



Corpus Christi Parish
Religious Education (REC)
**Parent & Participant
Handbook**

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Mission Statement

Corpus Christi Religious Education for Children (REC) is dedicated to the spiritual and moral development of children in grades one through eighth. Recognizing the role of parents as primary teachers of the faith, REC supports this faith formation by providing opportunities to study the Catholic beliefs and traditions in a classroom setting as well as to expose the children to communal and individual prayer experiences. Together, REC and the home foster within the child a personal recognition of God's love for them while they embrace the Gospel values of Jesus Christ.

In the Philadelphia Archdiocese, religious instruction begins in the first grade. It is also required that children have two years of religious instruction prior to receiving a sacrament. At Corpus, children receive First Penance in second grade, First Holy Communion in third grade, and Confirmation in sixth grade.

REC Sessions

Mondays, September through April

4:30 – 5:45 PM Grades 1-8

OR

6:45 – 8:00 PM Grades 1-8

Sacrament Requirements

Sacraments may be received only when the following criteria is met:

- The student has had two (2) years of religious instruction prior to receiving the sacrament
- The family is registered in the parish
- The family participates at Sunday Mass
- The parent(s) and candidate **MUST** participate in the required Sacramental Preparation Activities (All meetings, retreats and practices).

Parent Participation

Corpus Christi parish Community affirms the teaching of the Church that states that parents are as the first and foremost educators of their children. Our catechists supplement, in a more formal way, the education in faith that occurs in the home. With your help in the following areas, together we can make your child's REC experience positive and productive:

- Attend Mass on Sundays and Holy Days
- Teach your child to pray in their own words as well as to learn the prayers required at their level (as well as review previously learned prayers). See Pacing Charts. Review the study guide and pacing chart weekly
- Make sure your child completes assignments and masters study homework.
- Join your child in participating in age appropriate parish activities.
- In the event that a teacher/aide needs to miss a class, be willing to substitute in an aide capacity for that session.

Policies and Procedures

Arrival

- Car Drop Off – Children may be dropped off at the entrance “B” doors, located
- Walk-Ins – These families must park in designated parking areas behind the school and use the entrance “B” or “C” (gym lobby) doors. *All children must be escorted by an adult.*

Dismissal

- Parents or designated carpool adults must pick up their children in the classrooms. A current year dismissal card must be shown before a child will be released to that adult.

Attendance

REC classes are scheduled for approximately thirty hours per year. Each class builds on the preceding class; therefore it is imperative that students attend REC classes regularly. Scheduled prayer services (Advent, Lent and May Procession) are part of the REC curriculum.

Lateness

Classes begin and end promptly as indicated on the REC schedule. If a child is chronically late, or continually leaves class early, his/her name will be referred to the Director of Religious Education. The Director will require a parent phone conference to determine the reasons for this situation. It should be noted that chronic lateness and early dismissals may interfere with your child’s promotion and delay the reception of sacraments.

Early Dismissal

Since we only meet for one hour each week, early dismissal is discouraged. If a child must leave REC early, the parent must go to the school office and sign the child out. The office will call the child’s classroom and have them sent to the office. No parent is to go directly to the classroom and no child will be sent to the office prior to the parent’s arrival.

Absentee Policy

If your child is unable to attend class for any reason, the procedures listed below must be followed:

- Do not call the REC when the student is going to be out. Instead, please email us or send a written note when your child returns the following week.
- Any student who accumulates three unexcused absences may be dismissed from the Corpus Christi REC. The student may be reinstated the following year, but will be required to repeat the previous grade level that was not completed. Also, this may delay the reception of the sacraments.
- Excused absences include but are not limited to illness, family emergencies, or a death in the family. Extended absences (3 or more) due to long-term illness must be verified through a doctor’s note.

- In the event that a child is dismissed from REC due to excessive absences or lateness, no refund of tuition or fees will be made.
- If a student is absent, all assigned work for that week is expected to be completed. (See Pacing Chart)

Corpus Christi Parish CYO

Students in grades one through eighth who wish to participate in any CYO activities must be enrolled and regularly attending REC classes.

Cancellation of Classes

If REC classes are cancelled due to inclement weather or another unforeseen circumstance, this information will be announced through the media resources listed below:

- **Register for a phone or text alert**
Sign up at KYW1060.com and click on the School Closings link on the KYW homepage. When you sign up, make sure you select Corpus Christi REC, not Corpus Christi School.
- **Radio Announcements**
KYW 1060 AM or WNPV 1440 AM
School closing # 1113
Corpus Christi REC
Please be aware that KYW does not accept afternoon and evening closings before 11 AM.
- **TV**
Channels CBS3 or CW57
Corpus Christi REC will be scrolled across the bottom of the screen
- **Website**
kyw1060.com
Click on School Closings button on home page
- **Call**
KYW Newsradio
215-925-1060
Enter School closing # 1113
REC classes are always cancelled if the North Penn School District is closed for the day.

Special Circumstances

Please notify the REC office of any allergies, medical conditions, or special learning needs that your child might have. We will forward this information to the teachers. We do our best to provide a safe classroom environment during REC session, but we cannot guarantee that the classroom will be allergen free as many other groups use our parish facilities.

Non-custodial Parents

It is the responsibility of both parents to provide the Parish with the latest, most up to date Custodial Order or Custody Agreement. (Parish Name) will request these documents in the beginning of the year. If either the Custody Order or Custody Agreement changes during the course of the year, it remains the responsibility of both parents to provide that document to the Parish immediately.

Our program abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, our program will provide the non-custodial parent with access to the records and other program related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the program director with an official and latest copy of the court order.

If a court order prohibits our releasing a child into the custody of a non-custodial parent, it is the responsibility of the custodial parent to provide the program director with an official copy of the court order or custody section of the divorce decree.

Homework

All children in grades 1 through 6 will have written and study homework each week. Our REC students as well as our parish catholic school children have religion homework on a regular basis to help reinforce their classroom experiences. Faith cannot be taught in one hour a week. It must be practiced and lived out in everyday life. Homework may include faith knowledge or faith actions. Study Guides and Pacing Charts are distributed at each grade level.

Written Assignments

Every student from Grades 1 thru 6 receives a pacing chart and study guide, which is based on the Philadelphia Archdiocese guidelines. (See below). The pacing charts lists by date the material that is expected to be covered in class and at home for that week. Occasionally, teachers may add projects or assignments to be done at home.

Study Assignments

All assignments are included on the pacing chart and are expected to be mastered by the next class, or date noted on the study column.

Parent Initial

A column is provided for parents to initial when all work is completed for the week.

Absentee Assignments

Any student who misses a REC class is expected to complete all work assigned on the pacing chart before returning to the next class.

Testing

The students will be assessed on a weekly basis. These assessments will reflect the material introduced in the preceding session (See Pacing Chart). If a child is absent, he/she will complete the assessment during the next REC class. No tests will be sent home to be

completed. Since assessments are given on a weekly basis, they are not noted on the pacing chart. If a student has not mastered the material, a notation will be made on their pacing chart. Please review those concepts and your child will be reassessed. When preparing for the weekly assessments, review the notes in the study guide *–not the textbook*.

Religion Curriculum Guidelines

The religion guidelines for the Archdiocese of Philadelphia were revised and approved for use beginning September 2000. Below is a synopsis of the core content guidelines for each grade level.

Grade One

God the Father, Creation, Living in God's World, God the Son- Jesus Christ, God the Holy Spirit, Sacraments of Initiation, Mary, Liturgical Year Prayers: Sign of the Cross, Grace at meals, Hail Mary, Glory Be, Our Father

Grade Two

Holy Trinity, Sacraments of Initiation and Healing, The Mass: Liturgy of the Word and Liturgy of the Eucharist, Topics related to Mass, Mary, Liturgical Year (as well as preparation for Sacrament of Penance) and Prayers: Sign of the Cross, Grace at meals, Hail Mary, Glory Be, Our Father, Act of Contrition

Grade Three

The Trinity, Sacraments, God's Law, Christian Community, Mary, Liturgical Year, preparation for the Sacrament of First Communion. Prayers: Sign of the Cross, Grace at meals, Hail Mary, Glory Be, Act of Contrition, Apostle's Creed

Grade Four

God the Father, Commandments, Grace, Sin, Conscience, Jesus Christ our Redeemer, The Beatitudes, Works of Mercy, Virtue, Mary, And Liturgical Year. Prayers: Sign of the Cross, Grace at meals, Hail Mary, Glory Be, Our Father, Act of Contrition, Apostle's Creed, The Rosary

Grade Five

Sacraments of Initiation, Sacraments of Healing, The Sacraments at the Service of Communion, Mary, Liturgical Year. Prayers: Sign of the Cross, Grace at meals, Hail Mary, Glory Be, Our Father, Act of Contrition, Apostle's Creed, The Rosary

Grade Six

The Bible, Old Testament-Choosing a Special People, Moses, Exodus, Covenant, Joshua, Judges, Kings, Important Queens, Prophets, Biblical Women, Mary, Liturgical Year (as well as preparation for the sacrament of Confirmation)

Grades Seven/Eight

New Testament, Jesus, Mary in the Gospels, Liturgy & Worship, the Liturgical Year, Morality, Ten Commandments, Social Justice Prayer

Progress Reports

Progress reports are issued twice a year (January and April).

The January progress reports are to be signed and returned on the next REC class.

The progress reports are broken into three categories; knowledge of content, effort, and behavior. Each category is assigned one of the following evaluations:

E – exceeds expectation, M – Meets expectations, NI – needs improvement.

The student's attendance is also recorded.

Teachers follow the subsequent guidelines for these evaluations based on homework assignments, projects and test grades.

Attendance

The REC office using the data from the weekly room check sheets will complete this section of the report card.

Calculating Test Grade Averages

After completing the semester's assessment, the total correct is divided by the total possible points. This number is the student's test percentage score

if a project was assigned (such as the Confirmation saint report), the method above is used to arrive at a percentage score. This score will be considered a test grade.

If projects have been assigned, the assessments points (tests and projects) given in that semester are totaled, and each student's points earned are divided by that total to calculate the semester grade point average.

E = Exceeds expectations (93% – 100% grade average)

M = Meets expectations (75% - 92% grade average)

NI = Needs Improvement (74% and below grade average)

Knowledge of Content

Knows Material: test grade scores (see above)

Participates in class: determined by the teacher

Knowledge of common prayers: Refer to the prayer sections on the student's assessment form. Students who knew all their prayers by the end of the semester should receive an "E". Students who have not mastered one or more receive a "NI". No "M's" will be assigned. If a student has not mastered a prayer, you may recheck them each week throughout the current semester. Their prayer grade should reflect all the prayers mastered at the end of the semester.

Effort

Shows interest in class: This assessment should be the same as "Respect for teachers and classmates" section (see below).

Completes homework assignments: Refer to homework chart. Students who miss just one assignment or none earn an "E". Students who miss two or three assignments earn an "M". Students who miss four or more assignments earn a "NI".

Behavior

Respect of teachers and classmates: Refer to behavior chart. Students with no checks earn an “E”. Students with one check earn an “M”. Students with two or more checks earn a “NI”.

Is attentive and cooperative: This assessment should be the same as “Respect for teachers and classmates” section.

Discipline

The Parish Religious Education Program offered by Corpus Christi is designed to assist parents with the faith formation of their children, as well as foster values and behavior that are in accord with Catholic Church teaching. The program has NO TOLERANCE for behaviors that are contrary to Catholic faith and morals, including but not limited to ongoing acts of obstinacy, improper language, fighting, physical, emotional or psychological intimidation, vandalism, demeaning behavior such as name-calling, obscene language or gestures, and harassment. Such behaviors violate the central teaching of our faith and will not be tolerated in any form.

These categories do not cover every possible situation. The parish determines what is appropriate or inappropriate behavior, both in and out of the classroom, in the parish community generally, and outside the parish community where such improper behavior affects the parish community.

Conduct by children or parents/guardians, or anyone acting on their behalf, incompatible with the educational and religious mission of the Parish is grounds for disciplinary action, including but not limited to, immediate dismissal of the student, as well as reporting the incident to the appropriate legal authorities where appropriate.

In addition, in the case of threats of violence or harassment, in any form, including oral, written, or electronic, by a child against any member of the school community, the child, if suspended but not dismissed, may be required to have psychological or psychiatric clearance before returning to school.

In the event a participant engages in any of the above listed behaviors or any other inappropriate conduct, and has failed to respond to a catechist’s attempt to stop or correct the behavior, the following action may be taken and at the discretion of the Pastor or Director of Religious Education:

1. **First Incident:** The student will be removed from the session and the parent or guardian will be immediately notified by phone by the program director. The program director will schedule a conference with the parents/guardians, student, and catechist to discuss the matter.
2. **Second Incident:** The student will be removed from the session and be suspended from the program for a period of one session. The parents/guardians will be immediately notified by the program director and required to pick up their child. Prior to returning to the program the program director will schedule a conference with the parents, student, and catechist to further discuss the matter.

3. Third Incident: The student will be removed from the session and dismissed from the program. The parents or guardians will be immediately notified by the program director and required to pick up their child. Following a conference with the program director, parents, student, and catechist, the parents will be provided with the option of having their child repeat his or her current grade level the following school year or opting to complete the current year's material by home-schooling their child. In either case, no refund of tuition or material fees will be made.

However, Corpus Christi Parish reserves the right to supersede the forgoing course of action depending on the particular circumstances of any given situation.

Contraband

BRINGING CONTRABAND TO PROGRAM SESSIONS IS STRICTLY PROHIBITED AND WILL BE CONFISCATED AND RETURNED TO PARENTS ONLY! Depending on the contraband confiscated, the proper legal authorities could be notified.

1. Items considered contraband include, but are not limited to, gum, food, beverages, toys, electronic games, beepers, walk-mans, weapons, drugs, & alcohol and tobacco products.
2. It is unlawful for minors to be in the possession of alcohol or tobacco products. Participants found to be in the possession of such products may be immediately suspended from the program. Depending on the contraband confiscated, the proper legal authorities could be notified.

Search & Seizure

It is the policy of the Parish Religious Education Program of Corpus Christi Parish to respect the privacy of its participants. However, in the event that a student is suspected of having weapons or drugs in his/her possession or is believed to be a threat to himself/herself or others, the director will be notified immediately. The director will conduct a search with an adult staff member as a witness. Refusal on the part of the student to cooperate will result in the parents/guardians being contacted and asked to assist with the search. Parental refusal to cooperate will result in the student's immediate dismissal from the program.

Cell Phones, Pages, & Special Notes

We realize that devices such as pagers and cell phones have become a necessary tool in keeping communications open with children, especially for working parents. However, it is the policy of this program that if such devices are brought to catechetical sessions, they may not be in use during our REC class times. If a student uses a pager or cell phone to the program, the device will be sent to the school office and must be picked up by a parent/guardian.