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## DRAFT EMPLOYEE DRESS POLICY

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### **SECTION 1. BEN FRANKLIN ACADEMY**

#### **MISSION**

The mission of Ben Franklin Academy is to develop young adults with character like America's founding Renaissance man, Benjamin Franklin: well-read, scientifically curious, and civically engaged.

#### **VISION**

Our students will excel academically through a challenging, sequenced curriculum that emphasizes math, science, and literacy. We will be a data driven institution, focusing on individual students. Our students, teachers, parents, staff, and leaders will be held accountable for the success of our school. Finally, we recognize that an education is incomplete without fostering the arts, sports, nature, and character.

#### **PURPOSE**

Your appearance is not only a reflection of you as an individual, but also a reflection of Ben Franklin Academy ("the Academy"). The Board and the Administration expect you to take pride in your appearance and strive to achieve a positive educational and professional, business-like image when representing the school. Employees should use good judgment.

### **SECTION 2. GENERAL GUIDELINES**

Employees are expected to maintain a business professional-like appearance and dress in a manner consistent with work responsibilities. These guidelines will help determine what is appropriate to wear to work.

#### *Items Not Permitted*

Items of clothing not permitted include: (The omission of a specific item or appearance standard does not automatically permit its wear.)

- Jeans or denim pants;
- T-shirts;
- Tank tops;
- Muscle shirts;
- Shirts with plunging necklines;
- Shirts that expose the midriff;
- Skirts or dresses that are higher than 4 inches from the knee;

- "Spaghetti" strap dresses/tops;
- Flip-flops.

*Employees Performing Physical Activity*

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.

*Spirit or Theme Days*

Employees are encouraged to participate in any Spirit or Theme days organized by the Principal.

*Shorts*

Nice shorts (i.e. finished hem, in good repair) are allowed, no more than 4 inches above the knee.

**SECTION 3. VIOLATIONS**

The Administration will take appropriate action for any dress policy violations, which may include:

- Returning home to change into appropriate attire that adheres to the standards of this policy.
- Documentation of violations in the employee's personnel file, to be considered during year-end performance-based evaluations and consideration of performance-based compensation.
- Repeated violations may result in unpaid suspension, or termination of employment.

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Date Modified: 5/26/2011  
Date Approved: xx/xx/xxxx