

## ACCOMMODATING A STUDENT'S RELIGIOUS BELIEFS

The Board of Education recognizes that parents/guardians, on the basis of their religious beliefs, may request that their child(ren) be excluded from a school activity or receiving instruction in specific phases of curricular offerings. Requests shall be honored to the extent possible and accommodated in accordance with established procedures.

Students, parents/guardians, and teachers shall receive written notification of this policy and implementing procedures annually.

### Procedures

1. Parents/guardians should contact teachers or school administrators with questions and concerns about school activities or curricular topics or assignments that they find objectionable. The curriculum guide and materials associated with any course or activity will be available for inspection by the parent/guardian prior to making the written request for exclusion.
2. Requests for exclusion of a child from any school-authorized activity or course, or portions thereof, must be made by the parent/guardian in writing to the building principal, and must include an explanation of the reason for the request. The request must also identify the specific portion of curriculum or activity to which the request applies.
3. The written request will be evaluated by the building principal, who will consult with the teacher and rule on the appropriateness of the request. Parents/guardians shall be informed of the ruling, in writing.
4. If the request is approved, the student will be excused from the activities, or assigned a work station away from the class, under the supervision of authorized school personnel, and will be given an alternate assignment by the teacher. Parents/guardians will be consulted when determining the alternate.
5. If the principal denies the request, the parent/guardian may appeal the decision in writing to the district administrator and, if necessary, to the Board of Education.

The entire process of responding to an accommodation request shall be completed within 90 days unless the parties involved agree to extension of time.

If after completing the above process a parent/guardian is still dissatisfied with the District's decision, he may appeal the decision to the State Superintendent of Public Instruction within 30 days of the Board's decision.

Legal Ref.: PI 9 and PI 41 of the Wisconsin Administrative Code