CPS GENDER SUPPORT PLAN FOR TRANSGENDER AND GENDER NONCONFORMING STUDENTS

CONFIDENTIAL

School: _____ Date: _____

Name: _____ Pronouns: _____

Legal Name: _____

Gender: _____ Sex Listed on Birth Certificate: _____ Date of Birth: _____

Grade Level: _____ Is a Name Change in ASPEN Requested? ☐ Yes ☐ No

Is a Gender Change in ASPEN Requested? ☐ Yes ☐ No

Sibling(s)/Grade(s)/School(s):_____

_____

**Please see "Including Student Preferred Name and Gender in SIM", included in this toolkit, for step-by-step instructions on entering changes in SIM.*

PRIVACY

Per the CPS Guidelines Regarding the Support of Transgender and Gender Nonconforming Students (Guidelines): All students have a right to privacy. This includes the right to keep private their transgender status or gender nonconforming presentation at school. Students have the right to openly discuss and express their gender-related identity and expression at school and school activities, and to decide when, with whom, and how to share private information.

School staff shall not disclose information that may reveal a student's transgender status or gender nonconforming presentation to others. *Therefore, given the sensitive nature of the information, when speaking with parents, guardians, other staff members, or third parties, school staff should not disclose a student's preferred name, pronoun, or other confidential information pertaining to the student's transgender or gender nonconforming status without the student's permission, unless authorized to do so by the Chicago Board of Education's Law Department.*

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PARENT/GUARDIAN INVOLVEMENT

School staff shall not disclose a student's transgender or gender nonconforming status to parents/guardians without the student's permission, unless authorized to do so by the Law Department.

Parent(s)/Guardian(s)/Caregiver(s) Contact Information:

_____

_____

Which name and gender pronouns will be used in guardian communications?

_____ Affirmed Name & Gender Pronouns _____ Legal Name & Gender Pronouns

Are guardian(s) **aware** of their student's gender transition? ☐ Yes ☐ No

Are guardian(s) **supportive** of their student's gender transition? ☐ Yes ☐ No

If guardian(s) not aware or not supportive, what measures must be considered during the implementation of this Support Plan (e.g. phone calls, notes sent home)?

_____

_____

_____

_____

CONFIDENTIALITY, PRIVACY AND DISCLOSURE

Please follow the CPS Guidelines when instituting privacy plans.

Who is the Support Coordinator and/or the Student Administrative Support Team (Name/Title)?

_____

_____

_____

_____

School Contact Person (Chosen by student for support regarding harassment, bullying, etc.):

_____

If designated School Contact Person is unavailable, what should the student do? _____

_____

_____

_____

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How public or private will information about this student's gender be? Specifically, which groups/individuals does the student wish to share this knowledge with? Check all that apply:

☐ Open to all adults and peers *(if checked yes, can proceed to next page with student's permission)*

☐ In-school Student Administrative Support Team

Specify staff: _____

☐ Other site level leadership/administration (counselor, Vice Principal, etc.)

Specify staff: _____

☐ District staff (Network Chief, OSHW, OSEL, etc.)

Specify staff: _____

☐ Teachers and/or other school staff

Specify staff: _____

☐ Student will not be openly "out", but some students are aware of the student's gender

Specify students: _____

☐ Other

Specify: _____

If the student wants to share with certain groups, when and how does the student want information communicated? _____

_____

_____

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If the student desires privacy, how will the school navigate real/suspected compromises of privacy?

_____

_____

_____

_____

How will staff respond to questions about the student's gender from*:

Other students: _____

_____

Staff members: _____

_____

Parents/Community: _____

_____

**Please see the CPS Supporting Gender Diversity Toolkit FAQ, included in this toolkit, for suggested responses to common questions.*

How will privacy be maintained during/in the following situations?

During registration: _____

Completing enrollment: _____

Attendance/Grade books: _____

Official school-home communication: _____

Student ID: _____

Standardized tests: _____

After-school programs: _____

School photos: _____

Yearbook: _____

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IT accounts (e.g. Gmail)_____

Outside district personnel or providers: _____

What other ways will the school need to anticipate privacy needs of the student? How will they be handled?

_____

_____

_____

Chicago Public Schools recommends providing professional development (PD) to build staff capacity around supporting gender expansive students. What PD opportunities will be provided?

_____

FACILITIES AND EXTRACURRICULAR ACTIVITIES

Students shall have access to the restrooms and locker rooms that correspond with their gender identity consistently asserted at school. Supports and accommodations should also be provided to gender non-binary students and students questioning their gender identity. Any student who has a need or desire for increased privacy, regardless of the underlying reason, should be provided with reasonable alternative arrangements.

Restroom Plan: _____

_____

Locker Room/PE Changing Plan: _____

_____

Field Trips Plan: _____

_____

Overnight Trips Plan: _____

_____

Gendered Activities Plan (e.g. sports): _____

_____

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Other Co-/Extra-Curricular Activities Plan (e.g. theater, clubs, etc.): _____

_____

SUPPORT PLAN REVIEW AND REVISION

How will this plan be monitored over time? _____

_____

What will be the process should the student, family, or school wish to revise or make additions to the plan?

_____

_____

What are the specific follow-ups/action items resulting from this meeting? Who is responsible for them?

Action Item	Person responsible	When	Item Status

Date/Time of next meeting: _____

Location of next meeting: _____

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