

# ADMINISTRATIVE PROCEDURES

## GENERAL GUIDELINES

### PURPOSE

The District has determined that appropriate dress and grooming positively impacts the learning environment. The following dress and grooming provisions are established to instill discipline, prevent disruption, avoid safety hazards, and provide a safe, secure, and stable school climate.

### DRESS CODE

The dress code rules apply to all District campuses and facilities and to any location off-campus where District students are receiving classroom instruction (e.g. official class field trips, internships, or other programs hosted outside the District).

The following dress code requirements shall apply to all students from Pre-kindergarten through Grade 12:

- All bottom attire will be no shorter than mid-knee length. Tights, hosiery or leggings may not be a substitute for pants.
- Appropriate footwear that promotes safety includes, but is not limited to:
  - Close-toed shoes (not reinforced with hard materials such as steel)
  - Open-toed shoes must be secured to the heel with straps.
- No caps, hats or bandanas are acceptable without a written excuse from a U. S. Medical Doctor. Religious or cultural head covering must be approved by the campus Principal.
- Any clothing that distracts from the educational setting may not be worn. This includes but is not limited to:
  - Clothing with visible undergarments or clothing that is torn, ripped, frayed or cut that exposes inappropriate areas of skin such as abdomen, cleavage, buttocks, etc.
  - Tank-tops, tube-tops, muscle shirts, halter-tops, spaghetti straps or backless tops.
  - Clothing with inappropriate advertising, statements, emblems or drawings and tattoos that might be considered lewd, offensive, vulgar, obscene, and inflammatory or gang related.
  - All bottom attire that does not fit appropriately.
  - Pajamas or pajama like clothing.
  - All tops longer than wrist length must be tucked in.

- Acceptable jewelry or accessories include only earrings, necklaces, bracelets, watches and rings.
- Boys may have neatly groomed mustaches and facial hair.
- Hair must be combed and styled in such a manner that is not distracting.

#### OUTERWEAR

For purposes of maintaining school safety, long coats extending below mid-thigh, (trench coats) shall not be permitted. Coats or hooded sweatshirts shall not be oversized and shall maintain clear visibility of the school uniform components, if applicable.

#### SPECIAL DAYS OR EVENTS

The campus Principal has the authority to allow all or part of the student body at the campus to vary from the dress code requirements for special occasion days or for particular school-sponsored activities.

#### EXTRACURRICULAR ACTIVITIES

The campus Principal, in cooperation with the sponsor, coach, or other person in charge of an extracurricular activity, may regulate the dress and grooming of students who participate in the activity. Students who violate dress and grooming standards established for such an activity may be removed or excluded from the activity for a period determined by the campus Principal or sponsor and may be subject to other disciplinary action specified in the Student Code of Conduct.

#### RATIONALE FOR REQUIRING UNIFORMS

Simplifying proper dress for school environments will instill greater school pride, encourage appropriate behaviors among students, prepare students for the world of work, eliminate symbolic distractions that are a direct result of certain types of apparel and logos among students, and therefore improve school safety.

#### IMPLEMENTATION OF UNIFORMS

A campus that decides to implement a mandatory school uniform program shall submit a written proposal to the Board of Trustees. The proposal shall include the following points in order to ensure the effective implementation of the initiative.

- A. Rationale
- B. Process
- C. Survey (See Appendixes A, B and C)
- D. Implementation/Inform
- E. Enforcement/Discipline
- F. Acceptable School Attire Examples

It is expected that each campus submitting an application for a school uniform program shall work closely with members of its Site Based Decision Making Team (SBDM) and its local community to ensure support and proper responsiveness.

The Board of Trustees shall make the decision to require students at that campus to wear school uniforms. Students shall wear uniforms beginning on the 90th day after the date on which the Board of Trustees accepts the proposal.

**UNIFORM /  
STANDARD DRESS  
REQUIREMENTS**

Campuses participating in the uniform initiative shall specify proper school attire for males and females in their proposals submitted to the Board of Trustees.

Each campus shall provide information describing in detail the uniform and list the range of costs for each item of clothing as provided by a variety of vendors. The information shall also state that in cases of severe financial hardship, parents may contact their child's campus to request assistance.

**COMPLIANCE  
MEASURES**

The intent of these administrative procedures is not to inhibit or prohibit any student who is not in uniform from receiving the education to which he or she is entitled.

Students who violate the Dress Code Policy will be required to wear District issued shirt and/or pants for the entire school day.

Students who refuse or do not comply with the District Dress Code Policy will be subject to disciplinary action.

Prior to initiating any disciplinary action against a student not complying with the student dress code administrative procedures, a conference with the parent or guardian shall be held with a school administrator and counselor to solicit parental cooperation and support.

All teachers and staff are expected to conduct dress code inspections at the start of the school day and on a daily basis.

Teacher consequences for not enforcing the school dress code may result in written reprimand.

**SOURCE OF  
FUNDING**

A funding source (local, state, and/or federal) shall be identified through the development of the budget to provide for the purchase of uniforms at the designated school for students who are economically disadvantaged. Campuses participating in this initiative shall develop administrative guidelines to identify students in need of financial assistance.

**EXEMPTIONS AND  
TRANSFERS**

A parent or guardian of a student assigned to a school where uniforms are required may choose for the student to be exempted from the uniform requirement or request a student transfer to another campus where uniforms are not required and where space is available. If a transfer option is taken, the parent or guardian shall provide for the transportation to and from the campus. In order to exercise one of these options, the parent or guardian shall provide a statement citing a religious or philosophical objection to the uniform requirement and shall submit the written statement to the campus Principal. The request shall be processed to determine its merit and acceptance and submitted to the Superintendent or designee for approval. Each request shall be screened for the purpose of:

- Ensuring that the parent or guardian understands the reasons for, and goals of, the uniform policy;
- Verifying the accuracy of the information on the application; and
- Preventing fraud or misrepresentation.

TEACHER/STAFF  
PROFESSIONAL  
ATTIRE

Employees are expected to be dressed and groomed in a manner that is clean, neat and professional. This would assume the wearing of basic foundation garments, appropriate length of skirts/skorts, as well as other appropriate apparel.

Jeans and/or tennis shoes are not acceptable attire for a professional office environment, except on special days as designated by immediate supervisors.

Individual schools and offices may make site decisions which are more explicit in defining appropriate apparel and grooming expectations for the faculty.

Employees are required to wear photo ID Badges at all times.

## General Provisions of Dress and Grooming

Students shall be dressed and groomed in a manner that is clean and neat and that will not be a health or safety hazard to themselves or others. The District prohibits any clothing or grooming that in the principal's judgment, may reasonably be expected to cause disruption of, or interference with, normal school operations. This would include:

- grooming or clothing that is lewd, offensive, vulgar, or obscene and/or,
- advertises or depicts tobacco products, alcoholic beverages, drugs, or any other substance prohibited under FNCF (legal).

The student and parent may determine student's personal dress and grooming standards, provided they comply with the general guidelines set, the student dress code and any uniform rules outlined in the student handbook.



The district has determined that appropriate dress and grooming positively impacts the learning environment. The following dress and grooming provisions are established to instill discipline, prevent disruption, avoid safety hazards and provide a safe and stable school climate.

## Dress Code Requirements

- No bottom attire shorter than mid-knee length is allowed. Tights, hosiery or leggings may not substitute for pants.
- No bottom attire that does not fit properly is allowed.
- Appropriate footwear promotes safety and includes but is not limited to:
  - close-toed shoes (not reinforced with hard materials such as steel),
  - open-toed shoes (must be secured to the heel with straps).
- No caps, hats, or bandanas are acceptable without a written excuse from a U. S. Medical Doctor. Any religious or cultural head covering must be approved by the campus principal.
- No clothing that distracts from the educational setting may be worn. This includes but is not limited to clothing with visible undergarments or that is torn, ripped, frayed, or cut exposing areas of skin such as abdomen, cleavage, buttocks, etc.
- No tank tops, tube-tops, muscle shirts, halter-tops, spaghetti straps, or backless tops.
- No clothing with inappropriate advertising, statements, emblems or drawings and tattoos that might be considered lewd, offensive, vulgar, obscene, inflammatory or gang related.
- No pajamas or pajama like clothing.
- All tops longer than wrist length must be tucked in.
- Acceptable jewelry or accessories include only earrings, necklaces, bracelets, watches, and rings.
- Boys may have neatly groomed mustaches and facial hair.
- Hair must be combed and styled in such a manner that is not distracting.



## A Dress Code Guide for Students & Parents

Pre-K through 12<sup>th</sup>

## Standardized Dress

To continue fulfilling our promise, McAllen ISD is committed to requiring a higher expectation of dress for our students.

The district believes that appropriate dress and grooming positively impacts the learning environment. The following dress and grooming provisions are established to instill discipline, prevent disruption, avoid safety hazards, and provide a safe, secure, and stable climate.



In order to help our parents and students understand what the McAllen Independent School District requires in its dress code, what follows is a guide. For **a complete description** of our board policy, visit **[www.mcallenisd.org](http://www.mcallenisd.org)** and download our policy (FNCA local) or refer to your child's Student Code of Conduct. It is also recommended that parents and students speak with campus administrators to get a better understanding of the requirements.

## Outerwear

For purposes of maintaining school safety, long coats extending below mid-thigh, including but not limited to trench coats, shall not be permitted. Coats or hooded sweatshirts shall not be oversized and must maintain clear visibility of the required uniform components, if applicable.



## Extracurricular Activities



The principal, in cooperation with the sponsor, coach, or other person in charge of an extracurricular activity, may regulate the dress and grooming of students who participate in the activity. Students who violate dress and grooming standards established for such an activity may be removed or excluded from the activity for a period determined by the campus principal or sponsor and may be subject to other disciplinary action specified in the Student Code of Conduct.

## School Uniforms

The Superintendent or designee shall establish administrative regulations allowing each campus to decide whether to implement a mandatory school uniform program with prior Board approval. A campus that implements a mandatory school uniform shall do so in accordance with administrative regulations.



## Implementation of School Uniforms

A campus that decides to implement a mandatory school uniform program shall submit a written proposal to the Board of Trustees. This proposal shall include the following points in order to ensure the effective implementation of the initiative.

- A. Rationale
- B. Process
- C. Survey
- D. Implementation/Inform
- E. Enforcement/Discipline
- F. Acceptable

Each campus submitting an application for a school uniform program shall work closely with members of the Site Based Decision Making Committee (SBDM) and its local community to ensure support and proper responsiveness. The Board of Trustees shall make the final decision to require students at that campus to wear school uniforms. Students

shall wear uniforms beginning on the 90<sup>th</sup> day after the date on which the Board of Trustees accepts the proposal.

## Dress Requirements

Each campus shall provide information describing in detail the uniform and list the range of costs for each item of clothing as provided by a variety of vendors. The information shall also state that in cases of severe financial hardship, parents may contact their child's campus to request assistance.

The intent of these administrative procedures is not to inhibit or prohibit any student who is not in uniform from receiving an education to which he or she is entitled. Students who violate the Dress Code Policy will be required to wear District issued shirt and pants for the entire school day. Students who refuse or do not comply with the District Dress Code Policy will be subject to disciplinary action. Prior to initiating any disciplinary action against a student not complying with the student dress code, a conference with the parent or guardian shall be held with a school administrator and counselor to solicit parental cooperation and support.

**All teachers and staff will conduct dress code inspections at the start of the school day on a daily basis.**

## Source of Funding

A funding source (local, state, and/or federal) shall be identified through the development of the budget to provide for the purchase of uniforms at the designated school for students who are economically disadvantaged. Campuses participating in this initiative shall develop administrative guidelines to identify students in need of financial assistance.

## Exemption and Transfer

A parent or guardian of a student assigned to a school where uniforms are required may choose for the student to be exempt from the uniform requirement or request a transfer to another campus where uniforms are not required and where space is available. If the transfer option is taken, the parent shall provide transportation to and from campus.

In order to exercise one of these options, the parent shall provide a written statement citing religious beliefs or philosophical objection to the uniform requirement to the campus principal. The request shall be processed to determine its merit and submitted to the Superintendent or designee for approval.



# Samples of Appropriate Dress Attire



## Proper Dress Attire

McAllen ISD has determined that appropriate dress and grooming positively impacts the learning environment. The pictures shown above are examples of dress and grooming provisions that have been established to instill discipline, prevent disruption, avoid safety hazards, and provide a safe, secure, and stable school climate. The exception is if a campus has enacted a school uniform policy as per FNCA LOCAL. For proper dress code information, you are encouraged to visit the McAllen ISD website at [www.mcallenisd.org](http://www.mcallenisd.org) and access the dress code policy.

# Las muestras de Traje Apropiado de Vestido



## El Traje apropiado del Vestido

McAllen ISD ha determinado eso apropiado vestido y arreglarse impresionan positivamente el ambiente de aprendizaje. Las imágenes mostrados encima de son ejemplos de vestido y arreglarse provisiones que han sido establecidas para inculcar disciplina, prevenir interrupción, evitar peligros de seguridad, y proporcionar un seguro, asegura, y el clima fijo de la escuela. La excepción es si un campus ha decretado una política de uniforme escolar de acuerdo con FNCA LOCAL. Para la información apropiada de código de vestido, es favorecido a visitar el sitio web de McAllen ISD en [www.mcallenisd.org](http://www.mcallenisd.org) y conseguir acceso a la política de código de vestido.



# Samples of Inappropriate Dress Attire



## Dress Attire

McAllen ISD has determined that appropriate dress and grooming positively impacts the learning environment. The pictures shown above are examples of inappropriate dress. Specific provisions have been established to instill discipline, prevent disruption, avoid safety hazards, and provide a safe, secure, and stable school climate. The exception is if a campus has enacted a school uniform as per FNCA LOCAL. For proper dress code information, you are encouraged to visit the McAllen ISD website at [www.mcallenisd.org](http://www.mcallenisd.org) and access the dress code policy.

# Ejemplos de Vestimentas Inapropiadas



## Vestimentas Apropriadas

El distrito escolar independiente de McAllen ha determinado que el vestir y la presentación personal impactan de manera positiva el ambiente educativo. Las ilustraciones anteriores muestran ejemplos de la vestimenta y presentación personal inapropiadas. La póliza de vestuario se ha autorizado para establecer un ambiente de disciplina, prevenir interrupciones innecesarias y prevenir incidentes; esto con el propósito de mantener un clima de seguridad y estabilidad en las escuelas. Las únicas excepciones a estas reglas son para los campus que adoptaron una póliza de uniforme este año escolar, de acuerdo a FNCA LOCAL. Para más información sobre el código de vestuario, los invitamos a que visiten la página de Internet del distrito de McAllen ISD [www.mcallenisd.org](http://www.mcallenisd.org) y accesen las pólizas de vestimenta.

# McAllen Independent School District Professional Dress

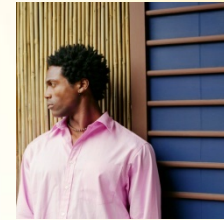
*As presented before IDEA and Board of Trustees*



# Professional Dress Guidelines for Men:

## Acceptable:

- Collared shirts, polo style oxford or dress shirts (long or short sleeve)
- Turtleneck
- Sweaters (pullover or cardigan styles)
- Tailored dress slacks
- Business casual pants (Dockers® style)
- Denim jeans (one day a week designated by the campus principal)
- Coaches in athletic setting: wind pants, warm-ups, cargo pants
- Upscale shoes, dress shoes, casual shoes, boots
- Upscale tennis or dressy athletic shoes (Skechers® brand)
- Facial hair (neatly trimmed) or clean shaven
- Tattoos and piercings are subject to professional discretion



## Unacceptable:

- T-shirts (except: sweater and/or spirit day shirts)
- Flip-flops
- Shorts (Except in P.E. or athletic classes)
- Faded or frayed blue jeans

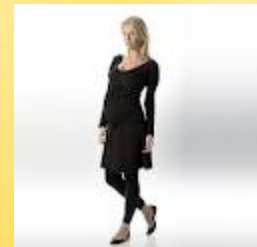


# Professional Dress

## Guidelines for Women:

### Acceptable:

- Collared or uncollared shirts and tops (pullover or button style)
- Sleeveless shirts/tops (under garments not visible)
- Tailored or business casual pants, pant sets, business pant suits
- Cropped dress pants (as part of a suit or coordinated outfit)
- Capri pants (below mid-calf)
- Skirts (no shorter than two inches above knee)
- Leggings with knee length dresses
- Coaches in athletic settings: wind pant suits, warm-up suits and cargo style pants
- Denim jeans (one day a week designated by the campus Principal)
- Upscale shoes or dress shoes, casual shoes, boots,
- Upscale tennis shoes or dressy athletic shoes (Skechers® brand)
- Sandals



### Unacceptable:

- Shirts/Blouses, low-cut, midriff revealed
- Pants, low-fitting, hip-hugger
- Skirts, too tight, too short or too revealing
- Flip-flops
- Shorts (Except in P.E. or athletic classes)
- Faded or frayed jeans





# Footwear

Acceptable upscale tennis or dressy athletic shoes



Unacceptable tennis or athletic shoes

