

**Guidelines for Dress Code
Calcasieu Parish Employees,
Including Substitutes (July 2010)**

	Acceptable	Unacceptable
WOMEN:	sleeveless dresses or tops undergarments must be worn & not showing pants (belt, if loops), pantsuits skirts/dresses/jumpers/culottes/split skirts (no shorter than 2" above knee) cropped pants/capris blazer or jacket, optional School Related tee-shirts shirts (blouses must be tucked in or at an appropriate length so as not to expose the midriff at any time)	bare midriff shirts or tops, spaghetti straps or tank tops **see-thru or tight-fitting tops/pants/skirts blue denim jeans (except on designated "spirit" or "casual" days) stonewashed/faded/frayed/holes in jeans windsuits/sweatsuits/jogging suits/overalls shorts/skorts leggings/tights/spandex (as pants) low necklines/suggestive clothing tee shirts no visible body piercing/facial piercing (except ears) **distracting tattoos thong flip flops/crocs/shower shoes/slippers caps (indoors)

	Acceptable	Unacceptable
Men	slacks/trousers/dress pants (belt, if loops, or suspenders worn at waist) shirts: polo, oxford, sweater blazer, jacket or ties optional School related tee-shirts	sleeveless shirts /tank tops tee shirts blue denim jeans (except on designated "spirit" or "casual" days) stonewashed/faded/frayed/holes in jeans windsuits/sweatsuits/jogging suits/overalls shorts **tight fitting tops/pants no visible body piercing/facial piercing (except ears) **distracting tattoos caps (indoors)

**** DISCRETION OF SUPERVISOR**

EXCEPTIONS "Spirit" or "casual" day as announced or designated by the principal.
 T & I teachers or agriculture and industrial arts may wear denim jeans.
 Scrubs may be worn only by those working with medically-impaired students and
 Pre-K, Kindergarten and Headstart teachers and aids.

P.E. TEACHERS	windsuits walking shorts/coaching shorts (no shorter than 2" above the knee)	stretch shorts/short shorts tee shirts
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EXCEPTIONS Instructors' attire acceptable in gym and during P.E. classes
If a P.E. instructor teaches any other class during the day, he/she will change clothes or cover clothing.
"Spirit" or "casual" day as announced or designated by the principal

SUPPORT

PERSONNEL All support personnel will dress according to their job description requirements with approval of the school principal/immediate supervisor.

Clerical workers, secretaries, aides, and others who work with children and/or inside the school plant, central office or other central locations will comply with the certified dress code.

Cafeteria workers will follow the policy designed by Food Service.

EXCEPTIONS Bus Drivers/bus aides may wear jeans or knee-length shorts with tee shirts due to the heat. They must wear shoes which are secured to the feet by either ties or straps.
Custodial employees may wear jeans and tee shirts during the school year.
Tee shirts may not have profane/suggestive/obscene language or pictures or advertising of alcohol, drug paraphernalia or illegal substances or political in nature
Warehouse, custodial and maintenance employees must wear close-toed shoes, knee length shorts are optional during summer months.

Consequences for Dress Code Violations

1st violation – Documented conference with employee and immediate supervisor, an evaluation form be placed in employee school folder

2nd violation - Documented conference with employee, Immediate supervisor and appropriate administrative Director. An evaluation form be placed in school folder and Personnel folder in Personnel department

3rd violation - Administrative hearing held with employee, immediate supervisor, appropriate Personnel Supervisor and Assistant Superintendent – make recommendation to the Superintendent which could lead to termination