



WEST ORANGE – COVE CISD

902 W. Park

Orange, TX 77630

Phone: 409.882.5500 Fax: 409.882.5452

Dress and Grooming

The dress and grooming of District employees shall be clean, neat, in a manner appropriate for their assignments, and in accordance with any additional standards established by their campus principal or department supervisor.

All employees must present themselves in a professional manner concerning attire, personal hygiene, and appearance that meets the district's standards. All District employees shall adhere to all dress and grooming regulations during regular school business hours and after-school activities while on duty.

The following items **shall not** be worn:

- Tee shirts (except on designated days, such as Spirit Day on which all staff wear tee shirts with a common theme, logo, or slogan)
- Jeans (Jeans may be worn on days designated by the campus principal and/or department supervisor along with West Orange- Cove CISD logo or West Orange- Stark campus shirt. Jeans must be clean and free of rips, tears and fraying; may not be excessively tight or revealing. Employees may not give monies to causes in order to be out of dress code unless authorized by the Superintendent.)
- Shorts (appropriate length shorts may be allowed for PE teachers, PE aides and during athletic periods only for coaches.
- Warm-up suits/ athletic suits (may be allowed for PE teachers, PE aides and during athletic periods only coaches)
- Spandex clothing of any sort

- House shoes or flip flops
- Sandals without back straps
- Nursing scrubs (nurses only)
- Hats or caps inside of school buildings
- Pierced jewelry other than in the ears (i.e., nose, tongue, eyebrow, lip, etc.)
- Ear gauges
- Leggings/ tights (unless worn under appropriate length skirt or dress)

The following are prohibited for women:

- Sundresses, spaghetti straps, and halter-tops (unless with a shrug/jacket)
- Low- cut blouses, tops, or sweaters with plunging necklines
- The display of cleavage
- Shirts, blouses or dresses that do not cover the back, waist, or midriff
- Skirts/ dresses that are above the knee (must be to the knee)
- Head coverings worn indoors (unless a religious practice)

The following are prohibited for men:

- Shirts exposing the underarms
- Untidy facial hair
- Head coverings worn indoors (unless a religious practice)

Tattoos that contain the following elements **must be covered**:

- Skulls and images of violence
- Provocative words or images
- Profanity (in any language)



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- Tattoos located on the face, neck, or above the collarbone
- Full sleeve tattoos
- Images or words which are regarded by the administration as offensive
- Drugs/alcohol/illegal activities

Technology staff, custodians, food service, maintenance, grounds staff members and transportation staff should dress appropriately for the function they perform and should conform to standards established by their supervisors.

The district will make exceptions to these general guidelines as necessary to allow staff to observe religious customs or beliefs and as necessary to accommodate medical needs.

All athletic shoes must be neat and professional in appearance.

Employees should seek clarification from their supervisor of whether or not a certain item is appropriate. Appropriate attire will be determined at the discretion of the principal/supervisor. If an employee's attire is deemed inappropriate by the principal/supervisor, the employee will be given the opportunity to correct the issue in a timely manner. If the employee is unable or unwilling to make the correction, the situation will be addressed as an infraction of district expectations.

Principals/ supervisors are expected to enforce the employee dress code for their staff at all times. An employee's appearance should not become a distraction to the work or learning environment.