

# Dress Code Policy for Employees and Students at Sikh Academy (Revised)

## 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.
- Attire must be free of slogans or graphics that may be deemed inappropriate or unprofessional.

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

1. Employees are required to cover their heads (scarf, turban, bandana, rumal, or chuni) **while in the Gurdwara (Darbar Hall)**.
2. Head coverings are optional in classrooms and office spaces, unless required for religious ceremonies or events.

#### **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 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. **All students must cover their heads at all times** while on school premises, using appropriate head coverings such as turbans, rumals, or chunis.
2. Long hair must be tied back neatly (braided or in a bun) and covered at all times.

**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 (Admin Team , 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 disciplinary action (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 submitted 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.