

Lubbock-Cooper Independent School District Professional Dress Guidelines for Employees

The personal appearance of Lubbock-Cooper ISD employees affects the respect those outside the school district have for the organization and staff, as well as the respect that employees have for themselves and one another. As a representative of LCISD, employees are expected to dress with dignity and professionalism.

Generic:

- All clothing must be clean, neat, and well-fitting.
- Hair shall be clean, neatly groomed, and non-distracting.
- Undergarments are required.
- All tattoos must be covered.

Unacceptable (general):

- Unnatural hair color that is extreme or distracting
- Skorts or mini-skirts
- T-shirts (except on designated days)
- Bare midriffs, halter tops, revealing necklines, “spaghetti” strap tops, crop-tops, or strapless tops
- Tank Tops
- House shoes or beach-type shoes
- Tongue, facial, or body piercings (except ear lobe piercings for women)

Men:

- Appropriate professional attire for men would include slacks and a dress shirt or similar collared shirt.
- Earrings are not allowed.

- Sandals of any type are not allowed

Women:

- Appropriate professional attire for women would include dresses, skirts, blouses, slacks or suits.
- Normal hair “accessories” such as bows, clasps, head bands, and barrettes, may be worn. Hair “extremities” or “extensions” that can be considered distracting (including feathers, beads, and tinsel) are not acceptable.
- Sheer tops, “burn-out” shirts, and crocheted tops must be worn with an undershirt.
- Leggings, skinny pants, skinny capris or any skin tight bottom may be worn only with a dress, top, blouse, or sweater that covers the buttocks.
- Capri (including “cargo” style) pants must fall in the mid-calf area.

Staff Development & Workdays:

- Casual attire may be worn during staff development days ***held within the district or on workdays.***
- Professional dress is to be worn when attending training at another district or at the Region 17 ESC.

- Shorts may be worn on workdays when employees must move furniture, boxes, or do other types of physical work.

“Casual” Fridays and Other Designated “Casual” Days

- During football season, Thursdays and Fridays are designated Casual Days. Jeans, nice wind suits, and Pirate “spirit shirts” are allowed. After football season, only Fridays are normal Casual Days unless otherwise designated by the campus principal.
- Frayed jeans are allowed as long as no skin is showing.
- LCISD sweat suits that have been sold as fund raisers may be worn on Fridays/ Casual Days.
- No writing or advertising across the seat of the pants is allowed.
- Principals will also designate whether field trips are to be professional dress or casual dress.
- All “Early Dismissal Days” are designated as Casual Days.

Uniforms:

- Support departments (food service, grounds, maintenance, etc.) may require uniforms.