



## Policy: Religious Education Qualifications for Academic Staff

		<b>Policy Number:</b>	300.09
<b>Adopted:</b>	June 24, 2003	<b>Former Policy Number:</b>	n/a
<b>Revised:</b>	January 25, 2005; April 25, 2017	<b>Policy Category:</b>	Human Resources
<b>Subsequent Review Dates:</b>	TBD	<b>Pages:</b>	1

### Belief Statement:

The Brant Haldimand Norfolk Catholic District School Board (the "Board") believes that our primary mission is to support the family and parish in animating the faith of our students. The Board believes that teaching positions and other positions involving interaction with students require a significant degree of participation in the religious life of the local parish and the Catholic school community. The Board believes that a minimum amount of professional development is required to foster professional knowledge of Religious and Family Life education and develop skills that help to enhance the integration of Catholic graduate expectations in the classroom and throughout the school.

### Policy Statement:

It is the policy of the Board that at the time of hire, teachers will commit to complete Religious Education, Part 1, or equivalent, within two years of the appointment, subject to extenuating circumstances. Teachers are also encouraged to continue their Religious Education studies (e.g., Part 2, Specialist), as well as avail themselves of faith formation and catechesis opportunities offered by the Board. Furthermore, newly appointed principals and vice-principals shall have the Religious Education Specialist or equivalent, or shall actively pursue attaining the Religious Education Specialist Certificate within the first five years of assuming the position of responsibility.

### Glossary of Key Policy Terms:

#### Religious Education, Part 1

Refers to the OECTA/OCSTA Religious Education, Part 1 course.

#### Religious Education Specialist

Refers to the OECTA/OCSTA Religious Education course.

#### Equivalency

Equivalency is determined by the Registrar of the OECTA/OCSTA Religion Course or at the discretion of the Director of Education.

#### References: N/A



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## Religious Education Qualifications for Academic Staff AP 300.09

**Procedure for:** All Academic Staff  
**Submitted by:** Director of Education  
**Category:** Human Resources

**Adopted:** April 25, 2017  
**Revised:** N/A

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### Purpose

The purpose of the administrative procedure is to provide direction to newly-hired teachers, vice-principals and principals (academic staff) regarding the minimum religious education qualifications needed for employment with the Board and to provide guidance to the Human Resources department regarding the notification to staff and record keeping of information pertinent to the corresponding policy.

### Procedures

#### 1.0 Notification and Record Keeping

1.1 The Human Resources Department shall:

- Review qualifications of newly-hired teachers and vice-principals/principals to determine gaps in qualifications.
- Notify academic staff who are required to complete Religious Education Qualifications.
- Record and file successful completion of the teachers' required additional Religious Education Qualifications.

#### 2.0 Enrolment and Completion

2.1 Teachers

Upon notification from the Human Resources department, a teacher shall enroll and complete Religious Education, Part 1, or equivalent, within two years of the appointment, subject to extenuating circumstances. Upon successful completion of the course, the teacher shall notify the Human Resources Manager that the course is complete and that the qualification has been submitted to the registrar of the College of Teachers.

2.2 Vice-Principals and Principals

Upon notification from the Human Resources department, a vice-principal or principal shall enroll and complete the Religious Education Specialist, or equivalent, within five years of the appointment, subject to extenuating circumstances. Upon successful completion of the course, the vice-principal/principal shall notify the Human Resources Manager that the course is complete and that the qualification has been submitted to the registrar of the College of Teachers.

### Definitions

#### Religious Education, Part 1

Refers to the OECTA/OCSTA Religious Education, Part 1 course.

#### Religious Education Specialist

Refers to the OECTA/OCSTA Religious Education course.

#### Equivalency

Equivalency is determined by the Registrar of the OECTA/OCSTA Religion Course or at the discretion of the Director of Education.

**References** - N/A