

## PROFESSIONAL APPEARANCE POLICY

(revised May 2024)

A professional appearance policy promotes an atmosphere conducive to academic learning by reducing distractions. By providing clear expectations for students, it saves time and energy, and it simplifies decision making while reducing peer pressure. The Professional Appearance Policy addresses more than issues of clothing; it also focuses on developing and encouraging a professional appearance which will serve our scholars well in college and in life. Students at *Collegiate* are expected to be clean and neat in their personal appearance, observing standards of modesty, moderation, and good taste. In order to best serve our scholars, *Collegiate* requires the support of every parent to ensure that their student is in correct dress on a daily basis while on campus and at school functions. It is ultimately the student's responsibility to be dressed appropriately at all school functions. The Leadership of *The Collegiate School of Memphis* reserves the right to address any fashion item, clothing item, or personal appearance that detracts from the spirit of the Professional Appearance Policy. In all cases, the Leadership of *Collegiate* has the right and the responsibility to determine what attire is appropriate.

All uniform blouses, shirts, sweaters, and jackets must have the **CSM** school logo or monogram present unless specifically indicated otherwise. All clothing should be labeled with the student's name or initials (especially sweaters and jackets). **All items must be purchased from Dennis School Uniforms unless denoted by an asterisk \***.

- Only uniform apparel may be worn. Embellishments on or additions to the uniform, such as hats, scarves or mufflers, for example, are not permitted.
- Scholars may wear small pieces of jewelry including a wristwatch and/or bracelet, professional earrings, and one average-sized ring per hand. Scholars may wear a necklace but it must be tucked inside of their uniform shirt. Students are permitted to wear a maximum of two earrings per each ear. Junior and senior students are permitted to have a maximum of one stud in one nostril as a nose piercing. No additional body piercings are permitted.
- Professional tie clips may be worn to secure a necktie to a dress shirt. Tie clips should adhere to the professional nature of the Professional Appearance Policy.
- All buttons on young gentlemen's oxford shirts must be buttoned and young ladies must have all buttons but the top button secured.
- Two bottom buttons on polo shirts must be buttoned at all times.
- All undershirts (young gentlemen and young ladies) must be solid white and have no designs or embellishments.
- Undershirts must not be visible below their blouses. Scholars cannot wear long-sleeve undershirts under short-sleeve blouses.
- Hats, hoods, and caps may not be worn inside the buildings.
- There may be special occasions when students will be permitted to wear clothing other than uniforms. On these occasions, clothing will be expected to be modest, neat, clean, appropriately fitting, in good repair, and in keeping with the spirit of this Professional Appearance Policy. Specific guidelines will be given for the special days.
- Students may be asked to wear the required uniform for field trips or special events.
- Students must keep their shirts/blouses on, even when school is not in session, in the parking lot, on the bus, etc. They may not unbutton shirts/blouses or take them off, exposing an undershirt, while on campus.
- Any outerwear may be worn to school, but any outerwear item worn inside the classroom must be from Dennis School Uniforms.
- Shirts for young gentlemen must be worn tucked-in, and a black or brown belt must be worn.
- All scholars' hair must be neat and groomed in appearance. This includes, but is not limited to, being clean and combed. Hair must not be extreme or unusual in style (designs, lettering, symbols, etc...). Reasonable hair accessories are acceptable. Hair accessories are not allowed to have words or symbols. Loud/bright hair colors (blues, greens, pinks, orange, etc...) or an unnatural combination of hair colors is not permitted. Acceptable dye colors include blonde, brown, copper, burgundy, and black. An acceptable-hair-color palette is available upon request.
- Male students' hair must not draw undue attention. Hair may not rest below the collar, rest below the eyebrows, or rest below the middle of the ear. Sideburns should not extend below the base of the earlobe.

- If the Leadership determines a hairstyle is not professional, a haircut is needed, or sideburns should be trimmed, the Dean of Students will give an appropriate deadline. If that deadline is not met, disciplinary action could be taken.
- If a scholar is unsure whether or not a style adheres to the policy, they can present their request to the Leadership for consideration.
- Writing or drawing on the skin is not permitted. Visible tattoos, real or fake, are not permitted for students.
- Eyebrows and sideburns should be neat and properly trimmed with no designs of any kind.
- Male students must be clean-shaven each school day and at all school events unless they are active participants in the No-Shave semester athletic fundraiser. Interested students should see the front desk for more information.
- Scholars will be allowed to wear professional-style boots during cold weather months, typically during the third quarter. The Leadership of *Collegiate* will determine the appropriate professional style of boots.

## Uniform Guidelines

### **Middle School Young Ladies (Grades 6-8)**

#### **Blouses and Tops**

White oxford blouse short-sleeve/long-sleeve with CSM logo on sleeve (must wear on Mondays).

Navy or yellow knit polo, short-sleeve/long-sleeve with CSM logo.

#### **Skirt (all skirts must be at least three inches longer than the wearers fingertips )**

Plaid poly/cotton pleated skirt; (may be worn on Mondays)

Navy or khaki skirt (only worn on Tuesday – Friday).

\*Full-length tights/stockings or knee-hi socks are required for young ladies wearing a skirt. (Solid colors of navy or black only.) No emblems, patterns, or decorations. No leggings are allowed. All tights must be full length, should not stop mid-calf or above the ankle, and must cover the entire foot.

#### **Pants**

Navy or khaki, pleated or flat front pants with Dennis tag visible (khaki pants may be worn on Mondays).

#### **Outerwear for classroom (must be purchased from Dennis Uniforms)**

Solid navy cardigan sweater with CSM logo.

Navy v-neck sweater vest with CSM logo.

Navy jacket with CSM logo.

#### **\*Tights and Socks**

Solid navy or black knee-length socks, non-athletic style.

Solid navy or black tights/stockings without texture or patterns.

No emblems or decorations on tights or socks. No leggings are allowed. All tights must be full length, should not stop mid-calf or above the ankle, and must cover the entire foot.

#### **\*Shoes**

Shoes must be low-quarter and low heel (no higher than ½ inch), closed toe, and closed heel. Shoes must be solid black, brown, or navy; canvas, leather, or suede. No athletic-type shoes permitted other than for gym class. Only navy, black, or tan/brown shoelaces are permitted.

Absolutely no rain boots or sandals may be worn. Shoes must be worn properly at all times.

#### **\*Belts**

Any solid brown or black belt is allowed but should not have any emblems or decorations.

#### **Special Notes**

The plaid skirt or khaki pants and white oxford blouse must be worn on Mondays.

Tuesday – Friday young ladies may wear any of the items listed, including the plaid skirt or khaki pants.

Clothing must be the appropriate size – not baggy, sagging, or tight.

All shirts and classroom outerwear must have a CSM logo.

Throughout the year, on designated days, students will be permitted to dress out of their uniform. These dates are found on the Academic Calendar and updated throughout the year.

## Uniform Guidelines

### **High School Young Ladies (Grades 9-12)**

#### **Blouses/Blazer**

White oxford blouse short-sleeve/long-sleeve with CSM logo must be worn every day. Young ladies are encouraged to wear a solid white or neutral colored camisole/tank top or solid white or neutral colored undershirt under their blouse.

\*Navy blue blazer with upper left pocket must be worn every day students are in their uniform.

All blazers must be purchased from **Fashioned 2 Fit**. *Collegiate* will help cover the cost of the first blazer purchased for ninth grade students.

Blazer patches will be earned by each student and must be worn in the upper left pocket.

Navy v-neck sweater vest with CSM logo may be worn under blazers.

#### **Skirt (all skirts must be at least three inches longer than the wearers fingertips )**

Plaid poly/cotton pleated skirt (may be worn on Mondays).

Navy, khaki, or gray skirt (only worn on Tuesday – Friday).

\*Full-length tights/stockings or knee-hi socks are required for young ladies wearing a skirt. (Solid colors of gray, navy, or black are acceptable.) No emblems, patterns, or decorations. All tights must be full length, should not stop mid-calf or above the ankle, and must cover the entire foot.

#### **Pants**

Navy or khaki, pleated or flat front pants with Dennis tag visible (khaki pants may be worn on Mondays).

#### **\*Tights and Socks**

Solid navy, gray, or black knee-length socks, non-athletic style.

Solid navy, gray, or black tights/stockings without texture or patterns.

No emblems or decorations on tights or socks. No leggings are allowed. All tights must be full length, should not stop mid-calf or above the ankle, and must cover the entire foot.

#### **\*Shoes**

Shoes must be low quarter and low heel (no higher than ½ inch), closed toe, and closed heel. Shoes must be solid black, brown, or navy; canvas, leather, or suede. No athletic type shoes permitted other than for gym class. Only navy, black, or tan/brown shoelaces are permitted.

Absolutely no rain boots or sandals may be worn. Shoes must be worn properly at all times.

#### **\*Belts**

Any solid brown or black belt is allowed but should not have any emblems or decorations.

#### **Special Notes**

The plaid skirt or khaki pants must be worn on Monday with the white oxford blouse and navy blazer.

Clothing must be the appropriate size – not baggy, sagging, or overly tight.

All shirts must have a CSM logo.

Throughout the year, on designated days, students will be permitted to dress out of their uniform. These dates are found on the Academic Calendar and updated throughout the year.

Juniors are permitted to wear a Dennis Uniform sweater vest in lieu of their blazer Tuesday - Thursday.

Seniors are permitted to wear CSM-issued “Poppin’ Polos” Tuesday – Thursday with a solid navy, gray, or black lightweight jacket or cardigan.

## Uniform Guidelines

### **Middle School Young Gentlemen (Grades 6-8)**

#### **Shirts**

White oxford short-sleeve/long-sleeve with CSM logo (must wear on Mondays).  
Navy or yellow knit polo short-sleeve/long-sleeve with CSM logo.

#### **Pants**

Khaki pleated or flat front pants (must wear on Mondays).  
Navy or khaki, pleated or flat front pants (only wear navy Tuesday – Friday).

#### **Outerwear for classroom (must be purchased from Dennis School Uniforms)**

Solid navy cardigan sweater with CSM logo.  
Navy v-neck sweater vest with CSM logo.  
Navy jacket with CSM logo.

#### **\*Socks**

Solid navy or black, visible length socks, non-athletic style.

#### **\*Belts**

A solid brown or black belt is required every day and should not have any emblems or decorations.

#### **Tie**

Navy and gold striped tie from Dennis School Uniforms (request the lower school tie). Young gentlemen must make sure that the tie is tied properly. The bottom of the tie should fall just above the belt area (waist).

#### **\*Shoes**

Shoes must be low quarter, no high-tops, and must be closed toe, closed heel.  
Shoes must be solid black, brown, or navy; canvas, leather, or suede. No athletic type shoes permitted other than for gym class. Only navy, black, or tan/brown shoelaces are permitted.  
Absolutely no boots, rain boots, or sandals may be worn. Shoes must be worn properly at all times.

#### **Special Notes:**

White oxford shirt, tie, and khaki pants must be worn on Mondays.  
Tuesday – Friday young gentlemen may wear any of the items listed, including the white oxford shirt.  
Clothing must be the appropriate size – not baggy, sagging, or tight.  
All shirts and classroom outerwear must have a CSM logo.  
Throughout the year, on designated days, students will be permitted to dress out of their uniform. These dates are found on the Academic Calendar and updated throughout the year.

## Uniform Guidelines

### **High School Young Gentlemen (Grades 9-12)**

#### **Shirts/Blazers**

White oxford long-sleeve with CSM logo; no short-sleeve; must be worn every day.

\*Navy blue blazer with upper left pocket must be worn every day students are in their uniform.

All blazers must be purchased from **Fashioned 2 Fit**. *Collegiate* will help cover the cost of the first blazer purchased for ninth grade students.

Blazer patches will be earned by each student and must be worn in the upper left pocket.

Navy v-neck sweater vest with CSM logo may be worn under blazers.

#### **Pants**

Khaki, pleated or flat front pants (must wear on Mondays).

Navy, khaki, or gray pleated or flat front pants.

#### **\*Socks**

Solid navy, gray, or black, visible length socks, non-athletic style.

#### **\*Belts**

A solid brown or black belt is required every day and should not have any emblems or decorations.

#### **Tie**

Navy and gold striped tie from Dennis School Uniforms (request the upper school tie). Young gentlemen must make sure that the tie is tied properly with the top shirt button secured while in the building. The bottom of the tie should fall just around the belt area (waist).

#### **\*Shoes**

Shoes must be low quarter, no high-tops, and closed toe, closed heel.

Shoes must be solid black, brown, or navy; canvas, leather, or suede. No athletic type shoes permitted other than for gym class. Only navy, black, or tan/brown shoelaces are permitted.

Absolutely no boots, rain boots, or sandals may be worn. Shoes must be worn properly at all times.

#### **Special Notes:**

White oxford shirt, tie, and khaki pants must be worn on Mondays.

Clothing must be the appropriate size – not baggy, sagging, or overly tight.

Throughout the year, on designated days, students will be permitted to dress out of their uniform. These dates are found on the Academic Calendar and updated throughout the year.

Juniors are permitted to wear a Dennis Uniform sweater vest in lieu of their blazer Tuesday - Thursday

Seniors are permitted to wear CSM-issued "Poppin' Polos" Tuesday – Thursday with a solid navy, gray, or black lightweight jacket or cardigan