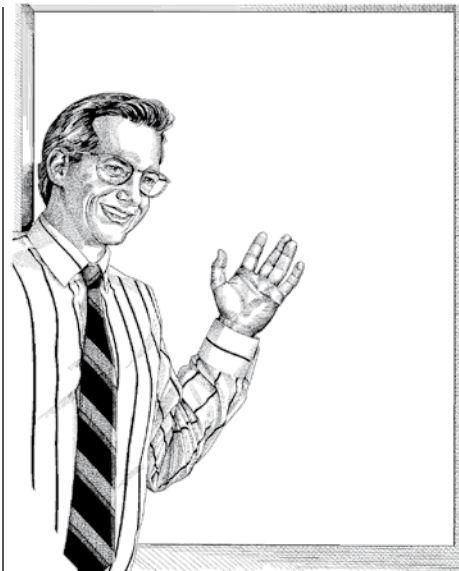


## Business Casual Fridays

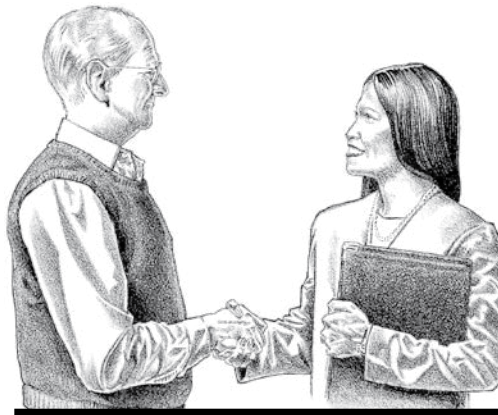
A supervisor may authorize designated days or events during which employees may dress in a more casual fashion than would normally be expected, such as "Business Casual Fridays." On these occasions, employees are still expected to present a neat, professional appearance. Clothing considered acceptable for such days includes non-dress slacks and collared or collarless shirts that are considered to be business casual attire, or other items deemed appropriate by the employee's supervisor.

Attire worn on such days must still meet the expectations previously stated (numbers 1-11) that are applicable.



## Conclusion

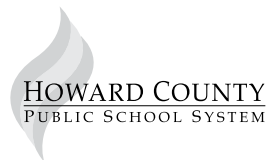
Employees of the Howard County Public School System are to be commended for the time and effort devoted to the education and well being of our students. These expectations are intended to assist HCPSS staff as they work to uphold the highest professional standards in the workplace. For specific questions regarding professional attire, employees may contact an appropriate supervisor or the Office of Staff Relations.



The Howard County Public School System does not discriminate on the basis of race, color, creed, national origin, religion, physical or mental disability, age, gender, marital status, or sexual orientation in matters affecting employment or in providing access to programs. For more information, contact the Equity Assurance Office of the Howard County Public School System at 10910 Route 108, Ellicott City, MD 21042 or call 410-313-6654.

# EXPECTATIONS FOR PROFESSIONAL ATTIRE OF CENTRAL OFFICE STAFF

**The mission of the Howard County Public School System is to ensure excellence in teaching and learning so that each student will participate responsibly in a diverse and changing world.**



*Developed in partnership with the American Federation of State, County, and Municipal Employees (AFSCME), the Howard County Administrators Association (HCAA), and the Howard County Education Association (HCEA).*

## Overview

Professional, businesslike dress and appearance support the mission of the school system by promoting a working and learning environment that fosters high student and staff performance.

- Appropriate dress and appearance demonstrate the professional status of our staff members.
- Students learn by example, and it is important that employees serve as positive role models for students.
- The community's attitude toward the school system and the education profession is related to the manner in which employees present themselves.

All personnel are expected to dress in a professional, businesslike manner commensurate with the designated responsibilities of their position and/or job area. The expectation applies to the regular work day/site and also to all work-related activities. Dress should evoke a positive impression from students and the



community. Clothing in any way disruptive or potentially disruptive to the learning and/or work environment is not acceptable.

Employees are expected to exercise good judgment in their dress and appearance. It is strongly recommended that if employees are in doubt of the appropriateness of an article of clothing or other adornment, they do not wear it in the work setting.

### Items that are NOT APPROPRIATE in the workplace include the following:

1. Garments that bare or expose undergarments, private areas of the body, or midriffs. This may include garments that are inappropriately sheer, tight, low cut, or short. Examples include backless clothing as well as midriff, tube, tank, muscle, and halter tops.
2. Torn/tattered or disheveled clothing.
3. "Flip flops" or other beach-style sandals.
4. Jeans.
5. Hats or headgear, with the exception of attire worn for medical reasons or as an expression of an employee's religious practices.
6. Athletic wear, e.g., sweatsuits, team jerseys.
7. Clothing or accessories exhibiting obscene, vulgar, profane, or derogatory language or illustrations.
8. Clothing or accessories with sexual overtones; that represent affiliation with a gang; or that promote alcohol, drugs, tobacco, or violence of any kind.

9. Shorts of any kind. Pants that fall at or below the knee (e.g. capris) should be of a type considered to be professional dress.
10. Tattoos and/or brands visible on the body that are provocative or obscene; that advocate sexual, racial, ethnic, or religious discrimination; that represent affiliation with a gang; or that are otherwise of a nature that brings discredit to the Howard County Public School System.
11. Attached, affixed, or displayed objects, articles, jewelry, or ornamentation to or through the nose, tongue, lip, brow or other exposed body part that may be deemed a safety issue.



## Exceptions

Positions that have specified dress expectations (i.e. uniforms) such as custodial, maintenance, and grounds, are expected to follow all of the guidelines (numbers 1-11) that are applicable.