

## Administrative Procedure 414

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### CERTIFICATED STAFF PROFESSIONAL DRESS

#### Background

Each school in the Holy Spirit Roman Catholic Separate Regional Division is a vibrant part of its unique community. As a result, consideration of the communities' norms and standards should be reflected in staff dress.

Teaching staff of Holy Spirit Catholic Schools will dress to reflect the professional nature of their position and duties during the regular school day with the exception of theme days or special events. The call to dress professionally is based upon the following traits associated with a teacher's relationship to a school community:

- the image that the staff member "professes" to students, parents, student teachers, and the greater community about the teaching profession;
- the contribution that the staff member makes to students who are "cherished" participants within the learning process;
- a calling to uphold the virtues of modesty, neatness, human dignity, and understanding.

#### Value and Core Commitment Link

"Excellence in Learning"

- "We support and encourage the continued professional growth of staff."
- "We honour diversity."

#### Procedures

1. The Superintendent shall communicate to the staff of the Division the expectation that all staff members dress in a professional manner.
2. The school teaching staff shall meet at the beginning of the school year and develop shared expectations for staff dress that are based upon the parameters described within this procedure.
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 circumstances where active learning in the areas of CTS, Art, Science Labs, Outdoor Education, has a propensity to soil clothing;
  - 3.4 differentiated professional dress for physical education
  - 3.5 student or staff derived theme days and special events
4. To assist schools 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 on a daily basis. 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 constituting “casual attire” are generally not acceptable for regular classroom instruction:
    - 4.1.1 blue jeans;
    - 4.1.2 crew necked, T - Shirts;
    - 4.1.3 beach wear;
    - 4.1.4 running shoes.
    - 4.1.5 unhemmed clothing
  - 4.2 “Business Casual” is deemed to be comfortable clothing that adheres to the following attire choices:
    - 4.2.1 Women: Slacks (dress pants, chords, chinos, capris), skirts, shirts, blouses, shells, cardigans, sweaters, blazers, casual dresses
    - 4.2.2 Men: Slacks (dress pants, chords, chinos) 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, conferences and 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
    - 4.3.2 Men: Business Suit (matching or separate jacket and pants), dress shirt, tie, dress shoes
5. As Principal leaders and teachers within the school and greater community, school Principals are “encouraged” to adopt elements of business attire within their professional dress.