

BRISTOL BOROUGH SCHOOL DISTRICT

SECTION: ADMINISTRATIVE,
PROFESSIONAL & SUPPORT
STAFF EMPLOYEES

TITLE: DRESS AND GROOMING

ADOPTED: August 30, 2010

REVISED:

425. DRESS AND GROOMING	
1. Purpose	Administrative, professional and support staff employees in the Bristol Borough School District set an example in dress and grooming for their students to follow. Administrative, professional and support staff shall present an image of dignity and encourage respect for authority. These factors act in a constructive manner towards the maintenance of a positive learning environment.
2. Authority SC 510	The Board has the authority to specify reasonable dress and grooming guidelines for staff, within law, that will prevent such matters from having an adverse impact on the educational process.
3. Guidelines	<p>Employees covered by this dress and grooming policy are administrative, professional and support and temporary professional staff members, school nurses, substitute teachers, student teachers, and adults approved by an administrator to observe classroom activities. This policy covers the academic school year:</p> <p>NOTE: (Does not include Superintendent, Principals or Asst. Principals)</p> <ol style="list-style-type: none"> 1. All employees shall be physically clean, neat, and well groomed. 2. All employees shall dress in a manner reflecting their professional assignment. 3. All employees must wear their identification badges at all times during the workday. 4. All male employees shall be required to wear a collared shirt. A tie is highly recommended but optional. 5. Skirts and dresses shall be no more than two (2) inches above the knee. 6. Shorts are not permitted. 7. Excessively short, revealing, and/or tight fitting clothing is prohibited. Undergarments may not be visible. 8. Jeans and/or denim may not be worn.

9. Tank tops, T-shirts, sleeveless tops, shells, sheer tops, bare midriff, or any garments that expose the upper torso will not be permitted. Shirts may not be see-through and garments worn under the shirt should not be visible.
10. Dress shoes are expected to be worn. No footwear should be tattered or soiled. Flip-flops and gardening clogs (i.e. Crocs) are not permitted.
11. Casual and appropriate attire may be worn on dress down days, on student field trips, in association with special activities, or on teacher inservice days. Dress down days must be requested through the building principal and approved by the Superintendent of Schools or his/her designee.

Consistent enforcement for the employees covered by the dress code will be the responsibility of the immediate supervisor, Superintendent of Schools, or his/her designee in accordance with established Board policy pertaining to employee disciplinary procedures. Infractions will be handled on an individual basis. Disciplinary actions may include, but are not limited to, formal discussions with the immediate supervisor, Superintendent of Schools, or his/her designee, verbal and/or written warning(s), suspension without pay, and/or termination. Additionally, an unsatisfactory employee rating may be issued.

If medical or other conditions exist that prohibit employees from complying with this policy, a letter should be sent to the building principal explaining the reason(s) behind the request for exclusion from the specific sections of the policy.

The right of an employee to appeal any penalty imposed as a result of an alleged violation of this policy, via terms of the grievance procedure of the collective bargaining agreement, will be retained.

References:

School Code – 24 P.S. Sec. 510