

St. Timothy Religious Education

**13807 Poplar Tree Road
Chantilly, Virginia 20151
(703) 378-9143**



**Parent Handbook
for
Academic Year 2026-2027**

ST. TIMOTHY CHURCH CLERGY

Reverend Andrew Fisher

Pastor

Reverend Sunny Joseph

Reverend Parthi Raj Soosai

Reverend Mauricio Portillo

Reverend Sean Nypaver

Parochial Vicars

ADMINISTRATIVE STAFF

Denise Masiello, *Director of Religious Education*

Sandy Ralston, *Office Manager of Religious Education*

Cathy Edwards, *Coordinator of SPRED(Special Religious Education Program)*

Jeanette Borneman, *Office Assistant*

OFFICE HOURS - The Religious Education Office is located inside the Parish Office building.

Monday - Thursday 8:00 a.m. – 3:00 p.m.

Closed on Friday, Saturday and Sunday

(703) 378-9143 ccd@sttimothyparish.org

REGISTRATION

All students, those returning as well as those new to the program, must register for Religious Education classes each year. Enrollment begins in mid-May and ends on August 28th. Early bird registration begins in mid-May and ends July 31st. A \$50 fee will be added to all registrations submitted after August 1st.

Students will be enrolled into classes upon receipt of registration payment. No one will be denied religious education for financial hardships. If you are experiencing financial restrictions, please contact the Religious Education Office.

In compliance with the Diocese of Arlington, a copy of the student's Birth Certificate & Baptismal Certificate MUST accompany registrations for those who are new to the program.

ST. TIMOTHY CATHOLIC CHURCH

RELIGIOUS EDUCATION PROGRAM

MISSION STATEMENT

The Catechism of the Catholic Church reminds us that parents are the primary religious educators of their children, and that the home is where a child first experiences the Catholic faith through example. During the Rite of Baptism, we hear the minister ask the parents the following question,

*“You have asked to have your child baptized. In doing so you are accepting the responsibility of training him (her) in the practice of the faith. It will be your duty to bring him (her) up to keep God's commandments as Christ taught us, by loving God and our neighbor.
Do you clearly understand what you are undertaking?”*

A religious education program serves to complement, not replace, what religious formation a child learns at home. Our mission at St. Timothy is to assist parents in their work as primary educators, in teaching their children to know God so that they can learn to love Him and serve Him in this world and be happy with Him in heaven. The goal of our religious education program is to cultivate an understanding and love of God. Therefore, we teach the students that:

- Each child is seen as created in the image and likeness of God and is a reflection of His goodness.
- Inspire in each child a personal relationship with God and an awareness of His merciful love for each of us
- Look to Mary and the saints as examples of living a virtuous life
- That the Sacraments and prayer are the source of a spiritual life.
- An understanding of Jesus and His message are essential to knowing, loving and serving Him.
- Some sources of grace that help us grow in love of God and neighbor are found in attending Mass, Confession, Adoration of the Eucharist, private prayer, the Rosary and frequent reading of the Word of God, the Bible.

PARENT'S ROLE

Parents are the primary religious educators of their children. The home is the Domestic Church and the place where a child first experiences the Catholic faith. As a parent you are called by Christ to teach, primarily by the example you set. The Religious Education Office intends to work in partnership with parents to assist them in living their vocations as educators of their children.

All Christian education finds its source within the sacramental life of the Church. Therefore, it is of utmost importance that children are given frequent opportunities to participate in the Sacrament of Penance and weekly

attendance at Holy Mass. Knowledge of the Catholic faith that is not enriched with graces through the practice of the sacramental life is empty knowledge.

Please make every effort to have your child in class at least five (5) minutes before class begins. In addition, ensure that your child has all supplies necessary for class. This includes books, workbooks, pens/pencils, and completed homework. In the event of lost books/workbooks, replacements may be purchased through the Religious Education Office.

STUDENT'S ROLE

Students should conduct themselves in a manner appropriate to a classroom environment, respecting others and the property of the school.

- Students are expected to be punctual and prepared upon arrival for class. Make sure you bring all supplies for class.
- It is the responsibility of each student to complete any homework assignments each week.
- All property and items in the classrooms that are not being used by your teacher and class should **not be touched**. These items belong to St. Timothy Catholic School and the students in the classrooms we use.
- Gum is not permitted in the school building!
- All cell phones and electronic devices must be turned off and put away **before** entering the building.
- Items that could in any way cause injury to a student or others (including dangerous toys) are not permitted in the school building.

CODE OF CONDUCT

Every student has the right and privilege to learn in a classroom where students are well behaved. Similarly, teachers and assistants have the right to teach in such an environment. To ensure this, a four step progressive process will be used. If a student exhibits behavior that disrupts the classroom learning environment:

1. The teacher will give 2 reminders to the student to change/return to the expected behavior.
2. The Religious Education Director will speak with the child regarding expected behavior during class.
3. The Religious Education Director will meet with the parent to develop a plan to support the child in maintaining appropriate classroom behavior.
4. If, after all attempts are tried, the Religious Education Director will inform the parents that the Home Taught Program is recommended for the remainder of the year.

CURRICULUM OVERVIEW

Kindergarten

Focus is placed upon learning how to pray, hearing God's Word in Bible stories, and acting as His child within the home and school environment. Children must be capable of being in a classroom setting unaccompanied by parents in order to participate in the program.

Grades 1 through 6

Students develop and build a relationship with God through the Sacraments and a lifestyle that reflects God to others. Memorization of prayers and living a virtuous life are emphasized. Weekly participation in class is essential for students to work towards these.

1st Penance & 1st Communion

Preparation for these Sacraments is through a 2 year class program, including 1st grade and 2nd grade. The focus of this program is on preparing students to grow in a love for the Eucharist through the Sacrament of Penance and the Most Holy Mass. To assist children in understanding these mysteries, it is recommended that they attend weekly Mass.

Confirmation Classes - 7 through 8

Confirmation preparation consists of two years of classes beginning in the 7th grade. A focus on Catholic Doctrine, Sacramental life, living a moral lifestyle and prayer are included. These focus on being fully initiated into the Catholic Faith through the fullness of The Holy Spirit in the Sacrament of Confirmation. A passing grade on the comprehensive examinations and completion of all Confirmation requirements are required to be recommended for receiving the Sacrament of Confirmation.

Home Taught

The Home Taught program is for those parents who choose to teach their children in the home environment with our assistance. This option is available for children in grades K through 8th who are within the Diocesan timeline for sacrament preparation. An online version of the textbooks with assessments are used in this program and progress is monitored by the Religious Education Office. Parents are provided contact information to access the online version of the textbook for teaching their children the Catholic faith in a consistent, structured manner.

Missing Sacraments & OCIC (Order of Christian Initiation for Children)

For children who are over the age of 7 and are not baptized (OCIC Program) or off of the Diocesan preparation timeline for receiving the Sacraments of First Communion & Confirmation. The Diocese of Arlington requires a two year period of catechesis as preparation for receiving these sacraments, grades 1st & 2nd for First Communion and grades 7th & 8th for Confirmation.

SPRED Class

This class is designed for assisting students who require more specific support for learning. The class meets once a month on Sundays. The curriculum for this class is designed for the needs of students with disabilities that are not able to attend the weekday classes. In addition, there is a class specifically designed to prepare students to receive Sacraments.

RELIGIOUS EDUCATION POLICIES

ATTENDANCE

The primary purpose of participation in the Religious Education program is not only to learn the teachings of Jesus through the Catholic Church, but to grow in a loving relationship with Him. To develop these, it is essential that children regularly attend class.

The curriculum we use is designed to build in a systematic way. Therefore, when classes are missed, there is a negative impact on spiritual growth, which results in gaps of learning. Children are expected to complete missed homework during absences. More than four(4) absences in a school year may seriously jeopardize the student's advancement to the next grade. In the case of a Sacramental year, three(3) unexcused absences may require that the reception of the Sacrament be postponed until the following year.

It is essential that students arrive on time. Tardiness is a serious disruption to student attention and class instruction. Arriving 5 minutes before class begins and no later than 5 minutes after instruction begins is strongly recommended.

Each absence must be reported in order to be recorded as excused. To report an absence, call the Religious Education Office at 703-378-9143, leave a brief message on the answering machine after hours or send an email to reattendance@sttimothyparish.org

ASSESSMENTS & PROGRESS

Faith formation is much more than an academic endeavor. It is an intentional and lifelong building of a relationship with God. It forms us to intentionally live a life oriented toward the final end that God has planned for us from the beginning, eternity in heaven with Him.

As stated above, the curriculum is designed to be built upon in a systematic manner. Student understanding of key concepts will be evaluated in an ongoing process throughout the year by means of various assessments. It is expected that children will be able to demonstrate a sufficient understanding of the Catholic faith by the end of their current grade level before moving forward to the next grade the following year. In the event of a final grade below 70%, a discussion with the parents and the director of Religious Education will be necessary before progressing to the next grade level. Catechists will send home a mid-term and final grade report to parents.

STUDENTS WITH SPECIAL NEEDS FOR LEARNING

Our program welcomes all parish children to the extent of our abilities. Please contact the Religious Education Office to discuss ways in which we can assist your child's special learning needs. In addition to the weekly classes, there is a program specifically designed for students who require more assistance in a classroom setting. This program is called SPRED and meets on Sunday afternoons. Please contact Cathy in the Religious Education Office to discuss the best means in which to support your child.

SAFETY

IMPORTANT: As in any school, the safety of everyone in the Religious Education Program is of the utmost importance.

Please note that if a parent or guardian needs to pick up a child early, he/she must call (703)814-7988 beforehand to check in with the Religious Education Office. Parents are not allowed in the school building during class sessions.

SAFE ENVIRONMENT TRAINING

All program employees, staff, and volunteers who have direct contact with children are subject to a background check, completion of a VIRTUS seminar, and compliance with the Diocesan Office of Protection of Children and Young People.

In compliance with the Diocese of Arlington, grade level lessons from the *Circle of Grace, Safe Environment Training Program* are taught once during Fall. These lessons are on the topic of personal safety as a child of God and are provided by the Diocese. Information regarding this program may be found at the following link.

<https://www.arlingtondiocese.org/Child-Protection/Youth-Training-Programs/Circle-of-Grace/>

POLICY ON CLASS ASSIGNMENTS (DAY & TIME)

The day and class assignments are made upon receipt of a completed registration form and payment. Individual requests for changes, that are received after classes have begun, are not allowed. While sports schedules might change during the school year, it is not possible to change the class day or time to accommodate. Teachers and students establish and maintain classroom relationships and expectations within the first few weeks of the school year and changes undermine this progress.

If a conflict in day or time is not possible to remedy, participation in the Home Taught Program will be offered so that your child's progress is not inhibited.

DRESS CODE

Every person in the program is expected to dress in a way that reflects their dignity as children of God, created in His image and likeness. A good measure for appropriate dress is that if it is not appropriate for attending Mass or meeting the Pope, then it is not appropriate for the classroom. Modesty is the standard when choosing clothing to wear to class.

If inappropriate clothing is worn, parents will be called to bring appropriate clothing before the child is allowed to go to the classroom.

Examples of clothing items prohibited

This is not an all-inclusive list

- Flip flops - Crocs are acceptable
- Tops that do not cover the shoulders
- Tops that do not reach the waistband of the pants/shorts - crop tops
- Shorts that do not reach at least mid-thigh, including short sports uniform shorts
- Hats/head coverings
- Nothing that depicts drugs or paraphernalia, alcohol, tobacco, profanity, violence, gang symbols, vulgarity, obscene images

CELL PHONE & ELECTRONICS POLICY

The Diocese of Arlington prohibits the use of cell phones by students during religious education classes. If a student brings a cell phone, earbuds or other electronic devices, they must be turned off and remain put away until the end of the class session. If a student needs to make a phone call, they are permitted to come to the school office where there is a phone available to use.

COMMUNICATION

EMAILS: THIS IS OUR MOST VITAL AND ORDINARY LINE OF COMMUNICATION.

Notices or memos are occasionally sent home with your child. **After each session, ask your child if he/she has any papers for you.**

Inclement Weather: St. Timothy Parish, School and Religious Education follows Fairfax County Public School Closings and Cancellations of all weekday and weekend activities during inclement weather. NO EXCEPTIONS!

PROGRAM SCHEDULE

Grades 1st through 8th: Tuesday 4:45-6:00p.m.
Tuesday 7:00-8:15p.m.

Wednesday 4:45-6:00p.m.
Wednesday 7:00-8:15p.m.

Kindergarten: Tuesday & Wednesday 4:45-6:00pm

Missing Sacraments & OCIC: Wednesday, 7:00-8:15pm only

REGISTRATION AND BOOK FEE

Text book, activity book, and material costs are covered in registration fee. Books are for the students to keep.
The fees are:

\$100 for one child

\$150 for two children

\$200 for three or more children

Sacramental Fees - due the year that your child receives their sacrament

\$30 Sacramental Fee is due with the registration the year your child will receive 1st Communion

\$50 Sacramental Fee is due with the registration the year your child will receive Confirmation

Children will be assigned a class upon receipt of registration fee.

Payments may be made by using the QR code, check, cash or through Parish Soft.

Make checks payable to *St. Timothy Religious Education*

***No one will be denied religious education due to financial hardship. If the fee presents a financial hardship, please contact the Religious Education Office regarding payment.

ST. TIMOTHY RELIGIOUS EDUCATION PRAYER GUIDE

The Diocese of Arlington Curriculum Guidelines assigns basic prayers for mastery in each grade level. Each student is expected to master the prayers at their grade level in addition to knowing the prayers learned in previous years. All students are tested and graded on the memorization of prayers and doctrine. **The best way to help the child memorize a prayer is to pray the prayer together once a day, every day.**

KINDERGARTEN

Sign of the Cross
how to genuflect
Glory Be

1ST GRADE

ALL OF THE ABOVE
Hail Mary
Guardian Angel Prayer
Our Father

2ND GRADE

ALL OF THE ABOVE
Act of Contrition
The Ten Commandments

3RD GRADE

ALL OF THE ABOVE
Grace Before & After Meals
The Mysteries of the Rosary

4TH GRADE

ALL OF THE ABOVE
*Prayers of the Mass (memorization not required)
Hail Holy Queen
The Seven Sacraments

5TH GRADE

Prayer to Saint Michael
Memorare
Apostles' Creed

6TH GRADE

ALL OF THE ABOVE
Beatitudes
Corporal Works of Mercy
Spiritual Works of Mercy

7TH GRADE

ALL OF THE ABOVE
Act of Faith
Act of Hope
Act of Love

8TH GRADE

ALL OF THE ABOVE
Prayer to the Holy Spirit
The Angelus

St. Timothy Religious Education Handbook Acknowledgement

We acknowledge that we have received a copy of the St. Timothy Religious Education Handbook. We have read it and agree to abide by the policies and procedures set forth therein.

Family Last Name: _____

Student Signature(s):

Signature

Grade

Date

Parent/Guardian Signature(s):

Signature

Date

**This Acknowledgement Form must be returned to the teacher by the 2nd week of classes.*