

## APPROPRIATE ATTIRE

### Certified Staff

Teachers shall not wear inappropriate professional attire during the work year when students are present and/or when the teacher is meeting with parents or visitors. Inappropriate attire shall be defined as clothing that is too tight, too short, too revealing, too worn, sleeveless, or threadbare and in “most” circumstances shorts, jogging suits and sweat suits. Jeans shall not be worn except for outdoor events such as field trips or field days (excluding welding, construction, auto and woodshop teachers). Jeans may be worn on the last day of student attendance of the week. Graphic t-shirts exclusive of Harlem School District spirit wear shall not be worn. If a Principal or an Assistant Superintendent believe that a teacher is dressed inappropriately, the administrator shall first bring it to the attention of the teacher explaining how the administrator believes the clothing to be inappropriate in an attempt to correct the problem. If the inappropriate attire is not corrected after the meeting with the teacher and the administrator, the Administration shall follow progressive and corrective discipline to correct the matter. The Union President shall be contacted by the Administration at the time the dispute arises.

For clarification of the contract language, the following will apply:

Business Appropriate Denim - Denim Dress Pants v. Jeans: Denim dress pants shall be identified as dark rinse, void of any holes, rips, frayed edges or tears, and having a tailored fit. Denim dress pants will not have the traditional 5 pocket styling. Instead, they will resemble a dress pant with a more refined waistband and pockets that may be slanted, on the side seam or non-existent. Back pockets will usually be in a welt style. These pants will not have gold or tan contrast stitching; instead they use a tonal thread. Dress denim jackets and skirts are acceptable, as long as they are of approved length and business appropriate.

1. Skirts – Appropriate length of skirts is on or around the knee or longer.
2. Shorts – Shorts are not acceptable. Shorts are defined as anything shorter than the knee. “Skorts” are considered shorts and are not acceptable.
3. Capris– Capris are acceptable. Capris are defined as covering the knee or longer.
4. T-Shirts
  - a. Harlem Spirit Wear T-Shirts may be worn any day of the week.
  - b. Special Event T-shirts, related to a particular curriculum theme for a school building event may be considered spirit wear.
  - c. Graphic T-shirts are not appropriate any day of the week and are defined as any graphic not considered Harlem spirit wear.
  - d. Plain T-Shirts may be worn as long as they meet the standard identified in contract language regarding appropriate attire.
5. Sweatshirts – Sweatshirts worn during cooler weather will follow the same general rules as T-shirts.
6. Sleeveless – Sleeveless shirts are not acceptable. A “sleeve” is defined as clothing that has material past the seam at the shoulder.
7. Jeans - Jeans may be worn on the last student attendance day of the week. Jeans may not be worn when students or parents are present in the building even if a teacher personally is not working with a student or parent on a given day. (Example: RTI team meetings, workdays, professional development activities which take the staff member out of the classroom for a day). Jeans may be worn on Institute Day or all District school improvement planning days.

## **APPROPRIATE ATTIRE**

### **Non-Certified Staff (Except Transportation Employees)**

All employees shall wear clothing that is clean, neat and fits appropriately. No one shall wear shirts with inappropriate wording or artwork. Shorts, dresses and skirts must be at an appropriate length. Employees who wear inappropriate clothing shall be subject to progressive and corrective discipline.

### **Transportation Employees**

All transportation employees shall wear clothing that is clean, neat and fits appropriately. No one shall wear high heels or open toe/back shoes, including but not limited to flip flops and sandals. No one shall wear shirts with inappropriate wording or artwork. Shorts, dresses and skirts must be at an appropriate length. Employees who wear inappropriate clothing shall be subject to discipline.