LenapeTech
Education at Work

ADMINISTRATIVE REGULATION

APPROVED: May 21, 2026

REVISED:

325-AR-0. DRESS AND GROOMING

In order to provide a learning environment consistent with the purpose of educating children, all school 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 school to the community.

Staff dress and grooming must not disrupt the educational process or interfere with the maintenance of a safe and orderly school environment. The following attire is not permissible for staff:

1. **Sunglasses worn inside buildings, unless medically required with a verifiable medical order.**

2. **Clothing that bares or exposes traditionally private parts of the body, including but not limited to stomach, buttocks, back and breasts.**

3. **Clothing or accessories that contain any advertisement, symbols, words, slogans, patches or images that:**

    a. **Refer to drugs, tobacco, alcohol or weapons.**

    b. **Are of a sexual or sexually suggestive nature.**

    c. **Denote membership in and/or promotion of gangs or gang activity.**

    d. **Are obscene, profane, vulgar, lewd or legally libelous.**

    e. **Threaten the safety or welfare of any individual or property.**

    f. **Promote any activities prohibited by the Code of Student Conduct.**

    g. **Otherwise disrupt the educational atmosphere.**

Enforcement

Building administrators and immediate supervisors are responsible for ensuring that school employees present a professional appearance in dress and grooming and do so in a nondiscriminatory, consistent and fair manner.

Building administrators 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 administrators have the authority to designate special days when some departure from the dress code will be allowed. Building administrators 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. The employee may be sent home to change and return to work and docked pay for the time lost.**

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 Administrative Director. Upon the third offense, the employee will be informed that their evaluation will reflect these violations in the appropriate category.**

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