



Personal Appearance Policy

Your personal appearance reflects the reputation, integrity, and public image of Mainspring Academy. All team members must arrive at work neatly groomed and dressed. It is essential to maintain personal hygiene habits that are widely accepted in the community, including wearing clean clothing, maintaining good grooming and personal hygiene practices, and choosing appropriate attire suitable for the workplace and specific job tasks. While clothing may vary from casual to attire appropriate for themed events or special programs, it must always be clean and presentable. As role models for our students, it is crucial that team members' attire sets a positive example regarding appropriate workplace clothing. The following rules and guidelines should be followed when selecting work attire:

- Staff are expected to wear business casual attire such as shirts, slacks, shorts, clean denim without rips, skirts, or dresses from Monday to Friday. On Fridays, staff may wear graphic T-shirts with positive messages or appropriate character references. Official Mainspring Academy apparel, such as T-Shirts or polos, is permissible any day as long as it is free of rips, holes, or stains.
- Avoid clothing that is excessively tight, too short, reveals the midriff or excessive cleavage, or is made of sheer or see-through fabric. Skirt or shorts hems should be no shorter than 4 inches above the knee. Sleeveless shirts or dresses must have straps that are at least two fingers in width. Spaghetti straps are acceptable only if covered by a cardigan or another shirt with sleeves. Leggings may be worn with a tunic or top that reaches the hips. Athletic leggings are permitted only on event days such as Special Olympics, water day, or other field trips that involve physical activity.
- For safety reasons, shoes with backs are required when directly interacting with students.
- Makeup should be applied in moderation and should not be distracting or overly conspicuous.
- Due to the behavior of many of our students, excessive jewelry should be avoided.
- Use of fragrance products such as perfumes, colognes, scented lotions, or hair products in moderation out of consideration for those who may have sensitivities or allergies.
- Casual dress attire is expected for special occasions such as Open House, Curriculum Showcase, parent meetings, conferences, holiday concerts, professional development sessions, or other school events. Specific notice will be given for these occasions, but in general, use good judgment and common sense when deciding what to wear to work.

The School, in accordance with applicable law, will reasonably accommodate team members with disabilities or religious beliefs that make it difficult for them to comply fully with the personal appearance policy unless doing so would impose an undue hardship on the School. Contact your administrators to request a reasonable accommodation.

Failure to comply with the personal appearance standards may result in being sent home to groom or change clothes. Frequent violations may result in disciplinary action, up to and including termination of employment.