

## *AHS Employees Dress Code*

We take great pride in the way you represent AHS. So, your grooming and attire should always reflect a professional image. All Al-Hadi staff members and faculty must observe the school's specified standard of dress and the recognized standards of modest dress for Muslims. All staff and faculty members are expected to dress professionally, keeping in mind the guidelines below.

### **Female Staff:**

For women, attire should be modest. The fabric should not be excessively thin or see-through, nor should the clothing be tight to reveal the body's form, shape, or figure. Women's shirts and blouses must be opaque, loose, and long-sleeved, reaching down to the knee while covering the wrist.





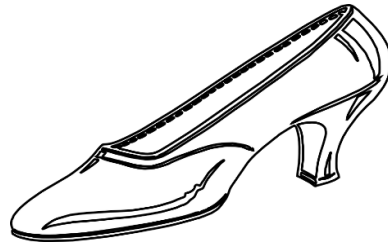
Skirts and pants must be ankle length and loose. On Fridays, it is acceptable to wear jeans. In keeping with Islamic law, female staff members are required to wear a non-transparent scarf that completely covers the hair, neck, and under the chin. Using heavy makeup, such as lipstick, eyeliner, eyeshadow, and blush, is not permissible. Use of any kind of artificial nails or nail polish is not allowed. Socks must be opaque to conceal the color of the skin and long enough to cover any part of the feet and legs that is visible underneath pants, skirts, etc.



### **Male Staff:**

Men are also expected to dress professionally. Tight attire, such as tight pants that make body contours visible, is prohibited. Jean and or denim clothing is not allowed. Male staff members are required to wear button-down dress shirts or polo shirts and dress slacks. A jacket is recommended. Hair must be properly cut & groomed.

General Guidelines: Male and female employees should wear minimal jewelry and perfume. Closed-toe, medium-heeled, or flat formal shoes with solid backs (not just back straps, like sandals) should be worn. Flip-flops, Crocs, sandals, and other casual forms of footwear are not permitted. The only exception is sneakers or tennis shoes.



Teachers set the tone and standard for what is deemed acceptable by students. Please evaluate your dress and overall appearance before coming to work to ensure that you have observed all Islamic guidelines and Al-Hadi standards. Al-Hadi management and administration reserve the right to determine on a case-by-case basis whether or not a teacher's appearance is appropriate and acceptable on school premises in accordance with, but not limited to, the aforementioned rules and regulations. A casual dress may be worn while employees are on school premises during non-instructional hours (such as staff development, etc.), as long as Islamic guidelines are followed.

Policy for Non-Compliance: Non-compliance with the dress code policy for teachers and staff will be addressed as follows:

1st Violation - Verbal Warning: the staff member will receive a verbal warning for the first dress code violation. The supervisor or school administration will provide a reminder of the dress code requirements.

2nd Violation - Written Warning: upon the second violation, the staff member will receive a written warning, which will be documented in their personnel file.

3rd Violation - Meeting: for the third violation, the staff member may be required to meet with the A'lim or principal to discuss the importance of adhering to the dress code.

4th Violation - Probation: if non-compliance continues, the staff member may be placed on probation, with specified conditions for dress code adherence.

5th Violation - Suspension: for repeated non-compliance, a staff member may face suspension from work for a specified period. The length of the suspension will be determined by the school administration.

Continued Non-Compliance - Termination: in cases of continued and blatant non-compliance, the school may be forced to terminate the employment of the staff member.

We trust that our teachers and staff will serve as positive examples for our students and help create a professional and Islamic environment within our school. Your cooperation and commitment to these guidelines are appreciated.