



UNIFORM POLICY AND PROCEDURE HANDBOOK FOR HLCS
ELEMENTARY, GRADES K-5
(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 Operating Committee and the Uniform Committee are responsible for the HLCS Uniform Policy. This Policy was approved and adopted by the HLCS School Board on May 30, 2013. 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.

UNIFORM REQUIREMENTS

KINDERGARTEN – GRADE THREE

FORMAL UNIFORM

GIRLS:

White Golf Shirt, HLCS logo, long or short sleeve

Cardigan or pullover, HLCS logo

Choice of tunic, skort or kilt (modesty shorts to be worn under tunic and kilt)

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

Solid black shoes (no coloured logos or markings)

BOYS:

White Golf Shirt, HLCS logo, long or short sleeve

Cardigan or pullover, HLCS logo

Long navy pants from uniform supplier

Black socks

Solid black shoes (no coloured logos or markings)

Black belt (optional)

CASUAL UNIFORM

Same as above except:

- Wearing HLCS cardigan or pullover is optional for casual uniform
- Students may choose between a white HLCS golf shirt or royal blue HLCS golf shirt
- Girls may wear white or black knee socks/tights throughout the year
- Girls may wear long navy pants from uniform supplier
- Boys may wear shorts from uniform supplier throughout the year

GRADE FOUR TO FIVE

FORMAL UNIFORM

GIRLS:

White Golf Shirt, HLCS logo, long or short sleeve

Cardigan or pullover, HLCS logo

Choice of skort or kilt (modesty shorts to be worn under kilt.)

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

Solid black shoes (no coloured logos or markings)

BOYS:

White Golf Shirt, HLCS logo, long or short sleeve

Cardigan or pullover, HLCS logo

Long navy pants from uniform supplier

Black socks

Solid black shoes (no coloured logos or markings)

Black belt (optional)

CASUAL UNIFORM

Same as above except:

- Wearing HLCS cardigan or pullover is optional for casual uniform
- Students may choose between a white HLCS golf shirt or royal blue HLCS golf shirt
- Girls may wear white or black socks/tights throughout the year
- Girls may wear long navy pants from uniform supplier
- Boys may wear shorts from uniform supplier throughout the year
- Grade 5s only may wear their grade 5 "celebration" hoodie

GYM SHOES FOR BOYS AND GIRLS – GRADE K and ONE

Athletic runners with non-marking soles that are reserved for indoor use only

REQUIRED GYM STRIP FOR BOYS AND GIRLS – GRADE TWO to FIVE

Gym shorts, HLCS logo

Gym t-shirt, Hope Hurricane or HLCS logo (grandfathered until Sept. 2020)

Plain white or black socks

Athletic runners with non-marking soles that are reserved for indoor use only

OUTDOOR SHOES – GRADE K to FIVE

Athletic runners for outside PE classes and Daily Physical Activity

OPTIONAL PE ITEMS

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

HLCS Hoodie

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: Dress shirts must be tucked in and only the top, collar buttons may be left undone. Golf shirts do not need to be tucked in, and only the top button may be left undone

Shirts: Golf shirts may be worn tucked in or untucked. Only the top button may be left undone

Kilts/Skorts/Tunics: Kilts/Skorts/Tunics must be worn at not more than 5 cm above 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 and 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: only the school sweater may be worn; any hoodies (except grade 5 HLCS celebration hoodies), jackets, scarves, 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 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: Elementary students are not permitted to wear makeup or coloured nail polish.

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 to be clean-shaven.

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

Indoor Shoes: Must be all black shoes, closed toe, non-marking dress shoes or running shoes. No boots or booties allowed.

Outside Shoes/Boots: Students must have outside running shoes for outdoor PE and Daily Physical Activity. They may wish to have boots for morning and lunch recess as we still go outside in wet weather.

Indoor gym shoes: Must be non-marking runners and must be separate from outdoor shoes.

Socks: Boys' socks must be at least ankle length. Girls' socks must be knee-high when wearing a kilt/skort/tunic. Girls' socks must be at least ankle length when wearing pants.

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

Please note that uniform clothing (other than shoes and socks) must be purchased from Cambridge Uniforms.

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

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 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 approximately 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 Elementary Vice-Principal.

Please read the HLCS Elementary 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.