

3216 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 which 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' attitudes and values concerning neatness, pride and self-worth.

Balancing these factors, the Board has adopted a dress code for employees that sets 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 Edison 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.

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 when students are present:

1. Male staff members shall wear a collared dress shirt.
A tie is preferred and recommended. Suit/sport jacket, or sweaters shall be optional. As an alternative to dress shirts males may also wear:
 - a. Turtleneck shirts, along with required sport or suit jackets;
 - b. Crewneck sweaters with dress shirts;
 - c. V-neck or cardigan sweaters with dress shirts; and
 - d. Golf and/or polo shirts, collared
 - e. Pants, dress slacks, dress khaki, dress denim, corduroy



2. Female staff members shall wear skirts, slacks, Khakipants, Capri pants, dress denim, corduroy, blouses, sweaters, dresses or slack suits, dress tees or shells, jumpers, dress shoes, dressy sandals, or casual footwear.
 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 work-type shirt and work pants, belt and work shoes.
 4. Appropriate dress footwear shall be worn by all staff.
 5. Edison School District apparel, may be worn in lieu of other professional attire.
- B. Grooming not acceptable when students are present:
1. Clothing/footwear which is torn, dirty or in poor condition;
 2. Sneakers, casual footwear, thongs, flip-flops, or work boots (except with written medical prescription);
 3. See-through (transparent) garments;
 4. Sweat top/pants or hooded sweatshirts
 5. 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, pullover shirts, shorts, striped pants and warmups, sneakers and/or appropriate footwear.
 2. Other classes - Protective clothing such as smocks, lab coats, aprons and workboots may be worn as needed depending on the class being taught.



3. Other employees – Employees involved in transportation, maintenance, and custodial staff shall wear appropriate clothing to accommodate their working situations.

Prior Approval

- A. Occasionally, specifically organized learning activities, (i.e., field trips) may reasonably dictate variations from the dress code of the normal classroom setting. Employees shall discuss this with their Principals at least one day prior to the activity. The Principal shall have the authority to approve variations from normal dress.

Special Situations

- A. The Building Principal shall have full discretion in temporarily suspending the dress code during after-school activities and/or special theme days (i.e., School Spirit Day).
- 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 eighty five degrees). This information will be conveyed to the Principals and they will be responsible for conveying this to their staff personnel.
- C. Staff working with preschool and special needs student may wear attire suited to their particular assignment.

Enforcement

A staff member violating the dress code may be subject to progressive 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: 24 January 2011
Revised 19 December 2011

