

Cumberland County Board of Education

Monitoring:

Review: Annually, in
January

Descriptor Term:

County-Wide Employee Dress Code

Descriptor Code:

5.6001

Issued Date:

04/23/15

Rescinds:

5.6001

Issued:

01/09/03

School Level and Central Office Personnel

Employees (professional and paraprofessional) are expected to present a neat, clean appearance in order to project a professional image to students, fellow employees and the public. The following clothing is considered acceptable in the projection of this professional image during regular school hours.

- a. Suits, sportcoats or blazers.
- b. Dress slacks, casual slacks or pantsuits.
- c. Dress shirts and blouses (with or without collars), collared pullover style shirts, turtlenecks, sweaters, cotton knit pullover blouses and sweater sets. Sleeve length, vests and neckties are optional.
- d. Dresses and skirts for female employees. **All** are to be worn no higher than three (3) inches above the middle of the knee.
- e. Clothing that would exhibit bare shoulders is not permitted.
- f. Shorts **are only permitted** for employees involved in athletic or physical education instruction and only in the immediate area where the instruction is conducted. The employee will be required to change into other approved apparel when departing that area.
- g. Nylon "running style" suits are considered professional dress only for physical education and wellness teachers.
- h. Denim jeans may be worn while on extracurricular duty such as ballgames.

Career and Technical Education teachers with shops or lab areas will be permitted to wear industry-approved clothing that meets all necessary safety requirements to include lab coats, aprons, jeans, scrubs, chef coats, gloves, and helmets along with other personal protective clothing in accordance with course appropriateness.

The following types of clothing are otherwise specifically prohibited except on casual days: All denim jeans, shorts, skorts, cotton sweat suits, tee shirts and nylon "running style" suits.

As on regular workdays, principals have the final say concerning appropriate attire on Casual Day, which will be every payday.

Special dress days may be designated by the principal to include but not limited to the following examples: Field days, picture days, school spirit days, etc. Employees are encouraged to participate accordingly.

Other Employees

Other system employees are currently required to wear uniforms as part of their normal duties. The following employees are not impacted by the clothing aspects of this dress code: custodians, maintenance technicians, transportation mechanics and food service personnel. Health Services personnel will continue to wear appropriate nursing attire. Bus drivers are not currently required to wear uniforms and are expected to maintain a professional appearance.

All Employees

Failure to personally adhere to the provisions of this dress code or to enforce it when authorized, shall result in the following consequences:

- a. First violation:** Written reprimand placed in personnel file. If violation is determined to be flagrant, the employee will be sent home to change. 10
- b. Second violation:** Three (3) day suspension without pay.
- c. Third violation:** Will be considered an insubordinate act resulting in termination.

Acknowledgment of receipt of County-wide Employee Dress Code

Signature: _____

Date: _____