

STUDENT IDENTITY AND PARENTAL CONSENT FOR SENSITIVE CONTENT

BACKGROUND

Westmount Charter School (WCS) is committed to fostering a safe, inclusive, and respectful learning environment while ensuring compliance with the Education Amendment Act, 2024, and Alberta Education requirements, effective September 1, 2025.

This Administrative Procedure governs:

- Requests related to the use of preferred names and pronouns;
- Parents/guardian notification and consent requirements for instructional content dealing primarily and explicitly with gender identity, sexual orientation or human sexuality; and
- Handling of sensitive content and resources in alignment with WSC's educational philosophy

DEFINITIONS

The definitions listed in the following table apply to this administrative procedure.

Sensitive Content	Instructional content that focuses primarily and explicitly on gender identity, sexual orientation and/or human sexuality. This includes Alberta Education's mandated human sexuality curriculum (delivered through the Health and Life Skills sections of the Program of Study) for grades 4 and up. Such topics are considered sensitive under Alberta Education policy.
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PROCEDURES

1. Preferred Names and Pronouns (Gender Identity Related)
 - 1.1 Student Request
 - 1.1.1 A student who wishes to be addressed by a preferred name or pronoun must make the request directly to a staff member, who must then inform the school principal.
 - 1.2 Notifications and Consent Requirements
 - 1.2.1 Students under 16 years of age: Parents/guardians must be notified and provide written consent before staff may use the student's new name or pronouns.
 - 1.2.2 Students 16 or 17 years of age: Parents/guardians must be notified; consent is not required.
 - 1.3 Support for Students at Risk
 - 1.3.1 If a staff member reasonably believes parental notification may cause psychological or emotional harm to the student, the case must be referred to the principal.
 - 1.3.2 The principal must ensure that counselling and/or support services are offered before parental notification occurs.

- 1.4 Documentation
 - 1.4.1 All requests, communications and parental consent must be documented and filed confidentially in accordance with FOIP and WCS privacy protocols.
- 2. Sensitive Content
 - 2.1 Notification and Opt-In Process
 - 2.1.1 Parents/guardians must receive at least 30 calendar days' written notice before sensitive content is taught.
 - 2.1.2 Explicit opt-in (written consent) is required. Parents/guardians may provide **full or partial opt-in** depending on the specific content; opt-out is not sufficient.
 - 2.1.3 Students without consent will be provided with alternative instruction or supervision outside of the classroom and will not be academically penalized.
 - 2.2 Resource Approval Requirements
 - 2.2.1 Resources and external presenters dealing primarily and explicitly with sensitive content must be pre-approved by the Minister of Education.
 - 2.2.2 Teachers may only select resources that have been carefully reviewed and, where applicable, pre-approved.
 - 2.3 Record Keeping
 - 2.3.1 Schools must retain signed parental/guardian consent forms and maintain a record of notice, consent, participants and materials used.
 - 2.3.2 Records must be stored securely and handled per the privacy policy.
 - 2.4 Incidental References
 - 2.4.1 Notification and consent are not required for incidental or indirect references to gender identity, sexual orientation, or human sexuality that are not the primary focus of instruction.
- 3. Handling of Sensitive Resources
 - 3.1 Principles
 - 3.1.1 Teachers, students and others must engage with sensitive content respectfully, ensuring all individuals feel safe expressing their perspectives.
 - 3.1.2 Teachers must not present their personal opinions as fact.
 - 3.2 Guidelines for Instruction
 - 3.2.1 Information must:
 - 3.2.1.1 Be informative and reflect alternative points of view (where permitted by law);
 - 3.2.1.2 Match the maturity and needs of students;
 - 3.2.1.3 Meet curricular outcomes of the Alberta Program of Studies; and
 - 3.2.1.4 Reflect community, provincial, national and international perspectives.
 - 3.3 Challenging Resources or Content
 - 3.3.1 Concerns regarding sensitive resources or content shall be addressed first at the teacher level.

- 3.3.2 If unresolved, a written request must be submitted to the school administration.
- 3.3.3 The principal will review, then escalate to the superintendent if necessary.

Cross Reference: Education Act
Education Amendment Act 2024
Date of Adoption: September 1, 2025
Date of Revision:
Due for Review: September 1, 2028

APPENDIX

AP 370 – PARENT NOTIFICATION AND CONSENT FORM

Instruction on Sensitive Content

Student Information

- **Student Name:** _____
- **Grade:** _____
- **Homeroom/Teacher:** _____

Course / Subject Area

This letter is to notify you that your child's class will include instruction that addresses **sensitive content** dealing primarily and explicitly with:

- ☐ Human sexuality
- ☐ Sexual orientation
- ☐ Gender identity

- **Course/Unit Title:** _____
- **Teacher:** _____
- **Date(s) of Instruction:** _____

Description of Content / Learning Outcomes

The teacher provides a clear summary of the instructional focus, learning outcomes, and the materials/resources to be used. A syllabus or outline should be attached, if applicable.

Parental/Guardian Consent

In accordance with the *Education Amendment Act, 2024*, parents/guardians must provide written consent before their child participates in instruction dealing primarily and explicitly with the above topics.

- ☐ **Yes** – I consent to my child participating in this instruction.
- ☐ **No** – I do not consent to my child participating in this instruction. I understand my child will be provided with meaningful alternative learning activities and will not be penalized academically.

Parent/Guardian Information

- **Name:** _____
- **Signature:** _____
- **Date:** _____
- **Preferred Contact (email/phone):** _____

School Use Only

- **Consent Form Received By:** _____
- **Date Received:** _____
- **Alternative Activity Arranged (if applicable):** _____