

SECTION 600 – Students

**ADMINISTRATIVE PROCEDURE: SEXUAL ORIENTATION AND GENDER
IDENTITY**

PROCEDURE CODE:	614 AP 001
Policy Reference: 614 - Sexual Orientation and Gender Identity	Exhibits:

OBJECTIVE

School staff are expected to ensure a welcoming, supportive environment for all staff, students and families who are part of the 2SLGBTQ+ community and their allies regardless of their sexual orientation and gender identity.

PROCEDURE

Leadership – the principal shall:

1. ensure all aspects of this regulation are clearly communicated to all staff, students, and families;
2. ensure discriminatory behaviours and complaints will be taken seriously, documented and dealt with expeditiously;
3. ensure staff address and provide appropriate remedial consequences for all interactions involving the use of comments, behaviours and actions which display homophobic, transphobic, and sexist, whether they occur in person or in digital form;
4. ensure staff know their professional responsibility to identify discriminatory attitudes and behaviours, and create caring, respectful and safe learning environments;
5. ensure awareness and adherence to all Division policies with respect to diversity, equity, human rights, sexual orientation, gender identity, discrimination, prejudice, and harassment;
6. ensure staff utilize language and educational resources and approaches that are inclusive, age-appropriate, and respectful of diverse sexual orientations, gender identities, and gender expressions;
7. provide inclusive and respectful services and supports to sexual and gender minority students and families;

8. ensure staff work proactively to eliminate systemic inequities and barriers to learning for sexual and gender minority students and families;
9. support the establishment of Gay-Straight Alliances (GSAs), or similar student support groups, at educational settings offered within the Division, where interest by students has been expressed, or need has been identified by staff;
10. work collaboratively with school staff and build capacity to identify and implement evidence-based supports for students.
11. ensure staff will not refer students to programs or services that attempt to change or repair a student's sexual orientation or gender identity; and
12. ensure all staff recognize the confidentiality of the sexual orientation and gender identity of all students and protect them from unwanted disclosure of such.
13. When a student aged 15 and under makes a request that staff refer to them by a new gender-related preferred name or pronouns, the principal or designate shall notify the student's parents/guardians and seek consent in a timely manner.
14. When a student aged 16 or 17 makes a request that staff refer to them by a new gender-related preferred name or pronouns, the principal or designate shall notify the student's parents/guardians in a timely manner.
15. Prior to notifying parents/guardians as outlined above in #13 and #14, the principal or designate shall meet with the student to explain the requirement for parental notification, and where applicable the need for parental consent. The supportive conversation helps ensure the student understands the process and is aware of available supports.
16. When it is believed the notification as outlined above in #13 and #14 is reasonably expected to cause psychological or emotional harm to the student, or if the student requests assistance, the student shall be provided with counselling or other assistance prior to notification.
17. Staff cannot use the new gender identify-related preferred name or pronouns until parent/guardian notification has occurred, and for students under 16 years of age, until parental consent has been obtained.
18. Modifications made as a result of actions as outlined above in #13 and #14 must also be recorded in the Student Information System (SIS).

Approved: August 31, 2016

Revised: August 28, 2025

