



APPEARANCE AND ATTIRE GUIDELINES

Green Tree School expects that all team members will dress in a manner and maintain an appearance that is appropriate, clean and safe as determined by the requirements of an individual's work and their job responsibilities.

A professional standard of dress promotes a safe and productive working environment and as such, clothing must neither constitute a safety hazard nor be provocative or offensive. When long hair, jewelry, clothing, rings, belts, or other articles of dress may cause a safety hazard, hinder movement, or cause trips or falls, they are prohibited. Green Tree School reserves the right to determine appropriate dress. A Supervisor may require a team member to leave school to change clothes should it be determined their dress is not appropriate, during which time the team member will not be compensated for being away from work.

Reasonable dress code accommodations may be made on a case-by-case basis for reasons such as health, religious beliefs or extenuating circumstances. A request for dress accommodation should be submitted to your Supervisor for consideration.

Guidelines to assist you in determining acceptable attire include:

- During business hours and when representing Green Tree School, team members are expected to dress in a professional manner; presenting at all times a clean, neat, tasteful appearance
- Do not display body piercings or tattoos that may serve as an inappropriate role model for students. All piercings shall be of such a nature that they do not pose a safety hazard. To promote safety in the workplace, all team members are required to wear appropriate shoes. Appropriate footwear is footwear that protects the entire foot. Sandals, open-toe and sling-back shoes may be permitted depending on the job responsibilities.
- Team members may wear denim if appropriate for their role. Jeans, however, should not have holes, tears, fraying etc.
- Physical Education team members for whom "gym clothing" is appropriate for their job may wear clothing that is conducive to teaching/participating in these activities.
- Shorts are only permitted to be worn by team members working with students in the ESY program. ESY team members may wear shorts that are not more than two inches above the knee

The following items are prohibited:

- skirts/pants worn below the waist line
- Sweatpants, track outfits, or sweatpant type/athletic pants
- observable lack of undergarments and/or exposed undergarments
- distracting, offensive or revealing clothes including low neck lines
- clothing with radical, cultural, political, religious, gender, sexual orientation related references—graphics or sayings
- clothing exposing abdomen, chest or buttocks areas
- clothing with stains, odors or requiring pressing
- hats/baseball caps
- hooded sweatshirts or sweat jackets
- sleeveless shirts or dresses covering less than 3" of the shoulder
- dresses or skirts shorter than 2" above the knee or extending beyond the top of the foot
- Flip flops, thong-type sandals, or fully open back shoes/sandals
- High heel shoes aren't permitted while working directly with students

Team members should address specific questions concerning attire guidelines with their Supervisor.