



# Immanuel Lutheran Christian Academy

400 North Aspen  
Broken Arrow, OK 74012  
918-251-5422

## Dress Code

*The dress code policy begins when the student arrives on campus and will be enforced accordingly.*

A student enrolled midyear or during the semester will have no more than five (5) school days to meet dress code requirements. Dress pants (see specifics below), skirts, dresses, and collared shirts will be acceptable on those days. Jeans will *not* be permitted.

### Purpose Statement

Led by God's work in our hearts, we believe that a dress code helps us present ourselves in a manner that shows respect for all He has done in our lives, calling attention not to self, but to God and others. A dress code is also conducive to good study habits and a positive self-image. Thus the student's quality of appearance upgrades the student's attitude toward self, others, their school, responsibilities, and their representation of Immanuel Lutheran Christian Academy (ILCA).

### Responsibilities

The student's appearance is a parental as well as a personal responsibility. We count on you, as parents/guardians, to help your child to be properly dressed each day. Therefore, any actions taken by ILCA to enforce the dress code will be primarily directed toward the parents, though such actions will, by necessity, impact the student himself/herself. Each student is responsible for adhering to regulations regarding dress codes and personal appearance at school and school functions, including those that are off campus. This adherence is an indication of the student's willingness to submit to authority, to abide by school regulations, and express an attitude of appreciation for being a student at ILCA.

All teachers, both full- and part-time, are responsible to see that dress code regulations are met. Infractions during the first full week of each semester will receive warnings only. All future infractions will be addressed using a three-strike policy.

- 1st Violation-Warning: Depending on nature/severity of infraction, a parent may be called to bring an appropriate uniform in order to bring the student into dress code compliance.
- 2nd Violation-Warning: Depending on nature/severity of infraction, a parent may be called to bring an appropriate uniform in order to bring the student into dress code compliance.
- 3rd Violation: After school detention

Dress code infractions will be handled through the Principal, Headmaster, or administrator's designee upon receipt of a teacher-generated email stating the violation. Once identified, the student will be expected to remain on benches outside of the school office until the parent arrives. If a parent is unable to bring clothing, the student will be provided appropriate clothing from the uniform closet. Such clothing would be expected to be washed and ready for return to the uniform closet within five (5) class days.

Allowable clothing can be purchased through French Toast ([www.FrenchToast.com](http://www.FrenchToast.com) or catalog - our source code is QS5ZIBE), JCPenney, Lands' End ([www.landsend.com](http://www.landsend.com) - our source code is 9001-2548-5, our monogram code is 0822800K), or ILCA Monogramming is available through French Toast, Lands' End, Old Navy, for knit polo, Peter Pan, and Oxford cloth shirts, and sweaters.

**\*All references to *khaki* should be understood to be beige/tan and *not* green or white.**

**Shirts:**

**All Grades**

Approved uniform shirts must be neat (clean and unwrinkled) and tucked in at all times (from the time students enter the building each morning until school is dismissed). No insignias, emblems, or printing allowed—except school logo and Crusader mascot). **Length: A 3X5 index card will be used to ensure proper attire measurements. For shirts, tops, and blouses, place the top edge of a horizontal (3" top to bottom) 3X5 index card at the base of the neck (neck bone). If the top of the shirt naturally hits below the bottom edge of the card, the shirt, top, and blouse coverage is *not* acceptable and cannot be worn.**

**\*For rules concerning skirts and dresses, see the next page of the Dress Code.**

**Oxford Cloth**

**All Grades**

Long or Short sleeve

Button-Down Collar

**Plain White only**

**Peter Pan**

**Kindergarten-4th Grades**

Long or Short Sleeves

**Plain White, no trim or lace**

**Knit (Polo style)**

**All Grades**

Long or Short Sleeves

**White/Navy/Royal Blue/Hunter Green/Yellow Solid Color**

**Turtleneck**

**All Grades**

**May be worn under a sweater, jumper, or sweatshirt or with khaki pants**

Full or Mock turtleneck

**Plain White/Navy/Royal Blue/Hunter Green**

**Sweaters:**

**All Grades**

Navy or White Cardigan (button front, zip front, ½ zip, ¼ zip, or pullover)

**Note: All coats/hoodies must be taken off upon arrival at school, stored in students' lockers, and can *only* be worn during outside activities.**

\*Embroidered monogrammed logo optional (available at [www.FrenchToast.com](http://www.FrenchToast.com), [www.landsend.com](http://www.landsend.com)).

When cold weather necessitates that a heavier coat/sweatshirt/hoodie be worn, it may only be worn during outside activities—yet not inside the building or in classrooms.

**Sweatshirts All Grades**

School logo **crewneck, ¼-zip, full zip(non-hooded)** sweatshirts may be worn. (Land's End, French Toast or Crusader Spirit Wear)

ILCA **HOODIES** are considered Spirit Wear and may only be worn on Fridays or specified Spirit Days. On those specified days, the hoods may *not* be worn on top of the head while inside the building. Student's who choose to wear the hood up in the building will be asked to take their hoodie to the office and it will be returned at the end of the day.

Proper uniform shirts must be worn under sweatshirts at all times.

**Jumpers:**

**K-4<sup>th</sup> Grade**

**Polyester/Cotton Pleated/V-Neck  
No embellishments**

**Skirts:**

**All Grades**

Polyester/cotton box pleat, full pleat, or two pleats.

**Length: A 3X5 index card will be used to ensure proper attire measurements. For skirts, place the bottom edge of a vertical (5" top to bottom) 3X5 index card at the top of the knee cap. If the bottom of the skirt naturally hits above the top edge of the card, the skirt length is *not* acceptable and cannot be worn.**

**Navy/Khaki/Plaid (Lands' End) No Straight Skirts or Embellishments**

**Girls' skirts may *not* be rolled at the waist.**

Students *may* wear solid colored (navy or white) leggings, biker shorts (skirt length) or tights under skirts.

**Skorts:**

**Grades K-5 Girls**

Kick pleat, two pleats, or pleated front

**Navy/Khaki/Plaid (Lands' End)**

**No Straight Skorts or Embellishments**

**Slacks:**

**All Grades K-12**

**Docker/uniform pants**

- **Material:** (polyester/cotton twill, plain cotton),
- **Fit:** tailored, with pleats or flat front, neatly hemmed, **straight or relaxed fit**, cuffed or plain.
- **Restricted:** No cargo or carpenter style, no front/back patch pockets, no denim, corduroy, knit, or drawstring waists; no hip huggers, bell bottoms, flared or boot cut.
- **Color:** Tan or Navy

K-3 may wear elastic waist pants. **\*No sagging or baggy slacks.**

**Shorts:**

**All Grades  
Navy/Khaki**

Polyester/cotton twill, plain cotton (*no* jean style or brads), tailored, with pleats or flat front, neatly hemmed, cuffed or plain. *No* cargo or carpenter style, no front/back patch pockets, no denim, corduroy, knit, or drawstring waists, and no hip huggers. **Length: A 3X5 index card will be used to ensure proper attire measurements. For shorts, place the bottom edge of a vertical (5" top to bottom) 3X5 index card at the top of the knee cap. If the bottom of the shorts naturally hit above the top edge of the card, the shorts length is *not* acceptable and cannot be worn.**

K-3 may wear elastic waist pants.  
\*No sagging or baggy shorts.

**Shoes:**

**Grades K-4**

Students must have an enclosed toe and heel. **Sandals and/or "Crocs" and decorative accessories on shoes are *not* allowed.** Tennis Shoes are *required* for PE/athletics.

**Grades 5-12**

Students must have an enclosed toe and heel, or in the case of sandals, straps must be attached to the foot at the ankle with no sling back. **"Crocs" and/or decorative accessories on shoes are not allowed.** Tennis Shoes required for PE. Basketball and/or running shoes may be required for Athletics.

**Socks:**

**All Grades  
Must be worn at all times.**

**Belts:**

**K-5**

Belts are optional.

**6-12**

*Must* be worn at *all* times if slacks/shorts/skorts/skirts have belt loops. Fabric or leather. Suspenders will not be allowed.

**P/E Uniform:**

P/E Uniforms will be required for participation in P/E for grades 6th-8th and 8th hour Weightlifting. These uniforms will consist of a t-shirt (ICLA PE Specific) and shorts (ILCA PE Specific) that have been approved for use by the administration. Parents are encouraged to purchase five (5) shirts and (5) shorts for use during the week. Students without their uniforms will be sent to the office where they will be supplied with a replacement top and/or shorts. The student's activity account will be charged \$10.00 per item needed. This policy will take effect the first full week of each semester and students will be given two (2) "grace" days per semester. The ILCA PE shirt is not Spirit wear and therefore cannot be worn during the day on SPIRIT days.

**Spirit Day Attire:**

K-12th grade students are permitted to wear Immanuel School Spirit Wear T-Shirts or sweatshirts/hoodies with blue jeans or uniform bottoms every *Friday* and for other unique occasions, as permitted by ILCA's administration. The Spirit Day Attire guidelines listed above are applicable to these occasions. This is a privilege that may be revoked in the event of a student discipline incident.

**All clothing must be in good condition *without* holes, patches on knees, or missing buttons; moreover, no frayed edges, tears, or stains should appear on clothing.**

**Jewelry:**

**All Grades**

**Boys**- Earrings may *not* be worn in the building or at any school function. Simple cross or chain necklace may be worn.

Watches may be worn.

**Girls** – No more than *two* (2) pairs of simple earrings may be worn at one time. Earrings may not be large or dangling to excess. Studs are preferred, especially for younger grades.

Simple cross necklaces may be worn.

Watches and small bracelets may be worn.

**No other jewelry or piercings will be allowed at school. Gauged spacers are *not* allowed.**

### **Hair:**

#### **All Grades**

**Boys:** Hair must be well-groomed at all times, of his natural color, not dyed, bleached, tipped, highlighted, or colored, and of reasonable length (collar length), not touching the eyebrows, or covering any part of the ear. For boys only, no ponytails or “rat tails” of any length will be allowed. Ethnic hair styles may be considered and approved on a case-by-case basis. Sideburns may not extend below the earlobe.

**Girl’s:** Hair must be neatly groomed at all times. Extreme hairstyles/colors or hair decorations are unacceptable. Colored braids, if subtle and underside (only visible when hair is put up) are acceptable.

**Extreme or *distracting* hairstyles or hair accessories, including feathers, are not permitted.**

### **Make-up:**

#### **K-6 Not permitted**

**Grades 7-12** Make-up should reflect Christian standards of good taste and judgment. Modest and natural makeup on eyes, cheeks, and lips is permissible. Glitter makeup of any kind is *not* allowed.

**Body art or writing on the body of any kind is *not* permitted.**

### **Restricted Items:**

#### **All Grades**

- No hats, caps, durags, skullcaps, or hood of hoodies may be worn in the building from the time students enter in the morning until students leave ILCA’s campus
- No body art (e.g., glitter or tattoos) or body piercings (i.e., with the *exception* of 1-to-2 simple ear piercings of each earlobe for girls).
- No sunglasses may be worn in the building.
- No chains may be attached to clothing or backpacks.
- No bandanas of any kind are allowed.

In order for the student to comply with the spirit of the dress code, ILCA administration has the final authority on any look that is distracting from the overall appearance of the student. Dress code decisions are made *solely* by the school administration and are *not* subject to appeal. Any special clothing needs for a student may be brought to the attention of the administration for consideration.

***Romans 12:1-2 Therefore, I urge you, brothers and sisters, in view of God’s mercy, to offer your bodies as a living sacrifice, holy and pleasing to God—this is your true and proper worship. 2 Do not conform to the pattern of this world, but be transformed by the renewing of your mind. Then, you will be able to test and approve what God’s will is—his good, pleasing, and perfect will.***

## **Middle/High School Students (Grades 6-12):**

### **MS & HS Dress Code Progression**

1. The 3<sup>rd</sup> dress code infraction will result in an after-school detention and each dress code violation that occurs thereafter. Following the 6th after-school detention, suspension may be considered by the administration.
  2. Repeat Dress Code Violations may also result in the loss of Spirit Wear Fridays.
- \* *Dress Code Infractions are counted on a yearly basis.*

**Middle/High School Students (Grades 6-12):**

I have read the dress code and understand that it is a series of school policies.

(Parent's Signature)

(Student's Signature)

(Student's Grade)

**Elementary school students (Grades K-5):**

I have read the dress code and understand that it is a series of school policies.

(Parent's Signature)

(Student's Name)

(Student's Grade)

Please return this *signature page* to the school's office.