entrance of our school and the light at San Elijo Road from 7:45-8:15 am. If you are dropping off or picking up your child, please do so in the drive up lane located in the front of the school. Please do not park at the curb and remember not to leave your vehicle unattended. At no time should cars be parked anywhere in the drop-off area. You may park in designated parking spaces in the parking lot only. Please drive slowly for the safety of all children.

DISMISSAL/ PICK UP

Follow the [procedure](#). Dismissal will run smoother if you stay in your car and follow the pick up lane.

ATTENDANCE

State law requires regular and punctual attendance. For each day your child is absent, please call the Attendance Number (760) 290- 2340 ext. 4 with the reason for the absence. State law requires regular and punctual attendance. Each day that your child is absent requires a phone call. Please state the reason for the absence on the recording. Should a situation arise which requires your child to be absent from school for 5 days or more, please notify the front office and your child's teacher at least 1 week in advance. An Independent Study Contract will be sent home with your child to complete during the absence. School administration enforces attendance policies and will monitor students who are chronically absent or tardy and take appropriate steps following state and district policies to improve their attendance. Poor attendance or chronic tardiness may lead to transfers being revoked.

TARDY PROCEDURES

Late students must first report to the Attendance Clerk in the front office for a tardy pass prior to going to their classroom. The start of the school day is one of the most important times of the day. Please ensure your child arrives at school on time. Double Peak School follows state and district policy for tardy students.

EXCUSED ABSENCES

Excused absences are those due to an illness, a medical appointment, a court appearance, a death in the family, or a religious holiday. All other reasons will be unexcused.

LEAVING SCHOOL EARLY

Students may not leave school early unless they are signed out and picked up in the attendance office by a parent or legal guardian. The attendance office must have all names in writing, even relatives. A photo Identification will be necessary at the time your child is signed out early.

CHANGE OF ADDRESS/PHONE NUMBER

If you should have a change in your address, phone number, or emergency phone numbers please notify the Registrar immediately. In the event your child becomes ill or is injured, authorized persons must be able to be contacted.

CLOSED CAMPUS

Parents are not allowed on campus before, during, or after school unless they have signed in the front office and have made prior arrangements with the teacher or administration. Friday morning families will be allowed on campus to listen to our school's Band and engage in community connections.

District board policy requires that Double Peak School has a “closed campus.” This means once a student arrives at school, he/she is NOT allowed to leave campus at any time before school is dismissed without written permission from the office. Any student who leaves campus before school starts or during the school day, will be considered truant from school and will be referred to the Assistant Principal's Office for disciplinary action.

VISITORS ON CAMPUS

Visitors are required to sign in to the Ident-a-kid Management system in the front office before entering and leaving the school grounds or classrooms. All visitors need to have their driver's license or state ID present to come on campus. All visitors must have made advance arrangements with the teachers before volunteering. If you need to talk to a teacher you must make an appointment by email or phone.

VOLUNTEER GUIDELINES-

On behalf of Double Peak School, the staff would like to thank you for volunteering and would like to address some of the general guidelines for parent volunteers. It is our sincere desire to make each parent a part of our school, feel welcome on campus and included in all aspects. Many of you have expressed a desire to help in your child's classroom to assist the teacher and the students. The following are some guidelines to ensure that all of our students are safe at school. Our district encourages parents, legal guardians and other community members to volunteer at our school. Volunteering must be scheduled, arranged, and approved by the teacher or administration in advance. Volunteers are limited to no more than twice a week for 1 hour at a time in the classroom. All volunteers must be registered with our school district. Communication on this process will be provided on Friday, August 9, 2024 via Parent Square.

*Admin may make changes to these policies during the year, so please check with them for the most current policy.

Below are important policies to follow while volunteering:

- Follow and support the policies and rules of the school.
- Respect and maintain the confidentiality of matters that occur within the school.
- Please do not discuss a student's parents or students.
- Confidentiality is of the utmost importance. If you have a concern about any issue, contact the teacher/principal to protect students' privacy rights.
- Expect children to treat you with respect. Students who are disrespectful or disobey a school rule should be reported to the person in charge (supervisor, teacher, administration).
- While in school, ask children to refer to you as Mr., Mrs., or Miss. This will help eliminate confusion for most children.
- Attend strictly to the duties for which you have volunteered and the area to which you are assigned. Please do not use this time to monitor your child's class or inquire about his/her progress.
- Only volunteers with a current background clearance are permitted to work with children outside the teacher's immediate supervision.
- If you are volunteering, your other children should not accompany you.
- Dress and grooming should be suitable for the public school setting.
- If you are unable to attend a scheduled day, please contact the teacher or designated contact for your classroom as soon as possible so those involved don't worry about you. It will also allow time to make new arrangements.
- Please switch cell phones to vibrate while working in the classrooms. If you need to make a call, please step out of the classroom.
- Children are not permitted in the staff workroom at any time.

Thank you in advance for giving our school the gift of your time!

SCHOOL-WIDE RULES

Our school discipline plan is consistent with [SMUSD's Board Policy](#) and based on rewarding positive behavior and enforcing consequences for disobeying the following behavior expectations:

DPS STANDARDS

Be Respectful

Solve Problems

Make Good Choices

Double Peak **L.E.A.D.E.R.S** understand what it means to be a leader.

Lead by example

Effort towards learning

Attitude that is positive

Do the right thing

Engage in positive behaviors

Respect others

Seek first to understand

Is what I'm saying and doing **L**ead by example?

Is what I'm saying and doing show **E**ffort towards learning?

Is what I'm saying and doing have an **A**ttitude that is positive?

Is what I'm saying and doing an example of **D**oing the right thing?

Is what I'm saying and doing **E**ngaging in positive behaviors.

Is what I'm saying and doing showing **R**espect?

Is what I'm saying and doing **S**eeking first to understand?

Classroom Expectations

L ead by example	<ul style="list-style-type: none">● Take responsibility for your actions● Be honest
E ffort towards learning	<ul style="list-style-type: none">● Pay attention and follow directions the first time given.● Engage in all activities● Be prepared and on time <i>Put first things first.</i>
A ttitude that is positive	<ul style="list-style-type: none">● Be kind and encourage others.● Actively listen, participate, and make eye contact.● Cooperate with the teacher and classmates.
D o the right thing	<ul style="list-style-type: none">● Stop, think, and make good choices.● Keep hands, feet, and objects to yourself.● Respect other's things.
E ngage in positive behaviors	<ul style="list-style-type: none">● <i>Think win-win</i>● Give your best effort● Stay on task
R espect others	<ul style="list-style-type: none">● <i>Synergize</i>● Use positive words and body language
S eek first to understand	<ul style="list-style-type: none">● Respect differences● Accept and respect everyone

Before School Expectations

All students are **not** to be in hallways before school.

Student Expectations

Hallway Expectations

Walk
Keep voices down
Do not disturb other classes
Stay in line with your class
Hallways are not to be entered during lunches and recesses
No pushing or shoving- keep hands to yourself
6-8- Passing period is a time to get to the next class- no tardies

Stairs Expectations

Walk
Do not skip steps
Keep right hand or right elbow on railing

Pick Up Expectations

Sit with your grade level (K-5) and wait for your ride- Stay in your allocated area
No food
No cell phones out
Walkers leave through the main gate of the school

Outside Expectations

Walk until playground boundary- walk on white
Do not run on the grass between the rocks
Sit on the benches, do not stand on them or jump off them
Eat a snack under the shade on the field
Pick up trash

Lunch Expectations

Sit with your class
Clean up after yourself
Wait to be dismissed to recess

Restroom Expectations

Only use the restroom that is designated for your grade
Keep restrooms clean

BIKE AND WHEELED DEVICES

Bicycles (electric and conventional), skateboards, scooters (electric and conventional), are used by some students for transportation to and from school. Once the school grounds are reached, students must proceed to walk their modes of transportation to the bike racks. Parking is provided and devices must be locked in the bike racks and not along the fence. All students must wear a helmet while in transport on these vehicles. Students riding bikes and E-Bikes MUST attend a safety class provided by SMUSD and the Sheriff's Department. Upon completion of the course, students and parents will sign a contract /agreement allowing students to ride and park on campus. Students will be issued a permit sticker to be placed on their bike and helmet.

Consequences: Penalties may range from warning through suspension and a citation by the School Resource Officer. The transportation item may be confiscated and the parent will be notified to retrieve the item from school.

- All students are required to wear a helmet when riding a bike/scooter/skateboard to and from school.
- Students with Bikes and E-Bikes MUST attend a safety class.
- All bikes, scooters and skateboards must be walked on or off campus.
- Students riding bikes/scooters/skateboards should lock their item and leave the area immediately.
- DO NOT lock two items together. Each student must have his/her own lock.
- Students should NOT leave easily removable accessories on their wheeled device.
- Students tampering with the property of others will be referred for disciplinary action.
- Students use the bike area at their own risk.
- The school is not responsible for lost or stolen bikes/scooters/skateboards. While we will help retrieve them, law enforcement will not take a report on any item that was not locked.

Bullying

"Bullying" means severe or pervasive physical or verbal conduct (student-to-student), including communications in writing or by electronic act (texting, Internet, etc.), and including sexual harassment, hate violence, or harassment, threats or intimidation, that has, or can be reasonably predicted to have, the effect of one or more of the following:

(A) placing a reasonable pupil in fear of harm to person or property

(B) causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health

(C) causing a reasonable pupil to experience substantial detrimental interference with his/her academic performance

(D) causing a reasonable pupil to experience substantial interference with his/her ability to participate in or benefit from the services, activities, or privileges provided by a school. (Education Code 48900(r))

Simply Stated

The characteristics include:

- Severe or pervasive physical/verbal acts or conduct.
- Is the student fearful?
- Is it affecting the student's attendance?
- Is it affecting the student's physical or mental health?

Based on any of the actual or perceived characteristics set forth in Penal Code 422.55 and Education Code 220, including disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics.

Incidents of bullying need to be reported to school administration immediately so they can be investigated.

ELECTRONIC DEVICES K-5

Students are allowed to possess cell phones and other electronic devices such as watches, iPads, Nooks, Kindles, and other tablets on campus. All electronic devices must be turned off during the school day unless specific permission is granted by a teacher or administration. Students may not record, video, or take a picture of another student or staff without prior written consent. All electronic devices may only be used for educational purposes under the direct supervision of a teacher or administration. Electronic devices can be used before and after school to call and text messages only. Otherwise, devices **MUST** be kept in backpacks during the instructional day. Students will have access to their backpacks in case of an emergency. **Students may not use their personal devices to call or message home during the day.** All students who need to call home must use school phones with permission from the teacher or staff during school hours. Consequences for not following our school policy: Items may be retained in the Assistant Principal's office for pickup at the end of the student's school day. At teacher or administrator request, a parent/guardian may be required to pick up the student's electronic device. The school will not be responsible for loss or theft of electronic devices. Please read the district's electronic responsible use policy on our school's website for further information. Electronic devices are not permitted on field trips.

ELECTRONIC DEVICES 6-8

Students are allowed to possess cell phones and other electronic devices such as Watches, iPads, Nooks, Kindles, and other tablets on campus. All electronic devices must be turned off/silent during instructional time unless specific permission is granted by a teacher or administration. Students may use their phone /electronic devices before school, during lunch, and after school. Students may not record, video, or take a picture of another student or staff without prior written consent. Consequences for not following our school policy: Items may be retained in the Assistant Principal's office for pickup at the end of the student's school day. At teacher or administrator request, a parent/guardian may be required to pick up the student's electronic device. **The school will not be responsible for loss or theft of electronic devices.** Please read the district's electronic responsible use policy on our school's website for further information.

DRESS AND GROOMING AT SCHOOL

The Board of Trustees believes that appropriate dress and grooming contribute to a productive learning environment. The Board expects students to wear clothing that is suitable for the school activities in which they participate. Students shall not wear clothing that presents a health or safety hazard or is likely to cause a substantial disruption to the educational program.

District and school rules pertaining to student attire shall be included in student handbooks, may be posted in school offices and classrooms, and may be periodically reviewed with all students as necessary.

Students shall not be prohibited from dressing in a manner consistent with their gender identity or gender expression or with their religious or cultural observance. In addition, the dress code shall not discriminate against students based on hair texture and protective hairstyles, including, but not limited to, braids, locks, and twists. (Education Code 212.1)

To promote a focused and supportive atmosphere, we have updated our list of prohibited attire items. After thoughtful collaboration with the San Marcos Sheriff's Department, here are the items that will no longer be allowed for students to wear to school:

- Professional sports teams' jerseys and logos on clothing, hats, and accessories
- Gang-related writing, symbols, graffiti, or tagging on any property
- Monogrammed or lettered belt buckles (e.g., S, N, M, R, B, X, 13, 14)

- Bandanas
- Hair nets

These changes reflect our commitment to ensuring that every student feels safe and supported at school. If a student is found wearing a prohibited item, they will be asked to change into appropriate clothing, and the item will be held securely at the front office. Parents/guardians are welcome to pick it up after school.

Enforcement

The principal or designee is authorized to enforce this policy and shall inform any student who does not reasonably conform to the dress code. The dress code shall not be enforced in a manner that discriminates against a particular viewpoint or results in a disproportionate application of the dress code based on students' gender, sexual orientation, race, ethnicity, household income, or body type or size.

School administrators, teachers, and other staff shall be notified of appropriate and equitable enforcement of the dress code. When practical, students shall not be directed to correct a dress code violation during instructional time or in front of other students. Repeated violations or refusal to comply with the district's dress code may result in disciplinary action.

Gang-Related Apparel

The principal, staff, and parents/guardians at a school may establish a reasonable dress code that prohibits students from wearing gang-related apparel when there is evidence of a gang presence that disrupts or threatens to disrupt the school's activities. Such a proposed dress code shall be presented to the Board, which shall approve the plan upon determining that it is necessary to protect the health and safety of the school environment. The dress code policy may be included in the school's comprehensive safety plan. (Education Code 35183)

When determining specific items of clothing that may be defined as gang apparel, the school shall ensure that the determination is free from bias based on race, ethnicity, national origin, immigration status, or other protected characteristics.

FIELD TRIPS

Chaperones for field trips must have been cleared as a district volunteer and will be arranged with the classroom teacher at least 48 hours before the date of the field trip. Only legal guardians and immediate family members over 18 years old can attend field trips with teacher permission. Students must ride the bus to the field trip and must return on the bus back to school. All students will ride to and from the field trip on the bus. No exceptions. K-5 Students are not to take electronic devices on field trips.

HOMEWORK POLICY

Homework will be respectful, purposeful, and high quality, not quantity.

REPORT CARDS K-5

Report cards are available in Parentvue at the end of each semester. Report cards are based on a 1- 4 scale and the district expectation is for students to reach proficiency (3) by the end of the school year, for grades TK-5.

PROGRESS REPORTS AND REPORT CARDS 6-8

6th, 7th and 8th grade students will have one progress report and one report card each semester.

CHILD NUTRITION SERVICES

Breakfast will be served every day at 7:30 am. Lunch services will also be provided during the student's lunch hour. To find out more information regarding child nutrition services and preview menus click [here](#).

BIRTHDAYS

Please follow the link below to find different ways to celebrate your child's birthday.

[Wellness Policy and Birthday Celebration Alternatives](#)

HEALTH SERVICES

Please notify the school when you enroll your child if your child has a health condition or a physical condition that might pose a problem in any way or that might need special attention during the school day.

MEDICATION

Medication must be in the original prescription container and clearly marked. Students requiring medication distribution at school must adhere to the following: Name of pupil. Name of prescribing physician. Identification number and name of the medication. Pharmacy which dispensed the medication. Amount of the medication to be taken at specified times and/or the specific situation in which it is to be taken. Signed parent/guardian "Authorization for Medication" must be filled out. This form is obtained from the Health Office. Each school year the request form must be renewed. Medication will not be retained at school from year to year. All over-the-counter medication will require a doctor's authorization.

NURSE AND HEALTH CLERK

The nurse and health clerk are on duty on a part-time basis. They are here to help in case of sickness or an accident. School nurses and health clerks do not diagnose illnesses.

ACCIDENTS OR EMERGENCIES

If your child has an accident or becomes ill at school, you will be contacted by use of your child's emergency card. Your child should be picked up as soon as possible, for both his/her protection as well as that of other students.

SCHOOL INSURANCE

School insurance is available to all students. Purchase of the insurance is optional. [Voluntary Student Accident Insurance](#)

KIDS ON CAMPUS

Kids on Campus is a quality school-age day care program for children (K-5th) offered by SMUSD. The program is open from 6:30 a.m. to 6:00 p.m. Monday through Friday. This program is financially independent of the district and tuition is charged. For information visit the KOC program at Double Peak or call the district at 752-1281.

PROGRAMS

G.A.T.E.

Double Peak's GATE program is designed to assist in meeting the unique needs of students who are identified with gifted and talented skills. The program begins in fourth grade with a multiple criteria identification process. Students

are referred by teachers and parents during their 3rd grade year for GATE testing qualification. Parents are involved throughout the referral process. Whenever possible, GATE students are clustered in order to provide instruction that differentiates the core curriculum. Please visit the district's website for more GATE information: <http://www.smusd.org/Page/15701> .

INNOVATION and MAKERSPACE

Our students will be innovators who utilize design thinking to produce creative solutions to complex challenges. There will be opportunities in engineering, design thinking, coding, genius hour, robotics, and technology

ATHLETICS

SMUSD and DPS are excited to be providing a limited number of sports throughout the year. Take a moment to navigate our [ATHLETICS PAGE](#) on our website for updated information. Announcements and information will be available on our school website, and phone messages sent home..

C.J.S.F.

CJSF is a statewide Honor Society for students in grades 7 and 8 with above average grades. Double Peak students who are CJSF members for 3 semesters receive a CJSF sticker on their certificate at our 8th Grade Promotion Ceremony.

ACADEMIC SUPPORT

STUDENT STUDY TEAM (SST)

Students experiencing academic, language, behavioral, and/or emotional difficulties can be referred to the SST team. The team is composed of the parent, classroom teacher, school psychologist, administrator and a special education teacher. The purpose of the SST team is to review the needs of the child and develop a plan for success. Prior to referral, the parent and teacher will have had a conference and will have discussed any concerns.

SPECIALIZED ACADEMIC INSTRUCTION (SAI)

Children who have been formally identified as having a designated learning disability are provided services in the at Double Peak School. Working together, parents, teachers, and other appropriate personnel develop an Individualized Education Plan (IEP) to target each qualifying child's identified needs.

SPEECH THERAPY

Students may be referred for a speech screening by teachers or parents. Parents are welcome to contact the school's administration regarding assistance in this important area. Double Peak School currently offers Special Education services on site for students qualifying for services in the following areas:

- Speech and Language
- Specialized Academic Instruction (SAI)
- Adaptive Physical Education and/or Occupational Therapy Other Special Education services are available in the San Marcos Unified School District, but may be offered at one or more of the elementary sites. For further information, please contact the SMUSD Special Education Office (752-1223) or your school administrator.