

## **Employee Dress Code 2011-2012**

All employees are expected to wear clothing that is neat and clean. Employees are not to wear clothing that is tight, revealing, short, torn, tattered, dirty and excessively faded, or with visual, written, or implied messages that are likely to disrupt the school environment.

Noisy, distracting jewelry/accessories that could cause a safety hazard may not be worn. In keeping with professional decorum, earrings may be worn by female employees only, and ears are the only exposed areas of the body on which pierced jewelry may be worn. Tattoos must be covered.

Footwear must be worn at all times. Shoes traditionally worn around the home (i.e. house shoes, pool or shower shoes) are not permitted. Tennis/athletic shoes that are clean and in good condition may be worn.

The site administrator may designate “school spirit” days. On those days, it is permissible to wear wind suits or jeans, and approved shirts (tee shirts with school logos or school colors). On special days/events (i.e. Western Day, Red Ribbon Week, and Homecoming), the site administrator may designate special attire. The site administrator will determine dress for work days and site-based staff development days.

Women may wear dress or casual slacks of appropriate material. Capri pants, or colored jeans (no blue denim except on spirit days or other special occasions) may be worn. Shorts(no denim) must be at the knee or below. Women’s skirts/dresses should be at least knee length. Leggings may be worn only under a dress/skirt.

Seasonal/decorated shirts and blouses may be worn. Tank tops, backless apparel, midriffs, tops with straps less than 2 inches, sleeveless tops that are revealing (deep or low cut), or see-through blouses are not acceptable. Any clothing that inappropriately exposes the body, belly or cleavage is unacceptable. Please refrain from wearing tops that gap open when bending down or leaning over. Low cut tops are not appropriate for school wear.

Men shall wear dress or casual slacks or colored jeans. Shirts with collars or sweaters or turtlenecks may be worn. Socks must be worn with shoes. Shorts may not be worn.

Hair shall be well groomed. Men’s hair shall not extend below the base of the neck. All facial hair should be neat, clean, and well groomed.

Please use good judgement. Employees are expected to dress as an example for students. Their standard of dress is to be more professional than the students. These dress codes apply to substitute staff also.