



ADMINISTRATIVE PROCEDURE 5107  
STUDENT UNIFORMS –  
PROCEDURE FOR CREATING A SITE BASED POLICY

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**Responsible:** Office of the Chief of Staff

## **PURPOSE**

This administrative procedure provides direction and guidance to school administrators seeking to implement a site-based student uniform policy in the Washoe County School District ("District" or "WCSD").

## **PROCEDURE**

1. In accordance with Board Policy 5105, and the accompanying administrative regulation, schools are permitted to seek the establishment of a site-based policy that requires students to wear school uniforms. Schools that choose to adopt a site-based student uniform policy shall follow a collaborative, inclusive process that includes parents/guardians as described in this document.
2. Support to schools researching and/or implementing a site-based student uniform policy shall come from the Office of the Chief of Staff ("Office") shall:
  - a. On an annual basis, develop an Implementation Calendar for use by schools seeking to implement or renew a site-based policy (See Addendum A). The Office shall assist schools in determining the schedule to follow for the process below, particularly in years when many schools are going through the review process and voting needs to be staggered.
  - b. Conduct informational meetings in the summer/fall of each school year to review the implementation process and provide support to school administrators and/or their designees of schools in a review year or that express an interest in pursuing adoption of a site-based policy.
  - c. Provide direct support for schools looking to implement or renew a site-based policy by meeting with the school administrator and/or the designee; attend a coordinating committee meeting to provide that group with additional guidance; etc.
  - d. Provide the principal or designee with informational materials and other support related to the adoption process and potential reasons for seeking a site-based policy, for use by the school during informational parent and staff meetings.
3. Existing Site-Based Policies. Schools with an existing site-based school uniform policy shall evaluate the effectiveness of their policy every four years (during the fourth year of the four-year policy). Such evaluation shall include consideration of continuation or cancellation of the uniform policy or a change to the existing uniform policy.

- a. Neither continuing nor cancellation of a site-based policy may occur without the same review, survey, and voting process outlined within this procedure. Schools that have implemented a site-based student uniform policy will survey their school community every fourth year, regardless of whether the intent is to continue the site-based policy or to terminate it.
  - b. Once adopted and approved by the Office of the Deputy Superintendent, the site-based policy shall be in place for four school years. The site-based policy shall only be changed at the direction of and/or approval by the Superintendent. The District may direct changes to the site-based policy based on changes to Board policy, administrative regulation, and/or state or federal laws.
4. Assess Interest (Not later than February 1)
  - a. If a school is interested in implementing a student uniform policy, the principal or designated site administrator shall conduct at least one general interest meeting with parents/guardians and the school community to gauge interest.
    - i. Numerous attempts and all reasonable efforts shall be made to communicate the date, time, and location of the informational meeting to parents/guardians so that all impacted students, their families, and other members of the community are informed and encouraged to attend. Notification may include a postcard mailing, use of the District's telephone messaging system, and electronic mail.
    - ii. This shall be an open meeting where staff, students and their families, and members of the community are invited.
    - iii. Accommodations, to include interpreter services at meetings and translation of documents, should be available if appropriate.
    - iv. Discussion topics shall include, but not be limited to, pros and cons of a student uniform site-based policy.
5. Notice of Initial Steps
  - a. If the decision is made to proceed with the proposed implementation of site-based student uniform policy, the school shall communicate with the parents/guardians of students, informing them of the decision to consider implementation of mandatory school uniforms and the process to be followed. This may be done via a letter mailed home, email, use of ConnectEd, etc.

6. Establish Coordinating Committee (Not later than February 15)

- a. If the principal finds there is sufficient interest in pursuing a site-based student uniform policy, he/she shall establish an ad hoc coordinating committee. The goal of the Committee is to determine the specific clothing options that would comprise the site-based policy to be voted on by parents/guardians.
- b. The coordinating committee shall consist of not less than 9 members, with a majority of the members being parents/guardians of students of the school (existing or incoming). Other members may be staff, members of the community, or, if age-appropriate, students.
- c. The Principal shall determine the method of selecting parents/guardians, students, and staff members to serve on the committee; and, select the members of the committee. As possible, the members of the committee should be representative of the school's demographics.
- d. The coordinating committee shall:
  - i. Review and determine potential clothing options (See Addendum B); and
  - ii. Compile cost information, as applicable. This may require working with the District's Purchasing Department to go through the bidding process, specifically for items with the school's logo.
- e. A committee checklist shall be provided to assist the school as they proceed through the process (See Addendum C)

7. Conduct Community Meetings (Not later than March 1)

- a. The committee, under the direction of the principal or designee, shall conduct a minimum of three informational meetings to review potential school uniforms options with the goal of determining the final options that will be voted on.
  - i. At least two meetings shall be held for students, their families, and the community; and at least one meeting shall be conducted for school staff.
  - ii. Numerous attempts and all reasonable efforts shall be made to communicate the date, time, and location of meetings of the coordinating committee to parents/guardians so that all impacted students, their families, and other members of the community are informed and encouraged to attend. Notification may include a postcard mailing, use of the District's telephone messaging system,

and electronic mail. (See Addendum D for a Principal Informational Letter Template)

- b. Information regarding the pros and cons of school uniforms (See Addendum E) shall be distributed to the school community.
8. Create Uniform Policy Ballot (Not later than March 15)
  - a. Using information gathered at the informational meetings and through committee discussion, the Committee shall create the uniform ballot (See Addendum F) keeping in mind the guidelines related to appropriate clothing for a school uniform.
  - b. The finalized proposal for school uniform options and an informational packet intended for students and their families shall be submitted by the principal/committee to the Office of the Chief of Staff, which will review for compliance and create the final version of the ballot. The Office of the Chief of Staff will ensure an unbiased, fair and consistent process is used in the distribution and tabulation of the ballots.
  - c. The ballot shall pose the sole question as to whether parents/guardians support the school adopting the proposed site-based student uniform policy.
  - d. In addition to the ballot, the informational packet shall include:
    - i. Pros and cons of school uniforms;
    - ii. The method through which ballots will be accepted; and
    - iii. The date by which ballots must be returned in order to be counted.
9. Open Voting Period (Not later than April 1)
  - a. One ballot will be sent to each household/family (regardless of the number of students within that household/family) based on the student's primary address in the District's student records database.
  - b. The Office of the Chief of Staff and the Office of Accountability shall create and send an electronic ballot to all households who are eligible to vote. Where an email address isn't available, the Office of Accountability will provide a hardcopy ballot to eligible households.
  - c. The Office of Accountability shall receive the responses, tally the votes, and notify the school of the outcome.
    - i. The individual school shall be responsible for the cost of any necessary mailing, when applicable. Cost effective forms of

distribution shall be considered, such as distribution by email, distribution through students, and/or online voting.

- d. At the principal's discretion, the ballot may be sent to incoming students (i.e. current 5<sup>th</sup> graders in an elementary school who will be 6<sup>th</sup> graders at the middle school conducting the ballot) but should not include those students who will be exiting the school prior to implementation (i.e. current 8<sup>th</sup> graders for a middle school survey).

#### 10. Tally Ballots (Not later than May 1)

- a. At the posted deadline, the voting shall close and all ballots shall be tallied by the District's Office of Accountability, not the school.
- b. A minimum of 10% of the families who are eligible to vote must respond to the ballot for it to be valid.
- c. Of those who respond, the proposal must be endorsed by more than 50% of the families who were eligible to vote in order to implement or continue, as applicable, a site-based student uniform policy.
- d. Any ballot not returned by the pre-determined date shall be voided.

#### 11. Notify School Community (May)

- a. The principal shall notify the parent/guardian of each student of the results of the vote by First Class mail. Such notification shall include returning students as well as those who will be entering the school in the fall of that year. (See Addendum G)
- b. The mailing shall include:
  - i. The school's site-based school uniform policy, to include options on articles of clothing, colors, etc.
  - ii. How to order uniforms, including the names and addresses of vendors;
  - iii. Costs and available financial assistance programs;
  - iv. Policy enforcement guidelines.
- c. An informational meeting for all families with students who attend the school should be conducted to describe the program, answer questions, and discuss implementation.

## 12. Site-Based Policy

- a. The individual school site-based policy must include the following information. (See Addendum H for a site-based policy template)
  - i. Description of the uniform (i.e. colors, types of clothing);
  - ii. Which students must wear the uniforms;
  - iii. The hours, days, or events during which the uniforms must be worn; and
  - iv. The program of financial assistance provided to parents/guardians for the acquisition of uniforms.
- b. The Site-Based Policy shall be made available to parents/guardians through means which should include, but are not limited to: inclusion in the school's student handbook and posting to the school's website.

## 13. General

- a. Once adopted by a school, the site-based school uniform policy shall be in effect for four years. During the 4th year of adoption, the implementation process shall be followed in order for a school to continue the mandatory site-based school uniform policy. No other changes to the site-based school uniform policy may occur within the four-year period without the express permission of the Superintendent. Upon such permission, the adoption process outlined below shall be followed.
  - i. Examples of potential changes include, but are not limited to, the addition or subtraction of a color, the addition or subtraction of a clothing type (t-shirt, jeans, etc.)
- b. Commencement of the school-site student uniform policy shall be at the start of the school year following its adoption.
- c. Information and statistics related to completed ballots shall be made available to the public upon request. Such requests should be forwarded to the Office of the General Counsel as a request for public records.
  - i. The Office of Accountability shall retain the ballots, electronically, for a period of five (5) years following tally of the ballots.

## **IMPLEMENTATION GUIDELINES & ASSOCIATED DOCUMENTS**

1. This Administrative Regulation reflects the goals of the District's Strategic Plan and aligns/complies with the governing documents of the District, to include:

- a. Board Policy 5105, Student Uniforms – Adoption of a Site-Based Policy
- b. Administrative Regulation 5106, Student Uniforms - Adoption Guidelines for a School-Site Policy
- c. Administrative Procedure 5101, Guidelines for Regulating Student Speech Through Clothing

### **REVIEW AND REPORTING**

1. This procedure and any accompanying documents will be reviewed bi-annually in even numbered years.

### **REVISION HISTORY**

Date	Revision	Modification
10/17/2018	1.0	Adopted

### **ADDENDUMS**

- **ADDENDUM A** - Implementation Calendar – (as determined by the Office of the Chief
- **ADDENDUM B** - Student Uniform Options
- **ADDENDUM C** – Committee Checklist
- **ADDENDUM D** - Principal Informational Letter Re Meetings/Committee
- **ADDENDUM E** - Uniforms – Pros and Cons
- **ADDENDUM F** - Committee Uniform Ballot
- **ADDENDUM G** – Principal Notice of Implementation Letter
- **ADDENDUM H** - Site Based Policy Template

**ADDENDUM A - Implementation Calendar – (as determined by the Office of the Chief of Staff)**

**Group I Implementation Calendar**

<b>DATES</b>	<b>MANDATORY UNIFORMS</b>	<b>VOLUNTARY UNIFORMS</b>
October 8 - November 8	Schools conduct interest meetings with community	Schools conduct interest meetings with community
November 9	Letter sent home, informing community of decision to consider implementation of Mandatory School Uniforms	Letter sent home, informing community of decision to consider implementation of Voluntary School Uniforms
November 9	Principal establishes committee (9 members minimum with a majority being parents) to determine specific choices on ballot	Principal establishes committee (9 members minimum with a majority being parents) to determine guidelines
November 12 – December 13	Committee meetings begin to review School Uniforms Options Sheet. Principal holds at least 3 informational meetings with stakeholders (2 with parents/community; 1 with staff). Pros/Cons of School Uniforms distributed to stakeholders	
December 14	Committee completes uniform survey options form and submits to Board Services EA	
December 17 – December 28	Ballots are prepared using the Survey Options form sent by the school. Board Services EA will do this	
December 31	Ballots sent to Accountability to prepare for mailing	
January 21	<b>VOTE</b>	
January 21	Cover letter from principal, including pros/cons of School Uniforms and ballot indicating School Uniform choices mailed to homes of parents	
February 8	Voting Closes	
February 11 – February 22	Ballots tallied by Accountability	
February 25 – By end of SY	Principal notifies community via First-Class Mail of results of vote	Principal notifies community via First-Class Mail of results of voluntary school uniform and process for exemption
	Implementation of School Uniforms lasts 4 years. After 4 years, same process must be followed to continue mandatory school uniforms.	Implementation of School Uniforms lasts 4 years. After 4 years, same process must be followed to continue voluntary school uniforms.



## Group II Implementation Calendar

DATES	MANDATORY UNIFORMS	VOLUNTARY UNIFORMS
November 5 - December 6	Schools conduct interest meetings with community	Schools conduct interest meetings with community
December 7	Letter sent home, informing community of decision to consider implementation of Mandatory School Uniforms	Letter sent home, informing community of decision to consider implementation of Voluntary School Uniforms
December 7	Principal establishes committee (9 members minimum with a majority being parents) to determine specific choices on ballot	Principal establishes committee (9 members minimum with a majority being parents) to determine guidelines
December 10 – January 24	Committee meetings begin to review School Uniforms Options Sheet. Principal holds at least 3 informational meetings with stakeholders (2 with parents/community; 1 with staff). Pros/Cons of School Uniforms distributed to stakeholders	
January 25	Committee completes uniform survey options form and submits to Board Services EA	
January 28 – February 8	Ballots are prepared using the Survey Options form sent by the school. Board Services EA will do this	
February 11	Ballots sent to Accountability to prepare for mailing	
March 4	<b>VOTE</b> Cover letter from principal, including pros/cons of School Uniforms and ballot indicating School Uniform choices mailed to homes of parents	
March 22	Voting Closes	
March 25 – April 5	Ballots tallied by Accountability	
April 8 – By end of SY	Principal notifies community via First-Class Mail of results of vote	Principal notifies community via First-Class Mail of results of voluntary school uniform and process for exemption
	Implementation of School Uniforms lasts 4 years. After 4 years, same process must be followed to continue mandatory school uniforms.	Implementation of School Uniforms lasts 4 years. After 4 years, same process must be followed to continue voluntary school uniforms.

### Group III Implementation Calendar

DATES	MANDATORY UNIFORMS	VOLUNTARY UNIFORMS
January 14 – February 14	Schools conduct interest meetings with community	Schools conduct interest meetings with community
February 15	Letter sent home, informing community of decision to consider implementation of Mandatory School Uniforms	Letter sent home, informing community of decision to consider implementation of Voluntary School Uniforms
February 15	Principal establishes committee (9 members minimum with a majority being parents) to determine specific choices on ballot	Principal establishes committee (9 members minimum with a majority being parents) to determine guidelines
February 18 – March 14	Committee meetings begin to review School Uniforms Options Sheet. Principal holds at least 3 informational meetings with stakeholders (2 with parents/community; 1 with staff). Pros/Cons of School Uniforms distributed to stakeholders	
March 15	Committee completes uniform survey options form and submits to Board Services EA	
March 18 – March 29	Ballots are prepared using Survey Options form sent by the school. Board Service EA will do this	
April 1	Ballots sent to Accountability to prepare for mailing	
April 22	<b>VOTE</b>	
	Cover letter from principal, including pros/cons of School Uniforms and ballot indicating School Uniform choices mailed to homes of parents	
May 10	Voting Closes	
May 13 – May 24	Ballots tallied by Accountability	
May 24 – By end of SY	Principal notifies community via First-Class Mail of results of vote	Principal notifies community via First-Class Mail of results of voluntary school uniform and process for exemption
	Implementation of School Uniforms lasts 4 years. After 4 years, same process must be followed to continue mandatory school uniforms.	Implementation of School Uniforms lasts 4 years. After 4 years, same process must be followed to continue voluntary school uniforms.

## **ADDENDUM B - Student Uniform Options**

### 1. General

- a. The coordinating committee shall consider the following categories in determining the proposed site-based policy survey.
- b. All items of clothing must be in solid colors only with no patterns, no words (with the exception of the school logo as described herein), and no brand logos.
- c. Uniforms may include the school name and official school logo. The mascot name is allowable ("Go Bears"). However, no other words, to include school mottos, may appear on the clothing.
- d. No other names or symbols, to include those related to school athletic teams, school clubs/activities/charitable organizations, or other groups/organizations may be on the clothing.

### 2. Appropriate Clothing for a School Uniform.

#### a. Tops

- i. The site-based policy may include shirts with logos. Non-logo'd shirts shall be allowed, to offer families a cost effective alternative.
- ii. Shirts in basic/ optional colors (plain or school logo, long- or short-sleeved, with or without collar)

#### b. Bottoms

##### i. Categories

1. Pants/shorts (sized to fit)
2. Denim Pants (jeans)
3. Skirts or skorts in basic/optional solid colors
4. Tights/leggings in basic/optional solid colors worn under clothing
5. Sweatpants

##### ii. Additional Considerations

1. Basic colors of khaki and black for uniform bottoms will be allowed. A maximum of two additional optional colors may be added.

2. Types of material (e.g. acid-washed or stone washed jeans)
- c. Sweaters, Sweatshirts
    - i. Sweaters: 1, worn alone; 2, worn over approved shirts
    - ii. Sweatshirts:
      1. If part of the policy: hooded; non-hooded (plain or school logo)
      2. If not part of the policy (i.e. team sweatshirts), any sweatshirt would be allowed and not be subject to the site-based policy.
  - d. Outerwear
    - i. Outerwear, such as jackets, coats, and zippered sweatshirts, are not required to meet the color/style specifications and are not covered under this regulation.
  - e. Misc.
    - i. Jumpers, Dresses
    - ii. Ties

**ADDENDUM C - Principal Informational Letter Re Meetings/Committee**

Dear Parents/Guardians:

Schools across the nation as well as across the Washoe County School District are examining the pros and cons (see attached) of adopting student uniforms. At this time, [SCHOOL NAME] is seeking to institute a mandatory site-based student uniform policy for the 2019-2020 school year.

Based on Washoe County School District Board Policy 5105, Student Uniforms, *Student uniforms provide an option for those communities that would like to have students wear standard student attire for the purposes of increasing student achievement, promoting safety, and enhancing a positive school climate.*

As we move forward with the process of instituting a site-based student uniform policy, we will be holding at a minimum three (3) informational meetings with our students and their families, staff, and other interested members of our school community. Our first informational meeting will be on [DATE AND TIME] at [SCHOOL NAME] to allow an opportunity for parental input and involvement in this decision making process. Additionally, we will be developing a Student Uniform Site-Based Committee consisting of at least nine (9) members, a majority of whom will be parents/guardians to discuss potential clothing options and other process matters.

We are most interested in hearing from you and receiving your input, suggestions, and recommendations. I look forward to meeting with you on [DATE and TIME] at [SCHOOL NAME].

Sincerely,

[PRINCIPAL NAME]

[SCHOOL NAME]

Attachment: Pros and Cons of Student Uniforms

## **ADDENDUM D - Uniforms – Pros and Cons**

Listed below are potential advantages and disadvantages to site-based student uniform policies as reported by actual experiences and research studies. The information is being provided to help parents/guardians to become informed regarding Standard Student Uniforms.

**PROS/ADVANTAGES** – Supporters believe that student uniforms:

- Promote safety by reducing the ability to hide weapons, drugs, or alcohol.
- Foster safety by identifying clearly students who belong on campus.
- Allow students and staff to focus more attention on increasing student achievement.
- Minimize loss of instructional time since students are not removed from class for dress code violations.
- Enhance a positive school climate by promoting student responsibility, self-discipline, and school pride.
- Eliminate dress differences that emphasize different income levels.
- Are viewed as a cost savings.
- Simplifies daily school preparation and maintenance for families.

**CONS/DISADVANTAGES** – Opponents believe that student uniforms:

- Are viewed more favorably by parents/guardians and teachers than students.
- Limit the creativity of students due to an inflexible and strict dress code.
- Restrict individuals' freedom to express themselves.
- Reduce the ability of students to express their beliefs in a non-violent way.
- Remove parent/guardian's ability to control the clothing their child wears.
- Are viewed as an additional cost.
- Have not been directly tied to increasing student achievement.

## ADDENDUM E – Committee Checklist

*Washoe County School District*  
**STANDARD STUDENT UNIFORM CHECKLIST**

School Name		Phone Number		Date	
Principal Name				Zone	

This checklist is to assist you in working through the process as stipulated in Washoe County School District, Board Policy 5105. **Schools are to retain a copy of this completed checklist as well as copies of all supporting materials such as agendas, review materials, research, and meeting minutes at the building site for a minimum of four years. A completed copy of this form is to be submitted to the Project Manager in the Office of the Chief of Staff by April 30, 2018.** Questions are to be directed to your Area Superintendent or Project Manager in the Office of the Chief of Staff.

- The Standard Student Uniform Site-Based Committee shall consist of an odd number of members with a minimum of nine (9) parents. The other committee members may be staff from the school. The committee shall be formed at the outset of this process.

Committee Meeting Date(s)	Committee Members	
	Parents/Guardians	
	Parents/Guardians	
	Parents/Guardians	
	Parents/Guardians	
	Parents/Guardians	
	Teachers/Staff	
	Students	
	Administrator(s)	
	Other	

- Ensure stakeholder involvement throughout the decision-making process by openly communicating all issues of the Standard Student Attire policy and seeking stakeholder input, suggestions, and recommendation(s). **A minimum of four (3) informational meetings are to be conducted with your stakeholders (2 with parents/community; 1 with staff).** The SSU Site-Based Committee may participate in these information meetings. In addition, communication through school newsletters, websites, events/activities, PTA/PTO/PAC meetings, and other activities where the public is invited is recommended. Schools are to review available research on the advantages/disadvantages of the Standard Student Uniform policy with all stakeholders.

Parent/Guardian Meeting Date(s)	
Student Meeting Date(s)	
Staff Meeting Date(s)	
Other(s)	

- Notify stakeholders of decision to implement a Voluntary Standard Student Uniform policy.

Parent/Guardian Notification Date	
Student Notification Date	
Staff Notification Date	

- if the ballot vote to implement mandatory Standard Student Attire does **not** pass, the Standard Student Uniform Site-Based Committee may recommend that the school implement a voluntary Standard Student Uniform policy. This decision has been thoroughly discussed with stakeholders at the five informational meetings.

**Will voluntary SSA be a back up?**  
 YES       NO

If yes, date of Decision:

**Area Superintendent Use Only**

My signature below indicates that the principal had received my prior approval on \_\_\_\_\_ (date) and has met the criteria provided for in Washoe County School District, Board Policy 5105.

Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

**ADDENDUM F - Committee Uniform Ballot**



**SCHOOL UNIFORM BALLOT**  
 (Insert School Name) School

Based on Washoe County School District Board Policy 5105, individual schools may establish a site-based policy that requires students to wear standard student attire (school uniforms), in addition to the basic dress code. The School Uniform Parent Committee would like to recommend the use of uniforms for all students for the opening of our 2018-2019 school year.

The School Uniform Parent Committee is surveying parents/guardians to determine if (Insert School Name) will adopt a site-based school uniform policy. Please fill out one ballot per family below. We must have a ballot returned from at least 10% of the families who are eligible to vote. Of those returned ballots, at least 51% must indicate a YES response in order to implement a site-based policy on school uniforms.

The following standard student attire requirements were determined by the school with community input:

Uniforms
<p>(Insert your guidelines)</p>          

All site-based school uniform policies shall include the colors khaki and black for uniform bottoms. Schools may adopt an additional 2-3 colors. (Insert School Name) will have [ ] and [ ] as additional solid colors.

All items of clothing must be in solid colors only with no pattern, no words, and no brand logos. The school logo may only include the school name and/or school mascot. No other names or symbols related to school athletic teams, school clubs/activities/charitable organizations, or similar groups/organizations should be on the clothing. Colors and styles of outerwear, such as jackets and coats, are not required to meet the color/style specifications.

**SCHOOL UNIFORM BALLOT**

Your ballot must be returned to the school no later than (insert date), in order to be considered valid. Please return the completed ballot in the enclosed postage paid envelope to: Washoe County School District, Accountability Department, 425 E 9<sup>th</sup> Street, Reno, NV 89512.

Do you vote in support of (Insert School Name) implementing standard student attire (school uniforms)?

Yes 
No

Household Name:	Primary Household ID:	School:
Child's Last Name (Please Print)	Child's First Name (Please Print)	Student ID

Parent/Guardian Name (Please print) \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_



**ADDENDUM G – Principal Notice of Implementation Letter**

Dear Parents/Guardians:

**[School Name]** will be implementing a mandatory School Uniform policy in the 2019-2020 school year.

In order to implement a site-based student uniform policy, we followed the guidelines established by WCSD Board Policy 5105, Student Uniforms – Adoption of a Site-Based Policy, and the implementing administrative regulation. Under the policy and regulation, at least 10% of the ballots given to the families that make up the population of the student body must be returned, and more than 50% of the votes returned must agree to implement the Site-Based Student Uniform policy. Both the policy and Regulation were followed and families of **[School Name]** have voted to implement a mandatory Site-Based Student Uniform policy for the next four school years.

A parent/guardian may apply for their child to be exempt from the Standard Student Attire policy in the following two instances:

- 1) When the parent/guardian can demonstrate a bona fide religious objection to wearing the Standard Student Attire;
- 2) When wearing Standard Student Attire is inappropriate due to a verified medical condition.

I encourage you to review and discuss the Standard Student Attire requirements in the attached with your child. All violations of the student uniform policy will result in disciplinary action in alignment with the administrative regulation and school-based progressive discipline plan.

We appreciate your support of this mandatory standard student attire policy.

Sincerely,

**[Principal Name]**

Principal

**[School Name]**

### **ADDENDUM H - Site Based Policy Template**

1. Description of the uniform (i.e. colors, types of clothing)
2. Which students must wear the uniforms
3. The hours, days, or events during which the uniforms must be worn;
4. Sale of Uniforms / Financial Assistance