Wayne-Westland Community Schools
Gender, Pronoun, or Name Change Flowchart

Student Declares to a Staff Member they want to be called by a different name or recognized as a different gender. Staff member asks "Do you want this to be official in MiStar or just referenced in class?"

I want it changed in Mistar

I just want to be called that in class

Staff asks "Are your parents aware of your request?"

- **Yes**
- **No**

Yes → Staff emails John Besek and they contact family to set up meeting to fill out district form. Form is then forwarded to Becky Weimar.

No → Student is directed by staff member to first go home and talk to their parents, and then to have them email John Besek and they contact family to set up meeting to fill out district form. Form is then forwarded to Becky Weimar

Staff asks "Are your parents aware of your request?"

- **Yes**
- **No**

Yes → Student is directed to have their parent send an email to building administrator. Building administrator then informs all of the students teachers of the informal request and directs them to honor it in class.

No → Staff member, providing a safe environment, explains to them that parents need to be aware for us to refer to them by their requested name or pronoun. Student is encouraged to speak to their parent and to have their parent send an email to building administrator. Building administrator then informs all of the students' teachers of the informal request and directs them to honor it in class. Student is referred to counselor or Social Worker if there appears to be distress.

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