

**VENTURA COUNTY OFFICE OF EDUCATION**

**SUPERINTENDENT POLICY NO. 4119.22**

**ADOPTED: 2/14/96**

**CLASSIFICATION: Personnel**

**REVISED: 10/3/11**

**SUBJECT: Appearance and Dress**

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The Ventura County Office of Education serves many constituencies, including the public. Professionalism in your personal appearance should be considered in your neatness, cleanliness, and clothing and should be followed by all employees.

Inappropriate attire is identified as any item of clothing that causes a distraction to the public, our students, and employees, causes a break in the normal routine of the work place, or creates an unsafe situation for the job being done.

1. Employees working with select groups of students should consider the issue of safety and avoid wearing clothing or accessories which may cause an attractive distraction.
2. Employees who work in areas that require climbing, lifting, and kneeling should consider the safety factor and wear clothing and footwear that is compatible with the job function they are performing.
3. All employees are to balance the need for safety with maintaining a neat and professional appearance at all times. Employees who interface with the public should give extra consideration to the appropriateness of their apparel and overall appearance. For example, shorts and flip-flop shoes are never appropriate in our schools and offices.

Extremes in fashion and leisure activity clothing - including open footwear - should be reserved for wear during non-work time. If a special activity or environmental change requires special needs, these needs should be recognized by the supervisor. Again, professionalism should be the guiding principle in selecting apparel.