

SERIES 500 - PERSONNEL

General Personnel Policies – 520

Staff Dress Code (522.8)

Administrators, Teachers, Paraprofessionals, Student Support Services, Office Personnel, and Co-curricular Advisors and Coaches during school hours, school functions, Public Contests and/or Performances

District employees are judged not only by their service but also by their appearance. It is the District's expectation that every employee's appearance is consistent with the high standards we set for ourselves as a School District. Employees are expected to present a well-groomed, conservative and professional appearance and to practice good personal hygiene. Remember, to our students, parents and the public, employees represent the District.

The staff will be notified by the District Administrator when certain exceptions for fundraising jeans days or Spirit Dress-Up days apply or when the regular expectations for professional dress are waived. While school spirit is encouraged, during school hours, other than for these exception days, professional dress is required.

Custodians, Cooks, Bus Mechanic, Bus Drivers and Co-curricular Advisors and Coaches during Practice Times

The District expects that all employees are neat, clean, and wear appropriate dress for work that is in good taste and suitable for the job at hand. The District will not tolerate dress or attire from school employees that the principal or supervisor considers disruptive, inappropriate, or which adversely affects the educational atmosphere. Expectations for dress by school district coaches for practices and games will be established by administration.

The following is NOT PERMITTED for any School District Employee:

Items not considered professional in this policy are: T-Shirts, Jeans, Sleeveless Shirts, Tank-Tops or Athletic Wear. The following list is to serve as a guide; it is not intended to be all-inclusive.

1. Clothing with alcohol (including bar related), tobacco or drug promotions, sexual references and innuendoes, vulgar, sexist or racist sayings or gang insignia.
2. Accessories which could be considered weapons, such as spiked wrist wear or ankle bands, spiked rings or lengthy chains of any size including chains attached to wallets.
3. Underwear, bras, or boxers must not be visible, even when bending or leaning over.
4. Strapless, off-the-shoulder or revealing garments/undergarments, bare midriff tops, halters or strapless tube-tops; this includes men's shirts with large sleeve openings that reveal torsos. Strapless dresses without jackets and spaghetti straps (anything less than 2 inches is considered a spaghetti strap).

5. The display of cleavage, breasts or buttocks, low cut blouses, tops, sweaters, etc. with plunging necklines. Transparent and/or see through material is considered unacceptable.
6. Shorts, skorts, and skirts shorter than fingertip length when the staff members' hand is fully extended down the side of the staff member's leg.
7. Spandex or tightly fitting bottoms, including yoga pants. (These may be worn only if covered with another layer of clothing, such as a shirt, shorts, or skirt that adequately covers one's bottom).
8. While clothing with holes and tears may be in fashion, the holes should not show bare skin or undergarments in the designated areas of shoulder to mid-thigh.
9. Hoods, hats, and sunglasses. Hats include visors and bandannas.
10. Footwear is required at all times.

Clarification regarding apparel should be obtained prior to wearing it to school. This can be obtained through the employee's immediate supervisor.

No attempt will be made to dictate fashion styles as long as they are in keeping with school policies. It should be noted, however, that it is the responsibility of the employee to adhere to the dress code.

If an article of clothing is "borderline" or "debatable," it should not be worn. A general rule of thumb is to maintain a conservative, neat appearance.

Initial violation of the staff dress code will result in a meeting from the employee's immediate supervisor. Additional violations may result in progressive employee discipline.

Legal Reference: Section 120.13(1) Wisconsin Statutes

Approved: 4/14/14