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*Rescinds Policy Number:*

*Issued: 12/18/2002*

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The Orange County Board of Education believes that the appearance and the conduct of its faculty are of supreme importance in establishing a positive image for education in the community and for presenting a good example for students. Therefore, the Board of Education affirms its expectation that all personnel shall be professionally, neatly and appropriately attired for the work to be done. An employee's dress must not distract from the educational process and must be in accordance with health and safety standards. Dress should be appropriate for the job, taking into consideration the following factors:

- the nature of the work
- whether the dress is consistent with a professional environment
- health and safety factors
- the nature of the employee's public contact and the normal expectations of outside parties with whom the employee will work
- the employee's interaction with students
- the prevailing practices of other workers in similar jobs

The Orange County Board of Education holds that dress must not be demonstrably disruptive, must be in accordance with health and safety standards, and must be consistent with prevailing or accepted standards for the various jobs held by school employees. Reasonable accommodations may be made by a principal to accommodate employees involved in special activities, duties, or other approved projects (i.e. spirit week, dress down day, etc.).

The immediate supervisor shall determine dress deemed appropriate for the employees assigned to a particular work site. In making that determination, the following questions should be asked:

- Does the attire create a professional environment?
- Does the attire create a positive role model for students?
- Does the attire project a positive image and instill confidence with parents and the community?
- Does the attire reinforce the student dress code?

Administrators and administrative support employees are expected to project a professional image and should dress and be groomed appropriately for an office/business environment.

Teachers and teacher support personnel are also expected to project a professional image that sets positive dress and grooming examples for students. Physical education teachers and coaches must wear appropriate athletic attire to meet the requirements of their job responsibilities.

Uniform dress is recommended for cafeteria, maintenance, and transportation personnel.

The initial determination of a dress code violation will be made by the employee's supervisor. If unsuitable, inappropriate, unacceptable, unprofessional dress is determined by the supervisor, he/she will counsel the employee regarding suitable, appropriate, acceptable, professional dress and will determine whether the employee is allowed to remain at work or is to be sent from work to change his/her dress. Failure to follow the supervisor's directive and/or blatant or repeated violations of this policy will subject the employee to suspension and/or other disciplinary action.

The implementation date of this policy is January 15, 2003.

Legal References: [G.S. 115C-36](#), [-47](#), [-307\(b\)](#)