



Downey Unified
SCHOOL DISTRICT

2020-2021

Parent Student Guide

Board of Education

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Barbara R. Samperi
Martha E. Sodetani
Nancy A. Swenson

John A. Garcia, Jr., Ph.D.
Superintendent

Important School Dates for Students and Parents

First Day of School/Minimum Day	Wednesday, August 12, 2020
District Holiday – Labor Day	Monday, September 7, 2020
No School – Student Free Day	Monday, October 12, 2020
District Holiday – Veteran’s Day	Wednesday, November 11, 2020
No School – Student/Teacher Free Days	Monday – Tuesday, November 23-24, 2020
District Holidays – Thanksgiving	Wednesday - Friday, November 25-27, 2020
No School – End of Semester	Friday, December 18, 2020
No School – Winter Break	December 21, 2020 – January 1, 2021
District Holiday – Martin Luther King Birthday	Monday, January 18, 2021
District Holiday – Lincoln’s Birthday	Monday, February 8, 2021
District Holiday – President’s Day	Monday, February 15, 2021
No School – Spring Break	Friday, April 2 – April 9, 2021
Last Day of School/Minimum Day	Friday, May 28, 2021
District Holiday – Memorial Day	Monday, May 31, 2021

Learn more about Downey Unified School District schools by visiting the website at www.dusd.net or download the Downey Unified app in the App Store. Visit www.dusd.net/app for more information.



Downey Unified School District

Gallegos Administration Center

11627 Brookshire Avenue, P.O. Box 7017, Downey, California 90241-7017

(562) 469-6500, FAX: (562) 469-6515

Board of Education

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John A. Garcia, Jr., Ph.D.

Dear Parents/Guardians:

On behalf of the Board of Education and the dedicated employees of the Downey Unified School District, I want to welcome you to the 2020-21 school year. As a product of the Downey Unified School District, it is an honor to serve as the Superintendent. I look forward to ensuring that our students continue to receive a top-quality education. With the vision to graduate all students to be college and career ready, globally competitive and citizens of strong character, we as a district, support the teaching and learning process and believe that "magic" in education happens in the classroom. We are working on constantly improving to be the best we can be for the benefit of our students and the Downey community because our kids deserve the best.

The Downey Unified School District has a long tradition of academic excellence. The Board and our employees have high expectations and are dedicated to providing a globally competitive education for all students. Competing in SkillsUSA since 2009, which is a partnership of students, teachers and industry working together to ensure America has a skilled workforce, Downey Unified has grown from four Warren High School construction students to currently over 700 students from Warren High, Downey High, Griffiths and Stauffer middle schools. Currently with 15,000 school chapters, Downey Unified is the largest chapter involved in SkillsUSA, with one or more students qualifying for Nationals every year since 2009.

In addition to this accomplishment, Downey Unified continues to hold the highest graduation rate, particularly when compared to other local school districts and the county of Los Angeles rate, in the region. This achievement, which has held true since the 2015-16 school year, is projected to continue once the graduation rates are released for the 2018-19 and 2019-20 school years.

Also preparing our students to be college and career ready, our Career Technical Education (CTE) programs continue to expand at the high school level, providing hands-on opportunities for our students. Project Lead the Way (PLTW) has also encompassed the district, covering all levels of education from Kindergarten to 12th grade, offering hands-on Science, Technology, Engineering Math and Arts (STEAM) instruction. Downey Unified is one of a handful of districts in the nation to offer PLTW in all grades K-12 and one of the few who also offers Robotics to students in grades K-12.

In the last three years, three of our middle schools have been recognized in the National Schools to Watch-Taking Center Stage Program. Doty and Griffiths middle schools were selected and recognized for being a high-performing model schools which demonstrate academic excellence, social equity, and responsiveness to the needs of young adolescents. These back-to-back designations make Downey Unified one of our three school districts in California to have more than one middle school within their district recognized as a Schools to Watch high performing middle schools.

Lastly, the district continues to implement CHARACTER COUNTS! at all our schools as well as Pursuing Victory with Honor for athletes and coaches. I encourage your involvement in the many activities and events that will take place at your child's school this year. Our school welcome your participation, and we are looking forward to another great year!

I, along with the Board of Education and our entire staff, welcome you to the Downey Unified School District. We are so happy that you are now a part of our family and we can't wait to see the great things that are accomplished this year!

Sincerely,

A handwritten signature in blue ink, appearing to read "John A. Garcia, Jr.", is written over a light blue circular stamp.

John A. Garcia, Jr., Ph.D.
Superintendent

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SCHOOL ATTENDANCE/ENROLLMENT

Residency Requirements/School Attendance Options

A student complies with the residency requirements for school attendance in the Downey Unified School District if he/she meets any of the following criteria:

1. The student's parent/guardian resides within the District's boundaries.
2. The student is placed within the District's boundaries in a regularly established licensed children's institution, licensed foster home, or a family home pursuant to a court-ordered commitment or placement.
3. The student is an emancipated minor residing within the District's boundaries.
4. The student lives with a caregiving adult within the District's boundaries and the caregiving adult submits an affidavit to that effect.
5. The student resides in a state hospital located within the District's boundaries.
6. The student is confined to a hospital or other residential health facility within the District's boundaries for treatment of a temporary disability.
7. The student's parent/guardian was a resident of California who departed the state against his/her will due to a transfer by a government agency that had custody of the parent/guardian, a lawful order from a court or government agency authorizing his/her removal, or removal or departure pursuant to the federal immigration and Nationality Act, and the student was enrolled in a California public school immediately before moving out of state as a result of his/her parent/guardian's departure.
8. The student is a homeless or foster child who remains in his or her school of origin.
9. The student is a child of a military family who continues to attend his/her school of origin.

Proof of Residency

Reasonable evidence that the student meets residency requirements for school attendance must be provided by the parent/guardian upon request by a District employee. Verification of residency is required at the time of school enrollment and annually, thereafter, to comply with California laws related to the maintenance of specified information in a student's mandatory permanent records. Evidence of residency may be established by presenting qualifying documents.

The District will not solicit or collect information or documents regarding the citizenship or immigration status of students or their family members for the purpose of determining residency within the District.

The District will investigate any cases where there may be reason to believe that a student does not comply with residency requirements for school attendance, that the parent/guardian has provided false information with respect to residency, or that the information provided at the time of enrollment is no longer current or accurate. The investigation may be conducted by a trained District employee or a private investigator employed by the District, and may include the examination of records, including public records, and/or interviews of persons who may have knowledge of the student's residency.

Permit Information

The Downey Unified School District has the following school attendance permits, if space is available:

- **Intra**-District/Open Enrollment process is opened at the beginning of the **calendar** year for district residents and is determined by a random, unbiased selection process. Parents can apply on-line or obtain an application at a school site. The completed application needs to be submitted to the Student Services Department.
- **Inter**-District – parents residing outside the district boundaries may request their child attend a school in Downey. Inter-District permits are applied for on-line at www.dusd.net.

Downey Unified School District accepts students based on school and/or program availability. Reasons for approval and denial are provided on the dusd.net website in accordance with Board Policy. If you have any questions about the inter-district process, please call the Student Services Department at (562) 469-6550 or call the County Office at (562) 922-6233. Note: The County appeal process may take up to a maximum of two months.

The parent or legal guardian of a pupil may seek release from their school district of residence to attend a school in any other school district.

Absences

When a student has been absent for more than 7 days, all future absences will need to be verified by a physician, school nurse, health assistant or an appropriate school employee. Absences not verified will be considered unexcused.

Parents/guardians will have 10 school days to verify the absence, beginning on the day the student returns to school. A Chronic Absentee Notice will be mailed home after the 7th absence.

Education Code Section 48205 states:

- A) Notwithstanding Section 48200, a pupil shall be excused from school when the absence is:
1. Due to his or her illness.
 2. Due to quarantine under the direction of a county or city health officer.
 3. For the purpose of having medical, dental, optometric, mental health, or chiropractic services rendered.
 4. For the purpose of attending the funeral services of a member of his or her immediate family, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside California.
 5. For the purpose of jury duty in the manner provided for by law.
 6. Due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent.
 7. For justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of his or her religion, attendance at religious retreats, attendance at an employment conference, or attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization when the pupil's absence is requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board.
 8. For the purpose of serving as a member of a precinct board for an election pursuant to Section 12302 of the Elections Code.
 9. For the purpose of spending time with a member of the pupil's immediate family, who is an active duty member of the uniformed services, as defined in EC 49701, and has been called to duty for, is on leave from, or has immediately returned from, deployment to a combat zone or combat support position. Absences granted pursuant to this paragraph shall be granted for a period of time to be determined at the discretion of the superintendent of the school district.
 10. For the purpose of attending the pupil's naturalization ceremony to become a United States citizen.
- B) A pupil absent from school under this section shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable period of time, shall be given full credit. The teacher of any class from which a pupil is absent shall determine the tests and assignments are reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence.
- C) For purposes of this section, attendance at religious retreats shall not exceed four hours per semester.
- D) Absences pursuant to this section are deemed to be absences in computing average daily attendance and shall not generate state apportionment payments.
- E) "Immediate family," as used in this section, means the parent or guardian, brother or sister, grandparent, or any other relative living in the household of the pupil.

The common District practice is that students who miss assignments or tests because of an excused absence as indicated above shall receive full credit for work completed within the time given by the teacher. The minimum number of days allowed shall be equivalent to the number of days absent.

The local school office will periodically review each student's attendance pattern. Parents/guardians will be notified if there is concern that the students' absences are threatening his/her educational progress. If your child has a verifiable, ongoing health/medical condition that may affect attendance, please notify the school. It is our belief that the school and home working together can help our young people successfully pursue their educational development. Any assistance you can provide is appreciated.

Attendance

Students may be absent from school for justifiable reasons but State funding will not be received unless the student is at school. Parents are encouraged to bring students to school after medical appointments. It is required that all absences be cleared or verified by calling the attendance office or by providing a doctor's note.

Regular school attendance is important if a child is to achieve his or her full potential. As the new school year begins, we urge you to make an extra effort to ensure that students establish a regular attendance pattern. We commend those students and parents who are already meeting this goal.

Students, with the written consent of their parents or guardians, may be excused from school in order to participate in religious exercises or to receive moral or religious instruction. No pupil shall have his or her grade reduced or lose academic credit for any excused absence(s), if missed assignments and tests are satisfactorily completed within a reasonable period of time. (Ed. Code 46014)

School authorities may excuse any pupil in grades 7-12 from the school for the purpose of obtaining confidential medical services without the consent of the pupil's parent or guardian. Students in grades 7-12 who leave school, with prior approval of the principal or his/her designee, to obtain confidential medical services are required to return a copy of the medical professional's appointment verification form. (Ed. Code 46010.1)

Truancy

Students are required to stay within the boundaries of the school at all times, including before school, at snack, and at lunch. Students are required to observe these requirements from the time of their arrival at the school until they are dismissed at the close of the school day. If it is necessary to leave the campus, a student must secure an off-campus pass from persons authorized to issue these passes. Violations of the above shall result in a student detention and/or parent conference and/or are subject to a written citation and an appearance at the Los Angeles County Probation Department. Repeated violations may also result in lowering of achievement grade or removal from a particular class or classes. All other measures having failed, the student may be referred for another school placement or to the Student Services Department, for referral to the appropriate authorities. The City of Downey enforces a truancy ordinance and parents of truant students are subject to a fine.

Closed Campus

It is the policy of the Board of Education to maintain a closed campus at all schools. Visitors must check into the office before going on to the campus. Classroom observations must be arranged with principal approval and a 24-hour notice.

Visitors requesting to enter a school campus will be asked to show a current form of identification. The identification will be scanned to search a national database. A visitor badge, including a photo from the scanned identification, will be printed and is required to be worn at all times while on any school campus.

Early Release of Students

If you need to take your child out of school before the end of the school day, please call or go directly to the office. Elementary students must be signed out by a parent or person authorized by the parent. Secondary students must have a parent note. This procedure is for the safety of your child. The school will not release a student to anyone except the parent or an authorized person.

Education of Children & Youth in Homeless Situations & Foster Youth

The McKinney-Vento Homeless Assistance Act for Homeless Children and Youth entitles all homeless school-aged children to the same free and appropriate public education that is provided to non-homeless students.

A homeless student is defined as a school age student who lacks a fixed, regular, and adequate nighttime residence and may:

- Live in an emergency or transitional shelter; abandoned building, parked car, or other facility not designed as a regular sleeping accommodation for human beings;
- Live "doubled-up" with another family, due to loss of housing stemming from financial problems (loss of job, eviction or natural disaster);
- Lives in a hotel or motel;
- Lives in a trailer park or campsite with their family;
- Have been abandoned at a hospital;
- Be awaiting foster placement in limited circumstances;
- Reside in a home for school-aged, unwed mothers or mothers-to-be if there are no other available living accommodations;
- Be abandoned, runaway, or pushed out youth or migrant youth that qualifies as homeless because he/she is living in circumstances described above.

A homeless student has the right to attend either the school of origin (the school that the student was last enrolled or attended when housed) or the current school of residence. If a dispute arises over school selection or enrollment, the parent/guardian has the right to dispute the decision by contacting the district's homeless liaison at (562) 469-6553.

The law requires the immediate enrollment of homeless students, which is defined as "attending class and participating fully in school activities". Schools cannot delay or prevent the enrollment of a student due to the lack of school or immunization records. It is the responsibility of the district homeless liaison to refer parents to all programs and services for which the student is eligible. Referrals may include, but are not limited to: free nutrition, special education services, tutoring, English Language Learners programs, Gifted and Talented Education program, preschool, before and after school services or any other program offered by the school or District. The District shall ensure that transportation is provided, at the request of the parent/guardian or unaccompanied homeless youth, to and from the school of origin, if feasible.

Unaccompanied youth, such as teen parents not living with their parent or guardian or students that have run away or been pushed out of their homes, have access to these same rights.

Foster youth or homeless students have the right to be notified of the possibility of graduating within four years with reduced state requirements, if the student transferred after the second year of high school, is credit deficient, and will not be able to graduate on time with local district requirements. The district has the right to accept partial credits for courses that have been satisfactorily completed by the homeless or foster youth student. (AB 167)

AB1573 considers a pupil who is a foster child and who remains in his/her school of origin to have met residency requirements for school attendance in the District.

Downey Unified School District has a plan in place to serve the homeless and unattended youth in a manner consistent with the McKinney-Vento Act. Once notified, schools make sure youth in homeless situations have access to all the educational and supplemental services they need. Anyone experiencing issues related to homelessness should contact school office personnel or the District's Homeless Liaison in Student Services for assistance at (562) 469-6553.

Students who are identified as homeless or foster children have a right to receive priority enrollment in ASPIRE. To request priority enrollment, please contact ASPIRE at (562) 904-8145 or Student Services Department at (562) 469-6553. No current participant in a before or after school program shall be disenrolled in order to allow enrollment of a student with priority enrollment.

Student Success Plan

The Student Success Plan (SSP) is a problem-solving and coordinating structure to assist students and families to develop positive solutions for maximizing student potential and ensuring that all students who do not conform to sex stereotypes, are provided equal access and an equal opportunity to participate in all programs and activities, and are otherwise protected from gender-based and all forms of discrimination at school.

An SSP meeting can be requested at any time by student, parent/guardian, school administrator or certificated staff member who observes the need to develop an SSP to provide the student with safe and equitable access to all school and district activities and facilities and to address any particular issues raised by the student or his/her parent/guardian. To schedule an SSP, please contact an administrator at your student's school or the Student Services Department at (562) 469-6565.

Kindergarten Admissions Age

To enter Kindergarten in the Downey Unified School District, a child must be 5 years of age by September 1. Verification of a child's age must be shown upon enrollment.

The District will offer a Transitional Kindergarten (TK) program for children who will reach age five between September 2 – December 2. TK is the first of a two-year kindergarten program. Contact your neighborhood elementary school for more information.

DISCIPLINE

Student Behavior

Each school site has a specific set of expectations established by the school which will be sent home to students or posted on the school website. These schoolwide expectations are created to promote a positive, engaging and safe school culture.

It should be noted that a disciplinary action can be taken for acts (1) while on school grounds in this district or any other school district; (2) while going to or coming from school; (3) during the lunch period, whether on or off the campus; (4) during, or while going to or coming from, a school-sponsored activity. (EC 48900)

The teacher of any class from which a pupil is suspended may require the suspended pupil to complete any assignments and tests missed during the suspension. (EC 48913)

Alcohol

When a student has used, or is under the influence of alcohol, a parental conference will be requested. Disciplinary action may include possible suspension or transfer to another school. Any student caught selling alcohol may be referred for expulsion.

Bicycle Safety

To help protect our students, bicycle safety rules must be followed to and from school. Downey Police recommends that only students in grades 3 and above ride bicycles to school. Bicycle helmets are required by law.

Bullying Policy

The Downey Unified School District believes that all students have a right to a safe and healthy school environment. The District, schools, and community have an obligation to promote mutual respect, tolerance, and acceptance. The District will not tolerate behavior that infringes on the safety of any student. A student shall not intimidate or harass another student through words or actions. Such behavior includes: direct physical contact, such as hitting or shoving; verbal assaults, such as name-calling; electronic acts, including cyber-sex bullying; and social isolation or manipulation. The Downey Unified School District expects students and/or staff to immediately report incidents of bullying to the principal or designee. This policy applies to students on school grounds, while traveling to and from school or a school-sponsored activity, during the lunch period, whether on or off campus, and during a school-sponsored activity. (BP/AR 2416)

Bus Conduct

Students transported in a school bus shall be under the authority of and directly responsible to the driver of the bus. The driver shall be held responsible for the orderly conduct of the students while they are on the bus or being escorted across the street. Refusal to submit to the authority of the driver shall be sufficient reason for a student to be denied transportation. A bus driver shall not require any student to leave the bus route between home and school or other destinations, unless the pupil is given into the custody of a parent or any person designated by the parent or school. DUSD Board of Education has implemented procedures relating to suspension of riding privileges which shall be made available to parents, pupils, teachers and other interested parties.

Campus Disturbances by Students

Procedures have been established in Downey schools for the expression of student opinions, concerns, or complaints, and it is reasonable to assume that students will abide by and follow these procedures. Any violation of the rules relating to unauthorized assembly shall be subject to suitable disciplinary measures which may include loss of eligibility to represent the school; loss of student activity participation, honors, awards, scholarships; suspension and/or expulsion depending on the severity of the violation and possible arrest as provided by law.

Cell Phones, Laser Pointers/Signaling Devices

Use or possession of any signaling device with the potential to cause physical harm such as a laser pointer may result in appropriate disciplinary action. Cell phone usage while on campus during school hours is a school-site decision. The school accepts no responsibility for devices that are lost or stolen. (AR 2430)

The use by any person, including a pupil, of any electronic listening or recording device in any classroom without the prior consent of the teacher and the principal is prohibited as it disrupts and impairs the teaching process and discipline in the schools. Any person, other than the pupil, willfully in violation shall be guilty of a misdemeanor. Any pupil in violation shall be subject to appropriate disciplinary action.

Civility

It is unlawful for any person to intentionally injure or to attempt to injure, intimidate, interfere by force, threat of force, physical obstruction, or nonviolent physical obstruction with any person attempting to enter or exit any public or private school grounds.

Any person who willfully disturbs a public school or a public-school meeting is guilty of a misdemeanor and may be punished by a fine of not more than \$500. (EC 32210)

Dangerous Drugs /Narcotics Abuse

Every effort shall be made to inform and instruct students at the appropriate grade levels about the dangers and implications of drugs and narcotics usage. A continuous program of instruction, guidance, and counseling shall be conducted in every school to provide students with preventive, corrective, and rehabilitative measures. Violations involving furnishing, receiving, using or possessing narcotics or dangerous drugs may be referred for an expulsion. Furnishing is defined as the act of willfully making said substances available, with or without compensation, to any other person or any item represented as a narcotic or dangerous drug.

Defacing or Damaging of School or District Property

Serious acts of vandalism may result in an expulsion referral. Other offenses will result in a parental conference, detention, suspension, and/or arrest. Every effort shall be made by the District to obtain payment for all damages to school property caused by the student. The parent/guardian is responsible for this payment.

Defiance, Disrespect, Disregard of School Regulations

Violations of school regulations may result in a parental conference, detention, possible suspension of one (1) to five (5) days, referral for placement in another school, other means of correction and/or other disciplinary action.

Note: Students in Kindergarten – Grade 3 shall not be suspended for violation of Education Code 49000 (k) and students in Kindergarten – Grade 12 shall not be recommended for expulsion for violation of Education Code 49000 (k).

Disruption of Flag Ceremony

The Board of Education has the legal responsibility to provide for the conducting of the daily pledge of allegiance to the flag of the United States. It has no legal responsibility or right to require each and every student to participate actively therein. It does however, have the right and the duty to see that students show no disrespect to the flag of the United States, and that they do nothing to disrupt the ceremony. (EC 52720)

Dress and Grooming

Each school is granted the authority to establish school-based dress and grooming standards consistent with this policy. All students who go to school without proper attention given to personal cleanliness and/or appropriate dress shall be asked to change or be sent home.

The responsibility for student dress lies with the parent/guardian. Parent/guardian and student should adhere to the following guidelines:

- All clothes must be neat, clean, not frayed, in good repair and be an appropriate size.
- Footwear must be worn at all times.
- Thong sandals without heel straps are not allowed.
- Hair must be neat and clean.
- "Tank tops" are not permitted.
- Girls may not wear sheer blouses, bare midriff, or braless outfits. Shorts may be worn.
- Undergarments shall be worn and must not be visible at any time.
- Symbols, signs, emblems, or attire, which disrupt, distract, or interfere with the orderly maintenance of the campus are prohibited. Pursuant to EC 35183 gang-related apparel as determined by law enforcement agencies is prohibited.

Fires, Explosives or Weapons

Setting fires or possessing explosives, which may cause or threaten to cause serious damage to life or property and possession of any weapon including any type of knife, shall result in immediate referral for expulsion. Other offenses shall result in a parental conference, possible suspension of 1-5 days, referral for another school placement, and/or arrest.

Profanity or Vulgarity

Use of profanity or vulgarity may result in a parent conference, detention, possible suspension of 1-5 days, or other means of correction.

Required Parent Attendance

Parents may be required to attend a portion of the school day with their student when the student has been suspended by the teacher for committing an obscene act, engaging in habitual profanity or vulgarity, disrupting school activities, or willfully defying authority. (EC Section 48900.1)

Sexual Harassment

Downey Unified School District is committed to maintaining a learning and working environment that is free from sexual harassment. Any student who engages in sexual harassment of anyone in or from the district may be subject to disciplinary action up to and including expulsion. Any employee who permits, engages in, or fails to report sexual harassment shall be subject to disciplinary action up to and including dismissal. For a copy of the district's sexual harassment policy or to report incidences of sexual harassment, please contact Certificated Human Resources at (562) 469-6545.

Sexual harassment can be requests for sexual favors or unwelcome sexual behavior that is bad enough or happens often enough to make you feel uncomfortable, scared or confused and that interferes with your schoolwork or your ability to participate in extra-curricular activities or attend classes. Sexual harassment can be verbal (comments about your body, spreading sexual rumors, sexual remarks or accusations, dirty jokes or stories), physical (grabbing, rubbing, flashing or mooning, touching, pinching in a sexual way, sexual assault) or visual (display of naked pictures or sex-related objects, obscene gestures). Sexual harassment can happen to girls and boys. Sexual harassers can be fellow students, teachers, principals, janitors, coaches, and other school officials. (BP/AR 1110) (Ed Code 212.5)

Tardiness

Tardiness to class is a discipline problem rather than an attendance problem. It is harmful to the student and disrupts the proper educational environment. Detention is the recommended discipline to be used in cases of tardiness. Students may be detained in school for disciplinary or other reasons for not more than one hour after the close of the school day or four hours on Saturday after 24-hour notice has been given. Parents shall be contacted regarding cases where students have a continuing problem of tardiness. Per Ed. Code 48260, three tardies of 30 minutes or more are equivalent to one full-day of unexcused absence. Parents and school personnel should work together with the student to see that the problem is solved.

Theft

Theft or knowingly receiving stolen school or private property may result in a parent conference, suspension of 1-5 days, or referral for another school placement. Students will be responsible for payment for all lost or damaged school property and may be subject to possible arrest.

Threats and/or Physical Abuse

Any student who physically attacks, threatens, harasses, or verbally abuses any District employee or student will be subject to disciplinary action, is not mandated to, but may include suspension and/or expulsion and/or referral to another school placement. The student can also be subject to arrest and prosecution. Students who aid or abet in the injury or attempted injury will be subject to appropriate disciplinary action.

Tobacco/ Electronic Nicotine Delivery Systems

Disciplinary action for possession or smoking of tobacco may include possible suspension of 1 - 5 days or a referral to an alcohol and other drugs program.

The Downey Unified School District prohibits the use of electronic nicotine delivery systems (ENDS) such as e-cigarettes, hookah pens, cigarillos, and other vapor-emitting devices, with or without nicotine content, that mimic the use of tobacco products on all district property and in district vehicles at all times. ENDS are often made to look like cigarettes, cigars and pipes, but can also be made to look like everyday items such as pens, asthma inhalers and beverage containers. These devices are not limited to vaporizing nicotine; they can be used to vaporize other drugs such as marijuana, cocaine, and heroin. Section 119405 of the Health and Safety Code prohibits the sales of e-cigarettes to minors which means that students should not be in possession of any such devices. Students using, in possession of, or offering, arranging or negotiating to sell ENDS can be subject to disciplinary action, ENDS are considered drug paraphernalia, as defined by 11014.5 of the Health and Safety Code.

EMERGENCY

Disaster Preparedness

Emergencies happen unexpectedly at any time. Confusion that may exist at that time can be reduced by carefully planning what must be done before, during, and after the emergency.

In the event of an emergency during the school day, the best place for the students to remain is at school. During the emergency, it is essential that the school telephones are available to school personnel. The school should be called only if it is absolutely necessary. Students will not be released from school unless the emergency has ended or they have been picked up by their parents or authorized person(s).

Parents should prepare their children for an emergency: (1) By being aware of the emergency procedure instructions given to their children at school; (2) By keeping their child's emergency data updated at all times; (3) By establishing the safest and most direct route to and from school; (4) By arranging for a neighbor or friend to care for their child if the parents leave home for the day and ensuring that the neighbor's name is on the student's emergency card.

Each school site has a Comprehensive School Safety Plan that includes a disaster plan and emergency procedures. Copies are available to read at each site. Fire, earthquake and lock-down/lock-out drills are held periodically at each school. If a serious earthquake should occur during the school day, every effort will be made to keep students at a school site in a safe area until an authorized person noted on the disaster release card or emergency card arrives. Students not picked up will remain at a school site until the end of the normal school day and will be released at that time if it is safe.

Coordinating teams composed of school personnel will direct all emergency operations. If a disaster occurs while students are on the way to school, they should continue to school or go directly home, depending on road conditions or the shortest route. Please discuss this information at home with your student(s).

Emergency Information

Emergency information must be filled out for each child in school. For each child's safety and well-being, it is critical that the school office have current telephone numbers and addresses of parents/guardians, as well as names and phone numbers of neighbors or relatives who may be called if a child becomes ill or is injured while at school.

*Please notify the office if any emergency information needs to be updated, including mobile phone numbers and e-mail addresses. Remember, only those listed on the emergency information **contact list** can pick up a student from school.*

Emergency School Closure

If an emergency occurs, the closing of school will be broadcast on radio station KNX (1070) between 6:00 and 6:30 a.m. During a major emergency, please do not tie up the telephone system. Listen to your radio for current information.

If District communication system is intact, parents/guardians will be notified by school or district officials. A dialer and/or e-mail will be sent to the current phone number on the student's emergency information contact list.

HEALTH

Health Conditions

Students with serious health conditions (Asthma, Diabetes, Allergy, Seizure Disorder, etc.) are required to have a health care plan on file in the school health office. Health care plans must be completed annually by the parent/guardian and the student's physician. Health care plans are used by the school nurse to educate school staff in providing safe and appropriate health care services to students. In addition, if medication is required, a Request for Assistance with Medication form may be necessary. Health care forms may be picked up at any school or accessed on-line at www.dusd.net – Parent Resources.

If your child has a health condition which requires no school intervention, medication or services, please indicate on his/her Emergency Card. If your child requires medication or health care services which are needed during a field trip,

the school/District nurse must be notified two weeks prior to the field trip date. You can leave a message for your school nurse at (562) 469-6589.

Your child and family may be eligible for free or low-cost health coverage. For information about health care coverage options and enrollment assistance, contact our TLC Family Resource Center at (562) 904-3577 or go to www.CoveredCA.com.

In order to initiate access to available pupil mental health services, you may contact the following school staff at your school site: School Psychologist, School Counselor, or School Administrator through your school site's main line or counseling office. These staff members will assist you in initiating the process for school based or community based mental health services. For more information, please visit www.DUSD.net/resources-for-parents.

Child Abuse Prevention

Under the provisions of the Maxine Waters Child Abuse Prevention Act of 1984, SB 1165, and AB 2016, school districts are authorized to provide age-appropriate instruction for students in grades kindergarten through 12. This will include areas of child abuse, i.e., physical, sexual, emotional, sex trafficking, assault and neglect. Parents may request in writing that their child not participate.

The Downey Unified School District is committed to protecting all students in its care. All employees of the District are considered mandated reporters, required by law to report cases of child abuse and neglect whenever there is reasonable suspicion abuse or neglect has occurred. District employees may not investigate to confirm a suspicion.

All complaints must be filed through a formal report, over the phone, in person, or in writing, with an appropriate local law enforcement agency (i.e. Police Dept., County Probation Dept., or County Welfare Dept./County Child Protective Services). Both the name of the person filing the complaint and the report itself are confidential and cannot be disclosed except to authorized agencies.

Parents and guardians of students also have a right to file a complaint against a school employee or other person that they suspect has engaged in abuse of a child at a school site. Complaints may be filed with the local law enforcement agency; you may also notify the District of an incident by contacting the Department of Student Services at (562) 469-6565.

Child abuse does not include an injury caused by any force that is reasonable and necessary for a person employed by or engaged in a school:

- 1.To stop a disturbance threatening physical injury to people or damage to property;
- 2.For purposes of self-defense;
- 3.To obtain possession of weapons or other dangerous objects within control of a student;
- 4.To exercise the degree of control reasonably necessary to maintain order, protect property, protect the health and safety of pupils, and maintain proper and appropriate conditions conducive to learning.

Concussions

A concussion is a brain injury that can be caused by a bump, blow, or jolt to the head, or by a blow to another part of the body with the force transmitted to the head. Even though most concussions are mild, all concussions are potentially serious and may result in complications including prolonged brain damage and death if not recognized and managed properly. A school district that elects to offer athletic programs must immediately remove from a school-sponsored athletic activity for the remainder of the day an athlete who is suspected of sustaining a concussion or head injury during that activity. The athlete may not return to that activity until he or she is evaluated by, and receives written clearance from, a licensed health care provider. If the licensed health care provider determines the athlete has a concussion or head injury, the athlete shall also complete a graduated return-to-play protocol of no less than 7 days in duration under the supervision of a licensed health care provider. On a yearly basis, a concussion and head injury information sheet must be signed and returned by the athlete and the athlete's parent or guardian before the athlete's initiating practice or competition. This requirement does not apply to an athlete engaging in an athletic activity during the regular school day or as part of the physical education course.

Epi-Pen Procedure

Students with diagnosed life-threatening allergic reactions are required to provide an allergy care plan with a prescribed EpiPen before entering school. Students may carry and self-administer prescription auto injectable epinephrine if the school has written permission from their health care provider and parent/guardian (EC49423)

All schools are supplied with one emergency EpiPen available for those students with unknown life-threatening allergic reactions. The use of an EpiPen may allow a student to continue breathing until paramedics can arrive with additional resources. Each school site has staff members who have been trained by a school nurse in the proper use of this injectable medication. Please notify your school in writing if you do not want your child to receive this treatment in an emergency or if this treatment is medically inadvisable.

Health/Support Screening

A scoliosis screening can detect possible spinal problems in children. CA Ed. Code, Section 49452.5, recommends that all female students in grade 7 and all male students in grade 8 be given a scoliosis screening, unless refused in writing by a parent/guardian. The procedure for screening involves a trained examiner inspecting a student's posture as he or she stands and bends forward with an uncovered spine. Notification will be sent to a parent/guardian if a spinal problem is suspected. If your child is currently under active treatment for a spinal problem, please notify the school.

Students in elementary grades and in grade 8 will receive vision and hearing screenings. Additional students in middle and high schools may also receive vision and hearing screenings.

Health Insurance

The District does not carry medical or dental insurance for your child. If you do not have private insurance and desire coverage, each school has student insurance information and forms available in the school office.

Immunizations and Physical Examinations

Students must be immunized against certain communicable diseases. Students are prohibited from attending school unless immunization requirements are met for age and grade. Health care forms may be picked up at any school office or accessed on-line at www.DUSD.net under Parent Resources. The school district shall cooperate with local health officials in measures necessary for the prevention and control of communicable diseases in school age children. The district may use any funds, property, or personnel and may permit any person licensed as a physician or registered nurse to administer an immunizing agent to any student whose parents have consented in writing.

Beginning January 1, 2016, parents of students in any school, will no longer be allowed to submit a personal beliefs exemption to a currently required vaccine. A personal beliefs exemption on file at school prior to January 1, 2016 will continue to be valid until the student enters the next grade span at kindergarten (including transitional kindergarten) or 7th grade. A student not fully immunized may be temporarily excluded from a school or other institution when that child has been exposed to a specified disease and whose documentary proof of immunization status does not show proof of immunization against one of the communicable diseases described above.

Physical examinations are required for all students upon enrollment in Kindergarten. On January 1, 2016, SB 277 eliminated personal belief exemptions.

Record of a dental assessment done by a dental professional is required for all kindergarteners and first graders attending public school for the first time. Dental assessments must be completed in the 12 months prior to entry.

Medication

Administration of any prescribed medication or any over-the-counter medication (such as Tylenol, cough syrup, eye drops, cough drops) needed by a child during the school day may be done by a designated school employee only after receiving written detailed instructions from the physician and a written parental request. This request must be made each school year. (Education Code Sections 49423 and 49480)

Students with asthma may carry and self-administer inhaled asthma medication if the school has written permission from their health provider and parent/guardian. (EC Section 49423.1) Health care forms may be picked up at any school office or accessed on-line at www.DUSD.net under Parent Resources.

Medication, Disaster Preparedness

Per DUSD medication policy, all students taking routine daily/scheduled medication for significant health problems are required to have their physician and parent/guardian complete the Request for Assistance with Medication form. The parent/ guardian must also bring a three (3) day supply of medication and supplies to be used at school in the event of a disaster.

Pupil Injuries

The District does not provide payment for medical or hospital service for pupils injured at school, at school-sponsored events, or while being transported. Parents may purchase private insurance for their children to cover these expenses. (EC 49471)

Steroid Use

The Board of Education has adopted Board Policy 2365 which prohibits the use of steroids. It is important to note that the use of steroids to increase strength or growth can cause serious health problems. Steroids can keep teenagers from growing to their full height, as well as cause liver damage, heart disease and strokes. Students that are post-puberty may develop fertility problems, personality changes and acne. Males can also experience premature balding and the development of breast tissue. These health hazards are in addition to the civil and criminal penalties for unauthorized sale, use or exchange of anabolic steroids.

Suicide Prevention Policy

Student suicide rates are of concern to all members of the school community. Local Districts were required by California law to provide suicide prevention education, according to age-appropriate and sensitive local policies, for grades 7 to 12. Legislators have determined that training in mental health and coordination around improved services is extended to our elementary students. A shared goal by all staff educators is to keep a safe place to learn, free from harm to any of our students.

Wellness Policy

The Board of Education has adopted Board Policy 2630 which complies with Federal and State requirements addressing nutrition education, food and beverage choices on campus, physical activity and monitoring/reporting of this policy. A committee meets periodically and audit findings are reported annually at a designated Board meeting for public comment.

STUDENT RECORDS

The California Code of Regulations requires schools to maintain a permanent record for each pupil, which shall include a record of enrollment and grades. The results of State and District required achievement and scholastic aptitude tests are recorded on or in the cumulative record. This information is used to plan an educational program for each child. If students are placed in special programs to provide better learning opportunities, special records are maintained in order to judge the need for such programs, recommend the best kind of instruction, and evaluate the progress made. If students have difficulty in learning, records diagnosing the problem with suggestions of correction are maintained. In addition, records of health, conduct, special awards and honors, participation in special activities, career interests, aptitudes, and attendance are maintained.

School officials responsible for planning and providing an educational program for students have access, according to the law, to student records. No non-educational organizations or individuals are given information regarding a student without written parent consent, or court order, with the exception of directory information.

When a student enrolls in a school outside of the District, the cumulative record, upon request, shall be transferred to the school district to which the student transferred.

Present cost to copy school records is twenty-five cents a page in excess of two copies in accordance with the Education Code. Parents have the right to ask the principal for an explanation/interpretation of records. If parents so desire, they should make an appointment with the principal for this purpose. In addition to the principal, the Director of Student Services, is also responsible for student records.

Directory Information

Directory information is frequently needed and released to a variety of school support and public agencies, including State and local law enforcement and armed services, and for the benefit of a student who is seeking scholarships, awards, or employment, or who is deserving of public recognition in athletics, music, drama, scholastic or other meritorious achievement. Such directory information is limited to the following: student name, address, telephone number, e-mail address, date of birth, honors and awards received, participation in athletics and other school activities, weight and height of members of athletic teams, dates of attendance, major field of study, most recent educational agency or institution attended, and date of graduation. No information may be released to private profit-making entities other than employers, prospective employers and representatives of the news media, including, but not limited to, newspapers, magazines, and radio and television stations. Directory information may be disclosed without prior consent from the parent or legal guardian unless the parent or legal guardian submits a written notice to the school to deny access to his/her pupil's directory information. A form is available on the District website and at all schools.

Maintenance of School Records

Certain school records are permanently maintained by the school district. These records consist of enrollment information, grades, attendance, and graduation status. Other school records are optional and maintained until their usefulness ceases. At minimum, they are maintained for three years. The District will maintain the records of students with Individual Education Programs for a minimum of three years. Personally identifiable records that are no longer needed to provide educational services will be destroyed in a method that shall assure that the records are not available to possible public inspection in the process of destruction.

Review of Pupil Records

Parents, guardians, and students (16 years of age or older or who have completed Grade 10) may inspect and review all official records upon request and have the right to challenge the content if it is considered to be inaccurate, misleading, or an inappropriate personal conclusion or inference, outside the observer's area of competence and not based on personal observation. If there is mutual agreement that the record should be changed, an opportunity will be provided for correction or deletion by the principal of the school. In case of disagreement, the parent has the right to ask for the opportunity to further challenge the accuracy of the records in a written request to the Assistant Superintendent.

Transcript Requests

District high schools will provide grade transcripts. There may be a nominal fee charged for multiple copies.

ACADEMICS

Animal Dissection

If any course utilizes dissection or otherwise harms or destroys animals or parts of animals, the parent/ guardian of any pupil may request in writing that the child not participate in the education project. (EC 32255) The teacher may work with the pupil to develop and agree upon an alternative education project to enable the pupil to obtain the knowledge, information, or experience required by the course of study in question.

Cal Grant and Financial Aid

A Cal Grant is money for college that does not have to be paid back. To qualify, a student must meet the eligibility and financial requirements as well as any minimum grade point average (GPA) requirements. Cal Grants can be used at any University of California, California State University or California Community College. Some independent and career colleges or technical schools in California also take Cal Grants.

In order to assist students applying for financial aid, all students in grade 12 are automatically considered a Cal Grant applicant and each grade 12 student's GPA will be submitted by the October 1 deadline to the California Student Aid Commission (CSAC) electronically by a school or school district official. A student, or the parent/guardian of a student under 18 years of age, may complete a form to indicate that he/she does not wish for the school to electronically send CSAC the student's GPA. Until a student turns 18 years of age, only the parent/guardian may opt out the student. Once a student turns 18 years of age, only the student may opt himself/herself out, and can opt in if the parent/guardian had previously decided to opt out the student. Notification regarding CASC and the opportunity to opt out of being automatically deemed a Cal Grant applicant will be provided to all students and their parents or guardians by January 1 of the students' 11th grade year.

Under state law, school districts are to ensure that students prior to entering 12th grade are entitled to information on how to properly complete and submit the Free Application for Federal Student Aid (FAFSA) or the California Dream Act Application at least once. This information should be available in a timely manner as financial aid is awarded in order

of submission according to deadlines, on a first-come, first-served basis. All family and student personal information will be protected according to state and federal privacy laws and regulations. This information is disseminated through the College and Career Centers in meetings with parents and students.

California High School Proficiency Exam

The California High School Proficiency Exam (CHSPE) is a voluntary test that assesses proficiency in basic reading, writing, and mathematics skills taught in public schools. Eligible pupils who pass the CHSPE are awarded a Certificate of Proficiency by the State Board of Education. A pupil who receives a Certificate of Proficiency may, with verified approval from the parent or legal guardian, leave high school early. The Certificate of Proficiency is equivalent to a high school diploma; however, it is not equivalent to completing all course work required for regular graduation from high school. Pupils planning to continue his/her studies in a college or university should contact the admissions office of the institution to find out if the Certificate of Proficiency will meet admission requirements.

A pupil is eligible to take the CHSPE only if he or she meets one of the following requirements on the test date: 1.) is at least 16 years old; 2.) has been enrolled in the tenth grade for one academic year or longer; or 3.) will complete one academic year of enrollment in the tenth grade at the end of the semester during which the CHSPE regular administration will be conducted. A fee for each examination application shall not be charged to a homeless or foster youth student under the age of 25.

Career Counseling & Course Selection

Commencing grade 7, school personnel shall assist pupils with course selection or career counseling, exploring the possibility of careers, or courses leading to careers based on the interest and ability of the pupil and not on the pupil's gender. Parents or legal guardians are notified so that they may participate in such counseling sessions and decisions.

Coursework and Graduation Requirements

If you are a military family, your child may qualify to be exempted from local graduation coursework requirements that are beyond the California state requirements. Please make an appointment with the school counselor to review your child's options for graduation. All coursework that was completed at another school outside of Downey Unified School District will be issued full or partial credit.

The Downey Unified School District may award a diploma to any student who may have been deported outside of the US, if in good standing after completing the second year of high school. Any transfer credits from outside the US will be considered as completion through online or foreign classes.

State law extends exemptions from local graduation requirements and offers provisions regarding coursework for transfers and graduation exemptions, to migratory and newly arrived immigrant students during their 3rd and 4th year of high school. These students may be offered an option of attending a 5th year of high school.

Family Life Education

The curriculum in grades 5-12 in science, physical education, and health courses may include a study of the functions and processes of the human reproductive system. In accordance with the provisions of California law, an opportunity is provided for parents to request in writing that their son or daughter not be present in the classroom when this instruction is offered. If the principal does not receive such request from the parent, the child will be present in the classroom during this instruction. Students who are to be excused from this class session will be given supervised instruction in another classroom during this time.

A showing of the film, approved by the Board of Education for use in family life class for grade 5 will be held for interested parents of 5th grade girls **at 4:00 p.m. on Thursday, September 3, 2020**, in Educational Services at the Gallegos Administration Center.

Family School Partnership Act

The Family-School Partnership Act is part of California Labor Code Section 230.8 which is a law that allows parents, grandparents, and guardians who work for a business that has 25 or more employees at the same location to take off up to 40 hours each year to participate in their children's school or child care activities. Under the law, any activity that is sponsored, supervised, or approved by the school, school board, or child care facility is acceptable. Check with your employer for specific guidelines.

Fees, Charges, and Deposits

The California constitution requires that public education be provided to students free of charge, unless a charge is specifically authorized by law for a particular program or activity. Therefore, the Downey Unified School District may not charge fees for school programs and extracurricular activities, except for those programs or activities where a fee is specifically authorized by law.

The law does allow a school district to request voluntary donations and engage in fundraising activities and programs. These donations and fundraising financial contributions are voluntary. All students will be allowed to participate in school activities and extracurricular activities regardless of whether the parent/legal guardian make a donation or contribute. For a list of legally authorized fees, charges, and deposits, visit the District's website at www.dusd.net refer to *Resources* tab.

Field Trip & Athletic Transportation

Whenever students participate in off-campus activities such as field trips and athletic competitions, parent permission is required. On occasion, students participate in activities and the use of school buses is outside of budget limitations. Coaches, parents, and other adult volunteers are often requested to provide supplemental transportation by using their private vehicles. In such cases, all drivers must complete a "Student Activity Trip Driver Information Sheet" which is available at the school and will be kept on file. All drivers are required to provide copies of their driver's license and current vehicle registration. In addition, the owner of the vehicle must provide proof of valid automobile liability insurance with limits of no less than \$100,000 per person, \$300,000 per accident/ bodily injury, \$50,000 property damage, and \$2,000 medical payments. Under no circumstances should students drive other students to these activities.

If your child requires medication or health care services which are needed during a field trip, the school/district nurse must be notified two weeks prior to the field trip date. You can leave a message for your school nurse at (562) 469-6589.

High School Physical Fitness Test

Grade 9 students who do not pass five of the six Physical Fitness Tests will be required to take a second year of Physical Education in Grade 10.

Home-Hospital Instruction

Individualized instruction is available for students who receive in-hospital health care within the Downey area. It is the responsibility of the parent to notify and request such instruction from the school district. Students with a significant health issue and a request from their physician may be eligible to receive home instruction. It is the responsibility of the parent to notify and request such instruction from the student's school of attendance.

Online Assessments

Students may be required to take online assessments as part of the classroom instructional program and state/federal mandated testing requirements. The California Assessment of Student Performance and Progress, or CAASPP, is the state academic testing program. The assessments include computer adaptive tests in English-language arts/literacy (ELA) and mathematics for students in grades 3-8 and 11, and paper-based tests in science for students in grades 5, 8, and 10. Parents have the option of excusing their child from any part of the CAASPP. The request must be submitted annually in writing to the school specifying the tests to be exempted.

ParentConnection Information

Q ParentConnection is a Web application that provides parents with direct access to student data via the Internet. Using a confidential PIN (personal identification number) and password, parents can connect to the Downey Unified School District's student database using a web browser and view their child's data, such as school news, classroom news, student schedules, attendance activity, class assignments, and progress reports. Parents may request web access to their child's data by logging on to www.dusd.net. Scroll down on the home page to the bottom right corner. Then click on the Q ParentConnection link for information on how to sign up.

Post-Secondary Options

The following information on post-secondary education options may be accessed through the Downey Unified School District website, www.dusd.net

- Applying to College: Admission Requirements for the University of California (UC) and the California State University (CSU) links to UC and CSU, high school courses certified as satisfying the requirements for admission to UC and CSU.

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Post-Secondary Options, continued

- Career Technical Education (CTE) program description, including a link to the California Department of Education website for more information.
- How to schedule an appointment with your school counselor for college planning, course selection, and/or information and enrollment in CTE.

Promotion/Retention Policy

Downey Unified School District has a Promotion/Retention Policy as mandated by State legislation (AB 1626/ AB1639). The intent of the legislation is to ensure that students meet grade-level standards before promotion. Students in grades kindergarten through eight must progress through the grade levels by demonstrating growth in learning and meeting grade-level standards of expected student achievement. The District will use multiple measures to assess each student's proficiency in reading, written language, mathematics, and in some grade levels, science and social studies. These measures will determine whether a student is making appropriate progress for his/her grade level.

Students who do not demonstrate satisfactory progress toward attaining grade-level content and performance standards will have a "Student Success Plan" developed with the student's current classroom teacher. Downey schools have developed and continue to develop a variety of assistance strategies and programs to provide extra help for students who are "at-risk" of being retained or are "candidates for retention."

Parents will be notified as early in the school year as possible if retention is a possibility. Parents will be requested to participate in a planning conference where they will work with school staff to create a plan to remediate the student's academic deficiencies.

At-Risk of Retention

If and when it appears a student is "at-risk" of being retained, the parent/ guardian will be notified and a "Student Success Plan" will be developed. A student will be recommended for retention if, by the end of the final report card period, he/ she has not shown reasonable progress towards grade-level standards.

Assessment for Grades K – 2

Students in grades K–2 will be assessed based on their reading and writing skills as indicated by report card grades and performance levels.

Assessment for Grades 3 – 8

The decision to promote or retain students in grades 3-5 will be based on competency in reading and math skills. In grades 6-8, science and social studies will also be included.

Questions and Answers about Promotion/ Retention

Do the same standards apply for English Learners?

No. Students who are English Learners (EL) will be exempt until they meet two reclassification criteria.

What about students receiving special education services?

Special education students will be promoted or retained on the basis of their progress and performance related to their Individualized Education Programs (IEPs).

What if the parent is unable to follow the activity plan to help his/ her child improve?

Ensuring that a student has every opportunity to meet grade-level standards is the responsibility of both school personnel and parents. It is the parent's responsibility to find a way to participate in the necessary remediation offerings for their child.

What if the parent does not agree that his/her child should be retained?

Parent/guardian who disagree with a decision to retain their child/ren can appeal the decision. A written request listing the reason(s) why the teacher's decision should be overruled must be submitted to the Director of Elementary or Secondary Education within ten school days of being notified of the retention. If the Director denies the request, the parent/guardian may write a second appeal to the Assistant Superintendent, Educational Services. The decision of the Assistant Superintendent is final.

School Accountability Report Cards

Parents may review pertinent school information and testing data by going to the Downey Unified School District website www.dusd.net, *Resources* tab and then click on SARC. The information may be viewed or downloaded. Copies are available at each school site and will be provided on request. (EC Section 33126)

Special Education Services

Students who meet the eligibility criteria as an individual with disabilities are provided a free and appropriate public education. Information regarding Special Education services and programs may be accessed through the School Psychologist at the student's school of attendance.

Educational services are available for individuals with disabilities, from age 3 through 22 years of age. For Low Incidence Disabilities of Visual Impairment, Deaf and Hard of Hearing or Orthopedic Impairment, educational Services are available from birth. Parents who suspect their child has a disability are advised to contact the Special Education Department within the Downey Unified School District at (562) 469-6582.

STUDENT USE OF TECHNOLOGY

Before using the District's on-line resources, each student and the parent/guardian shall acknowledge receipt of the Internet and Technology Use Agreement. This document sets forth the rights and responsibilities for all users of the Downey Unified School District's technological resources, pursuant to Board Policy and Administrative Regulation 3136.2, *Student Use of Technology*. Prior to using the District network or any District technological resources, students will participate in an orientation of the proper use of the network and electronic resources.

Educational Purpose

The District internet system has been established for a limited and focused educational purpose. The term "educational purpose" includes class-room activities, continuing education, professional/career development and high-quality, educationally enriching research.

The District internet system has not been established as a public access service or a public forum. The District has the right to place restrictions on the material accessed or posted through the District system. The District has taken reasonable precautions to restrict access to harmful matter and materials that do not support approved educational objectives by installing technology filters to protect against access to inappropriate material. Students are expected to follow the rules set forth in this policy, the student disciplinary policy and regulations, and Federal, State and Local laws.

Access to Materials

While electronic information resources offer tremendous opportunities of educational value, they may also present opportunities for illegal and unethical use. The following represent some of the uses that are prohibited by the District:

Plagiarism & Copyright Information

Works found on the Internet shall not be plagiarized. Plagiarism is taking the ideas or writings of others and presenting them as if they were one's own. The rights of copyright owners will be respected in the use of materials found on, disseminated through, or posted to the Internet or District network. Copyright infringement occurs when work that is protected by a copyright is inappropriately reproduced. Copyright law might be confusing. Students should direct questions on this subject to their teacher(s).

System Security

Security of the network infrastructure and computer systems is a high priority. If a user feels he/she can identify a security problem on the District network, a teacher or administrator should be notified immediately.

Privacy and Safe Network Use

All network use, including but not limited to email, data transfers, browsing and storage of electronic data on any District machine is subject to monitoring by the District. There should be no expectation of privacy.

For personal safety and the safety of others:

- Do not reveal personal information, or any other private or personal information about others under any circumstances.
- Such personal information includes, but is not limited to student's name, address, telephone number, Social Security number, or other identifiable information.
- Students will not agree to meet with someone they have met online without parent's approval and participation.

- Students will promptly disclose to their teacher or other school staff member any message they receive that is inappropriate or makes them feel uncomfortable. Such messages shall not be deleted until instructed to do so by a staff member.

Inappropriate Use of Technology

While electronic information resources offer tremendous opportunities of educational value, they may also present opportunities for illegal and unethical use. The following represents some of the uses that are prohibited by the District. “Inappropriate Use” includes:

- Using the network in violation of federal, state and local laws
- Using the network for commercial advertising
- Using copyrighted materials without permission
- Using the network to lobby for votes
- Using the network to access and or distribute a file that contains pornographic and/or illegal material
- Using the network to send/request material that is inflammatory
- Using the network to threaten, harass or post false or defamatory information about a person or organization
- Creating and/or intentionally placing a computer virus on the network
- Using or copying commercial software in violation of its end user license
- Using the network to send/request materials that are inconsistent with the school’s code of conduct
- Using the network to send/request student data for inappropriate use
- Using the network to provide addresses or other personal information that others may use inappropriately
- Using the network to make purchases or conduct other personal business during school hours
- Connecting or installing unauthorized equipment and/or devices to the network such as access points, routers, gateways, and non-District computers and peripherals
- Using any hardware or software that interferes with the District network
- Unauthorized access to the District network or student information system (i.e. online grade book)
- Using another user’s login/password for any reason
- Disrupting the District network or any other computer system or destroying data by spreading computer viruses or by any other means.

Vandalism, Penalties, & Limited Liability

Vandalism includes but is not limited to: any malicious attempt to disrupt, harm or destroy hardware and/or data of the District or another user, the Internet, or other networks that are connected to the Internet. This includes the willful creation/distribution of computer viruses, willful destruction of data and access of network infrastructure and equipment. Vandalism may result in the cancellation of privileges, disciplinary action and/or referral to the appropriate local, state and/or federal authorities. Individuals found to be responsible for acts of vandalism may be held financially liable for all costs related to repair and/or replacement of damaged equipment or services.

The use of the DUSD technology resources is a privilege and inappropriate use may result in the loss of that privilege. Any user who is found to be in violation of these rules may be subject to some or all of following consequences:

- Parental notification
- Suspension and/or termination of technology privileges
- Suspension and/or expulsion from school
- Referral to law enforcement authorities for criminal prosecution
- Other legal action, including action to recover damages and penalties

The District will make every attempt to provide uninterrupted service and will not guarantee that the functions or services provided through the District Internet service will be without error. The District will not be responsible for any damage suffered, including but not limited to, loss of data, interruptions of service, or exposure to inappropriate material or people.

Parents can be held financially responsible for any harm that may result from a student's intentional disruption of the system. Students may only use the system if they and their parent/guardian have signed the District Internet and Technology Use Agreement. Use of the District’s network implies understanding and agreement with all statements, standards and rules.

OTHER

Asbestos - Management

Downey Unified School District maintains and annually updates its management plan for asbestos-containing material in school buildings. For a copy of the asbestos management plan, please contact the Maintenance, Operations and Transportation (MOT) Department.

Food Services

All students must apply or re-apply each year to qualify for the free or reduced-price meal program. Free/Reduced-Price meal applications are available for submission online at the DUSD website (www.dusd.net). If a paper application is preferred, they are available at any school site or in the Food Service office located at 11627 Brookshire Ave.

Students who have not been approved for the free or reduced-price meal program are responsible for charges made on the student account to purchase school meals. The Downey Unified School District has a Meal Charge Policy addressing how students who pay the full cost of a school meal are impacted by not having enough cash on hand or in their account to purchase that meal. The meal charge policy may be viewed at www.dusd.net/food-services or for a paper copy of the policy, please contact the Food Service office at 562-469-6672. Parents are strongly encouraged to use any/all prepayment options to support the meal service for their children. Information on the various prepayment options is available on monthly menus, on the DUSD Food Service website, or you may contact the Food Service office at 562-469-6672 for more information or to set up a payment plan.

Any checks returned for non-sufficient funds will be assessed a \$20 NSF fee. Funds deposited in to a student's accounts may be transferred to another DUSD student at any time for no cost. Refunds may be provided by contacting the Food Service office at (562) 469-6672.

Students with special meal requests need to refer to the department website and the school site Nurse for the required medical meal accommodation forms and for allergy information. This department offers peanut products.

This institution is an equal opportunity provider.

Megan's Law

Megan's Law website is available to parents. The website has information about convicted sex offenders, including their home addresses. (www.meganslaw.ca.gov)

Parent Involvement Policy

The Downey Unified School District encourages parent involvement as an integral part of improving academic achievement and creating a positive school environment. Parents are key stakeholders in their children's education and the District acknowledges there are different ways for parents to support academic achievement.

A committee, comprised of parents and District representatives, developed Board Policy and Administrative Regulation 3165, Parent Involvement, which was approved by the Board of Education. These procedures establish expectations for parental involvement and describe how the District will implement a number of specific parental involvement activities. The policy is reviewed annually.

The policy outlines necessary actions that the District takes to ensure that communication is fostered among District, parents, and schools. The intent of these actions is to provide parents with the opportunity to acquire skills to use at home that support their children's academic efforts at school and their development as responsible members of society, involve parents in the joint development of the local educational agency (LEA) plan and the process of school review and improvement, and build consistent and effective communication between home and school. Informed parents are better equipped to advocate for our students.

To participate in the District offerings of parent education and to provide parental input to the local training programs for parents, please contact the Director of Instructional Support Programs, for more information on how you may contribute.

The Policy is available for review. It can be viewed on the DUSD website <http://www.dusd.net>. A copy can also be obtained at each school.

Pesticide Products

AB 2260, Healthy Schools Act, requires an annual notification to all parents concerning the pesticide products expected to be applied at the school site during the coming year. Chemicals used at school sites are listed below. The same conditions that resulted in the use of these chemicals are expected to occur in future years.

The law requires the school to post a sign 24 hours before and for that sign to remain posted for 72 hours after the application of these chemicals. That sign will tell you why, when, and what is being used as well as the area of application. Should you desire a 72-hour advance notice of chemical use, please register your name with the school. Should a condition arise that requires the use of a chemical not on the list, a notice will be sent to the school at least 72 hours in advance of that application. Should an emergency condition arise, the school will be given as much advance notice as is feasible of a required chemical application.

BRAND NAME	ACTIVE INGREDIENT
Advance Dual Choice	EthylPerflouroactane Sulfonamide
Advion Cockroach & Ant Gel Bait	Indoxacarb
All Weather Contrac Blox	Bromadiolone
Avert Gel Bait	Abamectin B1
Avitrol Chop/Whole	Aminopuidine
Borid	Orthoboric Avid
Cy-Kick CS	Cyfluthrin
D Fense Dust	Deltamethrin
Delta Dust	Deltamethrin
Demand CS	Lambda-cyhalothrin
Dithiopyr L	Dithiopyr, methypropyl, difluoromethyl, trifluoromethyl
DuPont Advion Fire Ant Bait/Roach Bait	Indovacarb
Exciter	Pyrethrins
Finale	Glufosinate ammonium
First Strike	Difethialone
Gentrol IGR Concentrate	Hydroprene
Maxforce Ant and Roach Gel/Stations	Fipronil
Maxforce Ant Granules	Hydramethylnon
Maxforce Fly Spot Bait	Imidacloprid
Niban/Niban FG	Orthoboric Acid
Phantom	Chlorfenapyr
Poison Free Wasp	Mint Oil
Pecore 2000	Methoprene
Pecore IGR Concentrate	Methoprene
Pyrocide	N-Octyl Bicyclonheptene Dicerboximide, Piperonyl
Speedzone – 2,4-D	2-Ethylhexyl ester
Suspend SC	Delthamethrin
Talstar EZ Granular	Bifenthrin
Talstar P	Bifenthrin
Tempo Ultra WP	B/Cyfithrin
Termidor SC	Fipronil:5-Amino-1- Bifenthrin
Total TNV	Glufosinate ammonium
Transport GHP Insecticide	Acetamiprid and Bifenthrin

Tobacco-Free Campus

The use of tobacco and nicotine products is prohibited on school or district grounds, buildings, and vehicles, and within 250 feet of a youth sports event. Tobacco product includes, but is not limited to cigarettes, cigars, little cigars, chewing tobacco, pipe tobacco, snuff, or an electronic device (e.g., electronic cigarette, cigar, pipe, or hookah) that delivers nicotine or other vaporized liquids.

Transportation Services

The Board of Education provides some home-to-school transportation for students in elementary school and as required, for eligible special education students. A transportation fee may be charged for home-to-school transportation as allowed by law.

AREAS OF RESPONSIBILITY (BP/AR 2412)

Superintendent of Schools

The Superintendent shall exercise leadership in establishing procedures to carry out the policies of the Board of Education. He/she shall encourage a program of continuous study and evaluation of student behavior. He/she shall hold all school personnel, students, and parents responsible for supporting the policies of the Board of Education and the administrative regulations relating to the conduct of the students. He/she shall support all school personnel acting within the framework of District policies.

Principals

All school principals shall be responsible to the Superintendent for student control in their schools and for all personnel within their jurisdiction. They shall have the responsibility and authority to carry out District policies and regulations. The principal shall have the responsibility for informing staff members, students, and their parents of regulations concerning all aspects of the school program relating to student behavior. The principal shall have the use of all available specialized services of the District.

Teachers

Teachers shall be responsible to the principal for the effective control of all students under their immediate supervision and for other students who are so situated as to be physically subject to their control. Teachers shall enforce the rules and regulations of the schools and shall support their principals in enforcing District policies. They shall consult with the principal concerning all serious or willful acts of misconduct by students and other persons. Teachers have freedom to use a variety of procedures in the discipline of students, such as:

- Requiring attendance at detention.
- Giving special assignments relative to educational deficiencies of the students.
- Withholding privileges.
- Sending students to the principal.
- Lowering of citizenship marks.
- Suspending students from class in accordance with District policies.

Teachers shall be ever mindful that generally parents are their greatest resource in maintenance of standards of pupil behavior and in reestablishment of acceptable behavior in those cases where student conduct is less than satisfactory.

Parents

Parents/guardians shall be held responsible for the willful misbehavior of their children as provided in the Education Code. Parents and guardians are expected to cooperate fully with the school authorities, including the participation in conferences regarding the progress, adjustment, and behavior of their children when these are deemed necessary.

Parents shall be held financially responsible for school property lost, damaged, or destroyed by their children.

Students

All students shall comply with the regulations, pursue the required course of study, and submit to the authority of the teachers and staff of the school. They shall also be expected to conform to the laws of the community, state, and nation. They shall be encouraged through student government and other types of student activities appropriate to their levels of maturity to assume responsibility for controlling their own conduct (self-discipline).

The parents/guardians of students enrolled in public schools have the right and should have the opportunity, as mutually supportive and respectful partners in the education of their children within the public schools, to be informed by the school, and to participate in the education of their children, as follows:

1. Within a reasonable period of time after making the request, to observe their child's classroom(s).
2. Within a reasonable time of their request, to meet with their child's teacher(s) and the principal.
3. To volunteer their time or resources for the improvement of school facilities and programs under the supervision of district employees, including, but not limited to, providing assistance in the class-room with the approval, and under the direct supervision of the teacher.

4. To be notified on a timely basis if their child is absent from school without permission.
5. To receive the results of their child's performance on standardized tests and statewide tests and information on the performance of their child's school on standardized statewide tests.
6. To request a particular school for their child, and to receive a response from the school district.
7. To have a school environment for their child that is safe and supportive of learning.
8. To examine the curriculum materials of their child's class(es).
9. To be informed of their child's progress in school and of the appropriate school personnel whom they should contact if problems arise with their child.
10. To have access to the school records of their child.
11. To receive information about the academic performance skills, standards, or proficiencies their child is expected to accomplish.
12. To be informed in advance about school rules, including discipline procedures, attendance policies, dress codes and procedures for visiting the school.
13. To receive information about any psychological testing the school does involving their child and to deny permission to give the test.
14. To participate as a member of a parent advisory committee, school site council, or site-based management leadership team.
15. To question anything in their child's record that the parent feels is inaccurate or is an invasion of privacy and to receive a response from the school.
16. To be notified, as early in the school year as practicable, if their child is identified as being at risk of retention and of their right to consult with school personnel responsible for a decision to promote or retain their child and to appeal a decision to retain or promote their child.

STATE/ FEDERAL REQUIREMENTS

DISCRIMINATION AND EDUCATION EQUITY

It shall be the policy of the Board of Education that students and employees in the Downey Unified School District shall not be subjected to discrimination, harassment, intimidation, and bullying based on actual or perceived ancestry, age, color, disability, gender, gender identity, gender expression, immigration status, nationality, race or ethnicity, religion, sex, sexual orientation or association with a person or a group with one or more of these actual or perceived characteristics, actual or potential parental, family, or marital status and shall not be excluded from participation in or denied the benefits of any program or activity, except as provided for by law or regulation. The Board of Education also requires that school personnel take immediate steps to intervene when it is safe to do so and when he or she witnesses an act of discrimination, harassment, intimidation or bullying.

Discrimination/Equity/Title IX Compliance Officer	Title IX Coordinator – Students:
Alyda Mir, Asst. Superintendent, Certificated Human Resources	Robert Jagielski, Ed.D., Sr. Director, Student Safety, Wellness and Engagement
11627 Brookshire Ave. Downey, CA 90241	
(562) 469-6541	(562) 469-6564
almir@dusd.net	rjagielski@dusd.net

Downey Unified School District is committed to providing a safe school environment where all individuals in education are afforded equal access and opportunities. The District's academic and other educational support programs, services and activities shall be free from discrimination, harassment, intimidation, and bullying of any individual based on the person's actual race, color, ancestry, national origin, ethnic group identification, age, religion, marital, or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics. Specifically, state law prohibits discrimination on the basis of gender in enrollment, counseling, and the availability of physical education, athletic activities, and sports. Transgender students shall be permitted to participate in gender-segregated school programs and activities (e.g., athletic teams, sports competitions, and field trips) and to use facilities consistent with their gender identity. The District assures that lack of English language skills will not be a barrier to admission or participation in District programs. Complaints of unlawful discrimination, harassment, intimidation, or bullying are investigated through the Uniform Complaint Process. Such complaints must be filed no later than six months after knowledge of the alleged discrimination was first obtained. For a complaint form or additional information, contact: Certificated Human Resources/Title IX Coordinator (562) 469-6541.

Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age certain rights with respect to the student's education records. These rights are:

- The right to inspect and review the student's education records within 45 days of the day the school receives a request for access.
- Parents or eligible students should submit a request to the principal that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate.
- Parents or eligible students may ask the school to amend a record that they believe is inaccurate. They should write the principal and clearly identify the part of the record they want changed and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of their rights.
- The right to consent to disclosures of personally identifiable information contained in the student's educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has contacted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks.
- A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
- The right to file a complaint with the U.S. Dept. of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the administrating office is:

Family Policy Compliance
Office U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920

Protection of Pupil Rights Amendment

The protection of Pupil Rights Amendment (PPRA) is a federal law that requires schools to notify and obtain consent or allow them to opt their child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas ("protected information surveys") (20 U.S.C. & 1232h):

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, demeaning or self-incriminating behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure or use of student information for marketing purposes and certain physical exams or screenings. The District will provide parents, within a reasonable period of time prior to the administration of the surveys and activities, notification of the surveys and activities and be provided an opportunity to opt out their child, as well as an opportunity to review the surveys.

Teacher/Para-Professional Qualifications

Parents may request information regarding the professional qualifications of their child's teacher including, whether the teacher has met state credential or license criteria for grade level and subject matter taught; whether the teacher is teaching under emergency or other provisional status; the baccalaureate degree major of the teacher and any other graduate certification or degree held; whether the child is provided services by paraprofessionals, and if so, their qualifications. Parents must also be notified if their child is taught by a teacher that is not *highly qualified* for 4 consecutive weeks.

UNIFORM COMPLAINT PROCEDURES

The Downey Unified School District is primarily responsible for compliance with federal and state laws and regulations. These procedures are intended to provide an orderly process to be used by parents, employees, District and school councils/committees, students, and other interested parties when addressing complaints alleging:

1. Failure to comply with federal or state law or regulations governing adult education, consolidated categorical aid programs, migrant education, vocational education, child care and developmental programs, child nutrition programs and special education programs;
2. Unlawful discrimination against any protected group as identified under Education Code sections 200 and 220 and Government Code section 11135, including actual or perceived sex, sexual orientation, gender, ethnic group identification, race, ancestry, natural origin, religion, color, or mental or physical disability, or age, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics, in any program or activity conducted by a local agency, which is funded directly, by, or that receives or benefits from any state financial assistance;
3. Failure to comply with school safety planning requirements as specified in Section 7114 of Title 20 of the United States Code;
4. Unlawful discrimination, harassment, intimidation, and bullying based on actual or perceived characteristics set forth in Section 422.55 of the Penal Code and EC 220, and 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;
5. Unlawful imposition of pupil fees for participation in educational activities in educational activities in public schools;
6. Failure to comply with the requirements established through the Local Control Funding Formula related to the Local Control and Accountability Plan as described in EC sections 52060 through 52076 or sections 47606.5 and 47607.3;
7. Noncompliance with physical education instructional minutes at specified grade levels;
8. Inappropriate assignment of a pupil to courses without educational content or previously completed and received a grade sufficient for satisfying the requirements for high school graduation and admission into post-secondary education;
9. Noncompliance with education provisions for pupils in foster care, who are homeless, or who are former juvenile court school students;
10. Failure to reasonably accommodate lactating pupils.

A complaint must be filed no later than 6 months from the date the complainant first obtains knowledge of the concern. These uniform procedures require the complainant to submit a written complaint to the Assistant Superintendent, Certificated Human Resources who will coordinate an investigation and response within 60 calendar days of receipt of the written complaint, unless the complainant agrees in writing to extend the time line. If the District finds merit in a complaint, the District shall provide a remedy to all affected pupils, parents/guardians.

A complainant may appeal the District's decision to the California Department of Education (CDE) by filing a written appeal within 15 calendar days after receiving the District's decision. The CDE may directly intervene in the complaint without waiting for action by the district when one of the conditions listed in Section 4650 of Title 5 of the California Code of Regulations exists, including cases in which the district has not taken action within 60 calendar days of the date the complaint was filed with the district. If a district is found to have violated a state or federal law and/or regulation, and the District does not take corrective action to comply, then various civil remedies may be available. Contact the Assistant Superintendent, Certificated Human Resources for additional information or assistance.

Procedures for Filing a Complaint

1. The complainant shall first attempt to resolve the complaint with the site or program administrator.
2. If a resolution cannot be reached, the complainant shall file a complaint following Uniform Complaint Procedures. Copies of the Uniform Complaint Procedures are available from the Office of the Superintendent or local school site.
3. A complaint is a written and signed statement alleging unlawful discrimination or harassment.
4. The complaint must be filed with the Assistant Superintendent, Certificated HR at (562) 469-6541.
5. If a complainant is unable to put a complaint in writing because of a handicapping condition or language problem, District staff will assist in preparing the complaint.
6. All complaints regarding unlawful discrimination must be filed within six months of the alleged occurrence or six months from the date the complainant first obtained knowledge of the facts of the alleged discrimination.

Mediation

After receiving the complaint, the Superintendent's designee, Assistant Superintendent of Certificated Human Resources, shall informally discuss with the complainant the possibility of using mediation. The designee shall be responsible to receive complaints, investigate complaints, and insure District compliance.

The use of mediation shall not extend the District's time line for investigating and resolving the complaint in 60 calendar days unless the complainant agrees in writing to the extension. If the complainant refuses mediation or the mediation process does not resolve the issue, the Superintendent's designee shall proceed with the investigation of the complaint.

Investigation of Complaint

The Superintendent's designee shall gather data and hold investigative meetings of sufficient length and depth to complete a written report of the investigation and the findings/ decisions.

The complainant and/or representative will be given an opportunity to present evidence relative to the complaint during the investigative process. Refusal by the complainant to provide the investigator with documents or other evidence related to the allegations in the complaint, or to otherwise fail or refuse to cooperate in the investigation or engage in any other obstruction of the investigation, may result in the dismissal of the complaint because of a lack of evidence to support allegations.

Refusal by the District to provide the investigator with access to records and/or other information related to the allegation in the complaint, or to otherwise refuse or fail to cooperate in the investigation or engage in any other obstruction of the investigation, may result in a finding based on evidence collected that a violation has occurred and may result in the imposition of a remedy in favor of the complainant.

Written Report/Decision

Within 60 calendar days of receipt of the complaint, the Superintendent's designee shall prepare and send to the complainant and the Superintendent a written report with the following components unless the complainant agrees in writing to an extension of time:

1. The report shall be written in English and the primary language of the complainant as required by EC 48985.
2. Findings of fact based on the evidence gathered and disposition of the complaint.
3. Conclusion of law.
4. Rationale for disposition.
5. Corrective actions (if any).
6. Notice of complainant's right of appeal to the Superintendent within three days.
7. Notice of complainant's right of appeal to the California Department of Education (CDE) within 15 days.
8. In a discrimination complaint, notice of the right to civil law remedies no sooner than 60 days after filing an appeal with the CDE.
9. Procedures to be followed for initiating an appeal to CDE.

Civil Law Remedies

Nothing in these procedures or District policy precludes a complainant from pursuing available civil law remedies. Such remedies may include mediation centers, public/private interest attorneys, injunctions, restraining orders, etc. For discrimination complaints, however, a complainant must wait until 60 calendar days have elapsed from the date of filing an appeal with the CDE before pursuing civil law remedies. For assistance, a complainant may contact:

- Legal Aid (800) 834-5001
- Bellflower Public Defender's Office (562) 804-8083
- L.A. County Bar Association (213) 243-1500
- California State Bar (213) 765-1000

A complaint may be filed with the California State Dept. of Education, 721 Capitol Mall, Sacramento, CA 95814. Contact persons for programs covered under the Uniform Complaint Procedures:

- Career-Technical Education (CTE) Director, College and Career Readiness @ (562) 469-6577
- Child/School Nutrition – Director, Food Services @ (562) 469-6671
- Consolidated Categorical Aid: State Programs for English Learner Students; Title I, Title VI; and Improving American's Schools Act (IASA), – Director, Instructional Support Programs @ (562) 469-6568.
- Gender Equity/Title IX – Assistant Superintendent, Certificated Human Resources @ (562) 469-6542.
- Special Education – Director, Special Education @ (562) 469-6582.
- Uniform Complaint Procedure – Assistant Superintendent, Human Resources @ (562) 469-6542.

Downey Unified School District
General Information

Gallegos Administration Building
11627 Brookshire Ave.
Downey, CA 90241-7017
(562) 469-6500

SCHOOL	LOCATION		PHONE (562)
<u>Elementary Schools Grades TK - 5</u>			
Alameda (TK-5)	8613 Alameda St.	90242	904-3589
Carpenter/GLAD (Dual Immersion)	9439 Foster Rd.	90242	904-3588
Gallatin (TK-5)	9513 Brookshire Ave.	90240	904-3583
Gauldin (TK-5)	9724 Spry St.	90242	904-3582
Imperial (TK-3)	9133 Imperial Hwy.	90242	904-3578
Lewis (TK-5)	13220 Bellflower Blvd.	90242	904-3590
Old River (4-5)	11995 Old River School Rd.	90242	904-3561
Price (TK-5)	9525 Tweedy Lane	90240	904-3575
Rio Hondo (TK-5)	7731 Muller St.	90241	904-3568
Rio San Gabriel (TK-5)	9338 Gotham St.	90241	904-3567
Unsworth (TK-5)	9001 Lindsey Ave.	90240	904-3576
Ward (TK-5)	8851 Adoree St.	90242	904-3591
Williams (TK-3)	7530 Arnett St.	90241	904-3564
<u>Middle Schools Grades 6 - 8</u>			
Doty	10301 Woodruff Ave.	90241	904-3586
Griffiths	9633 Tweedy Lane	90241	904-3580
Stauffer	11985 Old River School Rd.	90242	904-3565
Sussman	12500 Birchdale Ave.	90242	904-3572
<u>High Schools Grades 9 - 12</u>			
Columbus	12330 Woodruff Ave.	90242	904-3552
Downey	11040 Brookshire Ave.	90241	869-7301
Warren	8141 DePalma St.	90241	869-7306
<u>Adult School</u>			
Downey Adult School	12340 Woodruff Ave.	90242	940-6200

District Website

A great source of information is the Downey Unified Web Site: www.dusd.net. In addition to a link to each school web site, the following information may be found:

- Board of Education: Minutes, Agendas, and Schedules
- Policies and Regulations
- Q ParentConnection Log-in Information
- School Accountability Report Cards
- Parent Resources
- College Application Resources
- Career Technical Education (CTE)
- Computer Donation Requirements