

STAFF DRESS, ACCESSORIES, and GROOMING

Colorado Springs School District 11 (the District) is committed to being a high-performance organization focused on outstanding student performance, achievement, and preparation for a lifetime of success. The District Board of Education (the Board) believes that student performance, achievement, and preparation for lifetime success are positively affected by the professional appearance of the District's staff. The professional appearance of staff members not only reinforces their own shared vision of the District and their identity as highly motivated professionals working toward a common mission, but also strengthens their morale, sense of professionalism, dignity and self-worth; the community's attitude toward the District, public schools and the teaching profession in general; and, directly and indirectly, the conduct, morale, and performance of the District's students.

Professional dress is required of all District employees.

All employees must exercise good judgment in their choice of professional appearance for work and work-related activities by always appearing in a way that is appropriate to the situation, and that will invoke;

- a positive impression from the community,
- provide appropriate role modeling for students,
- promote a working and learning environment that is free from unnecessary disruption, and
- be conducive to high student and staff performance.

During the work day and anytime employees attend work-related activities or functions, including activities or functions to which the District or District personnel or District students are invited or in which the District or District personnel or District students participate (for example, PTO/PTA meetings, meetings or conferences with parents, school plays and concerts, student competitions, educational or other professional conferences, etc.), employees shall appear in a professionally appropriate manner.

Principals and other administrative supervisors are delegated the authority and bear the responsibility for ensuring compliance with this policy and are expected to counsel and/or discipline employees whom they supervise on professional appearance in conformance with this policy.

Each principal or administrative supervisor will be given the authority to establish stricter appearance requirements than are required by this policy on a temporary or permanent basis as necessitated by the health, safety, discipline, "esprit de corps," educational, public relations, or other needs of that division/school/work site, as determined by the principal or administrative supervisor.

In addition, a principal or administrative supervisor may deviate from this policy temporarily to meet the needs of specific division/school/work sites for an appropriately specified purpose.

The principal or administrative supervisor must approve temporary deviations.
The superintendent/designee must approve long-term or non-temporary deviations

Examples of professional attire include, but are not limited to:

- collared shirts,
- dress slacks,
- suits,
- dresses,
- denim,
- and ties.

Staff is not permitted to wear any clothing, paraphernalia, grooming, jewelry, accessories, or body adornments that are disruptive or potentially disruptive to the educational environment as determined by the principal or supervisor. Examples of clothing, accessories, or body adornments that are not acceptable:

- contain language or images that are vulgar, discriminatory, or obscene, are inappropriate or contain double meaning words,
- accessories or body adornments with visible promotion of illegal or violent conduct, such as the unlawful use of weapons, drugs, alcohol, tobacco, or drug paraphernalia,
- contain perceived threats such as gang symbols, or
- expose cleavage, private parts, the midriff, or undergarments or that is otherwise sexually provocative.

Facilities Maintenance Shop, Garage, and Warehouse Personnel will normally be in an approved uniform to facilitate quick identification as well as enabling them to do their job safely, effectively, and efficiently. These requirements include:

- Clothing shall be safe, clean, in good repair and provide a reasonable level of modesty.
- Clothing shall provide the level of environmental protection appropriate to the weather.
- Clothing shall not bear any lettering, graphics, or logos other than the name or logo of the department and/or the District. Clothing, hats, jewelry, accessories, or body adornments with visible inappropriate or double meaning words, phrases or images are not acceptable. An exception is made for work clothing that bears the manufacturer's logo.
- Employees shall wear appropriate footwear such as heavy, leather work boots with adequate sole and heel and good ankle support. Soft canvas or "tennis shoe" type shoes shall not be worn at work.

Transportation Bus Drivers and Attendants are in direct daily contact with students, school staff, parents, and the public. They must be conscious of the image they project.

- Blue jeans and T-shirts are acceptable, but "tank-tops" are not acceptable.
- Shirts will not contain visible inappropriate or double meaning words, phrases, images, or vendor logos.
- Walking shorts are authorized. Jogging shorts/running shorts/"cut-off" shorts (or any shorts or other similar articles of clothing shorter than mid-thigh) are not acceptable.
- Shoes must have non-skid soles and must be secured at the heel and toe. Heels shall not be over two (2) inches high.
- Appropriate dress must be reasonably modest and include proper undergarments.

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