

ST. MARGARET'S SCHOOL

BOARDING STUDENT PERMISSION FORM FOR: _____
Print student's name

CLASS: _____

No boarder may leave campus unless this form is on file. Every boarding student must have this form completed and signed by her parent(s) or guardian. While St. Margaret's is responsible for your daughter when she is here during the school year, we need your guidance concerning what you will or will not allow her to do. Please discuss these decisions with your daughter so that she will be aware of them. If you would like to change any of these permissions or make any additions during the school year, please notify the School Life Office in writing of any changes. **Please initial below those permissions you grant.**

TRANSPORTATION

I give my daughter permission to...

1. _____ ride in a car, bus, or van driven by a St. Margaret's staff member or school authorized adult for vacations, weekends, or to off-campus activities or events.

2. _____ ride with the following adults (over 21):

3. _____ ride with the following relatives (brothers, sisters, cousins, etc.) under 21:

4. _____ ride with the following St. Margaret's day students on weekends, or during the week, if the school permits. Please Note: **Specific names must be listed.** We cannot accept "blanket" permission.

5. _____ ride with the following people under the age of 21 on weekends, or during the week if the school permits (specific names must be listed):

ACTIVITIES

I give my daughter permission to...

6. _____ participate in the full range of school sponsored activities (to include all sports, waterfront activities, dances, field trips, etc.).
7. _____ I prefer that my daughter not participate in the following activities:

8. _____ baby-sit for St. Margaret's School staff members or other families known to and approved by the school.
9. _____ go to or watch "R" rated movies on or off campus. (SMS uses discretion when choosing "R" rated movies shown on campus and when accompanying students under 17 years of age to the local theater.)
10. _____ I give St. Margaret's School permission to use a photograph of my daughter in school-related publicity.
11. _____ I give St. Margaret's School permission to use my daughter's name and address in the school directory.

INVITATIONS: WEEKENDS AND OVERNIGHTS

Please read carefully before you initial:

A boarding student must have written parental permission from a custodial parent or guardian ("parent") each time she wishes to spend the night away from school. Many parents find it convenient to fax signed permission forms that are distributed in the Parent Handbook and can be viewed and downloaded on-line at www.sms.org, under the "St. Margaret's Parents" page. Parents also find it convenient to e-mail permission information. However, because an e-mail cannot be signed, parents must follow up an e-mail with a phone call to confirm and authenticate the permission information. Faxes, e-mails and voice confirmations should reach the School Life Office by 6:00 p.m. on the Wednesday before the weekend of departure, or by specified times for vacation travel.

Students may receive overnight invitations only from adults who accept the responsibility of actively supervising activities and behavior. Students may not accept an invitation from anyone under the age of 25 unless that person is a member of the immediate family or parents provide written permissions acknowledging that they accept responsibility for the student. We must also have a signed, written invitation from the host or hostess.

We do understand that there may be family and friends with whom you feel comfortable letting your daughter spend the night at any time permitted by the school without the need to provide written permission for each visit. You may designate those family members and friends in #13 below. **To keep the lines of communication open, however, please email or call so that the School Life Office understands you are aware of your student's plans.**

Please discuss with your daughter your expectations for her activities and behavior while away from school. St. Margaret's School reserves the right to withhold approval of a student's plans for any reason it feels necessary or appropriate.

I give my daughter permission to...

12. _____ accept invitations for weekends and overnights with St. Margaret's School staff members with school approval.

13. _____ accept invitations for weekends and overnights at the homes of the following relatives or family friends. For those people listed below, please call or email notification of the plans to the School Life Office.

ALTERNATE PERMISSION CONTACT

While St. Margaret's requires that permission come from the student's custodial parent, sometimes parents are not available to provide this information, especially when plans change at the last minute. Therefore, we give you the option of appointing another adult (over 25) to grant permission for your daughter if you cannot be reached. We would like to encourage you to list one alternate for your daughter's convenience. **No St. Margaret's staff member** may be designated as an alternate permission person.

Name

Phone Number

Address

City

State

Zip Code

The above-named person knows and understands that he or she has been named the alternate permission contact.

Please initial below :

_____ I understand that I am to give written permission whenever my daughter plans to leave campus for a weekend, overnight, or day leave, even if she comes to her own home. This written permission should describe her transportation plans, and include specific riding permission and approval of the destination and adult hosts.

We have read, discussed, and understand the terms of the permission form and have initialed those permissions granted.

Parent/Guardian (Signature)

Parent/Guardian (Signature)

Parent/Guardian (Print name)

Parent/Guardian (Print name)

Student's Signature

Date

In situations where there has been a divorce or other determination regarding custody of the student, please provide the School Life Office with a copy of a court order or other documentation indicating the specific arrangement for your student.

Generally speaking, the School Life Office follows Virginia State Law when it comes to access to a student's records. "Notwithstanding any other provision of law, neither parent, regardless of whether such parent has custody, shall be denied access to the academic, medical, hospital or other health records of that parent's minor child unless otherwise ordered by the court for good cause shown." (Code of Virginia § 20-124.6). If there is a court order that relates to this provision, please forward a copy to the School Life Office.

To complete this permission form, please list below the person(s) who has physical custody of the student. If applicable, please forward to the School Life Office any court order or other documentation supporting such designation.

Physical Custodian (Signature)

Physical Custodian (Signature)

Physical Custodian (Print name)

Physical Custodian (Print name)

Telephone number

Telephone number