administrative regulation

# Parental Notification and Opt-In Consent

**Administrative Regulation No. 3068**

**Classification:**
**School Program & Organization**

**Effective Date:**
**November 30, 2026**

## 1 | Purpose

The purpose of this administrative regulation is to:

- Outline how CBE will notify parents and seek consent (opt-in) where courses, programs of study or instructional materials, or instruction, or exercises include subject matter that deals primarily and explicitly with human sexuality, gender identity or sexual orientation.
- Outline that CBE will notify parent(s) / guardian(s) 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.
- Ensure teaching resources dealing primarily and explicitly with gender identity, sexual orientation, or human sexuality are approved by the Minister of Education and Childcare.

## 2 | Scope

This administrative regulation applies to:

- All CBE staff, students, and parents.

## 3 | Compliance

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

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

## 4 | Principles

The following principles apply:

- CBE is committed to creating a safe and caring environment that fosters and maintains respectful and responsible behaviours.
- CBE is committed to establishing a working partnership with parents as an essential part of providing students with effective education.
- Course content that deals primarily and explicitly with human sexuality, gender identity, or sexual orientation requires parent / guardian notification and consent.

# 5 | Definitions

**CBE:** means The Calgary Board of Education.

**Full Consent:** means where a parent/guardian provides permission for their student to participate in all of the instruction, tasks and/or learning activities outlined in the school-provided notification/consent form.

**Human Sexuality Learning Activities:** means 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.

> *Note that notice 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.

**Partial Consent:** means where a parent/guardian provides consent for only certain portion(s) 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 consent form provided by the school.

**Primarily and Explicitly:** means 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 and Childcare Programs of Study or Curricula.

# 6 | Regulation Statement

**Notification and Consent for Human Sexuality Learning Activities**

1) CBE schools will:
    a) Annually notify and seek consent of parents/guardians/independent students regarding human sexuality learning activities.
        i. Notification must be sent a minimum of 30 calendar days prior to the human sexuality learning activities.
        ii. 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.
        iii. Consent may be provided by signature on a physical document, by signature sent electronically, or by the use of an online form sent by the school.
            1. Consent may be full or partial, as indicated on the form provided by the school.
    b) Annually record and track the response(s) from parent(s)/guardian(s) and independent student(s).

i. Consent forms are retained by the school for the current year, plus one year. After this time, forms can be sent to CBE Records Management.

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

2) CBE teachers will also send notification to parents/guardians a minimum of 30 calendar days prior to advise them of upcoming human sexuality learning activities.

3) Parent(s)/Guardian(s)/Independent student(s) will:

a) Indicate if they provide consent (full, partial, or none) for their student/themselves to participate.

i. 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) 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 outcomes, the student shall be provided with an alternate learning activity.

5) If consent is not received by the school by the time the human sexuality learning activities are scheduled to occur, the student shall be provided with an alternate learning activity at their school.

6) Parent(s)/Guardian(s)/Independent Student(s) may change their consent at any time by informing the school through returning the consent form or subsequent written communication to the school.

a) Any electronic communication (email, etc.) sent to the school in regard to consent decisions related to this Administrative Regulation must be printed by the school for accuracy and record-keeping purposes.

**Notification and Consent Not Required**

7) 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 30 does not require opt-in consent. Although some of the learning outcomes are explicit in that they deal with the anatomy and physiology of human reproduction, they are not explicitly about human sexuality.

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

**Approved Resources**

9) Principals 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.
    a) Where the use or provision of learning and teaching resources is by an external party, the principal shall not permit the use or provision unless both the learning and teaching resources and external party are approved by the Minister.

**Notification and/or Consent for Request to Use a New Gender Identity-Related Preferred Name or Pronouns**

10) CBE schools will notify the parent(s) / guardian(s) 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.
    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 this notification has occurred.
11) For students under 16 years of age, school staff can only use the new preferred name or pronouns once parental consent has been provided.

**Notification and Consent Not Required**

12) For students already being referred to in school by a gender identity-related preferred name or pronouns before September 1, 2025, CBE schools are not required to notify or obtain parental consent to continue using the preferred name or pronouns.
13) 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.

# 7 | History

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| Approval | August 21, 2025 |
| Revision/Review Dates | November 30, 2026 |
| Next Review | November 2031 |

# 8 | Related Information

- Governance Culture | GC-1: Board Purpose
- Operational Expectations | OE-2: Learning Environment/Treatment of Students
- Administrative Regulations
  - AR1061: Responsible Care and Security of Information
  - AR1064: Public Sharing of Student Information
  - AR1065: Forms Management
  - AR 3051: School Library Materials Selection
  - AR 6031: Safe and Caring Learning and Work Environments
- *Education Act*, SA 2012, c. E-0.3