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RIO RANCHO PUBLIC SCHOOLS

Individual Support Plan (ISP) to Ensure Safety and Non-discrimination

Whenever a staff member is approached by a parent/guardian or student regarding gender, gender expression or other identity concerns, it is the policy of the District that the parent or student will be treated with respect and will be provided with a confidential setting for any discussions.

Initial Contact/Transgender Concerns

- **With a Principal or Designee:** If a student or parent/guardian of a student discloses to you that the student is transgender and/or wishes to assert a gender identity or gender expression that differs from previous representations or records, or has concerns with access to programs or facilities or other concerns that affect the student's access to education, schedule a meeting to discuss the student's concerns and address an Individual Support Plan (ISP).
- **With a Counselor/ Teacher or other Licensed Employee:** If a student, or parent/guardian of the student, discloses to you that the student is transgender or has gender identity or gender expression concerns about their access to educational and other programs ("Programs") or facilities or other concerns that affect the student's access to education, request permission to apprise the Principal/Designee of the student's disclosure so that an ISP can be scheduled to address the student's or parent's concerns.
- **With Any Other Employee or Volunteer:** If a student or parent/guardian of a student discloses or reports that a student is transgender and has questions or concerns about the student's gender identity or gender expression, inform the student or parent/guardian that the Principal/Designee is the appropriate District administrator to address any concerns.
- If you're the Parent/Guardian of a transgender child or a child with gender identity or gender expression concerns or questions, contact the school counselor or principal and request a meeting to discuss any concerns about the student's access to Programs or Facilities or the implementation of an Individual Support Plan.

- Any employee or volunteer who is the recipient of confidential information from a student or parent/guardian concerning a student's gender identity or gender expression SHALL NOT share the fact that the student is transgender or has gender identity/gender expression concerns with anyone else. The individuals who need to know will be determined by the Principal, Parent/Guardian, Student and the members of any Individual Support Plan meeting. Remember, this is HIGHLY confidential information.

INDIVIDUAL SUPPORT PLAN MEETING: The purpose of an Individual Support Plan meeting is to consider and develop a written plan that addresses a safe and non-discriminatory protocol for the student's access to programs, facilities and the district's record keeping system for the student's educational records and:

- May include the principal or designee, student, parent/guardian, counselor, or other school representative (for MS and HS), and anyone else the parent requests.
- Issues to be addressed may include: 1) preferred name to be used, 2) preferred pronouns, 3) preferred gender, 4) bathroom, 5) locker room, 6) which personnel the parent/student consents to having information about the legal name/gender, 7) athletic issues, 8) discussion about current and prior student records, 9) school contact if issues arise, and 10) any other issues or concerns.
- Provide information about the Safe Zone contact at the school the student attends as well as the school's Gay Straight Alliance (GSA) if the school has one. Information about community resources may also be shared. (See attached)
- Complete an ISP which shall be signed by the Principal or Designee, Parent/Guardian, and Student. A copy should be provided to the parent/guardian as well as the Title IX Coordinator and those individuals in the district who have been designated in the plan to maintain copies as part of the support team. The designated support team members shall keep in a confidential folder and in secured location copies of the plan.
- Schedule a follow-up meeting annually.

Rio Rancho Public Schools
INDIVIDUAL SUPPORT PLAN—CONFIDENTIAL

Preferred First Name: Preferred Gender: Preferred Pronouns (only choices are

he/him or she/her or they/them):

Last name will not be changed unless Parent/Guardian provides legal documentation.

Legal Name*:

Legal Gender*:

**To be used when legally required under State or Federal programs. Examples of such programs are Individualized Educational Plans (IEP) or 504 Evaluation Documentation. Legal information will be stored only with very limited access in the Student Information System whereas name and gender identity will appear on [Click here to enter text.](#)*

Please note the changes parent/guardian and student are requesting in PowerSchool:

- Change Name Only
- Change Gender Only
- Change Both Name and Gender
- Do not make any changes in PowerSchool

***A copy must be provided to the school registrar if changes will be made in PowerSchool.*

Bathrooms:

- Group facility of gender identity
- Gender-neutral facility (identify locations)
- Birth gender facility as indicated on Birth Certificate

Locker Room Usage:

Group facility according to gender identity with privacy accommodation if available. If privacy accommodation is not available, all options will be discussed in meeting and determination made and noted here. _____

An alternate area (identify location)

Birth gender facility as indicated on Birth Certificate

School personnel allowed to receive confidential information about legal name/legal gender:

- 1.
- 2.
- 3.

The Individual Support Plan will be uploaded in our confidential data system, Power School-Special Programs (PS-SP). The ISP should only be viewed by staff that have a “legitimate educational interest.” This is based on the school official’s need to review student education record information to fulfill a responsibility as part of the official’s duties.

Athletics/Sports (participate based on gender identity except where New Mexico Activities Association governs)

Indicate sport(s) student may be interested in joining. Make sure everyone is clear whether or not the sport is governed by NMAA. NMAA does NOT govern locker room use, rather, it governs eligibility and participation in the sport.

School Records:

On the written request of a parent or student who has reached the age of majority, the District will take reasonable measures to include the student’s name and gender identity in those educational records that can be modified.

School contact name and number for any issues related to name/gender identity:

Follow-Up Meeting Date/Time

Review annually or as requested. (*Changes to ISP will be completed at annual review.*)

Acknowledged by:

Principal or Designee

Student **

School Counselor/Social Worker

Parent/Guardian**

District Administrator (optional)

Other (name/role)

Other (name/role)

Other (name/role)

ISP completed and reviewed with student/parent/guardian by staff member(s):

Name of Staff Member(s)

Date

Original goes to Principal or Designee confidential_file. One copy to parent/guardian and one to Title IX Director. ISP will be uploaded into PS-SP.

***Student and Parent/Guardian participation signature required to implement an Individual Support Plan.*

Resources for Parent/Guardian/Student:

SCHOOL:

- Safe Zone representative (if applicable) _____
- Gay Straight Alliance or other LGBT group (if applicable) _____
- School contact for individual Support Plan _____
- Other _____

COMMUNITY:

- Transgender Resource Center of NM (TGRCNM)
website: tgrcnm.org or 505-200-9086
- Parents, Friends, Family, of Lesbians and Gays (PFLAG) (includes TG)
website: pflagabq.org or 505.873.7373
- Gay, Lesbian, Straight Educators' Network (GLSEN)
web site: <http://www.glsen.org/chapters/albuquerque>
- UNM LGBTQ Resource Center
website: <https://lgbtqrc.unm.edu> or 505.277.LGBT (505.277.5428)