

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

Regulation Approved: March 23, 1987

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