



3112 EMPLOYEE DRESS CODE

Policy Type: Human Resources Manual
Applies To: All Employees
Approved By: LCS Head of Schools
Policy Reviewed: every 2 years
Adopted: 06 2020
Revisions: 07 2025

1. PURPOSE AND RATIONALE :

- (a) The employee dress code at a K-12 Christian school is designed to foster a professional, respectful, and positive learning environment that reflects the school's mission and values. As role models for students, staff members play a formative role supporting the school's mission of shaping students not only in knowledge and faith but also in character, helping them to develop habits of personal responsibility, excellence, self-discipline, and respect for others.
- (b) LCS employees acknowledge that a consistent and appropriate professional dress code supports an atmosphere of focus and learning, reinforces a sense of community, and aligns with the school's commitment to honoring God in all areas of life. Additionally, maintaining a standard of dress helps distinguish the school as a place of serious academic and spiritual development, while also ensuring safety and practicality for various teaching responsibilities.
- (c) LCS recognizes that all employees represent the school and profession during working hours and that visitors, families on tour, guests from other schools, parents and caregivers, and other community stakeholders are commonly present on campus, and therefore how LCS employees dress has an impact on impressions and community reputation of the school.

2. GENERAL REQUIREMENTS FOR ALL EDUCATIONAL FACULTY, SUPPORT STAFF AND ADMINISTRATIVE SUPPORT STAFF

- (a) LCS employees are expected to dress professionally and appropriately for the duties they are required to perform as outlined in their assignments, schedules and job description.
- (b) Staff who work regularly with students, or who are required to provide supervision of students, or who are required to fulfill responsibilities in the event of an emergency (i.e. fire, earthquake), must wear safe and supportive footwear that is appropriate to their assigned duties. All other staff must wear footwear appropriate to their assigned duties.

- (c) Professional dress for administrators, administrative support staff, teaching faculty and all other educational supportive staff is defined as “business casual”. These requirements differ for men and women employed at LCS:

2.a.1. MALE REQUIREMENTS

- Footwear: Dress shoes, loafers, boots or sneakers* are required; shoes must be clean, neat and appropriate for the instructional activity or duty. Flip flops, Crocs, slippers and sandals are not permitted.
- Bottoms: Pants must fit well (not oversized); may not have holes. Dress pants, khakis, chinos or slacks are required. Joggers and shorts are not permitted for classroom teachers, educational assistants or office administrative staff (see exceptions in section 4). Jeans are permitted on Fridays only. Black, solid colour jeans may be permitted at the principal's discretion.
- Tops: Shirts must be collared polo shirts or buttoned dress shirts. Tops should be ironed. Tee-shirts may only be worn with a vest, blazer or suit coat, or under a cardigan or knit sweater. Sleeveless shirts are not permitted. Ties are optional. Sweatshirts and hoodies are not permitted.

* sneakers are shoes not intended for athletic wear or usage.

2.a.2. FEMALE REQUIREMENTS:

- Footwear: Dress shoes, loafers, boots or sneakers* are required; shoes must be clean, neat and appropriate for the instructional activity or duty. Flip flops, Crocs, slippers and sandals are not permitted.
- Bottoms: Leggings or yoga wear are not permitted for classroom teachers, educational assistants and office administration staff, except in cases where they are layered as part of an outfit involving a dress or long knit sweater. Dress pants, khakis, chinos, slacks, capris, skirts or dresses with a modest cut are required. Joggers and shorts are not permitted for classroom teachers, educational assistants or office administrative staff (see exceptions in section 4). Jeans are permitted on Fridays only. Black, solid colour jeans may be permitted at the principal's discretion.
- Tops: Blouses, polo shirts, and buttoned dress shirts. Tank tops are not permitted, but sleeveless tops as part of a dress, sleeveless blouse or layered outfit are permitted. Tee-shirts may only be worn under a blazer, knit sweater, cardigan or vest; or as part of an outfit involving a dress, skirt or dress pant. Sweatshirts or hoodies are not permitted.

* sneakers are shoes not intended for athletic wear or usage.

- (d) Tattoos: Employees are expected to cover tattoos that display inappropriate, offensive, or controversial content, including but not limited to images or text that promote violence, discrimination, profanity, or any political or social advocacy inconsistent with the school's values. Face tattoos are not permitted.
- (e) Piercings: Small, discreet facial piercings are permitted, provided they do not create a distraction or safety concern. Excessive or large facial piercings may be restricted depending on the nature of the employee's role and interactions with students. Earrings and other body piercings should be professional

and appropriate for the school setting. Principals at their discretion may ask employees to remove or cover piercings if deemed distracting or deemed inappropriate.

- (f) Accessories: Employees may wear jewelry and accessories that are professional, modest (do not distract attention) and do not pose a safety risk. Items with symbols or slogans promoting personal beliefs, political causes, or social movements (including advocacy-related items) are not permitted.
- (g) LCS staff and volunteers, including coaches, may not wear any clothing that promotes or advertises for any other organization (i.e. universities or other schools, professional sports teams) while representing LCS at a sanctioned event (i.e. tournaments, sporting events, field trips, school events). In such cases, LCS will provide spirit wear or school branded apparel for coaches and volunteers so that the school can be well represented in the community.
- (h) LCS staff may not wear any items of clothing that promote messages potentially insensitive or harmful to the published values and beliefs of the school community, including but not limited to: political messages, anti-Christian or culturally insensitive messages, images promoting drug or alcohol usage, images promoting criminal activities or gang lifestyle. Clothing or accessories promoting advocacy, political campaigns, or other social-political movements are not permitted.

3. SPECIAL EVENTS:

Principals may require additional dress requirements for special events, including graduation ceremonies or professional development events.

4. EXCEPTIONS:

- (a) Exceptions are permissible on school spirit days or when staff are wearing official LCS branded clothing.
- (b) Principals and managers may allow exceptions specific to the required duties of faculty working in pre-school and primary assignments; and/or students with specific physical and social needs.
- (c) Shorts, tank tops and other casual clothing are not permitted unless appropriate and reasonable for the activity or assignment (i.e. custodial and facilities staff, coaching, physical education, field trips, technology classrooms).
- (d) At the principal's discretion, business casual requirements (see section 2.a.1 and 2.a.2) may be waived on professional development days, provided there are no students, parents/caregivers or community stakeholders present on campus, and there are no school tours or athletic events scheduled.

5. AUTHORITY & REVIEW:

- (a) Final determination of whether an employee meets the requirements of this policy rests with the campus principal and Head of School. No changes or alterations to this policy may be made without approval of the Head of School.
- (b) The Employee Relations Committee may at any time ask for a review of any requirement in this policy.

RELATED POLICIES:

1201 COMMUNITY STANDARDS FOR BOARD & EMPLOYEES

3101 EMPLOYEE CONDUCT STANDARDS

3301 EMPLOYEE RELATIONS COMMITTEE

Reviewed: 12 2024