



Revised: April 22, 2024; August 12, 2022; January 14, 2015; July 25, 2011

Adopted: July 1, 2008

425 EMPLOYEE CLOTHING AND APPEARANCE

I. PURPOSE

The purpose of this policy is to define acceptable clothing and appearance guidelines for DaVinci Academy employees.

II. GENERAL STATEMENT OF POLICY

An employee's clothing or appearance may not materially and substantially disrupt or interfere with the educational mission, school environment, classwork, or school activities. As part of that effort, DaVinci Academy requires employees to maintain a neat and clean appearance that is appropriate for the workplace setting and for the work being performed. In the world of education, where professionalism and role modeling are paramount, the issue of employee clothing and appearance holds significant importance. Employee attire will not only influence their own self-confidence but also sets an example for students.

III. GUIDELINES

Appropriate Business Casual Attire.

Employees are expected to adhere to business casual attire while school is in session. Employees are expected to wear clothing and shoes that are clean, pressed, free from holes, rips, or tears and fit properly. Appropriate business casual attire includes the following:

Bottoms

- Casual slacks, like khakis, corduroys, chinos, or dark-wash denim
- Dresses, skirts, skorts, or shorts that fall (or split) at or below the knee

Tops

- Collared shirt or casual button-down
- Collared or non-collared blouse
- Sweaters, polo shirts, and turtlenecks
- Suit or sport jackets and cardigan sweaters worn over another approved top
- Shoulders must be covered

Inappropriate attire includes tank tops; midriff tops; shirts with potentially offensive words, terms, pictures, cartoons, or slogans; halter-tops; sweatshirts; sweatpants; exercise pants; bib overalls; clothing with rips/tears; leggings, spandex, or other form-fitting pants; strapless dresses, beach dresses, and spaghetti-strap dresses; excessive accessories.

Footwear

- Dress shoes, oxfords, loafers, boots, flats, dress heels, backless shoes, athletic shoes, tennis shoes

Inappropriate footwear includes flip-flops, open-toed shoes, and slippers.

Employee Exemptions.

Physical Education employees 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 employees may wear jeans in addition to the approved business attire.

Casual Attire.

Casual attire may be worn on scheduled non-student days (including weekends), and annual field days where casual dress would be beneficial to the work being performed.

Casual attire includes jeans, 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, employees are expected to follow business casual attire expectations. If the field trip requires alternative dress, please speak to the school administration for approval.

IV. APPEARANCE

DaVinci Academy employees are expected to arrive to work each day in a clean, presentable, and hygienic condition. This involves a neat and clean appearance, including teeth, fingernails, face, and hair. Employees will be required to cover tattoos that may be deemed offensive or inappropriate for the workplace.

V. DISCIPLINARY ACTION

If an employee comes to work in violation of this policy, they will be required to change into conforming attire and/or properly groom before returning to work.

Enforcement of this policy is the responsibility of the school administration. Failure to comply with the employee clothing and appearance policy may result in disciplinary action.