



Huron-Superior Catholic

DISTRICT SCHOOL BOARD

PROCEDURAL GUIDELINES EMPLOYEE DRESS CODE

The Huron-Superior Catholic District School Board believes that employee attire reflects the image of a Catholic school system and directly affects the values and attitudes passed on to students. The Huron-Superior Catholic District School Board strongly supports acts of charity amongst its employees. Occasionally, days may be designated for dress down for the purpose of fundraising for charities or special events.

GOALS

The Employee Dress Code will allow board employees to work comfortably while projecting a professional image to our students, parents, co-workers, school volunteers and all stakeholders in Catholic education.

The Huron-Superior Catholic District School Board is committed to the principles of equity and inclusive education, consistent with our Catholic teachings, which value and promote human rights and social justice in all board policies, programs, guidelines, operations and practices.

RESPONSIBILITY

1. The Director / Principal / Supervisor is responsible for the administration of this Employee Dress Code Procedural Guideline for employees under her/his authority.
2. The Principal / Supervisor of the school or department will declare and assign the number of dress down days per month (e.g., last Friday of the month).
3. Attire on dress down days and school spirit days may be more casual; however, it is still required that employees' dress project a professional image.

EXPECTATIONS / GUIDELINES FOR DRESS AND APPEARANCE

The expectation for the dress and appearance of employees is one that promotes a professional image.

- a) An employee in a Catholic school board is a role model; therefore, his/her clothing is not to detract from that image.
- b) Staff shall dress professionally for their assigned tasks.

- c) Professional attire may vary depending on the facility where the staff performs his/her duties (e.g., kindergarten, science or technology lab, shops, or gymnasium).
- d) Clothing with offensive or inappropriate words, terms, logos, pictures, or slogans shall not be worn.

The following examples have been compiled to assist employees with selecting acceptable attire that is casual yet professional. *This list is NOT meant to be all inclusive.*

APPROPRIATE ATTIRE

- Shirts or blouses with collars, golf-type shirts, dress shirts or blouses, neck ties, sweaters, turtlenecks and mock turtleneck tops.
- Dress pants, capri pants, dress shorts, skirts, or suits that are made of cotton/wool or synthetic material (e.g., khakis, chinos, corduroys or other non-denim fabrics).
- Skirts, dresses, dress shorts should be just above the knee or lower.
- Leggings may be worn when accompanied by a three-quarter length sweater or blouse.

INAPPROPRIATE ATTIRE

- Any attire which exhibits excess wear (e.g., fraying, holes, tears)
- Jeans and hoodies (only acceptable on dress-down days)
- T-shirts
- Tank tops
- Midriff-baring tops
- Low-cut tops
- Halter tops
- Strapless or off-the-shoulder tops and/or dresses
- Athletic shorts and sport jerseys
- Sport jerseys, unless spirit wear or specific theme day

ADDITIONAL INFORMATION – FOOTWEAR

The wearing of inappropriate footwear may lead to foot injuries and other injuries resulting from slips, trips and falls, as well as chemical spills, sharp objects, and falling or rolling objects. The function of footwear is to provide adequate protection for the feet and stability while standing or walking. Please refer to the board's policy on Employee Footwear.