# QUEEN *of the* MIRACULOUS MEDAL SCHOOL

811 S. Wisner St.
Jackson, Michigan 49203
(517) 782-2664
www.jcsqueens.org

## Student-Parent Handbook
## 2026-2027

## MISSION:

*The mission of Jackson Catholic Schools is to joyfully cultivate God's goodness, beauty, and truth. Through our Catholic faith, we share the Gospel of Jesus Christ, grow in virtue and intellect, and form our students to lead and serve our communities as saints.*

## QUEEN'S SCHOOL STUDENT PLEDGE

As a child of God, I promise to share the Lord's goodness, beauty, and truth. I will grow in my faith and learn every day. I will be kind and helpful, just like Jesus. Together, we will lead and serve our community as saints.

DIOCESE OF LANSING
MICHIGAN

## Family-School Agreement

*The purpose of Catholic education is the formation of boys and girls who will be good citizens of this world—loving God and neighbor and enriching society with the leaven of the Gospel—and who will also be citizens of the world to come, thus fulfilling their destiny to become saints. This is all done in an environment of academic excellence, where students learn how to become intentional, missionary disciples of Jesus Christ, grow in virtue and holiness, share the Good News of Christ's love with others, and join in the Catholic Christian community of the school. This Family-School Agreement is intended to further these purposes. Catholic schools in the Diocese of Lansing are open to all students; however, we are not a private or alternative school system.*

When enrolling their child(ren) in a Catholic school in the Diocese of Lansing, be it parochial, diocesan, or independent, parent(s) or legal guardian(s) (hereafter, "parents") are asked to sign the Family-School Agreement. In signing the Family-School Agreement, it is understood that:

a. All children are welcome in the Catholic schools in the Diocese of Lansing. As part of enrollment, parents must sign the Family-School Agreement.
b. Our schools exist to pass on the Catholic faith in its fullness to students and to form disciples of Jesus Christ. Parents and schools are partners in this mission; parents are expected to cooperate fully in it and shall supervise their children in accordance with this agreement.
c. As partners in this mission, students and their parents are all part of the school community. As such, students and their parents agree to live their lives in a way that supports, rather than opposes, the mission of the school.

The school joyfully exercises its responsibility to teach Catholic faith and morals in all fullness. Parents whose religious practices and beliefs run counter to Church teaching might experience conflicts as we maintain mission integrity. Sincere questioning of the practices and doctrines of the Catholic faith—whether by students or their parents—in order to more deeply understand them are welcome; but openly hostile or persistent defiance of Catholic truths or morality are a violation of the Family-School Agreement and may result in denial of admission or dismissal from the school.

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## IMPORTANT INFORMATION

**School Address**: Queen of the Miraculous Medal School
811 S. Wisner St.
Jackson, MI 49203

**School Office**: (517) 782-2664

**School Fax:** (517) 782-3570

**Office Hours:** 7:15 a.m. – 3:45 p.m. (Full Days)

7:15 a.m. – 12:00 p.m. (Half Days)

## TINKEY'S TOTS PRESCHOOL HOURS

**Age 4** (Monday - Friday) ..... 8:00 a.m. – 2:55 p.m. (Full Days)

8:00 a.m. – 11:30 a.m. (Half Days)

**Age 5** (Monday - Friday) ..... 8:00 a.m. – 2:55 p.m. (Full Days)

## SCHOOL HOURS

**Grades K – 6 .....** 8:00 a.m. – 3:10 p.m. (Full Days)

8:00 a.m. – 11:30 a.m. (Half Days)

## LUNCH TIMES

Grades K, 4-6 11:30 a.m. – 12:15 p.m. Grades 1-3 12:00 – 12:45 p.m.

**Parish Address:** Queen of the Miraculous Medal Parish
606 S. Wisner St.
Jackson, MI 49203

**Parish Office:** (517) 783-2748
**Parish Fax:** (517) 788-4528
**Religious Ed. Office:** (517) 783-2748
**Music/Liturgy:** (517) 783-2748
**Youth Ministry**: (517) 783-2748

**PASTOR:** Fr. Timothy MacDonald

## FACULTY & STAFF

**Kindergarten:** Mrs. Mandy McMurtrie (407) (408) Mrs. Katie Huff

Aides: Mrs. Erica Furnas, Mrs. Kendra Riley, Mrs. Nancy Phelan, Ms. Alicia Araujo

**Grade 1**: Mrs. Leslie Vermeulen (404) Mrs. Sara Drushal (406)

**Grade 2:** Mrs. Kate Walicki (403) Mrs. Mary Jo Sutliff (405)

**Grade 3:** Mrs. Beth Wood (507) Mrs. Holly Engemann (508)

**Grade 4**: Mrs. Karen Gerring (504) Mrs. Sarah Andalon (506)

**Grade 5:** Mrs. Jill Crowley (503) Mrs. Kerrie Manders (505)

**Grade 6:** Mrs. Elaine Kuhlman (501) Mrs. Tara Robinson (502)

5th & 6th Grade Assistant Mrs. Pamela Stuart

If you need to reach your child's teacher's voicemail, press the number 2, followed by the teacher's room number. (Example: Mrs. Drushal would be 2406)
You can also email, first initial followed by last name @myjacs.org. (Example: sdrushal@myjacs.org)

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Elementary Principal ..... Mrs. Liz Hartley
Assistant Principal ..... Mrs. Holly Engemann
Reading Specialist..... Mrs. Melanie Worthing
Math Specialist..... Mrs. Amy Okoniewski
School Counselor..... Mrs. Chelsea Luedecking
Librarian ..... Mrs. Lori Wetzel
Music..... Mr. Jeff Wilkinson
Physical Education ..... Mrs. Marie Hamay
Computer Teacher..... Mrs. Becky Harrington
Art Teacher..... Mrs. Sarah Bruneel
Spanish Teacher..... Mrs. Jill Fletcher
Title 1 Para pros……. Mrs. Amber Butterfield & Mrs. Lynn Prysiazny
School Secretary ..... Mrs. Marla Harvey & Mrs. Johana Cruz
Financial Secretary..... Mrs. Terri King
Playground Supervisors ..... Mrs. Marianne Bamm, Mrs. Amy Miller, Ms. Alicia Araujo
Cafeteria Supervisor..... Mrs. Erin Matthews
Cafeteria Assistant ..... Mrs. Denise Doerr
Religious Education Director ..... Mrs. Betsy Koval
PTO President..... Mrs. Angela Wetherby
Men's Club President ..... Mr. Scott Engemann
Tinkey's Tots Preschool..... Mrs. Liz Sharlow, Director/Teacher,
..... Mrs. Amber O'Rourke, Teacher
Latchkey Director ..... Mrs. Liz Sharlow

## ADMISSION

Our schools are built and maintained primarily to pass on the Catholic faith to youth. Therefore, those who are baptized Catholic have a special priority for admission into the Catholic Schools of Jackson. If the school possesses the capacity for additional enrollees, no child in any Catholic School of the Diocese of Lansing shall be denied admission on the basis of sex, race, color, national origin, or religious affiliation (Diocesan Board Standard File #5117.1). Queen of the Miraculous Medal School is an elementary school with grades kindergarten through six.

**TO ENTER KINDERGARTEN**, a child must be FIVE YEARS of age by **Sept. 1st.**

**TO ENTER FIRST GRADE**, a child must be SIX YEARS of age by **Sept. 1st** and have completed Kindergarten.

**Admission Requirements**:

1. Michigan Public Health Act 299 requires that each child be immunized against certain communicable diseases before school entrance. Proof of immunizations must be presented to the school office prior to the first day of school.
2. Queen of the Miraculous School will abide by diocesan policy. Religious instruction shall be required of all students attending the schools in the Diocese of Lansing as an integral part of their program. (Diocesan Board Standard File 6141.2)
3. The administration reserves the right to deny admission to any student if the academic or discipline record is unsatisfactory. It is the prerogative of the administration to place incoming children in classes and grade levels after study of birth date, incoming grades, and test scores.
4. No child may be admitted after violating the weapons law (P.A.328) & (Diocesan Board Standard File 5131-B).

**For Parents of Prospective Kindergarteners:**

During registration, parents will be asked to schedule their child for a non-stressful developmental kindergarten readiness test. This test will be given by appointment. The test results, along with your child's preschool teacher's recommendations and your own observations and judgment, will give you a good idea of whether or not your child is ready for kindergarten.

**For Parents of Prospective First through Sixth Graders:**

A copy of the child's last report card must be provided from a previous educational system, indicating that the child had successfully fulfilled all scholastic requirements for the last grade attended prior to admission to a grade level higher at Queen of the Miraculous Medal School. (A temporary promotion to a higher grade level may be granted by the principal in anticipation of receipt of the necessary documentation at a reasonable later date.) A grade level assessment will be given to every child new to Queen's in order to assist the teachers in recognizing academic abilities.

## ASBESTOS NOTIFICATION

In accordance with the Asbestos Hazard Emergency Response Act regulations (AHERA), Queen of the Miraculous Medal School conducts an inspection twice yearly of all friable and non-friable asbestos containing materials in the school building. Certified maintenance staff conducts inspections during scheduled school vacation days. The Asbestos Management File may be viewed upon request.

## ATTENDANCE

(Absences, Tardiness, Illness, Early Release)

All students enrolled at Queen's School are expected to be punctual and regular in attendance. Tardiness and irregular attendance interfere with a student's academic progress. The illness of a student or death in the family constitutes a reason for an excused absence.

1. If a child is absent from school or will be tardy, **the parent is to call or email (qmmattendance@myjacs.org) the SCHOOL OFFICE before 8:30 a.m**. The office will communicate with the teacher to let them know of your child's absence. This communication is to ensure the safety and welfare of the child.
   Please be specific regarding the description of illness symptoms.
2. Late students must report to the office and **be signed in by a parent** before being admitted to class**.** The sign-in log will be in the office.
3. When, due to accident or illness, an extended absence is expected, it is advisable to contact the office so that assignments may be secured from the teacher, or arrangements can be made for home bound or hospital instruction. Assignments may be picked up from the teacher on the second day of the student's illness.
4. A written or email excuse from the parent or guardian must be presented on the day of the child's return to school.
5. If at all possible, please schedule appointments outside of school hours. If this cannot be avoided, a written note or email from the parent or guardian must be presented to the teacher and recorded in the office, stating the date and time of the appointment. At the specified time, the student will report to the school office where he/she will be met by an adult and signed out. When the student returns, they must be signed in again.
6. The recording of student absences will be as follows:

   Perfect Attendance means **NO** 1/2 day or whole day absence.

   **If a child ARRIVES late for school:**

   Tardy until 10:00 a.m.
   Absent 1/2 day after 10:00 a.m.

   **If a child DEPARTS from school for the day:**

   Until 10:00 a.m. – whole day absent
   After 10:00 a.m. – 1/2 day absent

   A scheduled 1/2 day, if missed, is 1/2-day absence. An appointment beyond 2 hours counts as 1/2-day absence.
7. According to Michigan Statute 340.731 of the Michigan School Code, parents are required to send their child to school during the entire school year. Permission for absence from school for any reason other than illness or physical disability cannot be granted by school officials; therefore, responsibility for such absences needs to be assumed by the parent/guardian.
8. If a child accumulates absences of more than 10 days without medical professional confirmation, it is considered truancy and may be handled as such. A child is greatly handicapped when she/he misses regular class presentation, review, and testing. Most of the instruction and work missed is impossible to make up due to the use of audiovisual materials, class discussion, and lecture presentations that are not possible to adequately repeat. Advance assignments are not possible for students in grades K-3. The number of advance assignments given to students in grades 4-6 is up to the discretion of the classroom teacher. No work will be given if the teacher is not informed at least the day before. In all such instances, it is the parent's responsibility to assist the child in completing missed work.

9. A pupil who is absent by parental request may receive credit for make-up and homework which is presented after the return to school. It is the pupil's responsibility to find out what work has been covered during the period of absence. Again, advance assignments are not possible for students in grades K-3. The number of advance assignments given to students in grades 4-6 is up to the discretion of the classroom teacher. No work will be given if the teacher is not informed at least the day before. In all such instances, it is the parent's responsibility to assist the child in completing missed work.

   ****In cases of prolonged absence for any reason, it can be expected that a student's grade will suffer. In many cases, the use of Smart Board activities, videos, class discussions, and lecture presentations cannot be made up.

## BIRTHDAY CELEBRATIONS

Please refrain from bringing in or having flowers or balloons delivered. Students will not receive them until the end of the school day.

If a birthday treat is brought to school, please make it small and easy to eat – and preferably healthy!

No invitations may be given out at school. Home addresses and emails are available in the school directory.

## CELL PHONE USE POLICY FOR STUDENTS

1. Students are not permitted to use cellular phones or smart watches during school hours.
2. Phones and watches must be turned off at all times and stored in their backpacks while in the school building.
3. If a student violates the Cell Phone Use Policy, they will receive a detention. The teacher or staff shall confiscate the cell phone and take it to the office. It will remain there until a parent can pick it up.

## CURRICULUM

Religious education is the primary reason for Queen of the Miraculous Medal School's existence. Formal religious instruction is presented each day.

In keeping with Diocese of Lansing Policy, we teach a varied and appropriate curriculum in all subject areas at all levels, which include ELA, Math, Science, Social Studies, Handwriting, Art, Computer Literacy, Library, Physical Education, and Music. We also offer Spanish as an enrichment subject. Texts and materials used in each area of learning are updated on a rotation basis under the direction of the Diocese of Lansing Department of Education.

Curriculums are available online at:
https://www.dioceseoflansing.org/education/catholic-school-curriculum

## DISCIPLINE PLAN OF QUEEN OF THE MIRACULOUS MEDAL SCHOOL

**PURPOSE:**

The essence of Christian discipline is self-discipline wherein a student is brought to awareness that true freedom and the ability to direct one's actions responsibly are synonymous. (DOLP 5144)

**The guidelines stated here are to promote the following:**

1. Provide a plan that will enable students and staff to function to the best of their ability.
2. Promote respect for others and for property.
3. Promote being responsible for one's work and behavior.
4. Ensure that students know what is expected of them.

Queen's School's discipline policy is a student-centered approach to managing behavior while promoting responsibility, safety, and respect for others. The goal is not just to correct misbehavior, but to teach children how to make better choices. We realize that everyone makes mistakes. Children are given ample warnings and attempts at redirection. If behavior or bad habits continue a mark-off system will be used.

**Mark-offs for misbehavior:**

K-2 students will receive a detention for every six mark-offs within a month.

3-6 students will receive a detention for every three mark-offs within a month.

If a behavior is extreme (fighting, swearing, etc..) a detention can be automatic. Two behavior detentions in a month will result in communication from the principal.

Students in grades 2-6 will complete a reflection form with each mark-off. This allows them time to think about their behavior and how they can change to make better choices.

**Mark-offs for lack of responsibility:**

K-2 students will receive a detention for every 8 mark-offs within a month.

3-6 students will receive a detention for every 5 mark-offs in a month.

Detentions are 30 minutes after school or during recess. Students spend this time taking responsibility and reflecting on their choices.

Students who go above and beyond with good virtuous behavior and incredible work habits could receive a "strive" ticket. They will be awarded a star on our St. Pier Mountain.

## In and Around the School

- Obey all teachers and adult volunteers helping in school.
- Treat all people with respect and kindness.
- Use good manners at all times.
- Obey classroom rules.
- Chewing gum is not allowed in school or on the playground.
- Behave properly on the bus.
- Use proper language. God's name should only be used in prayer or when speaking of Him with respect!
- Keep our school looking nice. Stay off the grass. Do not damage school property in any way.
- Walk in the school at all times. Use the stairs in a safe manner.
- Do not take, pull, or hang on other people's clothing.

## In The Cafeteria

- Sit where you are told to sit.
- Sit properly while you are eating.
- Talk quietly to the children around you.
- Finish eating before you leave the cafeteria.
- Clean up after yourself when finished eating.
- Push your chair into the table.
- Walk out of the cafeteria when dismissed and go outside. Meet friends outside.

## On the Playground

- Stay on the playground area.
- Do not cross streets to get the playground balls. Ask the playground supervisor.
- No eating on the playground.
- Do not go inside school without permission.
- No skateboards or wooden bats. No balls smaller than a tennis ball, solid rubber balls, baseballs or softballs are allowed.
- Do not fight*, tease, push, swear*, or wrestle.
- Do not spit.
- Do not pick up or throw the wood chips.
- Do not throw snowballs or ice.
- Stay away from parked cars.
- Do not go past orange cones.

**Fighting/Swearing:**

**There is no warning issued if a child is fighting or swearing.** An immediate DETENTION (OR SUSPENSION if the infraction was serious enough) will be issued.

## On the Bus

- A pink slip or suspension on a Jackson Public or Lumen Christi school bus results in a school detention.

## With Regard to Bullying

- Do not put down or harass others with words or actions.
- Report bullying to an adult at school. (Parents, if you hear of bullying, please report it to your child's teacher.)
- Written report will be submitted to principal and parents.
- Follow up conference between the principal and the students involved.
- Repeated behavior will require parent meeting and/or detention.

**Expulsion:**

According to Michigan State Law, Section 380.1311 of the Michigan School Code, a student **may** be expelled from school for the following:

- Possession of a dangerous weapon (firearm, dagger, dirk, stiletto, knife with a blade over 3 inches long, pocket knife that opens with a mechanical device, iron bar, or brass knuckles).
- Arson.
- Criminal sexual conduct in a school building or on school grounds.

**Sexual Harassment and Intimidation:**

Individuals who experience sexual harassment should make it clear that such behavior is offensive to them and may file a complaint to a higher authority. Once the complaint is filed, the school/parish will make every effort to halt any harassment of which it becomes aware by calling attention to this policy and/or handing out direct disciplinary action including detention, suspension, or expulsion.

Queen of the Miraculous Medal School is committed to maintaining a safe and respectful learning environment. A student's behavior, whether at school or away from school, can affect the safety of the student or of other students, or can be a sign of a significant issue in the student's life, or can affect the overall well-being of the school community. Queen of the Miraculous Medal School is a Catholic learning community in which parents, students, administration, faculty, and staff mutually pledge to assist young people to grow toward healthy, safe, moral, and Catholic maturity. For this reason, notwithstanding any other provision of this handbook, parents and legal guardians agree that Queen of the Miraculous Medal

School has full and complete discretion to impose any discipline, or take any action, or decline to take action, as it deems appropriate for any student behavior occurring anywhere at any time.

## DRESS CODE/UNIFORMS

While in school the students need to be focused on their job of learning. Uniforms help that focus by eliminating distractions and competition.

***PLEASE LABEL ALL ARTICLES OF CLOTHING WITH THE STUDENT'S NAME.***

**GIRLS grades K-6:**

1. Plaid jumpers, skorts, or skirts purchased from Schoolbelles, Inc.; and navy-blue skirts, skorts or jumpers, must be longer to the keen. No shorter than two inches above the knee.
2. White blouse (plain, no design or trim of contrasting color: Peter Pan or oxford collar).
3. Navy blue or plaid (as in the jumper from Schoolbelles) cotton or twill dress pants. Dress corduroys are also acceptable. This **EXCLUDES** pants made of denim, carpenter styles, jeans, warm-ups, leisure wear or stirrups, draw-strings, cargo pants, zip at the knee pants, or knits.
4. No jewelry except for a ring, a single bracelet, a watch, religious medal or cross. Small post earrings for pierced ears are permitted. No hoops or those that dangle.
5. No makeup or nail polish is to be worn.

**BOYS grades K-6:**

1. Navy blue cotton or twill dress pants. Corduroys are also acceptable. This **EXCLUDES** pants made of denim, carpenter styles, jeans, warm-ups, drawstrings, cargo pants, or zip at the knee pants.
2. No jewelry except for a ring, a single bracelet, a watch, religious medal or cross are permitted.

**ALL STUDENTS K-6:**

1. Red, navy blue, or white sweater: a plain cardigan, pullover, crew neck, or vest. Hooded sweaters are acceptable.
2. Red or white turtleneck, polo, or white dress shirt with collar. Must be plain with no design or contrasting color. Shirts are to be tucked in at all times. Only white undershirts are allowed.
3. Red, blue, or green sweatshirts, fleece or plain blue blazer with the Queen's emblem. (purchased from MVP Sports). A bulk order is placed from the school in September.
4. **Plain** red, white, black, or navy-blue socks or tights complete the uniform code. **Socks must be worn and visible. No socks with large logo.**
5. Hats are not to be worn in the building.
6. Belts are optional. If worn, they should be plain brown, black, or blue. Waistband of the pants must be worn at the waist.
7. No tattoos.

**During August, September, October, May, and June:** Navy blue walking shorts, near the knee and made of cotton/polyester may be worn. This excludes pull-on styles, cargo shorts, knits, sweat pants, athletic, or bike shorts. Girls may also wear capri pants during these months.

**Shoes (ALL Students):** These should be sturdy and have backs on them; we prefer tennis shoes. For safety reasons, the following types of shoes are NOT allowed at Queen's School:
platform shoes, sandals, clogs (or backless shoes), open toes, boots, or heels higher than one inch. We do not allow flashing type tennis shoes, nor do we allow CROC style shoes. All shoes with laces MUST be worn with the laces tied appropriately.

**Hair Code (ALL Students):** Hairstyles on both girls and boys should be neat, not distracting, and not extreme. Dyeing of the hair unnatural colors is not permissible for school. Boys' hair should be cut shorter,

up off the collar and out of the eyes. Final say as to the appropriateness of hairstyles will be left to the judgment of the administration.

**Out-of-Uniform Days:** There are days during the year when the students will not have to be in uniform. On these days, students may wear jeans that are not ripped/torn, sweatpants or athletic wear, and sweatshirts or t-shirts that do not say anything that would be considered inappropriate. No shirts with spaghetti straps, or halter tops are allowed. Loungewear or sleepwear is not acceptable. **Shoes have the same standards as uniform days. Make-up and jewelry rules still apply on out-of-uniform days.**

**Winter Wear:** Warm coats, hats, boots, and mittens/gloves must be worn when winter-time temperatures arrive (approximately 32°, or if there is any ground-cover of snow or ice). Snow pants are not required, but are necessary to play on snow mounds. When snow is present on the ground, ALL students are required to wear boots. A pair of shoes must be brought to change into. Boots are placed in the hallway to keep the classrooms dry.

## EMERGENCY DRILLS

**FIRE DRILLS:** Five required per year.

**STORM DRILLS:** Two required per year.

**LOCKDOWN DRILLS**: Three required per year.

## EMERGENCY INFORMATION

Filed in the office is an emergency paper for each student containing accident/ sickness information you wish us to follow in an emergency. **Please keep us informed of any changes in address, telephone numbers, place of employment, or alternate persons to reach in time of need.** Alternate persons must be a responsible adult available to pick up a student promptly when ill or injured. Court custody papers must be on file with us.

## ENRICHMENT PROGRAMS

St. Cecilia Singers (grades 4-6); 6th grade Band.

Afterschool Art & Music at Lumen Christi

JSO Strings Program

Sports programs are available through Lumen Christi and the Jackson Recreation Department.

## EVALUATION

All schools in the Diocese of Lansing will use the Northwest Evaluation Association's MAP testing. MAP stands for Measures of Academic Progress. It is a web-based assessment that will evaluate progress and instructional needs of all students. It is an adaptive test that second through sixth graders will take two to three times a year in the following areas: Reading & Math. Results are sent home twice a year with report cards.

## FIELD TRIPS

Field trips are encouraged when purposeful and linked to the curriculum presently being studied. Per diocesan policy, each student must have a school-issued field trip permission form signed by a parent or guardian in order to accompany the class on a field trip.

## GRIEVANCE PROCEDURE

School related problems should be addressed using the following procedure:

1. If the dispute is with the teacher, first contact the teacher.
2. If, after a conference with the teacher, the problem has not been resolved, the issue should be brought to the attention of the principal. An appointment will be set up to discuss the problem.
3. If the problem has not been resolved after meeting with the principal, the pastor may be contacted.

## HEAD LICE

All schools in Jackson County have a **"NO NIT"** policy. This means your child will not be allowed to attend school if head lice eggs are found on your child's head. We recommend that parents check their children's heads every Friday for lice and eggs. This would give you the weekend to treat your children so they could attend school on Monday.

## HOMEWORK

Homework has a definite purpose and is regularly assigned.

**Some purposes**:

1. It has the function of enriching and extending what is presented in class.
2. It is a time of preparation to share with others something the student has discovered, read, or created.
3. It is a time to practice and improve basic skills. Parents have a responsibility to provide a place that is conducive to study, to set a daily study time, and to exhibit a real interest in the accomplishment of the assignment. Researchers tell us that time spent doing homework increases children's achievement. Students who do homework usually improve in all subjects. This applies to both low and high achievers. When you, as parents, see to it that your child does homework, you are fostering academic growth.
4. Individual grades have varying homework policies including procedures for missing (and/or) incomplete assignments. Individual teachers provide specific details in written form at the beginning of the year.

## ILLNESS / MEDICATION

**Illness:**

Deciding when to keep your child home from school can be difficult, but we ask you to be considerate of the health of other children and staff members. When a child is sick and needs to stay at home, parents should contact the school and describe the illness and symptoms. If a medical provider makes a specific diagnosis school staff must be informed.

*Children should remain home from school if they have anything contagious such as, but not limited to the following*:

1. FEVER (100.0 degrees or higher). The child must be fever-free with-out a fever-reducing medication (such as Tylenol or Motrin) for at least 24 hours prior to returning to school.
2. VOMITING / DIARRHEA: May return 24 hours after last episode.
3. STREP THROAT: May return after 24 hours of antibiotic treatment and no fever for 24 hours.
4. CONJUNCTIVITIS (pink eye): May return 24 hours after treatment begins and eyes are free of discharge.
5. HEAD LICE: May return after treatment and removal of all live lice and nits from hair.
6. RING WORM: May return after treatment begins; area should be covered while in school for the first 48 hours of treatment.

7. IMPETIGO / STAPH / MRSA: May return 24 hours after treatment starts; wound must be covered with dressing taped on all four sides.
8. COMMUNICABLE DISEASES (such as, but not limited to – chickenpox, measles, mumps, pertussis, meningitis, mononucleosis): May return when cleared by their medical provider.

The State of Michigan requires all schools to report certain communicable diseases.

In the event that a child becomes ill during the school day, a parent/guardian will be contacted and asked to pick the child up as soon as possible.

**Medication Policy**:

Michigan State law requires that no child may be administered any medicine, including Tylenol or Motrin, without parent's permission (refer to Emergency Contact Form). If a child is required to take prescription medication during school hours:

1. The parent or guardian must bring the medication to the school office. Prescription drugs must be in the original container and be clearly marked as to: student's name, content of container, dosage and directions for administering. All prescription medication will be stored in a locked medication lock box within the school office.
2. For non-prescription drugs, written instructions, which include the name of the student, name of medication, dosage, time to be administered, route of administration, and instruction of administration must accompany the medication.
3. It is the responsibility of the student to come to the office where the medication is administered and recorded.
4. Students ARE NOT allowed to carry medication of any sort, prescription or non-prescription, at any time while on the school property.
6. A written record is kept in the school office of all medication given to a student, which includes the medication name, date and time dispensed, and the dispenser's name. The office will also send home a written communication with this information.

## IMMUNIZATION REQUIREMENTS

Students must be current with all immunizations required by law or have an authorized waiver from State immunization requirements. Students who do not have the required immunizations or valid signed waiver forms are required by the State of Michigan to be excluded from school until requirements are met. It is the responsibility of the parents to update the immunization records on a yearly basis. In compliance with the law, a health form must be submitted to the school office showing your child's complete record of immunizations. A list of immunization requirements is available in the school office.

Questions regarding immunizations or waivers should be directed to the Jackson County Health Department Immunization Clinic at 517-788-4468.

****ALL children MUST be compliant on or before the 1st day of school**. **

## LATCHKEY PROGRAM

Queen's School Latchkey Program is provided as a resource to assist working parents with childcare before and after school. It is held in the Queen's cafeteria and is managed by a certified teacher who has been licensed through the State of Michigan. Guidelines mandated by the State are strictly followed. We offer care to our preschoolers through 6th grade students every day. The time is divided between snack, outdoor play (weather permitting), homework, and free play. The cost of snack is included in the fee for afternoon Latchkey. No snack or breakfast is served in the morning; however, students may bring something to eat.

1. This program is available during the school year while school is in session. **Latchkey does not operate on non-school days** (closed on weekends, holidays, snow days, Christmas and Spring breaks, etc.). **Latchkey is only offered in the mornings on half days of school; <u>no afternoon</u> Latchkey on half days of school.**
2. Latchkey hours are from 7:00-7:45am, and 3:10-5:30pm.

3. **Billing**: Latchkey is billed one time per month and is based on the days that you sign up for.

**Beginning in the 2025-2026 school year**:

1. You will be charged for the rate for the days you have signed up for, regardless of your child's attendance. **Example**: You sign your child up for Mondays, Tuesdays and Wednesdays. Your child goes with a friend after school on Wednesday. The monthly rate will not be adjusted to reflect an absence.
2. Your bill will be posted to your FACTS account and automatically withdrawn on the 15th of each month. **Example**: You sign up for 4 days per week, you are billed at that rate each month and the fee is withdrawn each month.

**<u>RATES</u>**

***Before School 7:00 – 7:45 AM***

| | |
|---|---|
| Full Time | $62.00/month per child |
| 4 days per week | $51.00/month per child |
| 3 days per week | $40.00/month per child |
| 2 days per week | $35.00/month per child |
| 1 day per week | $24.00/month per child |

**Drop In Fee** is $5.00 per day-per child for AM Latchkey (will be added to monthly bill).

***After School 3:10-5:30 PM***

| | |
|---|---|
| Full Time | 1 child……$160.00/month |
| 4 days per week | 1 child……$127.00/month |
| 3 days per week | 1 child…… ...$ 95.00/month |
| 2 days per week | 1 child……$ 64.00/month |
| 1 day per week | 1 child……$ 32.00/month |

**Drop In Fee** is $15.00 per day-per child for PM Latchkey (will be added to monthly bill).

**Late Fees**: The Latchkey program ends at 5:30pm and the staff is not scheduled beyond this time. If you are late (past 5:30pm) picking up your child there will be a $1 per minute, per child, charge.

**Pick Up**: When you pick up your child, only persons whose names are listed on the Student Information Card will be allowed to pick up your child. We will ask for a picture ID if we do not recognize the person.

## <u>LOST AND FOUND</u>

All things brought or worn to school should be **<u>clearly marked with the student's name</u>.** This includes books, jackets, hats, gloves, scarves, shoes, gym clothes, lunch boxes, book bags, and bags. Found articles will be kept on a table outside the school office. Unclaimed items that do not have a name on them will be donated or discarded at the end of each quarter.

## LUNCH

1. Student lunch hours are: Grades K, 4-6 from 11:30-12:15, and Grades 1-3 from 12:00-12:45.
2. Students may purchase a hot lunch for $3.40 (which includes a milk), or bring a cold lunch. Milk for cold lunch brought from home may be purchased for $.50 cents.
3. Student ID cards serve as our lunch debit cards. Upon reaching a negative balance, lunch money is to be brought to the office in an envelope marked with the student's name and amount or you may pay online thru FACTS, to ensure accurate recording on your student's FACTS account. Please keep track of your student's lunch account balance by logging into FACTS.
4. A monthly school lunch menu is published on our school website under the "Calendars" tab, and a hard copy is sent home with oldest/only students each month.
5. All lunch balances must be paid in full by the last day of school. Those who still have a negative balance remaining will have that amount added to their FACTS account. That amount will be collected in a single payment on the next available due date.
6. Students are expected to behave in the school cafeteria in the same manner as they would in their own home, extending the same courtesy to the parent supervisors and fellow students as they would to members of their own family.
7. Information regarding a federally funded subsidy for the lunch program (Free and Reduced-Price School Meals) will be available at all times in the school office or on our website under "Registration" for anyone who is interested.

**USDA Nondiscrimination Statement**

In accordance with Federal law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, disability, and reprisal or retaliation for prior civil rights activity. (Not all prohibited bases apply to all programs.)

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible State or local Agency that administers the program or USDA's TARGET Center at **(202) 720-2600**(voice and TTY) or contact USDA through the Federal Relay Service at **(800) 877-8339**. Additionally, program information is available in languages other than English.

To file a complaint alleging discrimination, complete the USDA Program Discrimination Complaint For, AD-3027, found online at http://www.ascr.usda.gov/complaint_filing_cust.html
or at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call
**(866) 632-9992**. Submit your completed form or letter to USDA by:

**Mail:**

U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410

**Fax:**

(202) 690-7442

**Email:** Program.intake@usda.gov

This institution is an equal opportunity provider.

## ORGANIZATIONS

**PTO:**

The Parent Teacher Organization has accepted the responsibility:

1. To assist in the coordination of spiritual and educational forces of the home and school in a program of Catholic child training.
2. To offer information of particular interest to parents, through well planned programs.
3. To create a greater appreciation of Catholic education.
4. To promote fund raising projects which aid financially in the continuance of higher standards of education.

PTO Membership: All adult registered members of Queen's Parish shall be eligible for PTO membership. Parents and teachers of Queen's students are especially invited to be involved.

**MEN'S CLUB**

The Men's Club has been a constant source of physical, spiritual, and financial support for our school. Some of the activities they help with are skating parties in the gym and supplying the cook-out for our field day. Their annual draw down dinner is their major fundraiser for the year. Supporting this event is greatly appreciated. They are seeking new members! Email Scott Engemann for more information, qmc@queenschurch.com.

## PARENT INVOLVEMENT

Each family is asked to volunteer for eight hours of service in the school annually. There are many activities available for participation, some that can even be done at home. Sign-up geniuses will be sent out to all parents when seeking help. The school expects total participation of the parent community in this effort; however, we also realize that due to some parents' work schedules and family situations, some parents are unable to volunteer their time. All volunteers are required to be Virtus trained before volunteering.

## PARENT-TEACHER CONFERENCES

Parent-Teacher Conferences will be scheduled after the first marking period for grades K-6. Additional conferences will be held according to the needs of the child or upon the request of the parent or teacher.

## DIOCESAN PRINCIPLES REGARDING STUDENT PICTURES

Parents and guardians should take note that Queen of the Miraculous School designates photographs and video recordings of students engaged in school activities as a category of "directory information." Therefore, these photographs and video recordings may be disclosed without written consent under the Family Educational Rights and Privacy Act, 20 USC 1232g. Further, please note that parents and guardians may opt out or deny consent to the release of such information. If you wish to opt out or deny consent, please give a written note to the school office or send an e-mail to the principal at lhartley@myjacs.org.

## PRAYER / ALL SCHOOL MASS

As Catholic Christians, we rely on God for His guidance and strength to live out our Christian faith. Therefore, we join together in prayer at school at the beginning of our day and at its closing. At this time, we ask the children to keep in their prayers their own needs, the needs of their families, and any special intentions that they have.

Students attend Mass every Friday at 9:00 a.m. throughout the school year. Students also attend all Holy Day of Obligation Masses that occur on days other than Fridays. Adoration of the Blessed Sacraments occurs once a month on the 2nd Friday. Parents are invited to attend and participate in any/all of the Liturgical and Prayer Services.

## REGISTRATION

### Registration

- Our registration is handled through FACTS. A link can be found on our website: jcsqueens.org under the "Registration" tab. There is a **registration fee**.
- Application for all **financial aid** is done through the FACTS program. Please be sure this is completed no later than April 1st. The deadline for the Diocese of Lansing scholarship is March 1st.
- All families of currently enrolled students must re-register each year within the specified registration time to maintain their enrollment status. ***Tuition for the current school year must also be up-to-date in order to register for the next school year.***

## SACRAMENTAL PREPARATION

### A. RECONCILIATION (PENANCE)

Instruction for, and formal reception of the Sacrament of Reconciliation, will take place in second grade. Reading material and activities are given to the parents to assist in the preparation of their child for Reconciliation.

### B. EUCHARIST

Children in the second grade are prepared for First Eucharist. Parents are involved in this preparation. A child must be baptized a Catholic to receive First Eucharist. If a child of school age is not baptized, they may enroll in the Children's Initiation classes, which begin in our parish in September. Our Religious Education Director may be contacted at 517-783-2748 to set up this after-school instruction.

### C. PERSONAL INSTRUCTION

Families with a child above second grade who has not yet received First Communion and/or Reconciliation are encouraged to contact the Director of Religious Education to make arrangements for personal instruction for these sacraments.

## SCHOOL CLOSINGS

In cases of school closings/delays due to inclement weather or other local emergency, the school utilizes a messaging system to notify parents via text regarding school closures/delays. The Queen's School Facebook account will also be updated with the information. Do not call the rectory, parish office, or school.

In general, if Jackson Public Schools are closed or delayed because of inclement weather conditions, all Jackson Catholic Schools will close as well. Announcements may also be heard on the radio (WKHM 970, WIBM 1450, WJKN 1510, & K105.3) and local television stations.

## SCHOOL RECORDS

The Buckley Amendment, the Federal Law known as the Family Educational Rights and Privacy Act, was passed November 9, 1974. It gives all parents and legal guardians of students under 18 and all students 18 and older the right to see, correct, and control access to student records.

## SCHOOL SUPPLIES

Students are expected to come to school throughout the year with the basic supplies that are indicated on supply lists handed out at the close and the beginning of the school year.

## SPECIAL SERVICES

In addition to the classroom teacher, the following services are available to assist students if and when needed:

| | | |
|---|---|---|
| Reading Interventionist | Math Specialist | School Counselor |
| Title I Services | Physical Therapist | Occupational Therapist |
| Speech Therapist | School Psychologist | Teacher Consultant |
| Hearing Technician | Vision Technician | |

## SAFETY PROCEDURES

**TORNADO WATCH**: All students and staff shall remain in classes as scheduled. The administration will closely monitor the weather situation for further developments.

**TORNADO WARNING**: Students and staff shall be retained within the building and moved to the safest possible location using the building's tornado plan. They are to remain there until the warning is lifted. During a tornado watch or warning a parent or guardian may sign out their student in the school office.

**LOCK DOWN:** Staff and students will deploy the Lockout Boot System when an inside threat has occurred. Local emergency personal are summoned immediately when the system is activated. Lockdown will remain in affect until the police deem it safe to return to normal activities.

**BOMB THREATS:** The building administrator must evaluate the seriousness of bomb threats or other disruptive types of demonstration using input from all sources. Then, the administrator acts in such a manner that reflects the best safety and interests of those under his/her charge.

## TUITION

Queen of the Miraculous Medal School is like all other parochial schools in Michigan: and is not subsidized with any state funds. Our school depends totally on our parish and tuition for its operating costs. It is important for parents of Catholic school children to support their children's Catholic schools spiritually, physically, and financially.

All families must register and pay tuition via FACTS. There are several payment options within FACTS such as monthly, quarterly, semi-annually and pay in full. A 2% discount is given to families who pay in full by August 1st. Please note, the method you pay your registration fee is the method in which your tuition will be paid. If paying using a debit card, select ACH to avoid the surcharge charged by FACTS. If you need to change an upcoming payment, the school office needs two business days' notice for the change to be processed.

### Tuition 26-27

1 child $5,254
2 children $9,458
3 or more children $12,925

***All tuition must be paid in full by June 30th.***

Tuition for Lumen Christi Catholic School (LCCS) will be paid to LCCS with multiple child discounts applying for students in 7-12 grades. Multiple child discounts at the elementary schools will be for students in grades K-6.

## TRANSPORTATION

**BUS:**

Queen's School does not own any buses. Students living in the Jackson Public Schools district and attending Queen's School are eligible for transportation through Jackson Public Schools. Lumen Christi also offers transportation for students between the Jackson Area Catholic Schools and certain out-of-county areas for a fee. For information regarding registration and fees for Lumen Christi bus transportation, please visit their website at www.jcslumenchristi.org/transportation-2, or contact Mr. Joe Williams at Lumen Christi, at 517-787-0630.

**Public School Bus Transportation:** Eligible students are entitled to ride the Jackson Public School buses. For information regarding bus schedules and policies, please contact the transportation office of the school district in which you reside. The majority of our students are serviced by the Jackson Public Schools. Their transportation department telephone number is 517-841-2180.

**CAR:**

To ensure the safe arrival and departure of all students, the following guidelines for parents bringing or picking up students will be in effect during school hours:

> In the morning, students may be dropped off by driving behind the church through the parking lot in a one-way direction proceeding east from Wisner to Bowen. Pull as far forward as possible in a straight line. Have students exit only from the right side of the car. You may then pull out and move to the left of any cars dropping off students ahead of you. Parking after school will be on Wisner and Carlton, and on the east side of Bowen. Parents are asked to come to the playground to gather their children and assist them in crossing the street if necessary. Parents may also use the pick-up lane by pulling into the U-shaped dismissal lane off Wisner St. that is created by orange cones. ***Do not pull into the staff parking lot near the school on Bowen Street before or after school***.

**WALKERS/BIKES:**

**For students walking or riding bikes to/from school**

To encourage safety habits with children, parent cooperation is needed:

- Only cross streets at intersections or crosswalks.
- Refuse to enter strange automobiles.
- Go directly home from school.
- When riding bikes, wear a helmet and lock the bikes in the bike rack on Wisner Street.
- Walk on the sidewalks.

**Supervision on the playground is limited to 7:35 a.m. until school begins, and from 3:10 until 3:25 p.m.** Students not picked up by 3:25 are brought into school by the principal. If late pick up continues, the child will be sent to Latchkey and the parent will be charged. Also, Latchkey students use the playground starting at 3:40 p.m. All parents and students playing after school need to leave by then.

## TUITION REDUCTION INCENTIVE PROGRAM (aka TRIP/SCRIP Program)

Tuition Reduction Incentive Program (TRIP) is a great way to reduce your tuition bill by doing your everyday shopping. TRIP is issued in the form of gift cards that can be used just like cash to purchase everyday essentials like food, clothing, or gas. You don't have to buy anything extra or spend a penny more, simply use TRIP to make purchases and see your savings grow. All TRIP is handled at Lumen Christi School Office during business hours. For more information, please refer to the school website or email trip@myjacs.org.

## USE OF EDUCATION FACILITIES & EQUIPMENT

Queen's School facilities and equipment shall be used for school purposes only, unless otherwise expressly permitted by the administrator or pastor. School facilities and equipment shall include all areas and equipment in the school except the gym, cafeteria, and kitchen. No function shall be scheduled while school is in session unless determined by the administrator that it will not interfere with the educational process. Any group not under the auspices of the parish must provide proof of a one-million-dollar liability policy in which the parish, diocese, and bishop are named as an additional insured entity.

## USE OF A STUDENT'S NAME AND ADDRESS FOR ANY REASON

Queen of the Miraculous Medal School will not furnish lists of names and addresses of pupils to agents or solicitors of any kind. They cannot be given for any advertising or promotional purpose.

## VIRTUS / "PROTECTING GOD'S CHILDREN"

The Diocese of Lansing mandates all school employees and volunteers who come into contact with students to go through *Protecting God's Children* training. The Diocese recognizes this program as the most up-to-date, comprehensive safe environments program available today. This can be done online or at a live training. To complete the training online visit **http://www.virtusonline.org.** All volunteers must also sign a contract known as the "Volunteer's Code of Conduct".

## VISITORS POLICY

All visitors, including parents, who are in the school building between 8:00am and 3:30pm, must enter through the school office by coming in the Morrell Street parking lot door where they will be required to sign in and wear a visitor's badge. This procedure is in place to help ensure the safety of the students so that we are aware of who is in the building and that the visitors have been cleared to enter.

During school hours, all messages, lunches, forgotten paperwork/clothing, etc. are to be taken to the office. Unless it is an emergency or pre-arranged with a teacher, parents are asked NOT to take articles directly to their child's classroom as it proves disruptive to classrooms. If a message needs to be delivered, the office staff will deliver it at a time so as not to disturb the class.

## WELLNESS POLICY

Queen's School is committed to creating a healthy school environment that enhances the development of lifelong wellness practices to promote healthy eating and physical activities that support student achievement.

**Nutrition Education**

Nutrition education will be made available to all parents through our newsletter.
Our Wellness Plan will be posted on our website.
Parents will be encouraged to bring in healthy snacks for birthday treats.

**Nutrition Standards**

All food items served to students during the day meet federal, state, and local standards for all nutrient and competitive food guidelines.
Queen's School shall ensure that reimbursable school meals meet the program requirements and nutrition standards found in federal regulations.
Water bottles are allowed in all classrooms at Queen's School. 100% pure Michigan water is the only liquid allowed.
Water bottle filling stations are available on each floor of the school building.
There are no vending machines at Queen's School.
Sugary drinks are not allowed during lunch. No pop may be brought in by parents.
Water will be available to all students during meals.

Identity protection measures are in place for free & reduced.

**Physical Education and Physical Activity Opportunities**

Recess follows lunch every day and allows for 30 minutes of exercise.
The school will provide proper equipment and a safe area designated for supervised recess.
K-6 students will receive weekly gym class for 45 minutes.
Morning playground is available from 7:35-8:00 every day before school begins.
Teachers will give activity breaks throughout the day.
During inclement weather students will be allowed to play in the gymnasium for exercise.
Mileage Club is held during the months of April and May 3 days a week for 20-30 minutes. All students must participate.

**Other School-Based Activities Designed to Promote Student Wellness**

Queen's will provide an attractive, clean cafeteria for all students to eat in.
Queen's will schedule mealtimes so there is no disruption to specials, recess, etc.
Queen's Wellness Committee will meet a minimum of once a year.
Queen's students will be allowed minimally 15-20 minutes to eat lunch.