



European School LLC

შპს ევროპული სკოლა

# Dress Code Policy



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## Terminology

<b>Term</b>	<b>Description</b>
<b>European School LLC</b>	A Limited liability School emphasizing a multilingual and multicultural pedagogical approach to the teaching of kindergarten, primary and secondary students, leading to the European Baccaalaureate as their secondary leaving qualification
<b>Dress Code</b>	Dress Code is a set of rules and guidelines representing the attire that should be worn at school
<b>Disclosure</b>	Act of revealing or sharing confidential information with individuals or entities who are not authorized to receive it.
<b>Internal Regulatory Acts</b>	Policy, Procedure documents, orders, regulations, rules, and/or other types of internal regulatory documents approved by the School, considering any amendments made thereto.
<b>Policy</b>	A policy is a high-level statement that reflects the intent and direction from the top management. Once published, it is mandatory for everyone within the School to abide by the policy.
<b>Procedure</b>	A procedure is a series of systematic steps to be followed for accomplishing a particular activity or a task, which is predefined by the School. It is often implemented or referred to in the form of a Standard Operating Procedure (SOP).
<b>Student</b>	A student at European School is a learner enrolled in one of the programs of the European School



## 1. Introduction

European School LLC (hereafter to as "the School") recognizes the significance of a Dress Code Policy (referred to as "the Policy") in maintaining a professional and respectful environment, particularly within educational institutions such as our school. The attire of employees and students plays a crucial role in shaping the overall atmosphere and perception of the institution. A well-defined dress code not only contributes to a positive and cohesive image but also fosters safety, comfort, and a sense of belonging among the school community.

At European School, we view attire as a means of self-expression and identity. Nevertheless, we understand the importance of balancing individual freedom with the necessity of a conducive learning and working environment. Our dress code policy aims to strike this balance by providing guidelines that are respectful, inclusive, and practical for all members of our community.

## 2. Purpose

This document serves as a guideline for managing the school's dress code. Its purpose is to ensure that school employees are well-acquainted with the dress code established by the school's internal regulations and to comply with the specified standards of attire.

## 3. Applicability

This Policy of the European School LLC applies to the students and all employees of the European School including full-time, part-time, and temporary employees, without regard to their seniority, level, or category.

## 4. Policy Statement

The dress code at European School LLC is intended to promote a positive and professional environment conducive to learning. All employees and students are expected to adhere to the guidelines provided in this Policy.

- 4.1 Employees Dress Code:** The School requires that all employees dress conventionally and conveniently in a style expected of the School. The style shall project reliability, dependability and caution. The Line Managers / Authorized Managers may grant exceptions where there is justification for clothing specific to task.

**Clothing:** Employees are expected to dress in a business casual attire that is neat, clean, and appropriate for their role. Employees are expected to maintain a modest and professional appearance. Clothing should not be revealing, torn, or overly casual. It is mandatory to dress neatly and cleanly at all times. Low-cut dresses or tops, skirts or shorts of inappropriate length, and any colored jeans are not permitted. Exceptions to this dress code may be made for excursions. Sweatpants or tracksuits are not considered professional attire and should only be worn by those teaching physical education or requiring excessive physical activity during lessons.

The school does not require employees to report to work in formal business attire. Employees are allowed to wear what is known as "business casual," which means that they are not obligated to wear a suit, a tie, or high-heeled shoes; however, their attire must still be appropriate for the office environment.



**Footwear:** The School prohibits wearing of the sandals and the flip-flops due to the safety reasons.

**Grooming:** Personal grooming should be maintained, including clean and tidy hair, nails, and personal hygiene.

**Headwear:** Hats, caps, and other headwear are not to be worn indoors, unless for religious or medical reasons.

**Exceptions:** On certain occasions, such as casual Fridays or special events, relaxed dress standards may be communicated by the management.

**4.2 Student Dress Code:** The school uniform at the European school is an integral aspect of school life, fostering a business-like atmosphere conducive to learning. It serves to instill discipline, structure the learning environment, and cultivate orderly habits. The uniform is designed to be functional and aligns with the widely recognized business style.

**Clothing:** Students are required to wear the official school uniform during school hours, unless otherwise specified. The students are required to adhere to the school uniform policy, ensuring that the business style is maintained. Specifically, the length of pants and skirts should meet the established standard (pants - ankle length, skirts - knee length). All clothing must be clean, neat, and in good condition.

**Footwear:** The School prohibits wearing of the sandals, slippers or the flip flops due to the safety reasons.

**Grooming:** Personal grooming should be maintained, including clean and tidy hair, nails, and personal hygiene. Students are prohibited from wearing long nails or dark-colored nail polish while at school.

**Accessories:** Students are not permitted to wear large jewelry or heavy makeup at school.

**Headwear:** Hats, caps, and other headwear are not to be worn indoors, unless for religious or medical reasons.

**Special Events:** On special occasions or events, students may be required to wear specific attire as specified by the school administration.

## 5. Compliance:

Failure to comply with the Dress Code Policy may result in disciplinary action.

## 6. SUPPORTING REFERENCES

- Staff Manual.
- Teachers' Handbook.
- Code of Ethic.