

## **6406 Employee Dress Code**

### **Purpose:**

Professional attire and grooming is required of all staff at Maeser Prep and must be worn during school hours, and for all before and after school programs, except under special circumstances, such as designated.

Guidelines include:

1. Staff must present a modest, clean, and neat appearance at all times, including Regular School Days and Full Dress Uniform days. All clothing must be in good repair, clean, appropriately sized, and worn correctly. Footwear must be professional and appropriate.
2. Hair must be kept neat, clean, and well-groomed. For men, hair must be trimmed above the collar leaving the ear uncovered, and sideburns may not extend below the earlobe or onto the cheek. Men must be clean-shaven or have well-trimmed beards and moustaches. Hairstyles of an unnatural color or style are not permitted.
3. Female staff may wear natural, conservative makeup. Glitter, artificial tattoos, etc. are prohibited. Male staff may not wear makeup.
4. Unusual, visible body piercing and/or modification and/or tattoos are prohibited. Male staff may not wear excessive jewelry; a watch, finger rings, and/or items of medical significance are permitted. Female staff may not wear excessive jewelry; a watch, finger rings, one pair of earrings, and/or items of medical significance are permitted.
5. Staff are permitted to wear clothing required by their religious beliefs. For example, hijab, yarmulke, etc. are permitted. Staff may not use clothing as a forum for speech; text and/or political visual images (on t-shirts, buttons, etc.) are not permitted.
6. On Full Dress Uniform days, male staff must wear a collared, business-style shirt, tie, professional jacket or blazer, and dress pants. On Full Dress Uniform days, female staff must wear a dress, skirt, or dress pants with a professional-style blouse or shirt. Staff may wear the same full dress uniform items as students if they wish.
7. When acting in an official capacity for school performances or activities such as concerts, plays, musicals, etc., staff members must follow staff dress code for Full Dress Uniform Days.
8. On regular school days, staff may wear “business casual” apparel, including polo-style shirts, dockers style pants, etc. Staff members are encouraged to wear Maeser faculty uniform items if available.
9. Denim jeans, cargo pants, and shorts are specifically prohibited.
10. Administration may prohibit items not addressed in this policy if those items are distracting or inappropriate in their opinion.

Approved 21 Aug 2007

Updated 10/13/20