

# INDIANA SCHOOL FOR THE BLIND AND VISUALLY IMPAIRED

## Staff Dress Code Policy

### Policy O-53

**Purpose:** The intended purpose of this policy is for the Indiana School for the Blind and Visually Impaired (ISBVI), through this dress code, to ensure all employees present themselves to our students, parents, and the general public in a manner which enhances their professional position. It is also the intent of the ISBVI to ensure all employees model, for students, attire appropriate to success.

All employees are expected to dress in a professional manner. Clothing should be neat, clean, in good repair, and appropriate for on-the-job appearances at all times. Employees shall not wear on the outside of their clothing jewelry or similar artifacts, as well as logos or other symbols or writing that are considered obscene; promote activity illegal for students, such as tobacco, alcohol, or drug use; or may be distracting or pose a disruption to the educational environment. Staff may be permitted to deviate from the following dress standards on special occasions authorized by the Superintendent, such as the wearing of specific clothing to honor or support a specific team or activity.

- The Dress Code applies to ISBVI faculty and staff, except designated personnel.
- “Business-Casual Fridays” and “Jean Days” will be at the discretion of the Superintendent. Low-Rider jeans, sweat pants, or workout clothes are unacceptable except during indoor and outdoor recreational activities.
- Physical education teachers are permitted to wear jogging/wind suits and shorts. Physical education instructors shall follow the faculty dress code for their gender on parent conference days, special meetings, and other occasions when not instructing class, unless otherwise determined by the principal(s).
- Orientation and Mobility Instructors are permitted to wear shorts on hot/humid days where the outside temperature is expected to be 85 degrees or higher. Orientation and Mobility Instructors may wear shorts that range in length from the knee to no shorter than three inches above the knee that would include khaki-style shorts or shorts of a similar nature (cargo-style shorts are not permitted). Orientation and Mobility Instructors shall follow the faculty dress code for their gender on parent conference days, special meetings, and other occasions when not instructing class, unless otherwise determined by the principal(s).
- Visible tattooing that might be considered inappropriate or offensive is not permissible. Tattoos or body art which have pictures or words that promote violence, guns, sex, drugs, alcohol, tobacco, nudity, skeletons, or skulls are not permitted and must be covered. This list is not exhaustive. Should an employee be asked to cover a tattoo, the employee will be required to do so. Failure to do so will be considered insubordination.

## **Appropriate dress:**

- Dresses and skirts are to be no shorter than three inches above the knee. Dresses and skirts which are ankle length and tight enough to hinder walking are not acceptable attire. The slit of a dress or skirt must come no higher than three inches above the knee.
- Slacks and Capri pants may be worn in an appropriate manner. Capri pants must be below the knee. Physical education teachers may wear shorts. Orientation and Mobility Instructors may wear shorts that range in length from the knee to no shorter than three inches above the knee that would include khaki-style shorts or shorts of a similar nature (cargo-style shorts are not permitted) based on identified weather conditions. All other staff will not wear shorts.\*
- No jeans of any color will be acceptable.\*
- T-shirts (other than ISBVI school-affiliated shirts) are not allowed. Low cut blouses/shirts, see-through clothing, off the shoulder, halter style, tank tops, or clothing which reveals the midriff are not appropriate staff attire. Sleeveless clothing must cover undergarments.
- Shoes shall be dress or casual, including slip-ons. Shoes and sandals without a back strap are acceptable. Beach style flip-flops are not acceptable attire. Shoes shall have a flat heel or no more than a two and one-half (2-1/2) inch non-spike type heel.
- While athletic shoes are generally not acceptable for nonphysical education teachers, special needs foot attire, to accommodate foot problems or appropriate activities may be addressed by the Superintendent. Athletic shoes are allowed on the playground and during other times (such as field trips and physical education) when regular dress shoes may be a hazard.
- Earrings are the only visible piercing allowed.
- Hats are not to be worn inside, except for, “Spirit Days” and similar occasions.
- Banded collars on button shirts, collared sport shirts, three-button golf shirts, suits, sport coats and dress shirts are permissible. Dress shirttails shall be tucked into the waistband of the trousers/slacks. Slacks and casual dress pants are acceptable.

\*Jeans, tennis shoes, and shorts (no shorter than three inches above the knee) shall be allowed on field trips that involve outdoor activities and at appropriate after-school events. Maintenance staff, housekeeping staff, dietary staff, and residential staff are permitted to wear tennis shoes and jeans.

By enacting this dress code policy, the ISBVI recognizes that there are occasions when individuals may need to wear specific clothing due to medical reasons or as a part of a bona fide personal religious practice and belief. When such is the case, the employee should provide documentation to his or her supervisor of the medical necessity or his or her bona fide personal religious practice and belief that gives rise to the need for deviation from this dress code policy.

Any attire deemed inappropriate by the Superintendent is prohibited. The employee may be asked to return to school with the appropriate attire.

**WAIVER:** The Superintendent may waive the dress code for school employees when school is not in session. Employees will be notified by the Superintendent when such a waiver is in effect,

defining the parameters of the dress code waiver based on seasonal weather conditions, special events, and the like.

**Adopted by ISBVI Board:** 8/20/12

**Reviewed and Approved:** 10/21/13, **10/22/18**