

Student Pronouns Recommendations Springfield Public Schools

Every student has the right to be addressed by a name and pronoun that corresponds to the student's gender identity. It is recommended that school staff privately ask transgender/non-binary students and their parents/guardians how they want to be addressed in class, in correspondence to the home, or at conferences with the student's parents/guardians. A student's legal name will be reflected in the student information system.

Most of the language surrounding the practice of a student requesting a public (school-wide) name or pronoun change is usually in relation to Transgender/Non-Binary students. But procedures for legal name changes remain the same for all students.

Below is the practice/procedure that has been put into place:

- If a student is requesting that all school staff address them by a different name or pronoun, parent consent needs to be given in writing before any messaging goes out to staff (mass emails, eSchool alerts, etc.)
- If a student is requesting a name change on their school ID badge, parent permission is needed and should be given in writing before changes are made.
- If the parent does not give consent for school staff to refer to the child by their name of choice or pronoun, the school counselor should work with students (and family, when appropriate) to develop a plan that meets the needs of the student and family and fosters best educational outcomes.
- If a student or parent/guardian is requesting a name change formerly in eSchool (not just an alert), legal documentation of a name change needs to be provided (birth certificate, SS card, etc.).