



Parental Notification and Consent (Opt-In) Policy 2.15

This policy is applicable to all Third Schools students, parent clients, volunteers, employees, directors, and the Head of Schools.

DOCUMENT CONTROL

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Approved by the Board of Directors: David Beresford, Chair	Date approved: 5 November 2025	Next review date: November 2026

REVISION RECORD

Date	Version	Revision description

1. TITLE

Parental Notification and Consent (Opt-In)

2. PURPOSE

The purpose of this Policy is to:

- Outline how Third Schools will notify parents/guardians and seek consent (opt-in) where courses, programs of study, instructional materials, instruction, or exercises include subject matter that deals primarily and explicitly with human sexuality, gender identity, or sexual orientation
- Outline that Third Schools will notify parents/guardians of students under 18 years of age where a student requests that teachers or school staff use a new gender identity-related preferred name or pronoun
- Ensure teaching resources dealing primarily and explicitly with gender identity, sexual orientation, or human sexuality are approved by appropriate educational authorities
- Maintain transparent communication between Third Schools and families while respecting parental rights and student wellbeing

3. DEFINITIONS

Term	Meaning
Full Consent	Where a parent/guardian provides permission for their student to participate in all of the instruction, tasks and/or learning activities outlined in the Third Schools provided notification/consent form.
Human Sexuality Learning Activities	Course, program of study or instructional materials, instruction or tasks that include subject matter that deals primarily and explicitly with human sexuality, gender identity, or sexual orientation. <i>Note: Notice is not needed for incidental or indirect references to gender identity, sexual orientation or human sexuality.</i>
Partial Consent	Where a parent/guardian provides consent for only certain portion of the human sexuality learning activities provided by the teacher or school staff in the notification sent to the parent/guardian. This will be indicated by the parent/guardian on the notification/consent form provided by Third Schools.
Primarily and Explicitly	Planned instruction and/or learning activities that are intended to predominantly cover human sexuality, gender identity or sexual orientation as their main subject matter as they relate to learning outcomes included in Alberta Education Programs of Study.

4. POLICY AND PROCEDURES STATEMENT

Notification and Consent for Human Sexuality Learning Activities

1. Third Schools will:

a) Annually notify and seek consent of parents/guardians/independent students regarding human sexuality learning activities.

- Notification must be sent a minimum of 30 calendar days prior to the human sexuality learning activities
- Notification must include sufficient detail (e.g., learning outcome(s) being covered, topic(s) of discussion, etc.) to allow parent(s)/guardian(s)/independent students to make an informed decision
- Consent may be provided by signature on a physical document, by signature sent electronically, or by the use of an online form sent by Third Schools
- Consent may be full or partial, as indicated on the form provided by Third Schools

b) Record and track responses from parent(s)/guardian(s) and independent student(s).

- Consent forms are retained by Third Schools for the current year, plus one year
- After this time, forms will be managed according to Third Schools record retention policies

c) Ensure teaching resources dealing primarily and explicitly with gender identity, sexual orientation, or human sexuality are approved by the Alberta Minister of Education.

2. Third Schools teachers will:

- Send notification to parents/guardians a minimum of 30 calendar days prior to advise them of upcoming human sexuality learning activities
- Provide clear, detailed information about the content and learning objectives

3. Parent(s)/Guardian(s)/Independent student(s) will: a) Indicate consent level (full, partial, or none) for their student/themselves to participate

- Where partial consent is provided, the parent/guardian/independent student must specify on the form the specific learning activity/activities for which they provide consent

4. Alternative Learning Activities:

- Where a parent/guardian/independent student communicates that they do not consent to their student participating in some or all of the human sexuality learning activities, the student shall be provided with an alternate learning activity

- If consent is not received by Third Schools by the time the human sexuality learning activities are scheduled to occur, the student shall be provided with an alternate learning activity

5. Consent Changes:

- Parents/Guardians/Independent Students may withdraw or change their consent at any time by informing Third Schools by amending the consent form or subsequent written communication
- Any electronic communication (email, etc.) sent to Third Schools regarding consent decisions must be printed by the school for accuracy and record-keeping purposes

Notification and Consent Not Required

6. Incidental References:

- Notification/opt-in consent is not needed for incidental or indirect references to gender identity, sexual orientation or human sexuality
- For example, an indirect reference in a book being discussed in language arts would not require parental notification and consent
- Biology courses covering anatomy and physiology of human reproduction do not require opt-in consent when the focus is on biological processes rather than human sexuality

7. Extracurricular Activities:

- Notification and/or consent is not required for a student's participation in extracurricular or voluntary activities, such as clubs

Approved Resources

8. Resource Approval:

- Third Schools administrators shall not permit the use or provision of learning and teaching resources that deal primarily and explicitly with gender identity, sexual orientation or human sexuality unless the learning and teaching resources are approved by the Minister of Education
- Where the use or provision of learning and teaching resources is by an external party, Third Schools shall not permit the use or provision unless both the learning and teaching resources and external party are approved by the Minister of Education

Notification for Gender Identity-Related Name or Pronoun Requests

9. Student Requests for New Preferred Names or Pronouns:

- Third Schools will notify the parents/guardians of students under 18 years of age where a student requests that teachers or school staff use a new gender identity-related preferred name or pronouns

10. Age-Specific Requirements:

a) For students who are 16 or 17 years old who are not independent students:

- School staff can only use the new preferred name or pronouns when referring to the student in school after notification has occurred

b) For students under 16 years of age:

- School staff can only use the new preferred name or pronouns once parental consent has been provided

Existing Arrangements

11. Grandfathered Situations:

- For students already being referred to in school by a gender identity-related preferred name or pronouns before the effective date of this policy, Third Schools is not required to notify or obtain parental consent to continue using the preferred name or pronouns

12. Non-Gender Identity Name Changes:

- Notification and consent is not required for changes to a new preferred name or nickname that is not related to the student's gender identity

Communication and Support

13. Family Engagement:

- Third Schools is committed to maintaining open, respectful communication with families
- Parents/guardians are encouraged to discuss any concerns or questions with their child's teacher or school administration
- Third Schools will provide support and resources to families navigating these discussions

14. Student Support:

- Third Schools will ensure that all students, regardless of parental consent decisions, are treated with dignity and respect
- Alternative learning activities will be meaningful and educationally appropriate
- Students will not be penalized or stigmatized for their parents' consent decisions

Implementation and Training

15. Staff Training:

- All Third Schools staff will receive training on this policy and its implementation
- Staff will be educated on appropriate communication strategies with parents and students
- Professional development will be provided on creating inclusive, respectful learning environments

16. Review and Updates:

- This policy will be reviewed annually and updated as needed
- Changes in provincial legislation or educational requirements will be incorporated as appropriate
- Parent and community feedback will be considered in policy reviews

5. COMPLIANCE

All employees are responsible for knowing, understanding and complying with this policy.

Failure to comply with this policy may result in disciplinary action up to and including dismissal.

6. RELATED POLICIES AND DOCUMENTS

- Third Schools Student Code of Conduct
- Third Schools Anti-Bullying and Harassment Policy
- Third Schools Privacy and Information Management Policy
- *Alberta Education Act* sections 11, 18, 33, 53, 56, 58.1, 58.2

- *Alberta Human Rights Act*
- *Personal Information Protection Act (Alberta)*

7. ROLES AND RESPONSIBILITIES

Party / Parties	Roles and responsibilities
Principals	Implement Policy and Procedures at School level
Head of Schools	Develop Policy and Procedures
Board	Approve Policy