

TITLE: Nondiscrimination Required Notices and Ordering of Student Brochures

NUMBER: MEM-5818.11

ISSUER: Devora Navera Reed, General Counsel
Office of the General Counsel

DATE: August 28, 2023

ROUTING
All Schools
All Offices
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 mandates 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 student-friendly [Nondiscrimination on the Basis of Sex](#) and [Section 504 and Students with Disabilities](#) brochures as applicable to employees and students.

MAJOR CHANGES: This memorandum replaces MEM-5818.10: *Nondiscrimination Required Notices and Ordering of Student Brochures*, issued on April 25, 2022, by the Office of the General Counsel. This memorandum is updated annually to remind schools and offices of the District’s commitment to nondiscrimination and related requirements.

GUIDELINES: I. Distribution of Nondiscrimination Notices and Student Brochures

A. Posting of Nondiscrimination Notices

The following notices 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. The sexual harassment prevention policy must also be posted in a prominent and conspicuous location in each bathroom and locker room at a school.

1. [Nondiscrimination Statement](#) policy poster (Attachments A, B) in English and Spanish to be duplicated as necessary.
2. [Sexual Harassment Prevention Policy](#) poster (Attachments C, D) in English and Spanish to be duplicated as necessary. The double-sided posters provide a student-friendly version for younger students on one side as an alternative, depending on the site.
3. [Title IX/Bullying Complaint Manager](#) poster (Attachments E, F) in English and Spanish to be duplicated as necessary.

Schools needing translations of the nondiscrimination and sexual harassment prevention policy posters in Armenian, Chinese, Korean, Russian, or Tagalog may access the Office of Student Civil Rights website at <http://lausd.org/oscr> to download 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 will be disseminated annually to each employee at schools/offices. 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 supporting LGBTQ pupils or pupils who may face bias or bullying based on [actual or perceived religious affiliation](#). Resources are updated regularly and can be found on the Office of Student Civil Rights website and in the links above.

C. Students

1. All required nondiscrimination notices are provided in the [Parent Student Handbook](#), distributed to every student at the beginning of the school year or initial enrollment. For obtaining copies, refer to the memorandum issued annually by the Division of District Operations or visit <https://achieve.lausd.net/Page/9651>.

2. The *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 on discrimination, harassment, and how to report such complaints.

3. All schools may distribute *student-friendly brochures* to every student at the beginning of each school year or initial enrollment. Brochure templates are available for duplication using the link above, or Reprographics provides duplication options at <https://www.lausdrepro.net/category/LAUSDFormsandPublications>:
 - Nondiscrimination Brochure (Secondary) English
Commodity Code: NBSSF-B-ENG01
 - Nondiscrimination Brochure (Secondary) Spanish
Commodity Code: NBSSF-B-SPN02
 - Nondiscrimination Brochure (Elementary) English
Commodity Code: ELM-NBSSF-B-ENG03
 - Nondiscrimination Brochure (Elementary) Spanish
Commodity Code: ELM-NBSSF-B-SPN04

D. Internet

State law requires schools 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 the 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
Storage of Section 504 Related Documents

A. Distribution of Section 504 and Students with Disabilities
Brochures to Students

Schools are to distribute the [Section 504 and Students with Disabilities Brochure](#) to every student at the beginning of each school year and initial enrollment. Brochure templates are available for duplication using the link above, or Reprographics provides duplication options at <https://www.lausdrepro.net/category/LAUSDFormsandPublications>:

- English (50/package) Commodity Code: 966-575-400
- Spanish (50/package) Commodity Code: 966-575-406

B. Storage of Section 504 Related Documents

Section 504 related documents are maintained in a Section 504 file folder within each eligible student's cumulative record as applicable, in addition to electronic versions in Welligent. Section 504 documentation may be stored in cum size file folders as determined by school need.

**RELATED
RESOURCES:**

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

[REF-6241: Mandatory Use of the Welligent Section 504 Program Module to Conduct all Section 504 Activities, Office of the General Counsel](#)

[BUL-6612: Non-Discrimination and Anti-Harassment \(Including Sexual Harassment\) Policy and Complaint Procedure, Office of the General Counsel](#)

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

[BUL-4692: Section 504 of the Rehabilitation Act of 1973, Office of the General Counsel](#)

[BUL-2521: Title IX Policy/Nondiscrimination Complaint Procedures \(Including for Sex Discrimination and Sexual Harassment\), Office of the General Counsel](#)

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:

Binh Nguyen, Director
District Section 504 Coordinator/District Title IX Coordinator/Educational
Equity Officer, Office of Student Civil Rights (213) 241-7682

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

Kenneth Arrington, ADA Compliance Administrator (213) 241-4530

Office of ADA Compliance (213) 241-4530

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), or a person's association with a person or group with one or more of these actual or perceived characteristics, affiliation with the Boy Scouts of America and other designated youth groups, or any other basis protected by federal, state or local law, ordinance, or regulation, in employment and any program or activity it conducts or to which it provides significant assistance.

Discrimination is different treatment based on 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 based on 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 to interfere with or limit an individual's ability to work effectively 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:

**Binh Nguyen, District Section 504 & Title IX Coordinator/Educational Equity Officer
Office of Student Civil Rights; (213) 241-7682; EquityCompliance@lausd.net
Kenneth Arrington, Title II/ADA Compliance Administrator
Office of ADA Compliance; (213) 241-4530; ADA-info@lausd.net**

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

**All offices are located at:
Los Angeles Unified School District
333 South Beaudry Avenue
Los Angeles, CA 90017**

DISTRITO ESCOLAR UNIFICADO DE LOS ÁNGELES

DECLARACIÓN QUE PROHÍBE LA DISCRIMINACIÓN

El LAUSD está comprometido a ofrecer un entorno laboral y de aprendizaje libre de discriminación, acoso, intimidación, conducta abusiva u hostigamiento (bullying). El Distrito prohíbe la discriminación, el acoso, la intimidación, la conducta abusiva o el hostigamiento (bullying) basados en las siguientes características reales o percibidas de raza o etnia, género/sexo (incluyendo la identidad de género, expresión de género, embarazo, parto, estado de lactancia natural o artificial y estado de salud relacionado), orientación sexual, religión, color, origen nacional (incluyendo restricciones en el uso del lenguaje y la posesión de una licencia de conducir emitida bajo el Código de Vehículos), ascendencia, estatus migratorio, discapacidad física o mental (incluyendo depresión clínica y trastorno bipolar, VIH/SIDA, hepatitis, epilepsia, trastorno convulsivo, diabetes, esclerosis múltiple y enfermedad cardíaca), afección médica (características genéticas y relacionadas con el cáncer), estado militar y de veterano, estado civil, estado de pareja doméstica registrada, edad (40 años o más), información genética, creencias o afiliación políticas (a menos que esté relacionado con un sindicato), o la asociación de una persona con otra persona o grupo con una o más de estas características reales o percibidas, la afiliación con los Boy Scouts of America y otros grupos juveniles específicos, o cualquier otra base protegida por ley, ordenanza o regulación federal, estatal o local, en el empleo y en cualquier programa o actividad que realice o en el cual preste asistencia significativa.

La discriminación constituye el trato diferente con base en las características protegidas dentro del contexto de un programa, trabajo o actividad educativos sin una razón legítima y que carezca de discriminación, y que interfiera o limite la habilidad del individuo de participar o de aprovechar los servicios, las actividades, o los privilegios que el Distrito proporcione o que incluya una acción adversa en materia de empleo.

El acoso en un entorno hostil se produce cuando una persona específica es sometida a una conducta no deseada, que es subjetivamente ofensiva con base en una de las características protegidas, y que sería razonablemente ofensiva para cualquier persona con las características protegidas en circunstancias similares, y que es lo suficientemente grave, persistente, o generalizada como para interferir o limitar la capacidad del individuo para trabajar o participar efectivamente o para beneficiarse de los servicios, actividades u oportunidades que ofrece el Distrito. El acoso se manifiesta de muchas maneras, por ejemplo pero sin limitarse a los comentarios o insultos, las declaraciones gráficas y escritas o la conducta amenazante o humillante. El acoso basado en cualquiera de las categorías protegidas anteriormente mencionadas 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 infractor.

Tras presenciar un acto de discriminación, acoso, intimidación u hostigamiento (bullying) con base en características reales o percibidas de una de las categorías protegidas (enumeradas en la sección anterior), es necesario que el personal escolar tome medidas inmediatas para intervenir cuando sea seguro hacerlo. Una vez que una escuela / oficina reciba expresamente un aviso de conductas de discriminación, acoso, intimidación u hostigamiento (bullying), cometidas por empleados, alumnos o terceros, deberá tomar inmediatamente los pasos necesarios para investigar o determinar de otra manera qué ocurrió y tomar pasos efectivos de forma oportuna y razonable para dar fin a la conducta; eliminar los entornos hostiles, si se han creado estos mismos, y prevenir que la conducta vuelva a ocurrir. Estos pasos deberán tomarse aunque el individuo no presente una queja ni pida al personal de la escuela / oficina que tome una acción. Los demandantes están protegidos contra represalias. El Distrito prohíbe las represalias contra cualquier persona que presente una queja o apelación, informe casos de incumplimiento, discriminación, acoso, intimidación, conducta abusiva, o bullying, o que participe en el proceso de presentación o investigación de quejas. Esta política que prohíbe la discriminación se aplica a todo acto relacionado con cualquier actividad escolar o asistencia y participación en cualquier escuela / oficina que opere bajo auspicios de la superintendencia del Distrito Escolar Unificado de Los Ángeles.

Para consultas o quejas relacionadas con discriminación, acoso, intimidación o hostigamiento (bullying) de los estudiantes con base en las características protegidas, reales o percibidas, comuníquese con el administrador de su escuela, el Encargado de Quejas del Título IX o:

**Binh Nguyen, Coordinador/Funcionario de Equidad Educativa del Distrito bajo la Sección 504 y el Título IX
Oficina de Derechos Civiles de los Estudiantes; (213) 241-7682; EquityCompliance@lausd.net
Kenneth Arrington, Administrador de Cumplimiento del Título II/ADA
Oficina de Cumplimiento de la ADA; (213) 241-4530; ADA-info@lausd.net**

Para consultas o quejas relacionadas con discriminación, acoso, conducta abusiva, o intimidación de empleado a empleado, de estudiante a empleado o relacionadas con el trabajo o el empleo, póngase en contacto con el administrador de la escuela o:

División de Igualdad de Oportunidades: (213) 241-7685

**Todas las oficinas están ubicadas en:
Distrito Escolar Unificado de Los Angeles
333 South Beaudry Avenue
Los Angeles, CA 90017**

LOS ANGELES UNIFIED SCHOOL DISTRICT SEXUAL HARASSMENT PREVENTION POLICY

The District 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 based on actual or perceived sex, sexual orientation, gender, gender identity, gender expression, pregnancy, childbirth, breastfeeding/lactating status, and any related medical conditions. Failure to follow this policy is a violation of state and federal law.

Under California law, sexual harassment is 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 directly or indirectly made as 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 or for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution.
- The conduct has the purpose or effect of having a negative impact on the individual's work or academic performance or of creating an intimidating, hostile, or offensive work or educational environment.

Under regulations for Title IX of the Education Amendments of 1972, conduct based on sex that satisfies one or more of the following may constitute sex discrimination or sexual harassment:

- An employee conditioning the provision of aid, benefit, or service of the District on an individual's participation in unwelcome sexual conduct;
- Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's education program or activity;
- Sexual assault, dating violence, domestic violence, or stalking as defined under the Clery Act or Violence Against Women Act.

Upon witnessing discrimination, harassment, intimidation, abusive conduct, or bullying based on the above, personnel are required to take immediate steps to intervene when safe to do so. Reporting the conduct to an administrator or Title IX/Bullying Complaint Manager can be an appropriate intervention. Once a school/office has been notified of the conduct and a complaint has been filed, whether carried out by employees, students, or third parties, it should take immediate and appropriate steps to investigate, support the investigation or otherwise determine what occurred and take prompt and effective reasonable steps to end the conduct, eliminate a hostile environment if one has been created, and prevent it from reoccurring. Supportive measures will be provided regardless of whether an individual makes a complaint or asks the school/office to take action. This policy applies to all acts related to school activity or school attendance under the Los Angeles Unified School District Superintendent's jurisdiction.

Any District students or employees who believe they have been a victim of sexual harassment or who have witnessed such an act should report it to an administrator or Title IX/Bullying Complaint Manager so appropriate action may be taken to resolve it. The District prohibits retaliation against anyone who files a sexual harassment complaint or participates in the investigation process. Complaints must be promptly and fairly investigated in a way that respects the privacy of the parties concerned to the fullest extent possible.

Your school/office administrator or Title IX/Bullying Complaint Manager(s): _____
 Phone: _____ Email: _____

LOS ANGELES UNIFIED SCHOOL DISTRICT SEXUAL HARASSMENT PREVENTION POLICY

For policies/procedures related to sexual harassment of or by students and how to file a complaint, contact:

Office of Student Civil Rights, Binh Nguyen – District Section 504 & Title IX Coordinator/Educational Equity Officer; (213) 241-7682; EquityCompliance@lausd.net

For employee-to-employee, student-to-employee or work/employment-related discrimination, harassment, intimidation, or abusive conduct, contact: Equal Opportunity Section; (213) 241-7685.

District office locations: Los Angeles Unified School District - 333 South Beaudry Avenue, Los Angeles, CA 90017

Your school works to give you an education that is safe and without sexual harassment. Sexual harassment is behavior you don't like that is directed at you because you are a girl or a boy. It can make you feel unsafe or scared and keeps you from learning. It can be someone's bad words, something you see, physical behavior, or touching of private body parts (like parts covered by a swimsuit). Examples may be:

- ▶ Unwanted hugs, kisses, grabbing, or touching
- ▶ Standing too close or stopping someone from moving
- ▶ Showing or sending inappropriate or nasty pictures of any kind that make others feel bad or uncomfortable
- ▶ Treating someone differently just because they are a girl or boy

It is against school rules and the law for people to do this. If it's safe for you, you can ask the person to stop doing these bad things to you or other kids. You can help friends share problems like this with an adult they trust. You can report it to the principal, a teacher, or someone who handles complaints like this. The school will take action right away to find out what happened, make it stop, and keep it from happening again. No one is allowed to punish you for making a report or for talking to an adult about what happened. The school will share information with people who can help fix it. This is true for all school activities in your school district.

People who can help you:

Your Principal: _____
 Complaint Manager (Title IX/Bullying): _____
 Call: _____
 Email: _____

For more information about this and how to make a report, you can call or write to the Office of Student Civil Rights or Binh Nguyen – District Section 504 & Title IX Coordinator/Educational Equity Officer at (213) 241-7682 or EquityCompliance@lausd.net.

Schools can ask for help for staff by calling or writing to the Equal Opportunity Section at (213) 241-7685.

Both offices are at the central Los Angeles Unified School District building, and the address is 333 South Beaudry Avenue, Los Angeles, CA 90017.

POLÍTICA DE PREVENCIÓN DEL ACOSO SEXUAL DEL DISTRITO ESCOLAR UNIFICADO DE LOS ÁNGELES

El Distrito se compromete a proporcionar un ambiente de trabajo y aprendizaje libre del acoso sexual. El Distrito prohíbe el acoso sexual de los empleados o por los empleados, los estudiantes o las personas que hagan negocios con Distrito o para el Distrito, basado en el sexo real o percibido, la orientación sexual, el género, la identidad de género, la expresión de género, el embarazo, parto, o estado de lactancia natural o artificial, y cualquier condición médica relacionada. El incumplimiento de esta norma constituye un quebranto a la ley estatal y federal.

Bajo la ley de California, el acoso sexual es cualquier conducta no deseada basada en el sexo, incluyendo avances sexuales, solicitudes de favores sexuales, y cualquier otra conducta verbal, visual, o sexual. o conducta física de naturaleza sexual o basada en el sexo hecha por alguien del entorno laboral o educativo, o en el entorno laboral o educativo, bajo cualquiera de las siguientes condiciones:

- Someterse a la conducta se entiende directa o implícitamente como una condición para el empleo del individuo o de su clasificación o avance académico.
- Someterse o rechazar tal conducta afectaría las decisiones que se tomen sobre el individuo en lo referente a: prestaciones y servicios, clases de honor, programas o actividades disponibles en la institución educativa o a través de la misma.
- La conducta tiene el propósito de afectar negativamente la labor o el rendimiento académico del individuo o de crear un entorno laboral o educativo intimidatorio, hostil u ofensivo.

Bajo las regulaciones del Título IX por las Enmiendas de Educación de 1972, puede constituir acoso sexual la conducta basada en el sexo que satisface uno o más de los siguientes:

- Un empleado que condiciona la prestación de una ayuda, beneficio o servicio del Distrito a la participación de un individuo en una conducta sexual no deseada;
- Conducta no deseada que cualquier persona razonable pueda determinar que es tan grave, generalizada y objetivamente ofensiva que niega efectivamente a una persona el mismo acceso al programa o actividad educativa del Distrito;
- Agresión sexual, violencia en el noviazgo, violencia doméstica o acoso según se define bajo la Ley Clery o la Ley de Violencia contra la Mujer.

Al ser testigo de discriminación, acoso, intimidación, conducta abusiva o bullying basado en lo anterior, el personal debe tomar medidas inmediatas para intervenir cuando sea seguro hacerlo. Reportar la conducta a un administrador o al Encargado de Quejas de Título IX / Bullying puede constituir una intervención apropiada. Una vez que una escuela / oficina ha sido notificada de la conducta y se ha presentado una queja, ya sea por parte de empleados, estudiantes, o de terceros, se deberían tomar medidas inmediatas y apropiadas para investigar, apoyar la investigación o de otra manera determinar lo que ocurrió y tomar acción razonable rápida y efectiva para poner fin a la conducta, eliminar un ambiente hostil si se ha creado uno, y evitar que vuelva a ocurrir. Se proporcionarán medidas de apoyo independientemente de si una persona presenta una queja o pide a la escuela / oficina que tome una acción. Esta política se aplica a todos los actos relacionados con las actividades escolares o la asistencia escolar bajo la jurisdicción del Superintendente del Distrito Escolar Unificado de Los Ángeles.

Cualquier estudiante o empleado del Distrito que crea que ha sido víctima de acoso sexual o que ha presenciado tal acto debería reportarlo a un administrador o al Encargado de Quejas de Título IX / Bullying para que se tomen las medidas apropiadas para resolverlo. El Distrito prohíbe las represalias en contra de un individuo que haya presentado una queja de acoso sexual o que participe en el proceso de investigación. Las quejas se deben investigar de manera inmediata y justa de manera que se respete la privacidad de las partes interesadas en la mayor medida de lo posible.

Administrador de su escuela / oficina o el Encargado de Quejas de Título IX/Bullying: _____ ;
Teléfono: _____ Correo electrónico: _____

POLÍTICA DE PREVENCIÓN DEL ACOSO SEXUAL DEL DISTRITO ESCOLAR UNIFICADO DE LOS ÁNGELES

Para las políticas/procedimientos relacionados con el acoso sexual de estudiantes o por parte de estudiantes, y cómo presentar una queja, póngase en contacto con: Oficina de Derechos Civiles de los Estudiantes, Binh Nguyen-LAUSD Coordinador de Sección 504 / Título IX, (213) 241-7682.

Para conductas de discriminación, acoso, intimidación o conducta abusiva entre empleados, de estudiantes y empleados o relacionadas con el trabajo o el empleo, póngase en contacto con: División de Igualdad de Oportunidades (213) 241-7685.

Ubicaciones de las oficinas del Distrito: Distrito Escolar Unificado de Los Ángeles - 333 South Beaudry Avenue, Los Angeles, CA 90017

Su escuela trabaja para proporcionarles una educación que sea segura y sin acoso sexual. El acoso sexual son los comportamientos que no te gustan y que se dirigen a ti porque eres una niña o un niño. Puede hacerte sentir inseguridad o miedo y te impide aprender. Pueden ser las malas palabras de alguien, algo que ves, comportamiento físico o tocar partes privadas del cuerpo (como las partes cubiertas por un traje de baño). Algunos ejemplos pueden ser:

- ▶ Abrazos, besos, manoseos o caricias no deseados.
- ▶ Ubicarse demasiado cerca o impedir que alguien se mueva
- ▶ Mostrar o enviar imágenes inapropiadas o desagradables de naturaleza sexual que hacen sentir mal o incómoda a la otra persona.
- ▶ Tratar a alguien de manera diferente solo porque es una niña o un niño

Está en contra de las reglas de la escuela y la ley que la gente haga esto. Si es seguro para ti, puedes pedirle a la persona que te está haciendo estas cosas malas a ti o a otros niños que deje de hacerlo. Puedes ayudar a tus amigos a compartir problemas como este con un adulto en quien confíen. Puedes reportarlo al director, a un maestro o a alguien que se ocupe de quejas como esta. La escuela tomará acción de inmediato para averiguar lo que sucedió, hacer que se detenga el comportamiento y evitar que vuelva a suceder. A nadie se le permite castigarte por hacer un reporte o por hablar con un adulto sobre lo que sucedió. La escuela compartirá información con personas que te pueden ayudar a solucionarlo. Esto es cierto en todas las actividades escolares en tu distrito escolar.

Personas que pueden ayudarte:

El director/la directora de tu escuela: _____
 Encargado de Quejas (Título IX / Bullying): _____
 Llama: _____
 Correo electrónico: _____

Para obtener más información sobre esto y cómo hacer un reporte, puedes llamar o escribir a la Oficina de Derechos Civiles de los Estudiantes, o a Binh Nguyen-LAUSD Coordinador de Sección 504 / Título IX al (213) 241-7682; EquityCompliance@lausd.net.

Las escuelas pueden pedir ayuda para el personal llamando o escribiendo a la División de Igualdad de Oportunidades al (213) 241-7685.

Ambas oficinas están en el edificio principal del Distrito Escolar Unificado de Los Ángeles, y la dirección es 333 South Beaudry Avenue, Los Ángeles, CA 90017

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

ROOM # / PHONE # / EMAIL

ROOM # / PHONE # / EMAIL

ROOM # / PHONE # / EMAIL

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

THEY CAN HELP!

LOS ENCARGADOS DE LAS QUEJAS DEL TÍTULO IX / BULLYING DE NUESTRA ESCUELA SON:

NÚMERO DE SALÓN /
NÚMERO DE TELÉFONO /
CORREO ELECTRÓNICO

NÚMERO DE SALÓN /
NÚMERO DE TELÉFONO /
CORREO ELECTRÓNICO

NÚMERO DE SALÓN /
NÚMERO DE TELÉFONO /
CORREO ELECTRÓNICO

**Reporta discriminación, acoso, intimidación y
bullying a cualquiera de las personas indicadas
aquí o a cualquiera de los administradores de la
escuela.**

¡ELLOS PUEDEN AYUDAR!