



Urban
ACADEMY

Uniform Manual 2017-2018

Table of Contents

Introduction.....	3
Guiding Principles for Personal Style and Comportment	3
Boys 'Day to Day' Uniform	5
Boys Formal Dress Uniform	6
Girl's 'Day to Day' Uniform.....	7
Girls Formal Uniform	9
Outerwear	10
InSchoolwear	10
Parent Sourced Uniform Pieces.....	11
Used Uniform Sales	14
Labels	14
Non-Uniform Items	14
Home Clothes Days	14
Infractions	14

Introduction

At Urban Academy, students are expected to always look their best and to take pride in themselves and their school uniform. It is the responsibility of all parents/guardians to ensure their children are familiar with the Urban Academy School Uniform Policy and this uniform manual and understand it is a requirement to abide by this policy as families registered in the school.

Please take the time to review this entire uniform manual with your children.

Guiding Principles for Personal Style and Comportment

Urban Academy has high standards and expectations for student comportment, personal appearance and demeanour. Students are expected to present themselves with confidence, poise, good taste and discretion. Guiding principles are provided in order to set expectations regarding personal adornment and expression in the matters of hair, jewelry and make-up.

Staff are also expected to present themselves in a manner that models exemplary standards for students. Dress must be suitable for the work required and appropriate for the professional, business environment.

In all cases, the Head of School will retain authority and exercise discretion regarding the oversight of personal comportment of staff and students and will guide and direct change for individuals should that be necessary.

Choice of personal style and any adornment to the uniform must be reflective of the following principles:

- Respect for the Uniform.
- Cleanliness and Tidiness.
- Discretion.
- Safety.
- Age-Appropriateness.

Respect for the Uniform

- All choices of personal adornment will be made with care and respect for the uniform as the primary consideration.
- Students will not add logos, brands, accoutrements or symbols of any kind to their uniform.

Cleanliness and Tidiness

- Hair is to be clean and tidy.
- Hair is to be worn in a manner that allows students to see clearly and not have it interfere with any activity.
- Nails are to be kept neat and clean.

Discretion

- Hair colour choices should be discreet and comply with a professional, scholastic and business environment.

- Hair accessories worn are to be in the school colours.
- Make-up and nail polish worn by senior students should be discreet, understated and professional in presentation.
- Jewelry should be minimal, subdued and of small scale, not distracting to the presentation of the uniform.

Safety

- Hair must be kept in a manner that does not compromise safety or the ability to fully participate in all required activities in a completely safe manner.
- Jewelry must not present a safety hazard to any student, including the student wearing it.
- Jewelry must be removed for Physical Education, sporting events and any activity where staff deem it to be a safety hazard if worn.

Age-Appropriateness

- Junior School students, JK - Grade 5, will not wear make-up. Jewelry is expected be at a minimum.
- Senior School students, Grades 6 - 12, will exercise discretion and care in the use of make-up, nail polish and jewelry.

Boys 'Day to Day' Uniform

All items must be purchased from InSchoolwear and are mandatory unless noted in *italics* as *OPTIONAL*. Choices are available for certain mandatory items as indicated by "OR" in the table below.

	JK-Grade 3	Grades 4-5	Grades 6-8	Grades 9-12
Shirts	UA Polo Shirt (long or short sleeve) <ul style="list-style-type: none"> Only InSchoolwear polo shirts accepted Worn with 1 button open No bleached logos Shirt worn tucked in Only white undershirts, if worn No long-sleeved undershirts under short sleeved polo shirt 		UA Polo Shirt (long or short sleeve) <ul style="list-style-type: none"> Only InSchoolwear polo shirts accepted Worn with 1 button open No bleached logos Shirts worn tucked in Only white undershirts, if worn No long-sleeved undershirts under short sleeved polo shirts OR UA White Buttondown Oxford Shirt (long or short sleeve) <ul style="list-style-type: none"> Only InSchoolwear white oxford shirts accepted Oxford shirt can be worn without tie except for formal dress occasions No bleached logos Shirts worn tucked in Only white undershirts, if worn No long-sleeved undershirts under short sleeved dress shirts	
Sweaters / Vests / Blazers	UA Cardigan OR UA Sweater OR UA V Neck Vest <ul style="list-style-type: none"> Purchased from InSchoolwear Gym hoodie not to be worn with day to day uniform 		UA Blazer OR UA V Neck Vest OR UA Cardigan OR UA Sweater <ul style="list-style-type: none"> Purchased from InSchoolwear UA Blazer to be worn for all formal events Gym hoodie not to be worn with day to day uniform 	
UA Tie	Not applicable		UA Tartan Tie <ul style="list-style-type: none"> Tie worn with oxford shirt only 	
Pants	UA Mock Fly Pant OR UA Boys' ½ Elastic Pant <ul style="list-style-type: none"> Pants must be purchased from InSchoolwear <i>Boys' Adjustable Walking Shorts OPTIONAL 1 May – 30 September</i> Pants that have been patched are not permitted Pant length no higher than back of shoe height (approx. 9cm) 		UA Adjustable Pant OR UA ½ Elastic Pant <ul style="list-style-type: none"> Pants must be purchased from InSchoolwear <i>Adjustable Walking Shorts OPTIONAL 1 May – 30 September</i> Pants or shorts that have been patched are not permitted Pant length not higher than back of shoe height (approx. 9cm) 	
Gym Strip	UA Coolmax Navy & Gold Gym T-shirt UA Coolmax Navy Gym Shorts UA Kangaroo Hoodie UA Junior Sweatpants <ul style="list-style-type: none"> All gym items must be purchased from InSchoolwear 		UA Coolmax Navy & Gold Gym T-shirt UA Coolmax Navy Gym Shorts UA Kangaroo Hoodie OR UA Track Jacket UA Unisex Sport Pant OR UA Track Pant <ul style="list-style-type: none"> All items must be purchased from InSchoolwear 	

Boys 'Day to Day' Uniform continued

	JK-Grade 3	Grades 4-5	Grades 6-8	Grades 9-12
Gym Strip	<ul style="list-style-type: none"> For students requiring larger sizes than the junior sweatpants offer, they may purchase the UA unisex sport pant No alternate colours No stripes or commercial /corporate logos Solid navy leggings worn under UA shorts are acceptable No black sweatpants or yoga pants <p>Plain white gym socks</p> <p>Non-marking running shoes</p>		<ul style="list-style-type: none"> No alternate colours No stripes or commercial /corporate logos Solid navy leggings worn under UA shorts are acceptable No black sweatpants or yoga pants <p>Plain white gym socks</p> <p>Non-marking running shoes</p>	
Socks and Shoes	<p>Polish-able black or navy leather dress shoes only</p> <ul style="list-style-type: none"> No embellishments or other colours permitted No coloured heels/soles or stitching No heels over 5 cm No running shoes or boots <i>OPTIONAL Acceptable shoes are available from InSchoolwear</i> <p>Navy or black socks</p>		<p>Polish-able black or navy leather dress shoes only</p> <ul style="list-style-type: none"> No embellishments or other colours permitted No coloured heels/soles or stitching No heels over 5 cm No running shoes or boots <p>Navy or black socks</p>	

Boys Formal Dress Uniform

It is expected that special attention be given to the Formal Dress code by both parents and students alike as we proudly represent Urban Academy. All items must be purchased from InSchoolwear.

	JK-Grade 3	Grades 4-5	Grades 6-8	Grades 9-12
Shirts	<p>UA Polo Shirt (long or short sleeve)</p> <ul style="list-style-type: none"> Only InSchoolwear polo shirts accepted Worn with 1 button open No bleached logos Shirt worn tucked in Only white undershirts, if worn No long-sleeved undershirts under short sleeved polo shirt 		<p>UA White Buttondown Oxford Shirt (long or short sleeve)</p> <ul style="list-style-type: none"> Only InSchoolwear Oxford shirts accepted No bleached logos Shirts worn tucked in Only white undershirts, if worn No long-sleeved undershirts under short sleeved dress shirts 	
Sweaters / Vests / Blazers	<p>UA V Neck Vest OR UA Cardigan OR UA Sweater</p> <ul style="list-style-type: none"> Purchased from InSchoolwear Gym hoodie not to be worn with formal uniform 		<p>UA Blazer</p> <ul style="list-style-type: none"> Purchased from InSchoolwear May wear the UA V Neck Vest or UA Cardigan or UA Sweater under the UA Blazer if desired Gym hoodie not to be worn with formal uniform 	

	JK-Grade 3	Grades 4-5	Grades 6-8	Grades 9-12
Pants	UA Pants purchased from InSchoolwear			
UA Tie	Not Applicable		UA Tartan Tie required with dress shirt	
Socks & Shoes	Polish-able black or navy leather dress Shoes only <ul style="list-style-type: none"> No embellishments or other colours permitted No coloured heels/soles or stitching No heels over 5 cm No running shoes or boots <i>OPTIONAL Acceptable shoes are available from InSchoolwear</i> Navy or black socks		Polish-able black or navy leather dress shoes only <ul style="list-style-type: none"> No embellishments or other colours permitted No coloured heels, soles or stitching No heels over 5 cm No running shoes or boots Navy or black ankle socks 	

Girl's 'Day to Day' Uniform

All items must be purchased from InSchoolwear and are mandatory unless noted in *italics* as *OPTIONAL*. Choices are available for certain mandatory items as indicated by 'OR' in the table below.

	JK-Grade 3	Grades 4-5	Grades 6-8	Grades 9-12
Shirts	UA Polo Shirt (long or short sleeve) <ul style="list-style-type: none"> Only InSchoolwear polo shirts accepted Worn with 1 button open No bleached logos Shirt worn tucked in Only white undershirts, if worn No long-sleeved undershirts under short sleeved polo shirt 		UA Polo Shirt (long or short sleeve) <ul style="list-style-type: none"> Only InSchoolwear polo shirts accepted Worn with 1 button open No bleached logos Shirts worn tucked in Only white undershirts, if worn No long-sleeved undershirts under short sleeved shirts OR UA White Fitted Blouse (long or short sleeve) <ul style="list-style-type: none"> Only InSchoolwear white fitted shirts accepted No bleached logos No long-sleeved undershirts under short sleeved shirts Blouse can be worn without tie except for formal dress occasions 	
Cardigan / Vest / Blazer	UA Cardigan OR UA Sweater OR UA V Neck Vest <ul style="list-style-type: none"> Gym hoodie not to be worn with day to day uniform 		UA Blazer OR UA V Neck Vest OR UA Cardigan/Sweater <ul style="list-style-type: none"> UA Blazer to be worn for all formal events Gym hoodie not to be worn with day to day uniform 	
UA Tie	Not applicable		<i>UA Tartan Tie OPTIONAL</i> <ul style="list-style-type: none"> Tie worn with formal uniform 	<i>UA Tartan Tie OPTIONAL</i> <ul style="list-style-type: none"> Tie worn with formal uniform
Tunic / Skirt / Kilt	UA Tartan Side Pleated Tunic OR UA Tartan Skirt <ul style="list-style-type: none"> Hemline no higher than 	UA Tartan Skirt <ul style="list-style-type: none"> Hemline no higher than 10cm above 	UA Tartan Kilt <ul style="list-style-type: none"> Hemline no higher than 10cm above knee and no lower than 5cm below the knee <i>InSchoolwear Modesty shorts worn under kilt OPTIONAL BUT RECOMMENDED</i> 	

	JK-Grade 3	Grades 4-5	Grades 6-8	Grades 9-12
	10cm above knee and no lower than 5cm below the knee	knee and no lower than 5cm below the knee		

Girls 'Day to Day' Uniform continued

	JK-Grade 3	Grades 4-5	Grades 6-8	Grades 9-12
Tunic / Skirt / Kilt	<ul style="list-style-type: none"> <i>InSchoolwear Modesty Shorts worn under Tunic OPTIONAL BUT RECOMMENDED</i> 	<ul style="list-style-type: none"> <i>InSchoolwear Modesty Shorts worn under Tunic OPTIONAL BUT RECOMMENDED</i> 		
Pants	<p><i>UA Girls' Junior Pant OPTIONAL</i></p> <ul style="list-style-type: none"> Girls' Junior pants must be purchased from InSchoolwear <i>Girls' Adjustable Walking Shorts OPTIONAL 1 May – 30 September</i> <i>Girls' pant OPTIONAL since a tunic and skirt are also options</i> Pants that have been patched are not permitted Pant length no higher than back of shoe height (approx.. 9cm) 	<p><i>UA Girls' Pant OPTIONAL OR Solid navy pants OPTIONAL</i></p> <ul style="list-style-type: none"> Girls' pants must be purchased from InSchoolwear <i>Girls' Adjustable Walking Shorts OPTIONAL 1 May – 30 September</i> <i>Girls' pant OPTIONAL since a skirt is also an option</i> Pants that have been patched are not permitted Pant length no higher than back of shoe height (approx.. 9cm) 	<p><i>UA Girls' Pant OPTIONAL OR Solid navy pants OPTIONAL</i></p> <ul style="list-style-type: none"> Girls' pants must be purchased from InSchoolwear <i>Girls' Adjustable Walking Shorts OPTIONAL 1 May – 30 September</i> <i>Girls' pant OPTIONAL since a kilt is also an option</i> Pants that have been patched are not permitted Pant length no higher than back of shoe height (approx. 9cm) 	
Gym Strip	<p>UA Coolmax Navy & Gold Gym T-shirt UA Coolmax Navy Gym Shorts UA High Neck Full Zip Hoodie UA Junior Sweatpants</p> <ul style="list-style-type: none"> All gym items must be purchased from InSchoolwear No alternate colours No stripes or commercial /corporate logos Solid navy leggings worn under UA shorts 		<p>UA Coolmax Navy & Gold Gym T-shirt UA Coolmax Navy Gym Shorts UA Full Zip Hoodie OR UA Track Jacket UA Unisex Sport Pant OR UA Track Pant</p> <ul style="list-style-type: none"> All items must be purchased from InSchoolwear No alternate colours No stripes or commercial /corporate logos 	

	JK-Grade 3	Grades 4-5	Grades 6-8	Grades 9-12
Gym Strip	are acceptable		<ul style="list-style-type: none"> Solid navy leggings worn under UA shorts are acceptable No black sweatpants or yoga pants 	<ul style="list-style-type: none"> No black sweatpants or yoga pants
	Plain white gym socks		Plain white gym socks	
	Non-marking running shoes		Non-marking running shoes	
Socks & Shoes	Polish-able black or navy leather dress shoes only <ul style="list-style-type: none"> No embellishments or other colours permitted No coloured heels/shoes or stitching No heels over 5 cm No running shoes or boots <i>OPTIONAL Acceptable shoes are available from InSchoolwear</i> 		Polish-able black or navy leather dress shoes only <ul style="list-style-type: none"> No embellishments or other colours permitted No coloured heels/soles or stitching No heels over 5 cm No running shoes or boots 	
	Navy knee socks <ul style="list-style-type: none"> Not to be worn any higher than the kneecap OR navy ankle socks OR navy tights 		Navy knee socks <ul style="list-style-type: none"> Not to be worn any higher than the kneecap OR navy tights	
Accessories	<i>UA Tartan hair accessories OPTIONAL OR navy, yellow, white, blue, black, or grey hair accessories permitted OPTIONAL</i>			

Girls Formal Uniform

	JK-Grade 3	Grades 4-5	Grades 6-8	Grades 9-12
Shirts	UA Polo Shirt (long or short sleeve) <ul style="list-style-type: none"> Only InSchoolwear polo shirt acceptable Worn with 1 button open No bleached logos Shirt worn tucked in Only white undershirts, if worn No long-sleeved undershirts under short sleeved polo shirt 		UA White Fitted Blouse (long or short sleeve) <ul style="list-style-type: none"> Only InSchoolwear blouse acceptable No bleached logos No alternate white shirts accepted Blouse worn tucked in Only white undershirts, if worn No long-sleeved undershirts under short sleeved shirts 	
Cardigan / Vest / Blazer	UA Cardigan/Sweater OR UA V Neck Vest <ul style="list-style-type: none"> Gym hoodie not to be worn with formal uniform 		UA Blazer <ul style="list-style-type: none"> May wear the UA Cardigan/Sweater or UA V Neck Vest under the UA Blazer if desired Gym hoodie not to be worn with formal uniform 	
UA Tie	Not Applicable		UA Tartan Tie	
Tunic / Skirt / Kilt	UA Tartan Tunic or Skirt		UA Tartan Kilt	
Socks & Shoes	Polish-able black or navy leather dress shoes only <ul style="list-style-type: none"> No embellishments or other colours permitted 		Polish-able black or navy leather dress shoes only <ul style="list-style-type: none"> No embellishments or other colours permitted No coloured heels/soles or stitching No heels over 5cm 	

	JK-Grade 3	Grades 4-5	Grades 6-8	Grades 9-12
Socks & Shoes	<ul style="list-style-type: none"> No coloured heels/soles or stitching No heels over 5 cm No running shoes or boots <i>OPTIONAL Acceptable shoes are available from InSchoolwear</i> Navy knee socks <ul style="list-style-type: none"> Not to be worn any higher than the kneecap OR navy ankle socks OR navy tights		<ul style="list-style-type: none"> No running shoes or boots Navy knee socks <ul style="list-style-type: none"> Not to be worn any higher than the kneecap OR navy tights	
Accessories	<i>UA Tartan hair accessories OPTIONAL OR navy, yellow, white, blue, black, or grey hair accessories OPTIONAL</i>			

Outerwear

The guidelines for outerwear applies to both girls and boys in all grades at Urban Academy. All items are to be in Urban Academy colours as indicated below.

- Jackets:** Crested UA Fleece Lined, Water Resistant Jacket **OR** navy or black outerwear with no commercial logos, embellishments or alternate colours
- Accessories:** *UA Knit Striped Scarf OPTIONAL OR* Navy, black or yellow scarf with no logos or embellishments
UA Embroidered Toque OPTIONAL OR Navy, black or yellow toque with no logos or embellishments
UA Crested Ball Cap OPTIONAL OR Navy, black or yellow ball cap with no logos or embellishments
 Navy or black mittens or gloves with no logos or embellishments
- Foot wear:** navy, black or yellow rubber boots

During a cold spell where the temperature drops below -4°C, students are allowed to come to school in snow jackets/snow pants/snow boots that do not necessarily meet the above colour criteria and guidelines. Once the weather improves, the regular expectations for outerwear are again in effect.

InSchoolwear

The Urban Academy uniform is available through InSchoolwear. InSchoolwear’s contact information is as follows:

InSchoolwear
 Philips Park, Building A, Unit A9E
 6120-2nd Street SE,
 Calgary, Alberta, T2H 2L8
 1 (403) 640-1032
www.inschoolwear.com

InSchoolwear
 Dressing The Future 

Staff from InSchoolwear will be available at Urban Academy on June 17th and 18th from 10am – 3pm with sizing kits and order forms. They will be able to help you choose the correct uniform pieces for your child and help you with the order process. Future uniform orders can be made online at the Urban Academy page on www.inschoolwear.com, with delivery of uniforms direct to your door.

Parent Sourced Uniform Pieces

There are very few items that may be sourced outside of InSchoolwear. These include outerwear, socks or tights, leather dress shoes, etc. For these items you may consider sources such as, but not limited to: The Gap, Hudson Bay Company, Old Navy, Land’s End (online), Marks & Spencer (online), Children’s Place, Panda, Geox, The Shoe Company, and others. Choices must comply with the uniform policy. The correct pieces are available for parents at InSchoolwear.

Below are some photographs showing acceptable alternate pieces as well as some examples of items that are not acceptable with the uniform.

- Navy blue socks to be worn with uniforms and white gym socks for PE may not have images or logos on them and must be plain navy or white. Ribbed socks for boys, and knee high socks and tights for girls are available from InSchoolwear.



Acceptable



Acceptable



Not Acceptable



Not Acceptable



Not Acceptable



Acceptable



Acceptable



Acceptable



Not Acceptable



Not Acceptable

- Running shoes for PE must be shoes suitable for physical activity and cannot light up, squeak or have rollers. High tops or skate shoes are also not permitted for PE. White, grey, navy or black are the preferred colours for running shoes.



Acceptable



Acceptable



Not Acceptable



Not Acceptable

- Gym strip track pants and shorts must be purchased from InSchoolwear.



UA Full Zip Hoodie
Boys and girls Grades 6-12



UA Unisex Full Zip Hoodie
Boys and girls Grades 6-12



UA High Neck Full Zip Hoodie
Boys and girls JK-Grade 5



UA Coolmax Gym
T-Shirt
Boys and girls
JK-Grades 12



UA Coolmax Gym
Shorts
Boys and girls
JK-Grades 12



UA Junior
Sweatpants
Boys and girls
JK-Grade 5



UA Unisex
Sweatpants
Boys and girls
Grades 6-12

- Day to Day Shoes – InSchoolwear provides shoes for boys and girls in grades JK to Grade 5. Shoes are required to be black or navy dress shoes with no embellishments. They must be able to be polished.



Acceptable



Acceptable



Not Acceptable



Not Acceptable

- Day to Day Navy Pants – For either boys or girls, must be purchased from InSchoolwear.
- Day to Day Jackets – Any navy or black outerwear without logos or embellishments is appropriate.



Acceptable



Acceptable



Not Acceptable



Not Acceptable

Used Uniform Sales

At various times during the year, the Urban Academy PAX will have a sale of 'gently-used' uniform pieces at a reduced cost.

Labels

Please ensure all items are labeled with the student's name.

Non-Uniform Items

Wearing non-uniform items in school during school hours is not permitted. This includes lunchtime, gym class, study blocks, field trips, or before and after school while on campus. Such items as non-uniform sweatshirts, hoodies, running shoes, jackets, and hats are to be left in lockers during school hours. Questions regarding the suitability of an item should be discussed with your homeroom teacher in advance.

Home Clothes Days

On days where home clothing is permitted to be worn, it must be neat, clean, school appropriate, and free of large logos. All shirts must have sleeves for both boys and girls. Clothing must not be torn or have a faded or worn appearance.

Infractions

Urban Academy students are expected to wear their uniform with pride and dignity. It is to be complete on a daily basis. The following outline provides information on what parents and students can expect should a student come to school without their uniform completely or properly worn.

Please note that parents/guardians may not excuse students from following the Uniform Policy. Notes from home are not accepted or applicable to the situation of incomplete or inappropriate uniform. In exceptional circumstances, the school should be contacted or the student should, upon arrival to the school, see the Head of School to alert her to any short-term issues related to rectifying a uniform infraction.

1. Students in grades 4 and up will be spoken to by either their homeroom teacher or the Head of School to advise them of their uniform item needing attention. It is expected that the uniform infraction will be resolved the following day.
2. Students in JK to grade 3 are also required to follow the uniform policy; however, they will not be spoken to directly regarding a uniform infraction. Parents of students in JK to grade 3 will be spoken to by the homeroom teacher. It is expected that the uniform infraction will be resolved the following day.

3. Should the students in grades 4 and up not correct the problem on their own the day after being advised by their teacher or administration, the homeroom teacher will follow up with the student's parent. It is expected that the infraction will be addressed the following day at school.
4. Should students in JK to grade 3 not have their uniform infraction addressed by the parent, they will be contacted by the Head of School. It is expected that parents will address the uniform infraction immediately.

Should the problem persist, the parents will be asked to meet with the Head of School. Full uniform, properly worn, is a requirement of attending Urban Academy. Should the problem continue past this point, the student may, at the discretion of the Head of School, be asked not to attend classes until the issue is corrected.