

NEW HORIZONS CHARTER SCHOOL
ADMINISTRATIVE PROCEDURES

Approved: 2016-03-10

Amended: 2016-04-07; 2018-02-19

Section: School Operations

**ADMINISTRATIVE PROCEDURE #208 –
Sexual Orientation, Gender Identity, and Gender Expression**

The school staff, under the direction of the Principal, is expected to establish and maintain a safe, inclusive, and welcoming learning and working environment for all members of the school community.

1. In accordance with this expectation, the Principal shall:
 - a. Ensure awareness of and adherence to all Board policies, including but not limited to Policy #208, with respect to diversity, equity, human rights, sexual orientation, gender identity, gender expression, discrimination, prejudice, and harassment.
 - b. Ensure that staff members know and understand their responsibility to create caring, respectful, and safe learning environments, and to identify and address discriminatory attitudes and behaviors.
 - c. Ensure that staff members utilize language, instructional approaches, and educational resources that are inclusive, age-appropriate, and respectful of diverse sexual orientations, gender identities, and gender expressions.
 - d. Identify a staff person to be a safe contact for students who identify themselves as lesbian, gay, bisexual, trans, two-spirit, queer, questioning and/or gender-diverse with respect to their sexual orientation, gender identity, or gender expression (hereinafter referenced as LGBTQ+), and inform students and staff about the location and availability of this contact person.
 - e. Ensure the provision of professional development opportunities for staff that support and build the capacity of staff to understand and support diverse sexual orientations, gender identities, and gender expressions.
 - f. If one or more students request support to establish a voluntary student organization, or to lead an activity intended to promote a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging:
 - i. Immediately grant permission for the establishment of the student organization of the holding of the activity at the school, and
 - ii. Subject to subsection (iii), within a reasonable time from the date that the request is received, designate a staff member to serve as the staff liaison to facilitate the establishment, and the ongoing operation, of the student organization, or to assist in the organizing of the activity.
 - iii. Immediately inform the Superintendent if no staff member is available to serve as a staff liaison referred to in subsection (ii). The Superintendent shall then inform the Board and the Minister that no staff member is available and if so informed, the Minister shall appoint a responsible adult to work with the requesting students in organizing the activity or to facilitate the establishment, and the ongoing operation of the student organization at the school.
 - iv. Ensure that notification, if any, respecting a voluntary student organization or an activity referred to in this section is limited to the fact of the establishment of the organization or the

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- holding of the activity. Such notification, if any, shall otherwise be consistent with the usual practices relating to other student organizations and activities.
- g. After consulting with the principal, the students may select a respectful and inclusive name for the organization or activity referenced in section (f), including the name “gay-straight alliance” or “queer-straight alliance.” For greater certainty, the principal shall not prohibit or discourage students from choosing a name that includes “gay-straight alliance” or “queer-straight alliance.”
 - h. Ensure that school dress codes respect an individual’s gender identity and gender expression.
 - i. Ensure the implementation of appropriate consequences for all comments, behaviors, and actions that exhibit homophobia, transphobia, or sexism.
2. School personnel shall use respectful and inclusive language in all communication with students, staff, families, and the community.
 3. School personnel shall respect the right to confidentiality by protecting individuals from unwanted disclosure of personal information regarding sexual orientation or gender identity and shall maintain awareness that the disclosure of personal information by school personnel is governed by the *Freedom of Information and Protection of Privacy Act*.
 4. Students shall have the right to be addressed by their preferred name(s) and pronouns that correspond with their consistently-asserted gender identities, regardless of whether or not the student has obtained documentation of a legal change of name or sex designation. This practice shall include names used on documents such as report cards, individual program plans, or other school-issued documents. Students shall be advised that a legal name change is required if they wish their official Alberta Education documents to reflect their new name
 5. Students and staff members shall have the right to use washroom and change room facilities that correspond to their consistently-asserted gender identity, regardless of their sex assigned at birth. Where possible, gender neutral washrooms shall be made available.
 6. Students shall have the right to dress in a manner consistent with their consistently-asserted gender identity or gender expression.
 7. All students, regardless of their sexual orientation, gender identity, or gender expression, shall be able to participate in curricular activities, including physical education classes, and extracurricular activities in ways that are safe, comfortable, equitable, and consistent with their consistently-asserted gender identity.
 8. Gender-segregated student activities shall be limited to the extent possible. When gender-segregated activities occur, students who are trans or gender-diverse shall have the right to participate in ways that are safe, comfortable, and supportive of their sexual orientation, gender identity, or gender expression.