

Memo

To: All Staff
From: Cindy Boisclair
Date: 05/03/2021
Re: Updates and Reminder of Dress Code Policy

Newmeadow requires employees to maintain a neat and clean appearance and present themselves in a professional manner that results in a favorable impression.

We have recently reviewed our Dress Code Policy and will implement the following effective Monday, May 10, 2021: Leggings will be considered acceptable casual business attire and permitted **only** when paired with a top that reaches the same point on the thigh as the bottom of your closed fist when the arm is extended and resting on the thigh all the way around your body.

Please refrain from wearing the following:

- Shirts with writing or logos
- Jeans
- T-shirts
- Sweatshirts, with or without hoods
- Exercise wear
- Crop tops, clothing showing midriffs, spaghetti straps
- Pants with holes or rips in them
- Thong type shoes, flip-flops, open-back shoes

Updated Shoe Policy through June 30th Staff will be permitted to wear slip-on sneakers that reflect casual business attire provided the following guidelines are met:

- Shoes must be neat, clean, and presentable.
- Running shoes, workout shoes, and similar will not be permitted.
- Shoes must be solid-colored shoes (preferably basic colors-black, blue, tan, white, etc.) Bright/multi-colored shoes will not be permitted.
- Shoes may have different colored soles than the shoes. (ex-black shoe with white sole).
- Shoes must be slip-on shoes **without shoelaces**.

If you have any questions as to if something is acceptable, please see one of the Directors.

Please remember that your ID Badge should be visible **at all times** while you are in the School Building.