

## 3216/4216 DRESS AND GROOMING

Lakewood School District employees serve as role models for the pupils and as representatives of Lakewood Schools. Consistent with these roles, all employees, volunteers and substitutes shall dress professionally and appropriately.

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

District level employees must adhere to the Staff Dress Code.

Teachers, volunteers, and support personnel (paraprofessionals) are expected to project a professional image that sets positive dress and grooming examples for pupils and shall adhere to standards of dress and appearance that are compatible with an effective learning environment.

School based personnel shall follow this policy on all days pupils are in attendance. Principals may designate one day per month when reasonable modifications to this policy may be made and must notify the Superintendent's office when implementing any modifications to this policy. Principals may also determine the appropriate dress to be worn on workdays pupils are not in attendance. All other personnel shall follow the policy on all work days unless directed differently by their supervisor.

Physical Education teachers, coaches and athletic volunteers should wear the appropriate athletic attire necessary to meet the requirements of their job responsibilities and a sweat or warm-up suit when not actively teaching physical education classes or coaching.

All employees are expected to dress in a professional manner. Clothing must be neat, clean, in good repair, and appropriate for on the job appearances at all times. Employees shall not wear on the outside of their clothing any jewelry or similar artifacts that are obscene, distracting, or may cause disruptions to the educational environment.

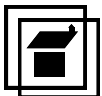
The Dress Code applies to all district employees, at all locations.

Physical Education teachers must follow the staff dress code for their gender on parent conference days, PTA/PTO/PTSO meetings, and other occasions when not instructing class.



**Appropriate dress for female staff:**

- Dresses and skirts which are no shorter than three inches above the knee. Dress and skirts which are ankle length and tight enough to hinder walking are not acceptable attire. The slit of a dress or skirt must come no higher than three inches above the knee.
- Slacks and Capri pants may be worn in an appropriate manner. Capri pants must be below the knee. Physical education teachers may wear shorts. All other female staff will not wear shorts.
- No jeans or jean clothing of any color are acceptable.
- T-shirts are not allowed. Low cut blouses, see-through clothing, off the shoulder, halter style, tank tops, or clothing which reveals the midriff are not allowed. Sleeveless clothing must cover undergarments.
- Shoes and sandals without a back strap are unacceptable. Flip-flops are not allowed.
- Athletic shoes/sneakers are not allowed for nonphysical education teachers.
- Earrings on females are the only visible piercing allowed.
- Hats are not to be worn inside.
- Tattoos that are considered offensive, racist, vulgar, show scenes of violence, drug-related, contain strong sexual imagery, gang related or contain obscene phrases may not be visible.

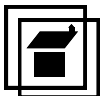


**Appropriate dress for male staff:**

- Men must wear a dress shirt and tie.
- Physical education teachers may wear a collared sport/golf shirt.
- Slacks and casual dress pants are acceptable. Physical education teachers may wear shorts. All other male staff may not wear shorts.
- No jeans or jean shirts of any color are acceptable.
- T-shirts or tank tops are not allowed.
- Shoes and sandals without a back strap are unacceptable. Flip-flops are not allowed.
- Athletic shoes/sneakers are not allowed for nonphysical education teachers.
- Facial hair must be kept neat and clean. Hair length should not impair vision.
- Hats are not to be worn inside.
- Earrings on males are the only visible piercing allowed.
- Tattoos that are considered offensive, racist, vulgar, show scenes of violence, drug-related, contain strong sexual imagery, gang related or contain obscene phrases may not be visible.

**APPROPRIATE DRESS FOR MALE STAFF BETWEEN  
MAY 15<sup>TH</sup> AND JUNE 30<sup>TH</sup> and September 1 and October 15<sup>th</sup>:**

- Men may wear a collared sport/golf shirt.
- Slacks and casual dress pants are acceptable. Physical education teachers may wear shorts. All other male staff may not wear shorts.
- No jeans or jean shirts of any color are acceptable.



- T-shirts or tank tops are not allowed.
- Shoes and sandals without a back strap are unacceptable. Flip-flops are NOT allowed.
- Athletic shoes/sneakers are not allowed for nonphysical education teachers.
- Facial hair must be kept neat and clean. Hair length should not impair vision.
- Hats are not to be worn inside.
- Earrings on males are the ONLY visible piercing allowed.
- Tattoos that are considered offensive, racist, vulgar, show scenes of violence, drug-related, contain strong sexual imagery, gang related or contain obscene phrases may not be visible

By enacting this dress code policy, the Lakewood School District recognizes that there are occasions when individuals may need to wear specific clothing due to medical reasons. When such is the case, the employee must provide the proper medical documentation that gives rise to the need for deviation from this dress code policy.

Any employee deemed inappropriately dressed according to this dress code policy will be sent home until he/she returns with appropriate attire.

N.J.S.A. 18A:27-4

Adopted: 17 October 2013  
Revised: 16 December 2015

