

- 2) Examples of official school business are:
  - a) taking a day off from school to shadow at another school;
  - b) participating in an academic activity directly related to the instructional outcomes of one or more courses;
  - c) participating in a regularly scheduled, school-sponsored intramural sports event;
  - d) a summons to one of the school offices;
  - e) other approved co-curricular activities such as Duke Tip, NJHS, Academic competitions, and others that are designated by the Administration as being official school business.
  - f) All of the above must be approved by the school Administration.

## SECTION 500—SCHOOL DRESS CODE, CODE OF CONDUCT, AND DISCIPLINE

The school's governing board and administration are firmly committed to ensuring a safe, secure, respectful, tolerant, and positive learning and working environment for all students, parents, faculty, staff, administration, and board. Administration's expectation is no less for all students, parents, faculty, staff, and board members who are an active part of the school's daily life.

### 500.01 School Dress Code Policy, All K-8 Students

Administration shall exercise appropriate discretion in implementing this policy and will provide reasonable accommodations to students whose religious beliefs, medical condition, or disability requires special clothing. All K-8 students are expected to adhere to standards of dress and appearance that are compatible with an effective, safe, secure, and respectful learning environment. If a K-8 student's dress does not comply with the **REQUIRED** Dress Code Policy, (see chart and visual guides below) or deemed disruptive to classroom or school environment, Administration may require the student to change his or her dress. A second or repeated violation of this policy may result in disciplinary action and would be considered as defiance of public school authority. Disciplinary actions for dress code violations may include, but not be limited to: conference with student, notification to parent (phone call or email), changing out of inappropriate attire, detention, or referral to administration.

Teachers recognize that situations can happen unexpectedly where a student's uniform becomes stained, wet, or soiled during the course of the school day. If this occurs, your student will be instructed to change their attire. If needed, office personnel, administration, or the school nurse can provide assistance as needed. \*If repeated instances occur, parents will be contacted for a meeting so that a health plan can be established.

### Lutz Preparatory Approved School Uniform Policy: K-8

All Lutz Preparatory students (Grades K-8) are **REQUIRED** to wear school uniforms to school each day. Please note differences in specified grade levels as detailed in both the chart and visual guide below.

This dress code includes the following requirements:

1. All uniform **polo shirts MUST** be purchased from our required uniform vendor:
  - a. Red's Team Sports  
4542 Eagle Falls Place  
Tampa, FL 33649



## 2023-2024 Lutz Preparatory Student Handbook

Main Website: [www.redsteamsports.com](http://www.redsteamsports.com)

LP School Store: <https://lutzprepschoolstore20-21.itemorder.com/sale>

- b. Every polo purchased from Red's Team Sports will include the required LP logo.
  - c. **Polos with no logo are not permitted to be worn.**
2. All uniform bottoms, jackets, sweaters, accessories, etc. may be purchased at ANY store and must follow uniform guidelines (see chart and visual guides below).
3. Red's Team Sports offers a variety of clothing beyond the required polo shirts to include accessories and cold weather wear. **It is OPTIONAL to purchase any item beyond the required logoed polo shirt from this vendor.**

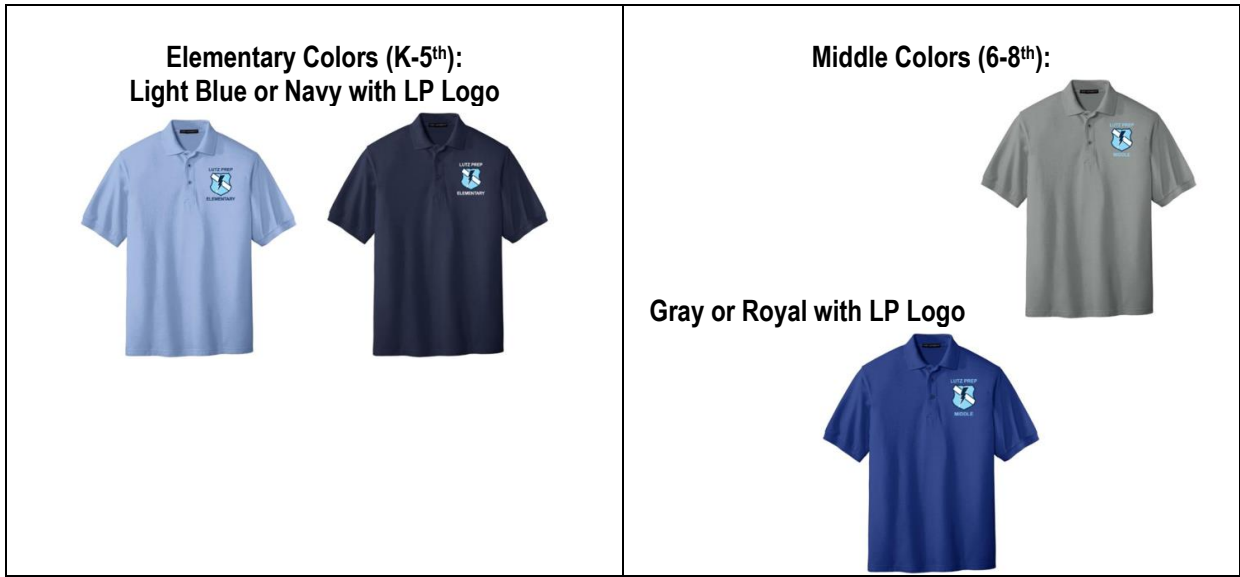
### **Financial Assistance**

Any family needing assistance regarding uniforms may contact our business manager at [businessmanager@lutzprep.org](mailto:businessmanager@lutzprep.org) for details.

Uniform Policy Detailed Chart (Monday through Thursday)

Standard Uniform Clothing	Style	Acceptable Colors		Unacceptable Attire
<b>SHIRTS</b> K-4 <sup>th</sup> Grades: <b>OPTIONAL</b> to be tucked in with belt 5 <sup>th</sup> -8 <sup>th</sup> Grades: <b>REQUIRED</b> to be tucked in with belt K-8 Undershirts: only navy, light blue, white, or gray undershirts may be worn underneath. ( <b>long or short sleeve</b> )	Red's Team Sports Polo with Logo (two material options available)	K-5: Navy or Light Blue	6-8: Royal or Gray	<ul style="list-style-type: none"> <li>Shirts that when arms are raised, stomach shows or will not remain tucked.</li> <li>Ties shall not be worn.</li> <li>Undershirts other than approved colors.</li> </ul>
<b>BOTTOMS</b> Standard uniform style bottoms.	<b>BOTTOMS MUST BE STANDARD UNIFORM STYLE:</b> <ul style="list-style-type: none"> <li><u>Boys:</u> Pants or shorts</li> <li><u>Girls:</u> Capris, pants, shorts, skorts, or skirts.</li> </ul>	K-5: <b>Must be SOLID Color</b> Khaki/Navy OR Clear Blue Plaid (pattern from Red's or Land's End)	6-8: <b>Must be SOLID Color</b> Khaki / Navy	<ul style="list-style-type: none"> <li>Shorts, skorts, or skirts that are too short (must be fingertip length) or too tight (skinny pants are not permitted).</li> <li>Capris or shorts that are rolled up beyond the hemline.</li> <li>No CARGO/JOGGERS/JEANS - pants/shorts/capris.</li> <li>No clothes with holes, rips, or tears.</li> </ul>
<b>ADDITIONAL BOTTOMS (for K-5 Girls ONLY)</b> Polo Dresses or Jumpers	<b>Polo Dresses:</b> <ul style="list-style-type: none"> <li>LP logo not required on polo dress</li> <li>Must be plain in style, no fancy ruffles, wraps, or name brand logo visible</li> </ul> <b>Jumpers:</b> <ul style="list-style-type: none"> <li>Must wear Red's light blue or navy logoed polo underneath</li> <li>Logo not required on jumper dress</li> <li>May not have a name brand logo visible</li> <li>Must be plain in style, no fancy wraps or ruffles</li> </ul>	<b>Polos Dresses:</b> Solid color <b>Navy ONLY</b> <b>Jumpers:</b> Khaki, Navy, or Clear Blue Plaid (pattern from Red's or Land's End)		<ul style="list-style-type: none"> <li>Dresses that are too short (must be fingertip length).</li> <li>Jumpers without the Red's light blue or navy polo underneath.</li> <li>No white blouse or white polo under jumper (must be Red's light blue or navy polo)</li> <li>Jumpers or polo dresses with any name brand logo visible</li> </ul>
<b>BELTS</b> Must be worn in grades 5 <sup>th</sup> -8 <sup>th</sup> on all items with belt loops	<ul style="list-style-type: none"> <li>Basic belt</li> </ul>	Any color		<ul style="list-style-type: none"> <li>No large metal buckles/designs or spikes.</li> <li>Nothing that would be a distraction in classroom.</li> </ul>
<b>LEGGINGS</b> (under uniform bottoms)		SOLID white, navy, or gray ONLY		<ul style="list-style-type: none"> <li>No multi-color or laced leggings/thigh length socks.</li> </ul>
<b>SHOES: K-8</b>	<ul style="list-style-type: none"> <li>Dress shoes</li> <li>Dress boots</li> <li>Loafers</li> <li>Topsider-style shoes</li> <li>Athletic shoes with non-skid bottoms</li> <li>Shoes must be tied if they have laces</li> <li>Students in PE must have athletic shoes</li> </ul>	Any color as long as does not cause a distraction in class		<ul style="list-style-type: none"> <li>Flip flops</li> <li>Backless shoes</li> <li>Sandals w/Velcro closures</li> <li>Slippers</li> <li>Construction/Combat boots</li> <li>Open-toed shoes</li> <li>High heels</li> <li>Light-up shoes</li> </ul>
<b>OUTERWEAR/COLD WEATHER WEAR</b> May be worn <b>outdoors only</b> during cold weather: <ul style="list-style-type: none"> <li>Hats</li> <li>Jackets/sweatshirts with an attached hood</li> <li>Gloves</li> <li>If outerwear has a hood attached the outerwear must be removed when entering building</li> </ul>	<ul style="list-style-type: none"> <li>Sweaters</li> <li>Jackets</li> <li>Pullover fleece</li> <li>Crewneck Sweatshirt</li> <li>Full zip/half zip</li> </ul>	K-8: <b>Must be SOLID Color</b> Preferred: GRAY or NAVY		<p><b>No jackets/sweatshirts with attached hoods are permitted to be worn inside building. Must be removed when entering building.</b></p> <ul style="list-style-type: none"> <li>Jackets/sweater/sweatshirts/outerwear that is not school appropriate or disrupts the learning environment.</li> <li>No LARGE print/logos on front, across middle, or on sleeves may be worn.</li> <li>Small alternative logos over heart may be worn (<b>no larger than a quarter in size</b>)</li> </ul>

**Visual Guide: Required Red's Team Sport Uniform Polo with Logo Color Options:**  
 Two material options available from Red's.



**Uniform Bottom Options**

Bottoms may be purchased at ANY store but must be standard uniform style and meet handbook guidelines.

**Girls:**

- Colors for K-8: Khaki or Navy (K-5 may also wear clear blue plaid pattern sold at Red's or Land's End)
- Shorts, pants, or capris
- Skorts, or skirts (K-5 may also wear polo dresses or jumpers)
- Shirts must be tucked-in with a belt (5<sup>th</sup>-8<sup>th</sup> grades)
- Length must be below the fingertips

**Boys:**

- Colors for K-8: Khaki or Navy
- Shorts or pants
- Shirts must be tucked-in with a belt (5<sup>th</sup>-8<sup>th</sup> grades)
- Length must be below the fingertips

**Visual Guide to Acceptable Uniform Bottoms**



**Additional Bottoms (for K-5 Girls ONLY)**

Polo Dresses or Jumpers

LP Logo not required on polo dresses or rompers.  
No name brand logos visible on polo dresses or rompers.



Polo Dress  
in NAVY ONLY

Jumpers (must wear Red's light blue or navy logoed polo underneath). White blouses/polos not permitted.

**Visual Guide to Approved Length of Shorts, Skirts, and Dresses**

This applies to length of regular uniform, spirit, and free dress days.

**Short, Skirts, and Dress Length Visual Examples**

**Length of shorts/skirts must be below the fingertips**

**Visual Guide to Not Acceptable Bottoms**

**No Jean Style Pockets with Rivets or Shorts Too Short**

**No Cargo Pants or Shorts**

**No Joggers**

**ACCESSORIES**

- Sunglasses, hats, bandanas, jackets/sweaters with attached hoods etc. may not be worn during school hours, except during P.E. or recess as permitted by teachers when activities are held outside (if worn outdoors must be removed upon entering the buildings).
- Jewelry must be appropriate and tasteful and may not be hanging out of pockets (i.e. chains hanging from pants).
- Facial piercings are prohibited.
- Piercings or other jewelry should never be a distraction in the classroom or on campus.
- Ties shall not be worn.
- Heavy chains, leather collars, and/or spiked jewelry that could be considered a weapon are not permitted.
- Belts may be any color of fabric/material but cannot distract from the learning environment such as flashing or other similar style.

**HAIR AND GROOMING**

- Hair will be maintained and well groomed.
- No Mohawk or similar styles will be permitted.
- Only color such that resembles a natural color of hair will be allowed.
- Colored hair and/or hair extensions shall not be worn.

**SCHOOL SPIRIT or THEMED DRESS DAYS (PRIVILEGE)**

- School spirit shirt may be worn on Fridays (or Thursday on weeks that have no school on Friday).
- If selected “theme” wear during a spirit designated day and/or week is deemed inappropriate or suggestive in nature by LP staff, student will be required to change attire.
- If student chooses not to wear school spirit or themed dress the standard uniform is required.
- **Friday Spirit Day and Themed Spirit Days are privileges.** Any violations of handbook policies, uniform policy, or privilege guidelines, will result in privileges being taken away.

**Uniform Policy Detailed Chart (Friday Spirit Day)**

Friday or Themed School Spirit Days	Style	Unacceptable Attire
<p><b>LP T-SHIRTS</b></p> <ul style="list-style-type: none"> <li>• 6<sup>th</sup> &amp; 7<sup>th</sup> grades: spirit shirt must be tucked in</li> <li>• K-5 and 8<sup>th</sup> grades: spirit shirt is not required to be tucked in</li> <li>• Shirt must have sleeves (if sports team shirt does not have sleeves a white, gray, light blue, or navy sleeved shirt must be worn underneath)</li> </ul>	<ul style="list-style-type: none"> <li>• LP spirit shirt: available for purchase through Red’s Team Sports</li> <li>• LP spirit shirts: Leader in Me, Pay It Forward, etc.</li> <li>• Official LP club or athletic/academic team shirt, as designed by the club/team sponsor.</li> <li>• <b>From ANY school year past or present.</b></li> </ul>	<ul style="list-style-type: none"> <li>• Non-uniform clothing of choice.</li> <li>• T-shirts that are torn, written on, or defaced in any way.</li> <li>• Shirts knotted or cinched with a band at the waist.</li> <li>• T-shirts with inappropriate messages</li> </ul>
<p><b>BOTTOMS</b></p> <ul style="list-style-type: none"> <li>• K-5: jeans or jean shorts/skirts/capris</li> <li>• 6<sup>th</sup> &amp; 7<sup>th</sup> grade: <b>uniform bottoms</b></li> <li>• 8<sup>th</sup> grade: jeans or jean shorts/capris</li> </ul>	<ul style="list-style-type: none"> <li>• K-5: jeans or jean shorts/skirts/capris</li> <li>• 6<sup>th</sup>-7<sup>th</sup>: standard uniform bottoms</li> <li>• 8<sup>th</sup>: jeans or jean shorts/capris</li> </ul>	<ul style="list-style-type: none"> <li>• Shorts, skorts, or skirts that are too short (must be fingertip length) or too tight (skinny pants are not permitted).</li> <li>• Capris or shorts that are rolled up beyond the hemline.</li> <li>• No CARGO/JOGGER - pants/shorts/capris.</li> <li>• No clothes with holes, tears, or rips (including jeans)</li> <li>• No colored jeans (standard “blue” denim jeans only)</li> </ul>



Visual Guide to **Not Acceptable Bottoms**



**ATHLETICS TEAMS: GAME DAY DRESS AT SCHOOL**

To show team spirit and encourage families to attend our TCAL sporting events, members of the team may wear their team jersey to school on game days.

Athletic Teams: Game Day Attire	Unacceptable Attire
<b>TOPS</b> <ul style="list-style-type: none"> <li>• TCAL team jersey</li> <li>• If jersey is sleeveless a navy, gray, light blue, or white sleeved shirt must be worn underneath</li> <li>• Jersey must be tucked in (exception 8<sup>th</sup> grade)</li> </ul>	<ul style="list-style-type: none"> <li>• Sleeveless team jersey without a sleeved undershirt</li> </ul>
<b>BOTTOMS</b> <b>MUST BE STANDARD UNIFORM BOTTOMS</b> <ul style="list-style-type: none"> <li>• Khaki or Navy</li> </ul>	<ul style="list-style-type: none"> <li>• Any athletic or sports style short (including the team shorts)</li> <li>• Any spandex bottoms or leggings</li> </ul>

**NON-UNIFORM DRESS DOWN DAYS**

**Shirts:**

- Must have sleeves and must cover the shoulders
- Does not have to be tucked in
- Must fully cover chest and stomach area
- May not be see-through
- May not be tied or cinched
- May not be revealing

**Bottoms:**

- Must be fingertip length (even with leggings)
- May not have writing across the backside of the pants/shorts/skirt
- Must be worn at natural waist-line (not below the hips)
- No knit or spandex bottoms, jeggings, or skinny jeans
- May not have holes, tears, or rips

**Shoes:**

- Same as uniform dress day for safety purposed at recess and/or PE

\*No clothing may have rips, holes, inappropriate pictures, words, logos, advertisement including but not limited to anything discriminatory, violent, and may not be suggestive of drug/alcohol/illegal substances.

\*Any questionable clothing not specifically listed here is subject to administrative review.

**PE UNIFORMS FOR GRADES 6<sup>th</sup> – 8<sup>th</sup> (Grades K-5 DO NOT change clothes for PE)**

Middle school students are required to change into PE uniforms in order to participate in their physical education class. **Students in grade 6<sup>th</sup> – 8<sup>th</sup> are required to have one semester of PE each school year.**



**Shirts and Bottoms:** Must be purchased through Red's Team Sports (past year PE uniforms are acceptable).

**Shoes:** Closed toe athletic shoes must be worn for safety.

**500.02 Code of Conduct/Discipline**

Lutz Preparatory has implemented a comprehensive Code of Conduct that students must follow and Lutz Preparatory enforces. The goal is to provide a safe and supportive environment that is conducive to learning and Lutz Preparatory does not tolerate behavior that disrupts or interferes with the education of other students or the school.

**Students are responsible for** understanding and adhering to this Code of Conduct.

**Parents are responsible for** helping students understand and abide by these policies, for recognizing that unacceptable behavior is subject to disciplinary action, and for supporting the enforcement of these policies.

**School personnel are responsible for** being aware of the specifics of the Code of Conduct and applying them appropriately.

Note: Due to the **Family Educational Rights and Privacy Act (FERPA)**, school staff is legally not able to speak about the education, discipline, or records of any other students other than to the student's parents/legal guardian.

**School Environment Safety Incident Reporting (SESIR)**

The School Environment Safety Incident Reporting (SESIR) System collects data on specific incidents of crime, violence, and disruptive behaviors. These incidents occur on school grounds, at off-campus, school-sponsored events, on school-provided transportation, or off campus where the incident is accomplished through electronic means, if the incident substantially disrupts the educational process or orderly operation of a school. Schools are required to provide data relating to SESIR incidents to the Department of Education. SESIR incidents relate to: