

INSTRUCTIONAL AND SUPPORT STAFF DRESS CODE

Each employee of the Jackson Public School District shall be expected to give proper attention to his/her personal appearance as required by work responsibilities. The Jackson Public School District recognizes that an appropriately dressed employee is seen as a more suitable role model. The Jackson Public School District further recognizes that personal appearance also has a bearing on the teaching authority, confidence, and self-esteem of teachers, administrators, and staff. A professional appropriate dress influences the way staff interacts with students and positively affects the general environment. Each employee of the Jackson Public School District will contribute to the formation of a positive, professional public image by maintaining high standards of personal appearance through appropriate dress and grooming regardless of job category.

GUIDELINES

1. Employee identification tags are required to be worn and visible at all times.
2. Hair must be clean, neat and well-groomed.
3. Foundation garments shall be worn and not visible with respect to color, style, and/or fabric. No see-through or sheer clothing shall be allowed, and no skin shall be visible between pants/trousers, skirts, and shirts/blouses at any time.
4. Patches, decorations, slogans, designs, symbols, tags, marks or advertisements of beer, alcohol, drugs, cigarettes, or similar items or displays and/or expressions of obscenities, sexual references, or similar references deemed detrimental and disruptive to the operation of the school, education, discipline, health or welfare of students are prohibited. Clothing that has any type of drawing or words that would be vulgar, profane, suggestive, or advertising an affiliation with drugs, alcohol, violence or gang related activities is prohibited.
5. Employees who are furnished uniforms must wear them at all times.

A. Pants

1. Pants/trousers must have a hem or cuff. No cut-offs, cut-outs and/or ragged edges are permitted.
2. Pants must be sized appropriately. No hip-huggers that reveal flesh are allowed. Pants must not be excessively tight or sagging.
3. No jeans or overalls of any color or fabric are permitted, except on such days as designated by the principal.

B. Shirts/Blouses

1. Shirts/blouses shall not expose the midriff. Sleeveless shirts/blouses must fit the employee appropriately.
2. Casual tee shirts (faded, sheer, out of shape or inappropriately sized) are not allowed.
3. Tank tops and spaghetti strap garments are prohibited when worn as a single garment. These garments are permissible with a sleeved shirt/jacket layered on top. Camisoles, slips, and tee shirts that are intended to be worn as undergarments may not be worn as outer garments.
4. Shirts or blouses must be tucked in unless designed to be worn outside or of an appropriate length so as not to expose the midriff at any time.

C. Skirts/Dresses

No mini skirts, halter tops, backless, strapless and/or cut-out/see-through dresses shall be permitted.

D. Shorts

Shorts are not allowed.

E. Warm-ups/Jogging Suits, and Shorts

Warm-ups, jogging suits, wind suits and/or sweat suits, leggings, tights, and other athletic apparel are not permissible, except for physical education gym and dance teachers.

F. Shoes

1. Footwear must be worn at all times.
2. Shoes traditionally worn around the home (slippers, house shoes, or beach slippers) or to the beach (flip-flop/shower shoe design or thongs) are not permitted.
3. Tennis shoes that are clean and in good condition may be worn.

G. Accessories

1. Noisy, distracting jewelry/accessories that could cause a safety hazard may not be worn. In keeping with professional decorum, earrings may be worn by female employees only, and ears are the only exposed areas of the body on which pierced jewelry may be worn. Tattoos must be covered if at all possible.

2. No hats are allowed in the building unless part of the employee's uniform or religious headgear required to be worn by the employee's religion.

H. Spirit Days

The principal may designate no more than one day per week as "school spirit" day. On special days/events or circumstances such as Western Day, Red Ribbon Week, homecoming, and testing days, the principal may designate special attire except for safety officers.

I. Exceptions

a) **P.E. Coaches**

Coaches and physical education personnel may wear loose fitting shorts of no more than three inches above the knee during their physical education hours.

b) **Agriculture, Industrial Technology, and Welding Teachers**

Agriculture, industrial technology, and welding teachers may wear blue jeans.

c) **Bus Drivers, Custodial Staff, Safety Officers, Food Service Workers, Computer Technicians, and District Maintenance Personnel**

Bus drivers, custodians, safety officers, food service, district maintenance personnel, and computer technicians will wear uniforms.

For food service, warehouse personnel, district maintenance and property accounting employees, shorts may be worn in the summer when part of the employee's uniform. These employees may also wear coveralls in the winter including those coveralls made of denim or jean material.

Preventive maintenance, carpenters, electronics, and plumbers may wear jeans instead of their uniform.

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