

**Administrative Procedures for Policy #2835 (Instruction) of the Board of Education
Regarding the Provision, Care and Use of Band, Orchestra and Choir Uniforms
and Theatre Costumes**

I. Process

- A. As appropriate, the school system will provide funding for the purchase and cleaning of band, chorus and orchestra uniforms for students enrolled in high school performing ensembles. Theater costumes, although not purchased by the Board of Education, will be properly cleaned by the school system and supplemented by the individual school program as needed.
- B. Uniforms are not provided for middle school performing groups. However, instrumental and choral teachers should encourage members of their groups to dress appropriately for their public performances.
- C. Uniforms will be assessed every ten years to determine if new ones are needed.
 - 1. The Supervisor(s) of Instruction for Fine Arts will determine the condition of the uniforms and need for replacement.
 - 2. The school principal will make the request to purchase new uniforms with a projected cost to the Superintendent or designee.
- D. When a new high school is built and opened, the Supervisor(s) of Instruction for Fine Arts, the music instructors and the school principal shall meet to determine the style of the band, orchestra and choir uniforms.
 - 1. Uniform design and cost shall be presented as part of the overall process and expenditures of opening the school.
 - 2. If at all possible, uniforms will be purchased to allow students to wear them at the beginning of the first school year.

II. Guidelines

- A. All uniforms are to be assigned to students on an identifiable basis. Instrumental and choral teachers are to inspect uniforms before and after issuance, rate the condition and have the student inspect the uniform and sign for it. Teachers will notify parents and students that if a uniform is damaged or lost, the student will be expected to pay for repair or replacement.
- B. The school system shall provide for the cleaning of system purchased band, orchestra and chorus uniforms.
 - 1. It is recommended that marching band uniforms be cleaned once per year at the conclusion of the marching band season.
 - 2. Band, Chorus, and orchestra gowns, tuxedos, and robes should be cleaned once a year at the end of the year.

3. Drama costumes which can not be washed in a washing machine should be cleaned at the end of the dramatic production in which they were worn.
4. All uniforms and costumes are to be stored in an appropriate manner.