



THE VIRGIN ISLANDS
DEPARTMENT OF EDUCATION



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Commissioner

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VIDE POLICY



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| POLICY: | DRESS CODE POLICY |
| EFFECTIVE DATE: | 10-9-2015 |
| LAST UPDATED: | 8-23-2019 |

The Virgin Islands Department of Education (VIDE) employees serve as role models for all students and as representatives of the Department. As such, all employees, volunteers and substitutes shall dress professionally and appropriately at all times. Employees are expected to project a professional image and should dress appropriately for an office/business environment. It is expected that all personnel will project a professional image that sets positive dress and grooming examples for all students and themselves. Principals may designate one (1) day per month when reasonable modifications to this Policy may be made and must notify the superintendent's office when implementing any modifications to this policy. Principals may also determine the appropriate dress to be worn on workdays when students are not in attendance. Physical Education teachers, coaches and athletic volunteers should wear the appropriate athletic attire necessary to meet the requirements of their job responsibilities. All other personnel shall follow the policy on all work days unless directed differently by their supervisor. All clothing worn to work must be neat, clean, in good repair, and appropriate for on-the job appearances at all times. Employees shall not wear on the outside of their clothing, any jewelry or similar artifacts that are obscene, distracting, or may cause disruptions to the educational environment.

FEMALES: Appropriate clothing for all female staff are as follows:

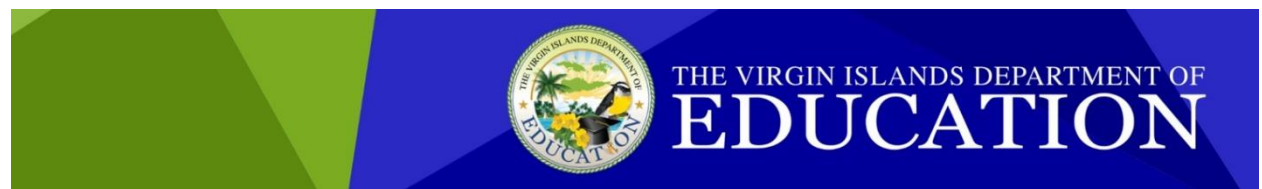
- Dresses and skirts shall be no shorter than two inches above the knee. Dresses and skirts tight enough to hinder walking are not acceptable attire. The slit of a dress or skirt shall be no higher than two inches above the knee.

- Slacks are to be worn in an appropriate manner. Capri pants are NOT allowed. Physical education teachers may wear shorts that are not tight, too loose or revealing. No other employee is allowed to wear shorts.
- No jeans or jean clothing of any color are acceptable, unless approved by the principal or supervisor for special events and activities.
- T-shirts are not allowed. Low cut, off the shoulder, halter or tank-style blouses are NOT allowed. See-through or any clothing which reveals the midriff and cleavage are not allowed. Sleeveless clothing must cover undergarments.
- Flip-flops are NOT allowed.
- Athletic shoes/sneakers are not allowed for non-physical education teachers.
- Except for religious head coverings, hats are NOT to be worn at work. Physical education teachers are the only exception.
- Tattoos that are considered offensive, racist, vulgar, drug-related, gang-related, or that depict scenes of violence, sexual imagery, or obscene phrase shall not be visible.

MALES: Appropriate clothing for all male staff are as follows:

- Men must wear a dress shirt or other acceptable casual shirt with a collar.
- Slacks and casual dress pants are to be worn in appropriate manner. Physical education teachers may wear shorts that are not tight, too loose or revealing. No other male employee is allowed to wear shorts.
- No jeans or jean shirts of any color are acceptable, unless approved by the principal or supervisor for special events and activities.
- T-shirts are not allowed unless approved by the principal or supervisor.
- Flip-flops are NOT allowed.
- Facial hair must be kept neat and clean. Hair length should not impair vision.
- Except for religious head coverings, hats are NOT to be worn at work. Physical Education teachers are the only exception.
- Tattoos that are considered offensive, racist, vulgar, drug-related, gang-related, or that depict scenes of violence, sexual imagery, or obscene phrase shall not be visible. By enacting this dress

VIDE DRESS CODE POLICY: LAST UPDATED 8-23-2019 2 | 3



code policy, the Virgin Islands Department of Education recognizes that there are occasions when individuals may need to wear specific clothing due to medical reasons. When such is the case, the employee must provide the proper medical documentation that gives rise to the need for deviation from this dress code policy. Any employee deemed inappropriately dressed according to this dress code policy will be sent home until he/she returns with appropriate attire. Failure to do so can result in disciplinary action.

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8 / 23 / 2019

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Date

VIDE DRESS CODE POLICY: LAST UPDATED 8-23-2019 3 | 3

