

SANTA FE ISD
PROFESSIONAL DRESS STANDARDS
FOR ADMINISTRATIVE & INSTRUCTIONAL STAFF

**Includes all campuses, Administrative Building, Tax Office, Instructional Support Office,
Technology Office, Child Nutrition Office, Transportation Office and Maintenance Office**

Dress Code Guidelines: Business Professional

[Administrators, Counselors, Administrative Assistants, Secretaries, Instructional Support Professionals, and Clerical Office Staff at the Administration Building and on all campuses.]

The personal appearance of Santa Fe Independent School District (SFISD) employees affects the respect those outside the school district have for the organization as well as respect employees have for themselves and one another. As a representative of SFISD, employees are expected to dress in a manner that is tasteful and not offensive, suggestive, revealing or insulting to others.

GENERIC:

- Hair should be clean, neatly groomed and non-distracting
- Clothing and accessories ***unacceptable*** for Santa Fe ISD employees include:
 - jeans (except on Friday for campus personnel and Cowan clerical staff only)
 - overalls
 - shorts of any length (except for PE teachers and coaches)
 - t-shirts, unless an approved campus spirit shirt on Friday
 - bare midriffs, halter tops
 - sleeveless (unless garments fit closely under the arms and undergarments are not visible)
 - sweat suits, leggings
 - low-cut shirts
 - skorts, mini-skirts
 - form-fitting casual pants
 - caps/hats
 - tongue and facial piercing
 - body piercing and/or tattoos must not be visible
 - clothing that advertises, bears the name or likeness of alcohol, tobacco products or drugs; in addition to clothing, this restriction applies to purses, bags, backpacks, caps, jackets, belts, belt buckles, etc.
 - clothing that has obscene or vulgar language or inappropriate pictures; in addition to clothing, this restriction applies to purses, bags, backpacks, caps, jackets, belts, belt buckles, etc.
- Shoes must be worn at all times
 - no athletic shoes
 - no house shoes
 - no rubber sole flip-flops
 - If non-dress code shoes are to be worn, a doctor's note is required. Such a doctor's note would need to specify if any soft-soled shoe is prescribed, or if it specifically must be an athletic shoe, etc. The note must also specify the time period for wearing non-dress code shoes and the note must be renewed by a physician when appropriate.

MEN:

- Appropriate professional attire for men would include slacks and a dress shirt and/or similar collared shirt. Suits/jackets are optional
- Other required items of clothing are undergarments and socks.
- Pierced jewelry for men is to be limited to the ears.

WOMEN:

- Dresses, skirts, blouses, slacks or suits are recommended.
- Slacks are to be ankle length and are appropriate when worn with a suitable blouse and/or jacket.
- Dressy Capri pants
 - must be mid-calf or below
 - no cargo
- Skirts/dresses as well as slits, flaps, or openings in skirts/dresses should cover $\frac{3}{4}$ of the thigh while standing or sitting.
- Other required items of clothing are undergarments.
- Pierced jewelry for women is to be limited to the ears.

GENERAL:

- Specific job assignments or campus activities may require deviations from this code.
- Departments that require uniforms include food and nutrition, maintenance and custodial.
- This code applies to all school days, including staff development days and off campus.
- If attending meetings on other campuses, Region IV, etc. attire should be as on a regular school day.
- On relaxed dress code days, employees should remember to dress appropriately for the work environment.
- The decision of the Principal, Supervisor or Director in determining the appropriateness of dress and appearance **is final.**

Dress Code Guidelines: Campus Personnel**[Teachers, Instructional Aides and all Instructional Support Employees]**

The personal appearance of Santa Fe Independent School District (SFISD) employees affects the respect those outside the school district have for the organization as well as respect employees have for themselves and one another. As a representative of SFISD, employees are expected to dress in a manner that is tasteful and not offensive, suggestive, revealing or insulting to others.

GENERIC:

- Hair should be clean, neatly groomed and non-distracting.
- Clothing and accessories ***unacceptable*** for Santa Fe ISD employees include:
 - jeans (except on Friday)
 - overalls
 - shorts of any length
 - skorts, mini-skirts
 - t-shirts, unless an approved campus spirit shirt on Friday
 - bare midriffs, halter tops
 - sleeveless (unless garments fit closely under the arms and undergarments are not visible)

- sweat suits
- leggings (unless worn with garments that extend at least 2" above the knee)
- low-cut shirts
- form-fitting casual pants
- caps/hats
- tongue and facial piercing
- Any body piercing and/or tattoos must not be visible.
- clothing that advertises, bears the name or likeness of alcohol, tobacco products or drugs; in addition to clothing, this restriction applies to purses, bags, backpacks, caps, jackets, belts, belt buckles, etc.
- clothing that has obscene or vulgar language or inappropriate pictures; in addition to clothing, this restriction applies to purses, bags, backpacks, caps, jackets, belts, belt buckles, etc.

Jeans Exception:

- jeans, including capri jeans and athletic shoes (**Fridays only**) with spirit shirt or shirt with school colors
- no holes or frays in jeans
- Athletic shoes may be replaced with shoes of choice as long as dress code guidelines are followed.

Shorts/Shoes Exception:

- knee length/walking shorts and t-shirts on **teacher workdays only**
- Shoes must be worn.
 - no house shoes
 - no rubber sole flip flops
 - If non-dress code shoes are to be worn, a doctor's note is required. Such a doctor's note would need to specify if any soft-soled shoe is prescribed, or if it specifically must be an athletic shoe, etc. The note must also specify the time period for wearing non-dress code shoes and the note must be renewed by a physician when appropriate.

Athletic Shoes Exception:

- Employees who are a campus nurse, OT/PT,PPCD, BSI, or Life Skills teacher, may deviate from the dress code and wear athletic shoes on a daily basis.
- Athletic shoes may be worn by employees when testing is being done on their campus (**STAAR, district benchmarks, release test days and teacher workdays only**).
- With the express permission of the principal, dress may vary from the norm on special days (theme/team days) in order to foster a climate of spirit and motivation. Participation is encouraged. Notices for such days will be posted and reported. A maximum of fifteen (15) non-dress code days for campuses/departments is allowed.
- On teacher workdays (currently three per year), teachers and classroom aides are allowed to wear jeans, knee length/walking shorts, t-shirts and tennis shoes due to a large amount of time spent moving furniture, books, display charts, etc.

MEN – Other Job-Related Areas:

Physical Education/Athletics:

- Physical Education teachers shall wear clothes appropriate for teaching physical education.

- Collared or crew-neck shirts with shorts no shorter than mid-thigh, coordinated warm-ups or wind suits, and athletic shoes may be worn.
- Spandex or garments that are too tight are not appropriate.
- Caps/visors/sunglasses may be worn while on duty outside the school building.
- Coaches assigned to classroom instruction for part of the day should abide by the general professional dress code guidelines.
- While in the school building, P.E. Teachers and/or coaches must have warm-ups or wind suit pants over their shorts.

WOMEN – Other Job-Related Areas:

Physical Education/Athletics:

- Physical Education teachers shall wear clothes appropriate for teaching physical education.
- Collared or crew-neck shirts with shorts no shorter than mid-thigh, coordinated warm-ups or wind suits, and athletic shoes may be worn.
- Spandex or garments that are too tight are not appropriate.
- Caps/visors/sunglasses may be worn while on duty outside the school building.
- Coaches assigned to classroom instruction for part of the day should abide by the general professional dress code guidelines.
- While in the school building, P.E. teachers and/or coaches must have warm-ups or wind suit pants over their shorts.

NURSES

- Nurses are expected to wear scrubs that are not form fitting and are appropriate for their campus assignment.
- Rubber soled shoes or tennis shoes are acceptable forms of footwear.

GENERAL:

- Specific job assignments or campus activities may require deviations from this code.
- Departments that require uniforms include school nutrition, maintenance, and custodial.
- This code applies to all school days, including staff development days on and off campus.
- If attending meetings on other campuses, Region IV, etc. attire should be as on a regular school day.
- On relaxed dress code days, employees should remember to dress appropriately for the work environment.
- The decision of the Principal, Supervisor or Director in determining the appropriateness of dress and appearance **is final.**

Dress Code Guidelines: Support Services Personnel:

The personal appearance of Santa Fe Independent School District employees affects the respect those outside the school district have for the organization, as well as respect employees have for themselves and one another. As a representative of the District, employees are expected to dress in a manner that is tasteful and not offensive, suggestive, revealing or insulting to others.

GENERIC:

- Hair should be clean, neatly groomed and non-distracting.

- Clothing and accessories unacceptable for maintenance, custodial, technology, child nutrition, and transportation employees include:
 - bare midriffs
 - halter tops, tube tops, tops without backs
 - clothing that advertises, bears the brand name or the likeness of alcohol, tobacco products or drugs. In addition to clothing, this restriction applies to purses, bags, backpacks, caps, jackets, belts, belt buckles, etc.
 - clothing that has obscene or vulgar language or inappropriate pictures. In addition to clothing, this restriction applies to purses, bags, backpacks, caps, jackets, belts, belt buckles, etc.
 - tattoos should be covered if they are offensive, suggestive, or insulting to others
 - body piercings that are visible, other than earrings on female employees; Female employees may wear a maximum of two earrings per ear. Male employees are allowed to wear earrings.
- The following items are required:
 - Shoes must be worn at all times. The shoes must be closed toe and secured at the heel. House shoes or beach type shoes are prohibited. Non-skid shoes/boots are recommended. Shoes with heels over one-half inch in height are prohibited.
 - Appropriate undergarments must be worn at all times
 - School identification badge must be worn at all times when on school property or in a district vehicle.
- The decision of the Supervisor or Director in determining the appropriateness of dress and appearance **is final.**

Child Nutrition Department

The Child Nutrition Department will provide five uniform shirts and three aprons to all permanent employees. These uniform shirts are property of the Child Nutrition Department and must be returned upon your separation of employment with our department.

Uniforms

Uniforms must be **WRINKLE FREE** and **CLEAN** and in **GOOD REPAIR** at all times.

- Slacks are preferred – must be black
 - no jeans
 - no stretch pants
 - no sweat pants
 - no shorts or Capris
- Shirts
 - Only shirts issued by the Child Nutrition Department are permissible for permanent employees.
 - Child Nutrition shirts may NOT be altered in any way. For example:
 - no cutting of the sleeves
 - no shortening in length
 - no taking in of width
 - Substitute employees will provide their own collared shirt.
 - Undershirts are to be beige, black, or white to compliment one's own skin color. These undershirts must be under a fully buttoned Child Nutrition shirt.
- Shoes
 - must be **black leather work shoes with non-skid soles**
 - no open-toed shoes
 - no canvas tennis shoes or sandals

- socks or hose are required
- hairnets/hats
 - Hairnets or a SFISD approved hat must be worn.
 - Hairnets or hats must completely cover the hair.
 - All hair, **including bangs** and ponytails must be restrained.
 - Hair restraints must be worn at all times while on the clock.
 - No hair accessories of any kind, including scarves, are allowed, other than plain stretch-type bands for pulling the hair into ponytails.
- Per Health Department codes, “Kitchen personnel shall wear no jewelry.” The only piece of jewelry that is acceptable to wear by kitchen personnel is a plain “wedding type” band on any finger.
- Fingernails are to be worn short and clean. They should not be seen above finger tips.
- Nail polish may not be worn. It must be removed completely before starting work. No artificial nails are permitted. This included overlays, solar nails, gel nails, acrylic nails, nail fills, and all nail enhancements of any kind.
- SFISD ID Badge must be worn at all time on campus.

SCHOOL YEAR:

Maintenance Department

- Maintenance workers will wear a uniform, which consists of a shirt with Santa Fe Independent School District logo and the employees name with industrial style pants or jeans.
- Uniforms are to be neat and clean.
- Rubber soled leather or vinyl shoes must be worn.
 - no open toe shoes
 - no backless shoes
 - no slides

Custodial Department

- Dress attire should be chosen to reflect a professional workplace look as opposed to at-home casual. Items not permitted include garments that are sheer, transparent, spaghetti straps, visible undergarments, or exposed midriff.
- Males and females shall wear casual (docker type) slacks, khakis, or blue jeans.
- Males and females shall wear footwear that is closed toe.
- Items not permitted include:
 - shower shoes
 - flip-flops
 - house shoes

SUMMER:

Maintenance Department

- Maintenance workers will wear a uniform, which consists of a shirt with Santa Fe Independent School District logo and the employees name with jeans or knee-length shorts.
- Uniforms are to be neat and clean.
- Rubber soled leather or vinyl shoes must be worn.
 - no open toe shoes
 - no backless shoes
 - no slides

Custodial Department

- Dress attire should be chosen to reflect a professional workplace look as opposed to at-home casual. Items not permitted include garments that are torn or have holes, are sheer, transparent, spaghetti straps, visible undergarments, or exposed midriff.
- Males and females shall wear casual (docker type) slacks, khakis, blue jeans, or knee-length shorts.
- Males and females shall wear footwear that is closed toe. Items not permitted include shower shoes, flip-flops and house shoes.

Technology Department

- Shirts, blouses and tops should be chosen to reflect a professional work place.
- Males and females shall wear casual (docker type) or dress slacks, khakis and blue jeans (as approved by supervisor based on job responsibilities.) Females may wear capri pants that are no shorter than below the knee in length, dresses, skirts, must be mid-calf or below.
- Males and females shall wear footwear that is professional.
- Items not permitted include
 - flip-flops
 - house shoes

Transportation Department

- Bus drivers may wear pants, or shorts. The shorts must be loose fitting and must extend to the top of the knee when standing. Lace or other material may not be added to meet the length requirement. Cut-offs (pants without hems that have been cut off to make shorts) jogging, wind, athletic, biker or other shorts designed for a casual or recreational setting are not permitted.
- Shirts without sleeves must be tight enough around the arms to prevent undergarments or skin on the sides of the body from being visible.
- Shirt sleeves must be tight enough to prevent undergarments or skin on the sides of the body from being visible when the arms are raised parallel to the ground.
- Shoes and sandals must have a closed toe and heel and must be worn from the time an employee clocks in until the time they clock out.

Effective 7-29-14