

Alan King, CPA
Interim Superintendent of Schools



Memo

April 9, 2012

TO: Campus and Central Staff

FROM: Diedrae Bell-Hunter, Director, Employee Relations and Support

A handwritten signature in black ink, appearing to read "DBH", written over the name "Diedrae Bell-Hunter" in the "FROM:" field.

SUBJECT: Summer Dress Code

Summer weather is around the corner. The district will implement a summer dress code to assist employees in coping with the Dallas heat. The goal is for all employees to continue to present a professional image to students, parents and community while also being comfortable as they perform their normal work duties. However, it will be important that for special occasions and formal meetings, employees abandon the relaxed look in favor of a more polished appearance.

For campus employees, the summer dress will be in effect beginning April 30, 2012 and continue through September 28, 2012.

For central employees, the summer dress code will be in effect beginning June 4, 2012 and continue through September 28, 2012.

The same basic summer dress guidelines apply to both campus and central staff. Please remember that "relaxed" does not mean "unkempt" and the dress code never allows for inappropriate apparel. To guide you in determining what is appropriate summer clothing, highlights of the business casual dress code are attached.

DBH:la

Attachment

Approved:

A handwritten signature in black ink, appearing to read "Steven L. Korby", written over a horizontal line.
Steven L. Korby, Executive Director, Financial Services

Business Casual Dress

Guidelines:

- Choose business casual clothing that communicates professionalism.
- Take your workday schedule into account when you are dressing. If you have a meeting scheduled with the public or vendors, you may need to wear customary business attire.
- Clothing should be clean, pressed and wrinkle-free, not excessively worn or faded and without holes or frayed areas. Anything you might wear to the gym, to the beach, or to clean around the house, leave at home.
- Business casual may differ based on the various business needs of the department. Please consult with your department supervisor to determine appropriate attire for your functional area.
- There are certain events on the district's calendar that may deem it appropriate that employees in a specific department or location wear customary business attire.
- Casual clothing should cause you and everyone you work with to feel comfortable.
- Check with your department supervisor if you have any questions or concerns.

Acceptable and Unacceptable Attire at Dallas ISD:

- Footwear – Loafers, boots, flats, dress sandals and leather deck shoes are acceptable.
Athletic shoes, sneakers, slippers and flip flops are not acceptable.
- Slacks – Nice pants and cotton slacks are acceptable.
Sweatpants, shorts, bib overalls, spandex, lycra or other form-fitting pants and jeans are not acceptable.
- Shirts – Casual shirts, golf shirts, sweaters and turtlenecks are acceptable.
T-shirts, tank tops and shirts with inappropriate messages/graphics are not acceptable.
- Dresses and skirts – Casual dresses and skirts are acceptable. Skirt lengths should be appropriate for an office environment.
Dresses or attire revealing a bare midriff should not be worn to the office.