



Book	Clark Pleasant Policy Manual
Section	Section 4000 - Students
Title	Transgender Students
Code	4004
Status	from ISBA

The School Board recognizes the importance of an inclusive approach toward transgender students regarding official records, confidential health and education information, communication, restroom and locker room accessibility, physical education, sports and extracurricular activities participation, and dress codes, in order to provide students with an equal opportunity for learning and achievement. The term transgender for purposes of this policy also includes nonbinary or any other term addressing gender identity that is different than the sex assigned at birth.

Privacy and Confidentiality

Staff members shall not disclose any information that reveals a student's gender identity to others, including parents or guardians and other staff members unless the student has authorized such disclosure or the information is contained in school records requested by a parent or guardian. This disclosure must be discussed with the student, prior to any action being taken by school personnel.

Prior to disclosing any such information about a transgender student, staff members should work with the student to discuss the manner, time, and message of this disclosure. This should include providing the student with any support services they may need to make the disclosure in a safe and supportive environment.

Media and Public Communications

When communicating to the media or community about issues related to gender identity or expression, the school corporation shall have a single spokesperson to address the issue. School staff members shall direct parents/guardians, the media, and other persons to the designated spokesperson. All personally identifiable and medical information shall be kept confidential, in accordance with state and federal privacy laws.

Names, Parent/Guardian Notification, School Records, and Pronouns

All students have the right to be addressed by a name, pronouns, and other terms that correspond to their gender identity. The student's request does not rely on whether a student has a legal name change or gender marker change on official documents. Staff members should always use the pronoun and name with which a student identifies or requests and are expected to respect a student's name and pronouns once they have been made aware of the student's request.

When requested by the student and/or their parent/guardian, a transgender student's name should be changed in the student database to reflect their affirmed gender.

If a student has not disclosed their gender identity to a parent/guardian, the database information cannot be changed; the student's affirmed name shall be noted as a "preferred name" in the system. Student documents other than the student's official transcript should reflect the student's request regarding their name and/or gender marker/pronouns. The student's legal name and/or gender should be used only where specifically required by law, including whether it is required for specific testing or reporting purposes.

Students may, upon request, have a diploma reissued with a name change after graduation. Official transcripts may be reissued upon request when a student's legal name has been changed by a court order or similar legal documentation.

School Facilities

With respect to all restrooms, locker rooms, or changing facilities, students shall have access to facilities that correspond to their gender identity, including where separate restrooms, locker rooms, or changing facilities for male and female