

Book	Policy Manual
Section	300 Employees
Title	Dress and Grooming
Code	325
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Authority

Administrative, professional, classified and support employees set an example in dress and grooming for students and the school community. Employees' dress should reflect their professional status and encourage respect for authority in order to have a positive influence on the district's programs and operations.

The Board has the authority to specify reasonable dress and grooming requirements, within the law, for all district employees to prevent an adverse impact on the educational programs and district operations.[\[1\]](#)

The Board directs compliance with Board policy and law prohibiting discrimination, including but not limited to protections addressing:[\[2\]](#)[\[3\]](#)

- 1. Protective hairstyles, including but not limited to hairstyles such as locs, braids, twists, coils, Bantu knots, afros and extensions.**
- 2. Religious creed including head coverings and hairstyles historically associated with religious creeds.**

When assigned to district duties, employees shall be physically clean, neat, well-groomed and dressed in a manner consistent with assigned job responsibilities.

Employees shall be groomed so that their hair style does not cause a safety or health hazard.

Delegation of Responsibility

If an employee feels that an exception to this policy would enable him/her to carry out assigned duties more effectively, a request should be made in writing to the Superintendent.

The Superintendent and building principals shall be responsible for consistent enforcement of this policy. Infractions will be handled on an individual basis.

Guidelines

For professional attire on student days, the Board considers no less than business casual as the standard. It is assumed that clothing and footwear are always clean and in good condition.

- Some examples of business casual for men include such attire as dress or casual slacks, khakis, shirts with collars, turtlenecks, sweaters, ties and sport coats.
- Some examples of business casual for women include dresses/suits/skirts (no shorter than slightly above the knee), blouses, shirts, sweaters, pants, mid/lower calf Capri pants, and pantsuits.
- Jeans may only be worn during Scholarship Casual Days, on student field trips, or in association with special activities (i.e. Field Day, Spirit Day), all of which require the proper approval of the building principal or immediate supervisor.
- Some examples of attire that are not considered business casual include jeans, denim pants/jeans of any color, shorts, t-shirts, sweat/warm-up suits, wind/jogging suits, spandex, flip-flops, and bedroom slippers. In addition, items such as halter dresses/tops, tube/tank tops, midriffs, dresses/tops with straps less than two (2) inches or that are strapless, and inappropriately sheer, tight or short clothing should not be worn.

All employees must exercise good judgment in their choice of professional attire for work and work-related activities by always appearing in a way that is appropriate to the situation and that will promote a positive impression from the community. During the work day and anytime employees attend work-related activities or functions (i.e. PTO/PTA meetings; meetings or conferences with parents/guardians school plays, programs, and concerts; student competitions; educational or other professional conferences; etc.), employees shall appear in a professionally appropriate manner.

These guidelines apply to all professional and temporary professional employees, substitute teachers, student teachers, adults approved by the building principals to observe classroom activities, and administrators. Exceptions to this shall be the physical education teachers and school nurse who shall wear clothing appropriate to their professional responsibilities.

Lakeview Education Association Scholarship Casual Days

Casual Days will be offered to all staff on school calendar days designated for Halloween, Christmas, and Valentine activities.

Staff members wishing to participate will be required to pay their designated LEA building representative \$1.00, no later than the Friday prior to each designated day.

All monies collected will be placed in the LEA scholarship fund to be used that calendar year.

The LEA will be responsible for any abuse of the Casual Day policy. It is expected that staff will choose clean, attractive attire that supports an educational atmosphere. Unacceptable attire includes bib overalls, shorts, fleece pants, midriff tops and flip-flops.