

LGBTQ Policy Template

If your school, district, or organization does not have explicit policy around how you will support and serve students across the lesbian, gay, bisexual, transgender, and queer (LGBTQ+) community, this document template will walk you through how to develop a policy and what to consider.

Most schools and districts have organizational policy templates. Please use what exists and if there is not a developed template, the following can serve as a guide.

Policy Examples

Urban School District: San Francisco Unified (California)

[SFUSD Board Policy on Student Non-Discrimination/Harassment - Board Policy 5145.3 Website](#)

Suburban School District: Adams 12 (Colorado)

[Adams 12 Nondiscrimination Policy PDF](#)

Rural School District: Twin Falls (Idaho)

[TFSD Gender Identity Policy PDF](#)

Policy Information

At the top of your policy, include a table with the appropriate information. An example is below. The information should include the policy name, policy number (if applicable), effective date of the policy, the date of last revision, and which version number this is.

Policy Name			
Policy Number		Date of Last Revision	
Effective Date		Version Number	

Reason for the Policy/Policy Statement

Include a paragraph explaining the reasoning and rationale for developing this policy. Be explicit in who you are serving and name that this is a population of students who are often discriminated against and harassed. This section should also include when the policy applies.

Scope

The scope of the policy is an overview of who is affected by the policy. In this case, students who are members of the LGBTQ+ community.

Definitions

Particularly as it relates to the LGBTQ+ community, proper definitions matter. Many people are not familiar with language and terminology used. Depending on the scope of your policy, it is recommended to define the following:

- LGBTQ+
- Sexual orientation
- Gender identity
- Gender expression
- Transgender
- Non-binary
- Pronouns

For assistance with terminology, utilize local LGBTQ+ organizations, the HRC, GLSEN, or the terminology from Action Canada:

[Action Canada for Sexual Health and Rights Beyond the Basics Galaxy Activity PDF](#)

Procedures

This section reviews the process for compliance with the policy. How will students be supported? If harassment or discrimination happens, what should students and their families do?

Responsibilities

This section overviews who is responsible for implementing the policy. A policy supporting student identity is the responsibility of all staff in a district or organization and should include appropriate training or professional development to support learning and growth.

Enforcement

This section should detail any potential repercussions for violating the policy.

Related Information

Here, link to any related policies, websites, and/or documents that can provide supplemental information to the policy. Consider including your non-discrimination policy, Title IX guidance, and any legal references.

Policy History

This section is the description of any revisions to the policy and the dates of those revisions.

Forms

In this section, include any forms associated with the policy. If your district has a gender support guide or other documents that help support LGBTQ+ students, link to them here.

Gender support guide examples

San Francisco Unified School District:

[*Gender Inclusive Language - Guidance for SFUSD Educators PDF*](#)

Portland Public Schools:

[*PPS Gender Diversity Support Guide PDF*](#)

The WEEAC is available to support and assist in your policy development. For assistance or review, please fill out a request for services at www.msudenver.edu/weeac or email eac@msudenver.edu.

