



# CONFIDENTIAL PVPUSD Student Support Plan

## For Internal Use Only

### Student Information

Legal Name: \_\_\_\_\_ Date: \_\_\_\_\_

Preferred Name: \_\_\_\_\_ Preferred Pronoun: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Grade: \_\_\_\_\_

School: \_\_\_\_\_ Parent/Guardian(s): \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### Current Consideration

Parent(s) / guardian(s) awareness	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
Parent(s) / guardian(s) support	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
Peer awareness	<input type="checkbox"/> Most	<input type="checkbox"/> Some	<input type="checkbox"/> Close Friends	<input type="checkbox"/> None
Instructional Staff awareness	<input type="checkbox"/> Most	<input type="checkbox"/> Some	<input type="checkbox"/> Current teachers	<input type="checkbox"/> None

Additional Considerations / Comments:

  
  
  

### Confidentiality, Privacy and Disclosure

FERPA is a Federal law that is administered by the Family Policy Compliance Office (Office) in the U.S. Department of Education (Department). 20 U.S.C. § 1232g; 34 CFR Part 99. FERPA applies to all educational agencies and institutions (e.g., schools) that receive funding under any program administered by the Department. The District will comply with all FERPA guidelines as it relates to this student support plan. The District is committed to maintaining the confidentiality of all student information and records in accordance with Board Policy 5145.6 and Administrative Regulation 5145.3. A student's health information, sexual orientation, and personal identifiable information may be shared only with the District staff members who have a legitimate educational interest in that information.

### Identification & Student Records

The District is required to maintain permanent pupil record ("official records") which include the legal name of the student and the student's gender as indicated on official government documents such as birth certificates, passports, ID cards, permits.

**Official records** may include but is not limited to the following: progress and grade reports, transcripts, assessment data, health records, discipline records, Individualized Education Programs (IEPs), Section 504 Plans and the cumulative file.

**Unofficial Records** may include but is not limited to the following: test labels, school photos, school yearbook, library card, student ID card, bus card, attendance/roll sheets, certificates, diplomas, newspapers, newsletters, announcements and other site-generated documents.

A **Change of Record** must be noted in the support plan if a parent/student is requesting to change his/her name or personal information such as gender. Once the support plan is completed, AERIES, will be updated accordingly.

**Change of Name:**

If a student's name is changed, the student's original cumulative record shall be kept and will include a notation indicating the location of these additional records under the new name. The original record will be maintained and archived according to Educational Code §49062. A new student cumulative record will be developed, and the authorized change of information will be updated and activated in the Student Information System.

A copy of the parent/student written request or legal order to change a student's legal information must include the parents, students, and in some cases the official demarcation or signatures indicating what change is authorized and will be kept in both student record files.

### Student Rights

The District's academic and other educational support programs, services and activities shall be free from discrimination, harassment, intimidation, and bullying of any individual based on the person's actual race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics.

### Use of Facilities

State law prohibits discrimination on the basis of gender in enrollment, counseling, and the availability of physical education, athletic activities, and sports. Transgender students shall be permitted to participate in gender-segregated school programs and activities (e.g., athletic teams, sports competitions, and field trips) and to use facilities consistent with their gender identity. The District assures that lack of English language skills will not be a barrier to admission or participation in District programs.

### Extra-Curricular Activities

Per Education Code §221.5 (f) A pupil shall be permitted to participate in sex-segregated school programs and activities, including athletic teams and competitions, and use facilities consistent with his or her gender identity, irrespective of the gender listed on the pupil's records.

Support Plan Review and Revision

Student Support Plans are monitored annually, or by student appointment. (IEP/504 language and Conditions)

Should the plan need to be revisited, the student, family should notify the school administration or counselor to discuss any aspects of the plan, or to seek additions or make changes.

Action Plan (updated Annually)		
Action Item	Additional Notes	Action Plan (who, what, & when)
Athletic Team and Physical Education	Coach:	
	Sport:	
	Accommodations Needed:	
	Locker Room Use:	
Distribution of text or supplies		
Extra-Curricular Participation/Field trips		
Home-School communication - Official		
Home-School communication - Unofficial		
IEP/504 Plan		
IT Accounts (email, etc.)		
Lunch account		
Online Portal		
Overnight Field Trips		
Record Change	Official Records	
	Unofficial Records	
Registration/Enrollment		
Restroom and other Facility Utilization		
Safety	Experience Bullying/Harassment	Three staff members who can help and signal for help:
School Announcements		
Siblings in the District		
Staff & Substitutes		
Standardized Testing		
Student ID/Library cards		
Summons to office		
Yearbook		
Other Considerations		

Next date of Review of Plan: \_\_\_\_\_

Copy of Student Support Plan was provided to parent (s) or legal guardian (s) and/or student.

Superintendent Designee: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

## Student Support Plan Talking Points

Topics	Talking Points
Parent(s) / guardian(s) awareness	What do the parents know about the student's current situation?
Parent(s) / guardian(s) support	Are they supportive? Both or one? How does the student want to deal with that?
Peer awareness	Are there friend or peers that know? How will the student handle that as peers find out?
Instructional Staff awareness	What do the teachers know? Can the school talk to the staff and let them know to ensure integrity of the student? What is the student comfortable with?

	Talking Points
Athletic Team and Physical Education	Does the student play sports? Does the student understand the CIF rules? What about the locker room? Where does the student want to change? What about away games or competitions?
Distribution of text or supplies	
Extra-Curricular Participation/Field trips	Is the student involved in clubs or will go on a field trip that will require any support or accommodations?
Home-School communication - Official	If we do a student name change, official documents like transcripts will be in the legal name.
Home-School communication - Unofficial	Unofficial communications like letters will be in students preferred name—if the parents are not aware or in support, they will find out through a mailing or an attendance phone call---how does the student want to deal with that?
IEP/504 Plan	Is this discussed at all in the plan? What supports are in place in order to support the student?
IT Accounts (email, etc.)	Email should be fine, that is done by student ID which does not change
Lunch account	Also done by number so should not be an issue, do we need to talk to cafeteria staff? What is the student comfortable with?
Online Portal	If the parent is not aware or supportive the name change will reflect on the Aeries Portal
Overnight Field Trips	How does the student want to deal with this? If identifying as a different gender and wants to room as such, is there a student who is aware, willing, etc. How to handle it? If a student has a medical issue, how will medication be dealt with or concerns if student is pregnant for example
Record Change	This must be done at the request of the student. It is not a legal change but rosters, and the AERIES screen will reflect the name

	change. Transcripts and other legal documents will not (CAASPP testing, etc.)
Registration/Enrollment	Student should use their Legal name on Registration and enrollment documents
Restroom and other Facility Utilization	Student has the right to choose their restroom; can have an accommodation to use the restroom in one of the offices or a single stall but DOES NOT have to use a restroom in the office
Safety	How will the student report any safety issues? Who will they talk to and report to?
School Announcements	Preferred name vs. legal name?
Siblings in the District	How does this effect siblings in the district? How do we support the siblings?
Staff & Substitutes	If name is changed in AERIES, this is not an issue. If it is not, then an action plan to ensure that subs and staff are using the proper name, pronoun, accommodations if any (like for a pregnant student)
Standardized Testing	Will come in legal name—staff who is proctoring should be aware to ensure privacy and to maintain integrity of the student
Student ID/Library cards	Can be in the preferred name—action plan to ensure that it is done properly
Summons to office	If name is changed in AERIES, not an issue, if not, staff will need to ensure that they put the proper name
Yearbook	Should be discussed with the Yearbook advisor or a plan to ensure that the proper name is listed in the YB
Other Considerations	