

**Janna Friedman Music School  
and  
Harmony Music School**

**PERSONAL APPEARANCE POLICY FOR EMPLOYEES, TEACHERS,  
CONTRACTORS, and ADMINISTRATORS**

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# 1 INTRODUCTION

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## 1.1 PURPOSE.

A. This directive establishes general guidelines for personal appearance for employees and contractors of the Janna Friedman Music School and Harmony Music School.

B. This directive makes each employee responsible for presenting a favorable impression through professional personal appearance.

## 1.2 POLICY.

A. The Schools recognize the influence that visual messages have on perceptions concerning efficiency and effectiveness of the employee or the Schools that the employee represents.

B. The Schools expect that each employee, at all times, maintains the highest possible standard of personal appearance, consistent with the employee's duties, to foster a favorable impression of the employee and the Schools.

## 1.3 DEFINITIONS.

In this directive, the following terms have the meanings indicated.

- A. **Employee** – means contractor, teacher, administrator, or director of the Janna Friedman Music School or Harmony Music School.
- B. **“Personal appearance”** includes, but is not limited to an individual's:
  - (a) Hygiene;
  - (b) Hair, natural and artificial;
  - (c) Makeup (cosmetics) and fragrances;
  - (d) Clothing and accessories;
  - (e) Footwear;
  - (f) Jewelry and other forms of body ornamentation;
  - (g) Body Art;
- C. **Personal Appearance** – means the sensory, primarily visual, interpretation formed by an individual about another individual.
- D. **Teacher** – means contractor, teacher, or director of the Janna Friedman Music School or Harmony Music School.
- E. **The Schools** – Janna Friedman Music School and Harmony Music School.
- F. **Dress Code** – a set of rules specifying the required manner of dress at all School locations and Recital Halls.
- G. **The Director** – Director of Janna Friedman Music School and Harmony Music School.

## 2 DRESS CODE

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### 2.1 DRESS CODE FOR WOMEN.

<b>Not Acceptable:</b> Clothing with holes; Yoga pants or any tight pants; Shorts; Leggings or spandex wear; Extremely short dresses or skirts; Excessive piercings; Distracting accessories;	<b>Acceptable/Recommended:</b> Dress pants; Jeans without holes; Dresses or Skirts medium or long length; Blouses, T-Shirts, polos; Sweaters.
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### 2.2 DRESS CODE FOR MEN.

<b>Not Acceptable:</b> Clothing with holes; Yoga pants or any tight pants; Shorts; Excessive piercings; Distracting accessories;	<b>Acceptable/Recommended:</b> Dress pants (Dockers without holes, professional suit pants); Jeans without holes; Jackets/blazers; Button/collar shirts, polos; Sweaters.
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### 2.3 RECITAL DRESS CODE FOR TEACHERS AND STUDENTS.

<b>Dress Code for Girls/Women:</b> <ul style="list-style-type: none"><li>• Party Dress or Skirt with Blouse;</li><li>• Dress Shoes - no flip-flops, boots, or gym shoes;</li><li>• Hair neatly pulled back.</li></ul>	<b>Dress Code for Boys/Men:</b> <ul style="list-style-type: none"><li>* Dress Shirt and Slacks;</li><li>* Tie/Bow Tie;</li><li>* Dress Shoes - no flip-flops, boots, or gym shoes</li></ul>
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### **3. EXCEPTIONS**

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#### **3.1 EXCEPTIONS TO THE PERSONAL APPEARANCE POLICY.**

- A. An employee may request an exception to the personal appearance policy for religious or medical reasons. This exception should be sent to the School Director in writing by email, text, or regular mail. The Director will notify the employee making the request, in writing, of the decision.
  
- B. The Director may grant an exception to the requirements of this Directive based on circumstances, such as when the work location is closed to the students during holiday breaks, repairs, or inclement weather.