

The Coffee County Board of Education considers all employees to be vital to the success of the Coffee County School System and to be its most important link with the community and students. It is through qualified, professional, and dedicated staff members that the Coffee County School System is able to reach its educational goals and objectives and to establish and maintain a positive relationship with the total educational community. It is important that all personnel of the Coffee County School System follow standards of dress that promote the education profession and that serve as positive models for students and the community.

In general, the Coffee County Board of Education expects all personnel to dress in a manner appropriate for their employment positions. This expectation is predicated on the desire of the Board to encourage and foster a spirit of professionalism and pride in the education profession and in the Coffee County School System. The Superintendent is directed to develop specific guidelines for appropriate dress consistent with this policy through administrative regulation.

Administrative Regulation

Employee Dress Code

Dress Code for Classified and Certified Employees

All employees are expected to set positive examples for students and the community by dressing professionally. These guidelines are being published to reduce questions about expectations and to provide more consistency in the type of dress worn throughout the system by all employees.

Modesty and cleanliness are always expected. Good taste must be displayed with regard to fit. Tight, extremely baggy, or revealing garments are not acceptable for the school or office setting. Many “fads” in dress are not acceptable every day attire for the professional work place.

Guidelines for All Adults:

- Employee ID badges are expected to be worn at all times when on school property.
- Clothing must be at least Smart/Business Casual, not casual weekend wear.
- Shirts with profanity, alcohol or tobacco advertisements, or any suggestive wording may not be worn.
- The guidelines take into account the environment and the content of the subject area of the employee.

Definitions:

- This administrative regulation and the dress requirements contained herein apply to all certified personnel, paraprofessionals, and the clerical employees in all schools, the central office or elsewhere.
- Smart/Business Casual means crisp, neat clothing which shall be appropriate for even a chance meeting with an administrator, parent or community member.
- Dress Denim means a softer twilled cloth, (such as chambray) usually cotton, used to make trousers, slacks, suit jackets and other garments. It is similar to blue jeans but is made of finer fabric which is smooth and softer than blue jeans – typically darker and dressier and can pass for dress slacks. It may not be worn with frays, holes, discoloration, etc., and should not have any writings.

Undergarments:

- Appropriate undergarments shall be worn. Undergarments shall not be visible through outer clothing.

Dress for Physical Education Teachers:

- All standard athletic clothing may be worn.
- Shorts must be appropriate length for the activity.
- Shorts shall not be too tight or baggy.
- Athletic Track suits are permitted for health and PE teachers only. If a regular education teacher also is a coach, they are asked to wear appropriate dress clothes to school and change into their coaching attire after school.

Tops for Female adults:

- Dress Denim vests, shirts and jumpers are appropriate.
- Women may wear “smart casual” tops or dress shirts as long as they do not expose cleavage or midriff and cover the area from the neck to the shoulder.
- All tops must cover the midriff, even with arms raised above the head.
- Tops shall not be too tight or made of see-through material unless worn as a jacket.
- Polo shirts may be worn.

Shirts for Male adults:

- Shirts shall be Smart/Business Casual dress shirts, polo or crew neck.
- Shirts that are designed to be “tucked in” shall be worn tucked in.
- Shirts with straight hems can be worn out.

Trousers:

- Trousers shall have a sewn hem.
- Jeans are permitted only School Spirit Days, Field Days, Field Trips or other Special Events. Such days will be determined by the building Principal.
- Jeans may not be torn or frayed.
- Dress Denim pants are permitted.
- Trousers shall not be too tight or revealing.
- Leggings, jeggings or skinny jeans may not be worn as trousers.
- Women may wear mid-calf length trousers, Capri pants and knee length dress shorts.

Dresses and Skirts:

- Dresses may not expose cleavage and must cover the area from the neck to the shoulder.
- The length of dresses and skirts must be at the knee or longer.
- Dresses and skirts shall have a sewn hem.
- Dresses and skirts shall not be too tight or revealing or worn with leggings or jeggings.

Shoes:

- Comfortable shoes should be worn.
- Sandals may **not** be casual beach type sandals. (Rubber flip flops or shower shoes are not acceptable.)
- Athletic shoes or canvas Keds must be neat and clean.

Tattoos:

- If a tattoo is deemed to be a distraction by the Principal, it must be covered.

Jewelry:

- Jewelry shall be professionally appropriate and not a distraction.
- Earrings are permitted for both women and men.
- No body (piercing) jewelry, other than earrings and small stud earring in the nostril, shall be visible.

Hair:

- Hair must be neat, clean and professional looking.
- Hair shall not be dyed distracting colors including but not limited to purple, pink, green, etc.

Dress for Parent Occasions:

- All adults are requested to make a special effort to dress in business attire for various parent and public relations events.
- Male adults should wear dress shirts and/or ties.
- Female adults should wear business attire.
- Business dress shoes should be worn.

Other:

- Medical personnel such as Occupational Therapists, Physical Therapists and Nurses in specialized classes shall be allowed to wear scrubs.
- Food Service, Maintenance and Custodial personnel are required to wear their school uniforms in a clean and professional manner. Any changes to the uniform must be approved by the respective Director of the Department and the Principal, if applicable.
- At the Principal's discretion, reasonable accommodations shall be made at times for Grade Level/Content Specific teachers (Example: Art, Science, Pre-Kindergarten, Kindergarten.) Principals may choose to make this determination based on submitted curriculum or lesson plans.
- The Principal is allowed discretion to make adaptations to the dress guidelines in the following cases: School Spirit days, Field Days, Field Trips or other Special Events.
- If the Principal or Supervisor deems any apparel or hairstyle as disruptive he or she will have the authority to send the employee home so that they may come into compliance with this Administrative Regulation before returning to school.