

Wichita Public Schools Guest Staff (Substitute) Professional Dress Standards

Professional Dress Philosophy

It is the intent of the Wichita Public Schools Guest Staff (Substitute) Professional Dress Standards to ensure all guest (substitute) personnel present themselves to our students, parents, staff members, and public in a manner which enhances their professional position and provides a positive image for our educational community.

The professional dress applies to all guest staff (substitute) teachers, nurses, paraeducators, clerical, and technical personnel. All attire for guest staff will be compatible with student dress codes and appropriate for job assignments within the building's culture. The professional dress expectations are in effect during normal business hours and should conform to the standards and expectations of the school and the workplace. Any item of clothing, jewelry, or body adornment that, in the opinion of the Superintendent or designee, creates a disruption to the environment and/or well-being of students and staff may be excluded. Where questions arise concerning appropriateness of professional dress/attire, the building administrator or supervisor will make the final determination.

Wichita Public Schools recognizes that there are occasions when individuals may need to wear specific clothing due to medical reasons or as a part of a *bona fide* personal religious practice. When such is the case, the substitute employee should provide documentation to Guest Staff Services of the medical necessity or his or her *bona fide* personal religious practice that gives rise to the need for deviation for this professional dress standard.

Inappropriate professional dress includes, but not limited to, clothing that promotes or displays:

- Tobacco products
- Alcohol or drugs
- Sexually explicit language or graphics
- Profanity, violence, or gang references
- Racially derogatory language or graphics
- Clothing that displays midriff, underwear, low cut tops, etc.
- Athletic wear – no sweatpants
- Sleepwear

Inappropriate Professional Attire

- Sweat/wind pants, jogging suits, spandex, lycra or form fitting pants
- Shirts/tops/blouses/tank tops which show visible cleavage or excessive skin, such as low-cut, see-through midriff, halter style, off the shoulder or large armhole cutouts
- T-shirts (with the exception listed below) no cutoff sleeves or sleeveless t-shirts
- Tank tops
- Athletic shoes, except during playground duty or exceptions below
- Beach-style flip-flops
- Headwear (see below)
- Visible undergarments
- Visible tattoos and piercings that may be deemed inappropriate by the determination of the building principal/supervisor with the coordination of Human Resources
- **Exceptions: school t-shirts, athletic shoes, sleepwear, and/or costumes may be designated for specific circumstances such as spirit days, field trips, Friday dress down, etc.

Professional Dress Requirements

All guest staff (substitutes) are required to adhere to professional dress standards except for specific circumstances (i.e., field trips, dress down days, spirit days, etc.) or when assignment dictates specific attire (i.e., gym classes, etc.)

Appropriate Professional Dress

In order to maintain professionalism, recommended dress includes tops, buttoned and/or collared shirts, blouses, collared shirts, sweaters, and jackets. Sleeveless clothing must cover undergarments. Suits, dresses, skirts and dress shorts are to be no shorter than three inches above the knee, Pants could include slacks, trousers, capri pants, and dress shorts. All preferred bottoms should be free from holes and rips and should be worn at the natural waistline. Appropriate footwear includes dress shoes, lace or loafer style shoes, pumps, boots, and casual comfort shoes as seen appropriate with above mentioned attire. Open toed shoes with a dress appearance and/or heel is also permitted within the responsibilities of the employee's assigned duties