

**USD 500 TRANSGENDER AND GENDER NON-CONFORMING STUDENTS
INTERNAL GUIDANCE DOCUMENT**

1. The Kansas City, Kansas School District does not discriminate on the basis of race, color, religion, sex/gender (to include orientation, identity or expression), national origin, age, handicap, or disability, or any other basis prohibited by law in admission, access to, or treatment of its programs and activities. Transgender and gender non-conforming students are protected by the district's non-discrimination policies.
2. A student or a student's parent or legal guardian should contact the school principal if a student is transgender or gender non-conforming and the student or the student's parent or legal guardian are seeking any related accommodations. If any staff member learns a student is transgender or gender non-conforming, that information should be relayed to the school principal without delay. The school principal should discuss available accommodations and resources with the student or the student's parent or legal guardian, including the availability of a planning meeting. If it becomes known that the student does not want the student's parent or legal guardian included at this stage, that request will be evaluated on a case-by-case basis. Such requests will be evaluated by the Executive Director of Student Services & Family Support, Director of Student Support Programs, Assistant Superintendent of Organizational Development, and the district's attorney. When reviewing the request, the district will consider the student's age, the student's grade level, the student's welfare based on the information available to the district at that time, and any other relevant information.
3. Upon the request of a transgender or gender non-conforming student or that student's parent or legal guardian, the district will schedule a school planning meeting to discuss topics relevant to that student's school attendance including:
 - a. Preferred name;
 - b. Preferred gender;
 - c. Preferred pronouns;
 - d. School records/database;
 - e. School support designee;
 - f. Restroom and locker room use (including PE);
 - g. Field trips
 - h. Plans for gendered activities (e.g., sports);
 - i. Additional resources
 - j. Staff training plan; and
 - k. Any other relevant topics.
4. The following individuals may be present at the school planning meeting:
 - a. The student;
 - b. The student's parents or legal guardian;
 - c. A Student Services representative
 - d. A representative of the building administration (principal or assistant principal);
 - e. The building social worker or counselor;

- f. The building school psychologist;
 - g. School nurse;
 - h. The district Athletic Director (if applicable);
 - i. The IEP case manager (if applicable); and
 - j. Any other individual who might have relevant information regarding the student.
5. If the student asks to exclude the student's parent(s)/legal guardian(s) from the school planning meeting, that request will be evaluated on a case-by-case basis. Likewise, if the student does not want his or her transgender or gender non-conforming status disclosed to the student's parent(s)/legal guardian(s), that request will also be evaluated on a case-by-case basis. Such requests will be evaluated by the Executive Director of Student Services & Family Support, Director of Student Support Programs, Assistant Superintendent of Organizational Development, and the district's attorney. When reviewing the request, the district will consider the student's age, the student's grade level, the student's welfare based on the information available to the district at that time, and any other relevant information.
6. The plan developed at the school planning meeting will be reduced to writing with a copy provided to the Executive Director of Student Services & Family Support and the parent or legal guardian or the student, depending on the determination made pursuant to paragraph 5, above.
7. After the plan has been reduced to writing, an implementation meeting will be held. The date of this meeting will be agreed upon at the school planning meeting. Implementation meeting attendees will be identified at the school planning meeting and will vary. Individuals who should be considered for implementation meeting attendance include:
 - a. Student Services representative;
 - b. The building principal;
 - c. A representative from the building's student support team (social worker/counselor/school psychologist);
 - d. School support designee;
 - e. Classroom teachers;
 - f. School nurse;
 - g. Athletic coaches; and
 - h. Extracurricular sponsors.
8. Student Services will notify the Executive Director of Student Services & Family Support upon the completion of the implementation meeting.
9. Separate from any check-in's performed by the school support designee, a Student Services representative will follow up with the student or the student's parent/legal guardian, as applicable, within 30 days of implementation of the plan.
10. A follow-up school planning meeting can be held at any time at the request of the district's administration, the student, or the student's parent/legal guardian.

11. After the initial plan is implemented, an annual school planning meeting will be held to evaluate if the plan continues to meet the student's needs. Ideally, this meeting would be scheduled to ensure any plan changes can be implemented before the beginning of a new school year.
12. A copy of the plan will be maintained with the Executive Director of Student Services & Family Support, Director of Student Support Programs, Assistant Superintendent of Organizational Development and the office of the Building Principal.