

ST. MARGARET of YORK
CATHOLIC SCHOOL

SUMMER ONLINE PACKET 2023-2024

IMPORTANT ITEMS – click on each item for easy access

- Mrs. Penley's Welcome Letter
- [New Staff Bio](#)
- 2023-2024 Academic Calendar
- Parent/Student Handbook 2023-2024 – Posted [here](#) on the school website under Quick Links. Also posted on Parent Portal under Resources.
- Parent Portal Directions
- Responsible Use of Technology **(all students and parents will need to sign acceptance via online forms)**
- School Supply List
- New Uniform Sale
- Traffic Patterns for Arrival / Dismissal
- Dismissal Placards – for dismissal, please print out the placard and write your LAST NAME in the open space.
- Welcome Letter from Jennifer Arlinghaus, Food Service Director for Kings Local School District
- Tutorial for Ordering Lunch Through Kings Local Food Service
- Lunch Information – August Menu / [Order Form](#) – **Due August 11, 2023**
September Menu / [Order Form](#) – **Due August 25, 2023**
- [Application for Free and/or Reduced Lunch](#)
- Special Nutritional Needs
- Medication Request Form – Required for All Student Medicines Stored at School **Due August 23, 2023**
- Food Allergy Action Plan – New Students Only **Due August 23, 2023**
- Asthma Action Plan – New Students Only **Due August 23, 2023**
- Authorization for Student Possession and Use of an Asthma Inhaler **Due August 23, 2023**
- Authorization for Student Possession and Use of an Epinephrine Autoinjector **Due August 23, 2023**
- How to Catholic Family
- PTO Welcome Letter
- PTO Introduction to SMOY Spirit Run
- FUNDS FOR THE FUTURE

VOLUNTEER REQUIREMENTS

- SafeParish Training Information





ST. MARGARET *of* YORK
CATHOLIC SCHOOL

August 4, 2023

Dear Parents and Guardians,

Welcome to the 2023 - 2024 school year! Summer is also a wonderful time to slow down and truly enjoy our time together. As a faculty, we have spent the summer hard at work planning another wonderful school year. I continue to be inspired by our teachers' passion and dedication for our students. We are very blessed! This school year promises to continue the school-wide focus on deepening students' Catholic faith, advancing all children's ability to demonstrate academic competency and skills, and encouraging the display of confident interactions with peers and adults, while acting with compassion. We will take time every day for prayer and contemplation, identifying Jesus in our daily interactions and lessons, as He is the source of goodness and love in our lives.

The theme for 2023-2024 is "Go out to all the world and tell the good news!" As Catholics, we believe Jesus is everywhere. He is present in us every day. Even more so, we can experience His love through the Eucharist, the sacrifice of His own body and blood, so that we may live in peace among one another. There is nothing to wait for, so "Go share the Good News!"

I appreciate your time as you read through the entire Back to School packet. You will notice updates and important notifications of changes for the school year. Additionally, each Friday a link to our weekly Friday Folder is emailed to all parents and guardians. I highly recommend you set aside a few minutes every Friday to read all Friday Folder content. This weekly communication is what connects you to all the great things happening here at St. Margaret of York. Please feel free to contact our school office with any questions.

Thank you for sharing your children with us each day!

Yours in Christ,

Kristin Penley
Principal

Welcome New Families

This year we welcome 368 school families back to school. Our student enrollment is 587. This includes welcoming 69 new families to our St. Margaret of York family. We have 41 new students in grades 1-8 as well as 72 Kindergarteners.

Welcome New Staff Members

We are thrilled to welcome several new staff members to the St. Margaret of York family. Their introductory bios are attached. A full list of staff can be found on the parent portal.

- Emily Martin - 1st grade
- Hannah Zernich - 1st grade
- Tina Ford - 4th grade
- Michelle Ridder - 4th grade
- Ken Dicks - 7th grade Language Arts
- Katie Hughes - Classroom Aide
- Deputy Katie Barnes - School Resource Officer

We have a few staff adjustments to announce for the 2023 - 2024 school year.

- Amy Wilson - We are thrilled to introduce Mrs. Wilson as our Curriculum Support Specialist.
- Megan Phelan and Michelle Ridder - Mrs. Phelan and Mrs. Ridder will team teach a 4th grade class this year. Mrs. Ridder will teach each morning and Mrs. Phelan will teach each afternoon. Specific scheduling details will be released with the 4th grade welcome email.
- Kat Duncan and Chelsea Strub - Mrs. Duncan and Mrs. Strub will team teach 8th grade Language Arts this year. Mrs. Strub will teach reading each morning and Mrs. Duncan will teach writing each afternoon. Specific details will be released in the 8th grade welcome email.
- Stephanie Gerace - Mrs. Gerace will add an additional day to her schedule as our auxiliary clerk.

Summer Updates

The school building has been a busy place this summer with several projects.

- A major HVAC project was completed in the building providing classrooms with individual heating and cooling units. This included 22 classrooms, 2 hallway units, and a library unit along with electrical upgrades.
- A major classroom construction project was completed renovating the teacher's lounge into a first grade classroom. The teacher's lounge will move into the computer room. Mr. McD will now visit classrooms for technology class because each student has a laptop in their classroom.

- Each staff member will have a radio to communicate with one another throughout the campus. Thank you for the generous donation at the Funds for the Future event in the spring to provide this necessary tool.
- A STEM cart was purchased for classroom use providing students with the tools and resources needed to complete a variety of STEM projects. Students will learn science and engineering concepts through experimentation, grow their understanding and evolve projects through the design and engineering process.
- Several classrooms will have new student desks.
- We added two additional outdoor picnic tables on the campus.

Important School Schedule Notes

- This year students will join together in prayer at all school Mass each Tuesday morning at 8:15am. Please feel free to join us!

- Lunch times are as follows:

Grades K-1	11:15 - 11:40
Grades 2-4	10:40 - 11:05
Grades 5-6	12:30 - 12:55
Grades 7-8	11:55 - 12:20

As a reminder, you may drop off food for your child at lunch but cannot eat with students. Recess times will be announced for each class.

- Spiritwear Fridays - Each Friday, students may choose to wear a SMOY spirit wear top with their uniform bottoms.

Important Reminders

We are hosting our traditional School Supply Drop Off prior to school start on Monday, August 21st from 4-6pm. Teachers will be in touch with suggestions to stagger supplies on the days of school. We understand that the supplies are heavy and it may be best to send over several days.

Student cell phone use is prohibited during the school day. Cell phones are to be turned off and left in lockers. Thank you for your support in helping ensure we provide the best learning environment for all students.

After School Care

If you are interested in After School Care for your child, please visit our website for additional information including registration for Champions. <https://smoyschool.org/after-school-care>

Bus Transportation Information

Each year, the school office sends rosters to the transportation offices of the school districts where our families reside. These rosters are used to create the bus routes to and from school. Each school district has its own protocol for informing parents of their child's specific bus stop location and transportation times. Please check your specific school district's website or contact individual transportation offices for your family's bus schedules. If you need further assistance, please contact the school office at 513-697-3100.

Thank you very much for taking the time to read this communication. Your partnership and support contribute greatly to the remarkable school experience our children have at St. Margaret of York School.



ST. MARGARET OF YORK SCHOOL ACADEMIC CALENDAR* 2023-2024

August	21	Monday	Faculty In-Service
August	22	Tuesday	Faculty In-Service
August	23	Wednesday	First Day of School (Gr. 1-8); Kindergarten by appt.**
August	24	Thursday	First Day of School (Kdg Staggered Start by alphabet**)
August	25	Friday	First Day of School (Kdg Staggered Start by alphabet**)
September	04	Monday	Labor Day (No Classes)
September	25	Monday	Faculty In-Service (No Classes)
October	18	Wednesday	Parent-Teacher Conferences 3:30-8:00 PM
October	19	Thursday	Faculty In-Service (No Classes) & Parent-Teacher Conferences 1:00-6:00 PM
October	20	Friday	(No Classes)
November	14	Tuesday	End of Trimester I
November	22	Wednesday	Thanksgiving Holiday (No Classes)
November	23	Thursday	Thanksgiving (No Classes)
November	24	Friday	Thanksgiving Holiday (No Classes)
November	27	Monday	Faculty In-Service (No Classes)
December	21	Thursday	First Day of Christmas Break
January	03	Wednesday	Faculty In-Service (No Classes)
January	04	Thursday	Classes Resume
January	15	Monday	Martin Luther King Day (No Classes)
February	15	Thursday	Faculty In-Service (No Classes) & Parent-Teacher Conferences 1:00-6:00 PM
February	16	Friday	(No Classes)
February	19	Monday	Presidents' Day (No Classes)
February	26	Monday	End of Trimester II
March	29	Friday	Good Friday (No Classes)
April	01	Monday	First Day of Easter Break
April	08	Monday	Faculty In-Service (No Classes)
April	09	Tuesday	Classes Resume
May	23	Thursday	End of Trimester III Last Day of School

*Tentative Schedule

**Kindergarten First Day of School on 8/23 will be by appointment for benchmark assessments.

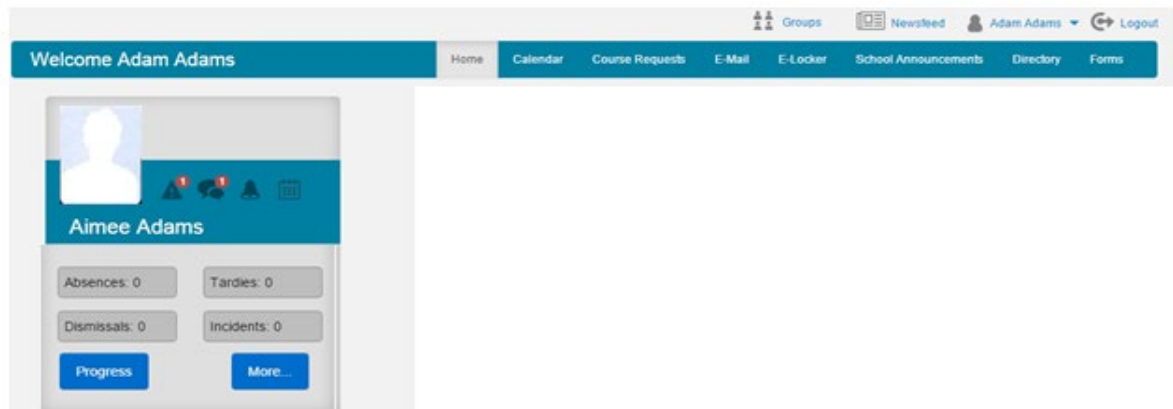
Kindergarten Staggered Start will be determined alphabetically by last name per classroom.

March 23, 2023

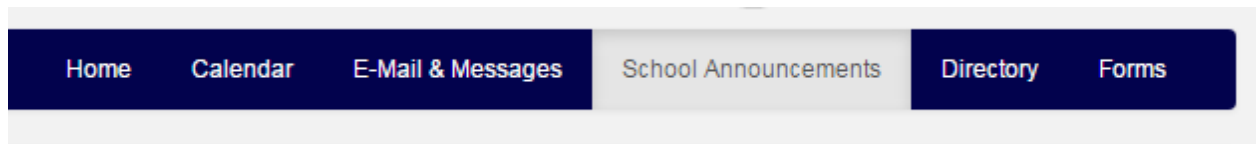
[Click here to go back to the Packet Checklist](#)

St. Margaret of York School Parent Portal Directions:

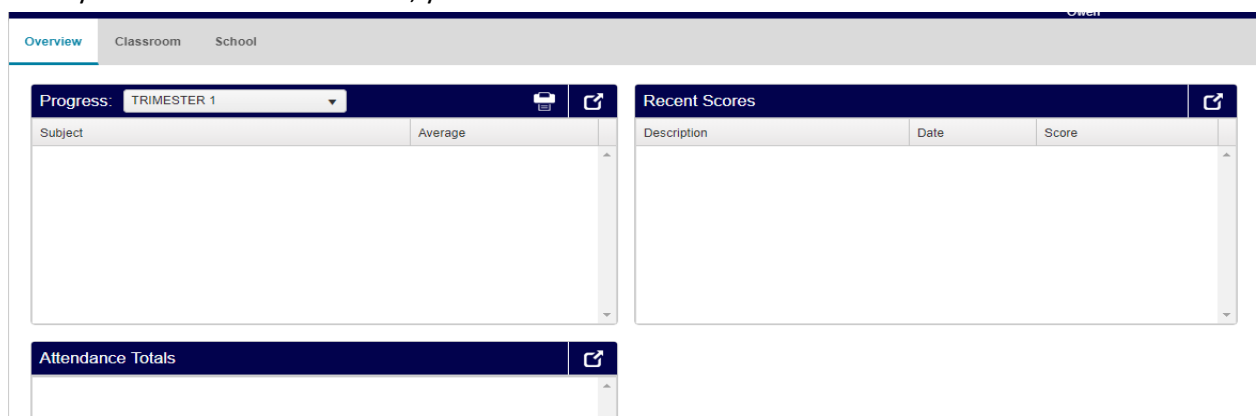
1. After receiving your username and password, go to the portal log in page at <https://www.plusportals.com/SaintMargaret>
2. After logging in, you will see the following picture:



3. To locate all School Announcements, select the tab:



4. To locate the School Calendar, PTO Events, and your individual student's homework calendar, select the Calendar tab.
5. In order to see Announcements from your child's teachers, homework assignments, and classroom resources, click the "More" button by your child's name.
6. Once you click the "More" button, you will see:



7. To see your child's HOMEROOM TEACHER AND STUDENT ID, click on the SCHOOL tab then DEMOGRAPHICS tab.
8. In order to see specific information about a class or subject for your child's schedule, click on the classroom tab and select which course you would like to view.

[Click here to go back to the Packet Checklist](#)

RESPONSIBLE USE OF TECHNOLOGY POLICY

**Catholic School Office
Archdiocese of Cincinnati**

INTRODUCTION

- Vital to the evangelizing and educational mission of the Catholic Church, we are Christ-centered communities dedicated to the faith formation, academic excellence, and individual growth of our students, all rooted in the Gospel message of Jesus.

Catholic School's Mission Statement

- The Church views emerging technologies as gifts of the Spirit to this age and challenges "God's faithful people to make creative use of new discoveries and technologies for the benefit of humanity and the fulfillment of God's plan for the world.."

Aetatis Novae, #2, #3; Rose, 1992

GENERAL INFORMATION FOR USERS OF TECHNOLOGICAL RESOURCES

Catholic schools in the Archdiocese of Cincinnati are using the Internet and technological equipment/resources (i.e. computers, laptops, iPads, tablets, scanners, printers, cameras, email, software, and all other electronic devices and programs) (the Internet and all technological equipment/resources are referred to collectively in this Policy as "Technological Resources") to enhance student learning and to provide a quality educational experience for all students. Use of a school's Technological Resources is strictly limited to educational purposes.

In keeping with the mission of the Catholic schools, school personnel will make reasonable efforts to ensure that the school's Technological Resources, during school hours and while on school grounds, are used appropriately by the student or adult user. Parents/guardians and students are solely responsible for use of the school's Technological Resources at home, off school property, and/or outside of school hours.

USER AGREEMENT/PARENT PERMISSION FORM

In order to ensure the proper use of the school's Technological Resources, it is necessary that each student user, his/her parent/guardian, and each adult user annually sign the attached User Agreement/Parent Permission Form. The signed form must be on file at the school before any Technological Resources are provided to or accessed by the student or adult user. Signing the form means that the student user, his/her parent/guardian, and the adult user will abide by the terms and conditions set forth in this Policy.

Revised: July 23

RESPONSIBLE USE OF TECHNOLOGY POLICY

Catholic School Office Archdiocese of Cincinnati

Each school must have on file a signed Responsible Use of Technology Policy – User Agreement/Parent Permission Form for any student¹ user, his/her parent/guardian, and each adult user (administrators, faculty and staff members, parents, volunteers, and other school-affiliated adults) who use the school's Technological Resources. All Technological Resources are strictly limited to educational purposes. Students are not allowed to access personal accounts using any of the school's Technological Resources. School personnel (administrators, faculty and staff members) are allowed to access personal accounts using the school's Technological Resources but are subject to responsible use provisions herein. Individual schools may be further governed by the policies of the Instructional Technology Centers or other Internet Service Providers. Any Technological Resources provided to a user remain the property of the school. The school reserves the right to search and inspect school property, including any computer, laptop, iPad, tablet, school email or other Technological Resources at any time and for any reason. When using any of the school's Technological Resources, the user shall have no expectation of privacy.

The school shall provide access to Technological Resources for educational purposes only. The school shall also provide training for students and teachers related to appropriate online behavior, including interaction with other individuals on social networking sites, cyber-bullying awareness, and reporting the misuse of technology. The school shall take reasonable measures to guard against student access, during school hours and while on school grounds, to objectionable material through the school's Technological Resources. Unauthorized disclosure, use, or dissemination of personal information regarding minors is forbidden.

STUDENT USER, HIS/HER PARENT/GUARDIAN, AND ADULT USER RESPONSIBILITY

The user shall access and use the school's Technological Resources for educational purposes only. Each user is responsible for information that is sent and received under his/her personal and/or school account. Passwords are to be guarded and not displayed or shared with others. The user must strictly adhere to copyright laws. In addition, unethical and/or illegal uses of the school's Technological Resources are prohibited. Unauthorized access, including hacking or use of another person's credentials or account, is strictly forbidden. The user agrees not to bypass or attempt to bypass the school's firewall or filters, nor to harm or alter school property, including any of the school's Technological Resources. The user agrees not to change any computer settings, hardware, software, parts, or cabling. The user agrees not to pirate, nor to submit, publish, display, distribute, send, or view any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, harassing, bullying, racially offensive, or illegal material at any time, on or off school property; nor shall the user encourage the use, sale, or distribution of alcohol, drugs, or controlled substances. Any use in violation of law is prohibited. Any commercial use of the school's Technological Resources is strictly forbidden. Unless authorized by the school, the user agrees not to access chat rooms, newsgroups, listserves, instant messaging, or a personal webpage. The user agrees not to download anything without permission. The user agrees he/she will not damage the school's Technological Resources, including computers, computer systems, and computer networks. Personal technology equipment brought to school is subject to the procedures outlined in this Policy. If the student user, his/her parent/guardian, or the adult user becomes aware of inappropriate, illegal, or non-educational material being used, accessed, sent, received, or displayed through the school's Technological Resources, he/she agrees to immediately report the matter to the principal or supervisor. Student users and their parents/guardians agree that they are solely responsible for monitoring the student's use of the school's Technological Resources at home, off school grounds, and outside of school hours.

¹ The term "student" applies to any individual enrolled in the school regardless of age.

RESPONSIBLE USE OF TECHNOLOGY POLICY

**Catholic School Office
Archdiocese of Cincinnati**

DISCIPLINARY ACTION

The school may take disciplinary action against any user who violates the Responsible Use of Technology Policy, or other school or Archdiocesan policies, through use of the school's Technological Resources. Disciplinary action may include, but is not limited to, revocation of access to Technological Resources, suspension or expulsion from school, termination of employment, and/or possible legal action.

RESPONSIBLE USE OF TECHNOLOGY POLICY

**Catholic School Office
Archdiocese of Cincinnati**

USER AGREEMENT / PARENT PERMISSION FORM

Both Signatures Required

The student user and his/her parent/guardian or the adult user state:

- We have read the terms and conditions of the Responsible Use of Technology Policy and agree to follow and be bound by them.
- We understand that the school's Technological Resources are provided for educational purposes only.
- We agree that we are solely responsible for monitoring the student's use of the school's Technological Resources at home, off school grounds, and outside of school hours.
- We understand and agree that we are responsible for the consequences of inappropriate use of the school's Technological Resources, including the Internet, both on and off school grounds and during and outside school hours. We understand that consequences for inappropriate use of the school's Technological Resources may include, but are not limited to, suspension or revocation of privileges to Technological Resources, suspension or expulsion from school, termination of employment, and/or possible legal action.
- As parent/guardian, we request that our student be permitted to use the school's Technological Resources and agree to support the school's enforcement of the Responsible Use of Technology Policy.
- The undersigned student user, his/her parent guardian (individually and on behalf of the student user), and the adult user release, indemnify, and hold harmless the Archdiocese of Cincinnati, the Archbishop of Cincinnati, the school, the parish, and their employees, agents, and religious from any liability, claim, damage, cost, expense, or fee related in any way to the user's inappropriate use of the school's Technological Resources.

User Name (print) _____ School _____

User Signature _____ Date _____

Grade _____ Homeroom _____

Parent/Guardian Name (print) _____

Parent Signature _____ Date _____

DO NOT PRINT AND RETURN.

**THE SMOY ONLINE FORM WILL INCLUDE ELECTRONIC
SIGNATURE OF ACKNOWLEDGEMENT.**

Revised: July 23

**ST. MARGARET OF YORK SCHOOL
2023-2024 SUPPLY LIST**

KINDERGARTEN

- | | |
|--|--|
| 1 pair of headphones (Technology - no ear buds) | 2 2 pocket plastic folders (no vertical pockets - 1 ea. Green, Yellow) |
| 1 USB wireless mouse (for iReady testing) | 2 pair of children's scissors |
| 1 box of Crayola classic washable markers (reg. colors) | 1 plastic box for supplies (approx 5" x 8") |
| 1 box of Crayola thin markers (primary colors) | 1 12 pk Ticonderoga MY FIRST pencil |
| 2 boxes of 24 standard color crayons | 1 plastic clipboard |
| 8 large glue sticks | 1 box sandwich size baggies - GIRLS |
| 1 plastic 3-prong 2-pocket folder (no vertical pockets - blue) | 1 roll of paper towels - GIRLS |
| 1 small beach towel - FULL DAY ONLY | 1 box of tissues - BOYS |
| 2 dry erase markers - FULL DAY ONLY - Spanish | 1 canister of Clorox Wipes - BOYS |
| 1 2 pocket folder - FULL DAY ONLY - Spanish | |

GRADE 1

- | | | |
|---|---|--|
| 1 pair of headphones (Technology - no ear buds) | 1 scissors | 1 low-profile clipboard (flatclip) |
| 1 USB wireless mouse (for iReady testing) | 4 pink erasers | 1 1-subject wide ruled notebook |
| 1 box of 24 standard color crayons | 1 wooden 12"/metric ruler | 1 bx of qrt size freezer baggies-girls |
| 1 box of Classic Washable Thick markers | 6 dry erase markers (2 are for Spanish) | 1 bx of gln size freezer baggies-boys |
| 1 4 oz. bottle of white school glue | 6 large gluesticks | 3 pack of index cards (1 for Spanish) |
| 6 2 pocket folders with center prongs-no vertical pockets
(1 each: red, yellow, green, blue, purple) | 1 craft size felt square | 1 2-pocket folder (orange - Spanish) |
| 2 12 pk Ticonderoga Laddie Pencils | 4 dry erase markers | 1 box of tissues - BOYS |
| | 1 plastic box for supplies | 1 canister of Clorox Wipes - GIRLS |

GRADE 2

- | | |
|---|--|
| 1 pair of headphones (Technology - no ear buds) | 1 wooden 12"/metric ruler |
| 1 USB wireless mouse (for iReady testing) | 1 box of 12 colored pencils |
| 24 #2 Ticonderoga pencils, sharpened | 1 low-profile clipboard (flatclip) |
| 1 box of 24 standard crayons | 2 yellow highlighters |
| 1 box of washable Crayola markers (8-10 count) | 2 pack of index cards (1 is for Spanish) |
| 8 Elmer's glue sticks | 2 composition notebooks |
| 6 dry erase markers (2 are for Spanish) | 1 box of gallon size baggies (BOYS) |
| 1 scissors | 1 box of sandwich size baggies (GIRLS) |
| 3 2 pocket folders with prongs-no vertical pockets
(1 each: red, yellow, blue) | 1 large pencil bag (no boxes) |
| 1 spiral wide-ruled 70 sheet notebook | 1 box of tissues |
| 4 pink erasers | 1 container of Clorox Wipes (GIRLS) |
| 1 2 pocket folder (orange for Spanish) | 1 roll of paper towels (BOYS) |

PLEASE PUT CHILD'S NAME ON SCISSORS ONLY

GRADE 3

- | | |
|---|--|
| 1 pair of headphones (Technology - no ear buds) | 1 2 pocket folder with prongs (blue) |
| 1 USB wireless mouse (for iReady testing) | 2 (8.5x11) 1-subject wide ruled notebook |
| 1 box of 24 standard color crayons | 1 4-pack of thin Expo markers |
| 1 box of 8 Crayola washable markers | 3 red pens |
| 24 #2 Ticonderoga pencils-sharpened | 1 pack of highlighters |
| 8 glue sticks | 4 pink erasers |
| 1 scissors | 2 pks 3" x 3" post it notes (no designs) |
| 1 1" view binder with clear front cover pocket | 1 pack of white index cards (Spanish) |
| 5 2 pocket folders-no prongs
(1 each: purple, red, yellow, orange, green) folders
should be 3-hole punched and inserted into binder | 2 dry erase markers (Spanish) |
| 1 large cloth pencil bag (no boxes) | 1 low-profile clipboard (flatclip) |
| | 1 container of Clorox Wipes - (BOYS) |
| | 1 roll of paper towels - (GIRLS) |
| | 1 box of tissues |

NO LOCKER ACCESSORIES!

GRADE 4

- | | |
|---|--|
| 1 pair of headphones (Technology - no ear buds) | 2 2 pocket folders-no prongs (Green, Orange - Spanish) |
| 1 wireless mouse (iReady testing) | 1 folder (any color/design/pocket) |
| 1 box of 24 standard color crayons | 1 single subject notebook (any design) |
| 1 box of washable markers | 4 glue sticks |
| 4 black dry erase markers (2 used for Spanish) | 1 very large soft pencil case |
| 1 box of 12 colored pencils | 1 scissors |
| 48 #2 pencils - sharpened | 1 container Clorox Wipes - (GIRLS) |
| 1 pk index cards (Spanish) | 1 box of sandwich size baggies-(GIRLS) |
| 2 pink erasers | 1 rolls of paper towels - (BOYS) |
| 2 black composition notebook | 1 box of tissues - (BOYS) |
| 4 highlighters | |

**ST. MARGARET OF YORK SCHOOL
2023-2024 SUPPLY LIST**

GRADE 5

- | | |
|--|--|
| 3 wide-ruled composition notebooks (Religion, Science, & LA) | 1 1/2" binder with outer sleeves (Math) |
| 1 1" binder (Science) | 1 box of markers |
| 1 XL book cover (Social Studies) | 2 black Sharpies |
| 1 pk of wide-ruled reinforced 3-hole-punched loose leaf paper (LA) | 1 pack of Expo markers |
| 5 packs of 3x5 notecards (Science, SS, Spanish) | 2 pencil bags (one for everyday supplies, one for art) |
| 1 box #2 pencils | 1 pair of headphones |
| 1 pack of red pens | 1 wireless computer mouse |
| 1 pack of highlighters | 1 locker shelf (optional) |
| 4 gluesticks | 1 pack of paper towels |
| 1 pair of scissors | 1 container of Clorox wipes |
| 1 box of colored pencils | 2 boxes of tissues |
| 1 box of crayons | 1 empty 2-L bottle (needed for Religion project) |
| 1 2 pocket folder - orange (Spanish) | 2 black dry erase markers (Spanish) |
- *folder organizer for papers will be provided with planner*

GRADE 6

- | | |
|--|--|
| 3 wide-ruled composition notebooks (Religion, Science, & LA) | 1 box of markers |
| 2 1" binder w/ outside sleeve pockets (Science & Math) | 2 black Sharpies |
| 1 XL book cover (Math) | 1 pack of Expo markers |
| 5 packs of 3x5 notecards (Science, SS, Spanish) | 2 pencil bags (one for everyday supplies, one for art) |
| 1 pk of reinforced 3-hole-punched graph paper (Math) | 1 pair of headphones |
| 1 pk of reinforced 3-hole-punched loose leaf paper (Math) | 1 wireless computer mouse |
| 1 pack of tabs/flags (LA) | 1 locker shelf (optional) |
| 1 box #2 pencils | 1 pack of paper towels |
| 1 pack of red pens | 1 container of Clorox wipes |
| 1 pack of highlighters | 2 boxes of tissues |
| 4 gluesticks | 1 empty shoe box (Religion - can bring later) |
| 1 pair of scissors | 1 2 pocket folder - orange (Spanish) |
| 1 box of colored pencils | 2 black dry erase markers (Spanish) |
| 1 box of crayons | |
- *folder organizer for papers will be provided with planner*

GRADE 7

- | | |
|---|-------------------------------------|
| 4 one subject notebooks (Math, Religion, SS, Science) | 1 pk of multi-colored highlighters |
| 5 folders (Religion, SS, Math, LA, Science) | 1 box of eight standard markers |
| 1 orange folder (Spanish) | 1 pair of headphones (Technology) |
| 1 three subject notebook (LA) | 1 pack of colored pencils |
| 1 four-pack of dry erase markers | 2 erasers |
| 4 AA batteries (Math) | 1 pair of scissors |
| 2 pack of index cards (LA, Spanish) | 1 pack loose leaf paper |
| 1 wireless mouse | 1 roll of paper towels (Science) |
| 2 packs of pencils | 1 box of tissues (Boys) |
| 3 packs of blue or black pens | 1 container of Clorox Wipes (Girls) |
| 2 black dry erase markers | |

GRADE 8

- | | |
|---|-------------------------------------|
| 4 one subject notebooks (Math, Religion, SS, Science) | 2 glue sticks |
| 5 folders (Religion, SS, Math, LA, Science) | 1 pk of multi-colored highlighters |
| 1 orange folder (Spanish) | 1 box of eight standard markers |
| 1 three subject notebook (LA) | 1 pair of headphones (Technology) |
| 1 four-pack of dry erase markers | 1 pack of colored pencils |
| 4 AAA batteries (Math) | 2 erasers |
| 2 pack of index cards (LA, Spanish) | 1 pair of scissors |
| 1 wireless mouse | 1 pack loose leaf paper |
| 2 packs of pencils | 1 roll of paper towels (Science) |
| 3 packs of blue or black pens | 1 box of tissues (Boys) |
| 2 black dry erase markers (Spanish) | 1 container of Clorox Wipes (Girls) |

St. Margaret of York New Uniform Sale



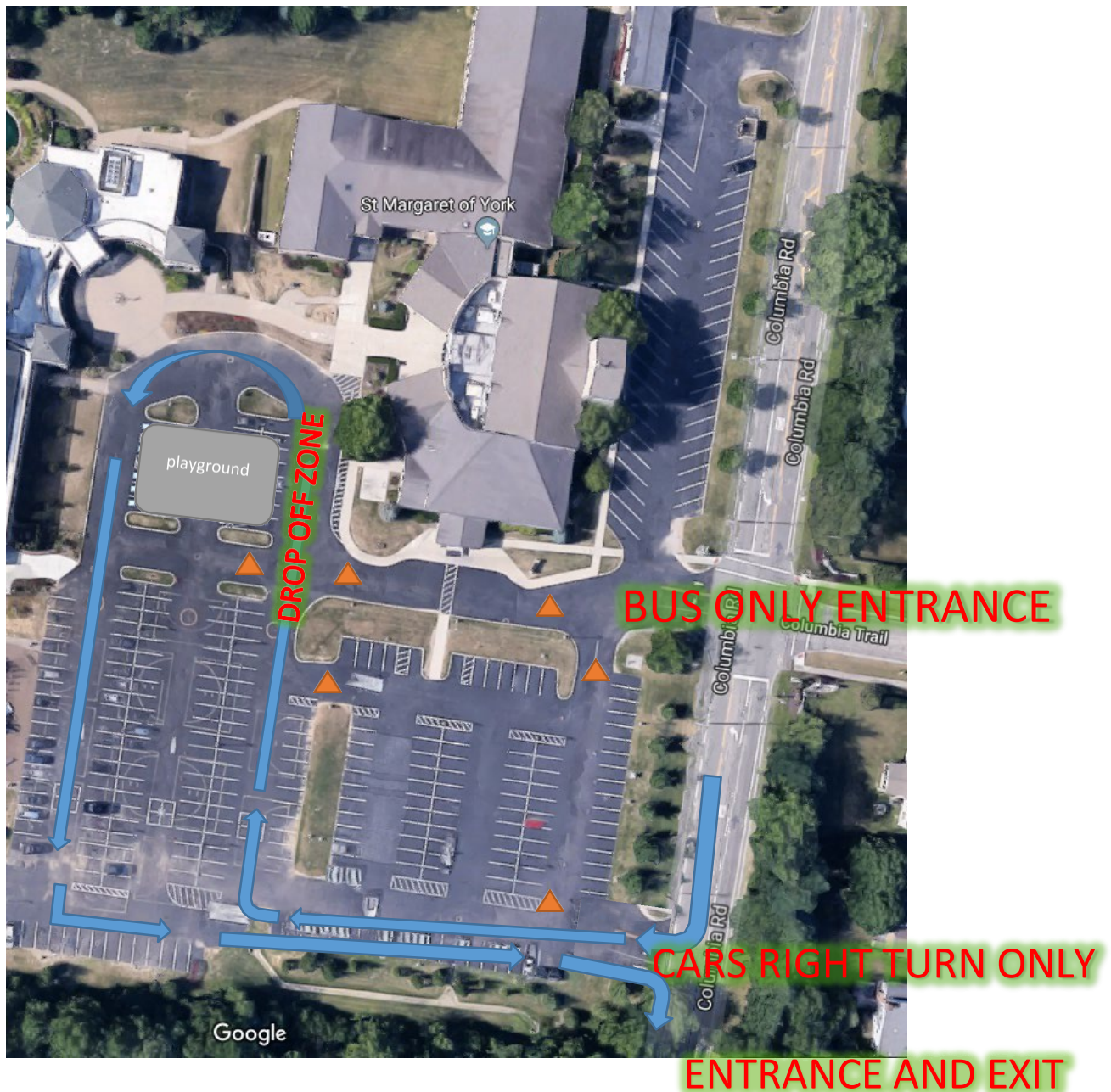
Monday, August 7, 2023
12:00 PM - 6:00 PM
Located in the SMOY Gym

Uniforms provided by:



[Click here to go back to the Packet Checklist](#)

MORNING DROP OFF



Procedures for Students Dropped Off in the Car Line:

1. Enter through the new RIGHT TURN ONLY entrance. ONLY BUSES will be allowed to enter at the Columbia Trail light.
2. Proceed slowly just past the staff parking lot median and turn right.
3. Pull your car up into the closest spot in line near the teacher directing traffic.
4. Students may get out of the vehicle in the drop off zone marked by the orange cones.
5. PARENTS STAY IN THE CARS!
6. When released, pull forward, around the playground, toward the back lot and exit RIGHT onto Columbia Road. Due to the safety of our students and neighboring communities, please abide by all traffic laws. Please use the round-a-bout at Fields-Ertel Road to drive North on Columbia Road.

DISMISSAL PICK UP



Procedures for Students Picked Up in the Car Line:

1. Proceed slowly just past the staff parking lot median and turn right.
2. Pull your vehicle up into the closest parking line. Start parking lines close to the Church building (see yellow arrows in diagram). Overflow cars will pull around through the Church portico.
3. Please have your NAME PLACARD on your dashboard.
4. Wait for car riders – staff will supervise students coming to your car. Do not move until released by the staff. Only after all car riders are safely in their vehicles will teachers dismiss row by row to allow better traffic flow and ensure our children are safe.
5. When released, pull forward and proceed slowly to the exit lane and exit RIGHT onto Columbia Road or proceed to the light to turn left out of the parking lot. Please use the round-a-bout at Fields-Ertel Road to drive North on Columbia Road, if needed.

[Click here to go back to the Packet Checklist](#)

Please print this sheet and write your last name in the empty space. Place the placard on your dashboard for **DISMISSAL**.



ST. MARGARET OF YORK SCHOOL



ST. MARGARET OF YORK SCHOOL



[Click here to go back to the Packet Checklist](#)



Saint Margaret of York School

**9495 Columbia Road
Loveland, Ohio 45140**



Dear Parents and Guardians,

We would like to welcome all parents and students to the 2023-2024 School year. The Kings Local School District has the pleasure of providing meal services to the students of St Margaret of York School and we look forward to serving your children and the start of exciting school year!

The Kings Local School District participates in the National School Programs, offering lunch service daily to all students. The types of meals provided within the school meal program encompass standards as defined by the Dietary Guidelines for Americans. All menus are planned following standards of the National School Lunch Program as governed by the United States Department of Agriculture.

Menus will be made available monthly on the school website in the Friday Folder. Along with the menu we will provide a website link that can be accessed that will contain a feature for online ordering. Hot meals will be made available daily, milk is included with each meal at no additional charge. Bottled water, juice as well as milk for those choosing to pack lunch meals is available for purchase. A variety of choices are offered for your child, providing a variety of fresh fruits and vegetables daily. Lunch prices will be as follows:

Meal Prices:

Lunch (K-5) \$ 2.75 (includes milk)

Lunch (6-8) \$ 3.00 (includes milk)

*Reduced Lunch – Served at No Cost *Benefit : Ohio Budget Bill Provision*

Milk - \$.55 (one milk included with purchase of hot meal)

Bottled water - \$.50 (not included with meal, additional cost)



Upon students purchasing items (i.e., lunch, milk etc.) regardless of method of payment, students will be required to enter their student ID number to access their account. ***It is very important that the students learn their ID numbers prior to the start of school.*** Please review your back to school materials to obtain your child's student ID number prior to the start of school. As students arrive at mealtime, payments can be made at that time however we highly encourage parents to pre-pay for meals as this does enable us to provide efficient service to the students. Payments for meals can be made one of 3 ways:

HOW TO MAKE A PAYMENT FOR SCHOOL MEALS



Send a CHECK into school with your child (make check payable to Kings Local School Food Service) OR,



Send CASH into school with your child and her/she can give it directly to the front office at school OR,



Pay on-line at PaySchools Central www.payschoolscentral.com to make a payment. An on-line a transaction fee will be applied. To obtain information on the fees, visit the Food Service website at www.kingslocal.net. Payments sent into school with your child there are no fees applied for depositing those payments onto your child's account.

**** NOTE –** If at any time students want extra snacks or drinks payment is needed for these items. Charging snacks/drinks to student's accounts is not permitted. *Milk is included with the purchase of a hot lunch meal.* For questions, please contact the Food Service Director, Jennifer S. Arlinghaus R.D.,L.D. Food Service Director at 513-398-8050 ext. 10027.

MEAL ASSISTANCE:

Parents/Guardians may apply for meal assistance by completing an application. Upon eligibility, children may receive free meals -or- reduced priced meals. Applications can be obtained in the front office of your child's school, as well as from the Kings Local School District's website, or you can also apply for the program online at www.payschoolscentral.com. Based on a new State Provision families that are deemed eligible for reduced priced meals will be provided a lunch meal at no cost. If parents choose to apply, the application will be processed and a notification letter will be sent home if eligibility guidelines and qualifications for the program are met. You may apply for the program at any time during the school year.

Families that currently have an application on file will automatically qualify for the first 30 days of the new school year. Families will however need to re-apply for the new school year by completing a new application within the first 30 days of the new school year. The program eligibility from the previous year will **expire Wednesday, September 27th, 2023**. The full cost of meals has to be paid until the parent/guardian is notified of their eligibility status. Those families that do not currently have an application on file are encouraged to apply prior to the start of the 2023-2024 school year.

If your student has forgotten his/her packed lunch, all late lunches must be brought to the school office before the students' lunch period. If you have forgot to order meals by the designated deadline please contact Jennifer S. Arlinghaus R.D.,L.D., Food Service Director at (513) 398-8050, ext. 10027. Hot lunches are made available for those students who have forgotten their packed lunch but we request that the parent contact the food service office so we can plan accordingly. Pre-ordering for meals and pre-payment for the meals is needed. If you are having difficulty making lunch payments, please contact Food Service Office and we would be happy to assist.

If a student has an allergy or food intolerance, please contact the School Nurse and the appropriate documentation will be obtained for your student. As needed, upon providing documentation, a meal substitution will be made to accommodate the allergy and/or food intolerance for each student.

We look forward to serving your children.

Sincerely,

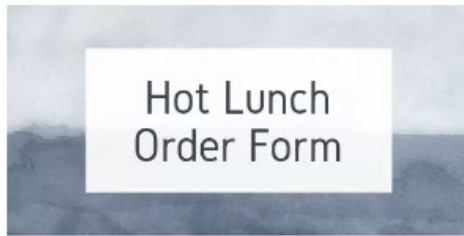
Jennifer Arlinghaus

*Jennifer Arlinghaus R.D.,L.D.
Food Service Director
1797 King Avenue
Kings Mills, Ohio 45034
513-398-8050 extension 10027*

St. Margaret of York School

How to Order Hot Lunch

1. Please go to the Order Form which is located at <https://smoyschool.org/hot-lunch> found under Student Life – Hot Lunch Program.



2. You will see the following page:

HOT LUNCH MENU ORDERING FORM
Month: AUGUST 2015

Lunches - \$2.40 (Kg – 4th grade) \$2.60 (5th – 8th grade) Extra Entrée \$1.50

Milk - .55¢ (8 oz. milk is included with all meals at no additional cost)

Bottled Water – 10oz .50¢ (for ala carte purchase only; we cannot substitute water in place of milk at no charge for meals)

****If students have a food allergy or food intolerance please contact school nurse**

******Please enter student name and select teacher. Proceed with making meal selections and after completion, scroll to the bottom of the screen and click on the blue submit button.******

*** Required**

Student's First Name *

Student's Last Name *

Grade - Teacher *

Thursday, August 20th *
☐ Regular Hot Lunch

3. Fill out the form with your child's name and teacher.

4. Select the meals you wish to order:

☐ Chef Salad Meal
☐ Grilled Cheese Meal
☐ No Lunch Purchased

Monday, August 24th *
☒ Regular Hot Lunch
☐ Regular Hot Lunch plus Extra Entrée
☐ Chef Salad Meal
☐ Grilled Cheese Meal
☐ No Lunch Purchased

Tuesday, August 25th *
☐ Regular Hot Lunch
☐ Regular Hot Lunch plus Extra Entrée
☐ Chef Salad Meal
☒ Grilled Cheese Meal
☐ No Lunch Purchased

Wednesday, August 26th *
☒ Regular Hot Lunch
☐ Regular Hot Lunch plus Extra Entrée

5. Click on “Submit” to complete the form.

☐ Regular Hot Lunch
☐ Regular Hot Lunch plus Extra Entree
☐ Chef Salad Meal
☐ Grilled Cheese Meal
☐ No Lunch Purchased

Keep the monthly menu for your reference. Mark the menu and the days you have chosen as a reminder of meals ordered. If paying by check make payable to - Kings Local Food Service

Payments for the meals can be done in 3 ways:
1) Place money in account utilizing PayForIt (www.payforit.net) pre-payment lunch system. Payments made by check or credit card.
2) Send payment to school with student, payment will be placed into student's lunch account. (change issued upon request)
3) Payment can be brought in with your student at meal time to be placed into student's lunch account at lunch time. (change issued upon request)

****All meal balances remaining at the end of the month carry over to the next month. Once the money is placed into the account of the student the funds reside on the students account until they are expended.**

[Submit](#)

Never submit passwords through Google Forms.

Powered by Google Forms

This form was created inside of Kings Local School District.
[Report Abuse](#) - [Terms of Service](#) - [Additional Terms](#)

Tips:

- As a reminder of which meals you have ordered, it is recommended that you print a copy of the order form before you submit or keep a monthly menu for your reference.
- If no lunch is being ordered for a specific day, you must select “No Lunch Purchased.”

[Click here to go back to the Packet Checklist.](#)



ST MARGARET OF YORK SCHOOL

AUGUST 2023



WELCOME BACK !!



PARENTS:

Please make selections for your child's meal choice by Friday, August 11th, 2023

		Wednesday, Aug. 23rd	Thursday, Aug. 24th	Friday, Aug. 25th
		 WEDNESDAY Baked Chicken Tenders with Soft Pretzel Stick Baked Potato Wedges Seasoned Carrot Coins Chilled Diced Pears Milk	THURSDAY Chili Cheese Coney topped with shredded cheese Baked Crinkle Cut Potatoes Homemade Baked Beans Chilled Mixed Fruit Milk	 FRIDAY Marco's Cheese Pizza Fresh Caesar Salad w/ croutons Baby Whole Carrots with dip Blue Raspberry Frz Sidekick Jc or Fresh Gala Apples Milk
Monday, Aug. 28th	Tuesday, Aug. 29th	Wednesday, Aug. 30th	Thursday, Aug. 31st	
MONDAY Cheese Filled Breadsticks served with dipping sauce Fresh Caesar Salad Seasoned Mixed Vegetables Fresh Banana Or Fresh Fruit in Season Milk	TUESDAY Baked Chicken Nuggets Creamy Whipped Potatoes served with warm gravy Seasoned Carrot Coins Chilled Mixed Fruit Or Fresh Fruit in Season Milk	WEDNESDAY Chilled Grape Juice French Toast Sticks with syrup Grilled Sausage Patty Baked Smiley Potatoes Baby Whole Carrots with dip Chilled Diced Peaches Milk	THURSDAY Baked Chicken Patty on Whole Grain Bun Homemade Baked Beans Seasoned Green Beans Fresh Grapes Or Fresh Fruit in Season Milk	

To All Parents and/or Guardians: All menu ordering is completed on-line. A copy of the menu will be made available monthly in the Student Friday folder. You will be given access to a menu ordering website link (monthly) and this will allow you to complete the menu ordering form meals. You can elect to send payment into school with your child. Checks or cash can be sent into your child's school. Make checks payable to Kings Local School District-Food Service. Or, you can pay on-line at www.payschoolscentral.com. Should you have any questions please contact Jennifer S. Arlinghaus R.D.,L.D. Food Service Director, Kings Local School District at 513-398-8050, extension 10027 and we will be happy to assist you. We are looking forward to serving your children in our School Lunch Program.

This Institution is an equal opportunity provider.

LUNCH MEAL:


\$2.75 (Kg -4th grade)

\$3.00 (5-8th grade)
(all meals include milk)

Extra Milk may be purchased \$.55

Extra Entrees Available \$ 1.85

Bottled Water and Juice are available for purchase.

 Grilled Cheese Sandwich is an Additional Entree that can be selected in place of the Main daily entree.

Meal Assistance

Complete an application on line at www.payschoolscentral.com

Applications can also be accessed in the St Margaret of York School Main office or a printable version can be obtained on the school website.

Thank you

[Click here to go back to the Packet Checklist](#)














ST MARGARET OF YORK SCHOOL

SEPTEMBER 2023



PARENTS: Please make selections for your child's meal choice by Friday August 25th, 2023

PARENTS: Please make selections for your child's meal choice by Friday August 25th, 2023					Friday, Sept. 1st
					FRIDAY  Marco's Cheese Pizza Baked Potato Wedges Seasoned Corn Kernels Treat: Mini Rice Krispy Treat Chilled Apple Slices Milk
Monday, Sept. 4th	Tuesday, Sept. 5th	Wednesday, Sept. 6th	Thursday, Sept. 7th	Friday, Sept. 8th	
MONDAY LABOR DAY HOLIDAY SCHOOL CLOSED 	TUESDAY  Walking Taco stuffed with shredded lett, cheese and salsa Steamed Vegetable Rice Chipotle Black Beans Fresh Orange Wedges Milk	WEDNESDAY Baked Mozzarella Breadsticks served with dipping sauce Fresh Caesar Salad Seasoned Green Beans Chilled Diced Pears Milk	THURSDAY Baked Chicken Tenders served with WG Dinner Roll Baked Potato Wedges Baby Whole Carrots with dip Fresh Apple Slices Milk	 FRIDAY Marco's Cheese Pizza Seasoned Carrot Coins Baked Potato Wedges Chilled Red or Green Grapes Or Fresh Fruit in Season Milk	
Monday, Sept. 11th	Tuesday, Sept. 12th	Wednesday, Sept. 13th	Thursday, Sept. 14th	Friday, Sept. 15th	
MONDAY Baked Popcorn Chicken Whipped Potatoes w/gravy Seasoned Mixed Vegt Chilled Diced Peaches Or Fresh Fruit in Season Milk	 TUESDAY Baked French Toast Stix w/ Syrup Grilled Turkey Sausage Baked Roasted Potatoes Baby Whole Carrots w/dip Apple Juice or Fresh Banana Milk	WEDNESDAY Baked Mini Corn Dogs Homemade Baked Beans Seasoned Carrot Coins Fresh Orange Wedges Or Fresh Fruit in Season Milk	THURSDAY Choice of Hamburger or Cheeseburger on Bun Baked Smiley Potatoes Seasoned Corn Cinnamon Applesauce Milk	 FRIDAY Marco's Cheese Pizza Baked Sweet Potatoes Fresh Caesar Salad topped with croutons Chilled Mixed Fruit Milk	
Monday, Sept. 18th	Tuesday, Sept. 19th	Wednesday, Sept. 20th	Thursday, Sept. 21st	Friday, Sept. 22nd	
MONDAY Cheese-filled Breadsticks served with dipping sauce Fresh Caesar Salad Seasoned Green Beans Blue Raspberry Sidekick Milk	TUESDAY Soft Taco served asst toppings Steamed Vegetable Rice Baked Refried Cheesy Beans Seasoned Kyoto Blend Chilled Mandarin Oranges Milk	WEDNESDAY Baked Chicken Tenders served with warm soft pretzel Baked Potato Wedges Seasoned Carrot Coins Chilled Diced Pears Milk	 THURSDAY Chili Cheese Coney Baked Crinkle Cut Potatoes Baby Whole Carrots w/dip Chilled Mixed Fruit Or Fresh Fruit in Season Milk	 FRIDAY Marco's Cheese Pizza Seasoned Corn Kernels Baked Long Cut Crispy Potatoes Fresh Green / Red Apple Or Fresh Fruit in Season Milk	
Monday, Sept. 25th	Tuesday, Sept. 26th	Wednesday, Sept. 27th	Thursday, Sept. 28th	Friday, Sept. 29th	
 MONDAY Teacher Inservice No School	 TUESDAY Baked Chicken Nuggets with Warm Soft Pretzel Stick Whipped Potatoes w/gravy Seasoned Carrot Coins Chilled Diced Peaches Or Fresh Fruit in Season Milk	WEDNESDAY Chilled Grape Juice French Toast Sticks with syrup Grilled Turkey Sausage Baked Smiley Potatoes Baby Whole Carrots with dip Chilled Applesauce Milk	THURSDAY Baked Chicken Patty on Whole Grain Bun Homemade Baked Beans Seasoned Green Beans Chilled Diced Pears Or Fresh Fruit in Season Milk	 FRIDAY Marco's Cheese Pizza Fresh Caesar Salad Seasoned Mixed Vegt Treat: Scooby Graham Snacks Fresh Apple Slices Or Fresh Fruit in Season Milk	


This Institution is an equal opportunity provider.

LUNCH MEAL:

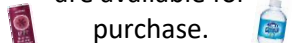
\$2.75 (Kg-4th grade)

\$3.00 (5-8th grade)

(all meals include milk)

Extra Milk may be purchased \$.55 

Extra Entrees Available \$1.85

Bottled Water and Juice are available for purchase. 

Grilled Cheese Sandwich is an Additional Entree that can be selected in place of the Main daily entree.

Meal Assistance

Complete an application on line at www.payschoolscentral.com
 Applications can also be accessed in the St Margaret of York School Main office or a printable version can be obtained on the school website.



[Click here to go back to the Packet Checklist](#)



The Ohio Department of Education Division of Food Service
Medical Statement
For
Children Requiring Special Nutritional Needs
In Child Nutrition Programs



PART I (to be filled out by Parent/Guardian)

Name of Student _____

School District _____

School Attended by Student _____

Date: _____ Signature of Parent/Guardian _____

Phone Number _____

PART II (to be filled out by Physician/Health Provider)

Patient's Name _____ D.O.B. _____

Diagnosis: _____

Describe the patient's nutritional need: _____

Does the nutritional need restrict the student's diet? Yes _____ No _____

If yes, list food(s) to be omitted from the diet and food(s) that may be substituted:

Diet Plan

Special Equipment: _____

Date: _____ Signature of Physician _____

Phone Number _____

**** Please complete all information needed on the form. Incomplete forms cannot be processed. Thank You**

Kings Local School District

Phone: (513) 398-8050

Fax: (Food Service) - (513) 336-0494

Original to Building Nurse
Copy to Food Service Director

[Click here to go back to the Packet Checklist](#)

MEDICATION REQUEST FORM ST. MARGARET OF YORK SCHOOL

This form must be completed for **one-time only** and **daily** medications. It must be completed for both **prescription AND over-the-counter medications** (for example, Benadryl, Tylenol, Ibuprofen, nasal sprays, cough suppressants, topical ointments). THIS PROCEDURE IS IN COMPLIANCE WITH THE OHIO REVISED CODE 3313.713, THE OHIO NURSE'S PRACTICE ACT, AND ARCHDIOCESAN POLICY AND GUIDELINES.

This section is to be completed by the parent or guardian.

(Fields can be filled in on computer and printed when you "Download" form)

Name of student: _____ Birthdate: _____
Student's
address: _____

Home Phone: _____ Grade: _____ Teacher: _____

I request that school personnel administer the medication(s) as instructed and agree to have an **ADULT** deliver the medication to the school in the original container, labeled with the student's name. I will notify the school in the event of a change in physician or medication. *It is the student's responsibility to report on time for this medication.* I understand that if the physician orders an asthma inhaler for self-administration that I should provide a second inhaler to be stored in the health room (in the event the student forgets his/hers) and that the student should report use of the inhaler to the nurse for assessment of effectiveness. I agree to hold St. Margaret of York School and its employees free from all responsibility for the administration of medication. I AGREE TO READ AND ABIDE BY THE CURRENT MEDICATION POLICY FOUND ON PAGE 26 IN THE PARENT/STUDENT HANDBOOK OR ON HEALTH ROOM WEBSITE.

Parent/Guardian signature: _____ Date: _____
Phone during school
hours: _____ Other phone: _____

This section is to be completed by the prescriber.

Student Allergies: _____

MEDICATION 1: _____

Dosage: _____ Route: _____ Time(s) to be given: _____

If medication to be given AS NEEDED, describe indications: _____

Possible side effects: _____

Date to begin: _____ Date to end: _____

Adverse reactions to be reported: _____

Special Instructions-Administration: _____ Storage: _____

MEDICATION 2: _____

Dosage: _____ Route: _____ Time(s) to be given: _____

If medication to be given AS NEEDED, describe indications: _____

Possible side effects: _____

Date begin: _____ Date to end: _____

Adverse reactions to be reported: _____

Special Instructions-Administration: _____ Storage: _____

Name of prescriber: _____ Prescriber signature: _____
(Please print) (NO STAMPED SIGNATURES)

Prescriber phone: _____ Date: _____

(12/10)

OFFICE USE ONLY:
SCHOOL NURSE SIGNATURE _____

FORM REC'D _____

MED REC'D _____

SNAP _____

[Click here to go back to the Packet Checklist](#)

Food Allergy Action Plan

Emergency Care Plan

Place
Student's
Picture
Here

Name: _____ D.O.B.: ____/____/____

Allergy to: _____

Weight: _____ lbs. Asthma: ☐ Yes (higher risk for a severe reaction) ☐ No

Extremely reactive to the following foods: _____

THEREFORE:

- ☐ If checked, give epinephrine immediately for ANY symptoms if the allergen was *likely* eaten.
- ☐ If checked, give epinephrine immediately if the allergen was *definitely* eaten, even if no symptoms are noted.

Any SEVERE SYMPTOMS after suspected or known ingestion:

One or more of the following:

- LUNG: Short of breath, wheeze, repetitive cough
- HEART: Pale, blue, faint, weak pulse, dizzy, confused
- THROAT: Tight, hoarse, trouble breathing/swallowing
- MOUTH: Obstructive swelling (tongue and/or lips)
- SKIN: Many hives over body

Or combination of symptoms from different body areas:

- SKIN: Hives, itchy rashes, swelling (e.g., eyes, lips)
- GUT: Vomiting, diarrhea, crampy pain



1. INJECT EPINEPHRINE IMMEDIATELY
2. Call 911
3. Begin monitoring (see box below)
4. Give additional medications:*
 - Antihistamine
 - Inhaler (bronchodilator) if asthma

*Antihistamines & Inhalers/bronchodilators are not to be depended upon to treat a severe reaction (anaphylaxis). USE EPINEPHRINE.

MILD SYMPTOMS ONLY:

- MOUTH: Itchy mouth
- SKIN: A few hives around mouth/face, mild itch
- GUT: Mild nausea/discomfort



1. GIVE ANTIHISTAMINE
2. Stay with student; alert healthcare professionals and parent
3. If symptoms progress (see above), USE EPINEPHRINE
4. Begin monitoring (see box below)

Medications/Doses

Epinephrine (brand and dose): _____

Antihistamine (brand and dose): _____

Other (e.g., inhaler-bronchodilator if asthmatic): _____

Monitoring

Stay with student; alert healthcare professionals and parent. Tell rescue squad epinephrine was given; request an ambulance with epinephrine. Note time when epinephrine was administered. A second dose of epinephrine can be given 5 minutes or more after the first if symptoms persist or recur. For a severe reaction, consider keeping student lying on back with legs raised. Treat student even if parents cannot be reached. See back/attached for auto-injection technique.

Parent/Guardian Signature _____

Date _____

Physician/Healthcare Provider Signature _____

Date _____

TURN FORM OVER

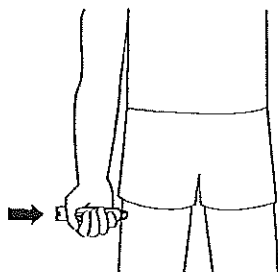
Form provided courtesy of the Food Allergy & Anaphylaxis Network (www.foodallergy.org) 9/2011

EPIPEN Auto-Injector and EPIPEN Jr Auto-Injector Directions

- First, remove the EPIPEN Auto-Injector from the plastic carrying case
- Pull off the blue safety release cap



- Hold orange tip near outer thigh (always apply to thigh)

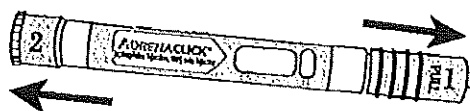


- Swing and firmly push orange tip against outer thigh. Hold on thigh for approximately 10 seconds. Remove the EPIPEN Auto-Injector and massage the area for 10 more seconds



DEY® and the Dey logo, EpiPen®, EpiPen 2-Pak®, and EpiPen Jr 2-Pak® are registered trademarks of Dey Pharma, LLP.

Adrenaclick™ 0.3 mg and Adrenaclick™ 0.15 mg Directions



Remove GREY caps labeled "1" and "2."



Place RED rounded tip against outer thigh, press down hard until needle penetrates. Hold for 10 seconds, then remove.

A food allergy response kit should contain at least two doses of epinephrine, other medications as noted by the student's physician, and a copy of this Food Allergy Action Plan.

A kit must accompany the student if he/she is off school grounds (i.e., field trip).

Contacts

Call 911 (Rescue squad: (____) _____ - _____) Doctor: _____

Parent/Guardian: _____

Phone: (____) _____ - _____

Phone: (____) _____ - _____

Other Emergency Contacts

Name/Relationship: _____

Name/Relationship: _____

Phone: (____) _____ - _____

Phone: (____) _____ - _____

Asthma Action Plan



General Information:

☐ Name _____
☐ Emergency contact _____ Phone numbers _____
☐ Physician/healthcare provider _____ Phone numbers _____
☐ Physician signature _____ Date _____

Severity Classification	Triggers	Exercises
<input type="radio"/> Intermittent <input type="radio"/> Moderate Persistent <input type="radio"/> Mild Persistent <input type="radio"/> Severe Persistent	<input type="radio"/> Colds <input type="radio"/> Smoke <input type="radio"/> Weather <input type="radio"/> Exercise <input type="radio"/> Dust <input type="radio"/> Air Pollution <input type="radio"/> Animals <input type="radio"/> Food <input type="radio"/> Other _____	1. Premedication (how much and when) _____ 2. Exercise modifications _____

Green Zone: Doing Well

Symptoms

- ☒ Breathing is good
- ☒ No cough or wheeze
- ☒ Can work and play
- ☒ Sleeps well at night

Peak Flow Meter

More than 80% of personal best or _____

Peak Flow Meter Personal Best =

Control Medications:

Medicine	How Much to Take	When to Take It
_____	_____	_____
_____	_____	_____

Yellow Zone: Getting Worse

Symptoms

- ☒ Some problems breathing
- ☒ Cough, wheeze, or chest tight
- ☒ Problems working or playing
- ☒ Wake at night

Peak Flow Meter

Between 50% and 80% of personal best or _____ to _____

Contact physician if using quick relief more than 2 times per week.

Continue control medicines and add:

Medicine	How Much to Take	When to Take It
_____	_____	_____
_____	_____	_____

IF your symptoms (and peak flow, if used) return to Green Zone after one hour of the quick-relief treatment, THEN

- ☐ Take quick-relief medication every 4 hours for 1 to 2 days.
- ☐ Change your long-term control medicine by _____
- ☐ Contact your physician for follow-up care.

IF your symptoms (and peak flow, if used) DO NOT return to Green Zone after one hour of the quick-relief treatment, THEN

- ☐ Take quick-relief treatment again.
- ☐ Change your long-term control medicine by _____
- ☐ Call your physician/healthcare provider within _____ hour(s) of modifying your medication routine.

Red Zone: Medical Alert

Symptoms

- ☒ Lots of problems breathing
- ☒ Cannot work or play
- ☒ Getting worse instead of better
- ☒ Medicine is not helping

Peak Flow Meter

Less than 50% of personal best or _____ to _____

Ambulance/Emergency Phone Number:

Continue control medicines and add:

Medicine	How Much to Take	When to Take It
_____	_____	_____
_____	_____	_____

Go to the hospital or call for an ambulance if:

- ☐ Still in the red zone after 15 minutes.
- ☐ You have not been able to reach your physician/healthcare provider for help.
- ☐ _____

Call an ambulance immediately if the following danger signs are present:

- ☐ Trouble walking/talking due to shortness of breath.
- ☐ Lips or fingernails are blue.

Ohio Department of Health

Authorization for Student Possession and Use of an Asthma Inhaler

In accordance with ORC 3313.716/3313.14

A completed form must be provided to the school principal and/or nurse before the student may possess and use an asthma inhaler in school to alleviate asthmatic symptoms, or before exercise to prevent the onset of asthmatic symptoms.

Student name
Student address

This section must be completed and signed by the student's parent or guardian.

As the Parent/Guardian of this student, I authorize my child to possess and use an asthma inhaler, as prescribed, at the school and any activity, event, or program sponsored by or in which the student's school is a participant.

Parent/Guardian signature	Date
Parent/Guardian name	Parent/Guardian emergency telephone number ()

This section must be completed and signed by the student's physician.

Name and dosage of medication	
Date medication administration begins	Date medication administration ends (if known)

Procedures for school employees if the medication does not produce the expected relief

Possible severe adverse reactions:

To the student for which it is prescribed (that should be reported to the physician)
To a student for which it is not prescribed who receives a dose

Special instructions

Physician signature	Date
Physician name	Physician emergency telephone number ()

Ohio Department of Health

Authorization for Student Possession and Use of an Epinephrine Autoinjector

In accordance with ORC 3313.718/3313.141

A completed form must be provided to the school principal and/or nurse before the student may possess and use an epinephrine autoinjector to treat anaphylaxis in school.

Student name
Student address

This section must be completed and signed by the student's parent or guardian.

As the Parent/Guardian of this student, I authorize my child to possess and use an epinephrine autoinjector, as prescribed, at the school and any activity, event, or program sponsored by or in which the student's school is a participant. I understand that a school employee will immediately request assistance from an emergency medical service provider if this medication is administered. I will provide a backup dose of the medication to the school principal or nurse as required by law.

Parent /Guardian signature	Date
Parent/Guardian name	Parent/Guardian emergency telephone number ()

This section must be completed and signed by the medication prescriber.

Name and dosage of medication	
Date medication administration begins	Date medication administration ends (if known)
Circumstances for use of the epinephrine autoinjector	
Procedures for school employees if the student is unable to administer the medication or if it does not produce the expected relief	

Possible severe adverse reactions:

To the student for which it is prescribed (that should be reported to the prescriber)
To a student for which it is not prescribed who receives a dose
Special instructions

As the prescriber, I have determined that this student is capable of possessing and using this autoinjector appropriately and have provided the student with training in the proper use of the autoinjector.

Prescriber signature	Date
Prescriber name	Prescriber emergency telephone number ()

Developed in collaboration with the Ohio Association of School Nurses.

HEA 4222 3/07

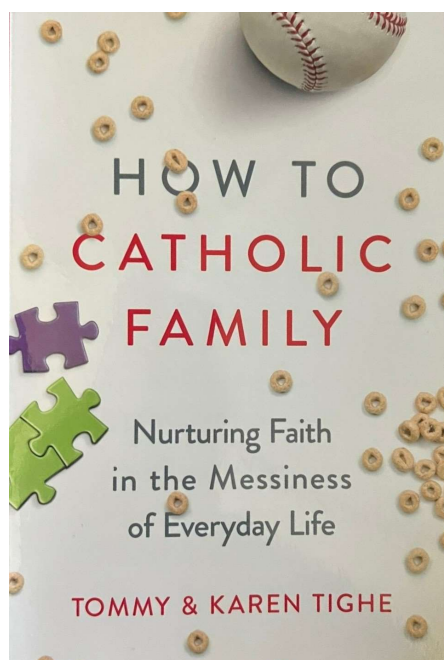
[Click here to go back to the Packet Checklist](#)

Parenting requires God's Grace

You want to raise your children in the Faith, but it's hard.

You want simple ways to live as a Catholic family, but life is complicated.

Stop by the Parish table at School Supply Drop Off for a **free** copy of "How to Catholic Family".



Learn simple and inspiring ideas to pray together, have faith conversations, and incorporate the Saints and church seasons into family life.



Dear SMOY Families,

On behalf of the SMOY Parent Teacher Organization (PTO), welcome to the 2023 - 2024 school year!

PTO is committed to supporting SMOY school faculty and students by providing fundraising, volunteer opportunities, and communication. We will keep you informed of PTO events through email, the Friday Folder, Facebook (St. Margaret of York School PTO) and our website (<https://smoyschool.org/Parents/PTO>) which will be updated for this year very soon.

We have a full year of activities planned for our students, and we can't wait to get started! Here is a list of some of our upcoming events so you can get them on your calendars!

2023 - 2024 PTO Events	
*Dates and Events are Subject to Change	
August 7	Kindergarten Picnic
September 29	Spirit Run/Color Run
October 6	Grandparents Day (1st Grade)
October 10	Outdoor Movie Night
October 25-26	Teacher Conference Meals
December 4	Santa's Workshop
December 19	Teacher Christmas Luncheon
February 2	Family Bingo
February 15	Teacher Conference Meal
Spring TBD	Father/Daughter Event
Spring TBD	Mother/Son Event
May 6-10	Teacher Appreciation Week
May 16	Field Day

Most importantly, our **ONE and ONLY PTO Fundraiser** for the 2023 - 2024 school year is just around the corner- the **SMOY SPIRIT RUN!** The program kicks off on September 20th and wraps up with the fun run and color run on September 29th. More details on the Spirit Run, as well as how you can help out at one of our many events will be shared in the coming weeks - so stay tuned!

In the meantime, If you have any questions, please feel free to reach out to any Board member. We are looking forward to working with you to make this a wonderful school year for our children. Please contact us with any questions, comments, concerns or ideas!

Board Members	Email
Co-Presidents – April Rongo and Nikki Bunch	smoypto@smoyschool.org
VP Communications – Carrie Lipps	ptocommunications@smoyschool.org
VP Service Programs – Michelle Stoermer	ptoserviceprograms@smoyschool.org
Treasurer – Nick Davidson	ptotreasurer@smoyschool.org
VP Classroom Programs – Mallory Burchnell	ptoclassroomprograms@smoyschool.org
Secretary – Bridget Meerdink	ptosecretary@smoyschool.org
VP School-Wide Programs – Heidi Smith	ptoschoolwideprograms@smoyschool.org
VP Fundraising – Jackie Harvey	ptofundraising@smoyschool.org
VP After School Programs – Erin Schaub	ptoafterschoolprograms@smoyschool.org
VP Staff Support – Amy Pater	ptostaffsupport@smoyschool.org
Ed Commission Liaison – Amanda Glenski	amandajglenski@yahoo.com

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SMOY SPIRIT RUN

SEPTEMBER 29TH

Our one-and-only PTO Fundraiser will kick off on September 20th. Students will have the opportunity to ask family and friends to sponsor them, and then everyone will participate in the Fun Run (Grades K-6) and the Color Run (Grades 7-8). The program will look a little different this year, so stay tuned for details after school starts!

Funds raised will support all of PTO's 2023-2024 programming, including events such as in-school programs from the Cincinnati Zoo and Museum Center, after-school programs, teacher appreciation and support, student appreciation, Father/Daughter, Mother/Son, BINGO, Field Day, and so much more.

Thank you for your support in making our fundraiser a success! Stay tuned to the Friday Folder and PTO emails for more information. Questions? Contact Jackie Harvey at ptofundraising@smoyschool.org.

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HAVE YOU HEARD ABOUT



VOLUNTEERS NEEDED

CONTACT STEPHANIE GERACE AT
SGERACE@SMOYSCHOOL.ORG
TO GET INVOLVED!

THIS WILL BE OUR 35TH ANNUAL FUNDRAISER AND AUCTION. THIS EVENT DIRECTLY SUPPORTS OUR STUDENTS AND STAFF WHILE HELPING TO KEEP TUITION COSTS AFFORDABLE FOR FAMILIES. PROCEEDS ARE USED TO FUND NUMEROUS ACADEMIC ENRICHMENT PROJECTS AT SMOY.

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SafeParish

<https://www.aocsafeenvironment.org/>

As part of the Archdiocese of Cincinnati and St. Margaret of York's commitment to keeping children safe, the SafeParish™ safe environment program is now a requirement for all adult volunteers. **If you intend to volunteer in any capacity for any activity at the school, you will be asked to be in compliance with the Decree by completing the SafeParish training and completing a background check.**

ALL USERS NEED TO ACKNOWLEDGE THE UPDATED DECREE. PLEASE

LOG INTO YOUR ACCOUNT AND READ THE DECREE UPDATE.

TO REGISTER

Visit <https://www.aocsafeenvironment.org/registration/register.htm> to set up your account. Use passcode 'protectcincy' when prompted for the organization code. You must also follow the prompts for the online background check. It is a one-time \$25 fee.

QUARTERLY BULLETIN

All users will be notified when quarterly bulletins are issued and will have 30 days from the date of issue to complete the bulletin. Missing one quarterly bulletin will result in your account being non-approved and you will not be able to volunteer or work with youth. Missing 6 quarterly bulletins will require that you complete the SafeParish child protection training before your account will be approved.

To complete your quarterly bulletin, go to the Training Tab and click on the 'Due' link to see which bulletins are due and their due date. To see Training sessions you have already taken, click on the 'Completed' link where you can see the training bulletin, the date it was completed.

"WHAT IS NEW AT ARCHDIOCESE OF CINCINNATI" EMAILS

"What is New at Archdiocese of Cincinnati" emails are sent out every Tuesday listing articles that are being posted on the www.aocsafeenvironment.org website. These articles are NOT mandatory reading but are encouraged as their content has valuable information regarding child protection. These articles do NOT replace the required quarterly bulletins.

- Parents and guardians should be aware that the school monitors approvals of the volunteer requirements. Volunteers will not be permitted to work with our students until the approvals are in place.
- All questions about the SafeParish registration process can be directed to Jacilyn Jackson at jjackson@smoy.org. For more information visit <https://smoy.org/safe-environment>.

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