
HORIZON SCHOOL DIVISION
POLICY HANDBOOK

Policy Code: IQ
Policy Title: Preferred Name and Pronoun
Cross Reference: IED – independent students
Legal Reference:
Adoption Date: June 23, 2025
Amendment or Re-affirmation Date:

POLICY

THE BOARD OF TRUSTEES OF HORIZON SCHOOL DIVISION SHALL.

DEFINITIONS

Independent Student means a student who is

- (i) 18 years of age or older, or
- (ii) 16 years of age or older and
 - a. living independently as determined by a board in accordance with section 6 of the Education Act, or
 - b. a party to an agreement under section 57.2 or the Child, Youth & Family Enhancement Act.

New preferred name or pronoun means a name or pronoun that vary from the name or pronoun that teachers, teacher leaders, and other school staff have regularly used when referring to the student and the student prefers for reasons related to the student's gender identity

GUIDELINES

- 1. This policy applies to:
 - 1.1. student requests where the student requests that a new preferred name or pronoun be used by school staff when referring to the student in school after September 1, 2025 and does not apply to students who have changed their preferred name or pronoun prior to September 1, 2025, and
 - 1.2. gender based name changes.
- 2. This policy does not apply to:
 - 2.1. independent students,
 - 2.2. informal or formal conversations between students or students and staff regarding one's preferred name or pronoun, and
 - 2.3. non-gender based name changes.

REGULATIONS

- 1. When a student requests that a new preferred name or pronoun be used by school staff when referring to the student in school, the school shall notify the student's parents of the request.

2. School staff shall only use the new preferred name or pronouns when referring to the student in school
 - 2.1. in the case of a student who is under 16 or 17 years of age, once the student's parent is notified, or
 - 2.2. in the case of a student who is under 16 years of age,
 - 2.2.1. once the student's parent is notified and
 - 2.2.2. once the parent provides consent.
3. Where notifying the student's parent is reasonably expected to cause emotional or psychological harm to the student or the student requests assistance, the school shall ensure the student is provided with counselling or other assistance before notifying the student's parent.
 - 3.1. This could include supports such as counsellors that does not require parental consent for students to access in schools.
 - 3.2. Following parental notification, other supports can also be provided.