

COMMITMENT TO INCLUSION: SFPS strives to provide a welcoming and inclusive environment for our transgender, non-binary and gender non-conforming (TRANS/GNC) students. We know that when students feel included, welcome, and safe to be themselves, they are better able to fulfill their full potential in all areas of their lives, including school.

Under SFPS Board of Education Policy 330 (Discrimination and Harassment - Students), all students are protected from discrimination and harassment on the basis of race, color, religion, sex, sexual orientation, gender, gender identity, national origin, disability, and any other legally protected basis. SFPS Administrative Regulation to Policy 330 (AR 330) serves as a guide for implementation of policy 330 and outlines specifically how administrators and school staff should support transgender and non-binary/non-conforming students.

IMPORTANT TERMS

- **Gender Identity:** a student's personal, internal sense of their gender, regardless of the student's sex assigned at birth.
- **Transgender:** when a student identifies as a gender different than the sex assigned at birth
- **Cisgender:** when a student identifies as the same gender as the sex assigned at birth
- **Non-Binary:** when a student does not identify exclusively as male or female, which may include identifying as both, somewhere in between, or as falling completely outside these categories.
- **Sex Assigned at Birth:** the sex designation recorded for a person at birth, generally based on observed physical characteristics
- **Pronouns:** the most common pronouns include she/her/hers, he/him/his, and they/them/theirs.

KEY POINTS OF AR 330:

- **Name/Pronouns:**
 - Staff must respect and use the student's chosen/preferred name and pronouns, *regardless of if it has been changed officially in PowerSchool.*
- **Powerschool:**
 - Students have the right to change their name and/or gender marker in Powerschool. (*requires Gender Support Plan and parent/guardian signature*)
- **Restrooms/Locker Rooms:**
 - Students have the right to use the facilities (restrooms, locker rooms, etc) that aligns with their preferred gender marker as listed in PowerSchool. For example, in PowerSchool:
 - A student with a gender marker of M may choose to use the boys' or gender neutral restroom
 - A student with a gender marker of F may choose the girls' or gender neutral restroom
 - A student who chooses a gender marker of X (gender neutral) may use either the restroom of their legal sex or a gender neutral private facility)
 - Any student, for any reason, may choose to also use a gender neutral private facility. Locations will vary by site.
- **Disclosure/Confidentiality:**
 - Students have a right to keep their transgender status confidential, and may choose who and how this is shared.
 - Staff are not to disclose the student's gender identity without express consent of the student, with the exception of a direct request by the parent/guardian.
- **Athletics:**
 - Students must comply with New Mexico Athletic Association (NMAA) regulations.
- **Overnight Trips:**
 - Arrangements will be made on a case by case basis and will attempt to meet the student's requests as much as possible. Similar to restrooms/locker rooms, students may participate in alignment with their gender marker as listed in Powerschool, and they may request specific accommodations (such as a private space; requesting to be with specific trusted peers, etc.)

WHAT STAFF NEEDS TO KNOW

Once a student informs school administration of their desire to use a different name or pronoun related to gender identity, Jenn Jeverson, Assistant Director of Student Wellness, should be brought in immediately to support any student who is transgender, non-binary, gender nonconforming, etc.

1. **MAINTAIN CONFIDENTIALITY -- THIS IS CRITICAL.** Do NOT share the student's transgender status with anyone else without the express consent of the student. This includes NOT discussing the student's transgender status at School Wellness Team Meetings, unless the student has indicated consent. Information regarding a student's transgender status, gender identity, or gender support plan is confidential student information and shall be treated in accordance with the Family Educational Rights and Privacy Act (FERPA) and other applicable federal and state laws. Therefore, staff may NOT share information about transgender students with other students' parents (this would be a clear FERPA violation).
2. **INITIATE GENDER SUPPORT PROCESS:** Contact the Office of Student Wellness Assistant Director (OSW AD) or designee.
 - A gender support meeting can be held to inform the students of their rights and options. Ask the student who they would like at this meeting. At minimum, it is typically the student, OSW AD, and a school representative (typically the counselor, the principal, or a trusted staff member at the student's request).
 - **Gender Support Plan:** A Gender Support Plan shall be created for any student wishing to include a preferred name and/or gender marker in the student information system, and requires parental involvement. A meeting with the student and the student's parent/guardian is required and will outline district policy and administrative regulation, and available accommodations such as name and pronoun use, changes to name and/or gender marker in the student information system, restroom/locker room access, confidentiality, and disclosure. The requested accommodations will be documented in a Gender Support Plan and any required forms. *(Typically the school representative takes the lead on getting the meeting scheduled; OSW AD will handle facilitation of the meeting.)*
 - As needed, the OSW AD will submit the signed SW4-001 (included in the Gender Support Plan) to the SFPS Student Data department to update changes in PowerSchool and then the Technology department will update related platforms to reflect preferred names. Once a form is submitted, this process may take up to 72 hours.
 - **Resources:** Local and national resources will be provided the student and family, and brainstorm solutions for any anticipated challenges or issues the student may face. The student, family, or administration may request a followup meeting at any point in time.
3. **APPLICATION AND LIMITATIONS OF PREFERRED NAME:** Essentially, SFPS uses students' legal name for all educational records, such as diplomas and official transcripts, but preferred names can be used per student request for other all other purposes, such as yearbooks, graduation banners, announcements in newspaper/social media/etc, printed programs at graduation or award ceremonies, the announced name as the student receives their diploma, etc. It is recommended to check in with the students who have PowerSchool name changes to confirm their preference for these applications *(they most likely will want their preferred name in PowerSchool used; but it's important to confirm because sometimes they have supportive immediate family, but don't want to disclose to extended family in attendance).*
4. **STAFF TRAINING/GUIDANCE:** As needed, the OSW AD will meet first with the school's administrative team to review the Policy & Administrative Regulation 330 and answer any questions before meeting with the student. The OSW AD can also coordinate training for the entire staff team.

Contact: Jenn Jeverson, Assistant Director of Student Wellness : jjeverson@sfps.k12.nm.us