



Dear Matthews Charter Academy Parent/Guardians,

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

Grades K-5

- Bright green or white polo shirt
- Navy bottoms

Grades 6-8

- Bright green or white polo shirt
- Navy bottoms
- White dress shirt with custom green and blue tie (option)

*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 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 **Matthews** when placing your order. This voucher code is effective until 09/16/2018. **Any items ordered after 09/16/2018 will be shipped to your home and you will be charged a shipping fee.**

Bulk shipping schedule:

1 st Bulk Shipment	Order deadline is 07/29/2018	Estimated ship date is 08/03/2018
2 nd Bulk Shipment	Order deadline is 09/16/2018	Estimated ship date is 09/19/2018

If you have questions regarding Matthews Charter Academy's uniform policy, please call 980-339-5449.

Sincerely,

Christy Morrin
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



Girls' Blouses



Boys' Oxford Dress Shirts



Boys' Bottoms

Flat Front Double Knee Pants
Flat Front Shorts



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 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 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	\$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:

- All shirts must be a short- or long-sleeve bright green 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 short- or long-sleeve white polo may be purchased at a manufacturer of your choice.
- Slacks or dress pants must be navy blue.
- Middle school students may also wear a long- or short-sleeve white dress shirt with a navy/bright green tie. Ties purchased only through Image Builders are encouraged.
- Conservative shoes, including loafer style, dress shoes, or tennis shoes must be worn. Shoes must be closed-toed and closed-heeled. Shoe colors may be navy, gray, black or brown. Athletic shoes with non-marking soles are to be worn for P.E. class. Boots are not permitted.
- Socks must be solid black, brown, navy or white and worn with shoes.
- Uniform style solid color, navy sweaters or vests may be worn over uniform shirts. Sweaters must be free of any designs or writing (for example, stripes, wording, etc.) and must fall at the waist.
- Shirts must be tucked neatly into bottoms at all times.
- Undershirts (t-shirts worn under uniform shirts) must be white and must fit appropriately under the uniform shirts. Undershirts may not have longer sleeves than uniform shirts.
- A solid black, navy blue, or brown belt must be worn with all pants and shorts. Belt loops may not be removed from pants or shorts to avoid wearing belts.
- All clothing must be sized properly, so items are not overly baggy or tight.
- Students may wear optional PE uniforms on PE days. PE uniforms consist of t-shirt, shorts, sweatshirt, and sweatpants. Both top and bottom must be worn. Students may not wear PE uniform shirt with regular navy pants. PE uniforms are purchased from a vendor through the school.
- Students' hair must be kept neat and clean and should not obstruct their vision during class.

Not Permitted

- Tattoos or writing on skin.
- Hats of any kind.
- Any distracting jewelry.
- Piercings in areas other than ears (girls). No piercings for boys.
- Overly large clothing that sags down below the waist area.
- Rhinestone, silver ringed, studded or belts with designs. Plain only.
- Wearing, carrying, and displaying gang paraphernalia, names, signs, or symbols of gang membership are prohibited.
- Blue jean material, knit pull-on pants, jogging pants, cargo pants with outside side pockets, corduroy pants, or decorative embroidery are not permitted.

- No shoes with wheels, airbrushing, house slippers, flip flops, 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 in the playgrounds.
- Makeup or “fake” nails.

Boys

- Pants and shorts must be both navy blue and conservative. They may not have carpenter loops, or stripes. Corduroy or denim materials are not permitted.

Girls

- Pants, shorts, Capri pants, jumpers, skirts and skorts must be navy blue.
- Bottoms must be no less than two inches above the top of the knees.
- Tights must be solid white or navy.
- Heels on shoes may not exceed one (1) inch. Only natural nails are permitted.

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