Quick Reference: P259/R259 Transgender & Gender Diverse Students:
Ensuring Equity and Nondiscrimination
Lower Merion School District

This document is a summary of the Administrative Regulations of LMSD policy P259 and is not complete or intended to be used as a replacement for the full text. Full text of the Policy and Administrative Regulations can be found at:

P259 = Transgender & Gender Diverse Students – Ensuring Equity & Nondiscrimination

and full text of the administrative regulations can be found at

R259 = Transgender & Gender Diverse Students – Ensuring Equity & Nondiscrimination

If you would like to notify the District of a change in your or your student's chosen first name and/or gender identity, please contact the student's school guidance counselor for more information.

Keyword	Location	Administrative Regulation Excerpt
Athletics (Sports & Physical Education)	**Guidelines, Part G**	Participation in physical education classes, competitive athletics, intramural sports, athletic teams, competitions, and contact sports shall be facilitated in a manner consistent with the student's gender identity and in accordance with the Pennsylvania Interscholastic Athletic Association bylaws.
Dress code	**Guidelines, Part J**	• A school's dress code policy shall be gender-neutral. Schools cannot enforce specific attire based on gender. • Students have the right to dress in accordance with their gender identity within the constraints of the dress codes adopted by the school. Gender-neutral dress code guidelines apply to regular school days as well as any school sponsored activities.
Field trips	**Guidelines, Part H**	For overnight field trips, TGD students can communicate their preferred sleeping arrangement to their teacher and/or a school administrator at least a month prior to the date of the field trip. As with other students, the school should try to pair the TGD student with peers with whom the student feels comfortable. The District should make adjustments to prevent the student from being marginalized because of any alternative arrangements. Regardless of whether those roommates know about the student's gender identity, the District has an obligation to maintain the student's privacy and cannot disclose or require disclosure of the student to the other students or their parents.
Locker rooms	**Guidelines, Part F**	• Students shall have access to the locker room facility that corresponds to their gender identity. If there is a request for increased privacy, any student shall be provided access to a reasonable accommodation such as but not limited to: a. Assignment of a student locker in near proximity to the coaches' office or a supportive peer group. b. Use of a private area within the public area of the locker room facility (e.g., nearby restroom stall with a door or an area separated by a curtain). c. Use of a nearby private area (e.g., nearby restroom). • Students shall be addressed by the name and pronouns that correspond to their gender identity without obtaining a court order, changing their official records or obtaining parent/legal guardian permission.
Name	**Guidelines, Part D**	• Students shall be known by the name and the gender by which the person identifies. However, there may be situations (e.g., communications with family, official state or federal records, and assessment data) where it may be necessary and recommended for staff to be informed of the student's legal name and gender. In these situations, staff should prioritize the safety, confidentiality, and respect of the student in a manner that affirms the law. • If school personnel are unsure how a student wants to be addressed in communications to the home or in conferences with parents/legal guardians, they may privately ask the student. For communications with a student's parent/legal guardian, school personnel should refer to the policy's section on "Privacy and Confidentiality." • Every effort should be made to use the chosen names and pronouns consistent with a student's gender identity. While inadvertent slips or honest mistakes may occur, the intentional and persistent refusal to respect a student's gender identity is a violation of District Policy. *Also see below, "records, official/records, unofficial"*

Privacy	**Guidelines, Part A**	• School personnel should not disclose information about a TGD student's gender identity and expression to others, including the student's parents/guardians and/or other school personnel, unless legally required to do so or unless the student has authorized such disclosure or explicitly disclosed their gender identity in the school setting. • Students have the right to openly discuss and express their gender identity and expression, and to decide when, with whom, and how much information to share. • District and school personnel may encounter situations where transgender students have not disclosed their transgender status. School personnel must be mindful of the confidentiality and privacy rights of students when communicating with others, so as to not to violate those rights by, for example, revealing, implying, or referring to a student's gender identity or expression. • To ensure confidentiality when discussing a particular concern such as conduct, discipline, grades, attendance, or health, school personnel's focus should be specifically school related and not on the student's gender identity or expression.
Records, official	**Guidelines, Part B**	• The District is required to maintain in perpetuity mandatory permanent pupil records ("official records") which include the legal name of the student and the student's sex as indicated on official government issued documents such as birth certificates, passports and identification cards/permits. The official records may include but are not limited to progress and grade reports, transcripts, assessment data, health records, discipline records, Individualized Education Programs (IEP), Section 504 Plans and the student's cumulative folder. • The District will change a student's name and gender on official records when the name of the student is changed by the appropriate court action, such as by a change of name proceedings or through amendment of state or federally-issued identification. The new name is the official legal name of the student for all purposes, including school registration. Upon the submission of paper evidence of the court order, the student's official name in all school records shall be changed to reflect the legal name change.
Records, unofficial	**Guidelines, Part C**	• The District shall permit a student to use a chosen first name on unofficial records. The unofficial records may include but are not limited to ID cards, classroom rosters, certificates, programs, announcements, office communications, team and academic rosters, diplomas, newspapers, newsletters, school directories, yearbooks and other site-generated unofficial records. The chosen first name shall also appear on the student's cumulative folder (official record) as "Also Known As" (AKA). • The District shall permit a student or parent/legal guardian to request a change of name so that the student may be registered in school under a name that corresponds with the student's identity without obtaining court order or without changing the student's official records.
Restrooms	**Guidelines, Part E**	• Transgender & Gender Diverse (TGD) students shall have access to the restroom that corresponds to their gender identity. • Where available, a single stall restroom should be available to any student, TGD or not, who desires increased privacy, regardless of the underlying reason. • If a student desires increased privacy, regardless of the underlying reason, the administrator or designee shall make every effort to provide the student with reasonable access to an alternative restroom such as a single-stall restroom. The use of such a single stall restroom should be a matter of choice for a student, and no student shall be compelled to use such restroom. • Administrators or designee may take steps to designate single stall "gender neutral" restrooms in the District.

For information about the LMSD TGD Employee Policy and Administrative Regulations, see:

P 301 = Equal Opportunity Program for Employment Practices

R 301 = Transgender & Gender Diverse Employees - Ensuring Equity & Nondiscrimination