



## GENDER COMMUNICATION PLAN FOR STUDENTS

Date: \_\_\_\_\_ School \_\_\_\_\_ Grade \_\_\_\_\_

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

Student's Preferred Name: \_\_\_\_\_

(include **middle name** preference also)

Assigned sex at birth: \_\_\_\_\_ Current Gender Identity \_\_\_\_\_

### **Meeting Participants:**

\_\_\_\_\_ Principal/Assistant Principal/Dean

\_\_\_\_\_ Parent(s)

\_\_\_\_\_ Student

\_\_\_\_\_ School Counselor

\_\_\_\_\_ Staff

\_\_\_\_\_ Other

\_\_\_\_\_ Director of Student Services/Designee

### **Confidentiality, Privacy, and Disclosure**

If determined, site level leadership, teachers, parents, and/or all school staff will participate in a meeting to share the student's journey and gender identity. Meeting date(s) \_\_\_\_\_

If others question the gender identity, the preferred response is \_\_\_\_\_

### **Names, Pronouns, and student records**

Synergy is the primary student database and can be utilized to house the updated student information. When the parent makes a written request, the school registrar (or administrator) will be asked to update the student name and gender field in Synergy following this meeting. The registrar will notify [statereporting@psdschools.org](mailto:statereporting@psdschools.org) and [cc\\_rchacon@psdschools.org](mailto:cc_rchacon@psdschools.org). The staff member responsible for this is \_\_\_\_\_

From there, Sarah Siple in IT will check for other integrations that need to be addressed and will work with the school registrar as needed. However, counselors or other staff member may need to meet with teachers regarding other integrations/technology programs that the teachers might be utilizing that display names. **Student IDs may need to be updated also.**

**Child Nutrition** staff may need to be made aware of name change in their system.

**Substitute Teacher's Documents:** Need to communicate and avoid misidentifying a student; teacher's substitute lesson plans and class rosters will include updated pronoun and name as necessary. A counselor may request that the student's teacher's re-print the class roster after the change is made to ensure there are updated records.

**Use of Facilities**

Student will use the \_\_\_\_\_ restroom(s) on campus and in public.  
\_\_\_\_\_ (staff member) is aware of this decision. Locker room options are  
\_\_\_\_\_

**Student Safety**

\_\_\_\_\_ (staff member) will be the primary point of contact and the “go to adult”  
on campus. Other staff members that can also support are \_\_\_\_\_

**Each School Year:** To prepare for each school year, if need be, the school will schedule a meeting with  
the family and designated staff member(s) to review the gender communication plan.

**Athletics**

- Adhere to CHSAA guidelines
- “The Colorado High School Activities Association recognizes the right of transgender student-athletes to participate in interscholastic activities free from unlawful discrimination based on sexual orientation. In order to insure appropriate gender assignment for purposes of athletic eligibility, a transgender student-athlete's home school will perform a confidential evaluation to determine the gender assignment for the prospective student-athlete. The CHSAA will review athletic eligibility decisions based on gender assignment of transgender student-athletes in accordance with its approved policies and appeals procedures” (CHSAA, 2014-2015, p. 22-23).

**Gender-specific Classes (secondary)**

- Required uniforms

**Other considerations**

- Staff Training
- Provide a gentle redirect if students don't understand gender identity. “Gender shows up in different ways.”
- There could be a conversation about gender in the classroom and what gender means.
- Diploma- can print one with preferred name
- Clarify internal district documents and records v. legal and state documents

**Possible Follow-Up items:**

- Resources to family/Review BOE Policies/Gender Guidelines
- Remind student to report any incidents of bullying/harassment based on gender identity, gender expression, or perceptions thereof

NOTES:

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*THIS PLAN MAY BE USED TO FACILITATE COMMUNICATION AND SHOULD BE KEPT CONFIDENTIALLY BY THE STUDENT'S COUNSELOR*