



<b><i>New Summit Charter Academy</i></b>	<b><i>Policies and Procedures</i></b>
Policy Name:	Student Dress Code
Policy Number:	JICAE-NSCA
Original Date:	May 20, 2019
Last Reviewed:	
Category:	Board
Author:	Executive Director
Approval:	NSCA Board of Directors

## **INTRODUCTION**

The Board of Directors of New Summit Charter Academy has established the overarching dress code policy guidance in JICA-B-NSCA. The elementary and middle school uniform policy, JICA-E-NSCA, is an essential distinctive of the NSCA academic culture. Wearing uniforms impacts the school positively by:

1. fostering a distinct and positive “NSCA Appearance.”
2. decreasing distractions.
3. increasing wardrobe equity.
4. supporting easy identification of visitors or strangers.

Uniforms are mandatory for all NSCA students. Wearing uniforms is intended to promote safety, improve discipline, and enhance the overall learning environment. Proper wear of the uniform also shows pride in oneself and in NSCA. Students are expected to be in uniform from the time they enter the building in the morning until dismissal. After dismissal, students on campus may be out of uniform but must still be modestly and appropriately dressed.

Uniforms must be worn on field trips unless the administration approves otherwise. Uniforms are not required for any evening or weekend activities unless specified by the administration or the activity supervisor.

## **PARENT AND STAFF RESPONSIBILITIES**

Parents have the responsibility to ensure that their students arrive at school in the proper uniform. Within the school, the classroom teachers, other staff members, and NSCA administrators who will make final decisions regarding uniform issues will enforce the uniform policy.

## **UNIFORM POLICY**

NSCA's uniform policy has been established to help facilitate the education of our students, to ensure their safety, and to allow for parity among them. This policy will be reviewed and updated as deemed necessary by the administration and the NSCA School Board.

*Pictures are an example only. Uniforms may be purchased from local department stores, Lands End, Leadership Uniforms, and any other uniform distributor. We will have listings of acceptable distributors on our website.*

Dress codes are in place so that students and teachers can enjoy a community of learning without the distractions that can come from prevailing fashions. As you make your personal uniform selections please use wisdom and good judgment.

### **Shirts**

- Polo and Peter Pan Polo styles in **navy, grey, white, light blue, light pink, red, and teal**. Polos **may not** have any logos on them (ie. Reebok, Nike, other name brands, or school logos. Only NSCA logo is approved, etc.).
- (If you are purchasing teal or light pink please only purchase from Lands End or from [leadershipuniforms.com/newsummit](http://leadershipuniforms.com/newsummit)



- Buttons are not required on polo or peter pan polo shirts.
- Button up shirts are acceptable in **light blue** and **white** only.
- Undergarments should not be visible.
- Any material or blend may be used for shirts with the exceptions of denim, sheer, or spandex.
- Shirts must be tucked into pants and skirts.
- Shirts must be worn under jumpers.
- Long sleeved polo shirts may be worn as a long sleeve alternative in coordinating school colors.
- Turtleneck shirts in **navy, grey, white, light blue, light pink, red, or teal** may be worn under jumpers or sweaters.

## Sweatshirts and Sweaters



- Solid colored

hoodless, zip-up or pullover sweatshirts and sweaters in school colors (see above) may be worn, with or without the school logo, mascot, or plain only. All other outerwear must remain in designated storage areas during the school day and may be worn at recess, outdoors only, and **not** in the classroom.

- A polo, turtleneck, or button up shirt must be worn under sweatshirts or sweaters.
- Solid colored, long sleeved sweaters, without hoods, can be worn.

### **Pants**

- Navy or khaki colors **only**.
- No denim, sweat, or spandex material for pants. Skinny pants and zip-off pants are not allowed. Pockets must be on the inside, no cargo pants.
- All uniforms must be free from rips, tears, and clean in appearance.



## Shorts, Skorts, Skirts, Jumpers and Capris



- Shorts, skorts, jumpers, and skirts must be at least to fingertips when arms are resting at an extended position to the sides of the body.
- Shorts, skorts, jumpers and skirts must be **navy or khaki** in colors.
- Capris should be uniform material/style.
- Pockets must be on inside of shorts, skorts, skirts and capris.
- Undergarments should not be visible while sitting or standing. Shorts are required underneath skirts and jumpers.



### **Leggings and Tights**

- Students must wear socks or tights at all times
- Ankle length leggings may be worn under skirts or jumpers only with coordinating sock color.
- Leggings should only be navy or, white and grey.

- Leggings may not be worn as pants.
- Tights may be worn under skirts or jumpers.
- Socks must be in schools colors, may also include tan, or brown.
- Socks must match each other and be solid in color.

### Shoes

- Only closed toe and closed heel shoes are permitted. All tennis, athletic, or running shoes may be in any color and may have manufacturer logos on them. They may have patterns, such as plaids, stripes, shapes, etc.; however, they may not be “blinged or lighted” and may not have characters.
- Shoelaces must be solid in color and match an accent color in the shoe and must be tied at all times
- Boots and dress shoes may be worn but need to be tan, brown, black, gray and white only.
- Heels /Soles no higher than one inch and style must be conservative.
- Heelys are not allowed.
- Flip flops, beach shoes, crocs, jellies, slippers, swim shoes, shower shoes, or shoes with separated toes may not be worn.

### Accessories/Other Items

- Girls may wear hair accessories that match uniform colors; no patterns.
- Boys are welcome to wear bow ties & ties in solid colors of our **approved school colors**. No patterns only solid colors, please.
- No hats may be worn in the classroom. Students may wear hats out at recess however; they must be in a conservative style and must be removed as soon as they enter the building. Students with medical requirements may wear a hat with medical documentation.
- Only two ear piercings are allowed in each ear and no dangling or large hoop-type earrings are allowed.
- Permitted jewelry that may be worn includes watches, small earrings, and necklaces for boys and girls. No bracelets allowed unless it is a medical bracelet. Necklaces may be worn but have to be on the inside of the shirt.
- No other visible body piercings allowed.
- No gauges or earlobe plugs will be allowed.
- Visible tattoos and body art are prohibited.
- Make-up may be worn but must be conservative in nature
- Hairstyle and hair color must be conservative in nature. Boys’ hair must not extend below the top of the shirt collar in the back, the bottom of the ears on the sides or the eyebrows in front. If hair does exceed this standard for boys, the hair will need to be in a ponytail. Mohawk, faux hawk, no symbols, shapes or designs of any kind shaved in the head or anything that inhibits the learning environment is allowed. Hair may be spiked with in only an inch of the head. Large hair decorations may not be worn. Bandanas may not be worn. No highlights may be worn that are not a natural hair color.
- Belts in brown and black only
- Layering shirts can only be in white.

- No animal ears or tails allowed.

### **Spirit Days**

- From time to time, there may be spirit days that may include the wearing of jeans, costumes, pajamas or other creative themes. Please wear clothing without holes or sheer material. In choosing clothing for these activities, please use wisdom and show respect for yourself and others. Students are not permitted to wear apparel that is disruptive or potentially disruptive to the classroom environment or to the maintenance of a safe and orderly school. Administrator discretion may be used to determine the potential to be disruptive to anyone in the school environment.
- School purchased spirit wear (school mascot) may be worn on Fridays only with uniform bottoms.

### **School Pictures**

- Uniforms will not be required for individual student pictures taken in the fall, although they may certainly be worn, if desired. Students who do not wear uniforms are expected to dress up from their uniform. Students will be required, however, to wear their uniforms for the class pictures taken in the spring.

### **Two-Hour Delay**

- Periodically throughout the winter, school will be delayed two hours due to inclement weather. Students may wear denim and a uniform top on these days.

### **Cross Reference:**

JICA-B-NSCA Board Policy Regarding Student Dress Code

### **Enforcement and Uniform Violation Intervention**

#### **Enforcement:**

1. Classroom teachers will be the first line of enforcement. Teachers will look for uniform policy violations at the beginning of the day and ask the student to become in compliance with the policy (generic clothing items that are policy complaint will be available for students to wear if required; however, we ask that parents help monitor for violations before the child leaves in the morning).
2. Any staff member may report a uniform violation to the student's teacher.
3. After the first violation, all further violations will be reported to parents and require a parental response.
4. Teachers and administration; when needed/necessary will track all violations and keep note of those students repeatedly violating the policy.
5. The administration is provided latitude in assigning consequences. The administration need not employ all the consequences in a given group before selecting one from another group in disciplining any student.

### **Intervention for Non-Compliance, (per School Semester):**



1. First violation – Verbal warning from the student’s teacher. Student remains in the classroom.
2. Second violation – Teacher notifies parents of violation and requests their aid in enforcement of the NSCA uniform policy. Student remains in the classroom. The student may be asked to wear generic or plain clothing for the rest of the day to cover their inappropriate attire. The school will have minimal quantities of appropriate cover-up clothing available.
3. Third Violation – Student will be assigned a community service intervention that is up to teacher discretion but may include cleaning in the classroom, extra service in the lunchroom, or cleaning up litter on school property. We expect that all students at NSCA will follow the uniform policy and that if repeated violations are noted then an appropriate intervention may include providing community service that will promote positive culture.
4. Fourth violation – Student is pulled from the classroom. Office staff notifies parents of violation and asks them to bring appropriate uniform attire to school immediately. Parent and student meet with the administrator, or their designee, and sign a Uniform Violation Report (UVR) and a Uniform Agreement as part of the student’s Uniform Remediation Program. Student returns to the classroom properly attired if possible but will serve a community service intervention for the uniform violation. If the parent is unavailable, parent must accompany student to school the following day to complete the UVR.

