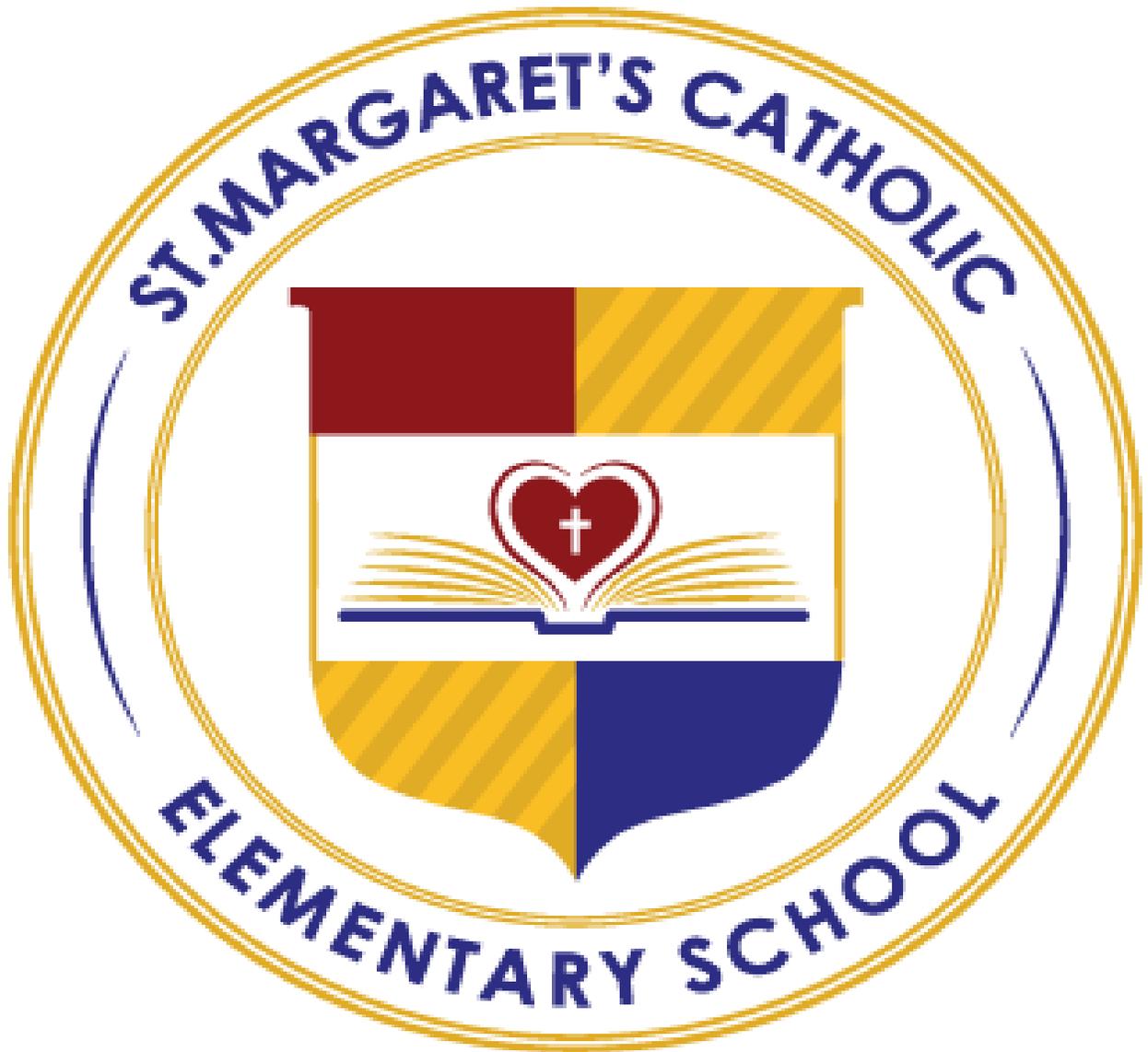


53 Years of Excellence



Parent-Student Handbook

2018-19

St. Margaret's School / 220 North Seventh East / Riverton, Wyoming 82501 / (307) 856 5922 / stmarg@wyoming.com

Welcome to
Saint Margaret's Catholic School

Our Mission

We, the Saint Margaret's Catholic School Community, are dedicated to inspiring faith, achieving academic excellence, and nurturing all students to form strong moral character and values.

Our Core Belief

The entire staff at Saint Margaret's School embraces the Gospel values of love of God and service to humankind, formation in the Catholic Faith and moral principles, and the development of personal integrity and character. We believe the center of Christian Life is based in a strong parental involvement in the lives of the children, supported by dedicated teachers and staff. We affirm the dignity and uniqueness of each human person and strive to create an environment that nurtures and encourages the academic, spiritual, moral, intellectual, physical, emotional, and social development of each student.

Our Vision

With Christ as our center, we, the faculty at St. Margaret's Catholic School, are committed to making a positive difference in the lives of the children entrusted to our loving care.

Family Educational Rights and Privacy Act of 1974

The Family Educational Rights and Privacy Act of 1974 provides that the parents of all students under 18 years of age and all students over 18 or attending post-secondary school have the right to see, correct and control access to their individual student's records.

The family Educational Rights and Privacy Act of 1974 also prohibits general distribution of school records without parental consent, but provides for the release of directory information. Directory information released from St. Margaret's School may include the following: "Student's name, address, date and place of birth, major field study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous school attended by the students."

If you do not wish to have this information released, you must notify the principal.

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Saint Margaret's Catholic School Staff
2018 – 2019

Fr. Louis Shea	School Administrator - Pastor	856-6226
Fr. Robert Rodgers	Principal – Associate Pastor	856-6226
Jody Ray	Parish Secretary	856-3757
Barb Shapard	Parish Bookkeeper	856-3757
Pat Hardt	Assistant Principal	856-5922
Maria Corbett	School Office Manager	856-5922
Kim Bergin	Kitchen	
Pedro Juan	Custodian	
Jimmy Lovato	Custodian	
Christy Quinn	Title One (am) – Second Grade (pm)	
Margaret Martinez	Director Preschool Program	
Jane White	Preschool Aide	
Karen Huxtable	Kindergarten	
Mary Elizabeth Petro	First Grade	
Laurie Schilt	Second Grade (am)	
Sharon Whitaker	Third Grade	
LaVina Witt	Fourth and Fifth Grade	
Pat LeMasters	Music	
Bryan Thoman	P.E.	
Rachel Mejorado	Latin-Spanish	
Anna Warren	Computers	
Sheri Hinkle	Library	
Jan Meeboer	Library Processing	
Phillis Willis	Art	

School Commission

Fr. Louis Shea - School Administrator - Pastor
Fr. Robert Rodgers - Principal – Associate Pastor
Patricia Hardt – Assistant Principal
JoAnn Flanagan
Mike Zirbel, President
Timmery Hellyer
Owen Lampert
Jeannie Nirider
Erika Yarber, PTO President
Mary Elizabeth Petro, Head Teacher

School Foundation

Fr. Louis Shea – Pastor
Fr. Robert Rodgers - Principal – Associate Pastor
Patricia Hardt – Assistant Principal
Joe Stanbury, President
Susan Goetzinger, VP/Sec/Tres
Lindsey Anderson
Grant Linck
Cathy Luoma

Parent / Teacher Organization (PTO)

Fr. Louis Shea – Pastor
Fr. Robert Rodgers - Principal – Associate Pastor
Patricia Hardt – Assistant Principal
Erika Yarber, President
Allison Barlow, Vice President
Katie Romer, Treasurer
Karie Suhn, Secretary

I. ADMISSION TO SAINT MARGARET'S CATHOLIC SCHOOL

Non-discriminatory Policy: The Catholic Schools of Wyoming admit the student of any race, color or national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students within the Catholic schools, and do not discriminate on the basis of race, color, national and ethnic origin, in the administration of their educational policies, hiring policies, admission policies, scholarship or loan programs and athletic or other school administrator.

Family Interview: All new families interested in enrolling their student(s) at Saint Margaret's Catholic School will be asked to complete a Saint Margaret's Catholic School application and participate in a selection committee interview conducted by the principal. In addition, students and parents will be required to meet admission criteria referenced below. Based on successful completion of the admission process a family will be provided a registration form for their student(s) and a parent family contract volunteer agreement.

- a. **Volunteer policy:** Families enrolled with students at Saint Margaret's Catholic School are critical components to the success of the school both academically and financially; therefore, it is required of each family (Preschool-5) to assist in a minimum fifteen (15) hours for preschool and single parents and thirty (30) hours for all other families annually in school projects or fund-raising efforts.
- b. **Student admittance criteria:** Students entering the 3/4 preschool must be three on or before the 15th of September of the enrolling year. Students entering the 4/5 preschool must be four on or before the 15th of September of the enrolling year. Students entering kindergarten must be five on/or before the 15th of September of enrolling year, verified by a birth certificate. All students entering Saint Margaret's Catholic School for the first time must have an immunization record. We urge you to check with your physician to ascertain if your student is appropriately immunized according to present regulations.
- c. **Prior to admission all students are screened for the following school related difficulties:**
 - Truancy (more than 5 unexcused or 10 excused absences during one school semester).
 - Special education needs requiring Individual Education Programs or related services not available at Saint Margaret School
 - A history of emotional instability.
 - Behaviors that have resulted in the student's suspension or expulsion from public or private schooling.
 - Students entering Saint Margaret's Catholic School from another school should be admitted only after their reason for changing schools is validated. There should also be a reasonable assurance that the student can succeed behavior-wise and academically.
 - Complete academic records to verify grade level and minimum average of 2.0 "C" or better.

Annual review of student/family standing: The principal and selection committee will conduct each spring an annual review of the standing of your student(s) and family participation with the school. This review will address suitability for your student/family's continuation at the school for the upcoming year, to include: student academic standing, disciplinary difficulties, attendance, tardy record, financial account status and adherence to the stewardship agreement. Students and families found in good standing will be subsequently forwarded an invitation to register for the upcoming school year. Those with questionable status will be notified of the areas of concerns and the proper steps necessary, if any, for admission.

Guardianship and Custody

A student may only be enrolled in St. Margaret's School by a parent or a legal guardian. Guardians must present legal documentation that they have the ability to make all medical and educational decisions for the child. Thus, a letter or note signed by a parent even if notarized is not considered valid proof of guardianship.

If there are custody issues, the parent must provide the school with a legal copy of the custody arrangement so that the terms may be enforced at school.

II. SAINT MARGARET'S CATHOLIC SCHOOL CURRICULUM

Curriculum and Environment:

“The highest priority/goal is to teach those basic language, computational and religious facts, ideas and skills that the dignity of every Christian civilized person requires” (p.45 of Catholic Schools from the Inside Out) “The indirect goal is to provide a setting that will encourage children to progress in the Christian life.” (P.42 of Catholic Schools from the Inside Out).

The stated MISSION of Saint Margaret’s Catholic School is, “We, the St. Margaret’s Catholic School Community, are dedicated to inspiring faith, achieving academic excellence, and nurturing all students to form strong moral character and values.” It is also stated that the primary educator of the child is the parent and that the school’s function is to guide and support the parent in this privileged God-given responsibility.

The definition for the GRAMMAR Stage (grades1-5) is the time in which the fundamentals and the rules of the subjects are learned and developed. The students need to master the basics of reading, spelling, writing, vocabulary, and math before going to the next developmental level. The basic elements of history, geography, Latin and science are also part of the grammar stage. The development of the child’s prayer life and religious formation are important, as are the aesthetic experiences of art, poetry, and good literature.

The textbook and materials for each subject are selected in light of the school’s philosophy. The textbooks list the general goals, objectives and strategies and develop these goals, objectives and strategies for weekly and daily lessons for the teacher to use.

For more information on the grade level curriculum, consult with your child’s teacher.

III. TUITION POLICY & SCHOOL FEES

It is necessary that we receive tuition in a regular and timely manner to meet operating expenses. We rely on you to uphold your financial obligation with the school by making tuition payments to Saint Margaret’s School on the 1st of each month and no later than the 15th. Failure to keep accounts current may result in dismissal from Saint Margaret’s Catholic School. Accounts include tuition, late fees, book fees, school lunch cost and stewardship hours.

The tuition cost charged to parents/guardians covers approximately one third of the actual cost to educate a student at Saint Margaret’s Catholic School so it is very important to have every family responsible in meeting their financial obligations. The remaining operating cost of the school is subsidized by Saint Margaret’s Parish, annual fund-raising, and private donations.

Tuition Assistance & Scholarships

Tuition assistance is available on a limited basis for students in grades K-5 to help reduce the cost of tuition for families who are not able to afford full tuition payments. Application for assistance can be picked up at the office. All applications are strictly confidential.

Tuition payments start in August and end in May and are payable the first week of each month.
Payments received after the 15th are assessed a 15% late fee.

STUDENT REGISTRATION		BOOKS & MATERIALS FEE		BACKGROUND CHECK
Preschool through 5 th Grade	\$30 each	Pre 3/4	\$40	\$35 PER PERSON (pertain to those individuals that <u>have not</u> completed one)
		Pre 4/5	\$50	
		K – 5th grade	\$110	

GRADE LEVEL	MONTHLY	QUARTERLY	YEARLY
Preschool 3/4 (3 days)	\$150	\$375	\$1,500
Preschool 4/5 (5 days)	\$200	\$500	\$2,000
K – Grade 5	\$231 First child	\$577.50	\$2,310
	\$220.50 Second child	\$551.25	\$2,205
	\$210 Third child	\$525	\$2,100

Hot Lunch Program:

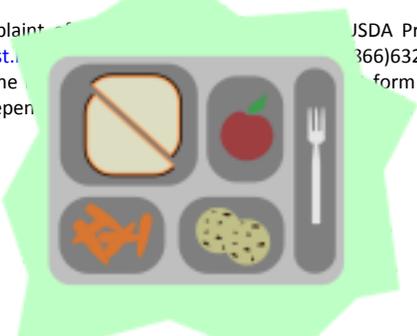
Saint Margaret’s Catholic School operates a hot lunch program. We encourage parents to prepay for meals. If you have not received an application for free and reduced lunches, please contact the school office manager.

Student Lunch	: \$3.25
Adult Lunch	: \$4.00
Extra Milk	: \$0.50

* See page 18 for Lunch Policies

The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual’s income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint, you must complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, DC 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.



Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish).

USDA is an equal opportunity provider and employer.

IV. GENERAL INFORMATION

Arrival Time

When dropping off your child, please do not drive over the white lines. The first school bell rings at 8:00 a.m. Students are tardy if they arrived after the second bell rings at 8:05 a.m. Students go directly to Pate Hall for the Morning Prayer. Morning Prayer is an important part of the school day when the students and staff gather for the praying of psalms, hymns and for the needs of the day.



Absenteeism and Tardiness

In order for children to fully benefit from our program, it is imperative that they and their parents support the policies regarding attendance at Saint Margaret's School. Consistent attendance contributes to an orderly environment, and most importantly, assists the student in his/her preparation for a life that expects such in the demands of adulthood. Frequent or prolonged interruptions in a student's schooling are not beneficial to the student's education and also serve as a disturbance to the task before the teacher.

- The parent/ guardian shall notify the school office manager in person, by telephone or in writing regarding an absence or tardy before the start of the school day.
- Upon late arrival, he/she must check in at the office and receive a tardy pass.
- The parents will be contacted the day of an unexcused tardy or absence.
- **If your child will be tardy, but will be here by lunch time and wishes to eat hot lunch, please inform the office before school. If the school does not receive notice before 8:30 a.m. you will need to send a cold lunch with him/her.**

Dismissal

The dismissal bell is at 3:00 p.m. Please use extreme caution when driving onto the school grounds. **Please do not drive over the white line when picking up your child.** All students will remain in front of the building and will not be allowed to cross the white lines until a parent is parked and it is safe to proceed.

Visitors



We encourage parents and grandparents to visit our school, but it is required that the teacher is notified beforehand (please call the office to make an appointment). This procedure will help the class welcome the visitor and create an atmosphere where classroom learning is not interrupted. All visitors--including volunteers and friends of the community--are required to report to the front office, sign in, and receive a visitor's badge before going further into the school.

Buses

Riding the bus is a privilege. Just as any other privilege, it can be taken away from a student for misconduct. The bus driver has complete authority on the bus. If a student receives a bus misconduct report, the school will notify the parent. In the event of a major infraction (e.g. fighting, vandalism, etc.), bus privileges may be suspended on the first misconduct report. The district policy states three misconduct reports will result in loss of bus privileges. Saint Margaret's Catholic School students are guests of the district buses. Every effort should be made to comply with the rules and regulations of the bus personnel and school district.



Money and Personal Possessions

Students are encouraged to leave money and personal possessions not required for class work at home. **Water guns or replica weapons are prohibited.** Do not allow your child to bring valuable/electronic toys to school unless it is for a special/show and tell activity with permission from the teacher. We are not responsible for broken or lost toys.

Use of Office Phone

Please communicate after-school plans with your child before they arrive at school. **We assume your child will ride the bus if we have not received a call or note from you to the contrary.** To avoid classroom interruptions, we ask that children not be called to the telephone during school hours unless absolutely necessary. We gladly take messages for students and teachers. If a message is necessary, please indicate with whom your child is to go home with in your call or note. The school phones should be used only in emergencies.



Medication Policy

- School personnel cannot give medications to a child unless written instructions have been received from the parents and signed by a doctor.
- The school does not furnish medications.
- All medications should be in the original container and be labeled with the child's name, time that it is to be given, the amount to be given and the physician's name.
- All medications are locked in the office.
- Cough drops and inhalers are acceptable in the classroom with the written permission and instructions of the parent. The classroom teacher will distribute cough drops as needed.
- A form for authorizing medication is on the last page of the handbook. Similar forms are also available at most doctors' offices.

Medical and Infectious Disease Precautions

Students exhibiting illness or developing a fever will be held in the office until parents are able to pick up their child. If after about thirty minutes the parent cannot be contacted, one of the persons listed on your emergency list will be contacted.

Please keep your child at home if he/she has one of the following:

- Diarrhea (anytime in the last 24 hours)
- Pink Eye
- Fever over 100.0
- Discolored (greenish) nasal discharge
- Vomiting (anytime in the last 24 hours)
- Bacterial infections such as impetigo and strep throat – Students with these illnesses need to have been on antibiotic therapy for 24 hours before returning to school.
- Head lice and chicken pox – Students may return to school when all chicken pox lesions are dry. If head lice are identified, the student will be excluded from school until school personnel find no nits (eggs) in the hair.

First Aid

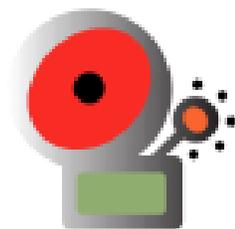
If a child is injured or becomes ill on school grounds, the office will be notified.

- School staff will administer minor first aid as needed. If further treatment is necessary, the parent or emergency contact will be notified.
- A parent will be notified immediately when a child reports feeling ill or in the event of an injury that might require medical treatment.
- In case of extreme emergency, the school reserves the right to seek immediate medical attention for the child by calling 911.



Please inform the office of any changes on phone number/job changes.

Emergency Drills



In compliance with state regulations, fire drills will be held on a regular basis. When the alarm sounds, ALL building occupants must evacuate in an orderly manner. Each teacher will review Fire Drill Rules in her class before the first fire drill.

Emergency situation drills, (lock down, stay put, evacuation, etc.) will also be practiced during the school year. Students may be asked to gather in a safe place in the classroom or go to an area that can be locked with their teacher until any unforeseen dangerous situation has passed. It is not our policy to describe possible situations to the students that may warrant a “safe gathering”, but we feel it is important the students know what to

do in an emergency.

Lunch Times and Policies

Lunch for K-5th grades is from 11:55am to 12:15pm. Recess follows at 12:15 to 12:35pm.

If your child brings a sack lunch, milk may be purchased for \$0.50. Soda is not allowed at lunch.

A microwave is available for students to heat lunch brought from home.

Lunch with your child is a great way to make him or her feel important. You are welcome to join us anytime by calling us in the morning so that we may include you in our lunch count. You may pay the school secretary in the front office for your lunch upon arrival. Please remember to sign in at the office.

Refrigerator use

We do not have the room in our staff or kitchen refrigerator for children's lunches. Children who bring cold lunch must bring their lunch in a lunch box or container. If an item (milk, fruit, drink, cheese, etc.) needs to be refrigerated, ensure your child's lunch container has an ice pack or is in an insulated container.

Lost and Found

Any items found in the school building or on the school grounds should be placed in the Lost and Found box in the teachers work room. Items placed in the Lost and Found remain there for 30 days. After 30 days, items are donated to charity.

Inclement Weather

If it should be necessary to close the school because of weather conditions, an announcement will be made by email, and over local radio stations. We follow FCSD#25 guidelines.

Building

Asbestos is actively managed by St. Margaret's School. A copy of the Asbestos Report is on file at the Principal's Office and is available upon request.

Withdrawals

Withdrawals from school are handled through the office of the principal. Advance notice of at least two weeks should be given to the principal when a student is transferring. Tuition payments are to be brought up to date before withdrawing. Tuition will be prorated and tuition refunds given as necessary. School and health records will be sent upon request of the school to which the student is transferring.

Uniform Policy

Saint Margaret's Catholic School follows a mandatory uniform dress code. See below for the description of the uniform items to be ordered only from the French Toast school uniform company at www.FrenchToast.com. In using the Saint Margaret's Catholic School Code # QS46G6P you will be able to view the Saint Margaret's Catholic School uniform on the web site. Catalogs can be picked up at the office or by calling French Toast at 1-800-373-6248.

GENERAL GUIDELINES:

- 1) Dress neatly: All shirts tucked in, shoes tied, no holes/ tears in the clothes, and clothing is appropriately sized for the wearer--not too baggy or too tight.
- 2) Be clean: children are recently bathed, hair kept and combed.
- 3) Be modest: No short jumpers or short shorts. Jumpers should reach the knees, and skorts should be as long as a child's fingertips hanging by their sides.
- 4) All students should wear appropriate undergarments and socks.

Girls' Dress Code: (Grades K-5)

Jumper/Skort: Navy blue jumper or navy polo dress, navy blue or plaid scooter (skort). Jumpers from the 2014-15 style may be worn if they still fit.

Pants: Navy or Khaki pants - flat front. Days on which masses celebrated and special occasions as announced by the school, girls are asked to wear their jumpers, polo dresses or skorts.

Blouse: White blouse either long or short sleeved, white polo or blue polo shirt with St. Margaret's logo.

Cardigan: White or Navy cardigan may be worn - it is optional. However, if a student wants to wear a sweater during class time, it must be the uniform sweater. It may not be substituted for any other piece of clothing other than the uniform inside the school – no sweatshirts please.

Tights, socks or ankle length leggings: Must be white, navy or black. Girls may wear pants under their jumpers on cold days while outside, but they must be removed while in the building.

Shorts: May be worn under the jumper or skirt for modesty during recess, but the shorts must not show beneath the uniform hemline. Navy blue or khaki Bermuda shorts may be worn in August, September and May.

Shoes: Shoes would be restricted to dark colors (leather or tennis shoes would be acceptable) and should not light up, has fluorescent ornamentation or laces, or be unsafe on the playground such as flip flops or dress shoes with higher heels. Boots are acceptable if they are in dark colors.

Boys' Dress Code: (Grades K-5)

Pants: Navy or Khaki flat front pants.

Shirt: White Oxford shirt either short or long sleeve, white polo shirt or St. Margaret's logo shirt.

Shorts: Navy or Khaki flat front shorts may be worn the months of August, September and May only.

Vest: Blue navy vest may be worn by boys in K-5 throughout the day.

Shoes: Shoes would be restricted to dark colors (leather or tennis shoes would be acceptable) and should not light up, has fluorescent ornamentation or laces, or be unsafe on the playground such as flip flops or sandals. Boots are acceptable if they are in dark colors.

Outdoor wear: Saint Margaret's Catholic School students arriving in the morning before the bell typically wait outside until the bell rings so please make sure they dress for the elements. Also, unless weather is severe, students attend recess outside during the winter months so please remember to send them with mittens, hats, warm coats and boots during these months. Hats are not to be worn indoors.

Children wanting to play on snow piles or on the playground equipment in winter need to have boots and snow pants.

Please do not let your child bring or wear to school:

- Acrylic nails.
- Fingernail polish
- Lipstick or lip-gloss. Chap stick, lip balm or Carmex is fine for dry lips, but remind your child not to share these products with friends.
- Face, body or eye makeup.
- Fashion or hair jewelry of any sort, with the exception of a simple religious symbol necklace or stud earrings for girls.
- Temporary tattoos.

Students arriving at the school out of uniform or inappropriately dressed will be given a note to take home explaining the deviation to the uniform policy. If the problem persists, the parent or guardian will be contacted to bring in appropriate clothing.

V. CITIZENSHIP & GOOD BEHAVIOR

**“Before you do anything to anyone, ask yourself:
(Would I want this done to me?)”**

Student Conduct Code

For teaching and learning to be effective, students need a safe, orderly and predictable environment. This kind of environment enhances the spiritual, emotional, and social growth of students. The goal of Saint Margaret’s Catholic School is to provide such an atmosphere, reinforced with the Catholic belief in the sanctity, inherent dignity, and value of all human life. To this end, the Conduct Code of the school teaches and emphasizes the following expectations of all students:

1. Be honest and truthful.
2. Behave in a safe, healthy and ethical way.
3. Show proper respect and consideration to all adults in our school.
4. Respect the needs and rights of others.
5. Take responsibility for one’s own behavior and for learning.
6. Use appropriate language.
7. Use school voices.
8. Be kind.
9. Follow directions the first time they are given.
10. Walk in school
11. Be prepared to have a positive attitude.
12. Out of respect for the clergy, students and teachers will stand upon recognition of a bishop, priest, or deacon upon their entrance into a room. The same practice applies for those in consecrated life--religious brothers and sisters.

Discipline Plan

In order to accomplish the above, a discipline plan has been developed. Following is that plan so that parents and students are well informed and know what to expect on a consistent basis.

Saint Margaret’s Catholic School will not tolerate conduct that endangers the health, safety comfort or property of others, impedes the learning process for him/herself and others, or which is unlawful, disobedient or in violation of school rules.

Examples of unacceptable conduct in each category, though not all-inclusive, include:

1. Endangering property, health, safety or comfort of others
2. Fighting
3. Physical harassment
4. Verbal harassment and bullying
5. Running in the halls or classroom
6. Possession of weapons, fireworks, drugs, alcohol, or tobacco
7. Vandalism
8. Throwing or propelling objects, (including snowballs)
9. Stealing

10. Impeding the learning process
 - Loud talking
 - Class disruptions
 - Failure to cooperate
 - Unacceptable language / Profanity
 - Failure to complete and turn in homework or classroom assignments
 - Failure to bring correct classroom supplies
11. Disobedience
 - Willfully disregarding a reasonable request or direction of a school adult
 - Disrespectful behavior (arguing with a school adult, making rude faces, gestures, etc.)

Classroom Disciplinary Steps

In accordance with our philosophy that each person can choose to re-create him/herself each day, most disciplinary steps are taken within a single school day. Depending upon the seriousness of the offense, some of the steps might be omitted, but most situations are remedied by step 3

1st Offense: Step One

The teacher will address the inappropriateness of the behavior.

2nd Offense: Step Two

A visible notice will be given, such as the name written on the board.

3rd Offense: Step Three

A third offense will result in a loss of a recess privilege or time out.

4th Offense: Step Four

Child will go to the principal.

5th Offense: Step Five

The parent is called and may be asked to take the child out for the remainder of the day. The teacher, student, parent, and the principal will conference regarding the behavior and develop a corrective plan of action. Sometimes a written contract will be entered into by all parties spelling out the specifics of any necessary interventions required to improve the student's behavior.

Clearly not every possibility can be addressed in a discipline code. Good discipline must be related to the school goals and purposes in relation to all students. Our goal is the welfare of each student and the correct formation of each student. The school will put forth every effort to remedy the situation before suspension or expulsion is considered.

Unconditional positive regard

Effective teachers show the students that they like them, through their words and deeds, because they are part of their class and children of God. For parents, this is unconditional love. For teachers, it is called "unconditional positive regard."

Warmth and nurturing

Loving parents nurture their children and treat them with respect. Teachers do the same by maintaining a positive tone, not allowing put-downs, catching kids doing things right and modeling respectful behavior. There are countless teacher personalities, but we believe all effective teachers show respect for their students.

Clear expectations

It is helpful when parents set specific guidelines and limits for their children. Instead of making vague requests to a preschooler such as “Stay in the yard”, a parent might say, “You may be on the grass but you must never step on the sidewalk or beyond.”

“Do your homework” is not enough to help a 4th grader make good choices. A definite study time and a designated place help develop good study habits.

A key element in the Time to Teach Strategy encourages teachers to set clear and reasonable guidelines for expected behaviors in the classroom.

One request

One of the most important characteristics of parenting is they don’t have to “say it twice”. When the child disobeys, there should be one request for compliance. After that comes a consequence. Teachers, too, give one request. After that they provide a consequence.

Consistency

Effective parents and teachers care enough to wisely use both positive and negative consequences following good or bad behavior – every time. It is never the consequence over the long term, which produces happy, learning children. It is the child’s understanding that they can rely on a parent or teacher to follow through whenever they behave in a certain way.

Prompt time-out

For children of all ages, the most common, effective consequence is an immediate and relatively short “time-out”. Children are expected to take responsibility for changing their own behavior. Teachers and parents should keep the length of the time-out open. They wait until the child shows readiness to return even after a very short time. Properly used, time-outs (refocus times) are very effective.

No arguments

Children, especially those approaching adolescence, feel it is necessary to debate the rightness or wrongness of current and past decisions. Parents and teachers listen respectfully, allow the child a right to their feelings, and terminate the discussion.

VI. SAINT MARGARET'S SCHOOL RULES

Playground

1. All students will exercise safety at all times while on the playground.
2. All students will respect the rights of other students by not endangering their lives or by committing an act that could cause injury or mental anguish to others.
3. All students will be respectful to the school staff, volunteers and guests.
4. Students will not leave the playground without permission.
5. Students will use the slide and swings appropriately by having their bottoms touching the slide/seat and facing forward at all times.
6. Students will refrain from under-ducking and twisting in the swings.
7. Students will refrain from throwing objects at others such as snowballs, toys, rocks, and sticks.
8. Bullying is unacceptable behavior. This includes name-calling, teasing, gossiping, pushing, taunting, gesturing, leaving out of games, and fighting.

Lunchroom

1. Be courteous to all.
2. Talk quietly.
3. Respect other's food and space, no sharing of food.
4. Walk in the lunchroom.
5. Stay seated until excused.
6. Raise hand to be excused.
7. Clean your area before leaving.
8. 3rd – 5th grades are assigned clean-up duties in the lunch area.
9. Respond politely with "please" and "thank you."

Bathroom

1. No loitering in bathroom.
2. Keep hands to one's self always.
3. Dispose of toilet paper in toilets.
4. Flush the toilet!
5. Wash hands with soap and dry with a paper towel.
6. Put paper towels in the trashcan.



All areas outside of classroom

1. The students should be quiet in line in the hallways.
2. Students are expected to be courteous and wait their turn while in the office.
3. Students are to line up in appropriate lines when arriving at school or waiting in the gym. They may talk quietly while waiting to enter the building, keeping hands and backpacks to themselves.
4. Latecomers should go directly to Pate Hall for Morning Prayer or to church for Mass.
In keeping with our vision, the staff at Saint Margaret's Catholic School expects each student to behave in an exemplary manner inside and outside the classroom. It is important that our students show respect to staff, visitors and one another. We also understand the value of creative play and expression to foster enthusiasm for learning. If you or your child have any questions regarding school rules or expectations, please feel free to call the principal.

VII. GUIDELINE TO PARENTS

Our school provides parents and children with the foundation to follow Christ's way of life. As parent participants in the community of Faith, you have a personal commitment to Jesus Christ to the following:

Spiritual: Preeminent among the goals of our school are those related to the teachings of Christ. Such a mission is the shared responsibility of all members of the faith community: the students, their parents, the principal, the faculty, the clergy and the other parishioners. The fact that you have enrolled your children in a Catholic school is proof of your commitment to these principles. To emphasize them you should be:

1. Participating at home in a religious program that is complementary to the religious atmosphere in our school.
2. Modeling Christian behavior for your child and the rest of the faith community.
3. Requesting active participation in your child's religious experience at school.
4. Participating weekly in Sunday services in your faith community.
5. Supporting by word and deed school policies and procedures.
6. Following the resolution of problems described in Section VIII. The steps begin with the person closest to the situation, namely, the student, then possibly the teacher, followed, if necessary, by the principal and lastly the school commission.

Academic: Since the primary right and duty of education rests on the parents, you are to share the task of educating your child(ren) as support to the professional staff of our school. Examples of that support are:

1. Helping your child with his or her homework.
2. Reviewing your child's school papers. Providing the necessary encouragement or correction.
3. Monitoring your child's progress. Seeking ways to improve your child's performance.
4. Familiarizing yourself with the rules and regulations of Saint Margaret's School. Being aware that the placement of your child in Saint Margaret's School is an acceptance of these rules and regulations.
5. Having the child at school when the first bell rings, remaining at school until the dismissed bell rings and attending each day. Exceptions to the policy should be very minimal.

Financial: Our quest for excellence in religious and academic education requires financial support. Examples are:

1. Your support of fund-raising events.
2. Your support of special classroom and school projects.

Physical: As participants in a faith community, we have to share in the physical tasks necessary to make our programs successful. Examples are:

1. Participating in the activities of our Parent Teacher Organization (PTO) by attending meetings and events, serving as officers, or on a committee.
2. Supporting the school staff as aides/assistants, room parents or office volunteers.

VIII. HELPING YOUR CHILD SUCCEED AT SAINT MARGARET'S SCHOOL

- **Make sure your child gets to school every day and is on time:** Good attendance is critical to academic performance. Missed class time is missed learning time! To put absences in their proper perspective, missing 20 minutes of school each day means 60 hours – or two weeks – of missed learning in one school year. When a student is tardy, prayer time or class time is interrupted and precious learning time lost. Chronic tardiness will be addressed by discussing the problem with the home or by having the students make up lost time after school. Prompt and consistent attendance benefits both the student and the school.
- **Give your child the tools he or she needs to be successful in the classroom:** Success in school takes more than just student effort and good teaching. Your child must come to school each day with the “tools of the trade”. These include standard school supplies as requested by his or her teacher. A proper diet is also a vital tool. Breakfast is critical. A hungry child will not be able to concentrate or work very well.
- **It is also important that students show up at school with completed homework.** This means that you should be familiar with your child’s homework schedule and monitor whether he or she has completed a homework assignment before it is time to get ready for bed. A consistent homework time and place in your home will help your child develop good study habits. Even when no homework has been assigned, ask your child to read a book during his or her usual homework time. Please check with your child daily to see if a homework assignment has been given.
- **Make sure your child gets plenty of rest:** The value of a good night’s sleep cannot be overstated. No child can learn while fighting off sleep in a classroom. While your child will likely groan about your persistence, make sure that bedtimes and waking times are consistently enforced. Studies have shown that children need more than eight hours, in some cases up to fourteen hours of sleep, for optimum learning and retention.
- **Support the school:** Children are very impressionable. Your attitude about school and learning, whether positive or negative, will rub off and affect your child’s performance and motivation to do well. If you do happen to have a disagreement with a teacher or the school, take it up with the teacher privately first, then the principal if the issues are not resolved. While you should certainly approach the school with any concerns, you do your child no favors by airing your frustrations in front of him or her. A child’s attitude toward teachers and school will affect his or her learning.
- **Resolution of problems:** A concern or suggestion should be taken first to the person most closely connected with the situation. In a school setting this would mean that the parents try to resolve the problem first with the child. If a satisfactory solution cannot be found, an appointment should be made with the teacher. If a solution is still not found, an appointment might need to be made with the principal. Hopefully, the situation can be solved in one of these three steps before asking to have it taken to the pastor or School Commission.

In smaller matters, we will try to practice this principle with the students in order to give them confidence in dealing firmly in relationships with other students. In place of running to the teacher or principal with a problem we will help the student learn ways saying something like “that hurt my arm” or “that hurt my feelings” or “do not ever do it again”. If the other student does not respond favorably, the teacher or principal will work with the “offending” student. In serious situations, the teacher will intervene immediately.

IX. PARENT / TEACHER ORGANIZATION

All parents of currently enrolled students, Pre-K through 5th grade are members of the Parent/Teacher Organization (PTO) as well as all of the teachers. See page 5 for the list of PTO Officers and leadership... The purpose of this group is:

1. To serve as an important link between the school staff and families
2. To provide refreshments for open houses, special receptions and events
3. To provide for bonus money for special classroom and purchase needs, and
4. To assist with school projects and/or fund-raising

The main PTO fund-raiser for the year is the annual wreath and tree sale. Order forms are sent home in September and wreaths are delivered at Thanksgiving. The Tree Lot is open prior to Christmas. Parental involvement is extremely important for the success of this program and other programs.

X. FUND-RAISING

Each year the school participates in fund-raising projects that help offset operating expenses and therefore keeps tuition as low as possible. Parents are expected to participate in fund-raising as part of their parent covenant agreements.

Annual fund-raising events

- PTO Annual Christmas tree and wreath sales (Pre-sales begin in October; the tree lot opens after Thanksgiving.)
- The Joe and Rose Stanbury (Riverton Tire and Oil) Raffle (December)
- PTO School Carnival (January)
- Saint Margaret's Catholic School Dinner Dance and Auction (spring)

Other ongoing fund-raising programs

- SAFEWAY/SMITH'S GIFT CARDS/SAFEWAY \$100 RELOADABLE CARDS – Our school receives 5% of the value of your purchase when you use a Safeway/Smith's gift card purchased through the school.
- SMITH'S EARN 'N LEARN – After registration (pick up a card/ registration form at the office), a portion of your purchases when using your Smith's value card goes to the school.
- TOP OF THE HILL AUTO REPAIR – The Jeff & Beth Scheiffer family of Top of the Hill Auto Repair donate 2% of the proceeds of the labor and parts to Saint Margaret's Catholic School – just mention to them that you would like 2% set aside for the school.
- BOX TOPS & LABELS FOR EDUCATION – Bring in your box tops to the school office. We receive about 10 cents per box top.
- eScrip – 10% Goes Back to Schools. Use your Club Card to buy participating items and 10% of the price will go to St. Margaret's School at the end of the program.
- CELL PHONE & INK CARTRIDGES – Save your cartridges from home and work and turn them into the office.

RIGHT TO AMEND

St. Margaret's Catholic School reserves the right to amend this Handbook. Notice of amendments will be sent to parents via the Friday Folder.

XI. PRESCHOOL

Welcome to Saint Margaret's Preschool. You are invited to visit anytime during our class hours or by special appointment.

Saint Margaret's Preschool strives to provide an environment which lets children know that they are loved and accepted just as they are. This Christian value reflects the Church's understanding that all persons are loved and accepted by God. Christian values are stressed in the classroom and incorporated into the curriculum.

We are a parent participating preschool. We offer more to the children because of the talents and experiences available to us through cooperative parents. Participation of parents expands the child's interest and experience. We hope that our children will become more confident in themselves and their ability to do things and make good choices as they learn about their world and themselves.

Our preschool incorporates a balance of self-initiative and guidance, group and individual activities, and active and less active experiences. Our teachers are the prime motivators in the classroom. By observing the children in group and individual activities, the teachers will maintain an appropriate learning environment which encourages children to grow physically, emotionally, intellectually, spiritually, and socially. Within the framework of the class, the specific details and approaches may vary from group to group, individual to individual, and season to season, creating a freshness of program content as unique as the children and teachers involved.

Carefully chosen toys, equipment and activities allow the children to learn in a relaxed and joyful atmosphere called play. Through concrete manipulative material we can refine the child's senses of touch, sight, and sound to help prepare each child for future academic learning.

Director's Experience

- Licensed with the State of Wyoming
- Preschool Teacher with Developmental Preschool 10 years
- Extended School Director 1 year
- Owner & Director of Childcare Center 1 year
- Certified Infant/Child CPR and first aid
- Basic sign language knowledge
- Excellent references

Our goal is to encourage growth in the following areas:

Physical	Increase strength and endurance Improve muscular coordination Develop physical and mental coordination Recognize and experience relaxation and release from tension Use rules necessary for safety
Social	Join in group activities Take turns and sharing Play role of both follower and leader Accept behavioral limits Converse freely with peers and adults Develop appreciation for diversity Respect for the rights and property of others Resolve conflicts appropriately Increase self control

Emotional To establish and perpetuate a positive self concept
Moderate withdrawal or aggressive tendencies
Channel emotions into socially acceptable outlets
See situations from the viewpoint of another person

Intellectual Listen to and follow directions
Increase attention span
Problem solving skills
Carry a project to completion
Recall information
Progress through content areas which are compatible with developmental Levels

Curriculum

Art: Encourage creativity and self expression through a variety of mediums with an emphasis on the process not the product.

Language/Pre-reading: Foster enjoyment of books and stories through reading, sharing stories, rhymes and songs, labeling, talking about books and using descriptive language.

Music: Experiment with sounds and rhythms through listening, singing, finger plays and movement.

Physical/Movement: Develop eye-hand coordination and balance through creative movement, games, music and manipulation of materials such as balls and beanbags.

Pre-Math: Classify, sort, compare objects, measurement, and identify size and shape through direct manipulation of materials

Science: Learn about the world around us through manipulation of materials, experimentation, cooking, observation, and questioning.

Social Studies: Develop awareness of our world and cultural diversity by discussion, books, pictures, and guest speakers.

Religious Awareness: Learn Christian values such as sharing, cooperation, taking turns, accepting others, loving our neighbors and loving God as our Father.

Arrival Time

Preschool students should be dropped off at the main entrance of the school. An adult with the preschool program will check students in and take them to the room.

If your child is tardy, check them into the office. Office staff or someone from the preschool program will escort them to class.

Class Times

Saint Margaret's Preschool offers the following sessions for children ages 3-5.

- Preschool 3/4: Monday/Wednesday/Friday from 8:00 a.m. to 11:00 a.m.
- Preschool 4/5: Monday through Friday from 12:00 p.m. to 3:00 p.m.

Please make sure that your child does not arrive any earlier than 5 minutes prior to the class time. There is no supervision before that time. Please pick your child up on time 11:00/3:00.

Late Pick-up

Out of the courtesy to the teachers you are expected to pick up your child promptly at either 11:00 a.m. for the morning classes or 3:00 p.m. for the afternoon classes. We would appreciate a call if you are running late on a particular day. We will allow one tardiness per semester. Any additional tardiness will result in an additional \$5.00 fee that will be charged for the first ten minutes late. If you are late picking up your child in the afternoon session you will be charged \$5.00 the first ten minutes and \$1.00 for every minute thereafter. These fees will be due at the time of pick up and will be payable to the teacher.

Payment Policies

Please refer to page 8 of the Hand Book

Discipline

St. Margaret's School takes pride in its positive approach to discipline. Parents should consider the school's disciplinary actions as an extension of their own efforts to form their children into responsible, moral and ethical individuals.

Carefully set limits are set in the classroom the first month of school. Children will be encouraged to respect people, to be fair, and learn to be responsible for their own actions. Positive guidance and redirection will be used. If discipline is necessary, "time-out" may be used. Children will be placed where they can visually participate in the class and not be isolated. Verbal, physical or emotional punishment is not allowed. The goal is not to make the child feel badly about himself/herself, but to learn self control and raise their self esteem. Good behavior will be encouraged and praised. However, aggressive behavior toward the teacher or other children is unacceptable and will be brought to the attention of the parents.

Health

Please refer to page 11-12 of the Hand Book

General Rules and Policies

- Fire Drills: State law requires that we hold a fire drill monthly during the school year. The teachers will take the attendance book with the class outside. Drills will be conducted regardless of weather and recorded and files in the classroom.
- Clothing: It should be casual, comfortable, and washable. Saint Margaret's will not be responsible for any clothing ruined during our daily activities. It can get really messy! Shoes should be practical for play; we recommend no open toes or strapless. Absolutely no slippers unless specified otherwise. Children should always be dressed appropriately for the weather.
- Attendance: Promptness and regular attendance are expected as these are habits established for the rest of their lives.
- Weapons: With the exception of on duty law enforcement personnel, no weapons will be allowed on the premises. In addition, during play, the use of simulated weapons by the children will not be allowed.
- Pick up: Your child will only be released to you or to persons whose names are provided to the teacher in advance. This person's name must be listed on the authorization to pick up form prior to them doing so. A photo ID may be requested. Please be sure to tell all designated adults who will be picking up your child of the dismissal times.

- Children will remain in the classroom until they are dismissed with their parent or ride. No child will be authorized to leave with anyone under the age of 18. This is a very strict rule because it deals with the safety of your child.
- Bathroom: All children are accompanied by a teacher to the bathrooms to insure his/her safety. All children must be potty trained before entering preschool. It will not be the duty of the teachers to care for your child's bathroom needs. Of course, they will assist with buttons, zippers and snaps. If your child has an accident you will be notified immediately.

Communication

Important information concerning your child's activities will be given on a regular basis. A parent's board is posted above the sign-in table in order for you to keep yourself updated on the weekly activities and what is happening at school. The snack calendar is posted on the board for the current month and is placed next to the sign in for the upcoming month. Please check the board on a daily basis to stay informed. Weekly newsletters will be given out and posted on this board as well.

There are no special report cards. The teachers will have conferences to discuss your child's progress, development, and adjustment to school. The teachers will also talk to you any time they feel it is necessary or if there is a behavior change in your child. Please do the same any time you have questions or concerns.

Snacks

Snacks are part of the school supply list and each family is asked to provide snacks at least once each month. A blank snack calendar will be placed on the sign in table towards the end of each month for the following months. Families who have not signed up will be assigned a day to provide snacks. On days that we cook with the children, parents may be asked to provide a specific ingredient. Birthdays may be celebrated with a special snack. Please let the teachers know the day you would like to celebrate!

Physical Abuse and Neglect

The regulations of the State of Wyoming require the superintendent, principal, or teachers to report any suspected cases of either physical abuse or neglect to the proper authorities.

Confidentiality

All information concerning individual persons and their families is kept confidential along with all school records and progress reports. Custodial parents and guardians have access to all regular school records.

Non-discrimination Statement

St. Margaret's preschool admits students of any race, color, nationality, religion or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. Saint Margaret's Preschool follows the policies and procedures of St. Margaret's School.

Complaint Procedures for Reporting Concerns

Open communication will be promoted by using written notes as well as informal conversation. It is the mutual responsibility of both parents and teachers to communicate on a regular basis. This includes any concerns you may have with the care your child is receiving. If satisfaction is not met through the director or teachers, please contact the principal. Information on obtaining complaint or compliance history of providers can be received from the Department of Family Services.

XII. WELLNESS POLICY

Nutrition/Wellness Education

Every year the students of St. Margaret's School will receive nutrition/wellness education. This instruction will center around the skills and values needed to adopt eating habits and physical activities that promote a healthy lifestyle. Nutrition education information will be offered in conjunction with science education. Nutrition/wellness education will constitute 5% or more of the time allocated for science instruction. Each classroom teacher will follow lesson plans outlining topics and activities used to teach nutrition/wellness at their prospective grade levels. Eighty percent of students will satisfactorily complete a performance assessment as a summative evaluation of the lesson topics selected by their grade level addressing nutrition/wellness.

Ninety percent of kindergarten through 5th grade students attending St. Margaret's School will be able to correctly categorize foods that belong in certain food groups. Students will be assessed through schoolwide assessments appropriate to their grade level. St. Margaret's students will complete these assessments with a score of 80% or greater.

Nutrition Standards

St. Margaret's School will ensure that reimbursable meals meet the program requirements and nutritional standards found in NSLP federal regulations. (Title 7 – United States Department of Agriculture, Chapter ii – Food and Nutrition Service, Department of Agriculture, Part 210 – National School Lunch Program.) http://www.access.gpo.gov/nara/cfaisidx_04/7crf210_04.html . St. Margaret's School staff will model and guide students eating hot lunch in selecting healthy choices from our hot lunch offerings.

St. Margaret's School will encourage students to make nutritious food choices. St. Margaret's School will monitor food and beverages served to students, including those available outside of the federally regulated child nutrition programs. St. Margaret's School does not have vending machines or sell snacks to students. Outside of the National School Lunch Program, one annual bake sale and three classroom parties are held annually. One hundred percent of students participating in the NSLP will satisfactorily be able to select the required amount of fruits and/or vegetables required by the NSLP as they select foods for their lunch daily.

Physical Education and Physical Activity Opportunities

St. Margaret's School offers physical education instruction comprised of skills and strategies which promote quality physical health. Our physical education program is geared to equip students with the knowledge and values necessary for lifelong healthy living.

Every year, St. Margaret's students, K - 5 have the opportunity to participate in supervised physical activities, intended to maintain physical fitness. In addition, volleyball and basketball team sports are available to intermediate grade students at St. Margaret's School.

St. Margaret's School will post nutrition information quarterly in our **Week at a Glance** newsletter for parents. St. Margaret's will send each family a monthly school lunch menu, and post the menu in various areas of our school.

Other School-Based Activities Designed to Promote Student Wellness

St. Margaret's School may implement other appropriate programs that help create a school environment which conveys consistent wellness messages, and is conducive to healthy eating and physical activity. The food service

staff shall also work with those responsible for nutrition components of the school's wellness policy to achieve common goals, and to teach nutrition/wellness.

Implementation and Measurement

St. Margaret's School will implement this policy and take steps to ensure that it is being managed and enforced. Our food service staff will hold regular meetings providing teachers with the expectations of the National School Lunch Program. The school principal will monitor wellness/nutrition lessons of those responsible for teaching nutrition/wellness. The school principal will take steps to ensure that wellness/nutrition instruction is included in science lesson plans at each grade level K – 5.

Eighty percent of students will satisfactorily complete a performance assessment as a summative evaluation of the lesson topics selected by their grade level teacher.

All kindergarten through 5th grade students attending St. Margaret's School will be able to identify and correctly categorize foods that belong in specific food groups. Students will be assessed through schoolwide assessments appropriate to their grade level. St. Margaret's students will complete these assessments with a score of 80% or greater.

St. Margaret's School shall report to the local School Commission, as requested, on the school's programs and efforts to meet the purpose and intent of the wellness policy.

St. Margaret's School wellness policy will be reviewed and updated every 3 years by the members of the Wellness Policy Committee:

Kim Bergin, Kitchen Supervisor National Lunch Program
Maria Corbett, Records Manager National Lunch Program and School Office Manager
Fr. Robert Rodgers, Principal
Mary Elizabeth Petro, Head Teacher
Bryan Thoman, Physical Education Teacher
Allison Barlow, Parent

St. Margaret's School will announce when Wellness Policy Committee meetings are held, and encourage all interested stake holders to take part in these meetings. St. Margaret's School will accept and recruit additional members for the Wellness Committee as needed.

August 2018

PLEASE KEEP THIS HANDBOOK FOR FUTURE REFERENCE

St. Margaret's Catholic School
Medical Authorization for Medication

Student's Name: _____

Start Date: _____ End Date: _____

Doctor: _____ Diagnosis: _____

Medication Instructions (dosage, time, route): _____

Reportable Adverse Reactions/Side Effects: _____

Doctor Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

All medications must be brought to the school by the parent or guardian and turned in to the office. All medications must be in the original container and labeled with the child's name, the time it is to be given, the dosage, and the physician's name. Medications will not be given if this form is not provided with the medication. Medications will be kept locked in the office. There is an exception for inhalers. If you wish your child to carry an inhaler with them through the school day, please sign the following form. The top portion should also be filled out by the child's physician.

Medication Exception

My child has been instructed in the proper use of his/her inhaler. I request that my child be permitted to carry the inhaler and self-administer it.

Parent/Guardian Signature: _____ Date: _____

Principal Signature: _____ Date: _____