

## **Dress Code Policy for Employees and Students at Sikh Academy**

**1. Purpose** To foster a professional and respectful environment based on Sikh values while ensuring neatness, modesty, and practicality for all employees and students at Sikh Academy.

**2. Scope** This policy applies to:

- All employees (academic and non-academic staff)
- All students (from preschool to grade levels)

### **3. Policy**

**3.1 Employees** All employees are expected to maintain a professional appearance that reflects the school's values and commitment to creating a respectful workplace.

#### **General Guidelines:**

- Employees must adhere to a "business casual" dress code. Clothing should be neat, tidy, and professional.
- Hair color should reflect natural shades. Facial, nose, or body-piercing jewelry (except earrings) is not allowed during work hours.
- Attire must be free of slogans or graphics that may be deemed inappropriate or unprofessional.

#### **Head Covering and Hair:**

1. All employees must cover their heads with a scarf, turban, bandana, rumal, or chuni at all times during school functions and on school premises. The entire head should be covered, ensuring no hair is exposed.
2. Long hair must be tied in a braid or bun and fully covered.

#### **Clothing Standards:**

1. Employees are encouraged to wear Sikhi bana or Punjabi clothing. Punjabi clothing must be modest, and skirts should cover the full length of the leg. If shorter (minimum knee length), tights should be worn underneath.
2. Leggings, jeggings, or tights should only be paired with a mid-thigh length top.
3. Employees in the Religious Department must adhere to Sikh principles and are held to higher standards of modesty as per their roles.

**Prohibited Attire:** The following clothing is not allowed during work hours:

- Tank tops
- Scoop neck shirts
- Off-the-shoulder clothing
- Shorts

- Low-rise jeans
- Short shirts
- Capris

#### **Administrative Staff:**

- Administrative staff must wear professional business attire, Sikhi bana, or modest Punjabi clothing suitable for their working environment.

**3.2 Students** Students at Sikh Academy are expected to dress in attire that reflects respect for the school's Sikh values and promotes an inclusive and positive learning environment.

#### **General Guidelines:**

- Students must wear clean, neat, and comfortable clothing suitable for a school environment.
- Clothing must not display inappropriate graphics, slogans, or logos.

#### **Head Covering and Hair:**

1. Students are encouraged to wear appropriate head coverings such as turbans, rumals, or chunis.
2. Long hair must be tied back neatly (braided or in a bun) and covered where applicable.

#### **Clothing Standards:**

1. Students must wear modest clothing. Shorts, skirts, or dresses must be at least knee-length. If shorter, tights must be worn underneath.
2. Tops must cover the shoulders and midriff.

**Prohibited Attire:** The following items are not permitted:

- Tank tops
- Scoop neck or off-the-shoulder tops
- Short skirts or dresses without tights
- Ripped jeans or clothing with excessive holes
- Clothing with offensive or inappropriate graphics/slogans

#### **4. Procedures**

1. Administrators (Head Teachers, Vice Principal, Principal) are responsible for evaluating and ensuring compliance with the dress code for employees and students.
2. Employees or students not adhering to the dress code may receive a verbal reminder. Repeat offenses may lead to further disciplinary actions for employees or parental notification for students.

**5. Exceptions** Reasonable accommodations may be made for employees or students with specific cultural, medical, or religious requirements. Requests for exceptions should be made in writing to the Principal.

**6. Review and Updates** This policy will be reviewed annually to ensure alignment with Sikh Academy's values and evolving community needs.

By adhering to this Dress Code Policy, Sikh Academy promotes a respectful, inclusive, and professional environment for both employees and students.