

# **Runge Independent School District**

## **Professional Dress Guidelines for Employees**

The personal appearance of Runge ISD employees affects the respect those outside the school district have for the organization and staff, as well as the respect that employees have for themselves and one another. As a representative of Runge ISD, employees are expected to dress with dignity and professionalism.

### **Generic:**

- All clothing must be clean, neat, and well-fitting.
- Hair shall be clean, neatly groomed, and non-distracting.
- Undergarments are required.
- All tattoos must be covered.
- Warm-ups, windpants, and well-fitting (not tight) athletic clothes shall only be worn if they meet the job assignment requirement.

### **Unacceptable:**

- Unnatural hair color that is extreme or distracting.
- Skorts or mini-skirts.
- T-shirts (except on designated days)
- Bare midriffs, halter tops, revealing necklines, "spaghetti" strap tops, crop tops, or strapless tops.
- Tank Tops
- House shoes or beach-type shoes
- Tongue, facial, or body piercings (except ear lobe piercings for women)
- Clothing with pictures/slogans endorsing tobacco, alcohol, or any illegal substances.
- No hats or caps are to be worn inside the building.

### **Men:**

- Appropriate professional attire for men would include slacks and a dress shirt, polo shirt, or similar collared shirt.
- Earrings are not allowed.
- Sandals of any type are not allowed.
- Facial hair shall be neatly trimmed.

### **Women:**

- Appropriate professional attire for women includes dresses, skirts, blouses, slacks, polo shirts, or similar collared shirts.
- Normal hair "accessories" such as bows, clasps, headbands, and barrettes, may be worn. Hair "extremities" or "extensions" that can be considered distracting (including feathers, beads, and tinsel) are not acceptable.
- Sheer tops, "burn-out" shirts, and crochet tops must be worn with an undershirt.
- Leggings, jeggings, or any skin-tight bottom may be worn only with a dress, top, blouse, or sweater that covers the buttocks.

- Capri (including “cargo” style) pants must fall in the mid-calf area.

### **Staff Development & Workdays:**

- Casual attire may be worn during staff development days ***held within the district or on workdays.***
- Professional dress should be worn when training at another district or the Region 3 ESC.
- Dress shorts (longer than mid-thigh) may be worn on workdays, during the summer, or when the campus principal approves.

### **“Casual” Fridays and Other Designated “Casual Days”:**

- Fridays are designated Casual Days. Jeans may be worn only if you are wearing Runge ISD apparel or school colors.
- No writing or advertising is allowed on the seat of the pants.
- The campus principal will also designate whether field trips are to be in professional dress or casual dress.
- All “Early Dismissal Days” are designated as Casual Days.

### **Uniforms:**

- Support departments (food service, grounds, maintenance, etc) may require uniforms.