

ALLEN ISD EMPLOYEE DRESS CODE REGULATIONS

- Developed March 2007 -
(Implementation in 2007/08 School year)

The dress and grooming of district employees shall be clean, neat, in a manner appropriate for their assignments, and in accordance with any additional standards established by their supervisors and approved by the Superintendent. (Board Policy DH Local)

Additional Standards:

Employees may not wear clothing items prohibited by the student handbook.

Staff is not permitted to wear any clothing, paraphernalia, grooming, jewelry, accessories, or body adornments that are disruptive or potentially disruptive to the educational environment as determined by the Principal or Supervisor

Employees should not wear clothing that exposes cleavage, the midriff, undergarments, or that is otherwise not modest.

Jeans are only permitted on days approved by the Principal or Supervisor

Hair

Hair must be clean and neat in appearance and consistently maintained. Hair styles/color must not be disruptive to the educational environment. Beards and moustaches must be neatly trimmed.

Shoes

Shoes should be kept in good condition. Plastic or rubber flip flops are not permissible. Employees may wear sandal footwear or open-toed shoes when seasonally appropriate.

Miscellaneous

Body piercing (except earrings) and tattoos should be covered.

Good personal hygiene is required at all times.

Support Staff

Maintenance, transportation, and food service employees shall be neat, clean, and well-groomed and in accordance with any additional standards established by their supervisors and approved by the Superintendent.

Adherence

Principals and other administrative supervisors are delegated the authority and bear the responsibility for ensuring compliance with this policy and are expected to counsel and/or discipline employees whom they supervise on professional appearance in conformance with this policy.

In addition, a principal or administrative supervisor may deviate from this policy temporarily to meet the needs of a specific Division/school/work sites for an appropriately specified purpose.

The principal or administrative supervisor must approve temporary deviations.

The Superintendent/Designee must approve long-term or non-temporary deviations.

(Examples)

NOTE: This is not an exhaustive list.

MEN

Appropriate:

Dress slacks
"Docker" style slacks
Buttoned dress shirts
Polo or golf style shirts
Turtlenecks
Sweaters
Spirit wear
Ties
Suits/sport coats
Boots, dress shoes, casual shoes
Tennis shoes and/or athletic shoes
(to be coordinated with professional dress)

Inappropriate:

Sweats/active wear (based on assignment)
Shorts
Torn/ripped clothing
T-shirts/tank Tops
Muscle shirts
Flip flops
Caps/hats
Visible undergarments
Revealing low cut pants
Sagging pants

WOMEN

Appropriate:

Capri pants/Gauchos pants (below the knee)
Dresses/skirts/pant suits
Dress slacks
Buttoned dress shirts
Polo or golf style shirts
Turtlenecks
Sweaters
Dress, casual shoes, sandals
Tennis shoes and/or athletic shoes
(to be coordinated with professional dress)

Inappropriate:

Sweats/active wear (based on assignment)
Shorts
Torn or ripped clothing
Tank tops
Flip flops
Caps/hats
Visible undergarments
Revealing low cut pants
Sagging pants
Midriff bearing shirts
Bare shoulders
Low cut blouses/shirts
Tight/revealing clothing