

BALTIMORE CITY PUBLIC SCHOOLS

Guidelines for the Appropriate Display & Use of Students' Preferred Names and Gender in Virtual Learning Platforms

Baltimore City Public Schools (“City Schools”) has received questions and concerns regarding Zoom, Google Classroom, and other virtual learning platforms displaying the given name of students who do not use their given name for reasons related to gender identity. Baltimore City Board of School Commissioners Policy JBB recognizes the right of students to be referred to by their preferred name and by the pronouns that correspond with their gender identity. Schools shall allow any and all transgender, agender, non-binary, and gender non-conforming students to use their chosen name and gender pronouns that reflect their identity, regardless of whether they have undergone a legal name change process.

Below you will find two options to ensure that a student’s name and gender are appropriately displayed. In addition, we have provided protocols at the end of this document for schools to follow in responding to students’ requests to update their student information to align with their gender identity.

If a student is requesting to change their documented gender, or their name for reasons related to gender identity, the student’s official permanent record will be changed upon receipt of documentation that such name and/or gender has been changed. Any of the following documents are evidence of a name and/or gender change sufficient to change a student’s official permanent record:

- A court order signed and dated by a magistrate or judge changing the student’s name;
- A new or amended birth certificate;
- State- or federally-issued identification; or
- A statement signed under penalty of perjury, by a licensed healthcare practitioner, who treated or evaluated the student for gender identity issues, requesting that name/gender change be made on the “official school record” and explaining the health-related reasons for the request.

Please note that City Schools is legally required to protect the student’s previous identity once a change to a student’s legal name and/or gender has occurred.

Formal guidance for this change process is in development and additional information will be shared in the future. If you have questions, please contact studentrecords@bcps.k12.md.us.

If a student is requesting to change their documented gender, or their name for reasons related to gender identity, in order to display that information in a virtual learning environment, but the student does not have one of the documents listed above, please follow the process outlined below in Infinite Campus. This process will maintain the student’s legal gender and name in Infinite Campus while ensuring their preferred name is displayed in virtual learning environments like Zoom and Google Classroom.

The image shows a screenshot of the 'Identity Information' form in Infinite Campus. The form is divided into two main sections: 'Identity Information' and 'Protected Identity Information'. The 'Identity Information' section includes fields for PersonID (32431), Last Name, First Name, Middle Name, Suffix, Gender, Birth Date (Age: 13), and Soc Sec Number. The 'Protected Identity Information' section includes fields for Legal Last Name, Legal First Name, Legal Middle Name, Legal Suffix, and Legal Gender. Two green arrows point to the form: one points to the Last Name, First Name, Middle Name, and Suffix fields with the text 'Change to Preferred name and gender', and the other points to the Legal Last Name, Legal First Name, Legal Middle Name, Legal Suffix, and Legal Gender fields with the text 'Enter legal name and gender here as stated on birth certificate'.

The following links from Infinite Campus Community provide additional clarification:

- https://community.infinitecampus.com/news/article/legal_name_and_gender_field_changes
 - <https://content.infinitecampus.com/sis/Campus.1937/documentation/identities/>
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Before using either option, school staff must follow these protocols to ensure that the student understands the implications of these updates to their student information in Infinite Campus. It is expected that schools will take all reasonable efforts to implement these protocols within two school days after a request is made.

- When a student requests to use a preferred name instead of their legal name, the principal/designee should always speak to the student before contacting the parent/guardian. Safety concerns or lack of support from parents/guardians may prevent a student from expressing their gender identity at home, and revealing this information could put a student at risk.
- The principal/designee should discuss with the student that the preferred name that is listed in Infinite Campus will be used on communications and documents, such as mailings to parents and report cards, as well as on classroom rosters, virtual learning platforms, and parent portals. The legal name will remain on official transcripts.
- The principal/designee should discuss with the student the possible implications of having their preferred name displayed in a virtual environment, including discussing any safety concerns in the event that the student's screen is observed by a family member or other person in their home environment.
- The principal/designee should assure students that City Schools prohibits discrimination in its employment, programs, and activities, based on sex, sexual orientation, gender, gender identity, and gender expression. Discrimination undermines our community's long-standing efforts to create, foster, and promote equity and inclusion for all. For more information about these commitments, the principal/designee can direct students to the following documents: Baltimore City Board of School Commissioners Policies [JBA \(Nondiscrimination – Students\)](#), [JBB \(Sex-Based Discrimination – Students\)](#), [JICK \(Bullying, Harassment, or Intimidation of Students\)](#), and the accompanying City Schools Administrative Regulations. Links are available on the City Schools website at this link: <https://www.baltimorecityschools.org/notice-nondiscrimination>.
- If a student needs further support on these issues, the principal/designee should contact the Equal Employment Opportunities and Title IX Compliance Unit in the Office of Legal Counsel at 410-396-8542 or eeo-titleixcompliance@bcps.k12.md.us.
- Once a request for a change to a student's information has been submitted, the principal/designee should ensure that the student's teachers are aware of the appropriate name, pronouns, and gender to use when referencing the student. Teachers should immediately report any concerns or issues to the principal/designee.

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