

STUDENT-PARENT HANDBOOK 2023-24



220 N. 7th St. E.

(307) 856-5922

stmargs.us

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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Staff Directory

ADMINISTRATIVE STAFF		
Meagan Mosbrucker	Principal	mmosbrucker@stmargs.us
Maria Corbett	School Office Manager	mcorbett@stmargs.us
TEACHERS		
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Karen Huxtable	Kindergarten	khuxtable@stmargs.us
Mary Elizabeth Petro	First Grade	mpetro@stmargs.us
Elsie Heeg	Second, Third Grade	eheeg@stmargs.us
Brittani Loghry	Fourth Grade	bloghry@stmargs.us
Troy Lennen	Fifth Grade	tlennen@stmargs.us
Tami O'Halloran	Title I Academic Coach	
PARAPROFESSIONALS & FOSTER GRANDPARENTS		
Krista Brink	Preschool Paraprofessional	kbrink@stmargs.us
Kaitlyn Griffin	P-T Paraprofessional	kgriffin@stmargs.us
Gailee Stillman	Foster Grandparent	
Kathy Vann	Foster Grandparent	
ENRICHMENT TEACHERS		
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Tamra Gillette	Music	tgillette@stmargs.us
SPEECH THERAPIST		
Christie Coughanour	Speech Therapist	ccoughanour@fremont25.org
FOOD SERVICES		
Hannah Thoman	Food Services Director	hthoman@stmargs.us
CUSTODIANS		
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Leslie Najera	Custodian	leslienajera9@gmail.com
PARISH		
Father Louis Shea	Pastor	louieshea@yahoo.com

School Board	School Foundation	Parent / Teacher Organization (PTO)
Fr. Louis Shea, Pastor Robyn Johnson - President Jeff Sandlian - Vice President Travis Koehn - Treasurer Lindsey Anderson - Secretary Jeff McMenemy Jolene Samuelson JoAnne Flanagan	Fr. Louis Shea, Pastor Meagan Mosbrucker, Principal Joe Stanbury, President Susan Goetzinger, VP/Sec/Tres Grant Linck Anna Warren	Erika Yarber, President Maria Corbett, Treasurer Lindsey Anderson Suzie Koehn Kristen Thompson <u>Volunteers welcome!</u>

Admissions

Non-discriminatory Policy: The Catholic Schools of Wyoming admit students 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 policies.

Family Interview: All new families interested in enrolling their student(s) at Saint Margaret’s Catholic School will be asked to complete Saint Margaret’s Catholic School registration forms and complete a questionnaire conducted by the principal. In addition, students and parents will be required to meet admission criteria referenced below.

- a. *Volunteer policy:* Per the St. Margaret’s Parent-Student Handbook, families enrolled with students at Saint Margaret’s Catholic School are critical components to the success of the school both academically and financially; therefore, each family is required to complete volunteer hours annually (15 hours for preschool and single-parent families, 30 for all other families). Please complete the volunteer hours log yearly (see Attachment). Active members of the PTO or another School Board committee as well as parents who are staff are exempt. All volunteer time, school engagement, fundraising efforts, and contributions count toward volunteer hours. If you have friends or family members who are willing to volunteer, their time may count as well, but their time may only be logged for one student. If you would like to make a monetary donation in lieu of volunteer hours, you may do so as well. We suggest \$10.00 per hour.
- b. *Student admittance criteria:* Students entering the 3/4 preschool must be three on or before the 1st of August of the enrolling year. Students entering the 4/5 preschool must be four on or before the 1st of August of the enrolling year. Students entering kindergarten must be five on/or before the 1st of August of the enrolling year, verified by a birth certificate. All students must have an updated 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, students may be 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 will be admitted only after their reason for changing schools is validated. There should also be a reasonable assurance that the student can succeed behaviorally 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.

Tuition and Fees

Please submit 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.

It is necessary that we receive tuition in a regular and timely manner to meet operating expenses. 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. The remaining operating cost of the school is subsidized by Saint Margaret’s Parish, annual fund-raising, and private donations.

Tuition payments start in August, end in May, and are payable the first week of each month.

Payments received after the 15th of each month are assessed a 15% late fee.

STUDENT REGISTRATION		BOOKS AND MATERIALS FEE		BACKGROUND CHECK
Preschool through 5 th Grade	\$50.00 each	Pre 3/4	\$40	\$35 PER PERSON (pertains to those individuals that have not completed one)
		Pre 4/5	\$50	
		K – 5 th Grade	\$110	

GRADE LEVEL	MONTHLY	YEARLY
Pre 3/4 (3 days, MWF)	\$215	\$2,150
Pre 3/4 – Pre 4/5 (5 days, M-F)	\$240	\$2,400
K – Grade 5	\$280 – First Child	\$2,800
	\$270 – Second Child	\$2,700
	\$260 – Third and all additional children	\$2,600

AFTER-SCHOOL CARE		
	Daily (up to 15 days)	Monthly
Monday-Friday, 3:00-5:30 PM	\$10	\$150
Monday-Friday, 3:00-4:00 PM	\$10	\$75

Hot Lunch Program (K-5)		
Student Lunch: \$4:00	Extra Milk: \$0.75	Adult Lunch: \$5.50
<i>Parents are encouraged to pay ahead for lunches. If funds are not paid in advance, lunch costs will be billed with tuition monthly.</i>		

Tuition Assistance & Scholarships

Tuition assistance is available on a limited basis for students 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.

If families need tuition assistance for preschool, please first consult the Department of Family Services.

Our school principal is available by appointment to discuss further needs.

Hot Lunch Program:

Saint Margaret's Catholic School operates a hot lunch program in conjunction with Riverton School District #25. We encourage parents to prepay for meals. If you have not received an application for free and reduced lunches, please contact the school office.

Student Lunch	\$4.00
Adult Lunch	\$5.50
Extra Milk	\$0.75

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 of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usded.gov/complaint_filing_cust.html, or at any USDA office, or call (866)632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 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.

Uniform Policy

Saint Margaret's Catholic School follows a mandatory uniform dress code.

Parents/guardians may select vendors per their discretion as long as clothing complies with the uniform policy. One prominent vendor is the French Toast uniform company at www.FrenchToast.com. Use the Saint Margaret's Catholic School Code # QS46G6P to view the Saint Margaret's Catholic School uniform options on the website. Catalogs can be picked up at the office or by calling French Toast at 1-800-373-6248. Other common vendors include The Children's Place, Gap, Old Navy, Land's End, among others.

GENERAL GUIDELINES:

- Dress neatly. All shirts tucked in, shoes tied, no holes/tears/distressing. Appropriately sized (not baggy or too tight).
- Be clean. Bathed, hair kept and combed.
- Be modest. Jumpers, shorts, and skorts must reach at least the bottom of the child's fingertips when arms are relaxed by their sides.
- All students need to wear appropriate undergarments and socks.

BOTTOMS:

- Navy blue or khaki pants. Navy blue plaid is allowed.
- Girls may wear jumpers, skirts, or skorts.
- Shorts may be worn, weather-permitting, in August, September, April and May, and must be long "Bermuda" style.
- Girls may wear other shorts under skirts for modesty.
- Leggings or tights must not be worn as pants, but may be worn under skirts/skorts. Must be plain black, white, or navy.

TOPS

- Navy blue or white collared shirt, polo, or blouse (girls).
- Must have short or long sleeves (no sleeveless shirts).
- Cardigans, button-up/zip-up sweaters, or blazers may be worn over the uniform, but must be school colors if worn during class time. Vests in school colors are allowed.
- Headwear (hats, hoods, etc.) is not to be worn during class time.

SHOES

- Must be safe on the playground (no flip flops or high heels).
- No distracting features or patterns such as lights, sounds, wheels.
- Dark colors are preferred, but not required.

SWEATERS/HOODIES

- If students want to wear sweaters or hoodies for warmth inside buildings, they must be uniform colors (navy blue, white, or khaki).

ACCESSORIES

- Must be safe on the playground.
- No dangly or distracting jewelry or hair bows/bands.
- Must stay firmly on the child's person during physical activity.



OUTDOOR WEAR

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. Inside shoes may be sent in backpacks to prevent slippery, messy floors. 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.

FRIDAYS

On Fridays, unless otherwise notified, students may wear denim/jean pants with a uniform-compliant top if they wish. No short shorts. Capris and Bermuda style shorts are allowed, weather-permitting, in August, September, April and May. No holes or distressing.

FREE-DRESS DAYS

Throughout the school year, the school may celebrate free dress days, where students do not need to wear their uniforms and can instead dress in outfits of their choice. On these days, please adhere to all applicable dress code rules (skirt/dress length, sleeves, etc.).

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

- Long, artificial nails (painful breaking, distractions). Solid, painted nails are allowed.
- Face make-up (touching face, distractions). Chapstick is allowed for dry lips, but remind your student not to share with friends (germs).
- Temporary tattoos.
- Any symbols or insignia that could be perceived as offensive, inappropriate, or not in line with our school's Christian principles.
- If casual hooded sweatshirts/hoodies that do not comply with the dress code are worn to school, they may be worn only during recess and before/after the school day.



UNIFORM CLOSET: We invite families to visit the uniform closet at our school to pick up uniform items if you need them.

We encourage families to donate outgrown items that are still in good condition to our uniform closet or directly to another St. Margaret's family.

Dress code offenses will be handled per our school behavior management guidelines.

Expectations and Behavior

Our staff model and teach children to live by the Golden Rule: to treat others as we would have them treat us, as God intended. We hope to instill the principles of respect, honesty, and striving for excellence both in and out of the classroom. Students are expected to behave in a responsible and respectful manner toward themselves and others. Our staff work actively to teach students how to hold themselves accountable for their words and actions. School rules are established to promote a safe and rich learning environment that is suitable for their development and in which students can be comfortable.

School Rules

Expectations by area are posted around the school.

MORNING PRAYER/ ASSEMBLIES

- Do not visit with your neighbors.
- Use the restroom before or after assemblies.
- Participate and pay attention.
- Follow directions.
- Think: What can I learn?
- Thank the presenters!

CHURCH

- Show God that you love Him and that you are aware He is present by your actions.
- Use the restroom before or after Mass.
- Participate as much as you can.
- Do not visit with your neighbors.
- Keep your feet off the pew in front of you.
- Use any quiet or personal time in Church to pray.
- Always remember that God loves you dearly.

HALLWAY

- Walk on the right side.
- Use your quiet, walking feet.
- Use your whisper voices.
- Look ahead and respect others' personal spaces.
- Stay in your line.
- Keep your hands, feet, and personal objects in control, and to yourself.
- Take only one stair at a time.

LUNCHROOM RULES

- Wash your hands, quickly, but thoroughly!
- Use your manners: "Please," "Thank you," and "May I please be excused?"
- Do not take cuts in line.
- Respect everyone's personal space.
- Do NOT touch or steal other peoples' food.
- Cold lunches must take uneaten food home.
- Practice moderation – do not be greedy, consider others in line behind you.
- Be frugal – do not be wasteful; consider those who paid for your meal & the many who go without meals.
- Once you've touched something – it's yours, do NOT put it back & trade it for another.
- At least always try a bite of your food, even if you think you won't like it.
- Clean up after yourself – garbage and waste in the garbage, spills cleaned up. Do not leave YOUR mess

for someone else to pick up.

- Stay seated at your table until the warning bell rings
- Please immediately let an adult know if:
 - You've dropped your silverware in the garbage;
 - The garbage can liner slides down;
 - A serving utensil has fallen to the ground.
- Do not come into the kitchen area (behind the counter) unless you have permission from an adult.

RESTROOM RULES

- Restrooms are for using the toilet and washing your hands.
- Wash your hands before you leave the restroom.
 - Use one squirt of soap, warm water & one paper towel.
- Feet stay on the floor at all times.
- Do not forget to flush!
- Tidy up, and clean up after yourself, especially if you make a mess.
- Honor your privacy and the privacy of others.
- The stepstool is for preschoolers.

SOCIAL EXPECTATIONS

Manners

- When adults are talking or busy, wait at least three steps away.
- When two people are talking, do not walk between them.
- When adults greet you, look at them and respond clearly.
- Respect staffs' work spaces.
- Follow directions the first time.
- Take care of property and objects.

Safety

- No picking other students up.
- In all emergencies, be quiet and follow all teacher directions.
- Report anything that feels unsafe, strange, or harmful to a teacher or the principal immediately.

Field Trips

- Always listen to your teacher.
- Know where your teacher is at all times.
- Stay with your class.
- Show Jesus to everyone you meet by being kind, honest, and doing your best.
- Report anything that feels unsafe, strange, or harmful to a teacher, chaperone, or the principal immediately.
- Mind all school rules.

RECESS RULES

- Wait on the yellow line until both teachers are out on duty.
- Stop playing, and run to your lineup areas, when you hear the bell at the end of recess.
- In class lines, do not touch the person in front of you or behind you. Wait quietly in line.
- Never use your body or an object in ways that could hurt someone else.
- No playing on the snow hills without snow pants, coats, and gloves.
- Report anything that could hurt someone to the adult on duty immediately.
- The adult on duty makes the rules.
- No pushing and pulling on bodies.
- No toys from home are allowed on the playgrounds.
- Be a good sport. Everyone is welcome when playing games. (NO closed games.)
- Always use appropriate language. (NO name-calling, put-downs, threats, slurs or foul language)

- Touch football only.
- Use the restroom before or after recess. The bathroom pass during recess is for emergencies only.

Equipment

- If you get games or balls out, put them away.
- Use equipment the way it was designed, i.e., jump ropes are for jumping only.

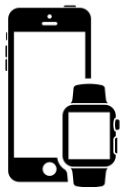
Playground

- Shoes need to be flat and have heel straps for running and playing (no high heels or “slides”).
- No balls or throwing objects on the grass area.
- The prayer garden is for prayer only.
- Only go down on the slide, not up.
- Share the swings.

Jesus, help me be kind and honest and to do my best.

Harassment, Intimidation, Bullying

All students have a right to attend school in an environment free of physical or sexual harassment, intimidation, discrimination or bullying. Harassment, intimidation or bullying means any intentional gesture, any intentional electronic communication or any intentional written, verbal or physical act initiated, occurring or received at school or school supervised site, or school supervised activity, or occurs outside the school day and off campus but creates a significant disturbance at school. All students must avoid offensive or inappropriate behavior. Anyone who believes he or she has been subjected to harassment or discrimination or bullying is urged to report such conduct to the building principal or a teacher. All complaints will be investigated and when confirmed, appropriate corrective action will be taken. Corrective action may include expulsion.



Internet and Electronics

We do not allow cell phones at school. We encourage students to leave phones, smart watches, and other communication devices at home. If they are brought to school, families assume any associated risks including loss and/or damage, and the devices need to be left off and in the student’s backpack during the school day.

Sometimes, we use the internet as a means for learning. The use of the Internet is a privilege, not a right, and inappropriate use or failure to uphold teacher expectations will result in cancellation of those privileges. Teachers will teach students about appropriate internet use and their expectations.

Attendance, Absences, and Make-up Work

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.

Attendance is one of the biggest indicators of school success. Students who attend school regularly are naturally exposed to more than those who are routinely absent. Furthermore, absences can quickly add up. A student who misses an average of twelve days a year from kindergarten through twelfth grade will miss 156 days of school which nearly translate to an entire year. Schools must do everything within their limited power to compel parents to get their children to school. Adopting and maintaining a strict school attendance policy is a necessity for every school.

Excessive Absences:

1. A letter will be sent informing any parent when their child has 5 total absences in a semester. This letter is meant to serve as a warning that attendance may be becoming an issue.
2. Attendance letters will be mailed when a student reaches 6 unexcused absences or 10 total absences during the school year. This letter is intended to inform the parent/guardian that there is an attendance issue that needs to be corrected along with a plan for making up lost instruction and a request for an in-person meeting with the parent/guardians and principal.
3. At fifteen total absences per semester, or upon five unexcused absences in one semester, a letter will be sent to the parents and to the County Attorney. Legal consequences may occur.
4. An administrator may make exceptions for extenuating circumstances at their discretion. Extenuating circumstances may include hospitalization, long-term illness, the death of an immediate family member, etc.

Make-Up Work:

If a student is absent or tardy, the student may need to make up lost instructional time or complete missed assignments. In that case, the student has as many days to make up the work as days missed; i.e., if the student misses *two school days*, the student has *two school days* to make up the missed work. If the work is not complete according to that timeline, the student will stay inside with the teacher during recess to make up the work. The student is always welcome to request make-up time with the teacher regardless of the timeline/deadline. If formal assessments were missed, make-up time will be scheduled as soon as possible upon the student's return to school.

Please keep in mind...

- The parent/guardian should 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 9:00 a.m. you will need to send a cold lunch with him/her.

Parent Guidelines

1. **Support your child's faith journey.** Our school provides students with the foundation to follow Christ's way of life, and the fact that you enrolled your child in our school demonstrates your commitment to these principles. You can...
 - a. Participate in an at-home religious program that complements the school's religious atmosphere, and go to church on the weekends.
 - b. Model Christian behavior and positive attitude.
 - c. Volunteer at school.
 - d. Attend school masses.
 - e. Reinforce the values and resolution of behavior issues according to school and church principles.
2. **Support your child's academic progress and success.** The parent/guardian is any child's first and most important educator. You can:
 - a. Communicate with your child's teacher. Know what your child is working on and understand expectations and procedures, such as with homework.
 - b. Check your child's backpack daily for school communication and student work.
 - c. Monitor your child's progress.
 - d. Make sure your child is at school consistently and on time.
 - e. Praise your child for accomplishments.
 - f. Make sure your child gets proper nutrition and rest.
3. **Support our school** by becoming an important part of our school community. You can...
 - a. Make sure to contribute 30 volunteer hours yearly.
 - b. Help with fund-raising events.
 - c. Ask your child's teacher if there are needs for the classroom.
 - d. Participate in the PTO.
 - e. Volunteer to monitor recess, lunch, or STEM time.
 - f. Volunteer to tutor or assist during WIN time.

Participate in our Parent / Teacher Organization (PTO)!

All teachers and parents of currently enrolled students – preschool through 5th grade – are members of the PTO.

The PTO...

1. Serves as an important link between the school staff and families.
2. Provides refreshments for open houses, special receptions and events.
3. Provides bonus money for special classroom and purchase needs.
4. Assists with school projects and fundraising efforts.

Please contact the school office if you are interested in leadership roles or want to know more about getting involved.

Support our school by supporting or volunteering to help with our fundraising efforts and events!

Annual fundraising events:

- PTO Christmas tree and wreath sales
 - Wreath sales: Due in October, Delivered around Thanksgiving
 - Tree lot: Operates until Christmas
- RTO Raffle (December)
- PTO School Carnival (January)
- Community Dinner Dance and Auction (Spring)

Other Ongoing Fundraisers:

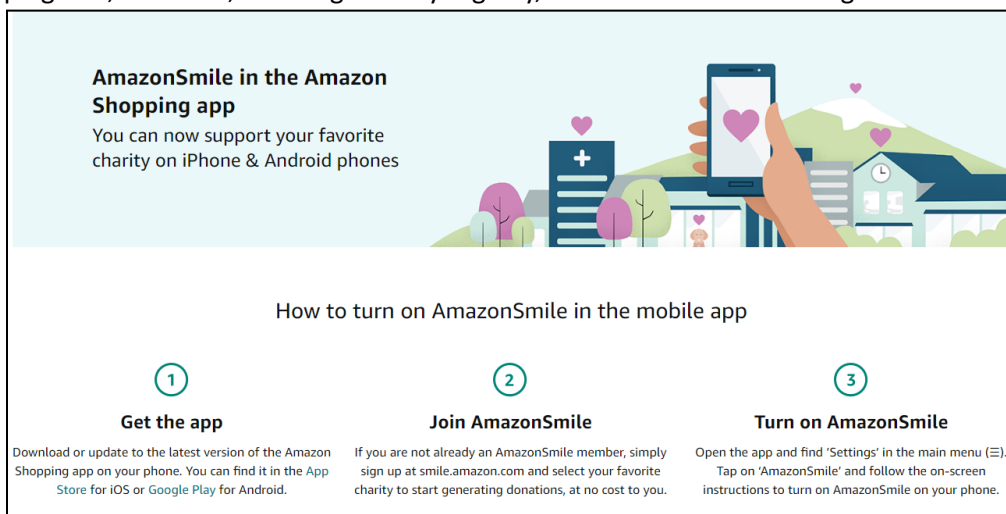
- **ONLINE DONATION PORTAL**

Create an account to set up recurring or one-time donations on our website or using the QR code.



- **AMAZON SMILE**

Every time you shop, at no cost to you, 0.5% of your purchases will come to us. When you shop at smile.amazon.com, you'll find the exact same low prices, vast selection and convenient shopping experience as Amazon.com. Tens of millions of products on AmazonSmile are eligible for donations. You will see eligible products marked "Eligible for AmazonSmile donation" on their product detail pages. You use the same account on Amazon.com and AmazonSmile. Your shopping cart, Wish List, wedding or baby registry, and other account settings are also the same.



AmazonSmile in the Amazon Shopping app
You can now support your favorite charity on iPhone & Android phones

How to turn on AmazonSmile in the mobile app

- 1 Get the app**
Download or update to the latest version of the Amazon Shopping app on your phone. You can find it in the [App Store](#) for iOS or [Google Play](#) for Android.
- 2 Join AmazonSmile**
If you are not already an AmazonSmile member, simply sign up at smile.amazon.com and select your favorite charity to start generating donations, at no cost to you.
- 3 Turn on AmazonSmile**
Open the app and find 'Settings' in the main menu (☰). Tap on 'AmazonSmile' and follow the on-screen instructions to turn on AmazonSmile on your phone.

- **SMITH'S EARN 'N LEARN**

Register online at: <https://www.smithsfoodanddrug.com/topic/inspiring-donations>, a portion of your purchases (0.5%) when using your Smith's Rewards 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.

General Information

Schedules

Specials Schedule

MONDAY P.E.	TUESDAY Art	WEDNESDAY Computers	THURSDAY Library	FRIDAY Music
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Recess Schedule

Morning Recess	9:45-10:00
Lunch Recess	11:35-11:50

*Family volunteers are welcome to help supervise recess!
Please call the school office to volunteer.

Drop-off and Pick-up Procedures

Drop-off: When dropping off your children in the morning, please enter the alley, between the church and school, from the east, and drop the students at the double glass doors of the gym. The doors will open at 7:30 AM. The first school bell rings at 8:00 a.m. Students are tardy if they arrive after the second bell rings at 8:05 a.m. Students stay in the gym for Morning Prayers. Morning Prayers are 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.

- ☒ **Afternoon Preschool:** Afternoon preschool students (age 4-5) should be dropped off at noon at the preschool doors on Park St. There will be a teacher waiting to greet your child; if not, please ring the doorbell. Please walk your child to the Preschool door.

Pick-up: 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 yellow line when picking up your child. Students will be dismissed at 3:00 PM. When arriving to pick up students, please follow the alley between the church and the school, traveling east to west. Please display the family number you were given, prominently, in your windshield, for the teachers outside to see. As you enter the alley, a teacher will give your number to those inside the gym. When a student's number is called, they will be directed to a "lettered cone" at which you are parked. Teachers will help students to their vehicles. When the vehicles in the lead are dismissed, the line will move ahead.

- ☒ **Morning Preschool:** Morning preschool students (age 3-4) should be picked up at 11:00 AM at the preschool doors on Park St. A teacher and your child will be waiting at the doors for pick-up; if not, please ring the doorbell. Please come to the door to take your child.

After-School Care: Please inform both your child and the office of your after-school care plan. If your child attends after-school care, they will report directly to the After-School Care Coordinator in the preschool room at the end of the school day. You will pick your child up at the preschool doors on Park St. Upon arrival, you will need to ring the doorbell at the exterior doors.

The office must be notified ahead of time of any changes to your child's pick-up or drop-off routines. Please also notify if you will be late for pick-up.

After-School Care

We provide after-school care for parents/guardians who need their child engaged in learning and play until they are able to complete their work day and pick them up. Our after-school care program is certified through DFS and coordinated through our Preschool Director/After-School Care Coordinator in the preschool room.

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.

Lunch with your child is a great way to make him or her feel important. You are welcome to join us anytime by calling the front office. If you need to be included in the hot lunch count, please notify the front office by 9:00 AM that morning. You may pay the school secretary in the front office for your lunch upon arrival.



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/or 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.

Illness

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.

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 workroom. 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, over local radio stations, on the school Facebook page, and through Sycamore. 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.

Curriculum and Assessments

At St. Margaret's, everything we do focuses on our faith-based principles of respect, honesty, and striving for excellence, along with providing an environment in which students can grow as Christians.

Core Subjects (K-5):

We believe in a multisensory approach to teaching and learning the Wyoming Content and Performance Standards. Our teacher team currently utilizes the following core curriculum programs; however, we know teachers must respond to student needs in a variety of ways beyond the program, so our curriculum includes but is not limited to the following:

Math	Multisensory Math methodology, i-Ready Math
Reading	Heggerty, IMSE, CKLA
Writing	Handwriting Without Tears, Step Up to Writing
Religion	Studio 3:16, Blessed, Finding God
Intervention / Title I	Orton-Gillingham Methodology, S.P.I.R.E
Assessment	<p>Our teachers use a variety of assessments that provide data in order to diagnose students' needs and skills, including, but not limited to...</p> <ul style="list-style-type: none">● FastBridge● WyTOPP● Heggerty (Pre-K – 1st)● PAST (2nd – 5th)● Math screeners● Orton-Gillingham Phonics Screener <p>Teachers also create their own formative assessments and activities that allow them to gauge students' progress and proficiency.</p>

Specials (K-5):

Once a week, students participate in library, computer, physical, art, and music education.

STEM (K-5)

About two times per month from 12:30 to 1:20, students participate in STEM activities with community volunteers. During STEM time, teachers participate in common planning time. The primary focus of these common planning meetings is to review data and monitor student proficiency against foundational, specific skills.

Preschool Specific

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.

Our goal is to encourage growth in all areas – physical, social, emotional, and intellectual.

Please request a Preschool Program Handbook for more information on our Preschool Program.

Wellness

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.

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.) 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.

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. 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.

St. Margaret's School shall report to the local School Board, 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:

- Hannah Thoman, Food Services Director
- Maria Corbett, Records Manager National Lunch Program and School Office Manager
- Meagan Mosbrucker, Principal
- Mary Elizabeth Petro, Head Teacher
- Devany Collins, Physical Education Teacher

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

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

Attachments

Medical Authorization for Medication

**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: _____

Handbook Acknowledgement

St. Margaret's Catholic School Handbook Acknowledgement

By signing below, I acknowledge that I have received, I understand, and have discussed with my children the contents of the St. Margaret's School Parent-Student Handbook, updated in August of 2023, especially in regards to the following:

- Tuition and Fees
- Tuition Assistance & Scholarships
- Uniform Policy
- Expectations and Behavior
- Parent engagement hour requirements

Student name(s): _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____ Date: _____

Please sign and return to the school office by
September 30, 2023.