

CARLISLE AREA SCHOOL DISTRICT

SECTION: SUPPORT EMPLOYEES

TITLE: DRESS AND GROOMING

ADOPTED: October 19, 2006

REVISED: September 21, 2017

| 525. DRESS AND GROOMING | |
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| 1. Purpose | Employees set an example in dress and grooming for students and the community at large. Compliance with reasonable standards for dress and grooming has a positive effect upon the district's operation and programs. |
| 2. Authority SC 510 | The Board has the authority to specify reasonable dress and grooming guidelines for staff, within law, that will prevent an adverse impact on the educational program and district operations. |
| 3. Guidelines | <p>When assigned to district duties, support employees shall be physically clean, neat, well-groomed, and dressed in a manner consistent with the needs of the job to be performed.</p> <p>Employees shall be groomed so that hair style does not cause a health or safety hazard.</p> |
| 4. Delegation of Responsibility | <p>If an employee feels that an exception to this policy would enable him/her to carry out assigned duties more effectively, a request should be made to the immediate supervisor.</p> <p><u>Support Staff Dress Code</u></p> <p>A professional standard of dress requires that staff members be readily distinguishable from students. Positive role modeling is a part of the employee's responsibilities. These guidelines are designed to have employees project a professional image while taking advantage of more casual and relaxed clothing. If an item of clothing is deemed inappropriate the employee will be given a verbal warning the first time and may be sent home to change clothes. Progressive disciplinary action will be taken for further dress code violations.</p> <p><u>General Guidelines</u></p> <p>All clothing and shoes should be in good condition, clean, neat and of a modest fit. The stomach area must be covered at all times. Underwear (boxers, thongs, panties,</p> |

bra straps) may not be visible. Clothing with pictures or slogans that depict the use of drugs, alcohol, tobacco, and weapons is not permitted. Nor is clothing with pictures or slogans with sexual connotations, or that is degrading to any group on the basis of race, religion, gender, and sexual orientation.

Men:

1. Pants - Dress pants, khakis, Chinos, or Dockers type pants are preferred.
2. Shirts - Polo, golf, buttoned and/or collared shirts, pullover dress shirts are preferred. T-shirts are acceptable with permission from the immediate supervisor.
3. Shoes - Appropriate footwear.

Women:

1. Skirts or dresses - Must be of a modest length which means that the hem must reach the tips of fingers when arms are extended below the waist.
2. **Pants** – Dress pants and capri-type pants are acceptable. Inappropriate pants include jeans of any color, short or sweat pants. Leggings may be worn with a top that reaches the tips of the fingers when arms are extended. The print may not be distracting to the learning environment.
3. Shirts - The following is considered inappropriate: Low cut tops that expose cleavage, shirts and tops with low cut backs, spaghetti straps, midriff tops, tube tops, tank tops, sheer, or revealing clothing that expose personal body parts or attract undue attention.
4. Shoes - Appropriate footwear.

CAEA Casual Dress Days and one other Principal-Designated Theme Days (not to exceed one per month)

- It is expected that the apparel will be casual but not sloppy.
- Shorts, skirts, dresses must be of a modest length. Shorts, skirts or dresses that do not reach the tips of finger tips when arms are extended at the waist are not to be worn.
- Jeans may be worn provided they are clean and not ripped or torn.
- T-shirts and sweatshirts are acceptable on spirit days only.
- Flip flops are not considered acceptable footwear.
- Shorts (except sport shorts) are acceptable on field days and/or theme days.