



BOARD ADMINISTRATIVE PROCEDURE	
<i>Administrative Procedure</i> Dress Code - Students	<i>Administrative Procedure Number</i> 312
<i>Directional Policy</i> Student Achievement and Well-Being - 300	

Title of Administrative Procedure:

Dress Code – Students

Date Approved:

2022

Projected Review Date:

2027

Directional Policy Alignment:

This Administrative Procedure aligns with the Student Achievement and Well-Being Directional Policy 300, which articulates the commitment of the Board to maximize, to the extent possible, the achievement and well-being of all students in a learning environment that is anchored in the values of the Gospel, Catholic Social Teachings, and the Catholic Graduate Expectations.

Alignment with Multi-Year Strategic Plan:

This Administrative Procedure supports the board’s Mission to educate students in faith-filled, loving, safe, inclusive schools to develop the God-given abilities of each person. This Administrative Procedure aligns with the Board’s Multi-Year Strategic Plan to value relationships, to nurture mental health and well-being, and to ensure equity. The Board is committed to ensuring uniform and dress code procedures for all students of the board align with the vision, mission, and strategic priorities.

[PVNCCDSB Board Vision, Mission and Strategic Priorities](#)

Purpose:

All schools in Peterborough Victoria Northumberland and Clarington Catholic District School Board will adopt a student dress code that is consistent with the Board's vision, mission, Catholic social teaching, and equity and inclusive education policies.

The PVNC Catholic District School Board is committed to providing a learning environment that is faith-filled, loving, safe, inclusive and that is respectful of the needs and well-being of individuals and that is supported through the implementation of school dress codes.

All school dress codes shall be in accordance with provisions of the Education Act, the Canadian Charter of Rights and Freedoms, the Ontario Human Rights Code, applicable Health and Safety regulations, the Board Fair Trade Purchasing, and related policies.

In keeping with the Education Act and relevant Ministry of Education guidelines, the PVNC Catholic District School Board shall establish a process that facilitates consultation between the principal/board and parents/guardians, through the local Catholic School Council, to provide input regarding a dress code.

Action Required:

1. The Principal, in consultation with the Catholic School Council, the school staff, the Student Council, and other student groups, will adopt a dress code policy for students as a part of the School Code of Conduct. The dress code shall be in keeping with the Board's mission and vision and Catholic social teachings. All secondary schools shall adopt a dress code, which includes uniforms.
2. Dress codes developed by each school shall recognize the uniqueness of individuals, acknowledge respect for self and others, and permit each student to actively and safely participate in the learning environment.
3. Every student is expected to adhere to the dress code (and uniform expectations) unless a specific exception has been permitted under the Principal's discretion.
4. The Principal will demonstrate care for the school community and a commitment to student achievement and well-being in a safe, inclusive, and accepting learning environment while maintaining the expectations of the school dress code. Moreover, the Principal will adhere to the relevant Safe and Accepting Schools Policies when determining appropriate consequences for students in non-compliance with the school dress code policy.
5. Non-compliance with the school dress code may include, but is not limited to logos, words, slogans or other images that address or display: substance abuse; violence; profanity; sexual content; discriminatory or hate-motivated references based on race, national or ethnic origin, language, colour, religion, sex, age,

mental or physical disability, sexual orientation, gender identity, gender expression, or any other protected grounds under the Ontario Human Rights Code.

6. The Board recognizes that the financial considerations of dress codes must be taken into account by the Principal and Catholic School Council when determining uniform expectations. No student will be denied access to school as a result of inability to afford clothing required by a school dress code.
7. The Board is committed to providing an environment that is inclusive and free of barriers. The Board recognizes that there are certain religious communities and cultural groups that require specific items of dress or accommodations regarding the school dress code. In consultation with the student and parents/guardians, schools will provide reasonable accommodation to the school dress code in accordance with the principles of Equity and Inclusive Education and [Religious Accommodation Policy](#).
8. Only school logos, Board logos, and school names will be permitted on school uniforms. Advertisements of any kind on school uniforms are prohibited.
9. Administration has the discretion to approve students wearing spirit wear on special occasions.
10. The school student dress code will be communicated annually and available to the school community as part of the school Code of Conduct. This communication may be through a school newsletter, parent handbook, etc. and will be permanently displayed on the school website.
11. Each school will review its dress code once every 5 years. The Principal may initiate a review of the dress code outside of this time frame.
12. All Board approved suppliers of school uniforms and/or standardized apparel will provide clothing that is accessible to all students. Board suppliers are subject to the Fair Trade Purchasing for Student Clothing Policy and other relevant Purchasing Department guidelines.
13. If a uniform clothing item is discontinued by the supplier and an equivalent replacement is provided by the supplier in its place, this item may be substituted as part of the dress code and the school dress code will be amended accordingly. If no clothing item is provided by the supplier as an equivalent substitution for the discontinued item, the item shall be removed from the school dress code.

Consultation Process

1. The Principal will initiate a dress code (new school) or may activate changes to an existing school dress code (reviewed every 5 years, or at the Principal's discretion). The review process is initiated through a motion at a Catholic School Council Meeting. Upon passing of the motion, the Principal will develop a comprehensive consultation process for all members of the school community – ensuring equity and access for all voices to provide input. The school-level consultation and implementation plan for the review (or initiation) of the dress code is to be presented to the Catholic School Council for its consideration. The plan may include the establishment of a dress code sub-committee.
2. Upon review and acceptance of the consultation and implementation plan, the Principal, along with the Catholic School Council / Dress Code Sub-committee, will hold comprehensive, inclusive consultation with parents/guardians, staff, and students to seek input/guidance and establish directions in developing and/or reviewing the school plan for the implementation of the school dress code policy, consistent with Board policy.
3. At the conclusion of the comprehensive consultation process, a ballot vote of school parents/guardians will be conducted to ratify the new or modified Dress Code. Three conditions must be met for the dress code to be ratified:
 - (a) Each family in the school receives a ballot. (Each family in the school community will be eligible to vote and each family will receive ONE ballot regardless of the number of children registered in that school.) (Only ballots signed by parents or students 18 years of age or older will be accepted.)
 - (b) A minimum participation rate will be determined by the principal in consultation with the Catholic School Council. (This participation rate threshold will consider the definition of a majority, the importance of this matter for the entire school community, and the usual participation rates for elections and survey responses.
 - (c) A majority of the total number of votes cast must be in favour of the school dress code for it to pass.
4. It is understood that the existing dress code will be maintained until a change is ratified and sufficient time is in place to implement changes as determined by the school principal and Catholic School Council in consultation with the Manager of Purchasing, Planning and Facilities Administration and the official Board supplier.

Responsibilities:**The Board of Trustees is responsible for:**

- Ensuring alignment of this Administrative Procedure with the Student Achievement and Well-Being Directional Policy.
- Reviewing the Dress Code - Students Administrative Procedure as part of its regular policy and procedure review cycle.

The Director of Education is responsible for:

- Designating resources for ensuring the implementation of and compliance with the Dress Code – Students Administrative Procedure.

Superintendents of Schools and System Portfolios are responsible for:

- Ensuring that all employees for whom they have supervisory responsibility are aware of the requirements under this Administrative Procedure.
- Ensuring Principals are consistent with the application of and in alignment with the Dress Code – Students Administrative Procedure.

Principals and Vice-Principals are responsible for:

- Providing leadership and support for staff in their knowledge, understanding, and implementation of this Administrative Procedure.
- Ensuring the dress code is communicated to the school community and implemented and applied according to the parameters outlined in this Administrative Procedure.
- Communicating with students, parents/guardians regarding the implementation, application and review of the school dress code.
- Exercising discretion when determining exceptions to the Dress Code.
- Reviewing the dress code every 5 years with Catholic School Council and other stakeholders.
- Following all Board related guidelines related to Purchasing school uniforms or standardized school apparel.

Teachers and Staff are responsible for:

- Ensuring they are knowledgeable about the requirements and parameters outlined in this Administrative Procedure.
- Supporting the implementation of the Dress Code – Students Administrative Procedure in schools.
- Providing voice/input during the dress code review process.

Catholic School Council is responsible for:

- Consulting with the Principal with regards to the school dress code.
- Collaborating with the Principal to review the dress code every 5 years.

Students are responsible for:

- Ensuring that they are familiar with the school dress code
- Abiding by the approved dress code
- Providing voice/input during the dress code review process.

Parents/Guardians are responsible for:

- Ensuring they are familiar with the school dress code and Code of Conduct
- Supporting and assisting their child in adhering to the school dress code
- Communicating and collaborating with school staff regarding the school dress code.
- Providing voice/input during the dress code review process.

Progress Indicators:

- School dress codes are implemented in alignment with this administrative procedure.
- Schools review the school dress code every 5 years.

Definitions:

- **Dress Code** - is defined as the standard of student dress established in broad consultation with the school community and in accordance with the Education Act, Regulations and Board Policy. Secondary school dress codes will include standard uniform items purchased from a Board approved vendor. The school student dress code will be communicated annually and available to the school community as part of the School Code of Conduct. Schools will adopt a student dress code that is consistent with the Board's vision, mission, Catholic social teaching, equity and inclusive education policies, and religious accommodation policies.
- **Non-Compliance** – Non-compliance with the school dress code may include, but is not limited to, non-adherence to the uniform expectations (secondary); logos, words, slogans or other images that address or display: substance abuse; violence; profanity; sexual content; discriminatory or hate-motivated references based on any other protected grounds under the Ontario Human Rights Code.
- **A Majority** - is defined as 51% or greater.

References:

[Education Act Regulation 298](#)

[Education Act, Section 302](#)

[Ontario Human Rights Code](#)

[Canadian Charter of Rights and Freedoms](#)

[Ontario Regulation 612, School Councils](#)

[Religious Accommodation – PVNCCDSB Administrative Procedure - 702](#)