

– Confidential –

**Gender Communication Plan**

This document supports the necessary planning for a student to communicate with the school community a change in one or more aspects of their gender from its commonly assumed status to something else. Its purpose is to create the most favorable conditions for a successful experience, and to identify the specific actions that will be taken by the student, school, family, or other support providers.

School/District _____	Today's Date _____
Student's Preferred Name _____	Legal Name _____
Student's Gender _____	Assigned Sex at Birth _____ Student Grade Level _____
Date of Birth _____	Sibling(s)/Grade(s) _____ / _____ / _____
Parent(s)/Guardian(s)/Caregiver(s) /relation to student	
_____ / _____	_____ / _____
_____ / _____	_____ / _____

What does the student wish to communicate about their gender (change in identity, expression, etc.)?

How urgent is the student's need? Is the child currently experiencing distress regarding their gender?

**PARENT/GUARDIAN INVOLVEMENT**

Are guardian(s) of this student aware and supportive of their child's gender communication? \_\_\_Yes \_\_\_No

If not, what considerations must be accounted for in implementing this plan? \_\_\_\_\_

**INITIAL PLANNING MEETING**

When will the initial planning meeting take place? \_\_\_\_\_ Where will it occur? \_\_\_\_\_

Who will be the members of the team supporting the student's communication?

- Student \_\_\_\_\_
- Parent(s) \_\_\_\_\_
- School Staff \_\_\_\_\_
- Other \_\_\_\_\_

**COMMUNICATION DETAILS: WHAT IS THE STUDENT'S IDEAL SCENARIO?**

What is the specific information that the student wishes to convey? (be specific)? \_\_\_\_\_

What requests are being made of others (new name, pronouns, use of facilities, etc.)? \_\_\_\_\_

Imagine that this process goes **exactly** as the student wishes. What does it look/sound like? Describe how this information will be shared (i.e. a lesson about gender combined with announcement from teacher(s); an assembly where student will share information; a written communication; etc.). Be as specific as possible about what occurs.

With whom and when will this information be shared?

- With peers in the student's class only Date: \_\_\_\_\_
- With peers in the student's grade level Date: \_\_\_\_\_
- With some/all students at school (specify) \_\_\_\_\_ Date: \_\_\_\_\_
- Other (specify) \_\_\_\_\_

Who will lead the lessons/activities framing the student's announcement? \_\_\_\_\_

What will the lesson/activities be? \_\_\_\_\_

Will the student be present for the lesson/sharing of info about their gender? \_\_\_\_\_

If yes, what role, if any, does the student want to play in the process? \_\_\_\_\_

Will the parent(s)/caregiver(s) be present for the lesson/sharing of info? \_\_\_\_\_

If yes, what role, if any, will they play in the process? \_\_\_\_\_

Once the information is shared, what parameters/expectations will be set regarding approaching the student?

Other notes, considerations or questions \_\_\_\_\_

### KEY DECISIONS PRIOR TO STUDENT'S COMMUNICATION

#### Communications with Other Families

Will any sort of information be shared with other families about the student's gender? \_\_\_\_\_

With whom: \_\_\_ Families in child's grade \_\_\_ Whole School \_\_\_ Other (specify) \_\_\_\_\_

Who will be responsible for creating this? \_\_\_\_\_ When will it be sent? \_\_\_\_\_

How will it be distributed? \_\_\_\_\_

\*What specific information will be shared? \_\_\_\_\_

Questions/Notes: \_\_\_\_\_

\* see sample letters

**Training for School Staff**

Will there be specific training about this student's gender with school staff? \_\_\_\_\_ When? \_

Who will be conducting the training? \_\_\_\_\_ What will be the content of the training?

\_\_\_\_\_

Questions/Notes: \_\_\_\_\_

\_\_\_\_\_

**Parent Information Night/ Class Meeting with Parents About Gender Diversity**

Will there be specific training for school community members? \_\_\_\_\_ When? \_\_\_\_\_

Who'll conduct it? \_\_\_\_\_ Will it reference the student's gender? \_\_\_\_\_

What will be the content of the training? \_\_\_\_\_

\_\_\_\_\_

Questions/Notes: \_\_\_\_\_

\_\_\_\_\_

**Identifying and Enlisting Parent Allies**

Are there any parents/adults in the community you would like to enlist in support of the child's communication?

If so, who? \_\_\_\_\_

When will you speak with them? \_\_\_\_\_ What will be your request? \_\_\_\_\_

\_\_\_\_\_

Questions/Notes: \_\_\_\_\_

\_\_\_\_\_

**Identifying and Enlisting Peer Allies**

Are there other students you would like to enlist in support of the child's communication? \_\_\_\_\_

If so, who? \_\_\_\_\_

When will they be spoken with? \_\_\_\_\_ What requests will be made? \_\_\_\_\_

\_\_\_\_\_

Questions/Notes: \_\_\_\_\_

**Siblings**

Does the student have any siblings at the school? \_\_\_\_\_ What needs to be considered for them?

Training in their classroom(s)? \_\_\_\_\_ Emotional Support? \_\_\_\_\_

\_\_\_\_\_

Questions/Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**POSSIBLE ACTIONS AFTER COMMUNICATION TAKES PLACE**

Does the student currently have a Gender Support Plan? \_\_\_\_\_ If so, what needs to be modified? \_\_\_\_\_

What steps will be taken following the communication to check on the student's status/well-being? \_\_\_\_\_

Questions/Notes: \_\_\_\_\_

**TIMELINE**

Which of the following will take place in relation to this student's gender communication, when will it occur and who will be responsible for making it happen?

<u>Activity</u>	<u>Date</u>	<u>Lead</u>
<input type="checkbox"/> Initial Planning Meeting	_____	_____
<input type="checkbox"/> Lessons/Activities with Other Students	_____	_____
<input type="checkbox"/> Communications with Other Families	_____	_____
<input type="checkbox"/> Training for School Staff	_____	_____
<input type="checkbox"/> Parent Information Night About Gender Diversity	_____	_____
<input type="checkbox"/> Identifying and Enlisting Parent Allies	_____	_____
<input type="checkbox"/> Identifying and Enlisting Peer Allies	_____	_____

What are the specific follow-ups or action items emerging from this meeting and who is responsible for them?

Action Item	Who?	When?