

# PENN MANOR SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED: October 17, 2012

REVISED:

## 325-AR-0. DRESS AND GROOMING

In order to provide a learning environment consistent with the purpose of educating children, all district employees will dress appropriately and professionally according to their assigned positions and related job descriptions.

Employees should be aware that they set a powerful example for all students with regard to proper dress and grooming and reflect an image of the district to the community.

Staff dress and grooming must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health or safety.

### Enforcement

Building principals and immediate supervisors are responsible to ensure that district employees present a professional appearance in dress and grooming and to do so in an equitable, consistent and fair manner.

Building principals and immediate supervisors may permit employees who require specific attire to dress according to the needs of their assigned job responsibilities, such as specialty teachers, custodians, maintenance workers, etc.

Building principals have the authority to designate special days when some departure from the dress code will be allowed. Principals will announce these days.

### Penalties

In order to be consistent in dealing with employees who do not adhere to the established standards for dress and grooming, administrators will follow these procedures for employee violations:

1. First Offense – Employee receives a verbal warning, followed up by written documentation of the date and events of the violation and the warning.
2. Second Offense – Employee is sent home to change and return to work, docked pay for the time lost, followed up with written documentation of date and events of the violation.

3. Third Offense – Employee is sent home for the day, docked one (1) day’s pay, followed up with written documentation of the date and events of the violation. Employee is required to meet with the Superintendent. Upon the third offense, the employee will be informed that his/her evaluation will reflect these violations in the appropriate category.