

NUMBER:	SP 900.5
EFFECTIVE:	05/14/2003
REVISION:	08/07/2014
PAGES:	3

Statement of.....

## **Policy and Responsibility**

---

SUBJECT: EMPLOYEE DRESS CODE

---

Dress should never interfere with the learning environment of a school, be overly distracting, suggestive, revealing, or prove hazardous to the employee's safety or the safety of others. All employees are expected to exercise good judgment in their choice of professional appearance for work or work-related activities by always appearing in a manner that:

- provides appropriate role modeling for students
- is appropriate to the position and/or activity
- promotes a working and learning environment that is free from unnecessary disruption
- is conducive to high student and staff performance
- will invoke a positive impression from the community

The following Dress Code Standards apply to all employees of the Murray City School District: (Additional administrative guidelines may be written for specific positions)

1. Clothing will not denigrate others on the basis of race, color, religion, creed, national origin, gender, age, sexual orientation or disability.
2. Clothing, jewelry, or accessories that advertise or advocate drugs, alcohol, or tobacco/nicotine are prohibited.
3. Clothing shall cover undergarments, midriff, back, shoulders and cleavage at all times. Sleeveless garments may be worn but must extend to the end of the shoulders and fit closely under the arms.
4. Clothing should be clean and in good repair without holes, rips, tears, or fraying.
5. Shoes must be worn at work at all times.
6. Employees shall maintain standards of personal cleanliness and grooming that are conducive to good health and contribute to a pleasant working environment.

Professional Dress Guidelines for teachers, administrators, secretaries, and paraprofessionals working directly with students:

1. Short skirts and short dresses are prohibited. The skirt or dress must be closer to the knee than the hip at all times.
2. Shorts and athletic attire are only allowed when directly working with students during physical education classes and when coaching. Professional attire must be worn at all other times when working with students. Athletic attire includes sweatpants, exercise pants, yoga pants, spandex tights, warm-up/wind pants, training gear, sweatshirts, hoodies, and other similar items.
3. *Dark wash denim trousers with no rips, frayed edges, or stains* may be worn with a collared shirt.
4. Logo t-shirts are not allowed except on Spirit Days when t-shirts with Murray school logos may be worn.

Professional Dress Guidelines for classified contract and hourly employees other than secretaries, office personnel, and paraprofessionals:

- A. Safety equipment/attire will be worn when performing tasks that require it.
- B. Blue Jeans may be worn if approved by one's supervisor.
- C. Shorts may be worn if approved by one's supervisor.
- D. Footwear will have closed toes and backs covering the heels.
- E. Additional dress requirements will be at the discretion of the immediate supervisor.

Consequences for violating the dress code

1. Adherence to these standards is the responsibility of the employee. The enforcement of these standards is the responsibility of the school principal and administrative staff.
2. Principals have the responsibility to uphold community standards in prescribing the District Employee Dress Code.
  - Principals have the responsibility to communicate the standards to employees.
  - If an employee refuses to follow the established employee dress code, the principal should first speak with the employee about the concerns, explaining the value and need to maintain high standards and to provide positive examples to students.
  - If the employee refuses to maintain dress and grooming standards, the principal may consider the disciplinary policy to assist in correcting the problem.
  - If there is some reason an employee feels he/she is not deserving of the principal's interpretation of the community standards for a professional, he/she may bring in justification why the employee feels a different interpretation fits his/her situation.