

EMPLOYEE DRESS CODE

DRESS AND PERSONAL GROOMING

Employees on a daily basis shall dress as professionals, in businesslike attire in order to set a good example for co-employees, students and the general public. 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 will not be permitted. Administrators, considering input from the School Improvement Team, shall be authorized to use their discretion in determining extremes in styles of dress and grooming and what is appropriate and suitable for East Baton Rouge Parish School Board employees. No employee shall wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, blade, symbols, sign or other things that are evidence of affiliation with drugs, alcohol, violence or gang related activities.

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The guidelines of the School Board shall be that no mode of attire will be considered proper for school wear that distracts from or disrupts classroom and school decorum. To maintain a proper image for teachers and other employees, it is the responsibility of principals or supervisors to see that all employees are properly dressed. Principals may include reasonable dress code provisions at schools. Principals may make exceptions to the mode of dress in specific shop-type situations where deemed appropriate. Any condition of grooming or dress judged by the principal to be inappropriate shall not be allowed.

UNIFORMS FOR PHYSICAL PLANT WORKERS

The East Baton Rouge Parish School Board *Physical Plant Services Department* should project an image that emphasizes the professional services provided to administrators, principals, teachers, students and parents. It is desirable that these East Baton Rouge Parish School Board employees be distinguishable from other individuals, authorized or unauthorized, who are located on school grounds, as a safety issue. Uniforms also exemplify a significant safety standard.

Therefore, all employees under the *Physical Plant Services Department* (except D.E.S. managers and secretarial staff) shall be required to wear a light blue collared, short sleeve or long sleeve button-down shirt. A minimum of two (2) shirts must be purchased enabling the employee to have a fresh, clean shirt at all times. A color swatch shall be provided to all employees along with the description of the shirt to be purchased. It shall be the employee's responsibility to match and to purchase the shirts.

Along with the shirts, only dark colored pants will be allowed. Jeans are acceptable, **no**

camouflage pants or shorts will be allowed.

The appropriate footwear (clean closed toe, safety work shoes) must be worn by all employees at all times.

Only a uniform cap, which would be purchased and provided by ServiceMaster, may be worn in the maintenance and grounds department. The custodial staff may wear caps with the school logo provided by their school.

All employees, whether required to wear a uniform or not, must wear assigned I.D. badges at all times.

Any employee who disregards the provisions of the Board's employee dress code policy shall be subject to disciplinary action.

Ref: La. Rev. Stat. Ann. '17:81; Board minutes, 8-23-01.