

I. All employees must exercise good judgment in their professional appearance for work or work-related activities by always appearing in a manner that;

- A. Is appropriate to the situation
- B. Will evoke a positive impression from the community
- C. Serves as an appropriate role model for students and the community
- D. Promotes a safe working and learning environment free from distraction
- E. Is conducive to high student and staff performance

During the duty day and anytime employees attend work-related activities; all employees shall appear in appropriate dress. Principals and central office directors/supervisors or their designees shall have the final authority to decide what is/is not appropriate attire for employees working under their direct supervision. Professional employees shall be required to dress in appropriate attire and conduct themselves in a professional manner and are expected to exercise good judgment in the choice of work clothes and conduct themselves in a manner that best represents themselves and the district. Some examples of attire not permitted are jeans, t-shirts and flip flops.

II. Employees in positions that have supervisor approved attire or uniforms are required to wear them.

III. College students at every level observing or teaching in an Allegany County school are required to wear ties and equivalent female attire.

IV. Exceptions to these regulations may be granted by the Superintendent or his designee for special circumstances.

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| <b>Board Reviewed</b><br>08/09/11 | <b>Superintendent Approved</b><br>08/10/11 |
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