

DRESS & APPEARANCE STANDARDS for CLERICAL STAFF

1. Appropriate clothing includes, but is not limited to, the following:
 - a. Garments that fit properly.
 - b. Business casual or academic professional attire such as:
 - Khaki, corduroy, twill or cotton pants, capris, neatly pressed
 - Cotton short or long-sleeved button down shirts, sweaters, cardigans, polo/knit shirts
 - c. Clothing appropriate for the weather.
 - d. Clothing appropriate for the activity or age group of student (i.e., physical education, athletic events, casual Fridays, field trips, spirit day, staff development set up, early childhood activities, special classroom activities, production work, working outdoors, etc.) as approved by the building administrator.

2. Inappropriate clothing includes, but is not limited to, the following:
 - a. Clothing that is revealing, distracting, ill-fitting, or disruptive to the educational process, i.e., spaghetti strap tank/tube tops, tops that expose the midriff (with arms raised), cleavage, low-rise or tight-fitting pants, exposed undergarments, short skirts and dresses, and other clothing that is not in keeping with educational goals and professional standards.
 - b. Denim jeans, pajamas, sweat pants, yoga pants, shorts and gym clothes.
 - c. Beach or rubber flip-flops, beach slides, and athletic shoes that are discolored and in poor condition (dress/professional sandals are acceptable).
 - d. Clothing with holes or tears or cuts.
 - e. Exposed inappropriate tattoos and piercings that may be a safety hazard.
 - f. Apparel promoting products or activities that is illegal for use by minors.
 - g. Objectionable emblems, signs, words, objects, or pictures on clothing or jewelry communicating a message that is lewd, vulgar, racist, sexist, or otherwise derogatory to a protected group, or which connotes gang membership or affiliation, or approves, advances, or provokes any form of religious, racial, or sexual harassment and/or violence against other individuals as defined in School Board Policy 413.

- h. Any apparel or footwear that could damage school property.
- i. Hats/caps, except with approval from building administrator or superintendent (i.e., medical situations or items worn on the head as recognized religious practice by the staff or faculty member).

GROOMING STANDARDS

All clerical staff should maintain a clean and groomed appearance. Cologne, perfume and aftershave should be subtle. Clerical staff should take into consideration that their fellow employees may be sensitive to and/or have an allergy to certain fragrances.

EXCEPTIONS

1. Office appropriate attire that is professional in nature and adheres to industry safety standards (e.g., specialized footwear, coveralls, smocks, and head coverings) may be required in certain areas and is acceptable.
2. Reasonable accommodations will be made for employees' medical conditions or religious beliefs. These accommodations will be balanced with the business necessity to present a professional appearance to the public.

EMPLOYEE RESPONSIBILITY

It is the responsibility of each clerical staff member to use judgment and common sense in selecting clothing that fits with the function of his/her position and the professional image and mission of the School District.

SUPERVISORY RESPONSIBILITY

Building level administrators are responsible for ensuring that employees know, understand and adhere to these standards. The building level administrator and superintendent may make regulations as necessary and reasonable to implement these standards and their enforcement.