• MARTINSBURG • CHRISTIAN ACADEMY



Uniform Policy | 2023-2024

Mr. John Woullard, Pastor | Mr. Jordan Jones, Principal | Mr. John Hunter, Vice-Principal A ministry of Shenandoah Bible Baptist Church

2247 Williamsport Pike | Martinsburg, West Virginia 25404 304-267-6368 www.mcawarriorswv.com Dear MCA Family,

On behalf of Pastor John and myself, I would like to thank you for enrolling your children in MCA. It is an honor that we take very seriously, and we strive to maintain a constant awareness of the trust you have placed in us.

Attached is this year's Uniform Policy. Our desire is to find quality uniform options that will perform throughout the academic year. The following is effective for the 2023-2024 school year.

- All uniforms for Pre K3 through 6th grade will be purchased through walmart.com
 - If you are unable to find your size or required color you may also check amazon.com, frenchtoast.com, or landsend.com to find the correct uniform.
- All uniforms for 7th through 12th grade will be purchased through landsend.com
 - Go to www.landsend.com
 - Select "School" at the top of the screen.
 - Select "Find Your School."
 - o Enter 900176140
- NOTE: Only current uniforms are allowed to be worn. Please do not wear any previously allowed school uniforms.

Miscellaneous uniform notes:

- Please review the details regarding shoe requirements for your students. We have provided clarification.
- Parents of girls, please take note of the hosiery options and requirements.
- We encourage parents to purchase the cardigan sweater options for your children so they are comfortable when colder temperatures arrive. No other outer-layer garments will be allowed.

I am looking forward to a great year at MCA!

Sincerely, Mr. Jordan Jones, Principal

School-Wide Student Uniform and Dress Code Policy

The MCA Dress Code sets the standard for what is required at school, while attending school-sponsored activities, while representing MCA or SBBC as a student body, at other on-campus activities, and at all athletic or sporting events, whether participating or observing. Even in these more casual settings, the requirements of modesty and avoidance of worldly appearance must be maintained. This policy does not replace the standard of Shenandoah Bible Baptist Church for church functions and activities.

The administration reserves the right, if it is deemed necessary, to adjust the Uniform or Dress Code Policy throughout the school year. In the event of updates, parents and students will be notified in writing. Changes will be effective according to the date of the written communication. **Every Friday, students are allowed to wear a Warrior t-shirt with uniform bottoms.**

All garments are to be ordered from walmart.com or landsend.com. Parents and students are advised that uniforms that do not meet the Dress Code Policy result in daily demerits. Immediate purchase of appropriate replacement uniforms will be required.

- Official Required Uniform All students are required to wear the Official Uniform on chapel days, field trips, Fine Arts, and other designated special dates.
- Students may not wear garments that are not included in the Uniform Policy or any garments that are purchased from other sources.
- Additional optional uniform pieces may be purchased throughout the school year, as desired.
- If desired, students may purchase only the Required Official Uniform; however, uniforms must be clean and pressed daily. If uniforms show wear, they will need to be replaced within two weeks of notification.
- Students may only wear the sweaters included in the Uniform Policy. No hoodies, sweatshirts, sweaters, or other layering garments may be worn. Coats of any kind will not be allowed in the classroom. Parents are highly encouraged to purchase uniform options with colder temperatures in mind so their children are comfortable.
- On cold days, students may wear the optional cardigan on days the Official Uniform is required.
- Garments may not have words, logos, etc. on them.
- Only the top button of polos/shirts may be left unbuttoned.
- Clothing must be loose enough not to be form-fitting.
- No hoodies, sweatshirts, hats, hoods, or sunglasses may be worn indoors, including the gymnasium.
- The use of the "peace" sign, satanic symbols, or other occult symbols in jewelry, clothing, etc. is not allowed.
- Girls may not wear slacks of any kind, shorts, capri pants, or tight-fitting clothing to any MCA or SBBC event.
- Shoes: No Sperry-type shoes, boat shoes, Converse-type shoes, or fashion athletic shoes (such as Toms or Vans), booties, or the like are allowed. Shoes must be completely closed in (for all grades) with no open sides, heels, or toes.
- Hair must be clean and styled neatly. Faddish, unisex, or punk hairstyles (including unnatural coloring) are not permitted. Hair accessories must be conservative, must match the uniform, and may not have animal ears, other character-type features, or stand above the head in an atypical manner.
- Tasteful makeup may be worn with discretion by 7th 12th grade girls.
- Girls' jewelry should be conservative in nature. No more than two pairs of matching earrings may be worn. All earrings must be worn in the ear lobes. Girls in 7th-12th grade may wear a single-chain necklace with a single pendant. No ankle bracelets may be worn.

Casual Day Dress Code Policy

Students at MCA are expected to dress in a manner befitting young Christian men and women. Modesty, neatness, and practicality will be the guiding principles when casual dress is permitted. Students are not to wear torn (intentional or otherwise) or sloppy clothing. Tank tops, muscle shirts, bare midriffs, low necklines, and tight or otherwise revealing clothing will not be allowed. Clothing with negative, outlandish, disrespectful messages or pictures will not be allowed. Female students must wear a skirt or dress that follow uniform guidelines.

The administration reserves the right to make judgments on what is acceptable. Definitions, clarification, and diagrams will be made available upon request.

First infraction – student will call home for a change of clothes and will lose privileges for the next casual day. Second infraction - student will call home for uniform clothes and will lose privileges for the next casual day. Third infraction – student will be sent home and will lose casual dress privileges permanently.

Dress Code for Girls

- Length: When the student is in an upright, kneeling position, the hem of skirts and culottes (for P.E. and athletics) must touch the floor. This is a minimum required length.
 - In addition: Due to the nature of a classroom setting, when the student is seated, the hemline is required to be long enough to cover the front of the knees so there is no sight-line possible between the legs or up the sides of the skirt.
- Shoes
 - <u>Pre K3 6th grade</u> (no wedges or heels)
 - Official Uniform days: black flat dress shoes
 - Other days: black flat dress, nice black casual shoes, or athletic shoes
 - On cold days, black flat boots may be worn for warmth. No cowboy boots, fringe, etc.
 Boots may only be worn on cold days.
 - 7th 12th grade (wedges that do not exceed 2 $\frac{1}{2}$ " are allowed, but no heels)
 - Daily: black dress or nice black casual shoes Athletic-type shoes may not be worn.
 - On cold days, black boots (flat or wedge) may be worn for warmth. No cowboy boots, fringe, etc.
 - Boots may only be worn on cold days.
- Hosiery

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- <u>Girls Pre K3 through 6th grade:</u> Girls are required to wear one of the following daily:
 - Footed tights in solid (no pattern) black or navy
 - Ankle-length leggings in solid (no pattern) black or navy
 - If a student grows during the year, longer leggings must be purchased so they are ankle-length.
 - If leggings are worn, students should also wear no-show or ankle socks in solid navy, black, or white.
 - Shorts that are at least mid-thigh length and are tight enough to stay in place (Shorts may not extend below the hem of dresses or skirts.)
 - If shorts are worn, students must also wear no-show, ankle, or knee socks that are solid navy, black, or white.
 - NOTE: Pre K3 3rd grade: Shorts are required daily if tights or leggings are not worn.
- Girls -- 7^{th} 12^{th} grade: Girls are required to wear one of the following daily:
 - Tights in solid black or navy
 - NOTE: Tights may not be leggings and must be footed.
 - Flesh-toned nylons
 - No-show, ankle, or knee socks in solid black or navy
 - Shorts that are at least mid-thigh length and are tight enough to stay in place (Shorts may not extend below the hem of dresses or skirts.)
 - If shorts are worn, students must also wear no-show, ankle, or knee socks in solid navy or black.
 - On days when the Required Official Uniform is worn, girls will wear footed tights in solid (no pattern) navy.
- PHYSICAL EDUCATION:
 - Students must wear a loose-fitting MCA T-shirt. (May be purchased through the school office)
 - Girls may only wear approved culottes for P.E. and athletic events. A culottes order will be placed at the beginning of the school year. Students who do not have approved culottes will be required to purchase a pair at that time. The price is set by the supplier.
 - Athletic shoes are required to participate in class.

Uniforms for Girls

Girls Pre K3 – K5

REQUIRED Official Uniform from www.walmart.com	OPTIONAL from www.walmart.com
French Toast Navy Pleated Jumper	French Toast Khaki Pleated Jumper
https://www.walmart.com/ip/French-Toast-Toddler-Girls-School-	https://www.walmart.com/ip/French-Toast-Toddler-Girls-School-
Uniform-V-Neck-Pleated-Jumper-Toddler-Girls/205544903	Uniform-V-Neck-Pleated-Jumper-Toddler-Girls/375515468
OR	OR
French Toast Navy Pleated Jumper (size 4 +)	French Toast Khaki Pleated Jumper (size 4 +)
https://www.walmart.com/ip/French-Toast-Girls-School-Uniform-V-	https://www.walmart.com/ip/French-Toast-Girls-School-Uniform-V-Neck-
Neck-Pleated-Jumper-Sizes-4-20-Plus/911868801	Pleated-Jumper-Sizes-4-20-Plus/493114582
French Toast Short Sleeve White Blouse (2T-4T)	Wonder Nation Navy Cardigan
https://www.walmart.com/ip/French-Toast-Toddler-Girls-School-	https://www.walmart.com/ip/Wonder-Nation-Girls-School-Uniform-Knit-
Uniform-Short-Sleeve-Modern-Peter-Pan-Collar-Blouse/190414445	Cardigan-Sweater-Sizes-4-18/766124634
<u>OR</u>	Wonder Nation Long Sleeve Polo Shirt in White (2T-5T)
French Toast Short Sleeve White Blouse (size 4 +)	https://www.walmart.com/ip/Wonder-Nation-Toddler-Girls-School-Uniform-
https://www.walmart.com/ip/French-Toast-Girls-School-Uniform-Short-	Long-Sleeve-Interlock-Polo-Shirt-2-Pack/698932367
Sleeve-Modern-Peter-Pan-Collar-Blouse-Sizes-4-20-	OR
Plus/308811912?selected=true	Wonder Nation Long Sleeve Polo Shirt in White (4/5 +)
	https://www.walmart.com/ip/Wonder-Nation-Girls-School-Uniform-Long-
	Sleeve-Interlock-Polo-Shirt-2-Pack-Sizes-4-18/267679033
	Short Sleeve Polo Shirt in White (2T-5T)
	https://www.walmart.com/ip/Wonder-Nation-Toddler-Girls-School-
	Uniform-Short-Sleeve-Interlock-Polo-Shirt-2-Pack/541427550
	OR
	Short Sleeve Polo Shirt in White (4/5 +)
	https://www.walmart.com/ip/Wonder-Nation-Girls-School-Uniform-Interlock-
	Short-Sleeve-Polo-Shirt-2-Pack-Sizes-4-18/451548428
	French Toast Pleated Skirt in Navy or Khaki
	https://www.walmart.com/ip/French-Toast-Girls-School-Uniform-
	Adjustable-Waist-Mid-Length-Pleated-Skirt-Sizes-4-20/728843530
<u>Uniform Guide for Girls Pre K3 – K5</u>	

- The Official Uniform does not have variations and is to be worn as described on days when required. ٠
 - Optional uniform garments may be worn mixed/matched as listed below.
 - \circ \quad The white blouse and all polos may be worn with either jumper.

Girls 1st-2nd Grade

OPTIONAL from www.walmart.com
French Toast Navy Pleated Jumper
https://www.walmart.com/ip/French-Toast-Girls-School-Uniform-V-
Neck-Pleated-Jumper-Sizes-4-20-Plus/911868801
Wonder Nation Short Sleeve Polo in White, Navy, or Red
https://www.walmart.com/ip/Wonder-Nation-Girls-School-Uniform- Interlock-Short-Sleeve-Polo-Shirt-2-Pack-Sizes-4-18/451548428
Wonder Nation Long Sleeve Polo in White, Navy, or Red
https://www.walmart.com/ip/Wonder-Nation-Girls-School-Uniform-Long-
Sleeve-Interlock-Polo-Shirt-2-Pack-Sizes-4-18/267679033
Wonder Nation Navy Cardigan
https://www.walmart.com/ip/Wonder-Nation-Girls-School-Uniform-Knit-
Cardigan-Sweater-Sizes-4-18/766124634
French Toast Pleated Skirt in Navy or Khaki
https://www.walmart.com/ip/French-Toast-Girls-School-Uniform-
Adjustable-Waist-Mid-Length-Pleated-Skirt-Sizes-4-20/728843530

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The Official Uniform does not have variations and is to be worn as described on days when required.

- Optional uniform garments may be worn mixed/matched as listed below.
- The white blouse and all polos may be worn with either jumper.

Girls 3rd-6th Grade

REQUIRED Official Uniform from www.walmart.com	OPTIONAL from www.walmart.com
French Toast Navy Red Plaid Pleated Skirt https://www.walmart.com/ip/French-Toast-Girls-School-Uniform- Adjustable-Waist-Mid-Length-Plaid-Pleated-Scooter-Skirt-Sizes-4-20- Plus/525795849 French Toast Short Sleeve White Blouse https://www.walmart.com/ip/French-Toast-Girls-School-Uniform-Short- Sleeve-Modern-Peter-Pan-Collar-Blouse-Sizes-4-20- Plus/308811912?selected=true	Wonder Nation Short Sleeve Polo in White, Navy, or Red https://www.walmart.com/ip/Wonder-Nation-Girls-School-Uniform- Interlock-Short-Sleeve-Polo-Shirt-2-Pack-Sizes-4-18/451548428 Wonder Nation Long Sleeve Polo in White, Navy, or Red https://www.walmart.com/ip/Wonder-Nation-Girls-School-Uniform-Long- Sleeve-Interlock-Polo-Shirt-2-Pack-Sizes-4-18/267679033 Wonder Nation 2-FER V-Neck Sweater/Blouse in Navy https://www.walmart.com/ip/Wonder-Nation-Girls-School-Uniform-V-Neck- Sweater-with-Blouse-Inset-Sizes-4-18/803956853 Wonder Nation Navy Cardigan https://www.walmart.com/ip/Wonder-Nation-Girls-School-Uniform-Knit- Cardigan-Sweater-Sizes-4-18/766124634 French Toast Pleated Skirt in Navy or Khaki https://www.walmart.com/ip/French-Toast-Girls-School-Uniform- Adjustable-Waist-Mid-Length-Pleated-Skirt-Sizes-4-20/728843530

Uniform Guide for Girls 3rd – 6th Grade

- The Official Uniform does not have variations and is to be worn as described on days when required.
 - Optional uniform garments may be worn mixed/matched as listed below.
 - The white blouse and all polos may be worn with all skirts.
 - NOTE: If the white blouse or white polo is worn without the cardigan, a white camisole is required to be worn underneath the blouse or polo.
- Shirts are to be tucked into skirts at all times.

Girls 7th - 12th Grade

REQUIRED Official Uniform from www.landsend.com	OPTIONAL from www.landsend.com
Pleated Skirt in White Plaid	A-Line Skirt in Navy or Khaki
Modal Fine Gauge Sweater Vest in Navy	Cardigan Sweater in Navy
Long Sleeve Oxford Shirt in White	Short Sleeve Polo in Classic Navy, White, or Blue
Go to landsend.com Hover over "School" at top of page. Select "Find My School" on the menu. Enter: 900176140	Long Sleeve Polo in Classic Navy, White, or Blue *Students may select Feminine Fit, if desired

• The Official Uniform does not have variations is to be worn as described on days when required.

- Optional uniform garments may be worn mixed/matched as listed below.
 - The white oxford and all polos may be worn with the navy or khaki skirts.
 - A white or classic navy polo may also be work with the pleated skirt in white plaid.
 - NOTE: If the white blouse or white polo is worn without layering the vest or cardigan, a white camisole is required to be worn underneath the white polo.
- Shirts are to be tucked into skirts at all times.

Dress Code for Boys

- Length: Pants must be an appropriate length (inseam not extending shoe soles) throughout the school year. If a student grows, hems will need to be let out or new pants ordered. Pants may not be rolled up. Pants are to be worn pulled up and not riding down over the hips.
- Shoes: No Sperry-type shoes, boat shoes, Converse-type shoes, fashion athletic shoes, or the like are allowed.
- Shoes must be completely closed in (for all grades). Refer to the list below for details by grade:
 - Pre K3 6th grade
 - Official Uniform days: black dress shoes
 - Other days: black dress or nice casual shoes, or athletic shoes
 - \circ 7th 12th grade
 - Daily: black dress shoes that carry a shine
- PHYSICAL EDUCATION:
 - Students must wear a loose-fitting MCA T-shirt. (May be purchased through the school office)
 - Boys must wear modestly fitting sweatpants, athletic pants, or loose-fitting shorts that extend below the knee while in a standing position.
 - Athletic shoes are required to participate in gym class.
- Hair must be clean and cut so that it does not touch the ears, eyebrows, or collar, regardless of how hair is styled/not styled. Demerits will be given if hair is not cut within 48 hours.
- Mustaches and beards are not permitted. Secondary students must be clean shaved daily.
- Shoes and socks must be worn at all times.
- Shirts may not be form-fitting and are to be tucked in properly at the waist.
- Solid, dark-colored belts are to be worn with all pants and must be fastened snugly in place. The end of the belt should not hang below the rest of the belt when worn. No faddish belts are to be worn.
 - Plain black belts (no logos or large buckles) must be worn on Official Uniform days,
 - Boys in Pre K3 K5 are not required to wear a belt provided pants are secure at the waist.
- Boys may not wear necklaces, bracelets, or earrings.
- The Official Uniform tie must be worn with the dress shirt and designated tie on chapel days and other days specified as Official Uniform Days. (Boys in Pre K3 K5 do not have a dress shirt and tie.)

<u>Uniforms for Boys</u>

Boys Pre K3 – K5

REQUIRED from www.walmart.com	OPTIONAL from www.walmart.com
French Toast Polo Short Sleeve Polo Shirt in Red https://www.walmart.com/ip/French-Toast-Toddler-Boys-School- Uniform-Short-Sleeve-Pique-Polo-Shirt/886445369 French Toast Pull-On Pants in Navy https://www.walmart.com/ip/French-Toast-Boys-School-Uniform-Pull- On-Relaxed-Fit-Pants-Sizes-4-20-Husky/152060841	French Toast Pull-On Pants in Khaki https://www.walmart.com/ip/French-Toast-Boys-School-Uniform-Pull-On- Relaxed-Fit-Pants-Sizes-4-20-Husky/148233492 French Toast Polo Long Sleeve Polo Shirt in Red, White, or Navy https://www.walmart.com/ip/French-Toast-Boys-School-Uniform-Long-Sleeve- Pique-Polo-Shirt-Sizes-4-20/56015838 French Toast Polo Short Sleeve Polo Shirt in Red, White, or Navy https://www.walmart.com/ip/French-Toast-Toddler-Boys-School-Uniform-Short Sleeve-Pique-Polo-Shirt/109435516 Cardigan in navy, sizes 2T – 4T https://www.walmart.com/ip/French-Toast-Toddler-Boys-School-Uniform- Anti-Pill-V-Neck-Cardigan-Sweater-Toddler-Boys/181009586 Cardigan in navy, sizes 4/5 - 18 https://www.walmart.com/ip/Wonder-Nation-Boys-School-Uniform-Zip-Up- Sweater-Sizes-4-18/790531445

- Optional uniform garments may be worn mixed/matched as listed below.
- All polos and cardigan may be worn with navy or khaki pants.
- Shirts are to be tucked into pants at all times.
- Undershirts must be solid white.

Boys 1st - 6th Grade

REQUIRED from www.walmart.com	OPTIONAL from www.walmart.com
Wonder Nation Dress Shirt in White (long sleeves) https://www.walmart.com/ip/French-Toast-Boys-School-Uniform-Long- Sleeve-Classic-Button-Up-Dress-Shirt-Sizes-4-20-Husky/56015884 Spring Notion Plaid Tie: Navy https://www.walmart.com/ip/Spring- Notion-Boy-s-Tartan-Plaid-Woven-Zipper-Tie/965134264 French Toast Pants in Navy (regular, slim, husky) https://www.walmart.com/ip/French-Toast-Boys-School-Uniform- Adjustable-Waist-Relaxed-Fit-Pants-Sizes-4-20-Slim- Husky/394228125	French Toast Pants in Khaki (not beige) (regular, slim, husky) https://www.walmart.com/ip/French-Toast-Boys-School-Uniform-Adjustable- Waist-Relaxed-Fit-Pants-Sizes-4-20-Slim-Husky/56015993 Wonder Nation Long Sleeve Polo Shirt in Red, White, or Navy https://www.walmart.com/ip/French-Toast-Boys-School-Uniform-Long- Sleeve-Pique-Polo-Shirt-Sizes-4-20/56015838 Wonder Nation Short Sleeve Polo shirt in Red, White, or Navy https://www.walmart.com/ip/Wonder-Nation-Boys-School-Uniform-Short- Sleeve-Performance-Polo-Shirt-2-Pack-Sizes-4-18/139304586 Cardigan in navy, sizes 4/5 - 18 https://www.walmart.com/ip/Wonder-Nation-Boys-School-Uniform-Zip-Up- Sweater-Sizes-4-18/790531445

Uniform Guide for Boys 1st – 6th Grade

- The Official Uniform does not have variations and is to be worn as described on days when required.
- Optional uniform garments may be worn mixed/matched as listed below.
 - The white dress shirt, all polos, and cardigan may be worn with navy or khaki pants.
- Shirts are to be tucked into pants at all times.
- Undershirts must be solid white.

If boys in upper elementary grades require garments in men's sizing, the following may be purchased in place of the garments listed above.

REQUIRED: George Dress Shirt, White (long sleeves)

https://www.walmart.com/ip/George-Men-s-Classic-Dress-

Shirt/881679725

OPTIONAL: Short sleeve polo in Navy or Red

https://www.walmart.com/ip/Gildan-Men-s-Welt-Collar-Preshrunk-3-Button-Polo-Shirt-Style-G3800/602007224

REQUIRED: Pants in Dark Navy or Khaki

https://www.walmart.com/ip/George-Men-s-Wrinkle-Resistant-Flat-Front-100-Cotton-Twill-Pant-with-Scotchgard/38043322

OPTIONAL: Long sleeve polo in True Red, White, or Navy

https://www.walmart.com/ip/Jerzees-Men-s-Spotshield-Long-Sleeve-Polo-Shirt/55721332

Boys 7-12th Grade

REQUIRED from www.landsend.com	OPTIONAL from www.landsend.com
Long Sleeve Oxford Dress Shirt in White	Long Sleeve Polo in Classic Navy, White, or Blue
Modal Fine Gauge Sweater Vest in Navy	Short Sleeve Polo in Classic Navy, White, or Blue
Plain Chino Pants in Navy	Plain Front Chino Pants in Khaki
Uniform Plaid Tie in White Plaid	Cardigan Sweater in Navy
Go to landsend.com Hover over "School" at top of page. Select "Find My School" on the menu. Enter: 900176140	
 Optional uniform garments may be worn mixed/ 	d is to be worn as described on days when required. 'matched as listed below. I cardigan may be worn with navy or khaki pants.

- Shirts are to be tucked into pants at all times.
- Undershirts must be solid white.