



LOS ANGELES UNIFIED SCHOOL DISTRICT
MEMORANDUM

TITLE: Nondiscrimination Required Notices and Ordering of Student Brochures

NUMBER: MEM-5818.7

ISSUER: David Holmquist, General Counsel
Office of the General Counsel

DATE: March 19, 2019

ROUTING
All Employees
Administrators

PURPOSE: The Los Angeles Unified School District (District) is committed to providing a safe working and learning environment, free from discrimination, harassment, intimidation, abusive conduct or bullying. Federal and state law mandate that Districts annually publish and disseminate nondiscrimination notices. This memorandum is issued annually to remind schools/offices to publish and disseminate required [Nondiscrimination Statement](#) and [Sexual Harassment Prevention Policy](#) posters, as well as, [Title IX and Nondiscrimination](#) and [Section 504 and Students with Disabilities](#) student brochures as relevant to employees and students.

MAJOR CHANGES: This Memorandum replaces MEM-5818.6: *Nondiscrimination Required Notices and Ordering of Student Brochures*, issued March 15, 2018, by the Office of the General Counsel. State law continues to require Districts to provide to certificated school employees who serve pupils in grades 7 to 12, inclusive, information on existing school and community resources related to the support of lesbian, gay, bisexual, transgender and questioning (LGBTQ) pupils or to the support of pupils who may face bias or bullying on the basis of actual or perceived religious affiliation. Further, State law is amended effective January 1, 2018, to explicitly include language regarding immigration status as a protected characteristic. Finally, conspicuous posting of Title IX Coordinator information and rights and responsibilities now extends to school Internet websites.

GUIDELINES: I. Distribution of Nondiscrimination Notices and Student Brochures

A. Posting of Nondiscrimination Notices

The following publications must be posted in all schools/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](#) policy poster (Attachments A, B) in English and Spanish to be duplicated as necessary.



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2. [Sexual Harassment Prevention Policy](#) poster (Attachments C, D) in English and Spanish to be duplicated as necessary.
3. [Title IX/Bullying Complaint Manager](#) poster (Attachments E, F) in English and Spanish to be duplicated as necessary.

Schools needing translations of the posters in Armenian, Chinese, Farsi, Korean, Polish, Russian or Tagalog may contact the Educational Equity Compliance Office (EECO) at (213) 241-7682 to obtain translation templates to duplicate in the quantity necessary to meet the specific language needs of the school's student population.

B. Employees

The District's [Nondiscrimination Statement](#) and the [Sexual Harassment Prevention Policy](#) posters are to be disseminated to each employee at schools/offices annually. State law additionally requires that certificated school employees who serve pupils in grades 7 to 12 be provided information on existing school and community resources related to [support of LGBTQ pupils](#) or pupils who may face [bias or bullying on the basis of actual or perceived religious affiliation](#). Resources are updated regularly and can be found on the [Educational Equity Compliance Office](#) website, and in the links above.

C. Students

1. All required nondiscrimination notices are provided in the District's [Parent Student Handbook](#) which is distributed to every student at the beginning of the school year or at initial enrollment. For how to obtain copies of the *Parent Student Handbook 2019-2020*, refer to the related memorandum issued annually by the Division of District Operations.
2. The District's written [Nondiscrimination Statement](#) and [Sexual Harassment Prevention 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 or summer session as applicable. The presentation shall include information about how to report discrimination and/or sexual harassment complaints.
3. Elementary schools, at administrators' discretion, may distribute the [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 initial enrollment.



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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 initial enrollment. The brochure template is available for duplication [here](#), or Reprographic Services [(562) 654-9052] provides duplication options using the District's General Stores Distribution Supplies and Equipment Catalog *Forms and Publications, Educational Equity* Commodity Codes:

English (100/package) Commodity Code: 966-57-50500

Spanish (100/package) Commodity Code: 966-57-50506

D. Internet

Effective July 1, 2017, State law requires schools to post in a prominent and conspicuous location on their school websites:

1. Names and contact information of Title IX Complaint Managers for that school, including phone numbers and email addresses.
2. Information in this link, <http://bit.ly/TitleIXRequiredNotices>, which includes rights of a pupil and the public, as well as responsibilities of the District under Title IX.

II. Distribution of [*Section 504 and Students with Disabilities*](#) Brochures and Storage of Section 504 Related Documents

A. Distribution of [*Section 504 and Students with Disabilities*](#) Brochures to Students

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 initial enrollment. The brochure template is available for duplication [here](#), or Reprographic Services [(562) 654-9052] provides duplication options using the District's General Stores Distribution Supplies and Equipment Catalog *Forms and Publications, Educational Equity* Commodity Codes:

English (50/package) Commodity Code: 966-57-50400

Spanish (50/package) Commodity Code: 966-57-50406

B. Storage of Section 504 Related Documents

Section 504 related documents are to be maintained in a Section 504 file folder within each eligible student's cumulative record as



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applicable, in addition to electronic versions in Welligent.

Section 504 documentation may be stored in cum size file folders as determined by school need or Reprographics Services [(562) 654-9052] offers duplication options. Limited stock of Section 504 file folders is available by contacting EECO at (213) 241-7682.

**RELATED
RESOURCES:**

[Administrator Certification On-Line System](#), Memorandum issued annually by the Office of the Superintendent

[REF-6241.3](#): Mandatory Use of the Welligent Section 504 Program Module to Conduct all Section 504 Activities, Office of the General Counsel, 10/17/17

[BUL-6612.1](#): Non-Discrimination and Anti-Harassment (Including Sexual Harassment) Policy and Complaint Procedure, Office of the General Counsel, 1/30/19

[Parent Student Handbook](#) Distribution, Memorandum issued annually by the Division of District Operations

[BUL-4692.6](#): Section 504 of the Rehabilitation Act of 1973, Office of the General Counsel, 10/27/17

[BUL-3349.1](#): Sexual Harassment Policy (Student-to-Student, Adult-to-Student, and Student-to-Adult), Office of the General Counsel, 8/6/14

[BUL-2521.2](#): Title IX Policy/Complaint Procedures, Office of the General Counsel, 2/14/18

ATTACHMENTS:

[Attachment A](#) - Nondiscrimination Statement Poster – English

[Attachment B](#) - Nondiscrimination Statement Poster– Spanish

[Attachment C](#) - Sexual Harassment Prevention Policy Poster – English

[Attachment D](#) - Sexual Harassment Prevention Policy Poster – Spanish

[Attachment E](#) - Title IX/Bullying Complaint Manager Poster – English

[Attachment F](#) - Title IX/Bullying Complaint Manager Poster – Spanish

ASSISTANCE:

For resources or additional information, please contact:

[Educational Equity Compliance Office](#) (student-related matters) (213) 241-7682 (<http://achieve.lausd.net/eeco>; [LGBTQ resources](#); [Celebrating Religious Diversity resources](#))

Julie Hall-Panameño, Director
District Section 504 Coordinator/District Title IX Coordinator
333 South Beaudry, 20th Floor, Los Angeles, CA 90026



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[Equal Opportunity Section](#) (employee-related matters) (213) 241-7685

[General Stores Customer Service](#) (562) 654-9009

[Reprographics Services](#) (562) 654-9052

THE TITLE IX/BULLYING COMPLAINT MANAGERS FOR OUR SCHOOL ARE:

ROOM #

ROOM #

ROOM #

**Report discrimination, harassment,
intimidation and bullying to any of the people
listed here or to any school administrator.**

THEY CAN HELP!

**LOS ADMINISTRADORES DEL
TÍTULO IX/
ADMINISTRADORES DE
QUEJAS DE ACOSO ESCOLAR
DE NUESTRA ESCUELA SON:**

SALÓN #

SALÓN #

SALÓN #

**Reportar la discriminación, hostigamiento,
intimidación y el acoso escolar a cualquiera de las
personas mencionadas aquí o a los
administradores de la escuela.**

¡ELLOS PUEDEN AYUDARLE!