



ADMINISTRATIVE PROCEDURES MEMORANDUM

APC005

Appropriate Dress Code

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MEMO TO: Principals; Vice Principals; Planning and Priorities; School Council Chairs

FROM: Director of Education

PURPOSE

The Waterloo Catholic District School Board through "Sharing Our Journey" and the "Ontario Catholic School Graduate Expectations" – believes

- That equity derives from the respect and dignity due all persons as created in the image of God.
- A responsible citizen is one who contributes to the common good. [OCSGE #4]
- A collaborative contributor is one who respects the rights, responsibilities and contribution of self and others. [OCSGE #5]

The Ministry of Education outlines a guiding principle when it states

- A school is a place that promotes responsibility, respects civility and academic excellence in a safe learning and teaching environment (Code of Conduct)

Based on our beliefs and Ministry mandated procedures, the following Administrative Procedures Memorandum deals with Appropriate Dress for the Board's schools.

REFERENCES

- Sharing Our Journey
- Ontario Catholic School Graduate Expectations
- Education Act and Regulations
- Code of Conduct

GUIDELINES

All schools within the jurisdiction of the Waterloo Catholic District School Board shall adopt an appropriate dress code for students as follows:

1. Each school's appropriate dress code shall be in keeping with the Board's mission, vision, and Catholic social teachings.
2. All secondary schools within the jurisdiction of the board have adopted a mandatory school uniform policy. An annual review/monitoring process for secondary school uniform policy shall involve consultation with parents through the Catholic School Council and other stakeholders (staff, students).

3. Elementary schools within the jurisdiction of the board will adopt an appropriate dress code policy or may establish a school uniform policy. The dress code or school uniform shall be determined by the majority of parents through the Catholic School Council. Majority is defined as at least 65% of the families of students registered at the school.
4. The appropriate dress code for each school shall state the principles upon which the school policy is based (e.g. working towards safer and more respectful learning and teaching environment).
5. The appropriate dress code policy shall contain the following statement concerning the Ontario Human Rights Code and the Canadian Charter of Rights & Freedoms:

“The School’s Dress Code and/or School Uniform Policy has been developed in compliance with the Canadian Charter of Rights & Freedoms and the Ontario Human Rights Code.”

6. The appropriate dress code policy shall contain a statement of expectations for student compliance with the student dress code/uniform policy. Schools should reference APC018 – Code of Conduct.

DEFINITIONS:

Dress Code -is defined as the standard of student dress agreed upon by the school community and in keeping with the Education Act & Regulations.

School Uniform -is defined as the standard of student dress consistent in style, colour and pieces (i.e. shirts, pants, kilts) worn by all students and in keeping with the Education Act & Regulations.

PROCEDURES

Elementary Dress Code

1. The principal, in consultation with the Catholic School Council, shall develop a student dress code as part of the student Code of Conduct.
2. A school’s student dress code shall be accepted by a majority (65%) of the families of students registered at the school.
3. A school’s student dress code shall be reviewed at least once every five years with the school community.

Elementary School Uniform

1. The principal and/or the Catholic School Council may initiate the process of adopting a school uniform.
2. Elementary schools considering a school uniform shall:
 - i) inform the appropriate superintendent;
 - ii) establish a representative committee including parents, staff, students and school administration. The purpose of the committee will be to determine whether or not the school community concurs with the adoption of a school uniform, explore the implications of introducing a uniform including affordability and, subject to the acceptance of the school community, implement the introduction of a school uniform;
 - iii) This representative committee recognizes that the administration of the school uniform is the responsibility of the Catholic School Council that includes ordering of uniform, sale of uniform and affordability issues.
 - iv) develop an action plan, which will include the following:
 - data collection;

- public consultation;
 - a communication plan;
 - cost effective and subsidy plans;
 - clear voting procedures and clear ballot questions;
 - a decision to implement or not (based on a vote of 65% of the families of students registered at the school) ;
 - a strategy for compliance;
 - acquisition of apparel;
 - an annual monitoring process;
 - a five (5) year commitment to the uniform;
- v) publish annually the school uniform policy.

REVIEW PROCESS

This Administrative Procedures Memorandum will be reviewed every three years.