



PROCEDURE

Accessible Facilities for Students and Staff of all Genders FAC-P022

Procedures are continually revised and improved. For the most recent version, please visit <https://salkeiz.sharepoint.com/qam/SitePages/Home.aspx>

1.0 SCOPE:

- 1.1 Students, staff, and district visitors shall be provided access to gender-specific facilities at school consistent with their gender identity. Access to private facilities based on privacy, safety, or other concerns will also be made available to the extent possible.

2.0 DEFINITIONS:

- 2.1 **Gender identity:** An individual's internal sense of their own gender, which can include being a woman, man, another gender, multiple genders, or no gender.
- 2.2 **Gender-neutral:** A facility or activity that is accessible to those of all genders.
- 2.3 **Gender-specific:** A facility or activity that is only accessible to those of a particular gender (i.e. women or men).

3.0 PROCEDURE:

- 3.1 Students, staff, and visitors shall have access to the restroom that corresponds to their gender identity. Where available, a gender-neutral restroom may be used by anyone who desires increased privacy, regardless of the underlying reason.
 - 3.1.1 Schools should take steps to ensure gender-neutral restrooms are accessible to students, staff, and visitors. Existing single-stall/single-occupant restrooms may be converted into a gender-neutral restroom to provide access using the Facilities Improvement Request process outlined in [FAC-P020](#) (Facilities: Request for Service). Converted restrooms should be off a main corridor or a space easy to access without permission, requiring a key, or having to go through a potentially occupied space (i.e. not off an office). If limited options exist for conversion, look for one that is easiest to access from a majority of the school. Schools should prioritize ADA-accessibility in their selection process
 - 3.1.2 Restrooms that are converted to gender-neutral shall have updated signage, updated door hardware that is unlocked all of the time, unless occupied, free sanitary products and disposal containers.
 - 3.1.3 No one will be required to use a restroom that conflicts with their gender identity
- 3.2 Students may use the gender-specific locker room that corresponds to their gender identity. In locker rooms that involve undressing in front of others, students who want to use the locker room corresponding to their gender identity shall be provided with reasonable accommodations to address privacy concerns. Such accommodations could include, but are not limited to:
 - 3.2.1 Use of a private area (e.g., a nearby restroom stall with a door, an area separated by a curtain, a P.E. instructor's office). If a private area does not exist in the locker room, schools should request an assessment to determine if a private area can be created through the use of stalls, curtains or other privacy barriers using the Facilities Improvement Request process outlined in [FAC-P020](#) (Facilities: Request for Service).
 - 3.2.2 A separate changing schedule (e.g., using the locker room that corresponds to their gender identity before or after other students).
 - 3.2.3 Use of a nearby private area (e.g., a nearby restroom, health office)
 - 3.2.4 Accommodations should be provided in a way that protects the student's privacy while maximizing the student's social integration and equal opportunity to participate in physical



PROCEDURE
Accessible Facilities for Students and Staff of all Genders
FAC-P022

education classes and sports, ensuring the student's safety and comfort and minimizing stigmatization.

3.2.5 No one will be required to use a locker room that conflicts with their gender identity.

3.3 District educational specifications for new construction and major renovations where restrooms or locker rooms are in scope shall include the construction of gender-neutral, ADA-compliant facilities in quantities and locations appropriate for the size of the facility and number of students.

4.0 ASSOCIATED DOCUMENTS:

4.1 INS-A040-Transgender, Nonbinary, and Gender Nonconforming Student

4.2 Student Transition Plan

4.3 FAC-P020-Facilities Repair and Improvement Request

5.0 REVISION HISTORY:

Date	Description
2/15/22	New Procedure.

6.0 APPROVAL AUTHORITY:

6.1 The department head who owns the process.

Signature

Date