

# ASK US FIRST

## Current Staff Dress Code

Q. Is there a current dress code for teachers?

A. Yes. In the summer of 2010, the District created an employee dress code for all teachers and staff. The new employee dress code will help keep a professional environment for all students and staff. The employee dress code is detailed below.

### **DRESS AND PERSONAL GROOMING**

The Board of Education believes that no mode of attire will be considered proper for school wear that distracts from or disrupts classroom and school decorum. Employees shall dress as professionals on a daily basis, in businesslike attire in order to set a good example for students, co-employees, and the general public. Employee dress and grooming shall not detract from the learning/educational environment of students in their classes, school programs or other school-related activities. Visible tattoos shall not be obscene, vulgar, profane, representative of drug/alcohol use or gang affiliation, or distracting to the educational environment.

It is the responsibility of principals or supervisors to assure that all employees are properly dressed. Supervisors may make exceptions to the mode of dress in specific situations where deemed appropriate. Any concern of grooming or dress judged by the principal to be inappropriate shall not be allowed. Buildings can implement a more restrictive dress code.

### **UNIFORMS FOR CUSTODIAL & MAINTENANCE WORKERS**

Waterloo Community School District Central Stores Department shall project an image that emphasizes the professional services provided to students, staff and the community. It is desirable that these employees be distinguishable from other individuals, authorized or unauthorized, who are located on school grounds, as a safety issue. As such, a uniform look is required and sets and supports a significant safety standard. Therefore, all employees in the Custodial & Maintenance Department shall be required to wear a uniform shirt with the Waterloo Community Schools logo that will be provided by the District. In addition, the employee must wear appropriate footwear. The maintenance and custodial staff may wear caps when appropriate.

### **UNIFORMS FOR FOOD SERVICE WORKERS**

Waterloo Community School District Food Service employees shall project a professional image and comply with all Department of Health regulations. Food Service employees are required to follow the guidelines provided in the annual Food Service procedures booklet, including hair net, shoe, uniform, and apron specifications.

## **EMPLOYEE DRESS CODE**

## **Tops**

### Men

- Any short or long-sleeved shirts with collars only, including polo shirts
- Ties are acceptable with any dress shirt
- Shirts should be tucked in unless designed to be worn out

### Women

- Blouses, knit shirts, turtlenecks, sweaters
- No t-shirts, sleeveless or tank shirts (unless worn under a jacket, overshirt or sweater)
- No visible cleavage
- Shirts should be tucked in unless designed to be worn out

## **Bottoms**

- Any dress or tailored pant
- No jeans (or denim of any kind) or cargo pants
- Skirts or pants must be knee length or longer

## **Dresses**

- Must cover the entire back
- Must be knee length or longer
- No sleeveless dresses (unless worn under a jacket, overshirt or sweater)

## **Shoes**

- Only closed toe shoes can be worn when school is in session
- Other shoes acceptable when school is not in session
- No flip flops at any time (defined as flat rubber or plastic footwear with a toe strap making a "Y" strap)

## **Spirit Days**

- Spirit Days will be designated by the supervisor
- District/school spirit shirts include t-shirts, sweatshirts or jackets
- On Spirit Days exceptions to the employee dress code are permissible

## **Additional**

- District ID badges are required to be worn above the waist at all times.
- Headwear: no hats, caps, scarves, visors or bandanas may be worn.
- During special activities such as field trips and other similar events, staff may be exempted from the regulations but are expected to adhere to standards of good taste.
- Certain areas of instruction such as physical education will be allowed to wear knee-length shorts, jogging suits and sweat suits while teaching physical education. However, coaches or others shall wear outer pants or wind suits when going into settings other than gyms and practice fields.

Employees performing duties in lab settings or extracurricular activities shall dress in a manner befitting their profession or befitting the occasion (which may require work-type clothes, aprons or other protective items, as approved by the principal or supervisor).