

500.00.01 Gender Inclusion

Saint Paul Public Schools (“District”) commits to supporting and maintaining - learning environments that value students’ gender identity and gender expression. The District’s Gender Inclusion Policy and procedures work to ensure that all students have access to programming and facilities in which they feel comfortable and safe.

1. **Respect all students’ gender identity and gender expression by honoring the right of students to be identified and addressed by their preferred name and pronoun.**
 - a. Staff expectations
 - i. Staff must honor the student’s preferred name and pronoun usage regardless of whether the District’s student information system has been updated under paragraph 1b.
 - ii. Upon written or oral request from a student, and regardless of parental consent, a student is to be addressed in classes, announcements, and other school gatherings by the name and/or pronoun requested by the student, unless the student’s principal determines that the use of a particular name or pronoun would be patently offensive.
 - iii. Upon written or oral request from a student, and regardless of parental consent, staff must update District usages of the student’s name in school community spaces that are visible to other students, staff, and families including, but not limited to, bulletin boards, lockers, cubbies, folders, and materials.
 - iv. Upon written or oral request from a student, and regardless of parental consent, staff must update usage of the student’s name and/or gender pronouns in digitally viewable spaces including District managed email and online learning environments such as Schoology.
 1. A counselor, social worker, principal or other designee must consult with the student to inform them of implications of the change.
 2. Changes to District managed digital systems can be requested by submitting a custom ticket to IT. See Attachment A. for more information about the custom ticket.
 3. See Section B regarding recording modifications to the District’s student information system.
 - v. Notification of parent(s)/guardian(s), staff and peers about the student’s name and/or gender change will be guided by the student.

1. With student agreement, a communication is to be sent home to notify the student's parent(s)/guardian(s) of the nickname and/or gender pronoun change, see Attachment B., unless the student expresses safety concerns from such a notification. In those cases, see section 5 – Student Support Plan, for guidance.
 2. With student agreement, a counselor, social worker, principal or other designee will notify teachers and staff working with the student of the student's name change. See Attachment C.
- vi. Staff must privately ask students who have identified themselves as transgender or gender variant how they want to be addressed in communications to the student's parent(s)/legal guardian(s). For purposes of this procedure, communications include, but are not limited to, materials sent to the student's home and how the student is referred to at conferences with the student's parent(s)/legal guardian(s).
 - vii. For communications with a student's parent(s)/legal guardian(s), staff must use the student's name as listed in the District's student information system, unless specifically told otherwise by the student or parent(s)/guardian(s).
 - viii. Inadvertent, honest mistakes in the use of a student's preferred name or pronoun may occur. The intentional and persistent refusal to respect a student's gender identity or gender expression may be considered discriminatory and is subject to disciplinary measures.
- b. Modifying Student Records
- i. A student's name and/or gender, as listed in the District's student information system, must be modified in accordance with a completed Name and Gender Change Request form. The form may be obtained from the student's principal, on the District website, or at the Student Placement Office. The form must be submitted to the student placement office, the student's principal or the principal's administrative designee.
 1. The form will include the following change options:
 - a. Student's name,
 - b. Student's gender,
 - c. Student's District alternate gender,
 - d. Student's gender pronoun,
 - e. Student's access to gender-specific facilities,
 - f. Student's extra and/or co-curricular activities participation, and

- g. A notice that the District's acceptance of the form does not constitute a legal name or gender change and only constitutes a request to change the student's name and/or gender in the District's records.
 - 2. Students under 18 must complete the form with parent/guardian consent.
 - 3. Students age 18 or older may complete the form without parent/guardian consent.
 - 4. The form may be updated annually or at the discretion of the principal or administrative designee.
- ii. Upon written or oral request from a student and regardless of parental consent, staff must update the student's nickname and/or gender pronoun, as listed in the District's student information system unless the student's principal determines that the use of a particular name or gender pronoun would be patently offensive.
- iii. A portion of the District's student information system will include sections for the student's District alternate gender, gender pronoun, access to gender-specific facilities, and extra and/or co-curricular activities participation. These elements must be updated upon receipt of a completed Name/Gender Change Request Form.
- iv. Schools will provide diplomas to students based on their name in the District's student information system.
 - 1. When requested, the District will provide a graduating student with an additional diploma that is consistent with their name as printed on external identification documents which may include State or Federally issued identification cards or a birth certificate.
 - 2. Graduates of the District may at a later time request a duplicate diploma that reflects a name change consistent with their gender identity by using the Name/Gender Change Request Form.
- v. The District's student information system will retain prior legal names of all students to ensure correct filing of medical, legal, and other documents that may be presented to the District. This information is private data in accordance with the Minnesota Data Practices Act and the Family Educational Rights and Privacy Act. To the extent consistent with state and federal law, principals, counselors, social workers, and school nurses will have access to this information in the District's student information system.
- vi. The District's student information system will reflect options to meet the needs of students who identify outside of the gender binary.

- vii. Changes may be made once annually or at the discretion of the principal or administrative designee.

2. Within academic programming, prohibit the separation of students and/or curricular materials based upon gender unless it serves as a compelling pedagogical tool.

- a. Arbitrary separation of students and/or curricular materials based upon sex and/or gender is prohibited.
 - i. Prohibited separation includes, but is not limited to:
 - 1. Boys vs. girls competition;
 - 2. Developing, classifying, or labeling materials, such as book bins, as boy or girl specific; and
 - 3. Lining up students according to sex and/or gender.
 - ii. Permissible separation includes, but is not limited to:
 - 1. Sex education classes;
 - 2. Gender-based affinity groups; and
 - 3. Lining up students by sex and gender to access gender separated restrooms and/or locker room facilities that are not adjacent to each other.
- b. To determine whether there is a compelling pedagogical tool justifying separation of students and/or curricular materials, staff will reflect and provide, upon request, the reasoning behind any gender based separation.
- c. In any permissible separation or grouping by sex and/or gender, individual students must be afforded the opportunity to select the group that best aligns with the student's gender identity or expression.

3. Provide all students the opportunity to participate in co-curricular and extracurricular activities in a manner consistent with their gender identity, including, but not limited to, intramural and interscholastic athletics.

- a. Eligibility shall be determined according to the District's student information system, as indicated in the co/extracurricular participation field of the system.
- b. Questions about eligibility decisions should be forwarded to the district assistant superintendent managing athletics.

4. Provide all students access to facilities that best align with students' gender identity.

- a. Students shall have access to facilities, including but not limited to, restrooms and locker rooms, that best align with a student's gender as

listed on the District's student information system, as indicated in the facilities field of the system.

- b. Students shall be roomed on overnight field trips, for which students will be separated based on gender, with other students of their same gender as listed on the District's student information system.

5. Student Support Plan

- a. A Student Support Plan is available to any student who due to extraordinary circumstances cannot reasonably obtain guardian consent to modify student records and/or expresses a good-faith desire for increased privacy and/or safety. A student support team consisting of the student, an adult advocate of the student's choice, and the student's principal or the principal's administrative designee will meet to determine a Student Support Plan addressing, among other things, participation in co-curricular and extracurricular activities, and access to facilities, including but not limited to restroom and locker room access.
 - i. Restroom Accessibility
 - 1. Details of the student support plan may include, among other things:
 - a. Use of a gender neutral restroom;
 - b. Use of a health/nurse/office restroom; and/or
 - c. Any other plan agreeable to the student support team.
 - ii. Locker Room Accessibility
 - 1. Details of the student support plan may include, among other things:
 - a. Use of a private area within the public area of the locker room facility (i.e. a nearby restroom stall with a door, an area separated by a curtain, or a P.E. instructor's office);
 - b. A separate changing schedule utilizing the locker room before or after other students;
 - c. Use of a nearby private area such as a nearby restroom or a health/office restroom; or
 - d. Any other plan agreeable to the student support team.
- b. All student support plan information is private data in accordance with the Minnesota Data Practices Act and the Family Educational Rights and Privacy Act.

6. Professional Development

- a. The District will offer professional development opportunities for staff, including but not limited to, teachers, administrators, counselors, social workers, and health staff.

- b. Professional development opportunities are intended to improve the knowledge, will, skill, and capacity of all District staff to prevent, identify, and respond to bullying, harassment, discrimination, violence, or any other marginalizing action. The content of such professional development may include, but is not limited to:
 - i. Terms, concepts, and current developmental understandings of gender identity, gender expression, and gender diversity in children and adolescents;
 - ii. Developmentally appropriate strategies for communication with students and parents about issues related to gender identity and gender expression that protect student privacy;
 - iii. District policies and procedures regarding, bullying, harassment, discrimination, violence, or any other marginalizing action based upon gender identity and/or expression;
 - iv. District Rights and Responsibilities handbook and
 - v. Data privacy laws, and District policies, and procedures.

LEGAL REFERENCES:

Minn. Stat. ch. 13 (Minnesota Government Practices Act)
Minn. Stat. § 121A.03, subd. 2 (Sexual, Religious and Racial Harassment and Violence Policy)
Minn. Stat. § 121A.031 (Safe and Supportive Minnesota Schools Act)
Minn. Stat. § 121A.04 (Athletic Programs; Sex Discrimination)
Minn. Stat. ch. 363A (Minnesota Human Rights Act)
20 U.S.C. § 1681 et seq. (Title IX)
20 U.S.C. § 1701 et seq. (Equal Educational Opportunities)

CROSS REFERENCES TO DISTRICT POLICIES:

500.00 Gender Inclusion
102.00 Equal Opportunity/Non-Discrimination
505.00 Bullying Prohibition

ATTACHMENT A: IT TICKET PROCESS FOR UPDATING NAME

The custom ticket will include the following fields:

- Brief statement that first name in account is being changed related to consistent gender identity. Last name may not be changed.
- Statement that student has been offered the Name/Gender Change Request Form and is unable to return it at this time. Staff should continue to work with student towards this as it provides the greatest support for student.
- Statement that student has been counseled and is aware that peers and their parent/guardian may be able to see this change.
- Statement that building Principal has been notified that student's Schoology and Google Apps email address will be changed.
- Statement that family has been notified of change via email or phone and a written note has been sent home with the student, unless there is a safety concern.
- Current full student name + Active Directory number (lunch number) + SPPS Google Apps email address (@stpaul.k12.mn.us)
- New name for student SPPS Apps email address (name that will appear on iPad)
- Current Schoology First Name:
- New Schoology First Name:

See Gender Inclusion Policy for more information and for Name/Gender Change Request Form. www.spps.org/genderinclusion

Contact Out for Equity with questions, outforequity@spps.org or 651-744-6095.

ATTACHMENT B: TEMPLATE PARENT/GUARDIAN NOTIFICATION

As part of the ticketing process for changing a nickname or gender pronoun in District managed systems, a notification should be given to the student's parent(s) or guardian(s). A template of suggested information to be shared in the phone call, email, or letter is below.

Dear Parent/Guardian:

By request of your student, the following changes to your student's information have been make.

Your student's nickname has been updated to NICKNAME.

Your student's name in Schoology has been updated to NICKNAME.

Your student's email address has been updated to _____.

Your student's gender pronoun has been updated to GENDER PRONOUN.

If you have questions, please contact (STAFF NAME SUBMITTING TICKET OR PRINCIPAL) at EMAIL and/or PHONE.

Example letter.

Dear Parent/Guardian:

By request of your student, the following changes to your student's information have been make.

Your student's nickname has been updated to Sindy.

Your student's name in Schoology has been updated to Sindy.

Your student's email address has been updated to smith123@stpaul.k12.mn.us.

Your student's gender pronoun has been updated to "they."

If you have questions, please contact (STAFF NAME SUBMITTING TICKET OR PRINCIPAL) at EMAIL and/or PHONE.

ATTACHMENT C:

COLLEAGUE NOTIFICATION

As part of the ticketing process for changing a nickname or gender pronoun in District managed systems, a notification should be given to colleagues who work directly with the student. A template of suggested information to be shared is provided below.

Dear colleagues:

I would like you to be aware that OLD FIRST AND LAST NAME has requested to be called NEW FIRST NAME. This name aligns with their consistently asserted gender identity. This name is now reflected as the student's nickname in Campus. From now on, please use the pronouns SPECIFY (E.G., HE/HIM/HIS) when addressing NEW FIRST NAME. Their pronouns are updated in Campus. The student's parents/guardians have been informed.

Please use NEW FIRST NAME in all verbal, written, and digital spaces at school.

The student's email address is EMAIL ADDRESS.

Please continue to use OLD FIRST NAME when contacting home to support the student and family.

Please let me know if you have any questions.

Example letter.

Dear colleagues:

I would like you to be aware that Jordyn Smyth prefers to be called Sindy. This name is reflected as the student's nickname in Campus. From now on, please use the pronouns They/Them/Theirs when addressing Sindy. Their pronouns are updated in Campus. The student's parents/guardians have been informed.

Please use Sindy in all verbal, written, and digital spaces at school.

The student's email address is smith123@stpaul.k12.mn.us.

Please continue to use Jordyn when contacting home to support the student and family.

Please let me know if you have any questions.