

Franklin Discovery Academy

5201 - Student Dress Code Policy

Approved: September 9, 2021

Updated: Sept 23, 2023

Purpose:

The purpose of our dress code is to help create a consistent school atmosphere compatible with our vision of an educational wonderland appropriate to young children. We hope to instill in students a sense of belonging to an educational community by wearing clothing that is different from what is worn in informal settings. A dress code can help set “the tone” for the serious work that is done at school.

At Franklin Discovery, we believe that the documented benefits of a dress code (fewer disciplinary problems, improved behavior, security) are worth the effort, but we also do not want to put an extreme burden on families to buy expensive clothing. Therefore, our code is a “dress code” and not a “uniform policy.” Parents do not have to buy specific brands, but instead are free to buy any brand/color that fits within the dress code. Our dress code includes a variety of color options to match our desire for an energetic and lively environment.

We reserve the right to change or modify the dress code should any guidelines prove to be distracting or dangerous. Preschool students do not need to follow the dress code, but do need to be dressed in school appropriate clothes and closed-toe shoes that cover the entire foot (for safety).

A dress code helps students acquire and refine critical skills by creating a safe and orderly classroom environment. Specifically, our intent with the dress code is that it:

1. Helps students focus on their worth as individuals and their role as members of the Franklin Discovery community of learners and to avoid identifying self-worth with style of dress;
2. Helps build self-esteem, self-respect, and school spirit among students by creating the distinction of being part of an identifiable group, and by aiding in eliminating class and socioeconomic distinctions among students.
3. Helps students to dress modestly and to respect each other as individuals whose thoughts, speech, and actions determine their influence on others.
4. Helps students concentrate on schoolwork by setting a tone for serious study. A dress code can signal higher expectations to students.
5. Removes distractions created by socioeconomic differences and shifting fashions;
6. Helps generate a positive school image in the community.
7. Assists administrators, faculty, staff, parents, and students in instantly recognizing intruders.
8. Assists students in the development of discipline and a sense of community.

Definitions:

“Employee” means:

1. school teachers; school staff; school administrators; and
2. all others employed, directly or indirectly, by the school or school board.

“Officer” means any member of the board.

“Student” means any student registered at Franklin Discovery Academy.

“Hoodie” means a sweatshirt with a hood, with or without strings, solid front or zipped up.

“Sweater” means a pull-over or cardigan style article of clothing, usually made of knitted, cotton, crocheted, or fleece material that covers the upper body and has long sleeves, designed for warmth.

“School sweater” means a sweater in solid school colors or white without any logos, other colors, words, or pictures. A school sweater can be button-up, zippered, or pull-over, as long as it has no hoods or strings. School sweaters may not be denim.

“School jacket” means an outerwear article of clothing with sleeves and an opening down the front covering at least the upper part of the body and containing extra insulation. Jackets are generally for use outside the building during recess for additional warmth and protection from the weather. School jackets do not have to be in school colors, but may not have words/pictures beyond the manufacturer’s mark. See the definition and pictures for the entry of jacket at oxfordlearnersdictionaries.com

Dress Code Policy:

General:

- Students must present a modest, clean, and neat appearance at all times, and exercise good grooming and personal hygiene habits.
- All clothing must be in good repair, clean, appropriately sized, be modest in fit and length, and worn correctly (e.g. clean; no holes, rips, stains, faded cloth, or frayed edges).
- Clothes and accessories may not be disruptive or cause security or safety issues.
- The school logo may be embroidered on any top (e.g. shirt, sweater, vest, or jacket).
- A student’s dress and appearance may not be distracting to the educational environment. The Administration may not change the designated dress code policy without the consent of the Board, but may prohibit any item(s) if those items are deemed to be distracting, unsafe, or inappropriate to the educational environment.

Tops (boys and girls):

- Solid collared polo or collared button-up shirts in white, yellow, purple, orange, or blue (light, royal, or navy).
- Moderate shade differences to our official school colors are acceptable, but no neon or light pastel shades are allowed (except for light blue).
- Long or short sleeve polo/button-up shirts may be worn.
- A small (less than 1”) manufacturer’s mark is acceptable (e.g. a Nike Swoosh), but no advertisements or other logos.
- Long sleeved shirts or turtlenecks may be worn under the approved polo, but must be solid white or blue. Hoodies of any kind may not be worn under the polo.
- Shirts must cover the shoulders.
- Shirts must not be stripped.

Bottoms (boys and girls):

- “Docker” style pants (cotton twill pants, pleated or flat-front) in navy blue, khaki, brown, tan, black, dark olive, or gray.
- May wear similar “Docker” style shorts, in the above colors, that are **no more than 2” above the knee** between March 1 and Nov. 1.
- No embellishments or patterns.

- No jeans or any denim item(s) of any color, cargo shorts, or cargo pants.
- Leggings may not be worn as pants. Jeggings with pockets are acceptable.

Bottoms (girls):

- In addition to pants and shorts, girls may wear polo dresses, skirts, skorts, or jumpers in solid blue or tan/ivory, no shorter than 2" above the knee.
- A regular school top must be worn under a polo dress or jumper so that shoulders are covered.
- For modesty while playing, white, navy, light blue, or light ivory/tan tights or leggings or shorts must be worn under skirts, dresses or jumpers.
- No embellishments or patterns are allowed.

Shoes:

- Closed-toed shoes required; shoes must cover the entire foot, including the heel.
- Shoes may not have wheels, lights, sounds or other distractions.
- Open-toed shoes, sandals, water/beach shoes, slippers, flip-flops, and dance footwear, are prohibited.
- Leggings, hose, and socks must be neutral and solid in color.

Hair/Accessories/Make-up/Jewelry:

- Hair shall be neatly combed or brushed, trimmed, and attractive in appearance.
- Bizarre, extreme, or unusual hairstyles or unnatural coloring are not permitted. Hair must be in a traditional hairstyle.
- Small hair accessories, in light or school colors, and without embellishments are acceptable.
- No hair accessories that include protruding decorations.
- Makeup may not be distracting. Administrators may prohibit makeup which is distracting, inappropriate, or unnatural-looking in their opinion.
- Glitter, face-painting, artificial tattoos, etc. are prohibited.
- Jewelry may not be distracting. Students wearing distracting jewelry will be asked to remove any such items. Body piercing jewelry, including nose piercing, is prohibited in both boys and girls except that girls may wear modest, non-distracting earrings. Gauge-style earrings are not permitted.
- Students may not wear costume accessories.
- Students may not wear accessories that are deemed a safety hazard on the playground. This would include loose items that could pose a strangulation hazard on the playground.

Name Tags and Lanyards:

- A student's name tag is considered to be part of the dress code. A student must wear their name tag at all times while on campus.
- Students may bring in custom lanyards from home, but they must have the emergency safety breakaway release. Due to the extreme safety risk of non-breakaway lanyards, **any** lanyard without the breakaway release will be confiscated and available for pick-up by the parent at the front desk.
- Students may use wrist or pin lanyards from home for their name tag.
- Students may have travel sized hand-sanitizer or school-approved items (pins, school badges, school rewards, etc) attached to their name tag or lanyard.
- In accordance with the policy of no toys from home at school, students may not attach toys or fidgets on their name tag unless approved by the administration or student services team.

- A student is considered to be in violation of the dress code for failure to comply with the name tag requirement.

Outerwear–Outside Jackets/Coats (School Jackets):

- Any school appropriate (regardless of color) coat, jacket, sweater, sweatshirt (except no hoodies, or sweaters with drawstrings), hat, mittens, gloves, snow boots, etc. may be worn outside to and from school and for warmth during outdoor activities.
- Hoodies ***are not*** permitted ***inside or outside*** the building and should not be brought to school. They are a safety hazard due on the playground.
- Outside jackets can have hoods but no strings (this is due to serious safety concerns).
- Zippered jackets, coats, and sweaters for outdoor use may be of any style and color as long as they are not distracting to the educational environment, have an opening down the front, and do not have words/graphics beyond a small manufacturer's mark. They are also only for outdoor use during recess and may generally not be worn indoors. They must be kept in lockers when the student is inside.
 - In the event of cold temperatures inside the building or upon consideration of individual student circumstances, the administration may approve a student(s) to wear School Jackets inside the building, as long as it is not distracting to the educational environment, does not have words/graphics and generally worn with the zipper/buttons down. Hoods may not be on the head while in the building. Outside jackets with words/graphics may not be worn inside the school and are not given an exception in the event of cold temperatures.
 - *NOTE 2023-24: The admin has given general permission for School Jackets to be worn inside the building during this school year in rooms that are excessively cold because we are currently having difficulty controlling the temperature of the building. We are in the middle of a project to correct this problem, but do not expect it to be finished until the summer of 2024. Until then, the admin will allow for School Jackets to be worn inside. This means School Jackets specifically as noted in the definitions (ie still no hoodies).*

Outerwear–Inside Sweaters/Jackets (School Sweaters):

- Inside the building, students may wear a School Sweater (see definition) in solid school colors or white or gray, **over** their dress code shirt with the collar visible.
 - The sweater/jacket may have minor color variations with the trim.
- The School Sweater can be a zipper, button-up, or pull-over, but may not be a hoodie.
- No strings.
- No hoodies.
- No jean jackets.

Other Outerwear:

- Hats, bandanas, hoods, and shawls may not be worn inside the school. The head and face must be uncovered at all times, except as allowed or religious exemptions.

Dress down day

- For dress down day, students may wear regular casual clothing such as jeans and t-shirts. Clothing must still cover the shoulders and be no more than 2" above the knees.
- No pajamas (unless authorized by the administration for a special event), distracting, or inappropriate clothing may be worn during dress down day.
- Outwear policies apply to Dress Down Day.

- No hoodies on dress down day.
- The administration has the discretion to deem any item as distracting or inappropriate.
- The administration may approve and add to the school calendar one dress down day per month. They may also add an extra dress down day for school picture day and end-of-year field day. The administration may approve certain field trips as dress down days.

Spirit Days

- On Spirit Days, an approved Franklin Discovery Spirit Shirt may be worn, but all other dress code items remain the same, unless specifically authorized by the administration. Spirit shirts from any year are acceptable.
- With the approval and at the discretion of the administration, up to one "Spirit Day" per month may be allowed. The administration will publish the dates for Spirit Days on the school calendar.

Enforcement

Enforcement of the dress code policy is the responsibility of the school community including students, teachers, and school administration. Teachers have the primary responsibility to teach, monitor, and enforce the school dress code policy in the classroom. School administrators have an obligation to enforce the dress code policy and to encourage teachers and students to adhere to and to enforce the dress code policy.

Although the administrative team can select the exact procedures for enforcement (ie how/where to document or make a referral to the office), the general enforcement of the uniform policy will include the following:

- In addition to all consequences as listed below, if a student's dress is deemed to be a distraction or safety issue, parents will be contacted immediately to bring a change of clothes. Additionally, if the dress code violation can be remedied (such as by removing a hat), the student is expected to comply with the teacher or administration's direction. Students failing to comply with a request to bring them into dress code will be sent for an office referral and sent home for the day.
- Enforcements based on the number of violations as described below are based on any violation of the dress code, not the number of violations of the same part of the dress code.
- First violation to third violations: If a student is found to be out of dress code, a teacher or the administration will give a student a verbal warning to dress appropriately in the future and fix it if possible. [teacher documents with email home]
- Fourth violation: The teacher will make an office referral. The administration will contact parents via email and remind parents to have students dress appropriately in the future.
- Fifth violation: The teacher will make an office referral. The administration will contact parents to bring a change of clothes.
- Sixth to tenth violations: The student will be sent home for the day. The student is no longer in good standing for the before/after school program.
- Eleventh and twelfth violation: The student will not be permitted to attend school in person for two-weeks and instead be required to attend school-at-home during those two-weeks.
- Thirteenth violation: The student's general education time will be transferred to our school-at-home for the duration of the school-year.
- Additional consequences may be assigned by administration at the discretion of any school director. The School Board as necessary will also enforce the dress code policy as outlined in the school's discipline policy.

Procedures

- The administration team has the authority to create simplified versions of the policy for the purposes of educating students and parents. Such flyers or graphics should be presented to the board at the next available opportunity. The board will not take action on them, but can request that they be put on the agenda for a future meeting if they have a concern that the simplified version is not in keeping with the policy.

Dress Code Violation Procedure:

All employees:

1. Respect and privacy should be given to students with dress code violations.
 - a. While respecting privacy, inform the student of the dress code violation.
2. For jackets, sweaters, hats etc teachers should request students place items in their lockers with a time limit. If a student does not return within the time limit, teachers will call the office. If a student refuses to remove the item, do an office referral rather than engage in a power struggle.
3. For inappropriate attire (non-school shirts, pants, skirts etc) students remain in the classroom.
 - a. Call the front desk (or fill out the [dress code violation form](#)) and inform them of the student out of dress code.
 - b. If the violation significantly disrupts the education environment the student could be asked to go to the office. You must either come with the student or call the front office.
 - c. Have the student go pick up a dated dress code card from the front desk that they can show other teachers that the issue has been addressed.
4. For inappropriate attire that is a safety or modesty issue that is not correctable in class (such as removing a hoodie), the student should be sent to the front desk.
5. *Please note:* If a student comes to you stating they have a clothing issue (button breaks, tears on slide etc) and wants parents called for assistance they can be sent to the office for assistance. This is not treated as a dress code violation but

rather a student needing assistance and front desk may allow students to contact parents.

Front office:

- Check filemaker to see if this is the first referral this school year
- First time, not safety or major disruption
 - Verify it is truly a dress code violation and not a misinterpretation of our dress code.
 - Prepare an email that carbon copies the student's mentor teacher. Initially this will be reviewed by a director before sending:

Your student was out of dress code today. According to our dress code [{copy exact quote from dress code utilizing our online dresscode}](#). Our dress code is designed to create an energetic, lively, and consistent atmosphere at our school compatible with our vision of an educational wonderland appropriate to young children.

Please review the dress code with your student. [New dress code. Click here for a copy of our current dress code](#). Thank you for supporting Franklin Discovery's Dress code. If you have any additional questions please contact our Director of Students at directorofstudents@franklindiscovery.org

- Document in Filemaker of violation
- For students who have already received a warning this school year, a safety concern or major disruption follow the progressive procedure as outlined in the policy.

The Director on Duty for Discipline

- a. May notify the parents of the dress code violation.
- b. If student requires a change of clothing to continue the day the director will notify the parent to bring a change of clothing