



ST. CLEMENT'S
SCHOOL

Passion. Courage. Curiosity.

Guidelines for Respecting and Accommodating Transgender /Gender Non-Conforming Students at St. Clement's School

Our Mission:

St. Clement's School develops outstanding women who are intellectually curious, courageous and compassionate.

Our Diversity Statement:

St. Clement's School believes in the importance of diversity. Our community values intellectual curiosity, courage and compassion, and believes that our differences are our strengths. We strive to be open to different perspectives and experiences in order to foster individual and collective growth and innovation.

St. Clement's School values and respects individuals whose differences include, but are not limited to, race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sexual orientation, gender identity, gender expression, age, marital status, family status, disability, and the receipt of public assistance.

Purpose of these Guidelines:

These guidelines are intended to provide our staff and teachers with guidance on supporting, respecting and accommodating transgender and gender non-conforming students, and preventing harassment and discrimination on the basis of gender identity and gender expression. It is expected that these guidelines will be followed; however, each student experience is different, and accommodation of transgender students will be determined on a case-by-case basis, considering the unique needs of each individual student.

Human Rights Code:

Discrimination and harassment because of gender identity / expression is contrary to the Ontario *Human Rights Code*. St. Clement's School affirms that every person has a right to equal treatment with respect to services, goods and facilities without discrimination because of gender identity or gender expression. This includes a transgender person, and any other person whose gender identity or expression is different, or is seen to be, different from their birth sex.

Harassment and/or discrimination of students on the basis of gender identity or gender expression will not be tolerated.

It is expected that all members of our community – students, parents, faculty, staff and administration, and Board of Governors – are open to leveraging differences as a source of strength and means of growth for the entire community. Further, it is expected that our commitment to diversity and respect will be reflected in all areas of school life.

Fulfilling these expectations will require an ongoing process and an open dialogue with all members of our school community.

Definitions:

Gender identity is each person's internal and individual experience of gender. It is their sense of being a woman, a man, both or anywhere along the gender spectrum. A person's gender identity may be the same as or different from their birth-assigned sex. Gender identity is fundamentally different from a person's sexual orientation.

Gender expression is how a person publicly presents their gender. This can include behaviour and outward appearance such as dress, hair, make-up, body language and voice. A person's chosen name and pronoun are also common ways of expressing gender.

Trans or transgender is an umbrella term referring to people with diverse gender identities and expressions that differ from stereotypical gender norms. It includes but is not limited to people who identify as transgender, trans woman (male-to-female), trans man (female-to-male), transsexual, cross-dresser, gender non-conforming, gender variant or gender queer.

Transitioning refers to the activities and process that people may follow to help them live their felt gender identity.

St. Clement's School Guidelines:

Subject to future amendments to applicable law, St. Clement's School is implementing the following guidelines for respecting and accommodating transgender students at our school:

The Admissions Process

- We are single gender, not single sex; we are therefore not gender blind, but we are sex blind. We are a girls' school and will continue as such, while acknowledging and supporting the fluidity of gender and gender identification.
- We will equally consider all applications of individuals identifying as female in the admissions process.
- We will treat transgender girl applicants as we would any other applicant, and will consider the application of a transgender girl without discrimination on the basis of gender identity or gender expression.
- With the consent of a transgender girl applicant and their parents, the Director of Admissions, Principal, Head of School and LINCWell Counselor will meet with the student and their parents to create an individualized plan to support the student through the admissions process, as well as during their attendance at St. Clement's should they be accepted. The plan will also address any concerns the student or their parents have, as well as potential issues that may arise, using the school's Diversity Statement and Anti-Bullying Policy as guides.

Accommodation of Transgender Girls or Gender Non-Conforming Students

Attending St. Clement's:

- Requests for accommodation made by transgender students attending St. Clement's School will be accepted in good faith. St. Clement's will act on accommodation requests in a timely manner, will consider all potential accommodation solutions, and will accommodate its transgender students to the point of undue hardship.
- Each student's needs are unique and will be considered when an accommodation request is made.
- St. Clement's School may request information from the student to the extent such information is necessary to clarify the nature and extent of accommodation needed, and for the school to fulfill its legal obligations.
- Privacy of transgender students is of the utmost importance. Information regarding a student's gender identity, gender expression or transition will be kept confidential, and shared only with those people who need to know the information in order to implement accommodation and fulfill the school's legal obligations, unless otherwise permitted or requested by the student and their parents. The student and their parents will be informed of the individuals with whom information is shared.
- If the student desires, St. Clement's will work with the student and their family to develop a support and accommodation plan that is reflective of the student's individual needs. As part of the development of a support and accommodation plan, if the student and their parents wish, a support

team may be put in place and become part of the student's individualized support and accommodation plan.

- St. Clement's will, to the extent permitted by law, reflect a transgender student's gender identity on its records and documentation, including lived gender, preferred name and/or preferred pronoun, upon receipt of a request from the student or their parents.
- To the extent that the School is required by law to maintain the student's legal name on its records, it will require proof of legal name change in order to change a transgender student's name on those records.
- Transgender students at the School have the right to use facilities that correspond with their gender identity. For students who do not feel comfortable using female facilities for reasons related to gender identity or gender expression, the School will provide an appropriate alternative to increase the student's privacy and comfort, determined in consultation with the student and their parents.

Transitioning Post-Admissions

- Each situation will be treated as unique in order to confer the greatest degree of respect possible upon a transgender student or a female student who is in the process of transitioning while attending St. Clement's School.
- If desired by the student and the student's parents, St. Clement's will work with the student and their parents to develop a support plan for the student's transition that is reflective of the individual student's needs.
- Facilities use will be considered in collaboration with the student, the student's parents, and the School with the aim of providing the most appropriate accommodation and the accommodation which will best promote the comfort and privacy of the student as they transition.
- Information regarding a student's gender identity, gender expression or transition will be kept confidential, and shared only with those people who need to know the information in order to implement accommodation and fulfill the school's legal obligations, unless otherwise permitted or requested by the student and the student's parents. The student and student's parents will be informed of the individuals with whom information is shared.
- If the student and the student's parents wish, a transition support team will be developed in consultation with them, and will become part of the student's individualized support plan as they transition.
- The support plan and team will aim to deal with issues that may arise during a student's transition. These issues might include, but are not be limited to:
 - Pronoun use
 - Use of facilities
 - Confidentiality and privacy
 - School activities and field trips
 - Conflict response and where to go to seek help
 - Dress code

- Transition support needs
- Safety protections from harassment and bullying

Alumni

- In the event that a St. Clement's School graduate or former student has transitioned, the graduate or former student may request that the school alter its records and transcripts to reflect those changes. To the extent that the School is required by law to have the alumna's legal name on the relevant records, the School will require proof of legal name change before making such amendments.

Accommodation discussions and decisions will be guided by each individual student's needs, our St. Clement's Diversity Statement, the Human Rights Code and the Human Rights Commission *Policy on preventing discrimination because of gender identity and gender expression*.

Conclusion:

St. Clement's School will consider any mission appropriate and academically able candidate who identifies or expresses as female. Further, the School will work to support and accommodate a transgender or transitioning student to the best of its ability, and to the extent required by law, in collaboration with the student and their family.

We will engage in ongoing education of our faculty, staff, students and parents around issues relating to gender identity and gender expression, as well as other areas of diversity, in an effort to provide a safe and inclusive environment for our community.

The school will ensure ongoing review of these guidelines to ensure their alignment with the Ontario *Human Rights Code* as well as best practices and the changing needs of our students.

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