

Employee Dress

Last Revised: 16 June 2009

Refer Questions To: Compliance Manager, Administration & Operations

Scope

These guidelines apply to all Clerc Center employees.

Guidelines

Rationale

All employees are expected to dress professionally in a manner that is appropriate for their positions, reflects positively upon the Clerc Center, and ensures an environment conducive to Clerc Center operations.

- All employees are expected to dress and groom in a manner that shows cleanliness, ensures safety, demonstrates respect for others, and does not distract students or disrupt classroom or Clerc Center activities. Appropriate shoes must be worn at all times in the school buildings.
- Clothing and jewelry shall be free of writing, pictures, and any insignia that is crude, vulgar, obscene, profane, or sexually suggestive or that advocates prejudice, violence, or the use of drugs or alcohol.

Examples of inappropriate clothing include but are not limited to:

- Shorts or T-shirts (except for field days, class picnics, and other approved days)
- Jeans (except for School Spirit Days)
- Torn, wrinkled, or dirty clothing; undershirts or clothing that is either extremely tight or extremely loose/baggy; or clothing that exposes skin or undergarments (i.e., tank tops, cut-off tops, halter tops, or mesh shirts)
- Hats, visors, bandannas, forehead sweatbands, or sunglasses.
- Athletic wear/workout clothing (except for PE teachers)
- Flip-flops, Crocs, water shoes, shower sandals, and house slippers

Alternate Dress Code

For certain positions or identified events, an alternate dress code may be communicated to employees by their principal or director.

School Spirit Days

Unless otherwise communicated by a principal or director, Fridays are School Spirit Days at KDES and MSSD. Employees may show their school spirit by wearing school colors—blue and yellow for KDES and red, white, and blue for MSSD.

- Employees who elect to wear jeans must also wear shirts with the KDES, MSSD, Clerc Center, or Gallaudet logo. Jeans must be clean, in good taste, and in good condition.
- Both polo and T-shirts with a school logo are acceptable as long as they are clean and in good condition.
- Shirts with the KDES logo can be purchased from the KDES Front Office. Shirts with the MSSD logo can be purchased from the MSSD Athletic Department. Shirts with the Gallaudet logo can be purchased at the Gallaudet Bookstore.
- Appropriate footwear is required at all times.
- Employees who choose not to wear shirts with the KDES, MSSD, or Gallaudet logo are still encouraged to wear school colors on Fridays but may not wear jeans.

Approved by: Senior Leadership Team (SLT)