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**Parent Handbook
2022-2023**

www.stthecla.com

ST. THECLA CATHOLIC SCHOOL

2022-2023
Parent Handbook

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PHILOSOPHY

St. Thecla Catholic School is a Christ-centered school that is focused on bringing together our parish, school, and community.

WE ARE COMMITTED TO THE FOLLOWING:

Developing and directing the growth of the whole person centered in Jesus Christ through religious culture and faith.

Respecting and valuing the uniqueness of each individual.

Working together with parents to nurture their children's faith and academic skills.

Growing as a community that teaches and fosters tolerance, respect, and compassion for others.

VISION STATEMENT

St. Thecla Catholic School forms faithful disciples of Christ with commitment to develop lifelong, independent learners and leaders through a rigorous curriculum anchored in our Catholic faith.

MISSION STATEMENT

We, the community of St. Thecla Catholic School, dedicate ourselves to serving God through our growth in faith, education, and love for one another as members of God's Family.

THE MISSION OF THE ARCHDIOCESE OF DETROIT

Catholic Schools at the Archdiocese of Detroit integrate faith and values into every part of the educational experience. Whether in the classroom, on the athletic field, or in chapel, our students learn to think and act according to the mind and heart of Jesus Christ.

Catholic School students are challenged to achieve their full potential in academics. Data shows our students score higher on standardized tests than their public-school counterparts. Nearly all Catholic School students move on to attend college.

Our goal is to educate students wholly, in mind, body and spirit. We offer that through solid academics, after-school activities, and opportunities to worship and practice the faith. A Catholic education gives students a strong foundation as members of society and the Catholic community.

I would like to thank you for your commitment to Catholic Education!

STAFF

- Principal- Ms. Karwoski
- Dean of Students/Athletic Director- Deacon Tim Maxwell
- Preschool 3s- Mrs. Lawton / Aide- Mrs. Hale
- Preschool 3s(M-F ½ day)- Mrs. Ray / Aide– Mrs. Grosu
- Preschool 4s- Mrs. Basilisco (Director of Preschool) / Aide- Mrs. Sanchez
- Preschool 4s (M-W-F)- Mrs. Duncan / Aide– Mrs. Grosu
- Kindergarten- Mrs. Jankowski
- First- Ms. Collamar/ Aide- Ms. Spatafora
- Second- Mr. Kalpin
- Second- Mrs. Nolton
- Third- Mrs. Asman
- Third- Ms. Lia
- Fourth- Mrs. Callis
- Fifth - Mrs. Cusenza
- Sixth- Ms. Alongi
- Seventh- Mrs. Hunter
- Eighth- Ms. Kramer
- Spanish 3-8- Sr. Rosa Lidia, Sr. Maryelos, Sr. Marina Estela
- Media/Computers- Mrs. Mullen
- Physical Education- Mr. Zabawski
- Art- Ms. Najdovski
- Music- Mrs. Lyons
- Academic Advancement – Mrs. Marchetti
- Study Skills- Mrs. Najdovski
- Tuition/Enrollment/Administrative Assistant- Mrs. Maloney
- School Office Secretary - Mrs. Evola
 - • Community Relations – Mrs. Rupkus

- Lunchroom Coordinator - Mrs. Markiewicz
- Maintenance –Mrs. Markiewicz, Mr. Brugnano, Mr. Paul
- ESP – Extended School Program – Mrs. Jansen, Ms. Veilette
 - Counselor- Mrs. McCarthy-Epps

ADMISSIONS POLICY

St. Thecla Catholic School admits students of any sex, race, color, national and/or ethnic origin to all the rights, privileges, programs, and activities generally accorded students at school. It does not discriminate on the basis of race, color, national and/or ethnic origin in the administration and other school-administered programs.

PRESCHOOL AND KINDERGARTEN

All Preschool children for the Three-Year and Four-Year Preschool Programs must have attained that age before September 1st of the school year in which they are entering.

Students entering kindergarten must be age 5 before September 1 of the school year in which they are entering.

Any parent/guardian that purposely fails to disclose a physical, educational and/or emotional handicap may result in the cancellation of the registration.

Registration occurs in the following order:

- The first opportunity for enrollment will be given to students presently enrolled in the school and to their siblings.
- The second opportunity for enrollment will be given to St. Thecla-registered parishioners who do not have any children currently enrolled.
- The third opportunity for enrollment will be for non-parishioners through an application and possible testing process.

Consideration is made for active Catholic families.

Full payment of tuition and fees for the previous year is required before registration is accepted.

ADMISSION PROCESS AND REGISTRATION FORM

Upon admission of a new student, the parent or guardian shall upload the following information with the completed registration form online:

- The child's birth certificate
- Baptismal certificate
- List of immunizations required by Macomb County and the State of Michigan
- In custodial cases, a legal document designating custody is necessary.
- With a new transfer student, a recent report card, achievement test scores, and/or progress report are required.

Additionally, all new transfer students may be tested prior to admission. The principal reserves the right to interview the parent(s) or guardian(s) and student to ascertain reason(s) for transfer

The decision to accept a new student is the administrations responsibility (Principal/Pastor)

All students transferring into St. Thecla Catholic School will be granted a probationary status for one quarter following their admittance to St. Thecla.

It is the responsibility of the parent or guardian to inform the school if a student is subject to any medical need that may merit regular or periodic attention while at school. (Please see the health section.)

Emergency contact information is obtained through the online enrollment process. You must contact the school office immediately should any changes be necessary throughout the year.

REGISTRATION AND TUITION FEES

Each family pays tuition based upon the designation of a supportive member of St. Thecla, or a non-supportive member. Each supportive family is expected to participate in a designated number of volunteer hours or a fee will be added to the tuition prior to the end of the school year.

Supportive Member of St. Thecla: Children whose families are supporting members of St. Thecla Parish are eligible for the supportive member tuition rate. In order to be eligible for the

supportive member rate, the families are expected to give their time, talent and treasures to our parish community. The following criteria must be met to receive the supporting member discount.

- Parents must be registered at St. Thecla Catholic Church
- Parents must be signed up for the On-line giving program through the parish

We do not have a minimum required amount of donation to our parish, but our parish community does subsidize our school budget to help keep our tuition costs as low as possible, so it is expected that a donation will be made to help off-set the church subsidy. *It is suggested for a minimum weekly donation of \$10.00

Time & talent stewardship donation which is evident through your participation in various school and parish events, programs and ministries.

A minimum of 20 hours of volunteer service hours is required from each school family (see the specific requirements of how the hours can be achieved in the volunteer section)

Non-supportive members: This status is for families not registered at St. Thecla parish.

Tuition:

Tuition rates are based upon the per-pupil cost and then adjusted through proposed fundraising and parish subsidy. The tuition rates are reviewed yearly and adjusted accordingly. All previous tuition balances must be paid in full before registration is accepted.

Tuition Payments:

FACTS Tuition Management Program: All families are required to set up a FACTS account for tuition payments. The program helps families meet their financial obligation in a simple, convenient way which is completely confidential and secure. Choices can be made from the following five options:

- Paid in Full - If you pay your tuition in full by May 1st, you will receive a 2% discount.
- Two semi-annual payments
- Four quarterly payments
- Ten monthly payments
- Credit card payments for which there is a fee.

There is a service fee for using the FACTS program. No service fee will be charged when you are paying one payment in full. This is not a loan program, and there are no interest or

finance charges assessed, nor a credit check. You can fill out an agreement online conveniently from your home or office.

Pay in Full Discount: If you pay your tuition in full by May 1st, you will receive a 2% discount.

Tuition Assistance:

Assistance grants are available through the Archdiocese of Detroit through the AOD Scholarship Fund. Applications are available online only and they must be completed by the April deadline.

St. Thecla also offers financial aid for families that have applied and been approved through the AOD Scholarship Fund. *Families that receive additional aid through our St. Thecla grant program will be required to volunteer additional hours.

St. Thecla Tuition Refund Policy:

If a family makes the decision to withdraw their child/children from St. Thecla School, the following policy applies:

Withdraw August 1-August 31 – 80% of the semester tuition will be refunded.

Withdraw September 1st-September 30th-60% of the semester tuition will be refunded.

Withdraw during weeks 9 thru 12 – 40% of the semester tuition will be refunded.

After the 12th week of the school year, there will be no refunds (including those leaving 2nd semester)

If you are paid in full, you will be refunded based on the above schedule

Registration and support fees are non-refundable for any reason after May 2nd.

Any unpaid tuition that has not been paid up to the date of withdrawal, must be paid in full to St. Thecla School before your child/children's school records will be released to the new school

Tuition Delinquency:

If your tuition falls 30 days delinquent from the school tuition payment schedule, the student's enrollment in our school may be terminated.

Students will not be able to enroll for the following school year until all the tuition and fees are up to date

School Fundraising:

School fundraising is critical to help lower the tuition costs. Fundraising is built into the school budget and is necessary for the support of the faculty, programs, and capital improvements. Total support and cooperation from every school family in major fundraising efforts are essential to keep tuition rates low, as well as for the improvement of our programs and school. The Home and School Association is primarily responsible for organizing and carrying out school fundraising activities throughout the year. Although we will offer several fundraisers throughout the year, we do not expect anyone to participate in all of them. However, we do encourage our families to participate in those that work best for their family situations.

PARENT VOLUNTEER INFORMATION

All families from Preschool-8 are required to volunteer a minimum of 20 hours throughout the school year

If hours are not completed by May 1st of the current school year, you will be billed for the remaining balance of hours at \$20.00 per hour. Students will not receive their final report card until the balance is paid in full.

Volunteer Code of Conduct/Procedures

Our student's safety and education is a top priority at all times and is why the implementation and following of these rules and guidelines in this code of conduct for all volunteers, will be strictly enforced.

Field Trips do not count as volunteer hours, but the field trip supervisors are expected to follow the code of conduct as well.

- Volunteers must have a background check turned into the office before volunteering
- All volunteers must take Protecting God's Children through the AOD (www.virtusonline.org)
- Volunteers must treat everyone with respect, loyalty, patience, integrity, courtesy, dignity and consideration
- Avoid any situation where any volunteer is alone with a child
- All volunteers must sign in at the main office lobby when they arrive and wear their visitor badge while in the school. All volunteers must sign out in the office lobby at the

end of the day and turn in their visitor badge, key swipes, etc. *Office staff must always know who is in the building and where the volunteers are at all times. This information is critical in case of emergencies.

- Volunteers should not be using cell phones when in the presence of students or when volunteering or when the volunteer is responsible for supervising students.
- All volunteers must understand that students (including their own) are being educated during the school day and should not be interrupted for personal matters, visits, waves, etc. Volunteers are not to be in any classroom (unless assigned for volunteering) and teachers **should never be interrupted** during teaching, we will not allow disruptions to the educational process. All questions should be directed to the office staff and/or Mrs. Jeanette for assistance until after the school day.
- Any materials and/or information that needs to be delivered to a classroom or information that is needed from a teacher should be directed to the school office. School office staff will handle all deliveries to classrooms during the school day.
- Volunteers must follow all security standards which include no propping of doors, no opening of doors for other parents, volunteers, etc.
- Volunteers are to wait inside the lobby until their assignment is ready to begin.
- Volunteers should always immediately report student behavior to the teacher and/or office staff. Volunteers should stop situations and bring students to the office if necessary, but should not reprimand students or use criticism, competition and/or comparisons to others. We ask that volunteers use only positive reinforcement and have staff handle all situations that require non positive interaction
- Volunteers should not speak negatively about staff or other students, nor should parent volunteers confront or speak to another student regarding interactions/situations with their own child.
- Volunteers are expected to be confidential about any information they may see or hear regarding students, and/or staff, volunteers are never to share information about students. As a member of the Catholic community of St. Thecla and a volunteer, you have the responsibility to keep this information confidential.

- Student behavior should only be discussed with the necessary staff. Their situation/behavior should not be discussed with other volunteers, friends, students, and/or even the parents of the student. Administration/teachers will contact the parents to report behavior and discuss action plans if necessary.

We are extremely appreciative to all our volunteers and recognize that they are a huge part of the success of our school program. However, if a volunteer is unable to adhere to the rules listed above, it may become necessary to ask the volunteer to choose a different volunteer opportunity.

Volunteer Hours

Volunteer hours may be added to the online system 24 hours after you have registered as a in our Facts system, you may log directly in the FACTS/RENWEB system. After logging your hours, you do not have to do anything else. If the administration has any questions, they will contact you directly.

Twenty volunteer hours must be part of school programs and/or classroom events or lunch duty.

A minimum of 5 volunteer hours must come from the Parish Festival with a maximum of 10 hours (with the exception of chairpersons)

Sports hours do not count towards the 20 volunteer hours – except for head coaches who may apply up to 5 hours for the school volunteer program. *The sports program may have additional volunteer hour requirements to make sure the sports programs are running effectively – those do not apply to school hours.

Field Trips chaperone hours **do not** count towards your 20 volunteer hours

A minimum of five hours must come directly from a Home & School Event (Dinner Dance, Daddy Daughter, Mother Son Bowling, Candy Cane Carnival, Ice Cream Social, Fun Run, etc)

NO committee member shall receive an “automatic” 20 hours. Chairpersons, committee members, etc., will only receive the hours that they actually work.

Additional family members can assist in reaching your family hours. However, students who currently attend St. Thecla Catholic School are not eligible to count towards family volunteer hours.

Volunteer Chaperones for Field Trips: All Chaperones must

- Must have taken the Protecting God's Children Workshop given by the Archdiocese of Detroit.
- Must have on file a criminal background check.
- Must have on file an agreement with field trip rules signed by all drivers
- Must have car insurance not less than \$250,000 - \$500,000 liability [per person] with complete copy of insurance endorsement/or policy if driving other children.
- Must make sure all students are belted in the vehicle
- Must not use their cellphone while the car is moving
- Chaperones are not to waiver from the trip plans. This includes NO stops for ice cream, sweets, fast food, etc. (unless part of the field trip plan by the teacher). Chaperones that do not follow the specific trip plans will not be asked to chaperone in the future.
- Chaperones will not allow inappropriate music, videos, and/or language in the vehicle
- No siblings are allowed on field trips.
- Chaperones, who leave their cars at St. Thecla the day of the field trip, should park them in the rows closest to the Activity Center and not in the designated playground area.
- All drivers must bring students back to school, and students are not to be dismissed/signed out until the teacher accounts for all students. No siblings in other grades will be dismissed early.

All drivers must bring students back to school. Students will not be dismissed or even signed out early until the teacher has accounted for all students back at the school.

DAILY ROUTINE/SCHEDULE

K-8 times

Kindergarten school day begins promptly at 8:10 A.M. and ends at 3:25 P.M.

The 1 – 8 school day begins promptly at 8:10 A.M. and ends at 3:30 P.M.

Pre-school times

The pre-school day begins promptly at 8:15 A.M. and ends at 3:15 P.M.

The first bell rings at 8:00 A.M.

The tardy bell rings at 8:10 A.M.

Dismissal for a half-day is at 12:15 P.M.

Dismissal for pre-school half day is 12:00 P.M.

Preschool

Family members or guardians must wait with the preschoolers outside the Gathering Space (doors near large Jesus statue). Half-day class begins at 8:15 A.M. and ends at 11:15 P.M. All-day class begins at 8:15 A.M. and ends at 3:15 P.M. The teacher will open the doors and let the students in at the stated time. At the end of the class time, the teacher will dismiss the students through the Gathering Room doors.

Kindergarten

ALL Kindergarteners enter through the front door of the school and exit through the Gathering Room. Dismissal for Kindergarten is at 3:25 P.M.

Grades 1 – 8:

[Arrival] Students may not enter the building before 8:00 A.M. The doors open for students at 8:00 A.M. Students entering after 8:10 A.M. will be considered tardy.

ESP program

The Extended School Program (ESP) is available for parents who need before-and after-school childcare for students in grades preschool – 8th. Students who arrive more than five minutes before the first bell, or who are left past 3:40, will be sent to the Extended School Program and the family will be charged accordingly. All families participating in the ESP program will receive an ESP handbook.

LUNCH AND RECESS

Lunch is supervised by St. Thecla employees, but parent volunteers will be asked to help with outside recess as needed. *All volunteer rules apply to our lunch volunteers

Hot Lunch

- Hot lunch is available Monday through Friday through the Archdiocese of Detroit
- A family menu will be sent home on the third week of the month.
- Lunch orders should be placed through the FACTS SIS
- Deliveries of fast-food lunches are NOT permitted.
- Due to supply chain issues, we cannot guarantee that the hot lunch ordered is what will be available that day.

Beverages

- Chocolate milk, white milk, and juice may be purchased in the lunchroom.
- Students are not allowed to bring in carbonated or energy drinks for lunch

Miscellaneous

- All lunch bags must be labeled with your child's name either on the inside or outside of the lunch bag.
- Late lunches delivered by parents are to be placed in the basket outside the school office labeled with the student's name and room number.

Recess

Weather permitting, ALL students are required to go outside for recess with the exception of a physical handicap. If the temperature is below 20 degrees and a wind chill below 15 degrees, or evidence of bad weather is threatening to the safety of the students, then indoor recess will occur. Please ensure that your child has appropriate clothing for the weather conditions. Parents will be sent a reminder if their child had to remain inside due to not having proper clothing.

All outerwear (sweaters, jackets, snow pants, boots, scarves, mittens, gloves, etc.) must be labeled with your child's first and last name. Lost items of clothing will be returned to a student if labeled. If the items are not labeled it will be put in our lost and found. If not claimed, we will donate the items to St. Vincent De Paul.

CLASS INTERRUPTIONS

Class time is teaching/learning time. To ensure that the right to learn is respected by all, interruptions must be kept to a minimum. We ask all parents to respect the teachers' limited time to prepare for quality lessons and/or class time by not stopping teachers for conversations

during arrival, dismissal, and/or while volunteering in the school. Please make an appointment or send an email for matters that need to be discussed.

Items for students should be left in the lobby with their name and classroom on it. Parents should not take items directly down to the classroom.

While we welcome parents and visitors, these policies ensure student safety and are necessary to prevent disturbances to important learning/teaching time.

CURRICULUM

Religion:

Religion is taught at all grade levels every day for Preschool – Grade 8. Our religion classes follow the Religion Standards set forth by the Archdiocese of Detroit. Religion is also incorporated throughout our other subjects.

Spiritual Life

Students celebrate the liturgy weekly at 8:30 A.M. They also attend Holy Mass on Holy Days if they occur during the school week.

Parents are always welcome to come to these school day Masses with the children; however, this does not meet your Sunday obligation.

Each child receives the sacrament of confession several times throughout the year. Each week a class from 3rd -8th grade receives the sacrament. They rotate each week which class receives.

Each child receives the sacrament of confession during Advent and Lent as well.

We will ALWAYS strongly encourage attendance of Sunday Mass as a family.

We will ALWAYS teach and live out the values of our Catholic Church teachings.

We will ALWAYS encourage our students to evangelize our Catholic values.

Each school day begins and ends with prayer. Students pray before eating. Classroom prayer services are also a part of the students' spiritual lives.

Students are welcome to participate in Altar Serving (4th grade and higher)

Students are welcome to participate in our church choir program (3rd grade and higher)

Parents are highly encouraged to share in all the Adult Faith Formation meetings and programs, especially sacramental preparation classes offered by the St. Thecla Faith Formation Office.

Academic Subjects:

Preschool Curriculum:

The Early Childhood Program is designed to provide developmentally-appropriate educational experiences in a Catholic environment, which encourages each child to make decisions, explore their surroundings, discover new ideas, be creative, and solve problems. We strive to provide children a well-rounded learning environment. Every child's potential is limitless when nurtured in a loving, Catholic environment of learning, prayer, and play.

Your child's education is our priority. Besides your own loving and caring homes, there is no better learning environment than St. Thecla Catholic School Early Childhood Program.

We have learning experiences in the following subject areas:

- Language Arts
- Math
- Science
- Social Studies
- Religion
- Creative Arts
- Social Development
- Emotional Development
- Physical Development

Kindergarten - Eighth Grade:

Your child's curriculum will include:

- Mathematics
- Science
- Social Studies
- Religion

- Reading,
- Writing,
- English,
- Vocabulary,
- Spelling
- Handwriting

Special Classes:

- Spanish
- Physical Education
- Art
- Music
- Technology
- Media Center
- Study Skills

Grading: The standards for grading are as follows:

Kindergarten:

M = Mastery

D =Developing

N = Needs to Improve

X= Not Covered this Semester

Grades 1-2

Proficient (83%-100)

Developing (72%-82%)

Needs Support (71% and below)

The percentages are strictly a value for Power School and do not appear on the report card.

Grades 3-8

A- 93%-100%

B- 83%-92%

C- 72%-82%

D- 60%-71%

59% and below

Honor Roll

The Honor Roll exists quarterly to promote and encourage the very best in students.

Conduct Honor Roll in Grades (1 – 8): This is the most important Honor Roll. Students receiving all A's in conduct from each of their teachers qualify for this award. Excessive tardies and/or absences will disqualify students from receiving this award.

Academic Gold Honor Roll (Grades 4 – 8): A student must earn a 3.6 – 4.0 grade point average to qualify for this award. A student must achieve a B or better in conduct from each of their teachers in order to earn the Gold Honor Roll status. Receiving a D or F in any subject or in conduct in any subject prohibits being on this Honor Roll.

Academic Silver Honor Roll (Grades 4 – 8): A student must earn a 3.1 – 3.5 grade point average to qualify for this award. A student must receive a B or better in conduct from each of their teachers. Receiving a D or F in any subject or in conduct in any subject prohibits being on this Honor Roll.

An Honors recognition and prayer service is held in May to honor all award recipients.

These awards are given for the following achievements:

- All A's in conduct is for all A's in all subjects.
- All A's in academics is for all A's in all subjects for all quarters.
- Gold Honor Roll: All Gold Honor Roll all three quarters
- Silver Honor Roll: On the Silver Honor Roll all three quarters
- Other special awards
- Spelling Bee

Homework

All requests for homework must be left when phoning in the student's absence. Homework assignments will be ready for pick up at the end of the school day. If requests are not made at the time of phoning in the student's absence, they will not be guaranteed to be ready at the end of the school day.

When a child is home sick we want them to rest and get better to come back to school as soon as possible. We will not be sending home work for a child missing one day of school. Students who are out for a prolonged period may contact the teacher for this work and will need to be picked up by the office by a parent or guardian.

Students have as many days as they are absent to make up the work. Extenuating circumstances or prolonged illnesses will be dealt with on an individual basis.

Students are expected to do their own assignments. An average student will probably devote the following amount of time to homework:

Grades 1 – 2 15 – 30 minutes daily

Grades 3 – 4 30 – 45 minutes daily

Grades 5 – 6 40 – 60 minutes daily

Grades 7 – 8 45 – 90 minutes daily

Assignment notebooks are mandatory in grades 3–8. They are recommended as a daily/weekly contact with the teacher. Signing the notebook each day is a good way to show how important learning is to your family.

Testing: During this school year Star Renaissance testing will be administered to students in grades K-8th grades to assess reading and math. These tests will be given three times per year.

The Archdiocese of Detroit AOD religion test will be administered during this school year.

COMMUNICATIONS

The relationship that St. Thecla Catholic School has with their families are valuable and treasured. To help our families access important information, we will use multiple resources of communication. The following methods of communications are available to keep you informed.

Grade Reporting

We use the FACTS SIS System for reporting grades. Teachers input grades weekly or biweekly into the portal. This allows parents to see their student's progress through-out the year. The system will be temporarily disabled when formatting the report cards.

The St. Thecla Hawk

A weekly newsletter from our principal will be sent out every Thursday. This newsletter will contain the most updated information as well as any forms or flyers that we are sending home.

Mass Emails

Mass emails are sent when important information needs to be disseminated. Your newsletter will also arrive via email

Website

Our website is www.stthecla.com/school. All our administration and staff have an email listed. Most teachers also have a web page with information about their classrooms, as well as access to their lesson plans weekly on their webpages.

Parent/Teacher Communication

There are many avenues for communication. Teachers send out weekly newsletters in the lower grades. Teachers post their lesson plans on their school webpage. Teachers' email addresses are on our websites for easy access. Please remember that they are teaching during the day and allow 24 hour response time to return your email.

Parent/Teacher Conferences

Parent/teacher conferences are scheduled at the end of the first quarter and during the 3rd quarter. A sign up link schedule will be sent out two weeks prior for you to schedule your conference. Each parent is given a 10 minute conference. We know that specific situations may require additional times and those appointments should be scheduled directly with the staff member outside of the 10 minute conference schedule to avoid delays for other parents. Please be courteous of the time schedule for other families waiting.

Text Message Blast

For reminders, emergencies and school closures

ATTENDANCE

Absences: The attendance and emergency information telephone number is (586) 791-2170. Please call this number to report an absence before 9:00 A.M. We do need to know if the absence is due to something contagious. The office staff will begin to call home phone numbers after 9:15 A.M. if you have failed to notify the school. If the school does not make contact, emergency work numbers will be called to ensure the safety of all the children.

ILLNESS CALL-IN PROCEDURE

Call the student absence line by 9:00 A.M.: (586) 791-2170, #1

Child's name and homeroom number

State brief reason for absence, and if the student has a communicable disease, i.e., chicken pox, strep, etc.

Student's expected date of return

Excused Absences: Excused absences are those due to illness of the student, death in the family, a doctor or dentist appointment, or those instances where the principal determines that exemption from attendance is in the best interest of the school or student. Students with an excused absence are responsible for making up schoolwork. A grade is given upon satisfactory completion of assignments. Students have as many days to make up missed work as were absent.

Unexcused Absences: Unexcused absences may include truancy, cutting classes, or tardiness, and such categories as an unapproved “take your child to work” day, shopping, vacation, oversleeping, personal grooming, etc.

Extended Absences: Each year school families will receive a school calendar prior to the start of school. The St. Thecla School calendar provides families with many opportunities for vacations during the year. We discourage extended absences for the students; instructional time cannot be duplicated.

Tardiness: Students are expected to arrive on time for school and must be in the classroom when the bell rings. Students are considered late or tardy when they come into the classroom after the second bell. For every three unexcused tardies (grades 5 – 8) per month, a student will be required to serve a Supervised Silent Lunch (SSL) monitored by a teacher.

Early Dismissal from Classes: A written request sent to the student’s homeroom teacher must be made by a parent/guardian for dismissal during the school day. The student will be released to the parent at the School Office. Parents are required to sign out their child. Only authorized persons will be allowed to pick up children. These persons must be put on file to whom the child may be released. Notwithstanding any emergency, we ask that parents make doctor/dentist appointments early in the day or late in the afternoon.

Truancy: Truancy refers to the condition or offense that results when one is in violation of education compulsory attendance laws. A truant is a child who fails to attend school without permission or leave. In the case of apparent truancy, the first contact will be made to a parent/guardian. If all efforts to persuade the child to return to school are fruitless, the case can be referred to the police department, attendance officer, or a social worker.

EXTENDED SCHOOL PROGRAM

Parents may utilize the St. Thecla Extended School Program (ESP). For an additional fee, before-and-after-school childcare is available for Preschool through Grade Eight. Parents must register any child before they may use this service. The program is available only on school days

and closed when the school is closed due to weather, etc. Parents must make arrangements with the ESP director to participate. Further information regarding admission, schedule, etc., is available in the ESP Parent-Student Handbook. ESP forms are available online under Parents/ESP Registration

ATHLETICS

CYO SPORTS

Students in grades five through eight are invited to participate in St. Thecla's Parish Athletic Program. The program, through the Athletic Director, Sport Coordinators, and Coaching Staff, provides the opportunity to learn, enjoy, and compete in the Archdiocesan CYO leagues.

Fall Sports offered are as follows: Soccer, Cross Country and Volleyball.

Winter Sports offered include the following: Basketball, Cheerleading, and Bowling.

Spring Sports offered are as follows: Baseball /Softball and Bowling.

Eligibility will be determined based on the student's last completed quarter grades, except for winter sports, which will be determined by first quarter progress reports. For fall sports, this means that the previous year's fourth-quarter grades will determine eligibility. Spring sports will be based on second-quarter grades.

Each student participating in a sport is expected to maintain grades at the level required for eligibility during the entire season (C+ average academics) (B+ or better for academics). Failure to meet or maintain these standards will prohibit the student from participation in the sport until the standards are met. Maintaining eligibility will be determined every two weeks during the season. If grades are not maintained, the student will not be eligible to play until two weeks later when grades are re-assessed. At that time, if the student has improved his/her grades up to the eligibility requirement, he/she may be reinstated. If at this time the grades have not improved to a satisfactory level, the student will remain ineligible.

Students and parents are expected to observe the school code of conduct at all games and activities of the CYO program. For further requirements regarding participation, see the applicable CYO regulations and the school's guidelines.

A sports fee, along with a Booster Club fee, is established yearly by the sports program for all sports. The fees are to be paid at the time of registration. A portion of the Booster Club fee will be refunded upon completion of a designated number of volunteer hours.

As a reminder, to participate in any sport, students are required to have a physical dated after June 30th prior to participation in any sport each year.

A designated day is set by the sports program for the return of the uniforms following the last game for that sport. Students that fail to do so are excluded from participating in the next sport season until this requirement has been met.

CAMPUS MINISTRY

SPIRITUAL LIFE

Each school day begins with and ends with student led prayer. Students pray before eating. Classroom prayer services are also a part of the students' spiritual life. Students, faculty, and staff attend Mass on Wednesdays, holidays, and feast days, and attend other prayer services throughout the year. Reconciliation is done throughout the year, typically before Christmas, First Holy Communion, Confirmation, and Easter. As a school, we pray the Rosary and sometimes the Chaplet of Divine Mercy before the school-wide Wednesday Mass. Students are asked to participate in special Prayer Services throughout the school year. They sort food for the Thanksgiving baskets and then stock the baskets. Also, they are asked to make cards of Sympathy, Thinking of You, and Get Well for our school community and beyond.

The 8th grade attends a Confirmation Retreat as prepared by Faith Formation. The upper grades have tours, talks, and Mass at the seminary. In addition, the 8th grade visits the Father Solanus Guild at St. Bonaventure in Detroit. The students attend a Holy Mass just for them, followed by the praying of the Rosary and a tour.

Parents are highly encouraged to share in all the Adult Faith Formation meetings and programs, especially sacramental preparation classes, offered by the St. Thecla Faith Formation Office.

Retreat Opportunities: Retreats are held throughout the year especially for sacramental students.

Service Hours/Requirements: Eighth graders must fulfill 20 service hours in preparation for Confirmation.

Lent: During Lent, students attend Stations of the Cross on Fridays. The Eighth Grade conducts this service.

CATHOLIC SOCIAL JUSTICE

Catholic social teaching emerges from the truth of what God has revealed to us about Himself. We believe in the triune God whose very nature is communal and social. God the Father sends his only Son Jesus Christ and shares the Holy Spirit as his gift of love. God reveals himself to us as one who is not alone, but rather as one who is relational, one who is Trinity. Therefore, we who are made in God's image share this communal, social nature. We are called to reach out and to build relationships of love and justice.

Student Service Opportunities that are encouraged for the Eighth Grade:

Sort food items in the Food Pantry

Sort food items for the Thanksgiving Baskets and help to put the baskets together

Donate new socks, underwear, and blankets for the Capuchins in Detroit/Father Solanus Center

Write "Thinking of You" "Praying for You" letters and cards during their lunch time to parishioners and/or school members

Serve as lectors, musicians, gift carriers, altar servers, and hosts/hostesses during and after the Veterans Mass in November

Help to sort donated toys and gifts given at Christmas

Trace and cut paper hearts for carnations for Valentine's Day during lunch and at home

Tag Valentine Carnations after school

Serve as Forensics Guides for the Forensics Competition when St. Thecla is hosting this. Help with the setup and take down of the Mom-to-Mom Sale and our Open House

Help with the setup and take down of the Forensics Competition

Be a part of the Stage and Set Crew for the Spring Play

Help with the clean up after the Spring Play

Participate in the Shadow Stations of the Cross

Participate in the Jingle for Jesus Walk

Big Families of Macomb – sorting and volunteering

Soup Kitchen

CODE OF CONDUCT

In following and adhering to our School Mission Statement, “We, the Community of St. Thecla Catholic School, dedicate ourselves to serving God through our growth in faith, education, and love for one another as members of God’s family”:

Students are expected to be courteous and respectful to others, including administrators, teachers, parish and school employees, volunteers, parents, and students, in all their interactions. Students who engage in name calling, threats, bullying, intimidation, or other conduct or communication that has the purpose or effect of creating a hostile, offensive, or abusive atmosphere, including online postings on social networks, such as Facebook or Snapchat, Instagram, and others, will be disciplined up to and including expulsion.

For a school to operate harmoniously, there must be a balance between freedom and restraint. Rules of conduct flow from obedience, respect for authority and each other, as well as common sense, courtesy, and concern for one another. Student conduct and control extend beyond classroom behavior and include respect for adult authority, respect for the common good, and respect for school rules and the law.

Parents are responsible for their children’s conduct and must help in solving behavioral and academic problems. Parents are expected to be models for their children by explaining the school rules and modeling them. (All references to parents also include legal guardians.)

The pastor, school administrators, i.e., principal, and School Advisory Committee, support parents who want discipline exercised. All staff members have been instructed to protect the rights of students who wish to focus on teaching and learning activities each day. Each student has the responsibility to uphold the following:

Conduct himself/herself in a Christ-like manner.

Respect the inherent human dignity and worth of every individual.

Work without disturbing others.

Study diligently and maintain the best possible level of academic achievement.

Take care of all learning materials for his/her use.

Respect all buildings and property of St. Thecla School and Parish, as well as the property of others at any location.

The Administration has the right to take action for student misconduct in the school, in the lunchroom, on the playground, on parish property, or at school functions, during field trips

and/or out-of-school events, which, in the judgment of the Administration, disrupts or interferes with school operations or is detrimental to the reputation of the school. The following types of school behavior and activities will most likely result in disciplinary action against a student. This list is not meant to be all-inclusive, but is intended to highlight major areas of concern.

Disrupting the learning environment or general order and discipline in the school.

Contempt of authority or insubordinate or abusive action directed toward school employees or volunteers (including lunchroom personnel).

Infringing on the rights of others.

Endangering the health and safety of any person.

Abusive and offensive language by students.

Threatening, fighting, or harassment of other students.

Threats or verbal assault on a teacher or other adult. (All threats will be taken seriously regardless of the age of the child.)

Causing loss or destruction of property.

Improper care of school textbooks, equipment, or supplies. Any excessive damage or wear will become the financial responsibility of the student and parent.

Any actions which are otherwise in violation of laws, parish policies, or classroom rules.

INTERNET POLICY

St. Thecla Catholic School has posted the school's Acceptable Use Policy on its website in the Parent's Section. This policy requires the signature of the parent/guardian and the student. The signature page must be returned to the technology/computer teacher prior to the student's first computer class of the school. If there is no access to a home computer, please ask for a copy of the Internet Policy from the technology/computer teacher.

DISCIPLINE

Disciplinary action will be taken against students who do not observe school rules. In general, the teacher and/or administrator(s) will handle minor problems informally. More serious problems will result in more serious consequences. Students may serve detention(s), SSL, SILENT SUPERVISED LUNCH, after school detention, be suspended, or expelled from school when misconduct is serious and/or continual.

Return of the consent form signifies the parent/guardian's consent to these school policies and guidelines. This is an acknowledgment of the parent/guardian's intention to cooperate with the teachers in the enforcement of these rules. See Discipline Rubric online

Classroom Rules

Each grade level formulates classroom rules and consequences for failure to observe them. The rules are approved by the administrator(s) and are given to each student during the first week of class.

For the safety and well-being of all students and school personnel, students are not allowed to have the following objects in school: permanent markers; “white out” or liquid paper; thinner for liquid paper; spray cans of any kind; gum; rubber cement and thinner.

Teacher Action:

The following actions may be taken by the teacher if he/she should encounter an offending student who is disruptive to the teaching and learning process. See Discipline Rubric online:

Action in the Lunchroom or on the Playground:

Students are expected to conduct themselves in a responsible and respectful manner in the lunchroom and on the playground.

Students are encouraged to eat their lunches quietly for the first 10 minutes of the period.

Students are not to trade or share food.

Students are responsible to keep their areas clean after eating.

Students who need to throw something away need to raise their hands.

Students are expected to push their chairs in when lunch is over.

Students must be respectful to lunch supervisors at all times.

For the protection and safety of everyone, students are not allowed to do the following:

Play dangerous/aggressive games, i.e., wrestling, karate kicks, and tackle football.

Disregard the regulations for safe use of playground equipment, such as standing on slides or swings.

Make or throw snowballs/ice balls of any shape or size.

Climb the fence, school, or school railing.

A lunchroom supervisor will take the following actions if he/she should encounter a student who is disruptive, disrespectful, or not following directions:

Require a student to have longer “quiet” time during lunch.

Remove the student from a particular “play” area.

Take other outside privileges away from the student.

Move the student to a new lunch table.

Isolate the student and make him/her sit out of “play-time” on the playground or outside facilities.

Exclude the student from the lunchroom by sending him/her to the office.

Follow Discipline Rubric online

The principal reserves the right to amend the lunchroom policies.

Administrative Action Regarding Discipline:

Disciplinary action will be taken in the event of student misconduct. The school administration will impose further disciplinary action if the behavior is repeated or if misconduct is severe. In these cases, punishment may be lengthened or shortened or adjusted as determined by an administrator to take into account a particular set of circumstances or if it is determined to be in the best interest of students or the school. In each student’s case, consideration will be given to age, experience, and abilities.

The following administrative actions may be taken by an administrator seeking to correct unacceptable student behavior:

WRITE-UP- The parent is notified by a paper form.

CONFERENCE with the parent to effect positive resolution.

SILENT SUPERVISED LUNCH- Students will have a silent lunch.

AFTER SCHOOL DETENTION-Students will stay after school for one hour

BEHAVIOR PLAN - Any student who has a repeated behavior issue will have a behavior plan written.

IN-SCHOOL OR OUT-OF-SCHOOL SUSPENSION: Suspension is the temporary dismissal of a student from school. Parents will be contacted to make arrangements for picking up their child. If the child is not picked up in a timely manner, the suspension may be extended for additional days.

EXPULSION: Expulsion is the permanent dismissal of a student from the school.

It shall be imposed either after repeated attempts to correct violations of the school code of conduct and/or when the offense is such a grievous matter that immediate expulsion is appropriate or demanded by law (weapons cases, etc.).

BULLYING/AGGRESSIVE BEHAVIOR

Bullying; It is repeated, it is intentional, and there is an imbalance of power.

Direct Bullying is physical when any or all of the following occur: hitting, kicking, shoving, and spitting.

Verbal Bullying: There is teasing, taunting, racial slurs, and/ or verbal sexual harassment.

Non-verbal Bullying: There are threats, obscene gestures, or deliberate shunning.

Common defenses from children who bully are as follows: denial, minimizing one's involvement, and blaming the victim.

Effects of bullying on school climate include but are not inclusive to the following:

interference with student learning; creating a climate of fear and disrespect; students may perceive a lack of control and care.

Bullying/aggressive behavior is explained in detail in the Discipline Rubric online:

CRIMINAL ACTS

Parents and students should be aware that state law requires school officials and/or teachers to notify appropriate law enforcement officials when a student is involved in an unlawful activity.

The school, regardless of whether criminal charges result, will take serious disciplinary action that may include immediate suspension and/or expulsion. The State of Michigan defines the following activities as crimes:

Arson – the intentional setting of fire.

Assault – Physical and/or verbal threats of violence to a person. Verbal assault is a communicated intent to inflict physical or other harm on another person with a present intent and ability to act on the threat. Any person who is found to have threatened another will be subject to discipline and may be reported to the authorities.

Bomb Threat – Any student found violating this rule will result in recommendations for expulsion as required by law. Costs for evacuation, searches, salaries for extended hours, and loss of revenue will be referred to the courts for remuneration.

Burglary, Larceny or Robbery – Stealing of school property and/or personal property from an individual.

Criminal Sexual Conduct/Sexual Misconduct.

Drug Paraphernalia - Possession of any type of drug paraphernalia is prohibited and will result in disciplinary action.

Use of computer to attain violent and/or sexually-oriented websites.

Use of explosives.

Harassment and Bullying – Any form of repeated written or oral innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person's gender, national origin, religious beliefs, racial, physical characteristics toward a fellow student, faculty, staff member, or other person.

Extortion, blackmail, or coercion.

Sale, use, or possession of alcoholic beverages or illegal drugs - The school administrator will immediately remove from contact with other students, anyone under the influence of alcohol

or drugs, and thereupon, shall contact the parent or legal guardian. This will result in immediate suspension.

Unlawful interference and intimidation with school authorities, interfering with administrators or teachers by intimidation with threat of force or violence.

Vandalism or malicious destruction of property.

Archdiocese of Detroit – Weapons Policy

Students are prohibited from bringing weapons to or having weapons in school, on the school premises or in the immediate vicinity of the school.

Definitions

A weapon is any object, which can be used to threaten or injure another. It includes, but is not limited to: guns of any kind, nature or description; knives of any kind; chains; karate sticks; brass knuckles; sling shots; sharpened instruments of any kind; ammunition...etc. A "firearm" means any weapon including a starter gun which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device.

School premises include the school building and the adjacent grounds, e.g. parking lots and playgrounds and student lockers.

Immediate vicinity of the school means within a one-block radius of the school.

Any student discovered to be or suspected of carrying, possessing, concealing or transferring a weapon on school premises or in the vicinity of the school shall be immediately excluded from classes pending an investigation. Any teacher, school employee, or school volunteer who has any information regarding a violation or suspected violation of this rule shall report all such information to the Principal who will take appropriate action including the application of policies and rules relating to expulsion and suspension.

Any student found to be in violation of this policy and rule is subject to permanent expulsion.

A student who interferes with or otherwise obstructs the search and questioning in this policy and rule shall be subject to disciplinary action including the possibility of expulsion.

Sexual Harassment Policy

Policy 4003 of The Archdiocese of Detroit - It is the policy of the Archdiocese of Detroit and St. Thecla Catholic School to make every effort to provide an educational environment, free from all forms of harassment. This policy applies to the actions of all Faculty, staff and students at St. Thecla Catholic School, as well as others who may be in a working relationship with the school. Both the Archdiocese of Detroit and St. Thecla Catholic School are open to and respect the complaints brought under this policy.

St. Thecla Catholic School will neither tolerate sexual harassment nor will it tolerate retaliatory action against any employee, student or other person for making a sexual harassment

complaint. Any supervisor or Faculty member who receives a complaint of sexual harassment and fails to take corrective action pursuant to this policy is also subject to disciplinary action, including termination of employment. Students are expected to treat all persons, including each other, with respect and dignity. Accordingly, sexually inappropriate behavior directed at Faculty, staff or other students will not be tolerated. Such behavior will result in disciplinary action, up to and including exclusion from school.

What is sexual harassment?

Sexually inappropriate behavior that is not welcome, is personally offensive, and fails to respect the rights of others.

Harassment can be either conduct or communication.

Sexually inappropriate behavior means inappropriate touching, gestures and language of a sexual nature directed at Faculty, staff or other students.

Sexual harassment also includes conduct or communication that has the purpose or effect of substantially interfering with another student's education, or creating an intimidating, hostile or offensive educational environment.

The school will investigate all complaints of harassment in a prompt and confidential manner and will take appropriate corrective action when warranted. Any Faculty, staff member, student or other person in a working relationship with St. Thecla Catholic School, who is determined to have engaged in harassment in violation of this policy, will be subject to appropriate disciplinary action, up to and including termination of employment or exclusion from school.

Retaliation in any form against a person for exercising his or her right to make a complaint under this policy is strictly prohibited, and will result in appropriate disciplinary action, up to and including termination of employment or exclusion from school.

Investigations of Allegations of Criminal Activity:

Upon a report of a criminal act, Administration will notify law enforcement and there will be no school inquiry so as not to compromise law enforcement's investigation. Depending upon the severity of the allegation(s), the student(s) may be removed from the classroom until the investigation is completed.

The investigation should include all parties involved, including any and all students, parents, teachers, and other staff.

A search can be conducted to verify the suspicion or clarify the discovery. It may include, without prior warning, an inspection and search of a student's person, pockets, book bags, purse, lunch box, locker, etc. Lockers are school property and may be searched at any time.

Questioning for the same purposes may include questioning by the principal, teacher, counselor, and pastor. Parents of student(s) to be questioned will be notified before the student is interviewed in the case of a criminal investigation.

The administrative team will compile background information about the accused.

The administration will take action after the investigation is complete.

All circumstances that occur regarding the incident, including investigation, conclusions, and all consequences will be properly documented.

Resolutions will be clearly communicated to all parties involved.

Cell Phones and other electronic devices:

Cell phones and electronic devices such as smart watches and fitbits may not be used and must be turned off and given to the teacher to store for the school day. The cell phone, smart watch and fit bit will be given back to the student before dismissal. If the cell phone is not turned in it will be confiscated, the cell phone will have to be picked up at the School Office by a parent/guardian.

DRESS CODE

Boys K-8 Revised August 2022

All students are to come to school neatly and modestly dressed. It is the responsibility of the parents to see that their children are appropriately dressed before leaving for school. Uniforms can be purchased from Land's End, School Blues, and Connie's Children's Shop; see our website. Dress code items that are not uniform plaid can be also purchased from other sources.

Shirts: Color is solid white only, tailored button-down or plain polo shirt (long- or short-sleeves) free of emblems except our emblem purchased from the vendors noted on our website. It must stay tucked into the pants. Long-sleeve shirts may not be worn under short-sleeve shirts. Short sleeves may not be rolled. Undershirts must be plain white with no lettering. The shirt must be appropriately buttoned.

Pants: Solid navy blue dress or corduroy pants are acceptable for all boys. Solid black or solid brown belt with small buckle securely fastened around the waist and through all belt loops is required for grades 3-8. No flared or hipster pants allowed. The waistband for pants must sit at the natural waistline.

Sweaters/Sweatshirts: Solid navy blue or solid dark green cardigan-style sweater, crewneck, V-neck; vest or a full sweater is permitted; St. Thecla sweatshirts may also be worn over the uniforms with collars showing. No hoodies are allowed. St. Thecla long sleeve cotton shirts may be worn over the uniforms with collars showing. No sports sweatshirts, long sleeve cotton shirts, jerseys, or hoodies are allowed. During Mass, St. Thecla sweatshirts/sweaters/long sleeve logos shirts with collars are allowed. No hooded sweaters are allowed.

Socks: Solid navy blue, solid black, or solid white socks should be worn. Boys may wear anklets that cover the entire ankle. No footies are allowed.

Shoes: Solid black, dark brown, or navy leather or suede dress shoes; loafers, oxford, tie, suede, or leather dress. Tennis shoes, running shoes, athletic shoes, canvas shoes, boat shoes, and/or boots are not permitted. Shoes having more than a one-inch heel and backless shoes are not permitted. Sandals are not permitted. All shoes must be worn with socks.

Jewelry: Small wristwatches are permitted but limited to one. Small religious necklaces may be worn. Girls may wear small post earrings; however, no hoop earrings are allowed.

Eye Glasses: No eye glasses are allowed that are not prescription.

Hair/Cosmetics: Extreme hairstyles, hair coloring or accessories are NOT permitted. No excessive cologne or perfume. Hair may not be worn below the top of the shirt uniform collar or below the eyebrows. Boys must have short haircuts around the ear and trimmed neatly. No longer than 2 inches in length.

Gym Uniform: Students must wear their gym uniform and gym shoes on their scheduled gym day to school. The uniform for girls and boys is the same. The gym uniform may be purchased from the St. Thecla Spirit Shop, or local stores. All gym wear must be labeled with the student's name. All gym uniforms must be properly fitting – not too tight - not too baggy. Sweatpants must not touch the floor and/or be flared.

Solid navy blue or solid gray sweatpants; long solid navy blue or solid gray shorts (at least knee length).

Shorts may be worn until October 1st and after May 1st.

Solid navy blue or solid gray T-shirts or sweatshirts. St. Thecla Hawks/Sport T-shirts may be worn. No sports hoodies may be worn.

Soft -sole shoes must be worn with solid uniform color socks, solid navy blue, solid black, or solid white socks, (no footies).

Scouts: Boy Scouts may wear their uniforms to school on the day of their meetings, except on gym days.

Dress-Up days: On these days, students are to wear their “good clothes”. Shorts, T-shirts, sandals, or tennis shoes are NOT allowed on dress-up days. Nice dress slacks, khakis, and shirts are acceptable for boys.

Casual Days: No jeans/pants with writing on the back side are allowed. In addition, students may not wear any clothing that is too tight, too short, and/or too revealing. Inappropriate sayings are not allowed. Students may also wear comfortable clothes like jeans, track pants, or sweatpants. No pajama bottoms are allowed. There are no sandals allowed and all shoes should be worn with socks.

Warm Weather Uniform: Students may wear uniform navy blue walking shorts from the beginning of school until October 1st and May 1st until the end of the school year.

Girls K-4 Revised August 2022

All students are to come to school neatly and modestly dressed. It is the responsibility of the parents to see that their children are appropriately dressed before leaving for school. Uniforms can be purchased from Land’s End, School Blues or Connie’s Children’s Shop; see our website.

Blouse: Color is solid white only button-down shirt or polo. Button-down shirt or polo needs to be tucked inside the skirt or jumper. Long-sleeve shirts are not to be worn under short-sleeve blouses. Plain white undershirts (with no lettering) are to be worn. Long- sleeve blouses must be buttoned at the cuff and not rolled. Short-sleeve blouses: sleeves may not be rolled. All undergarments must be either cream or white.

Jumper: The plaid uniform jumper may not be worn more than two inches above the knee.

Pants: Uniform colors including plaid and plain navy blue pants may be worn. No flared or hipster pants allowed. The waistband for pants must sit at the natural waistline.

Sweaters/Sweatshirts: Solid navy blue or solid dark green cardigan-style sweater, crewneck, V-neck; vest or a full sweater is permitted; St. Thecla sweatshirts may also be worn over the uniforms with collars showing. No hoodies are allowed. St. Thecla long sleeve cotton shirts may be worn over the uniform with the collar showing. No sports sweatshirts, long sleeve cotton shirts, jerseys or hoodies are allowed. During Mass, St. Thecla sweatshirts/sweaters/long sleeve logos shirts may be worn with the collars showing. No hooded sweaters are allowed.

Socks: Solid navy blue, solid dark green or solid white socks to the knee should be worn. Girls may also wear tights in these colors.

Shoes: Solid black, dark brown or navy leather or suede dress shoes; plain Mary Jane, oxford, flats, loafers or tie shoes with heel under one inch. Tennis shoes, running shoes, athletic shoes, canvas shoes, boat shoes and/or boots are not permitted. Backless shoes are not permitted. Sandals are not permitted. All shoes must be worn with socks.

Jewelry: Small wristwatches and small religious bracelets are permitted, but limited to one. No dangling bracelets like Alex and Ani are allowed. Religious necklaces up to one-half inch may be worn – no other jewelry. It is stressed that valuable religious or family jewelry should not be worn to school. Post earrings no longer than the earlobe may be worn in each ear. Earrings cannot be more than ½ in diameter. Only one earring per ear. There shall be no other piercing anywhere on the body!

Eye Glasses: No eye glasses are allowed that are not prescription.

Hair/Cosmetics: Extreme hairstyles, hair coloring or accessories are NOT permitted as determined by the administration. No excessive cologne or perfume. Lipstick, colored chapstick, eye/face make-up, fingernail polish or fake/acrylic nails are not permitted. Nothing may be worn on the head except for narrow solid headbands, small barrettes/clips, ponytail holders or scrunchies in solid black, solid brown, solid navy blue, solid white, solid dark green, solid yellow, solid red, or uniform plaid. No attachments should be on the headbands except for the uniform plaid headband. There should be no logos on headbands. These head accessories cannot exceed one inch. There are no sweatbands allowed.

Gym Uniform: Students must wear their gym uniform and gym shoes on their scheduled gym day to school. The uniform for girls and boys is the same. The gym uniform may be purchased from the St. Thecla Spirit Shop, or local stores. All gym wear must be labeled with the student's name. All gym uniforms must be properly fitting – not too tight - not too baggy. Sweatpants must not touch the floor and/or be flared. Yoga, leggings, or jegging pants are not permitted.

Solid navy blue or solid gray sweatpants; long solid navy blue or solid gray shorts (at least knee length). Shorts may be worn until October 1st and after May 1st.

Solid navy blue or solid gray T-shirts or sweatshirts. St. Thecla Hawks/Sport T-shirts may be worn. No sports hoodies may be worn.

Soft -sole shoes must be worn with solid uniform color socks, solid navy blue, solid black, or solid white socks, (no footies).

Scouts: Girl Scouts may wear their uniforms to school on the day of their meetings, except on gym days.

Dress-Up Days: On these days, students are to wear their “good clothes”. Shorts, T-shirts or tennis shoes are NOT allowed on dress-up days. No high heels (more than a one-inch heel). Shoes must have an enclosed heel. Nice dress slacks are acceptable. All skirts and dresses must be of uniform length. If leggings are worn, the top over the leggings should extend to mid-thigh. No flip flops, spaghetti straps, or Yoga pants are allowed. On the last day of school Mass only, sandals can be worn with no more than a one-inch heel.

Casual Days: No flip flops, spaghetti straps, yoga pants, and jeans/pants with writing on the back side are allowed. If leggings are worn, the top over the leggings should extend to mid-thigh. In addition, students may not wear any clothing that is too tight, too short, and/or too revealing. No cleavage and no bra straps should be visible. Inappropriate sayings are not allowed. Students may also wear comfortable clothes like jeans, track pants, or sweatpants. No pajama bottoms are allowed. There are no sandals allowed and all shoes should be worn with socks.

Warm Weather Uniform: Students may wear uniform navy blue walking shorts or skorts from the beginning of school until October 1st and May 1st until the end of the school year. Girls may also wear ankle socks during this warm weather period.

Girls 5-8 Revised August 2022

All students are to come to school neatly and modestly dressed. It is the responsibility of the parents to see that their children are appropriately dressed before leaving for school. Uniforms can be purchased from Land’s End, School Blues or Connie’s Children’s Shop; see our website. Dress code items that are not uniform plaid can be also purchased from other stores.

Blouse: Color is solid white only, button-down shirt or polo needs to be tucked inside the skirt or jumper. Long-sleeve shirts are not to be worn under short-sleeve blouses. Plain white undershirts (with no lettering) are to be worn. Long- sleeve blouses must be buttoned at the cuff and not rolled. Short-sleeve blouses: sleeves may not be rolled. All undergarments must be either cream or white.

Skirt/Split Skirt: The plaid uniform skirt may not be worn more than two inches above the knee. Skirts may not be rolled.

Pants: Uniform colors including plaid and plain navy blue pants may be worn. No flared or hipster pants allowed. The waistband for pants must sit at the natural waistline.

Sweaters/Sweatshirts: Solid navy blue or solid dark green cardigan-style sweater, crewneck, V-neck; vest or a full sweater is permitted; St. Thecla approved sweatshirts may also be worn over the uniforms with collars showing. No hoodies are allowed. St. Thecla long sleeve cotton shirts may be worn over the uniform with the collar showing. No sports sweatshirts, long sleeve cotton shirts, jerseys or hoodies are allowed. During Mass, St. Thecla sweatshirts/sweaters/long sleeve logos shirts may be worn over the uniform with the collar showing. No hooded sweaters are allowed.

Socks: Solid navy blue, solid dark green or solid white socks to the knee should be worn. Tights may be worn in the same colors.

Shoes: Solid black, dark brown, or navy leather or suede dress shoes; plain Mary Jane, oxford, flats, loafers or tie shoes with heels under one inch. Tennis shoes, running shoes, athletic shoes, canvas shoes, boat shoes and/or boots are not permitted. Backless shoes are not permitted. Sandals are not permitted. All shoes must be worn with socks.

Jewelry: Small wristwatches and small religious bracelets are permitted, but limited to one. No dangling bracelets like Alex and Ani are allowed. Religious necklaces up to one-half inch may be worn. It is stressed that valuable religious or family jewelry should not be worn to school.

Earrings: Post earrings no longer than the earlobe may be worn in each ear. Earrings cannot be more than $\frac{1}{2}$ in diameter. Only one earring per ear. There shall be no other piercing anywhere on the body!

Eye Glasses: No eye glasses are allowed that are not prescription.

Hair/Cosmetics: Extreme hairstyles, hair coloring or accessories are NOT permitted as determined by the administration. No excessive cologne or perfume. Lipstick, colored chapstick, eye/face make-up, fingernail polish or fake/acrylic nails are not permitted. Nothing may be worn on the head except for narrow solid headbands, small barrettes/clips, ponytail holders or scrunchies in solid black, solid brown, solid navy blue, solid white, solid dark green, solid yellow, solid red, or uniform plaid. No attachments should be on the headbands except for the uniform plaid headband. There should be no logos on headbands. These head accessories cannot exceed one inch. There are no sweatbands allowed.

Gym Uniform: Students must wear their gym uniform and gym shoes on their scheduled gym day to school. The uniform for girls and boys is the same. The gym uniform may be purchased from the St. Thecla Spirit Shop, or local stores. All gym wear must be labeled with the student's name. All gym uniforms must be properly fitting – not too tight - not too baggy. Sweatpants must not touch the floor and/or be flared. Yoga, leggings, or jegging pants are not permitted.

Solid navy blue or solid gray sweatpants; long solid navy blue or solid gray shorts (at least knee length).

Shorts may be worn until October 1st and after May 1st.

Solid navy blue or solid gray T-shirts or sweatshirts. St. Thecla Hawks/Sport T-shirts may be worn. No sports hoodies may be worn.

Soft -sole shoes must be worn with solid uniform color socks, solid navy blue, solid black, or solid white socks, (no footies).

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Scouts: Girl Scouts may wear their uniforms to school on the day of their meetings, except on gym days.

Dress Up Days: -On these days, students are to wear their "good clothes". Shorts, T-shirts or tennis shoes are NOT allowed on dress-up days. No flip flops, spaghetti straps, or yoga pants are allowed. No high heels (more than a one-inch heel). Shoes must have an enclosed heel. Nice dress slacks are acceptable. All skirts and dresses must be of uniform length. If leggings are worn, the top over the leggings should extend to mid-thigh. On the last day of school Mass only, sandals can be worn with no more than a one-inch heel.

Casual Days: No flip flops, tank tops, spaghetti straps, yoga pants, and jeans/pants with writing on the back side are allowed. If leggings are worn, the top over the leggings should extend to mid-thigh. In addition, students may not wear any clothing that is too tight, too short, and/or too revealing. Shorts after May 1st should be mid-thigh. No cleavage and no bra straps should be visible. Inappropriate sayings are not allowed. Students may also wear comfortable clothes like jeans, track pants, or sweatpants. No pajama bottoms are allowed. There are no sandals allowed and all shoes should be worn with socks.

·Warm Weather Uniform: Students may wear uniform navy blue walking shorts or skorts from the beginning of school until October 1st and May 1st until the end of the school year. Students may wear short white socks during the warm weather.

Uniform Violations (grades 3-8):

First violation: A Dress Code Violation will be issued.

Second violation: A Dress Code Violation will be issued; student will call home. A SSL (Supervised Silent Lunch) will be issued.

Third violation: A Conduct Violation will be issued. After school detention.

EMERGENCY PROCEDURES/MEDICAL NEEDS

ALLERGIES

It is the responsibility of the parent/guardian to inform the office and appropriate teachers if a student has an allergy. A Medical Release Authorization Form is available in the school office and must be completed by the parent or guardian at the beginning of the school year. This information, along with the student's medication, will be kept in the school office. All teachers, inclusive of the lunch monitors, will have notice of all allergies. It is the responsibility of the parent/guardian to monitor the medication for expiration dates stored at school. At the end of the school year, all medications will be returned to the parents/guardian.

EMERGENCY CARDS:

All parents will annually fill out emergency information at the time of registration.

SCHOOL CLOSINGS

When schools close due to inclement weather, you will be notified from our text blast system, email system, Our Facebook page will post closings as well. The major television stations will have information on our closings. We will close when the Chippewa Valley School District closes.

HEALTH/MEDICAL NEEDS

Exclusion for Health Reasons. St. Thecla Catholic School follows the recommendation of the Macomb County Health Department and the American Academy of Pediatrics regarding medical issues and immunizations.

Students are not allowed to attend school with the following communicable diseases until:

Chicken pox: until 24 hours after the last lesion crusted over (approx. 5 – 8 days).

Pink Eye (Conjunctivitis): until 24 hours after appropriate therapy started and discharge resolved.

Impetigo: until 24 hours after start of appropriate therapy and lesions are crusted over.

Influenza: until fever is gone for 24 hours without the aid of medication

Ringworm: until 24 hours after the start of appropriate therapy.

Strep throat/scarlet fever: until 48 hours after the start of appropriate therapy and resolution of fever for 24 hours.

Infectious mono: until 24 hours after the fever resolves and the child is able to perform day-to-day activities.

Headlice: Students will be readmitted to school if no live lice are found.

Fever: Students must be fever-free, without medication, for 24 hours.

Covid - 5 days from symptoms, positive test or from fever breaking

Fifth Disease and Roseola: Children with the rashes of Fifth Disease and Roseola may return to the classroom because the infectious period is prior to the onset of the rash.

MRSA: Methicillin-resistant Staphylococcus Aureus is a type of "staph" bacteria that causes skin infections that can't be treated with certain antibiotics. A note from the doctor that the student is able to return to school is necessary.

Parents or an appropriate designee are required to pick up their child in a timely manner when notified by the school that their child is ill.

Medical Needs

It is the responsibility of the parent/guardian to inform the office and appropriate teacher(s) if a student has any medical need that may merit regular or periodic attention while at school.

Medications - Dispensation

A Parent Authorization Form (Dispensing of Medication) must be completed and signed by a physician for each child receiving daily medication, whether prescription or non-prescription. NO medication (prescription or non-prescription) shall be kept in the desk, locker, or on the person of any student with the exception of rescue medication, i.e., epipen or inhaler. All medications are to be dispensed from the school office by appropriate personnel. NO medications will be accepted in plastic bags, plain containers, or plastic wrap. Medications must be submitted in the original packaging in which they come with proper dispensation directions.

Doctor/Dentist Appointments

If possible, please keep doctor/dentist appointments at an early time in the morning or a late time in the afternoon so your child does not miss an entire morning or entire afternoon of school.

Food brought into the school

Parents are not to bring in fast food for student lunches.

Food for a classroom may not be brought in without permission from the teacher and administration (we have numerous allergies and will enforce this rule strictly)

The School Health Team

The School Health Team was established to assist our teachers in providing our students with information on today's important health topics. The team is comprised of health-conscious parents. This committee will serve directly under School Advisory and will support the school administration in lessons on health, saying no to drugs, dangers of social media, germ lessons, etc.

Pesticides and Asbestos Advisory

As a part of the school's pest management program, pesticides are occasionally applied when school is NOT in session. A notification form is sent home at the start of the school year.

Contained in this advisory will be a notification on asbestos.

STUDENT ORGANIZATIONS

Students are encouraged to participate in the programs offered at St. Thecla: Some of our offerings include, Student Council, National Junior Honor Society, Forensics, Drama, among other opportunities.

PARENT COMMITTEES AND ORGANIZATIONS

St. Thecla Catholic School is blessed by the many fine volunteers who make this school a vibrant and spiritual community. The major committees are the School Advisory Committee, Health Team and the Home and School Association.

The appointment or election of officers to the School Advisory Committee, as well as to the Home and School Association, are announced each year in the spring. The dates for

nominations and elections are communicated through The Hawk, the weekly school newsletter. All parents and guardians of children in the school are eligible to run for vacated positions. All committees welcome parents to attend or participate in their meetings and activities.

The School Advisory Committee is a consultative body working with the pastor, the principal, and the school staff. It provides parents/guardians with a voice in the formation and education of the students at St. Thecla Catholic School. The committee meets monthly.

The Home and School Association brings together families and faculty to promote volunteer and financial support to better our school environment. They organize and run a variety of events and fundraising events throughout the school. This group will assist the administration in raising funds for technology, security and classroom enhancements. The meetings are held monthly and are designed for parents to come and meet other parents while working to enhance the school.

The Health Team serves as a subcommittee to School Advisory and will assist administration as needed.

SECURITY AND SAFETY PROCEDURES

Parents and other visitors are required to sign in and take a visitor tag in the school office upon entering the building.

Preschool and Kindergarten parents may escort their child/children to their classes through the front door only on the first day of school. After the first week, parents may escort their children to the front doors. All other students, grades one – eight enter by themselves through their assigned doors. Parents of primary grade students and new students may take their children to their classrooms on the first day of school only. **PARENTS MAY NOT ENTER A CLASSROOM WITHOUT FIRST REPORTING TO THE SCHOOL OFFICE.**

Volunteer Background Check

Any parent or guardian who wishes to volunteer to work in the school or chaperone a field trip must complete a criminal background check and have taken the workshop, Protecting God's Children. The criminal background check form needs to be returned to the School Office, and it will be sent to the Parish Office for safety compliance.

website: www.virtus.org

Fire, Tornado and Lockdown drills

State and local laws require that five fire drills, three lockdown procedures, and two tornado drills be held periodically during the school year. Students are expected to file out of the building quickly and quietly. Students are to stand at their assigned places outdoors. Every time the fire alarm is sounded, EVERYONE must leave the building immediately. In the event of severe weather during the day, students remain in school and are released to parents/guardians only.

TELEPHONE CALLS/MESSAGES

Due to the high volume of calls the school office experiences, it is requested that you keep your calls to an absolute minimum and necessity. PLEASE do have your day schedules worked out before you drop your children to school in the morning. PLEASE do not call the office each day with pick-up times and/or drop-off times unless there is an unexpected change. Please read The Hawk for current school activities and please also be aware of the school monthly calendar for half days and days off from school.

The school telephone is a business phone. A student may make emergency calls only. If a student forgot his/her books, school supplies, lunch, class projects, or seeks permission of a parent to go somewhere after school - this is NOT considered an emergency.

Cell phones and electronic devices must be turned off and given to the home room teacher to be stored for the day.

No electronic devices may be used in school.

The school is not responsible for any such items.

PARKING LOT TRAFFIC

Drivers of all vehicles must follow the direction of the parking lot personnel.

After entering the IN driveway, stay to the left and proceed to the last island past the front doors of the school. The right lane is reserved for daycare vans.

Once the vehicle is in the designated Student Drop Off Area, students then disembark to the right and walk to their assigned doors of the school.

School doors will be open ten minutes before school begins and will be locked at the time classes commence. Upon entering the school, students immediately report to their classrooms.

Parents are not allowed to walk their children into the classes at the beginning of the day; the first day of school is an exception.

Students are not to disembark outside the designated area. .

Any parent/guardian and/or student who is walking through the parking lot to the school building is to cross at the designated crossing lanes. This is to ensure safety with the moving vehicles. Students are not permitted to be dropped off in the aisles or other areas of the parking lot.

No excessive speed will be tolerated at any time during school hours.

Cars coming into school during lunch hour are required to take notice of the orange pylons where children are playing. Observance of school speed laws is mandatory.

DISMISSAL

Parents are asked to park in an authorized parking space at dismissal.

Students will be dismissed alphabetically to assigned doors: Last Names Beginning With: Pick-up Zone:

A through M Main Parking Lot

N through Z Gym Parking Lot

Please do not parking in handicap parking spots. Those need to be available for those with handicap permits .