

St. Odilia School Policy and Information Manual

5132 Uniform Dress Code

1.0 Policy Statement

- 1.1 St. Odilia School has a uniform dress code to honor the Parents'/Guardians' request for the St. Odilia students to have the same attire.
- 1.2 One acceptable vendor has been selected for consistency of appearance, color and quality. This also allows for less subjectivity in enforcement.
- 1.3 The **only acceptable vendor is: DONALD'S UNIFORM.**

2.0 Definitions

- 2.1 Intentionally Left Blank

3.0 Procedure

- 3.1 All students, K-8, are required to wear uniforms on school days, with any exceptions announced by the school or by specific permission from the Principal.
- 3.2 St. Odilia Staff reserves the right to interpret and enforce the Uniform Dress Code as necessary.
- 3.3 Clothing should be marked with the student's name and/or initials for easy identification.
- 3.4 Parents/Guardians are responsible for ensuring that their child is in proper uniform.
- 3.5 St. Odilia Staff performs periodic uniform checks.
- 3.6 Distracting (or disruptive) clothing, hair, jewelry, and/or make-up is not allowed and is addressed at the discretion of the Principal and/or St. Odilia Staff.
- 3.7 SCHOOL UNIFORM COMPONENTS
 - 3.7.1 Parents/Guardians may purchase uniform components from:

DONALD'S
972 Payne Avenue
St. Paul, MN 55101
651-776-2723 or 651-776-2724

3.7.2 Uniform requirements for Elementary School (K-5th Grade)

The uniform requirements for Elementary School are outlined in Tables 3.1 and 3.2.

| TABLE 3.1 | | |
|---|---|---|
| Elementary (K – 5th Grade) Girls Uniform Requirements | | |
| <u>Choose one (1):</u> | <u>Choose one (1):</u> | <u>Optional ... Choose one (1):</u> |
| <p>Red Plaid Jumper no more than 3” above knee (Note 1)</p> <p>Red Plaid Skort no more than 3” above knee (Notes 1 and 2)</p> <p>Red Plaid Skirt no more than 3” above knee (Notes 1 and 2)</p> <p>Navy Uniform Twill Pant (Note 3) *With Donald’s Hip Tag Visible</p> <p>Navy Uniform Walking Short no more than 4” above the knee (Notes 3 and 4) *With Donald’s Hip Tag Visible</p> | <p>Blue Uniform Polo Shirt with monogrammed school logo– long/short sleeve-Banded Bottom</p> | <p>Red Uniform Sweatshirt with monogrammed school logo</p> <p>Navy Uniform Cardigan with monogrammed school logo</p> <p>Navy Uniform Vest with monogrammed school logo</p> |

Note 1: Tight-fitting, full length black or navy blue leggings, can be worn under Red Plaid Jumpers and Skorts.

Note 2: Red Plaid Skorts from Dennis Uniforms are Grandfathered in.

Note 3: A black, brown, or navy uniform belt is required if the Navy Uniform Twill Pant or Walking Short does not have an elastic waist.

Note 4: The Navy Uniform Walking Short option is permitted during the months of September, October, April, May, and June or at Principal’s discretion.

| TABLE 3.2 | | |
|---|--|--|
| K – 5 Boys Uniform Requirements | | |
| <u>Choose one (1):</u> | <u>Choose one (1):</u> | <u>Optional ... Choose one (1):</u> |
| Navy Uniform Twill Pant (Note 1) *With Donald’s Hip Tag Visible Navy Uniform Walking Short no more than 4” above the knee (Notes 1 and 2) *With Donald’s Hip Tag Visible | Red Uniform Polo Shirt with monogrammed school logo – long/short sleeve- Banded or Traditional Bottom | Red Uniform Sweatshirt with monogrammed school logo Navy Uniform Cardigan with monogrammed school logo Navy Uniform Vest with monogrammed school logo |

- Note 1: A black, brown, or navy uniform belt is required if the Navy Uniform Twill Pant / Navy Uniform Walking Short does not have an elastic waist.
- Note 2: The Navy Uniform Walking Short option is permitted during the months of September, October, April, May, and June or at Principal’s discretion.

3.7.3 Uniform requirements for Middle School (6th – 8th Grade)

The uniform requirements for Middle School are outlined in Tables 3.3 and 3.4.

| TABLE 3.3 | | |
|---|--|--|
| Middle School (6 th – 8 th Grade) Girls Uniform Requirements | | |
| <u>Choose one (1):</u> | <u>Choose one (1):</u> | <u>Optional ... Choose one (1):</u> |
| Red Plaid Skort no more than 3” above the knee (Notes 1 and 2) Red Plaid Skirt no more than 3” above knee (Notes 1 and 2) Navy Uniform Twill Pant (Note 3) *With Donald’s Hip Tag Visible Navy Uniform Walking Short no more than 4” above the knee (Notes 3 and 4) *With Donald’s Hip Tag Visible | White Uniform Polo Shirt with monogrammed school logo – long/short sleeve- Traditional or Banded Bottom | Red Uniform Sweatshirt with monogrammed school logo Navy Uniform Sweatshirts are earned through service points. See Student Handbook for further details. |

- Note 1: Tight-fitting, full length black or navy blue leggings, can be worn under Red Plaid Skort.
- Note 2: Red Plaid Skorts from Dennis Uniforms are Grandfathered in.
- Note 3: A black, brown, or navy uniform belt is required if the Navy Uniform Twill Pant or Walking Short does not have an elastic waist.
- Note 4: The Navy Uniform Walking Short option is permitted during the months of September, October, April, May, and June or at Principal’s discretion.

TABLE 3.4

| Middle School (6th – 8th Grade) Boys Uniform Requirements | | |
|---|--|---|
| <p><u>Choose one (1):</u></p> <p>Navy Uniform Twill Pant (Note 1) *With Donald’s Hip Tag Visible</p> <p>Navy Uniform Walking Short no more than 4” above the knee (Notes 1 and 2) *With Donald’s Hip Tag Visible</p> | <p><u>Choose one (1):</u></p> <p>White Uniform Polo Shirt with monogrammed school logo – long/short sleeve- Traditional or Banded Bottom</p> | <p><u>Optional ... Choose one (1):</u></p> <p>Red Uniform Sweatshirt with monogrammed school logo</p> <p>Navy Uniform Sweatshirts are earned through service points. See Student Handbook for further details.</p> |

Note 1: A black, brown, or navy uniform belt is required if the Navy Uniform Twill Pant / Navy Uniform Walking Short does not have an elastic waist.

Note 2: The Navy Uniform Walking Short option is permitted during the months of September, October, April, May, and June or at Principal’s discretion.

3.7.4 If wearing a traditional uniform shirt, it must be tucked into pants/shorts/skort at all times.

3.7.5 Only plain white T-shirts, free of any designs, are to be worn under uniform shirt (T-shirts should only be visible at the neckline).

3.7.6 Pants/shorts/skort are to be worn at the waist at all times.

3.7.7 Elementary and Middle School students may wear their athletic or St. Odilia sponsored extracurricular sweatshirts or T-shirts (over their uniform shirt) on Tuesdays.

3.7.8 Socks

- (1) **Girls** – Solid navy, black, gray or white socks are acceptable. Girls may choose to wear navy, black or white tights, or full length tight-fitting navy or black leggings.
- (2) **Boys** – Solid navy, black, gray or white socks are acceptable. Boys socks should be crew length or shorter

3.7.9 Shoes

- (1) Athletic shoes are **acceptable** for every day wear and are **required** for K-8 Physical Education.
- (2) **No** slip-on shoes or zipper shoes are allowed for Physical Education.
- (3) Shoes must be tied and of the appropriate size for the student. Velcro shoes are acceptable.
- (4) Black, brown, or navy soft soled, non-marking shoes are acceptable.

- (5) The following shoes are **not** allowed:
- (a) Sandals, or open-toed/open-heeled shoes.
 - (b) High-heels/wedges.
 - (c) Clog styles or boots (e.g., Uggs).
 - (d) Heelies or shoes that light up.

3.7.10 **Hats, caps, and bandanas** are **not** allowed to be worn in the classroom except during authorized events.

3.7.11 **Make-up** is **not** allowed in grades K-5 with the exception of clear lip balm. Minimal make-up is allowed for Middle School girls.

3.7.12 **Hair**

- (a) Hair must be neat, clean and out of eyes.
- (b) Boys will be clean-shaven.
- (c) Hairstyle and color should not distract or draw undue attention to the student.
- (d) No one is to dye his or her hair a color that cannot be grown naturally.
- (e) Hair accessories should not distract or draw undue attention to the student.

3.7.13 **Earrings** must be small. **No other** body (nose, tongue, etc.) piercings of any kind are acceptable.

3.8 MIDDLE SCHOOL GYM UNIFORM

3.8.1 Uniform T-shirt and uniform shorts are required.

3.8.2 Order forms are available from Rob Piersak – P.E. Teacher (651-415-3334).

3.8.3 During cooler months, properly fitting sweat/warm-up pants may be worn. **No** tear away pants are allowed. Additional outdoor clothing may be required for outdoor units depending upon the season.

3.9 OUT OF UNIFORM DAYS

3.9.1 At all times, students are expected to dress modestly and appropriately within the expectations of the particular out of uniform day.

3.9.2 Examples of items which would be considered *unacceptable* on an official “out of uniform” day include:

- (1) Short shorts/skirts, or sagging shorts/pants, spaghetti strap shirts or tops which show a bare midriff.
- (2) Clothing printed with obscene statements and/or inappropriate ideas.

- (3) Clothing that is ripped, tattered, full of holes and/or dirty.
- (4) Caps, hats, scarves or any type of head-covering worn inside the school building.
- (5) Failure to wear the designated clothing style/color(s) of the day (e.g. School Colors Day)

3.10 If a student is “out of uniform” on an “in uniform” day, the student will be disciplined. In addition, the student may be asked to:

- (1) Wear clothing from the uniform exchange rack/extra clothing supplies; and/or,
- (2) Call a Parent/Guardian to bring appropriate clothing to school; and/or
- (3) Be in uniform on an otherwise “out of uniform” day (Middle School).

3.11 INFRACTION OF THE SCHOOL UNIFORM CODE

When a student is not in uniform, the following process will take place:

3.11.1 First Offense

The Teacher will send home, with the student, an Infraction Notice identifying the problem. The Infraction Notice must be signed by a Parent/Guardian and returned to St. Odilia Staff the following day.

3.11.2 Second Offense

The Principal will call the Parent/Guardian and explain the infraction. The Teacher, or the Principal, will complete the second Infraction Notice. A re-entry conference with the student, Parent/Guardian, and the Principal may be required in order for the student to return to school.

3.10.3 The following is a sample of the Uniform Dress Code Infraction Notice. (see next page)

St. Odilia School
Uniform Dress Code Infraction Notice

_____ was not wearing the proper school uniform today, (date) _____.

The following checked items were out of compliance:

| | |
|-------------------------------|---------------------------|
| _____ Sweater/Sweatshirt/Vest | _____ Pants/Shorts length |
| _____ Jumper/Skort | _____ Shirt |
| _____ Jumper/Skort length | _____ Shoes |
| _____ Socks | _____ Belt |
| _____ Other: _____ | |

St. Odilia has a uniform code which provides students and families with clear expectation on how students should dress each day. If the purchase of items is required and/or additional time is needed, please let your child's homeroom teacher know; otherwise we will assume your child will be in uniform the next day. Please sign and return this form to the teacher indicating that you have discussed this with your child and the necessary steps to follow the St. Odilia Uniform Code will be taken.

FIRST OFFENSE

Date returned: _____

SECOND OFFENSE

Date returned: _____

Teacher Signature / Date

Parent/Guardian Signature / Date

White Copy – Student/Parent
Yellow Copy – Office
Pink Copy – Teacher

*Form Updated 2020