

607.3 Instructional Resource and External 3rd Party Presentation Authorization and Approval

Purpose

This administrative procedure outlines expectations for selecting, approving, and managing instructional resources and materials used to deliver a substantive portion of the Alberta Programs of Study, along with approval of external 3rd party presenters in Division schools. The procedure ensures alignment with the Provincial Resource Review Guide (2025), supports equitable access to quality resources, and complies with the Education Amendment Act, 2024.

Lethbridge School Division believes that all students deserve access to high-quality, inclusive, and developmentally appropriate instructional resources that reflect the diversity of our communities and support their full engagement in learning.

The Division values responsible, transparent resource selection that upholds curricular integrity, affirms diverse perspectives, considers the broader school community, and ensures equitable access to learning materials in alignment with provincial legislation and the Division's commitment to excellence in education.

Definitions

- **Approved Resource** – A resource that deals primarily and explicitly with gender identity, sexual orientation, or human sexuality and is approved by the Minister of Education, aligned with at least one learning outcome in the curriculum.
- **Authorized Resource** – A resource reviewed by Alberta Education and found relevant to at least one learning outcome within the provincial K–12 curriculum.
- **Explicitly** – When a topic is addressed in a clear, direct, and unambiguous way. For the purposes of this procedure, “explicitly” refers to content that openly discusses or teaches gender identity, sexual orientation, or human sexuality.
- **Locally Approved Resource** – A resource that is not on the Authorized or Recommended list but is approved by a school principal (or designate) for use in delivering a substantive portion of the Alberta Programs of Study. These resources must meet all curriculum alignment and appropriateness criteria but do not include content that requires Ministerial approval.
- **Primarily** – When the central purpose, dominant focus, or main topic of a resource or instructional activity is on a particular subject. For the purposes of this procedure, “primarily” refers to materials or instruction where gender identity, sexual orientation, or human sexuality is the main focus.
- **Recommended Resource** – A subset of authorized resources that align to specific knowledge elements within the curriculum.
- **Resource** – Any material used by students or teachers to engage in learning and teaching.
- **3rd Party External Presenter** – An individual or organization not employed by the Division who is invited into a school setting to present information on

gender identity, sexual orientation, or human sexuality, requiring Ministerial approval.

Scope

This procedure applies to all instructional resources and materials used within Division schools to deliver a substantive portion of the Alberta Curriculum for Grades K–12. It applies to all Division staff involved in selecting, approving, and managing these resources, including teachers, principals, and Division administrators, and includes both physical and digital resources as well as 3rd party external presenters. Resources are expected to align with the Alberta Curriculum, be developmentally appropriate, reflect respect and accuracy, promote inclusion and diverse perspectives, and, where applicable, incorporate First Nations, Métis, Inuit, and Francophone perspectives. They must also avoid bias and uphold standards of accessibility, usability, and intellectual property rights.

Procedures

1. Section 1 - Use of Authorized and Recommended Resources

- 1.1. Teachers are encouraged to select from Alberta Education's Authorized and Recommended resource lists at LearnAlberta.ca (Grades K–12) and new.LearnAlberta.ca (new curriculum Grades K–9).
- 1.2. These resources meet provincial standards for curriculum alignment, developmental appropriateness, and representation of diverse perspectives.

2. Section 2 - Approval of Non-Authorized Resources

- 2.1. Any resource not designated as Authorized or Recommended and used to deliver a substantive portion of the curriculum must be reviewed as a Locally Approved Resource using Template 607.3A (Locally Approved Resource Template).
- 2.2. Principals shall retain a record of the review and decision.

3. Section 3 - Ministerial Approval Requirements

- 3.1. Resources and 3rd party external presenters addressing topics primarily and explicitly related to gender identity, sexual orientation, or human sexuality must be approved by the Minister of Education, unless used in religious instruction.
- 3.2. Teachers must complete the Instructional Resource/External Presenter Ministerial Approval Request using Form 607.3B (Microsoft Form), which will be submitted to the Director of Learning.
- 3.3. The Director of Learning will review submissions and forward them to Alberta Education on behalf of the Division.
- 3.4. Resources must not be used until written Ministerial approval has been received and communicated by the Director of Learning.
- 3.5. All approved resources will be listed publicly on new.LearnAlberta.ca.
- 3.6. This process is separate from principal-level approval of Locally Approved Resources, which do not primarily and explicitly address content requiring Ministerial review.

4. Section 4 - Equitable Access to Instructional Materials

LETHBRIDGE SCHOOL DIVISION

- 4.1. No student shall be denied access to required learning resources or supplies due to financial hardship.
- 4.2. Instructional materials shall not be withheld to enforce fee collection.

5. Section 5 – Concerns with Instructional Resources

- 5.1. Concerns with respect to instructional resources shall be handled as follows:
 - 5.1.1 Discuss the issue with the classroom teacher.
 - 5.1.2 If unresolved, appeal in writing to the school principal.
 - 5.1.3 If still unresolved, submit a written appeal to the Associate Superintendent, Instructional Services.

6. Section 6 - Roles and Responsibilities

6.1. Teachers will:

- 6.1.1 Select curriculum-aligned resources
- 6.1.2 Submit non-authorized materials for principal approval as Locally Approved Resources using Template 607.3A
- 6.1.3 Submit Form 607.3B (Ministerial Request) to the Director of Learning for any resource that deals primarily and explicitly with gender identity, sexual orientation, or human sexuality;
- 6.1.4 Issue proper parental notices and gather consent where required as per Administrative Procedure: 602.7 Parent / Guardian Notification and Consent: Human Sexuality, Gender Identity, Sexual Orientation.
Consent for Subject Matter Dealing with Gender Identity, Sexual Orientation or Human Sexuality Instruction

6.2. Principals will:

- 6.2.1. Approve Locally Approved Resources using Template 607.3A;
- 6.2.2 Support staff in meeting review and consent expectations;
- 6.2.3 Ensure all resource decisions comply with Division and provincial policies.

6.3. The Director of Learning will:

- 6.3.1 Review and forward all applicable requests to Alberta Education;
- 6.3.2 Communicate decisions back to schools;
- 6.3.3 Maintain a Division-wide tracking system of submissions and approvals.

References

Education Act	Sections 16, 18, 32, 33, 35.1, 52, 58.1, 58.2, 196, 197
Division Policies & Procedures	Policy 607.3 Instructional Resources and Materials. Procedure 607 Parent / Guardian Notification and Consent: Human Sexuality, Gender Identity, Sexual Orientation Instruction, Policy 607.2 Human Sexuality Instruction
Other:	Provincial Resource Review Guide (May 2025); Alberta Education – Authorized Resources Database; new.LearnAlberta.ca, Guide to Education ECS to Grade 12