

STANDARDS

STAFF ATTENDANCE POLICY

- Every teacher must be at the school **thirty minutes prior to his or her first class.**
- You are dismissed at the end of your last class when your room is a reflection of order.

STAFF DRESS

The guideline for staff dress is business casual with GCA uniform shirts. On Teacher In-service and Out-service days, casual clothes (jeans) may be worn unless parents are expected in the building that day. If parents are expected, please adhere to the uniform guidelines here.

A good rule of thumb is to dress as well or better than the students.

Men: GCA uniform shirts and Dockers style pants or dress slacks.

Women: appropriate wear includes GCA uniform shirt or blouse with solid color skirt, business capris or pants/pantsuits. No immodestly dressed tops (low cut, tight, etc.) are allowed. The uniform blouse should be fully buttoned.

All: GCA logo shirts are all approved and in the GCA Lands' End online store. The uniform blouse/shirt should be fully buttoned.

T-shirts, sweats or leggings shall not be worn. Pants/trousers should be on the dressy side (cotton is fine) and never denim, even colored denim.

Shoes: We want our staff to be comfortable but at the same time present a professional appearance. Therefore, please adhere to the student dress code for shoes; however the exception to this is that all teachers may wear boots or sandals. No Crocs, flip-flops, roller shoes.

Sweaters: any solid colored cardigan (opens in the front) sweater is acceptable with logo blouse or shirt underneath.

Formal uniform days (Upper School staff only): No athletic shoes or sneakers should be worn with the formal uniform, EXCEPT black tennis shoes with black laces and black soles are acceptable.