



LOS ANGELES UNIFIED SCHOOL DISTRICT
MEMORANDUM

TITLE: Ordering and Distribution of Student Brochures - "Title IX and Nondiscrimination" and "Section 504 and Students with Disabilities"

NUMBER: MEM- 4696.1

ISSUER: David Holmquist, General Counsel
Office of General Counsel

DATE: June 11, 2010

ROUTING
Local District
Section 504 Designee
Superintendents
Title IX Designee
Principals
School-Site
Section 504 Designee
Title IX Complaint
Managers

PURPOSE: The purpose of this Memorandum is to provide schools with direction on the ordering and distribution of the student brochures, "*Title IX and Nondiscrimination*" and "*Section 504 and Students with Disabilities*," that must be distributed annually, as well as on how to order Section 504 file folders to be used to file required Section 504 documentation in each eligible student's cumulative record.

MAJOR CHANGES: This Memorandum replaces MEM-4696.0, "Ordering and Distribution of Student Brochures – *Title IX and Nondiscrimination* and *Section 504 and Students with Disabilities*," issued on May 20, 2009, by the Office of General Counsel.

GUIDELINES: I. TITLE IX AND NONDISCRIMINATION/SEXUAL HARASSMENT

A. Required Student Notification

1. All schools are to provide a copy of the District's written policy on sexual harassment, as it pertains to students, 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.
2. 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.

B. Information on Ordering–"Title IX and Nondiscrimination" Brochures

1. "*Title IX and Nondiscrimination - Students Know Your Rights*" brochures, in both English and Spanish, may be ordered (free of charge) from the District's General Stores Warehouse using the following Commodity Code Numbers:



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

2. Schools needing translated copies of the brochure 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.

II. SECTION 504 AND STUDENTS WITH DISABILITIES

A. Required Student Notification

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 or at the time of initial enrollment.

B. Required Placement in Student’s Cumulative Record – All Section 504 Related Documents including, but not limited to, the Section 504 Plan

All schools are responsible for ensuring that copies of all Section 504 related documents/forms including, but not limited to, any “Section 504 Meeting Notice,” “Section 504 Teacher Observation Form,” “Section 504 Evaluation Documentation” form(s) and copy(ies) of any and all “Section 504 Plan and Behavior Support Plan” forms, if applicable, are to be placed into a “Section 504 File Folder” within a student’s cumulative records file.

C. Information on Ordering – “Section 504 and Students with Disabilities” Brochures and File Folders

1. “*Section 504 and Students with Disabilities*” brochures may be ordered (free of charge) from the District’s General Stores Warehouse using the following Commodity Code Numbers:

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

2. Schools needing translated copies of the brochure 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



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school's student population.

3. Section 504 File Folders may be ordered (free of charge) from the District's General Stores Warehouse using the following Commodity Code Number:

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

AUTHORITY: The following legal standards are applied:

28 C.F.R. Part 35 - The Americans with Disabilities Act of 1990 - Nondiscrimination on the Basis of Disability in State and Local Government Services

34 C.F.R. Part 104 - Section 504 of the Rehabilitation Act of 1973 - Nondiscrimination on the Basis of a Disability in Programs and Activities Receiving or Benefiting from Federal Financial Assistance

California Education Code §231.5(e) - Educational institutions; written policy on sexual harassment.

California Education Code Chapter 2, Educational Equity - Article 3, Prohibition of Discrimination, §220

RELATED RESOURCES:

- Administrative Certification, Memorandum issued annually by the Office of General Counsel.
- Section 504 and Students With Disabilities, Bulletin No. BUL-4692.0, dated May 15, 2009, issued by the Office of General Counsel.
- Sexual Harassment Policy (Student-to-Student, Adult-to-Student, and Student-to-Adult), Bulletin No. BUL-3349.0, dated November 29, 2006, issued by the Office of General Counsel.
- Title IX Policy/Complaint Procedures, Policy Bulletin No. BUL-2521.1, dated June 7, 2006, issued by the Office of General Counsel.

ASSISTANCE: For further information regarding ordering of the brochures, please call:

Stores Warehouse Customer Service - (562) 654-9009.

For questions and technical assistance regarding use of the brochures, please call:

Educational Equity Compliance Office – (213) 241-7682

- District Section 504 Coordinator
- District Title IX Coordinator