Employee Policy #325
Staff Dress and Grooming

Purpose:
An individual's habit of dress and personal grooming are an important part of his/her total personality and they often determine not only his/her attitude toward himself/herself, but also the way others look at him/her.

Authority:
Based on these criteria, the following rules of dress apply to all staff members when present in the SusQ-Cyber Charter School or attending any school function. Staff should dress professionally. If the staff wants to dress down with jeans etc. they may want to participate in "Dress Down Day"* as part of a scholarship fund raising activity.

Guidelines:
- Footwear is required
- Inappropriate attire should be avoided, which includes: bare midriffs, see-through blouses and shirts without proper undergarments, muscle shirts, extremely low-cut blouses, halters, and short shorts
- Clothing, buttons, or other insignias that are suggestive, obscene, or that mock, ridicule, or demean another race, religion, or national origins are not appropriate
- Hats, headbands, and headwear are not to be worn during working hours, except when part of an outfit
- Extremely tattered or ripped clothing is prohibited
- The CEO may impose additional regulations to ensure health and/or safety

*Dress Down Day – Scholarship and Activity Fund – This is voluntary but if one chooses to participate a $10 donation for each month's participation is required. A professional appearance should be maintained with jeans being acceptable if they meet the above guidelines. Funds collected will be used as a scholarship for a senior(s) who plans to attend post-secondary training or to assist with the cost of student activities.

Delegation of Responsibility:
The CEO shall have the responsibility to enforce the Dress and Grooming Policy.

TO THE EXTENT THAT ANYTHING IN THIS POLICY COULD BE CONSTRUED TO CONFLICT WITH APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS CONTROL. THIS POLICY IS NOT INTENDED TO CONFLICT WITH CHARTER REQUIREMENT.