LOS ANGELES UNIFIED SCHOOL DISTRICT
MEMORANDUM

TITLE:	Nondiscrimination Required Notices and Ordering of Student Brochures
NUMBER:	MEM-5818.0
ISSUER:	David Holmquist, General Counsel Office of General Counsel
DATE:	January 9, 2013

ROUTING
Administrators
Division Heads
Education Service Centers
- Superintendents
- Administrator of Operations
- Sect 504 Designees
- Title IX Designees

School Site
- Principals
- Sect 504 Designee
- Title IX Designees

Supervisors

PURPOSE: The Los Angeles Unified School District (District) is committed to providing a safe working and learning environment, free from unlawful discrimination and harassment. Federal and state law and the California Education Code mandate that the District annually publish and disseminate nondiscrimination notices.

MAJOR CHANGES: This Memorandum replaces MEM-4695.2, "Required Nondiscrimination Notices – 2010-2011," issued July 1, 2011, and MEM-4696.2, "Ordering and Distribution of Student Brochures - "Title IX and Nondiscrimination" and "Section 504 and Students with Disabilities" issued July 15, 2011 by the Office of General Counsel. It is issued annually as a reminder to schools and offices to publish and disseminate the required "*Nondiscrimination Statement*", "*Sexual Harassment Policy*", "*Title IX and Nondiscrimination*" student brochure, and "*Section 504 and Students with Disabilities*" student brochure as relevant to employees and students, and includes information about ordering Section 504 file folders to be used to file required Section 504 documentation in each eligible student's cumulative record.

GUIDELINES:

I. Distribution of Nondiscrimination Notices, "*Title IX and Nondiscrimination*" Student Brochures

A. Posting of Nondiscrimination Notices

The following publications must be posted in all schools and offices, including staff lounges, student government meeting rooms (secondary schools), the main administration building, or other prominent locations where notices are regularly posted regarding rules, regulations, procedures, or standards of conduct:

1. *Nondiscrimination Statement* poster (attached) in English and Spanish to be duplicated as necessary

2. *Sexual Harassment Policy* poster (attached) in English and Spanish to be duplicated as necessary

3. *Title IX/Bullying Complaint Manager* poster (attached) in English and Spanish to be duplicated as necessary

B. Employees
Copies of the District's "*Nondiscrimination Statement*" and the "*Sexual Harassment Policy*" (attached) are to be disseminated to each employee (both at schools and offices) on an annual basis.

C. Students
1. All required nondiscrimination notices are provided in the "*Parent Student Handbook,*" which is to be distributed to every student during the first month of enrollment or at the time of initial enrollment. For information about or how to obtain copies of the *Parent Student Handbook 2012-2013,* refer to the memorandum issued annually by the Office of the Chief Operating Officer.

2. The District's written "*Nondiscrimination Statement*" and "*Sexual Harassment Policy*" must be presented to all students in age-appropriate language as part of any orientation program conducted for students at the beginning of the school year for each track/semester or summer session, as applicable. The presentation shall include information about how to report a complaint of discrimination or sexual harassment.

3. Elementary schools, at the discretion of administrative staff, may distribute the District's "*Students, Don't Let Others Bully or Harass You!*" brochure during presentations on sexual harassment to students at the beginning of each school year or at the time of initial enrollment. The brochure may be duplicated and is available on the District's website at eeco.lausd.net.

4. All secondary schools are required to distribute the District's "*Title IX and Nondiscrimination – Students Know Your Rights*" brochure to every student at the beginning of each school year or at the time of initial enrollment. The brochure is available on the

District's website at eeco.lausd.net and from the District's *Supplies and Equipment Catalog* (See "Printed Forms and Publications - Educational Equity") free of charge using the following Commodity Codes:

English (100/package) Commodity Code: 966-57-50500 - N/C
Spanish (100/package) Commodity Code: 966-57-50506 - N/C

II. Distribution of "*Section 504 and Students with Disabilities"* Brochures and Related Documents/Forms

A. Students

All schools are required to distribute the District's "*Section 504 and Students with Disabilities*" brochure to every student at the beginning of each school year and at the time of initial enrollment. The brochure is available on the District's website at eeco.lausd.net and from the District's Supplies and Equipment Catalog (See "Printed Forms and Publications - Educational Equity") free of charge using the following Commodity Codes:

English (50/package) Commodity Code: 966-57-50400 - N/C
Spanish (50/package) Commodity Code: 966-57-50406 - N/C

1. Schools needing translated copies of the brochures in Armenian, Chinese, Farsi, Korean, or Russian should contact the Educational Equity Compliance Office, at (213) 241-7682, to obtain "originals" of the translations for the requesting school to duplicate in the quantity necessary to meet the specific language needs of the individual school's student population.

2. All schools are responsible for ensuring that copies of the following Section 504 related documents/forms, available on the District's website at eeco.lausd.net, be maintained in a Section *504 File Folder* within each eligible student's cumulative records file as applicable:

"*Section 504 Meeting Notice*"
"*Section 504 Teacher Observation Form*"
"*Section 504 Evaluation Documentation*"
"*Section 504 Plan*"
"Section 504 *Behavior Support Plan*"

Section 504 File Folders may be ordered (free of charge) from the District's Supplies and Equipment Catalog (See "Printed Forms and Publications – Educational Equity") using the following

Commodity Code:

File Folders (25/package) Commodity Code: 966-12-50400 - N/C

RELATED RESOURCES:

- *Administrator Certification Form*, Memorandum issued annually by the Office of General Counsel.
- *Parent Student Handbook Distribution* - Memorandum issued annually by the Office of the Superintendent.
- *Section 504 and Students/Other Individuals with Disabilities*, BUL-4692.0, dated May 15, 2009, issued by the Office of General Counsel.
- *Sexual Harassment Policy—Employee-to-Employee*, BUL-1893.1, issued August 1, 2005, by the Office of General Counsel.
- *Sexual Harassment Policy (Student-to-Student, Adult-to-Student, and Student-to-Adult)*, BUL-3349.0 issued November 29, 2006, by the Office of General Counsel.
- *Title IX Policy/Complaint Procedures*, BUL-2521.1, issued June 7, 2006, by the Office of General Counsel.

Related information regarding nondiscrimination policies (including the District's Title IX and Sexual Harassment Policy) may be obtained at the following Web Sites: eeco.lausd.net (available to the general public) and http://notebook.lausd.net (available to District employees only).

ATTACHMENTS:

- *Attachment A - Nondiscrimination Statement* Poster – English
- *Attachment B - Nondiscrimination Statement* Poster– Spanish
- *Attachment C - Sexual Harassment Policy* Poster – English
- *Attachment D - Sexual Harassment Policy* Poster – Spanish
- *Attachment E - Title IX/Bullying Complaint Manager* Poster – English
- *Attachment F - Title IX/Bullying Complaint Manager* Poster – Spanish

ASSISTANCE: For assistance or additional information, please call:

- Educational Equity Compliance Office (Students) – (213) 241-7682

  E. Kevin O'Connell, Director
  District Section 504 Coordinator
  District Title IX Coordinator

- Equal Employment Opportunity Section (Employees) – (213) 241-7685
- Stores Warehouse Customer Service – (562) 654-9009