

EARLY CHILDHOOD EDUCATION PROFESSIONAL APPEARANCE POLICY AND PROCEDURE FOR LAB COURSES

Policy

The Des Moines Area Community College Child Development Center expects professionalism from each adult participating in the lab school setting, including professional appearance. Our expectations for professional appearance allow for comfort and flexibility and provide safety as we perform our job while also communicating respect and competence to families, DMACC, and community partners.

Procedure

Shoes

- Footwear must be safe, comfortable, protect and allow for easy movement as students participate in daily activities with children. Shoes must be closed toed and have secure back straps.
- Shoes without back straps (flip-flops, slides, etc.) or shoes restricting easy movement (platform shoes and high heels over two inches) will not be allowed.

Shirts/Tops/Sweaters

- Field Experience students will wear a t-shirt provided by the program. Guidance and Curriculum lab students will wear casual-professional clothing.
- Shirts must be long enough to cover your midriff and back while standing, bending over and stretching, and should fully cover the chest area. If tank tops are worn, straps must be at least two inches wide (undergarments should not be visual).
- Shirts with limited coverage (spaghetti straps, halters, tube tops, belly shirts) or shirts with suggestive or provocative statements (slang, racial slurs, foul language, advertise products such as tobacco or alcohol) that could be misinterpreted will not be allowed.

Pants/Shorts/Skirts

- Bottoms must cover your bottom completely while standing, bending over, and stretching and should not have any rips, tears, fraying, etc. Khakis, denim/jeans, shorts and skirts are all acceptable options. Shorts and skirts must be no more than two inches above the knee.
- Bottoms that are considered athletic apparel (sweats, yoga pants, track pants, running shorts, etc.), overly casual bottoms (ex. pajama pants) or bottoms with limited coverage (ex. low/hip hugger) will not be allowed.

Accessories

- Perfume and other fragrances, nails, hair and jewelry pose a potential health and safety risk. Instructors will communicate with students about concerns on an individual basis.
- Visible body piercing will be limited to pierced ears. Tongue, eyebrow, nose and other visible piercing should be removed prior to participation in a lab course (clear balls or clear spacers may be used).
- Hats may not be worn in the building. Other clothing items may be deemed inappropriate by the center director, lab instructor, or cooperating teachers and will be addressed on an individual basis.

Violations and Sanctions

Violations of this policy/procedure will be documented using the Student Conduct/Discipline Report Form. A record of the disciplinary action will be kept in the student's disciplinary file both in the Early Childhood Education program and in the Judicial Office.

- First Violation: Student will be reminded to wear appropriate attire. Instructor will complete a written Student Conduct/Discipline Report Form. The form will be sent to the Judicial Officer for information purposes only. Instructor will determine appropriate sanctions.
- Second Violation: Instructor will complete a written Student Conduct/Discipline Report Form and will work collaboratively with the Judicial Officer for suggested interventions. Instructor will determine appropriate sanctions.
- Third Violation: Instructor will complete written Student Conduct/Discipline Report Form and will request a judicial hearing to determine disciplinary action. The judicial board will determine appropriate sanctions.

I understand my signature indicates:

- I have been informed of the Professional Appearance Policy and Procedure for lab courses.
- I have had the opportunity to ask questions regarding the policy/procedure.
- I understand and agree to follow the Professional Appearance Policy and Procedure.
- I have been made aware of consequences for not following this policy/procedure.

Student Signature: _____ Date: _____