

Dr. Waldo T. Skillin Elementary School

180 Wescott Road

South Portland, Maine 04106-03420

(207)773-7375; Fax (207) 775-2904

Principal

Assistant Principal

[date]

To: [parents/guardian] of [student first and last name], and staff working with [student name]

From: [redacted] principal

Re: Plan for safety and support for transgender and transitioning students

[Parents/Guardians] met with [redacted] principal, and [name], school counselor, on [day/date/time] regarding their child's gender identity and expression and transitioning to using a different name and pronouns.

In accordance with South Portland School Department policy JB - Transgender Students and JB-R - Transgender Students Guidelines, the following plan has been developed in conjunction with [parents/guardians] regarding the safety and support for their child, [child's name, school, and grade]. School staff are expected to comply with this plan and contact school administration with any concerns or questions about the plan or the student's safety or welfare.

- The student shall be referred to using the name [student name] and he/him pronouns both orally and in written work and communication.
 - In the event that students or staff use the incorrect name and/or pronouns, a reminder/correction should be made. (ie. "His name is [name].")
- Per policy, official records (Infinite Campus, standardized testing, official school reports) must include a child's legal name and gender. In other areas of school, [student name] and he/him pronouns should be used by all.
 - The "nickname" field in Infinite Campus will be updated to reflect [name].
 - A flag will be added to [student's name] Infinite Campus record indicating this plan is part of his cumulative file.
- Per policy, [student name] is permitted to use the restroom assigned to the gender consistently asserted at school. His current classroom has an All Gender restroom. If [student name] expresses a need for privacy when using the restroom, an alternate facility (ie. nurse's office) will be offered but is not required.
- In the event of other gender-segregated gender facilities or activities, [student] may participate in accordance with his gender identity.
- Student questions and comments
 - Students may have general questions and comments regarding [student's name] name and pronouns. Staff should address these questions in a developmentally appropriate manner. If support is needed, staff should contact the school counselor, [name], or building administrators, Bethany Connolly or Nikki Remsen.
 - Staff should immediately report any suspected bullying or harassment based on gender identity and/or expression to building administrators.

- Questions, concerns, or comments from other parents, community members, or staff should be directed to the principal, Bethany Connolly.
- Home-school communication will be ongoing as necessary to best support [student's name]. Any changes to this plan will be communicated between [student's name] parents and the principal then updated to staff.

Resources for staff and parents:

- South Portland School Department policy
 - [JB - Transgender Students](#)
 - [JB -R - Transgender Students Guidelines](#)
- Out Maine - www.outmaine.org- has an array of resources available for families and schools
 - Grade K-2 Booklist - <https://www.outmaine.org/resources/booklist/grades-k-2-booklist/>
 - Guide for parents exploring gender identity (helpful for staff, too)
 - 2022-Information for Parent of a Child Exploring Gender Identity.pdf
- Equality Maine - <https://equalitymaine.org/>
- GLSEN - www.glsen.org
 - Elementary Resources - <https://www.glsen.org/elementary-resources>

Copy of plan to the following:

- parents/guardians
- Cumulative Folder
- Skillin Student Support Team
 - Principal, Bethany Connolly
 - Assistant Principal, Nikki Remsen
 - School Counselor
 - School Nurse
 - Social Workers
 - Behavior Specialist
- School staff
 - Classroom teacher
 - PE teacher
 - SEL teacher
 - Art teacher
 - Music teacher
 - librarian
 - Other staff connected to [grade level] instruction and supervision (ie. Educational technicians, lunch/recess supervision, substitute teachers)
- Substitute folder - included in plans for a substitute
- Assistant Superintendent, [REDACTED]