

RELIGIOUS ACCOMMODATION REGULATION

In support of the policy on Religious Accommodation and to ensure a workplace and learning environment that is free of discriminatory practices based on religious beliefs, the following process will be followed when concerns related to specific religious practices and the need for accommodation have been requested.

- (1) Written notification from a staff member, a parent/guardian or a student over the age of 18 years, is provided to the school administration or direct supervisor indicating the following:
 - The nature of the religious practice;
 - The specifics of the accommodation requested.
- (2) The school administration and/or direct supervisor contacts the appropriate individual in the superintendents department.
- (3) A meeting is held with all stakeholders to begin the exploration available, reasonable accommodation possibilities, past practices and administrative regulation/procedures.
- (4) School division personnel will draft a plan regarding the accommodation request.
- (5) The accommodation plan will be presented to the individual requesting the accommodation.

In the event the school administration and/or direct supervisor is made aware of an individual following a specific religious practice that requires an accommodation, the above process would commence with step No. 2 above.

In the event the individual requesting the accommodation is not satisfied with the plan provided, written notification of such would be sent to the superintendent. The superintendent would review the case and render a written decision within one week that is delivered to all stakeholders involved with the case. The superintendent's decision will consist of one of the following:

- (i) Uphold the original plan for accommodation;
- (ii) Revise the original plan for accommodation.

In the event the individual requesting the accommodation is not satisfied with the superintendent's decision, an appeal can be made to the board of trustees.

Effective Date: April 19, 2011 Review Date: November 14, 2017
Amended Date:
Board Motion(s): 126/11
Legal/Cross Reference:
