

**Liberty Tree Academy
2019-20 UNIFORM POLICY
LOWER SCHOOL K-6**

The uniform policy is one piece of LTA's overall mission to set a higher standard of excellence. Not only in dress, but also in conduct, safety, and achievement. This policy is designed to facilitate the education of the LTA students, to ensure their safety, and to allow 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 various 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 for all Liberty Tree Academy Lower School students are mandatory. Cleanliness and good hygiene are necessary every day for students and their uniforms.

MASKS- Masks for students are NOT MANDATORY for grades K-4th. Grades 5-6 are REQUIRED to wear a mask. The only acceptable colors for lower school (K-6) are red, navy, white, or black. Disposable masks, N-95 masks, face shields, and neck gaiters are acceptable as long as they are new or washed daily. Masks cannot be distracting, no patterns, symbols, or words.

Masks are part of the LTA uniform until further notice. If a student shows up to school without a mask, it will count as a uniform infraction.

1st time - Oops! slip and mask from French Toast if a parent cannot be reached to bring one.

2nd time - Oops! slip and disposable mask if a parent cannot be reached to bring one. \$5 fee for 2nd mask.

3rd time - Oops! slip and call to parent to bring a mask. If mask cannot be provided by a parent, the student will need to be picked up to go home.

All students will be required to wear a mask when entering the school at the beginning of the day and in the afternoon when leaving classrooms to go home. Grades K-4 may take their masks off while in the classrooms. Staff and students will wear face coverings in school whenever possible, hallways, before and after school, and when using facilities.

Shirts

Polos for Boys and Girls (long/short sleeve): Collars must be the same color as the shirt.

Approved colors only: light blue, navy blue, white, or red.

Girls Peter Pan collar blouse or Boys Oxford shirts (long/short sleeve) can be worn instead of polo shirts. Approved colors only: light blue or white.

1. All shirts must be in the above solid colors (Not Approved: stripes, accent stitching, or visible logos).
2. Shirts must be appropriate length (when hands are raised above head, no part of the abdomen or the back may show at any time).

3. Cotton undershirts (short or long sleeve) can be worn only in solid white, under a uniform shirt. Athletic wear and long underwear **are not** considered undershirts and should not be worn.
4. Turtleneck shirts (under a polo shirt) can be worn only in solid white. A turtleneck may **NOT** be worn by itself as a uniform shirt.
5. Uniform shirts must be tucked in at all times in the building. Only during P.E. and recess they be un-tucked.

Ties (Optional)

Girls: Solid navy blue, solid red, or blue red plaid cross ties or long plaid ties (purchased through French Toast only).

Boys: Solid navy blue, solid red, or blue red plaid tie (purchased through French Toast only).

Bow ties may be worn in solid navy blue or red.

Pants/Shorts

Girls and Boys

Flat or pleated front, "Dockers" style, with no embellishments of any kind.

Approved colors only: khaki, navy, and gray. (Gray purchased through French Toast only).

1. Pants and shorts must be in good condition.
2. Pants must be hemmed and the hem cannot drag on the ground.
3. Shorts must be hemmed, and the length must be **NO** shorter than **one (1) inch** above the knee (measured while kneeling on the floor).
4. **NOT ALLOWED:** Holes or frayed seams/hems, capris, "skinny" and jean style pants, sagging waistlines.
5. **NOT ALLOWED:** Pants with embroidery, beads, side pockets, outside pockets, or zip-off pant legs.

Belts

Black belts must be worn with a plain belt buckle.

1. Belts are only required for lower school grades 3-6.

Skirts/Jumpers

Skirts: khaki, navy, gray or blue red plaid. (Gray and blue red plaid purchased through French Toast only)

Jumpers: navy, or khaki pleated hem jumper only.

1. The hemline for skirts and jumpers must be at the top of the kneecap.
2. Girls are encouraged to wear inconspicuous shorts under skirts and jumpers. (Shorts under jumpers and skirts are required for P.E.).
3. An approved uniform shirt must be worn under the jumper.
4. Dresses of any kind are **NOT** permitted.

Sweaters

1. Solid color crew, v-neck, cardigan sweaters, or sweater vests – navy or gray only.
2. NO hoods, sweatshirts, or logos.
3. No blazers for lower school.

Socks/Tights (tights for girls only).

Approved colors only: navy blue, white, red, khaki, gray or black.

1. Socks/tights must be worn with shoes. Socks must be visible above the shoe line.
2. Girls: Tights may be worn with jumpers and skirts. Tights must have feet (**leggings are NOT allowed**).
3. Socks and tights must be one (1) solid color as stated above.
4. Tights and socks may not be worn together.

Shoes

1. Shoes must be worn at all times. All shoes must have an enclosed toe and heel.
2. Girls may wear dress shoes with a heel that is less than one (1) inch.
3. Tennis shoes can be worn as long as they do not light up (even with an on/off switch), have characters, or wheels. They should not be distracting in color and style. **Tennis shoes are required for P.E.**
4. High tops may be worn under pants that cover the top of the shoe.
5. Shoes must be properly laced and tied at all times. Both laces must be the same solid color.

NOT ALLOWED:

- Steel-Toe shoes, barefoot style shoes, and flip flops.
- Boots of ANY kind. This includes cowboy, combat, and hiking boots. The ONLY exception is snow boots on snowy days; students must change into approved shoes for the day.
- Clogs, crocs, mules, slippers etc.

Coats, Jackets, and Hats

1. Coats, jackets, sweatshirts, and hoodies may only be worn outdoors.
2. Hats must be removed once students enter the building. Hats may be worn outside during recess.

Make Up and Nail Polish

1. Make up of any kind is NOT allowed.
2. Only clear nail polish can be worn. Fake nails are NOT permitted.
3. Body glitter, stickers, temporary tattoos, or face paint is NOT allowed.

Jewelry

1. Modest jewelry is allowed.
2. Only one (1) necklace can be worn at a time and only one (1) bracelet per wrist.
3. Earrings are permitted for girls only.
4. Earrings must be smaller than the size of a dime, only one (1) earring per ear.
5. Ankle bracelets are **NOT** allowed.

Hairstyles

1. Hair must be clean, neat, and well-groomed. Any styles that are distracting and/or impair vision are not allowed.
2. Extreme hairstyles, patterned cuts, or shaves are NOT allowed (zig-zag cuts, letters, etc.).
3. Only natural hair colors are allowed.
4. Spiked haircuts may not be higher than one (1) inch.

Picture Day

1. Students need to wear school uniforms.

Miscellaneous

1. Costume headbands with ears, springs or lights etc. are not allowed.
2. Bows must be reasonably sized and not distracting.

3. Any items not covered above are subject to review by the administration.
4. Administration will make final decisions regarding uniform issues.
5. Cheerful and respectful compliance is expected.

Uniforms must be worn when on campus, and for field trips unless otherwise stated. Uniforms must also be worn for all before and after-school programs, as well as after-school tutoring and enrichment sessions, except on occasions specified by the instructor. Classroom teachers and administrators will make final decisions regarding uniform issues.

UNIFORM POLICY INFRACTIONS

Cooperation and compliance with the LTA uniform policy are expected. Students who come to school out of uniform for the first time will receive a reminder **“Oops!” slip** from the homeroom teacher. The next time this happens, students will receive an **“Oops!” slip** that will count as a uniform infraction. Slips **must be signed by the parent/guardian and returned to the homeroom teacher within two (2) days**. A student’s failure to comply with the uniform policy will result in the following consequences:

- i. **1 Infraction per Quarter:**
The student will miss one-half of a recess, and the parent/guardian will be notified by the homeroom teacher.
- ii. **2-3 Infractions per Quarter:**
The student will miss one-half recess each day of infraction and the parent/guardian will be notified by the homeroom teacher.
- iii. **4+ Infractions per Quarter:**
The student will receive In-School Suspension (ISS) and the parent/guardian will meet with administration.