



HIGHROAD ACADEMY UNIFORM POLICY **Kindergarten - Grade 12**

TABLE OF CONTENTS

• Introduction	Page 1
• General Instructions & Appearance	Page 2
• Highroad Appropriate Casual	Page 3
• Used Uniforms	Page 4
• Girls K-3 Uniform	Page 5
• Boys K-3 Uniform	Page 6
• Girls 4-6 Uniform	Page 7
• Boys 4-6 Uniform	Page 8
• Girls 7-12 Uniform	Page 9
• Boys 7-12 Uniform	Page 10
• Uniform Care and Warranty	Page 11

Uniform Policy

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 Academy Discipline Policy.

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** 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.

GENERAL INSTRUCTIONS & APPEARANCE

- 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
- Temporary or 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:

- modest earrings, no other body piercings
- makeup is permitted for grades 7-12 only
- hair and hair accessories to be a moderate style (no scarves, or odd hair colours)
- bicycle shorts (solid navy or black) may be worn under the tunic or kilt

BOYS:

- earrings or any body piercings are not permitted
- hair to be moderate length and style; not past the eyebrows, not past the earlobes and off the shirt collar; 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 that casual or non-uniform clothing is permitted, students are required to refrain from wearing the following items:

GIRLS:

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

BOYS:

- Clothing with symbols, sayings or pictures that are offensive
- Too loose / too tight fitting clothing
- Low-fitting pants or low-fitting shorts

- Cutoffs
- Hats while in the building
- Muscle shirts

USED UNIFORMS

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

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

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 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 silver logo
 - *Grey t-shirt with Highroad Academy black logo
 - Gym runners: non-marking soles, closed in, no lights or animated pictures

****New PE uniforms are being introduced in September 2016.
Existing style will be permissible for the 2016/2017 school year only.****

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 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 silver logo
 - *Grey t-shirt with Highroad Academy black logo
 - Gym runners: non-marking soles, closed in, no lights or animated pictures

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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

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
 - 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 silver logo
 - *Grey t-shirt with Highroad Academy black logo
 - Gym runners: non-marking soles, closed in, no lights or animated pictures

****New PE uniforms are being introduced in September 2016.
Existing style will be permissible for the 2016/2017 school year only.****

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

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 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
- 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 silver logo
- *Grey t-shirt with Highroad Academy black logo
- Gym runners: non-marking soles, closed in, no lights or animated pictures

****New PE uniforms are being introduced in September 2016.
Existing style will be permissible for the 2016/2017 school year only.****

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 or v-neck pullover with Highroad Academy logo
- Socks: solid navy knee-high or solid navy tights
- Shoes: black (including stripes and logos), non-marking soles, closed in, conservative, 2" or less heel

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
- 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

4. PE UNIFORM:***

- *Black shorts with Highroad Academy silver logo
- *Grey t-shirt with Highroad Academy black logo
- 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

****New PE uniforms are being introduced in September 2016.*

*Existing style will be permissible for the 2016/2017 school year only.****

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

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

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 or v-neck pullover 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
 - Socks: solid white, navy or black ankle socks
 - Includes any items from the Full Dress Uniform

4. PE UNIFORM:
 - *Black shorts with Highroad Academy silver logo
 - *Grey t-shirt with Highroad Academy black logo
 - 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

****New PE uniforms are being introduced in September 2016.
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**Navy vest or v-neck pullover with Highroad Academy logo
must be worn each day while Winter Uniform is in effect.**

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

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
- Tumble dry gentle low heat
- Do not dry clean

NEAT UNIFORMS

Uniform Fit Dates (May/June):

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

Uniform Top-Up Date (October/November):

- Uniform samples will be available for fitting on this date to top-up your uniform.
- Watch the school website for the specific date.**

Uniform Returns/Exchanges:

- Contact Neat Uniforms.
- Request the pre-paid Parcel Return Label.
- Complete the Return/Exchange Form and include a copy of your invoice.
- Items purchased on the May/June Fit Days and through the summer may be returned or exchanged with labels intact till the end of September.

Neat Uniforms Warranty:

All garments are guaranteed free from defects in workmanship and quality of fabric for one school year. Failures of knees, rough handling and garment care instructions improperly followed are unfortunately not covered.

Uniform Guide:

- See attached
- Document is produced by Neat Uniforms and is available online at www.rjmccarthy.com