

## HERTFORD COUNTY PUBLIC SCHOOLS DRESS CODE PROCEDURES

The Hertford County Board of Education believes it is the responsibility of the school system to foster good habits of dress and grooming among its students.

Employees of the Hertford County Public School System serve as role models and leaders in our community. As members of the education profession, serving in these leadership roles, faculty/staff members have a responsibility to conduct themselves in a professional manner. This includes dressing professionally. Employees of Hertford County Public Schools are expected to dress according to the following guidelines:

**Male faculty/staff** shall wear a shirt, tie, and slacks. Jackets are preferred, but not required. Closed in shoes should be worn.

**Female faculty/staff** shall wear dresses, skirts, skorts or dress shorts of the appropriate length, or slacks with blouses, sweaters, and/or jackets, or suits.

**Prohibited to be worn by all:**

- Casual jeans
- Tennis shoes
- Sweat suits / jogging suits
- T-shirts / sweatshirts
- Flip flops, bedroom shoes, duck shoes
- Tank tops
- Spandex

All *Summer Plus* staff is expected to adhere to these procedures.

Reasonable modifications will be allowed for *summer camp* employees; however, all faculty and staff are expected to dress neatly and professionally at all times. Shorts of an appropriate length and tennis shoes and t-shirts will be allowed. Shirts must be tucked in at all times. No shirts showing the midriff, halter tops, see-through tops or short shorts will be allowed.

Reasonable modifications to these standards may be made to accommodate faculty/staff members who are under a doctor's care and have a doctor's note, those who are engaged in physical education classes or coaches, or who are performing specialized duties that require a relaxed mode of dress. In all cases, one's appearance and clothing shall not be disruptive, provocative, indecent, vulgar, or obscene, and shall not in any way endanger the health or safety of others.

Uniform dress is required for cafeteria, maintenance, and transportation personnel.

Each principal has the flexibility to designate “school spirit days” to recognize special occasions or to promote teamness in the school, in which faculty and staff would be allowed to wear shirts or sweatshirts bearing the school name. However, care should be taken not to designate these days on a weekly basis, but to designate them sparingly so as not to abuse this privilege.

The initial determination of a dress code violation will be made by the employee’s supervisor. If unsuitable, inappropriate, unacceptable, or unprofessional dress is determined by the supervisor, he/she will counsel with the employee regarding suitable, appropriate, acceptable and professional dress and will determine whether the employee is allowed to remain at work or asked to go off the job and change his/her attire. Repeated violations of this policy may result in a reprimand being placed in the employee’s file, or other disciplinary action being taken. If an employee needs information or clarification about the policy, they may contact their supervisor or principal.