

## **PROFESSIONAL DRESS CODE FOR ADMINISTRATORS, TEACHERS, AND SECRETARIAL STAFF**

The Hobbs Municipal Schools Board believes that employees of the School District can more effectively carry out their respective functions and responsibilities which help meet the School District's primary function of educating students when staff members dress in a professional manner. Students, parents, and other community members who interact with staff members are more likely to respond favorably to a staff member who dresses professionally. Students are more likely to show respect and follow directions from a staff member who dresses professionally. Therefore, the Board adopts the following dress code for staff members.

### Professional Dress Standards for Men

#### Acceptable Attire / Grooming

- Pants or slacks; creases in pants help improve the image of the apparel.
- Collared shirts to include Polo-type and button-down shirts. Sweaters, turtlenecks and Henley shirts are acceptable. (Physical Education instructors should wear shirts with collars and shorts or pants that exhibit professional attire).
- Ties and dress coats improve the image; recommended but not required.
- Visible body piercing; **ONLY** the ear(s) is acceptable.
- Cologne or aftershave to be unobtrusive.
- Shoes that are clean and polished improve the image.  
(Tennis shoes often detract from the image and should be worn sparingly at the direction of the principal).
- Facial hair must be neat and well groomed.

#### Non-Acceptable Attire / Grooming

- Jeans and T-Shirts may not be worn except during special days determined by the principal. In no case should T-Shirts be worn other than special days.
- Tattered cuffs, tears in clothing, and heavy wear marks are unacceptable.
- Sweat pants and jogging suits are not acceptable.
- Hats are not to be worn in building.
- Visible body tattoos are unacceptable.

## Professional Dress Standards for Women

### Acceptable Attire / Grooming

- Pants, slacks, capris', dresses, or skirts. (Jean skirts and dresses are acceptable).
- Blouses and shirts - collared shirts to include Polo-type and button-down shirts. Sweaters, turtlenecks and Henley shirts are acceptable, as well as other blouses (with or without collars) that would be considered professional in nature. Blouses and dresses should be cut in such a way as to exceed the expectations of student dress. (Physical Education instructors should wear shirts with collars and shorts or pants that exhibit professional attire).
- Tennis shoes often detract from the image and should be worn sparingly at the discretion of the principal.
- Coats and vests often add to professional image but are not required.
- Makeup, perfume, or cologne to be unobtrusive.
- Visible body piercing; **ONLY** the ear(s) is acceptable.

### Unacceptable Attire / Grooming

- T-Shirts and jeans may not be worn except during special days determined by the principal. In no case should T-Shirts be worn other than special days.
- Sweat pants, spandex pants, leggings, and jogging suits are unacceptable.
- Tattered cuffs, tears in clothing and heavy wear marks are unacceptable.
- Hats are not to be worn in the building.
- Visible body tattoos are unacceptable.