

ADMINISTRATIVE REGULATION

In the interest of establishing a professional image for employees, promoting good grooming among students, ensuring an environment conducive to learning and maintaining decorum in the classroom, the following guidelines shall apply to the manner of dress and grooming for all district personnel.

1. Clothing shall fit appropriately and all undergarments shall be concealed. Sheer or fishnet fabrics, halter-tops, off-the-shoulder or low cut tops, bare midriffs are prohibited. In addition, tight or form-fitting clothing, such as ~~leggings, tights and~~ spandex slacks, is considered unprofessional and therefore, also prohibited. Leggings may be worn under a dress or skirt of appropriate length.
2. (for example, unnatural hair color, spiked hair, ponytails or long hair on men, etc.) Hair color choice may be any color that is a natural color. For example, an employee may color his/her hair blond, brunette, black, red, gray or any natural variation thereof.
3. Dresses and skirts should be knee length or longer.
4. Shoes and/or sandals shall be worn, and shoes designed to be laced will be laced. Shoes with cleats, house shoes and flip-flops are inappropriate, as are jogging, running and walking shoes except in the athletic or physical education setting.
5. The wearing of jewelry items is only permissible to the extent that they are worn in a manner that is not likely to distract students or disrupt the educational process. For example, visible body piercing, including the wearing of nose rings, eyebrow rings, rings in the tongue or lips ~~is~~ are prohibited.
6. Tattoos must not be visible.
7. Other examples of clothing that are considered unprofessional and therefore prohibited are: strapless and spaghetti strapped tops, any jeans or slacks made from denim fabrics, overalls of any fabric, uncovered sleeveless T-shirts or tank tops and athletic wear such as wind suits, jogging suits, and sweat pants except in the athletic or physical education setting.
8. Shorts and skorts are prohibited.
9. Men may wear a jacket, shirt and tie or a collared shirt.
10. At the supervisor's discretion, staff members may wear blue jeans on special occasions. Blue jeans shall be worn with collared shirts or t-shirts/ sweatshirts designed for TPSD or individual schools.

If an individual thinks that casual clothing, such as sportswear, would be appropriate for a special activity or teaching assignment or would enable him or her to carry out assigned duties more effectively, such requests may be brought to the attention of the direct supervisor. An attempt should be made on all levels to insure that the above principles are applied equitably and consistently throughout the school district.

Revised July 31, 2012