

CODE OF CONDUCT PERSONAL PRESENTATION PROCEDURE

PROFILE:

Colleges are places where students respond to role modelling and this includes Personal Presentation and Dress Standards.

Perth Individual College has established a new Dress Standard for Students matched by Compulsory College Wear.

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V1.0	2005		New Policy
	Term 2 2015	Business Manager	Extracted from Policy document
V2	Dec 2016		Updated
V3	11 June 2018	Business Manager	Updated to new college wear specifications

Name of Reviewer	Dr Gary Pears
Date returned	13/07/2018

“TEACHING IS A VITAL PROFESSION WITH FAR REACHING AND SOMETIMES UNEXPECTED, EFFECTS” [WACOT, 2010]

1. PURPOSE

Colleges are places where students respond to role modelling and this includes Personal Presentation and Dress Standards.

Additionally, and more specifically, Perth Individual College has established a new Dress Standard for Students matched by “Compulsory” College Wear.

It is not unreasonable therefore for the College to review its current policy in this regard to ensure, clarity and that it matches or exceeds those standards; and moreover, matches the professional standards of Teachers as role models of Presentation Dress and carriage.

NOTE: Appropriate standards of Professional Dress in a College have nothing to do with “conformity or uniformity”.

2. PROCEDURES

PRESENTATION & DRESS CODE STANDARDS:

Faculty and staff must follow the Presentation and Dress Code and set a professional example.

Over-riding Principles:

To guide Perth Individual staff with respect to an “appropriate / professional “Standard of Presentation & Dress is a “PLUS 1” level from the student / parents (the clients) attire suitable for the professional status and role being undertaken. EG: The students Compulsory Dress Code is the Minimum Staff Dress Code.

Dress Code

1. Clothing shall fit appropriately and all undergarments shall be concealed. See-through clothing or fishnet fabrics, halter-tops, off-the-shoulder or low-cut tops, and bare midriffs are inappropriate.
In addition, tight or form-fitting clothing, such as leggings and spandex slacks (that are not under other clothing) are considered inappropriate and unprofessional.
2. The hair code shall be the same as that for students. That is tied back if long and not unkempt. **OH&S regulations also apply.**
3. **Females:** Skirts, dresses, and/or articles of clothing that are inappropriately short for working with or around students are not acceptable. Women’s skirts should be of modest, professional length failing just above the knee, (no higher than 8cm above the knee). Collared shirts with College’s logo are acceptable.

Males: Male employees should wear collared shirts, such as polo style, oxford style or dress shirts (long or short sleeved). Tailored dress slacks or business casual pants and denim (fitted & waist high) are considered appropriate for the workplace. A belt should be considered. Clothing length & loose shorts are to be appropriate for discretion and appropriateness.

4. Shoes are a part of professional dress. Shoes and/or sandals (for women) shall be worn and shoes designed to be laced; will be laced. Shoes with cleats, rubber crocs, house shoes, flip-flops or other beach type shoes are inappropriate. Jogging, running and other exercise shoes may be worn in the athletic or physical education setting.
Men must not wear sandals. Open-toes shoes with a dress appearance and a dress heel is acceptable for women. **OH&S regulations also apply.**

5. The wearing of jewellery items for females is permissible only to the extent that they are worn in a manner that is not likely to distract students or disrupt the educational process or contravene OH&S regulations. For example, visible body piercing, including the wearing of nose rings, eyebrow rings, ring and studs in the tongue or lips are inappropriate. Piercings (minimal) in ear lobes. Clear Sleepers are acceptable.
6. Tattoos should not be visible at any time.
7. Other examples of clothing that are considered unprofessional and therefore inappropriate are; strapless tops, spaghetti-strapped tops, Overalls, T-shirts, sweat-shirts, tank tops, cargo pants, athletic wear and jogging suits, unless you teach Phys Ed. Shirts and blouses will be worn tucked in, unless designed to be worn outside the pants or skirt.
8. Physical Education teachers will wear appropriate sporting shorts during physical education classes. Physical Education teachers are to be in appropriate staff dress while in a regular classroom or when other professional activities are being conducted.

Presentation:

- The College Presentation and Dress Code exist so that staff will present in a professional manner, yet able to express creative flair and individuality.
- All staff must present themselves in a clean and groomed state being aware that, where body odour is an issue, it is dealt with appropriately.
- Clothing must be clean and ironed and not in a dishevelled state.

3. GUIDELINES

Appropriate Presentation & Dress:

- Good hygiene.
- Good grooming.
- Clean clothing that is ironed where necessary.
- Clothing covering shoulders, back, cleavage and midriff and is no greater than 8cms above the knee.
- A bra. for women is essential. Undergarments such as bras and underwear are essential.
- Safe shoes.
- Necklines do not reveal inappropriate cleavage – chest area.
- Strapless, spaghetti straps, off the shoulder and camisoles are acceptable only when worn with a jacket, sweater or shirt that covers the shoulders and not removed during work hours.
- Males – smart casual – tops with collar, fitted denim, casual slacks and shoes.
- Trousers or Denim Jeans must have a belt if loops are provided.

Inappropriate Presentation & Dress:

- Poor hygiene.
- Dirty clothing.
- Torn, ripped clothing with holes.
- Clothing revealing underwear.
- Underwear outside clothing.
- Halters, tube tops or muscle shirts.
- Strapless, spaghetti straps, off the shoulder, camisoles without jacket, sweater or shirt that covers the shoulders.
- Low necklines, revealing inappropriate cleavage (chest area), midriff, underarm, back or below the waist exposure.
- Clothing with commercial logos or offensive statements or pictures.
- Skirts or shorts more than 8cms above the knee.
- Dangerous jewellery. [OH&S]
- Dangerous footwear. [OH&S]
- Phys Ed clothing – unless you teach Phys Ed.

- No Bra No undergarments (such as bra or underpants)
- Exposed Tattoos.
- Exposed studs or rings except for reasonable piercings in the earlobe for females. (Eg. Nose, lip, eyebrow, tongue etc).
- Open shoes for men.
- Fishnets.
- Skorts.
- Rubber Crocs, house shoes, thongs.
- Pants worn below waist.

Exemptions:

- The position of groundsman/handyman shall have Dress Code reflective of both the College context and Occupational Health and Safety eg. Closed safety shoes, hat and sun protection and so on.
- Where Teachers and Teacher Assistants work outside for any reason, they are required to dress for “Sun Smart” including sun protection.
- **OH&S regulations also apply.**

Standard Workplace Wear

Perth Individual Administration and Librarian have been investigating a range of tops and other accessories that may be suitable to adopt to provide a “College Team” presentation in College colours and logos.

4. APPENDICES

APPENDIX A: Compulsory College Wear

APPENDIX B: College Wear Compliance

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APPENDIX D: Non-Compliance Record

APPENDIX E: Letter of Concern, Non-Compliant College Wear

APPENDIX F: Parents of Cycle 4/5 Students

APPENDIX G: College Wear Order Form

APPENDIX A



Compulsory College Wear

PERTH INDIVIDUAL COLLEGE - MONTESSORI COLLEGE WEAR “GUIDING PRINCIPLES”

- **Implementing College Wear with the support of both parents and the College; should not become a negative issue, but a positive experience reflecting a sense of pride and community. It is a parent responsibility [not the College] to ensure that children are appropriately dressed for College.**
- Being identifiable as a group is important particularly when going out of the College.
- Appropriate College Wear with a variety of options will allow degrees of independence and “Freedom within the Boundaries” of the Perth Individual College Wear policy.
- College Wear should be comfortable College Clothing **not “Weekend Wear”**.
- “Mix & Match” options are encouraged within the Perth Individual College Wear Guidelines.

THE APPROVED COLLEGE WEAR CONSISTS OF:

1. TOPS – Summer & Winter:

- Cycles 1, 2 & 3 – Junior College Polo Navy / White short or long sleeves [with College badge].
- Cycle 3, 4 & 5 – Polo White / Navy short or long sleeves [with College badge].
- Cycle 4 & 5 only – Polo Navy / Aqua short sleeves [with College badge].

2. JACKETS – College Wear Jackets for all Cycles (choice of two - with College badge).

3. TROUSERS / SHORTS / SKORTS: [LOGO AND NON-LOGO ACCEPTABLE]

- **Shorts** are to be designated College length
 - Basic Navy Shorts
 - Unisex Pull-On Shorts – Navy
 - No Short Shorts, tight bicycle or gym shorts – must be to the knee
- **Trousers** must be:
 - Waist High, no Hipsters, no Leggings
 - Straight Leg or boot cut – **not oversized, dropped crutch, loose fit, skin tight, skinny’s or rolled up cuffs.**
 - A Belt is optional [approved colour option only – see 1.]
 - Without studs, enhancement or embellishments.
 -
- **Materials:** Drill / Twill, Cotton. **Denim is for CYCLE 4/5 High School only [Navy only – not faded / torn / cut / frayed and must be without holes or attachments]**
- **Skorts:** Navy

3. HATS:

- Cycles 1, 2 and 3 – Navy
- Cycle 3, 4 & 5 – Navy / White
- **HATS ARE NOT TO BE WORN INSIDE / IN-CLASSES.**
- **CAPS are only to be worn by Cycles 3,4, & 5 (as in the previous policy).**

Please Note: In keeping with the Sun Smart policy promoted by the Health Department of WA, Perth Individual College does not recommend peaked caps for students. However; we are realists and as such have made provision for the purchase and wearing of peak hats for Cycle 3, 4/5 & 5 students only.

- **Perth Individual College colours only.**
- **No other form of Hat is permissible including beanies, skull caps; beret; bowler, fedora, newsboy etc**

4. FOOTWEAR:

- Type: black or white (80% without Logos) Leather style College shoe, Jogger or sporting footwear.
- All footwear needs to be supportive and have closed in tops – either laced or strapped.
- Without commercial Logos (eg. Nike✓)
- A change of footwear is okay for special events as directed by the College.
- No open Sandals, Thongs, Scuff or Slip-on shoes are permitted. Swimming Lessons are the exception.

5. SOCKS

- **Must be worn (hygiene).**
- Solid black or white.

6. ACCESSORIES:

- The following “enhancements” are allowed, however they must be in College colours and have no other logos, words or branding:
 - scarf
 - scrunchie
 - socks
 - bandanna
 - headband
 - laces
- The following “enhancements” are not allowed:
 - Pants braces
 - No headwear other than that which is approved

The approved colours are: Navy or White.

BAGS:

- All bags will need to be fit into the 4/500mm x 4/500mm bag pigeon holes in the class room.
- Perth Individual College Bags are sized appropriate and endorsed by the Chiropractors' Association of Australia and Australian Physiotherapy Association.

COMPLIANCE:

- The only Logo, words or branding will be the Perth Individual College Logo.
- **All Tops must have a collar and the Perth Individual College Logo.**
- **Students will be required to comply with the Perth Individual College Wear Policy for all excursions.**

PLEASE NOTE:

Stage 1. For students not complying, the Director will supply an item from the College Wear shop and it will be charged to the family account.

Stage 2. ***Continued failure to comply will be seen as amounting to a lack of support for the College and - may result in;***

a. Suspension until compliance, and if continued,

b. Withdrawal of enrolment.

COLLEGEWEAR SHOP OPENING HOURS

- 2018 - Monday and Tuesday mornings from 8.30am to 9.00am

Jewellery: There is no reason for any student to be wearing Jewellery to school including Ear Studs.

Hair: For boys and girls - Hair needs to be tied back, out of the eyes, not rinsed with any colouring, Rats-Tails for boys or any Artistic Cuts for boys.

Please use the following pictorial guide to help students make positive College Wear choices.

CYCLES 1,2 & 3 NAVY WITH WHITE TRIM.

POLO SHIRTS



Junior School Polo
Navy/White SHORT
Sleeve including
Embroidered School
Logo.



Junior School Polo
Navy/White LONG
Sleeve including
Embroidered
School Logo

HIGH SCHOOL STUDENTS NAVY WITH AQUA TRIM & WHITE POLO SHIRT FOR PHYS ED. PHYS ED SHIRT OPTIONAL FOR CYCLE 3

POLO SHIRTS



Senior School Polo
Navy/Aqua SHORT
Sleeve including
Embroidered School
Logo.



Sport Polo
White/Navy SHORT
Sleeve including
Embroidered
School Logo.



Sport Polo
White/Navy Long
Sleeve including
Embroidered
School Logo.

CYCLE 3 & HIGH SCHOOL STUDENTS

CAPS



100% brushed cotton caps with Velcro closure includes embroidered logo

CYCLES 1,2 & 3 STUDENTS. NOTE: CYCLE 3 STUDENTS MAY ALSO WEAR CAPS.

HATS



Microfiber adjustable hat Navy with Embroidered Logo

ALL STUDENTS

BAGS



Must fit into a 500 x 500mm bag pigeon hole. Bags endorsed by Chiropractors Association.

SKORTS



Microfiber skort with cotton elastane shorts Colour NAVY. Includes embroidered Star Logo only

SHORTS

Microfiber short in NAVY including Star Logo

MICROFIBRE TRACK PANTS

Microfiber Track pant in NAVY including Star Logo

MICROFIBRE TRACK JACKET

Microfiber zip Jacket in NAVY including embroidered logo

FLEECE TRACK PANTS

Fleecy Track pant INK including, 1x zip pocket & Star Logo

FLEECE TRACK JACKET

Fleecy Track Jacket with Custom Rib Trim and 1x zip & 1x insert pocket INK including Star Logo and stripe trims. Trims to be 5 stripe navy and ice blue

APPENDIX B: College Wear Compliance

We acknowledge that we have read and understand the Compulsory College Wear Guiding Principles and confirm that we will ensure that our child/ren will comply with these Principles at all times.

Parent / Guardian 1

Name: _____ Signed: _____ Date: _____

Parent / Guardian 2

Name: _____ Signed: _____ Date: _____

Acknowledge and Acceptance by Cycle 3 and High College Students:

I understand that I must comply with these Dress Guidelines at all times.

Name: _____ Signed: _____ Date: _____

The College Board thanks you for your support in ensuring College Wear Compliance and pride in our Community.

**The Board,
Perth Individual.**

We acknowledge that we have read and understand the Compulsory College Wear Guiding Principles and confirm that we will ensure that our child/ren will comply with these Principles at all times.

Parent / Guardian 1

Name: _____ Signed: _____ Date: _____

Parent / Guardian 2

Name: _____ Signed: _____ Date: _____

Acknowledge and Acceptance by Cycle 3 and High College Students:

I understand that I must comply with these Dress Guidelines at all times.

Name: _____ Signed: _____ Date: _____

The College Board thanks you for your support in ensuring College Wear Compliance and pride in our Community.

**The Board,
Perth Individual.**

APPENDIX D

APPENDIX E

NOTICE OF CONCERN - Non-Compliant College Wear

DATE: _____

Dear Parents

Your child _____ is not dressed in accord with the Perth Individual Compulsory College Wear Policy and Guidelines. [See Attached]

Non-compliant Items: [Clothing & Presentation, e.g. Hair, Jewellery]

- 1. _____ 2. _____
- 3. _____ 4/5. _____
- 4. _____ 6. _____

Please ensure this is rectified so as to comply with the College's Policy and Guidelines.

Failure of the student to comply may result in suspension until these conditions are fulfilled.

Should there be any special circumstances such as a medical condition that is preventing compliance at this time, please provide detailed information below.

If you are at all unsure of our modest College Wear requirements, please find the College Wear Guide on the College Website.

We request that your child wear the approved College Wear, if not immediately, as soon as possible.

This term the College Wear Shop is open on Monday and Friday mornings from 8.30am to 9.00am

Thank you for your cooperation.

The Perth Individual Board.

Director issuing Notice: _____

PARENTS: Please sign and return this Notice of Concern to your Class Director.

Sign: _____ Date: _____

Please provide any Special Circumstances that will delay College Wear Compliance:

Thank you for your support and cooperation.

The Board
Perth Individual

COLLEGE DRESS CODE

Parents of Cycle 4/5 Students

Our Cycle 4/5 students are the Leaders and the Role Models in our student community.

We encourage the development and demonstration of Leadership characteristics, particularly in the area of dress, general presentation and role modelling within the College.

We ask both Cycle 4/5 students (supported by parents) for the standard of dress, shoes, general personal grooming and presentation to be at their highest at all times.

Breaches in these standards include:

Baggy (home-boy style) jeans; oversize jackets; hooded jackets/tops; tops exposing the midriff and shoulders; hipster jeans; torn clothing (designer or not); inappropriate skirt lengths; torn and dirty T-shirts; (inappropriate Logo), calf-length roman sandals; Ugg boots; makeup; jewellery; piercing's; long straggly unkempt hair not tied back. Clearly, these are not acceptable.

Knitted beanies with or without small peaks, are also not appropriate as a "Shade Hat" as they provide no cover for the face. They do not to protect the face or head from the sun's rays.

Long or short tights with short skirts overlayed, are also inappropriate, especially for Phys Ed and more general College activities.







Hats must be worn during lunch and park activities. Hoodies or non-peaked beanies are not acceptable. Sandals, thongs or Crocs are not acceptable or appropriate given that on most days' students are in the park or involved in Phys Ed or other sport activities.

The Perth Individual College Board has endorsed the Compulsory College Wear Policy, reinforcing minimum standards that need to be monitored and maintained.

We are appealing to parents and students to work with us to increase the dress and presentation standards for our Cycle 4/5 students and along with it, act as role models for the other children in the College.

We cannot achieve and maintain a College Dress Code, or for that matter academic standards, without your continued support.

The College reminds parents that Perth Individual College Wear is available from our College Wear Shop (located near the Parent Room) every Monday and Tuesday morning from 8.30am to 9.00am.

MICROFIBRE TRACK JACKET		ALL STUDENTS																
	Microfiber zip Jacket in NAVY including embroidered logo	Price	4k	6k	8k	10k	12k	14k	16k	S	M	L	XL	2XL	3XL		Total	Total Cost
		\$50.00																
FLEECE TRACK PANTS		ALL STUDENTS																
	Fleecy Track pant INK including, 1x zip pocket & Star Logo	Price	4k	6k	8k	10k	12k	14k	16k								Total	Total Cost
		\$35.00																
FLEECE TRACK JACKET		ALL STUDENTS																
	Fleecy Track Jacket with Custom Rib Trim and 1x zip & 1x insert pocket INK including Star Logo and stripe trims. Trims to be 5 stripe navy and ice blue	Price	4k	6k	8k	10k	12k	14k	16k								Total	Total Cost
		\$50.00																
CAPS		CYCLE 3 & HIGH SCHOOL STUDENTS																
	100% brushed cotton caps with Velcro closure includes embroidered logo	Price	White		Navy												Total	Total Cost
		\$15.00																
HATS		CYCLES 1,2 & 3 STUDENTS. NOTE: CYCLE 3 STUDENTS MAY ALSO WEAR CAPS.																
	Microfiber adjustable hat Navy with Embroidered Logo	Price (ex GST)	Navy Med		Navy Large												Total	Total Cost
		\$15.00																
BAGS		ALL STUDENTS																
	Must fit into a 500 x 500mm bag pigeon hole. Bags endorsed by Chiropractors Association.	Price (ex GST)															Total	Total Cost
		\$40.00																

EXAMPLE OF ACCEPTABLE SHOES

