



# Appearance Matters

Baldwin County School District  
2018-2019 Guidelines for Professional  
Employee Appearance & Dress

The Baldwin County School District is striving to build a district that supports individuality and a professional work environment. We have updated our dress code to ensure that all employees present themselves to all stakeholders in a manner which represents the education profession. All employees, certified and classified, should model appropriate attire for our students and are expected to project a professional image that supports the learning environment and the mission of BCSD.

Each building Principal will be responsible for ensuring that his/her staff always exemplifies a professional appearance. At the Principal's discretion, reasonable accommodations shall be made at times for Physical Education, Grade Level/Content Specific teachers (i.e. Art, Science, Pre-Kindergarten, Kindergarten, and PEC).

Principals may choose to make this determination based on submitted curriculum/lesson plans. The Principal is allowed discretion to make adaptations to the dress guidelines in the following cases: School Spirit Days, Field Days, Field Trips or other Special Events. This does not mean that every Friday is automatically "Dress Down Day" and that all guidelines will be eliminated. The Principal's judgement will prevail. If you have questions about what this means for you, talk with your building administration.

Daily attire for employees is business casual. Attire for public relation occasions should be business attire for ladies, dress shirts and ties for gentlemen and business shoes. All clothing should be clean, neat, and free of wrinkles, stains, rips and holes. The following guidelines take into account the environment and the job assignment of the employee.

## **GENTLEMEN**

*Look Professional!*

Gentlemen should wear dress pants, slacks, or khaki pants. Shirts should be a collared shirt or a dress shirt, have sleeves, and be tucked in and a belt should be worn. Ties are optional but encouraged.

## **LADIES**

*Look Professional!*

Ladies should wear dress pants, slacks, khaki pants, dresses or skirts that are knee length or longer from all angles. Blouses or shirts should provide appropriate coverage, should not be revealing or should not be "see through" and should provide appropriate coverage of the shoulders. Dresses, tops or blouses that are sleeveless or have straps should **not** reveal undergarments and should extend from the collarbone to the end of the shoulder. Leggings may be worn with a top, dress or skirt that is knee length from all angles.

## **SHOES**

*Think Safety and Comfort!*

Shoes should be worn that provide comfort and safety. Slip-resistant shoes are suggested to reduce the risk of falls.

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Sandals may not be casual beach type sandals (flip-flops/shower shoes). Dressy, open toe sandals may be worn. Sandals with closed heel or with a back strap are encouraged.

Athletic footwear for **designated** positions must be neat, clean and appropriate for the work environment.

### **TATTOOS, PIERCINGS & JEWELRY**

*Should not Distract!*

Care must be taken to avoid distractions caused by tattoos, piercings and body art.  
Jewelry shall be professionally appropriate and not a distraction.

### **HATS, HEAD COVERING & HAIR**

*Look Professional!*

Hats are not appropriate for work. Head covers that are required for medical reasons or religious purposes are allowed. Hair must be neat, clean and professional looking. Hair shall not be dyed distracting colors including but not limited to purple, pink, green, orange, etc.

**When in doubt, refer to this list of attire not deemed appropriate for the workplace:**

- Athletic or workout clothing, including yoga pants or tops.
- Skirts, or slits in skirts/dresses, tops worn over leggings that are not knee length from all angles.
- Shirts with spaghetti straps.
- See-through clothing that exposes undergarments or clothing that allows the exposure of our midriff or waist.
- Clothing with stains, tears, holes, etc.
- Clothing that is wrinkled.
- Shorts with the exception of physical education teachers in activity classes and/or as approved by administration for field days.
- Hats should not be worn indoors.
- Leggings/tights as trousers with casual tops.
- Flip-flop shower-type shoes, beach or pool shoes. Athletic slides are not permissible.
- Denim jeans except on designated “spirit or dress down days” or with administrative approval.
- Clothing that causes distractions to our mission.