

# POLICY

## PATERSON BOARD OF EDUCATION

SUPPORT STAFF MEMBERS  
4216/Page 1 of 5  
Dress and Grooming

### 4216 DRESS AND GROOMING

The State District Superintendent expects Paterson Public Schools (the "District") employees conduct to be that of appropriate role models for pupils.

The State District Superintendent expects all District employees to be neatly groomed and dressed in clothing suitable for the subject of instruction, the work being performed, and/or the occasion.

The State District Superintendent retains the authority to specify the following dress and grooming guidelines for District employees, within law, that will prevent such matters from having an adverse impact on the educational process. All District employees shall when assigned to District duty (including, but not limited to, days when school is in session, non-school days on which a school-sponsored event takes place, Back-to-School Nights, Parent-Teacher Conferences, workshops/in-service days):

- A. Be physically clean, neat and well groomed;
- B. Dress in a manner reflecting his/her assignment;
- C. Dress in a manner that does not cause damage to District property;
- D. Dress and be groomed in such a way so as not to cause a health or safety hazard.

If a District employee feels that an exception to this policy would enable him/her to carry out assigned duties more effectively, a request shall be made to the State District Superintendent or designee.

#### STAFF DRESS CODE GUIDELINES

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



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# POLICY

## PATERSON BOARD OF EDUCATION

SUPPORT STAFF MEMBERS  
4216/Page 2 of 5  
Dress and Grooming

- A. A female staff member may wear tailored and pressed dresses, suits, skirts, dress slacks, or slack ensembles, and blouses, knit tops, and sweaters.
- B. A male staff member may wear tailored and pressed suits or dress slacks (khakis, "Dockers" style gabardines, linen, cotton, silk or other dress pants), and collared shirts (long or short sleeve, with or without ties), golf shirts, sweaters when worn with collared shirts or turtleneck sweaters (all with or without jackets). 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, culinary and industrial arts teachers may wear clothing deemed appropriate for their instructional assignments and in their classrooms.
- E. All staff may wear appropriate attire for special occasions such as, but not limited to, the following:
  - Picnics
  - Field trips
  - Track meets
  - Nature walks
  - Halloween parties
- F. 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 constitute a danger to the health and/or safety to him/her or others, and no clothing may be worn that distracts and/or disrupts the educational program or school's operations.



# POLICY

## PATERSON BOARD OF EDUCATION

SUPPORT STAFF MEMBERS  
4216/Page 3 of 5  
Dress and Grooming

- G. If a staff member is 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. If the employee refuses to meet the terms of this policy, the Superintendent of Schools or his/her designee reserves the right to discipline employees up to and including termination.
- H. A staff member may appeal the denial of a waiver of this dress code or the entry of a reprimand through the CBA grievance procedure.
- I. Those employees required to wear uniforms (security, cafeteria, custodial and custodian staff) MUST wear the entire uniform during their workday.
- J. When appropriate, the State District Superintendent may relax the dress code (i.e., inclement weather, excessive temperature, etc.).
- K. 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:

- Faded, torn, patched, frayed and/or dirty clothing
- Sneakers/flip flops or beach like sandals/tennis shoes/slippers
- See-through clothing
- Excessively tight/form-fitting clothing
- Shirt or blouse buttons opened beyond 3 inches below collarbone or low-cut tops



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# POLICY

## PATERSON BOARD OF EDUCATION

SUPPORT STAFF MEMBERS  
4216/Page 4 of 5  
Dress and Grooming

- Excessively loose/falling down clothing
- Any dress, jewelry or grooming which would attract undue attention, cause disruption, or is unsanitary or dangerous
- Beachwear
- Midriff, halter, tube tops, strapless or spaghetti strap tops
- Painters' pants or overalls
- Shorts or scooter/biker-shorts (defined as any shorts more than two (2) inches above the knee)
- T-shirts, undershirts as outerwear
- Clothing with obscene language/gestures
- Sweatshirts, sweatpants and sweat suits (exceptions - physical education)
- Caps or hats in the building
- Dark eyeglasses (except for documented medical reasons)
- Distracting attire such as mini-skirts (defined as any skirt more than two (2) inches above the knee) or skirts with high slits
- Cutoffs, dungarees, jeans
- Tights/Spandex, leggings, jeggings, or cropped pants which fall just below the knee
- Other similar attire

The District needs a professional work environment and encourages staff to exercise good judgment when dressing for work. When in doubt, "dress up."

This Policy shall be provided to staff members upon adoption and distributed to each staff member at the beginning of his or her employment.

### Legal References:

N.J.S.A. 18A:6-10 Dismissal and reduction in compensation of persons under tenure in public school system

N.J.S.A. 18A:11-1 General mandatory powers and duties



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# POLICY

## PATERSON BOARD OF EDUCATION

SUPPORT STAFF MEMBERS  
4216/Page 5 of 5  
Dress and Grooming

N.J.S.A. 18A:27-4 Power of boards of education to make rules governing employment of teacher, etc., employment there under

N.J.S.A. 18A:54-20 Powers of board (county vocational schools)

Quiroli v. Linwood Board of Education, 1974 S.L.D. 1035

Carlstadt Teachers Association v. Carlstadt Bd. of Ed., App. Div., unreported decision, (Docket no. A-1469-80-T4, decided March 26, 1982), 1982 S.L.D. 1448

Adopted: 17 October 2012

