



POUGHKEEPSIE CITY SCHOOL DISTRICT

18 South Perry St., Poughkeepsie, New York 12603 | Telephone (845) 702-7842 / (845) 451-4745

Timothy Wade, Psy.D.

Assistant Superintendent of Administrative Services

MEMORANDUM

To: All Staff
From: Dr. Timothy Wade
Subject: Summer Dress Code
Date: July 1, 2024

A handwritten signature in blue ink, appearing to be "TW", located to the right of the "From:" field.

While dressing in relaxed wear during the summer months, employees are expected to dress in a manner that projects a professional image. Provided that the district is open to the public, Business Casual Attire is appropriate for the summer months. This does not imply that it is appropriate for employees to wear attire that would be worn to the gym, the beach, or other outdoor functions. Employees are expected to use their best judgment in deciding what to wear to work; however, employees who do not adhere to the guidelines, may be sent home to change.

Supervisors are expected to enforce the guidelines for all employees within their department. Questions concerning appropriate business attire should be directed to your immediate supervisor or to the Assistant Superintendent of Administrative Services.

Please keep the following general guidelines in mind:

Appropriate Business Casual Attire Guidelines:

- Khaki, cargo style, twill, linen or business appropriate fabric pants, dresses or skirts.
- Blouses, T-Shirts without slogans, golf or polo type shirts
- Slacks and dress shirt, with or without a tie or sport coat.
- Denim/ Jeans (including denim dresses, shirts, jackets, pants and skirts) may be worn.
- Sneakers or Athletic Footwear, Dressy Sandals when appropriate.

Inappropriate Attire:

- Clothing with slogans, statements or pictures that violate the district's policy against Sex Harassment or Harassment not related to sex.
- Ripped, torn, or frayed denim jeans
- Shorts, leggings, sweatpants, jogging suits or things worn to the gym
- Excessively short dresses, rompers or skirts. Lowcut shirts that reveal the wearer's front, back, and/or midriff.
- Flip flops or beach sandals
- Excessively tight and/or revealing clothing