

Policy
DH (LOCAL)

**Dress and
Grooming**

An employee's dress and grooming shall be clean, neat, in a manner appropriate for his or her assignment, and in accordance with any additional standards established by his or her supervisor and approved by the Superintendent.

San Marcos CISD Guidelines for Professional Educational Attire

The following information is intended to serve as a guide to help define appropriate educational business wear for school days and staff development days for all professional, paraprofessional, substitute teachers and clerical employees of the district.

The primary objective of publishing the guidelines is to have teachers, other professionals, substitute teachers, paraprofessionals, clerical staff and administrators project a professional image while taking advantage of comfortable and relaxed clothing that is appropriate in a school setting. Please be aware that not all comfortable clothing is appropriate for schools. Clothing that is too revealing, or other items that may be perfect for working in the yard, going on a picnic, going to a party, or playing sports are not appropriate for the school setting.

Listed below is a general overview of acceptable educational wear as well as a listing of some of the more common items that are not appropriate for the school setting. The descriptions of clothing items are not intended to be all-inclusive. Rather, these items should help set the general parameters for proper educational business wear and allow you to make intelligent judgments about items that are not specifically addressed. A good rule of thumb is that if you are not sure if something is acceptable, choose something else or inquire first. Regardless of the item, it is essential to avoid wearing anything to school that is excessively worn, frayed or wrinkled.

- The principal may designate special event days such as Field days, College, Sport, Avid Field Trip and other days as "Sport Days." Bermuda shorts may be worn on Field Days and/or outdoor field trips.

"Sport" Days—Jeans and T-shirts with your school logos are acceptable on "Sport" Fridays and designated teacher work days. **Jeans cannot have holes or frayed areas.**

Slacks—Clean; wrinkle-free slacks are acceptable. Dress capris below the knee are acceptable.

Inappropriate items include jeans of any color, sweatpants, wind-suits, short shorts, Bermuda shorts, bib overalls, leggings, spandex or other form-fitting pants, cargo pants, and/or denim or anything made out of denim like material.

Shirts—Casual shirts, golf shirts, sweaters and turtlenecks are acceptable. Inappropriate items include tank tops, sweatshirts, shirts with large lettering/logos/slogans, halter-tops, tops with bare shoulders, and t-shirts. Shirts should be long enough to cover your back when bending, stooping, or sitting and the neckline should show no cleavage.

Dresses and Skirts—Casual dresses, skirts, and split skirts at or below the knee are acceptable. Mini-skirts and spaghetti-strap dresses should not be worn to school.

Footwear— Should be safety appropriate. Athletic shoes, loafers, boots, flats, dressy clogs and leather deck shoes are acceptable. Professional footwear does **not** include flip flops, slippers, shower shoes, or Crocs/Croc style.

Jewelry—There should be **no** visible body piercing other than pierced ears.

Hats/headgear – Are not to be worn indoors.

Gym attire—Gym attire is appropriate for gym teachers/coaches in the gym or outdoor settings.

Nurse's Uniform—A Nurse's uniform is the appropriate attire for school nurses

Other

- Appropriate undergarments must be worn at all times
- Tattoos that are lewd, offensive, or morbid etc. must be covered.

If an item of clothing is deemed to be inappropriate by the employee's administrator, the employee may be sent home to change clothes and will be given a verbal warning for the first offense. Progressive disciplinary action will be taken for further dress violations.

Any questions regarding the "Guidelines for Professional Educational Attire" should be directed to the school principal/department administrator.