

285 - GWA Faculty and Staff Dress Code

“I represent a profession of value-therefore, I need to look, act, and dress as if I value my profession.” - Anonymous

The personal appearance of George Washington Academy employees affects the respect that others have for the organization, the faculty and support staff, and the respect that employees have for themselves and for each other. Dressing for success and following the established dress code policy will help obtain the respect and credibility from students and parents. As a representative of GWA, faculty and support staff are expected to dress with dignity and professionalism and in a manner that is tasteful and not offensive, suggestive, revealing, or distracting. Dressing for success has three main effects:

1. Establishes Credibility
2. Establishes Oneself as an Authority Figure
3. Maintains Respect

An effective teacher will dress appropriately as a professional educator in order to model success and establish credibility. Students tend to model the behavior and appearance they see in the classroom. Therefore, establishing oneself as an authority figure, by following the dress code policy and the established rules of the school, will help instill a sense of integrity within each student.

GENERAL GUIDELINES FOR ALL EMPLOYEES:

- **GWA Faculty and Staff will dress in a manner keeping with the professional dress guidelines listed below on Monday-Friday.**
- **GWA Uniform Shirts should be worn at LEAST once a week to show ‘school spirit.’** Teachers are to be familiar with and abide by the GWA uniform guidelines found in both the Employee and Student Handbook and adhere to the same school uniform criteria the students are held to in terms of their own dress (no cargo pants, etc).
- **Parent/teacher conferencing (SEPs), regional or area meetings, and training workshops** warrant that GWA participants follow regular professional dress code guidelines, unless the workshop guidelines dictate otherwise.
- **Staff Development/Teacher Work Days** GWA employees are allowed to wear jeans, shorts, T-shirts and/or appropriate casual attire due to the large amount of time spent moving furniture, books, display materials, etc. Dress comfortably, but not inappropriately.
- **Attire may be sensibly modified** according to a person’s medical need, the job they perform, inclement weather, and for the designated school spirit or theme days with permission from the Executive Director.
- **All staff** will maintain appropriate grooming and hygiene practices. Facial hair for men is allowed, but is expected to be neatly trimmed and should be established. The clean shaven appearance is expected otherwise. Tattoos may not be visible. Gauging, is not acceptable and piercings, other than traditional earrings may not be visible.
- **If there are any questions** about specific attire, please check with administration.
- When in doubt, dress **UP** not **DOWN**.

PROFESSIONAL DRESS GUIDELINES FOR MEN

Male employees will wear collared shirts, such as polo style, oxford style or dress shirts, and these may be long or short sleeved. Although not required, **men are strongly encouraged to wear ties to work.** All shirts must be worn tucked in. Acceptable sweater styles include pullover and cardigan styles. Unacceptable types of shirts include T-shirts, sweatshirts, banded-bottom shirts or smock-style shirts designed to be worn untucked. Outerwear should be somewhat dressy in appearance, especially when worn indoors. Sweatshirts, hooded or otherwise, are not acceptable.

Tailored dress slacks or business casual (Dockers® style) pants in a fabric other than denim or corduroy are considered appropriate for the workplace. If the pants have belt loops, a belt must be worn. Sweatpants, wind pants, warm-ups and cargo style pants are not considered appropriate for the workplace. Shorts may only be worn in P.E. or athletic events (i.e., Hershey's Track Meet). Teachers are to be in professional dress while in the regular classroom. Jeans are only acceptable on days designated by the principal and are expected to be worn with GWA logo shirts or designated spirit shirts. Jeans must fit appropriately, not be torn or overly faded and must not show signs of excessive wear.

Acceptable footwear includes dress shoes or dress casual shoes, such as leather-like, suede or loafer styles. Tennis or athletic shoes are discouraged, however if necessary for medical reasons they should be all black, all brown, or white. Men should not wear sandals to work.

PROFESSIONAL DRESS GUIDELINES FOR WOMEN

For female employees, clothing should convey a professional image by being coordinated, modest and appropriate for a business setting. Collared or uncollared shirts and tops may be pullover or button style. Shirts and tops that are not made to be worn out (i.e. shirts or tops with a tail) must be tucked in. Sleeveless shirts and tops are only acceptable for the workplace when worn under a jacket or a shirt-jacket at all times. Low-cut tops, those revealing cleavage, or shirts that reveal the midriff should never be worn to work. Outerwear should be somewhat dressy in appearance, especially when worn indoors. Sweatshirts, hooded or otherwise, are not acceptable.

In addition to tailored or business casual pants, pant sets and business pant suits, women may also wear cropped dress pants (near ankle length) when they are worn as part of a suit or a coordinated outfit. Any fabric other than denim or corduroy is acceptable. Capri pants (no higher than mid-calf length) may be worn with dress shoes and as part of a coordinated, professional outfit. Shorts are not acceptable. Low-fitting, "hip-hugger" pants are not appropriate for a school/business setting. Leggings, tights under sweaters or long tunics, or Capri-tights are not acceptable; however tights may be worn underneath appropriate skirt and dress styles for warmth. Jeans are only acceptable on days designated by administration. Jeans must fit appropriately, not be torn or overly faded and must not show signs of excessive wear. Low-rise jeans that prevent modesty are not acceptable.

Women's skirts should be of a modest, professional length, falling at or just above the knee. Skirts (or any clothes) that are tight, short or revealing are not appropriate for the workplace. Sweatpants, wind pants, yoga attire, and warm-ups are also unacceptable. Shorts should only be worn in P.E. or athletics classes as appropriate; teachers are to be in professional dress while in the regular classroom.

Shoes are a part of professional dress and can help to project a business image. Appropriate shoes include dress shoes or pumps; leather-like, suede or loafer-style shoes; and dress boots. Closed-toed mule or closed-toed slide styles are also acceptable. Casual (flat) sandals including gladiator styles, crocs, or flip-flops are not appropriate, but an open-toed shoe with a dress appearance and a dress heel is acceptable. Tennis or athletic shoes are discouraged, however if necessary for medical reasons they should be all black, all brown, or white.

