



ADMINISTRATIVE MEMORANDUM

EMPLOYEE DRESS CODE | 4003.1

PURPOSE AND SCOPE

The purpose of this standard is to support a safe, respectful, and effective learning environment while presenting a positive public image. Personal appearance impacts professional credibility and the community's trust in the District. This policy applies to all District employees during regular working hours, with the exception of transportation, maintenance, custodial, and cafeteria personnel. Cafeteria and Transportation staff must follow the separate guidelines outlined in their specialized employee handbook.

GENERAL REQUIREMENTS

All clothing and footwear must be clean, in good repair, and structurally sound. Apparels must accommodate the required movement, supervision duties, and emergency response expectations tied to an employee's specific assignment.

PERMITTED AND PROHIBITED ATTIRE

Employees must use professional discretion to select attire appropriate for direct interaction with students, families, and colleagues.

Permitted Attire: Professional slacks, khakis, pant suits, tailored suits, dresses or skirts of reasonable length, skorts, collared shirts, blouses, sweaters, and school/district-approved apparel. Colored or non-blue denim is permitted when styled professionally.

Prohibited Attire: Blue denim jeans, athletic wear (such as sweatpants or sweatshirts), shorts, tank tops, t-shirts, bare midriffs, casual headwear of any type, and leggings, spandex, or stretch pants (unless worn under a top, tunic, dress, or skirt that extends past the hips).

Disruptive Content: No garments may display profane, discriminatory, politically controversial, or disruptive language or imagery.

FOOTWEAR AND SAFETY

Footwear must match the employee's active working environment and cannot pose a safety hazard in classrooms, hallways, playgrounds, or specialized instructional spaces.

APPROVED EXCEPTIONS

Specialized Subjects: Physical Education, CTE teachers and Nurses are permitted to wear clean, safe, and appropriate athletic or vocational wear necessary for instruction.

Special Events: School principals may explicitly designate specific spirit days, casual dress days, or field trip days where blue jeans and themed attire are temporarily appropriate.

Fridays: Show your school/district spirit! Staff are welcome to wear blue denim jeans paired with school or district-themed attire.



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In-Service Days: Staff may wear clean, casual attire on designated professional development and in-service days when students are not on campus.

IDENTIFICATION BADGES

District-issued employee identification badges must be worn and kept clearly visible at all times while on school property.

ACCOMMODATIONS

Requests for modifications or exemptions based on sincerely held religious beliefs or documented medical needs will be evaluated on a case-by-case basis. All evaluations will proceed in accordance with federal law, state statutes, and district procedures.

CONCERNS AND RESOLUTION PROCESS

Administrators will enforce this policy consistently using objective, observable criteria linked to job safety and performance. If an employee's appearance violates these standards, the administration will follow these steps:

Communicate the specific dress code issue to the employee privately.

Provide the employee with an immediate and reasonable opportunity to correct the attire.

If deemed necessary, formal corrective measures or progressive disciplinary actions must be implemented in strict accordance with the existing collective bargaining agreement.

Questions about the information contained in this administrative memorandum should be directed to the Director of Human Resources.