



## Cortland County Community Action Program, Inc. (CAPCO)

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Head Start ❖ Early Head Start ❖ Energy Services ❖ WIC ❖ Consumer Directed Personal Assistance ❖ Family Development

### HEAD START/EARLY HEAD START PROGRAM OF CORTLAND COUNTY

...a service of the Cortland County

Community Action Program, Inc.

#### Human Resource Management

**Policy ID: HR21**

**Subject: Adult Dress Code**

**Performance Objective:** Adults at CAPCO Head Start/Early Head Start are asked to dress in a manner which supports a serious and safe environment for learning. The following dress code is **REQUIRED** for CAPCO Head Start/Early Head Start staff and anyone volunteering in a Head Start center. It is strongly recommended for any adult visiting CAPCO Head Start/Early Head Start classroom.

#### Operational Procedures:

Adults must wear shirts and/or blouses (depending on your location). Shirts/blouses which show the torso, stomach, cleavage, or midriff are **NOT ALLOWED**. If you show up to work with clothing that is not allowed, you will be asked to leave for home, change your clothes, and report back to work. It is recommended that shoes be suitable to wear on the playground and the school bus (i.e. sneakers are the most preferred for classroom attire). Adults may not wear short shorts, miniskirts/dresses. Undergarments must not be visible. Adults may not wear any clothing, jewelry or other insignia that:

- Advocates or encourages the use or abuse of drugs, tobacco, or alcohol.
- Expresses or advocates prejudice or discrimination against people based on race, ethnicity, gender, religion, national origin, or sexual orientation.
- Advocates or encourages illegal activity.
- Clothing which has been deemed by local law enforcement or other experts to be gang related.

Related Regulations: 1304.52

Policy Council Approval Date: August 10, 2010