



AMERICAN ACADEMY  
EDUCATE | INNOVATE | EXPLORE

---

## Employee Dress Code Policy

---

*This policy was approved by the American Academy Board of Directors on October 16, 2018*

### Purpose

An employee's appearance not only reflects on the professionalism of the employee, but also of American Academy. The Board and administration expect each employee to take pride in their appearance and strive to achieve a positive educational and professional, business-like image when representing the school. Employees should use good judgment in complying with the Standards below in determining dress and appearance while at work.

### Standards

Every employee will meet the following dress standards:

- Maintain a business/professional-like appearance and dress in a manner consistent with work responsibilities.
- Items of clothing not permitted include:
  - Casual jeans or denim pants
  - T-shirts
  - Tank tops
  - Muscle shirts
  - Shirts that expose the midriff
  - Skirts or dresses that are higher than fingertip length
  - "Spaghetti" strap dresses/tops
  - Beach-style flip-flops

**Note:** *The omission of a specific item or appearance standard does not automatically permit its wear.*

- Employees whose work routinely requires that they perform physical activity may wear appropriate casual attire that is in good repair, including jeans and closed-toe casual shoes such as athletic shoes. (For example, the PE teacher could wear athletic shoes and a warm-up suit.) Employees should always consider safety in choosing their work attire.

- Due to state regulations, KindiePrep staff must wear closed-toe shoes.
- Casual jeans may be worn on Spirit Fridays as long as they are in good condition and appearance.
- Nice shorts (i.e. finished hem, in good repair) are allowed, as long as they are longer than fingertip length.

### **Violations**

Administration will use discretion in addressing violations of this policy. One or more of the following steps may be taken:

- Returning home to change into appropriate attire that adheres to the standards set out in this policy;
- Documentation of violations in the employee's personnel file, to be considered during year-end performance-based evaluations;
- Repeated violations may result in unpaid suspension or termination of employment;
- Or any other appropriate steps deemed necessary by the administrator.

\*\*\*\*\*

### **POLICY HISTORY**

*Original:* approved by the BOD on October 24, 2005  
*Revision 1:* approved by the BOD on April 23, 2009  
*Revision 2:* approved by the BOD on May 15, 2013  
*Revision 3:* approved by the BOD on October 16, 2018

