

Administrative Procedure		
Use of Preferred First Name and Pronouns		
	Department:	Student Support
	Approved by:	Leadership Council
	Date Approved:	May 13, 2024
	Revision Date(s):	
	Review Date:	
	External References	
<ul style="list-style-type: none"> • <i>Freedom of Information and Protection of Privacy Act</i> • <i>The Education Act, 1995</i> • Guidelines for Transgender Students Name Change Process, Ministry of Education • Transgender Students – Q&A, Ministry of Education • Deepening the Discussion: Gender and Sexual Diversity, Ministry of Education • Use of Preferred Name and Pronouns by Students, Ministry of Education. 		
Internal References		
<ul style="list-style-type: none"> • Form 1- Authority for Use of Preferred First Name and Pronouns 		

Purpose

- This administrative procedure sets out Saskatchewan Distance Learning Centre’s (Sask DLC) procedures to seek consent and support students in the use of students’ preferred first name and/or pronouns aligned with gender identity.

Scope

- This procedure applies to all students enrolled at Sask DLC who seeks to change their pronouns and/or preferred first name.

Policy Statement

1. Sask DLC is committed to ensuring safe school environments where all students feel included, protected and respected.

Procedures:

1. Responsibilities
 - a. Senior Leadership shall:
 - i. ensure that all aspects of the administrative procedure are clearly communicated to staff, students and the public.
 - b. Campus Principals shall:
 - i. create a school culture that reflects a supportive, inclusive and respectful learning environment;
 - ii. ensure all staff recognize and ensure the confidentiality of all students personal information;

- iii. ensure that parents/guardians for students under the age of 16 have submitted a signed authorization form (Form 1) and that the documentation is stored securely according to records management procedures;
 - iv. ensure students over the age of 16 have submitted a signed authorization form (Form 1) and that the documentation is stored securely; and,
 - v. In instances when a complaint arises where Sask DLC campus officials intentionally fail to use approved names and/or pronouns, these are taken seriously, investigated, properly documented, and dealt with in a timely manner. Documentation shall be compiled and retained.
- c. Campus Staff shall:
- i. reflect Sask DLC's commitment to respectful learning and working environments;
 - ii. immediately make the campus principal aware of any student request made with respect to gender identification and/or gender expression needs;
 - iii. ensure the confidentiality of student information is maintained; and,
 - iv. work to create a school culture that reflects a supportive, inclusive, and respectful learning environment.
- d. Students and/or parents/guardians shall:
- i. submit authorization forms to the campus principal; and,
 - ii. report any concerns about failure to use approved name and/or pronouns to campus administration.

2. Change of Preferred Name or Pronouns

- a. When a student requests that their preferred name, gender identity and/or gender expression be used:
 - i. if the student is under the age of 16, campus personnel will request parental/guardian consent using Form 1; or
 - ii. if the student is 16 or older, campus personnel will gain formal consent using Form 1.
- b. Consent will be authorized on Form 1, which will be stored securely in keeping with *The Freedom of Information and Protection of Privacy Act*.
- c. Once appropriate consent is received, campus administration shall inform campus staff of the student's preferred first name or pronouns.
- d. If a student requests assistance in gaining parental consent, a support team consisting of appropriate support personnel will be established to support the student in developing a plan to speak with their parents. The support team will consider the following:
 - i. the make-up of the support team will be determined based on the student's individual needs and situation;
 - ii. the plan to speak to parents will be created with the student's needs and interests at the centre; and,
 - iii. the student should be made aware that until authorization is in place, their preferred name and pronouns will not be damaged.

3. Official Records and Student Information:
 - a. When authorized on Form 1, the student's official record will be changed from their legal name to their preferred name and pronouns. All Sask DLC forms and records shall be changed to ensure that a student's preferred name and gender markers are current on class lists, timetables, student files, identification cards, cumulative record, etc.
 - b. Privacy of personal information that either directly or indirectly identifies a student's sex as being different from his or her gender identity will be protected.

4. Revision of this procedure
 - a. This administrative procedure will be reviewed regularly to ensure compliance with the Ministry of Education's policy, as well as current legislation and regulations.

Definitions:

1. **Gender:** Refers to the socially constructed roles, behaviours , activities, and attributes that are considered appropriate for men and/or women.
2. **Gender Identity:** Refers to an individual's internal sense of their gender, which may or may not align with their sex assigned at birth and is not visible to others.
3. **Legal Name:** Refers to the name that appears on a birth certificate.
4. **Parents:** Refers to parent or guardians as defined in *The Education Act, 1995*.
5. **Preferred first name:** Refers to a name that has been identified by a student to be used in place of their legal first name which is more aligned with their gender identity.
6. **Preferred pronoun:** Refers to a pronoun that has been identified by a student that aligns with their gender identity.
7. **Sex:** Refers to a biological classification based on physical attributes such as sex chromosomes, hormones, internal reproductive structures, and external genitalia. At birth, it is used to identify individuals as male, female or intersex.
8. **Sexual Orientation:** Refers to a person's romantic, psychological, and emotional feelings of attraction towards another person.
9. **Campus Personnel:** Refers to educators, administrators and support staff employed at Sask DLC.