

Summers County Board of Education

Scope: This policy is enacted to make known the expectations of the county board relating to the dress code for both employees and students.

Authority: W. Va. Code §§ 18A-2-7 and 18A-2-8; Board Minutes includes Policy VII-A-3.

Adopted: June 28, 2001 (amended).

Amended: August 11, 2010; May 25, 2011; September 14, 2016; December 23, 2021.

Reviewed: November 30, 2021.

EMPLOYEE/STUDENT DRESS CODE

The Summers County Board of Education expects all employees to dress in an appropriate manner. School employees are role models for students in the Summers County School System and influence students in the way they dress.

Staff and students are expected to adhere to common practices of modesty, cleanliness and neatness; to dress within the acceptable standards of the community and in such a manner as to contribute to the academic atmosphere, not detract from it.

1.1 Questions Regarding Apparel

Any other considerations, i.e. religious, medical, et al, will be determined by the individual school principal. The school administration shall have the right to consider any current fashion to determine its acceptability for school wear.

Clarification regarding apparel should be obtained PRIOR TO WEARING IT TO SCHOOL; this can be obtained from the school administration.

1.2 Supervision of Student Dress Code Policy

Teachers are charged with the responsibility of consistently enforcing student dress code policy in their classes as well as on campus. Administrators and other school personnel share the same responsibility. Teachers shall follow building procedure for discipline referral regarding dress code violations. Administrators shall work diligently to ensure consistency in enforcement throughout the school building.

1.3 Supervision of Employee Dress Code Policy

Principals and other administrators are charged with the responsibility of enforcing staff dress code policy during school days and other school events.

1.4 Fashion v. Acceptable School Dress

No attempt will be made to dictate fashion styles as long as they are in keeping with district policies. It should be noted, however, that it is the responsibility of the student and parent that the student adhere to the dress code. It is the responsibility of the individual employee to adhere to the dress code as well.

2. General

2.1 Advertisements/Unacceptable Lettering or Symbols

Any clothing, jewelry or accessories with decorations, patches, lettering, advertisements, etc., that may be considered obscene or offensive are not to be worn to school. This includes any clothing, jewelry, accessories that may be used as weapons, which have drug emblems, obscenities, tobacco or alcoholic beverage references, which may be considered derogatory towards a race, culture or religion which depict or suggests association with a gang, or which may be considered sexual harassment. It also includes lettering or words with unacceptable double meanings.

2.2 Abbreviated Clothing/Transparent Clothing

All tops, sweaters or blouses, or shirts be business casual.

Crop tops, tube tops, tank tops and halters are unacceptable. Strapless dresses without jackets are unacceptable.

Transparent and/or see-through material is considered unacceptable. Shirts or blouses must cover the entire torso at all times.

2.3 Dresses, Skirts and Shorts

For students, the length of a skirt, dress or shorts must extend to at least the mid-thigh. This may be defined as the point on the thigh where the individual's relaxed hand would touch the thigh naturally. For employees, pants must be at the knee or longer and compliment the professional setting. Skirts and dresses at professional length.

2.4 Pants

Form-fitting pants, such as spandex or athletic tights, leggings may only be worn with another layer of clothing which meets the dress code or a top/shirt that extends below the hips and cover the full bottom. Torn pants or jeans are considered inappropriate when the tear or hole causes the garment to expose underneath or bare skin in inappropriate areas of the body.

Trousers or overalls shall be worn properly – the waist at the waist; no “sagging.”

All staff and students must wear shoes.

2.5 Accessories/Hair/Head Coverings/Face

Hair should be kept neat, clean, and reasonably styled.

Any type of head covering or hat is unacceptable, except items which are not hats but are worn to keep the hair from the face. Further, head coverings worn for safety or medical reasons shall be allowed where appropriate. Head coverings or hats are to be removed upon entering the building and not replaced until exiting the building following the dismissal bell.

Facial hair should be neat, clean, closely trimmed and not be a distraction to the learning environment.

2.6 Jewelry/Piercing/Tattoos

Heavy chain, handcuffs, metal pieces or spike jewelry are unacceptable as is any jewelry depicting unacceptable items such as drugs, drug paraphernalia, weapons, etc. Further, fish hooks are prohibited from clothing at any time. They are also prohibited on any head-covering used at any time.

Body piercing and jewelry in areas of the body other than the ears is strongly discouraged for health and safety reasons. Those who do wear pierced body ornaments shall only wear those items that are modest and that are not distracting to the educational environment.

Tattoos, which would violate this policy if worn as clothing must be covered.

3. **Custodians, Maintenance Workers, Bus Drivers and Cooks**

3.1 All shoes must provide **full** foot coverage that must be secured to the foot. The heel should be no higher than 1 inch.

3.2 Food Service Employee

Food Service personnel have national, state and district regulations to follow. Appropriate attire and accessories are important in meeting a safe and sanitary environment. Regular employees and substitutes are expected to comply with these standards while students are in attendance, while employed during the summer, or representing Summer County Schools. Food Service employees are to dress in clean shirts, skirts, pants, and use appropriate hair restraints to prevent contamination of food. White pants are preferred but not mandated. It is the responsibility of staff persons to ensure that clothes and shoes are clean, free of rips or holes, and in good condition. Employees must wear sturdy closed toed shoes, low-heeled shoes which prevent slips, falls, trips, burns, and cuts. Limit the amount of jewelry worn on fingers and forearms to plain wedding band, medical bracelet or plain watch band. Jewelry can hide food particles and germs that can cause people to become sick. All Food Service Staff should always wear a clean apron each day while involved in food preparation. Aprons should always be taken off when leaving a kitchen area. Keep fingernails short. Do not wear fingernail polish or fake fingernails.

4. Disciplinary Action

- 4.1 Employees not adhering to the above policy will be subject to the following action:

First Offense: The employee will be required to change into the appropriate clothing.

Second Offense: Same action as the first offense, along with a letter of reprimand being placed in their file.

Third Offense and Additional Offenses: Shall be considered insubordination and shall subject the employee to adverse employment action pursuant to W. Va. Code §§ 18A-2-7 and 18A-2-8.

- 4.2 Students not adhering to the above policy will be subject to the following action:

First Offense: The student will be required to change into the appropriate clothing and the parent or guardian will be notified of the policy violation.

Second Offense and Additional Offenses: Same action as the first offense and the student shall be subject to the school discipline policy for disobedient behavior.