

DRESS AND HYGIENE EXPECTATIONS

Introduction

Employees set an example in dress and grooming for students and the school community that enhances and reflects their professional status and encourages respect for authority in order to have a positive influence on the Intermediate Unit's programs, services, and operations.

Intermediate Unit Dress Expectations

Dress and hygiene shall not cause a health or safety hazard or interrupt/disrupt the educational process. Employees are expected to dress in a professional manner.

Employees' clothing, including accessories, jewelry, and body art, should be neat, clean, and appropriately fitting with regard to safety in the work being performed.

Apparel that works well for yard work, dance clubs, exercise sessions, and sports contests is not appropriate in a workplace environment.

Clothing with holes, rips, or tears is not appropriate. Undergarments shall not be visible.

Clothing that bears a slogan, phrase, logo, graphic, picture or material that is obscene, disruptive to the learning environment, or would otherwise be in violation of any other Board policy is prohibited.

Employees who work in the IU office setting are expected to present in professional/business attire.

Employees whose essential job functions require manual labor are permitted to wear appropriate, business casual attire, at the discretion of a Division Director. Clothing that features a logo, such as BLaST, IU program, or education association, is generally acceptable provided the item is acceptable as business casual attire.

At the Executive Director's discretion, dress-down days may be announced. On such occasions, an employee may choose to participate in dress-down activities, described as:

"Jeans worn with 'smart-casual' attire. In order to maintain a professional climate, please refrain from wearing sweatshirts and sneakers."

Employees who are working in district classrooms may participate in the dress-down activities of the building in which they are working.

Guidelines

No dress and hygiene guidelines can cover all contingencies, so employees are expected to exercise sound and professional judgment in their choices of clothing and general appearance when reporting to work and follow the guidelines set out below:

Slacks and Pants

Acceptable:

Trousers, dress slacks, dockers, khakis, capris, corduroys
Leggings worn in combination with a dress, tunic, or skirt are acceptable

Unacceptable:

Leggings as pants are not acceptable; or other tight-fitting pants
Sweatpants, wind pants; shorts; spandex/exercise apparel, pajama pants
Blue denim work jeans (except on designated dressdown days)

Dresses and Skirts

Acceptable:

Dresses and skirts of appropriate length, as a standard of no more than 3-inches above the knee and the ability to sit comfortably
Sleeveless dresses

Unacceptable:

Strapless, off-the-shoulder, thin-strap dresses

Shirts, Blouses, Tops, Jackets

Acceptable:

Dress shirts with or without ties; blouses
Golf/polo shirts
Mock/turtlenecks; sweaters, vests
Suit jackets/sport coats, blazers, cardigans

Unacceptable:

Casual t-shirts with slogans or large-letter advertising
Sweatshirts, hoodies
Tops that are low-cut, see-through or backless, midriff-revealing
Strapless, thin-straps, muscle shirts, or halter tops; off-the-shoulder shirts
Undergarments as outerwear

Footwear

Acceptable:

Dress shoes, casual loafers, clogs, flats, dress boots, dress heels
Dress sandals, open-toed, open back/sling-back shoes, boat/deck shoes
Athletic shoes/Sneakers (QBS certified staff working in the classroom environment only)

Unacceptable:

Beach-like flip-flops, including those made of rubber or leather
slippers

On inclement weather days, outdoor rain/snow boots can be worn as a safety measure.

An employee who experiences uncertainty about acceptable attire for work should consult with their supervisor.

Enforcement

Staff who do not, in the judgment of their supervisor and Executive Director (or designee), conform to this dress code shall be subject to disciplinary action. The final determination of whether dress is appropriate will remain with the Executive Director or designee.

Infractions will be handled on an individual basis. If unsuitable, inappropriate, unacceptable, or unprofessional dress is determined by the immediate supervisor, he/she will discuss appropriate dress with the employee. The supervisor will determine whether the employee is allowed to remain at work or is to be sent off the job to change his/her dress and/or appearance.

Failure to follow directives and/or blatant or repeated violations of this policy will be subject to disciplinary action. Disciplinary action may include, but is not limited to, formal discussion with supervisor, verbal or written warning, letter of reprimand, suspension without pay, and/or termination.

A request for an exception to this administrative regulation which an employee believes may be necessary as an accommodation for a specific work/program environment, a disability, or religious belief should be made in writing and directed to the Executive Director or designee.