


North East School Division - Administrative Procedure

 AP 428 - Sexual and Gender Minorities	References: Canadian Charter of Rights and Freedoms Local Freedom of Information and Privacy Act Saskatchewan Human Rights Code, 2018 Education Act, 1995 Child & Family Services Act Victims of Interpersonal Violence Act Saskatchewan Teachers' Federation Code of Ethics Deepening the Discussion, Saskatchewan Ministry of Education, 2023 Saskatchewan's Child Abuse Protocol, 2023 Saskatchewan High School Athletics Association Handbook	Tracking: Draft May 2025 Approved June 2025 Reviewed by Board June 25, 2025
	Related: AP 408 – Student & Parent Complaints & Grievances AP 428-1 Under 16 years of Age AP 428-2 16 Years of Age and Older AP 511 – Human Diversity AP 513 – Grievance AP 514 – Harassment Prevention AP 610 – Instructional Resources	Status: Approved June 25, 2025

SEXUAL AND GENDER MINORITIES

The North East School Division is committed to establishing and maintaining a safe, positive, and inclusive environment for all students and employees, including those who are, or who perceive themselves to be, members of a sexual or gender minority. The Division must comply with the Canadian Charter of Rights and Freedoms and the Saskatchewan Human Rights Code, 2018 that prohibit discrimination on the grounds of sex, sexual orientation and gender identity and recognize values of dignity and equality of each individual. The human rights principles of duty to accommodate contemplate individualization of accommodations on a case-by-case basis.

PROCEDURES

1. Legal Context

- a. Students have a legal right to be safe and protected in schools.

2. Specific Procedures for Accommodating Students on the basis of Sex, Sexual Orientation and Gender Identity

- a. All students have the right to openly and safely be who they are in NESD schools without fear of discrimination and includes right to be treated with dignity and respect.

3. Safety

- a. Recognizing the importance of parental/guardian support, the school counsellor/teacher or administration team will work together with individual students and their parents/guardians to ensure that each student receives the necessary support with respect to sexual orientation and/or gender identity. School staff should not disclose a student's gender identity and/or sexual orientation unless student permission has been granted and/or there is a specific "need to know". The school Counsellor will work with each student to establish a plan to disclose their sexual orientation and/or gender and/or gender identity with parents/guardians.
- b. While it is important to respect a student's confidentiality, where a student may be subject to interpersonal violence or in need of protection upon disclosure of their status or contemplating self-harm, the student should be referred to a school counsellor or administrator as soon as possible for support and to determine what further steps are necessary to protect the student's safety.

4. Names/Pronouns

- a. When a student requests that their new gender-related preferred name or gender identity be used at school:
 - i. the student will be referred to the school counselor;
 - ii. if the student is under the age of 16, the school counselor will work with the student to request parental/guardian consent using AP 428-1; or
 - iii. if the student is 16 or older, the school counselor will gain formal consent from the student using AP 428-2.
- b. If a student requests assistance in gaining parental/guardian consent, the student will be referred to the school counselor who will support the student in identifying a trusted adult (if it is not the school counsellor) to develop a plan to speak with their parents. The plan to speak to parents/guardians will focus on the best interest of the student.
- c. The student should be made aware that their preferred name and pronouns will not be changed until consents are in place.

5. Official Records

- a. Once AP 428–1 or AP 428-2 is appropriately executed,
 - i. It will be stored securely in the student’s cumulative folder and in accordance with *The Local Authority Freedom of Information and Protection of Privacy Act*;
 - ii. School administration shall inform school staff of the student’s preferred name or pronouns. Staff will address the student by the correct name and pronoun and acknowledge the student’s new gender-related preferred name or gender identity. School administrators will have processes in place so substitute teachers will use the correct name and pronouns for each student.
 - iii. The school administrator will ensure immediate response to the requests made on AP 428 – 1 or AP 428-2 are implemented. This may include changing the student’s official record to reflect their preferred name, pronouns and gender. All school forms and records may be changed to ensure that a student’s preferred name and pronouns are current on class lists, timetables, student files, identification cards, cumulative record, etc.
 - iv. Privacy of personal information that either directly or indirectly identifies a student’s sex as being different from their gender identity will be protected.

6. Washrooms and Change Room Accessibility

- a. As per the Canadian Charter of Rights and Freedoms, students have the right to use the washrooms and change rooms that match their gender identity.
- b. Staff will consult with the student and/or parent(s)/guardians regarding the student’s safety and comfort, minimizing stigmatization, and providing equal opportunity to participate in physical education classes and athletics.
- c. Students who desire increased privacy will be provided with a reasonable alternative washroom and/or change room. Any alternative arrangement will be provided in a way that protects the

student's confidentiality.

- d. The division will strive to ensure gender neutral washroom requests can be accommodated at all school locations subject to the limitation of the building.

7. Gender Segregated Curricular Activities

- a. School staff shall ensure all students are included in curricular activities without separation based on sex or gender identity. This includes sexual health education and physical education classes.

8. Athletics and Extra-Curricular Activities

- a. When possible, extra-curricular activities shall not segregate students by sex.
- b. Each student may choose to participate in the Saskatchewan High School Athletics (SHSAA) in accordance with SHSAA policy.

9. Overnight Trips

- a. Plans for overnight school-based activities must provide accommodation for each student in a room/space where they feel safe and accepted. Privacy and safety of students must be addressed in the planning process. Decisions based on overnight accommodations will be determined on a case-by-case basis, with the emphasis on the safety, inclusion and best interest of the student.

10. Beliefs and Actions

- a. Positive relationships will be maintained by respecting the right of all individuals to have their own beliefs, provided their actions are not discriminatory and do not harm or negatively impact the rights of individuals who may not share those beliefs.
- b. All high schools will provide an opportunity for an Alliance for Gender and/or Sexual Diversity (e.g. GSA). Any student in an elementary school, upon their request and parent consent, will be supported in developing a diversity club.



Preferred Name/Pronoun Change Parent Consent Form (under 16 years of age)

Please complete this form and deliver it to the school office.

Please Print

Date:		School Name:		Grade:		Age:	
Current Name on the Student Data System (Edsby and MySchoolSask):							
Last Name			First Name			Middle Name(s)	
Preferred NAME CHANGE to:							
Last Name			First Name			Middle Name(s)	
Pronoun Change:							
Current Pronouns				Authentic Pronouns			

North East School Division (NESD) uses several database applications which retain student, parent, guardian and caregiver information. In making this request, it is important to understand that a change to a preferred name is not a legal name change. Students may request a preferred name change and/or use of authentic pronouns at any time.

Declaration:

I confirm that I am requesting use of my preferred name and authentic pronouns during school hours in my classroom, within the school, and during school sanctioned activities. I am not requesting a name or gender identity change in official school records. In making this request, I understand that use of my preferred name and authentic pronouns requires my consent and my parents' consent.

I confirm that I am requesting a change of my name and gender identity on the North East School Division applications and official school records and documents. In making this request, I understand that my name change requires my consent and my parents' consent. My name will be visible to anyone who has access to my personal information, including, but not limited to, the following applications:

- Active Directory
- All computer login, email address, M365 login, Google Workspace login
- Edsby
- Transportation Software
- Our Students
- School Messenger
- NESD Purchase Portal
- MySchoolSask

Student (please print)

Signature
(I acknowledge that in accordance with The Electronic Information and Documents Act, 2000, my electronic signature has the same effect as a signature.)

Parent/Guardian (please print)

Signature
(I acknowledge that in accordance with The Electronic Information and Documents Act, 2000, my electronic signature has the same effect as a signature.)

Parent/Guardian (please print)

Signature
(I acknowledge that in accordance with The Electronic Information and Documents Act, 2000, my electronic signature has the same effect as a signature.)

NOTICE: Pursuant to Section 25(2) of *The Local Authority Freedom of Information and Protection of Privacy Act*, this information is collected for the purpose of maintaining accurate records of all North East School Division students in accordance with *The Education Act, 1995*.



Preferred Name/Pronoun Change Consent Form (16 years of age and older)

Please complete this form and deliver it to the school office.

Please Print

Date:		School Name:		Grade:		Age:	
Current Name on the Student Data System (Edsby and MySchoolSask):							
Last Name		First Name			Middle Name(s)		
Preferred NAME CHANGE to:							
Last Name		First Name			Middle Name(s)		
Pronoun Change:							
Current Pronouns				Authentic Pronouns			

North East School Division (NESD) uses several database applications which retain student, parent, guardian and caregiver information. In making this request, it is important to understand that a change to a preferred name is not a legal name change. Students may request a preferred name change and/or use of authentic pronouns at any time.

Declaration:

I confirm that I am requesting a change of my name and gender identity on the North East School Division's applications and official school records and documents. In making this request, I understand that my name and gender identity will be visible to anyone who has access to my personal information, including, but not limited to, the following applications:

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- All computer login, email address, M365 login, Google Workspace login
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- Transportation Software
- Our Students
- School Messenger
- NESD Purchase Portal
- MySchoolSask

Student (please print)

Signature

(I acknowledge that in accordance with The Electronic Information and Documents Act, 2000, my electronic signature has the same effect as a signature.)

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