

STUDENT RELIGIOUS LIBERTIES POLICY

Innovative Career Academy

ARTICLE I STUDENT RELIGIOUS EXPRESSION

Students may engage in religious expression before, during, and after school hours in the same manner that a student is permitted to engage in secular activities or expression before, during, and after school hours.

ARTICLE II USE OF FACILITY FOR RELIGIOUS PURPOSES

Students shall have the same access to the School's facilities to conduct a meeting for the purpose of engaging in religious expression as is given to secular student groups, without regard to the content of a student's or groups expression.

ARTICLE III RELIGIOUS EXPRESSION IN COMPLETION OF STUDENT ASSIGNMENTS

Students shall have the right to engage in religious expression in the completion of homework, artwork, or other written or oral assignments. The School shall not penalize or reward a student based on the religious content of a student's work.

ARTICLE IV RELIGIOUS BELIEFS

The School shall not solicit or require a student to affirmatively ascribe to specific beliefs, affiliations, ideals, or principles concerning political movements, or ideology. The School shall not use statements of commitment to specific beliefs, affiliations, ideals, or principles concerning political movements or ideology as part of the academic evaluation of students. The School shall not solicit or require academic admission to affirmatively ascribe to, or opine about, specific beliefs, affiliations, ideals, or principles concerning political movements, or ideology.

ARTICLE V RELIGIOUS EXPRESSION DAYS

Students are permitted to be absent for up to three religious expression days (R.E.D.) each school year to take holidays for reasons of faith or religious or spiritual belief system or participate in organized activities conducted under the auspices of a religious denomination, church, or other religious or spiritual organization. The School shall not impose an academic penalty as a result of a student being absent as permitted in this policy. Students are also permitted to participate in interscholastic athletics or other extracurricular activities on days in which the student was otherwise absent for a religious expression day.

Alternative Accommodations for examinations and other academic requirements missed due to the student taking a Religious Expression day shall be given, provided that the student's parent or guardian has provided a written notice of up to three specific dates that the student will require alternative accommodations for Religious Expression. This written notice must be received by the principal within fourteen (14) school days of the student's first day of school or within fourteen (14) school days of the student's enrollment if enrolled after the start of the Academic Year.

The school principal shall approve not more than three written requests per school year from a student's parent or guardian for an excused absence under this Article V. The school principal shall approve such requests without inquiry into the sincerity of a student's religious or spiritual belief system. However, the school principal may verify a request received by contacting the parent or guardian whose signature appears on the request. If a parent or guardian disputes having signed such a request, the school principal may deny the request. Upon approval of a request, a school principal 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 student 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's website must provide:

- 1) A copy of this policy, which shall include the contact information of an individual who can provide further information about the policy;
- 2) A nonexhaustive list of major religious holidays, festivals, and religious observations, which may include, Eid, Good Friday, Rosh Hashanah, Yom Kippur, and Passover, for which an excused absence under this section shall not be unreasonably withheld or denied.

The state superintendent will provide the School with this nonexhaustive list. Any time this policy is distributed or published, including on the School website, a statement that the list is nonexhaustive and the list may not be used to deny accommodation to a student for a holiday or festival of the student's faith or religious or spiritual belief system that does not appear on the list. Nothing in this policy, and no inclusion or exclusion of a religious holiday or festival on the list posted by the School, shall preclude a student from full and reasonable accommodations for any sincerely held religious beliefs and practices with regard to all examinations or other academic requirements and absences for reasons of faith or religious or spiritual belief system provided under this policy.

Schools shall annually convey to parents and guardians this policy, including a description of the general procedure for requesting accommodations. The manner in which the school conveys the information shall be determined at the School's discretion.

Any days excused under this section shall not be considered in determining absence hours for the purposes of parental notification under division (C)(1) of section 3321.191 of the Revised Code.

GRIEVANCE PROCEDURE FOR R.E.D. COMPLAINTS

LEVEL 1

If a student, the "grievant", believes there is a R.E.D. grievance, they may present the grievance to the Principal or the Principal's delegate within fifteen (15) days of the alleged conduct that violates the R.E.D. policy. The alleged grievance shall be investigated by the Principal or the Principal's delegate and meet with the grievant and attempt to resolve the

matter informally. The decision on the grievance shall be delivered orally to the grievant.

LEVEL 2

If the grievant believes that the grievance has not been resolved appropriately, they may make a statement in writing of the alleged grievance to the Governing Authority of the School. This statement must be filed within ten (10) days of the date of the Principal's or the Principal's delegate's decision. The statement shall state the nature of the alleged grievance, and the relief sought. If the grievant is a student, the Principal or the Principal's delegate shall assist in the preparation of the statement and submission to the Governing Authority within the appropriate time frame.

LEGAL REFERENCES

ORC Secs. 3314.03, 3319.614, 3320.01, 3320.02, 3320.03, 3321.191; Sub. H.B.214 (135th GA)

Revised 8_2024

CERTIFICATION OF RESOLUTION
STUDENT RELIGIOUS LIBERTIES POLICY

Innovative Career Academy
(An Ohio Non-Profit Corporation)

The Governing Authority (the "Board") of **Innovative Career Academy** (the "School"), a non-profit corporation organized under the laws of the State of Ohio, hereby resolves as follows:

WHEREAS the Board wishes to comply with the Ohio Student Religious Liberties Act of 2019, as amended, (Ohio Revised Code 3320.01, *et seq.*).

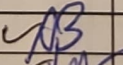
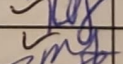
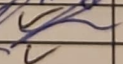
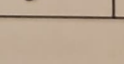
IT IS HEREBY RESOLVED that the Board adopts the Student Religious Liberties Policy, attached hereto and incorporated herein as restated. This Policy supersedes and replaces any prior Religious Liberties Policy adopted by this Board.

IT IS FURTHER RESOLVED that the Board Chair is authorized to execute any and all forms and/or documents to effectuate the purpose of this resolution and that the policy shall be distributed by the School to all staff.

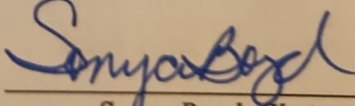
APPROVAL AND ADOPTION

Motion to adopt the Student Religious Liberties Policy (with/without) amendment(s)

Motion by M. Lewis, Seconded by K. Lewis

Board Member Name	AYE	NAY	OTHER <i>(abstain, not present, etc.)</i>
Aaron Berg			
Karen Lewis			
Mandisa Lewis			
Rodney Lewis			
Sonya Boyd, Chairwoman			

Duly adopted on this 13th day of September, 2024.

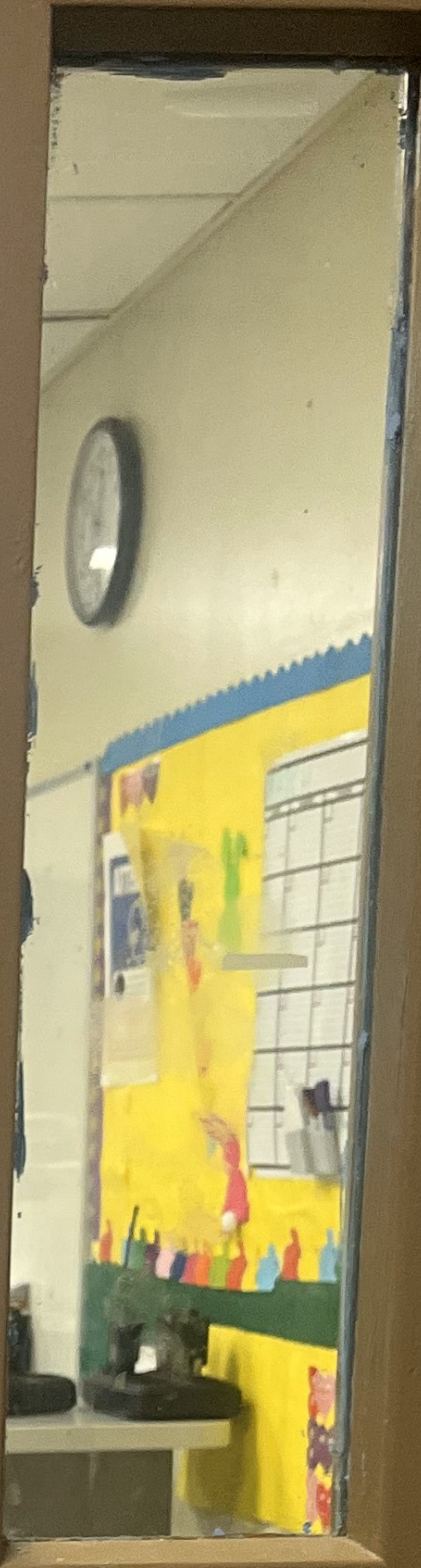


Sonya Boyd, Chairwoman



The Broadway Academy is a community school established under Chapter 3314. of the Revised Code. The school is a public school and students enrolled in and attending the school are required to take proficiency tests and other examinations prescribed by law. In addition, there may be other requirements for students at the school that are prescribed by law. Students who are exempt from the compulsory attendance law for the purpose of home education pursuant to section 3321.042 of the Revised Code shall no longer be exempt for that purpose upon their enrollment in a community school. For more information about this matter contact the school administration or the Ohio Department of Education and Workforce."

Office On
Lock Down
2pm - 4pm
Per Principal
Batson
Thank You



PUBLIC RECORDS POLICY

The Board of Directors recognizes that openness leads to a better informed citizenry, which leads to better government and better public policy. It is the mission and intent of the School, as a public office, to at all times fully comply with and abide by both the spirit and the letter of Ohio's Public Records Act.

Definition
A "record" is defined to include the following: A document in any format (paper or electronic) that is created, received by, or comes under the jurisdiction of the School that documents the organization, functions, policies, decisions, procedures, operations, or other activities of the School as a public office.

A "public record" is a "record" that is being kept by the School at the time a public records request is made, subject to applicable exemptions from disclosure under Ohio or federal law. The School's public records will be organized and maintained in such a way that they can be made available for inspection and copying.

Public Records Requests
Public records will be available for inspection during regular business hours. Public records will be made available for inspection promptly. Copies of public records will be made available within a reasonable period of time. "Promptly" and "reasonable" take into account the volume of records requested, the proximity of the location where the records are stored, the necessity for any legal review and redaction, and other facts and circumstances of the records requested.

It is the goal of the School that all requests for public records will be acknowledged or documented in writing.

Responding to Requests
Although no specific language is required to make a request for public records, the requester must at least identify the records requested with sufficient clarity to allow the School to identify, remove, and review the records.

Requesters shall not be required to make a request in writing. Requesters shall not be required to provide his or her identity or the intended use of the requested public records. However, in accordance with Ohio law the School may ask for a written request, the requester's identity, and/or the intended use of the information requested, if (1) a written request or disclosure of identity or intended use would benefit the requester by enhancing the School's ability to identify, locate, or deliver the public records that have been requested, and (2) the requester in fact told the School that the request is not required and that the requester may decline to reveal the requester's identity or intended use.

In processing the request, the School does not have an obligation to create new records or perform a search or research for information in the School's records. An electronic record is deemed to exist as long as a computer is already programmed to produce the record through the School's standard use of writing, printing, or querying features.

Religious Expression Days Policy

The School shall reasonably 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 systems.

(A) Absences for Holidays
(1) The School will permit a student to be absent for up to three religious expression days each school year to take holidays for reasons of faith or religious or spiritual belief system or participate in organized activities conducted under the auspices of a religious denomination, church, or other religious or spiritual organization.

Such holidays include but are not limited to: Eid, Good Friday, Rosh Hashanah, Yom Kippur, and Passover.

This list is non-exhaustive. The School shall not unreasonably withhold or deny permission for other holidays. The School shall not deny accommodations to a student for a holiday or festival of the student's faith or religious or spiritual belief system that does not appear on this list. The inclusion or exclusion of a religious holiday or festival on this list shall not preclude a student from full and reasonable accommodations for any sincerely held religious beliefs and practices with regard to all examinations or other academic requirements and absences for reasons of faith or religious or spiritual belief system provided under section 8 below.

(2) The School will not impose an academic penalty as a result of a student being absent as permitted pursuant to this policy. The School will also permit students to participate in extracurricular activities on days in which the student was otherwise absent for a religious expression day under this policy.

(B) Alternative Accommodations
(1) The School will provide students with alternative accommodations with regard to examinations and other academic requirements missed due to an absence pursuant to this policy if not later than fourteen school days after the first day of school, or fourteen school days after the date of enrollment for a student who transfers to or enrolls in the School after the first day of school, the parent or guardian of a student provides the School principal with written notice of up to three specific dates for which alternative accommodations are requested, if an absence approved under this policy conflicts with an examination or other academic requirement on that date.

Upon approval of a request that satisfies this Section (B)(1) the principal 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 student absence creates a conflict, which may be before or after the time and date the examination or other academic requirement was originally scheduled.

exist as long as a computer is already programmed to produce the record through the School's standard use of writing, printing, or querying features.

In processing a request for inspection of a public record, an agent of the School may accompany the requester during inspection to make certain original records are not taken or altered.

A copy of the most recent edition of the Ohio Sunshine Laws Manual is available via the Attorney General's website (www.ohioattorneygeneral.gov/vfiles/fls/ml) for the purpose of educating those involved with the School as to the obligations under Ohio's Public Records Act, Ohio's Open Meetings Act, sunbelt retention laws, and Personal Information Protection Act.

Electronic Records
Records in the form of e-mail, text messaging, and instant messaging, including those sent and received via a handheld communications device, are to be treated in the same fashion as records in other formats, such as paper or electronic.

Public record content transmitted to or from private accounts or personal devices is subject to disclosure. All employees or representatives of the School are required to retain e-mail records and other electronic records in accordance with applicable records retention schedules.

Denial and Refinement of Records
If the requester makes an ambiguous or overly broad request or has difficulty in making a request such that the School cannot reasonably identify what public records are being requested, the School may deny the request. Upon such denial, the School must then provide the requester an opportunity to revise the request by informing the requester of the manner in which records are maintained and accessed by the School.

If the School withholds, redacts, or otherwise denies requested records, the School shall provide an explanation, including legal authority, for the denial(s). If portions of a record are public and portions are exempt, the exempt portions may be redacted and the rest shall be released. When making public records available for public inspection or copying, the School shall notify the requester of any redaction or make the redaction plainly visible.

Sealed Records
The School, or its authorized designee, is permitted to maintain records sealed under a court order of law or the administration of a student who has been permanently excluded from school pursuant to CRC 3301.221 or CRC 3313.062 provided that administration was the basis of the permanent exclusion. The School, or its authorized designee, is not permitted to disseminate the records and information. The School, or its authorized designee, is not permitted to disseminate records that are subject of a pending order shall be requested pursuant to CRC 3313.157 upon presentation of a copy of the order.

(2) The principal shall approve not more than three written requests per school year from a student's parent or guardian for an excused absence under this policy. The principal shall approve each request without inquiry into the sincerity of a student's religious or spiritual belief system. However, the principal may verify a request received under Section (A) of this policy by contacting the parent or guardian whose signature appears on the request. If a parent or guardian, despite having signed such a request, the principal may deny the request.

(C) Posting
The School will post in a prominent location on the School's web site this policy and the contact information of the principal who can provide further information about this policy.

(D) Annual Notification & Procedure for Requests
Each school year the School will convey to parents and guardians this policy which includes the procedure for requesting accommodations. Such annual notification may occur by inclusion in the Parent-Student Handbook.

Absences and accommodations under this policy may be made by submitting to the School principal a request in writing, which includes e-mail.

The written request shall include:
o student name
o the requested accommodation (day to be missed or academic/examination alternative)
o a statement that the request is for reasons of faith or religious or spiritual belief
o the parent/guardian name and signature (email shall be considered signed)
o the parent/guardian contact information

Parents and Guardians should try to submit requests in as far as advance as possible to allow the School to most effectively make the accommodations.

(E) Grievances
A student, parent, or guardian may notify the School of any grievance with regard to the implementation of this policy by contacting the School Superintendent.

(F) Absence Due Not Cause Toward Intervention
The School shall not consider any days a student is excused under this policy in determining absence hours for the purposes of personal notification under CRC 3312.194(C)(3).

Ideology and Religious Expression Policy

The School shall not prohibit students from engaging in religious expression in completion of homework, artwork, or other written or oral assignments. Assignment grades and scores shall be calculated using ordinary academic standards of substance and relevance, including any legitimate pedagogical concerns, and shall not penalize or reward a student based on religious content of a student's work.

The School shall allow students to engage in religious expression before, during, and after school hours in the same manner and to the same extent that a student is permitted to engage in secular activities or expressions before, during, and after school hours.

The School shall provide the same access to school facilities to students who wish to conduct a meeting for the purpose of engaging in religious expression as is given to secular student groups, without regard to the content of a student's or group's expression.

Prohibitions:

- (1) The School shall not solicit or require an employee or applicant for employment or academic admission to affirmatively assent to, or agree about, specific beliefs, affiliations, ideas, or principles concerning political movements, or ideology.
- (2) The School shall not solicit or require a student to affirmatively assent to specific beliefs, affiliations, ideas, or principles concerning political movements, or ideology.
- (3) The School shall not use statements of commitment to specific beliefs, affiliations, ideas, or principles concerning political movements, or ideology as part of the evaluation criteria for employees or applicants for employment, or employees that are seeking career progression or benefits.
- (4) The School shall not use statements of commitment to specific beliefs, affiliations, ideas, or principles concerning political movements or ideology as part of the academic evaluation of students.

Contractual:
Nothing in this policy shall be construed to prohibit, limit, or restrict any of the following:

- (1) The School's authority to require a student or employee to comply with federal or state law, including anti-discrimination laws, or to take action against a student or employee for violation of federal or state law.
- (2) An educator's academic freedom.
- (3) An educator's ability to research or write publications about specific beliefs, affiliations, ideas, or principles concerning political movements, ideology, or social issues.
- (4) The School's authority to consider an applicant for employment's scholarship, teaching, or subject matter expertise in the applicant's given academic field.
- (5) The School's authority to offer an established classroom education program.

Public Availability:
The School shall make publicly available all policies, guidelines, and training materials used for students, educators, and staff on all matters regarding specific beliefs, affiliations, ideas, or principles concerning political movements, or ideology. However, this does not require the School to make personnel legal communications or guidance publicly available.

Copying and Mailing Costs
The School may charge those seeking public records the actual cost of making copies, not including labor. The charge for paper copies is 10 cents per page. The charge for electronic copies is 10 cents per page. For purposes of transparency the School will not transmit records by e-mail to a requester's personal device, such as a tablet or smartphone, unless the requester, in writing, requests that the School transmit records to that device.

The School may require that a requester pay in advance for the actual costs involved in providing the copy. The requester may choose whether to have the record duplicated upon paper or in electronic format.

If a requester asks that documents be delivered, he or she may be charged the actual cost of the postage and printing supplies, or other actual costs of delivery. The School shall not charge for a mailed record.

Records Committee
The Board may by resolution designate a records committee. If no designations are made by resolution, by adoption of this policy the School's Governance/Educational Management Organization, if any, is designated as the Records Committee. The School's designated local office shall be the Records Committee for all Records records.

Records Retention
The School's records shall be maintained in accordance with the attached Records Retention Schedule. The Records Retention Schedule does not imply that all records listed have been or should be owned by the School. The Records Retention Schedule only applies to records belonging to the School/Board as a public office. The records that are the property of an applicant or vendor, if any, shall be maintained or accessible only to the applicant or vendor's respective party.

This policy and accompanying Records Retention Schedule shall be available at the School facility.