



**Urban**  
ACADEMY

# **Uniform Manual 2018-2019**

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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, 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 to 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, unless indicated, 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
<b>Shirts</b>	UA Polo Shirt (long or short sleeve) <ul style="list-style-type: none"> <li>Only InSchoolwear polo shirts accepted</li> <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>Long-sleeved undershirts are <b>not</b> permitted under short sleeved polo shirt</li> </ul>		UA Polo Shirt (long or short sleeve) <ul style="list-style-type: none"> <li>Only InSchoolwear polo shirts accepted</li> <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>Long-sleeved undershirts are <b>not</b> permitted under short sleeved polo shirt</li> </ul> <b>OR</b> UA White Buttondown Oxford Shirt (long or short sleeve) <ul style="list-style-type: none"> <li>Only InSchoolwear white oxford shirts accepted</li> <li>Oxford shirt can be worn without tie <b>except</b> for formal dress occasions</li> <li>No bleached logos</li> <li>Shirts worn tucked in</li> <li>Only white undershirts, if worn</li> <li>Long-sleeved undershirts are <b>not</b> permitted under short sleeved polo shirt</li> </ul>	
<b>Sweaters / Vests / Blazers</b>	UA Cardigan <b>OR</b> UA Sweater <b>OR</b> UA V Neck Vest <ul style="list-style-type: none"> <li>Only InSchoolwear items accepted</li> <li>Gym hoodie is <b>not</b> to be worn with day to day uniform</li> </ul>		UA Blazer <b>OR</b> UA V Neck Vest <b>OR</b> UA Cardigan <b>OR</b> UA Sweater <ul style="list-style-type: none"> <li>Only InSchoolwear items accepted</li> <li>UA Blazer to be worn for all formal events</li> <li>Gym hoodie is <b>not</b> 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 oxford shirt only</li> </ul>	
<b>Pants</b>	UA Mock Fly Pant <b>OR</b> UA Boys' ½ Elastic Pant <ul style="list-style-type: none"> <li>Only InSchoolwear pants accepted</li> <li><i>Adjustable Walking Shorts OPTIONAL 1 May – 30 September</i></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 Adjustable Pant <b>OR</b> UA ½ Elastic Pant <ul style="list-style-type: none"> <li>Only InSchoolwear pants accepted</li> <li><i>Adjustable Walking Shorts OPTIONAL 1 May – 30 September</i></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 Dry-Fit navy & gold gym t-shirt UA Coolmax navy gym shorts UA Unisex full-zip hoodie UA Junior sweatpants <ul style="list-style-type: none"> <li>Only InSchoolwear gym strip accepted</li> </ul>		UA Dry-Fit navy & gold gym t-shirt UA Coolmax navy gym shorts UA Unisex no zip hoodie UA Unisex sport pant <ul style="list-style-type: none"> <li>Only InSchoolwear gym strip accepted</li> </ul>	

	JK-Grade 3	Grades 4-5	Grades 6-8	Grades 9-12
<b>Gym strip (cont'd)</b>	<ul style="list-style-type: none"> <li>For students requiring larger sizes than the junior sweatpants offer, they may purchase the UA unisex sport pant</li> <li>Solid navy leggings worn under UA shorts are acceptable</li> </ul> Plain white gym socks Non-marking running shoes		<ul style="list-style-type: none"> <li>Solid navy leggings worn under UA shorts are acceptable</li> </ul> Plain white gym socks Non-marking running shoes	
<b>Socks and shoes</b>	Polishable 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> <li><i>OPTIONAL Acceptable shoes are available from InSchoolwear</i></li> </ul> Navy or black trouser socks		Polishable 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 trouser socks	

## Boys Formal 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
<b>Shirts</b>	UA Polo Shirt (long or short sleeve) <ul style="list-style-type: none"> <li>As per Day to Day Uniform</li> </ul>		UA White Buttondown Oxford Shirt (long or short sleeve) <ul style="list-style-type: none"> <li>As per Day to Day Uniform</li> </ul>	
<b>Sweaters / Vests / Blazers</b>	UA V Neck Vest OR UA Cardigan OR UA Sweater <ul style="list-style-type: none"> <li>Only InSchoolwear items accepted</li> <li>Gym hoodie is <b>not</b> to be worn with formal uniform</li> </ul>		UA Blazer <ul style="list-style-type: none"> <li>Only InSchoolwear Blazer accepted</li> <li>May wear the UA V Neck Vest or UA Cardigan or UA Sweater under the UA Blazer if desired</li> <li>Gym hoodie <b>not</b> to be worn with formal uniform</li> </ul>	
<b>Pants</b>	UA Pants purchased from InSchoolwear			
<b>UA Tie</b>	Not Applicable		UA Tartan Tie required with dress shirt	
<b>Socks and shoes</b>	Polishable black or navy leather dress shoes <b>only</b> <ul style="list-style-type: none"> <li>As per Day to Day Uniform</li> </ul>		Polishable black or navy leather dress shoes <b>only</b> <ul style="list-style-type: none"> <li>As per Day to Day Uniform</li> </ul>	

	JK-Grade 3	Grades 4-5	Grades 6-8	Grades 9-12
<b>Socks and shoes (cont'd)</b>	Navy or black trouser socks		Navy or black trouser socks	

## Girls Day to Day Uniform

All items *must* be purchased from InSchoolwear, unless indicated, 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
<b>Shirts</b>	UA Polo Shirt (long <b>or</b> short sleeve) <ul style="list-style-type: none"> <li>• Only InSchoolwear polo shirts accepted</li> <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>• Long-sleeved undershirts are <b>not</b> permitted under short sleeved polo shirt</li> </ul>		UA Polo Shirt (long <b>or</b> short sleeve) <ul style="list-style-type: none"> <li>• Only InSchoolwear polo shirts accepted</li> <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>• Long-sleeved undershirts are <b>not</b> permitted under short sleeved polo shirt</li> </ul> <b>OR</b> UA White Slimfit Formal Shirt (long <b>or</b> short sleeve) <ul style="list-style-type: none"> <li>• Only InSchoolwear white shirts accepted</li> <li>• No bleached logos</li> <li>• Long-sleeved undershirts are <b>not</b> permitted under short sleeved polo shirt</li> <li>• Only white undershirts, if worn</li> <li>• Blouse can be worn without tie except for formal dress occasions</li> </ul>	
<b>Cardigan/ Vest / Blazer</b>	UA Cardigan <b>OR</b> UA Sweater <b>OR</b> UA V Neck Vest <ul style="list-style-type: none"> <li>• Only InSchoolwear items accepted</li> <li>• Gym hoodie is <b>not</b> to be worn with day to day uniform</li> </ul>		UA Blazer <b>OR</b> UA V Neck Vest <b>OR</b> UA Cardigan/Sweater <ul style="list-style-type: none"> <li>• Only InSchoolwear items accepted</li> <li>• UA Blazer to be worn for all formal events</li> <li>• Gym hoodie is <b>not</b> to be worn with day to day uniform</li> </ul>	
<b>UA Tie</b>	Not applicable		<i>UA Tartan Tie OPTIONAL</i> <ul style="list-style-type: none"> <li>• Tie worn with fitted shirt uniform</li> </ul>	
<b>Tunic / Skirt / Kilt</b>	UA Tartan Side Pleated Tunic <b>OR</b> UA Tartan Skirt <ul style="list-style-type: none"> <li>• Only InSchoolwear tunic or skirt accepted</li> <li>• Hemline no higher than 10cm above knee and no lower than 5cm below the knee</li> <li>• <i>Modesty shorts worn under tunic</i></li> </ul>	UA Tartan Skirt <ul style="list-style-type: none"> <li>• Only InSchoolwear skirt accepted</li> <li>• Hemline no higher than 10cm above knee and no lower than 5cm below the knee</li> <li>• <i>Modesty shorts worn under tunic OPTIONAL BUT RECOMMENDED</i></li> </ul>	UA Tartan Kilt <ul style="list-style-type: none"> <li>• Only InSchoolwear kilt accepted</li> <li>• Hemline no higher than 10cm above knee and no lower than 5cm below the knee</li> <li>• <i>Modesty shorts worn under kilt OPTIONAL BUT RECOMMENDED</i></li> </ul>	

	JK-Grade 3	Grades 4-5	Grades 6-8	Grades 9-12
<b>Tunic / Skirt / Kilt (cont'd)</b>	<i>OPTIONAL BUT RECOMMENDED</i>			
<b>Pants</b>	<p><i>UA Girls' Junior Pant OR Adjustable Pant OPTIONAL</i></p> <ul style="list-style-type: none"> <li>• Only InSchoolwear pants accepted</li> <li>• <i>Adjustable walking shorts OPTIONAL 1 May – 30 September</i></li> <li>• <i>Girls' pant OPTIONAL since a tunic and skirt are also options</i></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>	<p><i>UA Girls' Junior Pant OR Adjustable Pant OPTIONAL</i></p> <ul style="list-style-type: none"> <li>• Only InSchoolwear pants accepted</li> <li>• <i>Adjustable walking shorts OPTIONAL 1 May – 30 September</i></li> <li>• <i>Girls pant OPTIONAL since a skirt is also an option</i></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>	<p><i>UA Girls' Junior Pant OR Adjustable Pant OPTIONAL</i></p> <ul style="list-style-type: none"> <li>• Only InSchoolwear pants accepted</li> <li>• <i>Adjustable walking shorts OPTIONAL 1 May – 30 September</i></li> <li>• <i>Girls pant OPTIONAL since a kilt is also an option</i></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>	
<b>Gym strip</b>	<p>UA Dry-Fit navy &amp; gold gym t-shirt            UA Coolmax navy gym shorts            UA high neck full zip hoodie <b>OR</b> Unisex full zip hoodie            UA Junior sweatpants</p> <ul style="list-style-type: none"> <li>• Only InSchoolwear gym strip accepted</li> <li>• Solid navy leggings worn under UA shorts are acceptable</li> </ul> <p>Plain white gym socks</p> <p>Non-marking running shoes</p>		<p>UA Dry-Fit navy &amp; gold gym t-shirt            UA Coolmax navy gym shorts            UA Unisex no zip hoodie <b>OR</b> UA full zip hoodie/track jacket            UA Unisex sport pant</p> <ul style="list-style-type: none"> <li>• Only InSchoolwear gym strip accepted</li> <li>• Solid navy leggings worn under UA shorts are acceptable</li> </ul> <p>Plain white gym socks</p> <p>Non-marking running shoes</p>	
<b>Socks &amp; shoes</b>	<p>Polishable black or navy leather dress shoes <b>only</b></p> <ul style="list-style-type: none"> <li>• No embellishments or other colours permitted</li> <li>• No coloured heels/shoes or stitching</li> <li>• No heels over 5 cm</li> <li>• No running shoes or boots</li> <li>• <i>OPTIONAL Acceptable shoes are available from InSchoolwear</i></li> </ul> <p>Navy knee socks</p> <ul style="list-style-type: none"> <li>• Not to be worn any higher than the kneecap</li> </ul> <p><b>OR</b> navy tights</p>		<p>Polishable black or navy leather dress shoes <b>only</b></p> <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> <p>Navy knee socks</p> <ul style="list-style-type: none"> <li>• Not to be worn any higher than the kneecap</li> </ul>	



	JK-Grade 3	Grades 4-5	Grades 6-8	Grades 9-12
<b>Socks &amp; shoes (cont'd)</b>			OR navy tights	
<b>Accessories</b>	<i>UA Tartan hair accessories OPTIONAL OR navy, yellow, white, blue, black, or grey hair accessories permitted OPTIONAL</i>			

## Girls Formal 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
<b>Shirts</b>	UA Polo Shirt (long or short sleeve) <ul style="list-style-type: none"> <li>As per Day to Day Uniform</li> </ul>		UA White Slimfit Formal Shirt (long or short sleeve) <ul style="list-style-type: none"> <li>Only InSchoolwear blouse accepted</li> <li>No bleached logos</li> <li>Blouse worn tucked in</li> <li>Only white undershirts, if worn</li> <li>Long-sleeved undershirts are <b>not</b> permitted under short sleeved shirts</li> </ul>	
<b>Cardigan / Vest / Blazer</b>	UA Cardigan/Sweater OR UA V Neck Vest <ul style="list-style-type: none"> <li>Only InSchoolwear items accepted</li> <li>Gym hoodie is <b>not</b> to be worn with formal uniform</li> </ul>		UA Blazer <ul style="list-style-type: none"> <li>Only InSchoolwear Blazer accepted</li> <li>May wear the UA Cardigan/Sweater or UA V Neck Vest under the UA Blazer if desired</li> <li>Gym hoodie is <b>not</b> to be worn with formal uniform</li> </ul>	
<b>UA Tie</b>	Not Applicable		UA Tartan Tie	
<b>Tunic / Skirt / Kilt</b>	UA Tartan Tunic or Skirt <ul style="list-style-type: none"> <li>Pants are not acceptable for formal dress uniform</li> </ul>		UA Tartan Kilt <ul style="list-style-type: none"> <li>Pants are not acceptable for formal dress uniform</li> </ul>	
<b>Socks &amp; Shoes</b>	Polishable black or navy leather dress shoes <u>only</u> <ul style="list-style-type: none"> <li>As per Day to Day Uniform</li> </ul>		Polishable black or navy leather dress shoes <u>only</u> <ul style="list-style-type: none"> <li>As per Day to Day Uniform</li> </ul>	
<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 available from InSchoolwear **OR** navy or black outerwear with no commercial logos, embellishments or alternate colours.
  
- **Accessories:**
  - Navy, black or yellow scarf with no logos or embellishments.

- Navy, black or yellow toque with no logos or embellishments.
  - 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 -4C, students are allowed to come to school in snow jackets, snow pants and 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  
6120-2<sup>nd</sup> Street SE,  
Calgary, Alberta, T2H 2L8  
1 (403) 640-1032  
[www.inschoolwear.com](http://www.inschoolwear.com)

**InSchoolwear**  
Dressing The Future 

Coming in the summer of 2018, InSchoolwear will open a store in Burnaby. The staff on site 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 dedicated Urban Academy page, [www.inschoolwear.com](http://www.inschoolwear.com), with delivery of uniforms direct to your door or to the Burnaby location for pick-up.

**School Code: urba**

## Parent Sourced Uniform Pieces – Shoes, Socks, Runners, Outerwear

There are very few items that may be sourced outside of InSchoolwear. These include:

- Outerwear (navy or black in colour, with no commercial logos or embellishments).
- Socks and tights.
- Leather dress shoes.

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 to purchase from InSchoolwear.

The following are some images showing acceptable alternate pieces as well as some examples of items that are not acceptable with the uniform.

- Navy 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

- 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 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 complete or properly worn.

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.

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.