



## **Parent Handbook**

**2024-2025**

**20762 South Nunneley**

**Clinton Township, MI 48035**

**School Office: 586-791-2170**

**School Fax #: 586-791-2356**

**[www.stthecla.com](http://www.stthecla.com)**

# 2024-2025

## 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 a commitment to developing 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 the 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. Catholic schools have a mission of forming disciples of Jesus Christ.

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

Catholic schools have a mission of forming disciples of Jesus Christ. Every Catholic school, therefore, must cultivate an environment that upholds the teachings of the Catholic Church in

an authentically Catholic culture, protecting and promoting the inherent and inviolable dignity of all persons created in the image and likeness of God. Catholic school leaders, staff, and community members must ensure that all curriculum, activities, advocacy, and training align with the teachings of the Catholic Church.

## **Handbook Revisions**

Statements in this handbook are subject to amendment with or without prior notice. The school principal will attempt to inform the school families of all changes as soon as possible.

## **STAFF**

Pastor- Fr. Kevin Roelant

Principal- Ms. Karwoski

Dean of Students- Deacon Tim Maxwell

Preschool 3s- Mrs. Lawton

Preschool 3s (M-W-F)- Mrs. Ray

Preschool 4s- Mrs. Basilisco

Preschool 4s (M-W-F)- Mrs. Duncan

Preschool Aids- Mrs. Grosu, Mrs. Pope, Mrs. Sanchez, Mrs. Vecchiarelli, Mrs. Zara,  
Mrs. Chirco, Mrs. Glugla, Mrs. Black

Kindergarten- Mrs. Jankowski

Kindergarten- Mrs. Austin

First- Ms. Collamar

Second- Mr. Kalpin

Third- Mrs. Asman

Fourth- Mrs. Callis

Fourth- Mr. Aldini

Fifth - Mrs. Cusenza

Fifth - Mrs. Orlando

Sixth- Ms. Alongi

Seventh- Mrs. Hunter

Eighth- Ms. Kramer

Spanish-Mrs. Zapata

Computers- Mr. Kelly

Physical Education- Mr. Masters

Art/Media- Ms. Najdovski

Music- Ms. Howell

Academic Advancement- Mrs. Najdovski

Study Skills- Mrs. Najdovski

Counselor- Mrs. McCarthy-Epps

Tuition/Enrollment/Administrative Assistant- Mrs. Maloney  
Administrative Assistant- Ms. Shafer  
Community Relations, administrative support – Mrs. Rupkus  
Lunchroom Coordinator - Mrs. Markiewicz  
Maintenance –Mrs. Markiewicz, Mr. Alan  
ESP – Extended School Program – Mrs. Jansen, Mrs. Adragna, Mrs. Solianyk  
Athletic Director- Mr. Masters

## **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 based on race, color, national and/or ethnic origin in the administration of educational policies, admissions, athletic, and other school-administered programs.

Students and their families who desire to enroll in a Catholic school in the Archdiocese of Detroit understand that a Catholic school is a center of evangelization and exists to provide an excellent academic education and formation founded upon the morals, teachings, and practices of the Catholic Church. A student may not be admitted to a Catholic school in the Archdiocese of Detroit if their conduct (or the conduct of a family member) is contrary to the teachings of the Catholic Church and poses a threat to the moral integrity of the Catholic school community.

Grounded in the Church's commitment to care pastorally for individuals struggling with gender confusion, all ministers of the Church in the Archdiocese of Detroit (clergy, employees, and volunteers) are expected to accompany these brothers and sisters with true compassion and to assure them of God's personal love.

By virtue of each person's creation in the image and likeness of God as male or female and the truth that God's plan for our holiness and flourishing is revealed through our bodies, all ministers of the Church in the Archdiocese of Detroit (clergy, employees, and volunteers), students, and registered youth program participants shall respect their God-given biological sex regarding (but not limited to) the use of personal pronouns, dress code, bathrooms, and all other facilities. All documents and records shall reflect the person's God-given biological sex.

### **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 and be completely toilet trained. The child may not wear pull-ups to school.

Students entering kindergarten must be age five before September 1 of the school year in which they are entering. All students entering Kindergarten will be tested for admission placement.

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 a progress report is required.

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

The decision to accept a new student is the administration's 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 family is expected to participate in a designated number of volunteer hours, or a fee will be added to the tuition before 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. The Parish community subsidizes our school budget to help keep our tuition costs as low as possible. 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.

**Between January 1 and December 31, you must donate and be active at our weekend Masses. The suggested amount per family is a minimum of \$700 per calendar year. You must use Online Giving or your Offertory Envelope to receive credit for your donation. There is no way to track a cash donation.**

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).

**If you do not meet the requirements above, you will be charged the non-supporting tuition rate.**

### **Non-supportive Members:**

This status is for families not registered at St. Thecla parish. Non-supportive families must still contribute time and talent.

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).

### **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.

### **FACTS Tuition Payments Management Program:**

All families are required to set up a FACTS account for tuition payments. The program helps families meet their financial obligations simply, conveniently, completely confidential, and securely. Choices can be made from the following five options:

- Paid in Full
- 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. This is not a loan program; no interest or finance charges are assessed, nor is a credit check. You can fill out an agreement online conveniently from your home or office.

### **Tuition Assistance:**

Assistance grants are available through the Archdiocese of Detroit through the AOD Scholarship Fund. Applications are available online only and must be completed by the 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<sup>st</sup> – 50% of the semester tuition will be refunded.

Withdraw September 1<sup>st</sup> -September 30<sup>th</sup> - 25% of the semester tuition will be refunded.

Withdraw October 1<sup>st</sup> – No refund.

Registration and support fees are non-refundable.

Any unpaid tuition 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 student tuition falls 30 days delinquent, the student will not be allowed to return to class until the account is in good standing.

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 tuition costs. Fundraising is built into the school budget and is necessary to support 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 and improve our programs and school. The Home and School Association primarily organizes and carries 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 \$25.00 per hour. Students will not receive their final report card until the balance is paid in full.

### **Volunteer Code of Conduct/Procedures:**

**Our students' safety and education are a top priority at all times, which is why implementing and following 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 also expected to follow the code of conduct.**

- 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](http://www.virtusonline.org)) and sign the code of conduct.
- 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 volunteering in the presence of students. 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 or visits. Volunteers are not to be in any classroom (unless assigned for volunteering), and teachers **should never be interrupted** during teaching. We do 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, including no propping doors and no opening 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 must 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 of 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 in our FACTS system. You may log directly into 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 (except for 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 Trip chaperone hours **do not** count toward your 20 volunteer hours.

A minimum of five hours must come directly from a Home and 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 toward family volunteer hours.

### **Volunteer Chaperones for Field Trips Guidelines:**

- Must have taken the Protecting God’s Children Workshop given by the Archdiocese of Detroit and signed the Code of Conduct.
- Must have a criminal background check on file.
- Must have an agreement with field trip rules signed by all drivers on file.
- Must have car insurance, not less than \$250,000 - \$500,000 liability [per person] with a 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 cell phone 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 teacher's field trip plan). 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 on 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:**

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

For grades 1 – 8, the school day begins promptly at 8:10 A.M. and ends at 3:30 P.M.

### **Preschool Times:**

The Preschool 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 Preschool half-day is 12:00 P.M.

### **Preschool:**

Family members or guardians must wait outside the Gathering Space (doors near the large Jesus statue) with the preschoolers. 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 class time, the teacher will dismiss the students through the Gathering Space doors.

### **Kindergarten:**

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

### **Grades K – 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 preschool to eighth-grade students. Students arriving more than five minutes before the first bell or leaving 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:**

St. Thecla employees supervise lunch, 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:**

- 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 is below 15 degrees or evidence of bad weather is threatening 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, they 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 names and classroom on them. 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 daily at all grade levels, from Preschool to 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 attend 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 3rd -8th grade class rotates to receive this sacrament.

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 (4<sup>th</sup> grade and higher).

Students are welcome to participate in our church choir program (3<sup>rd</sup> 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.

### **Preschool Curriculum:**

The Early Childhood Program is designed to provide developmentally appropriate educational experiences in a Catholic environment. It encourages each child to make decisions, explore their surroundings, discover new ideas, be creative, and solve problems. We strive to provide children with 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 STANDARDS**

### **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 FACTS SIS 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):**

To qualify for this award, a student must earn a 3.6 – 4.0 grade point average. 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}:**

To qualify for this award, a student must earn a 3.1 – 3.5 grade point average. 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 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
- Honor Roll: On any Honor Roll, all three quarters
- Other special awards
- Spelling Bee

### **Homework:**

When a child is home sick, we want them to rest and get better so they can return to school as soon as possible. We **will not** send homework for a child missing one school day. Students who are out for a prolonged period may contact the teacher for this work, and it will need to be picked up at the office by a parent or guardian at the end of the school day.

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. Signing the notebook or weekly folder daily is a good way to show your family how important learning is.

Testing: The STAR Renaissance testing will be administered to students in grades K-8 to assess reading and math. These tests will be given three times per year.

The Archdiocese of Detroit (AOD) religion test will be administered if available.

## **COMMUNICATIONS**

St. Thecla Catholic School's relationship with their families is valuable and treasured. We will use multiple communication resources to help our families access important information. The following methods 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 throughout 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 and any forms or flyers we are sending home.

### **Mass Emails:**

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

### **Website:**

Our website is [www.stthecla.com/school](http://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 and weekly access to their lesson plans on their web pages.

### **Parent/Teacher 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 a 24-hour response time to return your email.**

## **Parent/Teacher Conferences:**

Parent/teacher conferences are scheduled at the end of the first quarter.

A signup 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 time, 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:**

This will be used for reminders, emergencies, and school closures.

## **ATTENDANCE**

### **Absences:**

- Call the student absence line by 9:00 A.M.: (586) 791-2170, #1
- Say the child's name, your relation to the child, and the teacher's name.
- State the reason for absence and if the student has a communicable disease, i.e., chicken pox, strep, etc.
- Give the student's expected date of return.

If we do not hear from you by 9:15 am, we will call the phone number listed in the student's profile to ensure the student's safety.

If your child is absent in the morning due to illness or not feeling well, they must stay out for the entire day.

A student must be in attendance for a minimum of one-half day to be eligible to participate in an extracurricular activity, including practice of any kind, that same day.

### **Excused Absences:**

Excused absences are those due to the student's illness, 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 they were absent.

### **Unexcused Absences:**

Unexcused absences may include truancy, cutting classes, 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 enter the classroom after the second bell. For every three unexcused tardies per month (grades 3 –8), 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 children. Only authorized persons will be allowed to pick up children. These persons must be put on file to whom the child may be released. Unless in an 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 three through eight are invited to participate in St. Thecla's Parish Athletic Program. Through the Athletic Director, Sports Committee, Sport Coordinators, and Coaching Staff, the program 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 are as follows: Basketball, Cheerleading, and Bowling.

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

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, 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 conduct). Failure to meet or maintain these standards will prohibit the student from participating 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 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 Sports fee will be refunded upon completing 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 before participation in any sport each year.

The sports program sets a designated day for the return of the uniforms following the last game for that sport. Students who fail to do so are excluded from participating in the next sports 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 before the school-wide Wednesday Mass. Students are asked to participate in special Prayer Services throughout the school year. They collect food for the Thanksgiving and Christmas 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. Students also attend Reconciliation.

### **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 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" or "Praying for You" letters and cards to parishioners and/or school members during their lunchtime.

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

Help with the setup and takedown of the Mom-to-Mom Sale and our Open House.

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

Help with the cleanup after the Spring Play

Big Families of Macomb – sorting and volunteering

Soup Kitchen

Participate in special Stations of the Cross on Good Friday

## **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 and modeling the school rules. (All references to parents also include legal guardians.)

The pastor, school administrators, i.e., the principal, and the 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.

The dismissal of a student or family from a Catholic school in the Archdiocese of Detroit may occur when the conduct of a student or family member of a student is contrary to the teachings of the Catholic Church and constitutes a threat to the physical welfare or moral integrity of the Catholic school community or compromises the school's ability to educate and form students according to its mission. In all contests, Catholic charity must be demonstrated.

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 student's and parent's financial responsibility.

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 office prior to the student's first computer class at 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, or 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 for keeping their areas clean after eating.
- Students who need to throw something away need to raise their hands.
- Students must be respectful to lunch supervisors at all times.

### **For everyone's protection and safety, students are not allowed to do the following:**

- Play dangerous/aggressive games, i.e., wrestling, karate kicks, and tackle football.
- Disregard the regulations for the 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 a Silent Lunch time.
- 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 the 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 the misconduct is severe. In these cases, punishment may be lengthened, 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 children. 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. Regardless of whether criminal charges result, the school 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 a 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 computers 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, or physical characteristics toward a fellow student, faculty, staff member, or another 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 the 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; slingshots; 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 adjacent grounds, e.g., parking lots, playgrounds, and student lockers.

The 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 another 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 another 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. It 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, the 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, purses, 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 smartwatches 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, smartwatch, and Fitbit will be given back to the student before dismissal. If the cell phone is not turned in, it will be confiscated, and the cell phone will have to be picked up at the School Office by a parent/guardian.



## **DRESS CODE**

### **Boys K-8:**

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 purchased from other sources.

### **Shirts:**

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 dresses or corduroy pants are acceptable for all boys. A solid black or solid brown belt with a 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-sleeved cotton shirts may be worn over the uniforms with collars showing. No sports sweatshirts, long-sleeved 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, crocs, and/or boots are not permitted. Shoes with 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 and small religious bracelets are permitted but limited to one. 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. Boys are not allowed to wear earrings. There shall be no other piercing anywhere on the body!

**Body Adornment:**

Body adornment is not permitted, including temporary tattoos, drawings with markers, etc.

**Eye Glasses:**

No eyeglasses that are not prescription are allowed.

**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. The Hawk sports shirts, or team shirts are not allowed to be worn to school on gym days or any day. 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 not 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-8:**

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 plaid can be purchased from other sources.

**Blouse:**

Solid white only button-down shirt or polo free of emblems, except our emblem purchased from the vendors noted on our website. A button-down shirt or polo must 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.

**Pants:**

Uniform colors may be worn, including plaid and plain navy blue pants. 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-sleeved cotton shirts may be worn over the uniform with the collar showing. No sports sweatshirts, long-sleeved 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 heels under one inch. Tennis shoes, running shoes, athletic shoes, canvas shoes, boat shoes, crocs, 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!

**Body Adornment:**

Body adornment is not permitted, including temporary tattoos, drawings with markers, etc.

**Eye Glasses:**

No eyeglasses 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. The Hawk sports shirts or team shirts are not allowed on gym days or any day. 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 not 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 flip-flops, spaghetti straps, leggings, 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. 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, leggings, or 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. 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. Shorts after May 1st must be knee-length. No sandals or crocs are allowed, and all shoes should be worn with socks.

**Warm Weather Uniform:**

Students may wear uniform knee-length 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 K-4:****Jumper:**

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

**Girls 5-8:****Skirt/Split Skirt:**

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

**Uniform Violations (grades 3-8)**

First violation: A Dress Code Violation will be issued.

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

Subsequent violation: A Conduct Violation will be issued. After-school detention will be served. An appropriate uniform will be provided, and your FACTS account will be charged.

Our school embraces and enforces the dress code to help keep the students focused on their faith, virtues, and education. School dress code must always be followed throughout the school year. The dress code is set by a committee of teachers & administration over the summer. It is possible for the dress codes to have some variance from year to year. However, we will work to transition new items and/or rules over time to make it easier. This document is meant to be a guide to help our families, and it obviously will not cover every situation; if you are questioning something, it is best to contact Deacon Tim Maxwell directly for the correct answer at [maxwellt@stthecla.com](mailto:maxwellt@stthecla.com). We are confident, with the support of our families, that our students will have a very successful year.

The approved uniform items can be located at:

- Lands End (online) – Our school code is listed next to the logo on the sheet
- Connie's Children Shop (St. Clair Shores)
- School Blues (online or in person in Utica)

Boys: Summer  
Uniform K –8  
Ends October 1 /  
Starts May 1



School Uniform Boys Short Sleeve

School Uniform Kids Short Sleeve  
Mesh Polo Shirt

School Uniform Boys Leather Belt  
Shop at Landi End



School Uniform Boys Leather Belt  
Shop at Landi End



**St Thecla Elementary  
School**

20762 S Nunneley Rd Clinton  
Township, MI

Preferred School Number:  
**900167461**

\*Belt required Grades 3-8

- The St. Thecla Logo is the only logo allowed on uniforms.
- The St. Thecla Catholic School logo on the shirt is mandatory.
- Polo collar style or Oxford collar button-up (must have a collar)
- Belt required Grades 3 - 8



## Boys: Uniform K – 8



11 Colors Available

School Uniform Kids Long Sleeve  
Mesh Polo Shirt



School Uniform Boys Long Sleeve  
No Iron Pinpoint Dress Shirt  
**Lands' End**



School Uniform Kids Short Sleeve  
Mesh Polo Shirt



School Uniform Boys Short Sleeve



Solid Dark / Navy blue  
dress pants

The hem should not be  
longer than a shoe.

- The St. Thecla Catholic School logo is the only logo allowed on uniforms.
- The St. Thecla Catholic School logo is mandatory.
- Polo collar style/Oxford collar button-up (must have a collar)
- Belts must be worn for students in 3<sup>rd</sup> – 8<sup>th</sup> grades

## Girls: Summer Uniform K –8

Ends October 1 / Starts May 1



School Uniform Girls Short Sleeve  
Feminine Fit Mesh Polo Shirt



School Uniform Kids Short Sleeve  
Mesh Polo Shirt



### St Thecla Elementary School

20762 S Nunneley Rd Clinton  
Township, MI

Preferred School Number:  
**900167461**



Navy SKORT or Shorts (not skini)  
Must go to knee – no exceptions.



- The St. Thecla Logo is the only logo allowed on uniforms.
- The St. Thecla Catholic School Logo is mandatory.
- Polo collar style or Oxford collar button-up (must have a collar)

Girls: Uniform K – 4



School Uniform Girls Short Sleeve



**St Thecla Elementary  
School**

20762 S Nunneley Rd Clinton  
Township, MI

Preferred School Number:  
**900167461**



School Uniform Kids Short Sleeve  
Mesh Polo Shirt



School Uniform Girls Plain Front  
Navy or Plaid



School Uniform Girls Plaid  
Jumper Top of Knee

- The St. Thecla Logo is the only logo allowed on uniforms.
- The St. Thecla Catholic School Logo on the shirt is mandatory.
- Polo collar style or Oxford collar button-up (must have a collar). May be long or short sleeve.



Girls: Uniform 5 – 8



School Uniform Girls Short Sleeve  
Feminine Fit Mesh Polo Shirt



School Uniform Kids Short Sleeve  
Mesh Polo Shirt



**St Thecla Elementary  
School**

20762 S Nunneley Rd  
Township, MI  
Preferred School Nur  
900167461



School Uniform Girls Plaid –  
**A line Skirt – BELOW THE KNEE**  
**\*Pleated that comes to the knee, not above, is acceptable**  
**\*Pleated that stops above the knee is not acceptable**



School Uniform Girls Plain Front  
Navy or Plaid

- The St. Thecla Logo is the only logo allowed on uniforms.
- The St. Thecla Catholic School Logo is mandatory.
- Polo collar style or Oxford collar button up (must have a collar) May be long or short sleeve.



## Shoes



### Acceptable

Solid black, dark brown, or navy blue. No labels on the outside of the shoe No heels (not even little)



## ST. THECLA CATHOLIC SCHOOL

No Sperry's

Leather, suede, and loafers are all acceptable.

### Sweaters / Over Collar Acceptable Items



#### Acceptable

Solid Navy or Dark Green Sweaters/Vest, ¼ zip up with LOGO Proper

Logo Sweatshirt / long sleeve t-shirt – MUST HAVE LOGO

**\*\*MUST BE WORN OVER A WHITE COLLAR**

#### Not Acceptable

Sports Wear - sweatshirts, long sleeve cotton, long sleeve warmups, jerseys  
(Exception will be spirit days)

St. Thecla Catholic School Vision Statement

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



## ST. THECLA CATHOLIC SCHOOL

\*Sports shirts are anything with sports graphics, personalized names, or the name of sport on it, Hawks, team shirts, and/or items worn for warmups at practice or games.



### Acceptable

Solid Navy Blue or Gray Sweatpants (with or without the school logo)

Solid Navy or Gray T-shirts or sweatshirts (with or without the school logo)



## Not Acceptable

Any shirt or pants with a logo other than the school-approved logo.

Shirts with writing or sayings

Any solid color other than gray or navy blue

## SOCKS



### Acceptable

**Boys K -8:** solid black, dark brown, navy blue, or solid white. Socks must cover the ankle.

**Girls K- 4:** Solid white, navy blue, and dark green over-the-ankle socks, solid white, navy blue, and dark green tights – no logos or design

**Girls 5-8:** Solid white, navy blue, and dark green over-the-ankle socks, solid white, navy blue, and dark green tights – no logos or design





## Important Reminders

All white uniform shirts must have a collar.

The collar must be showing over the outer layer when wearing sweaters, sweatshirts, or long-sleeved shirts.

Summer Dress Code is through 10/1 and begins on 5/1

Students may bring tennis shoes for gym and recess (they will only be allowed for gym and recess). They should not have lights or make noise.

All shirts or outerwear must have the St. Thecla School logo on all white shirts will be mandatory.

Leggings are not allowed, with no exceptions, including gym.

Jean days mean jean days, no sweats and/or leggings.

Any logos other than the “School Approved Logo” shown below are not acceptable.

Individual students who do not follow the Jean Day policy will lose the opportunity to participate in Jean Days (from 1 time up until the rest of the year)



### St Thecla Elementary School

20762 S Nunneley Rd Clinton  
Township, MI

Preferred School Number:  
**900167461**

## 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, including 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 at the end of the school year.

### Emergency Cards:

All parents will annually fill out emergency information at the time of registration. A medical treatment release form must be on file for each child enrolled.

### School Closings:

When schools close due to inclement weather, you will be notified from our text blast system and 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:

With 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:

**Chicken Pox:** Until 24 hours after the last lesion crusted over (approx. 5 – 8 days).

**Covid:-** 5 days from the start of symptoms, positive test, 24 hours fever free



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

**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.

**Head Lice:** Students will be readmitted to school if no live lice are found.

**Impetigo:** Until 24 hours after the start of appropriate therapy, and lesions are crusted over.

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

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

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

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

**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.

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

**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 principal and appropriate teacher(s) if a student has any medical need that may require regular or periodic attention while at school. School personnel will not dispense or administer any medicine to students without written parent/legal guardian permission and physician authorization and instructions. If prescription or non-prescription medicine must be taken during school hours, the principal or his/her designee will supervise the administration of the medicine by the student in the presence of another adult.”

### **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



## ST. THECLA CATHOLIC SCHOOL

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 the 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 early in the morning or late 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 the Student Council, National Junior Honor Society, Drama, and other opportunities.

### **Parent Committees and Other Organizations:**

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



## ST. THECLA CATHOLIC SCHOOL

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** is where families and faculty work together to better our school environment through volunteerism and financial support. Monies raised through their fundraising events go to technology, security, and school enhancements. Their meetings are held monthly.

**The School Health Team-** serves as a subcommittee of School Advisory and assists the administration as needed.

### **SECURITY/SAFETY/PARKING/DISMISSAL**

Parents and other visitors must 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 to 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, sign the Code of Conduct, 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](http://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 work out your daily schedules before you bring 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 be aware of the 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 forgets his/her books, school supplies, lunch, or class projects or seeks permission from 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 homeroom 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 directions 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 parking lot areas.



## ST. THECLA CATHOLIC SCHOOL

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

A through M    Main Parking Lot

N through Z    Gym Parking Lot

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