

### **13.6 EMPLOYEE DRESS CODE**

The Intent of the Employee Dress Code is to promote a professional atmosphere and respectable work environments for all personnel, students, and visitors. Personal appearance will be regarded as an important aspect of an employee's overall effectiveness.

Employees are expected to use good taste and good judgment in selecting the clothes they wear on the job. Fads and extremes of dress and hair styling tend to attract improper attention to the individual and sometimes interfere with the normal education process. All employees are expected to keep themselves neat, clean, and well groomed. Modesty should guide choice of clothing, including skirt length and style of neckline. Sheer clothing, clothing with holes or manufactured holes, or clothing that otherwise is revealing, distracting or provocative are not considered appropriate for work.

The appearance of an employee is an important part of public relations. Employees represent the organization in the eyes of colleagues, students, and visitors alike.

**Dress Code must be followed during all student attendance days. The only exceptions shall be non-student attendance days and certain special days, and/or activities which are declared exempt by the Director. Teacher Work Days and Professional Development days will follow Friday dress code.**

The following items concerning our dress code are by way of illustration and are not all-inclusive.

- Name badges must be worn.
- Shirt/Blouse:
  - Must have a sleeve and cover the entire shoulder
  - Necklines must be high enough to cover all cleavage at all times
  - Must hold to your chest when bending over
  - Must be long enough to always cover the underside of your stomach so it is not visible to others
  - Must be free of offensive pictures, writing, logos, etc.
  - Should be well-fitting, comfortable, and flattering (not too tight or too big)
  - Underwear must always be covered and not be visible, (ex. straps should not be visible under lace or see-through fabric)
  - Men's shirts should have collars and be tucked in (except on Fridays and other exceptions noted above)
- Pants:
  - Slacks/dress pants on Monday-Thursday; Jeans on Fridays
  - Dress capris and dress gauchos are okay (length must be no shorter than mid-calf)
  - Should be well-fitting, comfortable, and flattering, not too tight or too big (The shape of the leg should not be visible)
  - Men should wear belts (except in PE, lunch, and with jeans on Fridays)

- Jeans on Fridays and other activities which are declared exempt by the Director.
- Shorts may **ONLY** be worn on non-student days and certain special days, and/or activities which are declared exempt by the Director **AND MUST come to the knee.**
- Dresses, Skirts, Skorts:
  - Must come to the knee even with leggings underneath (Slit in skirts must also comply with this policy)
  - Length of dress or skirt will be determined based on the end of the solid fabric not including any extended lace or sheer fabric.
- Shoes:
  - Shoes should be clean and polished.
  - Comfortable and appropriate footwear must be worn during school hours. The wearing of high heels is discouraged. Safety, comfort, and appearance are the main considerations for acceptable footwear. Flip-flops or beach type shoes are not considered acceptable attire.
- Hair/Headwear:
  - Hair shall be neat, clean and well groomed. Moustaches, beards, and sideburns are to be kept clean and well-trimmed at all times. (Men's hair should be trimmed above the ears and collar.)
  - Coloring of any part of hair with colors outside of the natural range of hair color using dyes, chalk, costume spray, etc. is not acceptable.
  - Extreme styles such as Mohawks, spikes, or dreadlocks are not acceptable.
  - As a show of respect for our school, we ask that headwear (hats, bandannas, caps, etc.) not be worn in the Vanguard school building. Headbands wider than 2 inches are considered headwear.
- Jewelry/Accessories:
  - The wearing of excessive jewelry is not allowed. Earrings should be limited to no more than 1 earring per ear. Tattoos and drawing on the skin should never be visible.
  - Accessories must not present a health or safety risk. Items that could be dangerous or be used as a weapon (spikes, needles, chains, etc.) are not allowed.

If an employee's dress or grooming violates the school rules or interferes with the normal education process, he/she will be asked to change whatever is in question. Continual non-compliance may result in additional disciplinary action at the discretion of the administration.

Pending Board Approval