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## 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, the arts, 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 social emotional development, character, sports, and nature.

#### PURPOSE

A Ben Franklin Academy (BFA) employee's appearance is not only a reflection of the individual, but also a reflection of BFA. The BFA Board of Directors and the Administration expect employees to take pride in their appearance and strive to achieve a positive educational environment and professional, business-like image when representing the school. Employees should use good judgment regarding their appearance or dress.

### 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 but are not limited to:

- Leggings that are not coupled with a mid-thigh length shirt or sweater
- Jeans or denim pants (colored denim pants in good condition are approved)
- Graphic T-shirts (except school-themed shirts)
- Flip-flops
- Tank tops (except if worn with a cover-up)
- Muscle shirts
- Shirts with plunging necklines
- Shirts that expose the midriff
- Skirts, dresses, or shorts that are higher than four (4) inches above the knee; and
- "Spaghetti" strap dresses/tops

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

*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 Days*

Employees are permitted to wear jeans and a BFA branded shirt to promote staff morale and school spirit on designated Spirit Days. If the employee chooses not to participate in the Spirit Day, he/she may wear regular professional attire as outlined in the General Guidelines.

*Theme Days*

Employees are permitted to wear Theme Day attire on designated Theme Days. If the employee chooses not to participate in the Theme Day, he/she may wear regular professional attire as outlined in the General Guidelines.

*Dress of Choice Days*

Employees are permitted to participate in Dress of Choice (DOC) attire (including jeans) on designated DOC days while following the General Guidelines outlined above. If DOC Day also falls on a Spirit Day or a Theme Day, it is up to the employee's discretion as to which attire they choose to wear.

*Shoes*

All shoes must be professional in style and in good repair.

*Temporary exceptions to the clothing requirements of this policy also may be granted by the Principal.*

*The final decision as to the suitability of employee attire will be at the Principal's discretion.*

**SECTION 3. VIOLATIONS**

BFA Administration will take appropriate action for any Employee Dress Policy violation, which may include:

- Requiring the employee to return 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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