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.

Student Demographic Information

Affirmed Student Name :

Student's Current Full Name
in Synergy (First, Last) :

Date of Birth: Grade: Age:

 PPS ID :

Sex assigned at birth: Female   Intersex   Male

Gender pronouns:

List name(s) of everyone participating & their relationship to the student (ex. parent, therapist, etc):

Name and Gender Pronouns   Relationship

What are the student's biggest concerns about their emotional, physical or spiritual safety (if any) at school?

Parent, Guardian or Caregiver Involvement

Is Caregiver 1 aware of the student's gender identity?   Yes   No   Unsure

Is Caregiver 2 aware of the student's gender identity?   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 considerations should the school take into account with regard to the student's caregiver(s)?

Are there other things staff should consider related to the student's caregiver(s) or home(s)?

Teacher, Counselor, Administrator, and School Involvement

Who will be aware of the student's affirmed identity at school?
(Fill in all that apply)

Role	Name(s)	Yes/No/Unsure
Bus Driver/related staff		
Central Office/District Staff		
Counselor, Psychologist, Social Worker		
Principal or A/VP		
School Support Staff (Office, Cafeteria, etc)		
Teacher		

Teacher, Counselor, Administrator, and School Involvement

Amongst peers, who will be aware of the student's affirmed identity at school? (Fill in all that apply)

	School	Team (if applicable)
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		

Additional information:

If the student has requested privacy, what steps will be taken at school to ensure this information stays private?

Examples: Ensure Synergy has been updated with correct name and gender marker. Ensure student has access to correct facilities without discussing with staff. Ensure need to know staff use correct name/pronouns at all times when referring to student in conversation and in writing.

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 (including the bus)

Identify at least two trusted adults to be the student's "go-to" adults at school and indicate where/how the student can access them.

Primary staff name/role	How/when to reach them
Secondary staff name/role	How/when to reach them
Tertiary staff name/role	How/when to reach them

Names, Pronouns, and Record Keeping

Students have the ability to select gender pronouns in Synergy alongside their name and gender marker.

Does the student wish to utilize this feature? If yes, please see the Name and Gender Marker Change Form.

Discuss how the student will respond if a **TEACHER or other staff** 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 TitleIX (www.pps.net/TitleIX) and the Program Manager for LGBTQ2SIA+ Supports (www.pps.net/lgbtq).
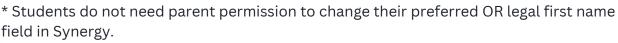
Discuss how the student will respond if a **PEER** unintentionally misgenders them (e.g. respond/don't respond in the moment, tell a trusted adult, etc).

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 (www.pps.net/lgbtq)

If the student opts to use the **PREFERRED NAME FIELD** rather than changing the **LEGAL NAME FIELD** (for the purposes of Synergy *), how will their privacy be accounted for in the following scenarios:

Materials sent to their home address

Transcripts/report cards

* Students do not need parent permission to change their preferred OR legal first name field in Synergy.

Restrooms, Locker Rooms, PE, and Sports

Bathroom/Locker room: 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.

PE: 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.

> I provided a map or went on a tour of the school to locate the all-gender or boys'/girls' bathrooms and the locker room space the student intends to use.

Sports: 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).

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.

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:

STUDENTS' FREQUENTLY ASKED QUESTIONS

Revised July 2023

Student FAQ

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, Oregon Department of Education's *Supporting Gender Expansive Students: Guidance for Schools* (updated January 5th, 2023), and the PPS Administrative Directive on Transgender, Nonbinary and Gender Expansive Students (updated June 2023).

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?

Student FAQ

Students can request to change their names and/or designated gender marker 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.

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.

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.

Student FAQ

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?

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.

Student FAQ

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

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 OSAA Gender Identity Participation policy (Section 40) and reach out to the Program Manager for LGBTQ2SIA+ Supports (lgbtq@pps.net).

Additional Notes

THANK YOU