Corpus Christi Parish
Religious Education (REC)
Parent and Participant Handbook
2026-2027

Corpus Christi REC Office
900 Sumneytown Pike
Lansdale, PA 19446
OFFICE # 215-362-2292
FAX # 215-855-3631

Brian Jefferes - ccsrecdre@gmail.com
Jennifer Snyder - ccsrecsecretary@gmail.com

REC SESSIONS Grades 1-7
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 any homework given.
- Join your child in participating in age appropriate parish activities
- Consider volunteering as a catechist/aide in our program. Archdiocesan clearance checks must be completed. Contact REC Office for more details.
- We are always looking for and appreciative of Substitutes, please consider obtaining your archdiocesan clearances so you may help us when in need.

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. You may let your student out on the **PASSENGER** side of your car anywhere along the sidewalk next to the school. They will enter using Door B. You do not need to wait until you get to Door B to let them exit your car. This expedites the drop off process. Please do not let students exit your vehicle from the driver side for their own safety. In addition, please do not park in the lot and allow your student to walk through the drop off line.

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.

Please arrive **ON TIME** according to the REC schedule.

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. If another adult is transporting your child for an early dismissal, please indicate this in a written notification to the REC Office. In addition, if another adult is transporting your child and happens to be one of our REC catechists/aides, a written note is also required. We will not send your child home early with another parent without documentation from the parent(s). There will be no exception to this rule as it is a liability to the program.

To avoid multiple distractions in the classroom and that your child receives the necessary instruction (most importantly sacramental preparation for students in those grades), **no early dismissals will be granted for consecutive weeks**. The religious instruction your child receives each week is important in order to advance to the next grade level.

Dismissal

Dismissal for both sessions will take place in the school gym. Please park in the main lot and enter at Door C. Proceed into the gym where the students will be assembled. The catechists will be holding a grade level sign for your convenience. Please enter and approach your child's catechist to show them your dismissal pass.

Attendance

REC classes are scheduled for approximately thirty-five hours per year. 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 on Mondays when your student will be absent. Please email us and let us know that they will be missing a particular week. Have your student follow the pacing chart and complete the assigned work for that week and be prepared to show it to their catechist upon returning to REC.

Attendance is one of several key factors considered when determining a student's eligibility for promotion to the next grade. Any student who accumulates three unexcused absences may be dismissed from the Corpus Christi REC program and will be required to reenroll in the following year's REC program and repeat the current grade.

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. Unexcused absences are those who do not notify the REC Office or send in a note to his/her teacher and does not meet the criteria for excused absences.

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.

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.

It is CYO policy that any REC student, in-person or Family Catechesis, has to be current on all lessons in order to participate in games or practices related to CYO. In order to avoid multiple e-mail messages going back and forth, eligibility to play or practice will be reviewed on Monday mornings only. If your student is not current on Monday morning for all prior weeks, they will be ineligible for the week and your respective coaches will be notified. As a general reminder, lessons are out there at least a week in advance, so your student should have ample time to complete. CYO schedule is subject to change to not affect REC participation.

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. You will need to provide us with your most current email. 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)

TEXTBOOK

Each week every student is required to bring his/her textbook to class. A $20 fee will be imposed if the textbook needs to be replaced.

HOMEWORK

All children in grades 1 through 7 may 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 and fifteen minutes 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.

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 the Sacraments of Penance & Reconciliation, Holy Communion)*

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, prayer *(as well as begin preparation for the Sacrament of Confirmation)*

Grades Seven Creed, Sacraments, Vocation, Prayer *(finish preparation for the Sacrament of Confirmation)*

Grades Eight Living our Faith, Church History, Christian Witness

PROGRESS REPORTS

Progress Reports are completed twice a year (December and April). 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 emailed 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 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 will meet with 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, electronics of any kind (including but not limited to cell phones, air pods, etc.), weapons, drugs, alcohol or 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 manner.

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. Cell phones should be left in a backpack and silenced during REC. If a student is found using a cell phone (or other electronic device) during their session, it will be taken by the catechist and sent to the office. The device will be given directly to their parent/guardian at pick up.

COVID-19 ADDENDUM

(when applicable according to the CDC and WHO)

- 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
  - Pen or Pencil
  - Bottle of water (if needed)
- 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 when appropriate and in accordance with CDC and WHO guidelines.
- The REC Office is always appreciative of donations of cleaning wipes to use for sanitation of the classroom. Please drop off at the Parish Office anytime during the REC year.