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| **Topic** | **Guidance** | **MMSD Policy / Documentation** | **How it works at \_\_\_\_\_ school**  | **Who is responsible** |
| **Safety & Bullying:** Transgender and gender non-conforming students are disproportionately targeted for teasing, bullying, harassment and physical violence.  | Confront and report bullying and name-calling consistently. This includes name-calling and bullying based on gender stereotypes, gender identity and gender expression.  | BOE 4510See bullying/harassment incident form :*https://stusvcweb.madison.k12.wi.us/files/stusvc/Initial%20Bullying%20Report%20Revised%20May%202011.pdf* | *Example: forms are available in each SLC office* | *Example: Asst. Principal*  |
| **Names and Pronouns:** Frequently, transgender and gender non-conforming people are not addressed by the appropriate pronouns or names. Having one’s gender identity recognized and validated is important.  | Refer to all students and staff by their preferred name and gender pronouns whenever possible.  | Contact GLBTQ Resource Teacher for changes in infinite campus, 608-663-8449. |  |  |
| **Bathrooms:** Transgender and gender non-conforming people often struggle to find restroom facilities that are safe and correspond with their gender identity. Having safe and respectful access to restroom facilities is important to the health and well-being of transgender and gender non-conforming people.  | Provide students with access to restrooms that correspond to the gender identity the student consistently asserts at school **and/or** provide access to a reasonable alternate restroom.  | BOE Policy 8012(Nondiscrimination policy) includes gender identity and gender expression. See *Guidance for administrators* | *Example: If student opts to use a single stall bathroom, they are located…*  |  |
| **Changing Rooms:** Transgender and gender non-conforming students need suitable locker room accommodations to engage in regular and extra-curricular activities.  | Student may use area of gender consistently expressed at school. Provide access, if requested, to a reasonable alternate changing room facility rather than the gender specific facility.  | BOE 8012 (Nondiscrimination policy) includes gender identity and gender expression.  |  |  |
| **Gendered Activities:** Gender is often used as a classification for dividing classes. Such activities can be difficult for transgender and gender non-conforming students. Students should not be forced to participate in a group that does not correspond with their gender identity.  | Avoid using gender as a characteristic for divisions whenever possible. When groups are separated by gender, allow students to self-select the group they feel more comfortable in.  |  |  |  |
| **Support Resources**: Transgender and gender non-conforming students may lack support from family and community and may be at risk of losing family support and housing if their identity is disclosed or confidentiality is not maintained.  | Student services staff shall provide support and access to resources for transgender and gender non-conforming students and their families. The district GLBTQ resource is available for consultation and support. School based GSAs are also helpful.  | District GLBTQ resource person,608-663-8449. | *Example: GSA meets \_\_\_\_\_ at \_\_\_\_**Advisors are:*  |  |
| **Outreach:** Transgender and gender non-conforming students need to be informed of district policies and guidelines that may pertain to them. Staff members need to be informed as well.  | Schools need to establish a plan to disseminate this information to all new students and staff.  |  | *Example: Since counselors do scheduling/meeting with parent they will be rep. to get info out to all incoming students.* *Also…* |  |
| **Parent/Guardian Communication:** Transgender and gender non-conforming students may not be out to their families.  | All correspondence and communication in regard to this student needs to reflect the name and gender documented in IC unless the student has specifically given permission to do otherwise. | Questions should be directed to LGBTQ resource person, 608-663-8449. |  |  |
| **Athletics/Clubs:** Transgender and gender non-conforming students may find it difficult to participate in extracurricular activities.  | Students should be able to participate in activities, intramurals & clubs, according to the gender with which they consistently assert at school. WIAA Teams. See *Guidance for Administrators*  |  *Example: Current rules allow students to participate according to gender with which they consistently assert at school*  | *Example: (Name & contact information for athletic assist.)*  | *Example: Contact (name/ title/ number)* |
| **Field Trips:** Gender is often used when dividing students into groups on field trips. Such activities can be difficult for transgender and gender non-conforming students, especially in the case of overnight trips.  | It is the responsibility of the adult in charge of the trip to guarantee the safety of all students. This may include checking in advance for gender non-specific facilities and room assignments. |  |  |  |
| **Privacy:** Transgender and gender non-conforming students have the same right to privacy as all students.  | Students have a right to keep their personal information private, especially regarding their gender/sexual orientation. Staff members should not disclose this information about a student to others unless legally obligated or expressly given permission by the student.  |  |  |  |
| **Student Announcements to Class:** Transgender and gender non-conforming students may request time to address their class about their identity/expression.  | Students should be allowed to share this information with their class/es. Staff should check with the student beforehand to ensure that appropriate adult support is in place before doing so, *if at all possible.*  |  |  | *Example: (Names listed of psychs/social workers/ counselors/ principal/ GSA advisor/ & number)*  |
| **Substitute Teachers:** Transgender and gender non-conforming students often face discomfort when called by the wrong name or gender.  | Sub notes should be clear about how to handle attendance; a note should be included to alert the sub about roll call to avoid discomfort to the student and teacher. Guests to a class should also be informed if deemed necessary.  |  |  | *Example: Which person can alert subs when they are coming in?*  |
| **School publications:**Sometimes changes made in the IC system regarding transgender and gender non-conforming students are not reflected in other student publications. Yearbooks may be an example.  | It is the responsibility of publication staff to adequately reflect IC data, as close to publication date as is feasible.  |  | *Example: school photos are taken/process by mid October. Alert \_\_\_\_\_ with any name/gender changes* |  |

Please complete this form and send copy to Gay/Lesbian/Bisexual/Transgender and Questioning Youth Resource Person at Doyle Administration, 545 West Dayton Street, Madison, WI