

4216 Dress and Grooming

The Board is cognizant of the rights of employees to express their individuality through their attire. The Board also recognizes the value of tasteful and appropriate dress that is conducive to a positive environment for learning. The Board believes that adults serve as role models for the children, and help shape the pupils' values concerning neatness, pride and self-worth.

Balancing these factors, the Board has adopted a dress code for employees that set reasonable standards for grooming and appearance during school hours. The dress code for employees is to be enforced fairly; at all times, and shall be periodically reviewed for reasonableness under the standard of generally acceptable dress in business and social contexts.

Administrators, teachers, and all non-certificated staff of the Winslow Township School District shall be neatly attired and groomed while discharging their responsibilities in all school situations including regular, evening, summer or extra-curricular activities and in other situations where there is direct contact with pupils or adults.

The Board of Education will observe both State and Federal law regarding employees who may require dress code modifications due to a disability.

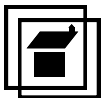
Certificated and Non-Certificated Staff

Dress for certificated staff, which includes administrative, supervisory, certificated support and teaching staff, as well as non-certificated staff, which includes secretaries and support personnel (i.e. aides) etc., is expected to be representative of appropriate professional attire whenever a staff member is working or representing the district.

- A. Grooming and attire shall meet the following criteria:
1. Male staff members shall wear a dress shirt and tie except in circumstances when a dress shirt and tie are not appropriate or where safety issues are involved. The administration must approve all exceptions. Suit/sport jackets, or sweaters, shall be optional. As an alternative to dress shirts and ties, males may also wear:
 - turtleneck shirts, along with required sport or suit jackets, crewneck sweaters and dress shirts,
 - V-neck or cardigan sweaters with dress shirts and ties.



2. Female staff members shall wear skirts, blouses or sweaters, dresses, suits or slack/pants outfits. Capris will be acceptable, provided that they are professional in appearance.
 3. All custodial and maintenance personnel when on the job, and unless otherwise granted written approval by the Superintendent or his/her designee, shall wear appropriate attire to work. The official attire shall consist of a uniform shirt and work pants, belt and work shoes.
 4. Appropriate dress footwear shall be worn by all staff. Consideration will be given to footwear appropriate to the grade level and/or activities of the class. Generally, sneakers, sandals, thong/flip-flops, or work boots are unacceptable.
- B. Grooming not acceptable during school hours:
1. Golf and/or Polo Shirts.
 2. Clothing/footwear that is torn, dirty or in poor condition.
 3. See-through (transparent) clothing.
 4. Tight fitting clothing.
 5. Denim dungarees/jeans and jackets (corduroy is permitted).
 6. Sweat tops/pants, leggings or stirrup pants.
 7. Shorts for males/females.
 8. Any dress or grooming which would attract undue attention, create disruption or would be potentially unsanitary or dangerous.
- C. Special Rules
1. Physical Education teachers may wear clothing appropriate to their subject area, including athletic jackets, t-shirts, pullover shorts, kilts, striped pants or slacks, culottes, jogging suits, warm-ups, and sneakers or appropriate footwear.



2. Vocational Education/Shop, Art and Home Economic teachers may wear smocks, shop aprons, coveralls, and other protective attire if appropriate for the subject area.
3. Other Classes - Protective clothing such as smocks, lab coats or aprons may be worn as needed.
4. Other Employees - Employees involved in transportation, maintenance, and custodial staff shall wear appropriate clothing to accommodate their working situations.

Prior Approval

- A. If any employee is uncertain as to the appropriateness of a garment, a brief written description of the clothing he/she desires to wear should be submitted to the Principal and/or his/her designee. The Principal and/or his/her designee shall respond in writing to the employee within three days.

Employees may appeal this decision to the Superintendent and/or his/her designee. The employee, after appealing to the Superintendent, may appeal the decision to the Board of Education.

- B. The Superintendent or his/her designee shall decide if particular weather conditions warrant exception to the required dress code (i.e. temperatures in excess of 85 degrees). This information will be conveyed to the Principals and they will be responsible for conveying this to their staff.

Enforcement

Depending on the facts and circumstances of a particular situation, a staff member violating the dress code may be subject to disciplinary measures including but not limited to: a verbal warning, written reprimand, withholding of an increment, charges of insubordination, or other sanctions as permitted by law.

Severability

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: 03 March 2010

