

Administrative Procedure 419

STAFF WORKPLACE ATTIRE

Background

All Division Staff are role models for children and represent the face of Elk Island Catholic Schools to our communities. Setting standards of appropriate workplace attire befitting the occupational requirements of conducting our work related responsibilities is also important to maintaining a safe and caring environment.

Appropriate workplace attire supports an effective teaching, learning, and mission- focused workplace environment. Such attire also inspires confidence from students and the public in the mission of the Division and the shared capacity of employees to achieve its purpose. Staff are encouraged to respond to a higher standard of work-related attire than the minimal standards that are outlined within this procedure.

Procedures

1. All Staff model cleanliness, modesty, and completeness of attire that supports the expectations of Occupational Health and Safety and models adult leadership to students. Employees' appearances should not cause a distraction to learning or pose a safety concern that might adversely affect students, employees, the teaching and learning environment, or the operation of the workplace.
2. Comfort clothing that one wears on a daily basis should be restricted in scope so that the previous goals may be achieved. Therefore footwear in poor repair, torn or un-hemmed clothing, see-through clothing (unless a top is worn underneath) cargo or athletic shorts, baggy, pajama -like sweat pants, beach wear, miniskirts, and inappropriately branded clothing are not suitable for the workplace.
3. School Principals/Directors have the authority and responsibility to direct school personnel to maintain a standard of attire that is consistent with the intent of this procedure. (1)

Professional Considerations

4. The professional image that we seek to reflect to others will be communicated through appropriately discerned professional attire. *While not intending to account for every conceivable definition of professional attire*, the following generally accepted clothing classifications are listed to further professional learning community awareness, personal discernment, and personal attire choices:
 - 4.1 "Casual Attire" – non-denim pants (dress denim clothing may be considered), dress shoes (flat or heeled), loafers, slip-ons, dress-sneakers, collared/non-collared shirt (women), collared (men).

- 4.2 “Business Casual” (appropriate for public engagement activities such as School Council Meetings and Parent/Teacher/Student Interviews) – Slacks (dress pants, cords, chinos, capris), skirts, shirts, blouses, shells, cardigans, sweaters, jackets, blazers, casual dresses, dress shirts, polo shirts (short or long sleeved shirts with a mock or collared neck line), jackets, blazers.
- 4.3 “Business Attire” (with specific reference to professional wear for special events, conferences, graduations and meetings) –Business Suit (incorporating skirt or pants), slacks (or skirts) with blazer or jacket, business dress, dress shoes, dress shirt, tie, dress shoes.
5. For school-themed, community-themed, or Professional Development days, norms for the three personal attire choices, as outlined in Item One will be relaxed to reflect the tenor of the event.
6. Staff may deviate from these discernment guidelines where active learning in the areas of CTS, ECS, Diverse Learning, Art, Science Labs, Outdoor Education, Physical Education, Environmental Education, or field trips, has a propensity to soil or damage clothing.
7. Where breaks in a schedule do not permit a change of clothing, teachers of Physical Education may wear clothing that models garments conducive to athletic instruction and coaching.
8. “Casual Fridays” is a privilege that is offered to provide a more comfortable and relaxed work atmosphere. When considering a casual Friday practice remember that wearing denim is acceptable but clothing must still be presentable. The guidelines listed in point number two still apply. Staff are encouraged to consider ways to make this a special activity in form and practice. For example you can have a dress up your jeans Fridays or raise funds for social justice projects by charging a loonie to wear denim and publicly letting people know that you wear denim for a specific charity.

(1) The [Alberta Teachers' Association Q&A](#)

Implemented December 2, 2015