

Personalized Graduation Attire Adornment
Pre-Graduation Approval Process

1. Read the pre-graduation approval timeline and attire adornment criteria distributed by the school.
2. Complete all highlighted portions of the pre-graduation approval form and attach a photo of the item. Please note that both the student and parent/guardian must sign the pre-approval form.
3. Once completed, submit the form to the administrative assistant in your school's vice principals' office.
4. The vice principal will review your form, evaluate your item based on the designated criteria, and will approve or deny it. Should the vice principal have questions regarding your item, it may be necessary to discuss your item and/or present the actual item to him/her. Once a decision has been made, you will be provided with a copy of the form.

If approved:

- a. Administration will return to you the bottom portion of the form as evidence that your item has been approved.
- b. It will be necessary for you to keep this portion of the form and present it as evidence of approval during the graduation ceremony.

If denied:

- a. If a student's single item of personal significance and/or individual expression is denied during the approval process, you will have the opportunity to appeal the denial and/or present an alternative item for approval prior to the graduation ceremony in accordance with the district timeline.
- b. You may initiate this appeal at the site level by presenting to the principal a copy of the denial along with the appeal form. It also will be necessary to have the item of adornment available to present to the principal during your appeal. A meeting with the principal may be necessary.
- c. If the principal upholds the denial, you may appeal his/her decision to the appropriate District-level personnel within the specified time-frame for appeal. The appeal will be initiated by submitting the appeal forms to the Elk Grove Unified School District Department of Secondary Education, as follows:

Elk Grove Unified School District
Department of Secondary Education, Room 215
9510 Elk Grove-Florin Road
Elk Grove, CA 95624

- d. A Director of Secondary Education will evaluate your appeal and make a determination. The decision of the Director shall be final.
- e. If the item is denied and the student still elects to wear it at the ceremony, he/she may forfeit his/her opportunity to participate in the graduation ceremony, and/or initiate a delay in receiving his/her high school diploma.

**Elk Grove Unified School District
Personalized Graduation Attire Adornment
Pre-Graduation Approval Form**

Directions: Complete all highlighted sections below. Submit this form to your school's vice principal's secretary no later than Friday, April 26, 2019.

Date:	
Student Name	Student ID:
Item Description (Attach picture):	
Reason/Significance for item:	
Student Signature	Parent/Guardian Signature

The following portion is to be completed by school official after examining photo or actual item of adornment.

<u>Yes</u>	<u>No</u>	<u>Parameters</u>
		1. Does the personalized graduation attire adornment require that the graduation cap and/or graduation gown be modified?
		2. Does the personalized graduation attire adornment exceed the size, width or length of the graduation tassel and/or graduation gown?
		3. Is the personalized graduation attire adornment enhanced by audio, video, light and/or movement?
		4. Is the personalized graduation attire adornment living and/or more than one-dimensional?
		5. Is there evidence to suggest that the personalized graduation attire adornment may incite students to commit unlawful acts on school premises, violate school rules, invade the rights of others students or substantially disrupt the school's orderly operation?
		6. Does the personalized graduation attire adornment contain any expression, words, material or content which are obscene, libelous or slanderous?
		7. Does the personalized graduation attire adornment contain any expression, words, material or content that may incite students to create a clear and present danger of the commission of unlawful acts on school premises, or the violation of school rules?
		8. Does the personalized graduation attire adornment contain any use of "fighting words," including epithets or gestures, or depictions thereof, that the language is abusive and insulting rather than a communication of ideas, and presents an actual danger that will cause a breach of peace?
		9. Does the personalized graduation attire adornment include expression, words, material or content may be discriminatory or harassing to other students, staff, or members of the public based upon the characteristics of protected classes?
		10. Does the personalized graduation attire adornment include expression, words, material or content that infringe upon the rights of other students?

Student Name:	Student ID:		
Item Description:	School Stamp		
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">Approved</td> <td style="width: 50%; text-align: center;">Denied</td> </tr> </table>		Approved	Denied
Approved		Denied	
Reason for Denial:			
_____ School Official Signature			

**Personalized Graduation Attire Adornment
Principal Appeal Form**

Process:

- If a student's single item of personal significance and/or individual expression is not approved by the vice principal during the advance approval process, the student shall have the opportunity to appeal the denial and/or present an alternative item for approval prior to the graduation ceremony. The appeal must be filed no later than Friday, May 10, 2019.
- A student may initiate this appeal at the site level by presenting to the principal the denied pre-graduation approval form attached to this form containing a detailed written statement explaining the justification for the appeal.
- If a student or parent/guardian disagrees with the principal's decision, he/she may appeal the decision to the Director of Secondary Education. It will be necessary to present the item at both levels of appeal.

Directions: Complete all highlighted portions of the form below.

Date:	
Student Name:	Student ID:
Item Description:	
Reason/Significance:	
Stated Reason Attire Adornment Was Denied By School:	
Student/Parent/Guardian Justification for Appeal: (attach additional pages if necessary)	

Student Name:		Student ID:
Item Description:		School Stamp
Approved	Denied	
Reason for Denial:		
<hr/> Principal Signature		

**Personalized Graduation Attire Adornment
District Appeal Form**

Process:

- If a student's single item of personal significance and/or individual expression is not approved by the site principal or designee during the advance approval process, the student shall have the opportunity to appeal the denial and/or present an alternative item for approval prior to the graduation ceremony no later than Friday, May 17, 2019.
- A student may initiate this appeal at the district level by presenting to the Director of Secondary Education the denied pre-graduation approval form attached to this form containing a detailed written statement explaining the justification for the appeal.
- The decision of the Director of Secondary Education shall be final.

Directions: Complete all highlighted portions of the form below.

Date:	School Site:
Student Name:	Student ID:
Item Description:	
Reason/Significance:	
Reason Attire Adornment Was Denied By School:	
Student/Parent/Guardian Justification for Appeal: (attach additional pages if necessary)	

Student Name:	Student ID:		
Item Description:	District Stamp		
<table border="1"> <tr> <td>Approved</td> <td>Denied</td> </tr> </table>		Approved	Denied
Approved		Denied	
Reason for Denial:			
District Office Signature			