

Personnel

Series 400

Policy Title Employee Appearance

Code No. 404.1

Marshalltown Community School District employees are role models for the students who come in contact with them. The Board recognizes the positive effect employees can have on students in this capacity. To this end, the Board has an expectation that employees will dress in a manner appropriate for the educational environment and for their position.

Clothing should be neat, clean and in good taste. Discretion and common sense call for an avoidance of extremes which would have a negative effect on the educational process.

It shall be the responsibility of the Superintendent to develop administrative regulations regarding this policy.

Adopted: July 11, 2011

Reviewed:

Amended:

Cross Reference: 300 – Statement of Guiding Principles for Administration  
407 – Licensed Employee Termination of Employment  
413 – Classified Employee Termination of Employment

Legal Reference:

Iowa Code § 279.8 (2009).  
282 I.A.C. 13.25, .26.

Personnel

Series 400

Policy Title Employee Dress Code

Code No. 404.1-R

The Marshalltown Community School District's objective in establishing a dress code is to allow employees to work comfortably while maintaining a professional image.

It is the responsibility of principals or supervisors to assure that all employees are properly dressed.

No dress code can cover all contingencies so employees must exert a certain amount of judgment in their choice of clothing to wear to work.

Employees who are uncertain about acceptable attire for work should speak with their principal or supervisor after reviewing these regulations.

**Business Casual**

These guidelines provide a general overview of appropriate business casual attire, as well as items that are not appropriate for the workplace. Neither list is all-inclusive.

1. Any clothing that is disruptive of or distracting from the educational process is unacceptable.
2. Any clothing displaying drug/alcohol use, gang affiliation or offensive language/symbols is unacceptable.
3. Clothing that is sheer, excessively tight, or reveals cleavage, back, chest, stomach, any portion of the buttocks or undergarments is not appropriate for a place of business.
4. Torn, soiled or frayed clothing is unacceptable.
5. Clothing should be pressed and not wrinkled.
6. Sunglasses are inappropriate unless prescribed by a physician for indoor use.
7. District ID badges are required to be visible.
8. Visible tattoos shall not be obscene, profane, representative of drug/alcohol use or gang affiliation, or disruptive to the educational environment.

**Tops**

1. Inappropriate attire for work includes t-shirts and sweatshirts.
2. Hooded clothing may not be worn with the hood pulled over the head.

**Bottoms, Skirts and Dresses**

1. Inappropriate attire for work includes jeans of any color, sweatpants, exercise pants, cargo or carpenter pants, bib overalls, and any spandex or other form-fitting pants.
2. Appropriate attire for work includes, but is not limited to, pants, dresses, skirts, capris, shorts and skorts (all must extend to or below the knee).

**Footwear**

1. Inappropriate attire for work includes Crocs and flip-flops (single "Y" toe strap).
2. Appropriate attire for work includes, but is not limited to, athletic/walking shoes and sandals.

**Headwear**

1. Inappropriate attire for work includes hats, caps, visors, bandanas, do-rags/wraps, hairnets and sweatbands (hairbands are acceptable).
2. Appropriate attire for work includes, but is not limited to, head covers that are required for medical reasons, religious purposes or to honor cultural tradition.

**Exceptions**

1. Employees performing duties in lab settings or extracurricular activities may wear smocks, aprons or other protective items as approved by the principal or supervisor.
2. Certain areas of instruction, such as physical education, will be allowed to wear jogging suits and sweat suits.
3. School spirit/themed t-shirts and sweatshirts (and jeans) are acceptable only on the ten designated school spirit/themed days each school is allowed per year.
4. Extremes in temperature or other temporary conditions may warrant exceptions to these guidelines as deemed appropriate by the principal or supervisor.
5. Principals or supervisors may allow exceptions to the mode of dress in specific situations where deemed appropriate based on employee assignment and responsibilities.

**Custodial/Maintenance and Transportation Workers**

Employees should be distinguishable from other individuals on school grounds, so employees who do not wear a district ID badge shall wear a district-provided uniform shirt with the district logo. Workers within these departments must wear appropriate footwear, may wear jeans, and are allowed to wear caps except when working inside a school.

**Food Service Workers**

Food Service employees are required to wear a district-provided uniform shirt and to comply with all Department of Health regulations, including the wearing of a hairnet, apron and appropriate footwear.

**Conclusion**

If an employee fails to meet dress standards of the district, as determined by the employee's principal or supervisor, the employee will be asked to refrain from wearing the inappropriate item to work in the future. An employee who continues to dress inappropriately may be subject to disciplinary action.

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