



UNIFORM POLICY AND PROCEDURE HANDBOOK FOR HLCS  
GRADES 6 – 8  
(Effective September 2019)

#### PURPOSE

The purpose of the HLCS Uniform Policy is to ensure appropriate dress that is in keeping with the school's mission and values. It is our belief that appropriate dress by parents, teachers and students:

- Fosters a sense of belonging and pride in the school
- Creates a safe and respectful learning and teaching environment
- Ensures that students are neatly and sensibly dressed

#### Responsibility

Appropriate dress is expected of all students throughout the school day and good grooming is equally important. It is the responsibility of both students and parents to commit to understanding and following the HLCS Uniform Policy.

#### Governance

The HLCS School Operations Committee and the Uniform Committee are responsible for the HLCS Uniform Policy. This Policy was approved and adopted by the HLCS School Board in June of 2014. A revision of the policy was approved and adopted by the HLCS School Board on July 24, 2015. The current policy was approved and adopted by the HLCS School Operating Committee on April 9, 2019.

#### STUDENT POLICY

All students must dress within the policy guidelines as outlined below. Students must wear the school uniform each school day throughout the year, and at specified extra-curricular activities, with the exception of non-uniform days as designated by the principal.

#### UNIFORM

All items must be purchased from Cambridge Uniforms.

There are two uniform options:

- Casual Uniform: general wear, regular school days.

- Formal Uniform: off-campus events, photo days, special events, chapel days or otherwise specified by HLCS.

\*For field trips, teachers will advise students whether they should wear formal uniform, casual uniform, or other clothing depending on the activity.

## GRADE SIX TO EIGHT

### FORMAL UNIFORM

#### GIRLS:

Out blouse: short sleeve or long sleeve with HLCS logo

Cardigan or pullover with HLCS logo

Kilt: red tartan (modesty shorts to be worn under kilt)

Black knee high socks or black tights (must have feet - no leggings)

Solid black shoes (no coloured logos or markings)

#### BOYS:

Oxford shirt: short sleeve or long sleeve with HLCS logo

Cardigan or pullover with HLCS logo

Long navy pants from uniform supplier

Black socks

Solid black shoes (no coloured logos or markings)

### CASUAL UNIFORM

#### GIRLS:

Tops: Students may choose between a white HLCS golf shirt, short sleeve HLCS blouse, or long sleeve HLCS blouse

Bottoms: Students may choose between the red tartan (modesty shorts to be worn under kilt) or long navy pants from uniform supplier

Cardigan, Pullover, or Hope hoodie with HLCS logo is optional for casual uniform

Black or white knee socks/tights

Solid black shoes (no coloured logos or markings)

#### BOYS:

Tops: Students may choose between a white HLCS golf shirt, short sleeve Oxford shirt with HLCS logo, or long sleeve Oxford shirt with HLCS logo

Bottoms: Students may choose between long navy pants from uniform supplier or dress shorts from uniform supplier (must be 1-3" above the knee)

Cardigan, pullover or Hope hoodie with HLCS logo is optional for casual uniform

Black socks

Solid black Shoes (no coloured logos or markings)

## OPTIONAL FORMAL/CASUAL UNIFORM ITEMS

Black belt  
Sweater vest  
HLCS neck tie

## GYM STRIP FOR BOYS AND GIRLS – GRADE SIX to EIGHT

Gym shorts with HLCS logo  
Gym t-shirt with HLCS logo  
Plain white/black socks  
Athletic runners with non-marking soles that are reserved for indoor use only

## OPTIONAL PE ITEMS

\*For use in P.E only unless otherwise specified by a staff member

HLCS sweatpants  
HLCS toque

### Recommendation:

The uniform supplier recommends purchasing the following items to extend the life of your uniform and lessen your laundry:

- 5 tops
- 3 bottoms
- 2 sweaters

## WEARING OF UNIFORM

Dress Shirts: All dress shirts must be tucked in and only the top collar button may be left undone.

Shirts: All boys dress shirts must be tucked in on formal uniform days. Golf shirts may be worn tucked in or untucked. Only the top collar button may be left undone for both styles of shirts.

Kilts: Kilts must be worn 1-3" above the mid-knee. Kilt may not be rolled up.

Pants: Pants must be worn appropriately at the waist.

Undershirts/Camisoles: Undershirts and camisoles must be white, the sleeve of the undershirt cannot be longer than the sleeve of the uniform shirt or blouse, and the undershirt/camisole must be tucked in at all times.

### Extra Clothing:

Hoodies (except HLCS hoodies), jackets, scarves, hats, and other accessories are not permitted in class. Hats, hoods, and other head coverings are not permitted inside the school

building. Exceptions may be made by administration on a case by case basis. (e.g if cold weather affects classroom temperature).

**Girl's hair accessories:**All headbands, scrunchies, barrettes, and hair elastics must be one of the following colours: red, navy, white, black, silver or gold. Multiple combinations of colours are not allowed. In addition, hair accessories must be without patterns or designs (e.g. no polka dots or stripes) except for HLCS tartan accessories purchased through Cambridge Uniforms. No handkerchief style or fuzzy hair bands, large bows, clips, or feathers, etc. are permitted.

**Jewelry:** Students are asked to keep jewelry choices subtle. Female students may wear small subtle earrings or studs: one per ear, no larger than dime. Boys are not permitted to wear studs or earrings. Necklaces should be a simple gold or silver chain and may have a charm no larger than a dime. Bracelets and rings are discouraged. Students are discouraged from wearing valuable jewelry to school. Students will be asked to remove any items that are unsafe or not keeping with the spirit of the school. The school will not be responsible for jewelry that is lost, damaged, or stolen.

**Makeup:** Makeup and nail polish may be discreet and modestly worn in natural/neutral colours.

**Hair:** Only human hair colours are allowed. Hair must be clean and neat and off the eyes. No extreme hair styles are permitted (e.g. Mohawks). Boys are permitted to have facial hair that is clean, neat, and presentable. Otherwise, they are to be clean shaven.

**Tattoos:** No visible tattoos or body markings are allowed (including temporary tattoos).

**Shoes:** Must be all black shoes, closed toe, non-marking shoes, girls' shoes maximum 2" heel height. No boots or booties allowed.

**Gym shoes:** Must be non-marking runners and must be separate from outdoor shoes.

**Socks:** Boys' formal and casual socks must be at least ankle length. Girls' socks must be knee-high when wearing a kilt. Girls' socks must be at least ankle length when wearing pants. PE socks may be athletic (low-cut) socks of plain white or black colour.

The Principal is authorized to rule on what is acceptable in regards to hairstyles, jewelry, makeup and clothing.

All uniforms items must be clean, in good condition, and of a size appropriated for the student wearing them. Worn, tattered, soiled, discoloured or ill-fitting garments must be replaced.

## PURCHASING OF UNIFORMS

Uniform items as supplied by Cambridge Uniforms will be available from the Cambridge Uniform Shop at regularly scheduled hours throughout the year and at special uniform purchasing events on campus. Cambridge also offers online ordering: <https://www.cambridgeuniforms.com/> (use code HOP456). Cambridge Uniforms maintains a year-round inventory of stock items and orders custom or made-to-measure items for the hard to fit.

#### DOLLARTON STORE & SHIPPING SCHOOLS

112 - 2455 Dollarton Highway

North Vancouver BC Canada V7H 0A2 Tel: 604 924 9929

Fax: 604 924 9927

Toll Free Tel: 1 800 924 9069

[www.cambridgeuniforms.com](http://www.cambridgeuniforms.com)

#### UNIFORM EXCEPTIONS

The Principal and Uniform Committee may approve the conditional and short-term use of special optional uniform items by identified school groups such as athletic teams.

#### NON-UNIFORM DAYS AND SCHOOL EVENTS

Neat, clean, and appropriate clothing reflecting the values of HLCS is expected at all times and during all school related activities. The school administration and staff will determine if a student's dress is appropriate.

Therefore, these guidelines must be followed:

Students will have their body and undergarments covered from shoulders to fingertips (i.e. the length of skirt or shorts must reach or exceed the fingertips when arms are fully extended beside the leg). Shoulders must be covered.

Females should exercise caution when choosing a neckline. Visible cleavage is not permitted.

Midriff (front and back) must be covered at all times, even with arms raised.

Torn clothing and clothing that includes drug and alcohol designs, sexually explicit or suggestive designs, profanity or threatening language or derogatory and discriminating language is not permitted.

Hats, hoods, and other head coverings are not permitted inside the school building. Exceptions may be made by administration on a case by case basis.

#### PROCEDURE FOR NON COMPLIANCE ON NON-UNIFORM DAYS

The student will be informed that their attire does not meet the expectations outlined in

Non-Uniform Day dress code and given a uniform infraction.

The student may be asked to immediately change their clothing to be in line with the dress code.

If the student is not able to find appropriate clothing, a staff member will make the decision as how to best deal with the situation. This may include turning a shirt inside-out or sending the student home.

#### LOST ITEMS

Each item of clothing should be marked with the student's name. The school is not responsible for lost items. Lost items will be kept in the lost and found bin for a period of three months. HLCS reserves the right to donate all unclaimed items to a charity of its choice.

#### POLICY FOR UNIFORM INFRACTION

The following procedure will be used to handle situations where students are not in keeping with uniform policy. All members of staff have been asked to check for general neatness of all students.

Level One Infraction - A formal warning will be issued and recorded and the student will be asked to correct the noted problem immediately.

Level Two Infraction – The student will be referred to the principal and a formal warning will be issued and recorded and the student will be asked to correct the noted problem immediately.

Level Three Infraction – The principal will make a call to the student's home and the student must correct the noted problem immediately.

#### UNIFORM CONCERNS?

Please direct any concerns regarding uniform to the Principal.

-----  
-

Please read the HLCS Middle School Uniform Handbook with your children.

Each year families will be required to sign their acknowledgement and agreement with these uniform policies in our annual Forms Booklet.