

## ADMINISTRATIVE PROCEDURE

Personnel and Employee Relations

Dress Expectations for Staff

PER #21

Revised: June 2024

### Background

Schools in the Christ The Redeemer (CTR) Catholic School Division are vibrant, highly visible and respected parts of the communities they serve. Similarly, the staff members that form each of the schools are viewed as role models, not just by the students they serve, but by the community at large. In this regard employees have an obligation to present themselves in a manner honoring not only the work they do, but the students and families they serve. This is well articulated in the *Code of Professional Conduct for Teachers and Teacher Leaders* (Item 4(a)), “4(a) In relation to the teaching profession, the teacher or teacher leader shall behave in a manner that maintains the honour and dignity of the profession.” This is supported by the jurisdiction’s Safe and Caring Pillar which states, “We believe that the infinite value of each person in God’s eyes must be reflected in all that we do. This calls for respect in all relationships.” Similarly, the Sacred Congregation on Catholic Education states, “The nobility of the task to which teachers are called demands that, in imitation of Christ, the only Teacher, they reveal the Christian message not only by word but also by every gesture of their behaviour.” By their witness and their behaviour teachers are of the first importance to impart a distinctive character to Catholic schools. Indeed, the more completely an educator can give concrete witness to the model of the ideal person that is being presented to students, the more this ideal will be believed and imitated.

### Procedures

1. The Superintendent shall communicate to the staff of CTR Catholic the expectation that all staff members dress in a professional manner.
2. Staff shall meet at the beginning of the school year to review the administrative procedure and develop shared expectations for staff dress that are based upon the parameters described within this procedure. Principals will provide substitute teachers and student teachers a copy of the procedure in a timely manner.
3. Expectations established will reflect the following considerations:
  - 3.1. personal discernment between classifications of attire and relevant choices contained therein;
  - 3.2. sensitivity to the needs of employees due to medical circumstances;
  - 3.3. weather conditions which raise indoor temperatures to unreasonable levels. In this case appropriate pressed dress shorts may be worn with the rest of the coordinating business casual outfit;
  - 3.4. staff derived theme days and special events;
  - 3.5. differentiated professional dress where active learning in areas such as CTS, Art, Science Labs, Outdoor Education, and student support classrooms has a propensity to soil clothing;
  - 3.6. differentiated professional dress for physical education and coaching;
  - 3.7. differentiated dress for staff involved in the facilities, maintenance and caretaking departments; and
  - 3.8. in the case of differentiated dress, ensuring that attire is clean, well-maintained, neat and modest.

4. To assist employees in making decisions regarding professional attire the following classifications and choices are included. A proviso for attire within the classification of “casual” that is not desirable has been listed.
  - 4.1. “Casual Attire” is normally considered the comfort clothing that one wears outside of the workplace. This clothing is more than what one would wear to a beach, or a sporting event, but is common enough to feel comfortable wearing all day. As a principle, the following clothing items are not acceptable in the workplace:
    - 4.1.1. Worn or faded denim (e.g. jeans of any color).
    - 4.1.2. casual t-shirts with logos;
    - 4.1.3. beach wear of any kind including shorts, caps, visors, hats and sunglasses;
    - 4.1.4. running shoes and beach-wear-type flip-flops;
    - 4.1.5. unhemmed, wrinkled and unkempt clothing;
    - 4.1.6. clothing which reveals undergarments, bare midriffs; cleavage; and
    - 4.1.7. clothing which draws undue attention to the wearer.
  - 4.2. “Business Casual” is deemed to be comfortable clothing worn during each of the instructional and operational days of the school year that adheres to the following attire choices:
    - 4.2.1. Women: Slacks (dress pants or equivalent), skirts, shirts, blouses, shells, cardigans, sweaters, blazers, casual dresses, Bermuda dress shorts with matching professional attire.
    - 4.2.2. Men: Slacks (dress pants or equivalent) button down shirts, dress shirts, polo shirts (short or long-sleeved shirts with a mock or collared neck line), blazers.
  - 4.3. “Business Attire” is deemed to be professional wear for special events and formal meetings. Such attire usually adheres to the following choices:
    - 4.3.1. Women: Business Suit (incorporating skirt or pants), slacks (or skirts) with coordinating blazer or sport coat, business dress, dress shoes; and
    - 4.3.2. Men: Business Suit (matching or separate jacket and pants), dress shirt, tie, dress shoes.
5. As leaders within the school and greater community, school principals and vice principals have adopted elements of business attire within their professional dress as part of their administrative role. While teaching, they may choose to opt for business casual.
6. Casual Dress Days – Casual dress days should be kept to a minimum. It is recommended that these days occur no more than once a month.