



# REPUBLIC OF PALAU MINISTRY OF EDUCATION

## OFFICE OF THE MINISTER

### Ministry of Education Dress Code Policy

The Palau Ministry of Education (MOE) employees serve as role models for all students and are expected to project a professional image at all times in the work place. Consistent with these roles, all employees shall dress professionally and appropriately relative to their specific job duties and responsibilities.

Administrators and administrative support employees are expected to project a professional image and shall adhere to standards of dress and appearance appropriate for an office/work environment.

Clothing worn by MOE employees along with well grooming affects the work, attitude, and discipline of students. The effective employee come to work dressed appropriately, comes to teach for success, and is a role model for the students. Educators are walking, talking advertisements and should make their attire work for them, not against them. Appropriate attire serves as an indicator of the attitudes expected in the classroom. The teacher should dress for four main effects: 1. Respect; 2. Credibility; 3. Acceptance; and 4. Authority. Attire that is too casual or inappropriate for the position or daily activity of an educator should not be worn. A teacher's attire should make the statement that teachers are a group of professionals, proud, devoted, dedicated and responsible people.

Consistent with the dress code adopted on November 27, 2000, MOE Personnel Manual 2006 on page 29, and MOE School Handbook on page 56, this directive serves to define the dress code policy in the Ministry of Education to portray professionalism at work.

- Tattoos should not be visible on the neck or face;
- No visible kiss mark or hickey on the neck or face;
- Hair must be neatly cut for men and neatly fixed for women;
- Jewelries are not to be affixed to an employee's nose, tongue, cheek, lip, or eyebrow;
- Clothing should not be disruptive, provocative, revealing, indecent, vulgar, or obscene;
- Clothing should not reveal necklines, bare midriiffs, or low-cut blouse;
- Tight blouse and dress that reveals the person's shape are not allowed; can only be worn with outer garment;
- Clothing should not promote alcoholic beverages, tobacco, use of controlled substances, or political agenda by words or symbols;
- Clothing should not contain profanity, nudity, depicts violence, or is sexual in nature by words or symbols;
- Zories are not allowed and should not be worn;
- Tank tops or spaghetti strap tops can only be worn as inside garment;
- Sleeveless blouse and dress are not allowed; can only be worn with blazers or similar outer Garment:


- Hats, visors, sunglasses, sweatbands, and bandanas are not to be worn in classrooms and any MOE or school formal functions held indoor; except on field trips or similar activities held outdoor;
- T-shirts or athletic wear may only be worn by Physical Education teachers and coaches when coaching;
- Shorts may only be worn by Physical Education teachers/coaches when working and must be no shorter than four (4) inches above the middle of the knee except those of special made uniform or outfit for specific activities;
- Leggings, "skinny jeans" or other tight fitting pants can only be worn with a top or dress no shorter than four (4) inches above the middle of the knee;
- Dresses, skirts, skorts and similar garments should be worn three (3) inches above the middle of the knee, (any slit is also 3 inches above the knee);
- Any item of clothing or jewelry that creates a disruption of the school environment, learning activities or workplace environment, or that poses a threat to the safety and well-being of students or staff are not to be worn.

Supervisors and school-level administrators are authorized to interpret and enforce this policy and shall review it with their staff at the beginning of each school year.

This directive is for all MOE personnel, including all principals, vice principals, teachers, counselors, computer lab managers and assistants, librarians and library aides, office workers, cook, bus drivers, security guards, maintenance workers, and all other employees working in the Central Office.

We are educators or working in education with the aim of developing children, often times through role modeling. Moreover, we are professionals working for our national government, and therefore we must strive to be professional in our appearance.

This document was adopted by The MOE management team members and public school principals during the Principal's Forum on February 25, 2016. It will become effective upon signing by the Minister of Education.

  
Sinton Soalablai  
Minister of Education

Date: 3/2/16