

Summit Academy Employee Dress Code

Revised July 2026



Business Casual Standard

Staff attire should:

- Reflect a professional, business casual appearance.
- Be clean, neat, and well-maintained.
- Be appropriate for an educational and workplace environment.
- Support the school's professional image and mission.
- Be suitable for the employee's role, responsibilities, and daily activities.
- Maintain a level of professionalism that promotes confidence and respect.
- Avoid clothing that is excessively revealing, overly casual, or distracting.
- Be free from offensive, discriminatory, political, or otherwise inappropriate images, slogans, or messages.
- Comply with all safety requirements applicable to the employee's position.

Personal Appearance and Grooming

Employees are expected to maintain a professional personal appearance by:

- Practicing good personal hygiene.
- Maintaining a clean, neat, and well-groomed appearance.
- Presenting themselves in a manner appropriate for a business casual educational environment.
- Ensuring personal appearance supports a positive and professional workplace culture.
- Following any role-specific safety or health requirements related to grooming and appearance.

Tops

- Collared shirts
- Button-down shirts
- Polo shirts
- Blouses
- Sweaters
- Cardigans
- Blazers and professional jackets



Bottoms

- Dress slacks
- Khakis or chino-style pants
- Professional capri pants
- Skirts, shorts, and dresses of appropriate professional length and material
 - *No shorter than three inches above the knee*
 - *Short enough to not be a tripping hazard*



Footwear

Footwear must be safe, sensible, and in good repair.

Acceptable footwear includes:

- Dress shoes
- Loafers
- Flats
- Sandals
- Professional boots
- Clean, professional-looking athletic shoes

Staff should consider health and safety requirements and be able to move quickly when necessary, during emergencies.

Not Acceptable

- Sweatpants, joggers, or athletic wear
- Leggings or yoga pants worn as pants (without a longer top)
- Tank tops or spaghetti strap tops
- Denim shorts
- Clothing that is excessively tight, baggy, sheer, ripped, distressed, or revealing
- Clothing that exposes the midriff or excessive cleavage
- Flip-flops, slippers, or beachwear
- Clothing containing political, discriminatory, offensive, or inappropriate language, images, or messages

Tattoos, Jewelry, and Accessories

Tattoos

- Tattoos must not be likely to be viewed as offensive to students, parents, staff, or visitors.
- Tattoos deemed offensive or inappropriate must be appropriately covered.

Jewelry and Piercings

- Jewelry and piercings must be professional and appropriate for the workplace.
- Jewelry must not create a health or safety hazard.
- Jewelry or piercings may be required to be removed when they present a safety concern.

Position-Specific Expectations

PE, Athletics, and Activity Staff

- Employees whose assignments require physical activity may wear attire appropriate for instruction and activity as approved by administration.

Operations, Maintenance, Food Service, and Technology Staff

- Employees may wear attire appropriate for their job duties and safety requirements while maintaining a professional appearance.

Special Events and Exceptions

It is recognized that certain situations may require attire that differs from the standard business casual expectation.

Examples include:

- Field trips
- Outdoor activities
- Spirit days
- Special programs or celebrations

School administrators will provide guidance when alternative attire is appropriate.

Administrative Discretion

Because every situation cannot be anticipated, administration reserves the right to determine whether attire, grooming, jewelry, tattoos, or appearance are appropriate for the workplace.

Employees may be asked to modify their appearance or change attire that does not meet the intent of these guidelines.

Any questions regarding professional dress or grooming standards should be directed to an employee's supervisor or school administration. Employees may be counseled or subject to disciplinary action for repeated failure to meet professional dress and grooming expectations

Reminder: When choosing attire, ask: "Would I feel comfortable wearing this while meeting with parents, students, colleagues, community members, or school visitors?" If the answer is yes, it is likely appropriate for our business casual workplace.