



BURTON GLEN CHARTER ACADEMY

A PUBLIC CHARTER SCHOOL MANAGED
BY NATIONAL HERITAGE ACADEMIES

Dear Burton Glen Charter Academy Parents/Guardians,

Thank you for supporting Burton Glen Charter Academy's uniform program! Please find the uniform requirements below along with the ordering options.

Grades K-5

- Bright green or navy polo
- Navy bottoms

Grades 6-8

- White dress shirt with custom blue/green tie (cross-tie for girls, straight tie for boys)
- Navy 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 blue/green 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 **Burton** when placing your order. This voucher code is effective until 09/09/2018. **Any items ordered after 09/09/2018 will be shipped to your home and you will be charged a shipping fee.**

Bulk shipping schedule:

1 st Bulk Shipment	Order deadline is 08/05/2018	Estimated ship date is 08/10/2018
2 nd Bulk Shipment	Order deadline is 09/09/2018	Estimated ship date is 09/12/2018

If you have questions regarding Burton Glen Charter Academy's uniform policy, please call the school at 810-744-2300.

Sincerely,

Aaron Williams
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



Sweater Cardigan



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.

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 distractions and competition the school has a dress code. 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. 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.

K-5 Grades Uniform

- Shirts must be a short or long sleeve navy or 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. Navy polo shirts can be purchased at the vendor of your choice.
- Slacks or dress pants must be navy blue.

6-8 Grades Uniform

- Middle School students must wear a white dress shirt with custom blue and green tie. Ties purchased only through Image Builders are encouraged. Girls wear cross-style tie, boys wear straight tie.
- Slacks or dress pants must be navy blue.

General Expectations

- Conservative shoes, including loafer style, dress shoes, or tennis shoes must be worn. Shoe colors must be conservative. 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 sweater vests that are solid navy only. All cold weather attire must be free of any designs or writing (for example, stripes, wording, etc.).
- Winter outerwear boots (boots that are intended to protect from winter conditions) may be worn indoors during the inclement weather months. However, high heeled boots are not permitted.
- 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.

Not Permitted

- Tattoos or writing on skin.
- Hats of any kind or hooded sweatshirts. No hooded sweatshirts are permitted in the classroom.
- Dark glasses.
- Any distracting jewelry.
- Overly large clothing that sags down below the waist area.
- Rhinestone, silver ringed, studded or belts with designs. Plain only.
- Extreme hairstyles are at the discretion of the principal.
- Wearing, carrying, and displaying gang paraphernalia, names, signs, or symbols of gang membership are prohibited (including but not limited to bandannas).
- Blue jean material, knit pull-on pants, jogging pants, cargo pants with outside side pockets, or decorative embroidery are not permitted.

- No shoes with wheels, airbrushing, house slippers, or flip flops are permitted on school grounds, in the gym, on the sidewalks, in the parking lots or in the playgrounds.
- Extreme makeup.
- Leggings or skinny pants are not permitted.

Boys

- Pants and shorts must be navy blue and conservative.
- Denim materials are not permitted.
- Shirts must be tucked neatly into bottoms at all times.

Girls

- Pants, shorts, Capri pants, jumpers, and skorts must be navy blue.
- Knee socks or tights worn with jumpers or skorts must be navy blue.
- All bottoms must be either longer than the fingers when the student's arms hang at her sides or no more than three inches above the knees.
- Heels on shoes may not exceed one (1) inch.
- A reasonable number of earrings and rings are permitted (principal discretion). Only earrings may be worn, no other piercings should be worn during school. Earrings may not exceed the size of a quarter.

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