



Access International Academy Ningbo

**宁波爱学国际学校**

# **School Uniform Policy**

Created: 12/3/2020  
Modified: 8/22/2022

***Intelligence + Character = True Education***

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## 1. PURPOSE OF THE POLICY

The purpose of the School Uniform Policy is to provide additional opportunities for increased school safety, to encourage our students to experience a greater sense of school identity and belonging, to encourage an improvement in student behavior, to encourage a high level of program participation and to improve and expand academic excellence.

## 2. EXPECTATIONS

- School Uniforms will be required from Monday to Friday during each week.
- School Uniforms must be worn on field trips. The teacher organizing the trip will determine which articles of clothing are appropriate.
- In winter, it may be necessary to wear long underwear or stockings under school pants. Students may wear a sweater under their jacket or a winter coat over their uniform on cold days.
- Students may choose their own footwear, but it is suggested to wear black colored shoes. Footwear must also be close-toed and enclose the entire foot.
- Headwear, including hats, caps, visors, headbands, etc. must be removed before entering classrooms and other indoor areas unless a student is given permission by a teacher or administrator. Failure to comply with a request to remove headwear may result in disciplinary action.
- Students may change into the P.E. uniform before P.E. classes, but they must change back into the normal uniform after P.E. class, unless it is the final period of the day (including ASAs).
- Students are required to maintain a conservative appearance regarding body art, tattoos, piercings, hair style, makeup and other parts of their physical appearance aside from their clothing. If the Leadership Team determines that a student's appearance is distracting to him/herself or others, or does not align with school mission and philosophy, then the student may be asked to make modifications, such as covering a tattoo or removing accessories, extensions, etc.

## 3. UNIFORM COMPONENTS

### Early Childhood Uniforms

- School shirt (can be left untucked)
- School pants or shorts (preferred, but not required)  
\*Parents who wish to dress their child in their own pants should choose a dark color for the pants

### Elementary Uniforms

- School shirt (can be left untucked)
- School pants or shorts

### Middle and High School Uniforms

- School suit jacket (during winter)
- School white dress shirt
- School tie
- School pants, shorts, or skirt  
\*Shirts must be tucked in. Tie must be tightened to the collar. Skirt length must be longer than the end of the fingertips when the arm is extended straight downward.

#### **4. EXCEPTIONS**

Occasional exceptions to the School Uniform Policy may occur throughout the school year, such as certain field trips or designated special events at school. There may be additional days on which students may earn the privilege of dressing in their own chosen attire. Students and parents will be notified in advance when these exceptions apply. However, in all cases when students are allowed to wear attire of their own choosing, appropriate clothing must be selected. Clothing containing profanity and/or causing inappropriate bodily exposure is strictly prohibited and will be cause for parents to be contacted to bring a change of clothes, or the student may be dismissed from school for the day.

#### **5. ENFORCEMENT**

- Students will be checked that they are wearing all elements of the school uniform by their homeroom teacher during the designated homeroom period (or assembly) each morning. Students arriving late will be checked by staff in the main office upon receiving their tardy slip.
- Homeroom teachers should remind students on a regular basis that school uniforms must be worn properly throughout the entirety of the school day.
- Any student who is missing an element of the school uniform (without a signed and verified note from a parent) must be sent to the main office to have his/her parent contacted by office staff.
  - EC and ES students will not receive any further action after their parent is contacted.
  - MS and HS students will spend their lunch recess (12:50-1:15) in the Head of School's office for detention.
  - If a student is found to be missing an element of the school uniform after lunch, then the lunch recess detention will be served on the following school day.
- A student who has already been sent to the office due to missing an element of the school uniform will be given a Uniform Pass.
- Students who can present a valid Uniform Pass to their classroom teacher should not be sent to the office repeatedly.
- Teachers and TAs should check that all students are wearing their school uniforms appropriately upon entering a classroom. Students who enter a classroom not wearing the school uniform properly should be asked to leave the classroom and make the appropriate adjustment.
- While no further action must be taken according to the policy for infractions that can be fixed on site (such as untucked shirts and ties taken off), it is suggested that class participation grades reflect the class time missed by the student in order to fix their school uniform.
- A grade should not be directly given for wearing or not wearing the school uniform properly; however, grades may be indirectly affected if class time and/or assignments are missed.

#### **6. Implementation**

Implementation of the above is monitored by the Uniform Officer and Vice Principles.

Implementation: This policy is implemented by all teachers, Uniform Officer, Vice Principals, and the Principal.

Review: This policy is reviewed every year

Next review: September 2022