

Standard Operating Procedure (SOP)

Dress Code Enforcement for School Administrators – Updated for Alignment and Consistency

1. Purpose This Standard Operating Procedure (SOP) outlines expectations for school administrators and designated staff when enforcing Westminster Public Schools' student dress code policy (JICA) and the Dress Code Guidelines Addendum. The intent is to ensure enforcement is consistent, respectful, equitable, and aligned with district values and student rights.

2. Scope This SOP applies to all school building administrators and staff members designated to enforce dress code expectations in Westminster Public Schools.

3. Guiding Principles

- Enforcement must be non-discriminatory and free of bias based on gender, race, body type, or identity.
- Students may not be referred to as a distraction or shamed for their appearance.
- Privacy, dignity, and student voice must be preserved during all enforcement interactions.
- Staff must use the clarifying examples and minimum standards outlined in the Dress Code Guidelines Addendum to ensure fairness.

4. Enforcement Steps If a student is believed to be out of compliance with the dress code:

1. Address the student privately and respectfully. Avoid public confrontation.
2. Explain the concern clearly and reference the applicable guideline, including the specific example where appropriate (e.g., bralette worn as a top, sagging pants, exposed midriff).
3. Allow the student an opportunity to respond or explain. If the student requests, a second adult may be present.
4. Offer options to resolve the concern, which may include:
 - Adjusting or covering the item.
 - Changing into other available attire (own clothes or school-provided).
 - Contacting a parent/guardian to bring appropriate clothing.
5. Document the incident in the school's behavior or communication log as needed.

5. Minimum Coverage Expectations Staff should enforce the following universally:

- All undergarments must be fully covered by opaque outerwear.
- Tops must cover the chest, stomach, back, and sides.
- Bottoms must cover the buttocks and upper thighs.
- Clothing must not be sheer or mesh in areas that expose private body parts.

Examples of non-compliant attire include but are not limited to:

- Bralettes or garments resembling undergarments worn alone.
- Sagging pants exposing undergarments.
- Crop tops or shirts exposing midriffs.
- Compression wear without sufficient coverage.

These standards apply regardless of student gender or fashion trends.

6. First-Time Violations First-time dress code concerns should be treated as opportunities to educate. Students should not be punished or removed from class unless the attire causes a significant safety issue or disruption.

7. Repeated or Serious Violations If a student repeatedly violates the dress code or refuses to comply after multiple conversations, administrators may follow the district's progressive discipline process in alignment with the Student Code of Conduct. Parent/guardian contact is required and documentation in communication log.

8. Communication and Training Administrators must ensure that students, families, and staff are aware of dress code expectations and enforcement practices. Annual staff training must:

- Reinforce the use of clarifying examples from the Guidelines Addendum.
- Provide practice scenarios (e.g., midriff exposure, sagging pants, bralettes, compression wear).
- Reinforce consistency and non-discriminatory enforcement.

9. Staff Support and Accountability School administrators are responsible for supporting staff in the fair and consistent enforcement of the dress code. This includes:

- Modeling respectful interactions.
- Providing training as needed.
- Addressing concerns or inconsistencies in enforcement.

10. Student Rights and Second Opinions Students who believe they are in compliance with the dress code may request a second opinion from another building administrator. This ensures fairness and helps protect students' dignity and rights during the enforcement process.

11. Purpose and Post-Graduation Preparation The dress code is intended to promote habits of self-expression that are appropriate in a range of professional, educational, and public settings. By practicing situational awareness and learning how to code-switch between social and professional norms, students gain tools for success in college, career, and community life.

12. Equity and Student Voice in Enforcement Student feedback has highlighted the importance of consistent and fair enforcement across all grade levels, genders, and staff

roles. Concerns have been raised that some students are targeted more frequently. To address this:

- Schools should gather feedback through advisory councils, surveys, or focus groups.
- Training should include bias-awareness strategies.
- Staff must apply standards outlined in the Dress Code Guidelines Addendum and avoid using personal discretion when enforcing expectations.