

## CROOMS ACADEMY OF INFORMATION TECHNOLOGY SCHOOL UNIFORM POLICY

### Overview

Crooms Academy of Information Technology requires a standardized dress code. Students are required to wear approved clothing Monday through Friday. These items include:

- Crooms logo polo shirt in black, maroon or tan
- Crooms logo white oxford shirt
- Khaki or black pants, shorts, or skirts
- Black or maroon sweatshirts, sweaters, or jackets

Jeans and patterned pants, shorts, or skirts are NOT permitted. The waistband of pants, shorts, or skirts should be worn at the waist and not below. The hem of the girls' skirts and shorts must be no shorter than mid-thigh.

Students who do not comply with the school uniform policy will be referred to their grade level administrator. When not required to be in uniform, students must adhere to the Seminole County Public School's dress code policy.

The members of the administrative team and security personnel will conduct random uniform sweeps to ensure that students are complying with the school uniform policy.

### Daily Checks

- First period teachers should check for dress code violations during the morning announcements.
- All teachers should watch for violations throughout the day. Students often change clothes during the day.
- Students should be spoken to privately about dress code to avoid confrontation and embarrassment.
- Students should be provided with an opportunity to make the necessary clothing adjustments, only if adjustments are minor, prior to being sent to the front office. If the student has violated the uniform policy repeatedly, send him/her immediately to the front office.
- Once a student is sent to the front office, a uniform citation form will be completed, and the violation will be documented. A copy of the uniform citation form will be given to the student, the teacher, and the grade level administrator.
- **\*Any student who refuses to change clothes or make necessary clothing adjustments should be referred to their grade level administrator for insubordination.**

**CROOMS ACADEMY OF INFORMATION TECHNOLOGY  
SCHOOL UNIFORM POLICY**

**Uniform Violations: Sequence of Consequences**

1<sup>st</sup> Violation (Warning and Parent Contact)

- A uniform citation form will be completed and the violation will be documented. A copy of the uniform citation form will be given to the student, the teacher, and the grade level administrator.
- Parents will be called and notified of the repeated violation.

2<sup>nd</sup> Violation (One-Hour Administrative Detention)

- A uniform citation form will be completed and the violation will be documented. A copy of the uniform citation form will be given to the student, the teacher, and the grade level administrator.
- Students will be given a referral and assigned a one-hour administrative detention.
- Parents will be called to bring appropriate clothing to the student.

3<sup>rd</sup> Violation (Two-Hour Administrative Detention)

- A uniform citation form will be completed and the violation will be documented. A copy of the uniform citation form will be given to the student, the teacher, and the grade level administrator.
- Students will be given a referral and assigned a two-hour administrative detention.
- Parents will be called to bring appropriate clothing to the student.

4<sup>th</sup> Violation (Three-Hour Administrative Detention)

- A uniform citation form will be completed and the violation will be documented. A copy of the uniform citation form will be given to the student, the teacher, and the grade level administrator.
- Students will be given a referral and assigned a three-hour administrative detention.
- Parents will be called to bring appropriate clothing to the student.

5 or More Violations (Out-of-School Suspension)

- A uniform citation form will be completed and the violation will be documented. A copy of the uniform citation form will be given to the student, the teacher, and the grade level administrator.
- Students will be given a referral and assigned an out-of-school suspension for insubordination.
- Parents will be called and notified of the repeated violation.