

# Memorandum



**TO:** General Administrators

**FROM:** Glenn Maleyko, Ph.D., Superintendent

**DATE:** September 29, 2016

**RE:** Dress Code

*(This memo was previously sent to all staff. Administrators should address staff as necessary.)*

At the General Administrators meeting on February 5, 2015 and, most recently, on September 29, 2016, administrators discussed the importance of encouraging an acceptable ‘dress code’ that allows our employees to work comfortably and project a professional image to our students, parents, and community visitors. Business casual has been the established standard for this dress code.

Because all casual clothing is not suitable for our professional environment, the following guidelines will help you determine what is appropriate to wear to work.

- Clothing that works well for the beach, yard work, dance clubs, exercise sessions and sports contests would not be appropriate for a professional appearance at work.
- Clothing that reveals too much cleavage, your back, chest, stomach, or underwear is not appropriate for a place of business—even in a business casual setting. Examples of unacceptable attire include pants that are ripped or cut off, spandex, blue jeans, or shorts; t-shirts, tank or halter tops; and beach flip-flops.
- Any clothing that has words, terms, or pictures that may be offensive to others is unacceptable.

In the spirit of enhancing school morale and community service, individual buildings may want to consider having a “*Casual Day for Charity*” on Fridays. Staff would contribute a minimum \$1 to wear jeans on that day and then select a charity (could be a family in need, a scholarship fund, or a local charitable organization) to receive the funds collected. A simple sticker with the words “Dressed for a Cause” can be created using an address label and printed on any black and white printer. Anyone donating to the cause and wearing jeans should also wear a sticker on that day. The message prompts visitors to ask what the sticker is about providing an opportunity for the person wearing the sticker to explain the cause or charity.

Dress plays an important role in creating an atmosphere where learning can take place. A certain amount of judgment should be exerted by the employee in their choice of clothing to wear to work. Of course exceptions to these guidelines may occur on spirit days and during other special events taking place in your building. If you experience uncertainty about acceptable, professional business casual attire for work, please ask your supervisor or contact Human Resources.