**Ganado Elementary School**

**Dress Code Guidelines**

The personal appearance of Ganado Elementary School (GES) employees affects the respect those outside the school district have for the organization as well as respect employees have for themselves and one another. As a representative of GES, employees are expected to dress in a manner that is tasteful and not offensive, suggestive, revealing or insulting to others.

**MEN:**

* Appropriate professional attire for men would include slacks and a dress shirt and/or similar collared shirt.
* Other required items of clothing are undergarments and socks.
* Accessories unacceptable for men include earrings.

**WOMEN:**

* Dresses, skirts, blouses, or slacks/trousers are recommended.
* Slacks are to be ankle length and are appropriate when worn with a suitable blouse and/or jacket.
* Dressy Capri pants
  + Must be mid-calf or below
  + No cargo pants
* Skirts/dresses (as well as slits, flaps, or openings in skirts/dresses) should be no shorter than 3 inches above the knee while standing or sitting.
* Appropriate undergarments must be worn and should not be visible.
* Pierced jewelry for women is to be limited to the ears with a maximum of two piercings per ear.

**GENERIC:**

* Hair shall be clean, neatly groomed and non-distracting (and of natural color).
* Clothing and accessories ***unacceptable*** for Ganado Elementary employees include;
  + Jeans (except Thursday with College/University shirt and Friday with Ganado Spirit Shirt)
  + Overalls
  + Shorts of any length (except for PE teachers and coaches)
  + Skorts, mini-skirts (shorter than 3” above knee)
  + T-shirts, unless an approved Ganado Spirit Shirt on Friday
  + Bare midriffs, halter tops, sleeveless
  + Sweat suits, leggings, Jeggings, Yoga pants
  + Caps/Hats
  + Tongue and facial piercings
  + Any body piercing and or tattoos must not be visible.
* Shoes must be worn
  + No athletic shoes (except on Thursdays and Fridays with jeans)
  + No house shoes
  + No rubber sole flip-flops
  + If non-dress code shoes are to be worn, a doctor’s note is required. Such a doctor’s note would need to specify if any soft-soled shoe is prescribed, or if it specifically must be an athletic shoe, etc. The note must also specify the time period for wearing non-dress code shoes and the not must be renewed by a physician each semester.

**GENERAL:**

* Specific job assignments or campus activities may require deviations from this code.
* This code applies to all school days, including staff development days on and off campus (except for teacher work days).
* If attending meetings on other campuses, Region III, etc., attire should be as on a regular school day.
* On relaxed dress code days, employees should remember to dress appropriately for the work environment.
* Professional attire is required in certain situations. Please check with your supervisor.
* Dress may vary from the norm on special days (theme/team days) in order to foster a climate of school spirit. Participation in encouraged. Notices for such days will be posted and reported.