

SECTION: ADMINISTRATIVE  
EMPLOYEES

TITLE: DRESS AND GROOMING

ADOPTED: 1/23/03

REVISED:

# ALLENTOWN SCHOOL DISTRICT

## 325. DRESS AND GROOMING

1. Purpose

Administrators set an example in dress and grooming for their employees and students to follow. An administrator shall present an image of dignity and encourage respect for authority. These factors act in a positive manner towards the maintenance of school and classroom discipline. They help to establish a positive, professional image for our parents/guardians, community representatives and guests.

2. Authority  
SC 510

The Board has the authority to specify reasonable dress and grooming guidelines for staff, within law, that will prevent such matters from having an adverse impact on the educational process. When assigned to district duties, all administrators shall be physically clean, neat, well groomed and dressed in a manner reflecting their administrative assignments.

Guidelines for appropriate attire on an instructional day (a day when students are scheduled to attend school), are set forth in Administrative Regulation 325-AR-1. Business casual attire, consistent with the District's Administrative Regulations, will be permitted on a non-instructional day (a day when students are not scheduled to attend school but not including days for conferences with parents/guardians) when the activities, audience and/or guests included in the program for the day indicate its appropriateness. Administrators will exercise their professional discretion and prudent judgment in deciding upon those instances when they will wear business casual attire.

On all days of employment, administrators not having specific school assignments shall conform to the Administrative Regulations for attire on an instructional day. When the activities, audience and/or events included in the program for the day indicate its appropriateness, business casual attire, as specified in the Administrative Regulations, may be worn.

Schools sometimes celebrate school accomplishments or generate enthusiasm for upcoming special events through days commonly known as "spirit days." The Principal's discretion regarding appropriate attire for school administrators on these days shall prevail.

To meet religious obligations, exceptions to this policy will be permitted. An administrator whose religious obligation(s) require(s) this consideration is urged to consult with her/his supervisor, in advance of the needed exception.

Requests for medical exceptions to this policy shall be presented in advance to one's supervisor. Medical exceptions require supportive documentation of the attending physician.

If an administrator feels that an exception to this policy, because of special circumstances, would enable her/him to carry out assigned duties more effectively, a request shall be made in advance of the anticipated exception, to her/his supervisor.

The decision of an administrator's supervisor regarding a violation of this policy will be considered final. Willful violation of the policy, by an administrator, will result in disciplinary action (see policy #317, "Disciplinary Procedures"). An administrator who disagrees with her/his supervisor's decision may challenge that decision through an appeal to the Assistant Superintendent, Human Resources and Operations. Decisions of this Assistant Superintendent, regarding these matters, may be appealed to the Superintendent. Pending the result of any appeal, the supervisor's directive shall be followed.

Guidelines concerning appropriate attire are contained in Administrative Regulation 325-AR-1. Annually, prior to the first day of school for students, administrators shall receive a copy of this policy and the guidelines.

This policy shall become effective on the first day of the second semester of the 2002-03 school year.