

**WINDHAM SCHOOL
DISTRICT**

NUMBER: SD-07.16 (rev. 2)
DATE: February 12, 2024
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**SUPERSEDES: SD-07.16
April 25, 2018**

SUPERINTENDENT DIRECTIVE

SUBJECT: EMPLOYEE DRESS AND GROOMING

AUTHORITY: Windham Board Policy (WBP)-03.02, “Windham School District Superintendent Responsibilities and Authority”

Reference: TDCJ Executive Directive PD-28, “Dress and Grooming Standards”

APPLICABILITY: Windham School District

EMPLOYMENT AT-WILL CLAUSE:

This policy does not constitute an employment contract or guarantee of continued employment and does not create a legally enforceable interest or limit the superintendent’s authority to implement personnel policies. Windham School District reserves the right to revise this policy at any time.

POLICY:

Employees of the Windham School District (WSD) must comply with professional standards of dress and grooming in accordance with this policy.

DEFINITIONS:

These definitions are meant only for this directive and may not apply in other contexts.

“Athletic Shoe” is designed to be worn in sporting and physical activities and often as casual footwear. Athletic shoes are also called sneakers, trainers, running shoes, or tennis shoes.

“Business Casual” is a style of clothing that is less formal than traditional business wear, but is still intended to give a professional and businesslike impression. Business casual includes clothes such as sport jackets, button-down shirts, polo shirts, blouses, slacks, dresses, and skirts. Clothing should be neat, clean, and should not present a ragged or unkempt appearance.

“Extreme,” means exceeding established norms for a professional workplace.

“Professional Attire” is clothing considered appropriate in a professional workplace, such as men’s and women’s suits, dresses, dress shirts, dress pants, ties, and scarves.

PROCEDURES:

Supervisors are responsible for administering and enforcing this directive. The superintendent may authorize exceptions to this policy.

I. General Provisions

Employees are required to dress in a clean and neat manner that is appropriate for the job being performed and to comply with the grooming standards of this directive.

Regardless of job assignment, clothing with offensive images, language, logos, or symbols is prohibited. Employees may not reveal tattoos or other body markings with offensive images, language, logos, or symbols.

Employees are expected to maintain a professional standard of cleanliness and personal hygiene. Any intense fragrance or odor, including body odor, is prohibited. Employees may have sensitivity or allergy to perfumes, cologne or other fragrances or odors; therefore, supervisors must address sensitivities or allergies to fragrances or odors on a case-by-case basis.

II. Appropriate Attire

Generally, the dress code of the WSD workplace is business casual. Attire must be compatible with security awareness responsibilities of the correctional environment. When responsibilities require interacting with the public or representing WSD at official functions, employees should wear appropriate professional attire. There may be events or functions for which professional attire is not required. Please consult your supervisor for guidance.

A. Footwear

All employees must wear shoes that reflect business or business casual appearance. Shoes must be neat, clean, and should not present a ragged or unkempt appearance. Employees may wear athletic shoes that are consistent with a business environment. Females may wear open-toe shoes or sandals while not on a correctional facility. However, footwear with straps that divide the toes must have either a strap around the heel or across the top of the foot.

NOTE: WSD employees may not wear open-toe shoes while on correctional facilities.

B. Casual Friday

On Fridays, employees may wear denim jeans and a business casual shirt or blouse. Jeans must be neat, clean, and without holes, ragged edges, stains, or discolorations. When job responsibilities on a Friday require interacting with the public or representing WSD at official functions, employees should wear appropriate professional attire. There may be events or functions for which professional attire is not required. Please consult your supervisor for guidance.

III. Inappropriate Attire

Attire that is inappropriate or incompatible with WSD's environment includes, but is not limited to:

A. Females

1. Dresses or skirts shorter or with a slit higher than the middle of the knee while standing;
2. Shorts of any length;
3. Tights or leggings that are not accompanied with a top, dress, or skirt that reaches the middle of the knee or longer while standing;
4. Capri pants shorter than three inches below the knee while standing;
5. Open-toe shoes while on a correctional facility;
6. Sandal variants that cover very little of the foot, do not fit closely to the foot, or whose structure may otherwise present a safety or security hazard, such as flip flops, slides, or t-strap style sandals;
7. Sweat suits, wind suits, scrubs or the tops or bottoms of any such suit;
8. Clothing exposing the midriff, shoulder, or any portion of an undergarment at any time;
9. Clothing that is see-through, low-cut in front or back, or tight-fitting;
10. T-shirts;
11. Denim jeans of any color, except as provided in section II (B);
12. Jewelry worn through a pierced body part other than the ears. Ear piercings must be traditional, small, and inconspicuous (no stretching or gauges); and

13. Non-medical subdermal implants.

B. Males

1. Shorts;
2. Sweat suits, wind suits, scrubs or the tops or bottoms of any such suit;
3. T-shirts;
4. Denim jeans of any color, except as provided in section II (B);
5. Open-toe shoes;
6. Jewelry worn through a pierced body part; and
7. Non-medical subdermal implants.

IV. Hats and Caps

Except for CTE teachers who may wear hats or caps in CTE classrooms and shops, hats and caps may not be worn unless approved medical or religious reasons, or as authorized according to section V.

V. Attire for Positions Requiring Physical Exertion or Weather Exposure

Supervisors may grant employees written authorization to wear clothing or hats otherwise prohibited by this policy when job duties require physical exertion or exposure to weather.

VI. Medical Devices

Any devices worn by campus-based employees for medical purposes must be approved on a case-by-case basis by a supervisor in coordination with the facility warden, if applicable.

VII. Fitness Activity Trackers

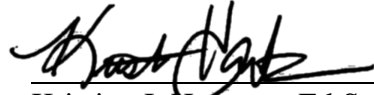
Campus-based employees are not permitted to wear fitness activity trackers if the device has internet, phone, photo, or recording capabilities.

VIII. Grooming

Hair and fingernails must be well-groomed. Dyed, tinted, or bleached hair is permitted within naturally occurring color tones. Hairstyles and makeup must be professional and may not present a potential security issue or distraction in the workplace. Extreme makeup, hairstyles, or hair colors such as pink, purple, blue, green, etc. are not permitted.

IX. Supplemental Policies

Supervisors may not set standards stricter or laxer than this directive. Supervisors should contact the Human Resources department for questions related to interpretations of this directive.



Kristina J. Hartman, Ed.S.
Superintendent
Windham School District