

Policy Name: Dress of Licensed Personnel**Policy Code: 3.22****Date Adopted: 5/15/17**

Employees shall ensure that their dress and appearance are professional and appropriate to their positions. The standards for dress are as follows:

- 1. All garments shall be no shorter than slightly above the knee and of appropriate tightness. No leggings are to be worn unless the top worn with the leggings meets the secondary student dress guidelines for length.**
- 2. No low cut tops or those revealing cleavage, underwear, or the midsection may be worn.**
- 3. Shorts are not appropriate and should not be worn unless teaching Physical Education.**
- 4. Jeans may only be worn on Fridays, unless otherwise approved by the Superintendent.**
- 5. For special event days, dress may be modified to meet the needs of the activity with the approval of the building principal, or superintendent.**

Each building administrator or supervisor will be held accountable to the Superintendent for laxity in enforcing proper modes of appearance for members of his/her staff.

Anything deemed inappropriate will be addressed on an individual basis with the following consequences:

- 1. First violation- verbal warning from the principal**
- 2. Second violation- written warning from the principal**
- 3. Third violation- refer to the superintendent for disposition**