



YARMOUTH SCHOOL DEPARTMENT

Empowering all students

Protocols for Students Who Identify as Transitioning, Transgender and Gender Non-Conforming

*Please refer to School Committee policy
ACAAA – Transgender and Gender Expansive Students*

The school and staff shall accept a student's assertion of their gender identity when there is:

1. a consistent and uniform assertion of the student's gender identity; OR
2. any other evidence that the student's gender identity is sincerely held.

Note: There are times when a student may not consistently and uniformly assert their gender identity because of the threat of discrimination or violence.

Elementary School Students (PreK through Grade 5): If school staff believe that a gender identity issue is presenting itself and creating challenges for a student at school, or if a student or parent(s)/guardian(s) of a student indicates an intention on behalf of the student to assert a gender identity or expression different from the gender assigned at birth, the school should make every effort to work with the student and the child's parent(s)/guardian(s).

If requested by the student, or if deemed necessary by the administration to address school-related issues, a meeting will be scheduled to discuss the student's particular circumstances and needs. In addition to the student, and depending on the particular needs of the student, other participants in the meeting may include the parent(s)/guardian(s), a building administrator, a school counselor or social worker, the school nurse, and/or other school staff. Outside providers and/or a support person for the student may also be included if appropriate.

Secondary School Students (Grades 6-12): If school staff believe that a gender identity issue is presenting itself and creating challenges for a student at school, or if the student or parent(s)/ guardian(s) of a student indicates an intention to transition, the school should make every effort to work with the student. Generally, notification to a student's parent(s)/guardian(s) about their gender identity, expression, or transition is unnecessary, as they are already aware and supportive. However, some transgender students do not want their parents to know about their transgender status. These situations must be addressed on a case-by-case basis and require schools to balance the goal of supporting the student with the desire that parents be kept informed about their children. If the administration determines that notifying the family carries risks for the student, it should work closely with the student to assess the degree to which, if any, the family will be involved in the process and must consider the age, health, well-being and safety of the student.

When a student has expressed an intent to transition, in order to ensure that the school is a supportive and safe environment, the School Department shall develop a Support Plan for the student, which adheres to the following protocol:

- A. Resources: Make resources available to parents and students who have additional questions or concerns.
- B. Privacy: Ensure the privacy of students who are transitioning to the extent that the student desires. Transgender and gender nonconforming students have the ability, as do all students, to discuss and express their gender identity and expression openly and decide when, with whom and how much of their private information to share with others.
 - a. The School Department shall work closely with the student and family in devising an appropriate plan regarding confidentiality of the student's transgender or gender nonconforming status that works for both the student and the school.

- b. School personnel shall not disclose information that may reveal a student's transgender status, unless legally required to do so or unless the student has authorized such disclosure.
 - c. A student's transgender or gender non-conforming status may constitute confidential medical information. Therefore, only certified school nurse teachers and other licensed professionals shall be given access to accurate and reliable information to confirm a student's identity in order to ensure that the student receives appropriate care and to enable them to coordinate care with other health care providers or licensed professionals, as well as to file health insurance claims.
- C. Names/ Pronouns: Address the issue of names/pronouns with respect to the student as follows:
- a. If a student has changed their name through legal means, then official school records shall reflect the change and students should be addressed accordingly.
 - b. Students who have not legally changed their name shall be privately asked how they would like to be addressed. This name should be referred to as their "preferred name."
 - i. The school, student and family (if they are involved) should be engaged and develop a plan for using the preferred name and pronoun within the school.
 - ii. The plan should include when and how this is communicated to staff, to students and to parents of other students if desired.
 - iii. The goal of this plan shall be on how the sharing of information will benefit the student.
 - iv. Students shall then be addressed by school staff by the name and pronoun corresponding to the student's gender identity according to their wishes.
 - v. Students are not required to obtain a court ordered name and/or gender change or to change their pupil personnel records as a prerequisite to being addressed by the name and pronoun that corresponds with their gender identity.
- D. Official School Records: Address the issue of official records with the student and parents as follows:
- a. To the extent that the school is not legally required to use a student's legal name or gender on school records and other documents, the school shall use the name and gender preferred by the student. **(As of 6/9/23, our attorneys indicate that only the high school transcript requires use of the legal name, and all other documents may use the student's preferred name.)**
 - b. Records that legally require the use of a student's legal name and gender shall be changed to reflect a change in legal name or gender only upon receipt of documentation that such legal name and/or gender have been changed pursuant to applicable law.
 - i. The documentation required for a legal change of name and/or gender is a court order or federally issued document, such as a birth certificate or passport, demonstrating the student's new name.
 - c. In situations where school staff or administrators are required by law to use or report a transgender student's legal name or gender, school staff and administrators shall adopt practices to avoid the inadvertent disclosure of such confidential information. These practices shall be shared with students and their parent(s) and/or guardian(s).
 - d. With respect to directory information, students shall be assured that the School Department shall not designate a student's sex, including transgender status as directory information under FERPA, because doing so could be a harmful invasion of privacy.
- E. Restroom, Locker room and Changing Facilities: Address the issue of restroom and locker room accessibility as follows:
- a. All students are entitled to have access to restrooms, locker rooms and changing facilities that are sanitary, safe and adequate, so that they can comfortably and fully engage in their school program and activities.

- b. Transgender or gender non-conforming students shall be assured of their right to use any locker room or restroom that aligns with their gender identity.
 - c. A transgender student shall not be required to use a locker room or restroom that conflicts with the student's gender identity, nor shall a transgender student be mandated to use a particular restroom or locker room.
 - d. Any student who expresses a need or desire for increased privacy should be provided with reasonable alternative arrangements.
 - i. Reasonable alternative arrangements may include the use of a private area or a separate changing schedule, or use of a single-stall restroom.
 - ii. Any alternative arrangement for a transgender, gender non-conforming or transitioning student should be provided in a way that protects the student's ability to keep their transgender status confidential if they so choose.
- F. Overnight Travel: When participating in school-sponsored, overnight travel, each student shall be permitted to access accommodations that most closely match their gender identity, including non-gender-specific facilities to the greatest extent possible. Each student will be allowed to access accommodations that afford them the greatest sense of safety and security. When planning overnight travel, staff shall:
- a. Inform students of the overnight accommodations, including room assignments, as soon as possible in advance of the travel,
 - b. Provide each student with the opportunity to indicate their sense of safety and security with their assigned accommodations.
 - c. Make alterations to the accommodation assignments as needed.
- G. Safety Plan: Address the issue of bullying and harassment and develop a safety plan in the event that a student and/or parents feel one is necessary as follows:
- a. In the event that a transgender or gender non-conforming student alleges that they have been the victim of bullying/harassment, the bullying/harassment shall be documented and formally addressed by investigation in accordance with the District's Harassment Policy.
 - b. In addition, if sex-based harassment is based on gender identity, transgender status, gender nonconforming status or gender transition and creates a hostile environment, the school shall put a plan in place to take prompt and effective steps to end harassment, prevent its recurrence, and, as appropriate, remedy its effects.



YSD SUPPORT PLAN FOR TRANSGENDER AND GENDER EXPANSIVE STUDENTS
CONFIDENTIAL

A. Directory Information

School: _____ Date: _____
Preferred Name: _____ Preferred Pronouns: _____
Legal Name: _____ Gender listed on Birth Certificate: _____
Date of birth: _____ Grade level: _____
Is a name change in PowerSchool requested?
Yes _____ No _____
Is a gender marker change in PowerSchool requested?
Yes _____ No _____

B. PARENT/GUARDIAN INVOLVEMENT

1. Parent(s)/Guardian(s)/Caregiver(s) Contact Information:
2. Which name and gender pronouns will be used in guardian communications?
Affirmed name & gender pronouns: Legal name & gender pronouns:
3. Are guardians aware of their student's assertion of their gender identity or expression?
Yes _____ No _____
4. Are guardian(s) supportive of their student's assertion of their gender identity or expression?
Yes _____ No _____
5. If guardians are not aware or not supportive, what measures must be considered during the implementation of this Support Plan (e.g. resources, phone calls, notes sent home)?
 1. What resources are available or needed to support the student?
 2. What resources are available or needed to support the parent(s)/guardian(s)?

C. CONFIDENTIALITY AND DISCLOSURE

1. Who is the Support Coordinator for this student? (Name/Title)
2. Are there other Student Support Team members? (Names/Titles)
3. Who is the Trusted Adult within the school (Chosen by student for support regarding harassment, bullying, etc., if different from Support Coordinator):
4. If designated Trusted Adult is unavailable, what should the student do?
5. How public or private will information about this student's gender be? Specifically, which groups/individuals does the student wish to share this knowledge with? Check all that apply:
 - a. Open to all adults and peers (if checked yes, can proceed to next page with student's permission)
 - b. School Administrative Team
 - c. Other school-based support staff (counselor, etc.) Please specify names:
 - d. District-level staff (Director of instructional support, Superintendent, etc.) Please specify names:
 - e. Teachers and/or other school staff. Please specify names:
 - f. Students - specify "all" or "specific individuals."

g. __Other

What information will be shared with each of these groups? (Name/pronouns, other information)
 Add the information to be shared in each box, below:

Group	Name	Pronoun	Other
Peers			
-All students			
-Specific students			
School support staff			
School administration			
Other school staff			
-Assigned teachers			
-Others (named)			
District staff			

6. If the student desires privacy, how will the school address real/suspected compromises of privacy?

7. How will privacy be maintained or information disclosed in the following situations:
 - a. Registration/enrollment:
 - b. Attendance/Grading:
 - c. Official school-home communication:
 - d. Standardized tests:
 - e. Transcript:
 - f. After-school programs:
 - g. School photos:
 - h. Yearbook:
 - i. School technology accounts (e.g. Gmail)
 - j. Private providers:
 - k. Other

D. FACILITIES AND EXTRACURRICULAR ACTIVITIES

Students shall have access to the restrooms and locker rooms that correspond with their gender identity consistently asserted at school. Any student who requests increased privacy, regardless of the underlying reason, should be provided with reasonable alternative arrangements.

1. Restroom Plan:
2. Locker Room/PE Changing Plan:

3. Field Trips Plan:
4. Overnight Trips Plan:
5. Gendered Activities Plan (e.g. sports):
6. Other Co-/Extra-Curricular Activities Plan (e.g. theater, clubs, etc.):

E. SUPPORT PLAN REVIEW AND REVISION

Should the student, family, or school wish to revise or make additions to the plan, the team will reconvene.

The Trusted Adult or Support Team Coordinator will schedule periodic check-ins with the student.

F. ACTION ITEMS

Action item	Responsible party	Timeline	Status