

PERSONNEL DRESS CODE**DH-R**

Further requirements for Administrative Team members, Maintenance, Transportation and Custodial staff may be found in DH-R1 and DH-R3.

Employees shall be expected to maintain a standard of dress, personal appearance, personal hygiene, and general decorum that exemplifies professionalism, modesty and maturity.

GENERAL GUIDELINES FOR APPROPRIATE DRESS/APPEARANCE:

- Men shall wear socks with shoes.
- Males shall not wear their hair tied back in any manner nor shall the hair length extend beyond the bottom of the shirt collar.
- Hair is to be neat, clean, and well-groomed so that vision is not obstructed, and its color, style, and accessories are not to be of a distracting nature. Hair must be a natural color that reflects a professional appearance.
- Facial hair shall not exceed one inch in length and will be groomed and neat in appearance.
- All clothing shall be clean, neat, in good condition and pressed.
- Clothing shall fit properly.
- Belts are to be worn with clothing so designed for belts.
- Footwear shall be in good condition, clean and polished.
- Professional dress is required for all professional development activities, workshops or conferences provided by Dumas ISD or other professional organizations at any location.
- Underwear visible for any reason is unacceptable.
- Exposure of cleavage is unacceptable.
- Tattoos and piercings must not be visible. The only exception is that female employees may have pierced ears.

The following items or styles of dress are listed for clarification:

SHIRTS

- T-shirts are not allowed. (See exception below for Friday Spirit Days – School Spirit t-shirts)
- Sweatshirts are considered appropriate on Casual Days.
- All shirts shall be of such a length as to not expose skin.
- Tops may be worn in combination with leggings provided the top extends to, at least, the top of the kneecap.
- Sleeveless garments are not allowed if worn alone.
- Blouses must have sleeves with an inseam long enough to prevent exposure of the arm pit area. Shoulder caps do not count as sleeves.
- Shirts worn by males must have a collar with the exception of Friday Spirit Days.

PANTS/SHORTS

- Jeans of any nature or design, including blue denim or colored, shall not be worn except teacher workdays or Casual days. **Staff development days are not workdays.** (Workdays are those designated at the beginning of school for room preparation, or at the end of a semester, if so designated in the school calendar.)
- Jeans shall be pressed and without holes or frayed areas.
- Female employees may wear knee length shorts.

SKIRTS/DRESSES

- Skirts and dresses must extend to at least the top of the kneecap.
- Dresses must have sleeves with an inseam long enough to prevent exposure of the arm pit area. Shoulder caps do not count as sleeves.

ATHLETIC APPAREL

- Jogging suits, wind suits, or other athletic type apparel shall not be worn except by physical education teachers and then only during physical education classes.
- Athletic shoes shall not be worn except by physical education teachers during physical education classes.

CASUAL DAYS:

The district has designated each Friday as Casual Day with the intent being to allow staff members the opportunity to dress casual, but yet professional. In addition, staff members may purchase Casual Day stickers through DEF/DSA donations.

Apparel appropriate on Casual days that is not allowed on other days includes:

- Blue/denim jeans (clean, pressed and in excellent condition)
- Athletic shoes (clean and in excellent condition)
- Sweatshirts

Note 1: Casual dress does not equate to sloppy, dirty, not pressed or ill-fitting.

EXCEPTIONS:

Friday Spirit Days –

1. T-Shirt Color:
 - a. Orange
 - b. White
 - c. Black
 - d. Grey
2. Lettering & Graphics:
 - a. Support Dumas ISD in some capacity:
 - i. Extracurricular Activities
 - ii. School Sponsored Clubs
 - iii. Campus
 - iv. District
 - v. ETC.
 - b. Graphics and wording must be appropriate for public school setting, promote team concepts, sportsmanship, character, etc.
 - c. School Colors Preferred

Exceptions as to appropriate dress for shop-lab teachers to be made by the principal or supervisor.

Principals may grant exceptions to teachers and sponsors of field trips to allow dress appropriate for the occasion.

Exceptions may be granted for medical reasons provided a doctor's recommendation is provided to the principal.

ACC (Life Skills) personnel and nurses may wear athletic shoes and "scrubs" provided they are pressed and fit properly.

Casual day attire may be worn on a day when bus routes have been cancelled due to weather.

Technology Specialists who work in the Technology office may wear jeans on regular work days but shirts must still comply with dress code.

EVALUATION:

Infractions will be handled in the following manner:

1st infraction – warning & corrected immediately

2nd infraction – note in official personnel file & corrected immediately

3rd infraction – note in official personnel file and documented in employee's intervention plan (possible termination for non-certified)

The dress and general appearance of the DISD staff is considered to be a high priority and therefore shall be reflected in annual performance evaluations.