

PROFESSIONAL STAFF DRESS CODE

It is the expectation of certified staff to use good judgment in their choice of professional appearance for work or work-related activities by always appearing in a manner that:

- is appropriate for job or duties
- invokes a positive impression from the community
- provides appropriate role modeling for students
- promotes a working and learning environment that is free from unnecessary disruption and
- is conducive to high student and staff performance

Guidelines

Certified staff members are encouraged to pay particular attention to their personal appearance and dress. Grooming and attire shall not affront colleagues or community tastes or standards. The standard for professional attire should differentiate the staff from student or layman. During the student contact work day and any time employees attend work-related school activities, employees will appear in appropriate dress and footwear. School spirit clothing items or blue jeans may be worn on designated days.

Some examples of appropriate attire for men include collared shirts, dress/suitably adorned collarless shirts, dress slacks, khakis, suits, sport coats and ties. Some examples of appropriate attire for women include collared blouses, dress/suitably adorned collarless blouses, dress slacks, khakis, capris, dress coordinates, skirts and suits. It is to be noted that this set of examples is not an exhaustive list of appropriate attire for professionals.

During student contact days, items that are not acceptable in the workplace include the following:

- blue jeans, athletic wear, such as jogging/sweat suits and jogging/running shorts, unless appropriate for duties being performed by the staff member
- articles of clothing with slits, holes or in poor or faded condition
- cotton "under or gym type" tee shirts
- flip-flops or similar soft soled shoes
- shirts having necklines that are lower than a straight line from the top of the underarm across to the opposite underarm
- dresses, skirts, shorts, skorts shorter than the extended tip of the longest finger with arms hanging naturally at the sides

Adopted 1/9/12