

CASWELL COUNTY SCHOOLS BOARD OF EDUCATION POLICY	<u>PERSONNEL</u> Appropriate Dress and Appearance for Staff	796
---	--	------------

The Caswell County Board of Education believes that the appearance and the conduct of its employees (classified and certified) are of supreme importance in establishing a positive image for education in the community and for presenting a good example for students. Therefore, the Board affirms its expectation that all personnel shall be professionally, neatly and appropriately attired for the work to be done. An employee's dress must not disrupt or distract from the educational process and must be in accordance with health and safety standards.

A. Policy Enforcement

Administrative and supervisory personnel shall set a good example in personal appearance and good manners and shall encourage and expect employees to dress in accordance with the Board's expectations. Supervisors and school-level administrators are authorized to interpret and enforce this policy. An employee's supervisor will make an initial determination of whether an employee's dress or appearance is inappropriate. In making this determination, the supervisor will consider the following factors:

- the nature of the work;
- whether the dress is consistent with a professional environment;
- health and safety factors;
- the nature of the employee's public contact and the normal expectations of outside parties with whom the employee will work;
- the employee's interaction with students;
- the prevailing practices of other workers in similar jobs; and
- any properly established guidelines for dress or appearance.

B. Reasonable Accommodation

Reasonable accommodations shall be made by their appropriate supervisor for those employees who, because of a sincerely-held religious belief, cultural heritage, or medical reason, request a waiver of a particular part of this policy for dress or appearance.

CASWELL COUNTY SCHOOLS BOARD OF EDUCATION POLICY	<u>PERSONNEL</u> Appropriate Dress and Appearance for Staff	796
---	--	------------

C. Reasonable Modifications

Reasonable modifications to this policy may occasionally be made by the appropriate supervisor to accommodate staff members who are engaged in specialized duties such as physical education, vocational education, field trips, or workdays, etc., that require a relaxed mode of dress.

D. Instructional Personnel

Instructional personnel are considered employees and should dress in a manner appropriate to the standards of their profession. The effective educator dresses appropriately for four main effects: 1. Respect, 2. Credibility, 3. Acceptance, 4. Authority.

E. Clerical Personnel

The dress and appearance of clerical personnel, especially those positions which involve contact with the public, should emphasize neatness and professionalism appropriate to the office environment.

F. School Level and Central Services Personnel

The following clothing is considered acceptable in the projection of the professional image expected by the Board during regular school hours:

1. Dress slacks, casual slacks or suits;
2. Dress shirts and blouses (with or without collars), collared pullover style shirts, turtlenecks, sweaters, cotton knit pullover blouses, and sweater sets. Sleeve length, vests, and neckties are optional;
3. Dresses, jumper style dresses and skirts for female employees. All are to be worn no higher than three (3) inches above the middle of the knee;
4. Gym shorts are only permitted when employees are involved in all-day athletic or physical education instruction, i.e., physical education teachers;
5. Nylon "running style" suits/wind suits (no tight outfits) are considered professional dress only for physical education teachers, field days, spirit days;
6. Denim jeans may be worn while on extracurricular duty such as ballgames. Note: Special dress days may be designated by the superintendent or principal where denim jeans, spirit wear, etc. may be worn;

CASWELL COUNTY SCHOOLS BOARD OF EDUCATION POLICY	<u>PERSONNEL</u> Appropriate Dress and Appearance for Staff	796
---	--	------------

G. Inappropriate Dress or Appearance

All employees, while on duty or in attendance at school functions, should dress professionally and appropriately for their job duties and responsibilities. Employee guidelines also apply to student interns and college volunteers. All other volunteers are encouraged, at a minimum, to follow the student dress code. In addition it is considered inappropriate for school employees to wear the following attire:

- Denim jeans. Note: Special dress days may be designated by the superintendent or principal where denim jeans may be worn;
- Shorts;
- Jewelry affixed to an employee's nose, tongue, cheek, lip or eyebrow;
- Clothing that is disruptive, provocative, revealing, indecent, vulgar or obscene: Low necklines, spaghetti-style straps, bare midriffs, and overly tight clothing are not appropriate dress for school system employees. This includes tight fitting leggings/jeggings that are not covered above the knee (3 inches);
- Clothing which promotes alcoholic beverages, tobacco, or the use of controlled substances by words or symbols, or is of a disruptive nature;
- Clothing and/or body art that contains profanity, nudity, depicts violence or is sexual in nature by words or symbols;
- Rubber flip flips/shower shoes;
- Undergarments worn as an outer garment or any see-through clothing;
- Hats, sweatbands, bandannas, or sunglasses worn inside school buildings; and
- Wind suits, jogging suits, sweat suits and similar clothing, unless the employee is a physical education teacher (as noted above).
- Clothing with ripped or torn holes (even designer clothing).

The teacher is the adult and should dress as the professional. Dressing like a student is not professional. If the supervisor determines that the employee's dress or appearance is inappropriate, detrimental to the work or learning environment, or hazardous to the health or safety of the employee, fellow employees or students, the supervisor will counsel the employee regarding appropriate attire that is consistent with this policy and will determine whether the employee is allowed to remain at work or must leave work to change his/her dress. Any failure to follow the supervisor's directive and/or blatant or repeated violations of this policy will subject the employee to disciplinary action up to, and including, dismissal.