

SECTION: ADMINISTRATIVE EMPLOYEES

TITLE: APPEARANCE CODE

ADOPTED: SEPTEMBER 14, 2009

Tyrone Area School District

325. APPEARANCE CODE	
1. Purpose	All employees are asked to use good judgment at all times regarding personal appearance. Please remember that we are professionals within our respective assignments. Dress and grooming serve as an outward sign of our professionalism, and we should strive daily to present this positive image to the public.
2. Authority	The Board has the authority to specify reasonable guidelines for professional dress and appearance within the respective assignments of the entire staff.
3. Guidelines	<p>The Board, in cooperation with the faculty, staff and administration, have identified the following guidelines for unacceptable dress:</p> <ol style="list-style-type: none"> 1. No clothes that would create the impression of having an unkempt, untidy, or rumpled appearance. 2. No clothes that would create a safety hazard in a particular working environment. 3. No sneakers (dress or casual), flip-flops, or Crocs unless approved by your building-level administrator/supervisor. 4. No clothes that are too revealing (i.e., low-cut, short, tight, see-through, etc.). 5. No shorts. Capri pants below the knee are permitted. 6. No jeans, tee shirts, sweatshirts (except for designated dress-down days or by approval of building administrator). 7. Dress-down day attire will not include shorts, wind suits or sweat suits and must not violate Guidelines 1, 2 and 4 as printed above. Sneakers are permitted. <p>Failure to comply with the Appearance Code Policy will result in the following disciplinary action:</p> <ul style="list-style-type: none"> • 1st Offense – Verbal warning from appropriate supervisor • 2nd Offense – Written warning from appropriate supervisor. • 3rd Offense – Unsatisfactory rating (insubordination).