

Information Support Services & Networking  
Shop Uniform Policy

In addition to approved dress code of the WPS, students enrolled in the Information Support Services & Networking program are required to wear a uniform while in shop week. This uniform consists of the following:

**Casual Shirt (with a collar).**

These must be worn daily during shop week, so purchasing more than one is practical. All uniform clothing must be worn properly at all times and must be clean.

**Business Casual pants or skirts**

Pants/skirts cannot have any writing, advertising, etc. on the outside except for the brand name tag, like Levis or Dockers. NOT ALLOWED: Sweat pants, nylon pants, overalls, extremely wide leg, pajama-type, flannel, or tight fitting pants. Usually, skirt length must in accordance with WPS policy—no shorter than 2” from the top of the fingertips when student’s arms are down at his/her side, but this is also at the instructor’s discretion. Short skirts that are too short will not be allowed under any circumstances, regardless of the above policy. Students may not wear shorts to shop.

**Cold Weather Options:**

No jackets or coats of any kind are allowed to be worn in the shop, except at the teacher’s discretion. These items must be kept in the student’s locker. No backpacks or schoolbags are allowed in shop; these must also be left in the lockers.

Students are permitted to wear sweaters in the shop in cooler weather. These must be plain; no writing permitted, and must be worn on the correct side and not inside out. Uniform shirts must be worn underneath this outerwear, with the collar worn outside. Students are permitted to wear long-sleeved shirts or turtleneck shirts underneath their uniform shirts—no midriffs may be exposed at any time.

**FOOTWEAR**

Students are not permitted to wear bedroom slippers or flip-flop sandals in the shop. This is a health and safety issue.

**Please Note**

Students are to be in uniform each day of their shop week from 7:20 a.m. until 1:50 p.m. Students will not be allowed to go change in shop after the morning bell has rung or before the end of the school day. Students will be considered tardy for the day if they are out of uniform and need to go change after the morning bell. Students who are not in uniform are subject to the rules of WVHS regarding this infraction.

STUDENTS MUST WEAR THEIR SCHOOL ID EACH DAY, AROUND THE NECK WITH THE PROPER STRAP, OUTSIDE OF THEIR SHIRTS. IDS MUST BE INTACT—NOT STAPLED, TAPED, ETC.

Student’s Signature \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_