

EAST STROUDSBURG AREA SCHOOL DISTRICT

SECTION: ADMINISTRATIVE
EMPLOYEES
TITLE: DRESS AND GROOMING
ADOPTED: August 19, 2002
REVISED: August 18, 2008

1st READ: July, 2014

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| 325. DRESS AND GROOMING | |
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| 1. Purpose | Administrators set an example in dress and grooming for staff and students to follow. An administrator should present an image of dignity and encourage respect for authority. |
| 2. Authority SC 510 | <u>The Board has the authority to specify the minimum standards of appropriate dress and grooming and to specify reasonable dress and grooming guidelines for the purpose of maintaining the District's operations and services in a professional manner and to avoid disruption or adverse impact upon those programs, operations or services.</u> |
| <u>3. Definition</u> | <u>For the purpose of this policy, business casual includes khaki pants, slacks, dresses and skirts, as well as polo shirts, blouses and dress shirts, but excludes denim, t-shirts, sweatshirts and sweatpants.</u> |
| <u>34. Guidelines</u> | <p><u>During work hours, support employees shall be physically clean, neat, well-groomed, and dressed in business casual or better in a manner consistent with the needs of the job to be performed.</u></p> <p><u>The school district shall provide each support staff employee with a photo identification badge which shall be visibly worn in the front of one's outer garmentthe torso between the shoulders and the the waist. and be visible when on duty.</u></p> <p><u>Tops shall be opaque at the torso, cover the shoulder and cover the wearer within 3-3/8" (long side of school district-issued photo ID card) of the base of the collar bone.</u></p> <p><u>There shall be no gap in between the tops and bottoms.</u></p> <p><u>Bottoms shall cover the wearer within 2" (short side of school district-issued photo ID card) of the top of the knee.</u></p> <p><u>One piece garments such as dresses, jumpers, etc., which meet the above requirements are acceptable.</u></p> |

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| <p><u>5. Delegation of Responsibility</u></p> | <p><u>Footwear shall be secured at the heel with heels 3.5 inches or less.</u></p> <p><u>Employees shall be groomed so that hair style does not disrupt the educational process or operations, nor cause a health or safety hazard.</u></p> <p><u>Exceptions/Exclusions</u></p> <ol style="list-style-type: none"><u>1. As prescribed by an employee's licensed physician;</u><u>2. As required by an employee's religious order as evidenced in writing by an official thereof;</u><u>3. As required for participation in school sponsored activities or work assignments.</u> <p>If an administrator feels that an exception to this policy would enable him/her to carry out assigned duties more effectively, a request should be made to the Superintendent.</p> <p><u>Casual for a Cause</u></p> <p><u>No more than two (2) Fridays per month may be designated as Casual for a Cause by the building/district administrator. Employees who choose to participate will have the opportunity to dress in alternate attire specified by administration in exchange for a voluntary contribution to a designated charity/cause.</u></p> <p><u>Written requests to conduct Casual for a Cause in excess of the above must be submitted to the Superintendent for approval.</u></p> <p><u>The specific guidelines of this policy shall be promulgated by Administrative Regulations.</u></p> <p><u>References:</u></p> <p><u>24 P.S. Sec. 510</u></p> |
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