



Georgia Department of Education

Policies and Procedures

Policy Title:	<i>Employee Dress Code, State Schools</i>		
Policy Number:	<i>SS-3004 Descriptor Code-GBRL</i>		
Release Date:	<i>09-01-02</i>	Last Revised:	<i>11-22-03</i>

Purpose

To describe acceptable dress for employees at the Atlanta Area School for the Deaf, the Georgia Academy for the Blind, and the Georgia School for the Deaf.

Applicability

This policy applies to all classified and unclassified employees at each of the three State Schools.

Policy

While conducting business, DOE employees should always project a positive, professional image through work and appearance. To accomplish this, all State Schools' employees should be well groomed and be dressed in a manner that will result in a positive image of the DOE. Clothing worn should be neat in appearance, in good repair, appropriate for employees' job responsibilities, and should not be offensive to students, the public, or fellow workers. Attire should not detract from the job being performed or the message being delivered and should project a serious, competent image.

The education director of the school has the responsibility to develop standards of appropriate dress for employees of the school based on specific job duties. Generally, 'business casual' is an appropriate standard of dress for employees at the State Schools. However, administrators, central office staff, supervisors, and other identified personnel may be held to higher standards of dress. Business-casual attire in a school setting means a "relaxed look" that differs from standard business attire.

Business-casual attire is not the same as attire normally worn to ball games, picnics, or during non-work hours. Business-casual attire typically involves no ties for men, sweaters, turtlenecks, short-sleeve golf or sport shirts with coordinated casual slacks, and appropriate shoes. Examples of preferred options for women include flat shoes and relaxed ensembles of sweaters, turtlenecks, blouses, and skirts or slacks. *Note: It is rarely*

appropriate in a school setting to wear an outfit of ultra-casual clothing. Pre-approved special exemptions might include cleaning/packing/moving days or designated field trips. Each State School shall identify specific school spirit attire to be worn on field trips and on other special occasions.

The following is a list of clothing items that are generally unacceptable.

- Sweat suits, wind suits, warm-up suits, and other athletic attire.
- "At-home" lounge clothing and foot apparel.
- Running shoes, walking shoes, cross trainers, and other athletic shoes unless the attire is activity appropriate; house shoes, deck shoes, slippers, shower shoes, plastic sandals, and flipflops.
- Jeans, shorts, sweat pants, bike shorts, tights, spandex, and leotards.
- Tee-shirts and sweatshirts other than school spirit wear.

Note: The School Director may permit jeans when worn in coordination with school spirit wear.

Clothing should cover and fit in a manner appropriate for a school environment.

Supervisors shall enforce the standards of work dress. If there is any doubt about whether an article of clothing or an accessory is appropriate, employees should assume it is not. It is the responsibility of managers, supervisors, and all employees to ensure that State School employees present a professional image to students, families, and the general public.

The School Director of the State School has the responsibility of establishing standards of dress for employees with specific job duties that may require alternative forms of dress such as food service, maintenance staff, and physical education instructors. Employees in these or similar job categories may be required to wear uniforms or adhere to more specific guidelines for attire.

Good judgment and professionalism are expected of all employees. Not adhering to the established dress code for the State Schools may result in immediate disciplinary action. Dressing appropriately is one of the terms and conditions of employment with the State of Georgia and, as such, supervisors will rate each employee's performance in this area as part of the performance management process.

**Authority and/or
Cross-Reference**

- State of Georgia *Terms and Conditions of Employment*