

## **TRANSGENDER AND GENDER NON-CONFORMING STUDENT SUPPORT PROCEDURE**

This procedure will be used to address needs raised by transgender and gender non-conforming students and/or their parent(s)/guardian(s). The purpose of this procedure is to facilitate open communication between the school, the student, and the families so that the student can best be supported.

For the purpose of this policy, all language referring to parent(s) or legal guardian(s) approvals or permissions shall only apply to minor students under the age of 18.

1. A transgender student and/or their parent(s)/guardian(s) should contact the student's school counselor or building administrator. In the case of a student who has not yet enrolled in school, the appropriate building administrator should be contacted.
2. A meeting should be scheduled to discuss the student's particular circumstances and needs. In addition to the student, parent(s)/guardian(s) and building administrator, participants may include the school counselor, school nurse, teachers and/or other school staff, and possibly outside providers who can assist in developing a plan for the student.
3. A written plan will be developed by the school, in consultation with the student, parent(s)/guardian(s) and others as appropriate, to address the student's particular needs. If the student has an IEP or a 504 Plan, the provisions of these plans should be taken into consideration in developing the plan for addressing transgender issues.

The written plan can include any element of school life that a plan would be appropriate to create clarity and support. Plan elements could include:

- Confidentiality, privacy and disclosure of information
  - Student safety
  - Preferred name/gender identify and student records
  - Use of facilities
  - Extra-curricular activities
  - Any other considerations identified (i.e., the need for additional student emotional supports)
  - Articulated strategies for monitoring the plan and who is responsible for monitoring the plan
4. The school may request documentation from medical providers or other service providers as necessary to assist staff in developing a plan appropriate for the student.

### Additional Procedural Guidance

1. Privacy: The student's plan should address how to deal with disclosures that the student is transgender or gender non-conforming. In some cases, a student may want school staff and students to know, and in other cases, the student may not want this information to be widely known. School staff should take care to follow the student's plan and not to inadvertently disclose information that is intended to be kept private or that is protected from disclosure (such as confidential medical information).

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School staff should keep in mind that under FERPA, student records may only be accessed and disclosed to staff with a legitimate educational interest in the information. Disclosures to others should only be made with appropriate authorization from the administration and/or parents/guardians.

2. Official Records: Schools are required to maintain a permanent record for each student which includes legal name and gender. This information is also required for standardized tests and official school unit reports. This official information will only be changed upon receipt of documentation that a student's name or gender has been changed in accordance with any applicable laws. Any requests to change a student's legal name or gender in official records should be referred to the Superintendent.

To the extent that the school is not required to use a student's legal name or gender on school records or other documents, the school should use the name and gender identified in the student's plan.

3. Preferred Names/Gender Identity: A student who has been identified as transgender or gender non-conforming under this policy will be addressed by school staff and other students by the name and gender identity as identified in the student's plan.

4. Restrooms: A student who has been identified as transgender or gender non-conforming under this policy will be permitted to use the restroom assigned to the gender which is identified in the student's plan. A transgender or gender non-conforming student who expresses a need for privacy will be provided with reasonable alternative facilities or accommodations such as using a separate single-occupancy or a staff facility. However, a student shall not be required to use an alternative facility.

5. Locker Rooms: The use of locker rooms requires schools to consider a number of factors, including but not necessarily limited to the safety and comfort of students; the transgender or gender non-conforming student's preference; student privacy; the ages of students; and available facilities. As a general rule, transgender students will be permitted to use the locker room assigned to the gender as identified in the student's plan. A transgender student will not be required to use a locker room that conflicts with their gender identity. A transgender or gender non-conforming student who expresses a need for privacy will be provided with reasonable alternative facilities or accommodations, such as using a separate stall, a staff facility, or separate schedule.

6. Other Gender-Segregated Facilities or Activities: As a general rule, in any other facilities or activities when students may be separated by gender, transgender or gender non-conforming students may participate in accordance with the gender identity as identified in the student's plan. Interscholastic athletic activities should be addressed through the NHIAA participation policy, Article II, Section 21.

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7. Note on Facilities: If there are no facilities (restrooms, locker rooms, or other gender-segregated facilities) that align with the gender as identified in the student’s plan, recommendations of the parent(s)/guardian(s) and medical or mental health professionals should be obtained by the school and considered into the plan developed for the student.

8. Dress Code: Transgender or gender non-conforming students may dress in accordance with their gender identity, consistent with any applicable requirements in the dress code or school rules.

9. Safety and Support for Transgender and Transitioning Students: School staff are expected to comply with any plan developed for a transgender student and to notify the building administrator or other designated support person for the student identified in the plan if there are concerns about the plan, or about the student’s safety or welfare.

School staff should be sensitive to the fact that transgender and transitioning students may be at higher risk for being bullied or harassed and should immediately notify the appropriate administrator upon becoming aware of a problem.

Staff Training and Informational Materials

The superintendent directs the building administration to institute appropriate professional development and/or distribute educational materials about transgender issues to school staff as deemed appropriate.

Teachers and other staff who have responsibilities for a transgender student with a plan will receive support to implement the plan.

District History:

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Second Reading:	October 11, 2022
Approved:	October 11, 2022