

## **DRESS CODE PROCEDURES**

The Board and administration recognize the effects that student dress and grooming have upon student behavior and commitment to learning. School is a learning environment and clothing worn to school should not be a distraction to others. Students attending school in the Russell County School District must wear clothing that is comfortable, clean, in good repair, and school appropriate. Clothing, hair, and other items that students wear to school must not disrupt the educational process nor create any form of school disturbance.

The Board strongly believes it is the responsibility of students and parents or guardians to use reason, good judgment, and common decency in the choice of dress and physical grooming in the school setting.

In all instances, school administrators will determine the appropriateness or inappropriateness of school dress. Students in violation of the dress code will be sent to the office and given the opportunity to change clothes or allowed to call a parent(s)/legal guardian(s) to bring a change of clothes that conforms to the dress code. If the parent(s)/legal guardian(s) cannot be contacted and the student does not wish to change clothes, the student will be removed from class and assigned to an alternative location until parent(s)/legal guardian(s) can be contacted. The student's discipline will be addressed according to the code of student conduct. Repeated violations of the dress code will result in disciplinary action being taken.

Therefore, it is believed that the following dress and appearance standards are essential to the orderly operation of the school based on health, sanitation, safety, and prevention of disruptive appearances at school:

- No student will be allowed to wear any type of clothing that, in the opinion of the administration, is too revealing, suggestive, provocative or otherwise inappropriate. Tops that expose undergarments, see-through apparel, clothing with low-cut necklines or spaghetti straps or clothing that exposes the midriff are not allowed.
- Appropriate undergarments for boys and girls must be worn at all times and may not be visible.
- Hats/caps, bandanas, scarves, and visors, are prohibited except for JROTC and band uniform hats when worn with the uniform during performances. Hats and other headgear will be taken from the student.
- Students are required to wear garments as they are intended to be worn and in such a manner that is appropriate for school. Pants must be worn at the normal waistline. Under no circumstances will excessively baggy pants, low riding pants or oversized shirts or sweatshirts be allowed (an oversized shirt is defined as –bottom of shirt cannot hang below the wrist). No large belt buckles or chains will be allowed.
- All shorts, skirts, or dresses must be no more than two inches above the knee. Excessively tight, short, or form fitting clothing such as bodysuits, biker shorts or spandex clothing cannot be worn to school.
- Shoes must be worn at all times. Shower shoes, flip flops and house shoes will not be allowed. If shoes are to be laced up with shoelaces, they must be laced at all times. Articles of clothing or accessories which show or allude to by slogan, picture or drawing, any inflammatory, suggestive, gun and ammunition, offensive or obscene behavior or alcoholic, drugs, or tobacco products will not be allowed.
- Bathrobes, pajamas, and boxer shorts worn as outer garments will not be allowed.
- Straps of overalls or suspenders must be worn over the shoulder.
- Sunglasses or dark glasses may not be worn inside the building unless authorized by doctor's prescription.
- For student safety, no body piercings with rings or dangling jewelry are permitted. All inappropriate tattoos must be covered.

## Section VI: Administrative Policies

### Employee Leave

Work Attendance is an Essential Job Function—Punctual, regular attendance is an essential job function of every job and position, and employees are expected to report to work when scheduled to work and to remain at work each working day.

### Absence Reporting

**All absences must be reported to the immediate supervisor in a timely manner.** Personal, sick and/or vacation leave requires prior approval by immediate supervisor through Kronos. All detached duty requests should be submitted in TalentED for approval. In addition, where appropriate AESOP/Kelly Services will be used by employee(s) to secure a substitute. (Policy 5.10.2)

### Appearance

School employees serve as role models and are responsible for representing the educational profession in a professional manner regarding dress, grooming and conduct.

Employees are expected to use good judgment in determining appropriate attire. **Dress code is business professional.** Clothing that alludes to profanity, obscenity, violence, sex or advertises alcohol, tobacco or an illegal substance is prohibited. Professional educators are expected, at a minimum, to set an example for students by modeling standards of dress set forth in the student handbook. For example, our student dress code states: "For student safety, no body piercings with rings or dangling jewelry are permitted. All inappropriate tattoos must be covered." The immediate supervisor and job function will determine what is deemed to be appropriate attire, taking into consideration contact and interaction coaches, maintenance employees, and bus drivers.

**Specific questions regarding personal attire should be directed toward an employee's immediate supervisor. (Policy 5.1.1[i]; Student Handbook)**

### Cell Phones/Electronic Devices Instructional purposes

Cellular phones – Cellular phones should not be used **during class time** unless for instructional purposes and **should not be visible to students (back pocket, hip, desk, etc.)** or audible for incoming calls. Employees may use cell phones during breaks and before and after work. Please do not use cell phones in the presence of students or in the public view. Exceptions may be made to this policy as deemed appropriate by your immediate supervisor.

Bluetooth Devices (i.e., earbuds, etc.) are not appropriate for use during the school day and should not be worn.

**Cell phones taken up by teachers or staff must be documented and turned into the office as soon as possible, but no later than the end of the day.**