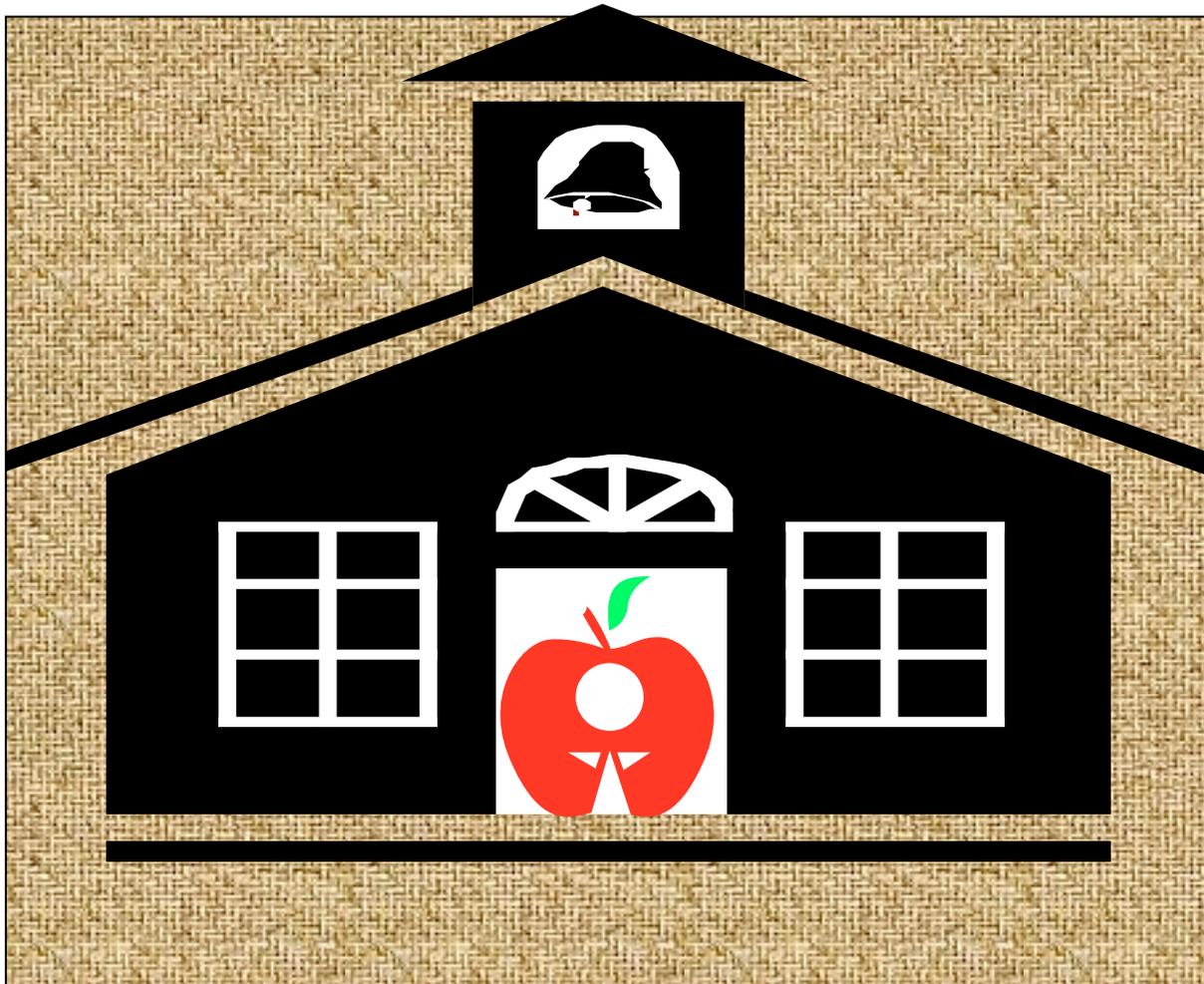


# Guidelines for School Unified Dress

**REVISED**



The School Board of Broward County, Florida



## **Broward County Public Schools**

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**GUIDELINES FOR SCHOOL UNIFIED DRESS**

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Revised for Policy 5309 – *Unified Dress*, as adopted on March 4, 2008.

## Guidelines for School Unified Dress

### **I. INTRODUCTION**

This guide is designed to assist in the implementation of School Board Policy 5309-*SCHOOL UNIFIED DRESS*. It contains information that will encourage and aid parents, students, teachers, and school leaders in determining whether to adopt a School Unified Dress program. It is important for schools to communicate with the parents and students to assure that they understand the policy and its rules.

The rules in the policy are consistent with The School Board of Broward County's Code of Student Conduct. Therefore, Unified Dress selected by a school must comply with applicable provisions of the Code of Student Conduct.

### **II. ELIGIBILITY**

Elementary schools, middle schools, high schools and centers are eligible to participate in a school-wide mandatory School Unified Dress program, by following the rules as set forth in the School Unified Dress Policy. At least 66 2/3 percent of the parents who have students enrolled in the school must cast a vote in favor of participating in a school-wide mandatory Unified Dress program. Parents/guardians mean each household will be allowed one vote.

Schools interested in participating in a school-wide Unified Dress program must conduct a vote of the parents of each household of the students enrolled in the school to determine whether there is a desire to participate. The attached voting form must be used and must be sent home in the language which is spoken in the home.

Every school that conducts a school-wide Unified Dress vote must keep a written record of the conducted school-wide vote in the School Advisory Council minutes. The attached school-wide voting record form must be completed and signed by both the principal and the School Advisory Council chairperson at the conclusion of the school-wide vote and kept as a record within the school SAC documented records.

The same process is used to discontinue an existing Unified Dress program. A 66 2/3 percent vote of parents/guardians is required to discontinue an existing Unified Dress program at a school.

### **III. RESPONSIBILITIES OF PRINCIPAL AND SCHOOL ADVISORY COUNCIL (SAC)**

The principal and School Advisory Council (SAC) are responsible for planning and implementing guidelines and procedures for participating in the mandatory Unified Dress program, including: (a) specifying and publicizing the date(s), time(s) and location(s) for the vote; and (b) insuring that Unified Dress designs, quality and style are suitable for a public school environment.

Each school shall provide parents with written notification concerning scheduled informational meetings. These meetings should include the following: explanation of School Unified Dress Policy, eligibility and voting procedures, school responsibilities, provisions for financial hardship, exemptions to wearing of Unified Dress, students' responsibilities, rights of students 18 years and older, and other pertinent information.

The means by which this written information is communicated may include, but not be limited to, direct mail and newsletters. Posters, telephone notifications/hot lines, parent meetings, television, radio, newspapers and other media sources may be used as reinforcements.

#### **IV. RIGHTS AND RESPONSIBILITIES**

Violations of the Unified Dress policy shall be subject to the same consequences as violations of the dress code policy. It should not be a violation of the Unified Dress policy if a student wears a button, armband, or other accoutrement to exercise the right to freedom of speech as guaranteed by the First Amendment and applicable School Board policies. Any buttons, armbands, or other accoutrements must comply with the standards set forth in the Student Code of Conduct. (Clothing, jewelry, buttons, haircuts, or other items or markings which are, suggestive, revealing, or indecent, associated with gangs or cults, encourage the use of drugs, alcohol, or violence, or support discrimination on the basis of age, color, disability, ethnicity, gender, linguistic differences, marital status, national origin, race religion, socioeconomic background, sexual orientation, physical appearance, or for any other reason are not allowed.)

#### **V. EXEMPTIONS TO WEARING OF SCHOOL ADOPTED UNIFIED DRESS.**

Parents/guardians shall be made aware of a school's participation in the mandatory Unified Dress program, and their options for exemption on an annual basis. Further, all registration packets for new students shall include information pertaining to the mandatory Unified Dress program.

A student's parents/guardians must submit a completed application for exemption (Appendix A) from the mandatory Unified Dress policy within the first ten (10) days of the student's initial attendance by following the procedures set forth in Rule 3 of School Board Policy 5309. An application for exemption must be made available to all students and completed annually.

The school principal (or a designated administrator) shall communicate with the parents to discuss the Unified Dress policy and the request for exemption. The purpose of the communication shall include ensuring that the parents/guardians understand the Unified Dress policy and its intent and verifying the accuracy of the information on the application for exemption. The principal's decision in this regard shall be transmitted to the parents/guardians in writing within ten school days of the receipt of the request for exemption. The only circumstance by which a principal can deny a unified dress exemption is when a parent fails to submit a completed application for exemption within the first ten (10) days of the student's initial attendance (Rule 3, SB Policy 5309).

Any school adopting a new Unified Dress program beginning with the 2007-08 school year shall not limit exemptions to that of sincerely held religious beliefs. Schools that already have a Unified Dress program allowing for exemptions for sincerely held religious beliefs will continue to follow their school's specific waiver language until the waiver sunsets if there are less than three years remaining in the waiver or if the waiver years extend beyond three years, for not more than three years after the revised Policy 5309 was approved by The School Board of Broward County on March 4, 2008. However, should the school initiate a new school-wide vote to continue and/or initiate a Unified Dress program, previous waivers or any attempts to initiate a new waiver will be null and void.

#### **VI. PROVISIONS FOR FINANCIAL HARDSHIP**

Schools must make provisions for the students who, by reason of financial hardship, cannot comply with the mandatory Unified Dress policy and must notify parents of these provisions during planning and implementation.

**VII. PERIODIC REVIEW/EVALUATION AND LEGAL RAMIFICATIONS**

To determine its impact, the mandatory Unified Dress program shall be subject to periodic review/evaluation by the School District's Research Services Department. Such review/evaluation will occur every three years commencing with the 2007-08 school year. All schools participating in a Unified Dress program will participate in the District's review/evaluation process.

The review/evaluation will include recommendations that will be submitted to the Superintendent of Schools for review and transmitted to the School Board.

**VIII. PURCHASING PROCEDURES**

The following procedures must be used by schools in purchasing schoolwide Unified Dress:

- School Board Policy 2081, *CONTRACTS BY INDIVIDUAL SCHOOLS*, addresses items that are purchased for the exclusive benefit of students, which are paid either directly or indirectly to vendors by students through an RFP process.
- Each school participating in the RFP will be required to submit the specifications for their school's Unified Dress to be included in the RFP following the same procedures used in RFPs for school pictures, yearbooks, etc.
- The purchase of school Unified Dress will be a not-for-profit type of purchase.
- Although one vendor will be awarded this contract, all parents/guardians must also be offered an array of sources (such as various department stores) for the purchase of Unified Dress and schools will not limit the parent's/guardian's options to just the contract awardee.
- All artwork, designs, emblems and any other additions to the selected apparel for use in connection with any School Board of Broward County Unified Dress cannot be mandatory and if suggested shall be the property of and owned by the specific school for which it was designed. Such items shall be made available to the appropriate school upon completion and/or delivery of Unified Dress unless otherwise authorized by the affected school. Schools shall be allowed immediate access to any logos designed for their location in order to sell the school logo to any parent/guardian requesting the purchase of the school logo only.

**THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA**

**MANDATORY SCHOOL UNIFIED DRESS PROGRAM  
VOTING FORM**

Broward County School Board Policy 5309 states that elementary schools, middle schools, high schools and centers shall be eligible to participate in a schoolwide mandatory Unified Dress program if at least a 66 2/3 percent vote from the parents/guardians of students enrolled in the school show that they are in favor of participating in a school-wide mandatory program. Parents/guardians mean each household will be allowed one vote.

If a mandatory Unified Dress program is implemented, students will be required to wear Unified Dress, unless a specific exemption is approved by the principal.

Parents/guardians shall be responsible for ensuring that this voting form is received by the school on or before

\_\_\_\_\_.  
*(Fill in Date)*

Return to: \_\_\_\_\_  
*(School's Name and Address)*

It is very important that you vote on this issue. Please return this form to your school.

**I AM IN FAVOR OF A MANDATORY UNIFIED DRESS  
PROGRAM AT OUR SCHOOL.**

**(PLEASE CHECK ONE)**

\_\_\_\_\_ YES \_\_\_\_\_ NO

Signature of Parent/Guardian \_\_\_\_\_  
*(Date)*

Print Name of Parent/Guardian \_\_\_\_\_

Household Street Address \_\_\_\_\_

Student(s) Name(s)

\_\_\_\_\_ Grade \_\_\_\_\_

\_\_\_\_\_ Grade \_\_\_\_\_

\_\_\_\_\_ Grade \_\_\_\_\_

\_\_\_\_\_ Grade \_\_\_\_\_

**THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA  
MANDATORY SCHOOL UNIFIED DRESS PROGRAM  
SCHOOL-WIDE VOTING RECORD FORM**

Broward County School Board Policy 5309 states that elementary schools, middle schools, high schools and centers shall be eligible to participate in a school-wide mandatory Unified Dress program if at least 66 2/3 percent of the parents/guardians of students enrolled in the school vote that they are in favor of participating in a school-wide mandatory program. Parents/guardians mean each household will be allowed one vote.

If a mandatory Unified Dress vote is conducted, a documented record of such vote must be maintained at each school site. A school-wide vote for mandatory Unified Dress shall not occur any sooner than every three years. It is the responsibility of the current principal and the current School Advisory Council chairperson to record and sign this form for documentation that the vote occurred in accordance with School Board Policy 5309, *School Unified Dress*, and as a record of when the most recent vote for mandatory Unified Dress occurred. This form must be filed and saved as a record of when the last Unified Dress vote took place at the school site in the required School Advisory Council records.

A school-wide mandatory Unified Dress vote for \_\_\_\_\_  
School took place on \_\_\_\_\_. (Fill in date, include year) The previous mandatory  
Unified Dress vote took place on \_\_\_\_\_. (Fill in date, include year)

PLEASE INDICATE AND SIGN THE OUTCOME OF YOUR SCHOOL-WIDE VOTE. SELECT ONE:

\_\_\_\_\_(School Name) \_\_\_\_\_ VOTED IN FAVOR OF A  
MANDATORY UNIFIED DRESS PROGRAM AT OUR SCHOOL. \_\_\_\_\_%(PERCENT)  
OF PARENTS VOTED IN FAVOR OF ALL STUDENTS PARTICIPATING IN A UNIFIED  
DRESS PROGRAM.

\_\_\_\_\_(School Name) \_\_\_\_\_ WAS NOT IN FAVOR OF  
A MANDATORY UNIFIED DRESS PROGRAM AT OUR SCHOOL. \_\_\_\_\_%(PERCENT)  
OF PARENTS VOTED THAT THEY WERE NOT IN FAVOR OF ALL STUDENTS  
PARTICIPATING IN A UNIFIED DRESS PROGRAM.

Signature of Principal \_\_\_\_\_ Print Name \_\_\_\_\_  
(Date)

Signature of SAC Chairperson \_\_\_\_\_ Print Name \_\_\_\_\_  
(Date)

*File form in the state required, school level School Advisory Council minutes. Actual votes do not need to be saved. This form serves as the final record of the vote outcome if confirmed and signed by both the principal and the School Advisory Council chairperson.*

Appendix A

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA  
MANDATORY SCHOOL UNIFIED DRESS PROGRAM

\_\_\_\_\_  
(School Name)

APPLICATION FOR UNIFIED DRESS EXEMPTION

Parents/guardians requesting an exemption from participating in a school-wide unified dress program must complete this application form, in full, and return it to the principal of the school. \*The principals response will be transmitted to you on this same form within ten school days.

I REQUEST AN EXEMPTION FROM PARTICIPATING IN THE SCHOOL UNIFIED DRESS PROGRAM.

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

Print Name of Parent/Guardian \_\_\_\_\_

Household Street Address \_\_\_\_\_  
\_\_\_\_\_

Student(s) Name(s) – Please Print:

\_\_\_\_\_ Grade  
\_\_\_\_\_ Grade  
\_\_\_\_\_ Grade

\*The school must make provisions for those students who, by reason of financial hardship, cannot comply with the mandatory unified dress program. The only circumstance by which a principal can deny a unified dress exemption is when a parent fails to submit a completed application for exemption within the first ten (10) days of the student's initial attendance (Rule 3, SB Policy 5309)

-----PRINCIPAL'S RESPONSE-----  
Comments:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Principal \_\_\_\_\_  
(Please print name)

Approved  Denied \_\_\_\_\_  
(Principal's Signature) (Date)