

**ST. CLAIR CATHOLIC DISTRICT SCHOOL BOARD
POLICIES AND PROCEDURES
SECTION 4: PERSONNEL**

EMPLOYEE DRESS CODE	POLICY 4.3
EFFECTIVE: 2000 12 01 / 2011 06 30 / 2012 08 31	

POLICY STATEMENT:

The St. Clair 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.

POLICY GOAL:

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

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EMPLOYEE DRESS CODE	PROCEDURE 4.3.1
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ADMINISTRATIVE PROCEDURES:

1.0 Responsibility

- 1.1 The Principal/Supervisor is responsible for the administration of this Dress Code Policy for employees under her/his authority.
- 1.2 The Principal of the school may declare not more than two (2) dress down days per month for the school.
- 1.3 The Director of Education may declare a limited number of dress down days for the central office staff.
- 1.4 Attire on dress down days and school spirit days may be more casual; however, it is still required that dress project a professional image.

2.0 Expectations

Dress and Appearance

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

- 2.1 Staff shall dress professionally for their assigned tasks.
- 2.2 Board issued identification badges must be worn at all times and must be positioned above the waist with the employee's picture showing.
- 2.3 While on duty, custodial and maintenance staff shall wear Board-supplied uniforms.
- 2.4 Professional attire for teachers may vary depending on the facility where the teacher performs his/her duties e.g., kindergarten, science or technology lab or gymnasium.
- 2.5 An employee in a Catholic school board is a role model; therefore, his/her clothing is not to distract from that image.
- 2.6 Clothing with offensive or inappropriate words or terms, with large logos, with pictures, with cartoons or with slogans shall not be worn.
- 2.7 The appearance of employees shall be modest.

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Footwear

The wearing of inappropriate footwear is a potential hazard that may lead to foot injuries and other injuries resulting from slips, trips and falls as well as chemical spillage, 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. Therefore:

- 2.8 Footwear must be suitable for the assigned task, the location where it is being performed and environmental conditions. Open toed shoes are not appropriate footwear and should not be worn:
- a) during outside duty;
 - b) in technological shops;
 - c) in science classrooms when chemical or biological agents are used;
 - d) in chemical store rooms or preparatory rooms;
 - e) in gym classes;
 - f) or in special education programs or classrooms where higher risk of injury exists;
 - g) or while performing maintenance or custodial duties.
- 2.9 Footwear must protect the foot and fit snugly around the heel or secure the heel with a strap to protect an employee.
- 3.0 Additional Information**
- 3.1 The St. Clair 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.