



<i>The Classical Academy</i>	<i>Policies and Procedures</i>
Policy Name:	TCA Uniform Policy –Elementary
Policy Number:	JICA-E-TCA
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Cabinet Level Owner:	Director of Academic Services

## INTRODUCTION

The Board of Directors of The Classical Academy has established the overarching dress code policy guidance in JICA-TCA-B. The elementary uniform policy, JICA-E-TCA, is an essential distinctive of the TCA academic culture. Wearing uniforms impacts the school positively by:

1. fostering a distinct and positive “TCA Appearance.”
2. decreasing distractions.
3. increasing wardrobe equity.
4. supporting easy identification of visitors or strangers.

Uniforms are mandatory for all TCA students. Wearing uniforms is intended to promote safety, improve discipline, and enhance the overall learning environment. Proper wear of the uniform also shows pride in oneself and in TCA. Students are expected to be in uniform from the time they enter the building in the morning until dismissal. After dismissal, students on campus may be out of uniform but must still be modestly and appropriately dressed.

Uniforms must be worn on field trips unless the administration approves otherwise. Uniforms are not required for any evening or weekend activities unless specified by the administration or the activity supervisor.

## PARENT AND STAFF RESPONSIBILITIES

Parents have the responsibility to ensure that their students arrive at school in the proper uniform. Within the school, the uniform policy will be enforced by the classroom teachers, other staff members, and TCA administrators who will make final decisions regarding uniform issues. Cheerful, consistent compliance with the policy by all is expected.

## **CONSEQUENCES FOR UNIFORM VIOLATIONS**

Uniform violations may be annotated in the student's planner or otherwise documented (uniform violation slip). If a student violates the uniform policy in a manner that cannot be immediately corrected, the student may be asked to call her/his parent or guardian to bring an appropriate uniform item(s) which will allow the student to comply with uniform policies. The teacher may request office assistance for the students in this situation.

## **UNIFORM WEAR GUIDANCE**

Students must present a neat appearance. Uniforms are to be of an appropriate size/fit, and they must be worn as intended by the policy. A student can be out of compliance for wearing non-approved items, or by wearing approved items in a manner that is sloppy, immodest or otherwise inappropriate. Please [click here](#) for pictures of the items that are to serve as samples of "uniform appearance." If ever in doubt while purchasing an item, please save the receipt and check with the school office for guidance.

## **PANTS/SHORTS**

Pants and shorts should not have any visible logos, be too tight or overly loose, have cargo pockets, slits or have any holes. They should be navy or khaki only; any pockets should be internal. Denim and corduroy may not be worn. The length of all items except pants will not be shorter than three inches above the knee and no longer than the top of the knee. No low-riding of pants or shorts is allowed. Neither pants, nor shorts may be rolled to achieve proper length.

## **SKIRTS/SKORTS/JUMPERS**

Skirts, skorts, and jumpers should not have any visible logos, be too tight or overly loose, slits or have any holes. They should be of TCA plaid\*, navy, or khaki only. Denim, polo, sweater, or corduroy dresses/skirts may not be worn. The length of all items will not be shorter than three inches above the knee. \*Attention: any TCA plaid item must be purchased from Dennis Uniform Company, 8600 Park Meadows Drive, Lone Tree, CO, 303.738.2255 fax 303.738.5799. Online at [dennisuniform.com](http://dennisuniform.com). Our school code is: CAEL.

## **SHIRTS/BLOUSES/TURTLENECKS**

Shirts must be long or short sleeve solid color polo (white, red, navy, and forest green only); button up long or short sleeve solid color dress shirts or blouses (white or light blue only); should not have any visible logos, applications, etc. be too tight or overly loose, or have any holes. During the school day, shirts and blouses must be tucked in to a standard of neatness and modesty. The longest sleeve of a shirt or blouse must be on the outside. T-shirts worn as an undergarment must be white, if visible.

## **SWEATERS**

Only long sleeve sweaters without hoods may be worn as part of the regular uniform provided a uniform shirt is worn underneath and the collar or turtleneck is showing. The shirt underneath must be tucked. They must be white, red, navy, and forest green solid colors only. There should be no any visible logos. Sweaters should be plain with no embellishments. Additionally, sleeveless sweater vests may be worn over appropriate uniform tops.

## **SWEATSHIRTS**

Crewneck pullover sweatshirts (navy or forest green only) and full zip fleece jackets with TCA approved logo (navy only) may be worn as part of the regular uniform provided a uniform shirt is worn underneath and the collar or turtleneck is showing. The shirt underneath must be tucked. Student club and other student group sweatshirts or jackets are not permitted and no other outerwear is allowed during the school day.

## **FOOTWEAR**

Appropriate shoes and shoelaces in uniform colors (shades of red, blue, green, black, brown, or white) must be worn at all times. Shoes should be neat, clean, and appropriate to an educational environment. No beach shoes, neon-colored shoes, lighted shoes, toe shoes, shoes with wheels or rollers, no slippers or shoes resembling slippers or Crocs. For safety reasons, shoe heels must be 1" or shorter.

## **SOCKS/TIGHTS**

Socks must be worn at all times. Full length tights and ankle length leggings may be worn. All socks, tights or leggings must be white, red, navy, forest green, black or brown, solid color only, without a design or pattern.

## **BELTS**

Belts must be worn with all shorts and pants. Belts may not have spikes or metal protrusions, and must be of coordinating colors and in good taste.

Buckles must be plain and not overly large. For Kindergarten students only, belts are optional.

## **FRIDAY WEAR**

Students may wear all TCA co-curricular activity crewneck sweatshirts (hoodies are reserved for Secondary Schools), polos, and t-shirts, which have been approved by the administration.

### **ADDITIONAL DRESS AND APPEARANCE GUIDELINES:**

#### **HAIR**

All students shall maintain their hair in a well-groomed manner. Hairstyles must be a single natural color (natural colored highlights are acceptable), and cannot be so conspicuous, extreme, or odd in color or style (e.g. Mohawks, faux-hawks, striped, "shaved out symbols," etc.) that they would draw undue attention from an outside visitor. If bangs are worn, they must be above the eyes. No hats, baseball caps, bandanas/bandana print head accessories or scarves may be worn during the school day.

Length of boys' hair will be maintained as follows: Hair will be no longer than the bottom of the ears on the sides. Hair in back will be no longer than the bottom of the collar. The administration will make final decisions regarding hair.

Girl's hair accessories must be red, white, navy, forest green, black, or brown. All accessories must be appropriate in size and not distracting: for example, no feathers, sequins, glitter, or pattern (except a plaid which uses the uniform colors).

#### **JEWELRY/PIERCING/TATTOOS/MAKE UP**

All jewelry must be conservative, non-offensive, and not draw undue attention. Girls are allowed to have two earrings in each ear (the diameter of hoop style earrings worn may not be larger than the diameter of a penny). Large dangling or large hoop-style earrings are not allowed for safety reasons. No other visible piercing is allowed for girls, and no visible piercing is allowed for boys. Visible tattoos are prohibited for all students. No make-up is allowed at the elementary school level.

#### **SCHOOL PICTURES**

Uniforms will not be required for individual student pictures taken in the fall, although they may certainly be worn, if desired. Students who do not wear uniforms are expected to dress up from the uniform. Students will be required, however, to wear their uniforms for the class pictures taken in the spring.

#### **DENIM DAY GUIDELINES**

From time to time, the administration will designate Denim Days when Elementary students are allowed to wear denim clothing. All denim must be blue and follow general guidelines of neatness and modesty. Students may always wear an approved uniform instead of denim items.

## **DRESS-UP DAY GUIDELINES**

On designated Dress-Up Days, students who choose not to wear the uniform are expected to dress up from the uniform, not down, and follow the TCA guidelines for proper fit and modesty. Clothing should not be overly tight, see-through, nor draw undue attention. Spaghetti straps are not permitted. Denim is never considered "dressy."

## **TWO HOURS DELAY**

Periodically throughout the winter, school will be delayed two hours due to inclement weather. Students may wear denim on these days.

### **Cross Reference:**

JICA-TCA-B Board Policy Regarding Student Dress Code

### **Policy Revision History**

<b>Date</b>	<b>Revision Details</b>	<b>Revised By</b>
8/1/2015	Updated for clarification	Principals
8/1/2016	Updated for clarification	Principals