



EMPLOYEE DRESS CODE POLICY

This policy was adopted by the Mountain Phoenix Governing Council on June 22, 2016.

Purpose

To establish an environment that is supportive for the learning and activities of the children. A teacher's and administrative staff member's appearance and dress contribute to this environment and are a model for the children. The Mountain Phoenix Community School would like to embrace a positive, educational, and professional, business casual attire for all employees when working with the students. We realize that this will vary from Early Childhood, to Lower Grades, to Middle School, as is developmentally appropriate for the children in each age group.

Standards

The following standards are required by all employees:

1. Maintain a business casual/professional-like appearance and dress in a manner consistent with work responsibilities. Clothing should be neat and clean; shoes must be worn at all times, and hats are not to be worn inside.
2. The age of the children should be considered in presenting a professional appearance and dress in one's day-to-day work. Faculty and administrative staff working with young children will dress differently from those who work with middle school students.
3. Expected clothing for employees includes collared shirts, blouses, or sweaters with business casual pants, dress pants, skirts, or dresses.
4. For performances, a tie is expected for men.
5. Items of clothing permitted include: (The omission of a specific item or appearance standard does not automatically permit its wear.) See exceptions in 7 and 8.
 - a. Pants and slacks are accepted dresswear rather than jeans or denim.
 - b. Professional T-shirts or tops should be simple, plain, or patterned and cover midribs and undergarments (recreational or athletic style, muscle shirts, "spaghetti" straps, logos, images, or characters are not acceptable)
 - c. Skirts, dresses, or tunics should be of professional length (just above the knee)
 - d. Leggings may be worn if under professional length skirts, dresses, or tunics.
 - e. Shoes must be professional (Beach-style flip-flops are not acceptable)
6. Care should be taken in choice of accessories, jewelry, makeup, display of tattoos, and the color and design of clothing and hair to consider the age of the children one is teaching or seeing every day. They should not be distracting or bothersome to the learning environment and should be a model of an upright and professional adult in the world, one who the children will emulate.
7. Employees whose work routinely requires that they perform physical activity may wear appropriate casual attire that is in good repair, including jeans, athletic pants, shorts, T-shirts, and closed-toe casual shoes such as athletic shoes. ECE staff must wear closed-toe shoes for safety reasons.
8. It is recognized that more casual attire may be needed for specific activities such as gardening, camping, nature walk, etc.
9. Employees are expected to maintain these dress requirements at any time that they are working or representing Mountain Phoenix on or off campus, including such events as field trips and parent/teacher conferences.
10. The final determination in all individual cases lies with the judgment of the school directors.

POLICY HISTORY

Original: proposed to the GC on May 25, 2016.

Approved on June 22, 2016.