



PARENT/STUDENT HANDBOOK
2019-2020

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: Steve Baum

Assistant Principal: Katie Buffum

Assistant Principal: Kylie Lewis

Office Manager: Maria Ortiz

Counselor: Janine Gale

Nurse: Teri Vidmar

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

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SCHOOL HOURS

7:00AM - 3:30PM

BELL SCHEDULE

Monday/Tuesday/Thursday/Friday

Kindergarten 8:00 am - 11:35 am OR 11:05 am - 2:40 pm

1st -8th 8:15 am - 2:40 pm

Wednesday

Kindergarten 8:00 am - 10:35 OR 11:05 am - 1:40 pm

1st -8th 8:15 am - 1:40 pm

DROP OFF

School begins at 8:15 for 1st - 8th. The line-up bell rings at 8:15. 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 7:45 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 7:45-8:15am. 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 tardies 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 to 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 attendance office 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.

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.

*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 school aged 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 phone 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 anytime.

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:

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.

	<ul style="list-style-type: none"> 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

DPS STANDARDS

Be Respectful

Solve Problems

Make Good Choices

Before School Expectations

1st- 5th place Backpack outside classroom and immediately go to field

Students are not to be in hallways before school unless dropping off backpacks

6-8th grade students are not to be in hallways before school

Student Expectations

No Gum

No hats worn in the classroom

Hallway Expectations

No Running

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 class and wait for your ride- Stay in your allocated area

No food

No cell phones out

4th Grade- 8th Grade may find their younger siblings class and sit with them to wait for their ride

Do not walk to a parking lot or san elijo rd for your ride, you must be picked up with your class

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 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

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.

Bullying forms can be found [here](#)

ELECTRONIC DEVICES K-5

Students are allowed to possess cell phones and other electronic devices such as 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 message only. 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 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 passing period,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

Students are encouraged to show pride in themselves by coming to school well groomed. Clothes should be appropriate for school activities, meaning they may not be educationally distracting or unsafe. Students are expected to show proper attention to cleanliness, health, neatness, safety, and appropriateness of clothing and appearance for school activities. A well-groomed appearance is important in developing a positive self-image and compliments the school's instructional program.

DRESS CODE

- a) Clothing should be of the appropriate size. Pants must fit well enough to stay up without support, and may not be worn more than two inches below the waist. The cuffs cannot drag on the ground. Undergarments should not be visible. Swimwear/swim shorts are not allowed.
- b) Students are permitted to wear shorts to school, but shorts that are too short or too baggy are not permitted.
- c) Cut off shirts, tube tops, strapless tops, see-through tops, spaghetti straps and/or tops that expose the midriff are not permitted, even if worn under a jacket.
- d) Clothing that advertises, promotes, or glamorizes drugs, alcohol or tobacco products and clothing that displays foul or inappropriate language or symbols are not permitted.
- e) Footwear must adequately protect your feet and not interfere with required school activities, such as Physical Education. Backless shoes are not permitted.
- f) Students may not wear clothing that denotes possible gang affiliation that has individualized lettering or has been altered in any way. Bandanas are not permitted.
- g) Notebook covers and backpacks should be in good taste, have no writing or pictures that are obscene, should not be inappropriate, or that denotes tagger or gang affiliation.
- h) Hats with a brim are not to be worn in the classroom.

The school administration is the final authority when a difference of opinion arises.

When a violation of the dress guidelines occurs, the student will be required to correct it.

FIELD TRIPS

Chaperones for field trips must 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 sent home to parents 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.

PROGRESS REPORTS AND REPORT CARDS 6-8

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

CHILD NUTRITION SERVICES

Breakfast will be served every day at 7:45 am. Lunch services will also be provided during 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.

[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.

ROUTINE HEALTH CHECKS

Health Services provides screening for vision and hearing to all students in Kindergarten, 2nd and 5th grades. Other students are screened upon request, as time permits. You will be notified if it is found that your child is in need of outside medical attention.

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. Packets are sent home at the beginning of the school year. Purchase of the insurance is optional.

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

LEADER IN ME

The Leader in Me will be a foundation of Double Peak School. It is a whole-school program that teaches 21st-century leadership and life skills to students and creates a culture of student empowerment based on the idea that every child can be a leader. Thanks to a generous three year grant from the I Am A Leader Foundation, Double Peak School is already partnering with FranklinCovey to implement the key paradigms and practices of *The Leader in Me* through professional development, coaching, and resources.

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>

SHINE MENTORS

Double Peak's **Shine** Mentors program envisions a community in which every leader experiences trusting peer relationships that offer guidance, support, and encouragement. Shine develops competence and connections, leading to social, emotional, and academic growth.

INNOVATION

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, technology, and a DPS hour.

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..

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 comprised 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 Learning Center 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.

GRADES 6-8

[SAN MARCOS UNIFIED SCHOOL DISTRICT'S BEHAVIOR CODE](#)

A behavior code is provided because the students, the parents, and the staff expect and demand a respectful, safe, secure, and orderly campus. These procedures comply with San Marcos Unified School District Policy, as well as state and federal laws, and are based on timely and consistent consequences for conduct which is disruptive to our campus. This behavior code was developed by staff, students and parents. The San Marcos Unified School District desires to build responsibility, respect for others, respect for the school, and respect for self.