



## 4.06 / Student/Client Personal Appearance, Attire & Grooming

**Policy Owner(s):** Residential/Day School, Outpatient Services

**Effective Date:** September 11, 2022

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### 1. **Policy Objective**

Heartspring is dedicated to ensuring that employees provide a level of service and care to students/clients that enhances and maintains students/clients' dignity and safety. Heartspring values individuality in clothing preference and encourages students to make independent choices in dress. Employees will support students/clients with maintaining appropriate appearance for the environment including weather conditions. Students/clients will feel better about themselves when they are well groomed with proper hygiene and appropriate dress.

### 2. **Scope**

This policy applies to all Heartspring students/clients, as well as Heartspring employees supporting students/clients in client serving areas.

### 3. **Policy Statement**

Employees are expected to maintain students' personal hygiene, including a clean and well-groomed appearance at all times. Students/clients are expected to maintain appropriate hygiene which may include, brush hair, use deodorant, brush teeth three times a day, floss daily, shave as appropriate and shower on a regular basis and as necessary to ensure proper hygiene. Heartspring expects all students to dress in a way that is appropriate for the school and home environment, outing/activity, school day, and any school sponsored event. Students may have IEP goals for learning to increase independence in their personal appearance. When IEP goals are established the individual student goals should be followed. Outpatient clients may have therapy goals for learning to increase independence in personal appearance and hygiene and client goals should be followed.

#### 3.1 **General Clothing Guidelines**

Attention to ensuring students/clients have access to clean clothing daily is important. All attire shall be clean, neat, and not noticeably short or tight fitting. Clothing should always fit the student/client appropriately. Clothing that is excessively tight, short, oversized, long or showing extreme wear is not permissible.

Students/clients are to wear only their own clothing and shoes. All of the student's belongings should be labeled. If something is unmarked, employees should notify their supervisor. Employees are responsible for notifying their supervisor so parents/guardians may be contacted regarding replacing worn or poor fitting clothing, as needed.

Employees and parents of day only students should pack an extra set of clothes for students for school and off-campus outings in case their clothes are torn, damaged or soiled.

Clients served in outpatient are encouraged to pack an extra set of clothes and clothing will be changed during outpatient therapy sessions when improperly fitted, torn, damaged or soiled.

### **3.2 Shirts/Tops**

Shirts must be clean, neat, and fit appropriately, free from holes/tears, and extreme wear. Shirts may not expose the chest or abdomen, including when both arms are reasonably raised above the head. Employees should encourage students to keep a shirt on at all times, including on the playground. Sleeveless blouses/shirts and tank tops are permissible during appropriate weather conditions. Undershirts are not required, but highly encouraged.

### **3.3 Pants/Shorts**

Pants, jeans, or shorts must be clean, neat, free from holes/tears, and extreme wear. Shorts should be no shorter than 2" above the knee. Leggings/biking shorts are permissible provided students' hips and buttocks are covered when arms are raised. Pants/shorts may not be excessively tight or revealing.

### **3.4 Dresses/Skirts**

Dress/skirt length must be no shorter than 2" above the knee. Wearing shorts underneath dresses/skirts is not required, but employees should encourage student's without taking away the student's independent choice.

### **3.5 Footwear**

Students should wear appropriate footwear anytime a student leaves the group home. While in the group home, students are encouraged to wear shoes/slippers or socks when they are not in their bedrooms.

Clients served in outpatient are encouraged to wear appropriate footwear within the building and outside.

### **3.6 Jewelry**

Jewelry is permissible but should not pose a safety risk.

### **3.7 Fingernails**

Students/clients nails should be properly maintained and no longer than 1/4 inch past the tip of the finger to protect others from getting scratched.

### **3.8 Hair/Facial and Pubic Hair**

Employees must assist with keeping a student's hair/facial hair clean and well-groomed based on student preferences and as much as tolerated by the student, for safety reasons. If students are independent, the expectation is that students will wash their hair and maintain their facial hair on a regular basis. Employees will not trim or assist in trimming pubic hair for any student.

### **3.9 Head Covering**

Hats, head coverings, or headcovers specific to religions or cultures are permissible.

### **3.10 Undergarments**

Appropriate undergarments are to be worn at all times. Undergarments may not be worn as outerwear and should not be seen.

### **3.11 Nightwear**

Students should always be encouraged to wear appropriate sleepwear to bed. Robes or blankets are not to be worn as pajamas. Students should be appropriately clothed when leaving their bedrooms. Employees should encourage students to have clothing on, when leaving their room/bathroom.

### **3.12 Swimwear**

Appropriate swimsuit, including one-piece, tankini suits (may be worn if no midriff is showing), and appropriate length and fitted pair of swim trunks. Two-piece swimsuits for females are not permissible.

## **4 Policy Violations**

Employees who violate this policy will face disciplinary action up to and including termination. If students are found to be in violation of this policy a member of the School Leadership team may reach out to the student and/or their parents/guardians to address this.

If clients served in outpatient are found to be in violation of this policy a member of the Outpatient leadership team may reach out to the parent/guardians to address the concerns.

## 5 Definitions

- Tankini – a two-piece bathing suit consisting of a tank top and bikini bottom
- Undergarment – an article of clothing worn under clothing

## 6 Forms or Related Policies

- 4.02/ Student Showers

### REVISION RECORD

DATE	VERSION	REVISION DESCRIPTION