



National Aviation
ACADEMY

CLASSROOM AND HANGAR

DRESS CODE AND PERSONAL APPEARANCE POLICY

The content of this policy coincides with industry standards based on information obtained from NAA Advisory Board members who are subject matter experts in aviation maintenance. Safety is paramount at ALL times.

- Students and Instructional Staff shall conform to the NAA Uniform and Personal Appearance Policy during school and hangar activities. Further, all are expected to project a professional image to the public. Any student not in compliance with the NAA Uniform and Personal Appearance Policy may be considered unprepared for activity and, therefore, be asked to leave campus and marked absent. Students marked absent will be required to make up curriculum hours missed and will be required to pay applicable missed time charges.
- Overall, the Uniform and Personal Appearance Policy **MUST** be followed every school day. Students may purchase additional articles of clothing by contacting the Student Services Department. Students not adhering to the policy cannot sign in and begin class.
- Students must wear the uniforms issued to them. Those not in issued uniform will be asked to leave the class until the Uniform and Personal Appearance Policy is followed. Any missed time from school will be documented.
- It is highly recommended that students tuck shirts in at ALL times.
- Belts are not required at all times but are recommended.
- Acceptable footwear: work shoes, work boots, and tennis shoes (crocs and slippers are NOT acceptable). Close toed shoes are required.
- NO loose items such as necklaces, bracelets, scarves, and other accessories must be exposed outside of the shirt or jacket. Additionally, jewelry such as rings, watches, bracelets should be removed when working in lab or hangar environments.
- IDs must be in plain sight at or above the waist at ALL times.
- NAA uniforms may NOT be altered without exception.
- NO hoop or hanging earrings are permitted.
- Hair must be neatly groomed and present a professional appearance at ALL times. Hair length must never present a safety hazard and will be subject to Instructor discretion.
- Facial hair must present a professional appearance.
- NAA logo tops must be the outer most layer when in the school. Garments worn under a NAA logo top must coordinate with NAA colors (red, black, and white) and present a professional appearance. If the garment has an attached hood, the hood may NOT be worn over the head while in the building.
- Dark grey, black or navy pants/shorts are required and obtained by the student. They will be worn at the waistline and undergarments will never be visible. This is a list of acceptable styles to be worn; Dickies, Carhartt, Wrangler, Craftsman and Red Cap. Athletic wear, sweatpants, yoga pants, or denim will NOT be permitted.
- Students must wear long pants on days they are scheduled for classroom instruction. On days students are scheduled to be in the Hangar, they may wear shorts conforming to the requirements stated in above. Shorts must be knee-length.
- The NAA t-shirt may be worn at the Hangar, during 5th Term at the Tampa campus or 3rd Term at the New England campus at the instructor's discretion, or during the student's initial Term prior to being issued the collared uniform shirts. Otherwise, the NAA t-shirt may NOT be worn as an outer garment in the classroom.
- All uniforms must be kept clean and free of any stains, holes, or wrinkles.
- Collared uniform shirts must be fully buttoned at all times.
- Sunglasses, NAA baseball-style caps, and NAA winter caps are authorized in the Hangar and on the flight line. NAA logo hats may be worn in the classroom with the permission of the instructor. NAA baseball-style cap bills must face forward.