

# ADMINISTRATIVE PROCEDURE

## 1. Purpose

It shall be the procedure of the Catholic District School Board of Eastern Ontario that, with the exception of allowances provided for by the Ministry of Education, the Education Act or by this procedure, that all full time students who are enrolled in secondary school will take a prescribed credit course in religious education in each of their four years of attendance.

Outlined below is the process for obtaining a Religious Education Exemption.

## 2. Procedure

### Step 1

Written or verbal request for Exemption made by parent, legal guardian, or student from Religious Education course and/or from activities of a Religious nature (ritual or prayer):

- Refer all requests to school Principal.

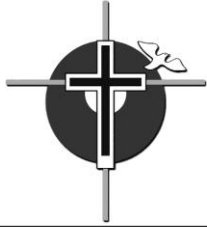
### Step 2

Principal will refer parent /guardian to write a letter to formally request the exemption outlining the reasons for the change to their child's programming.

### Step 3

If letter is completed and submitted, the principal should:

- Request a meeting to discuss the programming needs of their child.
  - **Scenario 1** – The parent accepts the invitation to a meeting. Refer to Step 4 below. If they still desire the exemption, forward it to the Superintendent of Education. Every effort should be made to conclude process in a timely manner.
  - **Scenario 2** – The parent does not accept invitation for the meeting, inform them that their application will be forwarded to the Superintendent of Education. Refer to Step 5. Every effort should be made to conclude process in a timely manner.



### **Step 4**

School Principal and Guidance Counsellor meet with parent and student to discuss the objectives of the school in providing a Catholic education. At the meeting, the principal will review the following:

- Catholic schools provide students with an education that includes emotional, physical, intellectual, and spiritual growth;
- Inclusion in faith formation is in-keeping with the expectations of students who graduate from Catholic high schools;
- Ontario Catholic School Graduate Expectations and how they align with 21<sup>st</sup> Century education priorities;
- Catholic schools promote inclusion and non-Catholic students are welcomed into the core faith program and other activities related to the faith-life of the school;
- Religion courses are but one aspect of faith formation, all students are expected to participate fully in all religious activities in the school community including masses, retreats and paraliturgies;
- Catholic schools are called to provide students with a comprehensive religion program that will influence and mold their lives into the future.
- Review the student's programming needs including: timetable options, IEP, credit history, etc.
- Discuss concerns and review options.

### **Step 5**

Principal informs Superintendent of parent request and forwards letter

### **Step 6**

Superintendent reviews letter and considers letter in accordance with the Education Act. Response must be timely.

### **Step 7**

Request granted or denied.