

TO: BISD Employees

RE: District Expectations for Staff Dress and Grooming

The expectation is that all District employees promote a positive image to patrons. Consistent with these roles, all employees, volunteers and substitutes shall dress professionally and appropriately.

Administrators and administrative support employees are expected to project a professional image and should dress appropriately for an office/business environment. **ALL** employees must adhere to the staff dress and grooming guidelines that sets positive dress and grooming examples for students and shall adhere to standards of dress and appearance that are compatible with an effective learning environment.

School based personnel shall follow these guidelines on all days students are in attendance. Principals may designate Fridays as days for all team members to wear jeans and spirit shirts as well as special dress days for teacher incentives. Principals may also determine the appropriate dress to be worn on workdays when students are not in attendance. All other personnel shall follow the guidelines on all work days unless directed differently by their supervisor. Enforcement of these guidelines is the responsibility of central office, campus administrators and department supervisors.

Central office employees housed in the administration building and the annex offices are required to dress professionally to maintain a positive public image. On Fridays, employees housed in these two areas will be allowed to wear denim jeans/skirts, excluding skinny jeans, only with BISD (campus) spirit shirts or department shirts beginning August 31, 2018 through Friday, November 9, 2018. All guidelines addressing the types of jeans and skirts that are not acceptable are still in force on these days.

Transportation, Child Nutrition, and Maintenance and Operations staff must also comply with the Dress and Grooming Guidelines as stated in the Ancillary or Hourly Handbook for the position.

Physical education teachers, coaches, and athletic volunteers

These employees should wear the appropriate athletic attire necessary to meet the requirements of their job responsibilities and a sweat or warm-up suit when not actively teaching physical education classes or coaching. All employees are expected to dress in a professional manner. Clothing must be neat, clean, in good repair, and appropriate for on the job appearances at all times. Physical Education teachers must follow the staff dress and grooming guidelines for parent conference days, PTA/PTO meetings, and other occasions when not instructing class.

Appropriate dress for staff:

- Dresses and skirts should be no shorter than three inches above the knee. Dresses and skirts which are ankle length and tight enough to hinder walking are not acceptable attire. The slit of a dress or skirt must come no higher than three inches above the knee.
- Slacks and Capri pants may be worn in an appropriate manner. Capri pants must be below the knee. Physical education teachers may wear shorts. All other staff are not permitted to wear shorts.
- Jeans may be worn on Fridays. Jeans should be neat and free from rips, holes, or frays. Supervisors have discretion in allowing jeans in very limited circumstances and only when the specific work situation dictates.
- Leggings, jeggings, yoga pants, spandex pants or shorts are not permitted. Leggings are defined as form-fitting, pull-on leg coverings, typically with an elastic waist, that end at the ankle or calf and are usually made of a knit material containing spandex. Leggings are not allowed to be worn as pants. Tights are defined as a form-fitting leg covering that covers the whole foot and leg and can therefore be worn in the same way that pantyhose would be worn. Tights are not allowed to be worn as pants.
- T-shirts are allowed with jeans on Fridays only and designated spirit days.
- Low cut blouses, see-through clothing, off the shoulder, halter style, tank tops, dresses or blouses or other clothing which reveals the midriff are not allowed. Sleeveless clothing must cover undergarments.
- Flip-flops are NOT allowed. ALL shoes must have backs for safety purposes.
- Ear piercings on are the ONLY visible piercing allowed.
- Hats are not to be worn inside.
- Warm-up or track suits are not permitted with the exception of physical education teachers.
- Tattoos that are considered offensive, racist, vulgar, show scenes of violence, drug-related, contain strong sexual imagery, gang related or contain obscene phrases may not be visible.
- Slacks and casual dress pants are acceptable.
- Extreme hair styles, colors or any other distracting apparel are not permitted. Naturally occurring hair colors are permitted. Colors such as but not limited to purple, blue, green, pink, orange, etc. are not allowable.
- Employees shall not wear on the outside of their clothing any jewelry or similar artifacts that are obscene, distracting, or may cause disruptions to the educational environment.
- The staff dress and grooming guidelines apply to **ALL** District employees, at all locations. Reasonable accommodations will be made by the appropriate supervisor for those individuals who provide proper documentation specifying the need to wear specific clothing that deviates from the dress code guidelines for medical reasons, a sincerely held religious belief or cultural heritage. Any employee inappropriately dressed according to the dress and grooming guidelines is in jeopardy of being sent home and must return in compliance with the dress and grooming guidelines.