

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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