



Book	Policy Manual
Section	200 Pupils
Title	Student Records - Name, Sex, and Gender Identity
Code	216.2
Status	Active
Adopted	October 21, 2024

Purpose

The district maintains official records for each student that includes the student's legal name and sex. This policy establishes a standard for use of name and pronouns. It establishes protocol for legal name changes as well as protocol for unofficial name change requests and pronoun change requests.

The district recognizes that accommodation requests to cease being addressed in one way and to begin being addressed in another way may necessitate accommodation of others' conscience and speech rights, and therefore seeks to provide reasonable accommodation in both directions when such interests come into tension.

This policy also ensures the fundamental right of parents/guardians to direct the upbringing of their children is respected and that material information about a student's mental, emotional, or physical health is not concealed from parents/guardians. The district recognizes that parental involvement at the earliest possible time promotes the best outcome for students' mental, emotional, and physical health and their academic success.

Definitions

Sex is defined as the biological distinction between male and female based on reproductive biology and genetic make-up. **Sex** and **biological sex** may be used interchangeably.

Eligible student is a student enrolled in the district who is eighteen (18) years of age or older.

Gender identity means an individual's identification with their sex, the opposite-sex, both, or neither.

Legal name is defined as the name reflected on a legal document such as a birth certificate, state or federal-issued identification, passport, or other court order substantiating the student's change of legal name.

Guidelines

Maintenance of Student Records - Name

Legal Name -

The district will change the legal name in a student's official record only if a parent/guardian or eligible student submits a written request and submits a legal document reflecting the name change of the currently enrolled student, such as a birth certificate, state or federal-issued identification, passport, marriage license, or court order substantiating the student's change of legal name.

Unofficial Name -

The district standard is for school personnel to refer to each student using the student's legal first, middle or last name, a derivative of the name, or a nickname commonly associated with the student's legal name. However, as an accommodation, a parent/guardian or eligible student may designate an unofficial name to refer to the student that is different from the district's standard. This can be done during registration or may be done anytime thereafter by submitting a written unofficial name change request. The request may also indicate whether the requestor desires updates to unofficial documents, such as the classroom roster.

The district will accept the unofficial name designated by the parent/guardian or eligible student unless it includes or references profanity, vulgarities, or other language that a reasonable person would deem unsuitable to refer to a student within the school setting.

Maintenance of Student Records – Sex

When enrolling a child in the school, a parent/guardian will indicate the student's sex (as defined herein) for school records and that will remain on the school records.

If, at a later time the Superintendent believes it is necessary for purposes of implementing district policy, the district administration may request that the eligible student or parent/guardian provide their original birth certificate issued at or near the time of birth that accurately states the student's sex (as defined herein) to the Superintendent.

Maintenance of Student Records – Gender Identity

If a student identifies with a gender identity different from their sex, the eligible student and/or parent/guardian may provide that information in writing during registration or anytime thereafter. If requested by the parent/guardian, the district will keep record of such identity as a separate record distinct from the record of the student's sex and any accompanying accommodation requests in the same manner that the district records any other accommodation requests from parents/guardians and subject to the same retention, disclosure, and confidentiality requirements.

The request of the parent/guardian or eligible student must be provided in writing, specifically naming the gender identity (such as agender, aporagender, demigender, pangender, transgender girl, transgender boy, etc.). The request may include any pronoun request related to such identity. The written permission shall state that the parent/guardian relieves the Board and district employees of liability for participating in social transition treatments of the minor child. The request should state how the student has consistently, persistently, and insisently expressed the named identity and include any other information if relevant to an accommodation request.

Legal documents reflecting changes in gender identity are not required for requests to update gender identity information in school records.

Means of Addressing Students

Mutual Respect -

A student wishing to change his/her means of address will be treated with respect in the classroom and school environment. Similarly, students or school personnel shall not be forced to use language inconsistent with their beliefs and are to be treated with respect. As such, this

policy forbids school personnel or students from repeatedly calling someone unwanted names or pronouns on one end of the spectrum, and forbids forcing school personnel or students from speaking names or pronouns in violation of their conscience on the other end of the spectrum.

Pronouns -

The district standard is for school personnel to refer to each student using only the pronouns appropriate to the sex appearing in the student's official record – that is, male pronouns for a student whose sex is male, and female pronouns for a student whose sex is female, and standard second and third person neutral pronouns.

Accommodation Requests for Names and Pronouns -

When accommodation requests have been granted by the district, school personnel will endeavor to avoid addressing the student by the unwanted first name or pronoun as an accommodation to the student, and may use:

1. The name or pronoun requested by the eligible student or student's parent/guardian; and/or
2. Neutral names to address the student such as last names so long as the school personnel mixes that practice with other students as well to avoid a student being singled out, and/or may use neutral second-person pronouns such as "you, your, yours" and when appropriate, third-person pronouns "they, them, their, theirs" or another reasonable accommodation.

Nothing in this policy shall be read to compel school personnel or other students to address or refer to any person in any manner that would violate the conscience of the speaker or compel speech, as such:[\[1\]](#)[\[2\]](#)

1. If school personnel cannot use a name or pronoun as a matter of conscience, then as a reasonable accommodation for the school personnel, they will not be compelled to do so, but must avoid addressing the student by the unwanted first name and pronoun and may rely on approaches discussed above.
2. Conversely, if school personnel cannot address a student by the name and sex-based pronouns as requested by the parent/guardian as a matter of conscience, then as a reasonable accommodation for the school personnel, they will not be compelled to do so, but must avoid addressing the student by names and pronouns not authorized by the parent/guardian and may rely on approaches discussed above.

Parental Involvement

The district shall not conceal material information about a student's mental, emotional, or physical health from the student's parent/guardian. This includes, but is not limited to, information regarding injuries or illnesses, bullying incidents involving their student, changes to mental or emotional health at school, or changes to the student's gender identification at school. [\[3\]](#)[\[4\]](#)[\[5\]](#)

However, where school employees have reasonable cause to suspect that a student may be the victim of child abuse, the school employee shall make a report of suspected child abuse in accordance with law and Board policy.[\[6\]](#)[\[7\]](#)

Legal

[1. U.S. Const. Amend. I](#)

2. W.Va. State Bd. of Educ. v. Barnette, 319 U.S. 624, 642 (1943)

[3. U.S. Const. Amend. XIV, Equal Protection Clause](#)

4. Troxel v. Granville, 530 U.S. 57 (2000)

5. Gruenke v. Seip, 225 F.3d 290, 307 (3d. Cir. 1999)

[6. 23 Pa. C.S.A. 6311](#)

7. Pol. 806

[Policy 216.2 forms.pdf \(93 KB\)](#)