



NEBO SCHOOL DISTRICT ADMINISTRATIVE DIRECTIVE

Directive
No.
5.7

SECTION: PERSONNEL
TITLE: PROFESSIONAL DRESS
DATE: JANUARY 2019
SUPERINTENDENT APPROVAL:

1. PHILOSOPHY

Each administrator's manner of dress plays an important role in establishing a professional image and in effectively representing themselves, their school/department, and the District. All administrators are to dress in a way that suggests a high level of professionalism and provides a positive role model for students, staff, and the community.

2. DEFINITIONS

- 2.1 "Standard Work Day" – Any work day that is not on Summer/Holiday office hour time.
- 2.2 "Standard Work Time" -- The teacher contract time.
- 2.3 "After School Activity Time" -- Any time outside of the Standard Work Day Time that administrators are on assignment with students, staff, or parents.
- 2.4 "Summer/Holiday Time" -- Any day that the school/district is on a summer/holiday office hour schedule. This time is determined by the Superintendent and is generally during the months of June and July, and during the Spring Break and Christmas Holidays.

3. LADIES

- 3.1 Professional suits, skirts, dress slacks, blouses, jackets, sweaters, dresses, and dress shirts with the school/district logo are all appropriate professional dress for Standard Work Day Time.
- 3.2 A more casual polo shirt with the school/district logo may be worn on Standard Work Day Fridays and during After School Activity Time.

4. GENTLEMEN

- 4.1 Suits, blazers, sweaters, vests, ties, and dress shirt with a collar are all appropriate professional dress for Standard Work Day Time.
- 4.2 During Standard Work Day Time, a dress shirt and slacks should always be worn, along with any of the following: blazer, sweater, vest, tie, OR embroidered school/district logo.
- 4.3 A more casual polo shirt with the school/district logo and slacks may be worn on Standard Work Day Fridays and during After School Activity Time.
- 4.4 A more casual polo shirt or shirt with a collar may be worn on Summer/Holiday Time work days.

5. GENERAL GUIDELINES

- 5.1 T-shirts and sweatshirts are not considered professional dress and should generally not be worn while at any work assignment.

- 5.2 Blue denim jeans are not considered professional dress and should generally not be worn during the Standard Work Day Time or during Summer/Holiday Time. Dressy denim jeans that do not look worn out or in disrepair may be worn during After School Activity Time.
- 5.3 Nebo District administrators have a longstanding reputation throughout the state of having the highest standards of professionalism. Administrators should always be aware of the professional dress standards of any meeting/event they are attending and commit to be dressed at or above the expected meeting/event standards.