Administrative Procedure 112
School Operations

PARENTAL NOTIFICATION AND OPT-IN FOR SUBJECT MATTER DEALING WITH GENDER IDENTITY, SEXUAL ORIENTATION OR HUMAN SEXUALITY

Background

The Board recognizes the importance of notifying parents when classroom instruction will be addressing gender identity, sexual orientation or human sexuality The purpose of this administrative procedure is to outline the expectations, responsibilities, and processes that guide parental notification and opting procedures as required by *Education Amendment Act*, 2024 (SA 2024, c 14)

Procedures

1. Determining When Notice is Required
    a. Notice is required when
        i. the teacher is meeting a specific curricular outcome that deals with gender identity, sexual orientation or human sexuality;
        ii. the primary topic of a unit, lesson, or instructional material is gender identity, sexual orientation or human sexuality;
        iii. the teacher intentionally plans to cover concepts centered on gender identity, sexual orientation or human sexuality;
        iv. the duration of time spent on the topic is anticipated to extend beyond tangential reference.

2. Notice is not needed for incidental or indirect references to gender identity, sexual orientation or human sexuality.

3. Providing Notice
    a. The classroom teacher will notify parents by email to advise them of an upcoming course, unit of study, lesson, or instructional materials that deal with gender identity, sexual orientation or human sexuality.
    b. Teachers must provide notice of at least 30 calendar days before the start of a course, program or activity, or before the use of instructional materials.

4. Oping-In
    a. Parents must opt their child into a course, unit of study, lesson, or exposure to instructional materials by completing an opting-in form.
    b. The opting-in form will be emailed to the parent for completion.
    c. In the opt-in form, the teacher
        i. must provide sufficient detail to enable parents to make an informed decision.
        ii. must provide parents with the option for full or partial consent.
    d. A signed opting-in form that provides parental consent is required for student participation in the learning activity or use of the instructional material.

5. Tracking
    a. Teachers will be responsible for tracking the forms.
    b. Teachers may email or call parents by phone as a reminder if an opt-in form has not been received.

6. If an opt-in form has not been returned, or if the parents do not opt their child in,
    a. an alternative learning activity must be provided by the teacher, and
    b. students must be provided with an alternate supervised learning space.