



Dear Timberland Charter Academy Parents/Guardians:

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

Timberland Charter Academy Uniform*

Grades K-5

- Bright green, navy or white polo shirt
- Navy or khaki bottoms

Grades 6-8

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

*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 and click on Student Uniform Online Store in the dress code section under the "At the School" tab. 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 **Timberland** when placing your order. This voucher code is effective until 09/10/17. **Any items ordered after 09/10/17 will be shipped to your home and you will be charged a shipping fee.**

Bulk shipping schedule:

1 st Bulk Shipment	Order deadline is 08/06/17	Estimated ship date is 08/11/17
2 nd Bulk Shipment	Order deadline is 09/10/17	Estimated ship date is 09/13/17

If you have questions regarding Timberland's uniform policy, please feel free to call the school office at 231-767-9700.

Sincerely,

Angelia Coleman
Principal

STUDENT uniforms

Bright Green Polo 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



Boys' Bottoms

Flat Front Double Knee Pants
Flat Front Shorts



Girls' Blouses



Boys' Oxford Dress Shirts



How to Order - 2 Easy Options

1. Order online by visiting your school's website and clicking on School Uniform Store.
2. 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.

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.

Sweater

Cardigan



YOUTH BRIGHT GREEN POLO SHIRTS	Sizes XS-XL
Youth Long Sleeve Polo	\$10.50
Youth Short Sleeve Polo	\$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

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

ADULT BRIGHT GREEN POLO SHIRTS	Sizes XS - 3XL
Ladies' Long Sleeve Polo	\$11.50
Ladies' Short Sleeve Polo	\$8.75
Men's Long Sleeve Polo	\$11.50
Men's Short Sleeve Polo	\$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	\$25.01-\$50.00	\$11.95
\$50.01-\$75.00	\$50.01-\$75.00	\$12.95
\$75.01-\$100.00	\$75.01-\$100.00	\$13.95
\$100.01-\$150.00	\$100.01-\$150.00	\$14.95
\$150.01-\$200.00	\$150.01-\$200.00	\$16.95
\$200.01-\$300.00	\$200.01-\$300.00	\$18.95
\$300.01+	\$300.01+	\$20.00

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 enable students to reach high academic standards, the school has put in place a dress code designed to reduce distractions and competitions. Implementing a simple, flexible, cost-effective dress code promotes student learning and increased academic instruction time. Interpretation of the Dress Code is at the principal and staff's discretion and 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. All personal grooming items (brushes, combs, lip gloss, lotions, sprays, purses, etc.) must stay in student's backpacks or lockers.

Grades K-5 Uniform

- Shirts must be a short or long sleeve bright green, white or navy blue polo. A bright green polo purchased only through Image Builders is encouraged. Please contact the Image Builders toll-free customer service hotline at (855) 654-6243. A customer service representative will be available from 8:00 a.m. to 5:00 p.m., Monday through Friday - Eastern Standard Time or go to the school website for more information. Alternatively, a white or navy polo may be purchased at a manufacturer of your choice.
- Slacks or dress pants must be navy blue or tan.

Grades 6-8 Uniform

- Middle School students may wear a short or long sleeve bright green polo. They may also wear a white or navy polo or a short or long sleeve white dress shirt. The white dress shirt may be worn with a navy tie. A bright green polo and ties purchased only through Image Builders is encouraged. Alternatively, a white or navy blue polo may be purchased at a manufacturer of your choice.
- Slacks, skirts or dress pants must be navy blue or tan.
- No neck, ring or wrist jewelry (except for watches and official "be nice." wristbands) permitted.

All Students

- Loafer type or casual dress or athletic shoes may be worn. No light-ups permitted. No open-toed shoes are permitted.
- If socks are shown (i.e. with shorts, skirts, etc.) they must be uniform color.
- Additional athletic shoes should be brought to school for use in gym.
- Boots worn with uniform cannot be taller than ankle height, otherwise the pant leg must cover the boot.
- Pants are not permitted to sag.
- Sweaters and/or sweatshirts must be solid uniform color (navy or white) are allowed to be worn over collared shirts.
- No hooded garments are permitted in the classrooms.
- No jeans are permitted except on designated dress down days.
- On dress down days, jeans may be worn with either a Be Nice T-shirt or official Timberland shirts.
- Jeans worn on designated days must be blue or black, may not be ripped, torn nor have the appearance of being ripped or torn.

- Undershirts and any shirt worn underneath the uniform shirt must be white, navy or lime green.
- Head gear of any kind is not permitted (e.g., hats, doo-rags, or scarves).
- All clothing must be the non-provocative and appropriate size for the student.
- Hair color must be conservative and of natural tones. No extreme or distracting hair styles are permitted (i.e., Mohawks or brightly colored hair, etc.).
- Hair must be neat, clean, and appropriate for college bound scholars.
- Body piercing ornaments are not permitted.
- Wearing, carrying, or displaying gang paraphernalia, names, signs, or symbols of gang membership are prohibited.
- No neck, ring or wrist jewelry (except for watches and official "be nice." wristbands) permitted.
- Administrative discretion will be administered for any dress code concerns deemed provocative, distracting, extreme or inappropriate.

Boys

- Navy or tan pants or shorts must be worn.
- No earrings are permitted.
- Haircuts & styles may not be distracting or extreme.
- Pants are not allowed to sag.

Girls

- Navy or tan pants, skirts, skorts, or jumpers must be worn. All skirts must be knee length.
- A reasonable number of small earrings, less than one inch, are permitted. Only ears may be pierced.
- Extreme makeup is not permitted.
- Leggings or "jeggings" are not permitted as pants.
- Chest/Cleavage is not to be exposed
- Administrative discretion will be administered for any clothing or fit deemed provocative or inappropriate.