



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, 20<sup>th</sup> 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

## LOS ANGELES UNIFIED SCHOOL DISTRICT

**NONDISCRIMINATION STATEMENT**

The Los Angeles Unified School District is committed to providing a working and learning environment free from discrimination, harassment, intimidation, abusive conduct or bullying. The District prohibits discrimination, harassment, intimidation, abusive conduct or bullying based on actual or perceived race or ethnicity, gender/sex (including gender identity, gender expression, pregnancy, childbirth, breastfeeding/lactation status and related medical conditions), sexual orientation, religion, color, national origin (including language use restrictions and possession of a driver's license issued under Vehicle Code), ancestry, immigration status, physical or mental disability (including clinical depression and bipolar disorder, HIV/AIDS, hepatitis, epilepsy, seizure disorder, diabetes, multiple sclerosis, and heart disease), medical condition (cancer-related and genetic characteristics), military and veteran status, marital status, registered domestic partner status, age (40 and above), genetic information, political belief or affiliation (unless union related), a person's association with a person or group with one or more of these actual or perceived characteristics, or any other basis protected by federal, state or local law, ordinance, or regulation in any program or activity it conducts or to which it provides significant assistance.

Discrimination is different treatment on the basis of a protected characteristic in the context of an educational program, work or activity without a legitimate nondiscriminatory reason that interferes with or limits the individual's ability to participate in or benefit from the services, activities, or privileges provided by the District or includes an adverse employment action.

Hostile environment harassment occurs when a target is subjected to unwelcome conduct on the basis of a protected characteristic, which is both subjectively offensive to the target and would be offensive to a reasonable person of the protected characteristics under similar circumstances, and is sufficiently severe, persistent, or pervasive so as to interfere with or limit an individual's ability to effectively work or to participate in or benefit from the services, activities or opportunities offered by the District. Harassment may take many forms, including but not limited to, verbal remarks and name-calling, graphic and written statements, or any conduct that may be threatening or humiliating. Harassment based on any of the above-protected categories is a form of unlawful discrimination and will not be tolerated by the District and can result in disciplinary action against the offending student or employee.

Upon witnessing an act of discrimination, harassment, intimidation, abusive conduct or bullying based on actual or perceived protected characteristics, school personnel are required to take immediate steps to intervene when it is safe to do so. Once a school/office has express notice or reason to know of such conduct, whether carried out by employees, students or third parties, it should take immediate and appropriate steps to investigate or otherwise determine what occurred and take prompt and effective steps reasonably calculated to end the conduct, eliminate a hostile environment, if one has been created and prevent the conduct from occurring again. These steps should be taken regardless of whether an individual makes a complaint or asks the school/office to take action. Complainants are protected from retaliation. The District prohibits retaliation against any person who files a complaint or an appeal, reports instances of noncompliance, discrimination, harassment, intimidation, abusive conduct or bullying, or who participates in the complaint-filing or investigation process. This nondiscrimination policy applies to all acts related to school activity or school attendance within any school/office under the jurisdiction of the Superintendent of the Los Angeles Unified School District.

**For inquiries or complaints related to discrimination, harassment, intimidation or bullying of students based on actual or perceived protected characteristics, contact your school's administrator, the Title IX/Bullying Complaint Manager or:**

**Julie Hall-Panameño, District Section 504 and Title IX Coordinator  
Educational Equity Compliance Office, (213) 241-7682**

**For inquiries or complaints related to employee-to-employee, student-to-employee, or work/employment related discrimination, harassment, abusive conduct or intimidation, contact your school administrator or:**

**Equal Opportunity Section, (213) 241-7685**

**Both Offices are located at:  
Los Angeles Unified School District  
333 South Beaudry Avenue – 20<sup>th</sup> Floor  
Los Angeles, CA 90017**

## DISTRITO ESCOLAR UNIFICADO DE LOS ÁNGELES

**DECLARACIÓN DE PROHIBICIÓN A LA DISCRIMINACIÓN**

El Distrito Escolar Unificado de Los Ángeles está comprometido a brindar un ambiente laboral y educativo libre de toda discriminación, acoso, intimidación, conducta abusiva. El Distrito prohíbe la discriminación, intimidación, conducta abusiva o acoso por razones, reales o percibidas, de raza, género/sexo (incluyendo identidad de género, expresión de género, embarazo, alumbramiento, amamantar/estado de lactancia y condiciones médicas relacionadas), orientación sexual, religión, color, origen nacional, (incluyendo restricciones de uso del idioma natal y posesión de licencia de manejo emitida bajo código de vehículo), ascendencia, estado de inmigración, discapacidad física o mental, condición médica (incluyendo depresión clínica y desorden bipolar, HIV/AIDS, hepatitis, epilepsia, trastorno convulsivo, diabetes, esclerosis múltiple y enfermedad del corazón), relacionada con cáncer y características genéticas), estatus militar o de veterano de guerra, estado civil, estado de pareja registrada, edad (mayores de 40 años), información genética, creencia o afiliación política (ajena a un sindicato), asociación de una persona con otra persona o grupo que tenga una o más de estas características reales o percibidas o por cualquier otra razón que cuente con la protección de ordenanzas o reglamentos, leyes federales, estatales o locales en los programas o actividades que ofrece el Distrito o para los cuales ofrece ayuda sustancial.

La discriminación es un trato distinto por razones de una característica en el individuo que está protegida por la ley dentro del contexto de un programa educativo, trabajo o actividad sin una razón legítima que se no discriminatoria e interfiere y limita la capacidad del individuo para participar o beneficiarse de los servicios, actividades o privilegios que brinda el Distrito o incluye una acción de empleo adversa.

El acoso en un ambiente hostil ocurre cuando un persona, está sometida a una conducta desagradable sobre la base de una característica protegida, que es subjetivamente ofensiva para la persona y sería ofensiva para una persona razonable de las características protegidas en circunstancias similares, y es suficientemente severa, persistente , o generalizado para interferir o limitar la capacidad de un individuo para trabajar o participar efectivamente o beneficiarse de los servicios, actividades u oportunidades ofrecidas por el Distrito. El acoso puede tomar muchas formas, que incluyen pero no se limitan a comentarios verbales y insultos, declaraciones gráficas y escritas, o cualquier conducta que pueda ser amenazante o humillante. El acoso basado en cualquiera de las categorías arriba protegidas es una forma de discriminación ilegal y no será tolerado por el Distrito y puede resultar en una acción disciplinaria contra el estudiante o empleado ofensor.

El personal escolar que observe discriminación, acoso, intimidación, conducta abusiva y /o abuso por razones, reales o percibidas, de un individuo con características que protege la ley, tiene la obligación de inmediato tomar las medidas para intervenir si existen las condiciones de seguridad necesarias. Una vez que el personal de una escuela u oficina ha indicado conocimiento o razón de saber de tal conducta de discriminación, acoso, intimidación y/o abuso, cometida ya que sea por empleados, estudiantes o terceras personas, deberá tomar las medidas necesarias e inmediatas para investigar o determinar lo que ocurrió y de manera razonable y bien pensada tomar pasos oportunos y efectivos para detener la conducta, eliminar un ambiente hostil, si se ha creado, y prevenir que la conducta ocurra una vez más. Estos pasos se deberán tomar ya sea que exista una persona que se quejó o pidió intervención por parte del personal o la dirección escolar. Los demandantes están protegidos contra represalias. El Distrito prohíbe las represalias contra cualquier persona que presente una queja o apelación, informa casos de incumplimiento, discriminación, acoso, intimidación y/o abuso, o que participe en el proceso de presentación de quejas o investigación.

Esta política de prohibición a la discriminación se aplica a todas las acciones relacionadas con actividad o asistencia escolar en de todas las escuelas u oficinas dentro de la jurisdicción del Superintendente del Distrito Escolar Unificado de Los Ángeles.

**Si usted tiene alguna pregunta o queja relacionada con discriminación, acoso, intimidación y /o abuso de estudiantes por razones, reales o percibidas, de un individuo con características que protege la ley, comuníquese con su administrador escolar, el Administrador de Quejas por Intimidación/Título IX o con:**

**Julie Hall-Panameño, District Section 504 and Title IX Coordinator  
Educational Equity Compliance Office, (213) 241-7682**

**Si usted tiene alguna pregunta o queja relacionada con discriminación, acoso, conducta abusiva y/o intimidación entre empleados, entre un estudiante y empleado o de carácter laboral, comuníquese con su administrador escolar o con:**

**Equal Opportunity Section, (213) 241-7685**

**Ambas oficinas están ubicadas en:**

**Los Angeles Unified School District, 333 South Beaudry Avenue – 20<sup>th</sup> Floor, Los Angeles, CA 90017**

LOS ANGELES UNIFIED SCHOOL DISTRICT

# SEXUAL HARASSMENT PREVENTION POLICY

The Los Angeles Unified School District (LAUSD) is committed to providing a working and learning environment free from sexual harassment. The District prohibits sexual harassment of or by employees, students, or persons doing business with or for the District on the basis of actual or perceived sex, sexual orientation, gender, gender identity, gender expression, pregnancy, childbirth, breastfeeding/lactating status and any medical conditions related thereto. Failure to follow this policy is a violation of state and federal law.

Sexual harassment is defined as any unwelcome conduct based on sex, including sexual advances, requests for sexual favors, and any other verbal, visual, or physical conduct of a sexual nature or based on sex made by someone from or in the work or educational setting, under any of the following conditions:

- Submission to the conduct is explicitly or implicitly made a term or a condition of an individual's employment, academic status, or progress.
- Submission to, or rejection of, the conduct by the individual is used as the basis of employment or academic decisions affecting the individual.
- The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment.
- Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution.

Upon witnessing an act of discrimination, harassment, intimidation, abusive conduct or bullying based on actual or perceived characteristics of a protected category as enumerated above, personnel are required to take immediate steps to intervene when it is safe to do so. Reporting such conduct to an administrator or Title IX/Bullying Complaint Manager can be an appropriate intervention. Once a school or office has express notice of discriminatory, harassing, intimidating, abusive or bullying conduct, whether carried out by employees, students, or third parties, it should take immediate and appropriate steps to investigate or otherwise determine what occurred. Personnel are to take prompt and effective steps reasonably calculated to end the conduct, eliminate a hostile environment, if one has been created, and prevent the conduct from occurring again. These steps should be taken regardless of whether an individual makes a complaint or asks the school or office to take action. This policy applies to all acts related to school activity or school attendance within any school or office under the jurisdiction of the Superintendent of the Los Angeles Unified School District.

Any student or employee of the District who believes that she or he has been a victim of sexual harassment should bring the problem to the attention of the site administrator or the Title IX/Bullying Complaint Manager so that appropriate action may be taken to resolve the problem. The District prohibits retaliatory behavior against anyone who files a sexual harassment complaint or any participant in the complaint investigation process. Complaints must be promptly investigated in a way that respects the privacy of the parties concerned.

**For inquiries about District policies and procedures related to sexual harassment of or by students, including how to file a sexual harassment complaint contact:**

**Educational Equity Compliance Office  
Julie Hall-Panameño, LAUSD Section 504 and Title IX Coordinator  
(213) 241-7682**

**For inquiries or complaints related to employee-to-employee, student-to-employee, or work/employment related discrimination, harassment, intimidation or abusive conduct contact:**

**Equal Opportunity Section  
(213) 241-7685**

**Both offices located at:  
Los Angeles Unified School District  
333 South Beaudry Avenue - 20th Floor  
Los Angeles, CA 90017**



## DISTRITO ESCOLAR UNIFICADO DE LOS ÁNGELES

# POLÍTICA PARA LA PREVENCIÓN DEL ACOSO SEXUAL

El Distrito Escolar Unificado de Los Ángeles está comprometido a proporcionar un ambiente laboral y de aprendizaje libre del acoso sexual. El Distrito prohíbe el acoso sexual hacia y de parte de los empleados, los estudiantes o las personas haciendo negocios con o para el Distrito en base al sexo real o percibido, orientación sexual, identidad de género o expresión de género, embarazo, parto, lactancia / estado de lactancia y cualquier afección médica relacionada con esto. El incumplimiento a esta política es una violación a las leyes estatales y federales.

El acoso sexual se define como cualquier conducta no deseada basada en el sexo, incluyendo avances sexuales, solicitudes de favores sexuales y cualquier otra conducta verbal, visual o física de índole sexual o basada en el sexo realizada por alguien en el trabajo o entorno educativo, bajo cualquiera de las siguientes condiciones:

- La rendición a la conducta se hace explícita o implícitamente como una condición de empleo, estatus académico o ascenso laboral.
- La rendición a la conducta del individuo o el rechazo de la misma, es usado como plataforma del empleo o de las decisiones académicas que afectan al individuo.
- La conducta tiene el propósito o efecto de causar un impacto negativo en el trabajo, en el rendimiento académico o el efecto de crear un ambiente de trabajo o de estudio intimidante, hostil u ofensivo para el individuo.
- La rendición a la conducta del individuo o el rechazo de la misma se usa como base para cualquier decisión que afecte al individuo con respecto a las prestaciones, servicios, reconocimientos, programas o actividades disponibles en o a través del plantel educativo.

Al presenciar un acto de discriminación, hostigamiento, intimidación, conducta abusiva o acoso basado en las características reales o percibidas de una categoría protegida (como se enumeraron arriba), el personal del plantel educativo está obligado a tomar medidas inmediatas para intervenir siempre y cuando sea seguro hacerlo. Al reportar tal conducta a un administrador o a la persona asignada al Título IX/Administrador de Quejas del Acoso Escolar puede hacer una intervención apropiada. Una vez que el plantel escolar u oficina tenga conocimiento de conductas discriminatorias, de hostigamiento, de intimidación, conducta abusiva o acoso, ya sean realizadas por los empleados, estudiantes, o por terceras personas, debe tomar medidas inmediatas y apropiadas para investigar y determinar lo sucedido. El plantel escolar debe tomar medidas inmediatas y eficaces, razonablemente calculadas, para poner fin a la conducta, y eliminar un entorno hostil, si es que ha sido creado y evitar que la conducta vuelva a ocurrir. Estas medidas se deben tomar aunque el individuo no presente una queja, o bien si éste pide al plantel escolar u oficina que tome medidas. Esta política se aplica a todos los actos relacionados con la actividad escolar o asistencia dentro de cualquier plantel escolar u oficina bajo la jurisdicción del Superintendente del Distrito Escolar Unificado de Los Ángeles.

Cualquier estudiante o empleado del Distrito que cree que ha sido víctima de acoso sexual debe llevar la queja al administrador del plantel escolar o la persona asignada al Título IX/Administrador de Quejas del Acoso para que se tomen las medidas adecuadas para resolver el problema. El Distrito prohíbe las represalias en contra de cualquier persona que presente una queja de acoso sexual o cualquier participante en el proceso de la investigación de la queja. Las quejas deberán ser investigadas con prontitud de una manera que respete la privacidad de las partes involucradas.

**Para consultas sobre las políticas del Distrito y los procedimientos relacionados al acoso sexual hacia y de parte de los estudiantes, que incluye cómo presentar una queja de acoso sexual, contacte:**

Oficina para el Cumplimiento de la Equidad Educativa  
Julie Hall-Panameño, Coordinador de la Sección 504 y el Título IX del Distrito  
(213) 241 7682

**Para preguntas o quejas relacionadas con el empleado a empleado, estudiante a empleado, o discriminación, hostigamiento, intimidación o conducta abusiva relacionado con trabajo/empleo comuníquese a:**

Sección de Igualdad de Oportunidad de Empleo  
(213) 241 7685

Ambas oficinas están ubicadas en:  
Distrito Escolar Unificado de Los Ángeles  
333 South Beaudry Avenue - Piso 20  
Los Ángeles, CA 90017

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

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ROOM #

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**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:**

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SALÓN #

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**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!**