

## **Promesa Public Schools Employee Standards of Dress and Grooming**

Employees will act as role models by exemplifying the highest standard of professional appearance for the educational purposes of teaching community values and proper grooming and hygiene.

The dress and grooming of Promesa Public Schools employees will be clean, neat, in a manner appropriate for their assignments, and in accordance with the following standards:

1. Dresses and all outer garments must fit properly and be of an acceptable length.
2. Halters, tank tops, see-through garments, or clothing with revealing/provocative necklines, bare backs, bare midriff, or spaghetti straps will not be permitted. In addition, clothing with symbols, phrases, or slogans advertising tobacco, alcohol products, or any controlled substances are unacceptable.
3. If shirttails are made to be worn tucked in, they must be tucked in. If shirttails are worn in, and pants are designed to be worn with a belt, a belt or suspenders must be worn.
4. No hats, caps, or other head coverings will be worn inside the building.
5. Hair must be clean, neatly trimmed, and well-groomed.
6. Beards and mustaches will be allowed if they are neatly trimmed.
7. Footwear will exclude flip flops and slippers.
8. Clothing that reveals undergarments will not be worn.
9. Hemlines for skirts and dresses should be long enough not to be distracting.
10. Shorts, leggings, warm-ups, spandex or similar tight pants, exercise clothes, or any garment that may appear to be an undergarment are unacceptable.
11. Jeans may be worn on days designated by the principal or supervisor, designated spirit days, and teacher planning/professional development days.
12. All administrative staff members are expected to dress in a professional manner. Male administrative staff members are encouraged to wear shirts and ties.
13. Male instructional staff will be expected to wear slacks and collared shirts or other appropriate professional attire. Ties are encouraged and may be required by the principal. Acceptable alternatives for shirt and tie are shirt and pullover sweater or turtleneck sweater and sport coat.
14. Jewelry will not be worn in a visible pierced area other than the ear.

The following exceptions apply to these guidelines:

1. Physical education staff may choose to wear appropriate attire, approved by the administration, during the physical education instructional period.
2. Auxiliary employees in maintenance and custodial positions must comply with dress and grooming guidelines specified by their supervisors.
3. Exceptions to these general guidelines are to be made as necessary to allow staff to observe religious customs or beliefs and as necessary to accommodate medical needs.