



Book	BHASD Policies
Section	500 Classified Employees
Title	Dress and Grooming
Code	525
Status	Active
Adopted	June 28, 2004
Last Revised	September 9, 2019
Prior Revised Dates	June 26, 2006; June 10, 2019

Purpose

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

Business casual is expected for classified staff and is defined below (except as noted).

Business casual is defined as dress slacks, dress shirts, dresses, skirts, blouses, ties (optional), sweaters and polos are permitted.

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 employee dress will be managed at the department/building level. Departments/buildings may establish more stringent 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.

Custodial or maintenance employees are permitted to wear clothing appropriate to the assigned responsibilities (including work pants, jeans, casual shirts, warm attire during the winter months).

Special Circumstances

Adjustments to this policy may be made at the administration discretion based on 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.

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 immediate supervisor.

Legal

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