



CTE WORKS students may have a dress code requirement based on industry and job site expectations. Compliance with these dress codes including accessories such as belts, shoes, socks, etc. will be the responsibility of the student. More information on these specific items for each program is located below. Assistance may be available to enrolled students upon request.

CTE WORKS staff is available for questions or concerns at cteworks@placercoe.k12.ca.us.

All students are expected to maintain [professional grooming standards](#) found on the second page of this document.

Course Name
Clinical Medical Assisting p.3
Fire Science p.4

Professional Grooming Standards and Expectations

These standards and expectations have been developed to ensure that all students understand the importance of appropriate grooming and hygiene in the workplace or when otherwise representing CTE WORKS. The standards of grooming and hygiene outlined below set forth the *minimum requirements* to which all students are required to adhere to.

CTE WORKS recognizes that the presentation of its students in the classroom and community contributes to a professional environment and a public image that has contributed to our success. Therefore CTE WORKS expects students to be well-groomed and professional in appearance when coming to class or reporting to their work-based learning job site.

- **Hygiene** - Every student is expected to practice daily hygiene and good grooming habits as set forth in further detail below.
- **Hair** - Hair should be clean, combed, and neatly trimmed or arranged. Unkempt hair is not permitted. Long hair must be tied back. Sideburns, mustaches, and beards should be neatly trimmed. Non-traditional hair colors are not permitted.
- **Make-Up** - Make-up must be professional and conservative.
- **Fragrance** - Recognizing that others students and workplace coworkers may have sensitivities or allergies to fragrant products, including but not limited to perfumes, colognes, fragrant body lotions or hair products, CTE WORKS is a fragrance free environment. Fragrant products that may be offensive to others should be used in moderation out of concern for others.
- **Nails** - Hands and nails should be clean and conservatively manicured. Any type of polish, coating, or artificial nail products are prohibited.
- **Jewelry** - Students may wear tasteful jewelry in moderation. The size and/or number of earrings, rings, necklaces, and bracelets may be determined by each teacher based on specific industry or partner expectations, operational, and safety factors. Where any type of safety risk may exist, jewelry may be prohibited or severely limited. In other areas, moderate (including size and amount) jewelry may be worn. No other visible body jewelry/body piercings may be worn while an employee is in the workplace.
- **Tattoos** - No visible tattoos or other body art (such as surgically implanted ball bearings, spikes, and the like) are permitted in the classroom or on the work based learning jobsite. Exceptions may be made for employees who have small, non-offensive tattoos that cannot easily be covered by standard clothing (i.e., wrist, neck, etc.). All exceptions require the approval of the CTE WORKS Principal and jobsite supervisor.
- **Violations** - Violations of this policy will result in discipline, up to and including removal from the program without refund.
- **Exceptions** - Employees seeking an exception from any of the above standards should speak with the CTE WORKS Principal and job site supervisor.

CLINICAL MEDICAL ASSISTING DRESS CODE INFORMATION

1. Red Polo Shirt
2. Black Pant Bottom
3. Skid resistant closed toed shoes.



- Optionally students may choose to wear:
1. NAVY BLUE Scrub top and bottom.
 2. Skid resistant closed toed shoes.



FIRE SCIENCE DRESS CODE INFORMATION

PREFERRED DRESS CODE

1. Navy Blue short sleeve T-Shirts with PCOE Fire Logo on front and "Firefighter Trainee" on the back.*
2. Navy Blue long sleeve and long sleeve T-Shirts with PCOE Fire Logo on front and "Firefighter Trainee" on the back.*
3. Black Hooded Sweatshirt with PCOE Fire logo on the front.*
4. Navy Blue Gym Shorts with PCOE logo on left leg.*
5. Black "Red Kap" uniform pants (or similar).**
6. Black "basket weave" firefighter uniform belt.**
7. Black Fire Service work boot (Must meet NFPA 1971 standard).**



MINIMUM DRESS CODE

1. Navy Blue short sleeve T-Shirts with PCOE Fire Logo on front and "Firefighter Trainee" on the back.*
2. Navy Blue long sleeve and long sleeve T-Shirts with PCOE Fire Logo on front and "Firefighter Trainee" on the back.
3. Black Hooded Sweatshirt.
4. Navy Blue Gym Shorts.
5. Black "Red Kap" uniform pants (or similar).**
6. Black "basket weave" firefighter uniform belt.**
7. Black Fire Service work boot (Must meet NFPA 1971 standard).**



*Logoed items can be purchased through the instructor, directly with the vendor. Used logoed shirts may be available at no charge.

→Instructor will have size samples and ordering information in class.

**A local source is Advantage Gear located at: 4670 Pacific Street #100, Rocklin, 95677