

General Personnel

Dress Code; Appearance

All District employees are expected to maintain high standards in their appearance. All District employees shall report to work with clean clothing, in a neat and professional appearance, and dress in conformance with the following additional guidelines:

- (1) Business casual (or better) attire is expected.
- (2) Jeans can be worn twice a month on paydays for Spirit and Charity Days. Jeans can be worn on other special days with Superintendent approval. Jeans with holes, rips, or fraying are not permitted.
- (3) Shorts may be worn on days that the heat index forecast is 90 degrees or above. The Weather Channel will be the source to check for this information. No denim shorts allowed. Shorts must be at least fingertip length.
- (4) Skirts, skorts, and dresses may be worn at any time of the year as long as they are professional looking, not denim, and are at least fingertip length.
- (5) Bib overalls are not allowed except for special occasions approved by the Superintendent. Bib overalls must also be at least fingertip length for shorts, and appropriate attire should be worn underneath.
- (6) T-shirts can only be worn when related to a specific activity unless otherwise permitted by the Superintendent.
- (7) The following attire also shall not be permitted at any time: tank or halter tops, spaghetti straps, tube tops; leggings; mid-drift and other tops and shirts exposing one's mid-section (front or back); torn or tattered clothing; and form-fitting clothes. Yoga pants and leggings may not be worn as pants.
- (8) Inappropriate tattoos must be covered.
- (9) Appropriate footwear, except that flip-flops and high heels or platform shoes above two inches shall not be considered appropriate footwear.

Job Specific Exceptions

Custodians, Bus Drivers, Groundskeeper, Summer Help & Maintenance Personnel: Custodians, bus drivers, groundskeeper, summer help, and maintenance personnel should follow the general guidelines with the following exceptions: jeans, T-shirts, and loose-fitting shorts mid-thigh length or

below may be worn. T-shirts cannot have oversized arm holes. Closed-toed shoes with a back or straps are required.

Cooks, Bus Monitors, and Lunchroom & Playground Supervisors: Cooks, bus monitors, and lunchroom and playground supervisors should follow the general guidelines with the following exceptions: loose fitting shorts mid-thigh length or below may be worn. Closed-toed shoes with a back or straps are required.

PE Teachers & Coaches: PE teachers and coaches should follow the general guidelines with the following exceptions: track suits, jogging pants, appropriate t-shirts, and loose-fitting shorts mid-thigh length or below may be worn on days when the majority of the day is in physical education classes and during the time when engaged in coaching duties. Closed-toed shoes with a back or straps are required.

Adopted: August 2022