

Subject: Employee Dress Code Policy

Effective Date: September 12, 2008

Approved By: Board of Directors

Policy: Professional appearance of our employees includes dress, accessories, body adornments, and grooming. Appropriate professional appearance not only reinforces a shared vision of the school and employees' identity as highly motivated professionals working toward a common mission and also enhances the community's attitude toward the school and the teaching profession in general, as well as the conduct, morale, and performance of the school's students. This policy applies to all locations where an employee performs his/her duties.

Procedure:

1. All employees must exercise good judgment in their choice of professional appearance for work or work-related activities by always appearing in a manner:
 - a. That is appropriate to the situation,
 - b. That provides appropriate role modeling for students,
 - c. That promotes a working and learning environment that is free from unnecessary disruption, and
 - d. That promotes learning.
2. During any time employees attend work-related activities, employees shall appear in appropriate dress. Employees shall not wear attire that is not permitted in the student dress code. .
3. All management employees, including site coordinators, assistant directors, and directors are delegated the authority and bear the responsibility for ensuring compliance with this policy and are expected to counsel employees whom they supervise on professional appearance in conformance with the policy and these related procedures.
4. Any violators of these standards will be subject to appropriate disciplinary action.

Original Policy 02/27/01
Revised Policy 09/12/08