



Administrative Procedures

AP-436	Date of implementation: January 2024
	Date of Review: April 22, 2026
USE OF GENDER-RELATED PREFERRED FIRST NAME AND/OR PRONOUNS	Related Administrative Procedures:

Purpose: To describe the steps that schools must take in supporting students who wish to use a gender-related first name and/or pronouns and/or gender different from what they were assigned at birth.

Background:

The Division is committed to providing inclusive, welcoming, caring, respectful, and safe environments that promote the well-being of all students and staff. The Division values inclusiveness as the celebration and acceptance of all people, including gender and sexually diverse students and staff. (Source: *Guidelines for Respecting and Affirming Gender and Sexual Diversity*). *My Prairie Spirit Classroom* is diverse in world view, culture, language, gender identity, sexual orientation, ability, and interests and this is how we learn together.

The Government of Saskatchewan is committed to ensuring that all students, including those who identify as gender and sexually diverse, feel safe, protected, and respected in our schools and our communities. Ensuring everyone has access to a safe, welcoming, and inclusive learning environment is a priority in the Provincial Education Plan. It is well known that when students do not feel safe or valued, it undermines their learning and well-being. (Source: *Deepening the Discussion: Gender and Sexual Diversity, 2023*)

In October 2023, the Government of Saskatchewan passed section 197.4 of *The Education Act*, which requires schools to gain parental consent before any staff member can honour a student’s request (under the age of 16) to use a gender-related name and/or pronoun different from what they were assigned at birth.

Procedures:

- 1) Any staff member who is made aware of a student’s request to change their gender-related first name and/or pronouns and/or gender must immediately inform the school Principal, who will then consult with their school’s Learning Superintendent. The Principal will also meet with the student to offer support and clarification about the school’s obligation to obtain parental consent. Support for the student must be paramount throughout this process, and may involve other staff members that the student considers safe (i.e., counsellor, teacher, etc.).
- 2) If the student making the request is under the age of sixteen (16), parental consent must be given before any staff member can use the student’s requested gender-related first name and/or pronouns and/or gender. The Principal will work with the student (and may include other staff members that the student considers safe) to create a supportive plan to inform parents and gain

their consent for the change. This consent must be in writing and documented by the Principal (see Appendix A: Parental Consent Form for Use of Gender-Preferred Name and/or Pronouns).

- a) If it is reasonably expected that a parent's knowledge of the name/pronoun change request may result in the physical, mental, or emotional harm of the student, the student will be directed to the appropriate support professional(s), who will work with the student to develop a plan to discuss the request with their parent(s) when they feel safe in doing so.
 - b) Regardless of the support timeline in place, the school will not honour the student's name/pronoun change request until parental consent is obtained.
- 3) If the student making the request is sixteen (16) years of age or older, parental consent is not required, as students can consent on their own behalf. The Principal will document the request, and offer to work with the student (and may include other staff members that the student considers safe) to create a supportive plan to inform parents
 - 4) Once consent for the name and/or pronoun and/or gender change is established, the school and its employees must honour the request in a manner consistent with the wishes of the student. This may include informal (everyday usage) and/or formal contexts (class lists, Edsby, report cards, other school records etc.).
 - 5) This policy refers only to the context where a student is requesting to use a gender-related first name and/or pronouns different from what they were assigned at birth. In all other aspects regarding a student's gender and sexuality, the privacy of the student will be protected in accordance with *The Local Authority Freedom of Information and Protection of Privacy Act* (LAFOIP) policies and procedures.

References:

[Appendix A – Parental Consent Form](#) (internal document)

[Appendix B – Administrator Checklist](#) (internal document)

[Deepening the Discussion: Gender and Sexual Diversity](#)

[PSSD Guidelines for Respecting and Affirming Gender and Sexual Diversity](#) (internal document)

[The Education Act, 1995](#)