



### DRESS CODE

The Division recognizes and appreciates the importance of appropriate staff dress and appearance as an essential part of delivering educational services that meet the expectations of our communities. Employees are individually responsible for their general presentation and appearance and have a responsibility to consider how their appearance may affect others.

### Procedures

1. The principal or immediate supervisor of all employees shall ensure that all staff members are aware of and adhere to dress code and personal appearance expectations.
2. Respecting the specific responsibilities of each employee role along with adherence to workplace safety, there are variations in what may or may not be appropriate work attire.
  - a. Staff shall wear clothing consistent with a professional work environment.
  - b. Clothing shall be suitable for the subject of instruction, the work being performed, and the occasion.
  - c. Staff shall not wear clothing that is likely to be viewed as offensive or revealing.
  - d. Clothing shall not display language or messages considered inappropriate for a school or office setting.
  - e. Staff shall cover tattoos that are likely to be considered as offensive, inappropriate or threatening for a school or office setting.
3. Typical examples of inappropriate dress are listed below to provide guidelines for employees use when choosing their work attire:
  - Jogging suits, sweat suits, leotards, tights, spandex, or sweat pants.
  - Casual Shorts, leggings or bike shorts.
  - Tank tops or muscle shirts.
  - See-through, sheer or mesh garments.
  - Mini-skirts
  - Any clothing that is worn, torn, frayed, or has visible patches or holes.
  - Bare feet.
  - Bathing suits.
  - Any clothing that exposes the midriff
  - Halter tops or bra tops.
  - Any undergarments worn as outer garments.
  - Any clothing with low neck lines

***This is not an exhaustive list and in some circumstances, the examples listed above are considered appropriate. Please discuss what acceptable dress expectations are for you with your supervisor.***

4. The principal or immediate supervisor may approve variations in the dress code for special situations or circumstances.



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5. "Casual" or "Dress Down" days may be approved by the principal or immediate supervisor providing they are being done to assist a worthy cause previously approved by the principal or immediate supervisor.

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