

## 2018-2019 EMPLOYEE DRESS AND GROOMING

School employees represent the District and are expected to dress appropriately at all school functions. The professional staff shall be dressed and groomed in a manner that complies with professional standards of the community. They shall be expected to exhibit good taste and professional judgment in the selection of school apparel. No clothing shall be worn, or worn in a way, that disturbs or interferes with the educational process in the classroom or at school activities.

All laws, rules, and regulations of the state or federal governments pertaining to safety or health as related to clothing or grooming are considered a part of this code and shall be enforced.

At a minimum, employees shall observe the same dress and grooming standards required of students. Professional personnel shall exceed the minimum requirements, serving as models for dress and grooming standards. Current style/vogue, as it applies to professionals, may be valid considerations for establishing/modifying dress and grooming standards.

It shall be the responsibility of the campus principal to monitor the standards of the professional dress code. However, variations in the dress code among campuses may exist if approved by the campus-level site-based decision-making committee.

The dress and grooming of District employees shall be clean, neat, in a manner appropriate for their assignments, and in accordance with the following standards.

1. School identification badges shall be worn during school hours. Badges are not to be defaced.
2. Halter-tops, bare midriffs, bare backs, or low necklines are not permitted.
3. Hats or caps shall not be worn inside the building.
4. Style of clothing for males and females will reflect professional and business standards.
5. Staff members with tattoos shall keep them covered in all professional settings.
6. Shower type shoes/sandals are not allowed.
7. Jeans/denim pants of any type or color are not allowed except on Fridays, workdays, field trips, or special event days designated by the principal and worn with a spirit shirt.
8. Shorts, overalls, sweats, or wind suits are not allowed.
9. Principal or supervisor/directors can adjust staff dress for school-wide special occasions such as school spirit days.
10. Instructors in shop courses may wear aprons, jeans, smocks, or overalls during duty hours.
11. Auxiliary employees in maintenance, custodial, and food service positions are exempt from the general guidelines, but shall comply with dress and grooming guidelines specified by their supervisors in the handbooks for those positions. During summer hours, shorts are to be worn to the knee. Bus drivers may wear shorts to the knee.
12. Physical education/athletic staff may choose to wear appropriate uniforms, approved by the administration, only during the physical education/athletic instructional period. Physical education/athletic staff must wear pants or skirts when on campus outside of their physical education/athletic venue.
13. Spirit shirts are to be worn on Fridays.

### Females:

- dresses and skirts must be at least to the top of the knee
- pants must be mid-calf or longer
- females shall not wear more than two earrings in each ear
- jewelry shall not be worn in a pierced area other than the ear
- Any garment worn beneath sheer, lacy or crocheted clothing must follow HISD dress code.

### Males:

- shall wear slacks, shirts with collars (no tee shirts), or other appropriate professional attire. Ties are optional.
- earrings of any type are not allowed
- jewelry shall not be worn in any pierced area
- beards and mustaches are allowed if they are neatly trimmed