

## Staff Workplace Attire

### Background

All staff in the Division are deemed to be leaders of children and uphold the standards of dress befitting the occupational requirements and example that is provided to the community while conducting work related responsibilities. 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 always encouraged to respond to a higher standard of work related dress than the minimal standards that are outlined within this procedure.

### Guidelines

#### *General Workplace Expectations*

1. All staff will 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. "Casual Attire," or the comfort clothing will be restricted in scope so that the previous goals may be achieved. Therefore footwear in poor repair, torn or unhemmed clothing, cargo / athletic shorts, baggy – pajama like sweat pants, beach wear, and non-division, non-designer, non-educationally specific sloganned T-shirts (associated with frivolity and alcohol brands) are not suitable for the workplace.
3. School principals have the authority and responsibility to direct school personnel to maintain a standard of dress that is consistent with the intent of this procedure.

#### *Professional Considerations*

1. The professional image that one upholds and desires will be communicated to others through appropriately discerned professional dress. While not intending to account for every conceivable definition of professional dress, the following generally accepted clothing classifications are listed to further professional learning community awareness, personal discernment, and personal attire choices:
  - 1.1 "Business Casual Attire" – slacks (dress pants, cords, chinos, capris), skirts, dress shorts, 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).

- 1.2 “Business Attire” (with specific reference to professional wear for special events, conferences and meetings) – Business Suit (incorporating skirt or pants), slacks (or skirts) with coordinated blazer or jacket, business dress, dress shoes, dress shirt, tie, dress shoes.
  - 1.3 <sup>i</sup>Footwear - Footwear choices should be made for safety, comfort and appropriateness for the role. Footwear should be worn to match the duties of the employee (example: physical education teacher should wear running shoes, a teacher in a Foods lab should wear closed toe shoes, etc.) Footwear should be professional in nature and in good repair. If a staff member choose to wear open toed footwear, they should be a style that presents a professional workplace (refrain from beach style footwear such as flip-flops).
2. For school theme, community theme, or professional development days, norms for the three personal attire choices, as outlined in number one will be relaxed to reflect the tenor of the event.
  3. 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 clothing.
  4. 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.

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<sup>i</sup> Reference Occupational Health and Safety Code -Footwear

- 233(1) An employer must ensure that a worker uses footwear that is appropriate to the hazards associated with the work being performed and the work site.
- 233(1.1) An employer must not require a worker to wear footwear that may pose a health or safety risk to the worker.

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