

**DRESS & APPEARANCE STANDARDS for AT-WILL, CONFIDENTIAL,
COORDINATORS and FRONT LINE ADMINISTRATORS**

1. Appropriate clothing includes, but is not limited to, the following:
 - a. Garments that fit properly.
 - b. Business casual or academic professional attire such as:
 - Khaki, corduroy, twill or cotton pants, capris or skirts
 - Cotton long-sleeved button down shirts, sweaters, cardigans, polo/knit shirts
 - Dress or casual leather shoes
 - c. Clothing appropriate for the weather.
 - d. Clothing appropriate for the activity or age group of student (i.e., athletic events, casual Fridays, field trips, spirit day, staff development set up, early childhood activities, special classroom activities, production work, working outdoors, etc.) as approved by the supervisor.

2. Inappropriate clothing includes, but is not limited to, the following:
 - a. Clothing that is revealing, distracting, ill-fitting, or disruptive to the educational process, i.e., spaghetti strap tank/tube tops, tops that expose the midriff (with arms raised), cleavage, low-rise or tight-fitting pants, exposed undergarments, short skirts and dresses, and other clothing that is not in keeping with educational goals and professional standards.
 - b. Denim jeans, Pajamas, sweat pants, yoga pants, shorts and gym clothes.
 - c. Beach or rubber flip-flops, beach slides, and athletic shoes that are worn, discolored and in poor condition (dress/professional sandals are acceptable).
 - d. Clothing with holes, tears, cuts or excessive wear.
 - e. Exposed inappropriate tattoos and piercings that may be a safety hazard.
 - f. Apparel promoting products or activities that is illegal for use by minors.
 - g. Objectionable emblems, signs, words, objects, or pictures on clothing or jewelry communicating a message that is lewd, vulgar, racist, sexist, or otherwise derogatory to a protected group, or which connotes gang

membership or affiliation, or approves, advances, or provokes any form of religious, racial, or sexual harassment and/or violence against other individuals as defined in School Board Policy 413.

- h. Any apparel or footwear that could damage school property.
- i. Hats/caps, except with approval from building administrator or superintendent (i.e., medical situations or items worn on the head as recognized religious practice by the staff or faculty member) or as part of a special classroom or building activity or spirit day..

GROOMING STANDARDS

All staff should maintain a clean and groomed appearance. Cologne, perfume and aftershave should be subtle. Staff should take into consideration that their fellow employees may be sensitive to and/or have an allergy to certain fragrances.

EXCEPTIONS

1. Office appropriate attire that is professional in nature and adheres to industry safety standards (e.g., specialized footwear, coveralls, smocks, and head coverings) may be required in certain areas and is acceptable.
2. Reasonable accommodations will be made for employees' medical conditions or religious beliefs. These accommodations will be balanced with the business necessity to present a professional appearance to the public.

EMPLOYEE RESPONSIBILITY

It is the responsibility of each staff member to use judgment and common sense in selecting clothing that fits with the function of his/her position and the professional image and mission of the School District.

SUPERVISORY RESPONSIBILITY

Department and building supervisors are responsible for ensuring that employees know, understand and adhere to these standards. The department/building supervisor and superintendent may make regulations as necessary and reasonable to implement these standards and their enforcement.