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COLOGNE ACADEMY
MANUAL OF SCHOOL POLICIES APPROVED BY THE BOARD

504 STUDENT DRESS AND APPEARANCE

I. PURPOSE

The purpose of this policy is to enhance the education of students by establishing expectations of dress and grooming that are related to educational goals and community standards.

II. GENERAL STATEMENT OF POLICY

- A. As with all school operations, dress code requirements shall be nonsectarian and ensure student safety.
- B. The Uniform Dress Code was created to encourage community spirit and to enhance school pride at Cologne Academy. It provides a means of focusing on the students as unique persons while diminishing the importance of external factors such as clothing. All clothing and appearance choices should uphold the spirit in which the following dress code is written.
- C. **ALL CHILDREN MUST BE IN UNIFORM EVERY DAY.** If your child is not in the proper uniform when they come to school, you will be called to bring your child a proper uniform. In Middle School, students receiving three uniform violations will receive detention.
- D. Cologne Academy students must maintain a neat, clean, and appropriate appearance at all times. Uniform clothing should be in good condition and without torn knees and be labeled with the student's name. Clothing must be worn right side. Belts must be worn through loopholes on pants and should not dangle. Clothing is expected to be properly sized to fit. If girls wear shorts under their skirts, they should not be visible below the skirt's hemline. Hemlines for skirts, shorts and skorts should be no higher than 2 inches from the knee caps.

- E. Attire which attracts undue or negative attention or which infringes on the rights or values of others is not considered to be in the spirit of the dress code. Determination of whether clothing, hair, or accessories is suggestive or unkempt is at the discretion of Administration.
- F. Uniforms are required on all school days except when otherwise specified. Cologne Academy allows parents to purchase uniform clothing at any clothing store. We ask that Donald's Apparel and Uniforms and Land's End is used as the primary vendors for any clothing article that contains Cologne Academy's Plaid #57 or Land's Ends' *classic navy plaid*.
- G. The Uniform Policy is designed to be a religiously neutral, mandatory, universally applicable code. CA recognizes, however, that in some unique circumstances, accommodations (exceptions) to the dress code based upon either medical or religious justifications are reasonable and appropriate. Parents may submit a request for a medical or religious accommodation, which will be granted if it is reasonable in light of all the facts and circumstances.

UNIFORM BOTTOMS:

All K-8 Students

Pants and Shorts: Navy Blue flat or pleated front, no cargo/no carpenter/denim

Skirts, Skorts or Jumpers: Navy Blue or Donald's plaid #57 or Land's Ends' *classic navy plaid*.

5-8 Students Only

Pants and Shorts: Tan/Khaki colored flat or pleated front, no cargo/carpenter/denim

Skirts, Skorts or Jumpers: Tan/Khaki

UNIFORM SHIRTS:

Sweatshirts: Purchased through Cologne Academy, PAVE, or the school's web spirit wear promotions (BIG Promotions). Only CA hoodies are allowed.

Sweaters: Uniform Navy blue, light blue or white (no brand name logo/symbol, no patterns- just plain uniform- purchase in uniform section)

Shirts: White, Navy or Light Blue short or long sleeved collared shirts without pockets or logos. Mock or full turtlenecks without logos or crests are also acceptable. Items purchased through BIG Promotions that are 'uniform allowed' are permissible.

*No colors other than white, navy blue, or light blue may be visible on or under student's uniform. (For example girl's cami's must be white, navy or light blue)

HAIR ACCESSORIES: Navy blue, light blue, white, Donald's plaid #57, or Land's Ends' *classic navy plaid*.

FOOTWEAR:

Shoes: Students are not allowed to wear flip flops and must wear socks with all footwear.

Socks: Sock, leggings, and tights must be solid white or navy, with no visible logos or stripes/patterns/dots. If leggings are worn with a skirt, they must go to the ankle.

MAKE-UP:

Make-up that is distracting to student, peers, or staff is not allowed; this includes glitter and/or sparkles.

HAIR COLOR:

Keep hair color natural. Hair color that is distracting to students, peers, or staff is not allowed. This would include highlights/extensions or full head color that are unnatural (red, blue, purple, yellow, etc.)

JEWELRY:

Earrings: For safety purposes students are not allowed to wear long dangling earrings. All earrings must be studs.

Necklaces: Chain necklaces with charms are permitted. Students are not allowed to wear large, bulky necklaces that may hinder in safety or become a distraction while learning.

Bracelets and Watches: Students are permitted to wear one bracelet or one watch on one arm. Multiple bracelets or any bracelets or watches that are distracting during learning time will not be permitted.

HATS:

Students are not allowed to wear hats of any kind in the school building during the school day.

NON-UNIFORM DAYS:

Non-Uniform clothing is acceptable on select school days; non-uniform clothing should be clean and in good condition. Slacks or jeans, skirts or dresses, T-shirts and collared shirts, and appropriate footwear are acceptable. Occasionally special events such as school picture day, holidays or special events may dictate non-uniform attire. At these times, recommended attire will be announced in advance.

III. PROCEDURES

- A. When, in the judgment of the administration, a student's appearance, grooming, or mode of dress interferes with or disrupts the educational process or school activities, or poses a threat to the health or safety of the student or others, the student will be directed to make modifications or will be sent home for the day. Parents/guardians will be notified.
- B. The administration may recommend a form of dress considered appropriate for a specific event and communicate the recommendation to students and parents/guardians.

- C. Likewise, an organized student group may recommend a form of dress for students considered appropriate for a specific event and make such recommendation to the administration for approval.