

## Liberty Tree Academy 2019-20 UNIFORM POLICY UPPER SCHOOL, grades 7-9

The Liberty Tree Academy (LTA) uniform policy helps create the orderly and disciplined environment that is part of the school's mission. This policy is designed to facilitate the education of LTA students and to ensure their safety, and it allows our teachers to focus on the education of our students. This policy will be reviewed and updated as necessary by the LTA Administration and the LTA Board of Directors. If an item is not mentioned as part of the dress code, it is not dress code approved.

Acceptable uniform items may be purchased from stores such as French Toast, Old Navy, Burlington, Lands' End, JCPenney, Kohl's, Target and Walmart. However, Gray and Blue Red Plaid only, must be purchased from French Toast. Please contact the LTA Administration if you need clarification before purchasing uniform items. Uniforms are mandatory for all LTA Upper School students. Cleanliness and good hygiene are necessary every day for students and their uniforms.

### Shirts

Polos for boys and girls may be long or short sleeved in any solid color, and collars must be the same color as the shirt, with functional buttons leading up to the collar. The polo must be made of cotton and/or polyester; no Under Armour-style polos or golf-shirt materials are approved.

Peter Pan collar blouses for girls and Oxford-style, cotton and/or polyester dress shirts for boys may be long or short sleeved. Approved colors are light blue or white.

### Notes about Shirts

- Uniform shirts may only have the top button undone.
- No form-fitting or see-through shirts are allowed.
- Solid white camisoles may be worn underneath polos.
- Solid white turtlenecks or long/short sleeve t-shirts with no designs or labels may be worn under polos.
- Shirts must be tucked in at all times, including during after-school activities and events.
- Undershirts cannot extend past wrists.

- Long-sleeved shirts with thumbholes are not allowed.
- Sweatshirts are not approved shirts.

### Sweaters

Sweaters may be crew, V-neck, cardigans or vests (over approved, tucked-in shirts) in solid navy or gray only, with no stripes, prints, or other designs allowed. Sweaters must come to hip level and be worn properly; they may not be worn backwards, just over the arms, or tied around the waist. Sweater sleeves cannot extend past the wrist.

### Pants and Shorts

Pants and shorts should be cotton or cotton/polyester blend with a flat or pleated front in “Dockers” style, with no embellishments of any kind.

The approved colors for pants and shorts are dress khaki (beige, not white), black, navy, and gray. Thread must match the color of the fabric.

If wearing black pants, the shirt or blouse must be a different color, not black.

### Notes about Pants and Shorts

- No corduroy, leggings, low riders, tight-fitting or skinny, carpenter-style, cargo-style, stretch, jean-style (outer stitching on pockets or embroidery) or sagging pants or shorts are allowed.
- Pants and shorts must be able to move independent of the leg when walking, or they will be considered too tight. If pants or shorts snap back against the outer thigh when pulled away, they are too tight.
- Pants and shorts must have belts loops.
- Pants and shorts must be clean and have no holes, frays, or designs.
- Pants and shorts may have a maximum of four pockets. Side pockets or visible coin pockets are considered to be a fifth pocket and must be sewn closed.
- All uniform pants must have some flare at the bottom of the pant leg.
- Pants must cover the tops of the shoes and may not be rolled up or fastened with rubber bands.

- Shorts must be no shorter than two inches above the knee.
- Only one pair of shorts may be worn at a time. Gym shorts may not be worn under uniform shorts.

#### Belts

- Belts are mandatory with pants and shorts.
- Belts must be solid black in classic leather or faux leather material. They may be flat, braided or woven.
- Belts with studs or any raised designs are not allowed.
- Only plain buckles are permitted.
- A belt's excess cannot be more than five inches from the buckle.
- Yarn or string does not constitute a belt.
- Belts must be visible at all times.

#### Skirts, Skorts, and Jumpers

The approved colors are navy, khaki, black, blue-red plaid and gray (blue-red plaid and gray must be purchased from French Toast only).

#### Notes about Skirts, Skorts, and Jumpers

- Jumpers must be worn with a solid colored polo underneath.
- Jumpers, skirts, and skorts must be no shorter than two inches above the knee.
- Slits on ankle-length skirts cannot be more than nine inches above hemline.
- Skirts cannot be made of stretch material.
- Skirts, skorts, and jumpers may be worn year-round, as appropriate.

#### Shoes, Boots, and Socks

Closed-toe shoes must be worn at all times. Sandals, flips-flops, beach shoes, toe shoes, moccasins, and slippers are not allowed.

Lace-up shoes must be laced and properly tied at all times. Laces must match.

Lace-up tennis shoes that extend above the ankle are not permissible with skirts, skorts, or shorts. They can be worn with pants, but the tops must be covered by the pant legs.

No stilettos, high-heeled shoes (over two-inch heels), “wheelies” (with wheels intact), boots or light-up shoes.

Socks must be matching and be in a solid color (no stripes or designs).

#### Coats, Jackets, Blazers

Coats or jackets may only be worn outdoors and must be properly stored on hooks or lockers when indoors.

Navy blazers for both boys and girls are optional.

#### PE Clothes (Note: this is for grades 7-9 only):

Gym shoes must be worn.

Uniforms may be purchased on French Toast. Otherwise, follow these guidelines:

Shirts: Cotton T-shirt, gray or navy solid colors only.

Shorts: Must be mesh, gray or navy solid colors only. No shorter than two inches above the knee.

Sweatpants: Closed or open bottom, navy; solid color only.

#### Make Up and Nail Polish

- Only natural make up is allowed.
- Artificial nails are not allowed.
- Nail polish must be the same color on all nails and must not be a distraction. Only solid colors are allowed, except for black. No designs/accents.

#### Jewelry

- Simple, modest jewelry is allowed. Due to student movement, growth, and proximity during the day, excessive jewelry has resulted in serious injuries in many schools. Our dress code mitigates this safety issue.
- An object that has a purpose other than jewelry cannot be worn as jewelry (i.e. animal chains or animal-like collars or chokers, safety pins, or specialized ear jewelry).
- Hoop-style or dangling earrings no larger than a quarter are allowed. This is measured from the top of the earring to the bottom of the earring, not at the piercing.

- Students may not have more than one earring per ear. Cartilage piercing and gauging of the ears are not allowed.
- No more than one necklace may be worn at the same time.
- No more than two bracelets per wrist may be worn at the same time.
- Watches count as bracelets.
- Watches with photo/camera, or internet/text capability are not allowed (ex: Smartwatch, Android watch). Digital watches or Fitbits are allowed, provided they do not have the above-mentioned capabilities. If watches become a distraction, students will be asked to remove them.
- No studded bracelets or wristbands are allowed.
- Sweatbands are not allowed.
- Tongue rings, nose rings, barbells, lip rings, or piercings other than in the ear lobe are not permitted.

\*Students who choose to get the above types of piercings or gauging will not be permitted to attend class. Time outside of class due to the above issue(s) is considered unexcused and may impact grades and GPA.

\*\* Any accessory that could potentially detract from the mission and vision of LTA is not permissible.

### Hairstyles

- Hair must be clean and well groomed.
- Any style that impairs vision and/or is a distraction is not allowed.
- Only natural hair colors are allowed.
- Hair extensions are permitted for girls. Shaved sides are not permitted.
- For boys, the hair cannot be worn past the collar.
- Barrettes, bows, headbands and hair elastics must be simple and complement the color of the uniform and/or hair; no loud colors or designs are allowed.

- Extreme hairstyles are not allowed. These include hairstyles such as Mohawks, rattails, mullets, shaved words, cuts/shaves (false hair lines), letters, and symbols.

### Miscellaneous

Students must present a neat and clean appearance.

Buttons, stickers, visible tattoos (temporary or permanent), and face paintings are not allowed.

There may be no writing or drawing on any part of the body at any time. This will be written up as a dress code violation and students will not be allowed to return to classes until the ink is completely removed.

Fishnet stockings, leggings, and extreme hosiery may not be worn.

Scarves may not be worn, as they detract from the uniform and could become a safety issue.

The wearing of any kind of hat (caps, visors, beanies, bandanas, etc.) is not allowed within the school building.

No chains or lanyards of any kind may be worn on top of clothing, on backpacks, or hanging from pockets at any time. Chains/lanyards present choking issues and can cause ripped clothing.

Colognes, perfumes, body sprays, hairspray, etc. may not to be applied or sprayed in classrooms or hallways.

Sunglasses may not be worn in the school building at any time.

Hoodies, of any kind, are NOT allowed to be worn with uniforms. No oversized clothing is allowed. • No ponchos, fleece, or fleece-type materials are allowed.

Students not involved in an after-school sport must leave the school campus (building/parking lot) in their uniform (P.E. uniform is not acceptable), unless they have to change for a school-sponsored activity.

Items not covered above but considered inappropriate, dangerous, or a distraction to the learning environment, are subject to review by Administration.

### **Infractions**

Any student who has five dress code infractions will be required to wear the following designated uniform purchased from a uniform company: white dress or polo shirt (tucked in), white undershirt, khaki pants, belt. No accessories are

allowed. The only permitted outerwear is a French Toast or exact Lee brand uniform sweater or sweater vest. NO EXCEPTIONS.

Students will be required to wear the uniform for nine consecutive weeks. Any student who violates the dress code after the mandatory uniform notification will be required to wear a uniform for the rest of the school year. Failure to comply with the uniform requirement is a violation of the behavioral contract and can result in separation from the school.

### Jeans Day

At the discretion of LTA staff and Administration, students may participate in a school fundraiser and wear denim on designated Fridays by making a \$1.00 contribution to LTA. Please note that jeans days are a privilege, not a policy. If a student is out of dress code, an option will be given from the uniform closet.

When choosing denim jeans, please use the following guidelines:

- A belt must be worn.
- Five-pocket jeans are allowed—two pockets in front with a coin pocket (optional) and two in the back.
- Cargo and painter style jeans are not permitted.
- Flair-leg, loose-fit, relaxed-fit) and wide-leg (this does not mean baggies) jeans are allowed.
- Hip-huggers, low-rise, tight-fitting, jeggings and skinny jeans (spandex, stretch material, etc.) are not allowed.
- Pants must be able to move independent of the leg when walking, or they will be considered too tight.
- If the pants snap back against the outer thigh when pulled away, they are considered too tight and are not permitted.
- Pants must have flare at the bottom of the leg and cover the tongue of the shoe to avoid confusion about whether they are classified as skinny or straight leg, therefore eliminating those choices.
- Embroidery or designs are only allowed on the back pockets and must not be distracting.

- Pants should be worn at the waist, fit properly, shirt tucked in, with a belt.
- A uniform shirt or an LTA class or spirit wear shirt must be worn and tucked in.
- No holes or frayed patches or edges in jeans.
- Denim blue, black, gray, or khaki jeans only.
- Jean shorts of appropriate length are allowed but may not be rolled.
- If any staff member declares a student's jeans too tight, a Dress Code Violation will be given and will require the student to put on a school uniform. A student will lose their jeans-day privilege for a period of 9 weeks if they're asked to change their jeans more than twice.

Dress Up Days (Individual Student Picture Day, Sports Banquets, Awards Ceremony, etc.)

Boys:

Shirts must be Oxford-style, cotton dress shirts in long or short-sleeved, tucked in, in any solid color.

Ties must be blue-red plaid only, purchased from French Toast.

Dress pants must be worn with a belt.

Dark dress socks must be worn with dark dress shoes or clean solid black tennis shoes.

Girls:

Dresses or skirts must be no shorter than the top of the kneecap (The non-shear portion of a skirt or dress must come to the top of the knee while standing or sitting).

Dresses must have long or short sleeves and a conservative neckline (no ties are permitted).

Dress slacks and skirts are acceptable with a dress shirt.

Peter Pan blouse can be any solid color.

No spandex, leggings, or stretch material is allowed.

Pants must be able to move independently of the leg when walking or they will be considered too tight. If pants or skirts snap back against the outer thigh when pulled away, they are too tight.

Dress shoes or sandals with moderate heels must be worn; no stilettos or heels higher than two inches.

Note: Sneakers and Chucks are not considered dress shoes for boys or girls.

#### Class Picture Day

Students must wear regular school uniforms.

#### **Note about the Dress Code**

LTA staff, with support of the LTA Board, reserves the right, at its discretion, to deny any item that is noticeably different in style, color, or fabric. Administration, classroom teachers, classroom aides and helpers will enforce the dress code. Teachers will be responsible for reminding students of neatness (tucking in of shirts, looping of belts, etc.). Any checking will be done visually, and if a non-conformance is found, students will be required to be in dress code before returning to class. LTA staff reserves the right to contact parents for a change of clothes, if necessary.