



Downey Unified
SCHOOL DISTRICT

2026 - 2027

Parent Student Guide

Board of Education

Tyrone Conde
Joseph E. Manacmul
D. Mark Morris
Giovanna Perez-Saab
Jose J. Rodriguez
Linda Salomon Saldana
Nancy A. Swenson

Roger Brossmer,
Ed.D. Superintendent

Important School Dates for Students and Parents

First Day of School/Minimum Day District	Thursday, August 13, 2026
Holiday – Labor Day	Monday, September 7, 2026
No School – Student Free Day District	Monday, October 12, 2026
Holiday – Veteran’s Day	Wednesday, November 11, 2026
No School – Student/Teacher Free	Monday–Tuesday, November 23-24, 2026
Days District Holidays – Thanksgiving	Wednesday-Friday, November 25-27, 2026
No School – Winter Break	December 21, 2026 – January 1, 2027
No School – Student Free Day/Staff	Monday, January 4, 2027
Development	
District Holiday – Martin Luther King Birthday	Monday, January 18, 2027
Holiday – President’s Day	Monday, February 15, 2027
No School – Student/Teacher Free Day	Tuesday-Friday, February 16-19, 2027
No School – Spring Break District	Friday, March 26-Friday, April 2, 2027
Holiday – Memorial Day	Monday, May 31, 2027
Last Day of School/Minimum Day	Friday, June 4, 2027

Learn more about Downey Unified School District schools by visiting the website at
web.dusd.net.



July 2026

Dear Downey Unified Families,

On behalf of the Board of Education, our dedicated staff, and myself, it is my pleasure to welcome you to the 2026–2027 school year. As I begin my second year as Superintendent, I remain honored to serve this exceptional community and grateful for the opportunity to work alongside you in support of our students' success.

With more than 30 years of experience in Downey Unified, I continue to be inspired by the talent, dedication, and commitment that define our district. I believe deeply in our vision of preparing all students to be college and career ready, globally competitive, and citizens of strong character. At the heart of everything we do is a shared commitment to ensuring every student has the opportunity to learn, grow, and achieve their full potential. Together, we will continue to embrace innovation, excellence, and opportunity because "Our Kids Deserve the Best!"

Downey Unified takes great pride in providing students with high-quality academic programs and meaningful opportunities that prepare them for future success. From nationally recognized Career Technical Education (CTE) pathways and award-winning robotics programs to exceptional arts, athletics, and leadership opportunities, our students continue to demonstrate what is possible when they are supported, challenged, and inspired.

We are equally proud of the recognition our schools have earned for their commitment to excellence and innovation. These accomplishments reflect the hard work of our educators, the determination of our students, and the strong partnership we share with families. Together, we create learning environments where every student is encouraged to thrive.

In addition to academic achievement, we remain committed to developing character, leadership, and responsible citizens. Through programs such as CHARACTER COUNTS! and Pursuing Victory with Honor, students learn the importance of integrity, respect, responsibility, fairness, caring, and good citizenship, values that help prepare them for success both inside and outside the classroom.

As we begin another exciting year together, I encourage you to stay actively involved in your child's education and take advantage of the many opportunities to engage with your school community. When families and schools work together, students benefit, and our entire district grows stronger.

I, along with the Board of Education and our entire Downey Unified team, welcome you to a new year of learning, growth, achievement, and opportunity. Thank you for your continued partnership and trust. I look forward to all that we will accomplish together and to celebrating the many successes our students will achieve throughout the year.

Sincerely,

Roger Brossmer

Roger Brossmer, Ed.D.
Superintendent, Downey Unified School District



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SCHOOL ENROLLMENT REQUIREMENTS AND ATTENDANCE

Identification of Enrolling Parent/Guardian

Photo ID – A valid California I.D. or Driver's License of the parent or guardian with current street address. *P.O. BOX NUMBERS ARE NOT ACCEPTED.*

Proof of Birth

Students Original Birth Certificate – Is recommended for school entry for all first time California students. Other recognized proof of age may be presented in the event the birth certificate is not available.

Proof of Residency

Current Utility Bill – With parent/guardian's name and current street address is required. Disconnect notices are not accepted. If you own or are buying a home, closing escrow papers may be accepted on a recently purchased home when no utility bill is available (Utility bill will need to be presented within 30 days).

If you are renting a current utility bill with the parent/guardian's name and current street address is required. Disconnect notices are not accepted. If recently moved and no utility bill is available a signed rental agreement listing the names of all tenants, name and phone number of the landlord, manager, or property owner may be accepted (Utility bill will need to be presented within 30 days). If utilities are included, it **MUST** be stated in the rental agreement.

Other Enrollment Requirements (one or more may apply)

Immunizations – Transitional Kindergarten – 12th grade, under the age of 19 must show proof of all required immunizations.

If entering from a previous California school – The official yellow California immunization record, doctor's immunization record, or the immunization record from the previous school may be accepted.

If entering from outside California – Official immunization record showing all current immunizations is required.

1st time Kindergarten & Transitional Kindergarten (TK) students – Official immunization record, and a dental exam one year prior to kindergarten entry dated after September 1st is required.

Transfer Papers/Transcripts – Transfer papers from the previous school should show the most recent grade level and check-out grades or final grades from the last completed grade level or semester.

Special Education – If the student is receiving Special Education services, the most recent IEP will need to be provided to the enrolling school for appropriate placement.

Caregiver/Guardianship (when enrolling party is other than the biological parent) – This process is done by **appointment only**. Please call (562) 469-6553 to schedule an appointment.

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 the age of 4 by September 1, 2025 TK is the first of a two-year kindergarten program. Contact your neighborhood elementary school for more information.

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 a 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. District information and the Inter-District permit application can be found online at: web.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.

Attendance

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. Higher daily

attendance rates lead to more classroom instruction time and our students achieving at greater levels. We commend those students and parents who are already meeting this goal.

Parents are encouraged to make sure their students attend school regularly and to schedule medical, dental, counseling, and other appointments after school, on the weekend if possible, or during school holidays. The district also asks that travel or other absences be avoided during the time that school is in session. It is required that all absences be excused or verified by calling the attendance office or by providing a doctor's note.

Excused Absences

Excused Absences are directly addressed in California Education Code Section 48205 states:

A) Notwithstanding Section 48200, a pupil shall be excused from school when the absence is:

1. Due to the pupil's illness, including an absence for the benefit of the pupil's mental or behavioral health.
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 the pupil's immediate family, or of a person that is determined by the pupil's parent or guardian to be in such close association with the pupil as to be considered the pupil's immediate family, so long as the absence is not more than three days per incident.
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, including absences to care for a sick child, for which the school shall not require a note from a doctor.
7. For justifiable personal reasons, including, but not limited to, an attendance or appearance in court, attendance at a funeral service, observance of a holiday or ceremony of a pupil's 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 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.
11. For the purpose of participating in a cultural ceremony or event.
12. A) For the purpose of a middle school or high school pupil engaging in a civic or political event, as provided in subparagraph (B), provided that the pupil notifies the school ahead of the absence. (B) (i) A middle school or high school pupil who is absent pursuant to subparagraph A) is required to be excused for only one school day-long absence per school year. (ii) A middle school or high school pupil who is absent pursuant to subparagraph (A) may be permitted additional excused absences in the discretion of a school administrator, as described in subdivision (c) of Section 48260.
13. (A) For any of the purposes described in clauses (i) to (iii), inclusive, if an immediate family member of the pupil, or a person that is determined by the pupil's parent or guardian to be in such close association with the pupil as to be considered the pupil's immediate family, has died, so long as the absence is not more than five days per incident.
 - (i) To access services from a victim services organization or agency.
 - (ii) To access grief support services.
 - (iii) To participate in safety planning or to take other actions to increase the safety of the pupil or an immediate family member of the pupil, or a person that is determined by the pupil's parent or guardian to be in such close association with the pupil as to be considered the pupil's immediate family, including, but not limited to, temporary or permanent relocation.(B) Any absences beyond five days for the reasons described in subparagraph (A) shall be subject to the discretion of the school administrator, or their designee, pursuant to Section 48260.
14. Due to the pupil's participation in military entrance processing.
15. Authorized at the discretion of a school administrator, as described in subdivision (c) of Section 48260.
 - (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 therefore, the teacher of the class from which a pupil is absent shall determine which tests and assignments shall be 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 one school day per semester. Absences pursuant to this section are deemed to be absences in computing average daily attendance and shall not generate state apportionment payments.

(D) For purposes of this section, the following definitions apply:

(1) A "civic or political event" includes, but is not limited to, voting, poll working, strikes, public commenting, candidate speeches, political or civic forums, and town halls.

(2) "Cultural" means relating to the practices, habits, beliefs, and traditions of a certain group of people.

(3) "Immediate family" means the parent or guardian, brother or sister, grandparent, or any other relative living in the household of the pupil.

(4) "Victim services organization or agency" has the same meaning as defined in paragraph (7) of subdivision (g) of Section 230.1 of the Labor Code.

Attendance and Chronic Absentee Notice

The local school office will periodically review each student's attendance pattern. Parents/guardians will be notified if there is concern that the student's 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.

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.

In California, chronic absenteeism is defined as a student missing 10% or more of the school days they are enrolled in for the school year. This includes both excused and unexcused absences. A Chronic Absentee Notice will be mailed home after the 7th absence.

Attendance and Truancy

A student is considered truant after three absences or three tardies of more than 30 minutes each time or any combination thereof and the absences or tardies are unexcused or unverified. After a student has been reported as a truant three or more times in a school year and there has been a conscientious effort to meet with the family the student is considered a habitual truant.

A student who is absent from school without a valid excuse for 10% or more of the schooldays in one school year, from the date of enrollment to the current date, is considered a chronic truant. Unexcused absences are all absences that do not fall within EC 48205.

Parents will be notified if their child is identified as a truant. Parents are obligated to compel their child to attend school. School personnel are available to meet with the pupil and family to develop strategies to support the pupil's attendance at school and offer available mental health and supportive services. In Addition, District staff will offer to meet with the parents to discuss solutions and offer alternative educational options to help address the truancy.

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 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 another 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 the circumstances described above.

A homeless student has the right to attend either the school of origin (the school that the student was last enrolled in 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 and requesting to be connected with the homeless liaison at (562) 469-6550.

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 homeless or foster youth students. (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 to be connected with the homeless liaison for assistance at (562) 469-6550.

Students who are identified as homeless or foster children have a right to receive priority enrollment in the before/after school program called Access. To request priority enrollment, please contact the Downey Foundation for Educational Opportunities (DFEO) at (562) 419-2244 or through email at info@dfeo.org or Student Services Department at (562) 469- 6550. No current participant in a before or after-school program shall be disenrolled in order to allow enrollment of a student with priority enrollment.

For students identified as foster youth, in addition to parental notification requirements for an involuntary transfer to a continuation school, suspension, or expulsion a notification will also be sent to the foster child's attorney, social worker, tribal social worker (if applicable) and county social worker. The attorney and social worker have the same rights as the parents during these processes such as requests for meetings and the ability to inspect all documents.

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 a student, parent/guardian, school administrator 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.

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 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 & E-Vehicle Information

Any student who rides a personal transportation device, such as a bicycle, scooter, electric bicycles (e-bikes), and electric scooters (e-scooters) skateboard, or roller skates to school shall follow all laws and regulations regarding proper usage, speed limits, age, licensing, and equipment requirements, including wearing a properly fitted and fastened bicycle helmet. Personal transportation devices that do not meet legal standards for use on public roads or paths may not be permitted on school campuses. Riding a personal transportation device is not permitted on school campus during the school day. On campus, a personal transportation device should be walked to designated parking areas and secured.

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 and is committed to the prohibition of discrimination, harassment, intimidation, and bullying including cyberbullying on social media. Annual training will be provided to all staff who work with students, to prevent bullying and cyberbullying. You may find a list of education web pages describing the staff training at: <http://www.cde.ca.gov/ls/ss/se/bullyres.asp>. 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 the 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, and 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

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. 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 (BP/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 except a parent/guardian acting toward his/her minor child, to intentionally or to attempt to injure, intimidate, interfere by force, the 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 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

Acts of vandalism shall be subject to appropriate disciplinary action or agency referral. Offenses may result in a parental conference, detention, or other means of correction, suspension, or arrest, and serious acts may result in an expulsion referral and criminal prosecution. 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, or 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 (EC 52720). 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.

Dress Code Guidelines

Each school is granted the authority to establish school-based dress and grooming standards consistent with this policy.

Dress codes should serve to support all students in a successful educational environment and in developing a healthy self-image. Dress codes are designed to be equitable and should be enforced consistently by staff members across campus. Enforcement of the dress code will be consistent across the student body, regardless of gender identity, sexual orientation, gender expression, race, ethnicity, religion, and body size and/or type.

Students who do not adhere to the dress code may be asked to change or be sent home. Parent/guardian and student should adhere to the following guidelines:

- Students must wear a top (with straps), bottom, and footwear while on school premises at all times.
- Some courses may require adjustments to attire and hairstyle to ensure safety during academic activities. Including but not limited to: Science labs, PE, specialty electives, CTE courses, etc.

Students may **NOT** wear the following:

- Visible undergarments, swimwear, or clothing of similar designs - this is including but not limited to lingerie, transparent or sheer garments, etc.
- Baggy and/or sagging pants or shorts are not allowed. Pants must be worn at the waist.
- Strapless tops, tube tops, bandeaus, or similar apparel.
- Items that expose private parts of the body: genitalia, nipples, or buttocks.
- Items with sexually suggestive language or messages.
- Items that promote illegal or violent conduct, including but not limited to, drugs, alcohol, tobacco, and/or weapons.
- Gang-related apparel (per EC 35183.5), which may disrupt, distract, or interfere with the orderly maintenance of the campus are prohibited.
- Items that depict hate speech, intimidation, or intolerance toward others.
- Items that are profane or legally slanderous – meaning a garment or piece of attire that communicates false statements about a person that injure the reputation of that person.
- Items that make the student's face unidentifiable – protective masks, clothing or headgear worn for religious, medical, or athletic purposes are exempt.

Note: School dress code policies are living documents that can be modified/updated at any time based on needs of the school site.

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 a knife) may result in immediate referral for expulsion. Other offenses shall result in a parental conference, possible suspension of 1-5 days, referral to 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)

Safe Place to Learn Act:

The Downey School District is committed to maintaining a learning environment that is free from discrimination, harassment, violence, 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. All school personnel who witness an act of discrimination, harassment, intimidation, or bullying must take immediate steps to intervene when safe to do so. Any student who engages in acts of discrimination, harassment, violence, intimidation, or bullying related to school activity or school attendance occurring within a school of the school district may be subject to disciplinary action up to and including expulsion. To report an incident and/or to receive a copy of the district's anti-discrimination, anti-harassment, anti-intimidation, and anti-bullying policies, please contact the Department of Student Services (562) 469-6550. .

Sexual Harassment (see full policy pg. 26)

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) 469-6541 or Student Services at (562) 469-6545.

Sexual harassment can be requested 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, which is not mated 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/ Vaping/Electronic Nicotine Delivery Systems

Disciplinary action for possession or smoking of tobacco and/or vape products 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.

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 a lowering of achievement grade or removal from a particular class or classes. If all other measures have 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 (Section 4109.5-7: Juvenile Daytime Curfew and Loitering) and parents of truant students are subject to a fine.

INVOLUNTARY TRANSFERS

Under California Education Codes and DUSD Board Policy, A student may be involuntarily transferred to a continuation or alternative education program if it is determined that such a placement is in the best interest of the student or the school community. These transfers are intended to support students who may be struggling with attendance, academic performance, or behavior that disrupts the learning environment. The law requires that parents and students receive written notice of the transfer, an explanation of the reasons for the decision, and an opportunity to request a meeting to review the incident, procedures, intervention and discuss next steps, including placement.

EMERGENCY

Disaster Preparedness

Emergencies happen unexpectedly at any time. The confusion that may exist at that time can be reduced by carefully planning what must be done before, during, and after the emergency. As student safety is our top priority, parent communications will be sent as soon as possible whenever a situation occurs.

In the event of an emergency during the school day, the best place for the students to remain is at school. During an 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. Fire, earthquake, lock-down(intruder/active shooter), and lock-out drills are held periodically at each school. If a serious incident 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 the 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 web.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 web.dusd.net/parent-resources/.

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 that 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 another 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) 469-6550.

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 the 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.

Confidential Medical Services

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)

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 healthcare 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 initiates 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 a 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. Emergency epinephrine auto-injectors are stored in an accessible location along with a copy of written training material upon need for emergency use. 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 web.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.

HPV Cancer Prevention: Per HSC 12336, "HPV vaccination can prevent over 90 percent of cancers caused by HPV. HPV vaccines are very safe, and scientific research shows that the benefits of HPV vaccination far outweigh the potential risks."

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

Additionally, and according to SB277, Students who have an individualized education program (IEP) should continue to receive all necessary services identified in their IEP regardless of their vaccination status. However, parents or guardians must continue to provide immunization records for these students to their schools, and schools must continue to maintain and report records of immunizations that have been received for these students.

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

The parent or legal guardian of any pupil taking medication on a regular basis must inform the school nurse of the medication being taken, the current dosage, and the name of the supervising physician. With the consent of the parent or legal guardian, the school nurse may communicate with the physician and may counsel with school personnel regarding the possible effects of the medication on the pupil.

Any pupil who is required to take, during the regular school day, medication prescribed by a physician may be assisted by the school nurse or other designated school personnel if the school district receives both a written statement of instructions from the physician detailing the method, amount and time schedules by which such medication is to be taken requesting the school nurse to assist the pupil with prescribed medication as set forth in the physician statement. Student may carry and self-administer auto-injectable epinephrine or inhaled asthma medication if the school district receives both a written statement of instructions from the physician detailing the method, amount, and time schedules by which such medication is to be taken and a written statement from the parent or guardian requesting that the student self-administer. All requests are to be approved by the school nurse prior to use. Health care forms may be picked up at any school office or accessed on-line at web.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.

Menstrual Products

The Downey School District supports period equity and now provides free and accessible menstrual products, in all women's restrooms and all-gender restrooms, and in at least one men's restroom at schools serving grades 3 to 12. Notice of this service is required to be posted in a prominent and conspicuous location in every restroom where menstrual products, available and accessible, free of cost, are required to be stocked. The posted notice will contain the name, email and phone of the person responsible for maintaining this supply at this school site.

Opioid Overdose Prevention and Treatment:

All DUSD schools house Narcan on site if an opioid overdose is suspected. 911 will be called and Narcan will be administered while awaiting paramedics.

Pupil Injuries

The District does not provide payment for medical or hospital services 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 the 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. Each DUSD school has a Wellness Center/Space and certified staff to help address and/or connect students to mental health resources.

Synthetic Drugs Parental Notification:

Our District is committed to the safety of all our students. Although the long-term effects of many synthetic drugs on physical and mental health are not yet known, immediate effects on a student's education, family, and life could be long-lasting. A synthetic drug is a drug with properties and effects similar to a known hallucinogen or narcotic but with a slightly altered chemical structure created to evade existing restrictions against illegal substances. These drugs may include synthetic cannabinoids, methamphetamines, bath salts, and fentanyl. Illicit fentanyl can be added to other drugs to make them cheaper, more powerful, and more addictive and has been found in heroin, methamphetamine, counterfeit pills, cocaine and other drugs. Fentanyl mixed with any drug increases the likelihood of a fatal overdose. Unless tested, it is difficult to tell if drugs have been laced with fentanyl because it cannot be seen, smelled, or tasted. Parents should be aware that various social media platforms are used to market and sell synthetic drugs, such as fentanyl. Additional information regarding fentanyl is available from the CDPH's Substance and Addiction Prevention Branch.

Wellness Policy

The Board of Education has adopted Board Policy 5030 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 for correction are maintained. In addition, records of health, conduct, 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.

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.

Student Information

Student 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 achievements. 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 and student transcript data with authorized organizations. 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. Student 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 a 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 need to be repaid. To qualify, a student must meet certain eligibility and financial requirements, including a minimum grade point average (GPA). In addition, students must submit the Free Application for Federal Student Aid (FAFSA) or the California Dream Act Application (CADAA) by the state priority deadline. Eligibility also requires that the student be a California resident for at least one year or qualify under AB 540, which allows certain nonresident students to access in-state tuition and state financial aid.

Cal Grants can be used at University of California (UC) campuses, California State Universities (CSU), California Community Colleges, and many independent, career, or technical schools in California.

To support students in the financial aid process, all 12th-grade students are automatically considered Cal Grant applicants. Their GPA will be submitted electronically to the California Student Aid Commission (CSAC) by the school or district by the October 1 deadline. Parents or guardians may opt out of this submission if the student is under 18 years old. Once a student turns 18, only the student may choose to opt out or opt back in. Information about Cal Grant eligibility and how to opt out will be shared with students and families by January 1 of their 11th-grade year.

By law, all students must be given information on how to complete the FAFSA or California Dream Act Application before entering 12th grade. Since financial aid is awarded on a first-come, first-served basis, it is important to apply early. All personal and family information is kept confidential and protected under state and federal privacy laws. Schools provide this information and assistance through their College and Career Centers in meetings with students and families. For the most accurate and up-to-date information, students and families should consult their school's College and Career Center or visit the California Student Aid Commission's website at www.csac.ca.gov.

California Proficiency Program (CPP)

The California Proficiency Program (CPP) allows eligible students to earn a Certificate of Proficiency, which is legally equivalent to a high school diploma. The CPP uses the HiSET® tests approved by the State Board of Education to measure proficiency in language arts and mathematics. To be eligible, a student must be at least 16 years old, have completed one year of 10th grade, or be finishing that year at the time of the test. Students who pass the required tests will receive a Certificate of Proficiency from the State of California.

The exam can be taken on paper or by computer at a testing center, or online from home with live proctoring. Paper tests are only available at testing centers. The test is offered in both English and Spanish. For more information or to register, please visit the California Proficiency Program website at <https://www.cde.ca.gov/ta/tg/cp.asp>

Coursework and Graduation Requirements

Students in foster care, experiencing homelessness, new to the country, part of a migrant or military family, or who attended a juvenile court school may qualify for a graduation exemption if they transfer schools after their second year of high school. This means they may qualify to be exempted from local graduation coursework requirements that are beyond the California state requirements. These students may be offered an option of attending the 5th year of high school. Any credits earned at another school will be reviewed and accepted as full or partial credit when appropriate. . Please make an appointment with the school counselor to review your child's options for graduation.

Human Development

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/ guardians 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 a 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.

California state law requires that comprehensive sexual health education and HIV prevention education be provided to

students at least once in middle school (Grade 7) and once in high school (Health). This instruction will be provided by a DUSD science or health teacher.

If any part of a class in health/science or sex education is against the religious training and beliefs or personal moral convictions of the parent or guardian of any pupil, the parent or guardian may have the child excused from taking part of the class by informing your school principal.

A showing of the Board-approved menstruation hygiene film for 5th-grade girls, *Growing Up on Broadway*, will be held for interested parents to preview at **4:00 p.m. on Wednesday , September 2, 2026**, 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 childcare activities. Under the law, any activity that is sponsored, supervised, or approved by the school, school board, or childcare 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 makes a donation or contributes. For a list of legally authorized fees, charges, and deposits, visit the District's website at web.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.

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.

Independent Study (Optional)

Short-Term Independent Study – students who will be out of school fifteen (15) school days or less. An agreement is required and must be signed by the parent/guardian, student, teacher, and site administrator anytime during the school year.

Long-Term Independent Study – students who will be out of school for sixteen (16) or more consecutive school days. An agreement is required and must be signed by the parent/guardian, student, teacher, and site administrator prior to the beginning of the long-term start date.

The Independent Study Agreement must be approved, so a request should be made at least five school days prior to a planned absence.

Students who receive Special Education services may participate in independent study if their individualized education program (IEP) specifically provides for the participation. Parent or guardian should contact their school counselor or administrator.

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 online 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 contacting their child's school. To access Q ParentConnection, from the District home page, web.DUSD.net, scroll down to DUSD Quick Links. Then click on the Q Parent Connection Portal link.

Post-Secondary Options

The following information on post-secondary education options may be accessed through the Downey Unified School District website, web.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.
- 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, the student, and the student's family. 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 support the student's academic needs.

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 to 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?

Individualized Education Program (IEP) teams will determine if special education students will be promoted or retained.

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?

Parents/guardians who disagree with a decision to retain their child/ren can appeal the decision. A written request listing the reason(s) why the school'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 web.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 eligibility criteria according to the Individuals with Disabilities Education Act are provided with a free and appropriate public education through an Individual Education Program (IEP). Special Education and related services are provided to students with disabilities, according to specific eligibility criteria, from ages 3 through 22 years of age. For the disabilities of Visual Impairment, Deaf and Hard of Hearing, or Orthopedic Impairment, which are considered Low Incidence Disabilities, educational services are available from birth.

Parents who suspect their child may have a disability are advised to discuss their concerns with their child's school administrator, teacher, or school psychologist at their child's school of attendance. Information regarding special education and related services may be accessed through the child's school of attendance or by calling the Special Education Department at (562) 469-6582.

STUDENT USE OF TECHNOLOGY

RESPONSIBLE USE AGREEMENT AND RELEASE OF DISTRICT FROM LIABILITY (STUDENTS)

The Downey Unified School District authorizes students to use technology owned or otherwise provided by the district as necessary for instructional purposes. The use of district technology is subject to the conditions and restrictions set forth in applicable Board policies, administrative regulations, and this Acceptable Use Agreement. The district reserves the right to suspend access at any time, without notice, for any reason.

The district expects all students to use technology responsibly in order to avoid potential problems and liability. The district may place reasonable restrictions on the sites, material, and/or information that students may access through the system.

Each student who is authorized to use district technology and his/her parent/guardian shall sign this Acceptable Use Agreement as an indication that they have read and understand the agreement.

Definitions

District technology includes, but is not limited to, computers, the district's computer network including servers and wireless computer networking technology (wi-fi), the Internet, email, USB drives, wireless access points (routers), tablet computers, smartphones and smart devices, telephones, cellular telephones, personal digital assistants, pagers, MP3 players, wearable technology, any wireless communication device including emergency radios, and/or future

technological innovations, whether accessed on or off site or through district-owned or personally owned equipment or devices.

Student Obligations and Responsibilities

Students are expected to use district technology safely, responsibly, and for educational purposes only. The student in whose name district technology is issued is responsible for its proper use at all times. Students shall not share their assigned online services account information, passwords, or other information used for identification and authorization purposes, and shall use the system only under the account to which they have been assigned.

Students are prohibited from using district technology for improper purposes, including, but not limited to, use of district technology to:

1. Access, post, display, or otherwise use material that is discriminatory, libelous, defamatory, obscene, sexually explicit, or disruptive
2. Bully, harass, intimidate, or threaten other students, staff, or other individuals ("cyberbullying")
3. Disclose, use, or disseminate personal identification information (such as name, address, telephone number, Social Security number, or other personal information) of another student, staff member, or other person with the intent to threaten, intimidate, harass, or ridicule that person
4. Infringe on copyright, license, trademark, patent, or other intellectual property rights
5. Intentionally disrupt or harm district technology or other district operations (such as destroying district equipment, placing a virus on district computers, adding or removing a computer program without permission from a teacher or other district personnel, changing settings on shared computers)
6. Install unauthorized software
7. "Hack" into the system to manipulate data of the district or other users
8. Engage in or promote any practice that is unethical or violates any law or Board policy, administrative regulation, or district practice

The inappropriate use of electronic information resources can be a violation of local, state and federal laws and may be subject to prosecution. The District will cooperate fully with local, state or federal officials in any investigation related to any illegal activities conducted through the District network. If inappropriate information is mistakenly accessed, it is the responsibility of the user to immediately report this to the appropriate teacher, administrator or to the District Technology Department.

Safe Internet Use

While electronic information resources and online services offer tremendous opportunities of educational value, they may also present opportunities for illegal and unethical use. To protect student safety and privacy online students should not share or post any personal information publicly online or with others they do not know. If you are unsure or uncomfortable about any material access, students should notify their teacher or parent if at home. Report any harassment or bullying to their teacher or school administrator. Students will receive age appropriate instruction regarding appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response yearly.

Student Issued Devices

All students are issued a technology device to facilitate classroom instruction. Students are expected to keep the device in good working order. Students are not to vandalize their device and it must be kept in any protective case issued with the device. In the event of a broken device, students should notify their teacher as soon as possible.

Students must:

- Bring their device to school every day
- Ensure their device is fully charged at the start of each day

AI Guidelines for Students

Artificial Intelligence (AI) is part of everyday life and is changing how students learn and engage with content. It can help with brainstorming, organizing ideas, reviewing concepts, translating texts, and practicing skills, but student learning and thinking are what matter most. AI can be both helpful and harmful to the learning process and can augment many parts of learning when guided by teachers:

Studying & Project Ideas — Generating and Exploring

- AI can help kickstart ideas and assist with brainstorming topics, creating outlines, generating practice questions, and exploring real-world examples

Organizing Information — Synthesizing and Making Sense

- AI can help organize ideas by summarizing complex articles, making notes and flashcards, creating timelines and infographics, and comparing viewpoints

Accessible & Inclusive Learning — Understanding in Your Own Way

- AI can make content accessible through adapting readings, translating to your primary language, adding captions, converting speech to text or text to speech, etc.

This guide explains how to use AI safely and ethically, so it supports learning rather than replacing it. Students are responsible for understanding content, making decisions, and producing their own authentic work.

Privacy and Data Protection

The protection of student privacy and student safety is a top priority. Many AI systems store, process, or train on what you type or upload. Therefore, passwords and personal information such as names, addresses, phone numbers, student ID, class rosters, photos, private messages, etc., **shall not be shared within an AI system**. Students should also avoid entering things like grades, test scores, IEP information, or health details, and should check screenshots to remove names or private information before sharing. Prompts should be general and use district-approved tools on school accounts and devices. Completed assignments, essays, or class documents should never be uploaded to AI systems without prior teacher permission or via a tool that has been approved by the district. Report suspected data exposure or unsafe content to the school site teachers.

Approved Tools

Use only the tools Downey Unified has approved. These tools are checked for security, privacy, accessibility, and equity. The tools listed below only offer enhanced data protection when you use your DUSD email account. All tools listed below are to be used with teacher guidance and supervision for elementary students.

Tool	Description	Approved Grades
Adobe Express 	Adobe Express is a simple design tool for creating quick graphics, flyers, videos, and social media content using easy templates and editing tools.	6-12
Book Creator 	Book Creator is a simple digital tool that lets users create interactive ebooks by combining text, images, audio, and video. It's great for crafting stories, reports, and multimedia projects.	TK-12
Canva 	Canva is an easy-to-use design tool for creating graphics, presentations, posters, videos, and social media content using customizable templates.	6-12
Canvas 	Canvas by Instructure is a learning management system that helps educators deliver courses and enables students to access and engage with digital learning materials.	6-12

Copilot 	Copilot is an AI assistant that helps you work faster by generating content, answering questions, and supporting tasks across Microsoft apps.	6-12
Gemini 	Gemini is Google's multimodal artificial intelligence system designed to handle text, images, audio, video, and code with advanced reasoning capabilities.	6-12
Nearpod 	Nearpod is an interactive learning platform that lets teachers deliver engaging lessons through multimedia, real-time assessments, and student participation tools across any device.	6-12
Notebook LM 	NotebookLM is Google's AI-powered research and note-taking tool that analyzes your uploaded sources to generate summaries, explanations, and insights grounded strictly in your documents.	6-12
OneNote  OneNote	OneNote is a digital notebook that lets you organize notes, ideas, and files in one place using pages, sections, and easy-to-use formatting tools.	9-12
Padlet 	Padlet is an online bulletin board where users can post and share ideas, images, links, and files in a collaborative space.	6-12
Powerpoint 	PowerPoint is a presentation tool used to create slideshows with text, images, videos, and animations for teaching, training, or sharing information.	6-12
Reading Coach 	Reading Coach is a tool that helps readers improve fluency by giving personalized practice, feedback, and support based on their reading needs.	TK-12
Whiteboard 	Whiteboard is a digital canvas for brainstorming, drawing, and collaborating in real time with notes, sketches, and ideas.	TK-12

Inclusion and Opportunity

AI should support every student. AI systems can reflect and amplify harmful biases and stereotypes. Review AI generated content for potential bias related to gender, race, culture, language, disability, socioeconomic status, etc. and, if the output is biased, do not use it. Report any harmful content so it can be addressed. When completing assignments, choose inclusive language and examples and make sure your work respects and represents diverse perspectives.

Additionally, students can use accessibility features such as captions or translation to support them in the learning process.

Academic Integrity

Academic integrity focuses on honesty, responsibility, and trust in students' own work. Using AI without permission or letting it do work that students claim to be their own violates Downey Unified's **Acceptable Use Policy (see appendix)**. Students must follow their teachers' expectations about AI use on assignments and cite appropriately when required. Refer to board policy 5131.9: Academic Honesty.

Accuracy and Verification

Questions to Consider for Elementary Students

Before You Use AI

- Do I know if my teacher said I can use AI for this?
- Do I understand what I am supposed to learn?
- Am I using AI to help me create, collaborate, and think critically?

When Using AI

- Am I using AI to help me learn?
- Am I using AI to show my creativity?
- Am I checking to make sure my answers or work make sense?

Questions to Consider for Secondary Students

Before You Use AI

- Do I know the expectations or appropriateness of using AI for this assignment?
- Is my prompt general, and am I certain it does not include any private information?
- Am I using a Downey Unified-approved tool on my school account?

When Using AI

- Am I asking for explanations or ideas rather than full solutions?
- Am I paying attention to outputs that may have harmful bias or stereotypes?
- Did I verify links, images, citations, etc.?

Teachers will review the AI Use Continuum (refer to charts in AI Use Continuum) with students to ensure students understand when and how AI tools may be used to support learning while maintaining academic integrity.

Student Learning about AI

All students will receive instruction in age-appropriate AI literacy and digital citizenship skills during Digital Citizenship/Cyber Safety Week at the beginning of each school year. This training will include how AI works, responsible use, privacy protections, academic integrity, dangers and risks, and recognizing bias or misinformation.

Digital Citizenship/Cyber Safety Week Topics

Elementary Topics

- Healthy Habits
- Privacy and Safety
- Digital Footprint and Identity
- Relationships and communication
- Cyber Bullying and Online Harms
- Information and Media Literacy (AI Literacy)

Secondary Topics

- Cyber Security/ Safety
- Privacy & Data protection
- Academic Integrity

- Bias and Misinformation
- Social Networking
- Appropriate online behavior
- Cyberbullying
- Digital Well-Being and Cell Phone Use
- AI Literacy (AI Use Continuum)

In addition to this annual focus week, AI and digital citizenship concepts will be reinforced throughout the school year within core instruction to ensure students develop the skills necessary to use emerging technologies safely, ethically, and effectively. Instruction will be developmentally appropriate:

- Elementary: Recognizing AI tools and practicing safe, responsible use
- Middle School: Understanding how AI generates responses, identifying bias, and protecting personal information
- High School: Using AI responsibly for learning, evaluating outputs critically, and understanding privacy, ethics, and academic integrity expectations.

Student learning experiences will align with district values by promoting college and career readiness, global competitiveness, responsible decision-making, and strong character.

Expectations and Consequences:

Students must adhere to Downey Unified's Acceptable Use Policy (see appendix) with Generative AI use and adhere to BP 5131.9 on Academic Honesty.

Students are expected to follow their teachers' directions regarding AI use on assignments and cite appropriately when required, as set forth in the AI Continuum.

AI shall not be used without permission, and students may not submit AI-generated work as their own original product.

Students must use only Downey Unified approved AI tools.

Students are responsible for reviewing AI-generated content for potential bias related to gender, race, culture, language, disability, socioeconomic status, or other factors, and must not use biased or inappropriate output.

Any harmful or concerning content must be reported to a classroom teacher. Students with questions about appropriate AI use should consult with their teacher or an administrator.

Failure to follow these expectations may result in disciplinary action, including administrative conference and/or grade consequences.

Access to Materials

All access to online services used for school business must be with your @studnet.dusd.net email address or District associated account.

Staff working with students should have students use their @student.dusd.net account to access online services. In circumstances where this is not possible, staff must contact the Technology Department and have a permission form signed by the parent or guardian allowing their student to access that resource.

Plagiarism and 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. Use of online tools that generate text, images or other media on your behalf (commonly referred to as "AI") that are presented as your own is plagiarism. 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 can be very confusing. Employees should direct questions on this subject to their supervisor(s).

Artificial Intelligence (AI) Tools

The protection of student privacy and student safety is a top priority. Many AI systems store, process, or train on what you type or upload. Therefore, passwords and personal information such as names, addresses, phone numbers, student ID, class rosters, photos, private messages, etc., shall not be shared within an AI system. Students should also avoid entering things like grades, test scores, IEP information, or health details, and should check screenshots to remove names or private information before sharing. Prompts should be general and use district-approved tools on school accounts and devices. Completed assignments, essays, or class documents should never be uploaded to AI systems without prior teacher permission or via a tool that has been approved by the district. Report suspected data exposure or unsafe content to the teacher or other district personnel.

Use only the tools Downey Unified has approved. These tools are checked for security, privacy, accessibility, and equity. The tools listed below only offer enhanced data protection when you use your DUSD email account.

System Security

Security of the network infrastructure and computer systems is a high priority. If a user feels they have identified or are able to identify a security problem on the network, they should notify the District Technology Department immediately. District staff should notify the Technology Department regarding any security issues. The problem should not be demonstrated to others. Some types of activities that compromise security are:

1. Circumventing or attempting to bypass security restrictions or controls on any computer, network device, or technology device.
2. Unauthorized Escalation of account privileges (i.e., gaining administrative access without consent from the Technology Department)
3. Installing software not authorized by the Technology Department.
4. Attempting to discover or share another user's password.
5. Use of another person's computer or online account.
6. Sharing, posting or displaying passwords, access codes, or links to online content, meetings, or coursework without permission of the organizer.
7. Use of any software, device or tools designed to discover or take advantage of security flaws at any time for any purpose

The above list is not an exhaustive list, and you should always exercise caution when browsing the Internet.

Email security is critical to maintaining network security. Phishing emails are designed to trick you into providing your username and password to malicious actors or convince you to download files with malicious payloads to encrypt your data, ransomware, or provide threat actors with remote access to take over the network.

Always be skeptical of emails that contain information you should know about such as orders, shipping or financial transactions.

1. Do not use the links in the email to verify the information. Go directly to the website they claim to be and login as you normally would. If it is legitimate, it will be in your account.
2. Read the regular email updates sent out about phishing and security.

Privacy

Since the use of district technology is intended for educational purposes, students shall not have any expectation of privacy in any use of district technology.

The district reserves the right to monitor and record all use of district technology, including, but not limited to, access to the Internet or social media, communications sent or received from district technology, or other uses. Such monitoring/recording may occur at any time without prior notice for any legal purposes including, but not limited to, record retention and distribution and/or investigation of improper, illegal, or prohibited activity. Students should be aware that, in most instances, their use of district technology (such as web searches and emails) cannot be erased or deleted.

All passwords created for or used on any district technology are the sole property of the district. The creation or use of

a password by a student on district technology does not create a reasonable expectation of privacy.

Personally Owned Devices

If a student uses a personally owned device to access district technology, he/she shall abide by all applicable Board policies, administrative regulations, and this Acceptable Use Agreement. Any such use of a personally owned device may subject the contents of the device and any communications sent or received on the device to disclosure pursuant to a lawful subpoena or public records request.

The use of personally owned devices is governed by the District Mobile Communication Policy.

Students should be using their school issued device for all classroom activities.

Reporting

If a student becomes aware of any security problem (such as any compromise of the confidentiality of any login or account information) or misuse of district technology, he/she shall immediately report such information to the teacher or other district personnel.

Vandalism

Vandalism includes but is not limited to: any malicious attempt to 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 willful disruption of 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.

Consequences for Violation

Violations of the law, Board policy, or this agreement may result in revocation of a student's access to district technology and/or discipline, up to and including suspension or expulsion. In addition, violations of the law, Board policy, or this agreement may be reported to law enforcement agencies as appropriate. Parents can be held financially responsible for any harm that may result from a student's intentional disruption of the District network, computer systems or online services.

Limited Liability

While the District will make every attempt to provide uninterrupted service, the District will not guarantee that the functions or services provided through the District Network or Internet Access 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. The District is not responsible for the accuracy or quality of the information obtained from the Internet. The District will not be responsible for financial obligations arising through the unauthorized use of the system. Parents can be held financially responsible for any harm that may result from intentional misuse of the system by their students.

Student Acknowledgment

I have received, read, understand, and agree to abide by this Acceptable Use Agreement and other applicable laws and district policies and regulations governing the use of district technology. I understand that there is no expectation of privacy when using district technology. I further understand that any violation may result in loss of user privileges, disciplinary action, and/or appropriate legal action.

Parent or Legal Guardian Acknowledgment

If the student is under 18 years of age, a parent/guardian must also read and sign the agreement.

As the parent/guardian of the above-named student, I have read, understand, and agree that my child shall comply with the terms of the Acceptable Use Agreement. By signing this Agreement, I give permission for my child to use district technology and/or to access the school's computer network and the Internet. I understand that, despite the district's best efforts, it is impossible for the school to restrict access to all offensive and controversial materials. I agree to release from liability, indemnify, and hold harmless the school, district, and district personnel against all claims, damages, and costs that may result from my child's use of district technology or the failure of any technology protection measures used by the district. Further, I accept full responsibility for the supervision of my child's use of his/her access account if and when such access is not in the school setting.

END OF INTERNET AND TECHNOLOGY USE AGREEMENT

FOOD SERVICES

All students are offered one breakfast and one lunch meal **at no cost** daily. DUSD Food Service operates under the NSLP Provision 2, which eliminates the need for a meal program application. Only new students need to submit income information via the Alternate Income Form.

Families interested in any benefits associated with qualifying for Free/Reduced meals (discounts on utilities, etc.) should complete an Alternate Income Form, which can be filled out during the online registration process or by visiting <https://fsonline.dusd.net>. Families wanting to apply for SUNBucks (Summer EBT) with the CA Dept. of Social Services should complete a Universal Benefit Application (UBA) through QParent Connect at: <https://parentconnection.dusd.net/>.

Menus and other department information can be found at www.dusdeats.net. A la carte food items and second meals are available for sale at most school sites. Parents are strongly encouraged to use the prepayment option to load funds onto students' accounts through QParent Connect at <https://parentconnection.dusd.net/> and cash payments are also accepted.

Any checks returned for non-sufficient funds will be assessed a \$30 NSF fee. Funds deposited into a student's account 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 or visiting the Food Services website at www.dusdeats.net.

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.

OTHER

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)

The Downey Unified School District recognizes that parent and family engagement is an integral part of students' overall success and is instrumental in cultivating a positive school environment. Families are key partners in their children's education and the district acknowledges there are multiple ways for them to be active participants in their child's success.

Parent and Family Engagement Policy

Family Engagement is the participation of parents and family members in authentic, two-way, and meaningful communication involving student learning and related school activities. The Downey Unified School District commits to the following:

- Families play an integral role in supporting their child's learning.
- All families are encouraged to be actively involved in their child's education.
- Parents are full partners in their child's education and are part of the decision-making to assist in the education of their child.

To strengthen student achievement, learning, and success, the Downey Unified School District has jointly developed with parents and family members and mutually agreed upon, the parent and family engagement policy that establishes the District's objectives for meaningful engagement. This policy guides the strategies schools implement to strengthen school and parent partnerships in all of the District's schools. When schools, families, and communities work together to support learning, children, and adolescents better engage in their learning and have increased positive outcomes.

Downey Unified involves families in the development of the Local Control Accountability Plan (LCAP) and parents also participate in their local school's plan development and review. Our goal is to foster open and effective communication, collaboration, and engagement between the home and school. We believe that involved families better advocate for their student's success. Please reach out to your child's school to receive more information on parent workshops, meetings, and other opportunities. To provide input on programs or on future family engagement activities, please contact the Director of Instructional Support Services at (562)469-6543.

The District's Parent and Family Engagement Policy is available for review. The plan can be viewed on the DUSD website <https://web.DUSD.net>. A digital copy is provided to every student upon enrollment.

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.

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
Advion Fire Ant Bait	Indoxacarb
Advion Insect Granule	Indoxacarb
Advion Ant Gel	Indoxacarb
Advion Cockroach Gel	Indoxacarb
Avert Gel Bait	Abamectin
Avitrol Chop/Whole	4-Aminopyridine
B.t.i. Briquets	Bacillus thuringiensis subspecies israelensis Strain BMP 144 solids, spores and insecticidal toxins
Barricade 4FL	Prodiamine
Borid	Orthoboric Acid
Cavalcade	Prodiamine
CB 80	Piperonyl Butoxide, Pyrethrins
Cheetah Pro	Glufosinate Ammonium
Cy-Kick CS	Cyfluthrin
D Fense Dust	Deltamethrin
Delta Dust	Deltamethrin
Demand CS	Lambda-Cyhalothrin
Dimension	Dithiopyr
DSV Sanitizer	1-Decanaminium, N,N-dimethyl-N-octyl-, chloride, 1-Decanaminium, N-decyl-N,N-dimethyl-, chloride, 1-Octanaminium, N,N-dimethyl-N-octyl-, chloride, Alkyl* dimethyl benzyl ammonium chloride
Lifeline	Glufosinate Ammonium
Maxforce Ant Gel Bait	Fipronil
Maxforce Complete Granular Bait	Hydramethylnon
Maxforce Fly Spot Bait	Imidacloprid, cis-9-Tricosene
Nibor D	Disodium Octaborate Tetrahydrate
Nibor D Foam	Disodium Octaborate Tetrahydrate, Pyriproxyfen
Precor IGR Concentrate	Methoprene

PT Fendona	Alpha-cypermethrin
PT Pro-Control Formula 2	Piperonyl butoxide, Pyrethrin
PT Wasp Freeze	Prallethrin
Pylex	Topramezone
Q4 Plus	Quinclorac, Sulfentrazone, 2,4-D, Dicamba

Revolver	Foramsulfuron
Sedgehammer	Halosulfuron-methyl
Sedgemaster	Halosulfuron-methyl
Speedzone Southern	2, 4D, 2 ethyhexyl ester
Sureguard	Flumioxazin
Suspend SC	Deltamethrin
Talstar	Bifenthrin
Tekko Pro	Novaluron, Pyriproxyfen
Tempo Ultra WP	beta-Cyfluthrin
Termidor SC	Fipronil
Total TNV	Glufosinate Ammonium
Vendetta Roach Gel Bait	Abamectin B1

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 the 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 the maintenance of standards of pupil behavior and in the 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 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.

Gun Safety – EC 32221.5 (9-12) and EC 49390, 48391, and 49392

Beginning with the 2023-2024 school year California public schools are mandated to inform parents/guardians that firearms are to be safely stored away from children and teens. The accidental shooting of children and youth is the third leading cause of death following accidents and suicide. Families are reminded to keep their home safe from such potential dangers. If there is a threat, then the public schools will cooperate with local law enforcement to conduct an immediate threat assessment.

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, observe their child's classroom(s).
2. Within a reasonable time of their request, 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 classroom 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 disciplinary 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.

DISCRIMINATION AND EDUCATION EQUITY

The Board is committed to providing equal opportunity for all individuals in district programs and activities. District programs, activities, and practices shall be free from unlawful discrimination, including discrimination against an individual or group based on race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, parental status, reproductive health decision-making, physical or mental disability, medical condition, sex, sexual orientation, gender, gender identity, gender expression, veteran or military status, or genetic information; a 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.

All individuals shall be treated equitably in the receipt of district and school services. Personally identifiable information collected the implementation of any district program, including, but not limited to, student and family information for the free and reduced-price lunch program, transportation, or any other educational program, shall be used only

for the purposes of the program except when the Superintendent or designee authorizes its use for another purpose in accordance with law. Resources and data collected by the district shall not be used, directly or by others, to compile a list, registry, or database of individuals based on gender, sexual orientation, religion, ethnicity, national origin, or immigration status or any other category identified above.

For the complete version of this Board Policy 0410, please refer to our District website link to Board Meetings & Agendas (<https://web.dusd.net/board-meetings-agendas/>).

Discrimination/Equity/Title IX Compliance Officer	Title IX Coordinator – Students:
Darryl Browning, Ed.D., 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
dbrowning@dusd.net	rjagielski@dusd.net

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:

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school (within 45 days after the day the school receives a request for access). Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request the amendment of the student's education records which they believe to be inaccurate or misleading. Written requests should clearly identify the part of the record they want changed and specify why it should be changed. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any

information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- o School officials with legitimate educational interests.
- o Other schools to which a student is transferring.
- o Specified officials for audit or evaluation purposes.
- o Appropriate parties in connection with financial aid to a student.
- o Organizations conducting certain studies for or on behalf of the school.
- o Accrediting organizations.
- o To comply with a judicial order or lawfully issued subpoena.
- o Appropriate officials in cases of health and safety emergencies; and
- o State and local authorities, within a juvenile justice system, pursuant to specific State law.
- o Schools may disclose, without consent, "directory" information such as a student's local identification number, name, address, telephone number, date and place of birth, honors, and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

The parents and eligible students have 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 administrative office is:

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

Pregnant and Parenting Pupils -EC 221.51, 222.5, 46015, 48205, and 48980

The governing board of the Downey Unified School District will treat both the pregnant teen mother and the teen father with the same accommodations, regardless of sex. The teen parents may not be excluded from any class or extracurricular activities solely on the basis of pregnancy, childbirth, false pregnancy, termination of pregnancy, or postpartum recovery. The physical and emotional ability to continue may only be determined by the physician or nurse practitioner. Pregnant or parenting pupils may not be required to participate in pregnant minor programs or alternative programs, with the exception of personal choice. Parental rights will be an option available in annual notifications or at semester term periods, welcome packets, orientation, online or in print, or in independent study packets as provided to all regular students from school districts or charter schools.

Parental leave for eight weeks for preparation for the birth of the infant, post-partum for mental and physical health needs of the teen parents and to bond with infants, or any additional medically approved time to protect the infant or parents is allowed. Any additional time due if deemed medically necessary, as prescribed by physician or nurse practitioner. Pregnant and parenting teens are not required to take all or part of the leave to which they are entitled. Leave will be approved by the district or charter school supervisor of attendance, as an excused absence, with a unique code similar to independent study. However, no work is required during the leave. Upon return, the parenting teens are entitled to return to the school courses that they were enrolled in before taking leave. Make-up plans and re-enrollment will be worked out with the school counselor or administrator to achieve an opportunity to fully participate in all activities, before leaving. If needed, parenting teens may enroll for a fifth year of instruction if on course for graduation requirements. If parenting teens were enrolled in an alternative school setting, a return to that environment is to be available as needed to achieve graduation. A pupil shall not incur any academic penalties due to using these available accommodations. An illness for a sick child does not require a doctor's note for the custodial parenting of teens; the mother or father will be excused by the attendance supervisor.

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 parents.
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 provide them with an opportunity to opt-out their child, as well as an opportunity to review the surveys.

Additionally, Per Board Policy 6141.2, in compliance with the June 2025 Supreme Court decision *Mahmoud v. Taylor*, the district shall notify parents/guardians that they may, via written request, opt their students out of instruction on the basis of their religious beliefs. Students whose parents/guardians opt them out of such instruction must be offered an alternative activity of similar educational value. Additionally, a student shall not be subject to disciplinary action, academic penalty, or other sanction on the grounds that the student opted out of such instruction.

When a parent/guardian submits a written request to opt the parent's/guardian's student out of instruction based on religious beliefs, customs, or practices, the request shall include the following:

- *The specific instructional content that the student should be opted out*
- *The specific religious belief(s), custom(s), and/or practice(s) with which the specific instructional content substantially interferes*
- *How the specific instructional content substantially interferes with the specific religious belief(s), custom(s), and/or practice(s), including any grade level or individual student characteristics relevant to the opt-out request*

Please contact your site administrator for opt-out information.

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 the 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.

Student Sexual Harassment Policy

The Board of Education is committed to maintaining a safe school environment that is free from harassment and discrimination. The Board prohibits, at school or at school-sponsored or school-related activities, sexual harassment targeted at any student by anyone. The Board also prohibits retaliatory behavior or action against any person who reports, files a complaint, or testifies about, or otherwise supports a complainant in alleging sexual harassment. The district strongly encourages any student who feels that he/she is being or has been sexually harassed on school grounds or at a school-sponsored or school-related activity by another student or an adult who has experienced off-campus sexual harassment that has a continuing effect on campus to immediately contact his/her teacher or the principal. Any employee who receives a report or observes an incident of sexual harassment shall notify the principal or designee. Once notified, the principal or designee shall take the steps to investigate and address the allegation, as specified in the accompanying administrative regulation. The Superintendent or designee shall take appropriate actions to reinforce the district's sexual harassment policy. Instruction/Information

The Superintendent or designee shall ensure that all district students receive age-appropriate information on sexual harassment. Such instruction and information shall include:

1. What acts, and behavior constitute sexual harassment, including the fact that sexual harassment could occur between people of the same sex and could involve sexual violence
2. A clear message that students do not have to endure sexual harassment under any circumstance
3. Encouragement to report observed incidents of sexual harassment even where the alleged victim of the harassment has not complained
4. A clear message that student safety is the district's primary concern and that any separate rule violation involving an alleged victim or any other person reporting a sexual harassment incident will be addressed separately and will not affect the manner in which the sexual harassment complaint will be received, investigated, or resolved
5. A clear message that, regardless of a complainant's noncompliance with the writing, timeline, or other formal filing requirements, every sexual harassment allegation that involves a student, whether as the complainant, respondent, or victim of the harassment, shall be investigated and prompt action shall be taken to stop any harassment, prevent a recurrence, and address any continuing effect on students
6. Information about the district's procedure for investigating complaints and the person(s) to whom a report of sexual harassment should be made

7. Information about the rights of students and parents/guardians to file a civil or criminal complaint, as applicable, including the right to file a civil or criminal complaint while the district investigation of a sexual harassment complaint continues
8. A clear message that, when needed, the district will take interim measures to ensure a safe school environment for a student who is the complainant or victim of sexual harassment and/or other students during an investigation and that, to the extent possible, when such interim measures are taken, they shall not disadvantage the complainant or victim of the alleged harassment

Complaint Process and Disciplinary Actions

Sexual harassment complaints by and against students shall be investigated and resolved in accordance with law and district procedures - Uniform Complaint Procedures. Principals are responsible for notifying students and parents/guardians that complaints of sexual harassment can be filed and where to obtain a copy of the procedures.

Upon investigation of a sexual harassment complaint, any student found to have engaged in sexual harassment or sexual violence in violation of this policy shall be subject to disciplinary action. For students in grades 4-12, disciplinary action may include suspension and/or expulsion, provided that, in imposing such discipline, the entire circumstances of the incident(s) shall be taken into account.

Upon investigation of a sexual harassment complaint, any employee found to have engaged in sexual harassment or sexual violence toward any student shall have his/her employment terminated in accordance with law and the applicable collective bargaining agreement.

Recordkeeping

The Superintendent or designee shall maintain a record of all reported cases of sexual harassment to enable the district to monitor, address, and prevent repetitive harassing behavior in district schools

UNIFORM COMPLAINT PROCEDURES

The Board of Education recognizes that the district has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs. The Board encourages the early resolution of complaints whenever possible. To resolve complaints which may require a more formal process, the Board adopts the uniform system of complaint processes specified in 5 CCR 4600-4670 and the accompanying administrative regulation

Complaints Subject to UCP

The district's uniform complaint procedures (UCP) shall be used to investigate and resolve complaints regarding

1. Accommodations for pregnant and parenting students (Education Code 46015)
2. Adult education programs (Education Code 8500-8538, 52334.7, 52500-52617)
3. After School Education and Safety programs (Education Code 8482-8484.65) Agricultural career technical education (Education Code 52460-52462)
4. Career technical and technical education and career technical and technical training programs (Education Code
5. 52300-52462)
6. Child care and development programs (Education Code 8200-8488)
7. Compensatory education (Education Code 54400)
8. Consolidated categorical aid programs (Education Code 33315; 34 CFR 299.10-299.12)
9. Course periods without educational content (Education Code 51228.1-51228.3)
10. Discrimination, harassment, intimidation, or bullying in district programs and activities, including in those programs or activities funded directly by or that receive or benefit from any state financial assistance, based on a person's actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, immigration status, ethnic group identification, age, religion, marital status, pregnancy, parental status, physical or mental disability, medical condition, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in Education Code 200 or 220, Government Code 11135, or Penal Code 422.55, or based on the person's association with a person or group with one or more of these actual or perceived characteristics (5 CCR 4610)
Discrimination includes, but is not limited to, the Board's refusal to approve the use or prohibit the use of any textbook, instructional material, supplemental instructional material, or other curriculum for classroom instruction, or any book or other resource in a school library, on the basis that it includes a study of the role and contributions of any individual or group consistent with the requirements of Education Code 51204.5 and 60040, unless such study would violate Education Code 51501 or 60044. A complaint alleging such unlawful discrimination may, in addition to or in lieu of being filed with the district, be directly filed with the Superintendent of Public Instruction (SPI). (Education Code 243)
11. Educational and graduation requirements for students in foster care, students experiencing homelessness, students from military families, students formerly in a juvenile court school, students who are migratory, and students participating in a newcomer program (Education Code 48645.7, 48853, 48853.5, 49069.5, 51225.1, 51225.2)
12. Every Student Succeeds Act (Education Code 52059.5; 20 USC 6301 et seq.)
13. Local control and accountability plan (Education Code 52075)
14. Migrant Education (Education Code 54440-54445)
15. Physical education instructional minutes (Education Code 51210, 51222, 51223)
16. Student fees (Education Code 49010-49013)
17. Reasonable accommodations to a lactating student (Education Code 222)
18. Regional occupational centers and programs (Education Code 52300-52334.7)
19. School plans for student achievement as required for the consolidated application for specified federal and/or state categorical funding (Education Code 64001)
20. School site councils as required for the consolidated application for specified federal and/or state categorical funding (Education Code 65000)
21. State preschool programs (Education Code 8207-8225)
22. State preschool health and safety issues in license-exempt programs (Education Code 8212)
23. Any complaint alleging retaliation against a complainant or other participant in the complaint process or anyone who has acted to uncover or report a violation subject to this policy
24. Any other state or federal educational program the SPI or designee deems appropriate

The Board recognizes that alternative dispute resolution (ADR) can, depending on the nature of the allegations, offer a process for resolving a complaint in a manner that is acceptable to all parties. An ADR process such as mediation may be offered to resolve complaints that involve more than one student and no adult. However, mediation shall not be offered or used to resolve any complaint involving sexual assault or where there is a reasonable risk that a party to the mediation would feel compelled to participate. The Superintendent or designee shall ensure that the use of ADR is consistent with state and federal laws and regulations.

The district shall protect all complainants from retaliation. In investigating complaints, the confidentiality of the parties involved shall be protected as required by law. For any complaint alleging retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the Superintendent or designee shall keep the identity of the complainant, and/or the subject of the complaint if different from the complainant, confidential when appropriate and as long as the integrity of the complaint process is maintained.

When an allegation that is not subject to UCP is included in a UCP complaint, the district shall refer the non-UCP allegation to the appropriate staff or agency and shall investigate and, if appropriate, resolve the UCP-related allegation(s) through the district's UCP.

The Superintendent or designee shall maintain a record of each complaint and subsequent related actions, including steps taken during the investigation and all information required for compliance with 5 CCR 4631 and 4633.

Compliance Officers

The district designates the individual(s), position(s), or unit(s) identified below as responsible for receiving, coordinating, and investigating complaints and for complying with state and federal civil rights laws. The individual(s), position(s), or unit(s) also serve as the compliance officer(s) specified in Administrative Regulation 5145.3 - Nondiscrimination/Harassment, responsible for handling complaints regarding unlawful discrimination, harassment, intimidation, or bullying, and in Administrative Regulation 5145.7 - Sexual Harassment for handling complaints regarding sexual harassment.

Assistant Superintendent of Certificated Human Resources
Human Resources
1627 Brookshire Avenue, Downey, 90241
562-469-6541

The compliance officer who receives a complaint may assign another compliance officer to investigate and resolve the complaint. The compliance officer shall promptly notify the complainant and respondent if another compliance officer is assigned to the complaint.

In no instance shall a compliance officer be assigned to a complaint in which the compliance officer has a bias or conflict interest that would prohibit the fair investigation or resolution of the complaint. Any complaint against a compliance officer or that raises a concern about the compliance officer's ability to investigate the complaint fairly and without bias shall be filed with the Superintendent or designee who shall determine how the complaint will be investigated.

Notifications

The district's UCP policy and administrative regulation shall be posted in all district schools and offices, including staff lounges and student government meeting rooms. (Education Code 234.1)

In addition, the Superintendent or designee shall annually provide written notification of the district's UCP to students, employees, parents/guardians of district students, district advisory committee members, school advisory committee members, appropriate private school officials or representatives, and other interested parties. (5 CCR 4622)

The notice shall include:

1. A statement that the district is primarily responsible for compliance with federal and state laws and regulations, including those related to prohibition of unlawful discrimination, harassment, intimidation, or bullying against any protected group, and a list of all programs and activities that are subject to UCP as identified in the section "Complaints Subject to UCP" in the accompanying Board policy
2. The title of the position responsible for processing complaints, the identity of the person(s) currently occupying that position if known, and a statement that such persons will be knowledgeable about the laws and programs that they are assigned to investigate
3. A statement that a UCP complaint, except a complaint alleging unlawful discrimination, harassment, intimidation, or bullying, must be filed no later than one year from the date the alleged violation occurred
4. A statement that a UCP complaint alleging unlawful discrimination, harassment, intimidation, or bullying must be filed no later than six months from the date of the alleged conduct or the date the complainant first obtained knowledge of the facts of the alleged conduct
5. A statement that a student enrolled in a public school shall not be required to pay a fee for participation in an educational activity that constitutes an integral fundamental part of the district's educational program, including curricular and extracurricular activities
6. A statement that a complaint regarding student fees or the local control and accountability plan (LCAP) may be filed anonymously if the complainant provides evidence or information leading to evidence to support the complaint
7. A statement that the district will post a standardized notice of the educational and graduation requirements of foster youth, students experiencing homelessness, children of military families, former juvenile court school students now enrolled in the district, students who are migratory, and students participating in a newcomer program as specified in Education Code 48645.7, 48853, 48853.5, 49069.5, 51225.1, and 51225.2, and the complaint process
8. A statement that complaints will be investigated in accordance with the district's UCP and a written decision will be sent to the complainant within 60 days from the receipt of the complaint, unless this time period is extended by written agreement of the complainant
9. A statement that, for programs within the scope of the UCP as specified in the accompanying Board policy, the complainant has a right to appeal the district's investigation report to the California Department of Education (CDE) by filing a written appeal, including a copy of the original complaint and the district's decision, within 30 calendar days of receiving the district's decision
10. A statement advising the complainant of any civil law remedies, including, but not limited to, injunctions, restraining orders, or other remedies or orders that may be available under state or federal laws prohibiting discrimination, harassment, intimidation, or bullying, if applicable
11. A statement that copies of the district's UCP are available free of charge.
12. The annual notification, complete contact information of the compliance officer(s), and information related to Title IX as required pursuant to Education Code 221.6 shall be posted on the district and district school websites and may be provided through district-supported social media, if available.
13. The Superintendent or designee shall ensure that all students and parents/guardians, including students and parents/guardians with limited English proficiency, have access to the relevant information provided in the district's policy, regulation, forms, and notices concerning the UCP.
14. A percent or more of students enrolled in a particular district school speak a single primary language other than English, the district's UCP policy, regulation, forms, and notices shall be translated into that language, in accordance with Education Code 234.1 and 48985. In all other instances, the district shall ensure meaningful access to all relevant UCP information for parents/guardians with limited English proficiency.

Filing of Complaints

The complaint shall be presented to the compliance officer who shall maintain a log of complaints received, providing each with a code number and a date stamp. If a site administrator not designated as a compliance officer receives a complaint, the site administrator shall notify the compliance officer.

All complaints shall be filed in writing and signed by the complainant. If a complainant is unable to put a complaint in writing due to conditions such as a disability or illiteracy, district staff shall assist in the filing of the complaint. (5 CCR 4600)

Complaints shall also be filed in accordance with the following rules, as applicable:

1. A complaint alleging district violation of applicable state or federal law or regulations governing the programs specified in the accompanying Board policy may be filed by any individual, public agency, or organization. (5 CCR 4600)
2. Any complaint alleging noncompliance with law regarding the prohibition against student fees, deposits, and charges or any requirement related to the LCAP may be filed anonymously if the complaint provides evidence, or information leading to evidence, to support an allegation of noncompliance. A complaint about a violation of the prohibition against the charging of unlawful student fees may be filed with the principal of the school or with the Superintendent or designee.
3. A UCP complaint, except for a UCP complaint alleging unlawful discrimination, harassment, intimidation, or bullying, shall be filed no later than one year from the date the alleged violation occurred. For complaints related to the LCAP, the date of the alleged violation is the date when the County Superintendent of Schools approves the LCAP that was adopted by the Board of Education. (5 CCR 4630)
4. A complaint alleging unlawful discrimination, harassment, intimidation, or bullying may be filed only by a person who alleges having personally suffered unlawful discrimination, a person who believes that any specific class of individuals has been subjected to unlawful discrimination, or a duly authorized representative who alleges that an individual student has been subjected to discrimination, harassment, intimidation, or bullying. (5 CCR 4630)
5. A complaint alleging unlawful discrimination, harassment, intimidation, or bullying shall be initiated no later than six months from the date that the alleged unlawful discrimination occurred, or six months from the date that the complainant first obtained knowledge of the facts of the alleged unlawful discrimination. The time for filing may be extended for up to 90 days by the Superintendent or designee for good cause upon written request by the complainant setting forth the reasons for the extension. (5 CCR 4630)
6. When a complaint alleging unlawful discrimination, harassment, intimidation, or bullying is filed anonymously, the compliance officer shall pursue an investigation or other response as appropriate, depending on the specificity and reliability of the information provided and the seriousness of the allegation.
7. When a complainant of unlawful discrimination, harassment, intimidation, or bullying or the alleged victim, when not the complainant, requests confidentiality, the compliance officer shall inform the complainant or victim that the request may limit the district's ability to investigate the conduct or take other necessary action. When honoring a request for confidentiality, the district shall nevertheless take all reasonable steps to investigate and resolve/respond to the complaint consistent with the request.

Mediation

Within three business days after receiving the complaint, the compliance officer may informally discuss with all the parties the possibility of using mediation to resolve the complaint. Mediation shall be offered to resolve complaints that involve more than one student and no adult. However, mediation shall not be offered or used to resolve any complaint involving an allegation of sexual assault or where there is a reasonable risk that a party to the mediation would feel compelled to participate. If the parties agree to mediation, the compliance officer shall make all arrangements for this process.

Before initiating the mediation of a complaint alleging retaliation or unlawful discrimination, harassment, intimidation, or bullying, the compliance officer shall ensure that all parties agree to permit the mediator access to all relevant confidential information. The compliance officer shall also notify all parties of the right to end the informal process at any time.

If the mediation process does not resolve the problem within the parameters of law, the compliance officer shall

The use of mediation shall not extend the district's timelines for investigating and resolving the complaint unless the complainant agrees in writing to such an extension of time. If mediation is successful and the complaint is withdrawn, then the district shall take only the actions agreed upon

through the mediation. If mediation is unsuccessful, the district shall then continue with subsequent steps specified in this administrative regulation.

Investigation of Complaint

The compliance officer shall begin an investigation into the complaint within 10 business days of receiving the complaint.

Within one business day of initiating the investigation, the compliance officer shall provide the complainant and/or the complainant's representative with the opportunity to present the information contained in the complaint to the compliance officer and shall notify the complainant and/or representative of the opportunity to present the compliance officer with any evidence, or information leading to evidence, to support the allegations in the complaint. Such evidence or information may be presented at any time during the investigation.

In conducting the investigation, the compliance officer shall collect all available documents and review all available records, notes, or statements related to the complaint, including any additional evidence or information received from the parties during the course of the investigation. The compliance officer shall individually interview all available witnesses with information pertinent to the complaint, and may visit any reasonably accessible location where the relevant actions are alleged to have taken place. At appropriate intervals, the compliance officer shall inform the parties of the status of the investigation.

To investigate a complaint alleging retaliation or unlawful discrimination, harassment, intimidation, or bullying, the compliance officer shall interview the alleged victim(s), any alleged offender(s), and other relevant witnesses privately, separately, and in a confidential manner. As necessary, additional staff or legal counsel may conduct or support the investigation.

A complainant's refusal to provide the district's investigator with documents or other evidence related to the allegations in the complaint, failure or refusal to cooperate in the investigation, or any other obstruction of the investigation may result in the dismissal of the complaint because of a lack of evidence to support the allegation. Refusal by the district to provide the investigator with access to records and/or information related to the allegations in the complaint, failure or refusal to cooperate in the investigation, or any other obstruction of the investigation may result in a finding based on evidence collected that a violation has occurred and in the imposition of a remedy in favor of the complainant. (5 CCR 4631)

Timeline for Investigation Report

Unless extended by written agreement with the complainant, the compliance officer shall prepare and send to the complainant a written investigation report, as described in the section "Investigation Report" below, within 60 calendar days of the district's receipt of the complaint. (5 CCR 4631)

For any complaint alleging unlawful discrimination, harassment, intimidation, or bullying, the respondent shall be informed of any extension of the timeline agreed to by the complainant

Investigation Report

For all complaints, the district's investigation report shall include: (5 CCR 4631)

1. The findings of fact based on the evidence gathered
2. A conclusion providing a clear determination for each allegation as to whether the district is in compliance with the relevant law
3. Corrective action(s) whenever the district finds merit in the complaint, including, when required by law, a remedy to all affected students and parents/guardians and, for a student fees complaint, a remedy that complies with Education Code 49013 and 5 CCR 4600
4. Notice of the complainant's right to appeal the district's investigation report to CDE, except when the district has used

The investigation report may also include follow-up procedures to prevent recurrence or retaliation and for reporting any subsequent problems.

In consultation with district legal counsel, information about the relevant part of an investigation report may be communicated to a victim who is not the complainant and to other parties who may be involved in implementing the investigation report or are affected by the complaint, as long as the privacy of the parties is protected. In a complaint alleging unlawful discrimination, harassment, intimidation, or bullying, notice of the investigation report to the alleged victim shall include information about any sanction to be imposed upon the respondent that relates directly to the alleged victim.

If the complaint involves a limited-English-proficient (LEP) student or parent/guardian, then the district's response, if requested by the complainant, and the investigation report shall be written in English and the primary language in which the complaint was filed.

For complaints alleging unlawful discrimination, harassment, intimidation, or bullying based on state law, the investigation report shall also include a notice to the complainant that:

1. The complainant may pursue available civil law remedies outside of the district's complaint procedures, including, but not limited to, injunctions, restraining orders or other remedies or orders, 60 calendar days after the filing of an appeal with CDE (Education Code 262.3)
2. The 60 days moratorium does not apply to complaints seeking injunctive relief in state courts or to discrimination complaints based on federal law (Education Code 262.3)
3. Complaints alleging discrimination based on race, color, national origin, sex, gender, disability, or age may also be filed with the U.S. Department of Education, Office for Civil Rights at www.ed.gov/ocr within 180 days of the alleged discrimination

Corrective Actions

When a complaint is found to have merit, the compliance officer shall adopt any appropriate corrective action permitted by law. Appropriate corrective actions that focus on the larger school or district environment may include, but are not limited to, actions to reinforce district policies; training for faculty, staff, and students; updates to school policies; or school climate surveys.

For complaints involving retaliation or unlawful discrimination, harassment, intimidation, or bullying, appropriate remedies that may be offered to the victim but not communicated to the respondent may include, but are not limited to, the following:

1. Counseling
2. Academic support
3. Health services
4. Assignment of an escort to allow the victim to move safely about campus
5. Information regarding available resources and how to report similar incidents or retaliation
6. Separation of the victim from any other individuals involved, provided the separation does not penalize the victim
7. Restorative justice
8. Follow-up inquiries to ensure that the conduct has stopped and there has been no retaliation

For complaints of retaliation or unlawful discrimination, harassment, intimidation, or bullying involving a student as the respondent, appropriate corrective actions that may be provided to the student include, but are not limited to, the following:

1. Transfer from a class or school as permitted by law
2. Parent/guardian conference
3. Education regarding the impact of the conduct on others
4. Positive behavior support
5. Referral to a student success team
6. Denial of participation in extracurricular or cocurricular activities or other privileges as permitted by law

7. Disciplinary action, such as suspension or expulsion, as permitted by law

When an employee is found to have committed retaliation or unlawful discrimination, harassment, intimidation, or bullying, the district shall take appropriate disciplinary action, up to and including dismissal, in accordance with applicable law and collective bargaining agreement.

The district may also consider training and other interventions for the larger school community to ensure that students, staff, and parents/guardians understand the types of behavior that constitute unlawful discrimination, harassment, intimidation, or bullying, that the district does not tolerate it, and how to report and respond to it.

When a complaint is found to have merit, an appropriate remedy shall be provided to the complainant or other affected person.

However, if a complaint alleging noncompliance with the law regarding student fees, deposits, and other charges, physical education instructional minutes, courses without educational content, or any requirement related to the LCAP is found to have merit, the district shall provide a remedy to all affected students and parents/guardians subject to procedures established by regulation of the State Board of Education. (Education Code 49013, 51222, 51223, 51228.3, 52075)

For complaints alleging noncompliance with the law regarding student fees, the district, by engaging in reasonable efforts, shall attempt in good faith to identify and fully reimburse all affected students and parents/guardians who paid the unlawful student fees within one year prior to the filing of the complaint. (Education Code 49013; 5 CCR 4600)

Appeals to the California Department of Education

Any complainant who is dissatisfied with the district's investigation report on a complaint regarding any specified federal or state educational program subject to UCP may file an appeal in writing with CDE within 30 calendar days of receiving the district's investigation report. (5 CCR 4632)

The appeal shall be sent to CDE with a copy of the original locally filed complaint and a copy of the district's investigation report for that complaint. The complainant shall specify and explain the basis for the appeal, including at least one of the following: (5 CCR 4632)

1. The district failed to follow its complaint procedures
2. Relative to the allegations of the complaint, the district's investigation report lacks material findings of fact necessary to reach a conclusion of law
3. The material findings of fact in the district's investigation report are not supported by substantial evidence
4. The legal conclusion in the district's investigation report is inconsistent with the law
5. In a case in which the district found noncompliance, the corrective actions fail to provide a proper remedy
6. Upon notification by CDE that the district's investigation report has been appealed, the Superintendent or designee shall forward the following documents to CDE within 10 days of the date of notification: (5 CCR 4633)
7. A copy of the original complaint
8. A copy of the district's investigation report
9. A copy of the investigation file including, but not limited to, all notes, interviews, and documents submitted by the parties and gathered by the investigator
10. A report of any action taken to resolve the complaint
11. A copy of the district's UCP
12. Other relevant information requested by CDE

If notified by CDE that the district's investigation report failed to address allegation(s) raised by the complaint, the district shall, within 20 days of the notification, provide CDE and the appellant with an amended investigation report that addresses the allegation(s) that were not addressed in the original investigation report.

The amended report shall also inform the appellant of the right to separately appeal the amended report with respect to the allegation(s) that were not addressed in the original report. (5 CCR 4632)

WORKPLACE VIOLENCE AND PREVENTION PLAN (WVPP)

Downey Unified is committed to providing a safe and secure environment for all employees, students, and visitors

Workplace violence, in any form, is unacceptable and will not be tolerated. This commitment is in line with California's Senate Bill 553 (SB 553) and the California Occupational Safety and Health Administration (Cal/OSHA) guidelines.

For more information, please read the Workplace Violence Prevention Plan (WVPP) and/or WVPP Overview

Report a Workplace Violence Incident by completing this incident form to wvppreport@dusd.net

Downey Unified School District General Information

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

SCHOOL	LOCATION	ZIP CODE	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
Garcia (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

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District Website

A great source of information is the Downey Unified Web Site: web.DUSD.net. In addition to a link to each school website, 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