

**Personnel – Dress and Grooming**  
LOWELL JOINT SCHOOL DISTRICT  
**SUPERINTENDENT'S OFFICE**

AR 4119.22 (a)

**Memorandum**

October 10, 2000

TO: All Certified & Classified Staff, Noon Duty Aides

FROM: Ron Randolph, Superintendent  
Cyndie Dember, President LJE  
Ronnie Mayer, President CSA

RE: Standards of Dress for Employees

Our Board of Trustees has requested that professional standards of dress consistently be observed by all employees who deal directly with students and the public, including parents. They, as we, are convinced that the manner in which we as professional staffs dress imparts a message regarding the importance of the work we do with students. Professional standards to us means that our daily attire reflects an image of businesslike, casual yet functional apparel that is dignified and appropriate for the type of service we perform.

In general, we are pleased and proud of the appropriateness of dress displayed by our employees. It needs to be consistent throughout the district.

Obviously, there will be different attire necessary for certain employees, such as maintenance and cafeteria workers and those employees whose unique assignments require more specialized dress. However, for the majority of us whose appearance directly affects our students and the public, professional dress should reflect workplace flexibility with decorum. Special dress for special events (field trips, dress-up days, etc.) are exempted from these standards as determined by the principal or supervisor.

The Board of Trustees and we trust that you will make every effort to respect and implement professional standards. For a more detailed definition of professional standards, please contact your principal and/or supervisor whose responsibility it is to evaluate the appropriateness of employee dress. If there are any questions regarding the acceptability of any particular style of dress, please contact your principal or supervisor.

We are firmly convinced that wearing professional attire will assist in improving the achievement, conduct and dress of our students.

Thank you for your cooperation.

RTR:cs

Cc: Board of Trustees  
Principal

**GUIDELINES FOR BUSINESS CASUAL ATTIRE**  
**Effective September 25, 2000**

MEN	WOMEN
<p><b>ACCEPTABLE SHIRTS/TOPS</b></p> <p>Short sleeves/Long sleeves            Shirts with Collars            Polo-style Shirts            Banded Collars            Jackets/Blazers            Crew-neck Sweaters            Cardigan Sweaters            Vests (with shirts under)            Ties            T-shirts/Sweatshirts/Shirts with School Name Only</p> <p><b>NOT ACCEPTABLE SHIRTS/TOPS</b></p> <p>Tank-Tops            T-shirts (with Imprints)            Sleeveless Shirts/Tops            Crop Tops/Shirts            Un-tucked Shirts with Tails/Oversized Shirts</p>	<p><b>ACCEPTABLE SHIRTS/TOPS</b></p> <p>Short Sleeves (Not T-shirts)            Blouses            Polo-style Shirts            Dress T-shirts            Jackets/Blazers            Crew-neck Sweaters            Cardigan Sweaters/Sweater Sets            Vests (with shirts under)            Modest Necklines            T-shirts/Sweatshirts/Shirts with School Name Only</p> <p><b>NOT ACCEPTABLE SHIRTS/TOPS</b></p> <p>T-shirts (with imprints)            Spaghetti Straps            Crop Tops/Shirts            Low-cut or Tight Tops/Shirts            Midriff            Strapless</p>
	<p><b>ACCEPTABLE DRESSES/SKIRTS</b></p> <p>Dresses/Skirts (Appropriate Length)</p> <p><b>NOT ACCEPTABLE DRESSES/SKIRTS</b></p> <p>Sun Dresses/Spaghetti Straps            Too Tight/Too Short/Too Revealing            See-through Materials            Spaghetti Straps            Skorts/Culottes</p>
<p><b>ACCEPTABLE PANTS</b></p> <p>Dress/Casual Slacks            Khaki-style Pants (any color)            Dress/Colored Denim</p> <p><b>NOT ACCEPTABLE PANTS</b></p> <p>Blue Jeans            Leather/Vinyl            Sweat Pants            Shorts            Carpenter Jeans/Overalls            Cut-off Jeans</p>	<p><b>ACCEPTABLE PANTS</b></p> <p>Dress/Casual Slacks            Khaki-style Pants (any color)            Dress/Colored Denim</p> <p><b>NOT ACCEPTABLE PANTS</b></p> <p>Blue Jeans            Leather/Vinyl            Sweat Pants            Stretch Pants/Leggings            Stirrup Pants            Shorts            Tight Pants            Overalls            Cut-off Jeans</p>
<p><b>ACCEPTABLE FOOTWEAR</b></p> <p>Dress Shoes            Loafers            Socks            Tennis Shoes            Boat Shoes/Topsiders</p> <p><b>NOT ACCEPTABLE FOOTWEAR</b></p> <p>Beach Sandals or Thongs            Motorcycle-type Boots            Shoes without Socks</p>	<p><b>ACCEPTABLE FOOTWEAR</b></p> <p>Dress Shoes/Pumps            Sling-back Shoes            Flats/Casual Shoes            Loafers            Open-back Dress Shoes/Mules            Tennis Shoes            Boat Shoes/Topsiders</p> <p><b>NOT ACCEPTABLE FOOTWEAR</b></p> <p>Beach Sandals/or Thongs            Motorcycle-type Boots</p>

Headwear – Outdoors Only

Policy Adopted: March 23, 1987

Policy Revised: September 26, 2005; December 5, 2005