GENDER IDENTITY
SUPPORT GUIDE

TABLE
OF CONTENTS

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:

• The Name Change/Gender Marker Change form includes information about the new Protected Information screen in Synergy

Please carefully review this updated Support Guide before you use it 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 Manager 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 o n issues including but not limited to the following: access to restrooms an d other gender-segregated facilities, plan for using the student's asserted* 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 support s 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 IV, Names and Pronouns.

*Asserted name:** the name a person uses that represents (affirms in a positive way) who they are and how they wish to b e referred to and identified at school.

Athletic Support Plan

This plan can be used to assist students who are currently participating in or would like to begin participating in sports at their school. It should be use 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 imperative to follow the student's lead on who these people are for them.

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. They may ask a trusted adult outside of the athletic department 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 PPS guidance. **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 business days**.

Student asserted name: Date submitted:

Pronouns: **PPS ID:**

Email: **Phone:**

Do you require accommodations?

Are interpretation services needed?   **If so, what language?**
         Yes   No

Caregiver(s) name(s) and pronouns

Reminder: A student may elect to advocate for themselves with or without the presence of a caregiver or trusted adult.

Primary contact for setting meeting   Name:
(can be student or caregiver)

Contact information if different   Phone:
from above
                                                                       Email:

Preferred method of contact   Email   Phone   Either

Please check all days/times for a meeting that work with your schedule

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning					
Afternoon					

Form received by: Date:

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).
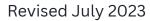
If this occurs intentionally, it is bullying and should be reported to TitleIX (www.pps.net/TitleIX) and the Program Manager for LGBTQ2SIA+ Supports (www.pps.net/lgbtq).

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:

Student Name and/or Gender Marker Change Explained

Portland Public Schools guidance allows any student to change their name in the "Legal First Name" field without caregiver signature or legal documentation. In these cases, the "Legal First Name" field will contain the asserted name*.

Change of Legal First Name Field

Students should be aware that a change to the "Legal First Name" field will be visible to everyone, including caregivers, and will be printed on attendance rosters, report cards, and other official PPS documents and can be viewed in ParentVue. If a student is not out to their family/guardian, they should have a discussion with a trusted adult in their school building prior to making this change. Both the student and the trusted adult may consult with the Program Manager for LGBTQ+ Supports if the student deems it necessary.

Change of "Legal First Name" Field with Legal Documentation

A student who changes their name with the government can bring documentation to their school's front office. The name change, as shown in those documents, will be made in the Student Information System upon receipt of those document.

In all instances, students shall retain the same SSID

Using the Protected Information screen in Synergy

This screen within Synergy allows students to limit who has access to their legal name. Only school administrators and secretaries have access to view/change the Protected Information screen. When this screen is utilized, Synergy will only display a student's asserted name in place of their legal name when their record is pulled up by all other PPS staff. If a student/family wishes to use the Protected Information screen, they should contact their school's secretary or school administrator. Families may also, but are not required to, contact their student's counselor to assist them with using this screen. Families who require or would like additional assistance with the Protected Information screen can reach out to PPS LGBTQ+ Supports (lgbtq@pps.net).

* Asserted name: A term to describe an individual's accurate name, as asserted by the individual themselves.

To add a Name to the "Preferred Name" Field

This screen within Synergy allows students to limit who has access to their legal name. Only school administrators and secretaries have access to view/change the Protected Information screen. When this screen is utilized, Synergy will only display a student's asserted name in place of their legal name when their record is pulled up by all other PPS staff. If a student/family wishes to use the Protected Information screen, they should contact their school's secretary or school administrator. Families may also, but are not required to, contact their student's counselor to assist them with using this screen. Families who require or would like additional assistance with the Protected Information screen can reach out to PPS LGBTQ+ Supports (lgbtq@pps.net).

To Change Your Gender Marker

If a student does not want to change the "Legal First Name" field, they may enter an asserted name into the "Preferred Name" field. Student and families should be aware that this option may result in the legal first name still appearing on school related documents. This is especially important in the context of guest educators and the attendance rosters. The likeness of students with a name in the "Preferred Name" field being deadnamed is high.

If requested by the student, schools shall change the student's gender marker in Synergy. Current options include female, male, and nonbinary. Submission of the Name Change, Gender Marker Change form 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.

Pronoun Field

Students may elect to add a pronoun to Synergy to further assist PPS staff properly identify them. Students, however, are not required to use this field and staff should not fill this in for a student without their express permission. Additionally, this field does not list all possible pronouns students may use. If a student wishes to use this field and their pronouns are included in the list, simply choose "update pronouns" and select the from the pronouns currently available in Synergy.

Confidentiality

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

Student Name and/or Gender Marker Change Form

Please fill out the information below and return this form to the front office of your school building. This is form is **NOT** to be added to a student's cumulative file or uploaded to Synergy. Please maintain a confidential on- site file to log forms (e.g. DHS reports, etc.).

SSID: Date of Birth: Grade:

Current First, Last Name in Synergy:

Current Gender Marker in Synergy: Female   Male   Nonbinary

Select all that apply below

Update Legal First Name Field to:

Update Preferred Name Field to:

Student would like to use the Protected Information tab in Synergy?   Yes   No

Update gender marker to: Female   Male   Nonbinary

Update pronouns to: Any, all   Ey, Em, Eirs

He, Him, His   She, Her, Hers   They, Them, Theirs

Xe, Xem, Xir   Ze, Hir, Hirs

Student Signature or Printed Name   Date

Caregiver acknowledgement
(not required for submittal)   Date

Form received by (staff name)   Date

Synergy Update completed by (staff name)   Date

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 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.

- 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.

The School Support Plan has been reviewed prior to this meeting.

Student Demographic Information

Asserted Student Name :

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

Gender pronouns:

Sex assigned at birth: Intersex   Female   Male

Grade: Age:

List name(s) of everyone participating & their relationship to 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) 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 or gender specific?

Gender- segregated

Gender-specific

What, if any, uniform exceptions need to be made? Please list N/A if none are needed. If exceptions are needed, please contact OSAA for additional guidance.

How does the student want to handle locker room needs? Select an option below or develop an different plan that best fits the needs of the student.

In the locker room with everyone else

In the locker room at an alternate time

In a private space in the locker room

In an alternate space in proximity to the locker room

Other

If other, please explain.

Confidentiality

Is the student open about their gender identity?   Yes   No   Partially

If yes, coaches, announcers, teammates, etc will refer to the student as _____and use the pronouns _____.

If partially open about their identity, 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 their right to confidentiality?   Yes   No   Unsure

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?

STUDENTS' FREQUENTLY ASKED QUESTIONS

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

Additional Notes

THANK YOU