



Student/Client Personal Appearance, Attire & Grooming

Policy Owner(s): Therapeutic School/Residential Program

Effective Date: September 11, 2022 **Revised Date:** November 8, 2024

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 an appropriate appearance and attire 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 but is not limited to, brushing their hair, using deodorant, brushing teeth three times a day, flossing daily, shaving as appropriate, shower regularly 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 appearance. When IEP goals are established the individual student goals should be followed by staff and should ensure working towards the students' goals. Outpatient clients who have therapy goals for their appearance should work toward their goals with their staff/therapists.

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 ill-fitting. Clothing should always fit the student/client appropriately.

Students/clients are to wear only their own clothing and shoes. All the students' 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, or as needed.

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 during their school day. Staff will help the student as necessary to change into clean clothes as needed.

Parents of Outpatient Therapy clients should pack an extra set of clothes in case their clothes are torn, damaged, or soiled during their therapy session. Staff will help the student as necessary to change into clean clothes as needed.

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, and 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 can be encouraged by employees. Employees should encourage students to wear appropriate clothing and attire without taking away the students' independent choices.

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 Services are encouraged to wear appropriate footwear within the building and outside.

3.6 Jewelry

Jewelry is permissible but should not pose a safety risk. Examples include large hoop or dangly earrings, rings with large jewels or sharp corners, or any other jewelry staff feels may harm the student or other individuals.

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 or injured.

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 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 regularly. Employees will not trim or assist in trimming pubic hair for any student.

3.9 Head Covering

Hats, head coverings, and/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 bedrooms/bathrooms.

3.12 Swimwear

Appropriate swimwear includes one-piece swimsuits, tankini suits (may be worn if no midriff is showing), swim shirts, and the appropriate length and fitted pair of swim trunks.

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 will reach out to the student and/or their parents/guardians to address this.

If clients served in Outpatient Services are found to be in violation of this policy a member of the Outpatient Services leadership team will 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

- [Student Showers](#)
- [Warm Weather](#)
- [Cold Weather](#)
- [Dignity and Respect](#)

REVISION RECORD

DATE	VERSION	REVISION DESCRIPTION
11/8/2024	v.2	Section 3.6, 3.12, Added related policy links.