

Treatment of Transgender and Non-Binary Students Regulations - JBB-R

It is the goal of Charlottesville City Schools (CCS) to create a learning environment that is safe and supportive for all students. To that end, CCS has created these regulations that support safe environments and support the academic and developmental needs of its students. While these regulations are intended to support students in accordance with Policy JBB, ultimately they ensure that all students are safe regardless of gender identity.

When school personnel becomes aware that a student who identifies as transgender or non-binary needs additional support, the staff member, with student consent, should notify the school counselor. The school counselor or designee should meet with the student. Together, they should consider whether to convene an initial student success team meeting with the student and the family. The student success team may consist of a school counselor, principal/designee, student, and parent/guardian when appropriate*.

Student Success Meetings

The purpose of student success meetings is primarily to meet the needs of students who are exploring their gender identity, have recently transitioned, or are new to our schools, although there may be times later in a student's life when these meetings are helpful.

All information will remain confidential as it relates to student records as protected by Family Educational Rights and Privacy Act (FERPA).

The following should be considered as part of this initial success team meeting:

For guidance on how to convene a student success meeting, see form, Blank. One outcome of the meeting will be the handling of the child's chosen name, their gender identity (as opposed to legal sex), and their pronouns, and whether they want this information to be stored in the school's student information system. All parties should be aware that all related information entered into the student information system (SIS) is public-facing and will be visible to school staff, students, and families. Changes in the SIS may impact the child's presentation in some school records, teaching tools, and communications.

If the decision is made to update information in PowerSchool:

- The child's chosen name should be entered to the "preferred name" field (Custom Screen/Agreements)
- If the student's gender identity is not the same as their legal sex, then the chosen name will also be entered not only into the "preferred name" field, but also in "first name" (Demographics)
- The pronouns should be entered into the "pronouns" field (Custom Screen/Agreements)
- The gender identity should be entered into the "gender" field (Demographics)
- Legal Name (StudentCoreFields.PSCORE_LEGAL_FIRST_NAME) should only be changed when there is documentation of name change such as passport, driver's license, birth certificate amendment, etc.
- Legal Sex (StudentCoreFields.PSCORE_LEGAL_GENDER) should only be changed when there is documentation of legal sex reassignment such as passport, driver's license, birth certificate amendment, etc.
- The online registration and re-registration forms that families use to update their child's information should be programmed to update student information according to the above rules.
- The IT Department should also be notified to make sure that, if a student's gender identity differs from legal sex, the assigned email addresses or other student programs will be in accordance with the new preferred name.**
- All official documents (state reports, transcripts, standardized testing, etc.) must reflect the student's legal name. There may be other occasions when current technical limitations require the use of the student's legal name.**

Other matters that may arise during the student success meeting:

- As it relates to the student dress code, all students must follow the CCS Student Rights and Responsibilities.
- As it relates to VHSL-sponsored activities, students shall follow the policies and rules outlined by that organization. CCS has no authority over VHSL-sanctioned activities.
- When needed, the student success team shall develop a plan for how a student will access school facilities such as locker rooms and restrooms. The following will be provided for consideration based on the student's choice and developmental or physical needs:
 1. The gendered restroom of the child's choice
 2. Single-stall restroom to include a gender-neutral restroom
 3. Restroom in the nurse's station
- In the event that the student participates in an activity or event that requires an overnight stay where students are separated by gender for overnight accommodations, school personnel should offer accommodations consistent with the student's gender identity. In situations where there is discomfort sharing a common sleeping area, shower, bathroom, or other gendered facilities, the objecting student shall be offered a designated safe and non-stigmatizing alternative. The principal or designee should consult with the student and/or their parent/guardian (if appropriate*) to determine the best way to support the student on the overnight trip.

*In some cases, students may not want their parents to know about their gender identity or transition. These situations must be addressed on a case-by-case basis and will require schools to balance the goal of supporting the student with the requirement that parents be kept informed about their children. The most important consideration in such situations is the physical and mental health and safety of the student.

**Some educational software programs currently do not allow for name customization and therefore may not currently support students' needs. Where possible, Charlottesville City Schools will advocate with these companies for custom solutions or more comprehensive changes.



Sample Form for Charlottesville City Schools Student Success Meeting to Support Transgender/Non-Binary Students:

Please use this chart to guide the conversation among students and families at the student success meeting. School counselor and/or designated mental health professional is tasked with completing this form, notifying other school staff as needed, and confirming that any action items (such as PowerSchool updates, etc. are completed).

Student ID #: _____

Date of Meeting: _____

Preferred First Name:	Information Gets Updated to PowerSchool (SIS)? Yes/No
Pronouns:	Information Gets Updated to PowerSchool (SIS)? Yes/No
Gender Identity:	Information Gets Updated to PowerSchool (SIS)? Yes/No
Is Gender Identity Different than Legal Sex? Yes/ No	If yes, also add new "Preferred Name" to "First Name" in PS. Notify IT of the change.
Has legal name been changed? Yes/ No	If yes, also change legal name fields in PS and notify IT.
Has legal sex been changed? Yes/No	If yes, also change legal sex field in PS and notify IT.
Services or Resources Needed for Student/Family:	
Student's Restroom Needs:	
Student's Gym Enrollment/Needs:	
Extra-Curricular Activities with possible impact on uniform, team participation, etc.:	
Note or Other Supports Needed:	
Next steps for school counselor and/or designated mental health professional:	Date completed:
Work with front office staff or IT to make any needed updates in PowerSchool	
On an as-needed basis, notify school staff who need to be aware of these changes in order to support the student. This may include nurse, teachers, front office staff, etc.	
If gender identity is different than legal sex (or if legal name/sex have been changed), email all changes (chosen name, pronouns, gender ID) to IT. (Email should include student ID number.)	

Signatures of Meeting Attendees:

Title: _____

Title: _____

Title: _____

Title: School Counselor or mental health professional

Title: Principal or designee