

STANDARDS FOR PROFESSIONAL DRESS

It is the responsibility of the Yolo County Office of Education (YCOE) to provide a work environment that is safe, healthy, productive, and respectful of fellow employees and members of the public.

During business hours and whenever representing YCOE, employees are expected to present a clean, neat, and tasteful appearance. This is particularly true when interacting with the public, coworkers, parents and students which may require more formal business attire. With this in mind, YCOE recommends that all employees dress appropriately according to the type of work they do, the students/clients they come into contact with, and the image they need to project.

Recommendations:

- Attire should reflect the professionalism and commitment to quality service that is reflective of YCOE's values and our image as a public services provider.
- All attire should be clean, free of wrinkles, stains, tears, holes and free of images or logos that may be disrespectful or offensive to others, or in any way considered inappropriate for the workplace (e.g. restricting low cut shirts, crop tops, short dresses, shorts or skirts).
- Shoes should be appropriate to the type of work being done, keeping safety in mind (e.g. flip flops, open-toe shoes, high heels).
- Special Education – Please see reverse side for additional recommendations on “Dressing for the Special Education Classroom”.
- Alternative Education – YCOE recommends not wearing the colors “blue and red” for safety reasons. Please see reverse side for additional recommendations on “Dressing for the Special Education Classroom” as many of these may pertain to your type of work.
- Head Start/Early Head Start – Please see reverse side for additional recommendations on “Dressing for Special Education Classroom” as many of these may pertain to your type of work.
- Business casual may be worn on Fridays, provided employees do not have meetings or other commitments requiring more formal business attire. Business casual may include denim jeans (not torn, frayed or with holes) and a YCOE logo shirt or another appropriate shirt.

YCOE recommends that employees follow additional guidelines set by the assigned school site.



A Keenan Solution



Special Education: Dressing for the Special Ed Classroom

Do your clothes affect your ability to respond safely in an emergency? Do your shoes allow you to navigate wheelchairs over sandy sidewalks?

Remember, stay alert...don't get hurt!

Clothing and Emergencies:

- Flip flops?
- Tight pencil skirts?
- Heels, open-toe shoes?
- Sand, inclines, stairs?

Attractive Nuisances:

- Hoop or dangling earrings
- Wearing long hair down
- Hanging name badges



Wear Proper Attire:

- Do your clothing choices show students how to behave respectfully?

Innovative Solutions. Enduring Principles.

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Keenan's loss control services promote safety awareness, and assist in the identification of conditions which may pose a risk of injury. We do not suggest that following our recommendations will eliminate all risk of injury or will result in improved loss experience.

Keenan
Associates