

## **DH (Local) Employees Standards of Conduct**

**Dress and Grooming:** The dress and grooming of District employees shall be clean, neat, in a manner appropriate for their assignments and in accordance with any additional standards established by their supervisors and approved by the Superintendent.

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### **Regulations-Standards: Business Casual Dress Code**

A dress code gives us a standard for our professional appearance. It enables employees to project a professional, business-like image while experiencing the comfort advantages of more casual and relaxed clothing. The District dress code applies to all employees of the school district, including full and part-time staff members, substitute teachers, and student employees, unless other specific job-related standards are established and approved by the Superintendent or Superintendent's designee. Business casual dress is the standard for this dress code.

Because all casual clothing is not suitable for the office, these guidelines will help you determine what is appropriate to wear to work. Clothing that works well for the beach, yard work, dance clubs, exercise sessions, and sports contests may not be appropriate for a professional appearance at work.

Clothing that reveals too much cleavage, your back, your chest, your stomach or your underwear is not appropriate for a place of business, even in a business casual setting.

Clothing should be neatly pressed. Torn, dirty or frayed clothing is unacceptable. All seams must be finished. Any clothing that has words, terms, or pictures that may be offensive to other employees is unacceptable. Clothing that displays CISD logos is encouraged.

Certain days can be declared dress down days. On these days, jeans and a more casual approach to dressing, although never potentially offensive to others, is allowed. Principals have the discretion to designate **one** day per week for more casual dress. The campus principal has the discretion to allow casual dress on special event days (examples include, but are not limited to Red Ribbon Week, Homecoming Week, choir/band activities, track and field days, and game days). Teachers and instructional aides conducting special activities such as field trips may wear clothing, headgear, or footwear appropriate for the activity with approval by the principal.

Below is a general overview of acceptable business casual attire. Items that are not appropriate for the office are listed, too. Neither list is all-inclusive. No dress code can cover all contingencies. **If you experience uncertainty about acceptable, professional business casual attire for work, please ask your supervisor or a Director for Human Resources.**

## **Slacks, Pants, and Suit Pants**

Slacks that are similar to Dockers and other makers of cotton or synthetic material pants, wool pants, flannel pants and nice looking dress synthetic pants are acceptable. Capri pants are acceptable if they are mid-calf or longer in length. Inappropriate slacks or pants include jeans (except on designated days), sweatpants, exercise pants, short shorts, Bermuda shorts, leggings, and any spandex or other form-fitting pants such as bike clothing.

## **Skirts, Dresses, and Skirted Suits**

Casual dresses and skirts, and skirts that are split at or below the knee are acceptable. Dress and skirt length should be no shorter than four inches above the knee. Short, tight skirts that ride halfway up the thigh are inappropriate for work. Mini-skirts, skorts, sun dresses, beach dresses, and spaghetti-strap dresses are inappropriate for the office.

## **Shirts, Tops, Blouses, and Jackets**

Casual shirts, golf shirts, sweaters, tops, and turtlenecks are acceptable. Most suit jackets or sport jackets are also acceptable attire for the office, if they violate none of the listed guidelines. Inappropriate attire include tops that are cut too low, tank tops, sweatshirts, sweat suits, midriff tops, shirts with potentially offensive words, terms, logos, pictures, cartoons, or slogan, halter-tops, tops with bare shoulders, and t-shirts unless worn under another blouse, shirt, jacket, or jumper. Top length should be long enough that bare skin is not revealed when seated. T-shirts may not be worn as an outer garment unless designated by supervisor, principal, etc. Non-collared school logo "spirit" t-shirts (athletic, band, spirit club, student council, etc) are permitted on casual/special event days.

## **Shoes and Footwear**

Shoes shall be soled and appropriate for the job responsibilities of personnel. Loafers, boots, flats, clogs, conservative athletic shoes, sneakers, dress heels, and leather deck shoes are acceptable. Flip-flops and slippers are not acceptable in the office. Males shall wear socks with shoes. *Closed toe and closed heel shoes may be required in some departments and areas.*

## **Jewelry, Makeup, Perfume, Piercing and Cologne**

Should be in good taste, with no visible body piercing other than pierced ears. Visible inappropriate tattoos are unacceptable. **(See: shirts, tops, blouses, jackets for unacceptable or offensive pictures and words)**

## **Hats and Head Covering**

Hats are not appropriate in the office. Head Covers that are required for religious purposes or to honor cultural tradition are allowed.

## **Conclusion**

If clothing fails to meet these standards, as determined by the employee's supervisor or Human Resources Directors the employee will be asked to change or asked not to wear the inappropriate item to work again. If the problem persists, the employee may be sent home to change clothes and will receive a verbal warning for the first offense. All other policies about personal time use will apply. Progressive disciplinary action will be taken for further dress code violations.