

## EMPLOYEE DRESS AND APPEARANCE ~~CODE~~

Admin. Reg. HRS-50  
~~January, 2017~~ June, 2017

I. **Statement of Policy.** The Beaufort County School District (“BCSD”) expects appropriate dress of all BCSD employees~~faculty, staff and administrators. Dressing for success allows faculty, staff, and administrators to gain the respect needed to set a positive example for students by fostering a respectful school climate.~~

II. **Statement of Purpose.** All BCSD employees shall consider themselves professionals and should always dress to gain respect from those with whom they come in contact and It is the belief of the Beaufort County School District that effective faculty, staff and administrators will dress appropriately to model success for BCSD students. Administrators and supervisors shall be expected to ensure staff members under their supervision are appropriately dressed at all times. Dressing for success and following the established dress code have the following effects for faculty, staff and administrators:

~~A. help you obtain the respect and credibility necessary from students and parents;~~

~~B. serve as a positive role model for students;~~

~~C. establish yourself as an authority figure by following the dress code policy;~~

~~D. instill a sense of integrity with each student.~~

III. Requirements~~Inappropriate Dress and Appearance.~~ The following dress is considered inappropriate for BCSD employees:

A. Clothing and/or accessories distracting or detracting from the learning environment, such as piercings, controversial tattoos, revealing or provocative clothing, or unprofessional hair styles.

B. Wearing an undergarment as an outer garment or any clothing revealing the employee’s undergarments;

C. Denim jeans of any colors, except for specified spirit days as approved in advance by the employee’s Principal or supervisor;

D. Leggings or tights, except under skirts, dresses, or jumpers;

E. Warm up pants/suits or overalls;

F. Sweatshirts/T-shirts, except for specified spirit days as approved in advance by the employee’s Principal or supervisor;

G. Clothing or accessories with slogans or advertisements, by words or symbols, for alcoholic beverages or which advocates the use of controlled substance, by words or symbols;

H. Clothing containing profanity or nudity in words or symbols, or otherwise suggestive of sexual activity;

A.I. Flip flops; and

J. Clothing with thin straps, or low necklines, without straps, which is too tight or too short, which does not cover an employee's waist or mid-riff, and tube tops.

**IV. Allowed Garments.** The following garments are allowable for BCSD employees:

A. Dress shirts, sport shirts with collars, polo shirts and sweaters, shirts without collars as professional and appropriate.

B. Dress or casual slacks, skirts of modest length, skorts, dresses, jumpers, Capri pants, cropped pants. Shorts may be worn by employees who teach physical education, employees while involved in athletic coaching of BCSD students, and as otherwise allowed by a school Principal.

C. Shoes worn may be casual, business, boat shoes, sport shoes, heels, or flats. Employees are to wear footwear suitable for walking on multiple surfaces during the workday and suitable for their specific job functions and responsibilities.

D. Shirts will be tucked in as appropriate.

~~A. Men~~

- ~~1. Dress shirts, sport shirts with collars, polo shirts and sweaters may be worn.~~
- ~~2. Dress or casual slacks may be worn. Shorts may be worn by males working in the athletic department.~~
- ~~3. Shoes worn may be casual, business, boat shoes, sport shoes, or dress sandals.~~
- ~~4. Shirts will be tucked in as appropriate.~~

~~B. Women~~

- ~~1. Slacks, skirts of modest length, dresses, jumpers, Capri or cropped pants may be worn. Shorts may be worn by females working in the athletic department.~~
- ~~2. Sweaters, polo shirts, shirts or tops with or without collars are acceptable.~~
- ~~3. Shoes worn may be casual, business, dress sandal, open toe, heels or flats.~~

~~Inappropriate dress or personal grooming includes, but is not limited to: denim jeans of all colors (except for specified spirit days as determined by administration);~~

- ~~1. leggings, tights (except under skirts, dresses, jumpers);~~
- ~~2. warm up pants or suits or overalls;~~
- ~~3. sweat shirts/tee shirts (except for specified spirit days as designated by building administration);~~
- ~~4. clothing or accessories with slogans that are suggestive of drugs, alcohol, sex, or obscenities;~~
- ~~5. provocative clothing (thin straps, tube tops, low necklines, strapless, too tight, too short, midriff revealing, etc.);~~

~~display of controversial tattoos and body piercings that are disruptive to the teaching/learning process.~~

~~**III.V. Student Dress Code.** BCSD employees assigned to schools are Faculty, Staff and administrators are encouraged to participate in and model their school's sStudent dDress cCode, as set forth in BCSD Administrative Regulation SS-17, Student Dress Code for their school.~~

#### **IV.VI. Special Circumstances.**

- A. Exceptions may be made by an employee's Principal or supervisor administration based on an employee's individual medical needs.
- B. It is recognized there may be special circumstances or situations in which an employee may not dress as he/she normally would, including but not limited to field trips, field days, and work days.
- A.C. The BCSD respects the religious and cultural diversity of our community. Principals and supervisors are directed to make reasonable accommodations for employees who, because of a sincerely held religious belief or cultural heritage, request a waiver or exception of a particular guideline for dress or appearance.

Adopted: March 3, 2009  
Revised: January, 2017; June, 2017