



Southwest Open School

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Non-Legal Name Change Policy

Adopted:

Revised:

In pursuit of the mission of Southwest Open School (SWOS) to create a community of learners who utilize experiential education in developing and nurturing high academic, character, and health standards the SWOS community understands the significance of allowing students to be given the opportunity to choose which name they wish to be called while at school.

Purpose

It is the policy of SWOS to allow students to choose which/what name they would like to be referred to with, while at school.

Procedure

The Board understands that achieving this goal is dependent upon the preferred name of the student being relayed to the staff in a clear and straightforward manner. Thus, it is asked that the following procedure be followed.

1. The student will fill out the "Non-Legal Name Change" form and submit to a school administrator
2. The student's parent/guardian will be notified of the request within two school days
3. The preferred name will be recorded and noted in the student information system and learning management tools
4. Staff will be informed of the name change through both written and verbal communication

Expectations for SWOS Employees

ALL SCHOOL EMPLOYEES, EDUCATORS, AND CONTRACTORS AS DEFINED IN SECTION 22-1-143 SHALL ADDRESS A STUDENT BY THE STUDENT'S CHOSEN NAME AND USE THE STUDENT'S CHOSEN NAME IN SCHOOL AND DURING EXTRACURRICULAR ACTIVITIES. All employees, regardless of their positions, are covered by and are expected to comply with this policy and to take appropriate measures to ensure that preferred names are used and that if preferred names are not being used that the situation is comprehensively addressed. Appropriate disciplinary action will be taken against any employee who violates this policy. Based on the seriousness of the offense, disciplinary action may include verbal or written corrective action, suspension, or termination of employment. Managers and supervisors who knowingly allow or tolerate discrimination, harassment or retaliation violate this policy can also be subject to discipline.