



Student Support Services Division

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Transgender and Gender Nonconforming Student Guide

PURPOSE

The Long Beach Unified School District (LBUSD) is committed to creating and maintaining a safe learning environment for all students. As part of the School Success and Opportunity ACT (AB 1266), LBUSD is focused on ensuring that every student has equal access to the district's educational programs and activities. Along with other policies, it is also the expectation of LBUSD that students and personnel promote a culture of belonging, civility, acceptance and mutual respect in interactions with one another.

This document is for students, intended to help students navigate through the process of expressing their authentic identities. There is an accompanying memo whose purpose is to direct LBUSD staff about issues involving transgender and gender nonconforming students in an effort to create and maintain a safe and inclusive and supportive learning environment for all students.

LBUSD recognizes that each transgender and gender nonconforming student's case may be uniquely different; therefore, the guidelines in this document do not anticipate every circumstance that may arise while addressing the need of transgender and gender nonconforming students. Students are encouraged to seek the support of their school counselor or other trusted administrator on campus to help navigate the process and answer their questions.

CALIFORNIA EDUCATION CODES AND TITLE IX

California Education Code §210.7 states that 'gender means sex,' and includes a person's gender identity and gender related appearance and behavior whether or not stereotypically associated with the person's assigned sex at birth.

California Education Code §220 and District policy require that all educational programs and activities should be conducted without discrimination based on actual or perceived sex, sexual orientation, or gender identity and expression.

California Education Code §201 provides that public schools have an affirmative obligation to combat sexism and other forms of bias, and a responsibility to provide an equal educational opportunity to all students.

Title IX of the Education Amendments of 1972 states, "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."

WHAT TO EXPECT

PRIVACY & CONFIDENTIALITY

- School staff must accept the gender identity that a student asserts. Students do not have to bring in any documentation or have parental permission to change how they identify their gender.
- Students have a right to privacy. Students have a right to keep their actual or perceived gender identity private
- Students have the right to openly discuss and express their gender identity and expression and to decide when, with whom, and how much information to share.

Three ways to change a name and/or gender identifier

A change of name can be requested by a parent and/or student. The following are the different processes that a student can follow to change their name.

1. The student can request a **legal name change and/or gender change** if they and/or their parents have gone to court to change their name legally. This name change is considered a legal name change and will change both official and unofficial documents in the system.
2. A student can also request an **unofficial name/gender change**. This change can be requested by the student or by a parent. However, a parent does not have to approve the request if it is submitted by the student. This change will change how the student is viewed in our student information systems (StudentVUE, ParentVUE, TeacherVue, Canvas, etc.). This does not change the name on legal documents. The **unofficial name change form** must be submitted to the school counselor or administrator (by email or in person). The staff will then meet with the student to explain the process, including that the change in the system is viable by all teachers, office staff, and parents. If the student agrees to move forward, the staff will review the student's rights, and protections and work on the student [Gender Support Plan.pdf](#) gender support plan (which covers safety, how to ask for help, who to go to with questions, concerns, and/or complaints)
3. **Also Known As (AKA)** - If students are concerned about parents/guardians seeing the unofficial name change, they could also request to use an AKA. In these cases, the student would have to work with their school counselor and teachers to add the name manually to rosters, and other school documents. Students should go to the school counselor and tell them that they are a transgender or gender non-conforming / gender expansive student and would like to change their preferred name and/or gender. The counselor or administrator will offer to help the student communicate the change with each teacher and staff if needed.

For any type of name and gender change, staff must:

- Inform students of their right to access facilities (i.e. restrooms, locker rooms) and join activities as determined in their Gender Support Plan.
- Remind students of the bullying policy and be given specific resources on ways to report bullying.

OFFICIAL RECORDS

LBUSD is required by law to keep permanent records forever, which include the legal name and sex as written on official government documents such as a birth certificate, passport, and identification card. That means that any document considered a legal document must include the student's legal name and sex, which includes but is not limited to:

- Grades,
- Enrollment documents,
- Health records,
- Parchment (official transcript system),
- Official transcripts,
- CALPADS (state data system),
- confidential applications in Synergy and LROIX (*student information and data systems*),
- Assessment data,
- Discipline records,
- Individualized Education Programs (IEP),
- Section 504 Plans,
- Other legal documents and the cumulative card and file

UNOFFICIAL RECORDS

A. LBUSD will allow a student to use an asserted name and gender on unofficial records. The unofficial records may include but are not limited to:

- Report cards
 - Identification badges (ID cards)
 - Classroom and homeroom rosters
 - Gradebooks, **such as Canvas or Student, Student, and Teacher VUE**
 - Certificates
 - Programs
 - Announcements
 - Office summons and communications/communication systems
 - Letters home
 - Team and academic rosters
 - Diplomas
 - Newspapers/Newsletters
 - Assignments
 - Yearbooks
 - Other site-generated unofficial record
- B. This is critical in order to avoid unintentionally revealing the student's transgender status to others in violation of the student's privacy rights.
- C. The asserted name will also appear on the student's cumulative folder (official record) as "Preferred Name."

- D. The student's **legal name and sex will be documented in the "Confidential Protected Tab"** of the district's electronic data system to indicate how the student's name and gender will appear on **official records**.

FORMER STUDENTS

LBUSD will make retroactive changes to any former student's electronic records, upon request, in order to keep their identity confidential. This request will be completed once the former student has produced the legal name and/or gender change order granted by the court.

Any unofficial name changes (including the AKA) will NOT automatically reflect a name and gender change in all system-based documents. Students can request to have any or all of the following reflect the asserted name including, but not limited to:

- Identification badges
- Teachers using asserted name/pronouns
- Yearbook
- Assignments
- Programs
- Diploma
- Office summons
- Newspapers

NAMES/PRONOUNS

- A. Students have the right to be addressed by the name and pronoun that corresponds to their gender identity asserted at school without obtaining a court order, changing their official records, or obtaining a parent or legal guardian permission
- B. Students will be known by their asserted name and gender identity. However, there may be situations (e.g., communications with the family, official state or federal records, and assessment data) where it may be necessary and recommended for staff to be informed of the student's legal name and sex. In these situations, staff will prioritize the safety, confidentiality, and respect of the student in a manner that affirms the law.
- C. It is strongly suggested that teachers privately ask transgender or gender nonconforming students at the beginning of the school year or when they enroll, how they want to be addressed in class, in correspondence to the home, or at conferences with the student's parent or legal guardians **(SEE PRIVACY AND CONFIDENTIALITY SECTION). Student's preferences can be specified on the Transgender and Gender Nonconforming Student Gender Support Plan**
- D. School staff will make every effort to use the preferred names and pronouns consistent with a student's gender identity. It is expected that inadvertent slips or honest mistakes may occur; however, the intentional and persistent refusal to respect a student's gender identity is considered a violation of LBUSD's policy and students have a right to complain and report it to the school administration.

RESTROOM ACCESSIBILITY

- A. Students shall have access to restrooms as determined in their Gender Support Plan
- B. When available, a “gender-neutral” restroom may be used by any student who desires increased privacy, regardless of the underlying reason.
- C. The use of such a “gender neutral” restroom should be used by choice for a student and no student can be required to use such restroom.
- D. If the student feels there is a reason or desire for increased privacy and safety, regardless of the underlying purpose or cause, the administrator shall provide the student with access to a reasonable alternative restroom such as a single stall “gender neutral” restroom.

LOCKER ROOM ACCESSIBILITY

- A. Schools maintain separate locker room facilities for male and female students. However, students shall have access to the locker room facility as determined in their Gender Support Plan.
- B. If there is a request for increased privacy, access shall be provided to any student. A reasonable accommodation may include:
 - 1. Assignment of a student locker near the P.E. instructors or coaches’ office or a supportive peer group
 - 2. Use of a private area within the public area of the locker room facility (e.g. nearby restroom stall with a door or an area separated by a curtain, or a P.E. instructor or coaches’ office in the locker room)
 - 3. Use of a nearby private area (e.g. nearby restroom or a health office restroom).
 - 4. A separate changing schedule

SPORTS, ATHLETICS AND PHYSICAL EDUCATION PARTICIPATION

- A. Physical education classes are typically co-gender. If the classes or activities are sex-segregated, transgender and gender-nonconforming students shall participate in physical education by the gender the student most closely identifies with.
- B. Participation in competitive athletics, intramural sports, athletic teams, competitions, and contact sports shall be facilitated in a manner consistent with the student’s gender identity asserted a school and in accordance with the California Interscholastic Federation bylaws (Gender Identity Participation 2015- 16, 300.D, page 56).

SCHOOL ACTIVITIES AND PROGRAMS

- A. Students have the right to equitable access to activities and programs in their school. Students may not be excluded from participation in, be denied the benefits of, or be subjected to harassment or other forms of discrimination on the basis of gender identity in any program or activity.

- B. Activities and programs may include but are not limited to cheer class, homecoming, prom, spirit day, assemblies, after school activities/programs and all extra-curricular activities.

COURSE ACCESSIBILITY AND INSTRUCTION

- A. Students shall not be required to take and/or be denied enrollment in a course on the basis of their gender identity in any educational and academic program.

DRESS CODES AND SCHOOL UNIFORMS

- A. All students will have the right to dress in accordance with their gender identity within the parameters of the dress code, as it relates to the school uniform or safety issues (e.g., prohibiting attire that promotes drugs or violence or is gang affiliated).

STUDENT SAFETY AND DISCIPLINE

California law requires that schools provide all students with a safe, supportive, and inclusive learning environment, free from discrimination, harassment, and bullying. Examples of prohibited behavior against transgender students include but are not limited to, being teased for failing to conform to sex stereotypes, being deliberately referred to by the name and/or pronouns associated with the student's legal sex, being deliberately excluded from peer activities, and having personal items stolen or damaged.

- A. LBUSD school staff must ensure that students are provided with a safe school environment that is free of discrimination, harassment, bullying, and/or intimidation.
- B. Complaints claiming discrimination, harassment, bullying, and/or intimidation based on a student's actual or perceived gender identity or expression must be handled in the same manner as other complaints. All reported incidents of such must be taken seriously. Additionally, appropriate measures must be taken to ensure the bullying stops.
- C. Students shall be informed that they have the responsibility to report situations/incidents of discrimination, harassment, bullying, and/or intimidation to the designated site administrator in cases where they may be a target or witness.

For questions or complaints, contact Equity Compliance Officer: Steve Rockenbach, Director of Employee Relations, 1515 Hughes Way, Long Beach, CA 90815, 562-997-8220 srockenbach@lbschools.net and Title IX Coordinator: Kimberly Dalton, Director of Human Resource Services, 1515 Hughes Way, Long Beach, CA 90815, 562-997-8108, kdalton@lbschools.net.