



# Black Horse Pike Regional School District

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## District Policy

### 3216- DRESS AND GROOMING

Section: Teaching Staff Members

Date Created: February, 2005

Date Edited: August, 2009

The Board of Education expects staff conduct to be that of appropriate role models for pupils.

The Board expects all staff members to be neatly groomed and dressed in clothing suitable for the subject of instruction, the work being performed, or the occasion.

The Board of Education believes that a dress code that sets reasonable standards for grooming and appearance during work hours can be enforced fairly at all times and shall be periodically reviewed.

#### **Certificated and Non-Certificated Staff**

Dress for certified staff, which includes administrators, supervisors, certificated support and teaching staff as well as non-certificated staff, which includes secretaries, support personnel (i.e., teacher aides, 1:1 aides and substitute teachers), maintenance and cafeteria is expected to be representative of appropriate professional attire whenever a staff member is working or representing the district. Staff members shall demonstrate by example positive attitudes toward neatness, cleanliness, propriety and modesty in attire and appearance.

Dress and grooming **not acceptable** during work hours:

- Sneakers, running shoes, work boots, athletic slides, beach/surfer footwear (i.e. Birkenstock sandals), flip-flops;
- Denim jeans of any kind or color;
- Shorts; skorts, mini-skirts, spandex leggings;
- Athletic wear (i.e., jogging/warm-up suits of any kind); sweatpants; sweatshirts;
- T-shirts; shirts revealing undergarments, halter, tube, tank tops;
- Clothing that reveals midriff area;
- Suggestive or inappropriately placed logos of any type;
- Hats;
- Recreational attire, such as hunting, etc.;
- Any dress or grooming which would attract undue attention (undergarments should be worn but not seen), create disruption or would be potentially dangerous.

Physical education teachers and outdoor event coaches may wear clothing appropriate to their subject area, including

golf/polo shirts, athletic suits, athletic shorts and sneakers. No spandex or other tight-fitting clothing is to be worn. When not assigned physical education classes all day (teaching health all day), physical education teachers fall under the regular dress code.

Maintenance and cafeteria staff must wear the uniform issued by the district or other attire approved by their immediate supervisor and/or building Principal.

Practical arts teachers, science teachers, related arts teachers and para-professionals may wear appropriate clothing to accommodate special situations after discussion and approval from the Principal or his/her designee.

Dress code for staff may be relaxed during the summer months.

After approval of the superintendent or central office designee, the building principal may amend the dress code during special theme, special activity or dress down days.

However, the guidelines below must be followed:

- No torn, faded, or tattered jeans;
- Collared shirts may be worn;
- All clothing must fit properly (i.e. pants that drag on the floor, extremely baggy clothing are not permitted).

Those not participating must adhere to the regular dress code. The building Principal may also permit individual staff members to wear certain footwear if documentation from a physician is provided; i.e.; orthopedic shoes or sneakers.

A staff member violating the dress code during the school year may be subject to disciplinary measures including but not limited to: sent home to change, sent home and subject to a deduction in pay, verbal warnings, and/or written reprimand. Staff members who continually violate the dress code may be subject to disciplinary measures including but not limited to: written reprimands, charges of insubordination and/or withholding of an increment.

### **Unbecoming Conduct**

When an employee, either within the schools or outside normal duties, creates conditions under which the proper operation of the schools is affected, the Board upon recommendation of the chief school administrator and in accordance with statute shall determine whether such acts or lack of actions constitute conduct unbecoming a school employee, and if so, will proceed against the employee in accordance with law.

Unbecoming conduct sufficient to warrant Board review may result from a single flagrant incident or from a series of incidents.

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