

UNIFORM POLICY
HIGHROAD ACADEMY
Kindergarten – Grade 12

A. Rationale:

Students at Highroad Academy wear uniforms to school. The primary reasons for the wearing of uniforms are as follows:

- 1) To reduce competition between students due to financial advantage or students feeling they need the 'right' clothes in order to fit in.
- 2) To reduce costs for parents as the wearing of uniforms is an overall cost saving compared to regular wardrobe upgrades based on changing fashion.
- 3) To ease the potential stress and preparation for the daily school day by simplifying choices.

The Highroad Academy School Board provides oversight to the school uniform with the input from the school administration. The school staff enforces the specifications of the uniform code.

For assistance on uniform questions, please email highroaduniforms@gmail.com with your request. Emails will be responded to in a timely manner.

B. Definitions:

- Highroad Appropriate Casual

At Highroad Academy it is our desire to free our students from the pressures of conforming to certain images promoted in our culture. The virtues of modesty, purity, excellence, neatness, and cleanliness are priorities for casual clothing during the school day and at school events where uniform is not required.

- Knight wear

Items from the school store, from a school team or club that are permitted to be worn on designated "Knight Days".

C. Protocols:**GENERAL INSTRUCTIONS & APPEARANCE**

The following uniform requirements and guidelines have been set by the Highroad Academy School Board. It is the responsibility of the parents/guardians and students to comply with the uniform requirements as outlined in the following pages. Students in consistent violation of the uniform policy are subject to disciplinary procedure as outlined in the Highroad Discipline Policy and according to department protocols.

Exemptions to the uniform requirements apply only to students who have special circumstances and these cases must be approved by the administration and school board. The Principal may specify dates/functions for which either the Full Dress Uniform, Knight Wear or Highroad Appropriate Casual is required to be worn by the students.

If unable to meet the uniform requirements due to delayed delivery of the uniform order, parents must provide an explanatory note or email to the classroom teacher, including expected date of delivery.

ALL STUDENTS:

- All uniform items must be properly fitted and maintained in good condition
- No substitutes, additions or variations are permitted to the uniform
- Jackets & hats are not permitted in the classroom or hallways during school hours on regular and full dress uniform days
- Permanent tattoos are not permitted
- Uniforms must be worn to and from school and may not be changed at lunch, unless special circumstances apply (eg. sports practices, field trips, outreach activities, etc)
- Solid white t-shirts or undershirts may be worn under a uniform shirt (visible at the neckline only)

GIRLS:

- Piercings: modest earrings and modest nose piercings, no other body piercings
- Make-up: modest makeup permitted for grades 7-12 only
- Hair: hair and hair accessories to be a moderate style (no scarves, or odd hair colours)
- Shorts (solid navy or black) may be worn under the tunic or kilt

BOYS:

- Piercings not permitted
- Hair to be a moderate style (no odd hair colours)

HIGHROAD APPROPRIATE CASUAL

At Highroad Academy it is our desire to free our students from the pressures of conforming to certain images promoted in our culture. The virtues of modesty, purity, excellence, neatness, and cleanliness are vital habits that allow our Christian character to shine.

For events where casual or non-uniform clothing is permitted, students are required to refrain from wearing the following items:

GIRLS:

- Clothing with offensive symbols, sayings, or pictures
- Tight fitting clothing
- Cropped, midriff, or low-cut shirts
- Spaghetti straps
- Short skirts or short shorts
- Cut offs or spandex
- Low fitting pants, shorts, or skirts

BOYS:

- Clothing with offensive symbols, sayings or pictures
- Too loose / too tight fitting clothing
- Low-fitting pants or low-fitting shorts
- Cutoffs
- Muscle shirts outside Fitness classes/activities

USED UNIFORMS

Highroad Academy has a Used Uniform program where clean donated uniforms in good condition are available for purchase. All proceeds are donated to projects administered by Highroad Academy Missions Program.

Used uniform sales take place throughout the school year. Dates will be posted on the school website. Parents who are interested in selling their used uniforms are reminded they must make sure all items meet the requirements of the Highroad Academy Uniform Policy before making them available for sale.

KINDERGARTEN TO GRADE 3 : GIRLS

1. FULL DRESS UNIFORM (mandatory items):
 - *Navy Tunic with tunic belt
 - *White peter pan blouse (short or long sleeved)
 - *Navy cardigan with Highroad Academy logo
 - Socks: solid navy knee-high or navy tights
 - Shoes: black, white or a combination of black and white, no additional colours, no patterns, no lights or animated pictures, non-marking soles, closed in, conservative, low heel
2. SUMMER UNIFORM April 1 - October 31 (optional items):
 - *Navy pleated walking shorts

- Sandals: black, brown or white or a combination of these colours with a back strap, no additional colours, no patterns, no lights or animated pictures, non-marking soles - socks optional
 - Includes any items from the Full Dress Uniform or Winter Uniform
3. WINTER UNIFORM November 1 - March 31 (optional items):
- *Navy pleated pants (girls may purchase boys pants)
 - *White golf shirt with Highroad Academy logo
 - *Navy crew neck or hooded sweatshirt with Highroad Academy logo
 - Socks: solid white, navy or black ankle socks
 - Belt: simple black belt with a conservative, standard buckle, no embellishments
 - Includes any items from the Full Dress Uniform
4. PE UNIFORM:
- A. Kindergarten - Grade 2:
- Gym runners (for inside wear only): non-marking soles, closed in, no lights or animated pictures
- B. Grade 3:
- *Black shorts with Highroad Academy grey logo
 - *Grey t-shirt with Highroad Academy black logo
 - *Black Dri-fit shirt with Highroad Academy grey logo (optional PE item)*
 - Gym runners: non-marking soles, closed in, no lights or animated pictures

All items marked with () are to be purchased from Neat Uniforms.*

KINDERGARTEN TO GRADE 3 : BOYS

1. FULL DRESS UNIFORM (mandatory items):
- *Navy pleated pants
 - *White oxford shirt (short or long sleeved with collar tabs buttoned; must be tucked in)
 - *Navy cardigan with Highroad Academy logo
 - Socks: solid black or navy
 - Shoes: black, white or a combination of black and white, no additional colours, no patterns, no lights or animated pictures, non-marking soles, closed in, conservative

2. SUMMER UNIFORM April 1 - October 31 (optional items):
 - *Navy pleated walking shorts
 - Sandals: black, brown or white or a combination of these colours with a back strap, no additional colours, no patterns, no lights or animated pictures, non-marking soles - socks optional
 - Includes any items from the Full Dress Uniform or Winter Uniform

3. WINTER UNIFORM November 1 - March 31 (optional items):
 - *White golf shirt with Highroad Academy logo
 - *Navy crewneck or hooded sweatshirt with Highroad Academy logo
 - Socks: solid white, navy or black ankle socks
 - Belt: simple black belt with a conservative, standard buckle, no embellishments
 - Includes any items from the Full Dress Uniform

4. PE UNIFORM:
 - A. Kindergarten - Grade 2:
 - Gym runners (for inside wear only): non-marking soles, closed in, no lights or animated pictures
 - B. Grade 3:
 - *Black shorts with Highroad Academy grey logo
 - *Grey t-shirt with Highroad Academy black logo
 - *Black Dri-fit shirt with Highroad Academy grey logo (optional PE item)*
 - Gym runners: non-marking soles, closed in, no lights or animated pictures

All items marked with () are to be purchased from Neat Uniforms.*

GRADE 4-6 : GIRLS

1. FULL DRESS UNIFORM (mandatory items):
 - *Navy kilt (no shorter than touching the knee cap)
 - *White oxford shirt (short or long sleeved with collar tabs buttoned; must be tucked in)
 - *Navy cardigan with Highroad Academy logo
 - Socks: solid navy knee-high or navy tights
 - Shoes: black (including stripes and logos), non-marking soles, closed in, conservative, low heel

Black shoes and solid navy knee-highs or navy tights are to be worn with the kilt year round.

2. SUMMER UNIFORM after Spring Break - October 31 (optional items):
 - *Navy pleated walking shorts
 - Sandals: black, brown or white or a combination of these colours with a back strap, no additional colours, no patterns, no lights or animated pictures, non-marking soles - socks optional
 - Includes any items from the Full Dress Uniform or Winter Uniform

3. WINTER UNIFORM November 1 - Spring Break (optional items):
 - *Navy pleated pants (girls may purchase boys pants)
 - *White golf shirt with Highroad Academy logo
 - *Navy hooded sweatshirt with Highroad Academy logo
 - Socks: solid white, navy or black ankle socks
 - Belt: simple black belt with a conservative, standard buckle, no embellishments
 - Shoes: black, white or a combination of black and white, no additional colours, no patterns, no lights or animated pictures, non-marking soles, closed in, conservative, low heel
 - Includes any items from the Full Dress Uniform

4. PE UNIFORM:
 - *Black shorts with Highroad Academy grey logo
 - *Grey t-shirt with Highroad Academy black logo
 - *Black Dri-fit shirt with Highroad Academy grey logo (optional PE item)*
 - Gym runners: non-marking soles, closed in, no lights or animated pictures.

All items marked with () are to be purchased from Neat Uniforms.*

GRADE 4-6 : BOYS

1. FULL DRESS UNIFORM (mandatory items):
 - *Navy pleated pants
 - *White oxford shirt (short or long sleeved with collar tabs buttoned; must be tucked in)
 - *Navy cardigan with Highroad Academy logo
 - Socks: solid black or navy

- Shoes: black, white or a combination of black and white, no additional colours, no patterns, no lights or animated pictures, non-marking soles, closed in, conservative
2. SUMMER UNIFORM after Spring Break - October 31 (optional items):
 - *Navy pleated walking shorts
 - Sandals: black, brown or white or a combination of these colours with a back strap, no additional colours, no patterns, no lights or animated pictures, non-marking soles - socks optional
 - Includes any items from the Full Dress Uniform or Winter Uniform
 3. WINTER UNIFORM November 1 - Spring Break (optional items):
 - *White golf shirt with Highroad Academy logo
 - *Navy hooded sweatshirt with Highroad Academy logo
 - Socks: solid white, navy or black ankle socks
 - Belt: simple black belt with a conservative, standard buckle, no embellishments
 - Includes any items from the Full Dress Uniform
 4. PE UNIFORM:
 - *Black shorts with Highroad Academy grey logo
 - *Grey t-shirt with Highroad Academy black logo
 - *Black Dri-fit shirt with Highroad Academy grey logo (optional PE item)*
 - Gym runners: non-marking soles, closed in, no lights or animated pictures

All items marked with () are to be purchased from Neat Uniforms.*

GRADE 7-12 : GIRLS

1. FULL DRESS UNIFORM (mandatory items):
 - *Burgundy plaid kilt (no shorter than touching the top of the knee cap)
 - *White oxford shirt (short or long sleeved with collar tabs buttoned; must be tucked in)
 - *Navy vest, v-neck pullover or high school cardigan with Highroad Academy logo
 - Socks: solid navy knee-high or solid navy tights
 - Shoes: all black, non-marking soles, closed in, conservative, 2" or less heel. No athletic shoes.

Black shoes and solid navy knee-highs or navy tights are to be worn with the kilt year round.

2. SUMMER UNIFORM April 1 - October 31 (optional items):
 - *Khaki walking shorts; must be worn with a belt (girls may purchase men's shorts)
 - Sandals: black, brown or white or a combination of these colours with a back strap, no additional colours, no patterns, no lights or animated pictures, non-marking soles - socks optional
 - Includes any items from the Full Dress Uniform or Winter Uniform

3. WINTER UNIFORM November 1 - March 31 (optional items):
 - *Khaki pants; must be worn with a belt (girls may purchase men's pants)
 - *White golf shirt with Highroad Academy logo
 - *Navy hooded sweatshirt with Highroad Academy logo
 - Socks: solid white, navy or black ankle socks
 - Belt: simple black belt with a conservative, standard buckle, no embellishments
 - Shoes: black, white or a combination of black and white, no additional colours, no patterns, no lights or animated pictures, non-marking soles, closed in, conservative, 2" or less heel
 - Includes any items from the Full Dress Uniform

Navy vest, v-neck pullover or high school cardigan with Highroad Academy logo must be worn each day while Winter Uniform is in effect.

4. PE UNIFORM:
 - *Black shorts with Highroad Academy grey logo
 - *Grey t-shirt with Highroad Academy black logo
 - *Black Dri-fit shirt with Highroad Academy grey logo (optional PE item)*
 - Gym runners: non-marking soles, closed in, no lights or animated pictures
 - Black sweat pants with Highroad Knights logo (optional PE item; purchased from the Highroad Academy school store)
 - Black hooded sweat tops with Highroad Knights logo (optional PE item; purchased from the Highroad Academy school store) - may be worn in addition to the grey t-shirt with Highroad Academy logo, not as a substitute

All items marked with () are to be purchased from Neat Uniforms.*

GRADE 7-12 : BOYS

1. FULL DRESS UNIFORM (mandatory items):
 - *Khaki pants; must be worn with a belt
 - *White oxford shirt (short or long sleeved with collar tabs buttoned; must be tucked in)
 - *Navy vest, v-neck pullover or high school cardigan with Highroad Academy logo
 - Belt: simple black belt with a conservative, standard buckle, no embellishments
 - Socks: solid black or navy
 - Shoes: black, white or a combination of black and white, no additional colours, no patterns, no lights or animated pictures, non-marking soles, closed in, conservative

2. SUMMER UNIFORM April 1 - October 31 (optional items):
 - *Khaki walking shorts; must be worn with a belt
 - Sandals: black, brown or white or a combination of these colours with a back strap, no additional colours, no patterns, no lights or animated pictures, non-marking soles - socks optional
 - Includes any items from the Full Dress Uniform or Winter Uniform

3. WINTER UNIFORM November 1 - March 31 (optional items):
 - *White golf shirt with Highroad Academy logo
 - *Navy hooded sweatshirt with Highroad Academy logo
 - Socks: solid white, navy or black ankle socks
 - Includes any items from the Full Dress Uniform

Navy vest, v-neck pullover or high school cardigan with Highroad Academy logo must be worn each day while Winter Uniform is in effect.

4. PE UNIFORM:
 - *Black shorts with Highroad Academy grey logo
 - *Grey t-shirt with Highroad Academy black logo
 - *Black Dri-fit shirt with Highroad Academy grey logo (optional PE item)*
 - Gym runners: non-marking soles, closed in, no lights or animated pictures
 - Black sweat pants with Highroad Knights logo (optional PE item; purchased from the Highroad Academy school store)
 - Black hooded sweat tops with Highroad Knights logo (optional PE item; purchased from the Highroad Academy school store) - may be

worn in addition to the grey t-shirt with Highroad Academy logo, not as a substitute

**All items marked with (*) are to be purchased from Neat Uniforms.*

D. Related Information:

UNIFORM CARE

To prolong the life of your garments, Neat Uniforms recommends the following:

- Wash like garments and colours together
- Pre-treat stains
- Follow label instructions

Kilt - plaid or solid navy

- Highly recommend dry cleaning and/or professional pressing one to three times per year Pleats will remain intact and the kilt will last for many years in near new condition if dry cleaned.

Tunic

- Turn garment inside out
- Hand or machine wash (gentle cycle) in cold water
- Do not use bleach
- Tumble dry on low or hang to dry
- Touch up with an iron at low temperature if needed
- Recommend occasional dry cleaning and/or professional pressing

Pants and Walking Shorts (poly/cotton twill blends)

- Machine wash in warm water
- Low/medium heat tumble or hang to dry
- Do not use bleach
- Touch up with an iron at warm temperature occasionally

Oxford Shirt and Peter Pan Blouse (poly/cotton blends)

- Machine wash in warm water
- Low/medium heat tumble or hang to dry
- Use only non-chlorine bleach if needed
- Iron at warm temperature if needed

Golf shirt (poly/cotton blends)

- Machine wash in warm water
- Low/medium heat tumble or hang to dry
- Use only non-chlorine bleach if needed

Sweaters (acrylic low pill)

- Wash separately
- Turn inside out
- Hand or machine wash (gentle cycle) in cold water
- Do not use bleach
- Low/medium heat tumble (remove promptly) or hang to dry
- Do not iron

PE Shirt

- Machine wash in warm water
- Low/medium heat tumble or hang to dry
- Use only non-chlorine bleach if needed

PE Shorts

- Machine wash in cold water
- Do not bleach & Do not dry clean
- Tumble dry gentle low heat

NEAT UNIFORMSUniform Fit Day (May or June):

- Uniform Samples will be available at the sale for fitting.
- Watch the school website for the specific dates.

Returns & Exchanges :

Items in their original condition (unaltered, unwashed and with tags) may be returned or exchanged within 30 days with original receipt and must be returned to the location of purchase (note: items purchased between June 1st through August 31st may be exchanged or refunded until September 30th). If you have purchased your item on-line or through our Call Centre, you may ship it directly or return it to our local store. The cost of shipping is the responsibility of the customer unless the item shipped was incorrect, or damaged. Some conditions may apply.

- Clearance items, custom made garments and hosiery are final sale.

- Price adjustments will be made with the original receipt, within 7 days of purchase.
- Price adjustments will not be made for clearance merchandise.

Product Guarantee:

Our Guarantee ensures that we will stand behind the quality of all our products. We offer a one-year guarantee on manufacturer's defects. Customers can either visit any of our local store or place a call to our Customer Service Centre at 604.205.7560 or 1.888.909.6328 and they will discuss the details of our return options.

Store Hours:

Tuesday to Saturday 10am to 5:30pm.

Uniform Guide:

- See attached
- Document is produced by Neat Uniforms and is available online at www.neatuniforms.ca

Policy Developer: Highroad Academy School Board

Policy History	
Developed:	June 2011
Revised and updated:	November 2017
Revised and updated:	June 2018