



# ADMINISTRATIVE PROCEDURE

## SCHOOL UNIFORMS

0600

Procedure No.

August 1, 2006

Date

- I. **PURPOSE:** To set forth how a school can establish a voluntary or mandatory school uniform program.
- II. **POLICY:** Board of Education Policy 0114 encourages schools and communities to consider the adoption of a voluntary or mandatory uniform program. The Chief Executive Officer gives schools the latitude to select an appropriate uniform.
- III. **DEFINITIONS:**
- A. **Voluntary School Uniform Program:** One that authorizes and encourages students at a school to wear an adopted school uniform that is consistent with the System-wide Student Dress Code, Administrative Procedure Number 5152.
- B. **Mandatory School Uniform Program:** One that requires students at a school to wear an adopted school uniform that is consistent with the System-wide Student Dress Code, Administrative Procedure Number 5152.
- C. **School Uniform Committee:** A committee composed of representatives of the school community, including parents, administration, and students.
- IV. **PROCEDURES:** The Prince George's County Public Schools' Voluntary and Mandatory Uniform Programs are as follows:
- A. **Voluntary Uniform Program:** Any school may adopt a voluntary uniform program without further approval from the Chief Executive Officer or the CEOs designee, subject to the following:
1. The Principal shall organize and convene a School Uniform Committee. The Committee shall decide issues relating to the color, style, and type of uniform to be worn by students who choose to wear uniforms.
  2. Uniforms shall comply in all respects with the System-wide Student Dress Code, Administrative Procedure Number 5152.
  3. The wearing of school uniforms is not mandatory.
  4. Students will not be disciplined or otherwise penalized for failing to wear uniforms.



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5. The School Uniform Committee will establish mechanisms to accommodate families who may require assistance in obtaining a uniform.
  6. In a voluntary program, parents have the right to determine whether their children will wear school uniforms.
  7. The school shall participate, if requested, in any evaluation of the school uniform program.
  8. The school shall notify the Office of General Counsel by phone, fax, or email of the decision to adopt a voluntary uniform program.
- B. Mandatory Uniform Program: A school may adopt a mandatory uniform program without further approval from the Chief Executive Officer or the CEOs designee, in accordance with the following provisions:
1. Initiation of the Process: Upon receipt of a petition signed by at least 20% of the parent(s) or guardian(s) at the school favoring mandatory school uniforms, the school principal will establish a school uniform committee.
  2. Voting Procedures:
    - a. The School Uniform Committee shall disseminate ballots to parent(s) or guardian(s) for each child in the school. That is, the parent(s) or guardian(s) receive the same number of ballots that corresponds to the number of their children in the school.
    - b. A brief unbiased statement shall be included with the ballot that provides information about the mandatory school uniform program and indicates that the results of the vote by the parents will determine whether the school will have a mandatory school uniform program.
    - c. It shall take the affirmative vote of 75% of all ballots returned to the school to establish a mandatory school uniform program.
    - d. The vote by parent(s) or guardian(s) is to occur between March 15 and April 15 for implementation the following



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- school year. Adjustments will be made if Spring Break falls between these dates.
- e. After the school has adopted a mandatory uniform program, the principal will complete Attachment 1, UNIFORM SELECTION/VOTE FORM.
  - f. Once the mandatory uniform policy has been established by the affirmative vote of 75% of all ballots returned to the school, the mandatory uniform program will remain in effect until 20% of the families petition against the program, at which time, the school will conduct a new vote.
3. Uniforms shall comply in all respects with the System-wide Student Dress Code, Administrative Procedure Number 5152. The School Uniform Committee must choose a uniform that can be purchased from more than one vendor or store (i.e., navy blue pants and white shirt). However, if the committee wants the school logo on the uniform, then the vendor selling the shirt or jacket with the school logo, must be on the PGCPs approved vendor list. Parents may opt to purchase the uniform from the approved uniform company or purchase the same style, without any logo, from the store of their choice.
  4. The School Uniform Committee will establish mechanisms to accommodate families who may require assistance in obtaining a uniform.
  5. The school shall participate, if requested, in any evaluation of the school uniform program.
  6. The school uniform program must accommodate students' religious expression, i.e. wearing of yarmulkes or head scarves as part of a religious practice.
  7. Exceptions to wearing the uniform are permitted when:
    - a. Uniforms of nationally recognized youth organizations such as the Boy Scouts and Girl Scouts are worn on regular meetings days.
    - b. A uniform program does not prevent a student from wearing a button, armband, or other item guaranteed by the First



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Amendment to the U. S. Constitution unless the button or other item is related to gangs, gang membership, or gang activity.

- C. Compliance Measures in a Mandatory Uniform School:
1. Schools that have adopted a mandatory school uniform program shall implement compliance measures as indicated below:
    - a. The school shall communicate on a regular basis with parent(s) or guardian(s) so that the expectations, rationale, and benefits of this program are fully understood by the student and his/her family. Each school should strive to achieve full compliance through the use of incentives and positive reinforcement measures.
    - b. Disciplinary action may be taken to encourage compliance with this policy only when incentives and positive reinforcement measures have failed to achieve compliance. – Disciplinary action should be initiated only after all other means to secure support and cooperation as mentioned above have not succeeded.
  2. Specific Steps to be Taken and Penalty for Consistent Violations:
    - a. For a first violation, the child's teacher contacts the parent(s) or guardian(s) and notifies the principal that a violation has occurred.
    - b. For a second violation, the teacher refers the student to the principal who contacts the parent(s) or guardian(s) by telephone and in writing that a second violation has occurred.
    - c. Repeated violations will be deemed as persistent disobedience or insubordination and will be dealt with in accordance with the Code of Student Conduct.
- V. **RELATED PROCEDURES:** Administrative Procedure Number 5152, System-wide Student Dress Code, dated June 1, 1997.
- VI. **MAINTENANCE AND UPDATE OF THESE PROCEDURES:** The Office of the General Counsel will be responsible for updating these procedures.



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- VII. **CANCELLATIONS AND SUPERSEDURES:** This Administrative Procedure cancels and supersedes Administrative Procedure 0600, dated July 1, 2006.
- VIII. **EFFECTIVE DATE:** August 1, 2006.

Approved by:  
John E. Deasy  
Chief Executive Officer

Attachments 1 - Uniform Selection/Vote Form; Attachment 2 – List of Uniform Schools

Distribution: Lists 1, 2, 3, 4, 5, 6, 10, and 11