

Roberto J. Santos
Superintendent

Administrative Guidelines: Dress and Grooming/Employee Dress Code as per Board Policy Employee Standards of Conduct DH (Local)

Submitted by: Human Resources Department

Approved by Superintendent: *RS*

Date:

PURPOSE:

In accordance with District Policy Employee Standards of Conduct DH (Local), the school district has established an employee dress code for all employees.

GENERAL GUIDELINES:

Employees shall act as role models by exemplifying the highest standard of professional appearance for the educational purposes of teaching community values and proper grooming and hygiene. The following shall apply:

1. Cleanliness and neatness are expected of all staff at all times.
2. Outer garments shall fit properly and be of an acceptable length (no shorter than three inches above the knee).
3. Blouses and shirts must have sleeves and must cover the midriff and lower back (this includes when reaching or bending). Halters, bare backs, tank tops, spaghetti straps, muscle shirts, see through garments, revealing/provocative necklines shall not be permitted. In addition, clothing with symbols, inappropriate language, phrases or slogans advertising tobacco, alcohol products, controlled substances or political advertisements are unacceptable.
4. No hats, caps, or other head coverings shall be worn inside the building except as required by specific assignments/specific events.
5. Hair shall be clean and well groomed.
6. Footwear will exclude flip flops, slippers, shower shoes, and house shoes.
7. Shorts, leggings warm-ups, wind suits, spandex, or similar tight pants, exercise clothes or any garment that may appear to be an undergarment are unacceptable.
8. Denim pants/skirts/capris may only be worn on teacher workdays or on days designated by the Principal/supervisor (e.g. campus field day), as approved by the Superintendent or designee. When denims are designated, they must be clean and neat (no holes, no extremely faded or worn-out jeans/denims) and worn with a school spirit shirt. Low-rise pants are unacceptable.
9. Jewelry shall not be worn in a visible pierced area other than the ear.
10. Tattoos shall be covered at all times.

The following exceptions apply to these guidelines:

1. Physical education, JROTC staff, Band Directors and other employees assigned to specialized courses may choose to wear appropriate attire, approved by the administration, during that specific instructional period only.
2. Instructors/staff in early childhood classes (PK-K), special education self-contained units, occupational therapists/physical therapists or nurses may wear scrubs.
3. Instructors in shop/mechanic courses, culinary arts, early childhood classes, or may wear aprons, smocks, or coveralls during the instructional period.
4. Auxiliary employees in maintenance, custodial, transportation, food service, and positions requiring uniforms are exempted from the general guidelines, but shall comply with dress and grooming guidelines specified by their supervisors.
5. Exceptions to these general guidelines are to be made as necessary to allow staff to observe religious customs or beliefs and as necessary to accommodate medical needs.

Administrators shall have the discretion to determine the appropriateness of attire and grooming and may make special exceptions for teachers in certain grades/subjects as approved by the Superintendent or designee.

Employees shall comply with the standards of conduct set out in this regulation. Violation may result in disciplinary action, including termination of employment.