

## **GLASS CITY ACADEMY**

### **RELIGIOUS ACCOMMODATIONS POLICY**

The Board of Directors has adopted the following Policy to accommodate the sincerely held religious beliefs and practices of individual students with regard to all examinations or other academic requirements and absences for reasons of faith or religious or spiritual belief system.

#### **Religious Expression Day Absences and Accommodations**

Students are permitted up to three (3) religious expression days each school year to take holidays for reasons of faith or religious or spiritual belief system, or to participate in organized activities conducted under the auspices of a religious denomination, church, or other religious or spiritual organization. Such absences are referred hereinafter as a Religious Expression Day. The School shall not impose an academic penalty as a result of a student being absent for a Religious Expression Day and students that are absent for a Religious Expression Day are nonetheless permitted to participate in any interscholastic athletics or other extracurricular activities on days they are absent for a religious expression day.

Students will be provided with alternative accommodations for examinations or other academic requirements missed due to a Religious Expression Day approved by the School administrator if the student's parent/guardian provides the School administrator with written notice of up to three (3) specific dates for which alternative accommodations are requested. Such written notice must be provided no later than fourteen (14) school days after the first day of the school year, or fourteen (14) school days after the date of enrollment for a student who transfers to or enrolls in the School after the first day of the school year. Upon approval of a request for an accommodation, the School administrator 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 Religious Expression Day absence creates a conflict, which may be before or after the time and date the examination or other academic requirement was originally scheduled.

The School administrator shall not approve more than three (3) written requests per school year per student for Religious Expression Day absences described above. In approving requests, the School will not inquire into the sincerity of a student's religious or spiritual belief system, but the School administrator, or their designee, may verify any written request by contacting the parent/guardian whose name appears on the written request. In the event that the parent/guardian disputes having submitted such written request, the School administrator is authorized to deny the request.

Any absences excused under this Policy will not be considered in determining absence hours for purpose of parental notification requirements when a student is deemed to be "excessively absent."

### **List of Major Religious Holidays**

Attached to this Policy (as Attachment A) is a list of major religious holidays, festivals, and other religious observations for which a Religious Expression Day excused absence will not be unreasonably withheld or denied. This list is non-exhaustive and the School will not use this list to deny accommodation to any student for a holiday or festival of the student's faith or religious or spiritual belief system which does not appear on Attachment A. The School shall include the preceding statement each time this Policy is posted, printed, or published.

### **Notices and Further Information**

The School shall post a copy of this Policy, including Attachment A, in a prominent location on the School's website and, annually, the School shall notify parents/guardians of this Policy via the School's Parent/Student Handbook and/or such other methods of communication the School may choose.

Further information about this Policy can be provided by the District administrator, identified below. In the event that the District administrator or their contact information changes during the school year, the School will publish updated contact information on the School's website.

Stewart B. Jesse — Superintendent  
sjesse@glasscityacademy.org  
419-720-6313 <https://www.glasscityacademy.org>

### **Grievance Procedure**

A student or parent/guardian may submit a written grievance to the School administrator regarding the School's implementation of this Policy. Such grievance must include a written statement identifying which requirement(s) of this Policy the School has allegedly violated, facts supporting the allegation, and the reporting person's contact information.

Approved: 12-12-24