



Revised: August 12, 2022, July 25, 2011, January 14, 2015

Adopted: July 1, 2008

## **425 STAFF DRESS CODE POLICY**

### **I. PURPOSE**

The purpose of this policy is intended to define appropriate “business attire” during normal business operations, including business casual, business formal and occasional exceptions.

### **II. GENERAL STATEMENT OF POLICY**

Work attire should complement an environment that reflects an efficient, orderly, and professional education institution, promoting a positive image to parents, students, and other members of the community. It is also intended to demonstrate the level of expected professionalism amongst the employees. The key point to sustaining an appropriate dress code is the use of common sense and good judgment, and applying a dress practice the school deems conducive to our educational environment. No dress code can cover all contingencies so employees must exert a certain amount of professional judgment in their choice of clothing to wear to work on casual days. Without exception, clothing that can be seen through or exposes undergarments or “private body parts” (i.e. breasts/cleavage, midriffs or buttocks) while standing, bending, leaning, kneeling or any other position is strictly prohibited.

### **III. GUIDELINES**

**Appropriate Business Attire.** Business attire is to be worn Monday through Friday when school is in session. Appropriate business attire for employees includes the following:

#### **Pants**

Pants that are cotton (similar to Dockers) or synthetic material pants, wool pants, corduroy pants, and dress pants are acceptable. Inappropriate pants include jeans, sweatpants, and exercise pants, shorts of any kind, bib overalls, leggings, and any spandex or other form-fitting pants.

#### **Skirts and Dresses**

Dresses and skirts that fall or split at or below the knee are acceptable and must be at a length at which you can sit comfortably in a chair or, if appropriate, on the floor. Form-fitting skirts, dresses, skirts or skorts that fall more than three inches above the knee, strapless dresses, beach dresses,

and spaghetti-strap dresses are all inappropriate for work. Shoulders must be covered.

### **Tops and Accessories**

Blouses, casual shirts, dress shirts, sweaters, polo shirts, and turtlenecks are acceptable attire for work. Suit or sport jackets and cardigan sweaters worn over another approved top are also acceptable. Belts and ties are encouraged where appropriate. Inappropriate attire includes t-shirts; tank tops; midriff tops; shirts with potentially offensive words, terms, pictures, cartoons, or slogans; halter-tops and sweatshirts. Dress t-shirts and tank tops may be worn under another approved top are also acceptable. Shoulders should be covered.

### **Shoes and Footwear**

Dress shoes, oxfords, loafers, boots, flats, dress heels, backless shoes, athletic shoes, and tennis shoes are acceptable for work. Flip-flops and slippers are not acceptable.

**Staff exempt from required Business Attire.** Physical Education staff may wear clean, neat, non-form-fitting gym attire that conforms to the casual dress attire guidelines. The custodial, kitchen, recess, and after-school program staff may wear, if they so choose, jeans and athletic shoes in addition to the approved business attire but must have their feet entirely enclosed.

**Formal Business Attire.** When representing DaVinci Academy in a public forum where formal business attire would be acceptable or reasonable, formal business attire is required. These might include Chamber of Commerce and other civic or business development meetings, luncheons, dinners or press interviews. Formal business attire includes: a business suit or dress, and/or a tie.

**Casual Dress Attire.** Casual dress may be worn on scheduled non-student days (including weekends), and annual field days where casual dress would be beneficial. Casual dress attire includes: jeans, shorts that fall to no more than three inches above the knee, warm-up suits or pants, sweatshirts or t-shirts with no potentially offensive sayings or pictures, sneakers or sandals. All clothing must be clean and non-form-fitting.

**Field Trips.** For field trips, it is required that teachers dress professionally and not wear jeans. If the field trip requires alternative dress, please speak to the administration for approval.

## **IV. DISCIPLINARY ACTION**

Enforcement of this policy for teachers and staff is the responsibility of the administration. Failure to comply with the dress code policy may result in disciplinary action.