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Students First • Innovation • Collaborative Ownership • Diversity • Continuous Learning

TO: All Mission C.I.S.D. Staff

FROM: Dr. Carol G. Pérez Superintendent of Schools *CGP*

DATE: July 20, 2020

SUBJ: Employee Dress Code Regulations

Employees are expected to dress in a manner that sets a good example for the students and does not detract from the educational environment at Mission C.I.S.D. Employees' clothing and grooming habits will present a neat, clean, and professional appearance. Clothing will be job appropriate, tasteful, and coordinated. Additionally, it will be of the appropriate size, fit, and length. The decision of the principal or organizational manager will determine the appropriateness of dress and appearance, and shall be in accordance with any additional standards approved by the Superintendent. A good rule of thumb is "if in doubt, do not wear it". The following minimum standards shall apply:

1. Employees are expected to dress in a professional, non-casual manner for all school days and staff development days.
2. All clothing will contribute to the professional appearance of the employee. Clothing will fit properly, be cleaned and pressed, and be in good repair.
3. Appropriate undergarments **must be worn**. Undergarments should not be visible.
4. The length of dresses and skirts shall be no shorter than a line drawn **immediately above the knee, or approximately 1.5 inches above the knee.**
5. Jeans may be worn with a Mission C.I.S.D. school or District spirit shirt on spirit day each Friday or on days designated in advance by the principal. Jeans with holes **will not be allowed.**
6. "Cropped pants," slacks **cropped just above the ankle, are appropriate**. "Capri pants," pants that **expose the calf, are not appropriate for school wear**. "Fun wear" (beach attire, shorts, laid back wear) clothing is also not appropriate.
7. Sleeveless shirts **are not allowed** for male staff. Female staff members may wear sleeveless tops/ blouses, **if the garments fit closely under the arms**.
8. **No tank** tops are allowed.
9. Spandex materials do not present a professional appearance and **are not appropriate for school**. Suggestive, tight, form-fitting clothing is **not appropriate for any staff member.**
10. **No leggings** or shorts will be allowed.

Our Vision: Mission CISD will prepare and inspire all students to be equipped to excel in the college and career of their choice, dominate 21st century skills in leadership, knowledge, language, and technology to compete in a global economy and serve as successful citizens in their community.

Declaración de la Visión: Mission CISD preparará e inspirará a todos los estudiantes a estar preparados para sobresalir en la universidad y la carrera de su elección, dominar habilidades del siglo 21 en liderazgo, conocimiento, lenguaje y tecnología para competir en una economía global y servir como ciudadanos exitosos en su comunidad.

11. Halter tops, spaghetti straps or any shirts/blouses that expose cleavage or bare midriff **are not permitted**. See-through or mesh apparel is allowed if worn with a sleeveless (no less than 2" wide straps) top/blouse underneath.
12. Garments/shoes deemed necessary by a physician are acceptable, provided the guidelines are met.
13. **No** warm-up suits shall be allowed, **except for coaching staff when performing athletic duties**.
14. Sandals shall be allowed. However, specific District departments may require special footwear/uniforms for safety purposes. In addition, **"flip-flops" and sandals with the strap between the toes shall not be allowed**.
15. **No** stiletto or wedge style shoes over **4 inches in height are allowed**.
16. **No** clog type crocks will be allowed.
17. Hair must be clean, neatly combed and out of the eyes and face. Male employees' hair length shall be **no longer** than the top of the shirt collar. Mohawks, ducktails or rattails/ ponytails will **not be allowed** on male employees. Mustaches, beard, and sideburns must be neatly trimmed (no Manchu-style mustaches). Hair on both females and males that is styled in a manner that is extreme, outlandish, distracting or draws attention to the individual is not allowed. Hair coloring, including highlights and extensions, on both male and female employees is limited only to natural hair colors (human hair color that is produced in nature). Hair colors, including highlights, that are not acceptable, include, but are not limited to: purple, blue, green, pink, orange, fluorescent red, yellow, neon yellow. Any hair color that is determined by the Principal or Supervisor not to be a natural hair color is not acceptable.
18. Men and women may wear dress button-front or polo-type shirts.
19. Docker-style pants or dress slacks are acceptable and must be worn with a belt.
20. Males should wear shirts with shirt tails tucked in. Ties and jackets are encouraged.
21. Male employees or male substitute employees **shall not be allowed** to wear earrings (clip-on or pierced) or jewelry that requires body piercing.
22. Female employees or female substitute employees may wear earrings, but **shall not be allowed** to wear any other jewelry that requires body piercing.
23. Tattoos, except make-up tattoos such as eyeliner, eye shadow, and lip liner, are **not allowed** to be visible. **Tattoos should be covered** (makeup, Band-Aid, etc.).

Exemplary conduct, personal appearance, and appropriate attire are the rule, not the exception, for the staff of Mission C.I.S.D. Please keep in mind the image you project, to both students and our community, is greatly enhanced by your clothing selections. **Therefore, please remember that if it is not allowed for the student, it is not allowed for the staff.**

DRESS CODE IMPLEMENTATION PROCESS

1. The Principal at each campus and the Department Supervisor at each Department will be responsible to review dress code policy with all staff members before the end of the school year and at the beginning of the school year to ensure the staff is aware of the policy.
2. A Power Point Presentation will be created by the Human Resources Department illustrating, with pictures, what is allowable and what is not allowable.
3. The Principal at each campus and the Department Supervisor at each Department will review the Dress Code Policy and Dress Code Administrative Regulations with all staff members at the beginning of the school year. All employees must sign in to attend this training.
4. The Dress Code Policy and Dress Code Administrative Regulations will be included in the Employee Handbook. By signing the employee handbook acknowledgement form the employee is stating that he has read the Handbook and will abide by the standards, policies and procedures defined or referenced in the handbook including the dress code regulations.
5. * If the Principal determines that an employee has violated the Dress Code, the Principal will follow this process:

1st Violation - Written warning – The Principal will send the employee home to change. No absence leave will be charged to employee if employee returns to work within a two-hour period.

2nd Violation - Written warning – The Principal will send the employee home to change. Personal leave will be charged to employee according to the time it takes to return to work.

3rd Violation - Official written reprimand will be placed in file, and the employee will be recommended for Non-Renewal at the end of the School Year.* The Principal will send the employee home to change. Personal leave will be charged to employee according to the time it takes to return to work.

6. In order to seek a solution at the lowest possible administrative level, an employee may appeal after the third violation to the District Dress Code Committee.
7. The District Dress Code Committee will be made up by the following members assigned by the Superintendent: Assistant Superintendent for Human Resources, One High School Principal, One JHS Principal, one Elementary Principal, one Central Office staff member, one Elementary teacher and one Secondary teacher.
8. The District Dress Code Committee must schedule a meeting to consider the appeal within seven work days of the date it was submitted to the Human Resources Department.
9. The employee will present his/her appeal to the District Dress Code Committee. The Committee will make a recommendation to the administrator or supervisor and inform the employee of their decision.
10. If the employee does not agree with the recommendation, the employee may file a grievance.

* Number 5 was revised after consultation with Mr. David Hansen, MCISD's Legal Counsel.