



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-2595.0

**ISSUER:** Kevin S. Reed, General Counsel  
Office of the General Counsel

**DATE:** June 30, 2006

<b>ROUTING</b>
Local District Superintendents
Local District Title IX Designee
Local District Section 504 Designee
Principals
School-Site Title IX Complaint Managers
School-Site Section 504 Designee

**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.

**MAJOR CHANGES:** This memorandum replaces and combines Memorandum Nos. MEM-1832 (Order and Distribution of "Sexual Harassment" and "Title IX and Nondiscrimination" Brochures) and MEM-1831 (Order and Distribution of Section 504 Brochures and Use of Section 504 File Folders), issued by the Office of the General Counsel.

**GUIDELINES: I. TITLE IX AND NONDISCRIMINATION/SEXUAL HARASSMENT**

**A. Required Student Notification**

- A copy of the District's written policy on sexual harassment as it pertains to students shall be provided as part of any orientation program conducted for new students at the beginning of each quarter, semester, or summer session as applicable. [California Education Code §231.5 (e)]
- 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.

**B. Information on Ordering - Title IX and Nondiscrimination" Brochures**

English and the Spanish translation of the brochure, "Title IX and Nondiscrimination - Students Know Your Rights" may be ordered (free of charge) from the District's General Stores Warehouse using the following



Commodity Code Numbers:

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

If a school requires other translations of the brochure (Armenian, Chinese, Farsi, Korean, Russian, Tagalog, or Vietnamese), the school may contact the Educational Equity Compliance Office to obtain “originals” of the translations which may be duplicated in a quantity 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.

**B. Required Placement in Student’s Cumulative Record – Section 504 and Behavior Support Plan and any Related Documents**

- All schools are responsible for ensuring that a copy of any “Section 504 Plan and Behavior Support Plan” form, any “Section 504 Evaluation Documentation” form(s), and any other Section 504 related documents are placed into a Section 504 record folder within a student’s cumulative records file.

**C. Information on Ordering – Section 504 Brochures and File Folders**

- **“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
Armenian (50/package)	Commodity Code: 966-57-50401	N/C
Chinese (50/package)	Commodity Code: 966-57-50402	N/C
Korean (50/package)	Commodity Code: 966-57-50403	N/C
Russian (50/package)	Commodity Code: 966-57-50404	N/C
Tagalog (50/package)	Commodity Code: 966-57-50407	N/C
Vietnamese (50/package)	Commodity Code: 966-57-50408	N/C



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MEMORANDUM

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- **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:

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

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

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

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

**RELATED  
RESOURCES:**

- **Section 504 and Students With Disabilities**, Bulletin No. BUL-2130, dated December 14, 2005, issued by the Office of the General Counsel.
- **Sexual Harassment Policy (Student-to-Student, Adult-to-Student, and Student-to-Adult)**, Bulletin No, BUL-1041, dated June 10, 2004, issued by the Office of the General Counsel.
- **Title IX Policy/Complaint Procedures**, Policy Bulletin No. BUL-2521.1, dated June 7, 2006, issued by the Office of the 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 Title IX Coordinator
- District Section 504 Coordinator