

# PROMONTORY DRESS CODE CHEAT SHEET

## TOPS



- Tops can be any solid color.
- Tops must have a collar (not detachable) and be a polo or button-down shirt, plain, with no printing or graphics (a small brand name logo, no larger than 1.5" square, is acceptable).

### TOPS MUST:

- be long enough to tuck.
- have sleeves that cover the shoulder/underarm.
- not be sheer or otherwise revealing.
- not be torn or purposely frayed.
- not be denim.
- not have embellishments (i.e., lace) unless the same color as the top.
- be clean and in good repair.

**DRESSES:** dresses are considered tops and must follow dress code top rules. In addition, dresses must:

- be no shorter than the tips of the fingers.
- clothing must be worn under skirts/dresses to cover undergarments (i.e., tights/leggings/shorts.)
- leggings/tights not allowed unless under a uniform length skirt/dress.
  - leggings/tights must be an opaque (not sheer) SOLID color consistent with dress code policy **bottoms** colors (no prints or stripes)

**UNDERSHIRTS:** Shirts under a collared top must be solid color consistent with dress code colors with no graphics showing.

### SWEATERS, VESTS, & JACKETS:

- Must have a collared shirt underneath.
- Any sweaters, vests, hoodies, or jackets worn inside the classroom must be a solid color consistent with dress code policy colors and requirements, plain, with no printing or graphics (small brand name logo, no larger than 1.5" square, is acceptable). Hoods may not be worn inside the building. Any size Promontory School logo is acceptable.

## BOTTOMS



- Bottoms can be neutral colors (white, or any shade of Blue, Brown, Gray, Green, and Black.)
- Bottoms include: skirts, jumpers, overalls, skorts, shorts, capris, or pants.

### BOTTOMS MUST:

- be no shorter than the tips of the fingers.
- be worn around the waist.
- not be excessively tight or loose.
- be clean and in good repair (not torn or purposely frayed).
- clothing must be worn under skirts/dresses to cover undergarments (i.e., tights/leggings/shorts.)
- leggings/tights not allowed unless under a uniform length skirt/dress.
  - leggings/tights must be an opaque (not sheer) SOLID color consistent with dress code policy **bottoms** colors (no prints or stripes)

### BOTTOMS MUST NOT:

- be traditional blue wash jeans, sweats, knit or sweater-like fabric, workout clothing, basketball-style or athletic pants/shorts.

### OTHER INFORMATION:

**PASSAGES:** must follow dress code or best dress.

**FLEXIBLE FRIDAYS:** Free choice of modest, clean, and in good repair (no holes) clothing may be worn. No offensive graphics are allowed. Hats may be worn following these same guidelines.

**FIELDWORK:** An official **PROMONTORY FIELDWORK T-SHIRT** will be provided by the school at the start of each school year with the expectation to be worn on all fieldworks unless directed otherwise by their teachers.

- **REGULAR:** **PROMONTORY FIELDWORK T-SHIRT** or any shade **BLUE COLLARED SHIRT** and any dress code bottoms.
- **"DRESS DOWN":** **PROMONTORY FIELDWORK T-SHIRT** or any shade solid **BLUE T-SHIRT** and **BLUE JEANS**, or bottoms appropriate for the activity, may be worn on teacher-specified fieldwork. All other dress code rules apply.

# PROMONTORY SCHOOL DRESS CODE PROTOCOL FOR NON-COMPLIANCE

When an infraction occurs, **teachers will:**

- **Remind:** Privately remind the student of the dress code requirements, explaining the specific issue and the importance of adhering to the rules.
- **Provide a Temporary Solution:**
  - Direct the student to the office, where they will be offered alternative clothing that follows the dress code, allowing them to continue participating in school activities without interruption.
  - Let the office know that the student is coming to the office.
  - Remind the student to return the borrowed clothing to the office at the end of the same day for washing.
  - If the office is unable to provide clothing, they will have the student contact their parents or guardians for suitable alternatives.
- **Notify:** Contact the parents or guardians by the end of day on ParentSquare to inform them of the dress code violation and request their support in ensuring compliance.
- **Document and Follow-Up:** Document the incident, including actions taken, and follow up with both the student and parents to reinforce the importance of the dress code.

If multiple instances of non-compliance occur with the same student, teachers will:

- **Consult with Admin/School Social Worker:** Involve school administration and/or the school social worker to discuss potential barriers to compliance and explore further support or interventions.