



LITTLE ROCK SCHOOL DISTRICT

OFFICE OF THE SUPERINTENDENT

August 29, 2013

To: All LRSD School Based and Certified Employees

Re: INSTRUCTIONAL AND SUPPORT STAFF DRESS CODE

As we transition the *NEW* Little Rock School District to an organization of excellence, we will strive to improve the culture and environment at each level of our operation. Each and every employee of the LRSD will be expected to give proper attention to his/her personal appearance as required by their job duties and responsibilities.

These guidelines for appropriate dress are not intended to supersede anything that is *currently* in place in the district. For the 2013-14 school year, we will request your cooperation and support as we move swiftly to improve the LRSD. This effort will take all of us - - the administration, the teaching staff, and the support staff - - in order to achieve the BEST for our students. For the 2014-15 school year, these guidelines will be developed into district policy, and will be made mandatory for all employees.

The Little Rock School District recognizes that an appropriately dressed employee is seen as a more suitable role model. The LRSD further recognizes that personal appearance has a bearing on the teaching authority, confidence, and self-esteem of teachers, administrators, and staff. Professionally appropriate attire influences the way staff interacts with students and positively affects the overall learning environment. Each employee of the Little Rock School District will contribute to the formation of a positive, professional public image by maintaining high standards of personal appearance through appropriate dress and grooming regardless of job category.

GUIDELINES

1. Employee identification badges are required to be worn and visible at all times.
2. Hair must be clean, neat and well-groomed.
3. Foundation garments shall be worn and not visible with respect to color, style, and/or fabric. No see-through or sheer clothing shall be allowed, and no skin shall be visible between pants/trousers, skirts, and shirts/blouses at any time.

4. Patches, decorations, slogans, designs, symbols, tags, marks or advertisements of beer, alcohol, drugs, cigarettes, or similar items or displays and /or expressions of obscenities, sexual references, or similar references deemed detrimental and disruptive to the operation of the school, education, discipline, health or welfare of students are prohibited. Clothing that has any type of drawing or words that would be vulgar, profane, suggestive, or advertising an affiliation with drugs, alcohol, violence or gang related activities is prohibited.

5. Employees who are furnished uniforms must wear them at all times.

A. Pants

1. Pants/trousers must have a hem or cuff. No cut-offs, cut-outs and/or ragged edges are permitted.
2. Pants must be sized appropriately. No hip-huggers that reveal flesh are allowed. No spandex or leggings are allowed. Pants must not be excessively tight or sagging.
3. No jeans or overalls of any color or fabric are permitted, except on such days as designated by the Continuous Improvement Committee (CIC).

B. Shirts/Blouses

1. Shirts/blouses shall not expose the midriff. Sleeveless shirts/blouses must fit the employee appropriately.
2. Casual tee shirts (faded, sheer, out of shape or inappropriately sized) are not allowed.
3. Tank tops and spaghetti strap garments are prohibited when worn as a single garment. These garments are permissible with a sleeved shirt/jacket layered on top. Camisoles, slips, and tee shirts that are intended to be worn as undergarments may not be worn as outer garments.

C. Skirts/Dresses

No mini shirts, halter tops, backless, strapless and/or cut-out/see-through dresses shall be permitted.

D. Shorts

Shorts should be "dress casual". Cut-offs are not allowed.

E. Warm-ups/Jogging Suits, and Shorts

Warm-ups, jogging suits, wind suits and/or sweat suits, leggings, tights, and other athletic apparel are not permissible, except for physical education gym and dance teachers.

F. Shoes

1. Footwear must be worn at all times.
2. Shoes traditionally worn around the home (slippers, house shoes, or beach slippers) or to the beach (flip-flop/shower shoe designed or thongs) are not permitted.
3. Tennis shoes that are clean and in good condition may be worn.

G. Accessories

1. Noisy, distracting jewelry/accessories that could cause a safety hazard may not be worn. Tattoos must be covered if at all possible. Vulgar, sexually oriented tattoos shall be covered at all times.
2. No hats are allowed in the building unless part of the employee's uniform or religious headgear required to be worn by the employee's religion.

H. Spirit Days

The Continuous Improvement Committee (CIC) may designate no more than one day per week as "school spirit" day. On special days/events or circumstances such as Field Day, Red Ribbon Week, homecoming, and testing days, the Continuous Improvement Committee (CIC) may designate special attire.

I. Exceptions

a) **P.E. Coaches**

Coaches and physical education personnel may wear loose fitting shorts of no more than three inches above the knee during their physical education hours.

b) **Metropolitan Career Tech**

Metropolitan Career Tech staff may wear clothing appropriate for their profession.

c) **Bus Drivers, Custodial Staff, Food Service Workers, Computer Technicians, Nurses and District Maintenance Personnel**

Bus drivers, custodians, nurses, food service workers, district maintenance personnel, and computer technicians will wear clothing appropriate for their profession.

d) **Central Office Staff**

The **New Little Rock School District** will pride itself on a professional atmosphere and positive image that all employees will present as representatives of the school district. This image will be affected by the manner of dress we use within our central offices, and in public when we are representing the school

district. All Central Office Staff and Building Level Administrators must ensure that they are in professional or business attire everyday (male staff shirt and tie Monday through Thursday [professional dress] ... Friday [business dress ... tie is optional]. Please note that business dress encompasses many looks, but it really means casual clothing that is appropriate for a professional environment.

We appreciate you and the work you do in our schools. Working together we will ensure our community knows that WE put children first.

Sincerely,



Dexter Suggs, Sr. Ed.D.
Superintendent of Schools



Cathy Koehler, President
Little Rock Education Association