

Dress code: At CAJ, we try to make a positive impression on each other and on those outside our community. We also do whatever we can think of to provide an undistracting learning environment. In order to do these two things, we need to decide on a standard of what is appropriate in many areas, including dress. Students are here voluntarily, which means that their parents choose to enroll them. Consequently, as a school, we assume students have agreed to dress appropriately, according to the school's definition of appropriate dress and /or according to the principal's interpretation of this definition (see *General Expectations*, 1. For students above).

Appropriate dress applies to administration, staff, and students alike whenever and wherever they might represent the school. The principal, in consultation with the administration, interprets the rules and his/her judgment is final.

Dress code is a school function code. It applies whenever a staff member or student is on campus for school events (either as participants or spectators) or off campus and representing the school (either as participants or spectators) on school functions (field trips, concerts, games etc.).

All staff members are required to uphold the dress code both through modeling appropriate attire and through supporting the dress code by sending students they suspect of violating the code to the Academic Office to speak to the appropriate principal. If a staff member suspects a dress code violation and does not respond, he/she is not doing his/her job. Principals decide whether a student is violating dress code; staff members do not.

We try to be positive when stating rules, but the following guidelines are listed negatively to make them as clear as possible.

As a community of people, we do not want to see:

- Underwear; no adjustable or clear straps may be showing
- buttocks
- cleavage
- bare midriff may not be exposed when standing, walking, or sitting
- skin-tight clothing (except for socks)
- ripped or torn clothing; if the clothing is hemmed, it is acceptable
- bare legs above half-way up the thigh (shorts - must be no shorter than half-way up the thigh when the person is standing; skirt - must not be shorter than 10cm above the knee)
- clothing which advertises or proclaims ideas or products that contradict our school's mission or student objectives
- clothing, hairstyles or body accessories that might intimidate or leave a negative or misleading impression with fellow students, younger children, guests at our school, or with the outlying Japanese community of which our school is a guest (this includes areas which our students commute through)
- clothing, hairstyles, or body accessories that might distract other students from learning
- clothing or body accessories that might cause damage to students or school property
- clothing that is culturally inappropriate (meaning both in our host Japanese culture and /or CAJ culture) to specific occasions like banquets, concerts and graduation ceremonies
- hats in chapel or the cafeteria

Footwear must be worn at all times; no bare feet allowed

Elementary:

Modest dress is expected from Kindergarten to Grade 3, but the dress code will be enforced more fully for 4th and 5th graders.

Dress Code Violations: Violations of the dress code will be handled as follows:

First violation

- change of clothes (supplied by principal)
- warning memo
- student and parents will sign a letter of compliance

Second violation

- change of clothes (supplied by principal)
- call to parents
- two-hour detention arranged by principal

Third violation

- change of clothes (supplied by principal)
- call to parents
- in-school suspension (one day)

Fourth violation

- change of clothes (supplied by principal)
- call to parents
- out-of-school suspension
- meeting with parents must take place to discuss the status of the student at the school before student will be allowed to return to school