

# 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' 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 in the Newsletter or by specific permission from the Principal.
- 3.2 St. Odilia Staff reserves the right to interpret and enforce the Uniform 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, or make-up will not be allowed, is at the discretion of the Principal and will be addressed by St. Odilia Staff and/or the Principal.
- 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 (K-5<sup>th</sup> Grade) are outlined in Tables 3.1 and 3.2.

<b>TABLE 3.1</b>		
<b>Elementary (K – 5<sup>th</sup> Grade) Girls Uniform Requirements</b>		
<b>Choose one (1):</b>	<b>Choose one (1):</b>	<b>Optional ... Choose one (1):</b>
<p><b>Red Plaid Jumper</b> no more than 3” above knee (Note 1)</p> <p><b>Red Plaid Skort</b> no more than 3” above knee (Notes 1 and 2)</p> <p><b>Navy Uniform Twill Pant</b> (Note 3)</p>	<p><b>Blue Uniform Polo Shirt</b> with monogrammed school logo– long/short sleeve-Banded Bottom (Note 4)</p>	<p><b>Red Uniform Sweatshirt</b> with monogrammed school logo</p> <p><b>Navy Uniform Cardigan</b> with monogrammed school logo</p> <p><b>Navy Uniform Vest</b> with monogrammed school logo</p>

- Note 1: Tight-fitting navy blue leggings, that must cover the ankles, 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 has belt loops.
- Note 4: Effective 08/15/15 – the Yellow Uniform Oxford Cloth Button Down Shirt and Yellow Uniform Polo Shirt are no longer allowed.

<b>TABLE 3.2</b>		
<b>K – 5 Boys Uniform Requirements</b>		
<b>Choose one (1):</b>	<b>Choose one (1):</b>	<b>Optional ... Choose one (1):</b>
<p><b>Navy Uniform Twill Pant</b> (Note 1)</p> <p><b>Navy Uniform Walking Short</b> no more than 4” above the knee (Notes 1 and 2)</p>	<p><b>Red Uniform Polo Shirt</b> with monogrammed school logo – long/short sleeve</p>	<p><b>Red Uniform Sweatshirt</b> with monogrammed school logo</p> <p><b>Navy Uniform Cardigan</b> with monogrammed school logo</p> <p><b>Navy Uniform Vest</b> with monogrammed school logo</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 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 (6<sup>th</sup> – 8<sup>th</sup> Grade) are outlined in Tables 3.3 and 3.4.

<b>TABLE 3.3</b>		
<b>Middle School (6<sup>th</sup> – 8<sup>th</sup> Grade) Girls Uniform Requirements</b>		
<p><b>Choose one (1):</b></p> <p><b>Red Plaid Skort</b> no more than 3” above the knee (Notes 1 and 2)</p> <p><b>Navy Uniform Twill Pant</b> (Note 3)</p>	<p><b>Choose one (1):</b></p> <p><b>White Uniform Polo Shirt</b> with monogrammed school logo – long/short sleeve</p>	<p><b>Optional ... Choose one (1):</b></p> <p><b>Red Uniform Sweatshirt</b> with monogrammed school logo</p> <p><b>Navy Uniform Sweatshirts</b> are earned through service points. See Student Handbook for further details.</p>

Note 1: Tight-fitting navy blue leggings, that must cover the ankles, 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 has belt loops.

<b>TABLE 3.4</b>		
<b>Middle School (6<sup>th</sup> – 8<sup>th</sup> Grade) Boys Uniform Requirements</b>		
<p><b>Choose one (1):</b></p> <p><b>Navy Uniform Twill Pant</b> (Note 1)</p> <p><b>Navy Uniform Walking Short</b> no more than 4” above the knee (Notes 1 and 2)</p>	<p><b>Choose one (1):</b></p> <p><b>White Uniform Polo Shirt</b> with monogrammed school logo – long/short sleeve</p>	<p><b>Optional ... Choose one (1):</b></p> <p><b>Red Uniform Sweatshirt</b> with monogrammed school logo</p> <p><b>Navy Uniform Sweatshirts</b> 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 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 Shirts must be tucked into pants/shorts/skort at all times. The only exception is the Blue Uniform Polo Shirt – Banded Bottom worn by Elementary Girls.

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/skorts are to be worn at the waist at all times.

3.7.7 Elementary and Middle School students may wear their athletic sweatshirts or T-shirts (over their uniform shirt) on Tuesdays if they have a game during that week or over the weekend.

### 3.7.8 Socks

- (1) **Girls** – Navy or white socks (**must be visible**) or tights, or tight-fitting navy leggings.
- (2) **Boys** – Navy or white socks (**must be visible**) are acceptable.

### 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 the appropriate size for the student. Velcro shoes are acceptable.
- (4) Black, brown, or navy soft soled, non-marking shoes are acceptable.
- (5) **No** sandals or open-toed/open-heeled shoes are allowed.
- (6) **No** high-heels/wedges
- (7) **No** clog styles or boots (e.g., Uggs)
- (8) **No** heelies or shoes that light up

3.7.10 **Hats, caps, and bandanas** are **not** allowed to be worn in the classroom except for 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 must be neat, clean and out of eyes.

Boys will be clean-shaven.

Hairstyle and color should not distract or draw undue attention to the student.

No one is to dye his or her hair a color that cannot be grown naturally.

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 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)

3.9.3 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).

### 3.10 INFRACTION OF THE SCHOOL UNIFORM CODE

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

#### 3.10.1 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.

#### 3.10.2 Second Offense

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

3.10.3 The following is a sample of the Uniform Code Infraction Notice.

---

**St. Odilia School**  
**Uniform 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
_____ Pants/Shorts Wrong Vendor	_____ Socks
_____ Belt	
_____ General Appearance: _____	

It is expected that this matter will be resolved and the student will be in compliance for the next school day. Please sign and return this form to the teacher indicating that you have discussed this with your child and that both of you will take the necessary steps to ensure compliance with St. Odilia School's Uniform Code in the future.

**FIRST OFFENSE**

Date returned: \_\_\_\_\_

**SECOND OFFENSE**

Date/Time of Pick-Up \_\_\_\_\_

\_\_\_\_\_  
Teacher Signature / Date

\_\_\_\_\_  
Parent Signature / Date

Blue Copy – Assistant Principal  
Yellow Copy – Teacher  
Pink Copy - Student