



4000 C

Preferred Name

Regulation 4000 C

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Revision Dates:

Review Dates:

I. PURPOSE

Minneapolis Public Schools values the diversity of its students, families and staff. To support that diversity and to show respect for the dignity of all persons, the district chooses to establish a means through which persons may indicate their preferred name and pronouns to be used in their address to support their gender identity and expression.

II. REQUEST FOR PREFERRED NAME AND PRONOUN

- A. Any employee may submit a request the use of a preferred name and pronoun that varies from their given name or presumed pronoun in district communications and personal address so long as the preferred name and pronoun reference the gender identity that the person consistently uses at work.
- B. Upon notice that a person has submitted a request for preferred name and pronoun, district personnel shall use the preferred name and pronoun in common address and informal communications with the person.
- C. Legal records regarding employees, contractors, and volunteers may be retained in the original name established for the person regardless of subsequent requests for use of preferred name until such time as a valid name change decree or amended birth certificate are produced by the person. Upon production of a change of name decree from a court of competent jurisdiction, the legal records of the person shall be changed to reflect the new name of the individual.
- D. Preferred names requested must not be vulgar or obscene in nature, and should be appropriate to the school environment.
- E. Persistent refusal to use the preferred name and pronoun of a person who has made a request to change their name or pronoun under this regulation shall be a violation of the equal opportunity in employment policy of the district. Such violations shall result in progressive discipline of the offending employee according to district procedures, and the terms of any collective bargaining agreement or contract to which the offender is a party.

Legal References:

42 U.S.C. § 2000e *et seq.* (Title VII of the Civil Rights Acts of 1964, and 1991)

Minn. Stat. Ch. 363A (Minnesota Human Rights Act)

Minneapolis Code of Ordinances Title 7, Chapter 139 *et seq.* (Civil Rights)

Cross References:

MPS Policy 4000 (Equal Employment Opportunity)



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MPS Policy 4002 (Harassment and Violence Prohibition)
MPS Policy 5000 (Equal Education Opportunity)