

## **Employee Dress and Appearance**

**Policy Code: 7340**

The board believes that the appearance and the conduct of its employees are of supreme importance in establishing a positive climate for learning and for presenting a good example for students. Therefore, the board affirms its expectations that all personnel shall be cleanly, neatly, and appropriately attired for the work to be done. An employee's dress and appearance must not disrupt or distract from the educational process and must be in accordance with health and safety standards and practices.

Employee dress and appearance should be professional, and enhance rather than detract from the school climate. Dress and appearance should be appropriate to a professional workplace, based on the following factors:

- The nature and environment of the work;
- Consideration of health and safety factors;
- The employee's responsibility to foster good habits of dress and appearance and to display a professional image to students, parents, and the community.
- The effect of inappropriate dress and appearance on school climate.

Based on these factors, the following requirements are established for all employees:

1. Employees shall be clean, neat, and appropriately attired. An employee's dress and appearance shall not disrupt the educational process or distract from a positive school climate.
2. The dress and appearance of employees should be appropriate to the type of work performed, with reasonable accommodation when the nature of an employee's work is unique.
3. Reasonable accommodation shall be made by the immediate supervisor for those employees who, because of a sincerely held religious belief, cultural heritage, or medical reason, request a waiver of a particular part of this policy.
4. Uniform dress may be required for certain categories of employees such as: food service and maintenance personnel.

Inappropriate Dress and Appearance

The following are considered inappropriate for employees:

- A) Clothing that is inappropriately revealing. The midriff must be covered at all times, regardless of the activity or movement of the employee. The breasts and cleavage must be covered at all times, regardless of the activity or movement of the employee;
- B) Shirts with spaghetti straps, low-cut tops, or shorts or skirts that are shorter than mid-thigh in length;
- C) Jeans – denim slacks, regardless of color;
- D) Flip-flops
- E) Clothing that displays inappropriate images or words;
- F) Clothing that reveals undergarments;
- G) Clothing that is tattered or ragged;
- H) Clothing that disrupts by being overly tight to the body;
- I) Jewelry affixed to the body other than to the ears;
- J) Body art that is distracting or obscene;
- K) Hats worn inside the building.

An employee's immediate supervisor shall make an initial determination of whether an employee's dress or appearance is a violation of this policy. If the supervisor determines that the employee's dress or appearance is inappropriate, detrimental to the work or learning environment, or hazardous to the health or safety of the employee or students, the supervisor shall counsel the employee regarding appropriate attire that is consistent with this policy and shall determine whether the employee is allowed to remain at work or must leave work to change his/her dress. Any failure to follow the supervisor's directive and/or blatant violation or repeated violations of this policy may subject the employee to disciplinary action.