

Wichita Public Schools Substitute Professional Dress Standards

Professional Dress Philosophy

It is the intent of the Wichita Public Schools Substitute Professional Dress Standards to ensure all 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 substitute teachers, nurses, paraeducators, clerical, and technical personnel. Clothing should convey a professional image by being modest, neat and clean. 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.

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 personnel should provide documentation to the substitute office 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, racially derogatory language or graphics
- Visible undergarments, or 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 cut-outs
- Sleepwear, sweat pants, spandex, lycra or form fitting pants, wind pants or jogging suits (unless job appropriate i.e. gym classes etc.)
- T-shirts (unless specified for specific events) no cutoff sleeves, sleeveless t-shirts, or men's tank tops allowed
- Athletic shoes (unless specified for specific events or jobs i.e. gym classes, playground duty etc.)
- Beach style flip-flops
- Headwear
- Visible tattoos and piercings (other than earrings and those deemed appropriate by the substitute supervisor with the coordination of Human Resources and subject to building principal approval)

Professional Dress Requirements

All 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 for Females:

Professional dress includes tops, blouses, collared shirts, sweaters, and jackets. Sleeveless and all other clothing must cover undergarments.

Suits, dresses, skirts and dress shorts are to be no shorter than three inches above the knee. Pants for women could include slacks, trousers, Capri pants, and dress shorts. All clothing should be free from holes and rips.

Appropriate footwear include dress 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 permitted within the responsibilities of the assigned duties.

Appropriate Professional Dress fo Males:

Professional dress includes buttoned and/or collared shirts when worn without a jacket. Sweaters and turtlenecks are also appropriate.

Appropriate pant options include dress slacks or business casual pants. All clothing must cover undergarments and should be free from holes and rips.

Appropriate footwear include dress lace or loafer style shoes, boots, or casual comfort shoes as appropriate with the above mentioned attire and within the responsibilities of the assigned duties.