

Revised November 2010

**Dress Code System and Standards
2010-2011 School Year**

A. Purpose

To help fulfill Lincoln Academy's mission and philosophy, including the cultivation and maintenance of a learning environment of discipline and respect, and to provide an added level of security for the students' protection. Uniforms improve the classroom-learning environment by: - Helping students concentrate on their schoolwork by setting a tone for serious study. Removing distractions created by socioeconomic differences and modern fashion. Instilling students with discipline uniforms build citizenship and a sense of community in our children by: Building self-esteem, self respect and school spirit among students by creating the distinction of being part of a group; maintaining a good school image in the community by a neat appearance; providing a visible and public symbol of commitment to school improvement and reform; uniforms create a safe learning environment by helping school officials recognize intruders who come to the school.

**Due to changing style and fashion trends, Lincoln Academy reserves the right to make revisions to the dress code system and standards at any given time. Lincoln Academy will always do everything possible to make sure families are aware of any changes made to the dress code system.

B. Uniform Colors

Permitted Colors - white, khaki, and navy for grades K-6th

Permitted Colors - white, khaki, navy, and red for 7th -9th

Please make note that the color red is only for 7th – 9th grades. Children in any other grades will not be permitted to wear red shirts, blouses, shoes or hair accessories.

The optional school plaid will be provided by French Toast. The optional plaid name is Blue/Red Plaid. This will be the only plaid acceptable to wear for the dress code. We will not allow similar looking plaids.

The school itself will sell optional school sweatshirts and optional jackets. The optional sweatshirt or jacket will have Lincoln's name embroidered on it. These will be the only acceptable sweatshirt or jacket allowed in the classrooms or other functions during school hour. This optional sweatshirt or jacket is for girls and boys alike.

C. Acceptable Clothing for Uniforms

BOYS' UNIFORM

ITEM	COLOR	DETAILS
------	-------	---------

TOPS

Oxford shirt	Solid white, no colored piping or stitching	Long or short sleeved button-up. Solid color. Clear, white or conservative buttons. No logos. Must be tucked in.
Polo Shirt	K-6 th : Navy or White 7 th -9 th : Navy, White, or Red No colored piping or stitching	Long or short sleeved. Solid color. Clear, white or conservative buttons. No logos. A long sleeve shirt may NOT be worn under a short sleeve shirt.
Undershirt	White	All undershirts such as "Hanes" or "Fruit of the Loom" must be white. No other undershirt color will be allowed.
Turtleneck	K-6 th : Navy or White 7 th -9 th : Navy, White, or Red	Solid in color. Full or mock. Long-sleeve or short sleeve.
Cardigan, sweater or sweater vest	K-6 th : Navy or White 7 th -9 th : Navy, White or Red	Buttoned or zipped. Solid color. No stripes or piping. No hoods. Must be worn with a collared shirt under it. A sweater, cardigan or sweater vest that follows the above guidelines is allowed in the classroom.
Jacket/Sweatshirt	Solid Navy	No winter type coats will be allowed inside the classroom. The Lincoln Academy approved jacket/sweatshirt is available for optional purchase from the school. This is the ONLY jacket/sweatshirt that can be worn inside the classroom. All classrooms are maintained at a temperature of 70 degrees or more.

BOTTOMS

Shorts or pants	Navy or Khaki	May be flat front or pleated. May be cuffed. Shorts cannot be shorter than 2 inches above the knee. Shorts and pants may not have embellishments such as emblems, logos, extra zippers/ties, or cargo pockets (pockets on the leg). Outside pockets on the back side of the pants need to be plain with no design or logos. No denim, corduroy, fleece, crushed velvet, velour, sweat suit type fabric, dressy denim, or athletic
-----------------	---------------	---

		pant/shorts allowed. Rolling up of pant legs to simulate shorts is not allowed. Cut-offs are not appropriate unless they are hemmed.
Accessories		
Tie and jewelry	Navy or Optional School plaid (blue/red)	May be worn but is not required. Must be conservative and may not display logos or characters. The Director reserves the right to call for a Best Dress day that would require all boys to wear ties. Ties must be cinched to the collar. Boys are not allowed to wear earrings. All jewelry, if worn, must be conservative and not oversized. See #12 below for details.
Socks	Solid in color. Navy, White or Khaki	Socks must be worn with all shoes and should match the student's uniform color. No stripes or logos.
Belt	Black, Brown, or Navy	Belts are optional and may be leather or simulated, flat, braided or stretch. Must be all one color and worn through all belt loops Belts are optional however, they must be worn if the student is wearing a tucked in shirt.
Shoes	K-6 th : Black, Brown, Navy, or White 7 th -9 th : Black, Brown, Navy, White, or Red	All shoes should be conservative in style, and may have a secondary color to them as long as it is conservative. No bold or neon colors. The main body of the shoe must be black, brown, navy, grey or white (red for JH). We acknowledge it is difficult to find shoes without logos on them. Therefore a conservative logo displayed on the shoe is acceptable. No lights, wheels, or characters. Ankle and calf boots are acceptable in black brown or dark neutral leather. Shoes may not have open toes or open heel and cannot have a heel higher than two inches. Shoelaces must be worn, tied, and appropriate in color.

GIRLS' UNIFORM

ITEM	COLOR	DETAILS
TOPS		
Blouse	K-6 th : Navy or White 7 th -9 th : Navy, White or Red	Long or short sleeved with peter pan or regular collar. No logos. Clear, white, or conservative buttons. Solid color. No stripes or colored piping or stitching. A long sleeve shirt may NOT be worn under a short sleeve shirt
Turtleneck	K-6 th : Navy or White 7 th -9 th : Navy, White, or Red	Solid in color. Full or mock. Long-sleeve or short sleeve.
Polo Shirt	K-6 th : Navy or White 7 th -9 th : Navy, White or Red	Long or short sleeved. No logos. Clear, white, or conservative buttons. Solid color. No stripes or colored piping or stitching. A long sleeve shirt may NOT be worn under a short sleeve shirt.
Undershirt	White	All under shirts such as “Shade” or “Layers” must be white. No more than one is permissible. No other undershirt color will be allowed. Must be appropriate in size.
Cardigan, sweater or sweater vest	K-6 th : Navy or White 7 th -9 th : Navy, White or Red	Buttoned or zipped. Solid color, no stripes or piping. Must be worn with a collared shirt under it. No ponchos, hoods, scarves or shawls are allowed. A cardigan, sweater or sweater vest must be big enough to cover the collared shirt it is layered on top of. No cropped style. No t-shirt type material. A sweater, cardigan or sweater vest that follows the above guidelines is allowed in the classroom.
Jacket/Sweatshirt	Solid Navy	No coats/jackets/sweatshirts will be allowed during class time. The Lincoln Academy approved jacket/sweatshirt is available for optional purchase from the school. This is the ONLY jacket/sweatshirt that can be worn inside the classroom. All classrooms are maintained at a temperature of 70 degrees or more.
BOTTOMS		
Jumper	Solid navy or khaki.	Must be worn with a navy or white, (red for 7 th -9 th grade) collared shirt or blouse.

	Optional Plaid in school color (blue/red) or	Pleated or strait. Cannot be shorter than 2 inches above the kneecap. No corduroy, denim, fleece, crushed velvet, velour, sweat suit type fabric, dressy denim, or athletic wear allowed. No cargo pockets, ruffles, extra ties/zippers, logos or embellishments. Outside pockets need to be plain with no design or logos.
Long Skirt	Solid navy or dark Khaki	Mid-calf length straight skirt, no embellishments. No corduroy, denim, fleece, crushed velvet, velour, sweat suit type fabric, dressy denim, or athletic wear allowed. No cargo pockets, ruffles, extra ties/zippers, logos, or embellishments. Outside pockets on the backside of the skirt need to be plain with no design or logos.
Skirt/Skort	Solid navy or dark Khaki Optional Plaid in school color (blue/red)	Must not be shorter than 2 inches above the kneecap. Mini skirts are not allowed. No logos, corduroy, denim, fleece, crushed velvet, velour, sweat suit type fabric, dressy denim, or athletic wear allowed. No cargo pockets, ruffles, extra ties/zippers, logos, or embellishments. Outside pockets on the backside of the skirts need to be plain with no design or logos.
Shorts, Capris, or Pants	Solid Navy or dark Khaki	May be flat front or pleated. May be cuffed. Shorts must not be shorter than 2 inches above the kneecap. No cargo pockets, ruffles, extra ties/zippers, logos, or embellishments, No denim, corduroy, fleece, crushed velvet, velour, sweat suit type fabric, dressy denim, or athletic wear allowed. Outside pockets on the backside need to be plain with no design or logos. Rolling up of pant legs to simulate shorts or capris is not allowed. Cut-offs are not appropriate unless they are hemmed.
ACCESSORIES		
Socks	Solid in color. Navy, White, or Khaki	Socks or tights must be worn with all shoes with the exception of flats (see #12 below) and should match the student's uniform color. No stripes or logos.

Ties, tights, hair accessories and jewelry	Tights: Solid White or Solid Navy Ties: Cross tie only in navy blue or plaid. Hair Accessories: Navy, White, Black, Brown, or Khaki	Tights should be in good repair with no holes or runs. May be cable knit or smooth. Jewelry or hair accessories must be conservative and not oversized. Up to three bracelets per wrist is acceptable. Only hair accessories in navy, white, black, brown or khaki (and red for 7 th -9 th) that are appropriate for wear at school and are not a distraction will be allowed. See #12 below for more details.
Belt	Black, Brown, or Navy	Optional belts may be leather or simulated, flat, braided or stretch but must be all one color. Belt must be worn through all belt loops. Belts are optional, however, they must be worn if the student is wearing a tucked in shirt.
Shoes	K-6 th : Black, Brown, Navy, or White 7 th -9 th : Black, Brown, Navy, White, or Red	All shoes should be conservative in style, and may have a secondary color to them as long as it is conservative. No bold or neon colors. The main body of the shoe must be black, brown, navy, or white (red for JH). We acknowledge it is difficult to find shoes with out logos on them. Therefore a conservative logo displayed on the shoe is acceptable. No lights, wheels, glitter, sequins, or characters. Ankle and calf boots are acceptable in black, brown, or dark neutral leather or suede. Knee-length boots are not allowed. Shoes may not have open toes or open heels and cannot have a heel higher than two inches. Shoelaces must be worn, tied, and appropriate in color.

D. Uniform Regulations

General Provisions Uniforms at Lincoln Academy are mandatory. Dress and grooming standards are part of the Uniform Regulations. Implementation of Uniform Policy is as follows:

1. Uniforms must be worn during school hours, and including picture day. Failure to abide with the approved dress code on picture day will result in the student being asked to have their pictures retaken. If the request is not met, the students picture could be withheld from the school yearbook. Except under

and on special circumstances or occasions as seen fit by the Director will the dress code be temporally altered. The Director and Board of Trustees will deem such days.

2. Students must present a modest, clean, and neat appearance at all times. All clothing must be clean, appropriately sized, and worn correctly.
3. Pants/shorts/skirts must be worn at the waist, shirts must be buttoned and oxford shirts must be tucked in, polo shirts may remain un-tucked. Shoes must be tied or fastened; clothing must be worn right side out, etc.
4. Clothing shall not be excessively worn or have holes.
5. Uniforms are to be of appropriate size - not oversized or undersized.
6. No "low-riding" of pants or shorts will be allowed.
7. Uniforms will be worn Monday through Friday and for programs. Children shall wear the teacher prescribed uniform for a given field trip or activity in order to attend a field trip or participate in the activity.
8. Shoes for boys and girls should be basic colors or in coordinating colors. Shoes should be conservative in style. Shoes may have a secondary color to them as long as it is conservative in style. No bold or neon colors. The main body of the shoe must be black, brown, navy, grey or white (and red for Junior High). Ballet/flat type shoes are not allowed in colors other than those listed above. Shoes with the majority of them colored with glitter, sequins or other embellishments are not allowed. No lights, wheels or characters. Ankle and calf boots are acceptable in black, brown or dark neutral leather or suede. Knee-length boots are not allowed. Shoes may not have open toes or open heels and cannot have a heel higher than two inches. Shoelaces must be worn, tied, and appropriate in color. Tennis shoes are required for gym. We acknowledge it is difficult to find shoes with out logos on them. Therefore a conservative logo displayed on the shoe is acceptable. Review and interpretation of non-conservative shoes will be up to The Director or Assistant Director.
9. Socks for boys and girls should be in coordinating or neutral colors; white, navy or khaki. No stripes or logos. Girls may also wear appropriate smooth opaque and/or cable knit tights. Socks or tights must always be worn with the exception of ballet/flat style shoes. No nylon stockings may be worn, unless deemed fit for dress up days. Leg warmers are not allowed.
10. Girls may wear inconspicuous shorts under skirts and jumpers. Leggings, stretch pants and pants that show underneath these articles of clothing are not allowed.
11. Optional Lincoln Academy logo school t-shirts or sweatshirts may be worn on specially designated times, as deemed by The Director or Board of Trustees. No other sweatshirt or t-shirt may be substituted, for the optional Lincoln Academy logo sweatshirt or t-shirt. The Lincoln Academy approved jacket/sweatshirt is available for optional purchase from the school. This jacket/sweatshirt will be offered to the students at a cost and is the ONLY jacket/sweatshirt allowed inside the classroom. All classrooms are maintained at a temperature of 70 degrees or more.
12. Girls may wear very conservative, not oversized, jewelry or hair accessories.

Barrettes, ponytail holders and headbands must be navy, white, black, brown or khaki (and red for 7th-9th grade) and must be appropriate for wear at school and not a distraction. Hair bows, headbands or embellishments, such as flowers, worn on girl's hair accessories must be navy, white, black, brown, or khaki (and red for 7th-9th grade) No other colors will be permitted. Polka dots or stripes in coordinating colors are acceptable. The accessories must not be distracting or outlandish in any way. Oversized flowers and large knit headbands are not allowed, however, the smaller, half-size ones are acceptable. Boys may not wear earrings. All jewelry, if worn, must be conservative and not oversized. All jewelry must not be a distraction to the educational environment of the class or school. Up to three bracelets per wrist is acceptable. Judgment of what is considered conservative will be left up to the Director or the Assistant Director.

13. Hair must be kept neat and have a combed appearance and appropriate for school. Bangs should not be below the eyebrows. Boys' hair should not extend below the ear lobe or beyond the collar. Irregular coloring of hair, such as pink, blue or other colored stripes and outlandish hairstyles such as mo-hawks and faux-hawks are inappropriate. Hair coloring and outlandish hairstyle parameters will be left to the discretion of the school Director or Assistant Director.
14. Any makeup worn should be appropriate for school.
15. No hats of any kind, large knit headbands, bandanas, or sunglasses, may be worn in the building at any time including Free Dress Days.
16. Outer wear that is worn for warmth to and from school and at outside recess is not considered a uniform item. This includes knit hats and scarves. Any sweaters worn inside the classroom must be consistent with school uniform colors and fabrics. The optional jacket/sweatshirt sold through the school, may be worn during school hours for warmth. No other jacket/sweatshirt will be allowed in the classroom during school hours. The Lincoln Academy approved jacket/sweatshirt is available for optional purchase from the school.
17. The hemlines in jumpers, skirts, shorts, and skorts shall be no shorter than 2 inches above the kneecap. Pants may NOT be rolled up to simulate shorts or capris. Cut-offs are NOT acceptable unless they are hemmed.
18. No long sleeve shirts may be worn under a short sleeve shirt. All under shirts such as "Shade", "Layers", or "Hanes" must be white and only one is permissible. No other colors will be permitted. No NON-uniform shirt will be allowed under the school uniform.
19. All cardigans, sweaters, or vests must be big enough to cover the collared shirt it is layered on top of. No cropped style.
20. Maroon or burgundy are not acceptable forms of red. Navy blue is the only acceptable color for blue. There are many locations that sell school red and navy blue.
21. Purchase items in the uniform section of your stores - see website for listing of stores who carry uniforms if you have questions. Uniform style required. Just because something is red, blue, white or Khaki doesn't guarantee that the

- clothing is in uniform code. For example, Capri's can't have extra ties or pockets. No cargo pockets are acceptable etc.
22. Dress items not specifically covered above but considered inappropriate or contrary to the Purpose statement in the School Uniform Policy are subject to review and interpretation by The Director, Assistant Director or The Board of Trustees.
 23. Backpacks are not considered a uniform item.

E. (1). Enforcement

Lincoln Academy is a school of choice. Students and parents have chosen to enroll in the charter school instead of in their district public schools that do not require uniforms. It is therefore expected that all students and their families have embraced Lincoln Academy's uniform policy and will comply therewith. The policy will be monitored and enforced by the school administrator and staff.

Dress code infractions will be dealt with in accordance with Lincoln Academy discipline policy. The school should strive to achieve compliance through use of incentives and positive reinforcement measures, and should resort to disciplinary action only when positive measures fail to result in compliance. The school will communicate with parents so that expectations, rationale and benefits are clearly published.

Enforcement:

1st Offense: A reminder is sent home with particular details as to why student's dress is out of code, which requires parent signature. Student is required to return parent signature to school the following day.

2nd Offense: Parent/Guardian is called to bring proper clothing and a reminder is sent home with particular details as to why student's dress is out of code, which requires parent signature. (If parent cannot be reached student will be sent to the office to do their classroom work, as to not disrupt the rest of their classmates).

3rd Offense: Parent/guardian is called to bring proper clothing and a dress policy form is sent home which requires parent and student signature. (If parent cannot be reached student will be sent to the office to do their classroom work, as to not disrupt the rest of their classmates).

4th Offense: Parent/Guardian is called to bring proper clothing and a meeting is set with the Director to discuss the Dress Code Policy. Discretion is left to the Director on further steps to take.

5th Offense: Would be suspension from school.

On the occasion that the Parent or Guardian cannot be reached the student may be required to finish all schoolwork in the office area. Also, in the same event, the student may be asked to wear a uniform provided by the office.

It is not anticipated that an environment of constant policing and suspicion will arise with regard to the uniform and dress standards; instead, students will generally be trusted to be

doing their best to comply with the letter and spirit of the policy. Obvious infractions (whether intended or not), and those which cause disruption, will surely be addressed. All decisions regarding items or issues not addressed or clarified in this policy will be left to the judgment of the Director (Utah Code Section 53A-15-602(8), 1953, as amended in 2003).

E. (2). Grandfather Clause

Uniforms will be appropriate for use after they have been purchased under a current uniform guideline for two years or until they no longer meet the standards of appearance, whichever occurs first. Uniform Exemptions/Modifications Pursuant to Utah Code Annotated, Section 53A-15-602(8), 1953, as amended 2003, the school director is allowed, at any time during the school year, to grant an exemption from wearing a uniform to a student because of extenuating circumstances. The school will work with families who have extenuating circumstances. This provision is subject to state and federal law.

E. (3). Assistance - Low Income Students

Uniform clothing under this policy may be available for students whose parents need help in obtaining them. The school Director shall make decisions regarding assistance. Those needing assistance are encouraged to speak with the Director.

F. Purchasing Uniforms

Students should have a sufficient number of uniform items to provide for their needs, but are not required to purchase every item on the uniform list or any single item. As long as they meet the general guidelines given below and the specific guidelines for girls and boys, uniform items may be purchased from any vendor. To make shopping easier, many on-line vendors (e.g. target.com, jcpenny.com, and landsend.com) offer traditional uniform items under a special “School Uniforms” category. Some examples of vendors that offer appropriate items are:

allheartkids.com	eBay.com	JC Penney (jcpenny.com)
Amazon.com	French Toast	Kids “R” Us
atties.com	(frenchtoast.com)	Land’s End (landsend.com)
Campus Outfitters	Gap/GapKids (gap.com)	Old Navy (oldnavy.com)
(campusoutfitters.com)	hallclosetuniforms.com	Target (target.com)
choiceuniforms.com	ibiley.com	Wal-Mart
Xpress	Children’s Place	Burlington Coat Factory
		Expressions

G. Dress Down, Best Dress and Free Dress days

Throughout the year, but generally not more than once per month, the Director may designate certain days as Dress Down, Best Dress or Free Dress days. On Dress Down days students may wear the optional Lincoln Academy T-shirt or sweatshirt with their school uniform pants or skirt. On Best Dress days student's should wear "Sunday best". Free Dress days are described as non-uniform clothing that conforms to the school's general standards of dress and/or any specific guidelines set forth by the Director for that day. Some free dress days may be theme days, on which students may be authorized to wear certain special clothing or costumes. Such days may be suggested by the student council, teachers, and Parent Council, but will be approved by the Director and duly announced to the school community.

Basic Guidelines:

Free Dress: clothing must be appropriate, modest, and follow basic public school guidelines. No mini-skirts, short shorts, tank tops, bare mid-drifts, etc. Hats, large knitted headbands, sunglasses, or bandanas may not be worn.

Best Dress: also defined as "Sunday Best", slacks, dress shirt, and tie for boys, nice dresses/skirts for girls. Heels must not exceed 2 inches in height. Best dress days MUST be approved by administration.

H. Modifications to the Uniform Policy

All modifications to the Lincoln Academy uniform policy will be made according to procedures outlined in Utah law and/or the school's state-approved charter.

The Lincoln Academy Board of Trustees and the administration will make all final modifications to the Lincoln Academy uniform policy.