

425 STAFF DRESS CODE AND PERSONAL APPEARANCE

I. GENERAL STATEMENT OF POLICY

During the school year each employee is expected to dress professionally. Employees are expected to maintain high standards of personal cleanliness and present a neat, professional appearance at all times. As educators and leaders, it is important to Star of the North Academy that its staff model professional attire for its students. Staff attire must be business dress or business casual, and is also subject to the parameters of this policy. During school hours or when representing SNA, employees are expected to present a clean, neat, and tasteful appearance. Employees should dress and groom themselves according to the requirements of their position and accepted social standards. The Executive Director/Principal is responsible for maintaining a reasonable dress code appropriate to school standards.

II. Personal appearance guidelines:

- Shoes must provide safe, secure footing, and offer protection against hazards
- Tank tops, tube or halter tops or tops that drop from the shoulder, low front cut, or has the back out should not be worn may not be worn under any circumstances
- Dresses or skirts should touch the knee without exception, slits in dresses or skirts no higher than the knee
- Shorts must come to knees unless they are being worn for athletic reasons
- Yoga pants are not considered business casual
- Offensive body odor and poor personal hygiene is not professionally acceptable
- Perfume, cologne, and aftershave lotion should be used moderately
- Visible excessive tattoos and similar body art must be covered during business hours and school functions
- No jeans with holes or shirts with inappropriate slogans or sayings

III. CONSEQUENCES FOR VIOLATIONS

Employees who violate this policy may be subject to discipline, such as a verbal warning, written warning, or being sent home without pay. SNA retains the right to impose greater discipline if necessary, depending on the circumstances and/or contents of the violation.

Adopted: 6/2/2014

Revised: 8/26/2021