

CONDUCT AND DRESS

The Township of Union Board of Education expects all staff members to be neatly groomed and dressed in clothing suitable for the subject of instruction, the work being performed, or the occasion.

The personal life of an employee is not an appropriate concern of the board except as it may directly prevent the employee from performing his/her properly assigned functions during the work day or affect his/her professional relationship with students.

Professional Staff Dress and Grooming

The board of education is charged with the responsibility of educating students; it also must set an example for those students. Certainly, proper dress in the workplace should be an integral part of a student's education.

All employees are required to dress in a professional manner. The following attire is acceptable in the workplace:

A. Female personnel

1. Dresses
2. Skirts with blouses and/or sweaters
3. Suits (skirts/pants)
4. Slacks with blouses and/or sweaters
- 5. Leggings with appropriate length tunic tops**
- 6. Camis worn under low cut tops and dresses**
- 7. Bermuda Shorts**

B. Male personnel

1. Suits with shirt--with or without tie
2. Casual suits with or without tie
3. Slacks with or without jacket or sweater
4. Slacks with turtleneck shirt/sweater and/or jacket
- 5. Polo shirts**

C. The following attire is unacceptable in the workplace

1. Sneakers/tennis shoes\*/slippers
2. Jeans
3. Sweat/jogging suits
4. Mini skirts/dresses (thigh high)
- 5. Spandex pants and/or leggings worn without appropriate length tunic tops**
- 6. Shorts**
7. Bare halters
- 8. Tube tops**
9. Midriff tops
- 10. Muscle shirts (tight collarless shirts) and/or undershirts**
- 11. Maxi Dress with low cut top**

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- 12. **Graphic T-shirts**
- 13. **Other similar attire**
- 14. **Flip flops**

Those employees required to wear uniforms MUST wear them during their work day.

\*PHYSICAL EDUCATION TEACHERS ARE EXEMPT FROM LETTER C NUMBERS 1, 3, and 6

- D. The attire for all employees is expected to be clean and neat.
- E. When appropriate, the Superintendent may relax the dress code (i.e., inclement weather, excessive temperatures, etc.).

When appropriate, the building principal may relax the dress code for individual members of the faculty (i.e., field trips, unique school activities, etc.).

Prohibited Activities

No member of the staff of the Township of Union School District shall be agent for or be in any way peculiarly or beneficially interested in the sale of textbooks, school equipment or supplies of any kind, or receive compensation or reward of any kind for any such sale for use by the board. It shall not be construed a violation of this policy for any person to receive royalties on the sale of any textbook of which the person is the author.

No member of the staff shall engage in outside employment which conflicts with proper performance of his/her duties, or which would tend to harm the teaching/learning relationship. **Nor shall any staff member be engaged in tutoring his/her own students, privately for compensation of any kind. Nor shall any staff member conduct private tutoring in any school building in district.**

**Cell phones are prohibited during instructional time. All employees are expected to refrain from posting on social media: Distorted Information about the district, confidential information, students, colleagues, and administration. Thus, employees shall consistently maintain a professional code of conduct throughout the school year.**

Unbecoming Conduct

When an employee, either within the schools or outside normal duties, creates conditions under which the proper operation of the schools is affected, the board upon recommendation of the superintendent and in accordance with statute shall determine whether such acts or lack of actions constitute conduct unbecoming a school employee, and if so, will proceed against the employee in accordance with law.

Unbecoming conduct sufficient to warrant board review may result from a single flagrant incident or from a series of incidents.

Adopted: June 1999  
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Readopted:

Key Words

Employee Conduct, Employee Dress

CONDUCT AND DRESS (continued)

- Legal References:** N.J.S.A. 18A:6-10 Dismissal and reduction in compensation of persons under tenure in public school system  
N.J.S.A. 18A:11-1 General mandatory powers and duties  
N.J.S.A. 18A:27-4 Power of boards of education to make rules governing employment of teacher, etc.,  
N.J.S.A. 18A:54-20 Powers of board (county vocational schools)
- Hicks v. Pemberton Bd. of Ed., 1975 S.L.D. 332
- Quiroli v. Linwood Bd. of Ed., 1974 S.L.D. 1035
- Carlstadt Teachers Ass'n v. Carlstadt Bd. of Ed., App. Div., unreported decision (docket no. A-1469-80-T4, decided March 26, 1982), 1982 S.L.D. 1448

**Possible**

- Cross References:** 4117.50 Standards for staff discipline  
4119.2 Responsibilities  
\*4119.21 Conflict of interest  
\*4119.23 Employee substance abuse  
4119.24 Staff/student relations  
\*4138 Nonschool employment  
\*4138.2 Private tutoring  
\*6144 Controversial issues

\*Indicates policy is included in the Critical Policy Reference Manual.