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RAMON C. CORTINES
 SUPERINTENDENT OF SCHOOLS

September 21, 2015

RE: AFFIRMING WORK SITES TO ADDRESS TRANSGENDER SUPPORTS

Dear Employees,

The Los Angeles Unified School District continues to strive to create safe and affirming school and work environments for our lesbian, gay, bisexual and transgender staff, students and family members. The District issued its first transgender affirming reference guide in 2004 to help schools support our transgender students. The Transgender Students – Ensuring Equity and Nondiscrimination Bulletin (BUL-6224.1) serves as a model for the nation.

Transgender youth and adults are experiencing increased visibility across the nation. This communication is offered to emphasize the District’s policies and practices for ensuring equality and a safe environment for the transgender community. Schools and work environments shall foster respect, ongoing support, and open communication regarding transgender concerns.

The District prohibits discrimination, harassment, intimidation and bullying based on the actual or perceived sex, sexual orientation, gender, gender identity, gender expression, race or ethnicity, ethnic group identification, ancestry, nationality, national origin, religion, color, mental or physical disability, age, or the basis of a person’s association with a person or group with one or more of these actual or perceived characteristics.

In the United States, transgender and gender nonconforming individuals experience twice the rate of unemployment as the general population, and over one-quarter have reported job loss due to their gender identity. Research estimates that approximately 0.3% of Americans are transgender.

District employees who identify as transgender shall have the same access, rights, responsibilities, and protections as any other employee. Employees who identify as transgender shall participate in work and access resources and facilities by their gender identity.

Common terminology:

Gender identity	A person’s internal, deeply rooted identification as female, male or a non-binary understanding of gender independent of one’s assigned sex at birth.
Sex	The biological condition of being female or male.
Gender expression	A person’s gender-related appearance and behavior whether or not stereotypically associated with the person’s assigned sex at birth. Gender-fluid and non-gendered individuals do not feel confined by restrictive boundaries of stereotypical gendered expectations.
Gender non-conforming Gender-diverse Non-gendered	People who do not follow societal stereotypes about how they “should” look or act based on the female or male sex assigned at birth. They may not consider themselves transgender, but do have an appearance or gender expression that does not conform to gender stereotypes.
Transgender	An individual whose gender identity consistently differs from the sex assigned at birth.
Cisgender	An individual whose gender identity aligns with their sex assigned at birth.

Transitioning	The process of modifying one's presentation to be recognized as the gender with which the person identifies.
Preferred gender pronouns	The pronoun markers (he/she/they) used to describe a person

Transitioning Employees

Transitioning is the process of modifying one's physical characteristic or manner of gender expression to be recognized as the gender with which the person identifies. For example, a person who was assigned female at birth and is transitioning to male, may adopt a stereotypical masculine presentation, which could include attire, hair style, gender markers (him, his), and a male name. Not all transgender individuals follow the same transition process and they are all entitled to the same considerations as they undergo their transition.

Every transgender person's journey is unique. When an employee transitions, the school and work site shall work with the employee and manage communications to their colleagues and students. Allow the transitioning employee to set a comfortable pace for changes to be implemented at work.

Privacy and Confidentiality

A person's status as transgender is private and may not be shared except by the individual. The medical, personal and intimate details of an employee's transition are personal and private. That being said, there are many ways the employee who is transitioning can inform colleagues and students of the change regarding a preferred name and gender marker. For example, one employee may prefer a quick start in which all co-workers, students, and students' families are informed about the transition prior to a break, and returns presenting in the new gender role. Another employee may prefer a more gradual transition, in which colleagues, students, and students' families are notified of the transition plan, but the employee does not actually present in the new gender role for a period of time until comfort is established.

Restrooms and Facilities

Transgender employees are permitted to use the restroom or facility that corresponds to their expressed gender identity. It is prohibited to require or expect a transgender employee to use a gender-neutral restroom.

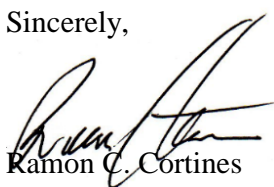
Official and Unofficial Name and Gender Changes

All staff and students at the work site shall make every effort to use the preferred name and pronouns consistent with the employee's gender identity. While inadvertent slips or honest mistakes may occur, the intentional and persistent refusal to respect an employee's gender identity is a violation of District policy. The employee's preferred name shall appear on all unofficial records (e.g., staff ID, classroom rosters, telephone directory). Official records, such as payroll and benefits, may require documentation demonstrating a legal name and gender change.

Reporting Violations:

Employees have an affirmative duty to report discrimination and harassment or other violations of District policy. Any District employee who believes they have experienced or witnessed discrimination or harassment is encouraged to report it to their supervisor or the Equal Opportunity Section.

Sincerely,



Ramon C. Cortines
Superintendent of Schools

Attachment

Additional Resources

Equal Opportunity Section, Cheryl Broussard (213) 241-7685

Human Relations, Diversity & Equity <http://achieve.lausd.net/human-relations>

Holly Priebe-Diaz, Holly.Priebe-Diaz@lausd.net, 213-241-5636

Judy Chiasson, Judy.Chiasson@lausd.net, 213-241-5626

Educational Equity Compliance <http://achieve.lausd.net/eeco>

Julie Hall-Panameño, Julie.Hall@lausd.net, 213-241-7682

Binh Nguyen, bqn0828@lausd.net, 213-241-7614

Office of General Counsel – Labor and Employment Services Team (213) 241-7600

Local Districts, Administrators of Operations, Operations Coordinators/Title IX Designees

Local District Northwest (818) 654-3600

Local District Northeast (818) 252-5400

Local District West (310) 914-2100

Local District Central (213) 241-0100

Local District South (310) 354-3400

Local District East (323) 224-3100