

**Corpus Christi Parish
Religious Education (REC)
Parent and Participant Handbook
2021-2022**



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**REC SESSIONS Grades 1-8
Mondays 4:30 - 5:45 PM
6:45 - 8:00 PM**

MISSION STATEMENT

Corpus Christi Religious Education for Children (REC) is committed to the spiritual and moral development of children in grades one through eight. 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.

PARENT PARTICIPATION

Corpus Christi Parish Community affirms the teaching of the Church which states that parents are 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)
- Review the Pacing Chart weekly
- Make sure your child completes assignments and understands 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.

Archdiocesan clearance checks must be completed. Contact REC Office for more details.

POLICIES AND PROCEDURES

Arrival

All cars dropping off students must enter using the Supplee Road entrance. Enter the upper church lot from Supplee Road and stay to the left of the island in front of the Church.

Form a line along the building, pulling up directly behind the car in front of you. Please have your student exit the car and use the sidewalk to enter the building through Door B. Parking attendants will be outside to monitor the children as they enter Door B. Please have your student exit your car from the passenger side to avoid crossing in front of cars.

After your student has exited your car, please proceed to the end of the lane past the dumpster and turn left. Please proceed to the far lane of the parking lot, by the playground and turn right and exit the parking lot.

Lateness

Classes begin promptly and end at the time 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 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

Parents will be responsible to notify the REC Office any request for early dismissal. No parent is to go directly to the classroom. Students

(and siblings, if applicable) will monitor their own time and ask an aide or hall monitor to escort them to Door B. Parents will come to Door B to meet their children. Students will be responsible to complete any class work that they missed and present it to their catechist at the **beginning** of the next class.

Dismissal

Please enter the parking lot using either Supplee Road or Sumneytown Pike entrances. Pull into the parking spaces in front of the school building by Door B. The students will exit the building through Door B, escorted by a catechist or aide. Stand in front of the building and your child will come to you in front of the school building. Parking attendants will be visible to monitor all cars exiting the parking lot. You may use the Sumneytown Pike or Supplee Road exits. Please do not park in any other parking lots and walk down to meet your child. This is for the safety of everyone.

****Arrival and Dismissal procedures are subject to change pending further developments of the coronavirus pandemic. The safety of students, parents and catechetical staff is our top priority.***

Attendance

Each class builds on the preceding class; therefore, it is imperative that students attend REC classes regularly. If your child is unable to attend class for any reason, the procedures listed below must be followed:

Do not call the REC Office 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 or does not complete any class work may be dismissed from the Corpus Christi REC Program. 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 eight who wish to participate in any CYO activities must be enrolled and regularly attending REC classes. Students may not leave class early for these activities.

Non-Custodial Parents

It is the responsibility of both parents to provide the Corpus Christi Parish REC office with the latest, most up to date Custodial Order or Custody Agreement. The Corpus Christi Parish REC office 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 REC office immediately.

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.

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.

Cancellation of Classes

If REC classes are cancelled due to inclement weather or another unforeseen circumstance, this information will be announced via an email and text message. You will need to provide us with your most current email and cell phone number. If you don't have one, please contact us.

***** REC classes are always cancelled if the North Penn School District is closed due to inclement weather. *When REC classes are cancelled, students are expected to complete all written and study assignments for that week as indicated on the pacing chart.***

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)

HOMework

All children in grades 1 through 8 will have study homework each week. Occasionally a written or faith action assignment may be added. 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.

ASSIGNMENTS

Every student from Grades 1 thru 8 receives a pacing chart which is based on the Philadelphia Archdiocesan 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. **STUDY ASSIGNMENTS** are included on the pacing chart and students are expected to understand these concepts by the next class or date noted.

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

There are unit tests administered throughout the year. These tests and the student's class participation will determine his/her grade for each semester.

RELIGION GUIDELINES

The religion guidelines for the Archdiocese of Philadelphia can be found at <http://phillyocf.org/prep-resources/>. Below is a synopsis of the core content guidelines for each grade level.

Grade One God the Father, God the Son, God the Holy Spirit, Sacraments of Initiation, Mary, Liturgical Year and prayer

Grade Two Commandments, Sacraments of Initiation, The Mass: Liturgy of the Word and Liturgy of the Eucharist, Topics related to Mass, prayer (as well as preparation for Sacrament of Penance and Eucharist)

Grade Three The Trinity, Sacraments, God's Law, Christian Community, Mary, Liturgical Year and prayer

Grade Four God the Father, Commandments, Grace, Sin, Conscience, Jesus Christ our Redeemer, The Beatitudes, Works of Mercy, Virtue, Mary, prayer, and Liturgical Year

Grade Five The Seven Sacraments, Mary, Liturgical Year, prayer.

Grade Six The Bible, Old Testament, Mary, Liturgical Year (as well as preparation for the sacrament of Confirmation), prayer

Grades Seven Creed, Sacraments, Vocation, Prayer

Grades Eight Living our Faith, Church History, Christian Witness

PROGRESS REPORTS

Progress Reports are completed twice a year (December and May). The student is required to master those concepts before proceeding to the next grade level. The progress reports are broken into two categories;

knowledge of content (includes prayers) and behavior. Each category is assigned one of the following evaluations:

E = Exceeds expectations

M = Meets expectations

NI = Needs Improvement

The student's attendance is also recorded. The reports will be mailed at the conclusion of each semester.

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 dismissed from the session and meet with by the program director. After consultation with the Director and catechist, the student will return to class in a timely manner after the incident is resolved.
2. **Second Incident:** The student will be dismissed from the session. The parents/guardians will be immediately notified by the program director. The student will be required to complete any class work outside of the classroom with the Aide, Hall Monitor, or Director.
3. **Third Incident:** The student will be dismissed from the session. 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 foregoing 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. In a non-life-threatening situation, a parent will be notified first and permission to conduct a search will be requested. The director will conduct a search with an adult staff member as a witness. The option for a parent to conduct a search will also be granted. Parental refusal to cooperate will result in the student's immediate dismissal from the program. The police will be notified of any weapons type offenses presented or suggested in a threatening matter.

CELL PHONES

We realize that devices such as 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 cell phone during the program, the device will be sent to the school office and must be picked up by a parent/guardian.

COVID-19 ADDENDUM

- Please sign the Student Release, Waiver of Liability, and Indemnity Form which is required for all students participating in in-person religious education classes by the Archdiocese of Philadelphia.
- When entering the school building, please wear a face mask at all times. No neck gators are permitted. Students temperature will be taken upon arrival to the classroom by his/her catechist. At this time, no parent/guardian is permitted to enter the school building. Students will be escorted to their classroom by a catechist or aide.
- Please have your child bring to class the following items in a school bag (or something similar) for materials which travel to and from the home:
 - Textbook
 - Extra mask (in a plastic bag)
 - Pen or Pencil
 - Bottle of water (if needed)
- There will be NO sharing of materials
- A student may not attend REC if he/she is:
 - Running a temperature over 100 degrees.
 - Experiencing symptoms of chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea.
- If a student tests positive for COVID-19 and has attended a REC class within a 14 day period of time, the parent/guardian must inform the DRE. The DRE must communicate to the parents/guardians of students enrolled in the REC program of the possible exposure of their child to COVID-19.
- Social distancing will be practiced within the classroom.

- The REC Office is requesting the donations of cleaning wipes, paper towels, or disinfecting spray to use for sanitation of the classroom. Please drop off at the Parish Office anytime during the REC year.