



ADMINISTRATIVE MEMORANDUM

SCHOOL UNIFORM | 8001.7

The District believes that appropriate student dress contributes to a productive learning environment. This administrative memorandum addresses student uniforms and provides schools with guidelines and requirements for the development of school uniform policies consistent with District policies.

To maintain an effective learning environment and to keep the focus of the classroom on learning, schools, with input from the administration, school staff, parents/guardians, and students where appropriate, are authorized to implement the District's student dress code and/or establish a student uniform policy consistent with this administrative memorandum.

School Uniform Policies

A school uniform policy sets forth requirements for student attire. Schools may establish a school uniform policy, consistent with the following criteria:

1. The specific uniform selected shall be determined by the School Uniform Committee. The school uniform policy must specify the following:
 - a. Types and colors of uniform;
 - b. Requirements for jackets/outer garments;
 - c. Optional articles of attire, if any;
 - d. Clearly stated, appropriate consequences for failure to comply with the school uniform policy;
 - e. Procedures to provide uniforms to economically disadvantaged students at no cost;
 - f. Methods to facilitate recycling of uniforms within the school community;
 - g. Provision for allowing students to wear sun-protective clothing, including but not limited to hats, for outdoor use during the school day. However, consistent with the school uniform policy, schools may determine the type and style of approved sun-protective clothing for student use outdoors.
 - h. Procedures to allow for immediate enrollment of students, including students who are homeless or in the foster care system, even if the student does not have a school uniform at the time of enrollment (see item e, above).
2. The school uniform policy must make clear that no student shall be considered noncompliant with the policy in the following instances:
 - a. When noncompliance derives from financial hardship.
 - b. When a student wears a button, armband, or other accouterment to exercise the right to freedom of expression as provided by state or federal law.
 - c. When a student wears the uniform of a nationally recognized youth organization on regular meeting days.
 - d. When wearing a school uniform violates a student's sincerely held religious belief.



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3. The school uniform policy shall not be initially implemented without at least six months' prior notice to parents/guardians.
4. The school must have available resources to assist economically disadvantaged students to obtain the uniform at no cost.

Initial Establishment of a School Uniform Policy

1. The principal must secure approval from the appropriate Director of Schools to initiate the development of a school uniform policy.
2. Upon approval, the principal shall assemble a School Uniform Committee, which shall be comprised of the principal, staff, parents/guardians, and students (if secondary) of the individual school.
3. The School Uniform Committee shall develop a proposal for a school uniform policy. Development of the proposal must include the following steps:
 - a. Research into the student dress codes of comparable schools and evaluation of the strengths/weaknesses or advantages/disadvantages of each dress code.
 - b. Administration of staff, parent/guardian, and student surveys.
 - c. Informational sessions for staff, parents/guardians, and students.
 - d. Assembly of a draft school uniform policy based on findings from research, survey results, and feedback gathered through informational sessions. The draft school uniform policy must meet the minimum criteria for school uniform policies (described in this administrative memorandum).
4. The school shall identify financial resources for students who are not able to comply with the school uniform policy due to financial hardship. The school must:
 - a. Develop a procedure and criteria to identify families in need of financial assistance;
 - b. Determine the form and type of financial assistance appropriate for the individual school community;
 - c. Designate a specific staff member or school volunteer to assist those families in need of assistance; and
 - d. Prepare a flyer describing in detail the uniform. The flyer shall state that in cases of severe financial hardship, parents may contact their child's school by phone, mail, or in person to request assistance. The flyer should also contain the name and contact information of the school's designee who handles requests for assistance.
 - e. Work with staff, the local school community, and business partners to identify resources for assisting families, as needed.
5. The proposal shall be shared with the school staff, parents/guardians, and students via announcements in the school newsletter, on the school website, and at faculty meetings and PTA meetings.
6. The final proposal shall be submitted for approval to the appropriate Director of Schools and the Superintendent or the Superintendent's designee.



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7. Upon District-level approval, the school shall present its proposal to the Board at a regular Board meeting. Following the first reading, the proposal shall be posted on the school or District website for public review and comment for a period of at least 30 days. The proposal shall be presented for a second reading and Board action at the next regular Board meeting. In general, school uniform proposals will be scheduled for presentation to the Board (first reading) in September and action (second reading) in October of the school year preceding the proposed year of implementation.
8. Upon Board approval, the school uniform policy shall not be implemented with less than six months' notice to parents/guardians of the policy. Notice includes providing a copy of the policy to parents/guardians, along with the anticipated start date of implementation. Notice of the school's uniform policy should also be included on the school website and in school newsletters, parent meetings including advisory councils and PTA meetings, Alert Now messages, posters displayed at the school, and enrollment materials.

Implementation of Established School Uniform Policy

1. The school uniform policy shall be posted on the school website.
2. At minimum, a copy of the school uniform policy shall be given to each entering student at the time of enrollment, and to all students at the beginning of each school year. Information regarding the school uniform policy shall also be provided at the school's Open House events.
3. The school must separately notify parents/guardians of the school's uniform policy at the same time the Parent/Student Handbook is distributed. This notification should include the following information:
 - a. A copy of the school's uniform policy;
 - b. Designated contacts should the family need financial assistance to comply with the school uniform policy;
 - c. Any consequences for failure to follow the school uniform policy; and
 - d. The complaint procedure, and contact person(s) at the school, should there be any complaints.
4. Financial assistance shall continue to be provided as described above.
5. Notice of the school uniform policy should continue to be provided as described above.

Questions about the information contained in this administrative memorandum should be directed to the appropriate Director of Schools.