



IC1004: Parental Notification and Opt-In Consent

Policy Creation Date: August 2025

Approval Date: August 2025

Revision Date:

Purpose:

This policy ensures compliance with the legislative requirement that parents be notified and provide written opt-in consent before students receive instruction, use instructional materials, or participate in exercises that include subject matter dealing primarily and explicitly with gender identity, sexual orientation, or human sexuality.

Policy Statement:

The Board of WISE Charter School is committed to providing parents/guardians with clear, timely, and transparent communication regarding instruction in sensitive subject areas. Parental opt-in consent will be sought before students participate in such instruction, and alternative activities will be provided when consent is not given.

Scope:

This policy applies to all instructional activities in:

- Courses
- Programs of study
- Classroom exercises
- Instructional materials

This policy does not apply to:

- Incidental or indirect references to these topics
- Voluntary extracurricular activities or student organizations under section 35.1 of the *Education Act*

Notification process:

- Parents will be notified in writing at least 30 calendar days prior to the start of instruction, program, or use of materials containing relevant subject matter.
- Acceptable forms of notice include:
 - A printed notification form sent home with students
 - Email sent directly to parents/guardians
- Notifications must contain:

- The name and description of the course, program, or activity
- A summary of content related to gender identity, sexual orientation, or human sexuality
- The planned start date and estimated duration

Seeking parental consent:

- Parents will be provided with the opt-in consent form at the time of notification.
- Parents must submit consent before the instruction or use of material begins for their child to participate.
- Acceptable consent formats include:
 - Paper form signed and returned
 - Secure online consent form
- Consent forms must include:
 - Sufficient detail about the content to support informed decision-making
 - Options to consent to all relevant content, or to specific parts only

Alternate instruction:

If consent is not provided, the student will:

- Be excused from the identified instruction or activity
- Be assigned an alternate supervised activity or assignment in another location

Publishing and access:

This policy and any related procedures will be:

- Posted on the school or WISE's public-facing website
- Made available upon request in physical or digital form

Review and record-keeping:

Teachers and administrators are responsible for:

- Tracking notices sent and consents received
- Following up with parents who have not responded
- Maintaining secure records of consent responses

Ministerial approval:

Where external parties are expected to use or provide learning resources on gender identity, sexual orientation, or human sexuality, the WISE Charter School will ensure Ministerial approval is obtained for both the resource and the presenter as required under section 18.1 of the *Education Act*.

Evaluation and review:

This policy will be reviewed every two years to ensure ongoing compliance with legislative amendments and updated guidance from Alberta Education.

References:

- Education Amendment Act, 2024 (Bill 27), Sections 58.11 & 58.12
- Education Act (RSA 2012, c E-0.3)
- WISE School Program