

4216 DRESS AND GROOMING - SUPPORT STAFF

The Board of Education believes that the appearance and dress of support staff members is an important component of the educational program of this school district. The attitude of support staff members about their professional responsibilities and the importance of education in the lives of the district's pupils are reflected in their dress and appearance. Accordingly, in order to create an atmosphere of respect for the school community and an environment conducive to discipline and learning, the Board establishes the following rules for the dress of support staff members in the performance of their professional duties.

All support staff members (bus drivers, paraprofessionals, secretaries, and technicians) shall adhere to the same dress code as the certificated staff. Custodial and maintenance staff shall wear the uniforms that are provided at all times. Whenever school is not in session, the Superintendent may make temporary modifications based on specific job assignments.

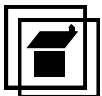
1. Be physically clean, neat and well groomed, including maintaining clean and well-groomed hair.
2. Dress in a manner which reflects favorably upon the education profession. Dress and appearance must not be unduly distracting to an orderly teaching and learning environment.

Examples of appropriate dress include:

- a. For female staff members – dresses, blouses/sweaters and skirts or slacks
- b. For male staff members – suits, slacks, shirts with collars, shirts with collars and ties, turtleneck shirts, and sweaters

Example of unacceptable dress include:

- a. Shorts and mini-skirts
- b. T-shirts, tank tops, and sweatshirts
- c. Any type of jeans (denim material), sweatpants, warm-ups, spandex, and/or jogging suits
- d. Excessively short or tight fitting clothing, exposed midriff or undergarments, provocative/excessive cleavage, and transparent garments
- e. Any dress, jewelry or grooming that would attract undue attention, including sunglasses in the building (except for documented medical reasons)
- f. Hats, bandanas, scarves, or other head coverings except for headwear with religious significance. Custodial and maintenance staff may wear district approved hats.



- g. Sneakers and flip-flops (dress sandals are acceptable)
 - h. Observable body piercing jewelry that is distracting to the educational process (ear piercing is acceptable)
 - i. Observable tattoos that are distracting to the educational process
3. Staff members are prohibited from wearing shirts, buttons, and any other clothing that speaks to association/board issues while in the presence of students.
4. Prior approval: Any request for an exemption for medical reasons (e.g. footwear) will be discussed with the Principal or immediate supervisor and appropriate medical documentation must be provided. Requests for temporary exemptions will be determined by the Principal or immediate supervisor. Requests for permanent exemptions will be forwarded by the Principal or immediate supervisor to the Superintendent for a final decision.

Prior approval is required for any deviation from this policy.

If an employee is uncertain as to the appropriateness of a garment, a brief written description of the clothing in question should be submitted to the Principal or immediate supervisor who shall respond in writing within three school days.

5. Severe weather conditions: Dress standards may be modified by the Superintendent to permit more casual attire on delayed opening days due to inclement weather. This modification recognizes that staff members may have to shovel snow, etc. in order to arrive at work in a timely manner.
6. Special dress code exception days: When scheduled and approved by the Principal or immediate supervisor, more casual attire may be worn by staff members on days with a theme or activity planned that support the school program. However, such clothing must be linked specifically to the activity. For example, T-shirts may be permitted on a school spirit day, but T-shirts unrelated to the school will not be permitted.
7. Enforcement: A staff member who violates the dress code will be issued a verbal warning by the Principal or immediate supervisor. A second offense will result in a written warning by the Principal or immediate supervisor. The third offense will result in a letter of reprimand from the Principal or immediate supervisor and a copy will be placed in the employee's personnel file. Should there be a fourth offense, the Superintendent shall recommend appropriate disciplinary measures to the Board. Such disciplinary measures may include, but will not be limited to increment



POLICY

SOMERSET HILLS BOARD OF EDUCATION

SUPPORT STAFF

4216/Page 3 of 3

DRESS AND GROOMING - SUPPORT STAFF

withholding, charges of insubordination, and any other sanctions permitted by code, statute, or law.

8. Severability: The provisions of this dress code shall be deemed to be severable. If any section is found to be unreasonable or void by a forum of competent jurisdiction, only that section shall be deemed deleted.

N.J.S.A. 18A:27-4

Adopted: 27 June 2012
Revised: 22 August 2012

