

Staff Dress Code

Employees of Warren County Schools are expected to present a professional image to the public. Since staff members serve as role models for students, all employees of Warren County Schools shall dress in a manner that is appropriate for the environment they work, the duties of their jobs, and the impressionable youth they serve. Realizing that unprofessional dress may be reflected in the conduct of students, dress standards for staff members should in no way and at no time while at work be less stringent than standards of dress set for students. Men are expected to wear a collar shirt with a necktie or dress in the district or school's approved uniform (bottom and top).

All staff members are expected to adhere to the following standards of dress:

1. Athletic shoes may be worn when necessary for health reasons or job performance (ex. physical education teachers) as approved by the principal.
2. Teachers of physical education classes should wear athletic attire while teaching those classes. A collar shirt should be worn with the shirttail tucked inside the pants. At other times (including the teaching of health classes) these teachers shall adhere to the same standards of dress as other staff members.
3. Halters, tank tops, see-through garments, or clothing with revealing/provocative necklines, bare backs, bare midriff, sleeveless tops or spaghetti straps shall not be permitted. In addition, clothing with symbols, phrases, or slogans advertising tobacco, alcohol products, or any controlled substances are unacceptable.
4. Principals may designate "Special Event" days upon approval by the superintendent. On these days there may be some variation of the school dress code for curricular, career awareness or other activities that support specific school goals. These events should be clearly defined and held to a minimum during the school year.
5. Principals may determine appropriate dress for staff members on scheduled Work Days at the beginning of the school year and the end of the school year. During these days staff members are still expected to maintain the same standards of dress that apply to students.
6. On Parent Conference days staff members shall to adhere to normal standards of dress (no jeans, shorts, t-shirts or athletic wear).
7. Jeans or clothing of denim materials are not appropriate dress and shall not be worn at any time.
8. Headgear shall not be worn inside buildings unless for religious purposes or as ethnic attire for specific celebrations related to programs and thematic instruction.
9. Shoes must be worn at all times. Staff members are encouraged to wear shoes that cover the entire foot , including the heel, for safety reasons. Sandals with a strap on the heel and Mules (closed toed but open-heel dress shoes) will be allowed but not encouraged. Flip-flops are never appropriate footwear.
10. Employees working in maintenance [including school custodians], transportation and child nutrition shall wear uniforms established for their departments. Shirttails should be tucked inside the pant and a belt should be worn if there are belt loops.
11. Employees assigned to Central Office are expected to be appropriately attired to meet the public.

Reasonable accommodations will be allowed for staff members who, for religious, cultural or medical reasons, request permission to waive a particular guideline. Such requests shall require prior approval by the principal.

Principals shall address dress standards with school staff members at the beginning of each school year and at other times as deemed appropriate and/or necessary.

Principals shall be responsible for maintaining dress standards at each school. General disciplinary procedures as outlined in Warren County Schools Board Policy shall be followed for staff members who fail to adhere to the Staff Dress Code Policy and/or these guidelines.

Adopted: July 23, 2002
Revised: August 8, 2005; *August 1, 2008*