

Wasatch Peak Academy
Policy: Dress Code - Staff
Adopted: July 10, 2013



The School's primary objective is to have employees project a professional image. Proper grooming and attire have a positive impact on the School's image. Positions that involve frequent, direct public service contact: i.e. those where meeting the public is an inherent function of the position, and where such contact would normally occur daily, are subject to the following appearance standards. An item that may be perfect for working in the yard, going on a picnic or playing sports aren't appropriate for the office, nor is clothing that is too revealing. Regardless of the item, it is essential to avoid wearing anything to the office that is excessively worn, frayed or wrinkled.

Take your day's schedule into account when you are dressing. If you have a meeting scheduled with parents, or if you are advised that others in the School will have visitors with whom you will come in contact, you will want to dress in business attire. And, of course, business attire is always acceptable if that is your preference.

Listed below is a general overview of acceptable school wear as well as a listing of some of the more common items that are not appropriate for the office/school. These items should help set the general parameters for proper school wear and allow you to make intelligent judgments about items that are not specifically addressed. A good rule of thumb is that if you are not sure if something is acceptable, choose something else or inquire first.

Slacks—Slacks in a variety of materials are acceptable provided they are clean and wrinkle-free. Inappropriate items include old or faded jeans, sweatpants, wind suits, short shorts, Bermuda shorts, bib overalls, spandex or other form-fitting pants. Casual jeans are not allowed.

Shirts—Casual shirts/golf shirts both with collars, sweaters and turtlenecks are acceptable. Inappropriate items include tank tops, sweatshirts, shirts with large lettering, logos or slogans, halter-tops, and t-shirts unless worn under another blouse, shirt, jacket, or jumper.

Dresses and Skirts—Casual dresses and skirts, and split skirts at or below the knee are acceptable. Dress and skirt length should be no shorter than four inches above the knee. Mini-skirts and spaghetti-strap dresses should not be worn to school.

Footwear—Loafers, boots, flats, dress sandals, open-toed shoes, clogs and leather deck shoes are acceptable. No stockings are acceptable if it's appropriate for the rest of the outfit. Thongs, flip-flops and slippers are not acceptable.

Tattoos and ear piercings should not be excessive or distracting and will be determined at the discretion of the Director.

- . With the prior approval of the administration, casual wear, shorts or athletic shoes are acceptable on certain days, such as clean-up days, field trips, park days, casual dress days, etc. If an item of clothing is deemed to be inappropriate for the School, the employee may be

sent home to change clothes and will be given a verbal warning for the first offense, and progressive disciplinary action will be taken for further dress code violations. Any questions regarding the Attire policy should be directed to administration.

Group	Do's	Don'ts
Everyone	Dress professionally and take pride in your appearance (clothes should be clean pressed) Suits Slacks Corduroys Dress denim Sport coats Khaki/twill pant Polo/golf shirts Chambray Shirts Natural colors and conservative styles for hair	T-shirts with offensive slogans or pictures Torn/ripped clothing Athletic shoes (it depends) Velcro sandals (e.g. no Tevas or Birkenstocks) Shorts (including dress shorts for women) T-shirts without collars Overalls Sleeveless anything (except when worn with a jacket or sweater) Extreme hair styles or colors
Men	Ties (optional) Collared shirts Banded-collar shirt Sweaters with collared shirt underneath Turtlenecks	Non-collared casual shirts
Women	Near Knee length skirts/dresses Blouses/sweaters/knit top leggings	stirrup pants Mini-skirts Halter tops/ t-shirts/ tank tops

Signature:

Dan Rip, Board President

Date