

EMPLOYEE DRESS CODE

It is the policy of the Livingston Parish School Board that each employee's dress, grooming, and personal hygiene should be appropriate to the work situation. Employees are expected to present a professional, business-like image to customers, prospects and the public. Radical departures from conventional dress or personal grooming and hygiene standards are not permitted.

DRESS AND PERSONAL GROOMING

Employees are expected to be guided in their grooming habits by what is most generally accepted in the business and professional world. Employee dress and grooming shall not detract from the learning/educational environment of students' participation in classes, school programs or other school-related activities. Extremes in style and fit in employee dress and extremes in style of grooming shall not be permitted. Building administrators and principals shall be authorized to use their discretion in determining extremes in styles of dress and grooming and what is appropriate and suitable for School Board employees. No employees shall wear, possess, use, distribute, display, or sell any clothing, jewelry, emblem, blade, symbols, sign, or other things which are affiliated with drugs, alcohol, violence, or gang-related activities. Policies regarding dress and grooming stress the importance of reducing distractions that inhibit learning and are addressed in an attempt to enhance the learning environment.

The School Board shall not discriminate against an employee on the basis of a natural, protective or cultural hairstyle. *Natural, protective, or cultural hairstyle* shall include, but is not limited to, afros, dreadlocks, twists, locs, braids, cornrow braids, Bantu knots, curls, and hair styled to protect hair texture or for cultural significance.

The personal appearance of certified and non-certified personnel is to be governed by the following standards:

- (1) Neatly groomed facial hair is acceptable, including mustaches, beards and goatees.
- (2) Hair should be neat and clean. Employees should have natural hair color. Extreme unnatural colors are not allowed. Sculptured hair styles that include pictures, symbols, letters, numbers, or hair curlers, rollers or excessively teased will not be permitted. Principals have discretion if a hairstyle including accessories interferes with learning.
- (3) Appropriate foundation garments shall be worn.
- (4) Denim "jeans" are inappropriate in the ordinary school setting and may be worn only with the consent of the principal/supervisor.

- (5) Appropriate footwear must be worn to school (no shower shoes, flip-flops).
- (6) Clothing shall be professional in appearance, neat, clean, and appropriate for each individual job description. Clothing shall not be too tight or too revealing. Tee-shirts, tank tops, halter tops, see-through blouses, Spaghetti strap dresses/tops without jackets, backless dresses, or similar clothing shall not be permitted. Acceptable shirts for male employees are polo or oxford shirts or, sweaters.

Transfer drivers may wear tee shirts and coaches/physical education teachers may wear tee-shirts when coaching/teaching physical education outside of the classroom setting.

- (7) Split-skirts shall be full and loose fitting. Dresses, and/or split-skirts should extend no higher than the top of the knee. Splits in skirts shall extend no higher than three (3) inches above the knee.
- (8) Shorts, are not permissible, except for transfer drivers and coaches/physical education teachers teaching outside the classroom.
 - A. Shorts/skorts of transfer drivers may be worn if loose fitting and no shorter than up to four inches (4") above the knee; stretch/latex shorts are not appropriate.
 - B. Coaches'/physical education teachers' shorts may be worn if loose fitting and no shorter than up to four inches (4") above the knee; stretch/latex shorts are not appropriate.
- (9) Patches, decorations, slogans, designs, symbols, tags, marks or advertisements in poor taste are prohibited. (Examples: Beer, cigarettes, drugs, obscenities, sexual references, or other similar items deemed detrimental to the education, discipline, health or welfare of students.
- (10) Earrings are allowed for employees provided they are not a safety concern or a distraction on campus.
- (11) Piercings, other than ears, are not permitted. Clear (concise stud only) pierce hole fillers are allowed for nose rings.
- (12) The personal appearance of employees who do not regularly meet the public is to be governed by the requirements of safety and comfort (such as school approved custodial, maintenance personnel wear), but should still be as neat as working conditions permit.
- (13) All employees and volunteer workers should observe personal grooming and

hygiene standards reasonably expected by the community for persons occupying public positions.

- (14) Any employee who does not meet the standards of this policy will be required to take corrective action, which may include leaving the premises. Any work time missed because of failure to comply with this policy will be cause for disciplinary action.

CHILD NUTRITION EMPLOYEES

Child Nutrition employees shall report to work dressed in neat, clean uniform attire, including

black uniform bottoms with designated color uniform top. Uniform bottoms must be loose fitting pants, and/or skirts not shorter than the top of the knee. Uniform tops must have sleeves. Effective hair restraints are required and hair that is shoulder length or longer must be pinned up. Caps may be worn as a hair restraint, but caps must be solid black or a school logo design. Footwear must have an enclosed toe and heel with a slip resistant sole, and provide adequate protection as authorized by the Child Nutrition Supervisor or their designee. In addition, the following requirements shall apply:

- (1) Aprons should be clean and worn over uniforms at appropriate times. A laboratory coat or smock may be worn over a uniform. A washable sweater may be worn when necessary. Student workers must also wear effective hair restraints, jackets, smocks, or aprons.
- (2) Jewelry is restricted to plain, wedding bands, watches, and/or stud earrings. Jewelry with stones or beads of any kind cannot not to be worn.
- (3) Piercings, other than ears, are not permitted. Clear (concise stud only) pierce hole fillers are allowed for nose rings.
- (4) Nail polish or artificial nails of any kind are not to be worn at any time.
- (5) Slippers, slides, flip flops, tennis shoes, sandals are not to be worn at any time.
- (5) Tee shirts and denim jeans are inappropriate in the ordinary school setting and may only be worn only as authorized by the Child Nutrition Supervisor or their designee.

Revised: July, 2022

Ref: La. Rev. Stat. Ann. §§17:81, 23:332; Board minutes, 9-94.