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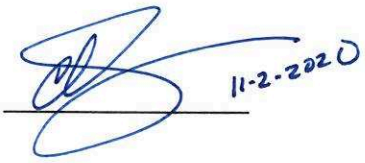
STANDARD OPERATING PROCEDURE

DRESS CODE HANDBOOK

APPROVED: November 2, 2020

DRESS CODE HANDBOOK
POLICY CROSS REFERENCE SHEET

This handbook is an administrative procedure of the District and subject to policies adopted by the Board of Trustees. In case of conflict between administrative procedures and Board policy, policy shall prevail.

Date of Superintendent Approval:  11-2-2020

Version Number: (i.e. "2019.1") _____

The contents of this handbook relate to the following Board policies:

Policy	Title	Page(s)
FO (Legal)	*Student code of conduct*	*
AE (Local)	*District's profile of a graduate*	**4**
FNCA (Local)	*Student Conduct Dress Code*	**8**

* The above listed policies relate to areas in which Student Code of Conduct is necessary. This handbook speaks directly to Student Dress Code.

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INTRODUCTION

PHILOSOPHY

The Board believes that the student dress code is an important component of a District and campus culture. The administration shall develop a student dress code that establishes clear expectations and promotes the attributes of the District's Profile of a Graduate. [See AE(LOCAL)] In addition, the dress code shall promote respect for self and others, a safe learning environment, and respect the diversity of the learning community.

Students and parents may determine the student's personal dress and grooming standards, provided they comply with this policy and with the student dress code included in the Student Code of Conduct.

STANDARDIZED DRESS

PURPOSE

The District defines standardized dress as a dress code that, while not as regimented as a uniform dress code, requires students to wear clothing from a limited selection of approved clothing options.

The intent of a standardized dress code is that it contributes to a learning environment that has an increased focus on academics and positive educational climate.

To implement a standardized dress code, the campus is required to follow the procedures shared in these documents. A process to engage the staff, parents and community in decisions related to standardized dress is imperative and must include multiple staff, parents and community engagement meetings to obtain feedback and gather data on the level of support from faculty and staff and parents. Gathering information/receiving input may be obtained via electronic methods or can be obtained through hard copies.

REQUIRED STEPS: *INCLUDING PARTICIPATION AND APPROVAL RATES*

STEP ONE:

The principal must receive approval (majority in consensus) from the Campus Planning Advisory Committee (CPAC) before proceeding to step two.

STEP TWO:

There must be at least an ***80 percent return rate for the staff surveys and at least a 75 percent approval rate** by staff in order to proceed to step three.

STEP THREE:

The principal must ****obtain at least a 60 percent return rate from the parent surveys and at least a 75 percent approval rate** of the surveys returned or submitted.

REQUIRED DOCUMENTATION: *FACULTY AND STAFF*

1. Agenda(s), minutes and sign-in sheet(s) from the Campus Planning Advisory Committee (CPAC) at which implementation of a standardized dress is recommended for consideration with a majority vote;

2. Agenda(s) and minutes of faculty meeting(s) at which standardized dress is discussed; and

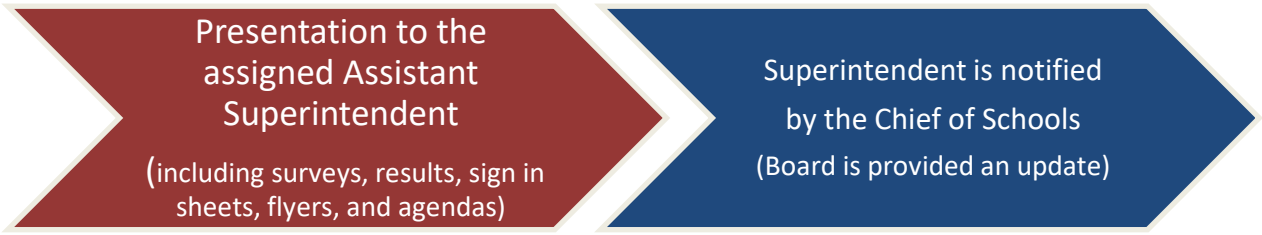
3. Copy of the survey administered to staff, along with the results, regarding standardized dress (See EXHIBIT B).

REQUIRED DOCUMENTATION: *PARENT(S)/GUARDIAN(S)*

1. PowerPoint presentation(s) or written material presented at the required parent meeting(s) and sign-in sheet for the parent meeting(s);

2. Description and prices of the proposed standardized dress requirements should be included in the power point presentation and the results of the survey- guidance can be obtained from your assigned Assistant Superintendent; and

3. Copy of the parent survey, along with results, regarding standardized dress (See EXHIBIT A).



TIMELINE AT A GLANCE: STANDARDIZED DRESS

- **August** – Inform assigned Assistant Superintendent of intent to investigate implementation of a standardized dress code for the subsequent school year.

- **August/September** – Meet with Campus Planning Advisory Committee (CPAC) to discuss possibility of implementing standardized dress at your campus. If a majority of the committee agrees to move forward, contact your Assistant Superintendent to discuss possible funding implications.

- **September** – Survey staff. (See EXHIBHIT B)

- **September/October** – Conduct at least two parent meeting(s) to explain proposal for standardized dress and possible costs and financial supports (if provided).

- **October/November** – Conduct formal survey sent to parents (See EXHIBIT A) and gather data (via internet or through paper copies).

- **November** – Compile necessary information and present documents and findings to the assigned Assistant Superintendent.

- **December** – Finalize plan with the assigned Assistant Superintendent including funding sources and/or implications and prepare memo to the Chief of Schools for approval.

- **January to February** –Once final plan is approved by the Chief of Schools, the plan with information item must be submitted by the Assistant Superintendent to the Superintendent to share with the Board of Trustees at the February School Board Meeting.

- **March to May** –Inform parents using a variety of methods including school publications, letters and/or flyers sent to the home and PTA/O or other school meetings.

- **May** – Send information home with final report card including campus expectations, implementation, possible costs and location at which the standardized dress items may be purchased. Include possible funding assistance and guidance to parents.

- **June to August** – Include information on the standardized dress in registration and enrollment documents for those new to the campus.

UNIFORMS

PURPOSE

The District defines uniforms as a specific attire that all students are required to wear. [See FNCA(LEGAL)] The intent of requiring uniforms is to improve the learning environment at a school by increasing school spirit, promoting a safe and collaborative school community, and removing distractions.

A safe and disciplined learning environment is essential to the development of a positive educational climate and school culture. Young people who feel safe and secure and who learn basic values and good citizenship are better students. Parents, teachers, and school officials have recognized school uniforms as a positive and creative way to decrease discipline problems and increase school safety. Uniforms for students are beneficial for the following reasons:

- Decreases violence and theft among students;
- Helps prevent gang members from wearing gang colors or insignia at school;
- Instills students with discipline;
- Helps parents and students resist peer pressure;
- Helps students concentrate on their schoolwork; and
- Helps school officials recognize intruders who come into our schools.

REQUIRED STEPS: *INCLUDING PARTICIPATION AND APPROVAL RATES*

Proposals for Board approval of uniforms at a campus shall be presented to the Board for approval no later than the month of February prior to the year of planned implementation.

The steps below indicate the participation and approval rates required per audience before moving to the next step.

STEP ONE:

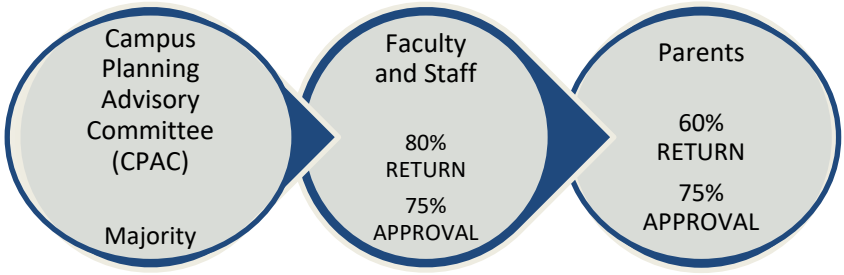
The principal must receive approval (majority in consensus) from the Campus Planning Advisory Committee (CPAC) before proceeding to step two.

STEP TWO:

There must be at least an **80 percent return rate for the staff surveys and at least a 75 percent approval rate** by staff in order to proceed to step three.

STEP THREE:

The principal must **obtain at least a 60 percent return rate from the parent surveys and at least a 75 percent approval rate** of the surveys returned or submitted.



REQUIRED DOCUMENTATION: *FACULTY AND STAFF*

1. Agenda(s), minutes and sign-in sheet(s) from the Campus Planning Advisory Committee (CPAC) at which implementation of a uniform was recommended for consideration with a majority vote;

2. Agenda(s) and minutes of faculty meeting(s) at which uniform is discussed; and

3. Copy of the survey administered to staff, along with the results, regarding uniforms (See EXHIBIT D).

REQUIRED DOCUMENTATION: *PARENT(S)/GUARDIAN(S)*

1. PowerPoint presentation or written material presented at the required parent meeting(s) and sign-in sheet for the parent meeting(s);

2. Description and prices of the proposed uniform requirements should be included in the power point presentation and the results of the survey- guidance can be obtained from your assigned Assistant Superintendent; and

3. Copy of the parent survey, along with results, regarding uniforms (See EXHIBIT C).

TIMELINE AT A GLANCE: UNIFORMS

- **August** – Inform assigned Assistant Superintendent of intent to investigate implementation of uniforms for the subsequent school year.

- **August/September** – Meet with Campus Planning Advisory Committee (CPAC) to discuss feasibility of implementing uniforms at your campus. If a majority of the committee agrees to move forward, contact your Assistant Superintendent to discuss possible funding implications.

- **September** – Survey staff. (See EXHIBIT D)

- **September/October** – Conduct at least two parent meeting(s) to explain proposal for uniforms and possible financial implications.

- **October/November** – Conduct formal survey sent to parents (See EXHIBIT C) and gather data (via internet or through paper copies).

- **November** – Compile necessary information and present documents and findings to the assigned Assistant Superintendent. Include all financial implications.

- **December** – Finalize plan with the assigned Assistant Superintendent and prepare presentation for the Superintendent and the Board of Trustees.

- **January-February** – Submit final plan and presentation to assigned Assistant Superintendent for placement on February Board Agenda.

IF APPROVED BY THE BOARD OF TRUSTEES

- **March to May** – If approved, inform parents using a variety of methods including school publications, letters and/or flyers sent to the home and PTA/O or other school meetings.

- **May** – Send information home with final report card including campus expectations, implementation, possible costs and location at which the uniforms may be purchased or collected. Include possible funding assistance, costs and guidance to parents.

- **June to August** – Include information on the uniforms in registration and enrollment documents for those new to the campus.

PRESENTATION FOR BOARD APPROVAL OR DENIAL

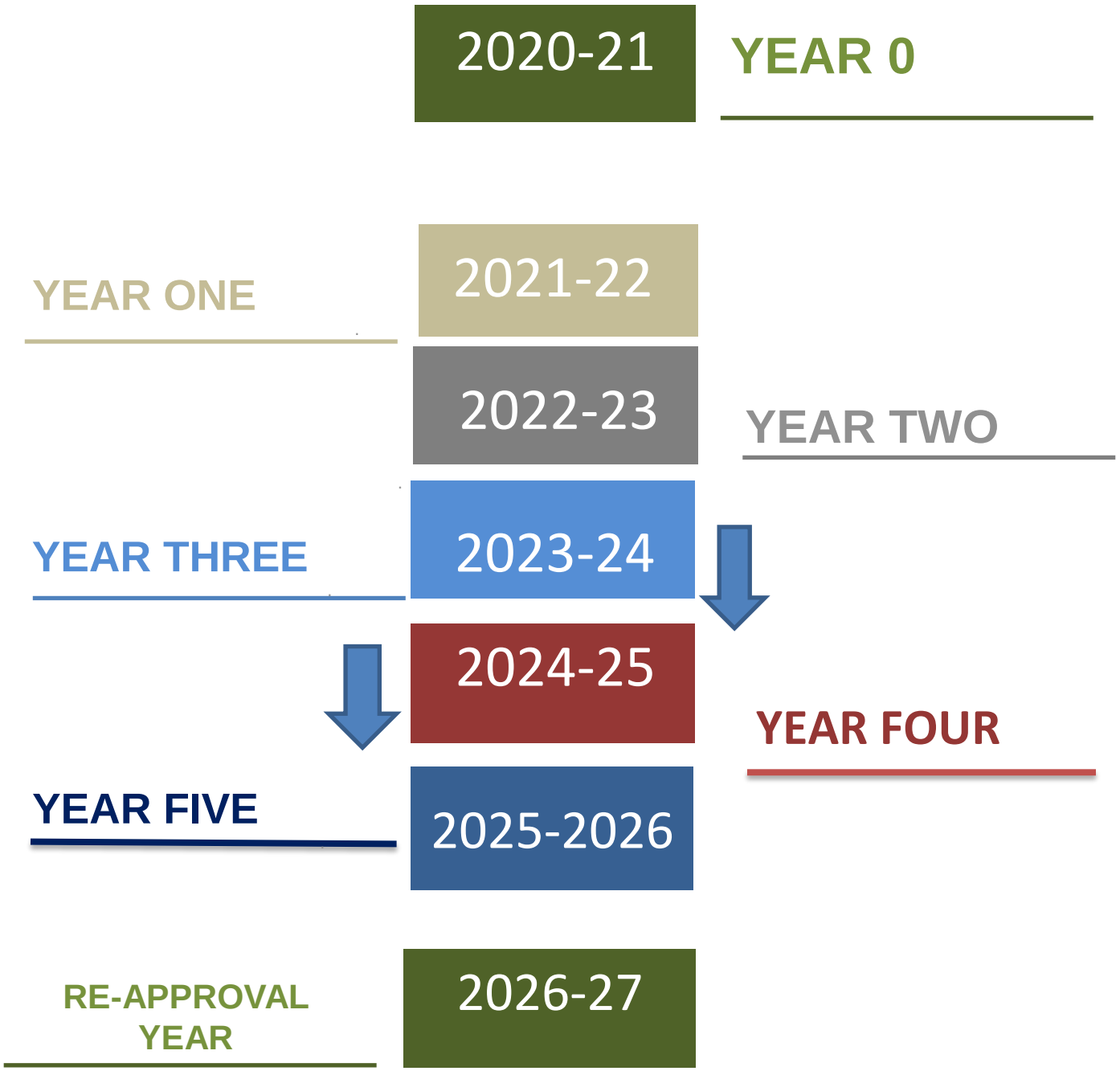
Final approval will be made by the Superintendent and the Board of Trustees.

If the Board approves the uniform proposal, the campus should ensure the timeline is maintained. Communication to all stakeholders should be followed to ensure appropriate campus implementation. Principals should submit all final documents, survey results, and plans to be reviewed by the Assistant Superintendent assigned to the campus no later than May of the school year in which uniforms are proposed.

FIVE YEAR RE-APPROVAL PROCESS

Once the campus has received approval to either implement standardized dress or uniforms as dress code, each campus will be responsible for initiating the same approval process every five academic years. (Visual of process below).

AT A GLANCE



DRESS BASED ON ACADEMIC PROGRAMMING

Students may be expected to wear specific attire as determined by their academic programming (i.e. JROTC, a specialized CTE program, etc.). This does not constitute a uniform or standardized dress and is not subject to this policy.

EXHIBIT A: PARENT SURVEY - STANDARDIZED DRESS

NAME OF SCHOOL (Proposed school year here)
STANDARDIZED DRESS PARENT SURVEY

How many students do you have who will attend (name of school) next year? _____

□ I am in favor of a standardized dress policy. Please give a reason for your choice.

_____
_____
_____
_____
_____
_____
_____

□ I am NOT in favor of a school standardized dress policy. Please give a reason for your choice.

_____
_____
_____
_____
_____
_____
_____

The projected cost of this standardized dress is:
(school should enter approximate amount).

Parent/Guardian Name: _____ Date: _____

Student(s) Names: _____

EXHIBIT B: STAFF SURVEY - STANDARDIZED DRESS

NAME OF SCHOOL (Proposed school year here)
STANDARDIZED DRESS STAFF SURVEY

□ I am in favor of a standardized dress code policy.

Please give a reason for this decision.

_____
_____
_____

How will a standardized dress improve student success in your school?
_____
_____
_____

What do you believe will be the positive impact of implementing standardized dress?
_____
_____
_____

What will make implementing this policy difficult for you as a teacher?
_____
_____
_____

□ I am NOT in favor of implementing standardized dress.

Please give a reason for this decision.
_____
_____
_____
_____
_____
_____
_____

Staff Name: _____ Date: _____

EXHIBIT C: PARENT SURVEY - UNIFORMS

NAME OF SCHOOL (Proposed school year here)
UNIFORMS PARENT SURVEY

How many students do you have who will attend (name of school) next year? _____

□ I am in favor of a school uniform policy. Please give a reason for your choice.

_____
_____
_____
_____
_____
_____
_____

□ I am NOT in favor of a school uniform policy. Please give a reason for your choice.

_____
_____
_____
_____
_____
_____
_____

The projected cost of implementing a uniform is:
(school should enter approximate amount).

_____

Parent/Guardian Name: _____ Date: _____

Student(s) Names: _____

EXHIBIT D: STAFF SURVEY - UNIFORMS

NAME OF SCHOOL (Proposed school year here)
UNIFORMS STAFF SURVEY

□ I am in favor of a uniform policy.

Please give a reason for this decision.

_____
_____
_____

How will a uniform improve student success in your school?
_____
_____
_____

What do you believe will be the positive impact of implementing uniforms?
_____
_____
_____

What will make implementing this policy difficult for you as a teacher?
_____
_____
_____

□ I am NOT in favor of implementing uniforms.
Please give a reason for this decision.
_____
_____
_____
_____
_____
_____
_____

Staff Name: _____ Date: _____