

# REGULATION

## Las Cruces Public Schools

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Related Entries: [JICAA](#), JICA, JICA-RA  
Responsible Office: Chief Academic Officer

### Uniformly Dressed

#### I. PURPOSE

To set forth guidelines and procedures to be followed with regard to establishing a school uniformly dressed program.

#### II. SCHOOLS WITH AN EXISTING UNIFORMLY DRESSED PROGRAM

Schools with an existing uniformly dressed program will hold an election to determine whether to continue the program. The election cycles are: elementary schools (K-5) an election every three years; elementary schools (K-2 or 3-5) an election every two years; middle schools (6-8) an election every two years.

A. The school election will be conducted in the following manner:

1. The election will be on the first Tuesday of March, 7:00 a.m. to 7:00 p.m.
2. The ballot will read: *I am in favor of students in this school being uniformly dressed. Yes No*
3. Because election results become effective the following school year, parents/guardians eligible to vote are those with children in kindergarten through 4<sup>th</sup> grade in elementary schools or in children in grades 6 and 7 in middle schools.
4. Principals will include parents/guardians as election officials.
5. On voting day, election officials will have a list of parents/guardians and students; only one vote per family will be allowed regardless of the number of children the parent has enrolled in the school holding the election.

6. A simple majority of 51% will be necessary to determine the outcome of the election.
- B. To prepare for an election:
1. Schools will notify parents/guardians and students of the election at the beginning of the school year in which the election will be held. They will be reminded each month that the election will be the first Tuesday of March;
  2. Schools will notify families in the school newsletter, posting on the school's web site and/or LCPS web site, posted on a parent/community bulletin board, discussed with the parent-teacher organization, in a reminder note sent home with students, or other means the school deems appropriate;
  3. Schools will communicate with parents/guardians and students in both English and Spanish.
- C. The results of the election will be:
1. Released to parents/guardians and students no later than three days following the election;
  2. Effective on the first day of the next school year; and
  3. Remain in place until reversed by an election of parents/guardians; elections must follow the appropriate election cycle.
- D. If the outcome of the election is to retain the program, principals will work cooperatively with their school community to determine any changes to the uniformly dressed list. The list will be communicated to students and parents/guardians, in English and Spanish, by the end of April. t

**III. ADOPTION AT A NON-UNIFORMLY DRESSED SCHOOL**

The option of adopting uniforms is available to schools without the program. The following petition process will be used in order to ensure a sufficient level of interest of the school community in establishing a program:

- A. At the beginning of each school year, principals will inform parents/guardians, in English and Spanish, that if they have an interest in adopting a uniformly dressed program, a petition process must be used to determine whether an election will be held.
- B. At the beginning of the school year, schools will inform parents/guardians of a “Petition to Request A Uniformly Dressed Election” form located in the school office.
- C. Parents/guardians can sign the “Petition to Request A Uniformly Dressed Election” form during the first 60 days of the school year.
- D. Only one parent/guardian per family per school may sign the petition; the petition will be signed in the presence of school office personnel.
- E. Petitions may not be distributed for circulation or signature collection outside the school office.
- F. After 60 calendar days, principals will involve parents/guardians in counting the number of signatures on the petition.
- G. One-third of the school’s parents/guardians must sign the petition by the deadline in order to initiate an election. If one-third is attained, the election will be held on the first Tuesday of March, following the steps outlined in Section II.
- H. When a new school is opened in the district, implementation of a uniformly dressed program will follow steps in this section.

**IV. EXEMPTION FROM THE STUDENT UNIFORM PROGRAM**

- A. If the parent/guardian desires to exempt his/her child from the uniform policy, the parent/guardian must observe the following procedures:
  - 1. Obtain an application for exemption at the student's school site;

2. Complete the application and submit it to the building principal at the student's school; and
  3. Meet with the building principal to discuss the exemption.
- B. The building principal will approve or disapprove the exemption based on the documentation of religious clothing requirements. Written documentation must be from a religious leader (i.e., pastor, priest, rabbi, etc.). If the parent disagrees with the decision of the principal, parents/guardians may appeal to the superintendent/designee.
- C. Students with waivers are expected to comply with district dress code.
- D. Students transferring from a different school zone are required to comply with school uniform policy.

**V. FINANCIAL ASSISTANCE**

- A. No student shall be denied attendance at any school, penalized, or otherwise subjected to compliance measures for failing to wear a uniform because of financial hardship.
- B. Once a school has adopted a uniformly dressed program, the school shall:
1. Develop a procedure and criteria to identify families in need of financial assistance.
  2. Determine the form and type of financial assistance appropriate for the individual school community.
  3. Designate a specific staff member/school volunteer to assist those families in need of assistance.
- C. Each school shall work with staff, the local school community, SACs/PTOs/PTAs, and business partners to identify resources for assisting identified families to secure uniforms.

**VI. ENFORCEMENT OF POLICY**

- A. Schools shall communicate with parents/guardians so that expectations, rationale and benefits of the program are fully understood.
- B. Students attending schools where a student uniformly dressed program has been implemented will be expected to be uniformly dressed the first day of school the following school year.
- C. Students enrolling after the first day of school, from another school district, will be granted a waiver for a period not to exceed 30 calendar days.
- D. Prior to initiating any disciplinary action against a student not complying with the policy, communication with the parent must be made by a school administrator or counselor to solicit parental cooperation and support.
- E. A student who has not received a waiver and does not comply with the policy will be asked to:
  - 1. Notify parent/guardian to bring uniform to school, or
  - 2. Be issued a uniform for the day by the school administrator if parent/guardian cannot be reached. A letter will be sent home to parent/guardian informing them of disciplinary action that will be taken if student continues non-compliance.
- F. Disciplinary action is to be initiated only after all means to secure support and cooperation are unsuccessful. A "progressive discipline" approach is to be employed by the school's administrative staff to encourage full and consistent compliance with the least amount of disciplinary action.

Progressive Discipline Plan is outlined as follows:

Step 1 - Conference with student. Parent asked to bring appropriate attire (Principal may provide attire for school day, if available). If parent cannot be reached, a letter will be sent home.

Step 2 - Conference with parent and child.

Step 3 - School detention with schoolwork.

Step 4 - In-school suspension with schoolwork.

Step 5 - Request parent to transfer child to non-uniformly dressed school. Parent will provide transportation.

G. No student shall be considered noncompliant with the policy in the following instances:

1. When a student wears a button, armband or other accouterment to exercise the right to freedom of expression, unless the button, armband or other accouterment signifies or is related to gangs, gang membership or gang activity.
2. When a student wears the uniform of a nationally recognized youth organization such as the Boy Scouts or Girl Scouts on regular meeting days.
3. When wearing a school uniform violates a student's documented religious objection.
4. When a student wears a uniform of a club that is school sponsored on days as determined by the principal.
5. Coats/jackets worn during the cold weather season, which do not meet uniform specifications, must meet district dress code.
6. When a student's parent/guardian has secured an exemption from the uniform policy by following the procedures as outlined in Section IV.

H. A student who has not received a waiver and does not comply with the policy will not be allowed to participate in extracurricular activities or other school activities as deemed appropriate by the principal.

## **VII. ANNUAL REVIEW**

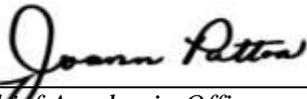
A. Schools which have the uniformly dressed program should annually review the following items with the input and assistance from the school community, including the parent-teacher organization:

1. Any proposed uniform modifications;
2. Types and colors of uniforms (school T-shirts, school club T-shirts, etc.);
3. The availability of financial support and the procedures for applying for assistance;
4. Methods to facilitate recycling of uniforms within the school community; and
5. Notice of uniform sales and lists of competitive prices from vendors of uniform articles.

B. Prior to the annual review, the school should solicit parent and student input, and should notify parents/guardians and students of the review by the following means:

1. District newsletters
2. School newsletters
3. Parent forms
4. Notification by phone
5. PTA meetings and newsletters
6. Parent advisory meetings
7. Television, radio, newspaper announcements
8. Posters displayed at school and community
9. Registration materials
10. Website

*Regulation History:* Formerly Procedure 349-1 through 349-5, revised 05.02.06

  
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Chief Academic Officer

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May 2, 2006  
Date