

<p><b>Kelsey School Division</b> <b>Box 4700</b> <b>The Pas, MB R9A 1R4</b></p> <p><b>Phone: 623-6421</b></p>	<p><b>Code: JEFB</b></p>
-----------------------------------------------------------------------------------------------------------------------	--------------------------

## **RELIGIOUS GUIDANCE PROGRAM**

### Registration:

Early in September, the coordinator (a community volunteer) provides registration forms for distribution to all first year primary students and students new to the school Division. Parental signature on the form authorizes the coordinator to enroll the student in the program. Once enrolled in the program, students will automatically be registered each year unless they withdraw or are suspended from the program. Withdrawal from the program will occur upon parental request to the coordinator or through expulsion by the coordinator in consultation with the religious guidance teacher. Schools will provide the coordinator with class list information (excluding all information of an academic nature). The coordinator will draw up the religious guidance classes and circulate these to the appropriate schools and teachers.

### Teachers:

Teachers of the religious guidance program come from the school's professional staff, parent or community volunteers. Teachers from a school's professional staff have the right to volunteer for this activity and if they do so, the school administration must organize their relief during the assigned time.

Training of teachers in the program's curriculum and instructional technique is the responsibility of the program co-ordinator. Training sessions will be held at an appropriate location (i.e. Pastoral Centre).

### Facilities:

Due to the nature of the religious guidance program, it is most appropriate that classes be held in a closed classroom or other isolated location. Class location is the prerogative of the school principal and, if necessary, open area stations may be utilized. It is expected that these teaching areas will be in a reasonable state of order before and after each class.

### Supplies:

Religious guidance teachers may request use of copying services in the school through the usual procedures available to professional staff. Reasonable access to paper supplies is permitted provided requests are placed through the school's usual channels and preferably with sufficient notice provided. The program provides its teachers with books, films, filmstrips, recordings, etc. from its own stock of supplies. Students will be required to bring some supplies at the request of the teacher.

<p><b>Kelsey School Division</b> <b>Box 4700</b> <b>The Pas, MB R9A 1R4</b></p> <p><b>Phone: 623-6421</b></p>	<p><b>Code: JEFB</b></p>
-----------------------------------------------------------------------------------------------------------------------	--------------------------

Supervision:

The coordinator is responsible for the supervision of the curriculum and instruction of the teachers involved. Although the religious guidance teachers are responsible for the conduct of the students in their classes, they may request assistance from the school principal in the event of serious students conduct problems. The principal will communicate the details of such events to the coordinator.

Reporting:

It is incumbent upon the coordinator of the program to ensure that an annual report of the progress made by the students at each level of the curriculum be made to the parents. The coordinator shall also report periodically to the Superintendent of Schools regarding enrolment, difficulties experienced, parental acceptance, etc.

Regular Classroom:

It is felt that Kelsey School Division owes an obligation to teach the students who are not attending Religious Guidance classes. The primary function shall be that of enrichment or remedial work for students who remain in the regular classrooms. No new materials or lessons shall be presented at this time and the time shall be used to provide an extension and support to the regular program. Creative instruction shall be provided by all teachers in order to make maximum use of this particular period.