

GENDER-INCLUSIVE SCHOOLS: It's the Right Thing to Do and it's the Law

Ref: SKSD Policy 3211; Procedure 3211P; [RCW 28A.640](#); [RCW 28A.642.010](#); WAC 392-190

An appropriate school employee will privately ask known transgender or gender-expansive students how they would like to be [addressed](#):

- in class
- in correspondence to the home
- at conferences with the student's parent/guardian

If student is comfortable with high visibility of preferred name: Student name changed in Student Profile by Registrar with administrator(s) knowledge.

If student is not comfortable with high visibility of preferred name: This information will be included in Skyward (*Notes section in Student Profile*) and a black N (Name/Notes) will be made visible in the indicator box. (See pp. 2-3 for how-to information and screenshots demonstrating the appearance of this new feature)

- **Before communicating with parent/guardians of transgender or gender expansive students, it's important to ask the student how school employees should refer to the student when talking with their parents and guardians.**
- **To ensure the safety and well-being of the student, school employees should not disclose a student's transgender or gender-expansive status to others, including the student's parents/guardians and/or other school personnel, unless the school is (1) legally required to do so or (2) the student has authorized such disclosure.**
 - o The district will not condone the intentional or persistent refusal to respect a student's gender identity or gender expression, or inappropriate release of information regarding a student's transgender or gender-expansive status.

Students will be allowed to use the [restroom](#) that corresponds to the gender identity they assert at school.

- Any student-regardless of gender identity-who requests greater privacy should be given access to an alternative restroom.

Use of [locker rooms](#) by transgender or gender-expansive students will be assessed on a case-by-case basis, with the goal of maximizing transgender or gender-expansive student social integration, providing an equal opportunity to participate in physical education classes and athletic opportunities and ensuring the student's safety.

- Use of a private area and/or a separate changing schedule is available to any student, regardless of gender identity
- No student will be required to use a locker room that conflicts with his or her gender identity.
- All students will have the opportunity to participate in physical education and athletic programs/opportunities in a manner that is consistent with their gender identity. ([Overnight stays](#) should also be assessed on a case-by-case basis and in a similar manner)

The District will allow students to [dress](#) in a manner that is consistent with their gender identity and/or gender expression within the constraints of the dress codes adopted at their school site and within the constraints of the District guidelines for dress as they relate to health and safety issues.

In any school activity or other circumstance involving separation by gender (i.e., class discussions, field trips, and overnight trips), students will be permitted to [participate](#) in accordance with the gender identity they assert at school.

* Discrimination and harassment on the basis of sex, gender identity, or gender expression are prohibited within the district. Report gender identity or expression related discrimination and/or harassment to the SKSD Gender Inclusive Schools Compliance Officer at (360) 874-7004.

GENDER-INCLUSIVE SCHOOLS: It's the Right Thing to Do and it's the Law

Process for adding name indicator:

- Office enters General Note (Student Management > Students > Student Profile > General > Profile > Gen Notes > Add > Category Type: Name)
- Office adds Category Code "N" (Student Management > Students > Student Profile > Categories > District > Edit > Select: "N")
- Black N indicator will autogenerate after category is added

Teacher View

Indicator on gradebook/ attendance screen:

Students	Thu 01/26 Atnd	Class Grade	S1	T2
1 Granger, Hermione		S1	Options	Options
2 Malfoy, Draco		Sort By %		
3 Potter, Harry				
4 N Weasley, Ron				

Alerts	Student Indicators	Last Name	First Middle	GR
		Granger	Hermione	10
		Malfoy	Draco	10
		Potter	Harry	10
	N	Weasley	Ron	10

Teacher View

Note in student's profile:

SKYWARD HIN051 / DUM Prd:1 YEARBOOK I

Home Teacher Access Administrator Access

Profile

Student Info Weasley, Ron Grade: 10

Student Alert Indicators **N**

2700 LINCOLN AVE SE
PORT ORCHARD, WA 98366
Primary Guardian:
Molly Weasley
(360) 874-7042

Alert Info:

Note:
Preferred name at school: "Regina"
Do not use when speaking with family

GENDER-INCLUSIVE SCHOOLS: It's the Right Thing to Do and it's the Law

Staff/admin view

Indicator and link showing note present

The screenshot shows the Skyward Student Profile for Ron Weasley. The profile includes fields for Student ID (WEASLRN000), Name (Weasley, Ron), Grad Year (2025), and DOB (11/30/2006). A mobile phone icon is circled in red in the top right corner. On the right side, the 'Gen Notes (1)' link is also circled in red. Below the profile, a 'Student Notes Information' window is open, showing a table with one note:

Start Date	End Date	Entity	Type	Category
01/26/2023		426	GEN	NAME

The note details include a comment: "Preferred name at school: 'Regina' Do not use when speaking with family".