

# HAMPTON TOWNSHIP SCHOOL DISTRICT

SECTION: CLASSIFIED EMPLOYEES

TITLE: DRESS AND GROOMING

ADOPTED: April 28, 2004

REVISED:

525. DRESS AND GROOMING	
1. Purpose	The Board requires employees to be appropriately dressed and groomed during work hours. Employees set an example in dress and grooming for students and the community at large. Compliance with reasonable standards for dress and grooming has a positive effect upon the district's operation and programs.
2. Authority SC 510	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 and district operations.
3. Guidelines	<p>When assigned to district duties, classified employees shall be physically clean, neat, well-groomed, and dressed in a manner consistent with the needs of the job to be performed.</p> <p>Employees shall be groomed so that hair style does not cause a health or safety hazard.</p> <p>Classified employees may be required to wear designated work uniforms.</p>
4. Delegation of Responsibility	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 department head.