

ACTION, TO SHARE

**LOS ANGELES UNIFIED SCHOOL DISTRICT
Deputy Superintendent, Instruction and Curriculum**

DISTRIBUTION: All School and Offices

ROUTING

Cluster Administrators

SUBJECT: BULLETIN NO. N-24
COMMUNICATION WITH OTHER
SCHOOLS, OFFICES, DISTRICTS
REGARDING INCIDENTS OF VIOLENCE,
EMERGENCIES, ETC.

Administrators

Secretaries

DATE: June 29, 1998

OFFICE: School Operations

APPROVED: DAN ISAACS, Assistant Superintendent

For further assistance, call Jeri Durham, Administrator, at (213) 625-6281.

This revision replaces Office of the Deputy Superintendent, Bulletin No. 59 (Rev.), of the same subject, dated June 16, 1995. The content has been revised to reflect changes in the issuing office.

I. BACKGROUND

The general increase in incidents of violence on or near school campuses makes it more important than ever for schools to share information with each other and with appropriate offices. This will add to the District's ability to have schools serve as a "rumor control" network for students, parents and employees when certain types of incidents may have implications for more than one school.

For example, incidents such as drive-by shootings or gang-related fights occurring at or in the immediate vicinity of a school community may involve school-age victims and/or suspects from more than one school campus. Similarly, disasters involving hazardous materials (toxic fumes, chemical leaks, gas/oil pipeline ruptures) may spread into nearby school communities.

II. COMMUNICATION RESPONSIBILITIES

No District bulletin can anticipate every possible incident, so appropriate judgments by school administrators/designees will dictate the needed course of action. In addition to the already required responses to emergencies, the following should occur:

Schools (especially at the secondary level) will alert surrounding school campuses about incidents/events which may have repercussions at specific locations other than where the incident occurred. This may include, at times, notifying the school(s) in the residence areas of traveling students. If incidents may have wider repercussions, schools should inform their cluster office.

Cluster/Administrators Offices will notify other appropriate offices/units/divisions if information needs to be passed to a larger number of schools regarding potential problems. Cluster/unit/division offices will also notify appropriate offices in other school districts if they feel that a serious problem occurring in LAUSD might affect schools in an immediate adjacent district.

School Police Department will, as necessary, continue to notify other appropriate law enforcement jurisdictions about serious or criminal incidents. This may include notifying agencies in the residence areas of traveling students.

Office of Communications will inform appropriate employee bargaining units about specific serious incidents which may involve or affect members of the bargaining unit. Office of Communications will also contact the County Office of Education for additional dissemination of information.

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ACTION, TO SHARE

LOS ANGELES UNIFIED SCHOOL DISTRICT
Office of the Superintendent

DISTRIBUTION: All Schools and Offices

ROUTING
Principals
Administrators

SUBJECT: MEMORANDUM NO. L-5
REQUIRED NONDISCRIMINATION NOTICES

DATE: June 19, 1998

DIVISION: Office of the General Counsel

APPROVED: RICHARD K. MASON, General Counsel 

For further assistance, please call Deanne Neiman, Director, Educational Equity Compliance, at (213) 229-5900.

I. BACKGROUND

The United States Department of Education, Office for Civil Rights, and the California Education Code mandate that the District, as a recipient of federal financial assistance, publish and disseminate nondiscrimination notices. (Federal civil rights laws: Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990, and the Age Discrimination Act of 1975; and Education Code of California, Section 212.6.)

It is the responsibility of each school site principal/office administrator to publish and disseminate to students, parents, and employees, the information regarding the District's nondiscrimination policies/procedures found in the materials attached to this memorandum.

II. REQUIRED NOTICES

NONDISCRIMINATION STATEMENT: Reproduce/disseminate the "Nondiscrimination Statement" attached. "Nondiscrimination Information" posters (with a 1998 issue date) are being distributed at this time so that this nondiscrimination information may also be posted in all schools and offices. [Title 5 CCR 4960(a)]

SEXUAL HARASSMENT POLICY: Reproduce/disseminate the "Los Angeles Unified School District Sexual Harassment Policy" attached. This policy must also be posted in a prominent location in the main administration building or other area of the school site. [EC 212.6(d)]

THE "TITLE IX AND YOU" STUDENT GRIEVANCE PROCEDURE FLYER: Reproduce/disseminate the "Title IX and You" flyer attached. [Title IX 106.8(a) and 106.9(a)]

III. CHECKLIST--MANDATED METHODS OF PROVIDING NOTICES

Principals/administrators: Please use the following checklist to make sure that you have covered all the appropriate mandated publication and dissemination requirements with regard to the attached notices and Title IX student flyer:

✓ **NONDISCRIMINATION STATEMENT NOTICE:**

- ✓ Publish and disseminate (to students, parents, and employees), at least once annually. This statement may be disseminated through opening-day bulletins, newsletters, student/parent or employee handbooks or notices, or any other method chosen. Any newly-enrolled student or new employee should also be provided a copy.

✓ **SEXUAL HARASSMENT POLICY NOTICE:**

- ✓ Provide as part of any orientation program conducted for students at the beginning of each quarter, semester, or summer session, as applicable. [EC 212.6(e)]
- ✓ Include in notifications sent to parents/guardians at the beginning of each school year (use opening day bulletins, newsletters, student/parent handbooks or notices). Any newly-enrolled student should receive copies of these policies. [Title IX 106.8(a) and Title 5 CCR 4960(a)]
- ✓ Include in any school publications or post on bulletins where the school sets forth comprehensive rules, regulations, and standards of conduct. [EC 212.5]
- ✓ Provide for each faculty member, administrative staff, and support staff (including office staff) at the beginning of the first quarter of the school year, or at a time that there is a new employee hired. [EC 212.6(f)]
- ✓ Include in employee handbooks/notices. Any new employee should be provided with copies of the "Nondiscrimination" and "Sexual Harassment" policies. [Title IX 106.9(b) and EC 212.6]

✓ **TITLE IX FLYER:**

Provide a copy to each student to take home (and hold age-appropriate classroom discussion with students concerning nondiscrimination and grievance procedure concepts presented in flyer). It is advisable to provide all school staff with copies so that everyone is made aware of students' rights under Title IX. [Title IX 106.8(b)]

✓ **NONDISCRIMINATION INFORMATION POSTER ("1998" blue and white poster) AND SEXUAL HARASSMENT POLICY NOTICE:**

Post on bulletins in all administrative offices and in a prominent area in all schools. (A prominent location includes any location in offices/schools where notices are posted regarding rules, regulations, procedures, or standards of conduct.) [EC 212.6(d)]

LOS ANGELES UNIFIED SCHOOL DISTRICT

NONDISCRIMINATION STATEMENT

The Los Angeles Unified School District does not discriminate on the basis of race, color, national origin, gender (including sexual harassment), physical or mental disability, or age in any of its policies, procedures, or practices, in compliance with federal civil rights laws: Title VI of the Civil Rights Act of 1964 (pertaining to race, color, and national origin), Title IX of the Education Amendments of 1972 (pertaining to gender), Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, Title II (pertaining to disability), and the Age Discrimination Act of 1975. (State laws and District policies further provide that the District does not discriminate on the basis of religion, ancestry, marital status, sexual orientation, medical condition (cancer related), political belief or affiliation, or in retaliation.)

This nondiscrimination policy covers admission or access to, or treatment or employment in, the District's programs and activities, including vocational education. The lack of English language skills will not be a barrier to admission or participation in the District's programs.

Additional information in regard to the nondiscrimination statutes mentioned above may be found in District policy bulletins available at all schools and offices. Any inquiries regarding this District nondiscrimination policy or the filing of discrimination grievances may be directed to:

Deanne Neiman, Director
Educational Equity Compliance
Los Angeles Unified School District
450 North Grand Avenue, Room H-235
Los Angeles, California 90012-2100
(213) 229-5900

Inquiries regarding Federal laws and regulations concerning nondiscrimination in education or the District's compliance with those provisions may also be directed to:

Office for Civil Rights
United States Department of Education
Old Federal Building
50 United Nations Plaza, Room 239
San Francisco, California 94102-4987
(415) 437-7700

DISTRITO ESCOLAR UNIFICADO DE LOS ANGELES

DECLARACION CONTRA EL TRATO PREFERENCIAL

El Distrito Escolar Unificado de Los Angeles no discrimina en contra de las personas debido a su raza, color, país de origen, género (incluyendo el acoso sexual), incapacidades físicas o mentales, o edad en ninguna de sus políticas, prácticas o procedimientos, según lo estipulan las leyes federales sobre derechos civiles: Título VI de la Ley de Derechos Civiles de 1964 (pertinente a la raza, el color y el país de origen), Título IX de la Enmienda Educativa de 1972 (pertinente al género), Artículo 504 de la Ley de Rehabilitación de 1973 y el Título II de la Ley de Personas Americanas Incapacitadas de 1990 (pertinentes a las incapacidades), y la Ley contra el Trato Preferencial en base a la Edad de 1975. (Las leyes estatales y las normas del Distrito además prohíben la discriminación basada en la religión, ancestros, estado civil, preferencia sexual, condiciones de salud-pertinente al cáncer-, afiliación o partidos políticos o por venganza.)

La política contra el trato preferencial incluye la admisión o acceso, trato o empleo en los programas y actividades del Distrito, incluyendo la educación profesional. La falta de dominio del idioma inglés no será un impedimento para la admisión y participación en los programas del Distrito.

La información relacionada a los estatutos en contra del trato preferencial antes mencionados aparece en los boletines sobre normas disponibles en todas las escuelas y oficinas del Distrito. Toda solicitud de información relativa a la política de no-discriminación del Distrito puede ser dirigida a:

Deanne Neiman, Director
Educational Equity Compliance
Los Angeles Unified School District
450 North Grand Avenue, Room H-235
Los Angeles, California 90012-2100
(213) 229-5900

Las solicitudes de información sobre las leyes y reglamentos federales relativos a las políticas en contra del trato preferencial o al cumplimiento de estas provisiones por parte del Distrito pueden ser dirigidas a:

Office for Civil Rights
U.S. Department of Education
Old Federal Building
50 United Nations Plaza, Room 239
San Francisco, California 94102-4987
(415) 437-7700

LOS ANGELES UNIFIED SCHOOL DISTRICT SEXUAL HARASSMENT POLICY

It is the policy of the Los Angeles Unified School District to maintain a working and learning environment that is free from sexual harassment. Sexual harassment of or by employees or students is a form of gender discrimination in that it constitutes differential treatment on the basis of gender, and, for that reason, is a violation of state and federal laws and a violation of this policy.

The District considers sexual harassment to be a major offense which can result in disciplinary action to the offending employee or the suspension or expulsion of the offending student. Suspension or expulsion as a disciplinary consequence for sexual harassment shall not apply to students enrolled in Kindergarten and grades one through three, inclusive.

Any student or employee of the District who believes that she or he has been a victim of sexual harassment is urged to bring the problem to the attention of the proper authority (whether in an office or a school) 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. Any such complainant is further advised that civil law remedies, including, but not limited to, injunctions, restraining orders, or other orders may also be available to them. Complaints will be promptly investigated in a way that respects the privacy of the parties concerned.

The California Education Code Section 212.5 defines sexual harassment as any verbal, visual, or physical conduct of a sexual nature made by someone from or in the work or educational setting, under 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.

Sexual harassment includes, but is not limited to:

- Verbal conduct such as suggestive comments, derogatory comments, sexual innuendos, slurs, or unwanted sexual advances, invitations, or comments, or spreading rumors about or rating others as to sexual activity or performance.
- Visual conduct such as displays of sexually suggestive objects, pictures, posters, written material, cartoons, or drawings, graffiti of a sexual nature, or use of obscene gestures.
- Physical conduct such as unwanted touching, pinching, kissing, patting, hugging, blocking of normal movement, assault, or interference with work or study directed at an individual because of the individual's gender.
- Threats and demands or pressure to submit to sexual requests in order to keep a job or academic standing or to avoid other loss, and offers of benefits in return for sexual favors.
- Retaliation for opposing, reporting, threatening to report or participate in an investigation or proceeding on a claim of sexual harassment.

For further assistance (with student concerns), contact Deanne Neiman, Director, Educational Equity Compliance, at (213) 229-5900.

For further assistance (with employee concerns), contact the Equal Opportunity Section, at (213) 633-7735.

DISTRITO ESCOLAR UNIFICADO DE LOS ANGELES NORMAS SOBRE EL ACOSO SEXUAL

El Distrito Escolar Unificado de Los Angeles tiene como norma mantener un ambiente de trabajo y estudio que esté libre del acoso sexual. El acoso sexual de los empleados o estudiantes o por parte de los mismos es una forma de discriminación sexual puesto que constituye un tratamiento diferencial basado en el sexo de la persona, y por ese motivo, es una violación de las leyes estatales y federales y una violación de esta norma.

El Distrito considera que el acoso sexual es un delito mayor que puede traer como consecuencia la acción disciplinaria contra el empleado infractor o la suspensión o expulsión del estudiante infractor. La suspensión o la expulsión como consecuencia disciplinaria por el acoso sexual no se aplicarán a estudiantes matriculados en el jardín de infantes ni a los que se encuentran en los grados del primero al tercero.

A cualquier estudiante o empleado/a del Distrito que crea haber sido víctima de acoso sexual se le insta a traer el problema a la atención de la autoridad correspondiente (ya sea en una oficina o una escuela) para que se pueda tomar la medida apropiada para resolver el problema. El Distrito prohíbe las represalias contra quienquiera que entable una denuncia de acoso sexual o cualquier participante en el proceso de la investigación de la denuncia. A cualquier demandante eventual se le avisa además que puede hacer uso de recursos de derecho civil a su disposición, incluyendo sin restricciones, los mandatos judiciales, las inhibitorias u órdenes de otra índole. Se investigarán oportunamente las denuncias de manera que se respete la privacidad de las personas en cuestión.

El Artículo 212.5 del Código de Educación de California define el acoso sexual como cualquier conducta verbal, visual o física de índole sexual realizada por alguien que trabaje en el sitio, ya sea en el lugar de trabajo o en el plantel educativo, bajo las siguientes condiciones:

- La sumisión a la conducta se vuelve explícita o implícitamente una condición del empleo, estado o progreso académico.
- La sumisión a la conducta por el individuo o el rechazo de la misma se utiliza como la base del empleo o de las decisiones académicas que afecten al individuo.
- La conducta tiene como propósito o efecto un impacto negativo en el trabajo o en el rendimiento académico del individuo o el efecto de crear un ambiente de trabajo o de estudio amedrentador, hostil u ofensivo.
- La sumisión a la conducta del individuo o el rechazo de la misma se usa como la base de cualquier decisión que afecte al individuo con respecto a las prestaciones y servicios, honores, programas o actividades disponibles en la entidad educativa o a través de la misma.

El acoso sexual incluye, pero no se limita a:

- La conducta verbal como los comentarios lascivos o despectivos: las indirectas, insultos o insinuaciones; las invitaciones o comentarios sexuales no deseados o el difundir rumores acerca de otros y el calificarlos según su actividad o rendimiento sexual.
- La conducta visual como la exhibición de objetos, cuadros, carteles, material escrito, caricaturas o dibujos con insinuaciones sexuales, los graffiti de índole sexual o el uso de gestos obscenos.
- La conducta física que incluye tocar, pellizcar, besar, palmear, abrazar, obstaculizar el movimiento normal a alguien que no lo desee o agredir o interferir con el trabajo o el estudio de un individuo debido a su sexo.
- Las amenazas y exigencias o presión para ceder a proposiciones indecorosas a fin de mantener un trabajo o posición académica o para evitar otras pérdidas y los ofrecimientos de beneficios a cambio de favores de tipo sexual.
- Las represalias por oponerse, informar, amenazar o participar en una investigación o procedimiento en base a una demanda de acoso sexual.

Para más ayuda (relativa a las inquietudes de alumnos), comuníquese con Deanne Neiman, directora de Cumplimiento de Igualdad Educativa (Educational Equity Compliance), al (213) 229-5900.

Para más ayuda (relativa a las inquietudes de empleados), comuníquese con la División de Igualdad de Oportunidades (Equal Opportunity Section), al (213) 633-7735.

Title IX and You

Protection from sexual harassment and discrimination based on gender.

"No person . . . shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance . . ."

TITLE IX OF
THE EDUCATION AMENDMENTS OF 1972

Student Grievance Procedure

A federal law called Title IX prohibits anyone at your school from discriminating against you on the basis of your gender. Boys and girls must be treated the same in all areas, including:

- the classes they can take
- the way they are treated in the classroom
- the kind of counseling they are given
- the extracurricular activities in which they can participate
- the honors, special awards, scholarships, and graduation activities in which they can participate

In addition, Title IX protects you from sexual harassment. This means that no student, teacher, administrator, or other employee can make unwelcome sexual advances to you or request sexual favors from you. They cannot touch you or speak to you in a sexual manner at school or at a school-sponsored event.

If you find that any of your rights under Title IX are being violated, you can do something about it. It's your right!

Informal Resolution Process

If you have a complaint about your rights, you can try the following informal steps to try to correct the situation that is causing your concern:

1. Make notes . . . keep a record . . . of the persons, dates, and examples of the kinds of things said or done to which you object.
2. Seek support and advice from your Title IX "complaint manager" (designated at secondary schools), counselor, teacher, nurse, or someone in authority with whom you feel comfortable enough to tell your concerns.
3. Consider your options in dealing with the situation. For example, you may want to talk to the person who is infringing on your rights. Or you may want to write a letter to the offending person to explain what effect his or her behavior has on you and what you would like the person to stop doing or saying. Or you may want to ask a third party to help clear up the situation for you.
4. Don't forget your family. You may think you can resolve your problem on your own, but remember your mother or father or guardian may be able to step in and help you.
5. If you find that your situation cannot be resolved by using any of the above informal methods, you may want to use the Title IX complaint procedure as your next step. This procedure is designed to help you. No one is permitted to intimidate you or harass you for asking to use this procedure.

Formal Resolution Process

The Los Angeles Unified School District has a formal complaint procedure under Title IX that involves these steps:

First Step

You have six months from the time the incident of your complaint occurred to submit a written complaint to your school principal. The principal will try to resolve your complaint by conducting an impartial investigation. The principal will provide you with a written decision regarding your complaint. If there is evidence that you have a valid complaint, the principal will need to try to correct the situation. If the action taken resolves your complaint, the matter will be considered closed.

Second Step

If you are dissatisfied with the principal's decision, you may appeal by writing to the District Title IX Coordinator. This written appeal must be sent to the address below within 15 days of receiving the principal's decision.

The District Title IX Coordinator will review the matter, and, if necessary, arrange to meet with you and with any other persons who might help resolve your complaint. After that, the District Title IX Coordinator will provide you with a written decision and the reasons for coming to that decision. This decision will be final.

Whether you try to resolve your grievance informally or formally, you can be assured that confidentiality of the facts will be observed to the maximum extent possible. You can also be assured that the District will not tolerate retaliation against anyone who files a complaint or anyone who participates in the complaint investigation process. You do not have to be afraid of filing a complaint or trying to correct a situation. You have the right to take action!

District Title IX Coordinator:
Deanne Neiman, Director, Educational Equity Compliance
450 North Grand Avenue, Room H-235 - Los Angeles, CA 90012
(213) 229-5900

Civil Law Remedies

According to the California Education Code (Article 6, Section 262.3), persons who have filed a complaint with an educational institution are advised that civil law remedies, including, but not limited to, injunctions, restraining orders, or other orders may also be available to them.

Any person with a Title IX complaint also has the option of contacting and requesting assistance from the Office for Civil Rights, U.S. Department of Education, 50 United Nations Plaza, San Francisco, CA 94102. (415) 437-7700.

El Título IX y Usted

Protección contra el hostigamiento y discriminación género.

“Nadie será privado de participar en ningún programa o actividad educativa financiada con fondos federales, ni se le negarán los beneficios de los mismos, ni se le discrimina debido a su sexo.”

TITULO IX DE LAS ENMIENDAS EDUCATIVAS DE 1974

Procedimiento de Quejas para Estudiantes

Una ley federal llamada Título IX prohíbe que cualquier persona en tu escuela discrimine contra ti debido a tu género. A los muchachos y muchachas se les debe tratar de la misma manera en todas las áreas, incluyendo:

- las clases que pueden tomar
- la manera en que se les trata en el salón de clase
- las actividades extracurriculares en las que pueden participar
- los honores, premios especiales, becas y actividades de graduación en las que pueden participar u obtener

Además, el Título IX te protege del hostigamiento sexual. Esto significa que ningún estudiante, maestro, administrador u otro empleado escolar puede hacerte proposiciones sexuales indeseadas o pedirte favores sexuales. No pueden tocarte o hablarte de una manera sexual en la escuela o en eventos auspiciados por la escuela.

Si crees que alguien está violando tus derechos bajo el Título IX, puedes hacer algo al respecto. ¡Es t^u derecho!

Proceso Informal de Resolución

Si tienes una queja relacionada a tus derechos, puedes seguir los siguientes pasos informales para tratar de corregir la situación preocupante:

1. Toma notas . . . mantén un registro . . . de las personas, fechas y ejemplos de las cosas dichas o hechas que te molestan.
2. Consigue el apoyo y asesoría de tu “gerente de quejas” del Título IX (designado en las escuelas secundarias), consejero, maestro, enfermera o alguien en una posición de autoridad al que puedas confiar tus inquietudes.
3. Considera tus opciones para hacer frente a la situación. Por ejemplo, posiblemente quieras hablar con o escribirle una carta a la persona ofensiva que está violando tus derechos para explicarle cómo su comportamiento está afectándote y las cosas que quieres que él/ella deje de hacer o decir. O posiblemente necesites que una tercera persona te ayude a resolver la situación.
4. No te olvides de tu familia. Posiblemente pienses que puedes resolver la situación por tu cuenta, pero recuerda que tu madre o padre o tutor puede intervenir para ayudarte.
5. Si determinas que tu situación no puede resolverse con ninguno de los métodos informales anteriores, es posible que quieras que el procedimiento de quejas del Título IX sea tu siguiente paso. Este procedimiento está diseñado para ayudarte. No se permite que nadie te intimide u hostigue por querer usar este procedimiento.

Proceso Formal de Resolución

El Distrito Escolar Unificado de Los Angeles tiene un procedimiento formal de quejas bajo el Título IX que requiere los siguientes pasos:

Primer paso

Tienes seis meses desde el momento en que ocurrió el incidente de tu queja para someter una queja escrita al director de la escuela. El director tratará de resolver tu queja haciendo una investigación imparcial y te dará una decisión escrita acerca de tu queja. Si hay evidencia de que tu queja es válida, el director tendrá que corregir la situación. Si la acción tomada resuelve tu queja, se considerará concluido el asunto.

Segundo paso

Si no estás satisfecho(a) con la decisión del director, puedes apelar por escrito al Coordinador del Título IX del Distrito. Esta apelación escrita debe enviarse a la dirección indicada a continuación dentro de 15 días después de recibir la decisión del director.

El Coordinador del Título IX del Distrito revisará el asunto, y si fuera necesario, hará una cita para reunirse contigo y todas las demás personas que puedan ayudar a resolver tu queja. Después de eso, el Coordinador del Título IX del Distrito te dará una decisión escrita y las razones por las que llegó a esa decisión. La decisión será definitiva.

Ya sea que trate de resolver la queja formal o informalmente, usted puede estar seguro que se cumplirá la confidencialidad de los hechos en el mayor grado posible. También podrá estar seguro que el Distrito no tolerará ningún tipo de represalia en contra de cualquier persona que presente una queja o en contra de cualquier persona que participe en el proceso de investigación de la queja. Usted no debe tener miedo de presentar una queja o de tratar de corregir una situación. ¡Usted tiene el derecho de tomar las medidas necesarias!

Coordinador del Título IX

Deanne Neiman, Directora, Cumplimiento de Equidad Educativa
450 North Grand Avenue, Oficina H-235 – Los Angeles, CA 90012
(213) 229-5900

Recursos de la Ley Civil

De acuerdo a lo estipulado con el Artículo 6, Sección 263.3 del Código de Educación de California, las personas que hayan presentado una queja ante una institución educativa se le notifica que tienen a su disposición soluciones de ley civil, incluyendo entre otras cosas, mandatos judiciales, ordenes de aprehensión, o cualquier otra orden.

Cualquier persona que tenga una queja bajo el Título IX también tiene la opción de ponerse en contacto con y solicitar ayuda a la Oficina de Derecho Civiles, Departamento de Educación de los Estados Unidos, 50 United Nations Plaza, San Francisco, CA 94102. (415) 437-7700.

ACTION, REQUIRES RESPONSE

LOS ANGELES UNIFIED SCHOOL DISTRICT
Chief Administrative Officer, Business and Finance

DISTRIBUTION: All Schools and Offices

ROUTING

SUBJECT: BULLETIN NO. C-27
STORAGE OF EMERGENCY
WATER SUPPLY

Administrators
Cluster Administrators
School Administrators

DATE: March 26, 1999

OFFICE: Business Services

APPROVED: ALAN TOMIYAMA,  Acting Business Manager

For information regarding water quality, storage and treatment, please call the Environmental Health and Safety Branch at (213) 743-5086. For information regarding emergency preparedness, and emergency supplies and equipment, please call the Office of Emergency Services at (818) 904-2164.

This bulletin replaces Office of the Deputy Superintendent Bulletin No. 69 (Rev.) of the same subject issued on April 16, 1996.

I. BACKGROUND

The District supplies schools with 55-gallon drums for storage of water to be used in case of an emergency. Storage of water in containers should be done carefully and efficiently to maximize storage time and to ensure that water will remain usable when needed.

II. PROCEDURE

- A. The 55-gallon drums are clean and meet Food and Drug Administration (FDA) and Department of Transportation (DOT) requirements for contact with food and water. An electric pump is available through your Maintenance and Operations Area to empty drums for water replacement. If you are filling brand new drums, open the cap and turn the barrel over to remove plastic pieces which may have chipped off during delivery.
- B. Fill to the top with clean tap water. To avoid contamination, the hose should not come in contact with the water in the drum.
- C. Chemically purify with fresh, unscented, liquid chlorine household bleach (5.25% sodium hypochlorite) as follows: