

Personnel and Employee Relations 7610 Staff Dress Code	Administrative Application	
	Last Reviewed /Approved on:	September 27, 2024
	References:	Policy 12 – Role of the Director
	Status:	Operational

Preamble

The Division recognizes and appreciates the importance of appropriate staff dress and appearance as an essential part of delivering educational services that meet the expectations of our communities. Employees are individually responsible for their general presentation and appearance and have a responsibility to consider how their appearance may affect others.

Application

1. The principal or immediate supervisor of all employees shall ensure that all staff members are aware of and adhere to the dress code and personal appearance expectations.
2. Safety and Practicality: Attire should be suitable for the tasks performed and should not pose any safety risks.
3. Professional Appearance: All staff should dress in a manner that reflects their respective role as professionals and role models, ensuring a professional and respectful appearance appropriate for an educational environment.
4. Hygiene: Staff should maintain good personal hygiene; including regular bathing, clean hair and hands. Clothing should be neat, clean, regularly laundered and free of rips, tears, or excessive wear. Appropriate footwear should be worn at all times.
5. "Casual" or "Dress Down" days may be approved by the principal or immediate supervisor providing they are being done to assist a worthy cause previously approved by the principal or immediate supervisor.

The school division expects all staff to adhere to this dress code. Supervisors and school administrators will monitor compliance and address any concerns as they arise. Staff members who fail to comply with the dress code will receive an individual reminder.