

CHRISTINE DUNCAN'S HERITAGE ACADEMY UNIFORM POLICY

In an effort to improve student learning and to facilitate a safe learning environment, the School is mandating uniforms for students in all grades, K-8. Student uniforms will encourage and teach students the appropriate -----setting, including the school environment. Student uniforms will also ensure campus is able to easily identify students to better secure the campus.

Effective the 2007-2008 school year, Christine Duncan's Heritage Academy shall require all students in grades K-8 to wear a school uniform and must adhere to the standards set out below. All garments must be of an approved color as per the guidelines established in this dress code policy.

The School shall not require specific brands of clothing. The items listed in the "Appropriate Attire" category should call for general clothing items with a common color selection.

All students, K-8, shall wear the approved school uniform.

FUNDING SOURCE

The Governance Council shall ensure funds are available for the clothing needs of educationally disadvantaged students who cannot afford to purchase uniforms.

GIFTS, GRANTS, AND BEQUEST

All gifts, grants, and bequests shall be accepted.

APPROPRIATE ATTIRE FOR K-8 STUDENTS

Slacks and Pants:

- Color: All slacks, **shorts**, and pants must be a solid color: Khaki, Navy Blue or Black
- Style: Slacks, shorts or pants can be pleated or flat front, full length, appropriately fastened at the waist; if pants have loops, belts are required.
- Material: Cotton, canvas, corduroy, linen, polyester, or twill.

Tops:

- Shirts and blouses must have button down collars or have straight collars. Turtlenecks and polo shirts are permitted. All tops must be work tucked inside pants, slacks or skirts.
- Color: All students K-8 shall wear maroon, navy blue, gray or white shirts.

- Style: Long or short sleeves with a collar required. Turtlenecks and polo styles are permitted.
- Logos: Manufacture trademarks, if any, must be one inch or less. Christine Duncan's school logos are permitted and are not limited in size.
- Undershirts: Must be maroon, navy blue, gray and white or match the color of the top.

Skirts, Skorts and Jumpers:

- Color: Khaki or navy blue in a solid color, single color or Plaid MM-Box pleats front and back for K-3 girls (See Dennis style). 4-8 girls Plaid MM-Center box pleat (See Dennis style). Skorts, K-8, MM Plaid w/ Tabs (See Dennis style)
- Style: Skirts must be at least knee length.

Jackets, Cardigans, and Sweaters:

- Color: Should match an accepted uniform color
- Style: All must be worn over a collared shirt, turtleneck or polo style top. Jackets for grades 4-8 cannot have hoods.
- Logo: Christine Duncan's Heritage Academy Logos are permitted and are not limited in size. Manufacture trademarks, if any, must be one inch or less.

Footwear:

- Style: Athletic shoes, loafers, dress shoes, or other closed toed/closed heel shoes. Hillies, open-toed and open-heels are not appropriate footwear.

CURRICULUM RELATED ACTIVITIES:

Deviations or exceptions to the policy must relate to the curriculum of the specific class, i.e. physical education, dance, etc.

INNAPPROPRIATE ATTIRE AND GOOMING ITEMS:

Blue jeans, low cut pants, low rise pants, sagging slacks or pants, sweat pants, sweat shirts, hats, caps, rollers, hair curlers, plastic hair bags, hair nets, sweat bands, skull caps, and other similar clothing or grooming shall not be worn at school. Insignia on outerwear not related to the school is prohibited and not limited to professional sports team, and college insignia.

Students may not wear clothing that is either revealing or provocative.

Students shall not wear on the outside of their clothing any jewelry or similar artifacts that are either obscene, distracting, or may cause disruptions to the educational environment. **NO JEWELRY IS ALLOWED. Exception: Girls and Boys may wear stud-like earrings, earrings hanging from the earlobe are not allowed.**

Jewelry includes any body piercing such as tongue, lip, eyebrow, nose, or any other body part piercing. Therefore, students are not allowed to wear any jewelry, except for stud-like earrings in the earlobe.

Students are prohibited from wearing attire that may be considered weapons, such as chain belts, wallet chains, or other similar attire.

Whether or not a student is dress appropriately or properly groomed shall be left to the discretion of their administrator or designee.

Student complaints regarding appropriate attire and grooming for religious and/or philosophical reasons should complain to the Governing Council of the school in writing.

For enforcement purposes, headwear worn as legitimate religious attire (as determined by the Governance Council may be considered as an exception).

STUDENTS K-8

All students should wear clean clothing that is not torn or damaged. Shirts shall be worn inside slacks with belts by students at all times unless the shirts are designed to be worn outside of the slacks or the pants are designed to be worn without a belt.

All students shall wear appropriate footwear. Student shall not wear house slippers, flip-flops, or other items that constitutes a safety hazard. Students are also prohibited from wearing steel-toed boots or shoes to skate or roll.

REQUEST FOR EXEMPTION – OBJECTION PROCESS

Any request for uniform exemption must be requested in writing, by the student's parents, from the School's Governance Council. The letter must address the reasons for refusal to wear school uniform. The School's Governance Council will decide whether to grant or refuse the request and will notify the parents. In addition, all students who have filed a philosophical or religious objection and are choosing to opt out of the "Appropriate Attire" provisions provided herein must provide written documentation to the Governance Council describing the attire to be worn in place of the "Appropriate Attire."

VIOLATIONS

GROOMING VIOLATIONS

Appropriate discipline procedures shall be followed in all cases, in accordance with the student handbook Code of Conduct. Dress and grooming violations are punishable as a First Level Offense.

If the principal determines that a student's grooming violates the dress code, the student shall be given the directive to correct the problem at school. If the problem is not corrected, the student may be assigned to in-school suspension for the remainder of the school day or until the problem is corrected.

Repeated offenses may result in more serious disciplinary action.

DRESS VIOLATIONS

A student whose clothing violates the dress code may be subject to in-school suspension either for the day or until a parent or designee brings an acceptable change of clothing to the school.

COCURRICULAR AND EXTRACURRICULAR ACTIVITY DRESS CODE K-8

Nothing contained herein shall prohibit the regulation of dress, grooming, and appearance of students involved in co-curricular and extracurricular school activities by the principal, in consultation with the sponsor, coach, person in charge of or directing such activities. Such activities include by example, dance, physical education, etc.

PARENT AND STUDENT RESPONSIBILITY

The parent and student shall be responsible for ensuring that the student is in compliance with all aspects of this uniform policy while on school campus during school hours.

SPECIAL EVENTS

Administrator is authorized to designate up to one day per week as a non-school uniform day, inviting students to participate in activities such as "50s Day," Spirit Day, etc.

NEW STUDENTS K-8

The administrator shall establish campus procedures and a minimum inventory of student uniform component to the basic uniform (shirt and pants) to new students who do not have a uniform. The administrator may allow a student to enroll and give the family a week to comply with the school's uniform policy.

DATE DRAFTED: 07/02/07

DATE REVISED: 07/23/08 (to include shorts and Navy Blue color)

DATE REVISED: 02/10/09 (to make changes regarding body piercings)

DATE REVISED: 10/13/09 (to clarify language regarding body piercings)

DATE REVISED: 02/12/10 (to include black pants)