

## **SUPPORT STAFF DRESS CODE**

Wherever classified employees are performing duties for the District they will appear in appropriate dress and footwear. Clothing should be clean and not be revealing or distracting, immodest or sexually suggestive, condoning violence or suicide, or suggestive of drug/alcohol/tobacco use.

It is the expectation of classified staff to use good judgment in their choice of appearance for work 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.

### **Specific Guidelines by Job Classification**

#### **Maintenance**

Soft-soled footwear such as flip-flops and sandals cannot be worn. The required footwear is hard or rubber soled, closed-toe shoes.

Shirts having necklines that are lower than a straight line from the top of the underarm across to the opposite underarm are not appropriate.

Shorts may not be worn for health reasons and to maintain a safe working environment.

#### **Custodial**

Soft-soled footwear such as flip-flops and sandals cannot be worn. The required footwear is hard or rubber soled, closed-toe shoes.

Shirts having necklines that are lower than a straight line from the top of the underarm across to the opposite underarm are not appropriate.

Clothing articles must not have slits or holes.

Shorts shorter than the extended tip of the longest finger with arms hanging naturally at the sides are not permitted.

### **Warehouse/Print Shop**

Soft-soled footwear such as flip-flops and sandals cannot be worn. The required footwear is hard or rubber soled, closed-toe shoes.

Shirts having necklines that are lower than a straight line from the top of the underarm across to the opposite underarm are not appropriate.

Clothing articles must not have slits or holes.

Dresses, skirts, shorts, skorts shorter than the extended tip of the longest finger with arms hanging naturally at the sides are not permitted.

### **Transportation**

No flip-flops can be worn, but sandals with straps that safely secure the sandals are permissible. Protruding straps, that may cause an employee to stumble or trip, will not be allowed.

Shirts having necklines that are lower than a straight line from the top of the underarm across to the opposite underarm are not appropriate.

Clothing articles must not have slits or holes.

Dresses, skirts, shorts, skorts shorter than the extended tip of the longest finger with arms hanging naturally at the sides are not permitted.

### **Computer Technology**

Cotton “under or gym” type tee shirts, athletic wear, such as jogging/sweat suits and jogging/running shorts may not be worn unless appropriate for duties being performed by the staff member and approved by the department director.

School spirit clothing items or blue jeans may be worn on designated days.

Some examples of appropriate attire for males include collared shirts, khakis, and slacks. Examples of appropriate attire for women include collared blouses, khakis, slacks and capris.

Soft-soled footwear such as flip-flops and sandals cannot be worn. The required footwear is hard or rubber soled, closed-toe shoes.

Shirts having necklines that are lower than a straight line from the top of the underarm across to the opposite underarm are not appropriate.

Clothing articles must not have slits or holes.

Dresses, skirts, shorts, skorts shorter than the extended tip of the longest finger with arms hanging naturally at the sides are not permitted.

### **Paraprofessional/Secretary/Head Start Personnel/Substitute Teachers**

Cotton “under or gym” type tee shirts, athletic wear, such as jogging/sweat suits and jogging/running shorts may not be worn unless appropriate for duties being performed by the staff member and approved by the department director/principal/designee.

School spirit clothing items or blue jeans may be worn on designated days.

Some examples of appropriate attire for males include collared shirts, khakis, and slacks. Examples of appropriate attire for women include collared blouses, khakis, slacks and capris.

Clothing articles must not have slits, holes or be in poor or faded condition.

Flip flops or similar soft soled shoes are not allowed. Recommended are hard or rubber soled shoes, commonly known as dress, casual shoes or sandals.

Shirts having necklines that are lower than a straight line from the top of the underarm across to the opposite underarm are not appropriate.

Dresses, skirts, shorts, skorts shorter than the extended tip of the longest finger with arms hanging naturally at the sides are not permitted.

### **Food Service**

Uniform or scrub tops that are pullover, snap or button front, in print or solid colors shall be worn. Aprons may be worn over uniform or scrub tops.

Professional looking pants should be hemmed to prevent touching the floor. Capri length pants are permitted as part of the uniform.

Fully enclosed hard soled shoes with clean shoelaces and non-skid soles shall be worn

with hose or socks. Athletic shoes fully enclosed, leather walking shoes are acceptable.

Body piercing jewelry is not permitted.

Hairnets will be worn to completely cover hair. Professional-looking, decorative hairnets and hair accessories are permitted.

Adopted 3/12/12