

V. **UNIFORMS/DRESS CODE AND BRAND STANDARDS**

***UNIFORM AND DRESS CODE DECISIONS ARE MADE BY THE ADMINISTRATION AND ARE FINAL.**

Sacred Heart's uniform suppliers are Inka's and School Time. Students will be required to wear the "dress" version of the uniform on all Mass days and on special occasions announced by school administrators. The dress uniform for girls consists of the smock dress for Pre-K and Kindergarten girls; the jumper with the woven oxford cloth blouse for girls in 1st through 5th grades; and the skort with the woven oxford cloth blouse for Middle School girls. The dress uniform for all boys consists of long navy pants (as specified in the following section) with either the knit or the woven shirt.

PLEASE NOTE THAT THE NEW UNIFORM REQUIREMENTS INCORPORATING THE REVISED LOGO AND THE PROPERLY CUT PLAID ARE MANDATORY FOR THE 2016-2017 SCHOOL YEAR. THE 2015-16 UNIFORM CODE ALLOWED A ONE YEAR GRACE PERIOD FOR UNIFORM COMPONENTS WITH THE FORMER LOGO. THE GRACE PERIOD HAS EXPIRED.

BRAND STANDARDS

As of July 1, 2016, the school implements mandatory guidelines and procedures for the acceptable use of Sacred Heart images, marks, and logos for athletic team wear, apparel, digital/social media, printed materials, Tiger Shop merchandise, and other branded items. The Brand Standard Guidelines outlines acceptable marks, images, and logos used by SH and its teams, organizations, and staff. These guidelines are posted on the SH website.

Teams, organizations, and staff will follow the request procedures below to gain approval for branded items.

A. Any individual, organization, or athletic team using the SH name, logo, or branded marks for apparel, merchandise, uniforms, printed materials, digital media, or other branded items must submit a request form to the Communications Coordinator (form available on the website or from the Communications Coordinator).

B. A minimum of two weeks from the date of the initial request is required for the process to be completed.

C. The Communications Coordinator will respond to the request, communicate the next steps, and will forward the artwork/request to appropriate parties for approval.

D. Once approved, the requesting party is responsible for ensuring that the approved artwork or usage is not modified. If the approved artwork/usage needs further revision, a new request must be submitted.

E. In the event that this procedure is not followed and/or in the event that SH branded items are created without approval, the party responsible will be held accountable for collecting distributed items and assuming the applicable costs.

DRESS CODE/UNIFORM

A. GIRLS

- Smock dress: (Pre-K and Kindergarten) Plaid fabric with white collar; to be worn with matching plaid bloomer shorts.
- Jumper: (1st - 5th grades) Plaid fabric; to be worn with the Oxford woven blouse. Must be worn with the Oxford blouse November 1st to March 1st. Plaid jumper shorts or navy uniform knit shorts must be worn under jumper. Must be no shorter than 2” from floor when kneeling.
- Skorts: Worn in Junior High only. Plaid fabric. *Must be no shorter than 2” from floor when kneeling.*
- Walking Shorts: (All grades) Plaid fabric. *Must be no shorter than 2” from floor when kneeling.*
- Pants: Solid pleated or flat front navy pants from Inka’s or School Time. Long pants for the girls is a daily option not dependent on weather. It is not a dress uniform option.
- Knit Shirts: White cotton pique knit polo style or poly/cotton jersey knit polo style, screened with Sacred Heart logo. This shirt may be worn with walking shorts or skort. Must be tucked in at all times.
- Banded Knit Shirts: White cotton pique knit or poly/cotton jersey knit banded style screened with Sacred Heart logo.

Oxford-style Woven Blouses:	<i>White poly/cotton blend oxford cloth, short or long sleeved, with pointed collar, screened with Sacred Heart logo on pocket. This is the only blouse that may be worn with the jumper. It must be worn under jumpers from November 1st to March 1st. It may also be worn with shorts, pants, or skort and <u>must be tucked in at all times.</u></i>
Undershirts/ Camisoles	Plain white camisoles or plain white undershirts may be worn under knit shirt or woven blouse for warmth. Undershirts should not be oversized and sleeves are not to hang below shirt sleeves.
Socks; legwear:	Solid white mid-calf crew socks or knee socks with no logo or Sacred Heart ankle sock only. Girls may wear solid navy, black, or white footed tights on days with a morning temperature of 40 degrees or lower.
Shoes:	Leather shoes in navy, brown, or black, or any combination of those colors; tennis shoes in white, navy, black or gray, or any combination of those colors. Shoes with cartoon or Disney characters are prohibited. <i>No light-up tennis shoes or rolling shoes are allowed.</i> Shoestrings must be one of the same colors of that shoe and remain tied. No boot styles or sandals. Shoes must have a back; no slip on shoes are allowed. No "high top" tennis shoes are allowed.
Hair Accessories:	Uniform plaid, navy, gold/yellow, and/or white bows or barrettes. One small navy blue or black bead may be worn at the end of a braid for the utility of fastening the end of the braid.
Sweatshirt:	The 2015-2016 implemented Navy Sacred Heart School crew style sweatshirt with "Sacred Heart" across the chest and the radiant in the center. No other sweatshirts are to be worn on the school campus. <i>Older versions of the SH sweatshirt are not allowed.</i> Sweatshirts should not be monogrammed. <i>Sweatshirts are not to be tied around the waist while in the school building.</i>
Fleece pullover:	<i>Solid navy blue fleece embroidered with SHS shield; sold by the school</i>

- Sweaters: A solid navy blue sweater with the logo should be pull-over or cardigan styles. No blue jean jackets; no denim. NO OTHER LIGHTWEIGHT JACKETS OR SWEATERS ARE TO BE WORN ON THE SCHOOL CAMPUS, INDOORS OR OUTDOORS. SHS team jackets are not to be worn during school hours. Jackets or sweaters are not to be tied around the waist.
- Raincoats
Any color raincoat may be worn outdoors on rainy days. Raincoats are not worn as "jackets" on non-rainy days.
- Heavy Outer Coats
Any color thick, heavy outer coat can be worn outdoors on cold days. Note: a non-uniform light covering worn over a uniform fleece, sweatshirt, or sweater is not considered a heavy outer coat.
- Jewelry:
Girls are allowed to wear simple, conservative jewelry as follows: a watch, one pair of small post earrings worn on the lower earlobes only (no hoops or dangling earrings), one ring, and one chain with a religious medal or cross. A simple, conservative religious bracelet is acceptable. No other necklaces or symbols are to be worn.
- Make-up:
No make-up, nail polish or artificial nails are allowed.
- Other:
No body piercing or tattoos are allowed.
- Hair:
Dyed, bleached, highlighted or tinted hair is not allowed. No artificial hairpieces, hair extenders, or added braids are allowed. Hair must have a dry appearance.
- Book sacks:
All students are required to carry books to and from school in a book sack or backpack. No rolling book sacks or backpacks.

B. BOYS

- Pants or shorts:
Solid navy twill poly/cotton blend uniform, pleated or flat front pants or shorts purchased from Inka's or School Time. Other brands/styles (i.e., Dockers, Duckhead) will not be allowed. Pre-K and Kindergarten boys' shorts and pants are to be elastic-waisted with no belt worn. *Long pants are required as dress uniform.*

- Knit Shirts:** White cotton pique knit polo style or poly/cotton blend jersey polo style, screened with Sacred Heart logo. Must be tucked in at all times.
- Woven Shirts:** Worn in Junior High only. White poly/cotton oxford cloth buttoned front shirt, long or short sleeved, with Sacred Heart logo screened on pocket. Must be tucked in at all times.
- Undershirts:** Solid, plain white only. Undershirt sleeves may not extend from beneath uniform shirt sleeves.
- Belts:** Navy, brown, or black leather with simple buckle. Belts must be worn at all times in 1st - 8th grades.
- Socks:** *Solid white mid-calf crew socks with no logo or Sacred Heart ankle socks only.*
- Shoes:** Leather shoes in navy, brown, or black, or any combination of those colors; tennis shoes in white, navy, black or gray, or any combination of those colors. Shoes with cartoon or Disney characters are prohibited. *No light-up tennis shoes or rolling shoes are allowed.* Shoestrings must be one of the same colors of that shoe and remain tied. No boot styles or sandals. Shoes must have a back; no slip on shoes are allowed. **No "high top" tennis shoes allowed.**
- Fleece pullover:** *Solid navy blue fleece embroidered with SHS shield; sold by the school*
- Sweatshirt:** **The 2015-2016 implemented Navy Sacred Heart School crew style sweatshirt with "Sacred Heart" across the chest and the radiant in the center.** No other sweatshirts are to be worn on the school campus. *Older versions of the SH sweatshirt are not allowed.* **Sweatshirts should not be monogrammed.** *Sweatshirts are not to be tied around the waist while in the school building.*

Sweaters: A solid navy blue sweater with the logo should be pull-over or cardigan styles. No blue jean jackets; no denim. NO OTHER LIGHTWEIGHT JACKETS OR SWEATERS ARE TO BE WORN ON THE SCHOOL CAMPUS, INDOORS OR OUTDOORS. SHS team jackets are not to be worn during school hours. Jackets or sweaters are not to be tied around the waist.

Raincoats

Any color raincoat may be worn outdoors on rainy days. Raincoats are not worn as "jackets" on non-rainy days.

Heavy Outer Coats

Any color thick, heavy outer coat can be worn outdoors on cold days. Note: a non-uniform light covering worn over a uniform fleece, sweatshirt, or sweater is not considered a heavy outer coat.

Jewelry:

Boys are allowed to wear a watch, one ring, and one religious medal or cross. No other chains or symbols are to be worn. A simple, conservative religious bracelet is acceptable. No earrings.

Other:

No body piercing or tattoos are allowed.

Hair:

Boys' hair is to be worn in a traditional cut, above the collar, above the top of the eyebrows, above the tops of the ears. No bushy styles. No shaved lines, tails, designs, weight lines, undercuts, shaved heads or corn row braiding allowed. Dyed, bleached, highlighted, or tinted hair is not allowed. Hair must have a dry appearance. Boys must be clean-shaven at all times. No thick sideburns, no sideburns past the middle of the earlobe, and no facial hair allowed.

Book sacks:

All students are required to carry books to and from school in a book sack or backpack. No rolling book sacks or back packs.

C. P.E. UNIFORMS

Grades Pre-K - 4th: Regular school uniforms worn for P.E. Uniform tennis shoes must be worn on P.E. days.

Grades 5th - 8th: P.E. uniforms must be worn. Uniform tennis shoes must be worn on P.E. days. The SH P.E. department sells the P.E. uniform.

D. DRESS FOR SPIRIT DAYS, THEME DRESS DAYS; DRESS UNIFORM DAYS

Spirit T-shirt casual dress day is an optional privilege for students on specified days. For 2016-2017, students may only wear the new version of the school Spirit Shirt OR the 2015-2016 Tiger Eyes t-shirt (purchased from Home & School's Tiger Shop) with long blue or black jeans (loose fitting with no holes) or with uniform pants (shorts or long pants). If your child chooses not to participate, he/she is to wear the school uniform. Note: the previous "SHS Tigers" shirt with the paw on the back is no longer worn on Spirit T-shirt days.

Dress uniform days and theme dress days are described below.

1. Mass days: Dress Uniform.
2. Halloween: Orange and/or black or theme shirts and accessories; with long blue or black jeans (loose fitting with no holes) or with uniform pants (shorts or long pants).
3. Christmas Tree Decorating/Sing-along: Red and/or green or theme shirts and accessories; with long blue or black jeans (loose fitting with no holes) or with uniform pants (shorts or long pants) .
4. Last school day before Christmas holidays: Dress uniform.
5. Valentine's Day: Red and/or white or theme shirts with long blue or black jeans (loose fitting with no holes) or with uniform pants (shorts or long pants). Red and white accessories may also be worn.
6. St. Patrick's Day: Green and/or white or theme shirts with long blue or black jeans (loose fitting with no holes) or uniform pants (shorts or long pants). Green accessories may also be worn.
7. Mardi Gras Parade Day: Purple, green and gold/yellow or theme shirts and accessories; long blue or black jeans (loose fitting with no holes) or uniform pants (shorts or long pants).
8. May Crowning: Dress Uniform.
9. Last Day of School: Dress uniform.

In addition to the days listed above, students may be allowed other free dress days as determined by the principal or the child's teacher for field trips, special class theme days, or reward days. In such cases, you will be notified of what is appropriate dress.

Please note: No caps or hats are to be worn except for the Christmas Tree Decorating/ Sing-along and Mardi Gras. All free dress and spirit dress shirts/blouses must be modest (no spaghetti straps) and loose fitting; shirts with violent, alcohol, suggestive, or tobacco content are never appropriate.

