

## **Employee Dress Code**

### *Policy DH (LOCAL)*

An employee's dress and grooming shall be clean, neat, in a manner appropriate for his or her assignment, and in accordance with any additional standards established by his or her supervisor and approved by the Superintendent.

**The administration has the authority to determine any inappropriate dress of faculty and staff.**

### **FACULTY AND STAFF DRESS STANDARDS**

All faculty and staff members shall maintain a neat, clean and professional appearance. Employees will follow the rules below:

#### **Daily professional standard for campus and central staff:**

- Clothing and accessories should have no message, a neutral message, or be a spirit shirt (as determined by administration).
- No accessories, jewelry, or tattoos that depict or suggest inappropriate or derogatory language, racism, sexual connotations, and/or are deemed distracting.
- No shorts
- Pants are considered below the knee.
- No jeans or coveralls of any color.
- Skirt length shall extend past the fingertips.
- No sweats or wind suits
- No leggings, jeggings, spandex, tights, or yoga-type pants may be worn unless under appropriate length dress, skirt, or extra-long shirt that would otherwise be allowed.
- Halter tops, sleeveless tops with large armholes, tube tops, low cut front or back tops, or tops revealing the middle section of the body, are not permitted. Tops must cover the entire torso at all times, even in movement.
- Sleeveless shirts/tops must cover undergarments.
- Cleavage must be covered.
- No T-shirts except for Spirit Days.
- Shoes must be worn at all times.
- No house slippers
- No rubber or plastic flip-flops

#### **Special rules for campus and central staff:**

- Casual dress will be determined by the administration as needed for the assignment (i.e. physical education classes, coaching assignments, duty days/bad weather, special projects).
- On spirit days, exceptions to the dress code are determined by the administrator (i.e. jeans-no holes, T-shirts, wind suits).

*Any questions concerning dress code for campuses or central office departments should be directed to the appropriate area superintendent or associate superintendent.*

**Note:** *Employees assigned to construction, maintenance, transportation, installation of technology, custodial, and other similar groups - will dress appropriately for their assignments and duties. These individuals may wear jeans or shorts when working in certain environments and temperatures. Questions concerning the Auxiliary Department dress code should be directed to Dr. Paul Cash*