

HICKORY CITY ADMINISTRATION SCHOOL UNIT

432 Fourth Avenue, SW
Hickory, North Carolina 28602

FILE: GAO (Code: 7340)
PERSONNEL

PROFESSIONAL ATTIRE/APPEARANCE

The Board believes that professional attire and appearance are essential to the establishment of an effective educational environment. The Board also recognizes that professional attire and appearance have considerable influence on the students entrusted to our care and the manner in which parents and members of the community view our school system. Therefore, the Board affirms its expectation that all personnel shall be professionally, neatly and appropriately attired and to that end establishes this policy.

A. The Board establishes the following expectations for professional attire and appearance for its employees. They include:

1. an employee's appearance should not disrupt or distract from the educational process;
2. an employee's appearance should reflect the professionalism of the Hickory Public Schools.

B. The Board recognizes the professional nature of its employees and has confidence that all employees will exhibit a professional appearance. However, as a minimum standard, the following shall be considered unacceptable to the professional appearance of employees in the Hickory Public Schools:

1. body alterations or modifications that are distracting or a discredit to the system (i.e., tattoos, brands, piercing [other than the ears]);
2. denim blue jean pants except as specifically authorized by principals and administrators on occasional, special-event days;
3. clothing that reveals undergarments and/or cleavage;
4. tank tops;
5. bare midriffs;
6. flip-flops;
7. sweat pants, sweat shirts, and/or wind suits;

C. The Board shall allow certain exceptions to this policy which would include the following:

1. those positions which have specified separate expectations of attire, such as child nutrition, transportation, housekeeping, and/or maintenance;
2. the supervisor's approval of variations for professional appearance under certain circumstances such as:

- culturally or ethnically-based clothing;
 - field trips;
 - spirit days;
 - class or team days; or
 - work days (when there are no parent conferences or meetings involving members of the community). Such variations of professional appearance shall not be permitted on a routine schedule (i.e., casual Fridays);
3. certain job assignments apart from traditional instructional settings that warrant different attire.

D. An employee's supervisor will make a determination of whether an employee's appearance is appropriate. In making this determination, the supervisor will consider the following:

1. the nature of the work;
2. whether the attire is consistent with a professional environment;
3. health and safety factors;
4. the employee's interaction with students; and
5. guidelines established by the Board.

If a supervisor determines that an employee's appearance is inappropriate, s/he will counsel the employee regarding appropriate appearance consistent with this policy. Failure to follow the supervisor's directive shall subject the employee to disciplinary action that may include a written warning, suspension without pay, or dismissal, all in accordance with North Carolina General Statutes pertaining to classified and certified personnel

Adopted

June 9, 2008