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# CARROLL COUNTY PUBLIC SCHOOLS ADMINISTRATIVE REGULATIONS

## BOARD POLICY ACD: RELIGIOUS OBSERVANCES

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### Employees

Staff members may be absent from duty to participate in religious holidays when schools and offices are open. When staff members are unable to perform their regular duties due to the religious holiday observance, leave will be granted according to the following procedures:

- Prior notification to the immediate supervisor is required as soon as possible, but no later than 24 hours in advance of the leave date.
- Employees must use accrued leave, when available.
- Twelve-month employees may use accrued personal or vacation days. Personnel working less than twelve months may use personal business days. All other leave for religious purposes will be without pay.
- The immediate supervisor may request verification of the employee's participation in the religious observance during the regular duty hours from the appropriate religious authority.
- The supervisor will approve the request for leave for religious purposes provided that granting the leave does not have a severe impact on school system operations. Appeals shall be made to the Director of Human Resources.

### Students

A student shall be released from school as an excused absence for the purpose of observance of a religious holiday, upon notification from the parent/guardian.

School officials shall avoid scheduling major examinations and other major events on religious holidays or when made aware of anticipated high absenteeism on these days.

Students who complete the school year with no other absences shall not be denied school attendance certificates where such are regularly awarded.

## **Attendance Monitoring**

As part of the school calendar development activity, absentee rates shall be examined to determine the impact, if any, the observance of religious holidays has on the delivery of instruction for all students.

If it is determined that a high absentee rate is expected among students and staff related to religious holiday observances, such that the effectiveness of instruction may be disrupted and there is a negative impact on the available resources, a recommendation may be made to close schools on these days.

## **Guidelines for Jewish Holidays**

CCPS will not hold school activities or have important quizzes, tests, or assignments on Rosh Hashanah or Yom Kippur or after 5:00 pm on the previous evening of those two holidays.

**REVISED: July 8, 2009**

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