



## ➤ Dress for Success and Professional Conduct

DID YOU  
KNOW



The way you dress for a classroom assignment has a direct impact on your ability to manage the classroom. The way you conduct yourself does, too.

See the [KES Standards of Professional Conduct](#) for more information about the dress code and more!

Want more information? Check out some online videos [here](#) about FERPA, Sexual Harassment, and more!

"When you're dressing for the day as a teacher, always look at your outfit from a students' eye view."

### What Should I Wear?

A well dressed educator commands more visual authority than one dressed down. It is important to understand the importance of **appearance** as it relates to respect and professionalism. Whether virtual or in-person, here are a few standards to consider:

- Women should wear outfits that allow them to walk, stoop over, bend down, and write on the board with ease.
- Men should consider wearing a shirt and tie. If you find that you seem 'overdressed' for the assignment you can always remove the tie, undo the neck button, or roll up your sleeves.
- As a general rule, skirts that are too short, necklines that are too plunging, jeans, sweats, T-shirts, sandals, heels that are too high, or other casual clothing are not considered professional or appropriate, although some exceptions may occur in gym, or other unique classroom settings.
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### Conduct Yourself Accordingly

Show professional courtesy and respect for school staff and students. In many classrooms you will have access to student—and sometimes teacher—personal information. Do not seek out information you do not need to

know. (Minimal Information Sharing) Keep what you do know confidential and share it only as needed with administrators and/or other teachers. (FERPA, etc.) Avoid teachers' lounge gossip and refrain from talking about school staff and students with friends or family members. At the end of the day be sure to leave a report for the permanent teacher and thank any staff members who have helped you throughout the day.

### ...In Words & Actions

Strive to be respectful and positive as you speak both in front of the class and in casual conversations. Address and refer to teachers and other school staff as Dr., Mr., Mrs., Miss, Ms., etc., and insist that students use such titles when addressing you, regardless of how they may know and address you outside the school setting. Avoid swearing and the use of crude terms or slang phrases. Resist the urge to comment on student appearance as it can be taken the wrong way.

During student or project work, don't just sit at the teachers desk the whole time. Get up and walk around, observe students, offer assistance and guidance. You are an educator, not a babysitter. You'll also find that the mere matter of your presence and attention will tend to discourage inappropriate student behavior. As a teacher, you own the room; you are *encouraged and empowered* to manage the classroom and control behavior.

By dressing appropriately, being courteous and respectful of other teachers and staff, and using proper language, you are increasing the likelihood of being treated like a professional. Although society in general is becoming increasingly more casual in conduct, it is a good idea to maintain professional standards in the work place at all times.