
COLONIAL ACADEMY

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To: Parents and Guardians of 2014/2015 Colonial Academy Students
From: Carolyn Krotowski – Principal
Date: September 1, 2015
Subject: Revised Student Dress Code

At Colonial Academy we believe our dress code is an important part of the school culture and climate. Our goal has always been to provide a school environment that is free of distractions, safe, and conducive to learning. Starting with the 2014/2015 school year, Colonial Academy students will be allowed to wear **ANY** solid color polo or dress shirt with the approved pant options. We believe these changes will not only make it easier to enforce, but also allow students more freedom in the way they choose to dress.

Included with this letter, you will find a copy of Colonial Academy's revised Standardized Dress Code. We are sending you this information now so that you may plan for the coming school year as you do your summer shopping. We will be providing additional information on our website. **Our website can be found at www.ciu20.org.** It is our goal to clearly communicate this information as the Standardized Dress Code will be strictly enforced from the first day of school in the 2014/2015 school year.

If you have questions or concerns, please do not hesitate to contact Colonial Academy at 610.863.5550. Thank you for your support of this effort and we look forward to working with you in the upcoming school year.

Sincerely,

A handwritten signature in cursive script, appearing to read 'Carolyn Krotowski'.

Carolyn Krotowski, Principal

Intermediate Unit 20 - Colonial Academy

Standardized Dress Code

The Colonial Academy recognizes the right of every student to freedom of expression in both speech and the wearing of apparel as guaranteed by the U.S. Constitution and the U.S. Supreme Court.

The Colonial Academy also recognizes its paramount obligation to provide for the health, safety and welfare of students who attend its schools.

The Colonial Academy further recognizes its responsibility to maintain a positive learning environment in the schools under its jurisdiction and to minimize the opportunity for student distraction and/or disruption.

The Colonial Academy believes that a code of standard dress will address the issues related to health, safety and welfare of the students attending its schools and will further aid in the maintenance of a positive learning environment.

The legal authority for this policy is Section 1317.3 Uniforms of the Public School Code of 1949, as amended (24 PS 1317.3).

The Colonial Academy is set to enforce school regulations limiting student dress in order to:

1. Increase school safety and provide for the health and welfare of its students.
2. Promote a school and learning environment, which focus on instruction and learning.
3. Promote school pride.

Students may be required to wear certain types of clothing while participating in physical education classes, technology education classes, culinary education classes, or other situations where special attire may be required to ensure the health or safety of the students.

Students have the responsibility to keep themselves, their clothes, and their hair clean. School officials may impose limitations on student participation in an instructional program where there is evidence that the lack of cleanliness constitutes a health hazard to the educational process

Parents must be mindful that dress, which may be distracting or disruptive to the learning process, will not be tolerated. Any student violation this dress code will be addressed by consequences set forth by the Colonial Academy administration team. School administrators have the final responsibility for interpretation and enforcement of dress should any anomaly exist. School administrators may give permission for students to dress outside the parameters of the dress code guidelines on planned or special event occasions. Examples may include, but are not limited to, field trips, team challenges and theme days. Dress, on these days, shall still be consistent with the intent and spirit of the Standardized Dress Code.

The following dress and grooming guidelines shall apply to all students attending classes within the Colonial Academy IU20 program.

Bottoms

Dress, Casual Docker style, or Corduroy pant	Khaki(tan), Gray, Black, Blue
Dress or Casual Docker style shorts	Khaki(tan), Gray, Black, Blue
Dress or Casual Capri style pants	Khaki(tan), Gray, Black, Blue
Dress or Casual Skirt/Skort	Khaki(tan), Gray, Black, Blue

Bottom Guidelines:

- Must be appropriately sized for the student, that is, they are to be no more than one regular size larger than the student actually measures. Extra wide, extra full, extra long, baggy, or sagging pants or shorts are not permitted.
- Tight, form-fitting pants are not permitted.
- Pleated or plain front bottoms are acceptable.
- No more than 2 front and rear pockets are permitted.
- Bottoms must be worn at natural waist and fit naturally.
- Shorts/Skirts/Skort length must reach 2" above top of knee cap.
- Skirt/Skort must be free of pockets below the hip.
- Full length leggings/tights may be worn under a skirt.
- Belt: Must be worn at natural waistline and be of solid color material (black, white, tan, or brown). Belts must be appropriate length for waist. Belts and belt buckles: No studs or inappropriate materials.
- Bottoms must be of contrasting color to top. For example, no black bottoms and black tops.
- No holes or slits are permitted.
- No sewn-on loops are permitted.
- No carpenter or cargo pants/shorts are permitted.
- No sweat pants are permitted.
- No jean/denim, or jean like material, of any color is permitted.
- Undergarments must not be visible.
- No spandex, nylon, or stretch materials are permitted.

For Physical Education, Clubs, Team Challenges and other Events:

- On physical education days, Club time, Team Challenges and events approved by the administration team, sweat pants or gym shorts may be worn during the class or event.

Tops

Traditional 2 or 3 button polo shirts	Any Solid Color
Standard Oxford Dress Shirt/Blouse	Any Solid Color

Top Guidelines:

- Must be appropriately sized for the student, that is, they are to be no more than one regular size larger than the student actually measures. No long/baggy shirts permitted.
- **No logo's larger than a quarter in size, prints, stripes, patterns, etc. are permitted.**
- All shirts must have a collar.
- Female Blouse- No low cut, plunging or V-neck necklines. Shirt may have ruffles, but must be buttoned to the base of the neck.
- Buttons: Shirt may not have any more than two buttons open to the base of the neck as to not be deemed excessively revealing.

For Physical Education, Clubs, Team Challenges and other Events:

- On physical education days, Club time, Team Challenges and events approved by the administration team, Solid colored t-shirts or solid sweat shirts in approved colors may be worn.

Optional Apparel (Layering Garment)

T-shirts (layering garment under shirt)	Any Solid Color
Turtleneck/Mock Turtleneck (layering garment)	Any Solid Color
Full-Torso Cardigan or Turtle Neck Sweater	Any Solid Color
Full-Torso Vest/Sweater Vest	Any Solid Color
Fleece (1/4 Zip)	Any Solid Color
Crew neck Sweatshirt	Any Solid Color
Pullover	Any Solid Color

Optional Apparel Guidelines:

- Plain undershirts, t-shirts and long sleeve t-shirts, turtlenecks, mock turtlenecks may be worn underneath the standard dress top in approved colors.
- Turtle necks and mock turtlenecks may be worn as a layering garment for pullovers, sweater vests, cardigan sweaters and fleeces. If they are not used in this manner, a standard collard shirt top must be worn.
- Solid color pullovers, full-torso/sweater vests, full-torso cardigan sweaters, fleece with ¼ zip, or crew neck sweatshirts (of approved colors and size) may be worn.
- Dresses that meet the standard for collar, sleeve, skirt length, and color may be worn.

- Hooded and thermal tops of any style are not permitted in classrooms.

Footwear Policy:

- Footwear must be worn at all times. Closed toe and heel shoes are required. Only one set of same color shoelaces are permitted. Flip flops, open-toed sandals, shower shoes and slippers (or shoes deemed to be slippers) are prohibited.

Jewelry/Bracelet Policy:

- Wrist bands, hair ties, and beaded jewelry are not permitted and should be left in locker.

General Guidelines for Students:

- Clothing, hats, hair ornaments or implements, or any other materials which are considered to indicate gang affiliation are prohibited.
- Head gear shall not be worn in the building, including but not limited to caps, hats, scarves, bandannas, hair nets, or do-rags.
- Headbands may be worn if they are appropriate in nature (no gang affiliation or inappropriate pictures or statements)
- Sunglasses, un-prescribed glasses, and unnatural colored contacts are not permitted.
- Accessories that are distracting, disruptive are prohibited.
- Backpacks, bags, and fanny packs are not permitted.
- Clothing and accessories that advertise or promote the use of tobacco, alcohol, or drugs; or which are lewd, vulgar, or indecent; or which are sexually suggestive or contain a sexually suggestive double meaning, or which create a hostile or intimidating environment on the basis of sex, race, color, national origin, religion, or disability; or promote violence or gangs are prohibited.
- Students are to remove their outerwear and head covering/bands/apparel (not dictated by religious beliefs) once they enter the building and place items in their lockers for the remainder of the day; students are not allowed to carry or wear these items during the school day. Hair grooming implements are not to be worn as an accessory.
- Standard apparel may not be embellished or altered in any fashion.
- Under the discretion of the Administration, on special occasions throughout the year, students and staff may be permitted to wear non-dress code attire (Jeans, sport shirts, etc.). This will be announced prior to the occasion and guidelines will be given to the students in advance.

Request for Reasonable Accommodation:

- Religious and/or Disability Accommodation: If the parent of a student believes that a religious practice, religious belief, or disability precludes strict adherence to the Standardized Dress Policy, thus necessitates a reasonable accommodation, the student's parent(s) may fill out the appropriate form that may be obtained upon request to Administration. Parents requesting a reasonable accommodation are required to submit all other documentation reasonably requested by the Administration to establish their need for reasonable accommodation. Parents requesting reasonable accommodation from the dress code policy may be required to meet the Administration to discuss the need for a reasonable accommodation. Following the meeting, the

Administration shall render a written decision, approving or denying the requested waiver. Any exemption from the guidelines granted by the Administration shall be limited to the minimum variance from the guidelines necessary in the light of specific, sincerely held religious belief or disability which precludes strict compliance. The exception as allowed will be clearly stated. This form will be available upon request by contacting our office.

Economic Hardship/Crisis Situations:

- Families may qualify under certain income guideline for a standardized dress subsidy. The Colonial Academy shall develop and maintain a system to provide limited financial assistance to families demonstrating a financial hardship resulting from compliance with the policy, while guarding the privacy of each student. Appropriate forms and information will be available from the Administration implementing the policy, and the family must file a new application each year the student is present. This form will be available upon request by contacting our office.