



June 21, 2019

Dear Middle Division Families:

As you know, all Academy students in grades JK-8 are required to wear selected tops and bottoms from the *Lands' End School* website as part of the school's Dress Code. The embroidered Academy logo is a mandatory feature of the shirts, both for the Daily Uniform and the Dress Uniform. For your convenience, we've included a grade-specific Ordering Guide that lists the catalog items acceptable for Academy students. You can very easily locate the list of approved Academy items by going to [www.LandsEnd.com/school](http://www.LandsEnd.com/school) and then clicking on the "Find Your School's Dress Code" box. If you would like to have an actual catalog, they are available in the front office. Please note:

- Only shorts, pants, and skirts specified on the Lands' End Ordering Guide are permitted. Belts must be worn with any bottoms that have belt loops. Shorts and skirts, must be modest, work-appropriate in length, and not shorter than 3" (three inches) from the top of the kneecap. Please be sure to order only those skirts listed as "Top of the Knee" or "Below the Knee." Because our Middle Division students are continually growing over the school year, we have opted to only list skirts that fall either "Top of the Knee" or "Below the Knee" on our uniform list. ***Please note that none of the skorts or "Above the Knee" skirts are permitted.***
- If you have purchased items from our Uniform Recycling program, please make sure the length of the item follows the above guidelines. Because they are gently used, the size and length may be somewhat adjusted from laundering.
- Our official custom-made Academy at the Lakes tie is a required part of our Dress Uniform for the boys and an optional addition for the girls. It is available for purchase at our Spirit Shop. Dress Uniform shirts must be white, with the embroidered Academy logo, and *long-sleeved*. Dress Uniform bottoms must be Khaki. A black or brown leather belt (where bottoms have belt loops) and black or brown leather dress shoes are required with both the Dress Uniform and the Performance Uniform.
- Students are welcome to wear sweatshirts, sweaters, or jackets when needed. Sweaters and sweatshirts must be from our Spirit Shop; from among those listed in the *Lands' End* Ordering Guide; *or* solid white, navy, or gray without any messages, designs, or images. Any designer's or manufacturer's logo must be discreet and no larger than two inches in size. 8<sup>th</sup> graders have the privilege of wearing a college sweatshirt of their choice. All students may wear a jacket of their choosing but must remove it when entering any building.
- Undergarments may not be visible. Undershirts, including camisoles, may only be *solid* white, grey, or classic navy blue and must be tucked in so that they do not hang below uniform shirts. Underpants may not be visible above or below uniform bottoms.

Please help us to teach our students about integrity by conscientiously following the Dress Code. "Dressing for work" is a natural part of all of our lives. Students who arrive at school out of Dress Code will face consequences, leading up to being held out of classes until the proper clothes arrive from home. Please take a moment each morning to ensure that your child is appropriately dressed before he or she walks out the door. Thank you very much in advance for your assistance.

Sincerely,

Vicki L. O'Donnell  
Middle Division Administrative Assistant