



**CHESTER UPLAND SCHOOL DISTRICT**  
**Chester, Pennsylvania**

**WHOLE DISTRICT DRESS GUIDELINES**

At the Chester Upland School District, all staff members are expected to be role models for our students and representatives of our district to the Chester Upland School District Community. As such, they must be well groomed and will maintain a professional appearance at all times. Staff members are representing the District, and the image they project should always be neat, professional, and in good taste.

These dress guidelines are not intended to limit the personal expression of employees, or hinder individuality but rather provide guidelines that ensure an educational environment free from unnecessary or inappropriate distraction.

All employees are responsible for dressing appropriately at all times. Direct supervisors and building principals are responsible for ensuring their staff members dress appropriately.

Supervisors and building principals may exercise reasonable discretion to determine appropriateness in employee dress and appearance. Violations of the dress guidelines will be addressed as discreetly as possible, but the union will be notified of dress violations when necessary and appropriate. Employees who do not meet a professional standard will be given the opportunity to change, but may be subject to disciplinary action pursuant to the terms and conditions of their collective bargaining agreement, or employment document.

**GROOMING**

Employees should be physically clean, neat, well groomed, and dressed in a manner reflecting their professional assignment.

## **RELIGIOUS GARMENTS**

CUSD recognizes the importance of individually held religious beliefs. CUSD will reasonably accommodate an employee's religious beliefs in terms of workplace attire unless the accommodation creates an undue hardship or safety issue. Those requiring a workplace attire accommodation based upon religious beliefs should contact their immediate supervisor and/or Director of Human Resources.

## **UNIFORMS**

Certain roles within the organization require uniformed attire. These roles include but are not limited to maintenance and custodial staff. Employees who are provided uniforms by the school district are expected to wear said uniforms unless otherwise directed by a supervisor in writing. Uniforms are expected to be clean and well laundered at all times. Rips, holes, tears, and stains are unacceptable. Those employees who are provided uniforms but are not required to wear them must use the uniforms as a baseline for appearance unless otherwise stated in a collective bargaining agreement.

## **PROFESSIONAL ASSIGNMENT ATTIRE**

There are positions in the district that require specific attire due to the nature and physicality of their role. These employees may wear clothing that allows for the requirements of their position. These professionals may wear CUSD t-shirts, work-appropriate athletic wear, and sneakers. Long pants, athletic skirts of appropriate length (at least mid-thigh) and professional shirts are recommended.

These positions may not violate length requirements when wearing shorts (at least mid-thigh), and are not exempt from dressing in a neat, clean, and well-groomed manner.

Any professional not operating in their role as outlined above is expected to dress according to the general guidelines, including for parent-teacher conferences and when representing the school district outside of the setting that requires this level of physicality in the classroom.

## **MEDICAL ACCOMMODATION**

CUSD recognizes that some employees may require medical accommodation that supersedes the dress guidelines provided herein. Employees that require a reasonable accommodation to the dress guidelines

for medical reasons must provide a doctor's note to the Department of Human Resources for such accommodation to be approved. This includes wearing sneakers in the workplace, except for physical education teachers. When possible and practical, these accommodations should be requested prior to the employee wearing the approved clothing or footwear.

### **FIELD TRIPS**

Field trips may require specific dress. Unless otherwise indicated by the principal, employees may assume that casual dress is permitted for field trips, unless the field trip itself merits business casual attire (ex: Field trip to the United Nations, or a play or production, etc.) Jeans, sneakers, CUSD t-shirts and other exceptions will be considered acceptable. When representing the school outside of the building, employees must be easily identified as CUSD employees for the safety of students and must appear professional, neat and well groomed. Supervisors and principals may prohibit an employee or volunteer from participating in such activities based on dress guidelines, if they deem necessary. Employees and volunteers who are not dressed appropriately will be provided opportunities to change clothing if time permits.

### **UNACCEPTABLE ARTICLES**

The following articles are examples of prohibited attire:

- Ripped, torn, stained, dirty or defaced clothing (including purposefully torn clothing and shoes)
- Jeans or similar pants worn on a regular workday
- Shorts, dresses, skirts, tops or similar clothing that bares or exposes traditionally private parts of the body including but not limited to the stomach, buttocks, mid to upper thigh, back and breasts
- Excessively tight-fitting or body-hugging articles
- Midriff tops, spaghetti straps, muscle tops, tube tops, mesh shirts and halter tops
- Clothes intended for sleeping such as pajamas or slippers
- Exercise shoes and clothes including but not limited to sneakers, sweatshirts, sweatpants, and jogging suits unless required by the job assignment or work duty
- Clothing or accessories which could cause injury, especially flip flops, to self or others
- Clothing, tattoos, piercings, or accessories that contain any symbols, words, or images:
  - That are obscene or profane

- That refer to drugs, alcohol, tobacco, weapons, violence, sex, gangs, ethnic prejudice, or other attributes of a sensitive or legally protected nature ○ Threaten the safety or welfare of self or others
- Tattoos which contain any symbols, words or images that are obscene or profane; refer to drugs, tobacco, alcohol, weapons, violence, sex, gangs, ethnic prejudice, or other attributes of a sensitive or legally protected nature; and/ or threaten the safety or welfare of self or others must be covered at all times ○ Tattoos or piercings that do not otherwise fall into any category above but provide a distraction from a productive learning environment must be covered or removed.
  - Requests for covering of tattoos or piercings may be made by an employee’s direct supervisor or building principal. Appeals of this request may only be handled by the Director of Human Resources
- Articles of clothing that prove to be a distraction from a productive learning environment □
  - Undergarments worn inappropriately

**SUMMER SCHOOL, EXTRA PAY, EXTENDED SCHOOL YEAR**

Employees are expected to follow these dress guidelines in any instance when they are interacting with the community or school population. This includes during summer school and extended school year assignments. These dress guidelines also apply to extra pay for extra duty assignments and at any time when an employee is representing the Chester Upland School District in the community.

**CASUAL / SPIRIT DAYS**

Direct Supervisors and Building Principals and/or their representatives may set dress guidelines for casual days and spirit-wear days. On these days, jeans, sneakers, and modifications to the dress guidelines may be made, in writing, by an employee’s direct supervisor or building principal. Employees are still expected to appear professional, neat, and well groomed. Chester Upland School District spirit-wear is encouraged on these days.

### **IN-SERVICE AND NON-STUDENT DAYS**

Professional dress guidelines may be relaxed with written approval by a direct supervisor or building principal on days when employees are not interacting with the general public or students. Employees may dress at their discretion when in school buildings doing non-typical work such as preparing classrooms, school maintenance, moving supplies or at other times when employees do not anticipate interfacing with the public or school community.

### **EXCEPTIONS TO PROCEDURES**

An employee who is unsure of what is appropriate, or who feels that an exception to this guideline would enable him or her to carry out assigned duties more effectively, should discuss with his or her supervisor or building principal and must have exceptions made in writing. The Association leadership teams will be notified by the District within 10 days of any long term exception made to these guidelines.

