



Dear River City Scholars Charter Academy Parents/Guardians:

Thank you for supporting River City Scholars Charter Academy's uniform program! Please find the following information regarding our uniform requirements and ordering options.

### Grades K-5

- Bright green, navy, gray or white polo shirt
- Navy and black bottoms

### Grades 6-8

- Bright green, navy, gray, bright orange or white polo shirt
- Navy, khaki and black bottoms
- Optional white dress shirt with custom green and blue tie

\*Our detailed dress code policy is attached. Please read carefully to ensure you are ordering the correct items.

### Uniform Vendor

NHA has partnered with a uniform vendor, Image Builders Marketing. Bright green polo shirts and custom green and blue ties must be purchased through Image Builders. You may purchase the other uniform pieces from a vendor of your choice; however, Image Builders also sells some of these items. Please see the attached brochure for product information.

### Ordering Options

- 1) Order online by visiting our school website. The online order store will be accessible under the tab "Beyond the Classroom", then go to "Dress Code/Uniforms". Credit card only.  
OR
- 2) Place your order over the phone with Image Builders Marketing Customer Service by calling 855-654-6243 M-F 8 a.m. – 5 p.m. EST. Credit card or money order.

### Bulk Shipment to School

We offer two bulk shipments to the school during the summer and early fall. All orders shipped with the bulk shipment will have free shipping. Your order will ship directly to the school and the school will notify you when it is ready for pick up.

To take advantage of this free shipping offer, please indicate voucher code **River** when placing your order. This voucher code is effective until 09/02/2018. **Any items ordered after 09/02/2018 will be shipped to your home and you will be charged a shipping fee.**

Bulk shipping schedule:

1 <sup>st</sup> Bulk Shipment	Order deadline is 07/22/2018	Estimated ship date is 07/27/2018
2 <sup>nd</sup> Bulk Shipment	Order deadline is 09/02/2018	Estimated ship date is 09/05/2018

If you have questions regarding River City Scholars Charter Academy's uniform policy, please call the school at 616-248-3390.

Sincerely,

Holly Hillary  
Principal

# STUDENT uniforms

## Bright Green & Gray Polo Shirts

Bright green shirts must be purchased only through Image Builders



## Ties

Must be purchased only through Image Builders



## Girls' Bottoms

Flat Front Shorts  
Plain Front Pants  
V-Neck Pleated Jumper  
Pleated Scooter



## Girls' Blouses



## Boys' Oxford Dress Shirts



## Boys' Bottoms

Flat Front Double Knee Pants  
Flat Front Shorts



## Sweater Cardigan



YOUTH POLO SHIRTS	Sizes XS-XL
Youth Long Sleeve Polo (bright green only)	\$10.50
Youth Short Sleeve Polo (bright green and gray)	\$7.75

GIRLS' & BOYS' NAVY OR KHAKI BOTTOMS	Sizes 5-20 Husky & Plus Sizes 10-20
Girls' Plain Front Pants	\$15.95
Girls' Plain Front Pants Plus	\$16.95
Girls' V-Neck Jumper	\$12.45
Girls' V-Neck Jumper Plus*	\$12.95
Girls' Scooter	\$11.95
Girls' Scooter Plus	\$12.95
Girls' Flat Front Shorts	\$13.45
Girls' Flat Front Shorts Plus	\$13.95
Boys' Double Knee Pants	\$15.95
Boys' Double Knee Pants Husky	\$16.95
Boys' Flat Front Shorts	\$13.45
Boys' Flat Front Shorts Husky	\$13.95

NAVY SWEATER	Sizes 4-20
Cardigan	\$18.00



## Shipping

We will periodically offer a bulk shipment to your school, in which you will not have to pay for shipping. Please note, your items will be shipped to the school NOT your home address.

This requires a voucher that your school will provide you when available. If you have a voucher, enter it at the check-out online or give it to a customer service representative when placing your order over the phone. If a voucher is not available to you at this time, then your order will be shipped to your home and you will be charged for shipping.

## How to Order - 2 Easy Options

- Order online by visiting your school's website and clicking on School Uniform Store.
- Order via phone by calling Image Builders Marketing Customer Service.  
**Toll Free 855-654-6243**  
Please call Monday - Friday 8 a.m. - 5 p.m. EST for exchanges, refunds, concerns, billing or any other questions.

TIES	
Girls' Crossover Tie	\$7.00
Boys' Tie	\$7.00

ADULT POLO SHIRTS	Sizes XS - 3XL
Ladies' Long Sleeve Polo (bright green only)	\$11.50
Ladies' Short Sleeve Polo (bright green and gray)	\$8.75
Men's Long Sleeve Polo (bright green and gray)	\$11.50
Men's Short Sleeve Polo (bright green and gray)	\$8.75

YOUTH WHITE DRESS SHIRTS	Sizes 5-20 Husky & Plus Sizes 10-20
Girls' Long Sleeve Blouse	\$10.95
Girls' Long Sleeve Blouse Plus	\$11.95
Girls' Short Sleeve Blouse	\$10.95
Girls' Short Sleeve Blouse Plus	\$11.95
Boys' Long Sleeve Oxford	\$12.95
Boys' Long Sleeve Oxford Husky	\$13.95
Boys' Short Sleeve Oxford	\$12.45
Boys' Short Sleeve Oxford Husky	\$13.45

ADULT WHITE DRESS SHIRTS	Sizes XS - 3XL
Ladies' Long Sleeve Dress Shirt	\$18.95
Ladies' Short Sleeve Dress Shirt	\$17.95
Men's Long Sleeve Dress Shirt	\$18.95
Men's Short Sleeve Dress Shirt	\$17.95

## Shipping Charges:

Up to \$25.00	\$10.95
\$25.01-\$50.00	\$11.95
\$50.01-\$75.00	\$12.95
\$75.01-\$100.00	\$13.95
\$100.01-\$150.00	\$14.95
\$150.01-\$200.00	\$16.95
\$200.01-\$300.00	\$18.95
\$300.01-\$500.00	\$20.00
\$500.01+	Call for quote

**Not all items are available for all grade levels. Consult your school's dress code policy before placing your order.**

## Parental Partnership: Dress Code

To reduce distraction and competition the school has a dress code. A simple, flexible, cost-effective dress code promotes student learning and increases academic instruction time. Interpretation of the Dress Code is at the discretion of the principal and staff. Their decision is final.

### Personal Hygiene

The personal grooming of students should be in accord with the standards set by the uniform dress code. Students should be clean and neat when at school.

### General Expectations

Students are required to abide by the following:

- Grades K-5 may wear navy blue or black slacks/dress pants. Khaki pants are not allowed in K-5. Grades K-5 may wear bright green, navy, gray or white polo shirts.
- Grades 6-8 may wear navy blue, khaki or black slacks/dress pants. Grades 6-8 may wear bright green, bright orange, navy, gray or white polo shirts.
- All shirts must be a short- or long-sleeved polo. A bright green polo purchased only through Image Builders is encouraged. Please contact Image Builder's toll-free customer service hotline at (855) 654-6243 or go to the school's website for more information. Alternatively, white, navy, bright orange and gray polos may be purchased at a manufacturer of your choice.
- Middle school students may also wear a short- or long-sleeved white dress shirt with a tie. A tie purchased only through Image Builders is encouraged.
- Conservative shoes, including loafer style, dress shoes, tennis shoes, or closed toed sandals, must be worn. Shoe colors may vary. Shoes must be worn appropriately (i.e., laced and/or strapped all the way for safety purposes). Athletic shoes with non-marking soles are to be worn for P.E. class.
- Cold weather attire may include sweaters or vests that are solid navy, gray, white or black. All cold weather attire must be free of hoods and any designs or writing (for example, stripes, wording, etc.). All jackets and outerwear must be placed in cubbies or lockers.
- Boots may be worn as outerwear during winter and are highly encouraged not be worn in the classrooms due to getting damp in the rain or snow.
- Students in grades K-5 must tuck shirts in neatly into bottoms at all times.
- Belts are highly encouraged.
- All clothing must be sized properly, so items are not overly baggy or tight.

### Not Permitted

- Hats of any kind or hooded sweatshirts or sweaters. No hooded sweatshirts are permitted in the classroom. All jackets or outerwear must be placed in cubbies or lockers.
- Sunglasses.
- Overly large clothing that sags down below the waist area.
- Wearing, carrying, and displaying gang paraphernalia, names, signs, or symbols of gang membership are prohibited.
- Blue jean material, yoga pants, jogging/sweat pants, leggings, jeggings, stretch pants or decorative embroidery are not permitted. Leggings or jeggings of a solid navy, gray, or white color may be worn under knee-length skirts or dresses.
- No open-toed shoes, shoes with wheels, airbrushing, house slippers, flip flops, shoes with a thong, symbols other than manufacturing symbols (i.e. Nike, Reebok) are permitted on school grounds, in the gym, on the sidewalks, in the parking lots or on the playgrounds.

## Boys

- Pants and shorts must be navy blue or black for grades K-5. Grades 6-8 may wear navy, khaki or black bottoms. They may not have stripes. Denim materials are not permitted.
- Shorts must be knee-length or longer.

## Girls

- Pants, shorts, Capri pants, jumpers, skirts and skorts must be navy blue or black for grades K-5. Grades 6-8 may wear navy, khaki, or black bottoms. Denim materials are not permitted.
- Bottoms must be knee-length.
- For girls in grades K-5, heels on shoes may not exceed one (1) inch. For girls in grades 6-8, heels on shoes may not exceed two (2) inches.

The school administration reserves the right to the final approval of dress code attire.