



Administrative Procedure: Religious Accommodation

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1.0 Definitions

1.1 Accommodation:

- 1.1.1 The Ontario Human Rights Commission's policy on Creed and the Accommodation of Religious Observances defines Accommodation as a duty corresponding to the right to be free from discrimination.
- 1.1.2 The Code provides the right to be free from discrimination, and there is a general corresponding duty to protect the right: the duty to accommodate. The duty arises when a person's religious beliefs conflict with a requirement, qualification or practice. The Code imposes a duty to accommodate based on the needs of the group of which the person making the request, is a member. Accommodation may modify a rule or make an exception to all or part of it for the person requesting accommodation. (Policy on Creed and the Accommodation of Religious Observances, Ontario Human Rights Commission, October 20, 1996, pg. 5)
- 1.1.3 The duty to accommodate is an obligation that arises when requirements, factors, or qualifications, which are imposed in good faith, have an adverse impact on, or provide an unfair preference for a group of persons based on a protected ground under the Code. The duty to accommodate must be provided to the point of undue hardship. In determining whether there is undue hardship, section 24(2) of the Code, provides that reference should be made to the cost of accommodation, outside sources of funding, if any, and health and safety requirements.

1.2 Creed:

- 1.2.1 Creed is interpreted by the Ontario Human Rights Commission's 1996 Policy on Creed and the Accommodation of Religious Observances as a religious creed or a religion. It is defined as a professed system and

confession of faith, including both beliefs and observances of worship. The existence of religious beliefs and practices are both necessary and sufficient to the meaning of creed, if the beliefs and practices are sincerely held and/or observed.

- 1.2.2 The above policy does not extend to religions that incite hatred or violence against other individuals or groups, or to practices and observances that purport to have a religious basis, but which contravene international human rights standards or criminal law. (Policy on Creed and the Accommodation of Religious Observances, Ontario Human Rights Commission, October 20, 1996, pg. 2)

1.3 Undue Hardship:

- 1.3.1 Accommodation will be provided to the point of undue hardship, as defined by the OHRC (for example in the Policy and Guidelines on Disability and the Duty to Accommodate). A determination regarding undue hardship will be based on an assessment of costs, outside sources of funding, and health and safety. It will be based on objective evidence. For more information about the evidence needed to prove undue hardship, see [Human Rights at Work 2008](#).
- 1.3.2 A determination that an accommodation will create undue hardship carries with it significant liability for the Board. It should be made only with the approval of the appropriate Supervisory Officer or where appropriate the Board of Trustees.
- 1.3.3 Where a determination is made that an accommodation would create undue hardship, the person requesting accommodation will be given written notice, including the reasons for the decision and the objective evidence relied upon. The accommodation seeker shall be informed of his or her recourse under the Board's Equity and Inclusive Education Policy [P-ES 306](#) and Administrative Procedure [AP-ES 306](#) and Anti-Racism and Ethnocultural Equity Policy [P-ES 301](#) and Administrative Procedure [AP-ES 301](#), and under the Ontario Human Rights Code.
- 1.3.4 Where a determination has been made that an accommodation would cause undue hardship, the Board will proceed to implement the next best accommodation short of undue hardship, or will consider phasing in the requested accommodation.

2.0 Accommodation Guidelines

- 2.1 The purpose of this guideline is to ensure that all Board staff, students, parents and other members of the school community are aware of their rights and responsibilities under the Code with respect to religious accommodation. It also sets out the Board's procedures for accommodation and the responsibilities of each of the parties to the accommodation process. In accordance with the Equity Strategy, the Code and OHRC's Guidelines on Developing Human Rights Policies and Procedures, it is intended that the accommodation process, as well as the accommodation itself, be effective and respectful of the dignity of accommodation seekers.
- 2.2 The Board is committed to providing an environment that is inclusive and that is free of barriers based on prohibited grounds. Accommodation will be provided in accordance with the principles of dignity and inclusion. The Board will work cooperatively, and in a spirit of respect, with all partners in the accommodation process.

3.0 Accommodation Based On Request

- 3.1 The Board will take all reasonable steps to provide accommodation to individual members of a religious group to facilitate their religious beliefs and practices. All accommodation requests will be taken seriously. No person will be penalized for making an accommodation request.
- 3.2 The Board will base its decision to accommodate by applying the Code's criteria of undue hardship, the Board's ability to fulfill its duties under Board policies and the Education Act.
- 3.3 When concerns related to beliefs and practices arise in schools, collaboration among school, student, family, and religious community is needed in order to develop appropriate accommodation. It is the role of the Board and its staff to ensure equity and respect for the diverse religious beliefs and practices of students and their families and other staff in the school system. However, school administrators should not be placed in the position of monitoring a child's compliance with a religious obligation, and enforcing such practices (e.g. wearing a head covering is not the responsibility of the school staff or the Board).

4.0 General Procedures

- 4.1 **Staff** requesting accommodation should advise the administration at the

beginning of the school year, to the extent possible. If September notice is not feasible, the person should make the request as early as possible.

- 4.2 The absence of employees due to religious observances should be granted as determined by this policy and the appropriate collective agreement language or provisions.
- 4.3 **Students** and parents and/or guardians must communicate (verbal or written notice) specifying their accommodation needs relating to religious observances, including holy days on which they will be absent from school. This notice should be made enough in advance (preferably at the beginning of each school year) to ensure that scheduling of major evaluations, such as tests and/or assignments, take any communicated religious observances into consideration.

The Board will provide information about the procedure to follow to request an accommodation for religious observances and/or holy days.

5.0 Unresolved Requests

- 5.1 Despite the Board's commitment to accommodate, an individual may feel that discrimination based on religion has occurred. The Board will take reasonable and timely steps to address the unresolved issues raised by the affected person which could include dispute resolution mechanisms.

6.0 Areas of Accommodation

- 6.1 For many students and staff of the Board, there are a number of areas where the practice of their religion will result in a request for accommodation on the part of the school and/or the Board. These areas include, but are not limited to the following:
 - 6.1.1 School Opening and Closing Exercises
 - 6.1.2 Leave of Absence for Religious Holy Days
 - 6.1.3 Prayer
 - 6.1.4 Dietary Requirements
 - 6.1.5 Fasting
 - 6.1.6 Religious Dress
 - 6.1.7 Modesty Requirements in Physical Education
 - 6.1.8 Participation in Daily Activities and Curriculum

7.0 General Guidelines and Procedures

- 7.1 This policy will consider each (of the above stated) area of accommodation in turn.

8.0 School Opening and Closing Ceremonies

- 8.1 Pursuant to the Ontario Ministry of Education Policy/Program Memorandum No. 108 (Memorandum No. 108), if a student or parent/guardian objects to all or part of the opening or closing exercises due to religious beliefs, the student will be exempted and given the option not to participate and to remain in class or in an agreed upon location through the duration of the exercise. The Principal will ensure that appropriate supervision is in place for the student.

- 8.2 Memorandum No. 108 states the following:

8.2.1 All public elementary and secondary schools in Ontario must be opened or closed each day with the national anthem. "God Save the Queen" may be included.

8.2.2 The inclusion of any content beyond "O Canada" in opening or closing exercises is to be optional for public school boards.

8.2.3 Where public school boards resolve to include, in the opening or closing exercises in their schools, anything in addition to the content set out in item 1 above, it must be composed of either or both of the following:

- a. One or more readings that impart social, moral, or spiritual values and that are representative of our multicultural society. Readings may be chosen from both scriptural writings, including prayers, and writings.
- b. A period of silence.

- 8.2.4 Parents who object to part or all of the exercises may apply to the Principal to have their children exempted. Students who are adults may also exercise such a right. These requirements will be interpreted in accordance with the Code and the Board will consider other requests for accommodation as may be made.

9.0 Absence For Religious Holy Days

- 9.1 The Board affirms and values the faith diversity in our Catholic schools. Section 21(2)(g) of the Education Act provides that a person is excused from school attendance in observance of a holy day by the Church or religious denomination to which he/she belongs.
- 9.2 All staff and students who observe religious holidays in accordance with section 21(2) (g) of the Education Act may be excused from attendance, subject to the particular request for religious leave process.
- 9.3 The Board will encourage members of diverse groups to identify their religious holy days at the beginning of each school year. The Board will make reasonable efforts to acknowledge the different observances of their Catholic community when planning programs and events, such as Board-wide tests and examinations. To the extent possible, conferences, meetings, workshops, co-curricular activities and exams/tests, will not be scheduled on these significant faith days. Examples of Significant Holy Days:
- 9.3.1 Bahá'í - Ridván
 - 9.3.2 Buddhist - Lunar New Year/Chinese
 - 9.3.3 Western Christian - Good Friday
 - 9.3.3 Eastern Christian - Christmas/Holy Friday
 - 9.3.4 Hindu - Diwali
 - 9.3.5 Jewish - Rosh Hashanah (2 days) , Yom Kippur, Passover (first day)
 - 9.3.6 Muslim - Eid-ul-Fitr, Eid-ul-Adha
 - 9.3.7 Sikh - Baisakhi
- 9.4 All staff and students who request to observe a religious holy day should be allowed this right without having to undergo any unnecessary hardship

10.0 Guidelines for Administrators

- 10.1 Staff requesting a leave should advise the school administration at, or as close as possible to, the beginning of the school year and leave should be granted in accordance with the terms of the appropriate collective agreement language or

provisions.

- 10.2 Students requesting a leave should give written notice from their parent and/or guardian to the school, provided to Principal by parent and/or guardian, as close as possible to, the beginning of the school year. Such procedures should be easy to understand and follow.
- 10.3 All staff members acting on behalf of/representing the Board on other organizations, which in partnership with the Board are planning events or activities that involve students and/or staff of Board schools, have the responsibility to bring this procedure to the attention of these organizations.
- 10.4 For consultation or further clarification of questions, administrators and managers should contact the Superintendent of Education at the board office.

11.0 Unresolved Requests

- 11.1 In the event that an **employee**, after an employee's consultation with the Human Resources Administrator, maintains that unresolved issues remain, then the matter will be referred to the Superintendent of Education or Director of Education.
- 11.2 In the event that a parent/guardian of a **student** maintains that his or her child's rights under the Board's religious accommodation policy have been compromised, then the matter will be referred to the appropriate Superintendent of Education.

12.0 Prayer

- 12.1 The Board recognizes the significance of prayer in religious practice. Schools will make reasonable efforts to accommodate an individual's requirement for daily prayer by providing an appropriate location within the building for students and staff to participate in prayer. The Principal will provide appropriate supervision for the student. This may mean a quiet space in the library, an empty room, or wherever it is mutually satisfactory for the school and the student or staff member requesting the accommodation. Adult presence will be for supervision purposes only.

13.0 Dietary Restrictions

- 13.1 The Board is sensitive to the different dietary restrictions of various religious

groups. Such sensitivity includes attending to issues related to the menus provided by catering companies, snacks in schools, and food provided within schools, at school-sponsored activities and community events.

- 13.2 Breakfast and lunch programs in schools will consider relevant dietary restrictions in their menu planning. Availability of vegetarian options is recommended as a form of inclusive design.
- 13.3 Special attention needs to be given to overnight outdoor education activities, as well as field trips that extend over a mealtime period.

14.0 Fasting

- 14.1 The Board is sensitive to religious periods of fasting. Schools will endeavour to provide appropriate space, other than cafeterias or lunchrooms, for individuals who are fasting in religious observance. The Board recognizes that students who are fasting may need exemptions from certain physical education classes and Board schools should make reasonable efforts to provide appropriate accommodations.

15.0 Religious Dress

- 15.1 Dress Code is the appropriate dress policy established by a school, as outlined in Board Policy [Dress Code and School Uniform Policy P-CP 209](#) and [Dress Code and School Uniform Administrative Procedure AP-CP 209](#).
- 15.2 The Board recognizes that there are certain religious communities that require specific items of ceremonial dress. The Board understands that some religious attire, which is a requirement of religious observance, may not conform to a school's Dress Code. Schools will reasonably accommodate students with regard to religious attire. Religious attire is not cultural dress; it is a requirement of religious observation.
- 15.3 Religious attire that should be reasonably accommodated in Board schools includes, but is not limited to:
 - 15.3.1 Head Covers: Yarmulkes, Turbans, Rastafarian Headdress, Hijabs
 - 15.3.2 Crucifixes, Stars of David, etc.
 - 15.3.3 Items of Ceremonial Dress
- 15.4 Special attention must be given to accommodations necessary for a student to

participate in physical education and school organized sports. Where possible, these should be incorporated into Board policies as part of an inclusive design process.

- 15.5 The Board seeks to foster an atmosphere of cultural understanding in order to be proactive in addressing potential harassment about religious attire. Schools should be aware that harassment about religious attire is one of the most common types of harassment and bullying. The Board and its schools will not tolerate any teasing directed at, or inappropriate actions taken against, an individual's religious attire and there will be appropriate consequences for individuals who violate this rule.
- 15.6 There are religious communities that require specific items of ceremonial dress which may be commonly perceived as contravening Board policies, for example the use of the Kirpan by Khalsa Sikh students. For specific guidelines on the accommodation of Khalsa Sikh students wishing to carry a Kirpan, please see Appendix A.

16.0 Modesty Requirements for Dress in Physical Education Classes

- 16.1 The Board recognizes that some religious communities observe strict modesty attire in respect of their religion. This can become a matter of concern when students are asked to wear the clothing used in physical education activities. Such policies should be designed inclusively, taking into account common religious needs that may exist.
- 16.2 If a family has concerns that cannot be addressed through inclusive design, the school should discuss the modesty requirements with them, and, taking into consideration the Ministry of Education's mandated expectations in the physical education curriculum, provide reasonable accommodation. The curriculum requirements should be explained to the family so that it has sufficient information to understand the physical education curriculum and to select available curriculum alternatives.

17.0 Participation in Daily Activities and Curriculum

- 17.1 The Board will seek to reasonably accommodate students where there is a

demonstrated conflict between a specific class or curriculum and a religious requirement or observance.

- 17.2 Where academic accommodation is requested, the school should have an informed discussion with the student's parents/guardians to understand the nature and extent of the conflict.
- 17.3 The school should make it clear during the discussion that its role is to protect students and staff from harassment and discrimination because of their religion and cultural practices. Where these conflict with the school routines, activities or curriculum, the school should consider accommodation. It cannot, however, accommodate religious values and beliefs that clearly conflict with mandated Ministry of Education and Board policies.
- 17.4 It is important to note that when an individual requests an accommodation related to the curriculum, the accommodation applies to the individual in question and not to the whole class or to classroom practices in general.
- 17.5 In general, the Board recommends an informed, common-sense approach to questions of religion and curriculum. Hopefully, these questions can be solved by an open discussion between the teacher, the Principal, the student and his/her family.

18.0 Limitations to Religious Accommodation

- 18.1 The Board supports freedom of religion and an individual's right to manifest his/her religious beliefs and observances. The right to freedom of religion, however, is not absolute and religious accommodation in the Board is carried out in the larger context of the Catholic education system and denominational rights of Catholic schools.
- 18.2 The Board, at all times, will seek to accommodate an individual's right to freedom of religion in a manner that not only respects the individual's beliefs but the principles of the Catholic Church.
- 18.3 Following the general custom of the Church, non-Catholics are welcome to join in prayer services and liturgical celebrations of the Catholic Church community (keeping in mind some restrictions such as sharing in Holy Communion). If schools have a space provided for reflection or prayer, it is open to all people for individual silent prayer or meditation. However, it is not appropriate that non-Catholic liturgies or group prayers be held in this setting.

Appendix A

Guideline for Kirpan Accommodation

A Kirpan is a ceremonial sword that must be worn by all baptised Khalsa Sikhs. The Board seeks to accommodate Khalsa Sikhs who wear a kirpan under the following conditions as follows:

- At the beginning of the school year or upon registration, the student and parents and/or guardians must report to their respective school administration that they are Khalsa Sikhs and wear the five articles of faith, including a Kirpan.

The Principal, in consultation with the student and his/her parents and/or guardians, will develop appropriate accommodations to allow the student to wear the Kirpan while ensuring the safety of others. These may include the following conditions:

- The Kirpan is six inches or less.
- The Kirpan will be sufficiently secured with a stitched flap so it is not easily removed from its sheath.
- The Kirpan will not be worn visibly, but under the wearer's clothing.
- There is notification in writing to the Principal by the parents and/or guardians and student and, where possible, from the Guardwara (place of worship), confirming that the student requesting accommodation is a Khalsa Sikh.
- Students must be accompanied by parents and/or guardians when discussing the rules regarding the wearing of a Kirpan.