

## **SEXUAL ORIENTATION, GENDER IDENTITY AND GENDER EXPRESSION**

### **Background**

The District believes in equitable treatment for all individuals regardless of race, colour, ancestry, ethnic origin, religion, socio-economic status, gender identity, gender expression, sexual orientation, physical or mental ability, or political beliefs. The letter and spirit of the Canadian Human Rights Act and the BC Human Rights Code shall be carefully observed, enforced, and supported, so that all members of the school community feel safe, valued and included. Language or behaviour that degrades, denigrates, labels, or stereotypes students based on their real, or perceived, sexual orientation, gender identity and/or gender expression will not be accepted.

A student's right to discuss and express their sexual orientation, gender identify, and/or gender expression will be respected. It is up to the student to determine when, and with whom, they choose to share information regarding their sexual orientation and/or gender identity.

This Administrative Procedure supports Board Policy 17 Sexual Orientation, Gender Identity and Gender Expression.

### **Procedures**

#### **1.0 Engagement and Involvement**

- 1.1 The District will engage with the Diversity Advisory Committee, as appropriate, to ensure that procedures, programs and services are consistent with the Sexual Orientation, Gender Identity and Gender Expression policy (Policy 17).
- 1.2 The District is committed to supporting ongoing and open dialogue with 2SLGBTQ+ communities.
- 1.3 Administrators and school staff will engage 2SLGBTQ+ students, including the school's GSA, in developing actions to ensure the school is safe, welcoming and inclusive.

#### **2.0 Safety and Belonging**

- 2.1 As per the BC Human Rights Code, everyone has the right to define and express their sexual orientation, gender identity, and gender expression. Schools will ensure that steps are taken to ensure 2SLGBTQ+ students, staff and families feel welcome, safe and included.

2.2 Regardless of age, each individual is the authority on their gender, name, pronouns, dress and grooming. Gender-diverse people are to have their gender identity recognized and be addressed by the name and pronouns they choose to use.

### 3.0 Professional Development, Training and Resources

3.1 Professional development and training will be provided to support staff in building capacity to:

3.1.1 Create learning environments which are reflective and inclusive of the 2SLGBTQ+ community;

3.1.2 Identify and address homophobic and transphobic attitudes and behaviours;

3.1.3 Support the needs of students whose real, or perceived, identity is 2SLGBTQ+; and

3.1.4 Access and utilize learning materials and resources that are inclusive and reflective of the 2SLGBTQ+ community.

3.2 The District is committed to providing learning resources that are:

3.2.1 Inclusive, developmentally appropriate, and respectful of diverse sexual orientations, gender identities, and gender expressions. This includes providing staff and students with resources that are inclusive of 2SLGBTQ+ communities for use in sexual health education.

3.2.2 Reflective of the lives and lived experiences of 2SLGBTQ+ students and families, including resources that allow 2SLGBTQ+ students and families to see their lives positively reflected.

### 4.0 Student Supports

4.1 Information on programs and services to support the needs of 2SLGBTQ+ students and families will be made available and accessible to district staff.

4.2 Counsellors will be trained to respond competently to the needs of 2SLGBTQ+ students as well as to the needs of students with 2SLGBTQ+ family members.

4.3 Counsellors and staff will be provided with information, from the District, on support programs or services for 2SLGBTQ+ students and families.

4.4 Elementary and secondary schools will appoint at least one staff person to be a SOGI (Sexual Orientation and Gender Identity) School Lead who will serve as a resource person for 2SLGBTQ+ students and staff. School administrators can fulfill the role as SOGI School Lead. School administrators will inform students and staff of the name, location and availability of the SOGI School Lead.

- 4.5 All schools are supported in establishing and maintaining Gender and Sexuality Alliance clubs (sometimes called Rainbow Club, Diversity Club, etc.)
  - 4.6 District communications will acknowledge that some staff and students live in 2SLGBTQ+ families and must be recognized and included as such.
- 5.0 Official Records, Privacy and Student Information
- 5.1 Personal information including gender identity and sexual orientation will not be disclosed to third parties without statutory authorization.
  - 5.2 Unless legally required to do so, schools will not disclose personal information regarding a students' sexual orientation or a gender-diverse students gender identity.
  - 5.3 Student Information System  
Schools will record and maintain the following information for all students:
    - 5.3.1 Legal name
    - 5.3.2 Sex assigned at birth is required for this field in the student information system.
    - 5.3.3 Usual name. Upon request a student's usual name will be recorded in the student information system. If no usual name is provided the system will default to the students' legal name.
    - 5.3.4 Gender Identity. Upon request a student's gender identity will be recorded.
  - 5.4 Changes to Legal Information
    - 5.4.1 Requests for changes to legal name and sex assigned at birth require legal supporting documents (change of name certificate, birth certificate).
  - 5.5 Changes to Usual Name and/or Gender Identity
    - 5.5.1 Gender-diverse students will be addressed by the names and pronouns they choose to use.
    - 5.5.2 Requests made by a student, or their parent/guardian, to change the student's record to reflect their chosen name and/or gender identity will be accommodated.
    - 5.3.2 Students and parents/guardians requesting a change of usual name in the student information system will be informed that report cards will reflect the students' usual name.
  - 5.6 Communication of student information within schools

- 5.6.1 It is up to the student to determine when, and with whom, they choose to share information regarding their sexual orientation and/or gender identity.
- 5.6.2 Usual student names will be used on internal documents such as class lists, student schedules, field trip lists, team rosters, and other documents or reports used for internal school communications. Sex assigned at birth and gender identity will not be used or recorded on internal reports.
- 5.7 Report Cards and Parent/Guardian Communications
  - 5.7.1 Use of student usual names on report cards is the district standard.
  - 5.7.2 Sex assigned at birth and gender identity are not included in the student information on report cards.
  - 5.7.3 It is recommended that report card comments be written in such a manner as to not require the use of pronouns where possible. If pronouns are used, gender-diverse students can indicate the pronouns they wish to have used on their report card. The appropriate use of they/them pronouns includes when they are a student's usual pronouns and when the student indicates they wish to have they/them used for reporting.
- 5.8 Permanent Student Record (PSR)  
Information on the PSR is generated by the Student Information System. The following student information is recorded on the PSR: student legal name, student usual name, sex assigned at birth.
- 6.0 Student Clothing  
Students shall not be limited in their choice of clothing based on sex or gender.
- 7.0 Student Activities & School Organizations
  - 7.1 Whenever feasible student activities will be organized to include all-gender groupings of students. In exceptional circumstances where students are required to be grouped by gender, gender-diverse students will have the option to be included in the group that they feel most comfortable joining.
  - 7.2 In organizing classes for the year (elementary) and building timetables (secondary) students are not to be segregated or organized by sex assigned at birth or gender.
- 8.0 Overnight Field Studies
  - 8.1 Schools will engage with gender-diverse students, and where appropriate their parents, in ensuring appropriate, safe, and comfortable sleeping arrangements are made to accommodate gender-diverse students.

8.2 Accommodations for overnight field trips may include all-gender options for sleeping arrangements.

8.3 When a trip will include all-gender sleeping arrangements this information will be shared with all parents/guardians who are giving consent for students to participate.

#### 9.0 Physical Education and Sports

9.1 Gender-diverse students may participate in recreational and competitive athletic activities in accordance with their gender identity, or where they feel most comfortable.

9.2 Gender-diverse students shall be provided the same opportunities to participate in physical education as other students. In the event a gender-diverse student is not comfortable participating in group physical education the school will provide the student with an individualized physical education plan separate of the assigned class time.

#### 10.0 Washroom and Change Room Accessibility

10.1 Single stall all-gender washrooms will be available at all school locations and worksites and will be made available for all students.

10.2. Gender-diverse students will be offered the option of using washrooms/changerooms which reflect their gender identity or sex assigned at birth. Gender-diverse students will also be offered the option of using separate washroom/changerooms facilities.

10.3 Schools will engage gender-diverse students in the development of a plan for the use of washrooms and change facilities that prioritizes the student's privacy, safety, and comfort.

10.4 The District will ensure design specifications for new and replacement schools take into consideration the needs of gender-diverse students and staff for safe and comfortable washroom and changerroom access.

11. Responding to acts of discrimination, harassment, hate.  
Please see AP 170 Appendix A.

#### Legal references:

The Ministry of Education and Child Care, SOGI Policy Guide  
School Act Sections 6, 170  
BC Human Rights Code  
Canadian Charter of Rights and Freedoms

Adopted: May 2, 2023