



Agenda

POLICY DEVELOPMENT COMMITTEE VIRTUAL MEETING

Tuesday, February 1, 2022

6:30 – 8:30 p.m.

[CLICK HERE TO JOIN](#)

Chairperson: Emmanuel Pinto

Trustees who are unable to attend are asked to please notify
Andrea Bradley, Administrative Assistant
abradley@pvnccdsb.on.ca

A. Call to Order:

1. Opening Prayer, David Bernier.
2. We acknowledge that we are meeting on the traditional territory of the Mississauga Anishnaabeg.
3. Approval of Agenda.
4. Declarations of Conflicts of Interest.
5. Approval of the Draft Minutes of the Policy Committee Meeting held on Tuesday, November 2, 2021. Page 3
6. Business Arising from the Minutes.

B. Presentations / Recommended Actions:

1. R.A.: Remove Policy and Administrative Procedure – Old #104 (#1109) Page 8
Exhibits and Displays at the Catholic Education Centre
Galen Eagle, Communications Manager
2. R.A.: Draft Administrative Procedure – #823 Page 16
COVID-19 Vaccination Disclosure
Darren Kahler, Human Resource Services Manager

3. R.A.: Annual Review of Administrative Procedure – #817 Page 36
Students Wearing Masks
Jonathan Di Ianni, Superintendent of Learning / Student Success
4. R.A.: Draft Administrative Procedure – New #312, Old #805 Page 42
Dress Code – Students
Jonathan Di Ianni, Superintendent of Learning / Student Success
5. R.A.: Draft Administrative Procedure – New #308, Old #205, (#816) Page 50
Environmental Education
Sheila Piggott, Superintendent of Learning / Learning Technologies / P/J Program
6. R.A.: Draft Administrative Procedure – New #606, Old #109 Page 57
Pupil Accommodation Review
Isabel Grace, Superintendent of Business and Finance
7. R.A.: Draft Administrative Procedure – New #1005, Old #707 Page 76
Volunteers in Our Schools
Steve O’Sullivan, Superintendent of Learning / Leadership and Human Resource Services
8. R.A.: Annual Review of Administrative Procedures
#508 – ***Workplace Harassment Prevention*** Page 103
#809 – ***Occupational Health and Safety*** Page 117
Steve O’Sullivan, Superintendent of Learning / Leadership and Human Resource Services

C. Information Items:

D. Next Meeting:

1. Tuesday, March 29, 2022
6:30 – 8:30 p.m.

E. Conclusion:

1. Closing Prayer, Loretta Durst.
2. Adjournment.



Minutes

The Minutes of the Policy Development Committee Meeting held on Tuesday, November 2, 2021 at 6:30 p.m.

Present

Trustees: Linda Ainsworth, Braden Leal (via video conference),
Kevin MacKenzie (via video conference),
Helen McCarthy (via video conference),
Emmanuel Pinto (Committee Chairperson).

Administration: Jeannie Armstrong, Joan Carragher, Laurie Corrigan, Jonathan Di Ianni,
Isabel Grace, Stephen O'Sullivan (via video conference),
Sheila Piggott (via video conference).

Guests:

Regrets: David Bernier (Board Chairperson), Siobhan Marie (Junior Student Trustee).

Recorder: Andrea Bradley.

Future Policy Development Committee Agendas will include all relevant Administrative Procedures and be sent out in a timely fashion to ensure Trustees have adequate time to review.

Policy Development Committee members joining the meeting via video conference are requested to keep their cameras on during the meeting.

A. Call to Order:

Emmanuel Pinto, Committee Chairperson, called the meeting to order.

1. Opening Prayer.

Emmanuel Pinto, Committee Chairperson, called the meeting to order at 6:32 p.m. and asked Braden Leal to lead the Opening Prayer.

Draft

2021-PD-26

MOTION: Moved by Helen McCarthy, seconded by Kevin MacKenzie, that David Bernier, Board Chairperson, be excused from the November 2, 2021 Policy Development Committee Meeting.

Carried.

2. Emmanuel Pinto, Committee Chairperson, acknowledged that the Policy Development Committee Meeting was taking place on the traditional territory of the Mississauga Anishinaabeg.

3. Approval of Open Meeting Agenda.

Motion: Moved by Linda Ainsworth, seconded by Braden Leal, that the Policy Development Committee Agenda be accepted.

Carried.

4. Declarations of Conflicts of Interest.

There were no conflicts of interest.

5. Approval of the Draft Minutes of the Policy Development Committee Meeting held on October 5, 2021.

MOTION: Moved by Linda Ainsworth, seconded by Braden Leal, that the Minutes of the Policy Development Committee Meeting held on October 5, 2021, be approved.

Carried.

6. Business Arising from the Minutes.

There was no business arising from the minutes.

B. Recommended Actions / Presentations:

1. R.A.: Draft Administrative Procedure – New #913, Old #819

Delegation of Authority

Jonathan Di Ianni, Superintendent of Learning / Student Success presented the new draft Administrative Procedure, ***Delegation of Authority***, to the Policy Development Committee and answered questions from Trustees.

MOTION: Moved by Kevin MacKenzie, seconded by Braden Leal that the Policy Development Committee recommend to the Board that Board Policy and Administrative Procedure – ***#819 – Safe Schools – Delegation of Authority***, be deleted and the revised, newly formatted, Administrative Procedure – ***#913 – Delegation of Authority***, be received and posted as amended under Directional Policy – ***#900 – Safe and Accepting Schools***.

Carried

2. R.A.: Draft Administrative Procedure – New #210, Old #713 (#1106)

Naming of Schools / Board Facilities

Joan Carragher, Director of Education, presented the new draft Administrative Procedure, ***Naming of Schools / Board Facilities***, to the Policy Development Committee and answered questions from Trustees.

MOTION: Moved by Linda Ainsworth, seconded by Braden Leal that the Board Policy and Administrative Procedure – ***#713 (#1106) – Naming of Schools / Board Facilities***, be deleted and the revised, newly formatted, Administrative Procedure – ***#210 – Naming of Catholic Schools / Board Facilities***, be received and posted as amended under Directional Policy – ***#200 – Catholic Education***.

Carried

3. R.A.: Draft Administrative Procedure – New #604, Old #107 (#604) and #108 (#605)

School Site Selection

Isabel Grace, Superintendent of Business and Finance, presented new draft Administrative Procedure, ***School Site Selection***, to the Policy Development Committee and answered questions from Trustees.

MOTION: Moved by Helen McCarthy seconded by Braden Leal Board Policy – ***#107 (#604) – Subdivision and Residential Plan Review***, and Board Policy and Administrative Procedure – ***#108 (#605) – School Site Selection***, be deleted and the revised, newly formatted, Administrative Procedure – ***#604 – School Site Selection***, be received and posted as amended under Directional Policy – ***#600 – Stewardship of Resources***.

Carried

4. R.A.: Draft Administrative Procedure – New #1303, Old #1003

Route Operation

Isabel Grace, Superintendent of Business and Finance, presented the draft Administrative Procedure, ***Route Operation***, to the Policy Development Committee and answered questions and concerns from Trustees. Under References Isabel will be adding a link to STSCO Customer Service Request and a link to TLDSB Service Request.

MOTION: Moved by Helen McCarthy, seconded by Kevin MacKenzie that the Board Policy and Administrative Procedure – ***#1003 – Route Operation***, be deleted and the revised, newly formatted, Administrative Procedure – ***#1303 – Route Operation***, be received and posted as amended under Directional Policy – ***#1300 – Student Transportation***.

Carried

C. Information Items:

There were no information items.

Draft

2021-PD-29

D. Next Meeting:

1. Tuesday, February 1, 2022.
6:30 p.m. – 8:30 p.m.

E. Conclusion:

1. Closing Prayer:

Emmanuel Pinto, Committee Chairperson, lead the Closing Prayer.

2. Adjournment:

Motion: Moved by Braden Leal, seconded by Kevin MacKenzie, that the Policy Development Committee Meeting adjourn at 7:50 p.m.

Carried

Emmanuel Pinto
Committee Chairperson
/ab

Joan Carragher
Director of Education



BOARD POLICY	
<i>Policy Section</i> FACILITIES	<i>Policy Number</i> 104
<i>Administrative Procedure Number</i> AP-FAC-104	<i>Page</i> 1 of 3

POLICY TITLE

Exhibits and Displays at the Catholic Education Centre

1.0 PURPOSE

The Peterborough Victoria Northumberland and Clarington Catholic District School Board is committed to providing space for school, department, or community based exhibits/displays that enhance and increase the public's appreciation of Catholic education, or to promote community activities. Information presented in exhibits/displays shall be governed by the spirit of the Board's Mission Statement and Guiding Principles.

2.0 POLICY

It is the policy of the Board to welcome and display educational, informational, cultural, or historical exhibits/displays created by the Peterborough Victoria Northumberland and Clarington Catholic District School Board students, staff, parents, and/or community partners with the intention of informing visitors to the Catholic Education Centre of the wide range of Catholic education and/or community resources and opportunities.

3.0 GUIDELINES

- 3.1 Exhibits/displays shall contribute to and not detract from the general appearance of the Catholic Education Centre and not interfere with the general operation of regular Catholic Education Centre activities.
- 3.2 Factors taken into consideration when allocating display time shall include the purpose of the exhibit/display, interest to any of the various publics (i.e. parents, staff, students, clergy, media, community organizations, agencies, etc.) served by the Board, size of the proposed exhibit/display, safety and security issues, accessibility concerns, and time frame for the proposed exhibits/displays.

- 3.3 Fair utilization of exhibit/display areas throughout the Board's jurisdiction shall be encouraged.
- 3.4 All exhibits/displays must conform to the space restrictions of the exhibit/display areas.
- 3.5 Board use of exhibit/display areas shall take precedence over any other use, and the Director of Education reserves the right to cancel the use of an exhibit/display, without notice, if the space is needed for other purposes.

4.0 TERMS AND DEFINITIONS

4.1 EXHIBIT

An exhibit is a document or material object produced and identified.

4.2 DISPLAY

A display is the setting or presentation of something in open view.

5.0 REFERENCES/RELATED DOCUMENTS

6.0 RELATED POLICIES

7.0 RELATED FORMS

Permission to Exhibit/Display Form

8.0 APPROVED BY BOARD

September 26, 2006

9.0 EFFECTIVE DATE

November 22, 2011

10.0 POLICY REVIEW DATE

November 2016

11.0 REVIEW BY

Communication Services



ADMINISTRATIVE PROCEDURES	
Administrative Procedure Section FACILITIES	Policy Number 104
Administrative Procedure Number AP-FAC-104	Page 1 of 4

ADMINISTRATIVE PROCEDURE TITLE

Exhibits and Displays at Catholic Education Centre

1.0 ADMINISTRATIVE PROCEDURE

- 1.1 The Catholic Education Centre exhibit/display areas include the first floor reception area of the Catholic Education Centre, and the wall space located inside the Boardroom.
- 1.2 Exhibit/display space is available to all schools, Catholic Education Centre departments, and community organizations and agencies, and will be allocated on a first-come, first-served basis.
- 1.3 Exhibits/displays will contribute to and not detract from the general operation of regular Board activities.
- 1.4 Exhibits/displays will not interfere with the general operation of regular Board activities.
- 1.5 The Board assumes no responsibility for the preservation, protection, or possible damage to or theft of any item exhibited or displayed. All items placed for exhibits/displays are placed at the owner's risk.
- 1.6 Reservations for exhibit/display space from schools/Catholic Education Centre departments will be made by submitting a completed "Permission to Exhibit/Display Form" approved by the school principal and/or department manager and forwarded to the supervisory officer in charge of the requesting school or department.
- 1.7 Requests for exhibit/display space from community organizations/agencies will be made by submitting a completed "Permission to Exhibit/Display Form" to the Director of Education for approval.
- 1.8 Upon approval by the supervisory officer, the "Permission to Exhibit/Display Form" will be forwarded to the Manager of Purchasing, Planning and Facilities Administration.

- 1.9 Reservations for exhibit/display space may be made up to one year in advance.
- 1.10 Exhibitors may use space only once in the school year, unless the space is not being utilized by other schools, departments, or community organizations/agencies.
- 1.11 The Manager of Purchasing, Planning and Facilities Administration will maintain a reservations calendar at the main reception for the exhibit/display area. Approved "Permission to Exhibit/Display Forms" will be date and time stamped by the Manager of Purchasing, Planning and Facilities Administration.
- 1.12 It is the exhibitor's responsibility to contact the Manager of Purchasing, Planning and Facilities Administration, in advance, to arrange for both the installation and the removal of the exhibited/displayed materials in the display areas. Assistance will not be provided by Catholic Education Centre staff unless pre-arranged. Failure to do so may result in cancellation of the exhibit/display.
- 1.13 The Manager of Purchasing, Planning and Facilities Administration will schedule the exhibit/display times and locations.
- 1.14 Exhibits/displays must be removed by the exhibitor by closing time on the last scheduled day allocated to the exhibit/display, or they may be removed by the Manager of Purchasing, Planning and Facilities Administration, or designate, who will not be responsible for the care, condition, or storage of any materials removed.
- 1.15 All exhibits/displays shall be submitted ready for exhibit/display. The Board will not furnish construction paper, letters, or other supplies. Adhesives and any other mounting hardware shall not be applied to the walls. The Board will provide up to three 6 foot folding tables.
- 1.16 Upon removal of exhibits/displays, the exhibitors' shall leave the Catholic Education Centre in a neat, clean, and orderly condition.
- 1.17 In case of a cancellation of a scheduled exhibit/display, the Board reserves the right to arrange for another exhibit/display during that previously allocated time period.
- 1.18 Signs identifying the school/department must be provided by the school/department or community organization/agency.

FACILITIES**Page 3 of 4****AP-FAC-104**

1.19 The supervisory officer approving the exhibit/display form from the school/department or community organization/agency will be responsible for reviewing and approving the final contents of the exhibit/display.

1.20 There are two distinct display areas:

- Reception Area - floor area (14 ft. long x 2.5 ft. wide x 7 ft. high)
- Boardroom - side walls.

1.21 Two or more exhibits/displays may run concurrently.

2.0 TERMS AND DEFINITIONS**2.1 EXHIBIT**

An exhibit is a document or material object produced and identified.

2.2 DISPLAY

A display is the setting or presentation of something in open view.

3.0 REFERENCES/RELATED DOCUMENTS**4.0 RELATED ADMINISTRATIVE PROCEDURES****5.0 RELATED FORMS**

Permission to Exhibit/Display Form

6.0 ADMINISTRATIVE PROCEDURE REVIEW DATE

November 2016

7.0 APPROVED BY BOARD

September 26, 2006

8.0 EFFECTIVE DATE

November 22, 2011

9.0 REVIEW BY

Communication Services

10.0 LAST REVISION DATE

November 22, 2011

B.1.

Recommended Action:

That the Policy Development Committee recommend to the Board that Policy and Administrative Procedure – **#104 (#1109) – Exhibits and Displays at the Catholic Education Centre**, under Directional Policy **#1100 – Communications**, be deleted.

Carried



BOARD ADMINISTRATIVE PROCEDURE	
Administrative Procedure	Administrative Procedure Number
COVID-19 Vaccination Disclosure	823
Directional Policy	
800 – Healthy Schools & Workplaces	

Title of Administrative Procedure:

COVID-19 Vaccination Disclosure

Date Approved:

October 5, 2021

Projected Review Date:

October, 2022 (annually)

Directional Policy Alignment:

The Board recognizes that the health and well-being of our students and staff is foundational to their success. This Administrative Procedure focuses on applying that collective effort and engagement during a public health emergency by ensuring a clear and consistent approach to the requirement for all eligible individuals to be fully vaccinated against COVID-19, except as set out below.

This COVID-19 Vaccination Disclosure Administrative Procedure has been developed and implemented in accordance with provincial legislation and government directives.

Alignment with Multi-Year Strategic Plan:

This Administrative Procedure supports the Nurturing Mental Health and Well-being pillar ensuring the safety and well-being of all of our staff.

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

Purpose:

The purpose of this Administrative Procedure is to outline the Peterborough Victoria Northumberland and Clarington Catholic District School Board's (PVNCCDSB) expectations with regards to COVID-19 vaccination disclosure for staff, volunteers, third-party contractors, student practitioners, frequent visitors and other professionals who provide in-person services in schools and who have direct contact with staff and/or students. All eligible individuals are strongly encouraged to receive a COVID-19 vaccine.

Further, PVNCCDSB is required under the *Occupational Health and Safety Act* ("OHSA") to provide a safe working environment for our employees, our students and members of the public. PVNCCDSB and its staff have been identified as being at high-risk for COVID-19 transmission and associated variants due to the close proximity of staff to students, parents, and other staff members. COVID-19 vaccinations have proven to be one of the most effective tools to prevent transmission of and infection by COVID-19.

This COVID-19 Vaccination Disclosure Administrative Procedure applies to the following groups (hereinafter collectively referred to as "Individuals"):

- Employees - All school board employees/staff, whether they are unionized or not, including daily and long-term occasional teachers and casual education workers
- The following individuals if attending the school premises frequently and have direct contact with staff or students:
 - Students on educational placement, including professional services students on a placement/work-integrated learning visit (e.g., teacher candidate practicums, nurse, psychologist, behavioural therapist, speech-language pathologist, etc.);
 - Drivers responsible for the transportation of students;
 - Volunteers;
 - Those who provide professional services to children at school;
 - Visitors, including parents/guardians and service providers or third party contractors who regularly interact with or are in the presence of students or staff members; and
 - School board trustees.

Action Required:

Mandatory Vaccination Disclosure - Employees

All employees attending a PVNCCDSB property must provide an attestation that outlines how many doses of a Covid-19 vaccine the employee has had: one dose, two doses ("fully vaccinated") or three doses ("boosted"). The employee must also provide proof of vaccine administration.

Should an employee be unvaccinated, the following will apply:

1. written proof of a medical reason, provided by a physician or registered nurse practitioner that sets out:
 - a. a documented medical reason for not being fully vaccinated against COVID-19; and
 - b. the effective time-period for the medical reason (i.e. permanent or time-limited and the expected duration if time-limited); or
2. Prior to declining vaccination for any reason other than a medical reason, proof that the employee has completed an educational session approved by PVNCCDSB about the benefits of the COVID-19 vaccination. The link to the educational session will be sent to the employee. They will also receive a link after viewing to confirm they have watched the video. This educational session will address, at a minimum:
 - i. how COVID-19 vaccines work;
 - ii. vaccine safety related to the development of the COVID-19 vaccines;
 - iii. the benefits of vaccination against COVID-19;
 - iv. risks of not being vaccinated against COVID-19; and
 - v. possible side effects of COVID-19 vaccination.

Proof that an employee is fully vaccinated must be provided to Human Resource Services in the form of the electronic or paper receipt provided to the Individual at the time of vaccination. An employee who does not provide an attestation to PVNCCDSB and/or their vaccination receipt is considered to be "not fully vaccinated" for the purposes of this Administrative Procedure.

For the purposes of this Administrative Procedure, "fully vaccinated" means having received the full series of a COVID-19 vaccine or combination of COVID-19 vaccines approved by World Health Organization (WHO) (e.g., two doses of a two-dose vaccine series, or one dose of a single-dose vaccine series); and having received the final dose of the COVID-19 vaccine at least 14 days ago.

Testing Requirements For Individuals Who Are Not Fully Vaccinated

All Individuals who are not fully vaccinated (which includes Individuals who are partially vaccinated) shall submit to rapid antigen testing for COVID-19, three times a week and provide verification of the negative test result to Human Resource Services before attending a PVNCCDSB facility. Individuals are expected to fulfill testing requirements outside of working hours. The frequency of testing is subject to change.

If an Individual tests positive for COVID-19 with the rapid antigen test, they will not be permitted to attend PVNCCDSB property. An employee who tests positive for COVID-19 should continue to perform the COVID-19 school and child care screening on a daily basis and follow the direction received.

Mandatory Vaccination Disclosure - Other Individuals

Third party organizations who want to have their staff, volunteers or other stakeholders attend a PVNCCDSB facility, will be required to attest that such individuals are fully vaccinated. If these individuals are not fully vaccinated, they will not be permitted to attend a PVNCCDSB facility.

Mandatory Vaccination Disclosure - Parent Volunteers

Parents or other visitors who wish to volunteer at a PVNCCDSB facility will be required to attest that they are fully vaccinated and provide proof of vaccination. If these individuals are not fully vaccinated, they will not be permitted to attend a PVNCCDSB facility for the purpose of volunteering.

Accommodation

Individuals who are unable to receive the vaccine for reasons related to a protected ground under the *Human Rights Code* of Ontario ("*Code*") must notify Human Resource Services in writing as soon as possible. PVNCCDSB is committed to complying with its duty to accommodate pursuant to the *Code*.

Non-Compliance

An Individual who is an employee of PVNCCDSB and who is not in compliance with this Administrative Procedure may be subject to administrative and/or disciplinary measures, up to and including termination of employment. Any other Individual who does not comply with the terms of this Administrative Procedure will be denied access to PVNCCDSB property and may be subject to other measures.

Use and Disclosure of Information

Personal information and personal health information ("Information") will be collected and retained by PVNCCDSB in accordance with applicable laws and will only be used to implement this Administrative Procedure or for any other related purpose. The

Information will not be used or disclosed for other purposes without the consent of the Individual to whom it relates, except as required by law. The Information will be stored in a secured manner by PVNCCDSB.

As directed by the Chief Medical Officer of Health's, PVNCCDSB is required to provide statistical information to the Ministry of Education on a monthly basis and to post aggregate data on PVNCCDSB's website. All statistical information will be provided in a depersonalized aggregate form. Only aggregate percentages of the vaccination rate of PVNCCDSB employees will be shared with the Ministry of Education. No information allowing to identify an Individual will be shared, unless consented to by the Individual or as required by law.

Review of Administrative Procedure

The measures described in this Administrative Procedure will be modified as required, as additional relevant information becomes available. PVNCCDSB reserves the right to implement any other reasonable measures of control to protect the school community.

To ensure the protection of the school community at PVNCCDSB from exposure and transmission of COVID-19 other infection protection and health measures remain in effect. This Administrative Procedure is in addition to existing health measures that have been implemented, including wearing personal protective equipment.

RESPONSIBILITIES:

The Board of Trustees is responsible for:

- Ensuring the alignment of the COVID-19 Vaccination Disclosure Administrative Procedure with the Healthy Schools and Workplaces Directional Policy

The Director of Education is responsible for:

- Designating resources for ensuring the implementation of and compliance with this Administrative Procedure

Superintendents of Schools and System Portfolios are responsible for:

- Ensuring principals are consistent with the application of this Administrative Procedure.
- Ensuring that all employees for whom they have supervisory responsibility are aware of the requirements under this Administrative Procedure.

Principals and Vice-Principals are responsible for:

- Ensuring that all staff are aware of the requirements under this Administrative Procedure.

Employees are responsible for:

- Complying with the requirement of completing the vaccine attestation and submitting the proof of vaccination.
- Participating in the rapid antigen testing process if staff are not fully vaccinated.
- Participating in the educational session approved by the PVNCCDSB if staff are not fully vaccinated.

Other Individuals are responsible for:

- Providing proof of vaccination to his/her organization / employer.

Parents and Visitors are responsible for:

- Complying with the requirement of completing the vaccine attestation and submitting the proof of vaccination for the purpose of volunteering.

Progress Indicators:

- Completed vaccination attestations for all Individuals with proof of vaccination.
- Participation in the rapid antigen testing and educational session by all Individuals who are not fully vaccinated.

Definitions:

- “Fully vaccinated against COVID-19” - means having received all of the doses required for a COVID-19 vaccine(s) approved by the World Health Organization (e.g., two doses of a two-dose vaccine, or one dose of a single-dose vaccine); and having received the final vaccine dose at least 14 days ago.
- “Partially vaccinated against COVID-19” - means having received only the first does of a two-dose vaccine, or having received all of the doses required less than 14 days ago for a COVID-19 vaccine(s) approved by the World Health Organization.

- “Boosted” means having received an additional dose of a Covid-19 vaccine above what is required to be considered fully vaccinated (e.g. a third dose following two doses of a two-dose vaccine)

References:

- [O. Reg. 364/20: Rules for Areas at Step 3 and at the Roadmap Exit Step](#) under the [Reopening Ontario \(A Flexible Response to COVID-19\) Act, 2020](#).

Attachments:

- Appendix A - Instructions issued by the Office of the Chief Medical Officer of Health – September 7, 2021
- Appendix B - Instructions issued by the Office of the Chief Medical Officer of Health - January 17, 2022



Ministry of Health

Office of Chief Medical Officer of Health, Public Health
393 University Avenue, 21st Floor
Toronto ON M5G 2M2

Ministère de la Santé

Bureau du médecin hygiéniste en chef, santé publique
393 avenue University, 21^e étage
Toronto ON M5G 2M2

Instructions issued by the Office of the Chief Medical Officer of Health

WHEREAS under subsection 2(2.1) of Schedule 1 and Schedule 4 of [O. Reg. 364/20: Rules for Areas at Step 3 and at the Roadmap Exit Step](#) under the *Reopening Ontario (A Flexible Response to COVID-19) Act, 2020* (ROA) the person responsible for a business or organization that is open shall operate the business or organization in compliance with any advice, recommendations and instructions issued by the Office of the Chief Medical Officer of Health (OCMOH):

- a) requiring the business or organization to establish, implement and ensure compliance with a COVID-19 vaccination policy; or
- b) setting out the precautions and procedures that the business or organization must include in its COVID-19 vaccination policy.

AND WHEREAS:

- some staff, volunteers, third party contractors, student practitioners and other professionals who provide in-person services in public schools, private schools and licensed child care settings remain unvaccinated, posing risks to staff and students;
- vaccines provide the best protection against COVID-19;
- understanding vaccine status is key to helping keep child care and school settings safe over the 2021-22 school year;
- responses to outbreaks can vary based on vaccination status;
- keeping children and youth in school to the fullest extent possible is critical to learning, development, and well-being; and
- the protection of children in child care and schools from COVID-19 disease also enhances the protection of other community members by reducing the risk of disease transmission during an outbreak.

AND HAVING REGARD TO the prevalence of the Delta variant of concern globally and within Ontario, which has increased transmissibility and disease severity than previous

COVID-19 virus strains, in addition to the declaration by the World Health Organization (WHO) on March 11, 2020 that COVID-19 is a pandemic virus and the spread of COVID-19 in Ontario.

I AM THEREFORE OF THE OPINION that instructions from the OCMOH must be issued to establish mandatory COVID-19 vaccination policies in the below listed organizations.

Date of Issuance: September 7, 2021

Effective Date: Every Covered Organization (as defined below) must establish a COVID-19 vaccination policy by no later than September 7, 2021 and implement it by no later than September 27, 2021.

Issued To:

- Licensees within the meaning of the Child Care and Early Years Act, 2014 ("CCEYA");
- The Provincial Schools Authority within the meaning of the *Provincial Schools Authority Act*;
- The Centre Jules-Léger Consortium as established by the *Education Act*;
- Boards and private schools within the meaning of the *Education Act*, other than schools operated by:
 - i. a band, a council of a band or the Crown in right of Canada,
 - ii. an education authority that is authorized by a band, a council of a band or the Crown in right of Canada, or
 - iii. an entity that participates in the Anishinabek Education System;

and

- Transportation consortia and businesses that contract with transportation consortia or with boards through transportation consortia that organize or provide for the transportation of students to and from school under s. 190 of the *Education Act*.

(collectively the "**Covered Organizations**")

Required Precautions and Procedures

1. Every Covered Organization must establish, implement, and ensure compliance with a COVID-19 vaccination policy requiring:
 - in the case of Covered Organizations other than transportation consortia and businesses that contract with transportation consortia or with boards through transportation consortia that organize or provide for the transportation of students to and from school under s. 190 of the

Education Act,

- staff, volunteers, and student practitioners, except where the individual works remotely and the individual's work does not involve in-person interactions;
- home child care providers and individuals who are ordinarily a resident of or frequently at a home child care premises; and
- contractors and other individuals who frequently attend the premises at which child care or instruction is provided or at the offices of a board to deliver services, who may have direct contact at the premises with any individual listed above or with a child or student, and
- in the case of transportation consortia and businesses that contract with transportation consortia or with boards through transportation consortia that organize or provide for the transportation of students to and from school under s. 190 of the *Education Act*,
 - staff, volunteers, student practitioners, contractors or other individuals who supervise or transport children or students to or from a location at which instruction is provided or an activity that is part of the program of the school, or otherwise frequently attend the premises at which instruction is provided,

(herein referred to as **"Required Individual"**) to provide:

- a) proof of full vaccination^[1] against COVID-19; or
- b) written proof of a medical reason, provided by a physician or registered nurse in the extended class that sets out: (i) a documented medical reason for not being fully vaccinated against COVID-19, and (ii) the effective time-period for the medical reason; or
- c) prior to declining vaccination for any reason other than a medical reason, proof of completing an educational session about the benefits of COVID-19 vaccination that, in the case of a board within the meaning of the *Education Act*, the Provincial Schools Authority or the Centre Jules-Léger Consortium, is specified by the Ministry of Education, or, in the case of any other Covered Organization, has been selected by the Covered Organization. The approved session must, at minimum, address:
 - i. how COVID-19 vaccines work;
 - ii. vaccine safety related to the development of the COVID-19 vaccines;

^[1] For the purposes of this document, "fully vaccinated" means having received the full series of a COVID-19 vaccine or combination of COVID-19 vaccines approved by WHO (e.g., two doses of a two-dose vaccine series, or one dose of a single-dose vaccine series); and having received the final dose of the COVID-19 vaccine at least 14 days ago.

- iii. the benefits of vaccination against COVID-19;
 - iv. risks of not being vaccinated against COVID-19; and
 - v. possible side effects of COVID-19 vaccination.
2. Every Covered Organization's vaccination policy, other than a policy relating to a child care premises on reserve, shall require that where a Required Individual does not provide proof of being fully vaccinated against COVID-19 in accordance with paragraph 1(a), but instead relies upon the medical reason described at paragraph 1(b) or the educational session at paragraph 1(c), the Required Individual shall:
- a) submit to regular antigen point of care testing for COVID-19 and demonstrate a negative result, at intervals to be determined by the Covered Organization, which must be at minimum once every seven days.
 - b) provide verification of the negative test result in a manner determined by the Covered Organization that enables the Covered Organization to confirm the result at its discretion.
3. If a board advises that it has already ensured compliance with paragraphs 1 and 2 in respect of an individual supervising students being transported to or from a location at which instruction is provided, the transportation consortium or business that contracts with transportation consortia or with boards through transportation consortia that organize or provide for the transportation of students to and from school under s. 190 of the *Education Act* is not required to further confirm that the individual complied with paragraphs 1 and 2.
4. For greater certainty, where a licensee within the meaning of the CCEYA is located at a school operated by the board, the board is not required to confirm compliance with paragraphs 1 and 2 for staff, volunteers, student practitioners, contractors or other visitors of the licensee. The licensee is not required to share any Statistical Information maintained under section 5 with the board.
5. Every Covered Organization, other than businesses that contract with transportation consortia or with boards through transportation consortia that organize or provide for the transportation of students to and from school under s. 190 of the *Education Act*, must:
- a) collect and maintain statistical (non-identifiable) information that includes (collectively, "the Statistical Information"):
 - i. the number of Required Individuals that provided proof of being fully vaccinated against COVID-19;
 - ii. the number of Required Individuals that provided a documented

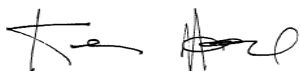
medical reason for not being fully vaccinated against COVID-19;

- iii. the number of Required Individuals that completed an educational session about the benefits of COVID-19 vaccination in accordance with paragraph 1(c), where applicable; and
 - iv. the total number of the Covered Organization's Required Individuals to whom these Instructions apply.
- b) disclose the Statistical Information to EDU in the manner and within the timelines specified by EDU. EDU may seek additional detail within the requested Statistical Information outlined above which will also be specified in the request. EDU may further disclose this Statistical Information and may make it publicly available.
6. Working with transportation consortia, businesses that contract with transportation consortia or with boards through transportation consortia that organize or provide for the transportation of students to and from school under s. 190 of the *Education Act* must:
- collect, maintain, and disclose, to each board in respect of which they provide transportation services, the Statistical Information contemplated in paragraph 5(a) ("Transportation Statistical Information"); and
 - provide additional detail regarding the Transportation Statistical Information to a board if requested.
7. Every board must include the Transportation Statistical Information provided under section 6 in the Statistical Information it collects, maintains, and discloses to EDU under section 5.

Questions

Covered Organizations may contact EDU at vaccinationattestation.edu@ontario.ca with questions or concerns about these Instructions.

Covered Organizations are required to comply with applicable provisions of the [Occupational Health and Safety Act](#) and its Regulations.

A handwritten signature in black ink, appearing to read 'K. Moore', with a stylized flourish at the end.

Kieran Moore MD, CCFP (EM), FCFP, MPH, DTM&H, FRCPC
Chief Medical Officer of Health



Ministry of Health

Office of Chief Medical Officer of
Health, Public Health
Box 12
Toronto ON M7A 1N3

Ministère de la Santé

Bureau du médecin hygiéniste en chef,
santé publique
Boîte à lettres 12
Toronto ON M7A 1N3

Instructions issued by the Office of the Chief Medical Officer of Health

ALL PREVIOUS VERSIONS OF INSTRUCTIONS ISSUED TO THE COVERED ORGANIZATIONS LISTED BELOW ARE REVOKED AND REPLACED WITH THESE INSTRUCTIONS.

WHEREAS under subsection 2(2.1) of Schedule 1 of [O. Reg. 263/20: Rules for Areas in Step 2](#) and subsection 2(2.1) of Schedule 1 of [O. Reg. 364/20: Rules for Areas at Step 3 and at the Roadmap Exit Step](#) under the *Reopening Ontario (A Flexible Response to COVID -19) Act, 2020* (ROA) the person responsible for a business or organization that is open shall operate the business or organization in compliance with any advice, recommendations and instructions issued by the Office of the Chief Medical Officer of Health (OCMOH):

- a) requiring the business or organization to establish, implement and ensure compliance with a COVID-19 vaccination policy; or
- b) setting out the precautions and procedures that the business or organization must include in its COVID-19 vaccination policy.

AND WHEREAS:

- some staff, volunteers, third party contractors, student practitioners and other professionals who provide in-person services in public schools, private schools and licensed child care settings remain unvaccinated, posing risks to staff and students;
- vaccines provide the best protection against COVID-19;
- understanding vaccine status is key to helping keep child care and school settings safe;
- responses to outbreaks can vary based on vaccination status;
- keeping children and youth in school to the fullest extent possible is critical to learning, development, and well-being; and
- the protection of children in child care and schools from COVID-19 disease also enhances the protection of other community members by reducing the risk of disease transmission during an outbreak.

AND HAVING REGARD TO the prevalence of variants of concern such as Omicron globally and within Ontario, which has increased transmissibility compared to previous COVID-19 virus strains, in addition to the declaration by the World Health Organization (WHO) on March 11, 2020 that COVID-19 is a pandemic virus and the spread of COVID-19 in Ontario.

AND HAVING REGARD TO the need to take interim steps to optimize protection and to take a precautionary approach for the emerging and more transmissible COVID-19 Omicron variant of concern (B.1.1.529) in light of the uncertainty around the mechanisms for increased transmissibility for this variant and of its rapid replacement of previous variants of the COVID-19 virus in Ontario.

I AM THEREFORE OF THE OPINION that instructions from the OCMOH must be issued to establish mandatory COVID-19 vaccination policies in the below listed organizations.

Date of Issuance: January 17, 2022

Effective Date: Every Covered Organization must update its established COVID-19 vaccination policy and implement it by no later than January 20, 2022 in accordance with these instructions.

Issued To:

- Licensees within the meaning of the *Child Care and Early Years Act, 2014* ("CCEYA");
- The Provincial Schools Authority within the meaning of the *Provincial Schools Authority Act*;
- The Centre Jules-Léger Consortium as established by the [Education Act](#);
- Boards and private schools within the meaning of the [Education Act](#), other than schools operated by:
 - i. a band, a council of a band or the Crown in right of Canada,
 - ii. an education authority that is authorized by a band, a council of a band or the Crown in right of Canada, or
 - iii. an entity that participates in the Anishinabek Education System;

and

- Transportation consortia and businesses that contract with transportation consortia or with boards through transportation consortia that organize or provide for the transportation of students to and from school under s. 190 of the [Education Act](#).

(collectively the "**Covered Organizations**")

Required Precautions and Procedures

1. Every Covered Organization must establish, implement, and ensure compliance with a COVID-19 vaccination policy requiring:
 - in the case of Covered Organizations other than transportation consortia and businesses that contract with transportation consortia or with boards through transportation consortia that organize or provide for the transportation of students to and from school under s. 190 of the [Education Act](#),
 - staff, volunteers, and student practitioners, except where the individual works remotely and the individual's work does not involve in-person interactions;
 - home child care providers and individuals who are ordinarily a resident of or frequently at a home child care premises; and
 - contractors and other individuals who frequently attend the premises at which child care or instruction is provided or at the offices of a board to deliver services, who may have direct contact at the premises with any individual listed above or with a child or student, and
 - in the case of transportation consortia and businesses that contract with transportation consortia or with boards through transportation consortia that organize or provide for the transportation of students to and from school under s. 190 of the [Education Act](#),
 - staff, volunteers, student practitioners, contractors or other individuals who supervise or transport children or students to or from a location at which instruction is provided or an activity that is part of the program of the school, or otherwise frequently attend the premises at which instruction is provided,
- (herein referred to as **"Required Individual"**) to provide:
- a) proof of full vaccination¹ against COVID-19; or
 - b) a document, completed and supplied by a physician or registered nurse in the extended class that sets out: (i) a documented medical reason for not being fully vaccinated against COVID-19, and (ii) the effective time-period for the medical reason;

¹ For the purposes of this document, a person is "fully vaccinated" against COVID-19 if the person is fully vaccinated as described in section 2.2 of Schedule 1 to [O. Reg. 263/20: Rules for Areas in Step 2](#), if the relevant public health unit is in Step 2 of reopening under the ROA, and section 2.1 of Schedule 1 to [O. Reg. 364/20: Rules for Areas at Step 3 and at the Roadmap Exit Step](#), if the relevant public health unit is in Step 3 of reopening under the ROA.

- If the effective time period of a medical exemption provided pursuant to paragraph 1(b)(iii) has expired, every Covered Organization shall ensure, within 30 days of the medical exemption expiring, that the individual provides either proof of vaccination in accordance with subsection 1(a), an extension to the medical exemption with a renewed date in accordance with subsection 1(b) or proof of completing an education session in accordance with subsection 1(c); or
- c) prior to declining vaccination for any reason other than a medical reason, proof of completing an educational session about the benefits of COVID-19 vaccination that, in the case of a board within the meaning of the [Education Act](#), the Provincial Schools Authority or the Centre Jules-Léger Consortium, is specified by the Ministry of Education, or, in the case of any other Covered Organization, has been selected by the Covered Organization. The approved session must, at minimum, address:
 - i. how COVID-19 vaccines work;
 - ii. vaccine safety related to the development of the COVID-19 vaccines;
 - iii. the benefits of vaccination against COVID-19;
 - iv. risks of not being vaccinated against COVID-19; and
 - v. possible side effects of COVID-19 vaccination.
2. Every Covered Organization's vaccination policy, other than a policy relating to a child care premises on reserve, shall require that where a Required Individual does not provide proof of being fully vaccinated against COVID-19 in accordance with paragraph 1(a), but instead relies upon the medical reason described at paragraph 1(b) or the educational session at paragraph 1(c), the Required Individual shall²:
- a) submit to regular antigen point of care testing for COVID-19 and demonstrate a negative result, at intervals to be determined by the Covered Organization, which must be at minimum once every seven days.
 - b) provide verification of the negative test result in a manner determined by the Covered Organization that enables the Covered Organization to confirm the result at its discretion.

² Refer to [COVID-19 Integrated Testing & Case, Contact and Outbreak Management Interim Guidance: Omicron Surge](#) for recommendations on the resumption of asymptomatic screening testing following COVID-19 infection.

3. A Covered Organization shall not require compliance with paragraphs 1 and 2 in respect of a Required Individual if another Covered Organization, as defined in these instructions, advises that it has already ensured compliance with paragraphs 1 and 2 in respect of the Required Individual. For greater certainty:
 - If a board advises that it has already ensured compliance with paragraphs 1 and 2 in respect of an individual supervising students being transported to or from a location at which instruction is provided, the transportation consortium or business that contracts with transportation consortia or with boards through transportation consortia that organize or provide for the transportation of students to and from school under s. 190 of the [Education Act](#) is not required to further confirm that the individual complied with paragraphs 1 and 2.
 - Where a licensee within the meaning of the CCEYA is located at a school operated by the board, the board shall not require compliance with paragraphs 1 and 2 for staff, volunteers, student practitioners, contractors or other visitors of the licensee. The licensee is not required to share any Statistical Information maintained under paragraph 4 with the board.
4. Every Covered Organization, other than businesses that contract with transportation consortia or with boards through transportation consortia that organize or provide for the transportation of students to and from school under s. 190 of the [Education Act](#), must:
 - a) collect and maintain statistical (non-identifiable) information that includes (collectively, "the Statistical Information"):
 - i. the number of Required Individuals that provided proof of being fully vaccinated against COVID-19;
 - ii. the number of Required Individuals that disclosed receiving additional doses exceeding the number of doses required for full vaccination against COVID-19;
 - iii. the number of Required Individuals that provided a documented medical reason for not being fully vaccinated against COVID-19;
 - iv. the number of Required Individuals that completed an educational session about the benefits of COVID-19 vaccination in accordance with paragraph 1(c), where applicable; and
 - v. the total number of the Covered Organization's Required Individuals to whom these Instructions apply.
 - b) disclose the Statistical Information to EDU in the manner and within the timelines specified by EDU. EDU may seek additional detail within the

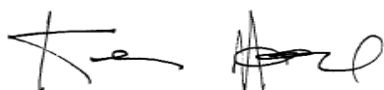
requested Statistical Information outlined above which will also be specified in the request. EDU may further disclose this Statistical Information and may make it publicly available.

5. Working with transportation consortia, businesses that contract with transportation consortia or with boards through transportation consortia that organize or provide for the transportation of students to and from school under s. 190 of the [Education Act](#) must:
 - collect, maintain, and disclose, to each board in respect of which they provide transportation services, the Statistical Information contemplated in paragraph 4(a) ("Transportation Statistical Information"); and
 - provide additional detail regarding the Transportation Statistical Information to a board if requested.
6. For the purposes of developing the statistical information identified in paragraph 4(a)(ii), Covered Organizations may ask Required Individuals to disclose whether they have received additional doses exceeding the number of doses required for full vaccination against COVID-19 and, if so, to provide proof of having received those additional doses.
7. Every board must include the Transportation Statistical Information provided under paragraph 5 in the Statistical Information it collects, maintains, and discloses to EDU under paragraph 4.

Questions

Covered Organizations may contact EDU at vaccinationattestation.edu@ontario.ca with questions or concerns about these Instructions.

Covered Organizations are required to comply with applicable provisions of the [Occupational Health and Safety Act](#) and its Regulations.



Kieran Michael Moore MD, CCFP (EM), FCFP, MPH, DTM&H, FRCPC, FCAHS
Chief Medical Officer of Health

B.2.

Recommended Action:

That the Policy Development Committee recommend to the Board revised Administrative Procedure –

#823 – *COVID-19 Vaccination Disclosure*, be received and posted as amended under Directional Policy –

#800 – *Healthy Schools and Workplaces*.

Carried



BOARD ADMINISTRATIVE PROCEDURE	
Administrative Procedure Students Wearing Masks	Administrative Procedure Number AP-817
Directional Policy Healthy Schools & Workplaces - 800	

Title of Administrative Procedure:

Students Wearing Masks

Date Approved:

September 2021

Projected Review Date:

September 2022 (annually)

Directional Policy Alignment:

The Board recognizes that the health and well-being of our students and staff is foundational to their success. This AP focuses on applying that collective effort and engagement during a public health emergency by ensuring a clear and consistent approach to the requirement for students to wear masks.

Alignment with Multi-Year Strategic Plan:

This AP combines several aspects of the board's strategic plan: ensuring safety and inclusivity, fostering self-directed learning, and making explicit the call to become caring and responsible citizens. [PVNCCDSB Board Vision, Mission and Strategic Priorities](#)

Action Required:

Following the Ministry of Education guidance document [Guide to Reopening Ontario's Schools \(2021-2022\)](#) and expanded recommendations from the Medical Officers of Health for Peterborough Public Health, Durham Region Health and the Haliburton, Kawartha, Pine Ridge District Health – students, Junior Kindergarten to Grade 12 will be

required to wear non-medical or cloth masks indoors in school, including in hallways, during classes, and on school transportation.

The board recognizes there are students with medical restrictions (e.g. severe breathing difficulties, inability to remove a mask on their own, etc.) that may require the student to be exempted from wearing a mask at school. All principals will follow this procedure in guiding parents/guardians or students over the age of 18, or students between the ages of 16 and 18 who have withdrawn from parental authority in understanding and applying for an exemption.

Student Mask Exemption Requirements:

- Any student who requires an exemption from wearing a mask must have a medical condition, sensory needs or breathing difficulties that prohibit its use or partial use.
- A physician's note authorizing the exemption of wearing a mask may be required if a note for a relevant medical condition is not already on file (e.g. asthma, other breathing difficulties, etc.)
- The parent/guardian for the student must also fill in the Student Exemption of Non-Medical or Cloth Masks Form (Appendix A) and attach the physician's note to the form.
- The form must be received by the school prior to commencement of school or student attendance without the mask.

Note: The Ministry of Education will allow all students wearing a mask indoors to remove them when outdoors.

School Procedure:

Once a Student Exemption of Non-Medical or Cloth Masks Form (Appendix A) is received by the school the following will occur:

- The Administrator or designate will confirm with the parent or guardian that the form was received.
- The student will receive a card from the school that states, **“I have permission from my school to not wear a mask.”**
- This card can be shown to any school or transportation staff that requests to see it.

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

- Ensuring the alignment of the Students Wearing Masks Administrative Procedure with the Healthy Schools and Workplaces Directional Policy

The Director of Education is responsible for:

- Designating resources for ensuring the implementation of and compliance with this Administrative Procedure

Superintendents of Schools and System Portfolios are responsible for:

- Ensuring principals are consistent with the application of this Administrative Procedure.
- Ensuring that all employees for whom they have supervisory responsibility are aware of the requirements under this Administrative Procedure.

Principals and Vice-Principals are responsible for:

- Ensuring staff and students who they supervise are aware of the requirements under this Administrative Procedure.
- Listening to and documenting a parent/guardian/student's concern with the Ministry of Education requirement to wear a mask
- Ensuring that students and staff members in the workplace are aware of and comply with this procedure.
- Discussing the issue of masks / mask exemptions in schools with staff and/or students prior to the start of school.
- Implementing the student mask exemptions procedure as necessary and granting appropriate exemptions if they meet the criteria.
- Addressing concerns about mask-wearing that are reported by staff or bus drivers.

Staff are responsible for:

- Ensuring that students are educated on the importance of mask wearing during the pandemic, while at the same time maintaining the dignity of all students, those wearing masks and those who have been exempted.

- Addressing any concerns with respect to masks according to normal progressive discipline practices.
- Advising their supervisor of issues related to mask-wearing and collaborating in potential resolves.

Students are responsible for:

- Complying with the Ministry of Education's requirement to wear a mask during the time of Pandemic.
- If exempted from wearing a mask, carrying with them the message card for students who have been exempted from wearing a mask, and showing it to a staff member or bus driver upon request.

Parents are responsible for:

- Completing the application form for Student Exemption from Wearing Non-Medical or Cloth Masks and submitting it to the principal along with appropriate medical documentation prior to the commencement of school or as soon as possible as they become aware of the medical issue.

Progress Indicators:

- Students from Junior Kindergarten to Grade 12 will be wearing their non-medical or cloth masks as required unless exempted in accordance with this procedure.
- Exempted students will carry and show the message card for students who have been exempted from wearing a mask.

Definitions:

- Non-medical mask: a mask designed specifically for medical procedures, sometimes referred to as a surgical mask, and distinct from an N-95 mask which is for severe respiratory treatment in hospitals, and not required for schools.
- Cloth mask: a mask sewn from cloth that covers the nose, mouth and chin and has loops or straps for the ears (this does not include bandanas or any other type of face covering). Cloth masks with graphics or insignia must be appropriate for school.

Non-medical face masks or face coverings **should**:

- allow for easy breathing
- fit securely to the head with ties or ear loops
- maintain their shape after washing and drying
- be changed as soon as possible if damp or dirty
- be comfortable and not require frequent adjustment
- be made of at least 2 layers of tightly woven material fabric (such as cotton or linen)
- be large enough to completely and comfortably cover the nose and mouth without gaping

Some masks also include a pocket to accommodate a paper towel or disposable coffee filter, for increased benefit.

Non-medical masks or face coverings **should**:

- not be shared with others
 - not impair vision or interfere with tasks
 - not be placed on children under the age of 2 years
 - not be made of plastic or other non-breathable materials
 - not be secured with tape or other inappropriate materials
 - not be made exclusively of materials that easily fall apart, such as tissues
- not be placed on anyone unable to remove them without assistance or anyone who has trouble breathing

References:

- [Guide to Reopening Ontario's Schools \(2021-2022\)](#)

Attachment:

- [Appendix A - Student Exemption of Non-Medical or Cloth Masks Form](#)

B.3.

Recommended Action:

That the Policy Development Committee recommend to the Board revised Administrative Procedure –

#817 – *Students Wearing Masks*, be received and

posted as amended under Directional Policy –

#800 – *Healthy Schools and Workplaces*.

Carried



BOARD ADMINISTRATIVE PROCEDURE

<i>Administrative Procedure</i>	<i>Administrative Procedure Number</i>
Dress Code - Students	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 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](#)

B.4.

Recommended Action:

That the Policy Development Committee recommend to the Board that Policy and Administrative Procedure – **#805 – Dress Code – Students**, be deleted and the revised, newly formatted Administrative Procedure – **#312 – Dress Code – Students** be received and posted as amended under Directional Policy – **#300 – Student Achievement and Well-being**.

Carried