

Descriptor Term:
EMPLOYEE DRESS AND APPEARANCE

Descriptor Code:
7.1710

Legal References: G.S. 115C-36, -47

Cross References:

The board believes that the appearance and the conduct of its employees are of supreme importance in establishing a positive image for education in the community and for presenting a good example for students. All employees shall be professionally, neatly and appropriately attired to perform their duties and responsibilities as employees. An employee's dress must not disrupt or distract from the educational process and must be in accordance with health and safety standards. The superintendent shall develop and communicate to employees guidelines for appropriate dress and appearance. Such guidelines may authorize the principal or department supervisors to develop specific dress or appearance requirements for each school or department.

Administrative and supervisory personnel shall set good examples in personal appearance and good manners and shall encourage and expect employees to dress in accordance with the board's expectations. An employee's supervisor shall make an initial determination of whether an employee's dress or appearance is inappropriate. In making this determination, the supervisor shall consider the following factors:

1. the nature of the employee's work, duties and responsibilities;
2. whether the dress is consistent with a professional environment;
3. health and safety factors;
4. the nature of the employee's public contact and the normal expectations of outside parties with whom the employee will work;
5. whether the dress projects a positive image and instills confidence in the employee with parents and the community;
6. the employee's interaction with students;
7. whether dress creates a positive role model for students;
8. whether the dress violates or reinforces the requirements of the student dress code in policy 4.3600 of the Code of Student Conduct;
9. the prevailing practices of other workers in similar jobs; and
10. any properly established guidelines for dress or appearance.

If the supervisor determines that the employee's dress or appearance violates the established guidelines or is hazardous to the health or safety of the employee, fellow employees or students, the supervisor shall counsel the employee regarding attire that is consistent with this policy and shall determine whether the employee is allowed to remain at work or must leave work to change his/her dress. Any failure to follow the supervisor's directive and/or blatant or repeated violations of this policy shall subject the employee to

disciplinary action up to, and including, dismissal.