

500.00.01 Gender Inclusion

Saint Paul Public Schools (SPPS) commits to supporting and maintaining respectful and inclusive learning environments that foster a sense of belonging and respect their 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, safe, supported, included, and empowered.

1. Respect the gender identity and gender expression of all students by honoring their right to be identified and addressed by their self-identified name and pronouns. Staff will not refer to a student using their "dead name."

a. Staff expectations

- i. Staff must honor the student's self-identified 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. If the Student Support Team feels the name is racially or culturally harmful or patently offensive, a deeper conversation with the student is needed. In those cases - see Student Support Plan section for guidance.
- iii. Upon written or oral request from a student and regardless of parental consent, staff must update District usages of the student's name and/or pronoun in school community spaces that are visible to other students, staff, and families including, but not limited to, on bulletin boards, lockers, cubbies, folders, materials, and use of the student's name in digitally viewable spaces including District managed email and online learning environments such as Schoology.
 1. The following changes must be sent to the Student Placement Center using the Name/Gender/Pronoun Change form.
 - a. First and Last Name*
 - b. Gender (Required by the State of Minnesota)
 - c. Facilities Access
 - d. Co/Extra-curricular Activities

* Following a change to First or Last Name, a custom service ticket to Technology Services is required to change a

- student's email address in Active Directory and Infinite Campus. See Attachment A: Technology Services TICKET PROCESS FOR UPDATING NAME.
2. A counselor, social worker, principal or other designee from the Student Support Team must consult with the student to inform them of implications of the change.
 3. A counselor, social worker, principal or other designee from the Student Support Team will send their **school clerk** the student's self-identified name to record in the "**Nickname**" and/or the pronoun to record in the "**Pronoun**" field in Infinite Campus.
 4. A counselor, social worker, principal or other designee from the Student Support Team will notify teachers and staff working with the student of the student's name and/or pronoun change. See Attachment B.
 5. A counselor, social worker, principal or other designee from the Student Support Team will have a conversation with the student about communication to be sent home to notify the student's parent(s)/legal guardian(s) of the name change. The communication should be shared with the student in the conversation. If the student expresses safety concerns from such a notification, the communication will not be sent home and the Student Support Team will continue to support the student in the process of engaging their parent(s)/legal guardian(s) in the future. See Attachment C.
- iv. The Student Support Team must privately ask students who have identified themselves as transgender, gender fluid, questioning, gender queer, gender diverse, or gender creative 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 in emails, during phone calls, and at conferences with the student's parent(s)/legal guardian(s).
1. A counselor, social worker, principal or other designee from the Student Support Team will notify teachers and staff working with the student which name and pronouns to use in communications to the parent(s)/legal guardian(s). See Attachment B.
 2. If staff have not received information about which name and pronouns to use for the student in communications to parent(s)/legal guardian(s), they should use the name and pronouns listed in the District's student information system.
- v. The intentional and/or 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/Gender/Pronoun Change Request Form. The form may be obtained from the student's principal, on the District website, or at the Student Placement Center. The form must be submitted to the Student Placement Center, 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 pronouns,
 - e. Student's access to gender-specific facilities,
 - f. Student's extra and/or co-curricular activities participation
 - 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 aged 18 or older may complete the form without parent/guardian consent.
- ii. A portion of the District's student information system will include sections for the student's District alternate gender, gender pronouns, 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/Pronoun Change Request Form.
 - iii. The District's student information system has "Facilities Notes" and "Co/Extra Notes" as an option to meet the needs of gender diverse students.
 - iv. Upon the receipt and processing of the Name/Gender/Pronoun Change Request by the Student Placement Center, the student's information is updated in Infinite Campus. The Principal is then sent an email notifying them of the student's updated information with additional instructions to support the student. See Attachment D.

2. A Student Support Team may meet to determine a Student Support Plan. The Student Support Team will consist of the student, parent(s) or legal guardian(s) when possible, a school counselor, a school social worker, and the principal or the principal's administrative designee. The student may also invite an additional adult advocate(s) to the team, if they feel the support would be beneficial.

- a. In the case that the Student Support Team needs to meet to determine a Student Support Plan, a designee from the Student Support Team will meet with the student to determine if the parent(s) or legal

- guardian(s) should be present.
- b. In the case that the Student Support Team needs to meet to determine a Student Support Plan, a designee from the Student Support Team will meet with the student to determine the advocate(s) that the student would like to invite.
- 3. Within academic programming, prohibit the separation of students and/or curricular materials based upon perceived gender unless it serves as a compelling pedagogical tool.**
- a. Arbitrary separation of students and/or curricular materials based upon perceived 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. Gender-based affinity groups; and
 2. Gender-based groups that exist for the purpose of gender equity as outlined by Title IX.
 - 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.
- 4. 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 student's gender identity. Gender queer and gender diverse students are able to join the gendered extracurricular teams they feel comfortable and safe joining. The student's gendered extracurricular selection must remain consistent for an academic year, but can be reviewed for adjustments annually. Extracurricular gendered participation can be updated in the District's student information system for consistency and clarity.
- 5. Provide all students access to facilities that best align with students' gender identity, and/or the facilities the student feels safest accessing.**
- 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, and/or determined by the Student Support Plan.
 - 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, and/or determined by the Student Support Plan.

6. Provide all students the opportunity to socially transition during the timing and manner of which they choose. Administrators and staff will respect the right of the students and families to disclose information regarding this confidential and private process. Information related to a student's transition cannot be disclosed without consent of the student and/or family.

- a. A Student Support Plan may be created by the Student Support Team to support the social transition of a student.

7. Student Support Plan

- a. A Student Support Plan should be created to address the individual needs of a student around inclusion, safety, and belonging. These needs may include: participation in co-curricular and extracurricular activities, and access to facilities, including but not limited to restroom and locker room access. The Student Support Plan will be created by a Student Support Team consisting of the student, parent(s) or legal guardian(s) when possible, a school counselor, a school social worker, and the principal or the principal's administrative designee. The student may also invite an additional adult advocate to the team, if they feel the support would be beneficial. The Student Support Team will update and revise the Student Support Plan annually, and as needed based on how the plan is currently working for the student.
- b. In the creation and revisions of the Student Support Plan, a higher level of privacy may be needed. This plan should hold the student's comfort and safety as the greatest priority. While balancing this priority, the Student Support Team should also ensure that the student has access to the least restrictive environment, to also prioritize inclusion and belonging.
 - i. Name/Pronoun Selection (Racially or culturally harmful or patently offensive)
 1. The Student Support Team will coordinate with a student in the case that the name and/or pronoun they selected may be racially or culturally harmful or patently offensive.
 2. In partnership with the student, the Student Support Team will assist in identifying a name and/or pronoun that is not racially or culturally harmful or patently offensive.
 - ii. Restroom Accessibility
 1. Details of the Student Support Plan may include, among other things:
 - a. Access to gendered facilities as deemed comfortable and safe by the student;
 - b. Use of a gender neutral restroom;
 - c. Use of a health/nurse/office restroom; and/or
 - d. Any other plan agreeable to the Student Support

Team.

- iii. Locker Room Accessibility
 - 1. Details of the Student Support Plan may include, among other things:
 - a. Access to gendered facilities as deemed comfortable and safe by the student;
 - b. 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);
 - c. A separate changing schedule utilizing the locker room before or after other students;
 - d. Use of a nearby private area such as a nearby restroom or a health/office restroom; and/or
 - e. Any other plan agreeable to the Student Support Team.
 - c. All Student Support Plan information is private data in accordance with the Minnesota Data Practices Act and the Family Educational Rights and Privacy Act.

8. Professional Development

- a. The District will offer professional development opportunities for staff, including but not limited to, teachers, administrators, counselors, social workers, support staff, and health staff.
- b. Professional development opportunities are intended to improve the skill, will, knowledge, capacity, and courage of all District staff to build and maintain a school community in which students of all gender identities feel included, safe, and supported.

Professional development opportunities also are intended to improve the skill, will, knowledge, capacity, and courage of all District staff to prevent, 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 and culturally responsive strategies for communication with students related to gender identity and gender expression that protect student privacy. As well as culturally responsive strategies for communication with parent(s)/legal guardian(s) related to gender identity and gender expression that protect student privacy;
- iii. Intersectional approaches and tools for having courageous conversations about gender, race, ethnicity, culture, and additional identities in which students' experiences are centered;
- iv. District policies and procedures regarding, bullying, harassment, discrimination, violence, or any other marginalizing action based

- upon gender identity and/or expression;
- v. District Rights and Responsibilities handbook
- vi. Safeguards and Resources for students, families, and staff
- vii. 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)
U.S.C. Amend.XIV § 2 (Equal Protection Clause of the 14th Amendment)

CROSS REFERENCES TO DISTRICT POLICIES:

500.00 Gender Inclusion
102.00 Equal Opportunity/Non-Discrimination
505.00 Bullying Prohibition
415.00 Harassment, Violence and Other Offensive Behavior
501.03 Student Dress Code

ATTACHMENT A: TECHNOLOGY SERVICES TICKET PROCESS FOR UPDATING NAME

Please confirm the following items have been completed prior to submitting this request:

- Yes, a Name/Gender/Pronoun Change Request Form has been received and processed by the Student Placement Center.
- Yes, I acknowledge the student's first name in the account is being changed related to consistent gender identity. The student Last name may not be changed.
- Yes, the student has been counseled and is aware that peers and their parent(s)/legal guardian(s) may be able to see this change.
- Yes, the building Principal has been notified that the student's Schoology and Google Apps email address will be changed.
- Yes, the family has been notified of this change via email or phone and a written note has been sent home with the student, unless there is a safety concern.

Complete the fields below. Technology Services will update the student email address and Active Directory account information to match what is entered. Please type carefully.

Student Active Directory number (lunch number) _____

Current full student name in Infinite Campus, (entered in Campus by Student Placement Center) _____

Current email address: _____

Requested new email address: _____

Please add any additional information below: _____

Please allow at least 72 hours for this request to be processed. Upon completion you will receive an email notification. The student should see updated information in district technology systems the following day. (Many district systems sync overnight). Contact the building field tech or the technology Services help desk for additional support.

ATTACHMENT B: TEMPLATE FOR STAFF NOTIFICATION

Dear Colleagues:

I would like you to be aware that (OLD FIRST AND LAST NAME) is now (NEW FIRST NAME). This name is reflected as the student's nickname in Infinite Campus. From now on, please use the pronouns SPECIFY (E.G., HE/HIM/HIS) when addressing (NEW FIRST NAME).

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

Please select the appropriate option below based on the student's wishes:

(NEW FIRST NAME's) parent(s)/legal guardian(s) know of this change, please use (NEW FIRST NAME) and (SPECIFIED PRONOUNS) when contacting home to support the student and family.

-OR-

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

Please let me know if you have any questions.

Example letters:

Dear Colleagues:

I would like you to be aware that Jordyn Smyth is now Sindy. This name is reflected as the student's nickname in Infinite Campus. From now on, please use the pronouns They/Them/Theirs when addressing Sindy.

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

Sindy's parent(s)/legal guardian(s) know of this change, please use Sindy and they/them pronouns when contacting home to support the student and family.

Please let me know if you have any questions.

-OR-

Dear Colleagues:

I would like you to be aware that Jordyn Smyth is now Sindy. This name is reflected as the student's nickname in Infinite Campus. From now on, please use the pronouns They/Them/Theirs when addressing Sindy.

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

Please continue to use Jordyn and she/her pronouns when contacting home to support the student and family.

Please let me know if you have any questions.

ATTACHMENT C: TEMPLATE FOR PARENT/GUARDIAN NOTIFICATION

As part of the ticketing process for changing names in District managed systems, a member of the Student Support Team should send a notification to the student's parent(s) or legal guardian(s). A template of suggested information to be shared in the phone call, email, or letter is below.

By request of your student, your student's email address and Schoology name have been updated to _____.

If you have questions, please contact (STAFF NAME SUBMITTING TICKET OR PRINCIPAL).

ATTACHMENT D: TEMPLATE OF EMAIL SENT TO PRINCIPALS AFTER THE PROCESSING OF A NAME/GENDER/PRONOUN CHANGE REQUEST FORM PARENT/GUARDIAN NOTIFICATION

As part of the modification of student records by completion of a Name/Gender/Pronoun Change Request Form, a member of the Student Placement Center will email the principal to provide notification of updates. Below is a template of the email to the building principal.

Greetings Principal XXXXXX,

I am writing to let you know that we have processed a Gender/Name Change Request form and updated Infinite Campus for one of your students. Please see below for important steps for your staff to complete to best support your student:

Infinite Campus ID:

Previous name:

Previous gender:

Updated name:

Updated SPPS gender:

Pronouns, facilities, and co/extracurricular have also been updated in Infinite Campus.

These steps are needed from your building staff to fully update student information in school systems:

- *Have the students' counselor check-in and let the student know that the update has been made and offer additional support.*
- *Verify that the student photo is acceptable. If not, replace the photo. For safety reasons, do not delete the students' photo without replacing it with a new one.*
- *Set-up time for the student to meet with IT in your building to update any other log-ins including verifying the AppleID is updated.*

Please have staff at your site follow-up with the Out for Equity team (copied on this email) about social gender transition planning for your student to support their success. They may also provide training for your staff. Please email them at outforequity@spps.org.

More information related to the [Gender Inclusion Policy and Procedures](#) is available on-line.

Thank you,