

1.a RELIGIOUS EDUCATION AND FAMILY LIFE EDUCATION PROGRAM - SAMPLE

Description of Activity <ul style="list-style-type: none"> Staffing, Timetable and Teacher In-service 		SMART Goal Design - Is this goal ... <ul style="list-style-type: none"> <input type="checkbox"/> Specific? <input type="checkbox"/> Measurable? <input type="checkbox"/> Attainable? <input type="checkbox"/> Result-oriented? <input type="checkbox"/> Time-bound?
Goal/Expected Result <ul style="list-style-type: none"> Ensure that Religious Education is taught 30 minutes/day, four times per week Timetable Family Life 30 minutes per day once per week Assign teachers to teach each program Ensure that teachers are in-serviced and supported in the delivery of the program 		Resources <ul style="list-style-type: none"> Canadian Conference of Catholic Bishops' Religious Education Program Ontario Conference of Catholic Bishops' Family Life Education Program Ontario Catholic School Graduate Expectations Board Policy Documents
Relevant Catholic Theme(s) <ul style="list-style-type: none"> Faith 		CGE(s) <ul style="list-style-type: none"> CGE1a Illustrates a basic understanding of the saving story of our Christian faith CGE5g Achieves excellence, originality, and integrity in one's own work and supports these qualities in the work of others
How will success be determined? <ul style="list-style-type: none"> Religious Education and Family Life Education will be visible on teachers' timetables Correct programs being taught 		
Contributors	Tasks	
School Administration	<ul style="list-style-type: none"> Designate teaching responsibilities Consult Board Religious Education office to find out about program in-service and consultant assistance Call staff meeting <ul style="list-style-type: none"> identify importance of subject distribute needs assessment regarding texts require staff to identify Religious Education and Family Life Education on their timetables announce opportunities for in-service, consultant's help 	
Staff	<ul style="list-style-type: none"> Collaborate with Administration on timetabling Identify needs vis-à-vis texts Familiarize themselves with program Attend in-service; seek consultant help 	
Board Religious Education and Family Life Department	<ul style="list-style-type: none"> Make clear the requirements and expectations of the Ontario Conference of Catholic Bishops and of the School Board 	

Process Stages	Details and Considerations	
June (prior year)	<ul style="list-style-type: none"> • Administration arranges teaching assignments • At staff meeting discuss staff needs vis-à-vis texts, professional development and ongoing adult faith formation 	
June	<ul style="list-style-type: none"> • Order texts 	
September	<ul style="list-style-type: none"> • At the opening staff meeting review Bishops'/Board/School requirements vis-à-vis Religious Education 	
September	<ul style="list-style-type: none"> • Review Board's assessment policies with respect to Religious Education and Family Life Education 	
September/ October	<ul style="list-style-type: none"> • Have a representative of the Board's Religious Education department come to the school to meet with new teachers 	
January	<ul style="list-style-type: none"> • Evaluate the above and make necessary adjustments 	
Effectiveness (degree to which goal has been achieved) <ul style="list-style-type: none"> • Adequate timetabling • Debriefing at staff meeting 	Follow Up/Next Steps <ul style="list-style-type: none"> • Identify needs over and above the program • Brief class visits by administration • Constant communication with Board's Religious Education and Family Life Education department 	