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## Uniforms

**Summary:** Informs the Concordia community of the school's uniform requirements.

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**Applies to:** Admin, Faculty

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All students wear school uniforms when attending school. Uniforms help identify our students quickly, minimize distractions, are designed with health and safety in mind, and create a sense of belonging within our community. Supporting students to follow the standards of the business causal environment of the school takes the support of teachers, administration, and families. We see enforcement of the dress code as an educational opportunity to help students understand the need to comply with the customs and decorum of various environments. We ask that all students maintain uniforms (and free dress clothing) that are clean, appropriately fitted, and modest.

### Policy:

All students Kindergarten through grade twelve are required to wear Concordia-approved uniforms.

### Procedure:

- **Who is Required to Wear Uniform**
  - Pre-School students do not wear uniforms.
  - All students entering Kindergarten through Grade 12 are required to wear Concordia-approved uniform pieces.
  
- **Uniform Upkeep**
  - As part of our respect for the school and its image, students are required to wear well-maintained uniforms. Should an article of uniform clothing become tattered, torn, discolored, ill fitting, etc., the student/family is required to mend or replace the article.
  
- **Accountability**
  - The uniform reflects the entire Concordia community and thus it will be the responsibility of the student, the parents, the teachers, and the administration to uphold.
    - It is the student's responsibility to choose the appropriate clothing to wear to school.
    - It is the parent's responsibility to scrutinize the uniform before the student leaves for school.
    - It is the teacher's responsibility to monitor and enforce the Uniform Policy during the day.
    - It is the administration's responsibility to monitor and enforce the Uniform Policy.
  
- **Enforcement**
  - Students will be monitored for uniform conformity.
  - As is clearly stipulated, any student who comes to school "out of uniform" will be given something to wear from the "old uniforms" box for the remainder of the day or issued a new uniform item and the parent will be invoiced. Infractions will be noted in the student's disciplinary record.
  - Any action taken by the administration regarding enforcement will reflect the student's intent and history of inappropriate dress.
  - Should a student be a chronic dissident in regard to uniforms, the parents will be involved in discussions for rectifying the situation.

## Specific Uniform Item Guidelines

The following rules are to be followed on all regular school days. "Free Dress Days" are scheduled throughout the school year, and free dress clothing choices are students' choice or centered on a theme. On Free Dress Days, students are expected to continue following Concordia's principles of decency (see #1 below).

### Uniform Sizing and Cleaning Information:

- All clothing must be appropriately sized.
  - No bare midriffs are allowed.
  - Shorts and skirts may be no shorter than 4 inches above the knee, depending on an individual's height.
  - Uniforms bottoms and tops must fit so they do not reveal undergarments
- When sizing clothes, items may appear to be "big" for a given size. This is to allow for shrinkage. If an item is a little big, do not go down in size. **IMPORTANT:** See notes #3 and #4 below.
- Uniforms contain cotton. While uniform fabric is pre-shrunk, shirts can shrink up to an additional 8% and the bottoms can shrink up to an additional 3%. This is consistent with U.S. industry acceptable standard shrinkage rates.
- Uniform items are to be washed in COLD water and dried with LOW heat.
- Hang dry is preferable.
- If high heat is used, you could experience more shrinkage and color fading than normal.
- For Uniform Shop Return Policy, please refer to RETURNS/EXCHANGE POLICY tab on our uniform information website: <http://www.concordiashanghai.org/community/services/uniforms>

### Uniform Tops:

- All tops (polo shirts, long-sleeved shirts, sweaters, sweatshirts) must be approved uniform wear and can only be purchased in our uniform shop at Concordia.
- All visible undershirts must be plain white (no patterns or trim) or plain dark blue.
- To ensure uniform conformity if/when an outer top (for example: a uniform sweater, sweatshirt or long-sleeved top) is removed, a uniform shirt must be worn under any outer top. When a student is in uniform, at a minimum they must be wearing a uniform top and bottom.
- For Cold Weather Wear during school hours,
  - Concordia zip-up sweatshirts and Concordia cardigans are available through our uniform shop.
  - New inventory for sweater v-necks and sweater vests will not be reordered; however, they are still approved uniform wear for subsequent school years as long as they are in good condition and while stock is available.
  - From the Phoenix Shop:
    - Only Middle and High School can wear the navy blue hooded sweatshirts from the Phoenix Shop as approved uniform wear during normal school hours.
    - Elementary School may only wear the navy non-hooded sweatshirt from the Phoenix Shop as approved uniform wear during school hours.
      - For safety reasons, the navy blue hooded sweatshirts cannot be worn during school hours in Elementary School. If they wear them to school, they will be asked to remove it during the school day.
    - Please note the following:
      - Phoenix Shop is a parent-operated spirit-wear store located on the second floor of the Phoenix Commons.
      - Fapiao are not available for purchases made because this store is not part of the school. This is important to note if you need a fapiao for company reimbursement.
      - These two sweatshirt items are approved as uniform wear as a way for the school to show its support of the Phoenix Shop.

### Uniform Bottoms:

- Pants, shorts, or skirts are the styles offered through the uniform shop. On any given day, students can choose which style to wear based on weather and preference.
- Uniform bottoms have adjustable waistbands for all sizes and boy's pants have reinforced knees.
- Uniform shop offers sizes to fit regular and slim body types. If you require a husky, tall or more customized fit, please see the WHERE TO BUY section below for further options.
- For minor alterations such as taking in the waist or adjusting the length, you can seek the services of your preferred tailor or a Concordia recommended tailor (see TAILORING GUIDELINES on uniform website) so long as the overall look of the bottom is not altered. For example, pants legs are not to be altered to a tapered leg style.

## **Shoes:**

16. Students may choose their preferred style of shoes, sneakers (“trainers”), or sandals as long as they meet the minimum requirements listed below for each school.

### **\*\*\*\* Information Specific to Elementary School Students (Preschool to Grade 4)\*\*\*\***

17. Sandals must be worn with socks.
18. For safety reasons, all sandals must have a strap that wraps behind the heel.
19. Boots are not allowed inside the classrooms. Children may wear boots, including Uggs, to school but should have an appropriate pair of shoes to change into for classroom wear.
20. Not allowed: rubber flip-flops, mules, slip-ons, thongs and clogs (including Crocs with adjustable straps that can be worn as slip-ons or with the wraparound heel strap).

### **\*\*\*\* Information Specific to Middle and High School Students (Grade 5 to Grade 12)\*\*\*\***

21. Not allowed: rubber flip-flops, thongs and Crocs.
22. For girls, only a flat or low heel shoe (not to exceed 2 inches in height) is considered acceptable uniform wear. High heels and stilettos are not permitted.

## **Outerwear:**

23. For outdoors activities only, jackets/other cold weather outerwear are students’ choice.

### **\*\*\*\* Information Specific to Elementary School Students (Preschool to Grade 4)\*\*\*\***

24. If the outside temperature is below 5C (40F), children need a heavier coat in order to play outside. Hats and gloves/mittens may also be appropriate. Children who are not dressed warmly enough in cold weather will wait in the office area during lunch recess times.

### **\*\*\*\* Information Specific to Middle and High School Students (Grade 5 to Grade 12)\*\*\*\***

25. Students will be allowed to wear a white, navy blue, or gray scarf during the day as part of the uniform.

### **\*\*\*\* Information Specific to High School Students (Grade 9 to Grade 12)\*\*\*\***

26. Students will be allowed to wear letterman jackets during the day as part of the uniform.

## **Physical Education:**

26. All Grade levels: Rubber-soled sneakers/trainers are required.
27. Students in Grade 5 to Grade 12 change into a Concordia P.E. uniform.
28. P.E. uniforms can only be purchased from the Uniform Shop.

## **Accessories:**

29. Accessories must subtly complement the uniform. Large chains, large necklaces, red bandanas or bows, scarves, etc., are not permitted.
30. Sock choice must match the uniform and all styles, including knee socks, must be a solid color of white, navy blue, gray, or black without a pattern.
31. Leggings and tights are acceptable in solid navy blue, gray, black, or white (no patterns or trim).

If you should have any questions regarding any of the guidelines described in this policy, please feel free to email us at [uniforms@concordiashanghai.org](mailto:uniforms@concordiashanghai.org).

**Where to Purchase Uniform Items**  
(For New Parents, please see below: V – For New Parents.)

**I) CONCORDIA UNIFORM SHOP (Primary Source for uniform items)**

- A) For most students, all uniform items can be purchased through the uniform shop.
- B) Uniform shop carries sizes ranging from small children through adult sizes.
- C) Uniform tops:
  - 1) All uniform shirts will be purchased through Concordia’s uniform shop.
  - 2) Uniform polo shirts are available in white and classic navy
  - 3) Uniform oxford shirts are available in light blue only for a limited time, while stock lasts.
  - 4) Zip-up sweatshirts and cardigans are available only in the uniform shop.
- D) Uniform bottoms:
  - 1) For regular and slim sizes, uniform items are to be purchased through the uniform shop.
  - 2) Color Options
    - (a) Elementary school bottoms are required to wear navy bottoms only (no khaki option).
    - (b) Middle and High School
      - o Boy’s/Girl’s sizes are available in classic navy and khaki.
      - o Pants and shorts are available in classic navy and khaki.
      - o Junior size skorts are available in classic navy and khaki. (*Adult size skorts will only be available through Lands’ End.*)
- E) The uniform shop is in the High School Basement. Open from 12pm to 4pm, on Monday, Wednesday and Friday.
- F) *Please bring cash payment*; we are unable to accept credit or debit cards. *Fapiao*s are available from the Uniform Shop, upon request at purchase time, and will be ready for pick-up at the High School reception desk in two weeks. An email will be sent to you to confirm when the *fapiao* is ready for pick-up.

**II) CUSTOMIZED TAILORING**

- A) Customized tailoring is an acceptable option.
- B) Fabric is to be purchased through the uniform shop to ensure consistency. DZ Gear knows how many meters by size for each item are necessary.

TAILORING GUIDELINES will be given to you when you purchase your fabric and are also available on our uniform website.

**III) PHOENIX SHOP**

- A) Only Middle and High School may wear the navy blue hooded sweatshirt from the Phoenix Shop as approved uniform wear.
- B) Elementary School may only wear the navy non-hooded sweatshirt from the Phoenix Shop as approved uniform wear.
- C) *Fapiao*s are not available for purchases made because this store is not part of the school. This is important to note if you need a *fapiao* for company reimbursement.
- D) All other items in the Phoenix shop are considered “spirit” items and can only be worn on “Theme or Spirit Dress” days.

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**IV) FOR NEW PARENTS**

- A) New parents can purchase any of the uniform bottom items listed on our “Concordia Lands’ End Approved Items List”, regardless of fit requirements, through Lands’ End website or in-store prior to arriving in Shanghai.
- B) Registration for new children is usually scheduled during uniform shop hours. When you have finished orientation, you will have time to visit the uniform shop to purchase your tops and bottoms, if necessary.
  - 1) Please note: only RMB cash is accepted as payment.
  - 2) *Fapiao*s are available for company reimbursement but will take approximately 2 weeks to process. An email will be sent to the parents informing them when the *fapiao* is ready to be picked up.
  - 3) *Fapiao*s can be picked up at the High School Main Reception Desk.

If orientation is scheduled during non-uniform shop hours, Admissions will send you a pre-order form for you to request sizes/items prior to your arrival. Cash payment in RMB is to be submitted to Admissions Office and your items will be given to you during your orientation session.