

EMPLOYEE DRESS

It shall be the policy of the St. Mary Parish School Board to require its employees to dress so that no mode of attire may be considered proper if it distracts from or is disruptive to the positive learning environment of the school. Radical departures from conventional dress or personal grooming and hygiene standards are not permitted.

DRESS AND PERSONAL GROOMING

Employees are expected to be guided in their grooming habits by what is most generally accepted in the business and professional world. Employee dress and grooming shall not detract from the learning/educational environment of students' participation in classes, school programs or other school-related activities. Policies regarding dress and grooming stress the importance of reducing distractions that inhibit learning and are addressed in an attempt to enhance the learning environment.

The School Board shall not discriminate against an employee on the basis of a natural, protective or cultural hairstyle. Natural, protective, or cultural hairstyle shall include, but is not limited to, afros, dreadlocks, twists, locs, braids, cornrow braids, Bantu knots, curls, and hair styled to protect hair texture or for cultural significance.

The guidelines for determining what is considered proper attire and grooming are as follows:

GROOMING:

- Beards and mustaches are permitted but must be well groomed.
- Hair must be cleaned, neat and well groomed. Extreme coloring and extreme hairstyles that create a distraction will be considered inappropriate. Hair in rollers is not permitted.

DRESS:

- Skorts, skirts, or dresses worn no more than two inches (2") above the knee.
- Note: Non-athletic legging pants are approved only if worn as an accessory with an appropriate length dress or skirt.
- See-through, tight-fitting, low-cut, or cleavage-revealing blouses/shirts, dresses, and pants shall not be allowed. Some examples of inappropriate clothing are tank tops, muscle shirts, spaghetti straps, halter-tops, bare midriffs. Additionally, female sleeveless attire must extend from the neckline to the shoulder.
- Clothing that has any type of drawing, patches, decorations, slogans, designs, symbols, advertisements, or words that can be construed as vulgar, profane,

suggestive, or advertising an affiliation with drugs, alcohol, violence, political, or gang-related activities is prohibited.

- Shorts shall not be worn except for special exceptions. (See Exceptions)
- Proper undergarments must be worn at all times.
- Appropriate footwear (including tennis shoes) must be worn properly. No rubber, foam, or plastic footwear may be worn. (No shower shoes, flip flops, thongs, or slippers, Crocs, etc.)
- The waistband of all clothing, pants/trousers shall be located on the natural waistline of the employee and shall be sized appropriately. No excessively tight or sagging clothing shall be permitted.
- Denim outfits such as jumpers, skirts, and dresses may be worn. No holes, rips, or patches allowed.
- Jeans that are blue in color may not be worn except on designated spirit days, as allowed by the principal.
- Athletic leggings, bike shorts, warm-ups, jogging suits, wind suits and/or sweat suits, and other athletic apparel are prohibited.

As stated previously: Non-athletic legging pants are approved only if worn as an accessory with an appropriate length dress or skirt.

ACCESSORIES:

- Employee ID tags are required to be worn and visible at all times.

Facial Piercings:

- One modest nostril piercing (i.e. small stud or loop).
- Gauges, spikes, or other facial (no eyebrows, septum, no tongue, or lip) jewelry are prohibited.
- Piercings must not distract from teaching or disrupt the learning environment.

Tattoos:

- Visible tattoos are allowed as long as they are not offensive, graphic, or disruptive.
- Tattoos that display hate symbols, profanity, nudity, or promote violence, drugs, or alcohol are prohibited.

EXCEPTIONS:

Employee dress requirements may be modified for special circumstances such as spirit days, holidays, and days on which students are not on campus.

Physical Education Coaches

- Coaches and physical education personnel may wear loose fitting shorts of no more than two inches (2") above the knee during their physical education hours. When coaches leave the physical education area, "warm-ups" or skirts (being no more than 2" above the knee) must be worn over or instead of shorts.
- No leggings or bike shorts.

Agriculture, Health Occupation, NCP, PK – 5 teachers and paraprofessionals.

- These personnel will dress appropriately for their classes. Some examples are: Agriculture teachers can wear jeans (no holes, patches, or rips), Health Occupation, NCP, PK, kindergarten, and self-contained special education teachers, along with NCP, PK, kindergarten, and self-contained special education paraprofessionals can wear scrubs. Scrub tops and bottoms must be a set. (Ex. Scrub top and scrub bottom).
- No leggings or bike shorts.

Note: In schools with combination grade levels (ex:5-8), approval of the wearing of scrubs by teachers will be at the discretion of the school principal and should align with the overall dress code expectations for all.

Bus Operators

- Bus operators and bus attendants may wear appropriately sized shorts no more than two inches 2" above the knee; bike shorts and spandex are prohibited.
- Bus operators/bus attendants/crossing guards may wear jeans (no holes or patches) and t-shirts (without offensive statements or slogans).

Maintenance, Custodial Staff, Computer Technicians

- Maintenance, custodial, employees, and computer technicians may wear jeans (no holes, patches, or rips) and t-shirts (without offensive statements or slogans).
- Maintenance, custodial staff, and computer technicians shall wear appropriate footwear during the school day. Shorts no more than two inches (2') above the knee can be worn during the summer months.
- No leggings

Child Nutrition Staff

- Child nutrition staff must be in compliance with the dress code of the School Food Service Office.
- No leggings or bike shorts.

OFFENSES

This policy has been passed for the welfare and best interest of all employees of the district and as an example to our students and general public of the surrounding community. Should this policy be violated by employees, the following actions shall be initiated:

First Offense:

If the determination is made by an administrator that an employee is in violation of the Employee Dress Code, a verbal reprimand will be given by the immediate supervisor.

Second Offense:

If the determination is made by an administrator that an employee is in violation of the Employee Dress Code, a conference shall be held with the employee and his/her immediate supervisor. A letter of reprimand from his/her immediate supervisor shall be placed in the employee's personnel file at the local unit of administration. A copy will be forwarded to Personnel for inclusion in the Personnel folder.

Third Offense:

If the determination is made by an administrator that an employee is in violation of the Employee Dress Code, a conference shall be scheduled and held with the employee, his/her immediate supervisor, and the Supervisor of Human Resources. A letter of reprimand from the immediate supervisor shall be placed in the employee's Personnel file at the local unit of administration. A copy shall be forwarded to personnel for inclusion in the Personnel folder.

Fourth Offense:

An administrative hearing will be conducted by the Assistant Superintendent of Administration, Supervisor of Human Resources, and the principal. Action may include disrespect for authority and/or insubordination and could result in dismissal of the employee.

Revised: January, 2005

Revised: August 11, 2022

Revised: February 8, 2018

Revised: July 10, 2025

Ref: La. Rev. Stat. Ann. §§17:81, 23:332

Board minutes, 10-14-04, 2-8-18, 8-11-22

St. Mary Parish School Board