



Policy 5010: Religious Accommodation

I. **Sincerely Held Religious Beliefs and Practices**

It is the policy of the Governing Authority that the School shall reasonable accommodate the sincerely held religious beliefs and practices of individual students with regard to all examinations, all other academic requirements, and absences for reasons of faith or religious or spiritual belief system.

II. **Religious Expression Days**

A student may be absent for up to three religious expression days each school year to take holidays for reasons of faith or religious or spiritual belief system or participate in organized activities conducted under the auspices of a religious denomination, church, or other religious or spiritual organization. These absences shall be excused. The School shall not impose an academic penalty as a result of a student being absent as permitted in this policy. As applicable, Students shall be allowed to participate in interscholastic athletics or other extracurricular activities on days in which the student was otherwise absent for a religious expression day.

III. **Accommodations for Examinations and Other Academic Requirements**

Students shall be provided with alternative accommodations with regard to examinations and other academic requirements missed due to an absence described in Section II of this policy. A parent or guardian shall give the School Director written notice of up to three specific dates for which the student will be absent according to this policy and request alternative accommodations are requested no later than fourteen school days after the first day of school, or fourteen school days after the date of enrollment for a student who transfers to or enrolls in the School after the first day of school. The School shall make appropriate accommodations for the student if a requested date conflicts with examination(s) or other academic requirements.

IV. **School Procedures**

A. The School Director shall approve not more than three written requests per school year from a student's parent or guardian for an excused absence under Section II of this policy. The School Director shall approve such requests as excused absences without inquiry into the sincerity of a student's religious or spiritual belief system. However, the



School Director, within his/her sole discretion, may verify a request by contacting the parent or guardian whose signature appears on the request. If a parent or guardian disputes having signed such a request, the School Director may deny the request. Upon approval, the School Director shall require the appropriate classroom teacher or teachers to schedule a time and date for an alternative examination or other academic requirement if the approved student absence creates a conflict, which may be before or after the time and date the examination or other academic requirement was originally scheduled.

- B. Grievances. If a request is denied by the School Director, the parent or guardian can send written notice that they wish to file a grievance with the Superintendent. The grievance request shall be in writing and sent to the School Director or Superintendent. If sent to the School Director, the School Director shall immediately forward it to the Superintendent. The Superintendent shall hold a meeting with the parent or guardian within a reasonable amount of time, but prior to the requested absence. The meeting may be in person, telephone, or other electronic means. The Superintendent shall issue a decision to either uphold the denial or grant the absence according to the requirement of this policy. The Superintendent's decision is final.

V. Posting

- A. This policy shall be posted in a prominent location on the School's website along with the following information:
 - 1. Contact information regarding an individual who can provide further information about this policy; and,
 - 2. A non-exhaustive list of major religious holidays, festivals, and religious observations including, but not limited to, Eid, Good Friday, Rosh Hashanah, Yom Kippur, and Passover for which excused absences shall not be reasonably withheld or denied.
- B. Each time this policy is posted, printed, or published. The School shall include a statement that the list is non-exhaustive, and the list may not be used to deny accommodation to a student for a holiday or festival of the student's faith or religious or spiritual belief system that does not appear on the list. No inclusion or exclusion of a religious holiday or



festival on the list posted by the School shall preclude a student from full and reasonable accommodations for any sincerely held religious beliefs and practices with regard to all examinations or other academic requirements and absences for reasons of faith or religious or spiritual belief system provided under this section.

C. The School shall annually convey this policy to parents and guardians.