



**Urban**  
ACADEMY

**Uniform  
Manual  
2016-2017**

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## 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 understand it is a requirement to abide by this policy as families registered with the school.

Please take the time to review this entire Uniform Policy 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 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
<b>Shirts</b>	UA Polo Shirt (long <b>or</b> short sleeve) <ul style="list-style-type: none"> <li>Worn with 1 button open</li> <li>No bleached logos</li> <li>Shirt worn tucked in</li> <li>Only white undershirts, if worn</li> <li>No long sleeved undershirts under short sleeved polo shirt</li> </ul>	UA Polo Shirt (long <b>or</b> short sleeve) <ul style="list-style-type: none"> <li>Worn with 1 button open</li> <li>No bleached logos</li> <li>Shirts worn tucked in</li> <li>Only white undershirts, if worn</li> <li>No long sleeved undershirts under short sleeved polo shirts</li> </ul> <b>OR</b> UA White Dress Shirt (long <b>or</b> short sleeve) <ul style="list-style-type: none"> <li>Dress shirt can be worn without tie except for formal dress occasions</li> <li>No bleached logos</li> <li>No alternate white dress shirts accepted</li> <li>Shirts worn tucked in</li> <li>Only white undershirts, if worn</li> <li>No long sleeved undershirts under short sleeved dress shirts</li> </ul>	UA White Dress Shirt (long <b>or</b> short sleeve) <ul style="list-style-type: none"> <li>Dress shirt can be worn without tie except for formal dress occasions</li> <li>No bleached logos</li> <li>No alternate white dress shirts accepted</li> <li>Shirts worn tucked in</li> <li>Only white undershirts, if worn</li> <li>No long sleeved undershirts under short sleeved shirts</li> </ul>	
<b>Sweaters / Vests / Blazers</b>	UA Knit Pullover/Cardigan <b>OR</b> UA Knit Vest <ul style="list-style-type: none"> <li>Gym hoodie not to be worn with day to day uniform</li> </ul>	UA Knit Pullover/Cardigan <b>OR</b> UA Knit Vest <ul style="list-style-type: none"> <li>Gym hoodie not to be worn with day to day uniform</li> </ul>	UA Knit Pullover/Cardigan <b>OR</b> UA Knit Vest <b>OR</b> UA Blazer <ul style="list-style-type: none"> <li>Gym hoodie not to be worn with day to day uniform</li> </ul>	
<b>UA Tie</b>	Not applicable		UA Tartan Tie <ul style="list-style-type: none"> <li>Tie worn with dress shirt only</li> </ul>	

## Boys 'Day to Day' Uniform continued

	JK-Grade 3	Grades 4-5	Grades 6-8	Grades 9-12
<b>Pants</b>	UA Dress Pant <b>OR</b> UA Rugby Pant <b>OR</b> Solid navy pants <i>UA Dress Shorts OPTIONAL</i> <ul style="list-style-type: none"> <li>• Solid navy pants must be uniform-like and substantially similar to the pants sold by Cambridge</li> <li>• Pants or shorts that have been patched are not permitted</li> <li>• Pant length no higher than back of shoe height (approx. 9cm)</li> </ul>	UA Dress Pant <b>OR</b> Solid navy pants <b>OR</b> <i>UA Dress Shorts OPTIONAL</i> <ul style="list-style-type: none"> <li>• Solid navy pants must be uniform-like and substantially similar to the pants sold by Cambridge</li> <li>• Pants or shorts that have been patched are not permitted</li> <li>• Pant length not higher than back of shoe height (approx. 9cm)</li> </ul>		
<b>Gym Strip</b>	UA Shorts <b>OR</b> Solid navy blue sweat pants <ul style="list-style-type: none"> <li>• No alternate colours</li> <li>• No stripes or commercial /corporate logos</li> </ul> UA Gym T-Shirt Plain White Gym Socks Non-marking Running Shoes UA Hoodie <i>UA Track Suit OPTIONAL</i> <span style="float: right;"><i>UA Gym Bag OPTIONAL</i></span>			
<b>Socks and Shoes</b>	Polish-able black or navy leather dress shoes <b>only</b> <ul style="list-style-type: none"> <li>• No embellishments or other colours permitted</li> <li>• No coloured heels, soles or stitching</li> <li>• No heels over 5 cm</li> <li>• No running shoes or boots</li> </ul> Navy or black ankle socks			

## 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.

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

## Boys Formal Uniform continued

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

## Girl's 'Day to Day' Uniform

All items 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
<b>Shirts</b>	UA Polo Shirt (long <b>or</b> short sleeve) <ul style="list-style-type: none"> <li>Worn with 1 button open</li> <li>No bleached logos</li> <li>Shirt worn tucked in</li> <li>Only white undershirts, if worn</li> <li>No long sleeved undershirts under short sleeved polo shirt</li> </ul>		UA Polo shirt (long or short sleeve) <ul style="list-style-type: none"> <li>Worn with 1 button open</li> <li>No bleached logos</li> <li>Shirts worn tucked in</li> <li>Only white undershirts, if worn</li> <li>No long sleeved undershirts under short sleeved shirts</li> </ul> <b>OR</b> UA white blouse (long or short sleeve) <ul style="list-style-type: none"> <li>No bleached logos</li> <li>No alternate white shirts accepted</li> <li>Only white undershirts, if worn</li> <li>No long sleeved undershirts under short sleeved shirts</li> <li>Blouse can be worn without tie except for formal dress occasions</li> </ul>	
<b>Cardigan / Vest / Blazer</b>	UA Knit Pullover/Cardigan <b>OR</b> UA Knit Vest <ul style="list-style-type: none"> <li>Gym hoodie not to be worn with day to day uniform</li> </ul>			UA Blazer <b>OR</b> UA Knit Vest <b>OR</b> UA Pullover/Cardigan <ul style="list-style-type: none"> <li>Gym hoodie not to be worn with day to day uniform</li> </ul>
<b>UA Tie</b>	Not applicable		<i>UA Tartan Cross Tie OPTIONAL OR UA Zip Tie OPTIONAL</i> <ul style="list-style-type: none"> <li>Tie worn with blouse only</li> </ul>	<i>UA Tartan Cross Tie OR UA Zip Tie OPTIONAL</i> <ul style="list-style-type: none"> <li>Tie worn with blouse only</li> </ul>



## Girls 'Day to Day' Uniform continued

	<b>JK-Grade 3</b>	<b>Grades 4-5</b>	<b>Grades 6-8</b>	<b>Grades 9-12</b>
<b>Skort / Tunic / Kilt</b>	UA Tartan Skort <b>OR</b> UA Tartan Tunic <ul style="list-style-type: none"> <li>• Hemline no higher than 10cm above knee</li> <li>• <i>Uniform-issue Cycling Shorts worn under Tunic</i> <i>OPTIONAL BUT RECOMENDED</i></li> </ul>		UA Tartan Skort <b>OR</b> UA Tartan Kilt <ul style="list-style-type: none"> <li>• Hemline no higher than 10cm above knee</li> <li>• <i>Uniform-issue Cycling Shorts worn under Kilt</i> <i>OPTIONAL BUT RECOMMENDED</i></li> </ul>	
<b>Pants</b>	<i>UA Boot-cut Pant OPTIONAL</i> <b>OR</b> <i>UA Rugby Pant OPTIONAL</i> <b>OR</b> <i>Solid navy pants OPTIONAL</i> <ul style="list-style-type: none"> <li>• Girls pant OPTIONAL since a Skort or Tunic is also an option</li> <li>• Solid navy pants must be uniform-like and substantially similar to the pants sold by Cambridge</li> <li>• Pants that have been patched are not permitted</li> <li>• Pant length no higher than back of shoe height (approx. 9cm)</li> </ul>	<i>UA Boot-cut Pant OPTIONAL</i> <b>OR</b> <i>Solid navy pants OPTIONAL</i> <ul style="list-style-type: none"> <li>• Girls pant OPTIONAL since a Skort, Tunic or Kilt is also an option</li> <li>• Solid navy pants must be uniform-like and substantially similar to the pants sold by Cambridge</li> <li>• Pants that have been patched are not permitted</li> <li>• Pant length no higher than back of shoe height (approx. 9cm)</li> </ul>		
<b>Gym Strip</b>	UA Shorts <b>OR</b> Solid navy blue sweat pants <b>OR</b> Solid navy yoga pants <ul style="list-style-type: none"> <li>• No alternate colours</li> <li>• No stripes or commercial /corporate logos</li> <li>• Solid navy leggings worn under UA shorts are acceptable</li> <li>• No black sweatpants or yoga pants</li> </ul> UA Gym T-Shirt Plain White Gym Socks Non-marking Running Shoes UA Hoodie  <i>UA Track Suit OPTIONAL</i> <i>UA Gym Bag OPTIONAL</i>			
<b>Socks &amp; Shoes</b>	Polish-able black or navy leather dress shoes <b>only</b> <ul style="list-style-type: none"> <li>• No embellishments or other colours permitted</li> <li>• No coloured heels/soles or stitching</li> <li>• No heels over 5 cm</li> <li>• No running shoes or boots</li> </ul> Navy knee socks <b>OR</b> Navy ankle socks <b>OR</b> Navy tights	Polish-able black or navy leather dress shoes <b>only</b> <ul style="list-style-type: none"> <li>• No embellishments or other colours permitted</li> <li>• No coloured heels/soles or stitching</li> <li>• No heels over 5 cm</li> <li>• No running shoes or boots</li> </ul> Navy knee socks <b>OR</b> Navy tights		
<b>Accessories</b>	<i>UA Tartan hair accessories OPTIONAL</i> <b>OR</b> <i>Navy, yellow, white, blue, black, or grey hair accessories permitted</i> <i>OPTIONAL</i>			

## Girls Formal Uniform

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

UA Crested Tilley Hat *OPTIONAL* OR Navy, black or yellow sun hats 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  $-4^{\circ}\text{C}$ , 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.

## Cambridge Uniforms

The Urban Academy uniform is available through Cambridge Uniforms. Cambridge's contact information is as follows:

Cambridge & Co. School Uniforms  
112-2455 Dollarton Highway, North Vancouver  
(604) 924-9292  
[info@cambridgeuniforms.com](mailto:info@cambridgeuniforms.com)  
[www.cambridgeuniforms.com](http://www.cambridgeuniforms.com)



The staff at Cambridge Uniforms will work with families to best select the sizing that will work for growing children. Cambridge Uniforms offers a discount week, usually in June, where families receive 10% off their purchases.

To order uniforms online, please visit [www.cambridgeuniforms.com](http://www.cambridgeuniforms.com) and use the following Urban Academy Access Code: **URB847**

## Parent Sourced Uniform Pieces

Over the years parents have found sources for alternate pieces that are not necessarily purchased only from Cambridge Uniforms. These include outerwear, socks or tights, sweat pants, leather dress shoes, navy dress pants, 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.

Below are some photographs showing acceptable alternate pieces as well as some examples of items that would not be acceptable to be included 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.



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 sweat pants must be plain navy blue sweat pants with no branding.



Acceptable



Not Acceptable



Not Acceptable

- Gym strip yoga pants must be plain navy with no branding.



Acceptable



Acceptable



Not Acceptable



Not Acceptable

- Gym strip leggings (to be worn under UA shorts for girls) are to be plain navy with no branding or designs. They must be opaque leggings and NOT tights.



Acceptable



Acceptable



Acceptable



Not Acceptable



Not Acceptable

- Day to Day Shoes – Cambridge does not sell shoes so you will have to purchase them elsewhere. 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, these must be plain navy blue with no branding or embellishments. Pants must not be made out of denim, lycra or sweat pant material. They must be uniform-like and substantially similar to the pants that Cambridge sells.



Acceptable    Acceptable    Not Acceptable    Not Acceptable

- Day to Day Jackets – These can be purchased at Cambridge, however they do not have to be UA branded. 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.
5. 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.