



Parent Handbook

2026-2027

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Table of Contents

PHILOSOPHY	1
Vision Statement.....	1
MISSION STATEMENT	1
The Mission of the Archdiocese of Detroit	1
Handbook Revisions.....	2
STAFF	2
ADMISSIONS POLICY.....	3
Preschool and Kindergarten	4
Admission Process and Registration Form.....	5
REGISTRATION AND TUITION FEES.....	6
Supportive Members	6
Non-Supportive Members.....	6
Tuition.....	7
FACTS Tuition Payments Management Program	7
Tuition Assistance	7
Tuition Refund Policy.....	8
Tuition Delinquency	8
School Fundraising.....	8
PARENT VOLUNTEER INFORMATION	9
Volunteer Code of Conduct/Procedures	9
Volunteer Hours.....	11
Volunteer Chaperones for Field Trips Guidelines	12
DAILY ROUTINE/SCHEDULE.....	12
K-8 Times	12
Preschool Times	13
Arrival	13
Parking Lot Traffic.....	13
First Day of School	14
Dismissal	14
ESP Program.....	15
Hot Lunch	15
Beverages	15
Food Brought To School	15
Recess.....	15
Class Interruptions.....	16
CURRICULUM	16
Religion.....	16
Spiritual Life.....	17
Preschool Curriculum	17
Kindergarten - Eighth Grade.....	18
Special Classes	18
GRADING STANDARDS.....	19
Kindergarten	19
Grades 1-2.....	19
Grades 3-8.....	19

Honor Roll.....	19
Conduct Honor Roll in Grades (1 – 8)	20
Academic Gold Honor Roll (Grades 4 – 8)	20
Academic Silver Honor Roll (Grades 4 – 8).....	20
Homework	20
Testing	21
COMMUNICATIONS	21
Grade Reporting	21
The St. Thecla Hawk	21
Mass Emails	22
Website.....	22
Parent/Teacher Communication	22
Parent/Teacher Conferences	22
Text Message Blast	22
Student Names and Photographs.....	22
Pesticides and Asbestos Advisory	23
Telephone Calls/Messages.....	23
ATTENDANCE	23
Absences.....	23
Excused Absences	24
Unexcused Absences	24
Extended Absences	24
Tardiness	24
Early Dismissal from Classes	25
Truancy.....	25
Extended School Program.....	25
ATHLETICS.....	25
CYO Sports	25
CAMPUS MINISTRY	27
Spiritual Life.....	27
Retreat Opportunities	27
Service Hours Requirements.....	27
Lent	27
Catholic Social Justice.....	28
CODE OF CONDUCT	29
Internet Policy	30
Discipline	31
Classroom Rules	31
Teacher Action	31
Administrative Action Regarding Discipline.....	32
Criminal Acts.....	33
Bullying and Discriminatory Harrassment.....	34
Weapons Policy.....	35
Sexual Harassment Policy.....	35
Tobacco, Alcohol, or Other Drugs Policy.....	37
Investigations of Allegations of Criminal Activity	37

Electronic Devices	37
SECURITY	38
DRESS CODE	38
Boys K-8	39
Shirts	39
Pants	39
Sweaters/Sweatshirts	39
Socks	40
Shoes	40
Jewelry	40
Body Adornment	40
Eyeglasses	40
Hair/Cosmetics	40
Gym Uniform	41
Scouts	41
Dress-Up Days	41
Casual Days	41
Shorts	41
Girls K-8	42
Shirts	42
Pants	42
Sweaters/Sweatshirts	42
Socks	42
Shoes	42
Jewelry	43
Body Adornment	43
Eyeglasses	43
Hair/Cosmetics	43
Gym Uniform	43
Scouts	44
Dress-Up Days	44
Casual Days	44
Shorts	44
Girls K-4	45
Girls 5-8	45
Uniform Violations (Grades 3-8)	45
EXAMPLES OF APPROVED UNIFORM ITEMS	46
Boys Summer Uniform K – 8	46
Boys Uniform K – 8	47
Girls Summer Uniform K – 8	48
Girls Uniform K – 4	49
Girls Uniform 5 -8	50
Shoes	51
Over Collar Acceptable Items	52
Gym Uniform	53
Socks	54

Important Reminders	54
MEDICAL NEEDS	55
Allergies	55
Emergency Form	56
Concussion Awareness	56
Health Reasons	56
Medications Dispensation	57
Doctor/Dentist Appointments	58
The School Health Team	58
EMERGENCY PROCEDURES	58
School Closings	58
Fire, Tornado, and Lockdown Drills.....	58
First Aid and Emergency Medical Equipment	58
ORGANIZATIONS.....	59
Student Organizations	59
Parent Committees and Other Organizations	59



PHILOSOPHY

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

We are committed to the following:

- ❖ Developing and directing the growth of the whole person centered on 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 in 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.

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 may be amended 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
Business Manager, Community Relations – Mrs. Rupkus
Preschool 3s- Mrs. Lawton
Preschool 4s- Mrs. Basilisco
Preschool 4s (M-W-F)- Mrs. Duncan
Preschool Aids- Mrs. Chirco, Mrs. Glugla, Mrs. Hermez, Mrs. Pope, Mrs. Sanchez, Mrs. Vecchiarelli, Mrs. Zara
Kindergarten- Mrs. Jankowski
Kindergarten- Ms. Austin
First- Ms. Collamar, Mrs. Youhana
Second- Mrs. Cusenza, Mr. Kalpin
Third- Mrs. Asman
Fourth- Mrs. Callis
Fifth – Ms. Sands



Sixth- Ms. Alongi
Seventh – Mr. Aldini, Mrs. Hunter
Eighth- Ms. Kramer
Spanish- Mrs. Dimitrova
Computers- Mr. Kelley
Physical Education- Mr. Masters
Art/Media- Mrs. L. Najdovski
Music- Mrs. Hoyt, Ms. Moore
Academic Advancement/Study Skills- Mrs. C. Najdovski, Mrs. Ray
Counselor- Mr. Sheel
Tuition/Enrollment/Administrative Assistant- Mrs. Maloney
Administrative Assistants- Ms. Shafer, Mrs. Skupski
Lunchroom Coordinator - Mrs. Markiewicz
Maintenance –Mrs. Markiewicz, Mr. Alan Kemter, Mr. Joey Smiegel
ESP – Extended School Program – Mrs. Jansen, Ms. Teachworth
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 the school. It does not discriminate based on race, color, national and/or ethnic origin in the administration of educational policies, admissions, athletics, 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 in 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. They may not wear pull-ups to school.

Students entering kindergarten must be five years old by 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 their siblings.
- ❖ The second opportunity for enrollment will be given to St. Thecla Catholic Church registered parishioners with no 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 are 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.

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 if any changes are necessary throughout the year.



REGISTRATION AND TUITION FEES

Each family pays tuition based upon the designation of a supportive member of St. Thecla Catholic Church 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 Members

Children whose families are supporting members of St. Thecla Catholic Church are eligible for the supportive member tuition rate. The church community subsidizes our school budget to help keep tuition costs as low as possible. To be eligible for the supportive member rate, families are expected to give their time, talent, and treasures to our church 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.**
- ❖ Your time and talent stewardship donation is evident through your participation in various school and church events, programs, and ministries.
- ❖ A minimum of 20 hours of volunteer service is required from each school family. (See the specific requirements for 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 Catholic Church. Even non-supportive families must contribute time and talent.



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

Tuition

Tuition rates are based on the per-pupil cost and then adjusted through proposed fundraising and church subsidy. They 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 confidentially, 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 it a credit check. You can fill out an agreement online conveniently from your home or office.

Tuition Assistance

Assistance grants are available from the Archdiocese of Detroit through the AOD Scholarship Fund. Applications are available online only and must be completed during the application period, which opens in December and closes in February. Additional assistance opportunities are available on the AOD.org website under Tuition Assistance.



St. Thecla also offers financial aid to families that have applied for the AOD Scholarship Fund. Applications are available on the school website. Families that receive additional aid through our St. Thecla Grant Program must volunteer additional hours.

Tuition Refund Policy

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

- ❖ Withdraw August 1 - August 31st – 50% of the semester tuition will be refunded.
- ❖ Withdraw September 1st - September 30th - 25% of the semester tuition will be refunded.
- ❖ Withdraw October 1st – No refund.

Registration and support fees are non-refundable.

Any unpaid tuition must be paid in full to St. Thecla Catholic School before your child's school records are released to the new school.

Tuition Delinquency

If a student's tuition falls 30 days delinquent, the student will not be permitted to return to class until the account is brought into 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 encourage our families to participate in those that work best for their family situations.

PARENT VOLUNTEER INFORMATION

All families from Preschool-8th Grade must volunteer at least 20 hours throughout the school year. If you do not complete your hours by May 1st of the current school year, you will be billed for the remaining balance at \$40.00 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 field trip supervisors are also expected to follow the code of conduct.

- ❖ All volunteers must complete the Archdiocese of Detroit's safe environment requirements through the VIRTUS website at www.virtusonline.org. Volunteers should log in to their existing account or create a new account to complete any required items, including the annual background check authorization, the Code of Conduct for Volunteers, and the Protecting God's Children training.
- ❖ Volunteers are responsible for ensuring that all required VIRTUS compliance items remain current before volunteering. Contact the Principal if there are any issues completing the required items.
- ❖ When they arrive, volunteers must sign in and wait until their assignment is ready to begin in the main office lobby. They must wear their visitor badge while in school.
- ❖ All volunteers must sign out in the office lobby at the end of the day and turn in their visitor badges, 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 use cell phones, take photographs, or post photos on any online platform of students while volunteering. Volunteers are expected to remain attentive to and actively supervise the students in their care at all times.
- ❖ 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 or requests for assistance should be directed to the School Office, where staff will be happy to assist or connect you with the appropriate person.
- ❖ 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 not propping doors and opening them for other parents, volunteers, etc.
- ❖ Volunteers should stop situations, immediately bring student(s) to the office and report their behavior to the teacher and/or office staff. Volunteers 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.
- ❖ 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 student's parents. Administration/teachers will contact the parents to report behavior and discuss action plans if necessary.
- ❖ Volunteers should not speak negatively about staff or other students, and parent volunteers should not confront or speak to another student regarding interactions or situations with their own children.
- ❖ 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.
- ❖ Volunteers are expected to sign and comply with all requirements and guidelines outlined in the Code of Conduct for In-School Volunteers form.



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 cannot 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 system. After logging your hours, you do not have to do anything else. If the administration has any questions, they will contact you directly.

All school families are required to complete 20 volunteer hours each school year. Volunteer hours may be earned through school programs, classroom events, lunch duty, Home and School events, the Fall Festival, and parish activities. At least five hours must be earned by volunteering at the Fall Festival, and a minimum of five hours must be earned through Home and School events. Parish volunteer activities cannot exceed ten hours, except for Fall Festival chairpersons. Families with a head coach for a school sports team may apply up to five coaching hours toward the 20-hour requirement.

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.

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 every three years given by the Archdiocese of Detroit and annually signed the Code of Conduct.
- ❖ Must have an annual 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.
- ❖ Food deliveries (including DoorDash, Uber Eats, Grubhub, etc.) are not permitted.
- ❖ Chaperones are not to waver 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 or the outer edge of the parking lot 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 back at the school. No siblings in other grades will be dismissed early.

DAILY ROUTINE/SCHEDULE

K-8 Times

The school day begins promptly at 8:10 a.m.

- ❖ Kindergarten dismisses at 3:25 p.m.
- ❖ Grades 1-8 dismiss at 3:30 p.m.



The first bell rings at 8:00 a.m., and the doors open at that time. Students may not enter the building before 8:00 a.m. The tardy bell rings at 8:10 a.m. Student arriving after that time are considered tardy and must enter through the front entrance.

Dismissal for a half-day is at 12:15 p.m.

Preschool Times

Preschool begins promptly at 8:15 a.m.

- ❖ All-Day Preschool dismisses at 3:15 p.m.
- ❖ Half-Day Preschool dismisses at 11:15 a.m.

Family members or guardians must wait outside the Gathering Space (doors near the large Jesus statue) with their four-year-old preschooler. Teachers will open the doors at the stated start time and dismiss students through the Gathering Space doors at the end of class. Three-year-old preschoolers will enter and dismiss through the front doors of the school.

Dismissal for school-wide half days for All-day Preschool is 12:00 p.m.

Arrival

All students in grades K–8 must locate the sign with their teacher's name and line up outside in a single-file line. Kindergarten, first and third grade students will gather at the school's front entrance. Second, fourth and fifth grade will gather at the northeast side door (Door #2) near the small playscape. Sixth, seventh and eighth grade will line up at the southeast side door (Door #4) near the blue playscape.

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 school's front doors.
- ❖ 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.



- ❖ The school doors will open ten minutes before school begins and will be locked when classes commence. Upon entering the school, students must 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 walking through the parking lot to the school building must cross at the designated crossing lanes. This is to ensure safety with moving vehicles. Students are not permitted to be dropped off in the aisles or other parking lot areas.
- ❖ No excessive speed will be tolerated at any time during school hours.
- ❖ Cars coming into school during lunch hour must take notice of the orange pylons where children are playing. Observance of school speed laws is mandatory.

First Day of School

Parents of preschool and kindergarten students may escort their 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.

Dismissal

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

Kindergarten students exit through the Gathering Space. Grades 1-8 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.



ESP Program

The Extended School Program (ESP) is available for parents who need before and after school childcare for preschool through eighth-grade students. Students arriving more than five minutes before the first bell or not picked up by 3:40 p.m. will be sent to ESP, and the family will be charged accordingly. All families participating in the ESP Program will receive an ESP Handbook.

Hot Lunch

- ❖ Hot lunches are 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.

Food Brought To School

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

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.

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.

Recess

St. Thecla Catholic School employees supervise lunch, but parent volunteers will be asked to help with outside recess. *All volunteer rules apply to our lunch volunteers.



Weather permitting, ALL students are required to go outside for recess, with the exception of those with physical handicaps. If the temperature is below 20 degrees, the wind chill is below 15 degrees, or bad weather threatens the students' safety, 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. Interruptions must be kept to a minimum to ensure that everyone respects the right to learn. 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 at the school. Please make an appointment or send an email to discuss matters that need to be discussed.

Items for students should be left in the lobby with their names and classroom on them and placed in the white basket. 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 classes follow the Archdiocese of Detroit's Religion Standards, and religion is also incorporated into 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, and classroom prayer services are also part of their spiritual lives.

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

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.

Our priority is your child's education. In addition to your loving and caring homes, there is no better learning environment than St. Thecla Catholic School's 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

P = Proficient

D =Developing

N = Needs Support

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 teacher 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 addressed individually.

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 three times per year to assess reading and math.

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

COMMUNICATIONS

St. Thecla Catholic School values its relationships with its families. 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 to report grades. This allows parents to see their student's progress throughout the year. When formatting the report cards, the system will be temporarily disabled.

The St. Thecla Hawk

Our Principal will send out a weekly newsletter every Thursday. This newsletter will contain the most updated information and any forms or flyers we send home.



Mass Emails

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

Website

The school website, www.stthecla.com/school, serves as a central resource for school information. Contact information, including email addresses, for all administration and staff members is available on the site. Parents will also find important resources such as the school calendar, medical forms, Extended School Program (ESP) information, spirit wear, and lunch details. In addition, the website provides updates on current school and church events.

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 website 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 will be sent out two weeks before the conference so you can schedule it. Each parent is given a 10-minute conference. However, specific situations may require additional time, so to avoid delays for other parents, those appointments should be scheduled directly with the staff member outside of the 10-minute conference schedule. Please be courteous of the time schedule for other families waiting.

Text Message Blast

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

Student Names and Photographs

Throughout the school year, St. Thecla Catholic School may publish student photographs, videos, or other likenesses in school publications, newsletters, yearbook,



social media, or other internal and external communications. Names of students will not be used on internet projects. Each year parents/guardians must sign and return the Photo Release Form for their child before anything is published. Parents who do not grant permission must indicate their preference on the Photo Release Form. It is the parent's responsibility to notify the school if their permission status changes during the school year.

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.

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. Students 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.

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 at least 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 receive a school calendar before the start of school. The St. Thecla Catholic School calendar provides families with many opportunities for vacations during the year. We discourage extended absences for 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 (8:10 a.m.). For every three unexcused tardies per month (grades 3 –8), a student will be required to serve a full 40-minute Supervised Silent Lunch (SSL) monitored by a staff member.



Early Dismissal from Classes

A parent or guardian must make a written request for dismissal during the school day to the student's homeroom teacher. The student will be released to the parent at the School Office. Parents are required to sign out their children. Only individuals at least 18 years of age and authorized 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, late in the afternoon or on our half days.

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 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 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 based on the last quarter of the previous year. 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 reassessed. 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 must observe the school code of conduct at all CYO program games and activities. See the applicable CYO regulations and the school's guidelines for further participation requirements.

Registration can be completed at the program's website: sttheclahawks.org. A fee is established yearly for each sport. 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 participating in any sport each year.

The sports program sets a designated day for returning uniforms after the last game of each sport. Students who fail to do so will not be able to participate in the next sports season until this requirement is 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 student's spiritual life. Students, faculty, and staff attend Mass on Wednesdays, holidays, and feast days. Reconciliation is done throughout the year, typically before Christmas, First Holy Communion, Confirmation, and Easter. As a school, we occasionally pray the Rosary before or participate in adoration after 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 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 praying 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

Students preparing to receive the Sacrament of Confirmation are required to complete service hours during the school year. Seventh-grade students must complete 10 service hours, and eighth-grade students must complete 20 service hours as part of their Confirmation preparation.

Lent

During Lent, students attend Stations of the Cross on Fridays, which are conducted by the Eighth Grade. They 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 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.
- ❖ Participating 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, church 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 a 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 Catholic School and Church, as well as the property of others at any location.

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 contexts, Catholic charity must be demonstrated.

The administration has the right to take action for student misconduct in the school, in the lunchroom, on the playground, on church 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 child's age.)
- ❖ 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, church policies, or classroom rules.

Internet Policy

St. Thecla Catholic School has posted its Acceptable Use of Electronics Policy on its website in the parent section. This policy requires the signature of both the parent or



guardian and the student. The signature page must be returned to the office before the student's first computer class at the school. If the student cannot access a home computer, please ask the computer teacher for a copy of the form.

Discipline

Disciplinary action will be taken against students who do not observe school rules. Generally, 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), Silent Supervised Lunch (SSL), after-school detention, or be suspended or expelled from school when misconduct is serious and/or continual.

Returning the Consent Form signifies the parent/guardian's consent to these school policies and guidelines. It also acknowledges the parent/guardian's intention to cooperate with the teachers in enforcing these rules.

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 teacher may take the following actions if he/she should encounter an offending student who is disruptive to the teaching and learning process. See Behavior/Discipline Rubric online found under Parent Information > Handbook/Policies.

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 “playtime” on the playground or outside facilities.
- ❖ Exclude the student from the lunchroom by sending him/her to the office.
- ❖ Follow the Behavior/Discipline Rubric online found under Parent Information > Handbook/Policies.

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 FACTS notification email.
- ❖ **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:** Students with repeated behavior issues will have a written behavior plan.
- ❖ **IN-SCHOOL OR OUT-OF-SCHOOL SUSPENSION:** Suspension is the temporary dismissal of a student from school. Parents will be contacted to make arrangements to pick 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 school. It may be imposed either after repeated attempts to correct violations of the School Code of Conduct or when the offense is so grievous that immediate expulsion is appropriate or demanded by law (weapons cases, etc.)

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, including 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.**

Bullying and Discriminatory Harrassment

Bullying and harassment are intended to harm one or more students or staff members, either directly or indirectly. It is characterized by behavior that is repeated, intentional, and involves an imbalance of power.

- ❖ **Direct (Physical) Bullying:** Hitting, kicking, shoving, spitting or other forms of physical aggression.
- ❖ **Verbal Bullying:** Teasing, taunting, name-calling, racial slurs, insults, or verbal sexual harassment.
- ❖ **Non-Verbal Bullying:** Threats, obscene gestures, deliberate exclusion, intimidation, or other non-verbal acts intended to cause harm.

Children who engage in bullying behavior commonly respond by denying the behavior, minimizing one's involvement, or blaming the victim.

This behavior negatively impacts the school climate by interfering with student learning, creating an environment of fear and disrespect, and causing students to perceive a lack of safety, support, and care.



Additional information, including disciplinary consequences, is outlined in the Behavior/Discipline Rubric, available online under Parent Information > Handbook/Policies.

Weapons Policy

Students are prohibited from bringing, possessing, or using any weapons at school, on school property, within the immediate vicinity of the school, or at any off-campus school-sponsored event. School property includes the school building and all adjacent grounds, including but not limited to parking lots, playgrounds, athletic fields, and student lockers. The immediate vicinity is the area within a one-block radius of the school.

A weapon is any object that 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.

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 with 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 applying 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

Under the 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. 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 sexual harassment complaint 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.

Sexual harassment includes:

- ❖ 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 promptly and confidentially and take appropriate corrective action when warranted. Any faculty member, 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. It will result in appropriate disciplinary action, up to and including termination of employment or exclusion from school.



Tobacco, Alcohol, or Other Drugs Policy

Students are prohibited from possessing, using, attempting to sell, selling, distributing, or being under the influence of tobacco products (including e-cigarettes, vape products, and other nicotine products), alcohol, marijuana, illegal drugs, controlled substances, or drug paraphernalia while on school property, in the immediate vicinity of the school, or while attending any school-sponsored activity.

Any violation of this policy is considered a serious offense and may result in disciplinary action, up to and including expulsion from the school. The school may also notify the appropriate law enforcement authorities when warranted.

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. Without prior warning, it may include 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, and they will take action after the investigation is complete. All circumstances surrounding the incident, including the investigation, conclusions, and consequences, will be properly documented. Resolutions will be clearly communicated to all parties involved.

Electronic Devices

Students may not use cell phones or personal electronic devices during the school day. Personal electronic devices include, but are not limited to, cell phones, smartwatches, Fitbits and other wearable devices, laptops, tablets, and handheld gaming devices.



All personal electronic devices must be turned off and given to the teacher for secure storage at the beginning of the school day. Devices will be returned before dismissal.

Any student who fails to turn in their device or is found using it during the school day will have it confiscated and must be picked up by a parent or guardian from the School Office.

The school is not responsible for lost, stolen, or damaged personal electronic devices brought to school.

SECURITY

Parents and all visitors must report to the School Office upon entering the building, sign in, and obtain a visitor badge. Parents may not enter a classroom without first checking in at the School Office.

Any individual picking up a student must be at least 18 years of age, be authorized by the student's parent or guardian and present a valid government-issued photo ID upon request. Minor siblings are not permitted to pick up students.

DRESS CODE

Our school embraces and enforces the dress code to help keep students focused on their faith, virtues, and education. The dress code must be followed at all times throughout the school year. It is established each summer by a committee of teachers and administrators, and requirements may vary from year to year. However, we will work to transition any new items and/or rules over time to make the process easier for families.

This document is intended as a guide to assist our families; it will not address every possible situation. If you have questions about a specific item or circumstance, please contact the administration. With the support of our families, we are confident that our students will have a very successful year.

The approved uniform items can be located at:

❖ **Lands' End** (online) – www.landsends.com. School number: 900167461



- ❖ **Connie's Children Shop** - 23240 Greater Mack, St. Clair Shores, MI – (586) 777-8020 <https://shopconnies.com>
- ❖ **School Blues** - 49968 Van Dyke, Shelby Twp., MI – (586) 739-8875
www.schoolbluesuniforms.com

We have two additional approved vendors that can embroider our approved logo on shirts, sweaters, etc. that you provide to them.

- ❖ **Embroidery & Much More** - Linda Bologna, 27419 Harper Ave. St. Clair Shores, MI 48081 – (586) 771-3832 sales@embroiderymore.com
www.embroiderymore.com
- ❖ **Oasis Promotions** - John A. Bireescu, 24811 Beach Drive, Macomb Township, MI 48042 – (586) 421- 4565

Boys K-8

All students are to come to school neatly and modestly dressed. Parents are responsible for ensuring that their children are appropriately dressed before leaving for school. Uniforms can be purchased from Lands' End, School Blues, and Connie's Children's Shop; see our website under Parent Information > Handbook/Policies. Dress code items that are not uniform plaid can be purchased from other sources.

Shirts

Solid white, tailored, button-down or plain polo shirt (long or short-sleeved) only, with the St. Thecla School logo purchased from the vendors noted on our website. It must stay tucked into the pants. Long-sleeved shirts may not be worn under short-sleeved shirts. 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. 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 dark green, crewneck or V-neck, cardigan sweater, vests, full sweaters or ¼ zip with logo are permitted. St. Thecla sweatshirts may also be worn over



the uniforms with collars showing, however no hoodies or hooded sweaters are allowed. No sports-related sweatshirts, jerseys, or non-St. Thecla long-sleeved cotton shirts are allowed. St. Thecla sweatshirts, sweaters, and long-sleeved logos shirts with collars are allowed during Mass.

Socks

Solid navy blue, black, or white socks should be worn. Ankle socks that cover the entire ankle are allowed. No footies are allowed.

Shoes

Solid black, dark brown, or navy blue leather or suede dress shoes are required. Acceptable styles include loafers, oxford, or tie dress shoes. Tennis shoes, running shoes, athletic shoes, canvas shoes, boat shoes, Crocs, Sperry's, sandals, and boots are not permitted. Shoes with heels over one-inch, backless, light-up or make noise 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.

Eyeglasses

Eyeglasses that are not prescription are not 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 shaving of patterns is allowed in their hair. No longer than 2 inches in length.



Gym Uniform

Students must wear their gym uniform and gym shoes for the entire school day, including attendance at Mass, on their scheduled gym day. The uniforms for girls and boys are the same. Gym uniforms may be purchased from the St. Thecla Spirit Shop or local stores. Hawk sports or team shirts cannot 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 fitted and not too tight or baggy. Sweatpants must not touch the floor and/or be flared.

Solid navy blue or gray sweatpants; long solid navy blue or solid gray shorts (knee length). Shorts may be worn from May 1st through October 1st.

Solid navy blue or 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 socks of solid uniform color, such as navy blue, black, or white (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 or pants with writing on the back are allowed. Students may not wear clothing that is too tight, too short, or too revealing, and inappropriate sayings are not allowed. Students may wear comfortable clothes like jeans, track pants, or sweatpants. Pajama bottoms are not allowed. Sandals, flip flops, Crocs, open-back shoes, and slippers are not allowed. Sandals are not allowed, and all shoes must be worn with socks.

Shorts

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 under Parent Information > Handbook/Policies. Dress code items that are not plaid can be purchased from other sources.

Shirts

Solid white appropriately buttoned shirt or polo (long or short-sleeved) only, with the St. Thecla School logo purchased from the vendors noted on our website. These shirts must be tucked inside the skirt, jumper, or pants at all times. Long-sleeved shirts are not to be worn under short-sleeved blouses. Plain white or cream undergarments, with no lettering, are required. Long-sleeved blouses must be buttoned at the cuffs and not rolled. Sleeves may not be rolled.

Pants

Uniform colors may be worn, including plaid and plain navy blue pants. Flared or hipster pants are not allowed. The waistband of pants must sit at the natural waistline.

Sweaters/Sweatshirts

Solid navy blue or dark green, crewneck or V-neck, cardigan sweater, vests, full sweaters or ¼ zip with logo are permitted. St. Thecla sweatshirts may also be worn over the uniforms with collars showing, however no hoodies or hooded sweaters are allowed. No sports-related sweatshirts, jerseys, or non-St. Thecla long-sleeved cotton shirts are allowed. St. Thecla sweatshirts, sweaters, and long-sleeved logos shirts with collars are allowed during Mass.

Socks

Solid navy blue, dark green, or white socks to the knee should be worn. Girls may also wear tights in these colors. Ankle socks that cover the entire ankle are allowed. No footies are allowed.

Shoes

Solid black, dark brown, or navy blue leather or suede dress shoes are required. Acceptable styles include plain Mary Jane, oxford, flat, loafer, or tie shoes with heels under one inch. Tennis shoes, running shoes, athletic shoes, canvas shoes, boat shoes,



Crocs, Sperry's, sandals and boots are not permitted. Shoes with heels over one-inch, backless, light-up or make noise 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 inch in diameter. Up to two earrings per ear is allowed. There shall be no other piercing anywhere on the body!

Body Adornment

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

Eyeglasses

No eyeglasses that are not prescription are allowed.

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, colored moisturizer or clear mascara are not permitted. Nothing may be worn on the head except for narrow solid headbands, small barrettes/clips, ponytail holders, or scrunchies in solid colors of black, brown, navy blue, white, dark green, yellow, 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 for the entire school day, including attendance at Mass, on their scheduled gym day. The uniforms for girls and boys are the same. The gym uniform may be purchased from the St. Thecla Spirit Shop or local stores. 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 fitted and not too tight or baggy. Sweatpants must not touch the floor and/or be flared.



Solid navy blue or gray sweatpants; long solid navy blue or gray shorts (knee length). Shorts may be worn from May 1st through October 1st.

Solid navy blue or 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 socks of uniform color, such as navy blue, black, or white (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, and tennis shoes are NOT allowed on dress-up days. Flip-flops, spaghetti straps, leggings, and yoga pants are also not allowed. High heels (more than one inch in height) are not allowed; shoes must have an enclosed heel. Nice dress slacks are acceptable. **All skirts and dresses must have a hemline no shorter than 2 inches above the knee.** Sandals with no more than one-inch heel can only be worn on the last day of school for Mass.

Casual Days

No tank tops, spaghetti straps, crop shirts with skin showing, yoga pants, leggings, jeggings, jeans/pants with writing on the back side, jeans with rips in them and pajamas are all not 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 wear comfortable clothes like jeans, track pants, or sweatpants. No pajama bottoms are allowed. Shorts after May 1st must be at the knee. Sandals, flip flops, Crocs, open-back shoes, and slippers are not allowed. All shoes should be worn with socks.

Shorts

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 must not exceed 2 inches above the knee.

Girls 5-8

Skirt/Split Skirt: The plaid uniform skirt must not exceed 2 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.



EXAMPLES OF APPROVED UNIFORM ITEMS

Boys Summer Uniform K – 8

Ends October 1st/ Starts May 1st



Boys Flat Front Short-Navy



School Uniform Boys Short Sleeve
No Iron Pinpoint Dress Shirt



School Uniform Kids Short Sleeve
Mesh Polo Shirt



St Thecla Elementary School

20762 S Nunneley Rd Clinton
Township, MI

Preferred School Number:
900167461

- ❖ 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 for Grades 3-8.



Boys Uniform K – 8



School Uniform Kids Long Sleeve
Interlock Polo Shirt



School Uniform Boys Long Sleeve
No Iron Pinpoint Dress Shirt



School Uniform Kids Short Sleeve
Mesh Polo Shirt



School Uniform Boys Short Sleeve
No Iron Pinpoint Dress Shirt

- ❖ 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 for Grades 3-8.



Solid Dark Navy blue dress pants.
The hem should not be longer than a shoe.

St Thecla Elementary School



20762 S Nunneley Rd Clinton
Township, MI

Preferred School Number:
900167461



Girls Summer Uniform K – 8

Ends October 1st/ Starts May 1st



School Uniform Girls Short Sleeve
Feminine Fit Interlock Polo Shirt



School Uniform Kids Short Sleeve
Interlock Polo Shirt



School Uniform Girls Short
Sleeve Peter Pan Collar
Broadcloth Shirt



St Thecla Elementary School

20762 S Nunneley Rd Clinton
Township, MI

Preferred School Number:
900167461

- ❖ 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).



Double Wrap Pleated Adjustable Skort-
Navy

Navy skorts or shorts (not a skirt). Length must go to the knee, not above, no exceptions.



Girls Flat Front Short-Navy



Girls Uniform K – 4



School Uniform Girls Short Sleeve
Feminine Fit Interlock Polo Shirt



School Uniform Kids Short Sleeve
Interlock Polo Shirt



School Uniform Girls Long Sleeve
Feminine Fit Interlock Polo Shirt

St Thecla Elementary School



20762 S Nunneley Rd Clinton
Township, MI

Preferred School Number:
900167461



School Uniform Girls Plaid Jumper
Top of Knee



School Uniform Girls
Plain Front Navy

- ❖ 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 sleeved.



Girls Uniform 5 -8



School Uniform Girls Short Sleeve
Feminine Fit Interlock Polo Shirt



School Uniform Girls Long Sleeve
Feminine Fit Interlock Polo Shirt



School Uniform Kids Short Sleeve Mesh
Polo Shirt



School Uniform Girls Plaid

- ❖ 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 sleeved.



School Uniform Girls Plain Front Navy or
Plaid

- ❖ **Skirts must be worn no more than 2 inches above the knee.**



St Thecla Elementary School

20762 S Nunneley Rd
Township, MI

Preferred School Nui
900167461

Shoes



Acceptable: Solid black, dark brown, or navy blue leather or suede dress shoes are required. Styles such as loafers, oxford, tie, Mary Jane and flats are all acceptable.

Not Acceptable: Styles such as tennis, running, athletic, canvas, boat shoes, Crocs, and boots. Labels on the outside of the shoe. Heels over one inch. No Sperry's.



Over Collar Acceptable Items



Acceptable: Solid navy blue or dark green, crewneck or V-neck, cardigan sweater, vest, full sweater or ¼ zip with logo. Sweatshirts with logo may also be worn. **Must be worn over a white-collar uniform shirt.**

Not Acceptable: Hoodies or hooded sweaters. Sportswear* sweatshirts, jerseys, or long-sleeved cotton warmups (exception will be spirit days).

*Sportswear shirts include anything with sports graphics, personalized names, or the name of the sport on it, such as Hawks team shirts or items worn for warmups at practice or games.

Gym Uniform



Acceptable:

Solid navy blue or gray sweatpants, long shorts at knee length (with or without logo). Shorts can be worn from May 1st through October 1st.

Solid navy or gray T-shirts or sweatshirts (with or without school logo).

Soft-sole shoes with solid navy blue, black or white socks.

Not Acceptable:

Any shirt or pants with a logo other than the school-approved logo. St. Thecla Athletic CYO sports team clothing. Hoodies or footies. Nothing too tight or baggy.

Shirts with writing or sayings.

Any solid color other than navy blue or gray.

Socks

		
	Girls K – 8: Solid white, navy blue, and dark green over-the-ankle socks, solid white, navy blue, and dark green tights – no logos or designs.	
	Boys K – 8: Solid black, dark brown, navy blue, or solid white. Socks must cover the ankle.	

Important Reminders

- ❖ All white uniform shirts must have a collar and the school logo.
- ❖ The collar must be showing over the outer layer when wearing sweaters, sweatshirts, or vests and must have the school logo.



- ❖ Summer dress code is in effect from the beginning of the school year through October 1 and resumes on May 1 through the end of the school year.
- ❖ Students may bring tennis shoes for gym and recess only. They should not have lights or make noise.
- ❖ All shirts or outerwear must have the St. Thecla Catholic School logo on them.
- ❖ Leggings are not allowed at any time, no exceptions.
- ❖ Jean days mean jean days, no jeggings. Joggers are allowed.
- ❖ 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 all future Jean Days until the rest of the school year.



MEDICAL NEEDS

It is the responsibility of the parents and/or guardians to inform the Principal and appropriate teacher(s) if a student is subject to any medical need that requires 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.

Allergies

It is the responsibility of the parent/guardian to inform the office and appropriate teachers if a student has an allergy. A Food Allergy and Anaphylaxis Emergency Care Plan and the Authorization for Dispensing of Medication Form is available in the School Office and website. They must be completed by the parent or guardian at the beginning of the school year. This information and the student's medication will be kept in the School Office. All teachers, including the lunch monitors, will be notified of all allergies. The parent/guardian is responsible for monitoring 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 Form

All parents will annually fill out emergency information at the time of registration. A Medical Treatment Authorization and Release Form must be on file for each child enrolled.

Concussion Awareness

On file, as required by Michigan law, all students and their parents must complete the Concussion Awareness Acknowledgement Form before the start of any sport or gym class. The form is accompanied by the concussion information sheet. It acknowledges the understanding:

- ❖ A concussion is a type of traumatic brain injury.
- ❖ Common symptoms include headache, pressure in the head, nausea/vomiting, balance problems, double/blurred vision, etc.
- ❖ Danger signs include one pupil larger than the other, drowsiness or cannot be awakened, a headache that gets worse, etc.
- ❖ A student exhibiting symptoms must be kept out of athletic play for the day and may need permission from a health care professional experienced in evaluating concussions before returning.

Further information can be found on the concussion information sheet provided in the document packet given before the start of the new school year.

Health Reasons

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:** Students with the rashes of Fifth Disease and Roseola may return to the classroom because the infectious period begins before 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 student 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 cannot be treated with certain antibiotics. A doctor's note stating 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 the student in a timely manner when notified by the school that the student is ill.

Medications Dispensation

An Authorization for Dispensing of Medication must be completed and signed by a physician for each student 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 except rescue medication such as an EpiPen or inhaler. The appropriate personnel will dispense all medications from the School Office. NO medications will be accepted in plastic bags, plain containers, or plastic wrap. Medications must be submitted in the original packaging, and they must come with proper dispensation directions.



Doctor/Dentist Appointments

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.

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 composed 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.

EMERGENCY PROCEDURES

School Closings

School closings due to inclement weather will be communicated through a text blast and email notification. Closure information will also be posted on our school Facebook page and reported by major local television stations. St. Thecla Catholic School will close whenever the Chippewa Valley School District closes.

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.

First Aid and Emergency Medical Equipment

The school maintains first aid kits in every room and bleeding control kits in designated locations throughout the campus to help provide an immediate response to injuries and emergencies. These kits are reviewed annually by the Health Team and replenished as needed to ensure they remain fully stocked and ready for use.



In addition, the school has three Automated External Defibrillators (AEDs) strategically located throughout the campus. School personnel are trained in the use of AEDs and other emergency response procedures. These resources are maintained to support the health and safety of students, staff, and visitors in the event of a medical emergency.

ORGANIZATIONS

Student Organizations

Students are encouraged to participate in the programs offered at St. Thecla Catholic School. 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 with many fine volunteers who make it a vibrant and spiritual community. The school's major committees are the School Advisory Committee, the Health Team, and the Home and School Association.

The appointment or election of officers to the School Advisory Committee and the Home and School Association is 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 that works 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 improve our school environment through volunteerism and financial support. Funds raised through fundraising events go to technology, security, and school enhancements. The association meets monthly.

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



2026-2027/2026-2027 Parent Handbook
8/31/2026