

LOARC Volunteer/Staff Dress and Behavior Guidelines

The following guidelines are intended to maintain safety for our volunteers and participants as well as project a professional presence to our clients and guests. The guidelines are not an exhaustive list. LOARC management reserves the right to address any dress code concerns deemed inappropriate.

- Protect our students' right to privacy by avoiding discussing LOARC students in the hearing of other students and/or visitors, and when not at the Center. Refrain from answering questions about students that reveal identifying information or special need.
- Hard-soled shoes with a low heel are preferred. Sneakers with heavy tread are acceptable.
- Open-toed shoes, sandals and slip-on shoes are not permitted.
- Dress appropriate for the weather. Utilizing layers is a good choice, as conditions may change.
- No revealing clothing, such as tops with spaghetti straps/shelf bras or mid-rift t-shirts. Shorts must be mid-thigh or longer. No skirts/skortis please.
- Volunteers and staff are issued LOARC polo shirts, which must be worn when lessons are in progress.
- No dangling jewelry and/or facial jewelry.
- No visible offensive/inappropriate tattoos.

REMEMBER: Whenever you are wearing "LOARC" gear. (e.g., shirts with LOARC logo), you are an ambassador of our program...your public behavior is a reflection of LOARC.

Receipt Acknowledgement for LOARC Dress and Behavior Code

In effect: 1-1-18 until further notice

I have read and been informed about the dress and behavior guidelines for staff/volunteers at LOARC. I have received a copy of the policy and agree to abide by the policy guidelines as a condition of my initial and continuing work at LOARC.

I understand that if I have questions, at any time regarding the dress code policy, I will consult with the LOARC Volunteer Coordinator or my immediate supervisor.

Please read the dress code policy carefully to ensure that you understand it before signing this document.

Staff Person or Volunteer Signature: _____

Printed Name: _____ Date: _____