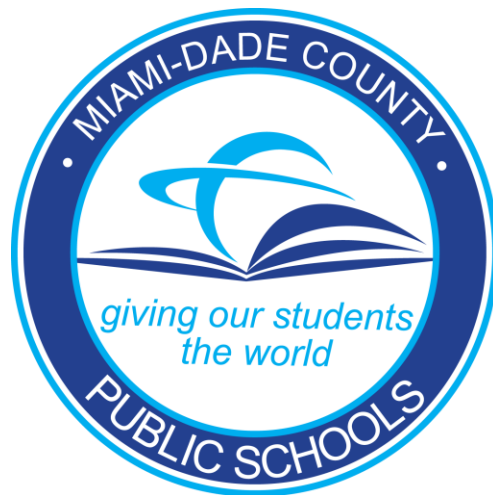


SCHOOL UNIFORM PROGRAM GUIDELINES



**MIAMI-DADE COUNTY PUBLIC SCHOOLS
SCHOOL OPERATIONS
DIVISION OF ATHLETICS, ACTIVITIES AND ACCREDITATION**

August 2016

MIAMI-DADE COUNTY PUBLIC SCHOOLS

The School Board of Miami-Dade County, Florida

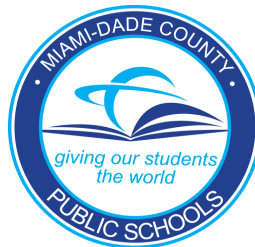
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MIAMI-DADE COUNTY PUBLIC SCHOOLS

SCHOOL OPERATIONS DIVISION OF ATHLETICS, ACTIVITIES AND ACCREDITATION

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SCHOOL UNIFORM PROGRAM GUIDELINES

The purpose of these guidelines is to answer many of the questions that arise concerning a school's uniform program. The guidelines are written in a question and answer format to provide a more "user friendly" presentation of the issues. The School Uniform Program is addressed in School Board Policy 5511 –Dress Code and School Uniforms (Attachment 1).

What are the revisions to the School Uniform Program Guidelines?

School Board Policy 5511, Dress Code and School Uniforms, **requires all students in grades K-8 (elementary school, K-8 Centers, and middle schools) to participate in a mandatory school uniform program.** Policy and process provisions allowing schools to select the school uniform will not be changed and no-uniform days may be authorized by the principal for specific purposes such as fundraising, rewards, spirit days, and club days.

How does a senior high school become a mandatory uniform school?

Students in grades 9-12 may participate in a mandatory uniform policy as delineated in School Board Policy 5511, Dress Code and School Uniforms. In February of each school year, a **senior high** school's Educational Excellence School Advisory Council (EESAC) may determine that a vote should be taken in the spring of that year to determine if that school should become a uniform school. If the EESAC determines that a vote should be taken in the spring, **the minutes of that EESAC meeting and a memorandum requesting a vote** must be sent to the Region Superintendent and to the Deputy Superintendent/Chief Operating Officer of School Operations.

When does the voting on school uniforms in senior high schools occur?

The voting on school uniforms in **senior high schools** will occur on a specific, advertised date established by the Superintendent. This voting usually occurs during the month of April. The results of the vote will become effective the following school year. Senior high schools must advertise that such a vote will occur. Parent meetings can be held and the voting may be advertised via school marquee, letters, signs, Connect-ED messages, bulletin boards, newspapers, school websites, etc.

How does the voting determine if a senior high school will become a mandatory uniform school?

At least 50 percent plus one (1) of the parents in that senior high school, who vote, must vote in favor of establishing a mandatory program. This vote will stand for a minimum of three (3) school years, at which time the EESAC may determine if a subsequent vote is warranted.

Who is able to vote on the issue of a senior high school becoming a mandatory uniform school?

Since the vote is conducted in the spring, for implementation in the following school year, the parents of students in the exiting grade do not receive ballots. Each of the remaining families will receive one ballot (see Attachment 2) with spaces to list each of their children who are enrolled in that senior high school. A family's vote is counted once for **each** child. In other words, if a family has three children who will be attending that senior high school in the following year, their vote would be counted three times.

Once the voting is completed, what steps should a senior high school take?

The votes should be tallied by a school site administrator and a non school-site committee member. Students, parents, and staff should be informed of the results. Use multiple means of disseminating the results: school marquee, letters, signs, Connect-ED messages, bulletin boards, newspapers, school websites, etc. The Uniform Vote Result Sheet (see Attachment 3) must be sent to the Division of Athletics, Activities and Accreditation via fax to the number listed at the bottom of the form by the specified date.

How does a school select a school uniform?

Every school participating in the mandatory uniform program **shall** establish a uniform committee that adequately represents administrators, teachers, students and parents. A school may utilize the EESAC for this purpose or they may choose a separate committee. The committee should use input from all parties in establishing the uniform requirements.

What type of uniform should be selected?

The school uniform selected should not be characterized as gender specific and should comply with all requirements set forth in School Board Policy 5511 – Dress Code and School Uniforms. Uniforms should be simple, inexpensive, and in colors that are carried by a range of uniform companies, retail stores, catalogs, etc.

A school may select a uniform that involves just a color scheme (e.g. white, shirts, navy bottoms) or a more formal traditional uniform. All schools should include a “**generic uniform**” **option**, one that is easily obtainable from a variety of sources (e.g., plain color shirt, dark or khaki-colored pants).

The school uniform selected shall prohibit types of styles of clothing as specified in the Code of Student Conduct, Policy 5500.

The uniform chosen shall consist of (1) solid colored clothing and fabrics for pants, skirts, shorts or similar clothing, and (2) short or long-sleeved shirts with collars. The uniform also may include **a logo but may NOT allow mottos or slogans**.

Can a school mandate that a required uniform have a school patch or logo?

NO. The uniform committee may **NOT** determine whether the school logo patch is required.

How does a school inform parents of vendors selling the school uniform?

The uniform committee or EESAC cannot select a uniform company as an “official uniform company” for a school. **Parents must be advised** that the selected uniform can be purchased from a variety of sources, such as other uniform companies, department and discount stores, on-line retailers, catalogs, etc. (see Attachment 4 for a sample letter to parents).

In addition, endorsements of a uniform company via the school media should not occur as stipulated in School Board Policy 9700.01 – Advertising and Commercial Activities, which states the following:

The Board’s name, students, staff members and District facilities shall not be used for any commercial advertising or otherwise promoting the interests of any commercial, political, non-profit or other non-school agency or organization, public or private, without the approval of the Board or its designee.

Vendors are permitted to purchase advertisements in school publications and on school sites pursuant to School Board policies.

What provisions can a school make for vendors to sell uniforms?

A school has several options:

- Uniforms may be purchased at the vendor's location. The school may provide the pamphlets of all vendors requesting to do so in the main office in a specified area. The pamphlet of the preferred vendor may indicate that fact. In this method, all sales are conducted off campus at the vendor's location or via the internet.
- Uniforms may be sold as a fundraiser. **Only a school's PTSA, Booster Club, or other school allied organization** may purchase the uniforms from a vendor and use the sale of school uniforms as a fundraiser. These organizations must file Form No. 6570 (see Attachment 5) at the school site. The PTSA, Booster Club, or other school allied organization may sell uniforms on site at the discretion of the principal during ***non-instructional*** time. The vendor is not to assist in the sale. No employee of the school where this school-allied organization is chartered can handle money or merchandise for the sale. Students actively participating in such a fundraising activity for school allied organizations must have adequate adult supervision. The School Board's sales tax exemption number **cannot** be used by school-allied organizations. (Please see Attachment 6, Section IV, Chapter 12 of the *Manual of Internal Fund Accounting* for further details.)
- A principal may designate a secure vending area. It is unlawful for any person to sell, serve or vend or otherwise dispose of any goods, wares, or merchandise, including any food or beverages, in the public rights-of-way within one thousand (1,000) feet of any property, used, owned, or operated by Miami-Dade County Public Schools, including streets, sidewalks or other public property **unless** done so within a secure vending area outside the perimeter of the school property established and controlled by the principal. The specific designation must be made in writing and filed in the school and at the local police station. Also, according to current School Board Policy, a copy of the plan providing the method of supervision and the specific location is to be sent to the Administrative Director of the Department of Food and Nutrition. **A secure vending area must be open to all interested vendors. PLEASE REMEMBER THAT ALL VENDORS COMING ON CAMPUS MUST BE M-DCPS APPROVED VENDORS. (Please refer to Board Policy 6320.01 – Outside Vendors – Selling.)**

What is a secure vending area?

A secure vending area is an area designated by moveable barriers of sufficient size to accommodate a parked vehicle and student customers in numbers reasonably anticipated by the principal. The area must be supervised by the principal or the principal's designee.

Who can sell in a secure vending area?

If a school decides to sell uniforms in a secure vending area, the vending area should be open to all parties who have expressed an interest in selling uniforms.

Can a school accept certificates/vouchers from vendors/suppliers for uniforms for needy families?

Yes, such certificates or vouchers may be accepted.

Does a school need to make provisions for students who by reason of financial hardship cannot comply with the uniform policy?

Yes, the school may do this through vendor's donated vouchers or certificates or through the donation of uniforms by exiting students.

Can students wear the uniform of a nationally recognized youth organization such as the Boy Scouts, Girl Scouts or JROTC?

Yes, students may wear the uniform of a nationally recognized youth organization on regular meeting days.

Can a student wear a button, armband, or other accouterment?

A student may wear a button, armband, or other accouterment to exercise the right to freedom of speech as guaranteed by the First Amendment and Board Policy 5511 – Dress Code and School Uniforms, unless the button, armband, or other accouterment signifies or is related to gangs, gang membership, or gang activity.

What if wearing a school uniform is against a student's religious belief?

An exemption to wearing a school uniform may be granted if the wearing of a school uniform violates a student's sincerely held religious belief. Please see the uniform exemption process which is delineated below.

Can a parent secure an exemption for their child from wearing a school uniform?

A parent or guardian may secure an exemption from the mandatory school uniform policy. Encourage applications for exemptions to take place during the first 30 days of school.

What if a student has a disability?

A student's parent may request a reasonable accommodation to address a student's disability or a documented medical condition.

What is the procedure for securing an exemption for a student from wearing the school uniform?

- The school should provide the parent with the form entitled *Application for Exemption from the Student Uniform Program*, Form No. 5393 (see Attachment 7).
- The parent completes the form and requests a meeting with the principal or the principal's designee.
- The principal or the principal's designee meets with the parent to ascertain the nature of the reason for the request for the exemption. The principal or his designee is considered the designated district administrator as stated in the School Board Policy.
- The purposes of the meeting should include: verifying the accuracy of the information on the application, and preventing fraud or misrepresentation.
- If the principal or designee is unable to satisfy the parent of the valid reasons for wearing the uniform, an exemption should be granted by the completion of the form entitled *Confirmation of Uniform Exemption*, Form No. 5394 (see Attachment 8). The completed form should be given to the parent.
- A copy of the *Confirmation of Uniform Exemption* should be kept at the school site.
- Another copy of the *Confirmation of Uniform Exemption* should be sent to the Region Superintendent.
- The school should provide the student in question with some form of identification which will indicate to teachers that the student is exempt from the requirement of wearing the school uniform.

How long does the exemption from wearing the school uniform stay in effect?

The exemption is for the current school year only. A parent must re-apply each year.

If a student is exempted from the mandatory uniform requirement are there any restrictions on what he or she may wear?

The student must comply with the Board Approved Minimal District wide Dress Code as stated in Board Policy 5511 – Dress Code and School Uniforms (see Attachment 1).

How may a school's uniform policy be enforced?

Each school shall develop incentives and positive reinforcement measures to encourage full compliance with the uniform policy. The school should resort to disciplinary action only when positive measures fail to ensure compliance. If a student is non-compliant, the school should communicate with his or her parents so that expectations, rationale and benefits are fully understood by the student and his or her family. Disciplinary action is initiated only after all other means of securing support and cooperation have not succeeded.

Can a student receive a detention for not complying with the school uniform policy?

Yes, a student may be issued a detention if all other means of securing support and cooperation have not succeeded.

Can a student be suspended for not complying with the school uniform policy?

No student shall be NOT be suspended (indoor/outdoor/Student Success Center) for non-compliance with the uniform policy. 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 or she is entitled.

Can a student be removed from class until his or her parent brings the required uniform to the school?

No, the student cannot be removed from class. His or her parent may be called to bring the required uniform to the school and then the student may be called to the office to change clothes.

Can a school require students to comply with the school uniform policy on the first day of school?

Students should be encouraged to be in compliance with the school uniform policy on the first day of school. However, parents and guardians should be given a grace period of thirty (30) days to allow adequate time to obtain uniforms and to encourage reluctant families to become part of the school uniform program.

Are there any other requirements for student dress of which a school should be aware?

- A student with hair of such a length or style that it creates classroom or school disorder, or distracts the attention of another student or students in any class session from the lesson being presented or from any other assigned classroom activity, or which creates a safety or health hazard for any student in the classroom, will be required to change the length or style of hair. Failure on the part of the student to comply with such a requirement shall result in disciplinary.

- A student who wears **items of clothing which, because of fit, design, color, texture, inadequate coverage**, or some other factor, creates classroom or school disorder or distracts the attention of another student or students in any class session from the lesson being presented or from any other assigned classroom activity, or which creates a safety or health hazard for any student in the classroom, will be required to change the clothing to eliminate the disorder, distraction or hazard. Failure on the part of the student to comply with such a requirement shall result in disciplinary.
- A student who fails to maintain **personal cleanliness, grooming, or neatness of dress** to the extent that his or her presence in the classroom creates classroom or school disorder, or distracts the attention of others from assigned classroom activity, will be required to maintain a level of personal cleanliness, grooming, or neatness of dress that eliminates the disorder or distraction of other students in the classroom. Failure on the part of the student to comply with such a requirement shall result in disciplinary measures.
- **Articles of clothing that cause excessive maintenance problems of school property** – for example, shoe cleats that scratch floors or tear rugs, trousers with metal rivets that scratch furniture—will be ruled unacceptable. Students who fail to change articles of clothing of this type after being instructed to do so by school employees are subject to disciplinary measures.

Remember: *The primary consideration is correction of a problem by the quickest and most reasonable method so that the instructional program for students may proceed with the least possible distraction. A student should only be disciplined for the situations listed above only after being given the opportunity to correct the cause of the act for which he or she is accused, and after a conference on the matter with professional school personnel and the parents has been held.*

How often can a non-uniform senior high school conduct a vote on school uniforms?

A **senior high school** that is a non-uniform school may conduct a vote in the spring of every year if the EESAC determines that a vote should be taken, provided that the notification of the intent to vote is submitted by February of the year in which the voting is to occur to the Region Superintendent and the Deputy Superintendent/Chief Operating Officer of School Operations. This notification should consist of a memorandum with a copy of the corresponding EESAC minutes attached. Voting will then occur on a specific, advertised date with the results to become effective the following school year.

What if a school wishes to change the uniform of the school?

In **February** of the school year, the school uniform committee or EESAC may meet to determine what changes might be made to the uniform for the following year or if the preferred vendor is to be changed. If it is determined that changes should be made, the school should use multiple means of disseminating the information: school marquee, letters, signs, Connect-ED messages, bulletin boards, newspapers, school websites, etc. Any changes to the school uniform must be made by committee, not by the principal acting alone. Vendors serving the school should be notified about the changes. Interested vendors of uniforms should be contacted about the changes.

What if a senior high school wishes to no longer remain a uniform school?

A uniform policy must remain in place for a minimum of three years once initiated. At the end of the three years, the EESAC may determine that a vote should be taken during the spring of any given year following the three year minimum, provided that notification of the intent to vote is submitted by February of the year in which the voting is to occur to the Region Superintendent and the Deputy Superintendent/Chief Operating Officer, School Operations. This notification should consist of a memorandum with a copy of the corresponding EESAC minutes attached. Voting will then occur on a specific, advertised date with the results to become effective the following school year.

Is it required that parents purchase school uniforms from a specific vendor ?

As delineated in SCHOOL BOARD POLICY 5511 – DRESS CODE AND SCHOOL UNIFORMS (attached), it is required that parents **must be advised** that the selected uniform or a generic option can be purchased from a variety of sources, such as other uniform companies, department stores, catalogs, etc.; and **NOT limited to only one (1) vendor.**

Every effort must be made to ensure that both the students, parents and school communities/neighborhoods at-large, are notified that **the selected uniform or a generic option can be purchased from a variety of sources, such as other uniform companies, department stores, catalogs, etc.; and NOT limited to only one (1) vendor.** Connect-ED messages, newsletters, school websites, school publications, Twitter, social media and any other method of communication your school uses to provide information to parents and your respective school communities, should be used to convey this information.

Where can I call if I have additional questions?

You may call, Ms. Susan Giro, Instructional Support Specialist, Division of Athletics, Activities and Accreditation, at 305-275-3714.

ATTACHMENTS

ATTACHMENT #1

5511 - DRESS CODE AND SCHOOL UNIFORMS

Students shall come to school clean and appropriately groomed and dressed. Students whose personal attire or grooming distracts the attention of other students or teachers from their school work shall be required to make necessary alterations before entering the classroom or be sent home by the Principal. Students who fail to meet the minimum acceptable standards of cleanliness and neatness as determined by the principal and as specified in this policy shall be subject to appropriate disciplinary measures pursuant to Policy 5500, Student Conduct and Discipline, and the document, Code of Student Conduct.

Dress Code

- A. This District dress code is intended to regulate the clothing students may wear to school based on the health, safety, and cleanliness of students, to minimize the distraction of students from classroom activities, to prevent disruption of a school program, and to reduce excessive maintenance of school property.
- B. The determination of what constitutes a safety or health hazard, or what constitutes a distraction of students from a classroom activity, or what constitutes a disruption of a school program or excessive maintenance of school property shall be made by the teacher, other District employee concerned, and the Principal.
- C. Suspension of students for violations of this dress code shall be made by the principal pursuant to current Florida law and School Board policies, and after providing appropriate due process. A student will be suspended only after being given an opportunity to correct the cause of the act for which charged, and after a conference with professional school personnel and the parents.
- D. Except for schools participating in a mandatory or voluntary school uniform program (see below), senior high schools desiring to establish regulations that go beyond or deviate from this District dress code must have them approved by the Region Superintendent and adopted by the Board. Individual school dress regulations must be submitted to the Superintendent prior to the opening of the school year for which the dress code is effective.
- E. Once a dress code has been approved by the Board, it need only be re-submitted if additional changes are made.

Mandatory Uniforms

To promote a safe and supportive learning environment and improve school safety and discipline, all students in K-8 schools shall participate in a mandatory uniform program. Students in grades 9-12 may participate in a mandatory uniform program as follows:

- A. For students in grades 9-12 only, the Educational Excellence School Advisory Council (EESAC) may determine that a vote should be taken during the spring of any given year provided that notification of the intent to vote is submitted by February of the year in which the voting is to occur to the Regional Superintendent and the Deputy Superintendent, District/School Operations. Voting shall occur on a specific, advertised date(s) to be effective the following school year.

At least fifty percent (50%) plus one (1) of the parents in that school who vote, must vote in favor of establishing a mandatory uniform program. This vote will stand for a minimum of three (3) school years, at which time the EESAC may determine if a subsequent vote is warranted.

New senior high schools shall conduct an initial vote in the spring of their opening year, and

thereafter, conduct votes according to the established procedures for all schools.

- B. Every school participating in the mandatory uniform program shall establish a uniform committee that adequately represents administrators, teachers, students, and parents and follows guidelines promulgated by the Superintendent for selection of uniforms. The committee cannot select a uniform company as an "official uniform company" for a school. The committee can identify a uniform company as a "preferred" option but parents must be advised that the selected uniform or a generic option can be purchased from a variety of sources, such as other uniform companies, department stores, catalogs, etc. The uniform committee may determine whether the school logo patch will be required.
- C. The school-selected uniforms may prohibit types or styles of clothing (e.g., shorts, pants, dresses, and certain types of sweatshirts and jackets). The uniform chosen may consist of (1) solid colored clothing and fabrics for pants, skirts, shorts, or similar clothing, and (2) short or long-sleeved shirts with collars. The uniform also may include a small logo but may not allow mottos or slogans and must comply with all other provisions of this policy concerning appropriate attire.
- D. The uniforms selected shall not be characterized as gender-specific.
- E. The school shall provide for those students who, by reason of financial hardship, cannot comply with the mandatory uniform policy and notify parents of these provisions.
- F. Exceptions to wearing the uniform are permitted when:
 - 1. Uniforms of a nationally recognized youth organization such as the Boy Scouts or Girl Scouts are worn on regular meeting days.
 - 2. A student wears a button, armband, or other accouterment to exercise the right to freedom of speech as guaranteed by the First Amendment unless they signify or are related to gangs, gang membership, or gang activity.
 - 3. Wearing a school uniform violates a student's sincerely held religious belief.
 - 4. A student's parent requests a reasonable accommodation to address a student's disability.
 - 5. The principal has authorized a "no-uniform" day as a fundraiser or reward. The principal may also authorize club shirt or uniform days, and school or community spirit days, in which the mandatory school uniform will not be required.
- G. Exemptions from the mandatory uniform program may be obtained as follows:
 - 1. A request may be made in writing or in person by the parent for an Application for Exemption from the Uniform Program ("Application") which is available at the student's school site. Students exempted from the mandatory uniform program must adhere to the school's dress code.
 - 2. The application must be completed in full and submitted to the Principal.
 - 3. The Principal then meets with the parents to discuss the uniform policy and the objections to the policy. The purposes of this meeting include: (1) verifying the accuracy of the information on the application; and (2) preventing fraud or misrepresentation.
 - 4. Parents should be notified of the exemption procedure.
- H. Compliance with a mandatory uniform policy shall be implemented as follows:
 - 1. Each school shall develop and use incentives and positive reinforcement measures to encourage and achieve full compliance with the uniform policy and should resort to disciplinary action only when positive measures fail to ensure compliance. Schools shall communicate with parents so that expectations, rationale, and benefits are fully understood by students and families.

2. 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 they are entitled, no student shall be suspended from class or from school, expelled from school, or receive a lowered academic grade as a result of noncompliance.
 3. Disciplinary action may be initiated only after all other means to secure support and cooperation have not succeeded. Schools shall use "progressive discipline" to encourage full and consistent compliance with the least amount of disciplinary action.
 4. Prior to initiating any disciplinary action against a student for not complying with the policy, a school administrator or counselor shall hold a conference with the parent to solicit cooperation and support.
- I. The school participates as requested in any required evaluation of the mandatory school uniform program.
 - J. The Board is immune from any civil liability resulting from adoption of this mandatory uniform policy.

Standards for Evaluating the Appropriateness of Dress/Grooming

- A. A student with hair of such length or style that it creates classroom or school disorder, or distracts the attention of another student or students in any class in session from the lesson being presented or from any other assigned classroom activity, or which creates a safety or health hazard for any student in a classroom will be required to change the length or style of the hair. Failure on the part of a student to comply with this requirement shall result in disciplinary measures which may include suspension from school.
- B. A student who wears items of clothing which, because of fit, design, color, texture, inadequate coverage, or some other factor, create classroom or school disorder or distract the attention of another student or students in any class in session from the lesson being presented or from any other assigned school activity, or which create a safety or health hazard for any student in school, shall be required to change the clothing to eliminate the disorder, distraction, or hazard. Failure on the part of a student to do so shall result in disciplinary measures which may include suspension from school.
- C. A student who fails to maintain personal cleanliness, grooming, or neatness of dress which creates classroom or school disorder or distracts the attention of others from assigned classroom activity will be required to maintain a level of personal cleanliness, grooming, or neatness of dress that eliminates the disorder or the distraction of other students. Failure to do so shall result in discipline which may include suspension from school.
- D. Articles of clothing that cause excessive maintenance problems of school property -- for example, shoe cleats that scratch floors or tear rugs, trousers with metal rivets that scratch furniture -- are not allowed. Students who fail to change articles of clothing of this type after being instructed to do so by school employees are subject to discipline which may include suspension from school.

The time, the specific location, the type of activity going on, and whether the alleged offense is the first or repetitious on the part of a student must all be considered when disciplining a student. The primary consideration is correction of a problem by the quickest and most reasonable method so that the instructional program for students may proceed with the least possible disruption.

ATTACHMENT #2
SCHOOL LETTERHEAD

**MANDATORY SENIOR HIGH SCHOOL UNIFORM PROGRAM
VOTING FORM**

The School Board of Miami-Dade County, Florida, states in School Board Policy 5511 – Dress Code and School Uniforms, that high schools shall be eligible to participate in a mandatory uniform program if at least 50 percent plus one (1) of the parents in the school who vote, vote in favor of establishing a uniform program.

If a mandatory uniform program is implemented, students will be required to wear a uniform, unless a specific exemption is approved by the school-site administration.

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

Date: _____

NOTE: One Ballot Per Family

I am in **favor** of a mandatory uniform program at our school. _____ YES

I am **not in favor** of a mandatory uniform program at our school. _____ NO

Signature of Parents(s)/Guardian(s): _____

Print Name of Parent(s)/Guardian(s): _____

Name of Student(s) and Grade(s) in this school:

1. _____ Grade: _____

2. _____ Grade: _____

3. _____ Grade: _____

4. _____ Grade: _____

MEMBRETE DE LA ESCUELA

**PROGRAMA DE UNIFORMES ESCOLARES OBLIGATORIO EN COLEGIOS
SECUNDARIOS (GRADOS 9-12)
BOLETO DE VOTACION**

La Póliza 5511 de la Junta Escolar del Condado de Miami-Dade estipula que las escuelas serán elegibles a participar en el programa de uniformes obligatorio, si por lo menos el 50 por ciento más uno (1) de los padres de los estudiantes de las escuelas que votan, lo hacen a favor de establecer un programa de uniformes.

Si se implementa un programa de uniformes obligatorio, los estudiantes estarán requeridos a ponerse un uniforme, a no ser que la administración apruebe una exención específica.

Es muy importante que usted vote sobre este asunto. Por favor devuelva este formulario a la escuela lo antes posible.

Fecha: _____

NOTA: Una boleta por familia

Estoy a favor de un programa de uniformes obligatorios en nuestra escuela. _____ SI

No estoy a favor de un programa de uniformes obligatorios en nuestra escuela. _____ NO

Firma del(la) padre/madre o tutor(a) _____

Imprima el nombre del(la) padre/madre o tutor(a) _____

Nombre del (de la) estudiante y el grado

1. _____ Grado: _____

2. _____ Grado: _____

3. _____ Grado: _____

4. _____ Grado: _____

PAPYE ANTÈT LEKÒL

**FÒM POU VOTE POU PWOGRAM POU INIFÒM
LEKÒL OBLIGATWA**

Miami-Dade County School Board Policy 5511 (Lwa Administrasyon Konsèy Lekòl Leta Miami-Dade County) di lekòl yo dwe elijib pou patisipe nan yon pwogram pou inifòm lekòl obligatwa si omwen 50 pousan plis youn (1) nan paran nan lekòl la ki vote, vote anfavè pou etabli yon pwogram pou inifòm.

Si yo mete pwogram pou inifòm obligatwa oup ye l ap egzijib pou elèv yo mete inifòm, amwenke administrasyon nan lekòl la apwouve pou elèv la pa mete l.

Li trèzenpòtan pou w vote sou sijè sa a. Silvouplè retounen fòm nan pivit posib lekòl la.

Dat: _____

NOTE: Yon Bilten-Vòt Pa Fanmi

Mwen **anfavè** pou yon pwogram pou inifòm obligatwa nan lekòl nou an ____WI

Mwen **pa anfavè** pou yon pwogram pou inifòm obligatwa nan lekòl nou an ____NON

Siyati Paran (yo)/Gadyen (yo) _____

Ekri en Lèt Enprimri Non Paran (yo)/Gadyen (yo) _____

Non Elèv (yo) e Ane Eskolè (yo)

1. _____ Ane Eskolè: _____

2. _____ Ane Eskolè: _____

3. _____ Ane Eskolè: _____

4. _____ Ane Eskolè: _____

ATTACHMENT #3

MEMORANDUM

April 28, 2017

TO: Mr. Steffond L. Cone, Assistant Superintendent
School Operations

FROM: _____, Principal
_____, School

SUBJECT: 2016-2017 SENIOR HIGH SCHOOL UNIFORM VOTE RESULTS – FAX SHEET

The results of our high school's uniform vote are as follows:

2016-2017 Uniform Vote Results

1. _____ Total Membership Eligible to Vote
2. _____ Number of Returned Ballots
3. _____ Number of "YES" Votes
4. _____ Number of "NO" Votes

Please check one box only

- Mandatory Uniform School
- Non-Mandatory Uniform School

Was this school a mandatory uniform school during the 2015-2016 school year?

Yes No (Please circle one)

Name of Senior High School (print or type): _____

Name of Principal (print or type): _____

Signature of Principal: _____

Date: _____

**FAX TO: (305) 275-3721
ON OR BEFORE MONDAY, MAY 1, 2017**

ATTACHMENT #4

August 8, 2016

Dear Parent/Guardian:

All students are required to wear school uniforms at (Insert school name). A safe and disciplined learning environment is the first requirement of an effective school. Students who are safe and secure, who learn basic values and the essentials of good citizenship, are better students. Parents, teachers, and school officials have come to see school uniforms as one positive and creative way to reduce discipline problems and increase school safety.

The potential benefits of school uniforms include:

- Helping students concentrate on their school work
- Helping school officials to recognize intruders who come into the school
- Helping parents and students resist peer pressure
- Increasing school safety by reducing incidents of bullying, theft, and violence
- Building school spirit by creating a sense of teamwork and togetherness

All students are expected to wear their uniforms beginning the first day of the school year. Please refer to the attached School Board Policy 5511 – Dress Code and School Uniforms for more information on the requirements. You may also visit our school website at (Insert school website) for our entire dress code policy and to receive the latest news regarding school uniforms. Although school uniform apparel may be purchased from any retailer, (Insert school name) has chosen (Insert vendor name) located at (Insert vendor address) to be our preferred vendor.

(Here you may insert alternate locations for the preferred vendor)

The school year will begin on Monday, August 22, 2016, at _____ a.m. The office will be open on August _____. Please feel free to contact the school at (Insert phone number) if you have any questions. Have a great summer.

Sincerely,

Principal

Attachment

ATTACHMENT #5



SCHOOL-ALLIED ORGANIZATION FUND-RAISING ACTIVITY APPLICATION

FOR FUND-RAISERS CONDUCTED ON SCHOOL GROUNDS

Application Date: _____

On behalf of the _____ for _____,
School-allied Organization's Name School Name

we are requesting authorization from the school administration to conduct the following fund-raising activity(ies) on school grounds:

Activity Description	Items to be sold (if applicable)	Activity Date(s)
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____

The purpose of these activities is to: _____

Our organization acknowledges and agrees to observe all applicable School Board Rules and guidelines for school-allied organizations, as specified in Section IV - Chapter 12 of the Manual of Internal Fund Accounting for Elementary and Secondary Schools, that include, **but are not limited to, the following:**

1. No employee of the school where this school-allied organization is chartered can handle money or merchandise for any activities of this organization.
2. Fund-raising activities by school-allied organizations cannot be conducted during instructional class time.
3. Students actively participating in the fund-raising activities (i.e. selling merchandise, washing cars, etc.) for school- allied organizations must have adequate adult supervision.
4. Merchandise purchased for fund-raisers can only be shipped to the school if advance authorization is obtained from the principal.
5. The School Board's sales tax exemption number cannot be used by school-allied organizations. Applicable sales taxes must be paid on items purchased for re-sale.
6. Roadside and/or median solicitation of funds is strictly prohibited (School Board Rule 6Gx13- 1C-1.10).

 Organization's Officer Date

 Principal Date

 Activities Director (if applicable) Date

ATTACHMENT #6

Effective Date: March 17, 2004

Section IV
Chapter 12 – PTA/Booster Club Activities

GENERAL DESCRIPTION

School Board policy (6Gx13-1D1.05) classifies “school-allied organizations” as those organizations formed for the purpose of promoting the welfare of the school and/or its students. These outside organizations are to be distinguished from the student clubs and organizations, formed by and consisting primarily of students that are an integral part of the school program under the direct leadership of the school principal. Commonly recognized school-allied organizations include, but are not limited to, PTA/PTSAs, Booster Clubs, Faculty Clubs – Social/Sunshine Committees, Boy Scouts, Girls Scouts, Cub Scouts, YMCA, Crime Watch, etc.

A. PARENT-TEACHER/PARENT-TEACHER STUDENT ASSOCIATIONS (PTA/PTSA)

School Board Rule (6Gx-13-1B-1.02), recognizes PTA/PTSA as staunch supporters of public education, describes the objectives of these school-allied groups, and encourages staff members to join and actively participate in their activities. PTA/PTSA groups are school-allied organizations that are governed by the PTA/PTSA general bylaws and constitution. The school principal has the authority of approving the activities of PTA/PTSA groups. Membership of PTA/PTSA groups consists mainly of parents, teachers, and other outside community supporters. Faculty and other school staff who are members of the PTA/PTSA should act mainly as liaisons between the PTA/PTSA and the school, and **may not** be **1)** co-signers of the organization, or **2)** be involved in the handling of money or merchandise for PTA/PTSA group’s fundraisers or events.

B. BOOSTER CLUBS

A Booster Club is comprised mainly of a group of parents/guardians and/or other interested adult community members who join together to form an organization to enhance and support a school program, activity, or athletic team through fundraising activities and services. For legal purposes, a Booster Club should be formally incorporated entity by filing its articles of incorporation with the Florida Secretary of State office. A Booster Club must have approved bylaws or a Statement of Purpose.

Although it does not have to establish and maintain an executive board, normally the executive board can consist of parents/guardians, interested community members, and a school faculty sponsor. Once approved by the school principal, the club's general membership meetings must be held at the school. A minimum of one (1) meeting per year is required, and the school faculty sponsor must attend all general and executive board meetings held. Minutes of all meetings must be maintained with copies given to the school faculty sponsor. The school principal has the final authority of approving all activities conducted by the Booster Clubs. The faculty sponsor acts merely as a liaison between the Booster Club and the school, and **may not** be **1)** a co-signer or officer (*i.e., President, Vice President, Treasurer, of the Booster Club*), nor **2)** involved in the handling of money or merchandise for Booster Club fundraisers or events.

II. GENERAL POLICY

- A. The school principal has the overall and final authority for approving the activities of all school-allied organizations (*i.e., PTAs, Booster Clubs, etc.*). Activities conducted by school-allied groups that extend out into the community must be approved by not only the principal, but also by the REGION Center Superintendent.
1. A blanket approval request form for proposed activities, within the school (FM – 6570) or out in the community (FM – 6571), can be submitted for approval at the beginning of the school year.
 2. In the event that a previously approved activity fails to transpire, the school-allied organization should provide notification to the principal that such activity was canceled.
- B. School-allied organizations are financially independent from the school, and they conduct their activities separately from school-sponsored activities. To avoid misperceptions to the public and violation of this policy, all school-allied organizations **must**:
1. Keep their own separate financial accounting records.
 2. Have their own separate address (except for PTAs/PTSAs), and not use the school's address in any official documents (*i.e., articles of incorporation, bank account, stationery, etc.*).
 3. Open a separate bank account under the organization's name to manage their funds.
 4. File for their own tax I.D. number.
 5. File for their own tax-exempt status.

6. Reflect the organization's name on all programs, flyers and other promotional material used for the activities it sponsors.
- C. School-allied organizations, except for PTAs/PTSAs, may not incorporate the school's name as part of their official name (i.e., "Coral Park Sr. High Basketball Booster Club" should be "Rams Basketball Booster Club"). Nevertheless, a slogan containing the school's name, following the official organization's name is permissible (i.e., "**Rams Basketball Booster Club**" *in support of Coral Park Sr. High*).
 - D. Although school staff membership and participation is encouraged in school-allied organization activities, participation is limited to coordinating functions, such as planning, assisting in making arrangements for events/activities, etc.
 1. School employees **must not** be co-signers for any school-allied organization(s), or officers of Booster Clubs, nor can they handle money or fundraising merchandise for a school-allied organization chartered at the school at which they are employed.
 2. A school employee may function in such capacity at a school other than the one at which he/she is employed.
 - E. Money raised from school-allied organization activities **must not** be commingled with the school's Internal Fund activities. Funds raised by these organizations for the benefit of the student activity groups they support (i.e., athletic team, music/band, interest club, etc.) should be made available to the school by either:
 1. A monetary donation, preferably via check, accompanied by a donation letter specifying the intended use of the funds, or
 2. A donation of actual merchandise, equipment, or other items procured by the school-allied organization to support a student activity, which donation should also be accompanied by a letter indicating the purpose of the items donated.
 - F. The following activities must be school-sponsored, and therefore **may not** be conducted independently by school-allied organizations:
 1. The sale of school pictures of the general student body, including class group pictures.
 2. The sale of school memory books and/or yearbooks.
 3. The operation of vending machines that dispense food and beverage items in schools (with the exception of Faculty, Sunshine Club or Social Committees who may operate vending machines in faculty lounges.)

4. The sale of admission tickets for fundraisers involving student talent (i.e., plays, athletic exhibitions, musical performances, etc.) must be administered by the school with the proceeds accounted for in the Internal Fund accounts by the school treasurer. The sale of programs or other items related to the function (i.e., refreshments) can be conducted by the school-allied organization with the proceeds for such related activities accounted for separately by the outside group.
5. The collection of money for student field trips organized and conducted through the school. In accordance with policies and procedures for school-sponsored field trips in this manual, travel arrangements, accommodations, and payments to vendors for field trip associated expenses **may not** be made by school-allied organizations. Funds can be donated to the school to pay for these expenses; but the field trip itself must be coordinated, paid, and documented by the school in accordance with the provisions for field trips established in this manual and in the handbook titled Field Trip Procedures issued by the Division of Full Service Schools.
6. The imposing of charges/fees to students/parents by school-allied organizations for equipment, team uniforms, musical instruments, or other items or supplies, etc., that **are required to be used by the student** in order participate in a school activity (i.e., sports teams, cheerleading, band, etc.) **is expressly prohibited**. These charges/fees for items directly related and required by the school program must be included in the annual *Special Fees and Charges School Request* (FM-2396) form approved by the REGION Center office; and must be collected, deposited, and accounted for by the school treasurer in the school's Internal Fund accounts. To help subsidize the cost to students for such required items, school-allied organizations can donate funds to the school or can independently procure and donate these items for use by the students. Any school-allied organization imposing such charges/fees, particularly as a contingency for membership to the school-allied organization, is in violation of this policy and must discontinue this practice.

III. GENERAL GUIDELINES FOR SCHOOL-ALLIED ORGANIZATIONS' ACTIVITIES

- A. Members of school-allied organizations **may not** solicit sales for its fundraisers or conduct fundraising activities during school hours. However, at the discretion of the principal, adult non-employee representatives of such groups may distribute items purchased previously by the students.

- B. At the discretion of the principal, the school may further assist these groups by permitting, on assigned days, the collection of funds by an adult non-employee representative of a school-allied group for certain fundraising activities as deemed appropriate.
- C. To avoid violations of policy, approved outside allied groups (including PTA) should conduct their activities in such a way that they will be clearly distinguished from school- sponsored student/club activities. Public announcements, programs, and tickets should clearly designate the activities as those of the school-allied organization even though the activity may be held on school grounds. Samples of such activities would include, but may not be restricted to, the following:
1. Carnivals, barbecues, dinners, and similar activities, conducted entirely by the school-allied organizations, and not involving any school employee in the handling of funds. No activities involving any form of gambling or games of chance can be conducted on school grounds.
 2. Benefit shows or performances by non-school groups, such as college or professional music groups, when arrangements are made by outside organizations, as long as no school employee is involved in the handling of funds.
 3. Merchandising services such as school store handled by PTA, when PTA orders merchandise in its name, completely handles sales activities, receipts and disbursements of money without involving any school employee.
 4. Approved fundraising activities conducted by school-allied organizations may involve student participation with proper adult supervision by members of the school-allied organization, but **may not** involve school employees in the handling of merchandise or sales proceeds. For such fundraising activities:
 - a. Merchandise for sale or use by an outside school-allied organization **must** be ordered in name of organization.
 - b. Merchandise ordered by an outside school-allied organization **must not** be shipped to the school unless:
 - 1) The school principal has agreed **in advance** to permit that the merchandise be shipped to the school,

- 2) A non-school employee of the school-allied organization has provided written notification to the school accepting responsibility for the payment of the merchandise or showing evidence that it has been pre-paid,
- 3) No merchandise can be stored on school premises without the authorization of the school principal or designee. **Notwithstanding** the principal's consent, the school **will not** assume responsibility for theft, loss or damage to merchandise stored on school premises.



ATTACHMENT #7

MIAMI-DADE COUNTY PUBLIC SCHOOLS

APPLICATION FOR EXEMPTION FROM THE STUDENT UNIFORM PROGRAM

Name of person submitting this application: _____

School Year: _____

Name of Student(s):

Grade:

Address: _____

Telephone: _____

School Name: _____

I certify that I am the parent or legal guardian of the student(s) named above. Pursuant to School Board Policy 5511 – Dress Code and School Uniforms, I hereby request an exemption from the student uniform requirement.

I understand that this exemption is for the current school year only.

The reason for my application for this exemption is as follows:

I understand that the exemption will be effective after I have met with the school principal as set forth in the above referenced Board Rule.

Parent/Guardian Signature

Date of Application

School Administrator's Signature

Date of Conference



ESCUELAS PÚBLICAS DEL CONDADO DE MIAMI-DADE

APLICACIÓN DE EXENCIÓN A PARTICIPAR EN EL PROGRAMA DE UNIFORMES ESCOLARES

Nombre de la persona llenando esta aplicación: _____

Año Escolar: _____

Nombre del/de (la) (los) estudiante(s):

Grado:

Dirección: _____

Teléfono: _____

Nombre de la Escuela: _____

Por la presente certifico que soy el padre (la madre) o tutor(a) legal del/de (la) (los) estudiante(s) cuyos nombre(s) aparecen anteriormente. De acuerdo con La Póliza de la Junta Escolar del Condado de Miami-Dade 5511, solicito una exención a participar en el programa de uniformes escolares.

Comprendo que esta exención es solo para el presente año escolar.

La razón por la cual solicito esta exención es la siguiente:

Comprendo que de acuerdo con la Póliza de la Junta Escolar mencionada anteriormente, la exención será efectiva después de haberme reunido con la administración de la escuela.

Firma del padre (la madre) o tutor(a)

Fecha de la Aplicación

Firma de la administración de la escuela

Fecha de la Conferencia



LEKÒL LETA MIAMI-DADE COUNTY

APLIKASYON EKSEPSYON POU PWOGRAM INIFÒM POU ELÈV

Non moun k ap remèt aplikasyon sa a: _____

Ane Lekòl: _____

Non Elèv (yo):

Nivo Anne Eskolè:

Adrès: _____

Telefòn: _____

Lekòl: _____

Mwen Sètifye mwen se paran aubyen gadyen legal elèv non li (yo) anwo a. Daprè Lwa Komisyon Lekòl Miami-Dade County 5511, m ap mande pou n fè yon eksepsyon nan demand pou inifòm pou elèv.

Mwen konprann eksepsyon sa a se pou ane lekòl sa a li ye sèlman.

Rezon pou aplikasyon mwen pou eksepsyon sa a se:

Mwen konprann eksepsyon an ap efektif apre m fin rankontre ak direktè lekòl lae yon administratè distri a deziye, jan sa etabli nan Lwa Komisyon yo refere anwo a.

Siyate Paran/Gadyen

Dat li mande pèmisyon an

Siyati Administratè Lekòl la

Dat Konferans la

FM-5393H Rev. (07-11)



ATTACHMENT #8

MIAMI-DADE COUNTY PUBLIC SCHOOLS
CONFIRMATION OF UNIFORM EXEMPTION

_____ Date

Name and Address

Student(s): _____

School: _____

School Year: _____

Dear Parent/Guardian:

This letter is to confirm that your above-referenced Application for Exemption from the Student Uniform Requirement has been approved and that you have fully complied with the exemption procedure for the students referenced above.

Although the above-named student(s) will not be required to wear the school uniform, he/she or they must nevertheless comply with the Board Approved Minimal Districtwide Dress Code.

I want you to know that you are free to cancel this exemption at any time; I will be happy to provide you with any information you desire about the availability of uniforms as well as the benefits noted as a result of the uniform program.

This uniform exemption is for the current school year only. Parents must re-apply each year.

We appreciate your consideration and continued support in working together for the academic success of all the students of our community.

Sincerely,

Principal

cc: Region Superintendent



**ESCUELAS PUBLICAS DEL CONDADO DE MIAMI-DADE
CONFIRMACION DE LA EXENCIÓN DEL USO DE UNIFORME**

Fecha

Nombre y Dirección

Estudiante(s): _____

Escuela: _____

Año Escolar: _____

Estimados padres o tutores:

Por medio de esta carta le estoy confirmando la aprobación de la Aplicación de Exención del uso de uniformes escolares, por lo cual usted ha cumplido con el procedimiento.

Aunque la aplicación ha sido aprobada y los estudiantes mencionados anteriormente no tendrán que ponerse el uniforme durante este año escolar, ellos tendrán que obedecer el Código del Vestuario del Condado de Miami-Dade.

Usted puede cancelar la aplicación de exención en cualquier momento. Será mi placer proporcionarle cualquier tipo de información que desee sobre el programa de uniformes y los beneficios que los estudiantes obtienen como resultado de su uso.

Agradecemos su apoyo y colaboración; unidos lograremos el éxito académico de todos los estudiantes de nuestra comunidad.

Atentamente,

Director(a)

cc: Superintendente de la Región

FM-5394SRev. (08-09)



LEKÒL LETA MIAMI-DADE COUNTY KONFIMASYON EKSEPSYON POU INIFÒM

Dat

Non e Adrès

Elèv (yo) : _____

Lekòl: _____

Ane Lekòl: _____

Chè:

Lèt sa a se pou konfirme Aplikasyon Eksepsyon pou Demand Inifòm Elèv ki refere anwo a yo apwouve e ou te totalman suiv pwosedi pou eksepsyon.

Malgre nou pap mande elèv ki gen non yo anwo a pou yo mete inifòm lekòl la, sepandan li oubyen yo dwe suiv Minimòm Kòd Abiman Komisyon an Apfwouve Atravè Distri yo.

Mwen vie ou konnen ou kab revoke eksepsyon sa a nenpòt lè, e mwen a kontan pou m ofri ou nenpòt enfòmasyon ou dezire sou disponiblite inifòm, menm jan ak benefis ki genyen kòm resilta pwogram inifòm nan.

Nou apresye konsiderasyon ou e sipò ou nan kontinye travay ansanm pou siksè akademik tout elèv nan kominote nou an.

Sensèman,

Direktè Lekòl la

cc: Sipèentandan Rejyon an

FM-5394H Rev. (08-09)

Federal and State Laws

The School Board of Miami-Dade County, Florida adheres to a policy of nondiscrimination in employment and educational programs/activities and strives affirmatively to provide equal opportunity for all as required by:

Title VI of the Civil Rights Act of 1964 - prohibits discrimination on the basis of race, color, religion, or national origin.

Title VII of the Civil Rights Act of 1964 as amended - prohibits discrimination in employment on the basis of race, color, religion, gender, or national origin.

Title IX of the Education Amendments of 1972 - prohibits discrimination on the basis of gender.

Age Discrimination in Employment Act of 1967 (ADEA) as amended - prohibits discrimination on the basis of age with respect to individuals who are at least 40.

The Equal Pay Act of 1963 as amended - prohibits gender discrimination in payment of wages to women and men performing substantially equal work in the same establishment.

Section 504 of the Rehabilitation Act of 1973 - prohibits discrimination against the disabled.

Americans with Disabilities Act of 1990 (ADA) - prohibits discrimination against individuals with disabilities in employment, public service, public accommodations and telecommunications.

The Family and Medical Leave Act of 1993 (FMLA) - requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to "eligible" employees for certain family and medical reasons.

The Pregnancy Discrimination Act of 1978 - prohibits discrimination in employment on the basis of pregnancy, childbirth, or related medical conditions.

Florida Educational Equity Act (FEEA) - prohibits discrimination on the basis of race, gender, national origin, marital status, or handicap against a student or employee.

Florida Civil Rights Act of 1992 - secures for all individuals within the state freedom from discrimination because of race, color, religion, sex, national origin, age, handicap, or marital status.

Title II of the Genetic Information Nondiscrimination Act of 2008 (GINA) - prohibits discrimination against employees or applicants because of genetic information.

Boy Scouts of America Equal Access Act of 2002 – no public school shall deny equal access to, or a fair opportunity for groups to meet on school premises or in school facilities before or after school hours, or discriminate against any group officially affiliated with Boy Scouts of America or any other youth or community group listed in Title 36 (as a patriotic society).

Veterans are provided re-employment rights in accordance with P.L. 93-508 (Federal Law) and Section 295.07 (Florida Statutes), which stipulate categorical preferences for employment.

In Addition:

School Board Policies [1362](#), [3362](#), [4362](#), and [5517](#) - Prohibit harassment and/or discrimination against students, employees, or applicants on the basis of sex, race, color, ethnic or national origin, religion, marital status, disability, genetic information, age, political beliefs, sexual orientation, gender, gender identification, social and family background, linguistic preference, pregnancy, and any other legally prohibited basis. Retaliation for engaging in a protected activity is also prohibited.