



GENDER SUPPORT PROCESS OVERVIEW

Jenn Jevertson, Assistant Director of Student Wellness, should be brought in immediately to support any transgender, non-binary, gender nonconforming, etc. student.

Under SFPS Board of Education Policy 330 (Discrimination and Harassment - Students), all students are protected from discrimination and harassment on the basis of race, color, religion, sex, sexualorientation, gender, gender identity, national origin, disability, and any other legally protected basis. SFPS Administrative Regulation to Policy 330 (AR 330) serves as a guide for implementation of policy 330 and outlines specifically how administrators and school staff should support transgender and non-binary/non-conforming students.

Once student informs school administration of their desire to use a different name or pronoun related to gender identity:

1. **MAINTAIN CONFIDENTIALITY -- THIS IS CRITICAL.** Do NOT share the student's transgender status with anyone else. Who needs to know will be determined at the Gender Support Plan meeting. Remember, this is HIGHLY confidential information. This includes NOT discussing the student's transgender status at School Wellness Team Meetings.
2. Contact Jenn Jevertson, Assistant Director, to initiate the Gender Support Plan meeting with student.
3. As needed, Jenn will meet first with the school's administrative team to review the Policy & Administrative Regulation 330 and answer any questions before meeting with the student. Jenn can also coordinate training for the entire staff team.
4. A Gender Support Meeting will be scheduled with the student, Jenn, a school representative (typically the counselor, the principal, and/or a trusted staff member at the student's request).
5. At the Gender Support Meeting, Jenn will provide an overview of how Policy & Administrative Regulation 330 both protect and affirm the student, and support the student to make decisions about what name/pronoun they'd like used at school, if they want to change their name/gender marker in Powerschool, bathrooms and locker rooms, disclosure to other staff and students, and confidentiality.
 - **Name/ Pronoun:** Staff must respect and use the student's preferred name and pronouns, regardless of if it is changed officially in PowerSchool.
 - **Bathrooms/Locker rooms:** The student may use the restroom that aligns with their preferred gender marker as listed in PowerSchool. For example, if a student has a marker of M, they may choose to use the boys' restrooms or a gender neutral restroom; a student with a F may choose the girls' or neutral restroom. A student who chooses a gender marker of X for Neutral may use either the restroom of their legal sex or a gender neutral one. Any student uncomfortable with a gendered restroom due to gender identity should be offered a gender neutral option. *This option must provide unbarriered access close to the areas the student is throughout the day, where the student can enter the restroom without asking permission or for it to be unlocked (similar to all other students using restrooms).*
6. If a student wishes to change their name and/or gender marker in PowerSchool, this *does require consent from the student's parent/guardian* and their attendance at an initial or follow up Gender Support Meeting. Form SW4-001 should be completed, signed by student, parent/guardian, and Jenn. Jenn then submits electronically to SFPS Student Data; upon completed change in PowerSchool, Student Data sends confirmation email to Jenn and Technology. Technology then manually changes email name handle and other related applications to reflect preferred name. Once a form is submitted, this process usually takes approximately 72 hours.
7. Also at the Gender Support Meeting, Jenn will provide local and national resources for the student and family, and brainstorm solutions for any anticipated challenges or issues the student may face. The student, family, or administration may request a followup meeting at any point in time.