# GENDER IDENTITY SUPPORT GUIDE





# **TABLE**OF CONTENTS

Welcome letter & Contents Description

| Meeting Request Form   | 1  |
|--|----|
| School Support Plan For Transgender,<br>Nonbinary, and Gender Diverse Students | 2  |
| Student Name and/or Gender Marker<br>Change Form Explained                     | 11 |
| Student Name and/or Gender Marker<br>Change Form                               | 14 |
| Athletic Support Plan Explained  | 15 |
| Athletic Support Plan  | 17 |
| Student Frequently Asked Questions   | 22 |
| Blank lined notes nages  |    |





#### Welcome!

This updated guide is intended to be used by students, staff, and caregivers to ensure transgender, nonbinary, and gender diverse students can bring their most authentic selves to their learning communities throughout their time in Portland Public Schools. In this guide you will find the Meeting Request form, the Support Plan, the Name Change/Gender Marker Change form Explained, Name Change/Gender Marker Change form, the Students' FAQ, and blank lined pages for additional notes.

If you have used this guide before, there are some key changes:

- There is now a Program Manager for LGBTQ2SIA+ Supports.
- We have removed the text of the Transgender, Nonbinary, Gender Diverse AD (4.30.061-AD).
- There is now an Athletic Support Plan
- We have adapted and are now using Gender Spectrum's Support Plan

Please carefully review this updated Support Guide <u>before you use it</u> to assist students. If you have questions about any of the contents (e.g who on staff to include and when, how to maintain confidentiality when a student opts to use the "preferred name" field, etc) reach out to the Program Manager for LGBTQ2SIA+ Supports (lgbtq@pps.net) and they will gladly consult with you.

In Community,
Britt Bieberich (they.them)
Program Manger LGBTQ2SIA+ Supports





#### **CONTENT DESCRIPTION**

#### **MEETING REQUEST FORM**

The meeting request form may be used by students and/or caregivers to request a meeting with school staff to create or revise a School Support Plan. Additionally, it can be used to discuss or address any specific concerns or needs a student may have about their school environment as it relates to their gender identity.

#### **SCHOOL SUPPORT PLAN**

Plans shall address the expressed needs and wishes of the student on issues including but not limited to the following: access to restrooms and other gender-segregated facilities, plan for using the student's affirmed\* name and gender, disclosure of the student's gender identity to teachers, identification of parent and peer allies, confidentiality of gender transition in student records and information systems, staff training, and other supports as necessary. The Support Plan may be offered to any student who identifies as transgender, nonbinary and/or gender diverse. However, it is not required and should only be used at the student's request.

#### NAME AND GENDER MARKER CHANGE FORM

The purpose of the Name/Gender Marker Change form is to alert school administrative staff to a change request for Synergy, as outlined in the PPS Administrative Directive 4.30.061 Section III. Names and Pronouns.

<sup>\*</sup>Affirmed name: the name a person uses that represents (affirms in a positive way) who they are and how they wish to be referred to and identified at school.



#### **CONTENT DESCRIPTION**

#### **Athletic Support Plan**

This plan can be used to assist student who are currently participating in or would like to begin participating in spors at their school. It should be used as part of the follow up to the School Support Plan. Speak with the student during the School Support Plan meeting to discuss who, if anyone, within the athletic department is a "need to know" adult. It is important to understand that a student may elect to maintain confidentiality around their gender identity, which may include only discussing their needs with a school counselor, school social worker, school admin, teacher, or some combiniation of trusted adults in the building.

If a student elects to not inform their teammates, coach, and/or athletic director, that is their right. Students should be aware that this would require them to advocate for things such as uniform exemptions with OSAA without the assistance of their school's athletic department (in this instance they may ask their trusted adult to assist them). In this event, it is especially important to take time with the School Support Plan to ensure the student has everything they need to participate fully in the sport(s) of their choice.

#### **Student FAQ**

This FAQ answers some common questions that transgender, nonbinary and gender diverse students may have. Additional questions can be directed to the Program Manager for LGBTQ2SIA+ Supports (lgbtq@pps.net) and PPS Department of Student Success and Health (Studentservices@pps.net)



#### **Meeting Request Form**

This form is to be used by students and/or families wishing to request a school meeting to discuss gender diversity, name change, and school protocols. Students have the right to submit this form without parent or family notification. Students will receive notice of a scheduled meeting to discuss their needs within 10 days of submitting this form. Please contact the Program Manager for LGBTQ2SIA+ Supports (lgbtq@pps.net) immediately if you do not hear from your school within 10 days.

| PPS ID :                                       | DATE OF REQUEST:                      |
|--|---------------------------------------|
| Affirmed student name and pronouns :           |                                       |
| Student's current full name in Synergy (First, | Last):                                |
| Date of Birth :                                | Grade Level:                          |
| Email :  | Phone :                               |
| Is the student requesting this meeting?        | Yes No                                |
| If so, will the caregiver(s) be in attendance? | Yes No                                |
| Is the caregiver(s) requesting this meeting?   | Yes No                                |
| If so, will the student be in attendance?      | Yes No                                |
| Please list all people you wish to be present  | for this meeting, including yourself: |
|  |                                       |
| What are the topics you'd like to discuss:     |                                       |
|  |                                       |
|  |                                       |
| Best day/times to meet:                        |                                       |
|  |                                       |
| Cocondany day (times to most)                  |                                       |
| Secondary day/times to meet:                   |                                       |
|  |                                       |



#### **School Support Plan** CONFIDENTIAL

(to be shared only w/individuals named)

Use this as a tool to guide the conversation and to create a shared understanding of how the student's authentic identity will be accounted for and nurtured at school. School staff, the student, and their caregiver(s) or other trusted adult (if the student wishes) should work through this together; this is an iterative process and thus, you should expect to return to this document to make changes as the student's needs change.

TODAV'S DATE:

| School name:   | TODAY'S DATE:              |
|--|----------------------------|
|  |                            |
| Student Demographic Information  |                            |
| Affirmed Student Name :  |                            |
| Student's Current Full Name in Synergy (Fire                               | st, Last) :                |
| Date of Birth : Grade Level PPS ID :                                       | : Age:                     |
| Sex assigned at birth: Intersex  | Female Male                |
| Gender pronouns:   |                            |
| List name(s) of everyone participating & the (ex: parent, therapist etc.): | ir relationship to student |
| Name and Gender Pronouns   | Relationship               |
|  |                            |
|  |                            |
|  |                            |
|  |                            |

| spiritual safety (if any) at school?                  | neir emotic   | onal, pnysical or |
|---|---------------|-------------------|
|   |               |                   |
|   |               |                   |
|   |               |                   |
|   |               |                   |
|   |               |                   |
|   |               |                   |
|   |               |                   |
| Parent, Guardian or Caregiver Involvement             |               |                   |
| Is Caregiver 1 aware of the student's gender identity | <b>/?</b> Yes | No Unsure         |
| Is Caregiver 2 aware of the student's gender identit  | y? Yes        | No Unsure         |
| If yes, what is their level of support?               | Caregiver :   | 1 Caregiver 2     |
| 100% supportive/affirming                             |               |                   |
| Somewhat supportive (they're trying)                  |               |                   |
| Ambivalent (neither supportive or unsupportive)       |               |                   |
| Openly hostile and unsupportive                       |               |                   |



| If hostile or unsupportive, what into account with regard to th |                                | school take |
|---|--------------------------------|-------------|
|   |                                |             |
|   |                                |             |
| Are there other things staff sh caregiver(s) or home(s)?        | ould consider related to the   | student's   |
|   |                                |             |
|   |                                |             |
| Teacher, Counselor, Administr                                   | rator, and School Involveme    | nt          |
| At school, who will be aware apply and include the name of      | of the student's gender? (fill |             |
|   |                                | Yes/No      |
| Role  | Name                           | Unsure      |
| Bus Driver/related staff  |                                |             |
| Central Office/District Staff                                   |                                |             |
| Coach(s)  |                                |             |
| Counselor or Psychologist                                       |                                |             |
| Principal or AVP  |                                |             |
| School Office Staff   |                                |             |
| Teacher   |                                |             |



#### Teacher, Counselor, Administrator, and School Involvement Continued

| Regarding peers in school and/or on Sports   |   | <b>Sports</b> |
|--|---|---------------|
| Teams select all that apply  | School                                    | Team          |
| Peers know and student does not wish to keep this confidential   |   |               |
| Close friends know and student does not want others to know  |   |               |
| No peers know<br>Describe:   |   |               |
|  |   |               |
| If the student has requested privacy, what steps we to ensure this information stays private?  Examples: Ensure Synergy has been updated with congender marker. Ensure student has access to correct discussing with staff. Ensure need to know staff use a name/pronouns at all times when referring to student in writing. | orrect name<br>t facilities wi<br>correct | and<br>thout  |
|  |   |               |
|  |   |               |



| If privacy is broken, who at school should the student notify? How should they notify them?   |  |  |  |  |
|---|--|--|--|--|
| Note: this person will immediately contact the Program Manager for LGBTQ Supports and they will follow up accordingly.  |  |  |  |  |
|   |  |  |  |  |
|   |  |  |  |  |
|   |  |  |  |  |
| Safety at School (emotional, physical, spiritual etc.)  |  |  |  |  |
| If the student feels unsafe at school, what is the plan for seeking help and how will they signal or alert staff that they need help/assistance? Plan for all that apply. |  |  |  |  |
| During recess/on playground or field  |  |  |  |  |
|   |  |  |  |  |
|   |  |  |  |  |
| During PE or Health class   |  |  |  |  |
|   |  |  |  |  |
|   |  |  |  |  |
| At lunch or snack time  |  |  |  |  |
|   |  |  |  |  |
|   |  |  |  |  |



| Using the restroom   |   |
|--|---|
| -  |   |
|  |   |
| Before/after school (includ  | ing the bus)  |
|  |   |
|  |   |
| Safety at School (emotional  | , physical, spiritual etc. Continued  |
| •  | adults to be the student's "go-to" adults at how the student can access them.   |
| Primary staff name/role  | Location or other info about how/when to reach them   |
| Secondary staff name/role  | Location or other info about how/when to reach them   |
| Names, Pronouns, and Reco  | ord Keeping   |
| unintentionally misgenders<br>moment, tell a trusted adult<br>If this occurs intentionally, it i | Il respond if a <u>TEACHER</u> or other staff<br>them. (e.g. respond/don't respond in the<br>t, etc)<br>s bullying and should be reported to Title IX<br>e Program Manager for LGBTQ2SIA+ Supports. |
|  |   |



#### Names, Pronouns, and Record Keeping Continued

| Discuss how the student will respond if a <u>PEER</u> unintentionally           |  |  |  |
|---|--|--|--|
| misgenders them (e.g. respond/don't respond in the moment, tell a               |  |  |  |
| trusted adult, etc)   |  |  |  |
| If this occurs intentionally, it is bullying and should be reported to Title IX |  |  |  |
| (www.pps.net/TitleIX) and the Program Manager for LGBTQ2SIA+ Supports.          |  |  |  |
|   |  |  |  |
|   |  |  |  |
| If the student opts to use the <u>PREFERRED NAME FIELD</u> rather than          |  |  |  |
| changing the <u>LEGAL NAME FIELD</u> (for the purposes of Synergy ), how will   |  |  |  |
| their privacy be accounted for in the following scenarios:                      |  |  |  |
| Materials sent to their home address where parent/guardian will see             |  |  |  |
|   |  |  |  |
|   |  |  |  |
|   |  |  |  |
| Transcripts/report cards  |  |  |  |
|   |  |  |  |
|   |  |  |  |
|   |  |  |  |
|   |  |  |  |

<sup>\*</sup>Students do not need parent permission to change their preferred OR legal first name field in Synergy.



#### Restrooms, Locker Rooms, PE, and Sports

| Bathroom: identify the bathroom that aligns with the student's gender identity and work together to create a plan for how to address any safety or privacy concerns.  |
|---|
|   |
|   |
|   |
|   |
|   |
|   |
| I provided a map or went on a tour of the school to locate the All Gender or boys'/girls' bathrooms the student intends to use.   |
| <b>PE</b> : will the student dress down for PE?  Yes  No  Unsure If yes, please note the plan for getting changed (i.e. in locker room, private single stall space) keeping in mind it is up to the student to decide and the school to make it happen. Also discuss how to address any saftey or privacy concerns. |
|   |
|   |
|   |
|   |



#### Restroom, PE, and Locker Rooms, and Sports Continued

Sports: How will the student's coach and athletic director work to ensure the student has access to sports? Include a plan for locker rooms at home and away games/tournaments.

| A meeting with the student, their coach, athletic director, and any supportive adult should be scheduled at the conclusion of this support meeting. This                                |
|---|
| meeting should cover how the team, coach, and athletic director will maintain the student's right to confidentiality (e.g. not unintentionally outing                                   |
| a student by asking for special locker room accommodations during away  |
| games/tournaments or discussing their gender identity with other  |
| students/staff).  |
|   |
|   |
|   |
|   |
|   |
|   |
| Check in and/or Update  |
| Please note below when the group will convene again to check in around the contents of this plan. If, for any reason, the student needs to check-in sooner, please respond accordingly. |
| Date and location of check-in/update meeting:   |
| Person who will reach out to student and how:   |
| Who will attend:  |
|   |





# Student Name and/or Gender Marker Change Explained

#### Change of "Legal First Name" Field

PPS policy permits any student to change their name in the "Legal First Name" field without parent permission or legal documentation. In these cases, the "Legal First Name" field will contain the affirmed name\*; then the legal first name will be moved to the "Middle Name" field.

Students should be aware that a change to the "Legal First Name" field will be visible to everyone, including parents, and will be printed on attendance rosters, report cards and other official PPS documents. If a student is not out to their family/guardian, they should discuss all options with a trusted adult in their school building prior to making a change/update.

#### Change of "Legal First Name" Field with Legal Documentation

A student who changes their name with the government can bring documentation into their school. The name change, as shown in those documents, will be made in the student information system.

In all instances, the student shall retain the same SSID.

#### To Add a Name to the "Preferred Name" Field

If a student does not want to change the "Legal First Name" field, enter a name in the "Preferred Name" field. The student/family should be aware that this option may result in the legal first name still showing up on school related documents. This is especially important in the context of guest educators and the attendance rosters they use. Students with a name in the "Prefered Name" field will likely be dead named when a guest educator fills in for the day. We are working to find a solution to this gap in the Synergy software.

<sup>\*</sup>Affirmed name: the name a person uses that represents (affirms in a positive way) who they are and how they wish to be referred to and identified at school.



# Student Name and/or Gender Marker Change Explained

#### To Change your Gender Marker

If requested by the student, schools shall change the student's gender marker in the student information system. Current options include female, male, or nonbinary. This written request is considered sufficient documentation. Students/families should be aware that gender marker categories are not confidential and can be viewed by school staff and in ParentVue.

#### **Confidentiality**

If a student is not ready to disclose their identity to their caregivers, the School Support Plan serves as a resource for ensuring the correct names and pronouns are honored throughout the school day.

#### "Legal Name" Field v. "Preferred Name" Field

It is important to understand the difference between these two fields before making a decision to proceed. A change to the respective fields is reflected in various spaces. See the list below:

#### Legal Name Field:

- Report cards
- ParentVue
- StudentVue
- Transcripts
- Diploma
- Attendance
   Rosters (for
   teachers and guest
   teachers)

**Take home:** a change here will be seen by teachers, staff, family, and possibly other students. This option significantly reduces the chances of inadvertently being deadnamed.

**Caveat:** if a student comes from an unsupportive home or is not out at home, a change here <u>will out</u> them.

# Student Name and/or Gender Marker Change Explained

#### "Legal Name" Field v. "Preferred Name" Field

#### **Preferred Name Field:**

 Sometimes on attendance rosters\* Take home: a change here <u>can</u> be seen in ParentVue, though not on the main screen. PPS staff views of Synergy will include it, but may not be seen by individual users. Consequently, it does not guarantee consistent use without advocacy despite district stance on using affirmed name and pronouns for all students.

<sup>\*</sup> We have begun training classified staff on the use of the proper report that will always pull from the preferred name field.





## Student Name and/or Gender Marker Change Form (this for is NOT to be uploaded to the student's file. Please keep onsite)

Please fill out the information below and return this form to the front office of your school building. This is **NOT** to be added to the student's file. Some schools maintain an on-site file to log forms (ex: DHS reports etc.). If your school maintains records in this manner, please make sure this form is kept separate from the educational record. It is not necessary to send/share this form with the District's central office.

| SSID:  |         |     |                     | Date of I     | Birth: |                     |
|--|---------|-----|---------------------|---------------|--------|---------------------|
| Student Current Full Name in Synergy (First, Last):                          |         |     |                     | Grade Le      | evel:  |                     |
|  |         |     |                     | •             |        |                     |
| Student wishes to Change Gene<br>Marker                                      | der     | 00  | Yes<br>No           |               |        |                     |
| Current Gender Marker in Syne  | rgy     | 000 | M<br>F<br>Nonbinary | Change<br>To: | 0 0 0  | M<br>F<br>Nonbinary |
| Student wishes to Change Lega<br>Name Field                                  | l First | 0 0 | Yes<br>No           | Update<br>To: |        |                     |
| Student wishes to Change Prefe<br>Name                                       | erred   | 0 0 | Yes<br>No           | Update<br>To: |        |                     |
|  |         |     |                     |               |        |                     |
|  |         |     |                     |               |        |                     |
| X Student Signature or Printed Name Date                                     |         |     |                     |               |        |                     |
|  |         |     |                     |               |        |                     |
| X Parent/Guardian Acknowledgement ( <u>not</u> required for submittal)  Date |         |     |                     |               |        |                     |
|  |         |     |                     |               |        |                     |
| Form received by (staff name)  Date  |         |     |                     |               |        |                     |
|  |         |     |                     |               |        |                     |
| Synergy Update completed by (staff name)  Date                               |         |     |                     |               |        |                     |
| ☐ The Administrative Directive has been reviewed by staff                    |         |     |                     |               |        |                     |
|  |         |     |                     |               |        |                     |



#### **Athletic Support Plan Explained**

All students belong in all spaces, including sports. The following support plan was made to ensure trangender and gender expansive students are fully supported in their desire to participate in sports. Please refer to OSAA's Gender Inclusivity Toolkit for a more in depth explanation of how to support transgender and gender expansive students who wish to access sports.

It is recommended, but not required, that transgender and gender expansive students complete this process with all coaches of the teams they wish to join before the start of the season or as soon as possible in the case of mid-year transitions. Students may, but are not required to, complete this process every school year to ensure the support they receive reflects any changes in needs that may have occurred.

Here are some key highlights of the Gender Inclusivity Toolkit to keep in mind while developing a support plan for transgender and gender expansive students:

- All trans and gender expansive students have a right to confidentiality or to openly assert their gender identity while participating in athletics.
- Schools may modify a student's eligibility upon notice that a student is transitioning to their affirmed gender.
- Upon notice, schools will consider eligibility of transgender students consistent with the gender identity asserted by the student.
- Transgender students who have already tried out for or participated in an activity may not switch to the team of the other gender in the same season
- Upon notice, schools will consider the eligibility of nonbinary/gender expansive students as either gender for athletics and activities that are gender-segreated or gender-specific.



#### **Athletic Support Plan Explained**

- Nonbinary or gender expansive students who have already tried out for or participate in an activity or sport may not switch to the team of the other gender in the same season.
- Disputes regarding gender identity determinations will be resolved solely at the member school level.

The Athletic Support Plan is a an additional way to plan for how to best support trangender and gender expansive students in schools. Please be sure to review the larger School Support Plan **before** setting a time to meet to develop a plan of support for athletics. This will ensure the student will not have to reexplain the contents of that plan, which may be emotional and mentally challenging. It also helps to ensure everyone involved in the athletic support meeting has a foundational understanding of what is happening for the student broadly within the school environment.

Finally, this support plan is solely for the purpose of guiding students and staff through a conversation about how to ensure a successful experience. This document does not and should not be stored in the student's educational file. It does not need to be sent to OSAA nor should it be sent to the Program Manager for LGBTQ2SIA+ Supports. With consent of the student, it may be destroyed at the conclusion of the season or school year, whichever is in line with the end of the student's participation in sports for the year.



# Athletic Support Plan CONFIDENTIAL

(to be shared only w/individuals named)

Use this as a tool to guide the conversation and to create a shared understanding of how the student's authentic identity will be accounted for and nurtured while participating in sports. School staff, the student, and their caregiver(s) or other trusted adult (if the student wishes) should work through this together; this is an iterative process and thus, you should expect to return to this document to make changes as the student's needs change.

| School name:   | Today's Date:                              |
|--|--|
| The School Support Plan meeting.                           | has been reviewed prior to this            |
| Student Demographic Info                                   | rmation                                    |
| Affirmed Student Name :                                    |  |
| Student's Current Full Name                                | in Synergy (First, Last) :                 |
| Gender pronouns:   |  |
| Sex assigned at birth:                                     | ntersex Female Male                        |
| Grade Level:   | vae:                                       |
| List name(s) of everyone par (ex: parent, therapist etc.): | ticipating & their relationship to student |
| Name and Gender Prono                                      | uns Relationship                           |
|  |  |
|  |  |
|  |  |

| What are the student's biggest concerns about their emotional, physical or spiritual safety (if any) while participating in sports?                                |
|--|
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
| Logistics  |
| Please list the sport(s) and its season(s) the student would like participate in this school year.   |
|  |
|  |
| Is the sport(s) gender-segregated, gender-specific, or neither?  |
| What, if any, uniform exceptions need to be made? Please list or mark N/A if none are needed. Pleas contact OSAA for additional guidance if exceptions are needed. |
|  |
|  |



|                                       | ndle locker room needs? Select an option n that best fits the needs of the student. |
|---------------------------------------|---|
| In the locker room with ever          | ryone else  |
| ☐ In the locker room at an alte       | ernate time   |
| ☐ In a private space in the lock      | ker room  |
| In an alternate space in prox         | ximity to the locker room   |
| Other                                 |   |
| If other, please explain.             |   |
|                                       |   |
|                                       |   |
|                                       |   |
|                                       |   |
| Confidentiality                       |   |
| Is the student open about their ge    | ender identity? Yes No Partially  |
| •                                     | nmates, etc will refer to the student as use pronouns.                              |
| If partially open about their identit | cy, please fill in the following below:   |
| Person's name/Group                   | Knows Name/pronoun to use   |
|                                       | Yes No  |
|                                       | Yes No  |
|                                       | Yes No  |
|                                       |   |
|                                       | Yes No  |
|                                       | Yes No  |



| If they are not open, do they want to maintain Yes No Unsure their right to confidentiality?  |
|---|
| If they do want to maintain confidentiality, please discuss who, if anyone, else is a "need to know" person and how the student would like to discuss this with them.   |
|   |
|   |
| If not, discuss how the student would like to share this aspect of their identity with their team and coach(es). If the student and athletic staff would like additional support with this, they may contact the Program Manager for LGBTQ2SIA+ Supports (lgbtq@pps.net). |
|   |
|   |
| Additional Information  |
| What else does the student need to feel supported in their athletic endeavors?  |
|   |
|   |
|   |



| Additional Information |
|------------------------|
|                        |
|                        |
|                        |
|                        |
|                        |
|                        |
|                        |
|                        |
|                        |
|                        |
|                        |
|                        |
|                        |
|                        |
|                        |
|                        |
|                        |
|                        |
|                        |
|                        |
|                        |
|                        |
|                        |
|                        |
|                        |
|                        |
|                        |
|                        |



# STUDENTS' FREQUENTLY ASKED QUESTIONS





#### What are my rights?

All students in Portland Public Schools have the right to:

- Be treated equally and be free from bullying, harassment and discrimination, regardless of sexual orientation, gender identity or gender expression.
- Have a GSA (QSA/SAGA) club at their school, and for that club to be treated the same as other clubs on campus.
- Assert their gender identity at school and be addressed by the name and pronouns that correspond to their gender identity.
- Have access to restrooms and locker rooms that correspond to their gender identity.
- Make alternative arrangements to dress down for PE if they feel uncomfortable in the locker room.
- Participate in PE and sports that correspond with their gender identity.
- Wear clothing that expresses their gender identity (as long as it follows PPS dress code, which applies to all students regardless of gender).
- Report bullying or harassment without fear of consequences or retaliation and have that report acted on by administrators.
- Be out about their identity at school. (And also, to keep their identity private if they choose to do so).
- Students can change the "First Name" field or "Preferred Name" field in Synergy by filling out the Name Change/Gender Marker Change form. No legal name change documentation is needed.
- Students can change their gender marker to male, female, or nonbinary in Synergy by filling out the Name Change/Gender Marker Change form. No legal/medical documentation is needed.

These rights are based on the Oregon Equality Act of 2007, Title IX, The Oregon Department of Education Guidance to School Districts: Creating a Safe and Supportive School Environment for Transgender Students Issued May 5, 2016, and the PPS Administrative Directive on Transgender, Nonbinary and Gender Diverse Students.



# How do I request a meeting to make sure my school knows the plan for restrooms, field trips, sports, and other things?

Your school office or counselor has a form to request a meeting. You can also find it in this guide. This meeting would be led by a school administrator and/or school counselor and should be scheduled within 10 school days of your request.

# What do I do if 10 days have passed since my family and/or I have requested a school support plan meeting?

If the form was sent by email, start by checking that it was received. You or your family should report the delay to the Program Manager for LGBTQ2SIA+ Supports (lgbtq@pps.net).

# How do I start the process of changing my name and/or gender marker in Synergy?

Students can request to change their names and/or designated gender in Synergy using the Name Change/Gender Marker Change form in this guide. The form can also be found on the LGBTQ2SIA+ Supports webpage (left column, click on "Forms") or in your school's counseling office or main office.

Legal First Name Field: A change to the "Legal First Name" field will be visible to everyone, including parents, and will be printed on attendance rosters, report cards and other official PPS documents. If a student is not out to\*their family/guardian, they should discuss all options with a trusted adult in their school building prior to making a change/update.

A student who changes their name with the government can bring documentation into their school and the name change, as shown in those documents, will be made in the student information system.



## How do I start the process of changing my name and/or gender marker in Synergy? Continued

**Preferred Name Field:** Students/and families should be aware that this option may result in the legal first name still showing up on school related documents. This is especially important in the context of guest educators and the attendance rosters. Students with a name in the "Preferred Name" field will likely be dead named when a guest educator fills in for the day. We are working to find a solution to this gap in the Synergy software. This field also appears in ParentVue, though not on the main screen.

**Gender Marker:** Current options include female, male, or nonbinary. This written request is considered sufficient documentation. Students/families should be aware that gender categories are not confidential and can be viewed by school staff.

# What is the difference between the "Legal Name" and "Preferred Name" in Synergy?

The name in the "Legal Name" field is what most often appears in school documents and reports, and therefore will be seen by staff and possibly students as well. The name in the "Preferred Name" field may be seen by PPS staff. However, it does not guarantee consistent use without advocacy despite district stance on using affirmed name and pronouns for all students. Names in the "Preferred Name" field don't appear on school documents and reports. We are working to ensure that the most commonly used reports, such as guest educator lists, default to using the "Preferred Name" field.

#### What do I do if school staff still mess up my name and pronouns?

Students of all ages have the right to be addressed by a name and pronoun that corresponds to their identity. If you have already met with the school to



#### What do I do if school staff still mess up my name and pronouns?

develop a plan, and misgendering and/or dead naming persists, it is bullying and should be reported to Title IX (www.pps.net/TitleIX) and the Program Manager for LGBTQ2SIA+ Supports.

#### What if my caregiver(s) doesn't support my identity?

You have the right to initiate a Support Plan meeting with your school that would address access to facilities that align with your gender identity, safety, and any other issues you wish to address. Use the Meeting Request Form in this guide. The support meeting with school staff can take place without having to involve your family if you choose.

In this meeting, you also have the opportunity to clarify what name and pronouns you would like to use at school, and how you would like school staff to refer to you when speaking with your caregiver(s). This may be different, depending on your needs. School staff is also available to support you in speaking with your caregiver(s) about making a plan for how to talk with them.

If your school has an LGBTQ+ affinity group (Gender and Sexuality, Queer Straight Alliance, Sexuality and Gender Alliance, etc), the advisor can serve as a support in setting meetings with school staff.

If you do not have a GSA, QSA, or SAGA at your school, you can start one. Please contact the Program Manager for LGBTQ2SIA+ Supports (lgbtq@pps.net), visit the Genders and Sexualities Alliance page on the PPS website www.pps.net/lgbtq, and/or speak with a trusted staff person at your school for assistance with getting a group up and running.



#### Can I play sports?

Absolutely! The PPS Administrative Directive states that students may participate in gender segregated PE activities and intramural athletic teams that align with their gender identity. Additionally, students may compete with OSAA teams that align with their gender identity. Students who are currently transitioning are encouraged to speak with the school's Athletic Director to get support with determining which team(s) is the right one for them.

For more information, please see the <u>OSAA gender identity participation</u> <u>policy (Section 40)</u> and reach out to the Program Manager for LGBTQ2SIA+ Supports (lgbtq@pps.net).



## **Additional Notes**



## **Additional Notes**



## **Additional Notes**

