

Runge Independent School District

Employee Dress Code and Professional Appearance Policy

Purpose

Employees of Runge ISD serve as role models for students and ambassadors for the District. Professional appearance contributes to a positive educational environment and reflects the District's commitment to excellence. Employees are expected to maintain a clean, neat, safe, and professional appearance that supports the educational mission of the District while allowing for reasonable personal expression.

The Superintendent or designee reserves the authority to determine whether an employee's appearance is inconsistent with this policy or disrupts the educational environment.

General Professional Appearance

Employees are expected to:

- Wear clean, neat, well-fitting, and appropriate attire for their assigned duties.
- Maintain good personal hygiene and professional grooming.
- Wear footwear appropriate for the work environment.
- Dress in a manner that promotes professionalism and serves as a positive example for students.

Employees whose assignments require specialized clothing, uniforms, safety equipment, or athletic attire shall wear clothing appropriate to those duties.

Professional Attire

Appropriate professional attire includes business casual clothing such as dress slacks, khakis, dresses, skirts of appropriate length, blouses, sweaters, polo shirts, dress shirts, and professional footwear. School spirit wear may be worn on designated days.

Unacceptable Attire

The following attire is not appropriate during the workday unless specifically authorized by the employee's supervisor:

- Clothing that is excessively tight, revealing, transparent, torn, or excessively distressed.
- Bare midriffs, crop tops, halter tops, strapless tops, tank tops, or spaghetti-strap tops worn without an appropriate outer garment.
- Skirts or shorts that are excessively short.

- Bedroom slippers, house shoes, flip-flops, or beach footwear unless medically required or appropriate for assigned duties.
- Clothing displaying profanity, offensive language, discriminatory messages, or graphics promoting violence, gangs, tobacco, alcohol, vaping products, illegal drugs, or illegal activities.
- Hats, caps, or hoods worn inside District buildings unless required for safety, medical, religious, or District-approved purposes.

Leggings, jeggings, yoga pants, or similar garments may be worn only when paired with a dress, tunic, blouse, sweater, or other top that extends below the hips and provides appropriate coverage.

Hair, Grooming, and Jewelry

Employees shall maintain hair and facial hair in a clean, neat, and professional manner. Hair color and styles are permitted provided they are maintained professionally and do not substantially disrupt the educational environment.

Jewelry and body piercings are permitted provided they are professional, safe, and do not interfere with assigned duties. Facial jewelry that creates a safety concern or is deemed excessively distracting may be restricted by the Superintendent or designee.

Tattoo Policy

Runge ISD recognizes that tattoos are a common form of personal expression. Visible tattoos are permitted provided they reflect the professional standards expected of educators and school employees.

Visible tattoos are acceptable when they:

- Are professional in appearance.
- Do not contain profanity, vulgarity, obscene or sexually explicit images.
- Do not promote violence, criminal activity, gangs, extremist organizations, illegal drugs, tobacco, vaping products, or alcohol.
- Do not contain discriminatory, hateful, intimidating, or otherwise offensive symbols or messages.
- Do not interfere with the employee's professional effectiveness or the educational environment.

Employees shall cover any tattoo that violates these standards or is determined by the Superintendent or designee to be inappropriate for a school setting.

Visible tattoos above the shirt collar, including the face, neck, scalp, and behind the ears, are not permitted and must remain fully covered while on duty or representing the District.

Staff Development and Casual Dress

Business casual attire may be worn during District staff development and workdays unless otherwise directed.

Fridays and other Superintendent- or principal-designated days are considered Casual Dress Days. Employees may wear clean, non-distressed jeans when paired with Runge ISD apparel, school colors, or other professionally appropriate attire.

Field trip attire shall be determined by the Principal based on the nature of the activity.

Administrative Authority

The Superintendent or designee shall interpret and administer this policy and may require an employee to modify attire, grooming, or appearance that is determined to be inconsistent with professional standards or disruptive to the educational environment.

Employees are expected to comply promptly with any reasonable directive regarding professional appearance. Failure to do so may result in appropriate corrective action consistent with District policy and applicable law.

This policy shall be administered fairly, consistently, and in accordance with all applicable federal and state laws.