# CHRISTINE DUNCAN 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, PreK-8. Student uniforms will encourage and teach students the appropriate manner in which to dress, including the school environment. Student uniforms will also ensure campus is able to easily identify students to better secure the campus.

Effective the 2024-2025 school year, Christine Duncan Heritage Academy shall require all students in grades PreK-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, PreK-8, shall wear the approved school uniform. Students in grades 6-8 will be required to wear the school ID while on school grounds, if available.

**APPROPRIATE ATTIRE FOR K-8 STUDENTS**

Uniform Slacks and Pants:

- Color: Uniform slacks/dress pants, **shorts**, and pants must be one solid color: **Khaki, Black or Navy Blue.** Black or Blue Jeans along with cargo pants without holes or rips may be worn.
- Uniform 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. **Pants MUST be worn at the waist. NO SAGGING or OVERSIZED CLOTHING! NO RIPS, TEARS, NO STRETCHED OR SKINNY OR TIGHT FITTING PANTS, NO LEGGINGS OR WARM UPS.**
- Must wear black or brown belt. No more than 2 notches of excess length.

Tops:

- Polo shirts are the only type of shirts permitted.
- **Color: All students PreK-8 shall wear any solid color of polo shirt with collar. Striped polo shirts will not be permitted, and all polos should be free of ANY LOGOS. IN ADDITION, YOU MAY WEAR SCHOOL SHIRTS WITH CDHA LOGO SPONSORED BY THE SCHOOL.**
- Style: Long or short sleeves a collar required. Polo style.
- 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: ONLY MUST MATCH OVERSHIRT (POLO) OR PLAIN WHITE WITH OUT LOGOS**

Skirts, Skorts and Jumpers:

- Color: Khaki, Navy Blue, or Black in a solid color.
- Style: Skirts must be at least knee length.
- If PE please wear shorts under

Jackets, Cardigans, and Sweaters: Optional

- Color: Navy Blue, black, white, or burgundy
- Style: Pull-overs, hoodies, must be a solid school color**. (NAVY BLUE, White, Black, or Burgundy or school jacket) AND CAN ONLY BE WORN OUTSIDE of the classroom or buildings.**
- No logos, sayings, insignias, pictures, words, etc.
- All must be worn over a collared shirt or polo style top.
- 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.
- They must be appropriate for a school setting and must not interrupt the learning process or the school environment. **STUDENTS ARE NOT ALLOWED TO WEAR any head gear in buildings, unless it is due for cultural reasons.**

Footwear:

- Style: Athletic shoes, loafers, dress shoes, or other closed toed/closed heel shoes. Heelies, open-toed and open-heels are not appropriate footwear. No house slippers, and no flip-flops.
- Students must wear athletic shoes for P.E., otherwise will sit out.

**FUNDING SOURCE**

The school shall partner with outside agencies to ensure disadvantaged students who cannot afford to purchase uniforms are afforded a uniform.

**GIFTS, GRANTS, AND BEQUEST**

All gifts, grants, and bequests shall be accepted. Parents may DONATE outgrown gently used school uniforms.

**CURRICULUM and EXTRACURRICULAR RELATED ACTIVITIES:**

Deviations or exceptions to the policy must relate to the curriculum of the specific class, i.e. team sports related activity, Mariachi, etc.

**INAPPROPRIATE ATTIRE AND GROOMING ITEMS:**

Low cut pants, low rise pants, sagging slacks or pants, sweat pants, jeggings, joggers, yoga 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, unless it is due to cultural reasons. Insignia on outerwear not related to the school is prohibited and not limited to professional sports team, and college insignia. No Torn or soiled clothing.

**Students, parents and staff 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. (e.g. gauging spikes 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 to be a weapon, such as chain belts, wallet chains, or other similar attire.

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

Student concerns regarding appropriate attire and grooming for religious and/or philosophical reasons should be sent to the principal/designee 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).

**REQUEST FOR EXEMPTION – OBJECTION PROCESS**

Any request for uniform exemption must be requested in writing, by the student's parents, to 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 will be enforced by calling parents to bring appropriate attire. If parents cannot be reached, the child will spend the day in ISS. After spending 3 days in ISS for dress code violations, parents will have a meeting with administration to discuss reasons for repeated violation.

Repeated offenses may result in more serious disciplinary action.

**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 REVISED 04/20/16 (to exclude jeans and change color of shirts; kept navy blue polo shirts and school designed shirts. Allowed hoodies but must wear outside the classroom only.

DATE REVISED 09/18/19 to include Navy Blue pants.

DATE REVISED 03/16/22 to include white, black and burgundy polo shirts and jeans on Fridays and to allow for head wear due to cultural reasons.

DATE REVISED 07/19/23 to include blue and black jeans

DATE REVISED 06/19/23 to include all color polos and cargo pants without rips.