Dress and Appearance Guidelines for HCS Employees

This guideline was developed as a collaborative effort between HCEA teachers and the Board of Education and is supported by the school and district administration. It serves as an outward reflection of how we want to be viewed and treated…as professionals.

RATIONALE

"One of the reasons we have schools is for students to learn what is appropriate. Young people learn what is appropriate in society by looking at their adult role models. Your dress and your behavior are what young people will take to be appropriate. Set the expectation with appropriate attire and you will find the students will measure up to the atmosphere you create. They will mirror your professionalism with their attitudes, habits and behavior. " Harry K. Wong

EXPECTATION

All employees are expected to dress as role models for students and in a way that represents our district and the profession in a positive light. If we are going to stress the importance of work ethic, it is important that we lead by example. This expectation applies when students are in attendance and when representing the school or district at an event or training (unless alternate attire is specified). This expectation applies to all staff: administrators, teachers, assistants, office staff and support staff. Exceptions based on job assignment and duties are listed at the end of this guide.

A.) For ALL Employees - dress/grooming is to **exceed** the student standards (see student dress code within your school). All clothing should be neat, clean and free from rips, tears and wrinkles. Body piercing (except ears) must be covered or removed. Reasonable effort must be made to cover tattoos.

B.) Unless approved by the principal or supervisor (for school spirit activities, field trips or duties of the Position as warranted) blue jeans may not be worn. Khakis and polo shirts are considered as appropriate dress. Jeans, t-shirts and sweat shirts are not considered as appropriate dress except as designated by the supervisor.

C.) Casual Fridays: Staff may wear nice jeans (not faded, frayed, wrinkled or torn) and casual shirts, (this would include school t-shirts or sweatshirts) only when designated by the principal or supervisor.

INAPPROPRIATE DRESS

The following are examples of inappropriate attire (not considered professional dress):

- Casual flip flops (rubber, sport, leather) pool/beach wear, shower shoes (thong-like shoes that resemble dressy/decorative sandals without a heel strap are acceptable)
- Croc-like (rubber) shoes – of all styles
- Spaghetti straps and tank tops unless covered
- Clothing that is too tight and/or wrinkled
- Spandex, yoga pants, leotards, leggings (tights or leggings may be worn if covered by a dress)

- Sheer or see-through clothing, backless tops, low cut blouses/dress, shirts that expose midriff
- Shorts of any kind, cut-offs (jeans or others), bike shorts, culottes (knee-length shorts may be worn if approved for a special activity such as field day)
- Fleece sweatpants or wind suits
- Athletic slip-on shoes and/or tennis shoes (unless approved due to orthopedic concern, work assignment, special activity or work duties on a particular day).
- Mini-skirts (and skirts or dresses more than 2 inches above the knee - see student dress code)
- Tee-shirts and sweatshirts of any kind unless a designated spirit day
- Blue Jeans (denim or chambray), frayed, faded, wrinkled or torn attire. Nice jeans may be worn on a spirit day as designated by the principal or supervisor.

There are no casual Mondays, Tuesday, Wednesdays or Thursdays. Casual Friday (spirit day) may be designated by the principal or supervisor.

EXCEPTIONS

- Nice jeans (not faded, frayed, wrinkled or torn) are permitted for bus drivers, custodians, maintenance staff and technology. Agriculture, automotive and welding teachers are also permitted to wear jeans due to the nature of their job.
- Shorts may be worn by bus drivers and those working outside during hot weather; however they must be knee length.

- Physical Education teachers may dress appropriately for the day's planned activities to include knee length shorts, wind suits and athletic shoes but excluding jeans. All other days, they should follow the dress guideline.
- Preschool and kindergarten teachers and preschool and kindergarten assistants may wear athletic shoes, Khakis and polo shirts.
- Other exceptions on days when activities being done could cause damage to clothing may be discussed and considered by the direct supervisor.

CHILD NUTRITION

All Child Nutrition employees are required to follow the dress code as stipulated below.

- Uniforms must be worn at all times when working in kitchens or in delivery situations when representing the Child Nutrition program.
  - Pants – Black, navy or khaki pants (not including blue jeans) must be clean and neat. Pants, capris, and shorts TO the knee are acceptable.
  - Shirts – Uniform shirts must be worn daily and must be clean and neat. Avoid loose fitting clothing.
  - Shoes – Must be closed-toe, closed-heel, and have a non-skid sole. (Exceptions must be
  - approved due to orthopedic concern)
  - Hair Restraints – Hair nets, visors, or caps must be worn at all times during food preparation and service. Hair is to be pulled back and behind the shoulders.
  - When wearing an apron it is to be clean and neat. Must be removed before entering the restroom.

- Child Nutrition staff is permitted to wear “special” shirts and jeans when participating in school functions or celebrations. All staff are encouraged to participate.
- Personal grooming and appearance must be indicative of safe and sanitary food preparation procedures.
    - No painted fingernails, artificial fingernails, or long fingernails. Nails must be worn short and
    - kept clean at all times.
    - No jewelry other than stud earrings, wedding rings, and watches. No dangling jewelry including bracelets, earrings, and necklaces.
    - No beard or mustache unless covered with a net.
- ALL ELECTRONICS...including phones, MP3 players and ear buds are NOT to be carried on your person during work time. Apple Watches may be worn but cannot be utilized as a phone.

Any other questionable attire must have approval from the Child Nutrition Director**.**