

PROFESSIONAL DRESS CODE – GENTLEMEN

*An employee's personal appearance, attire, and hygiene is representative of both the employee and The Vanguard School. Our dress code is intended to create a professional, safe, and respectful environment and model the standards for professional dress. Staff is expected to dress in a mature, professional manner which complements the traditional atmosphere of The Vanguard School **and is not a disruption to the learning environment.***

*Adherence to the dress code is required on all student contact days. Some exceptions may apply in the event of field trips, special events, etc., and this will be communicated to the staff as applicable. **On no-student-contact days, staff may observe a relaxed dress code but must still maintain a professional appearance.***

Basic Standard of Appearance

- Apparel advertising tobacco, alcohol, illegal substances, and/or offensive slogans is not acceptable attire at school or school-sponsored activities. Clothes making statements with sexual innuendoes are not allowed.
- The wearing of clothing, jewelry, or a style of grooming that is identified with membership in a gang will not be tolerated in school or at any school-sponsored activity. Apparel that interferes with or endangers self or others while participating in school or school-sponsored activities is not allowed.
- Clothing must be clean, pressed, and free of holes, tears, and frays.
- Dress will not be worn that causes or is likely to cause the disruption of the educational process.
- The final decision as to the safety or suitability of clothing, hair, or jewelry is up to the Executive Director or designee.

Hair

- May not distract from the learning environment
- Must be maintained in a clean, neat, and professional manner at all times
- Must remain out of the face and away from the eyes
- Men's hair that extends to the top of the shoulder or below must be pulled back.
- Only natural colors are allowed.
- No radical styles or colors – No undercuts
 - No mohawks or faux hawks
 - No design/pattern cuts, symbols, or shapes of any kind shaved on the head
- No angular fringe
- Guidelines for hair pulled into a bun:
 - No top of the head knots (low or high on the back of the head only)
 - No undercut or partially pulled back hair (full bun only)
 - Must be well groomed and tight to the head (not loose)
- Facial hair
 - May not distract from the learning environment
 - No radical styles (e.g., braided and/or pony-tailed beards)

Jewelry

- Modest jewelry is allowed that does not distract from the learning environment.
- An object that has a purpose other than jewelry cannot be worn as jewelry (i.e., animal chains or collars).
- No more than three necklaces may be worn at a time.
- No more than three bracelets may be worn on each wrist.
- No more than three rings may be worn on each hand.
- Earrings or ear cuffs may not be worn.

Tattoos, Makeup, and Body Piercing

- Tattoos must be covered at all times.
- No pierced jewelry may be worn, nor plugs/gauges in place of piercing.
- No nail polish
- No makeup

Pants

- Men must wear dress slacks.
- No jeans or denim of any type or color
- Pants must fit the waistline and not sag in the crotch.
- The cuff of the pants may not touch the ground but must touch the top of the shoe.
- No oversized pants. Pants may not be so large that the shoelaces cannot be seen.
- Pants may not be excessively baggy or tight.
- A belt must be worn.
- Must be one solid color or pin-striped

Shirts and Ties

- Male staff members may wear a collared, button-down dress shirt and tie/bow tie or a collared, button-down dress shirt paired with either a suit jacket, blazer, or sport jacket, which shall be worn at all times when in view of students. Exceptions are made for coaches, PE teachers, and non-instructional staff covering outdoor duties consistently throughout the day.
- No denim of any type or color
- No undershirt designs may be visible
- Vests, cardigans, or quarter zip tops must be worn over a collared shirt and tie.
- All collars are to be folded down.
- All shirts must be long enough to be tucked in.
- Shirts may be one solid color or a classic pattern (plaid or striped).

Outerwear

- Outerwear (i.e., coats, jackets, hoodies, hats, scarves, or gloves) shall be removed after entering the building.
- You may not wear outerwear while teaching.

Undergarments

- No undergarments may show at any time, nor should they be worn as outer garments.

Headwear and Sunglasses

- May only be worn outside of the building
- Sunglasses may not be worn on the head.
- Headwear includes, but is not limited to, hats, visors, scarves, and bandanas.

Shoes

- Required at all times
- Men must wear closed-toe, dress shoes. Exceptions for coaches, PE teachers, and non-instructional staff covering outdoor duties consistently throughout the day.
- Socks must be worn.
- No writing on shoes
- Shoelaces must match.

Non-Student Contact Day Attire

- Business Casual is preferred. Items such as slacks, khakis, capris, golf shirts, and shirts with a finished neckline are approved.
- Business casual pants including jeans should be clean and in good condition, free of any tears, fading, or fraying. Sweatpants, yoga pants, or pajamas are not approved. Shorts that are cut off, ripped, or do not fall below mid-thigh are not approved.
- Business casual shirts should be clean, pressed, and professional in appearance. Shirts that are sheer, tight, or do not appropriately cover the body are not approved. T-shirts or shirts with offensive or inappropriate slogans or images are not approved.
- Close-toed or professional footwear is required. Slippers, beach shoes, or flip-flops are not approved.

PROFESSIONAL DRESS CODE – LADIES

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*Adherence to the dress code is required on all student contact days. Some exceptions may apply in the event of field trips, special events, etc., and this will be communicated to the staff as applicable. **On no-student-contact days staff may observe a relaxed dress code but must still maintain a professional appearance.***

Basic Standard of Appearance

- Apparel advertising tobacco, alcohol, illegal substances, and/or offensive slogans is not acceptable attire at school or school-sponsored activities. Clothes making statements with sexual innuendoes are not allowed.
- The wearing of clothing, jewelry, or a style of grooming that is identified with membership in a gang will not be tolerated in school or at any school-sponsored activity. Apparel that interferes with or endangers self or others while participating in school or school-sponsored activities is not allowed.
- Clothing must be clean, pressed, and free of holes, tears, and frays.
- Dress will not be worn that causes or is likely to cause the disruption of the educational process.
- The final decision as to the safety or suitability of the clothing, hair, or jewelry will be left up to the Executive Director or designee.

Hair

- May not distract from the learning environment
- Must be maintained in a clean, neat, and professional manner at all times
- Must remain out of the face and away from the eyes
- Only natural colors are allowed
- No radical styles or colors – No undercuts
 - No mohawks or faux hawks
 - No design/patter cuts, symbols, or shapes of any kind shaved on the head
- No pompadour cuts (shaved on one or both sides, but long on top)
- No angular fringe

Jewelry

- Modest jewelry is allowed that does not distract from the learning environment
- An object that has a purpose other than jewelry cannot be worn as jewelry (i.e., animal chains or collars).
- No more than three necklaces may be worn at one time.
- No more than three bracelets may be worn on each wrist.
- No more than three rings may be worn on each hand.
- Only single-post or hook earrings are allowed. Earrings are limited to two per ear and must not be oversized.
- Ear cuffs may not be worn.
- No ear gauges or plugs may be worn.

Tattoos and Body Piercing

- Tattoos must be covered at all times.
- No pierced jewelry may be worn on body.

Makeup and Nail Polish

- Makeup must look natural. There are to be no unusual or distracting colors (e.g., black lipstick).
- No extreme nail decorations, including jewels, initials, and patterns, shall be worn.

Pants

- No jeans or denim of any type or color. Faux blue jeans are not permitted.
- Pants must fit the waistline or low waist. Ultra-low-rise waistlines are not allowed.
- Pants may not be excessively baggy or tight.
- Pants must be dress slacks. No jean style, capri pants, gauchos, stretch pants, leggings, or footless tights.
- Shorts, skorts, warm-ups, or sweatpants may not be worn.
- Pants must be of appropriate length and may not drag the ground.
- May be one solid color, striped, plaid, or other conservative pattern
- No screen printing or faded areas

Skirts, Dresses, Jumpers

- No jeans or denim of any type or color
- Dresses must cover at least two inches of the shoulder. If the strap is thinner than two inches, a sweater or cardigan must be worn.
- Skirts, dresses, and jumpers may not be excessively tight or show any descriptive lines of the body.
- Skirts, dresses, and jumpers cannot be shorter than 2 inches above the kneecap while standing and may not touch the ground.
- Jumpers must be worn with a blouse underneath.

Shirts and Sweaters

- No jeans or denim of any type or color
- Shirts must not be excessively tight or baggy.
- Sleeveless blouses must cover two inches of the shoulder.
- No tank tops, spaghetti straps, strapless tops, one-shoulder tops, or t-shirts may be worn as the primary shirt. T-shirts include athletic, screen-printed, basic crew neck, scoop neck, or v-neck tees.
- A tank top, spaghetti strap top, or basic solid-colored tee may be worn with a blouse, sweater, cardigan, or blazer over it.
- No low-cut apparel of any kind is allowed.
- No midriff shirts that expose stomach or back when sitting or standing.
- Sweatshirts and hoodies are considered outerwear (see below) and may not be worn.

Undergarments

- Pantyhose and tights may be worn under a skirt or dress that otherwise falls within dress code.
- Pantyhose and tights must be skin-tone, solid color, or a classic pattern. Classic patterns are stripes, plaid, and houndstooth.
- Pantyhose and tights must be free from intentional runs, rips, and holes.
- Thigh-high stockings are not allowed.
- No fish-net style stockings or other hosiery that exposes skin may be worn.
- Bra straps must not be visible either directly or thorough lace or other sheer material.
- No undergarments may show at any time, nor should they be worn as outer garments.
- Appropriate undergarments must be worn.

Outerwear

- Outerwear (i.e., coats, jackets, hoodies, hats, winter scarves, and gloves) shall be removed after entering the building.
- No outerwear may be worn while teaching.

Hats and Sunglasses

- May only be worn outside of the building. Sunglasses may not be worn on the head.
- Hats include visors and bandanas.

Shoes

- Required at all times
- Permitted footwear includes strappy sandals with a heel, flat sandals with a heel strap, slip-on pumps or wedges, loafers, ballet flats, dressy clogs, dressy ankle boots, and knee-high boots with skirts and dresses (but may not be worn over pants or with pants tucked into the boots).
- No slippers, flip-flops, running shoes, tennis shoes, hiking boots or hiking-style boots, Crocs or Croc-style shoes, Birkenstocks or Birkenstock-style shoes, UGGs or UGGs-style boots, cowboy boots, or athletic sandals. Exceptions may be made for running shoes or tennis shoes for non-instructional assistant staff covering outdoor duties consistently throughout the day.
- Boots may not be worn above the knee.
- Snow boots and rain boots may be worn in bad weather when performing outside duties only.
- No writing on shoes
- Shoelaces must match.
- 3.5-inch maximum heel height

Non-Student Contact Day Attire

- Business Casual is preferred. Items such as slacks, khakis, capris, golf shirts, and shirts with a finished neckline are approved.
- Business casual pants including jeans should be clean and in good condition, free of any tears, fading, or fraying. Sweatpants, yoga pants, or pajamas are not approved. Shorts that are cut off, ripped, or do not fall below mid-thigh are not approved.
- Business casual shirts should be clean, pressed, and professional in appearance. Basic crew, scoop, and V-neck tops for ladies with sweaters or blazer are approved. Shirts or blouses that are sheer, tight, or do not appropriately cover the body are not approved. T-shirts or shirts with offensive or inappropriate slogans or images are not approved.
- Professional footwear is required. Slippers, beach shoes, or flip-flops are not approved.