



SCHOOL LIFE PERMISSION FORM
2018 – 2019

Student Name (print) _____ Grade _____ Date _____

Every student must have this form completed and signed by their parent(s) or guardian(s) (“parents”). St. Margaret’s requires guidance from you concerning what you will or will not allow your student to do while in our care. Please discuss these decisions with your child so that the student 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 Office of School Life in writing of any change. [Please note, a boarding student will not be allowed to ride in a school vehicle or leave campus until this completed form is on file.]

Please initial below those permissions you grant.

_____ I give my child permission to participate in the full range of school-sponsored activities (to include all sports, waterfront activities, dances, field trips, etc.).

_____ I prefer that my child not participate in the following activities: _____

_____ Should the school chose to publish a printed or online directory, I give St. Margaret’s School permission to use my child’s image, name and address (including school email address), and parent/guardian name(s) in the school directory or yearbook.

_____ I authorize St. Margaret’s School to use my/our child’s name in print and electronic publications. I/we agree that the school may use, edit, or reproduce my/our child’s image or share it with others for any purpose related to the promotion of the school and its related programs and activities. I/we release all claims against St. Margaret’s School and others with respect to the potential publication or use of my/our child’s image, including any claim for compensation related to its use.

_____ Please **do not** use my child’s name and/or image.

HOMETOWN MEDIA INFORMATION

Please help us send information about your child’s accomplishments to the appropriate media outlets in your hometown.

Name of Hometown, State _____ Name of Neighborhood* _____

Name of Newspaper _____

**If you live in a city, we need to know the name of your part of town and, if possible, the name of your weekly community newspaper.*



ALTERNATE PERMISSION CONTACT

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

Name (please print)

Phone Number

Address

City

State

Zip Code

The above-named person understands that he or she has been named the alternate permission contact. _____ (Initial)

INVITATIONS, WEEKENDS AND OVERNIGHTS

Please read carefully before you initial items below.

A boarding student must have written parental permission each time from a custodial parent or guardian ("parent") to spend the night away from school. Permission can be submitted via Boardingware.com by initiating a leave request on behalf of the student. The student can also initiate a leave request, in which case the parent will then be required to approve or deny the request through an e-mail notice received from Boardingware.com. Parents may also find it convenient to e-mail permission information to permissions@sms.org, however, the preferred method for leave requests is via Boardingware.com. Leave requests should reach the Office of School Life by 5:00 p.m. on the Wednesday prior to the requested off-campus overnight or by specified times for vacation travel.

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

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 when parents provide written permissions acknowledging that they accept responsibility for the student. We require a written invitation from the host or hostess.

We do understand that there may be family and friends with whom you feel comfortable letting your child 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 and friends below. **To keep the lines of communication open, however, please e-mail or call us about the plans so that the Office of School Life understands you are aware of your child's overnight plans.**



St. Margaret's School
Belong. Believe. Become.

Please **initial** below those permissions you grant.

I give my child permission to:

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

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

Please initial below:

_____ I understand that I am to give written permission whenever my child plans to leave campus for a weekend, overnight, or day leave, even if the leave is to my child's own home. This permission should describe transportation plans and include riding permission and approval of the destination and adult hosts via a leave request on Boardingware.com.

TRANSPORTATION – BOARDING STUDENTS

Please **initial** below those permissions you grant.

I give my child permission to:

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

_____ ride with the following adults (over 18) if the school permits: _____

_____ ride with the following St. Margaret's students on weekends, or during the week, if the school permits.

Note: specific names must be listed. We cannot accept "blanket" permission.



St. Margaret's School
Belong. Believe. Become.

TRANSPORTATION – DAY STUDENTS

Please initial below those permissions you grant.

I give my child permission to:

_____ 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.

_____ ride to or from school with the following person(s) _____

_____ drive to or from school. The following type of vehicle will typically be used:

_____ Or,
make *model* *year*

_____ *make* *model* *year*

_____ give a ride to and from school to the following student(s): _____

NOTE: For day student drivers, cars are for travel to and from home. Cars should not be used to travel to and from sports fields, to athletic contests, out to lunch, etc., without specific permission in writing from the student's family and permission from the school.

If your child is riding with you or another adult, please list the name(s) of the other adult(s) below (e.g. grandmother, aunt, neighbor, etc.):



St. Margaret's School

Belong. Believe. Become.

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 Signature

Date

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

Generally speaking, St. Margaret's School and therefore the Office of School Life 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 Office of School Life.

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

Physical Custodian (signature)

Physical Custodian (signature)

Physical Custodian (print name)

Physical Custodian (print name)