



Dress Code and Appearance Standards for Staff #300.02

Adopted:	June 2001
Last Reviewed/Revised:	April 2025
Responsibility:	Superintendent of Education
Next Scheduled Review:	January 2029

POLICY STATEMENT:

The Board believes that it is essential for employees to project a professional image to the Catholic community. The professional image of our staff helps to instill high levels of confidence in our ability to provide exemplary, quality and faith-based education for our stakeholders.

The Board expects that all staff dress in a professional and appropriate manner that reflects the vision, mission and values of the Board, as articulated in its multi-year strategic plan.

APPLICATION AND SCOPE:

The purpose of this Administrative Procedure is to provide direction and guidance to all employees with respect to the expectations of the Board regarding appropriate, professional and safe attire in the workplace.

REFERENCES:

- HRS 300.35.AP - Workplace Footwear
- OPS 400.06.P - Security of Schools, Buildings and Grounds

FORMS:

- N/A

APPENDICES:

- Appendix A: Standard of Dress and Appearance Guideline for All Employees

DEFINITIONS:

- N/A

ADMINISTRATIVE PROCEDURES:

1.0 Dress Code

- 1.1** Employees are expected to exemplify grooming standards in a manner that projects an appropriate image for the employee, the school, and the Board. Refer to the *Standard of Dress and Appearance Guideline for All Employees* (Appendix A) for further information.



- 1.2 Teachers of health and physical education are expected to dress appropriately according to the content being taught and safety requirements. For an elementary teacher teaching health and physical education, a return to professional attire is expected to take place during a natural break in the school day (i.e. recess, lunch hour).
- 1.3 Technology teachers are expected to dress appropriately according to the subject content being taught and the mandatory safety requirements.
- 1.4 Custodians are expected to wear their custodial uniform, and any safety equipment which is required, while on the job. When completing specific tasks, staff will wear additional personal protective equipment, as required.

2.0 Theme Days and Retreats

- 2.1 Staff are encouraged to participate with students on theme days and other dress-down days by wearing clothing in keeping with the theme. On these days, casual theme-related clothing is encouraged, keeping in mind that nothing should compromise the relationship between either staff and students or staff and the Board's reputation with the larger community. Personal discretion should be used regarding theme days.

3.0 Staff Identification/Swipe Cards

- 3.1 All employees are expected to wear Board-issued staff identification/swipe cards in plain sight at all times while at the school/site or on official Board business (off-site meetings, workshops, etc.).



STANDARD OF DRESS AND APPEARANCE GUIDELINES FOR ALL EMPLOYEES

General Guidelines

All Board employees are to:

1. wear clothes that are appropriate for a Catholic School learning and working environment;
2. wear clothes that are neat, well-fitting, of an appropriate length, clean and in good repair;
and
3. have a physical appearance that is well-groomed, neat and clean.

Acceptable Dress

Employees should dress in what is commonly accepted as general business attire and in keeping with one's specific duties, responsibilities and activities. Some suggestions include:

- dress shirt and tie
- collared, short or long-sleeved shirts (with or without tie)
- dresses, blouses, dress pants, modest skirts and dress shorts
- casual dress sweaters and turtlenecks
- non-denim slacks
- loafers, dress shoes, walking shoes, cushioned-soled shoes or safety shoes

Unacceptable Dress

The following are not acceptable dress attire for Board employees:

- sports and work-out apparel (e.g., muscle shirts, yoga pants, track suits, sweatpants, etc., unless required for a special class/task)
- revealing clothing, low-cut tops, spaghetti strapped or strapless dress/tops
- offensive slogans or graphics on any clothing, including outer wear
- ripped, torn or badly worn apparel

Workplace Footwear

- HRS 300.35.AP - Workplace Footwear