

425 STAFF DRESS CODE AND PERSONAL APPEARANCE

During the school year each employee is expected to dress professionally. Employees are expected to maintain high standards of personal cleanliness and present a neat, professional appearance at all times.

Attire should be business/business casual with the following guidelines:

1. Shorts, dresses or skirts should touch the knee without exception
2. Slits in dresses or skirts no higher than the knee
3. Shirts or tops that drop from the shoulder, low front cut, or has the back out should not be worn
4. Hats should not be worn
5. Modest clothing
6. T-shirts, sweatshirts and tennis shoes are not considered professional attire
7. Flip-flops are not allowed

Employees who violate this policy may receive one of the following disciplines: verbal warning, written warning, or be sent home without pay.

Adopted: 6/2/2014