
STAFF DRESS CODE SECTION 3

Our community expects its educational employees to dress in a manner that adds dignity to the educational profession and pride to the school. It is the responsibility of each employee to come to work in attire that will enhance his/her image with students and colleagues. We are in the business of education; therefore, the School Board expects its employees to come to work looking and behaving like highly trained and well-groomed professionals.

PROFESSIONAL DRESS

- MEN** Long or short sleeve button down dress shirt, polo shirt, dress pant or Dockers, and dress shoes (no athletic, flip-flop sandals, or slippers). Ties are recommended but not required. All attire should be neat, clean and pressed.
- WOMEN** Dress / skirt or dress pant and button down shirt, fashion top, blouse or sweater. No tank tops are permitted. Dress slacks, dress capri pants, khakis or chinos can be worn, if they are a part of a business suit or have a professional look. All attire should be neat, clean and pressed. Appropriate formal shoes – wedges, flats, clogs, dress sandal or mules (no athletic, flip-flop, sandals, or slippers).
- PE** Appropriate athletic attire including shorts and collared polo shirts and athletic shoes. T-shirts may be worn, but must have the WCHS logo.

Dresses and skirts, as well as shorts for PE, must be of modest length, no more than 4" above the knee. Blouses, shirts, and sweaters cannot be translucent or dip below a line formed between the right and left armpit. Shirts must be long enough to clearly overlap the belt line and stay tucked in during the course of normal movement throughout the school day.

Denim, workout and athletic apparel are not considered professional attire for the classroom. All faculty and staff should remain in professional attire during work hours unless permission from administration is obtained.

Non-instructional staff working in instructional areas and the office staff will follow the same guidelines as listed above. Special arrangements may be made for ESE paraprofessionals and LPNs. Custodial and cafeteria staff should dress appropriately for their jobs.

BUSINESS CASUAL DRESS POLICY

Business casual attire includes collared polo shirts or t-shirt with a WCHS logo, dress pant, Docker, or khaki slacks. All attire should be neat and clean. Dress or casual shoes are acceptable.

JEANS DAYS DRESS POLICY

Jeans day attire includes collared polo shirts or t-shirt with a WCHS logo, and jeans. All attire should be neat and clean. Dress or casual shoes are acceptable. If sneakers are worn they should be in good condition and appropriate in style. Jeans days will be noted on the Activities Calendar, and will be announced prior to them occurring.

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SCHOOL ACTIVITY DAYS

Costumes, school, class, club, or athletic t-shirts and jeans may be deemed appropriate for special student activity days during Homecoming. Such occasions will be noted on the activities calendar by the principal or designee.

FIELD TRIPS AND FIELD DAYS

Jeans or shorts may be deemed appropriate for a field trip or field day as appropriate for the location and audience of the activity. Staff should ask for clarification from their supervising administrator. All tops and shorts must meet the student length requirement and must be modest in fit.

PLANNING DAYS

Planning days, unless specified otherwise, may be less formal in dress. Casual attire such as shorts or jeans may be worn, when there are no work or student activities planned that would require a more professional dress. Staff may use their own judgment and do not have to request permission. Tops and shorts should be appropriate length, modest in fit and must be in good condition. Attire should project a neat appearance and not be worn in a sloppy or recreational manner.

Determination of the appropriateness of dress shall be left up to the discretion of the principal or designee. He or she will counsel the individual employee regarding suitable, appropriate, acceptable, and professional dress. The employee may be sent home to change into appropriate attire.

The principal or designee will make reasonable accommodations for those employees who because of a sincerely held religious belief, cultural heritage, or medical reason request a wavier of a particular part of this policy.

IDENTIFICATION BADGES

Staff must wear identification badges at all times on campus. Badges are created by the District Office and may be obtained through the principal's secretary. If you lose your identification badge please see the principal's secretary to obtain a new one from the District Office. If you are a new employee, your photograph will be taken when you go in for fingerprinting, and then the principal's secretary will request an identification badge for you after your fingerprinting is processed.