

Employee Dress Standards

Lake Travis ISD

Whereas a professional appearance has a positive impact on the learning and teaching environment, all district employees are expected to act as role models by adhering to the established dress standards. The dress standards contribute towards promoting a professional image, helping to establish and maintain respect and credibility. The following guidelines shall be considered the minimum expectations.

In addition to being neat, clean and well-groomed, all clothing and body ornamentation must be free of any printed material advertising tobacco, alcohol products or may be offensive. Offensive is defined as obscene, indecent, sexually explicit, advocates or symbolizes sexual acts or conduct, associates with an extremist group, gang affiliation or activity, or advocates prejudice or discrimination based on race, color, national origin, ethnicity, religion, gender, sexual orientation, or age.

Shirts:

Must be business attire, such as a dress shirt, polo shirt, other collared shirt, blouse or sweater. Sleeveless shirts may be worn if considered professional.

T-shirts and sweatshirts are permitted on 'spirit wear' Fridays, field trip days or supervisor approved days. Backless and strapless tops are not permitted. Tank and spaghetti strap tops may be worn under approved top guidelines, not on their own.

All tops shall be appropriately sized and not inappropriately expose one's chest, torso or undergarments.

Pants:

Must be dress pants, slacks, Docker style pants or colored denim. The hemline may not be longer than one's shoes. The hemline of dress capris must fall below the calf. Shorts, warm-ups, sweats, yoga pants, spandex or track suit pants are not permitted. Leggings/tights may not be worn as pants.

Blue jeans may be worn on Fridays, field trip days or supervisor approved days. Blue jeans with holes, rips or fraying are not permitted.

All pants shall be appropriately sized and not inappropriately expose any undergarments.

Skirts/Dresses/Tunics:

The hemline must be no shorter than three inches above the knee in length. Leggings may be worn under skirts, dresses and tunics. Backless, strapless and spaghetti strap dresses may be worn under approved top guidelines, not on their own.

All dresses and skirts shall be appropriately sized and not inappropriately expose one's chest, torso or undergarments.

Shoes:

Must be dress or casual footwear to include loafers, lace-ups, boots, slip-ons, wedges, mules and comfort shoes. Athletic/gym shoes may be worn on Fridays, field trip days, supervisor approved days or during recess. All shoes must be neat and clean. Flat sandal type shoes with no backing such as flip flops, Crocs are not permitted.

Hats:

Hats shall not be worn indoors, with the exception of maintenance, custodial and food service staff.

Body Piercings:

No visible piercings are permitted with the exception of the ear lobes and a single nose piercing of a small stud. Multiple ear piercings are acceptable if not excessive.

Body Ornamentation:

Body ornamentation, including but not limited to tattoos, branding, intentional scarring, mutilation, and subdermal implants are prohibited on the face, head and neck. Exposed body ornamentation may not be offensive and limited to approximately a 3x3 inch or 1x5 inch area in size. Body ornamentation not within these parameters must be covered at all times.

Grooming:

Personal hygiene is essential. Therefore, all employees must maintain a clean and presentable appearance, including regular bathing, use of deodorant and oral hygiene.

Hairstyles and facial hair must be neat in appearance and present a professional style. Makeup must also be professional in appearance.

Exceptions:

Employee groups who are provided with and/or required to wear uniforms or district apparel must wear the clothing as intended, following all applicable dress standards, during duty hours.

Employees supervising PE classes, fine arts and athletics may wear hats, appropriate athletic clothing (to include appropriate length shorts) and shoes during that time period or during after school activities. During all other classes, the aforementioned dress code must be followed.

Employees in CTE, industrial or special education classes and campus/hall monitors may wear clothing and shoes deemed necessary for the safety of the employee.

Auxiliary employees such as technology, maintenance, custodial, transportation, and food services may wear hats, and clothing and sensible shoes specific to their assignment, while following all other provisions of the dress code.

The department or site supervisor will provide guidance for employees.

Notes:

The District dress standards will be fairly and consistently enforced.

Any employee seeking an accommodation may contact Evalene Murphy, Assistant Superintendent for Human Resource Services, for assistance.

The Dress Standards will become **effective on August 1, 2019**.

On January 7, 2019, the following standards will be in effect:

- Blue jeans may be worn on Fridays, field trip days or supervisor approved days.
- Flip flops, pajamas, slippers and yoga pants are not permitted.
- Tights and leggings may not be worn as pants, but may be worn under appropriate length skirts, dresses and tunics.
- Clothing may not inappropriately expose one's chest, torso or undergarments.

Revised: 11-30-18

LTISD Employee Dress Standards Guide

Do's and Don'ts

Jeans



Tights/Leggings/Spandex/Skinny Pants



Skinny Pants





Athletic Wear

