



**GLOBAL
OUTREACH CHARTER
ACADEMY**

SECTION: EMPLOYEES

TITLE: **DRESS CODE POLICY**

ADOPTED: July 1, 2017

REVISED: July 27, 2021

1.17 DRESS CODE

A higher standard of dress often encourages greater respect for yourself and others and results in a higher standard of behavior, and all faculty and staff are expected to and are required to dress in a business manner. The dress code guidelines indicate the appropriate school dress for normal school days. Faculty and staff are expected to follow the letter and spirit of these guidelines.

General Guidelines: Embroidered uniform shirts with logo and a name are always encouraged and preferred. **“Business Casual” dress code** is to be followed at all times except for Jean Fridays (announced and approved by the Principal or Operations Director).

The employee must wear identification at all times. The photo badge issued upon employment is an appropriate form of identification.

Hair: Hair must be worn neat and clean with no unnatural colors. Unnatural colors include any hair colors that are not naturally occurring (ex. pink, blue, green, etc). No hats, bandannas or headbands may be worn across the forehead while inside any school building..

Shoes: Loafers, boots, flats, dress heels, sandals with a heel strap are acceptable for work. Flip-flops, slippers, sneakers (*PE personnel and medical reasoning are excluded*) are not acceptable.. Due to the nature of the job performed on the school's campus, heel height must be no more than no more than 3 inches.

Blouses/shirts/sweaters: When appropriate, women may wear blouses with modest necklines or collared knit shirts. No see-through or sleeveless blouses, tank tops or t-shirts are allowed. Clothing that exposes the torso and upper thighs or undergarments are not allowed. Any shirts worn may not contain any graphics or writing. Shirts and tops must be no more than two colors and may not have any writings or graphics of any kind.

All men are encouraged to wear a collared shirt, this may be a polo shirt or a dress shirt.

PE personnel are allowed to wear t-shirts, however, they must also be solid color with no writings or graphics.



Slacks/pants/skirts: Slacks or pants must be business professional. Sweatpants, leggings, palazzo pants, skin-tight pants, and leather pants or leather look-a-like pants are not allowed. Skirt length must be **no more than 1 inch above the knee, a length that one can sit comfortably in public.** If a skirt comes to just below the knee, a slit to just above the knee might be acceptable. A very long skirt should not be slit to above the knee. Generally slits in the center back of a skirt — are to facilitate walking up the stairway and climbing — are acceptable.

No denim or denim look-a-like material. All staff may wear jeans only on designated “Jean” days.

Here are examples of clothing which may not be worn: see-through garments, mini-skirts or mini-dresses, halters, backless dresses, tube tops or tank tops without over-blouses or shirts, shirts or blouses tied at the midriff, clothing not properly fastened or with tears which are indecent, and bare midriff outfits. All trousers must be appropriately cinched. No oversized or low hanging trousers. Garments such as boxer shorts which are traditionally designed as undergarments may not be worn as outer garments.

Other clothing not allowed: Leggings instead of pants, unless underneath dresses or skirts that comply with general skirt/dress length requirements.

Faculty and staff may not wear clothing, jewelry, buttons, haircuts, or other items or markings which are offensive, suggestive or indecent, associated with gangs, encourage use of alcohol, tobacco, and other drugs, or violence.

Tattoos and/or body piercing must be covered at all times.

Attire/accessories that support discrimination based on age, color, handicap, national origin, marital status, race, religion, or sex are not permitted.

Head coverings are not allowed indoors unless it is required for safety, religious or medical reasons.

Inappropriate use of hair grooming aids is not allowed. Curlers cannot be worn.

Sunglasses cannot be worn indoors unless a doctor’s authorization is on file.

In General: Employees may not wear body piercing other than earrings. On planning days, faculty and staff may not wear anything immodest, grubby, or deemed inappropriate by the administration. Employees may not wear headphones and listen to music during work hours, as it can be distracting to other employees and may prevent an employee from responding to emergencies.

Violation: Faculty and Staff that violates the dress code will be asked to return home and change into appropriate clothing. Verbal and/or written warning will be issued to repeated cases of noncompliance with the dress code policy.

