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| <b>SEXUAL ORIENTATION,<br/>GENDER IDENTITY &amp; GENDER<br/>EXPRESSION</b> | No.: C-340  |
|  | Effective: Oct. 25/11<br>Revised: Apr. 24/18<br>Reviewed: Feb. 19/18; Mar.<br>12/18; Mar. 13/18 |

## ADMINISTRATIVE REGULATIONS

### DEFINITIONS

In this regulation, all references to **“sexual or gender minority” persons or LGBTQ+ persons** will include, but are not limited to, lesbian, gay, bisexual, transgender, transsexual, two-spirit, intersex, queer or questioning persons, persons who are labeled as such whether they are or not, and persons with immediate family members who identify as a sexual or gender minority.

**Gender nonconforming:** A term that often refers to children who express gender in ways that differs from societal expectations of the sex and gender assigned to them at birth.

**Trans or Transgender:** An umbrella term used to describe people whose gender identity and/or gender expression differs from what they were assigned at birth. Some trans people may choose to medically transition by taking hormones, having surgery. Some trans people may choose to socially transition by changing their name, clothing, hair, etc.

#### 1. Leadership:

In order to provide leadership on the issues of sexual orientation, gender identity and gender expression the Board will:

- Ensure that sexual orientation, gender expression and gender identity are included in school’s Code of Conduct.
- Ensure that all staff and administrators are familiar with the Sexual Orientation, Gender Identity and Gender Expression Policy, and that they are provided support for its implementation upon request.

#### 2. Learning Resources:

In order to provide an inclusive learning environment for sexual minority, transgender and gender non-conforming students:

- Principals will build collections of resources that address sexual orientation, gender identity and gender expression in positive ways and that are accessible to students, staff, and families.
- Principals will ensure that diverse learning resources are provided in order that students and families are able to see themselves reflected positively in the curriculum.
- Principals will ensure that sexual health education resources are sexual minority inclusive, trans inclusive and developmentally appropriate, current and relevant, and are incorporated into sexual health instruction.
- Principals will ensure staff are familiar with the correct use of gender neutral pronouns and that the use of such pronouns is supported in both verbal and written communication and course work.
- Principals will work with Parent Advisory Councils (PACs) to make sure parents are aware of the policy and relevant resources.

### **3. Student and Staff Support:**

In order that sexual minority, transgender and gender non-conforming students and staff are supported in our district:

- Principals will ensure that at least one staff person or administrator in each school is assigned to be a SOGI School Lead who is able to act as a resource person for transgender, gender non-conforming and sexual minority students, staff and families, and that students and staff are informed of the name and location of the SOGI School Lead. The SOGI School Lead person will be provided with training.
- The Superintendent will ensure that counsellors and staff are trained to respond competently to the needs of transgender, gender non-conforming, and sexual minority students and staff as well as to the needs of students and staff with transgender, gender non-conforming, and sexual minority family members, care givers, and loved ones.
- The Superintendent will ensure that counsellors and staff are provided with information on support programs and culturally competent services for sexual minority, transgender and gender non-conforming students and staff. These will not include services that attempt to change a student or staff members gender identity. This will be updated on an ongoing basis.
- Principals will ensure that the establishment of school-based clubs dedicated to gender and sexual minority inclusion will continue to be encouraged and supported in all schools.

### **4. Communications:**

In order that communications are supportive and inclusive:

- The Superintendent will ensure that district forms and communications reflect the potential diversity of gender identities and sexual orientations of students, staff, parents and guardians.
- Principals will ensure that school forms and communications reflect the potential diversity of gender identities and sexual orientations of students, staff, parents and guardians.
- The Superintendent will ensure that all district staff will be addressed by the names and pronouns they prefer to use.
- Principals will ensure that all students and school-based staff will be addressed by the names and pronouns they prefer to use.

### **5. Student and Staff Information and Privacy:**

In order to respect and protect student and staff information and privacy:

- Principals will ensure that the student and staff member is the primary referent for gender identity.
- Principals will respect a student's wishes in regards to sharing information about their gender identity including with their parent/guardian.
- Principals will respect a staff member's wishes in regards to sharing information about their gender identity.
- Principals will ensure that, where permitted by law, requests made by a student, and/or their parent/guardian, to change the student's official record to reflect their preferred name and/or gender identity will be accommodated.
- Principals will ensure that, at the request of a student and/or their parent/guardian, their preferred name and pronoun will be included on class lists, timetables, student files, identification cards, etc.
- Principals will ensure that student's trans status, legal name, or gender assigned at birth may constitute confidential personal information that will be kept confidential unless its disclosure is legally required or unless the student or the student's parent(s)/guardian have given authorization. Where disclosure is required by law, all efforts will be taken to protect the students' identity.

- The Superintendent will ensure that sex (gender) is removed from class lists.

## **6. Sex-Segregated Activities:**

In order to support the full inclusion of sexual minority transgender and/or gender nonconforming students:

- Principals will ensure that in situations where students are segregated by sex, including competitive athletic activities, transgender and gender non-conforming students will have the option to be included in the group that corresponds to their gender identity or the group in which they are most comfortable.
- Transgender students shall be given the same opportunities to participate in physical education as all other students, shall not be asked or required to have physical education outside of the assigned class time, and shall be permitted to participate in any sex-segregated activities in accordance with their gender identity if they so choose.

## **7. Accessibility:**

In order to support the full inclusion of sexual minority, transgender and/or gender nonconforming students:

- Principals will ensure that all students have access to bathroom and change room facilities that are safe and free of harassment and violence.
- Principals will ensure that at least one single-stall gender neutral bathroom is accessible to students. The bathroom will have a sign indicating it is gender neutral and it must be accessible to students (i.e., not be locked, not available on special permission, not located in staff room...).
- Principals will ensure that students have access to the bathroom or changing facility that corresponds to their gender identity or the group in which they are most comfortable.

## **8. Dress:**

In order to support the full inclusion of sexual minority transgender and/or gender nonconforming students and staff:

- Principals will ensure that any school dress code shall take into account gender diversity and shall not penalize students or staff for cross-dressing or other gender non-conforming choices regarding clothing.

## **9. Employment**

In order to provide an inclusive and safe workplace ensuring that sexual orientation, gender identity and gender expression are not barriers to employment and/or advancement in position:

- Conduct and actions consistent with the district SOGI policy and regulations is considered to be a term and condition for employment for all staff.
- The district is committed to taking reasonable steps to ensure that district employees responsible for personnel selection shall be provided with training to enhance their sensitivity to human rights issues, including sexual minority, gender identity and gender expression.
- The district will ensure confidentiality of the sexual orientation and gender identity of staff will be protected.
- Employees who choose to out or to transition from one gender to another will be fully supported by the district.

## **10. Staff and Stakeholder Training**

In order to ensure staff and stakeholder knowledge and sensitivity is developed:

- The district will provide training and education for all staff, elected Trustees, and Parent Advisory Councils in the effort to develop knowledge, skills and behaviors to identify and eliminate discrimination related to sexual minority and gender identity and expression.
- The district will require an online Discriminatory and Sexual Minority and Gender Discrimination Training Program be completed by all new personnel hired, similar to general staff and information training.