

EMPLOYEE DRESS CODE

Charter Academy has an everyday business casual policy. When working, meeting with parents, students or other school associates, whether at school or off campus, employees should dress appropriately according to this policy.

All work attire, whether traditional or casual, should be reflective of a professional, dignified appearance. Our students have a dress code to teach them that school is a special place with high standards. Employees should also reflect the special nature of our charter school.

Academy's vision of business casual is as follows:

WORK ATTIRE GUIDELINES

1. Aim for a classic and understated look when selecting your work attire for the day. Pick clothing that is comfortable yet communicates a professional attitude. Subtle, quality accessories (belts, jewelry and scarves) coordinated with an outfit can show that you pay attention to important details.
2. Ask yourself, "Am I successfully representing myself and Charter Academy?"
3. All men's shirts must have sleeves and collars.
4. Clothing should be clean, pressed or wrinkle free, and without holes or frayed areas. Shirts need to be tucked in (certain women's blouses are made to be worn out, however, and this is permitted).
5. Body piercing which can be seen by the client (with the exception of earrings for women) is not permitted. Men are not permitted to wear earrings. Women may wear a maximum of two earrings per ear.
6. Hairstyle should project a professional appearance: clean, neatly trimmed, and well-groomed. For men, this also includes sideburns, mustaches and beards.
7. Clothing should fit appropriately. Clothes that are excessively baggy or tight are not permitted.
8. Shoes should match the professional nature of this policy. Tennis shoes may be worn by employees (like P.E. and maintenance staff) who actively participate in physical activity as part of their job. All other employees should wear professional-looking shoes.
9. When in doubt, leave it out. Work attire should be comfortable while projecting a professional image.

A list of clothing items and their fit within this policy is on the reverse side of this page.

<i>MEN'S CLOTHING ITEMS</i>	<i>OKAY</i>	<i>NOT OKAY</i>	<i>WOMEN'S CLOTHING ITEMS</i>	<i>OKAY</i>	<i>NOT OKAY</i>
JACKETS:			JACKETS:		
Suit	X		Suit coats with matching skirts or pants	X	
Sports coat and blazer	X		Sports coats/blazers with skirts or slacks	X	
ACCESSORIES:			ACCESSORIES:		
Sweaters	X		Sweaters	X	
Vests	X		Vests	X	
Ties	X		Scarves	X	
White Athletic Socks		X	White Athletic Socks		X
Baseball caps		X			
			TOPS:		
TOPS:			Long/short sleeve blouses		
Long/short sleeve dress shirts	X		Sleeveless blouses		X
Long/short sleeve sport shirts (Polo-type)	X		Button shirts	X	
Turtlenecks	X		Turtlenecks	X	
Flannel shirts		X	Knit shirts	X	
T-shirts		X	Flannel shirts		X
Sweatshirts		X	T-shirts		X
Tank tops		X	Sweatshirts		X
Denim		X	Halter tops		X
Shirt tails un-tucked		X	Tank tops without jacket/sweater		X
			Denim		X
BOTTOMS:			Shirt tails un-tucked		X
Dress slacks	X		BOTTOMS:		
Khakis/Dockers-type	X		Dresses	X	
Jeans		X	Skirts (no shorter than 3" above knee)	X	
Sweatpants		X	Dress slacks	X	
Walking shorts		X	Khakis/Dockers-type	X	
Bermuda shorts		X	Skorts/culottes (no shorter than 3" above knee)	X	
Denim		X	Stirrup dress pants (not tight) w/sweater or jacket	X	
SHOES:			Jeans		X
Leather dress shoes	X		Denim		X
Loafers	X		Sweatpants		X
Boat shoes or topsiders		X	Capri pants		X
Tennis Shoes		X	Walking/Bermuda shorts		X
Running Shoes		X	SHOES:		
Cowboy boots		X	Leather dress shoes	X	
Sandals		X	Loafers	X	
			Boat shoes or topsiders		X
			Dress sandals	X	
			Cowboy boots		X
			Tennis Shoes		X
			Running Shoes		X
			Casual sandals or flip flops		X