



Capital School District

Board of Education Policy

Section: Student
Title: Uniform Policy for K-8
Policy #: 700-19
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Guidelines and Regulations for Implementing the Capital School District Uniform Policy for Kindergarten through Eighth Grade

STATEMENT OF POLICY

All elementary schools in the Capital School District may implement, within the parameters set forth below, the school uniform policy beginning with the 1999-2000 school year. (The term “school” herein shall mean all K-8 schools.)

COMMENCEMENT OF UNIFORM POLICY

The school uniform policy shall be effective in September of the 1999-2000 school year.

INFORMATION DISSEMINATION

1. It is the responsibility of district and school support staffs to adequately communicate information to parents common to all school sites, including general guidelines for enforcement of the uniform policy.

District administrators shall also work with schools to facilitate implementation of financial assistance program (see below).

2. Each school shall communicate to parents information specific to the individual school sites, including:

- a. types and colors of uniform;
- b. requirements for jackets/outer garments;
- c. optional articles of attire, if any;
- d. compliance measures to be employed;
- e. the availability of financial support and the procedures for applying for assistance;
- f. methods to facilitate recycling of uniforms within the school community;
- g. notice of uniform sales and lists of competitive prices from vendors of uniform articles.

3. The means by which this information is communicated shall include one or more of the following: District newsletter; school newsletters; parent forums; telephonic notification or through use of a telephone hotline; PTA meetings and newsletters; parent advisory meetings; television, radio, and/or newspaper announcements; posters displayed at school and in the community; registration materials; email.

FINANCIAL CONSIDERATIONS

1. No student shall be denied attendance at school, penalized or otherwise subject to compliance measures for failing to wear a uniform by reason of financial hardship.
2. Each school implementing a uniform policy will:
 - a. develop a procedure and criteria to identify families in need of financial assistance;
 - b. determine the form and types 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 and listing the range of costs for each competitively priced item of clothing as provided by a variety of vendors. 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.
3. Each school shall work with staff, the local school community and business partners to identify resources for assisting families.
4. The District shall compile and maintain a list of community agencies, uniform retailers, organizations and individuals willing to assist families in need. The District shall also promulgate procedures which identify resources with participating schools.

COMPLIANCE MEASURES

1. If necessary, disciplinary action may be taken to encourage compliance with the policy. Since the intent of the policy is not to inhibit or prohibit any student who is not in uniform from receiving the education to which he/she is entitled, no student shall be suspended from class or from school, expelled from school, or receive a lowered academic grade as a result of not complying with the policy.
2. Each school shall develop incentives and positive reinforcement measures to encourage full compliance with the uniform policy. Each school should strive to achieve full compliance through use of incentives and positive reinforcement measures, and should resort to disciplinary action only when positive measures fail to ensure compliance. In addition, schools shall communicate with parents so that expectations, rationale and benefits are fully understood by the student and his/her family.
3. Prior to initiating any disciplinary action against a student not complying with the policy, a conference with the parent must be held with a school administrator or counselor to solicit parental cooperation and support.
4. Disciplinary action is to be initiated only after all other means to secure support and cooperation as mentioned above have not succeeded. A "progressive discipline" approach is to be employed by the school support so as to encourage full and consistent compliance with the least amount of

disciplinary action. The same disciplinary actions applied to enforce other school and district rules may be utilized, with the exceptions noted.

5. In order to ensure a smooth transition to the mandatory uniform policy, and in order to ensure that incentives and positive reinforcement measures are employed before resorting to disciplinary action, no school shall take disciplinary action until after October 1, 1999 unless those not in compliance materially or substantially interfere with the requirements of appropriate discipline.

6. 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 the uniform of a nationally recognized youth organization such as the Boy Scouts or the Girl Scouts on regular meeting days.
- c. When wearing a school uniform violates a student's sincerely held religious belief.
- d. When a student's parent or guardian has secured an exemption from the uniform policy by following the procedures set forth above.

7. If the parent(s) or guardian desires to exempt his or her child from the uniform policy, the parent(s) or guardian must observe the following procedure:

- a. Request by mail or in person an Application for Exemption from Uniform Program ("Application"). The parent(s) or guardian may obtain an Application at the student's school site.
- b. Complete the application in full and submit it to the designated administrator for uniform program exemptions at the student's school.
- c. For purposes of consistent administration of the uniform policy, meet with the designated administrator to discuss the uniform policy and the nature of the parent's or guardian's objections to the policy. The purposes of this meeting include (1) ensuring that the parent(s) or guardian understands the reasons for and goals of the uniform policy; (2) verifying the accuracy of the information on the application; (3) preventing fraud or misrepresentation.

ANNUAL EVALUATION

1. All schools will participate in an evaluation at the end of each school year for the first three years of the school uniform program. Thereafter the evaluation of the uniform program may be included in the school's regular review process.

2. The District shall design an evaluation for district-wide use. Each school shall complete its respective evaluation by May 1 of each year. The schools and the District shall review the results of the evaluation and the District shall consider proposed modifications to the uniform policy as appropriate.