

**ST. PETER CCD  
FACULTY, STAFF & TELEPHONE NUMBERS**

St. Peter's School of Religion Faculty and Staff comprise of a very large group of dedicated parishioners. The teachers (catechists) and aides participating in our religious education program are all **volunteers – mostly parents**. They are dedicated to the Catholic ministry in which they are involved. We provide assistance and support to help them with this teaching ministry.

<b>Parish Administration:</b>	Phone: 937-233-1503
<b>Pastor:</b>	Fr. Anthony Cutcher
<b>Parochial Vicars:</b>	Fr. Ambrose Dobrozsi
<b>School of Religion:</b>	Phone: 937-237-3516
<b>Coordinator</b>	Jacqueline R. Robbins
<b>Administrative Assistant:</b>	Mary Beth Larsen
<b>Three &amp; Four-Year Old:</b>	Melinda Robles
<b>Kindergarten:</b>	Jennifer Myers, <b>Aide:</b> Rosalinda Ledford
<b>First Grade:</b>	Katie Lomeo
<b>Second Grade:</b>	Joan Uyehata
<b>Third Grade:</b>	Angela Sturckler
<b>Fourth Grade:</b>	Brenda Carabin
<b>Fifth Grade:</b>	Debra Marshall
<b>Sixth Grade:</b>	Gregory Brooks
<b>Seventh Grade:</b>	Bryan Mech
<b>Eighth Grade:</b>	Doug Harry
<b>Sacramental Preparation:</b>	Carol Bowman
<b>Prayer Teacher:</b>	Maureen Kunz
<b>Substitute Teacher:</b>	Deacon Dan Wade, Catherine Flohre, Sarah Amburgey, Marie Davis 1-3 grade

**Enrollment Policy:**

St. Peter parish values every learner regardless of ability; therefore, using our fullest resources we will provide an opportunity for every learner to reach his or her fullest potential and benefit from the values of our Catholic centered education.

## **REGISTRATION & FEES**

Registration for early childhood and grades 1-8 is at St. Peter's in August of each year. Classes, which are held in the school building, are as follows:

**Early Childhood (3 and 4 year old) and Grades K-8:**      Sundays – 9:00 a.m. until 10:45 a.m.

Material fees for students registered in the program are: \$40 per child. There is a \$30.00 fee for all children enrolled in 1<sup>st</sup> Communion (2<sup>nd</sup>) and a \$40 fee for those enrolled in the Confirmation grade (8th). Fees are due by first day of Classes unless other arrangements have been made.

## **ATTENDANCE POLICIES**

Students are expected to attend classes on a regular basis. Any absence is to be reported to the School of Religion Office during any weekday between 8:30 a.m. and 3:30 p.m. or 30 minutes before classes begin by phoning 937-237-3516. Parents will be contacted after the second consecutive unexcused absence. **If too many classes are missed, the student will not move to the next grade.**

Students should be in class a few minutes prior to the time class begins. This is especially important for maximum learning time since classes are held only once per week. Students arriving late for class should go directly to the Religious Education office and receive a tardy slip. If parents desire their child to be released early from class, the child should give the teacher a note, signed by the parent, and the parent should pick up the student in the Religious Education office..

**Students who wish to bring guests (friends) to class must get Religion Education Office approval before class time.**

Suitable clothing for a learning situation is expected. We attend Mass at various times during the school year and appropriate dress is expected. Soccer/football or shoes with cleats are not permitted in the school building.

Gum and food and drinks are not permitted in the building, unless specified by the teacher.

## **TEXTBOOKS**

Each student will receive at least one textbook, plus other possible class resources. This is the student's own book. All books are to stay in the classroom for the year and as the books have perforated pages they will bring home the lessons from the week.

## **ASSIGNMENTS**

Students are expected to come to class each week having completed any assignment given them by their teacher. The main aim of our parish religious education program is to assist parents in their role as the primary religious educators of their children. Therefore, many assignments may include parental involvement. Parents are expected to work on their child's religious education in the home, and to cooperate with our teacher by seeing that their child is prepared each week. If a student in grades 1-8 is absent, the chapter will be torn out of their book and given to the child when they return. They will need to complete the lesson/test and return it the following week with parent signature.

## COMMUNICATION

. Many times each month students will bring home information from their teacher or the School of Religion. Please take time to go over this information. In this parish we also have the Education Connection Phone System. This allows us to call you to remind you of important events or changes in events. In January and May we send home Student Progress Reports. This is just an additional way to communicate with you.

Effective communication between home and teacher is always encouraged. If you have questions about a particular situation, please follow this procedure:

1. Discuss the matter with the individual teacher. If the matter is not resolved at that level,
2. Discuss the matter with the coordinator. If the problem is not resolved at that level, then
3. Present the complaint in writing to the Pastor or call the Administrative Office for an appointment with the Pastor. The parent will then receive a written response.

## DISCIPLINE CODE

Every student enrolled in St. Peter's religious education program has the right to quality education. This can only be accomplished in an environment where students respect each other's rights, as well as the rights of the faculty. Disruptive behavior on the part of any student before, during, or after class will not be tolerated on the premises. Smoking, chewing gum, candy, alcoholic beverages or drugs are not permitted on the premises by any student. **Students may not use electronic devices during class time. Therefore students will be asked to place their cell phones in a box on the teacher's desk upon entering the classroom and will be able to retrieve the device upon leaving class at the end of the session.**

Each student is responsible for the condition of the desk and its contents used during the class time. There is no reason the contents of the desk should be disturbed. Students are supplied with necessary materials through the religious education program. At the start of each year, each teacher will set the rules for his/her class, taking into account the age of the students and the needs of the class. These rules, along with consequences (negative for misbehavior and positive for cooperation), will be clearly explained. Parents will be notified immediately of any persistent problems.

The School of Religion reserves the right, after consultation with the teacher, student, and parent, to withdraw from the program any student who, through chronic disruptive behavior, jeopardizes the quality education of other students in our program.

## CANCELLATION OF CLASSES

In the event of severe weather, etc., and classes need to be cancelled we will make every effort to have this placed and/or announced on the TV station channel 2. Please stay tuned on days of severe weather. If we cancel classes in advance you will be called from our Education Connection call recording and by your child's catechist. Please be sure we have a good number to call

## ARRIVAL/DISMISSAL PROCEDURE

When dropping off and picking up students, parents and other drivers are expected to park in the marked places on the lot and to enter and leave the lot **SLOWLY**. Students may enter and/or exit from the front school entrance, RE door (#17) and from the west school entrance. Vehicles may enter at the east Chambersburg parish driveway or the Alter Road parish driveway. They can exit at the west Chambersburg parish driveway or the Alter Road parish driveway.

PLEASE SEE THE FOLLOWING MAP FOR TRAFFIC FLOW.

**PLEASE PROTECT OUR CHILDREN BY COOPERATING WITH THESE GUIDELINES!**

## SACRAMENTAL PREPARATION PROGRAMS



### **First Reconciliation and Eucharist Parent Meeting:**

**Wednesday October 23, 2019, 7:00 - 8:00 p.m. in Reis Room, Family Life Center.**

**Parents of students preparing for First Eucharist attend this program.**

**Attendance is a requirement. Sign up for First Communion mass times will be during this meeting.**

### **FIRST RECONCILIATION:**

Students are prepared for the Sacrament of Reconciliation during the second grade in our St. Peter School and Religious Education Program. It takes place prior to, and separate from, the preparation for First Eucharist. Students preparing for the Sacrament of Reconciliation must be the children of Region XII registered parishioners, must have been validly baptized, and must have attended a first grade religion program.

Students who have completed Reconciliation preparation have the opportunity to receive the Sacrament of Reconciliation for the first time at a special celebration on **Wednesday, April 01, 2020 at 7:00 p.m. in Church.** Parents attend this celebration with their child and are also encouraged to receive the sacrament at this time.

### **FIRST COMMUNION:**

Students are normally prepared to receive the Sacrament of Eucharist during the second grade in St. Peter School and Religious Education Program. These students must be the children of Region XII registered parishioners, must have completed a first grade religious program, must have had prior preparation for the sacrament of reconciliation, and must have evidence that they have been validly baptized. If the child was not baptized at St. Peter Church, a copy of the baptismal certificate is to be mailed to our religious education office no later than **October 1, 2019.**

### **Important dates to remember for First Communion include:**

**Jesus Day:** Jesus Day is an activity program for children preparing for First Eucharist and their parents. It will be held at St. Peter's on **Saturday, March 14, 2020 from 9:00 a.m. until 12:00 p.m.** in the Cafeteria. Further information will be given at a later date.

**First Eucharist:** St. Peter School and Religious Education Program will celebrate First Eucharist the weekend of **Saturday April 25, 2020 at the 4:30 p.m. Mass** and **Sunday April 26, 2020 at the 9:00 a.m., and 11:00 a.m. Masses.**

**First Eucharist Pictures and Reception:** St. Peter School and Religious Education Programs will be taking a group picture on **Wednesday April 29, 2020 at 7pm in the church (please be prompt)** we will then proceed down to Fehrenbach Hall for a reception.

## CONFIRMATION:

Students are normally prepared for the Sacrament of Confirmation during the eighth grade in our St. Peter School and Religious Education Program. Students in grades 9-12 who have not yet been confirmed and who meet St. Peter's requirements for Confirmation, as outlined, will also be prepared if they so desire through the Religious Education/Formation program. Students preparing for the sacrament of Confirmation must be children of Region XII registered parishioners, must have been validly baptized, and must have been attending religious education classes on a regular basis during the years preceding Confirmation preparation, with 7<sup>th</sup> grade being mandatory. **REGULAR ATTENDANCE IS IMPERATIVE - STUDENTS WHO DO NOT FULFILL THIS REQUIREMENT ARE IN JEOPARDY OF NOT BEING CONFIRMED.** If the student was not baptized at St. Peter Church, a copy of the baptismal certificate is to be mailed to our Religious Education Office no later than **October 1, 2019.**

Important dates to remember for Confirmation include:

**Parent/ Student Meeting:** A required meeting for parents with students preparing for Confirmation will be held on **Sunday, September 15, 2019, from 6:30 p.m. to 8:00 p.m. in the Ries Room in the Family Life Center**

**Rite of Enrollment Program:** All students, parents and sponsors preparing for Confirmation will participate in the Rite of Enrollment Program. This program will be held on **Sunday, October 13, 2019 in the School Gym at 9:00 a.m. followed by attending the 11:00 a.m. Mass.** Refreshments will be served in Fehrenbach Hall immediately following this Mass. **All Confirmation forms are due by this date. Sponsors need to be chosen and present at the Rite of Enrollment.**

**Confirmation Retreat:** Students will be required to attend a retreat for Confirmation. **The retreat for all students is Saturday February 29, 2020, starting at 8:00 a.m. and finishing after the 4:30 p.m. mass.** If your student is unable to attend this date please call the Religious Education Office at 937-237-3516 as soon as possible.

**Confirmation Practice:** A mandatory practice for all sponsors and students receiving Confirmation will be held on **Saturday, May 16, 2020 at 9:30 a.m. to 11:00 a.m. in the Church.**

**Confirmation:** Confirmation will be celebrated on **Sunday, May 17, 2020, at 3:00 p.m. with a reception in Fehrenbach Hall following Confirmation.**

## CATHOLIC INITIATION of CHILDREN (C.I.C.)

Sacramental Preparation – Special Circumstances:

Students in grades 3-12 who have not yet received the Sacraments of Reconciliation and Eucharist need to attend Basic Doctrine/ C.I.C. classes or be tutored. Classes are formed or tutoring provided as needed for those students. C.I.C. class is a one-year program. Tutoring takes place on an as needed basis.

