

REGULATION CODE 4119.22/4219.22-R STAFF DRESS CODE GUIDELINES

Grooming and attire shall meet the following criteria during school/work hours:

- A. A female staff member may wear dresses, suits, skirts, with blouse or sweaters, slack ensembles or slack suits.
- B. A male staff member may wear suits or slacks (shirts with or without ties); a turtleneck shirt or turtleneck sweater with or without a jacket is acceptable. (Shirts and ties are preferred.)
- C. The clothing and appearance of all staff members must be clean and neat (e.g., shirts must be clean and tucked in).
- D. Physical education, home economics, science, and industrial arts teachers may wear clothing deemed appropriate for their instructional assignments and in their classrooms. Shorts, sweatpants and similar attire cannot be worn in other parts of the building. All staff may wear appropriate attire for special occasions such as, but not limited to, the following:
 - 1. Picnics
 - 2. Field trips
 - 3. Track meets
 - 4. Nature walks
 - 5. Halloween parties
- E. All staff members are role models for students and, therefore, hats and caps must be removed when entering our school buildings and offices. No clothing shall be worn by staff members that constitutes a danger to the health and/or safety to himself/herself or others, and no clothing may be worn that distracts and/or disrupts the instructional program (e.g., mini-skirts, see-through clothing). Keep in mind that you represent the Newark Public School district, consider your job responsibilities and duties for the workday.
- F. If you are dressed inappropriately, the principal and/or the staff member's supervisor shall determine whether a violation of the dress code has occurred and shall discuss, in private, the violation with the staff member. Where a single violation so warrants or violations reoccur, the principal or supervisor may enter a reprimand in the staff member's file. The employee shall be directed by the supervisor to change into appropriate attire. Should this change require leaving the work site, the employee shall sign/clock out/in and shall be docked accordingly. Upon the third letter of reprimand, the principal or immediate supervisor may recommend more stringent disciplinary action such as, but not limited to, the following:
 - 1. Withholding of increment
 - 2. Insubordination charges
- G. A staff member may appeal the denial of a waiver of this dress code or the entry of a reprimand through the grievance procedure.
- H. Those employees required to wear uniforms (security, cafeteria, custodial and custodian staff) MUST wear the entire uniform during their workday.
 - I. When appropriate, the State District Superintendent may relax the dress code (i.e., inclement weather, excessive temperature, etc.).
- J. When appropriate, the building principal may relax the dress code for individual members of the faculty (i.e., field trips; unique school activities; etc.).

Examples of unacceptable attire during school/work hours are:

- A. Faded, torn, patched, frayed and/or dirty clothing
- B. Sneakers/flip flops or beach like sandals/tennis shoes/slippers
- C. See-through clothing
- D. Excessively tight/form-fitting clothing
- E. Shirt or blouse buttons opened beyond the mid-point of the chest or low cut tops
- F. Midriff, halter, tube tops, strapless or spaghetti strap tops
- G. Painters' pants or overalls

- H. Shorts or scooter (biker-shorts-not to exceed two (2) inches above the knee)
 - I. T-shirts, undershirts as outerwear
- J. Clothing with obscene language/gestures
- K. Sweatshirts, sweatpants and sweat suits (exceptions - physical education)
- L. Caps or hats in the building
- M. Dark eyeglasses (except for documented medical reasons)
- N. Distracting attire such as mini-skirts exceeding two (2) inches above the knee or skirts with high slits
- O. Cutoffs, dungarees, jeans
- P. Tights/Spandex, leggings or (pants which fall just below the knee)
- Q. Other similar attire

Acceptable Attire

- A. A. Khakis pants or "Dockers" style gabardines, linen, cotton or silk pants or dress slacks
- B. B. Dress shirts or blouses, casual shirts with collars, golf shirts, turtlenecks, knit tops, dresses and shirts or Capri pants which fall mid calf.

We want to have a professional work environment and encourage you to exercise good judgment when dressing for work. When in doubt, "dress up."

Newark Board of Education
