

SECTION: ADMINISTRATIVE
EMPLOYEES

TITLE: DRESS AND GROOMING

ADOPTED: September 21, 2006

REVISED: September 21, 2017

CARLISLE AREA SCHOOL DISTRICT

	<p style="text-align: center;">325. DRESS AND GROOMING</p> <p>1. Purpose Administrators set an example in dress and grooming for staff and students to follow. An administrator should present an image of dignity and professionalism.</p> <p>2. Authority SC 510 The Board has the authority to specify reasonable dress and grooming guidelines for administrative staff, within law, that will prevent an adverse impact on the educational program.</p> <p>3. Guidelines Administrative employees are expected to be physically clean, neat, well-groomed, and dressed in a manner reflecting professional assignment.</p> <p>4. Delegation of Responsibility If an administrator feels that an exception to this policy would enable him/her to carry out assigned duties more effectively, a request should be made to the immediate supervisor.</p> <p><u>Staff Dress Code</u></p> <p>A professional standard of dress requires that staff members be readily distinguishable from students. Positive role modeling is a part of the employee's professional responsibilities. These guidelines are designed to have employees project a professional image.</p> <p>Attire For Women:</p> <p>Skirts or dresses - Must be of a modest length. Skirts or dresses that do not reach the tips of finger tips when arms are extended below the waist are not to be worn.</p> <p>Pants – Dress pants and capri-type pants are acceptable. Inappropriate pants include jeans of any color, short or sweat pants. Leggings may be worn with a top that reaches the tips of the fingers when arms are extended. The print may not be distracting to the learning environment.</p>
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<p>School Code 510</p>	<p>Shirts - The following is considered inappropriate: low cut tops that expose cleavage, shirts and tops with low cut backs, spaghetti straps, midriff tops, tube tops, tank tops, sheer, or revealing clothing that expose personal body parts or attract undue attention.</p> <p>Shoes - Appropriate footwear.</p> <p>Attire For Men:</p> <p>Pants - Dress pants and khakis, Chinos, or Dockers type pants are acceptable. Inappropriate pants include jeans of any color, shorts or sweat pants.</p> <p>Shirts - Shirt and tie.</p> <p>Shoes - Appropriate footwear.</p> <p>CAEA Casual Dress Days and one other Principal-Designated Theme Days (not to exceed one per month)</p> <ul style="list-style-type: none">• It is expected that the apparel will be casual but not sloppy.• Shorts, skirts, dresses must be of a modest length. Shorts, skirts or dresses that do not reach the tips of finger tips when arms are extended at the waist are not to be worn.• Jeans may be worn provided they are clean and not ripped or torn.• T-shirts and sweatshirts are acceptable on spirit days only.• Flip flops are not considered acceptable footwear.• Shorts (except sport shorts) are acceptable on field days and/or theme days. <p>General Guidelines:</p> <p>All clothing and shoes should be in good condition, clean and neat. The following items are considered inappropriate:</p> <ul style="list-style-type: none">• Spandex running or biking shorts.• Visible underwear (boxers, thongs, panties, bra straps).• Visible stomach area.• Flip flops. <p>If an item of clothing is deemed inappropriate the employee will be given a verbal warning the first time and may be sent home to change clothes. Progressive disciplinary action will be taken for further dress code violations.</p>
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