



Administrative Procedural Guidelines: Transgender Students
DRAFT: A

I. PURPOSE:

The purpose of these guidelines is: 1) to foster welcoming learning environments that are free from discrimination, harassment, and bullying; 2) to facilitate compliance with district policy prohibiting discrimination, harassment and bullying; 3) to ensure parent/guardian involvement in decision-making regarding their children; 4) to provide professional development to school staff; and 5) to create safe and supportive learning and working environments.

For purposes of these guidelines, a transgender individual is an individual who consistently asserts a gender identity or gender expression at school that is different from the gender assigned at birth. This involves more than a casual declaration of gender identity or expression but does not require proof of a formal evaluation or any diagnosis. Since individual circumstances, needs, programs, facilities and resources may differ, administrators and school staff are expected to consider the needs of the individual on a case-by-case basis, with parent/guardian notification, participation and consent, consistent with parental rights to make decisions for their children.

These guidelines are intended to be a resource to promote compliance with WUSD policies. They are not intended to anticipate every possible situation that may occur.

II. THE PROCESS:

The following process should be used on a case-by-case basis to address the needs of transgender and gender nonconforming students:

- A. A transgender or gender nonconforming student or their parent/guardian is encouraged to contact a student services designee to address any concerns, needs, or requests. A transgender or gender nonconforming student or their parent/guardian may also initiate contact with the counselor, principal, or other administrator.
- B. With the consent of the student and, if the student is a minor, the parent(s)/guardian(s), the student services designee will schedule a meeting to discuss the student's needs and, if appropriate, to develop an individual Student Gender Support Plan. (See Sample Student Gender Support Plan.) Parent(s)/guardian(s) and others (those individuals the District Administration determines have a legitimate educational interest, such as counselor, nurse, and teachers) shall be included in this meeting as the student's Support Team. The student services designee will document all attempts to notify parents/guardians, secure parent/guardian consent and ensure parent/guardian participation.
- C. At least once each school year, the Support Team, the student and, if the student is a

minor, the parent(s)/guardian(s), will review the student's circumstances and Student Gender Support Plan to determine whether existing arrangements related to the student's gender identity, gender transition, or transgender status are meeting their educational needs and ensuring that the student has equal access to the District's programs and activities.

- D. Schools may maintain separate restrooms and locker rooms for male and female students. Student Support Plans may indicate the student will use the restroom consistent with gender assigned at birth, consistent with gender identity consistently expressed by the student, a private unisex restroom or other alternative. Student Support Plans may indicate the student will use the locker room consistent with gender assigned at birth, a private locker room or other alternative. This may include, for example, addition of a privacy partition or curtain, use of a nearby private restroom or office, or a separate changing schedule.
- E. With consent from the student and, if the student is a minor, written consent from the parent(s)/guardian(s), administration and staff will address a student by a name and pronoun that corresponds with their gender identity. A court-ordered name or gender change is not required, and the district need not change the student's official records.
- F. If the parties are uncertain regarding elements to be included in the plan, the principal/designee shall consult with the appropriate Director or Central Office Administrator before making a final decision regarding the implementation of the provision(s) in question.

III. MEDIA AND COMMUNICATION:

District staff shall direct media inquiries to the Superintendent of Schools.

Protecting the privacy of transgender and gender nonconforming students and employees must be a top priority for the spokesperson and all staff. All student and personnel information shall be kept strictly confidential as required by district policy and applicable privacy laws.

IV. OFFICIAL RECORDS:

- A. Mandatory permanent student records will include the legal/birth name and legal/birth gender when required by law - the legal/birth name will be reported to DPI and used on legal records within the school district. However, to the extent that the district is not legally required to use a student's legal/birth name and gender on other school records or documents, the school may use the name and gender preferred by the student with the student's consent and, if the student is a minor, the written consent of the parent(s)/guardian(s.) For example, Student ID cards may reflect the student's preferred name.
- B. The Wisconsin Department of Public Instruction (DPI) allows districts to report data using the gender and name a student identifies with. The District may update a student's name

and gender marker in reports to DPI with the student's consent and, if the student is a minor, the written consent of the parent(s)/guardian(s.)

- C. With the student's consent and, if the student is a minor, the written consent of the parent(s)/guardian(s.), a student's preferred name may be entered in the student information system by the district registrar.
- Transcripts and diplomas will maintain the name assigned at birth.
 - With the student's consent and, if the student is a minor, the written consent of the parent(s)/guardian(s) the student's preferred name may be announced at the graduation ceremony.
- D. Upon receipt of a court order or other legal documentation, and/or consistent with any other applicable legal procedures recognized by law, the school/district will change a student's official record to reflect a change in legal/birth name or gender.

V. STUDENT INTRAMURAL AND INTERSCHOLASTIC ATHLETICS/ EXTRACURRICULAR ACTIVITIES:

Students will be permitted to participate in intramural sports/extracurricular activities in a manner consistent with their gender identity consistently expressed at school; transgender students may be permitted to participate in interscholastic athletics consistent with the requirements and policies of the Wisconsin Interscholastic Athletics Association (WIAA). The Wisconsin Interscholastic Athletic Association determines its own rules for interscholastic competitions.

Pursuant to the WIAA Transgender Participation Policy, in order to initiate a request to participate in a sport or on a team which corresponds with the student's gender identity or gender expression and not the sex assigned to the student at birth, the student and, if the student is a minor, the parent(s)/guardian(s) must notify the building administrator or student services designee in writing that the student is transgender and has a consistent gender identity different from the sex assigned to the student at birth and listed on the student's birth certificate. The written notification must also list the WIAA sport in which the student would like to participate. [link](#)

Prior to athletic competition taking place in other school districts, the WUSD Athletic Director and WUSD coach will work with the student and parent(s)/guardian(s) to determine what supports need to be in place when competing at alternative sites.

VI. STUDENT TRIPS AND OVERNIGHT ACCOMMODATIONS:

When a school sponsors an activity that requires overnight accommodations, transgender and gender nonconforming students shall not be denied the right to participate. The District shall consider the goals of providing transgender students equal access to participate in overnight activities and athletic trips.

Accommodations will be made on an individual and as needed basis and in collaboration with the parent(s)/guardian(s), the student, the travel company (if applicable),

chaperoning staff, Director/Central Office Administrator, and/or host families. If the student is a minor, WUSD will obtain written consent of the parent(s)/guardian(s) for accommodations.

VII. TRAINING AND PROFESSIONAL DEVELOPMENT:

- A. The Director/Central Office Administrator will work with the Gender Identity Committee to plan and coordinate PD to take place in each building at the beginning of the year and as the committee determines a refresher is needed.
- B. The intent of the Gender Identity Committee is to have a point person that works in each of our district schools. This person keeps building administration informed and works with building administration to support individuals' needs.
- C. If the school point person is navigating a difficult individual situation they will consult with the Director/Central office administrator for guidance.
- D. The principals/designees will conduct site training for all staff members under their supervision (including teachers, counselors, nurses and all support staff) regarding district policies, the law, and these guidelines.
- E. All staff will be trained and reminded of their duty and responsibility to prevent, identify, and respond to bullying, harassment, and discrimination.

VIII. EXAMPLES OF BEST PRACTICES:

- A. Students generally should not be grouped on the basis of gender for the purpose of instruction or study but rather on basis such as student proficiency in the area of study, student interests, or educational needs for support, acceleration, or enrichment.
- B. Strive to eliminate gender-based sorting of students. For example: Old Practice: "Boys line up over here." New Practice: "Birthdays between January and June..." or "Everybody who is wearing something red...", etc.

Related Watertown Unified School District Policies

[Policy 5260 - Student Records Policy](#)

[5360 – Equal Educational Opportunities](#)

[Policy 5360.1 – Student Discrimination Complaint Procedures Policy](#)

[5362 – Anti- bullying Respect and Relationships](#)

[Policy 5309.1 - Student Conduct](#)

[Policy 5435- Equal Educational Access and Opportunities](#)