



Cottage School Program K-8 Uniform Policy 2020-2021

TCA Elementary Specific Uniform Policy*

***The elementary-specific uniform policy applies only to CSP grades K-6. For the junior high policy, Grades 7 and 8, please refer to the secondary-specific uniform policy in the next section.**

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.
5. Giving parents and students an opportunity to demonstrate mutual support of TCA’s core values and beliefs.
6. Teaching students the importance of self-discipline and personal responsibility.
7. Increasing group coherence and discouraging cliques or other forms of divisive or polarizing activities.

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 Responsibility

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 Violation

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 his/her 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. Cottage School Program students, grades K-6, follow [JICA-TCA-E](#) Elementary Uniform Policy.

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. No pants, shorts, or skirts may be made of fabric that stretches. Specific examples of prohibited fabrics include stretch denim, any stretchy jersey, knit, synthetic, or composite fabric that is designed to stretch and fit to the body shape of the wearer. Specific garments prohibited under this clarification include any "workout" or "yoga" stretch pants, "jeggings," shorts, or leggings and any skirt or skort with fabric that stretches or clings to the wearer.

Skirts/Skorts/Jumpers

Skirts, skorts, and jumpers should not have any visible logos, be too tight or overly loose, have slits or 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. *Any TCA plaid item must be purchased from Global Schoolwear (Tommy Hilfiger) www.globalschoolwear.com. School code: CLA03.

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 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 a 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 they 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 (*only applies to CSP Friday make-up days*)

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. A student's hair shall be worn in a manner that is not in the student's eyes. Hats or baseball caps may not be worn during the school day.

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 CSP students are allowed to wear denim clothing (denim bottoms and a uniform top). 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 (i.e. CSP Picture Day), 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, or draw undue attention. Spaghetti straps are not permitted. Denim is never considered "dressy."

Two-Hour Delays

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

TCA Secondary Specific Uniform Policy*

***The secondary-specific uniform policy applies only to CSP 7th and 8th grades.**

Junior High and High School students may purchase items from any vendor, so long as they are substantially the same in style, color, and fabric as the TCA standard. Sample approved items are available so that families can compare purchased items with approved items for any noticeable differences before purchase tags are removed. If there are noticeable differences, the item may not be allowed. The TCA CSP Secondary staff, with support of the TCA Board, reserves the right at its discretion to deny any item that is noticeably different in style, color, or fabric. All items should reflect the same modesty as the approved items. Students wearing noticeably different items will be subject to the consequences outlined in the Student Handbook. Items not covered above but considered inappropriate, dangerous, or a distraction from the learning environment are subject to review and prohibition by the administration.

The Board of Directors of The Classical Academy has established the overarching dress code policy guidance in [JICA-S-TCA](#). The secondary dress code is an essential distinctive of the TCA academic culture. The dress code 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.
5. Giving parents and students an opportunity to demonstrate mutual support of TCA’s core values and beliefs.
6. Teaching students the importance of self-discipline and personal responsibility.
7. Increasing group coherence and discouraging cliques or other forms of divisive or polarizing activities.

TCA students are required to follow the dress code guidance provided herein throughout the school day. The dress code is intended to promote safety, improve discipline, and enhance the overall learning environment. As we prepare students for future lives of service, scholarship, work, and leadership, we must prepare them to recognize and submit to all sorts of external standards. Universities and future employers may control their living conditions, set standards for work performance, or restrict their communications. In almost all communities, our students will be subject to a broad array of legal, financial, social, and practical standards. We

use the school dress code as a concrete opportunity for our students to learn respectful compliance – and, when necessary, to accept natural consequences for poor decisions, helping our students learn how to live within the social world of rules and imposed standards. Properly adhering to the dress code also shows self-discipline, pride in oneself, and pride in TCA.

Students may be out of dress code before school starts if they are outside the buildings; however, students are required to be in dress code when they enter any building in the morning or when returning from outside. After 3:30 pm, students on campus may be out of dress code but must still be modestly and appropriately dressed. The dress code must be followed during detention and on field trips unless the administration approves otherwise. The dress code is not required for any evening or weekend activities unless specified by the administration or the activity supervisor. **Note: For CSP Junior High students who have PE first thing in the morning, wearing PE clothes to school and changing after PE into dress code attire is required. More information is available from your child's Junior High teacher.**

Parent, Student, and Staff Responsibilities

Parents are responsible to ensure that their students arrive at school in proper dress. Within the school, classroom teachers and other staff members will enforce compliance with the dress code. TCA administrators will make final decisions regarding dress code issues. Cheerful, consistent compliance with the policy by all is expected. Students need to take ownership of the dress code policy and, at the beginning of each day, be able to affirm, if asked, that they are in compliance with the policy and its intent. Because TCA's dress code policy is designed to promote our focus on academics and group solidarity, we trust teachers to make observations and judgment calls about whether a specific student is compliant with the letter and the spirit of this policy. If a student disagrees with a teacher's conclusions related to their policy compliance, that student should immediately and respectfully defer to the teacher by complying with the teacher's conclusion and then address the issue with the teacher respectfully after class.

Consequences for Dress Code Violations

Dress code violations received will be documented annually by administration. A student's first violation will result in a verbal warning and the warning will be documented. Any violation subsequent to the first warning may result in the student being assigned a detention for dress code violations. If a student repeatedly violates the policy guidance, further disciplinary actions, including suspensions, may be invoked. If a student violates the dress code policy in a manner that cannot be immediately corrected, the staff member may require the student to call her/his parent or guardian and arrange for them to bring the clothing item(s) required to bring the student into compliance with the dress code. A staff member may require a student to remain in the school office until appropriate attire arrives.

General Dress Code Guidance

- Students must present a neat appearance.
- Items of dress are to be of an appropriate size/fit, must be modest, and 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.
- Appearance that is so conspicuous, extreme, distracting, immodest, profane, disrespectful, or different in color or style that it would draw undue attention from an outside visitor shall not be allowed.
- TCA wear can only be purchased through the TCA on-line store via the link on the TCA website homepage: [click here](#).

Pants/Shorts/Skirts

- Pants/shorts/skirts must not have any visible logos, be form fitting or contoured to one's body shape, or be overly loose, have cargo pockets, have holes, be distressed, faded, or ripped.
- Pants/shorts/skirts must be of traditional solid conservative color (navy, khaki, brown, black, or grey).
- Students may not wear denim.
 - Included in the denim category are jean-like pants, which may or may not have external rivets, intended to look like denim pants.
- The length of shorts will not be shorter than 4 inches above the top of the knee.
- The length of skirts/dresses will not be shorter than the top of the knee.
 - Solid neutral color leggings may be worn under appropriate length/approved skirts.
- No pants, shorts, or skirts may be made of fabric that stretches. Specific examples of prohibited fabrics include stretch denim, any stretchy jersey, knit, synthetic, or composite fabric that is designed to stretch and fit to the body shape of the wearer. Specific garments prohibited under this clarification include any "workout" or "yoga" stretch pants, "jeggings", shorts, or leggings and any skirt or skirt with fabric that stretches or clings to the wearer.

Shirts

- Shirts must only be polo (solid color) or oxford dress style (solid color and button-up collared shirt).
- Shirts must not have visible logos (unless purchased from the TCA on-line store), be form fitting or contoured to one's body shape, overly loose, or have holes.

- Shirts must be a solid color that is not excessively bright, distracting, or likely to draw undue attention.
 - During the school day, shirts must be tucked in to the pants or skirts and reflect an acceptable standard of neatness and modesty. In lieu of tucking, girls may layer their shirts (when layering the layered items must be visible and extend beyond the outer shirt). Shirts must be an appropriate length to reflect an acceptable standard of neatness and modesty (no midriff showing).
- Long sleeve thermal-type or t-shirts are not to be worn underneath short-sleeved polos or oxfords.
- Sleeveless shirts and sheer material (any material that you can see through) are not acceptable.

Sweaters/Sweatshirts/Jackets

These garments are designed to be worn over a shirt as a base layer and may be pullover, button, or zipper style.

- Sweaters:
 - Must not have visible logos, be form fitting or contoured to one's body shape, overly loose, or have holes.
 - Must be a solid color that is not excessively bright, distracting, or likely to draw undue attention.
 - Crew neck sweaters may be worn without a base layer shirt.
 - All v-neck sweaters must have a collared shirt visible underneath.
 - Cardigan sweaters may only be worn if over a collared shirt.
 - Open weave sweaters, where the skin and/or undergarments are visible are prohibited.
 - Thermal type material shirts are not considered sweaters or sweatshirts and do not meet the intent of this dress code section.
- Sweatshirts, Hoodies, and Jackets:
 - Students may wear TCA-approved logo sweatshirts (hooded or not) and jackets with TCA-approved logos (including athletic team and co-curricular groups) within the school building.
 - Any other sweatshirt, hoodie, or variation (whether solid color or non-logo) should not be worn during the school day.
 - Shirts, if worn under sweatshirts, must be tucked in.
 - Teachers may request a student remove TCA-approved logo jackets within the classroom.
 - Any other sweatshirt hoodie or variation (whether solid color or non-logo) are prohibited.

- Hoods on hooded sweatshirts or jackets will not be worn during the school day.

Neckties/Scarves/Belts

- Students may wear neckties with oxford dress shirts.
 - If worn, neckties must be of standard length and properly tied.
 - Ties must be of coordinating colors and in good taste.
- Students may wear scarves that are of coordinating colors and in good taste.
- Students must wear belts, which 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.

Footwear

- Students must wear footwear at all times.
- All footwear must be neat, clean, and appropriate for an educational environment.
- Footwear colors must not be overly bright or distracting.
 - For safety reasons, footwear cannot have spiked heels or heels greater than 2 inches in height.
- Socks, if worn, must be primarily of one color, without pattern.
- Tights/leggings, if worn, must be with uniform appropriate pants/shorts/skirts (listed above) and should be a solid neutral color without pattern.
- Shower/beach/athletic sandals/FiveFinger or barefoot shoes and/or flip-flops are not allowed.
 - A good guideline for sandals is that it is not allowed if it has a rubber sole. In the interest of simplicity and ease of identification, most sandal styles are allowed, but rubber/plastic flip flops or other rubber/plastic athletic slip-ons or beach/river-wear are prohibited.

Hair and Accessories

- All students shall maintain their hair, mustaches, sideburns, and beards in a clean, well-groomed manner.
- A student's hair shall be worn in a manner that it is not in the student's eyes.
- Hats or baseball caps may not be worn during the school day.

Jewelry/Piercings/Tattoos

- All jewelry must be conservative, non-offensive, and not draw undue attention from an outside visitor.
- Girls are allowed two earrings and one cartilage ring/stud in each ear.

- No other visible piercing is allowed for girls.
- No visible piercings are allowed for boys.
- Visible tattoos are prohibited for all students in all school settings, including classroom, practice, competition, and performance settings.

PE Classes

- Students may wear the following:
 - TCA (PE, Sport, or Activity) t-shirt (crew neck with sleeves), or a solid-color t-shirt (blue, red, grey, or black)
 - School color (blue, red, gray/silver, or black) shorts or sweatpants; if cold, TCA hoodie or sweatshirt (school shorts need to be longer style - no shorter than 4" above the top of the knee)
 - Non-marking athletic shoes with tied laces; athletic socks
- Purchase through TCA online store ([click here](#)) or a TCA sports/activities coach or club sponsor

Denim Day Guidelines

From time to time, the administration will designate Denim Days when CSP Junior High students are allowed to wear denim clothing (denim bottoms and a uniform top). 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 Days

Note: Previous guidance regarding modesty and fit apply for dress-up days also. On designated dress-up days (i.e. CSP Picture Day), students may dress up (not down) from typical dress code standards. **Denim is never considered dressing up.**

- Dressing up would include the following:
 - Dress slacks, dress shirts, ties, sweaters, sports coats, suits, belts, dark socks, dress shoes.
 - Modest dress slacks, skirts, blouses, dresses, suits, sweaters, belts, and dress shoes/sandals. Spaghetti straps, strapless, or sleeveless dresses are not allowed.

Two-Hour Delays

Periodically throughout the winter, school will be delayed two hours due to inclement weather. Since it's likely that some students may be required to shovel snow, scrape ice, push cars, etc., students may wear blue or black jeans and a TCA approved logo shirt/sweatshirt. **(A uniform shirt may also be worn.)**