



Book	BHASD Policies
Section	300 Administrative Employees
Title	Dress and Grooming
Code	325
Status	Active
Adopted	June 28, 2004
Last Revised	June 10, 2019
Prior Revised Dates	June 26, 2006

### **Purpose**

Administrative employees set an example for their students to follow in dress and grooming and should present an image of dignity and encourage respect for authority while also promoting a positive image of the profession and school district. These factors act in a positive manner towards the maintenance of school and classroom discipline.

### **Authority**

The Board has the authority to specify reasonable dress and grooming guidelines for staff, within law, that will prevent an adverse impact on the educational program. [\[1\]](#)

### **Guidelines**

When assigned to district duties, professional staff members shall be physically clean, neat, well-groomed, and dressed in a manner reflecting professional assignment. In addition to following all dress and grooming guidelines established for students, professional staff members are required to adhere to the following provisions:

Business dress is expected for administrative staff and is defined below.

Suits, sports coats, dress slacks, dress shirts, dresses, skirts, blouses, ties, and sweaters are permitted.

Polos may be worn during nonstudent times of the year.

Dress and/or casual shoes are to be worn.

No sandal without a back strap may be worn.

### **General**

Although these guidelines are an effort to establish broad parameters, there exists some uniqueness in terms of operating needs. Therefore, regulation of administrative employee attire may establish variation of requirements based on needs.

Attire not permitted include:

- Jeans, shorts, t-shirts, sweatshirts, sports attire such as jogging suits and sweatsuits
- Excessively short, tight fitting, see through, unkempt, offensive clothing
- No worn piercings other than ears.
- No hair colored unnaturally.

### Special Circumstances

Several times during the school year, the faculty and staff are given the option of dress-down days for a worthy, charitable cause. Dress down clothing must be clothing in good taste. Shorts may not be worn unless directed by the principal and only for special events such as Field Day/Fun Day or other outdoor activities.

Professional In-service days are considered school days and this policy is in effect on those days.

Professional attire during the summer will be Business Casual (see definition in professional staff policy) unless meeting with outside organizations or other professional obligations arise.

### Compliance

The administration is responsible for policy compliance.

If an employee 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 principal.

Legal

[1. 24 P.S. 510](#)