

**STAFF DRESS CODE**

Philosophy and Purpose for Employee Dress Code

* As a Great Oaks Academy employee, our dress and appearance are immediate signals of our Academy’s unique culture and values. Our dress code reflects our purpose to:
  + Model Virtue: Our Board of Directors and families expect all employees to be models of virtue and follow our professional dress code, as they have chosen this specific culture for their children’s schooling. Our dress code reflects our common purpose in fostering strong hearts and minds.
  + Model Rigor: When staff and students don our school logo, it is not only a sign of solidarity of mission both for cultural and safety reasons, but it represents putting on a mindset that prepares us for the discipline and rigor of learning. Students follow our lead.
  + Model Wonder: We recognize that some of the best learning happens outside the classroom, and we are committed to providing students opportunities to pursue the wonder of the world around them. While our dress code emphasizes professionalism, it also allows for utility. Our curriculum will require some regular form of outdoor activities, field trips, or excursions. Teachers should plan their wardrobe accordingly for these events. Clothing that provides freedom of movement, foot support, and comfort during moderate exertion is allowed, provided it falls within acceptable norms.
  + Model our Mission: We seek to cultivate citizens with deep intellect and character who recognize the value of their participation in society. Our dress code and appearance standards are a model of civility for our students, colleagues, families, and guests; we spend our days looking at one another and we show each other respect by complying with these standards.
* Our dress code is to be worn Monday through Friday when school is in session and any times outside of the school day when the staff member is representing Great Oaks Academy: open house/curriculum nights, informational meetings, formal ceremonies, press interviews, workshops, conferences, field trips, training, conventions, etc. Staff must also be mindful when outside of work and wearing any item with the Great Oaks Academy logo (work wear or spirit wear), that an employee’s conduct and speech may be interpreted as though they are acting in an official capacity or representing the values of the academy.
* If you are uncertain whether an article of clothing complies with our employee dress code standards, please check with the Executive Director.

**Accommodations**

Reasonable accommodations will be made to avoid discrimination. Reasonable accommodations will be made to honor staff safety and ability to support students with specific, unique needs. Please direct all accommodation requests to the Executive Director. Please see the Dress Code Standards Table on the following page.

I understand and agree to comply with the Great Oaks Academy Board-approved, formal dress code as outlined above and in the Dress Code Standards Table.

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Signature Date

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| **Great Oaks Academy Dress Code Standards Table** Employees are to wear clothing that is neat and clean. Employees are not to wear clothing that is tight, revealing, short, torn, tattered, dirty and excessively faded, or with visual, written, or implied messages that are likely to disrupt the school environment. If an article of clothing is “borderline” or “debatable,” it should not be worn. A general rule of thumb is to maintain a conservative, neat appearance. | |
| **Appropriate** | **Inappropriate** |
| Jackets, Tops, Dresses | |
| * Logoed Blazer: solid color, professional, full-or ¾-length sleeves, business length hemline Logoed Cardigan: solid black, grey, or navy, professional, full- or ¾-length sleeves, business length hemline * Logoed Polo: solid navy, hunter green, white, or light blue * Logoed Oxford or Sweater: solid navy, hunter green, white, light blue, or grey * Blouse: under the logoed blazer or cardigan or with logo pin, professional, modest neckline * Dress: under the logoed blazer or cardigan, skirt length and split at or below the knee | * Logo not visible at any given time * Patterned or denim blazers * Unapproved patterns and colors * Oversized or ill-fitting jackets or tops * See-through or wide-/open-knit garments * Shoulders bare or visible * Neckline low or informal * Dress skirt length above the knee or split above the knee * Visible underwear, bras, or boxers visible (even when bending or leaning over) |
| Pants & Skirts | |
| * Slacks, khakis: cotton, synthetic, or wool fabric; full length, loose at ankle * Skirt: skirt length and split at or below the knee | * Any bottoms that are tight-fitting to the leg or ankle or that are not full length * Casual pants: such as yoga, sweat, denim, athletic * Skirt length/split above the knee |
| Footwear | |
| * Dress shoes, oxfords, loafers * Dress boots * Heels at a professional and safe height * Closed toe * Neutral-colored casual boots (or hiking for outdoor events) | * Shoes without a back or back strap * Shoes with open toes * Flip-flops, Crocs, or any shoe with a strap between the toes * Other boots, such as Ugg, western, knit, or winter-weather styles, above the knee * Athletic shoes |
| Grooming & Appearance | |
| * All attire must be formal, properly sized, clean, neat, and in good condition to reflect a high standard of personal care * Hair: hair must be clean and neat, avoid extreme styles * Accessories must be minimal and non-distracting * Piercings: ears and or nose studs are allowed | * Unprofessional, inappropriate, or distracting attire or accessories * Extreme hair styles * Any items or apparel that states or alludes to an obscenity, violence, sex, politics, or advertise alcohol, tobacco, or illegal substances |
| Spirit Wear/Activity Days | |
| * Any official Great Oaks Academy logoed top or spirit wear tops * Casual pants or skirts | * Hats (inside the the building) * Shorts |