



EMPLOYEE DRESS POLICY

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 judgement 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:

- Leggings in place of slacks
- Jeans or denim pants (colored denim pants are approved)
- T-shirts (except school-themed T-shirts)
- Flip-flops or beachwear
- Tank tops (except if worn with a cover-up)
- Muscle shirts
- Shirts with plunging necklines
- Shirts that expose the midriff
- Skirts or dresses 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 or Theme Days

Employees are encouraged to participate in any spirit or theme days organized by the Principal. The Principal may, at his/her discretion, permit employees to wear jeans and a shirt with the BFA logo to promote staff morale and school spirit on designated days.

Shorts

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

Shoes

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

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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