

## 3216 DRESS AND GROOMING

The Board of Education believes that the appearance and dress of certificated staff members is an important component of the educational program of this school district. The attitude of certificated staff members about their professional responsibilities and the importance of education in the lives of their pupils are reflected in their dress and appearance. Accordingly, in order to create an atmosphere of respect for certificated staff and an environment conducive to discipline and learning, the Board establishes the following rules for the dress of certificated staff members in the performance of their professional duties:

1. Men and women should dress in a manner befitting the profession. Faculty dress should uphold the dignity of the profession and be appropriate to the type of service the teacher is performing.
  - a. Female staff members may wear dresses, skirts or pants with blouses or sweaters or the school uniform.
  - b. Male staff members may wear suits or pants with or without jackets and a collared dress shirt or golf shirt or school uniform.
  - c. Physical Education and CTE teachers shall wear clothing deemed appropriate for their instructional assignments.
3. All staff members are role models for students. Hats and caps must be removed when entering our school buildings and offices. The clothing and appearance of all certificated staff members shall be clean and neat. The following clothing items are deemed to be unprofessional attire: tank tops, halter-style tops, low-cut tops, t-shirts, jeans, shorts and flip-flops.
4. No clothing may be worn that constitutes a danger to health or safety to the wearer or to others, and no clothing may be worn that interferes with the instructional program.
5. Footwear must be of professional style, in good repair, clean and neat. Therefore, footwear is recommended that encloses the feet and heels, for employees' own safety. Recommended shoe attire may include boating or deck shoes, moccasins, casual, closed toe, athletic shoes, tennis shoes, dress shoes and/or pumps or boots. The employee's choice of footwear should take into consideration conditions that employees may be exposed to such as: irregular walking surfaces, wet or slippery walking surfaces and any other conditions that may increase the risks for injury.
6. A certificated staff member may request a waiver of this dress code for the performance of particular duties; such waivers may be granted by the Supervisor.
7. The certificated staff member's supervisor, as appropriate, shall determine whether a violation of this dress code has occurred and shall discuss the violation with the certificated staff member concerned. Where a single violation so warrants or violations recur, the supervisor may enter a reprimand in the certificated staff member's file and may recommend more stringent disciplinary measures.



# POLICY

TRENTON  
BOARD OF EDUCATION

Teaching Staff Members  
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DRESS AND GROOMING

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

Adopted: 16 May 2011

Revised (First Reading): 25 September 2017



## IN-SERVICE DAYS (*Certificated Staff*)

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### 3244.1 In-Service Days (Certificated Staff)

The Trenton Board of Education encourages all certificated staff members to engage in continuing professional development through participation of *In-Service Days* for training and workshops.

Certificated staff members may be permitted to participate in In-Service trainings and workshops, both within and outside the District. An individual requesting the participation of In-Service Days or professional development activities shall meet with their immediate supervisor at least one month in advance to (1) discuss how the professional development aligns with the instructional goals of the school/District; (2) discuss how attending such professional development will enhance the performance of their instructional practice; and (3) schedule dates to turnkey the information received from the professional development.

The names of staff members attending professional development must be submitted in writing by the immediate supervisor, for Board approval, at least one month in advance of the professional development session. Each certificated staff member shall be limited to a total of three (3) In-Service Days per school year. *Teachers on a Corrective Action Plan (CAP) shall be excluded from this limitation of days.*

Certificated staff members who have been approved for an In-Service Day for time away from their Board approved positions, shall submit to their immediate supervisor, within twenty working days, a brief written report that includes the primary purpose of the In-Service Day, the key issues addressed at the event and their relevance to improving instruction of the District.

The Superintendent or his designee shall prepare and distribute to all teaching staff members regulations governing professional development activities.

#### **PROCEDURE:**

When a certificated staff member desires to attend a professional development activity, he/she must meet with his/her immediate supervisor to determine the appropriateness of the activity (review of the presenter, date, applicability to current assignment, alignment to instructional goals, number of I-days previously approved, etc.) During this meeting, the attached In-Service Day Form should be collaboratively completed. (*See attachment*)

#### **APPROVAL PROCESS:**

If the immediate supervisor approves the In-Service Day request, he/she enters the absence in the on-line Absence Management System. If a substitute is required, the search for a substitute will begin immediately. There will no longer be a second level approval at central office.

The Travel Request Form must be submitted to the Chief Academic Office, at least one month in advance, for approval and placement on the Board agenda.

Adopted: 21 September 2015

Revised (First Reading): 28 August 2017

Second Reading: 25 September 2017



**TRENTON PUBLIC SCHOOLS  
REQUEST FORM FOR IN-SERVICE DAY**

*Please print all information.*

Name \_\_\_\_\_ Date \_\_\_\_\_

School/Office \_\_\_\_\_ Grade Level \_\_\_\_\_

**I. Title of the Professional Development:**

\_\_\_\_\_

**II. Date/Time/Location:**

\_\_\_\_\_

Date

Time

Location

**III. Identify how this professional development aligns with the instructional goals of the school or District.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**IV. State how this professional development will enhance your instructional practice.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**V. Identify the proposed dates to turnkey the information.**

\_\_\_\_\_

Approved  Not Approved

Supervisor's Signature \_\_\_\_\_

If approved, the supervisor must enter the absence in the on-line absence management system and the Travel Request Form must be submitted to the Chief Academic Office, at least one month in advance, for approval and placement on the Board agenda.

Adopted: 21 September 2015

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Second Reading: 25 September 2017

## 4216 DRESS AND GROOMING

The Board of Education believes that the appearance and dress of non-certificated staff members is an important component of the educational program of this school district. The attitude of non-certificated staff members about their responsibilities and the importance of education in the lives of their pupils are reflected in their dress and appearance. Accordingly, in order to create an atmosphere of respect for non-certificated staff and an environment conducive to discipline and learning, the Board establishes the following rules for the dress of non-certificated staff members in the performance of their professional duties:

1. Female staff members may wear dresses, skirts or pants with blouses or sweaters or the school uniform.
2. Male staff members may wear suits or pants with or without jackets and a collared dress shirt or golf shirt or school uniform.
3. Specialized staff (i.e. Facilities) may wear clothing deemed appropriate for their positions and work assignments.
4. All staff members are role models for students. Hats and caps must be removed when entering our school buildings and offices. The clothing and appearance of all non-certificated staff members shall be clean and neat. The following clothing items are deemed to be unprofessional attire: tank tops, halter-style tops, low-cut tops, t-shirts, jeans, shorts and flip-flops.
5. No clothing may be worn that constitutes a danger to health or safety to the wearer or to others, and no clothing may be worn that interferes with the instructional program.
6. Footwear must be of professional style, in good repair, clean and neat. Therefore, footwear is recommended that encloses the feet and heels, for employees' own safety. Recommended shoe attire may include boating or deck shoes, moccasins, casual, closed toe, athletic shoes, tennis shoes, dress shoes and/or pumps or boots. The employee's choice of footwear should take into consideration conditions that employees may be exposed to such as: irregular walking surfaces, wet or slippery walking surfaces and any other conditions that may increase the risks for injury.
7. A non-certificated staff member may request a waiver of this dress code for the performance of particular duties; such waivers may be granted by the supervisor;
8. The non-certificated staff member's supervisor, as appropriate, shall determine whether a violation of this dress code has occurred and shall discuss the violation with the non-certificated staff member concerned. Where a single violation so warrants or violations recur, the supervisor may enter a reprimand in the non-certificated staff member's file and may recommend more stringent disciplinary measures.

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

First Reading: 25 September 2017

