

## **STAFF DRESS CODE**

The Madison-Plains Board of Education would like the attire employees wear to work to compliment a workplace environment which is professionally operated, efficient, orderly, pleasant and safe. The Board also believes it is the responsibility of the school system to foster good habits of dress and grooming amongst the students. This responsibility is most effectively fulfilled through example set by each district employee.

To support employees and administrators, the Board of Education issues the following guidelines for all employees. The guidelines contained herein are the District's minimum guidelines and are not an exclusive list. The Superintendent may approve more restrictive guidelines for the campus but may not create less restrictive guidelines. Directors/Principals may develop alternative guidelines for the requirements of various departments with prior approval of the Superintendent. The department guidelines may take into account the employee's job duties and work environment. The Superintendent will review these guidelines each year.

Employees must always consider that their employment placed them in the position of role models for students. Employees are expected to exhibit a professional image to students, parents and the community. The Board of Education expects the dress and appearance of all employees to be professional and appropriate for their job requirements. So while denim jeans and shorts would not normally be considered standard professional attire, there may be occasions/tasks where these would be deemed appropriate (i.e., fundraising, safety, field trips etc...). The Principal/Administrator will determine appropriate dress for each department/activity. This determination must follow the guidelines as outlined below in the list of unprofessional attire. The approval of departmental dress requirements will ultimately be made by the Superintendent.

Each Principal may designate specific activities related to school spirit and what appropriate attire may be worn on school spirit days. The approval of school spirit days and the defined appropriate dress for those days will ultimately be made by the Superintendent.

The following attire is considered unprofessional:

- Flip flops or thong shoes.
- Extreme hair colors, tattoos that are offensive and/or distracting to the learning environment.
- Hats or bandanas indoors (Unless medically necessary).

- Cutoffs or shorts
- Blue Jeans unless part of an approved spirit day
- Gym wear or beach wear
- Clothing that reveals undergarments
- Spandex or lycra
- Tank - tube – halter tops
- Bare shoulders unless worn under a jacket, blouse dress or sweater. (3 Inch shoulder straps)
- Low cut shirts revealing excessive cleavage
- T-shirts or sweatshirts that are not spirit wear
- Miniskirts
- Bare midriffs or backless shirts/dresses
- Sweatpants
- Men’s shirts must have a collar, unless it is a school spirit shirt on declared school spirit days.
- Holes and tears in clothing
- Excessively wrinkled
- Tennis shoes
- Sleeveless shirts

The determination of a dress code violation will be made by the employee’s principal or supervisor. Failure to follow this policy or the Principal or Supervisors directive related to dress code will subject the employee to disciplinary action.

[Adoption date: \_\_\_\_\_]

LEGAL REFS.:

CROSS REFS.:

CONTRACT REF.: