

Administrative Procedure 316

COMMUNICATING WITH PARENTS/GUARDIANS

Background

Effective communication between parents/guardians and the school is a fundamental pillar of a successful and nurturing educational environment. Strong home-school communication enhances student outcomes, promotes collaborative partnerships, and ensures the holistic development of students.

Procedures

Student Progress Reporting

1. A report card will be made available to parents twice during the course of an unsemestered school year and at the end of the term of a semestered/blocked/continuous intake course. Ongoing reporting will occur throughout the school year through the use of the school division's learning management system. Portfolios, anecdotal records and direct student participation are valid and necessary components of the reporting process.
2. The principal will determine the dates and times of report card distribution and progress conferences as outlined by the reporting windows

Parent/Guardian Consent for the Use of Preferred First Name and Pronouns by Students

1. When a student requests a change from use of the given name that is identified in the registration form to the use of their preferred name, gender identity, and/or gender expression in the school environment, parent/guardian consent will be required for students under the age of 16.
2. Parent/guardian consent can be confirmed with:
 - 2.1 The submission of an updated and signed Student Registration Form.
 - 2.2 The submission of a signed Parent/Guardian Consent Form – Appendix A.
3. For students 16 years of age and over, parent/guardian consent is not required.
 - 3.1 The principal will ensure that students over the age of 16 have submitted a signed consent form – Appendix A.
4. Consent forms (Appendix A) will be stored securely in keeping with the division's records management procedures and *The Local Authority Freedom of Information and Protection of Privacy Act*.
5. Once consent is received, school administration shall inform school staff of the use of the student's preferred first name and pronouns.
6. If a student requests assistance in gaining parent/guardian consent, supports will be provided to assist the student in developing a plan to speak with their parents/guardians.
 - 6.1 The plan to gain parent/guardian consent will be created with a primary commitment to the student's needs and interests.
 - 6.2 The student should be made aware that, until parent/guardian consent is confirmed, their preferred name and pronouns cannot be used in the school environment.

7. Once a signed consent form is received, the student's official record will be changed to reflect their preferred name and pronouns. All school 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,

Reference: Section 85, 87, 109, 175, 227, 231, *The Education Act, 1995*;
Government of Saskatchewan, Use of Preferred First Name and Pronouns by Students

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