Downey Adult School
Facilities, Maintenance, and Improvement Plan

Effective Date: July 1, 2019
Revision Date: July 1, 2022
Revised Date: September 10, 2026

Purpose
To develop, maintain, improve, and address the ongoing operations and maintenance of all physical facilities and technical infrastructure at Downey Adult School (DAS).

Organizational Structure
As part of the Downey Unified School District (DUSD), DAS benefits from the leadership and support of DUSD. As such, DUSD oversees all physical facilities and technical infrastructure at all campuses, including DAS. Facilities Planning and Development Director, Annie Aung, in conjunction with Maintenance, Operations & Transportation Services Director, Anthony Zegarra, oversee the operation, maintenance, and improvement of all physical facilities and infrastructure. Supporting staff include Assistant Director, Carlos Fornelli and Operations Supervisor, Jose Escobedo. Related positions within these two departments include: Labor Compliance Technician, Facilities/Construction Manager, Water Utilities Worker, Skilled Trades Assistant, Lead Maintenance Worker, HVAC/Refrigeration Mechanic, Maintenance Locksmith, Maintenance Glazier, Maintenance Electrician, General Maintenance Worker, Custodial Services Coordinator, Groundskeeper, Custodian, Floor Maintenance Worker, Lead Equipment Mechanic, Grounds Equipment Operator, and Grounds Team Leader.

Roles & Responsibilities
Facilities Planning and Development includes all construction, modernization, compliance, and inspection of physical facilities throughout DUSD, including DAS. Maintenance, Operations & Transportation Services includes all custodial, grounds maintenance, building maintenance, pool maintenance, material handling, hazardous materials, utilities, and events. Regular work order requests are done through DUSD's website; however, emergencies and urgent work order requests can be done by calling the appropriate department. Facilities Planning and Development – 562-469-6703 ; Maintenance, Operations & Transportation – 562-469-6701.

Inspection of Facilities
DUSD adheres to regulations and guidelines set forth by Williams Case and the California Department of Education. To ensure that physical facilities are adequate and determined to be in good repair, as defined by being clean, safe, and functional, DUSD regularly conducts FIT (Facilities Inspection Tool) evaluations of all facilities.

Energy Management & Conservation
DUSD has adopted (Board Policy 6510) and implemented AR 6510. AR 6510 includes all campuses within DUSD, including DAS.

Maintenance Repairs and Replacement Scheduling
DUSD has adopted (Board Policy 6521) and implemented AR 6521. AR 6521 includes all campuses within DUSD, including DAS.

Downey Adult School
Facilities, Maintenance, and Improvement Plan

Facility Modification and/or Alteration
DUSD has adopted (Board Policy 6521.1) and implemented AR 6521.1. AR 6521.1 includes all campuses within DUSD, including DAS.

Custodial Services
DUSD has adopted (Board Policy 6522) and implemented AR 6522. AR 6522 includes all campuses within DUSD, including DAS.

Groundskeeping Services
DUSD has adopted (Board Policy 6523) and implemented AR 6523. AR 6523 includes all campuses within DUSD, including DAS.

Security – Vandalism – Explosives
DUSD has adopted (Board Policy 6525) and implemented AR 6525. AR 6525 includes all campuses within DUSD, including DAS.

Custodial Operations – Flying of Flags – State of Mourning
DUSD has adopted (Board Policy 6531.1) and implemented AR 6531.1. AR 6531.1 includes all campuses within DUSD, including DAS.

Downey Unified School District

ADMINISTRATIVE SERVICES

ENERGY MANAGEMENT CONSERVATION POLICY AR 6510

The implementation of this policy is the joint responsibility of the board members, administrators, teachers, students and support personnel and its success is based on cooperation at all levels.

The district will maintain accurate records of energy consumption and cost of energy and will provide information to the local media on the goals and progress of the energy conservation program.

The principal will be accountable for energy management on his/her campus with energy audits being conducted and conservation program outlines being updated. Judicious use of the various energy systems of each campus will be the joint responsibility of the principal and custodial staff to ensure that an efficient energy posture is maintained on a daily basis.

Curriculum will be developed to ensure that every student will participate in the energy management program in the district as an "energy saver."

Specific Areas of Emphasis

1. Every student and employee will be expected to contribute to energy efficiency in our district. Every person will be expected to be an "energy saver" as well as an "energy consumer."

2. Effective immediately, all unnecessary lighting in unoccupied areas will be turned off. All lights will be turned off when students and teachers leave school. Custodians will turn on lights only in areas in which they are working.

3. Energy management on his/her campus will be made part of the principal's annual evaluation.

4. The custodial staff at each school will be responsible for shutdown of the facility when closed each evening.

5. Administrative guidelines will be adopted that will dictate uniform procedures to be adhered to in the implementation of our energy program.

Reviewed: 12/11/01
Approved: 01/15/02

Downey Unified School District

ADMINISTRATIVE SERVICES

ENERGY MANAGEMENT CONSERVATION POLICY BP 6510

As the Board of Education for the Downey Unified School District, we believe it to be our responsibility to ensure that every effort is made to conserve energy and natural resources while exercising sound financial management.

Reviewed: 12/11/01
Approved: 01/15/02

MAINTENANCE REPAIRS AND REPLACEMENT SCHEDULING AR 6521

To obtain maximum results from limited maintenance and operations funds, principals and department heads are encouraged to undertake repairs (excluding electrical work) that their own school or department personnel can safely and satisfactorily do. Materials and advice for such work may be requested from the Maintenance Department using a Work Order form. All maintenance or alteration work except emergency action on immediate hazards shall be requested on Work Order forms. The Director, Maintenance, Operations and Transportation is hereby instructed to take no action on other informal or oral requests.

To establish standards for requesting work beyond a school's or department's capabilities and to ensure a perpetually current and equitable priority file, the following priority definitions are established for uniform application throughout the District:

Priority A — HAZARDOUS conditions which endanger the safety or health of students, employees, or the public, or which constitute a significant immediate risk to property. It includes conditions, which significantly impair the security of District property.

Priority B — INOPERATIVE equipment or facilities which are essential to the instructional program or to other essential functions or services. This includes indications of serious malfunction of equipment.

Priority C — HANDICAP items which, for lack of the work requested, actually impair the effectiveness or efficiency of our instructional or other operational efforts or cause waste.

Priority D — OTHER work which is desirable from the standpoint of improving the environment, public relations, or general morale.

The highest priority which accurately describes the condition to be corrected will be assigned.

Estimating requirements and planning the job will be facilitated if work orders describe as accurately and completely as possible the condition to be corrected. Alteration requests can be expedited if they show a complete sketch and/or description.

The Maintenance Department is assigned the goal of completing all Priority A items as quickly as possible and Priority B, C, and D orders in descending order within the shortest practicable time. The Director, Maintenance, Operations, and

MAINTENANCE REPAIRS AND REPLACEMENT SCHEDULING - continued AR 6521

Transportation is authorized to assign priorities and is to return to the requester a copy of the Work Order, if available, showing priority assigned. Instances of disagreement between the Director and the requester may be referred to the Assistant Superintendent, Administrative Services, for decision or discussion with others as may be needed. Within a single priority group, requested work will be undertaken in the order in which requests are received in Maintenance, except where a deferred "Date Needed" is given.

The following schedules of maintenance and replacement shall be the administrative guide to maintain and operate the physical school plant on a permanent and continuing basis, and shall establish the criteria for maintenance and budget requests.

Maintenance Service Standard

Outside Painting	5 - 7 years
Inside Painting	8 - 10 years
Interior Woodwork Varnish	15 - 20 years
Roofs, Preservative Application	5 years
Window Shades, Blinds	8 - 10 years
Heating Plants	1 year
Blacktop Recoating	4 - 8 years
Brake Relining	Every 30,000 miles
Motor Overhaul	Every 100,000 miles

Replacement Standard

Roofs	20 - 25 years
Plumbing	25 - 30 years
Tile Floors	15 - 20 years
Boilers	20 - 25 years
Gas Burners	10 - 15 years
Furniture	10 - 20 years
School Buses	20 years
Trucks	10 years
Tires	20,000 – 25,000 miles

MAINTENANCE REPAIRS AND REPLACEMENT SCHEDULING - continued AR 6521

Painting Standards

All District facilities painting shall be in conformance with the following standards:

1. Quality and workmanship shall conform to the standards set forth in the "Standards Specifications" on file in the office of the Director, Maintenance, Operations, and Transportation.

2. Finish paint color and usage shall conform to the following schedule:

Use	Color	Type	Finish
Exterior			
Walls	Beige	Vinyl Acrylic Latex	Semi-Gloss
Trim	Brown	Appropriate for the Trim Material (Wood, Metal etc.)	Gloss, Semi-Gloss, or Flat, as appropriate

Appropriate priming and patching material will be used under all finish coats.

Interior			
Walls	Navajo White	Latex Enamel	Semi-Gloss
Woodwork	Navajo White	Enamel Vinyl Acrylic Latex	Semi-Gloss

MAINTENANCE REPAIRS AND REPLACEMENT SCHEDULING - continued AR 6521

Painting Standards - continued

Use	Color	Type	Finish
Ceiling			
Plaster	Navajo White	Latex Enamel	Semi-Gloss
Acoustic	Off White	Acoustic Tile Latex	Flat
Kitchen	Navajo White	Latex Enamel	Semi-Gloss
Storeroom	Navajo White	Latex Enamel	Semi-Gloss
Restrooms	Navajo White	Acrylic Enamel	Semi-Gloss
Walkway			
Ceiling (Exterior)	Gray	Acrylic Latex Trim-Enamel	Semi-Gloss
Traffic Control and/or Safety			
Markings	Red	Water Base Epoxy	
	White	" " "	
	Yellow	" " "	
	Orange	" " "	
	Blue	" " "	

3. Any deviation from these standards will require prior authorization from the Assistant Superintendent, Administrative Services.

Approved: 6/7/82, 8/28/90, 12/20/93, 5/3/94

Downey Unified School District

ADMINISTRATIVE SERVICES

MAINTENANCE REPAIRS AND REPLACEMENT SCHEDULING BP 6521

It shall be the policy of the Board of Education to regard the school lands and buildings as a permanent investment held in trust. The physical plant shall be so maintained as long as it is required to achieve the Board-approved goals of education.

It shall further be the policy of the Board of Education to establish a schedule of maintenance and replacement considered essential to maintain the physical plant as a permanent asset and to establish the priorities by which repairs shall be made.

FACILITY MODIFICATION AND/OR ALTERATION AR 6521.1

No District facility shall be altered or modified except as provided in the following procedural standards:

Criteria

The District will comply with all health and safety standards and regulations for school facilities. Standards will be changed when necessary to incorporate the latest directives or legislation.

District Control

Proposed changes shall be submitted in writing to the Director, Maintenance, Operations, and Transportation, who, with such consultants as may be considered necessary, will work with those proposing the change using the following procedure:

1. Determine the feasibility of the proposed change.

2. Determine the work to be done in enough detail to obtain a budgetary estimate.

3. Take appropriate measures to ensure that the project complies with all local and state codes or requirements.

4. Forward the proposed project and budgetary estimate to the Assistant Superintendent, Administrative Services, for review and approval.

5. Submit any modification of, or addition to, existing facilities that substantially alters the current use to the Board for review and approval.

Downey Unified School District

ADMINISTRATIVE SERVICES

FACILITY MODIFICATION AND/OR ALTERATION BP 6521.1

It shall be the policy of the Board of Education to prohibit modification and alteration of Downey Unified School District facilities except as provided within guidelines established by the District Administration.

CUSTODIAL SERVICES

AR 6522

Responsibility for compliance with Board Policy is placed jointly with the Director, Maintenance, Operations, and Transportation, and each principal.

The Custodial Services Coordinator, acting on behalf of the Director, Maintenance, Operations, and Transportation, shall

1. Confer with each principal to delineate specific cleaning responsibilities and areas for custodial and utility personnel upon request.

2. Establish and maintain work loads and assignments for persons under his/her supervision to provide maximum benefit from the available resources.

3. In the absence of the principal during the summer, assume responsibility for the assignment of duties to, and supervision of, custodial and utility personnel during summer and school vacation periods.

4. Conduct on-the-job training for all custodial personnel and persons with custodial assignments.

5. Respond to alarms that are activated by the intrusion monitoring system and contacts by the Downey Police Department.

6. Furnish keys and job assignments for any substitute custodial personnel.

7. Conduct security checks of District facilities on a random, non-scheduled basis.

It shall be the responsibility of the principal to

1. Confer with the Custodial Services Coordinator in accordance with 1. above.

2. Establish and maintain work loads and assignments for persons supervised.

3. Conduct monthly inspections of the classrooms, workrooms, offices, and restrooms, and submit reports on forms provided to the Assistant Superintendent, Administrative Services.

4. In cases of emergency, be responsive to calls from custodians and calls involving civic center activities and vandalism occurrences.

5. Call in security clearances for personnel and special activities during off-hours.

6. Furnish keys and job assignments for substitute custodial personnel.

7. Conduct custodial performance evaluations.

Priorities

The following priorities shall be observed in the assignment and scheduling of available custodial services:

1. Cleaning

   a. Food handling areas, restrooms, and other cleanliness most directly related to prevention of spread of disease.

   b. Kindergarten and lower grade classrooms.

   c. Upper grade classrooms used daily.

   d. All other classrooms.

   e. All other rooms, walks, and areas.

   f. Graffiti shall be removed or altered immediately, minimizing its impact.

2. Service Priorities

   a. Security - Unoccupied areas shall be secured. Vandalism shall be reported to the finder's supervisor. Unauthorized entries and improper conduct of persons on school grounds shall be reported and handled in accordance with the appropriate Board Policies and Administrative Regulations.

   b. School Activities - Custodial personnel shall provide housekeeping and non-technical support service to all school functions and school activities.

   c. Civic Center Activities - Custodial personnel shall provide housekeeping and non-technical support service for non-school activities only in conformance with the applicable Board Policies and Administrative Regulations.

CUSTODIAL SERVICES - continued AR 6522

3. Work Loads and Procedures

   a. The Custodial Services Coordinator shall prepare a procedural handbook describing custodial duties and methods.

   b. The Custodial Services Coordinator and the appropriate administrator at each site shall schedule and distribute the duties, responsibilities, and the resulting work load for each person performing custodial functions at that site.

Downey Unified School District

ADMINISTRATIVE SERVICES

CUSTODIAL SERVICES BP 6522

It shall be the policy of the Board of Education to establish and maintain schedules and standards of custodial services that shall provide a clean, safe and healthful environment in and around the school buildings.

Downey Unified School District

ADMINISTRATIVE SERVICES

GOUNDSKEEPING AR 6523

The mission of the Operations--Grounds Department shall be the careful preservation and maintenance of the outdoor environment for aesthetics; the safety of students, staff and civic center use; and to provide support services to the school athletic programs.

I. It shall be the responsibility of the Director of Maintenance, Operations, and Transportation, to provide direction and resources to the Operations—Grounds Department and effectively schedule personnel and equipment to accomplish the following goals:

A. M.O.T. AREAS OF RESPONSIBILITY:

1. Provide all sites a monthly schedule of planned activities of the Landscape Crew and Equipment Crew.

2. Coordinate site activities, grounds activities, irrigation projects, and maintenance projects to provide the least possible disruption to the instructional program.

B. LANDSCAPE CREW:

SCHEDULE: Five (5) Days a Week – Eight (8) Hours a Day

AREAS OF RESPONSIBILITY:

1. Trees, shrubs, and surrounding areas shall be maintained in a timely manner on a rotational basis to minimize hazards to life and property and to promote the outdoor appearance of the District's sites.

2. The Landscape schedules will continue at summer school sites. The Landscape schedule may be altered on sites during vacation periods to utilize the crew to accomplish special projects that have been requested by the school principals.

3. Support services shall be provided to coaches and Plant Grounds Assistants for athletic areas to support the schools athletic programs.

4. Support services shall be provided to elementary school sites with student gardens.

5. Provide timely response to work orders on a priority basis within the allotment of time scheduled for the school site. Immediate response to emergency notification and work orders will be required in some instances.

6. Inspect and maintain impact surfaces under elementary school playground equipment a minimum of twice a year. Timely response to work orders for corrective action.

C. EQUIPMENT CREW:

SCHEDULE: Four (4) Days a Week – Ten (10) Hours a Day

AREAS OF RESPONSIBILITY:

1. Maintain a mowing schedule providing athletic support to the high schools and middle schools on Thursdays and Fridays.

2. Maintain a mowing schedule on weekends to provide a safer and quieter environment for small children.

3. The mowing schedules will continue at summer school sites. The mowing schedule may be altered on sites during vacation periods to utilize the crew to accomplish special projects that have been requested by the school principals.

4. Provide timely response to work orders on a priority basis within the allotment of time scheduled for the school site. Immediate response to emergency notification and work orders will be required in some instances.

5. Inspect and maintain impact surfaces under elementary school playground equipment a minimum of twice a year. Timely response to work orders for corrective action.

GOUNDSKEEPING - continued AR 6523

C. SPRAY SPECIALISTS:

SCHEDULE: One (1) Assigned to Landscape Crew (5 x 8)
One (1) Assigned to Equipment Crew (4 x 10)

AREAS OF RESPONSIBILITY:

1. Turf management and vermin control shall be conducted judiciously to maintain facilities.

2. Provide support services to school athletic and physical education activities.

II. It shall be the responsibility of the Plant Operations Supervisors to provide direction to the Plant Grounds Assistants assigned to the high school to effectively schedule personnel and equipment to accomplish the following goals.

A. PLANT GROUNDS ASSISTANTS:

SCHEDULE: One (1) Assigned to DHS (5 x 8)
One (1) Assigned to WHS (5 x 8)

AREAS OF RESPONSIBILITY:

1. Trees, shrubs and surrounding areas shall be maintained in a timely manner to minimize hazards to life and property and to promote the outdoor appearance of the District site.

2. The normal landscape maintenance schedule shall be maintained at summer school sites. If there is no summer school scheduled, the landscape schedule may be altered during vacation periods to accomplish special projects that have been assigned by the Plant Operations Supervisor.

3. Support services shall be provided to coaches and physical education instructors for athletic areas and to support the school's sports programs.

4. Timely response shall be made to work orders on a priority basis and immediate response to emergency notification and work orders may be required.

5. Turf management shall be conducted judiciously to maintain facilities.

6. Technical support will be requested through the site administrator.

III. It shall be the responsibility of the site administrator to provide direction to his/her site personnel to effectively maintain the grounds in a safe and clean condition on a daily basis.

A. UTILITY/CUSTODIAL

AREAS OF RESPONSIBILITY:

1. Personnel assigned the responsibility by the site administrator shall remove rubbish and/or litter around the buildings, playgrounds, and/or athletic fields to maintain the grounds in a safe and clean condition on a daily basis.

2. The site administrator at middle schools and high schools shall utilize site personnel to assist in meeting the school's athletic program requests.

3. The site administrator shall notify the M.O.T. office by phone of any emergency grounds problems that require equipment and personnel not available at the site.

4. The site administrator shall utilize the M.O.T. work order form, in a timely manner, for requesting special project assistance, i.e., marking tracks, baseball fields, carnival of champions, etc.

5. The site administrator shall conduct periodic inspections of the school buildings and grounds as part of the District Safety Program to insure that there are no conditions detrimental to the health and welfare of students, staff and civic center groups. All areas identified as hazardous, potentially hazardous, or below an acceptable level shall be reported to the M.O.T. office. Work orders will be utilized to communicate the identified problems.

GOUNDSKEEPING - continued AR 6523

IV. It shall be the responsibility of all Operation--Grounds personnel to provide a safe environment for students, civic center groups, and other District personnel, as well as themselves.

SAFETY AND OPERATIONS:

1. Properly operate and maintain equipment in a safe manner appropriate with the type and design of the equipment as recommended by the manufacturer.

2. Maintain a preventive maintenance program on all equipment. Keeping all equipment in good working order. Submitting work orders in timely manner when needed.

3. Demonstrate good safety practices in accordance with safety training and wear appropriate personal protective equipment for the task.

V. The personnel assigned to Operations--Grounds will notify their supervisor in writing prior to June 1, should they desire to transfer from one crew to the other. Reassignments will be made on July 1 using volunteers and then by seniority for each specialty involved.

VI. The District will design an alternative holiday schedule for the alternative work week personnel after the school calendar is established each year.

GROUNDSKEEPING SERVICES

BP 6523

It shall be the policy of the Board of Education to keep the property and grounds of the District safe, clean, and pleasant, adequate for the intended school and public use.

SECURITY - VANDALISM - EXPLOSIVES

AR 6525

Prevention

Every employee of the District shall be constantly alert to the possibility of illegal entry into school buildings and shall take all reasonable precautions to prevent or discourage such illegal entries. These precautions shall include but not necessarily be limited to:

1. Individual checks to certify doors and windows are properly locked. Special procedures shall be established by each site administrator to ensure coordination of this security measure with the site use.

2. Fences and shrubbery shall not be permitted to obscure visual observation or screen areas of possible illegal entry.

3. Materials and equipment shall not be left open to view from outside the building when such materials or equipment might become an attraction to enter.

Illegal entry shall be further prevented and discouraged by adherence to the following key control requirements.

1. Each site or school campus shall be provided with a system of key control.

2. The site administrator shall be held responsible for maintaining the key control system.

3. Keys shall not be duplicated except with the approval of the Director, Maintenance, Operations, and Transportation, and only with the authorization of the accountable administrator.

4. Keys shall not be issued or loaned to non-employees, except that restroom keys may be issued to a facility user when a suitable agreement has been executed and secured by a monetary deposit.

5. Great Grand Master keys shall be issued only to the Superintendent; Deputy Superintendent; Director and Assistant to the Director, Maintenance, Operations, and Transportation; Director, Pupil Services; Custodial Services Coordinator; Maintenance Supervisor; and the plumber and electrician listed on the emergency telephone card.

   The school principal shall issue those keys required by the school staff, issuing Master and Grand Master keys only to his/her immediate administrative staff.

Prevention - continued

Surveillance shall be considered necessary to the control of vandalism. Every employee of the District shall be constantly alert to recognize suspicious acts of students or other persons on school property. Citizens should be encouraged to report to the proper authorities any suspicious persons or occurrences on school property.

Maintenance of a citizens' alert system shall be delegated to each school principal as an adjunct to other means of surveillance.

All school grounds shall be closed to all persons between the hours of 11:00 p.m. and 6:00 a.m., with the following exceptions:

1. Supervised activities conducted as school functions.

2. Custodians working overtime as an extension of the normal work shift until 12:00 midnight.

3. Police, fire, and designated personnel responding to an emergency on the school grounds.

Control

Any employee of the District with knowledge of school vandalism should immediately attempt to determine the general nature of the vandalism and whether or not there exists an immediate threat to life or health. Employees should then immediately report any findings to their supervisor (except that fire or persons actively engaging in unlawful acts should be immediately reported to the proper civil authority). The Lead Maintenance Worker, on request, will survey the damage and estimate repair costs. A report of vandalism will then be filed with the Maintenance Supervisor.

Fire, Explosives, Weapons

When it has been determined that fire, explosives, incendiary devices, or weapons may have been introduced on school property, procedure shall be in accordance with the following guidelines:

1. Fire shall be immediately reported to the appropriate fire station. The site administrator shall make this emergency number readily available.

Fires, Explosives, Weapons - continued

Individual sites should call the Downey Fire Department, with the exception of Pace School, which is served by the Los Angeles Fire Department. Individual judgement must then be exercised in taking appropriate action. Personal and individual safety will always be held paramount to all considerations of property or monetary loss.

2. When a District employee encounters an explosive or incendiary device or a threat of such device, the employee should follow the recommended procedures set forth in AR 3156 and the Emergency Procedures handbook prepared by the Director, Pupil Services. The employee should immediately further provide the site administrator with all the available information regarding the incident.

3. When any District employee encounters weapons or explosives, or has reason to believe weapons or explosives are on District property, the employee shall notify his/her immediate supervisor, who shall secure the immediate area where the weapons are known or believed to be. No show of force shall be made or resisted by District personnel. Handling the weapons or explosives should be avoided if possible. The site administrator and the police should be immediately notified.

4. In all incidents involving fire, explosives, or weapons, the site administrator or designee shall maintain an accurate chronological log of the incident, giving names, dates, times, and a complete description of all related activites. Each log entry should be initialed by the person making the entry.

Incident Analysis

Subsequent to any incident of vandalism or malicious mischief, the site administrator or designee shall review the incident and related records and record any additional information to fully document the incident. The monetary costs should be determined, including all time expended by District personnel. The impact upon the school program shall be assessed and the implications should be considered.

Whenever it is appropriate the incident should be discussed and analyzed with the proper civil authorities, and the determination should be made as to whether or not the proper actions were taken by those persons and agencies involved,

SECURITY - VANDALISM - EXPLOSIVES - continued AR 6525

Incident Analysis - continued

how the incident might have been prevented, and what future measures should be taken.

Penalties and Restitutions

Each site administrator shall make every reasonable effort to determine the identity of persons vandalizing school property.

When the District has suffered a measurable monetary loss by vandalism, the incident is adequately documented, and the vandal has been identified, the Director, Pupil Services, shall demand from the vandal, or those persons legally responsible for the acts of the vandal, payment in the actual amount of the loss, including any reward paid by the District in accordance with provisions of the Government Code.

The Director, Pupil Services, shall further coordinate collection activities with the police and juvenile authorities to incorporate restitution as an integral part of the penal action and/or rehabilitation attempts.

The Superintendent shall direct the Director, Pupil Services, to file claim for restitution with Small Claims Court if it appears the circumstance warrants exercising further restitution efforts when attempts as specified above have been unsuccessful.

Students determined to be guilty of setting fires or of bringing or carrying weapons and/or explosives onto any school site shall be subject to immediate suspension. Further, the Superintendent shall recommend that expulsion proceedings be explored depending upon the degree of the violation.

Related Documents

Emergency Procedures - Downey Unified School District. A handbook which outlines procedures for use in case of bomb threat.

Procedures for the Collection of Vandalism Damages - California Association of School Business Officials, Insurance Research Committee, Southern Section. A procedural outline including suggestions and formats for reporting and collecting vandalism damages.

Approved: 3/5/73, 8/28/90

Downey Unified School District

ADMINISTRATIVE SERVICES

SECURITY - VANDALISM - EXPLOSIVES BP 6525

It shall be the policy of the Board of Education to minimize the District's cost of loss by vandalism by supporting the following activities of the administration and law enforcement agencies:

1. Prevention of vandalism by reasonable vigilance and proper maintenance of facilities.

2. Vigorous prosecution of persons vandalizing property of the District and/or the prosecution of those persons legally responsible for the acts of said vandals.

3. Requiring those persons legally liable for acts of vandalism to District property to make restitution to the District in the amount of the actual loss suffered by the District as determined by the District Administration or by an independent appraiser approved by the District and employed at no cost to the District.

CUSTODIAL OPERATIONS - FLYING OF FLAGS - STATE OF MOURNING

AR 6531.1

The District shall promptly pay honor to a deceased citizen of the United States or a person designated by the President of the United States of America when a State of Mourning is declared by

1. The President of the United States of America.
2. The Governor of the State of California.
3. The Chairman of the Los Angeles County Board of Supervisors.
4. The Los Angeles County Superintendent of Schools.
5. The President of the Board of Education or designee.
6. The Mayor of the city in which any of the District's schools may be located.

All flags in the District will be lowered to half-staff for the specified period.

The flag when flown at half-staff should first be hoisted to the peak for an instant and then lowered to the half-staff position. The flag should again be raised to the peak before it is lowered for the day. By "half-staff" is meant lowering the flag to one-half the distance between the top and bottom of the staff.

The Superintendent or designee (Director, Pupil Services) shall implement all States of Mourning when the flag is to be posted at half-staff.

Downey Unified School District

ADMINISTRATIVE SERVICES

CUSTODIAL OPERATIONS - FLYING OF FLAGS - STATE OF MOURNING

BP 6531.1

It shall be the policy of the Board of Education to promptly pay honor to a deceased citizen of the United States when a State of Mourning is declared, and all flags in the District will be lowered to half-staff for the specified period declared.

Adopted: 4/15/63, 7/2/73

Downey Adult School
Facilities, Maintenance, and Improvement Plan

Annual Review - Confirmation

An annual review of the Downey Adult School's Facilities, Maintenance, and Improvement Plan will be conducted by the school's administration, faculty, and staff during the Annual Staff Meeting generally held every October

Meeting	Date	Administrator's Initials Confirming Plan Review
DAS Staff	October 2026	
DAS Staff	October 2027	
DAS Staff	October 2028	
DAS Staff	October 2029	
DAS Staff	October 2030	