



**PRESCHOOL
PARENT
HANDBOOK**

Dear Parents and Students:

I want to officially welcome you to the 2022-2023 school year!

I am so excited about my new position as principal at St. Joseph's Elementary. In this handbook you will see the expectations for parents and students. Included in it you will see our new vision and mission statements. These are the guides that I want our staff, parents, and students to focus on. I feel it is so important to keep our bigger goal in mind. It is easy to get lost in the little bumps along the way that can pull and tug on us. When this happens, I hope we can all refocus on our greater mission.

We have been working hard to establish a dedicated staff for your students. I want your child's educational experience here to be a great experience as we form their hearts, souls, and minds to radiate the Light of Christ. For this to happen successfully, we must all work together and keep an open line of communication between all of us. We must keep in mind that we are all human and bear our own personal crosses. With that in mind I hope you will give grace to one another as we work through difficulties that are bound to come up in the year ahead. I hope you will trust that we have the best interest of your child in mind.

I ask that you read through and understand the expectations set forth in this handbook. **Please sign the signature page and give to the school office.**

Please don't hesitate to reach out if you have any questions. Thanks for sharing your child with us.

In Christ,

Narcel Clark

St. Joseph's School Principal

Our Vision:

Inspire and form the heart, soul, and mind of future generations to radiate the Light of Christ.

Our Mission:

Prepare students to lead lives rooted in an encounter with Christ and the teachings of our Catholic tradition and help transform the world by bringing the presence of Christ into the world.

ROOTS AND BELIEF STATEMENTS

St. Joseph's School began educating children in 1959, and since that time many graduates have passed through our school doors. St. Joseph's is a fully approved school in the Bismarck Diocese and serves students throughout the Williston area. We serve children in grades Pre-K through 6. We believe Catholic education should be an experience in Christian living. We believe that each child is unique in his/her needs and capabilities in growth as a Christian person. We believe that we have a vital role in the intellectual, physical, emotional, moral and social development of students entrusted in our teaching. Therefore, we hold that the following objectives be guidelines in our educational process:

- That we make known to each student the person and message of Christ.
- That we make known to the children the history and traditions of the Catholic Church.
- That we develop in our students a life of prayer and worship through religious education and participation in spiritual activities.
- That we assist students in learning to form a conscience that is worthy and informed, provide the opportunity to develop moral and spiritual values and ethical standards of conduct and basic integrity.
- That we serve as an agent of the parents who are primarily responsible for the education of their children.
- That we help students develop a positive self-worth and a respect for the rights of others as individuals and as groups.
- That we aid our students in developing the ability and desire to search for knowledge independently.
- That we provide our students instruction in basic skills necessary to function well in society
- That we teach our students the skills of communication, computation, and the appreciation of arts, humanities, and sciences.
- That we impart knowledge of man, his cultures, and his environments for a better understanding of the student's heritage so that he may attain a great enjoyment and appreciation of life and for a better use of leisure time.

By conveying these beliefs successfully in the teaching process, we hope to enable the student to take his/her rightful place as a responsible member of the community and of the Church.

OUR SPIRITUALITY

St. Joseph's School offers personal experiences in Christian living through school liturgies, daily prayer, religion classes, and sacramental preparation. Programs for the reception of the Sacraments of Eucharist and Reconciliation take place in grade two.

By integrating religious truths and values with academic preparation for life, St. Joseph's effectively prepares students to meet the challenges of tomorrow's world. A well-balanced curriculum, a warm

Christian family environment, and highly professional, dedicated staff members all contribute to the student's total growth in academic achievement, love of God, love of neighbor, and self-esteem.

ST. JOSEPH'S SCHOOL BOARD

The St. Joseph's School Board was established to function as an advisory board for the operation of the school. The Board has an advisory capacity to the principal and pastor. A Catholic school board is a body whose members are selected and/or elected to participate in decision making in designated areas of responsibility. The Board shall consist of seven (7) members, six (6) of which shall be parishioners of St. Joseph's Catholic Church and one (1) of which shall be a non-parishioner parent of a student attending St. Joseph's School at the time of their election. No one may serve on the Board while employed, or while his/her spouse or immediate family member (parent, stepparent, sibling, half sibling, step sibling, or child), is employed by the parish, i.e. St. Joseph's Church and/or St. Joseph's School. The Board will meet monthly during the school year. Notice of School Board meetings will be published in the church bulletin and school website. Copies of the approved board minutes are available for review in the school office and are published on the school website.

ADMISSION POLICIES

St. Joseph's does not discriminate on the basis of race, sex, color, national origin, religion, age, or disability in admission or access to programs and activities.

St. Joseph's Catholic School does give preference in admission to active and enrolled Catholic families of St. Joseph's Catholic Church.

New students are admitted according to state regulations. A child entering preschool must have reached the age of three or four by July 31. Those children entering kindergarten must be five years old by July 31. St. Joseph's Catholic School does give preference in admission to active and enrolled Catholic families of St. Joseph's Catholic Church.

Admission Process

The following procedure is used for accepting students at St. Joseph's School:

1. First priority for admittance is given to families who have currently enrolled in St. Joseph's. An application should be on file in the school office in order to be considered for admittance.
2. Families who do not have children currently enrolled in the school will be able to apply by completing the new student registration form. Next priority is given in the following order:
 - a. Siblings of currently enrolled students
 - a. Registered parish member
 - b. Out-of-parish Catholic families
 - c. Non-Catholic families

Enrollment

Any family interested in attending St. Joseph's School must complete the online application found on our school website (stjschoolwilliston.com). Once a student is accepted to St. Joseph's, it is necessary to complete the Enrollment Packet (accessed through ParentsWeb) to complete registration. A \$125 non-refundable fee is required, per child, to submit the application/enrollment packet.

An annual re-enrollment fee is required of each student at the time of re-enrollment to a new school year. The re-enrollment fee is in addition to tuition.

Immunization

The North Dakota Health Immunization Law requires that no child will be admitted to preschool, kindergarten, elementary school, junior high school, or senior high school in any public or nonpublic school unless he/she has a certificate of immunization. The law requires that the certificate be signed by a physician or local health department and be presented to school officials by the parents or guardian of the child. The certificate of immunization states that a child between K-8 has been vaccinated against diphtheria, pertussis, tetanus, measles, rubella, mumps, polio, hepatitis B, chickenpox, and meningococcal.

Exemptions for medical, religious, and philosophical reasons are allowed; however, when there is danger of an epidemic from any of the communicable disease for which immunization is required, those children will be excluded from school until the danger of the epidemic is over.

Tuition

Tuition is a major source of income for St. Joseph's School. Tuition cost is based on a number of factors, including per pupil costs and the various sources of income that are available to the school.

All school families are required to enroll in FACTS, an electronic payment system. Tuition payments may be made on a monthly, quarterly, semester, or annual basis. A one-month average payment is due before the first day of school.

We believe that no child should be excluded from receiving a Catholic education because of the family's inability to pay. For those who are unable to pay full tuition, every effort will be made by St. Joseph's School to provide tuition assistance based on need and availability of funds.

We will establish tuition collection procedures to collect efficiently and effectively all the agreed upon and planned for tuition. The pastor, administration, and school board believe that the integrity of the tuition agreement between the parents and the school must be upheld. Tuition payments are to be paid according to arrangements outlined on the signed Tuition Agreement.

Tuition for the current school year must be paid in full by May 31. St. Joseph's School reserves the right to withhold report cards at any time due to failure to pay according to the Tuition Agreement Plan. Account balances must be current when registering for a new year or arrangements must be made prior to registration.

DISCIPLINE POLICIES

St. Joseph's School is committed to creating a school environment that is safe for all children and enhances school learning. St. Joseph's will not tolerate behavior or conduct which jeopardizes the safety of children or the disruption of the educational environment.

Whenever possible, discipline situations are handled at the classroom level.

The following procedures guide the effective implementation of the school's philosophy. St. Joseph's School believes that open communication with parents is essential to this process.

Respectful behavior is expected of the students, staff, and parents of St. Joseph's School during school hours, events and extracurricular activities. Respectful behavior reflects one's value of self, and that behavior reflects consideration of others. Examples of respectful behavior are, but not limited to:

- Treating others as one would like them to treat him/her
- Listening to the views of others
- Demonstrating courtesy towards others
- Valuing the property of the school and others
- Responding to others in a thoughtful manner

Unacceptable behaviors are any actions that are disrespectful, dishonest, or rude and break down community. Examples of unacceptable behavior are, but not limited to:

- Fighting or other forms of violence – including tackling, pushing, tripping, kicking, scratching, and biting
- Throwing snow, rocks, ice or other objects that can inflict injury
- Climbing over and/or sitting on the playground fence (This will result in a \$25 fee to the parents if the student is caught)
- Lack of respect for authorities
- Verbal abuse and inappropriate language or behavior, including teasing, swearing, and spitting

Procedures for Misbehavior

- Teacher-directed interventions
- Re-focus plan filled out by students and supervisor/teacher; multiple re-focus plans may result in a parent/student/teacher meeting
- Monitor the situation - Teacher/supervisor/administrator imposes sanctions and consequences; these may include options such as detention, in-school suspension, and expulsion

The following behaviors will result in a consultation with the administrator and a possible visit with the parents:

- Harassment – acts that injure, degrade, or intimidate other individuals or groups based on race, color, sex, national origin, physical or mental attributes, or sexual orientation
- Sexual harassment – acts such as inappropriate jokes or physical contact
- Threats on a person's life
- Weapons, drugs, or alcohol on school grounds
- An unlawful behavior
- Any inappropriate behavior as deemed by the administration

In order to create an appropriate climate for learning, children are expected to comply with the disciplinary policies in effect at the school. Our goal is to provide a productive learning environment while at the same time promoting a positive sense of self-worth, dignity, cooperation, and self-discipline for all. All students have the right to due process. Formal hearing must take place within two weeks of the incident.

Bullying Policy

Bullying is defined as behavior intentionally meant to inflict injury, persistent discomfort, or fear in the victim. Bullying may be part of a physical or emotional nature and be inflicted by student(s), teacher(s), or other school employee(s), other school service provider(s), or a third-party. Forms of bullying include, but are not limited to:

- Physical contact/assault or attempted physical contact/assault
- Name calling, verbal assaults, or other putdowns
- Damaging or destroying property
- Social ostracism
- Threats of any kind. A threat is defined as a statement that could be interpreted by a reasonable person as a serious expression of intent to harm or assault another or to damage property.
- Intimidation, either physical or mental
- Extortion or attempted extortion

SCHOOL INFORMATION

St. Joseph’s carefully follows the curriculum guidelines laid down by the North Dakota Department of Public Instruction (DPI) for each grade level in mathematics, science, language arts, social studies, reading, music, physical education, technology, health, and art. St. Joseph’s is an approved school with the North Dakota Department of Public Instruction.

In addition to an excellent academic program, St. Joseph’s provides a full religious education program for its students. We are happy to welcome children of other faiths to our school.

Class Size guidelines as set by St. Joseph’s School Board are as follows:

- Preschool (3-year-old): - 12 students per class (morning and afternoon sessions)
- Preschool (4/5-year-old): - 16 students per class (full-day, morning, and afternoon sessions)
- Kindergarten -4th grade: 20 students per class
- Grades 5th and 6th: 24 students per class

School Year

The school calendar is available at the school office and on the stjschoolwilliston.com site under “Resources.”

School Day

Preschool (3-year-olds)

The morning class is in session from 8:15 AM – 11:00 AM (Tuesday & Thursday)

The afternoon class is in session from 12:15 PM – 3:00 PM (Tuesday & Thursday)

Preschool (4/5-year-old)

The morning class is in session from 8:15 a.m. – 11:00 a.m. (Mondays, Wednesdays, Fridays)

The afternoon class is in session from 12:15 p.m. – 3:00 p.m. (Mondays, Wednesdays, Fridays)

The Full-Day Kindergarten Readiness class is in session from 8:15 – 3:00 (Monday – Friday)

Kindergarten – Grade 6

The school day begins at 8:15 a.m. and ends at 3:00 p.m. ***Students will be allowed in the school beginning at 8:00 a.m.***

Early Arrival

School begins at 8:15. The school gym will open at 7:45 a.m. for breakfast.

You are asked **NOT TO SEND YOUR CHILD TO SCHOOL BEFORE THAT TIME.**

Dismissal

School is dismissed at 3:00. All children must be off the school grounds by the 3:10 bell. Please call the school office before 2:45 p.m. if you have made other arrangements for your child to get home or if

you know you will be delayed. Any child not picked up by 3:10 will be brought to the afterschool program and will be assessed a fee of \$20.

Admittance

Children must be three (3) years of age on or before July 31 of the year the child enters the 3-year-old preschool. A child must be four (4) years of age on or before July 31 of the year the child enters the 4/5-year-old preschool. All children must be potty-trained before they enter either preschool classroom. Children who are not potty-trained will be dismissed from St. Joseph's Preschool. Classroom doors will open 10 minutes before class begins.

Attendance

Regular timely school attendance is important to the educational process and to the development of appropriate lifelong work habits. Classroom learning experiences are a meaningful and essential part of the educational system. Time lost from class is irretrievable, particularly a student's opportunity for interaction and exchange of ideas with teachers.

It is clear, however, that times exist when not attending school is in the best interest of the child or the entire school.

- If a child is ill, he/she should not be attending school and risk transmitting the disease to others.
- If a child is not able to attend school, the parent must call the school on the morning of an absence.
- Occasional significant family trips, (taken with prior notification and work made up in advance), can be valuable learning experiences. Notification to the school principal **one week** prior to the trip is recommended.
- Attendance exceptions will be handled directly with the principal.
- Doctor and dental appointments: Appointments during school hours should be avoided if at all possible. The student will be released for the time of the appointment and the time needed to go and return. The parent must send a note to the teacher or call the school office in advance.
- Leaving and returning to school: Students leaving school must be signed out by their parents in the office prior to leaving and signed back in by the parents before returning to the classroom.
- Students arriving late for school must sign in at the front office before reporting to their class.

Animals

With the exception of school sponsored lyceums, no animals are allowed within the school and church buildings. No animals are allowed on the playground unless prior approval has been granted by the principal and a teacher. This is important as it is a liability issue for the school and a safety issue for some of our students.

Child Abuse

All teachers and school personnel are mandated reporters according to the North Dakota Century Code. Teachers suspecting child abuse and neglect must report it immediately to the Williams County Social Service Office and the school principal.

Communications

Because parents are frequently the first to be aware of a child's need, communication between home and school is essential for each student's total development. To ensure effective communication, we offer the following guidelines: For short visits (5 minutes or less) feel free to stop in and visit the teacher

before or after school. For visits that may take more than five minutes, please set up an appointment with the teacher to visit with him/her in person. Otherwise, feel free to pass-a-note, email, or leave a telephone number and message for the teacher.

If parents wish to visit with the administrator, they may do so by calling the school, emailing, or making an appointment. Drop-in visits are also welcomed but the administrator may be out of the building or unavailable at that moment.

For the most current school information parents should go to the stjschoolwilliston.com site to receive school news, calendars, hot lunch information, and classroom information. An electronic newsletter is also sent out monthly.

Confidential Information

Teachers will keep information entrusted to them by the students confidential, so long as no one's life, health, or safety is at stake. If the teacher deems that a person's life, health, or safety is at stake the teacher is mandated to report it to the principal. The principal will contact the parents and the appropriate authorities.

Field Trips

Various classroom teachers throughout the school year schedule educational field trips to nearby locations. These trips are designed to supplement different aspects of the classroom curriculum and to introduce students to the resources of the community. Parents will receive notice of field trips in advance of the scheduled trip. Because field trips are a privilege, students may be denied participation if they fail to meet academic or behavioral requirements.

Some field trips require transportation away from the school by private vehicles and parent volunteers. For your child to be eligible to participate in these field trips, parents **MUST** sign the Parent Permission Form. Sometimes a small contribution may be requested to help defray transportation or facility costs. No student will be denied the opportunity to go on the field trip or penalized in any manner for failure to contribute. The principal approves all field trips.

Occasionally drivers/chaperones are needed on class field trips. The Diocese of Bismarck requires that all potential drivers first complete a Volunteer Driver Application. If the Application is acceptable, the volunteer must submit and pass a background check. Upon approval of the background check, the Volunteer Driver Form must be completed and submitted to the school office, along with a copy of the volunteer's driver's license, Proof of Insurance with minimum liability of \$100,000/\$300,000, and a valid vehicle registration card.

Hot Lunch Program

Students enrolled in the full-day Kindergarten Readiness preschool program may participate in the Hot Lunch Program.

St. Joseph's School participates in the North Dakota School Lunch Program and provides nutritious meals to students at a moderate cost that is consistent with federal guidelines. The program is federally funded and administered separately from the regular school program. Parents should track their lunch account balance through the FACTS website. Once a child's account drops to \$10 or under, an email is automatically sent by FACTS. Payments can be made through FACTS directly or by bringing payment to the school office. Hot lunch payments cannot be included with tuition or other payments.

Eligible persons may receive free or reduced priced meals upon application and approval. All families will receive an application for free or reduced meals in the fall, however, you may apply at any time during the year for this service.

If a family's hot lunch balance falls below a negative \$10.00, parents will be notified through a written note sent home with the child, and the child will need to bring cold lunch until the bill is paid. At no time will St. Joseph's School allow a child to go hungry at lunch. Funds from other resources will be used to cover a child's lunch if cold lunch is not brought to school for that day.

To honor our school-wide efforts to encourage good nutrition, a salad bar is available for all students. Milk is provided with hot lunch, but extra juice and milk are available for \$.50

If a child chooses to bring a cold lunch, please make it a healthy lunch. A milk can be purchased for \$.50. **Parents should not deliver fast food products and/or soft drinks to your child. These items send a message that is contrary to the health education we are doing in the classroom and do not meet standards mandated by the Federal School Lunch Program.**

- **Lunchroom**

All students eating in the lunchroom must comply with the rules set up by those in charge. Table manners and other etiquette will be encouraged.

Children with food allergies must notify the classroom teacher and school principal. Please remember, due to the variety of personal tastes, it is impossible to satisfy every child every day. Therefore, parents should assist school personnel by advising their children on the subject of making good choices and not wasting food.

- **Lunch Schedule**

Preschool & Kindergarten: 11:05 – 11:25

Grades 1-3: 11:25 -11:45

Grades 4-6: 11:50 - 12:10

- Monthly menus will be posted on the RenWeb website

Non-Custodial Parents

In the absence of a court order to the contrary, St. Joseph's School will provide the non-custodial parent access to the child's academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order. It is also the custodial parent's responsibility to provide the school with a copy of the court order which denies the non-custodial parent the right to pick up a child.

Office

Office Hours: 7:45 AM – 3:30 PM while school is in session

Telephone: 701-572-6384 Fax: 701-774-0998

Parent Concerns (Grievances)

Any person feeling aggrieved concerning any matter with the school should contact the individual involved before discussing it with others.

1. If the person has an issue with the teacher, the individual will first go to the teacher to seek a solution to the problem. If the person does not feel comfortable approaching the teacher, the individual may ask the principal to arrange a meeting between the individual, teacher, and the principal.
2. If the matter cannot be resolved satisfactorily, the person will contact the principal for an appointment.
3. If the problem is still not resolved, the person will contact the pastor to discuss the matter. The final decision rests with the pastor/superintendent.

Parents should consult school authorities before contacting outside agencies.

Special Services

St. Joseph's School participates in federally funded programs established in Williston Public School District #7. Services in basic skills and special needs, including speech/language therapy and learning disabilities, are available to all students who meet the criteria. WIL-MAC Special Education Unit will determine the extent of services.

Visitors

Parents are encouraged and invited to visit the school at any time. Once the doors are locked, please enter through the main door and check in at the school office. Permission from the classroom teacher is required before conducting activities on the school premises or the school grounds.

SCHOOL SAFETY

Accidents Involving Injuries

All accidents should be reported to the teacher, who will report to the principal. Parents will be notified when a serious accident occurs. If emergency treatment is required and parents cannot be reached immediately, it is important that the school have permission to call a doctor or seek the professional help needed. Emergency contact information should be kept up-to-date in the school office.

The school does not provide supervision when children are left unattended on the playground before 8:00 a.m. or after 3:10 p.m. or during non-recess hours.

Asbestos Notification

In 1986 the United States Congress enacted the Asbestos Hazard Emergency Response Act (AHERA). To comply with the AHERA and EPA regulations, St. Joseph's School has had all the school facilities inspected and samples were taken of building materials suspected of containing asbestos. The results of the inspection and laboratory analysis determine that all friable asbestos has been identified, and is in good condition. The remaining asbestos is non-friable and is being observed and controlled through ongoing operation and maintenance program. Floor tile abatement projects have been tested for air clearance in compliance with Federal regulations. All tests passed requirements and the school is in compliance with the intent of AHERA. An accredited 3-year re-inspection is conducted every three (3) years by the Badlands Environmental Consultants and they have not found any areas of concern. A copy of the asbestos management plan is available for your inspection in our administrative office during regular office hours.

Crisis Plan

St. Joseph's School has developed a crisis plan in case of emergencies. All teachers and staff are aware of the procedures to follow to keep your child safe. In the event of such an emergency, circumstances permitting, the building will be evacuated and students will be moved to a secure location.

Head Lice

St. Joseph's School follows the Upper Missouri District Health Unit's policy on head lice as recommended by the County Nurse. This means that students with known cases of head lice may attend school, but it is the decision of the parents to make that determination. From time to time children may be checked for head lice in school. The school has the necessary equipment to perform these visual checks in a sanitary manner.

Illness

After a student has been absent, he/she must bring a written note from home explaining the absence, unless a call was made to the school. As stated before, if a student is ill, he/she should not be sent to school. Students are expected to complete all make-up work when they are absent unless other arrangements are made with the teacher. Work should be made up in a reasonable time. When a student becomes ill in school, the parents are called. No student will be sent home without the parent's consent and knowledge. Emergency contact information should be kept up-to-date in the school office.

Insurance

St. Joseph's School does not carry any form of medical insurance for children who are injured while on school property or during school activities. It is the responsibility of the parents to make arrangements for medical insurance or to pay for the costs of medical treatment. Damage to or loss of glasses or other personal property is not covered by school insurance.

Medication

Under most circumstances, prescription and non-prescription medication should be administered to or by students before or after school, and under parent or medical supervision. If a student must take or receive prescription or non-prescription medication while on school property, his/her parent must first submit written authorization. As part of the written authorization, parents decide whether they want their child to self-administer or have the office staff administer the medication. The appropriate forms are available in the school office.

Safety Drills

Fire, tornado, and lock down drills are held periodically throughout the school year. These drills will be held to prepare the students and staff for an emergency situation. If an evacuation is required, students will be asked to proceed quietly, quickly, and in single file out of the building. Students or staff will not be allowed to return until the environment is safe.

Security

St. Joseph's School ensures the safety of all students by keeping all the doors locked. Access throughout the day will be possible by using the main door #1, or door #4 with the biometric reader.

Sexual Offenders on School Property Policy

The purpose of this policy is to maintain a safe learning environment for all students that is free from the dangers posed by the presence of sexual offenders on school property.

Definitions

“Sexual offender” has the meaning set forth in North Dakota Century Code 12.-32-15-1 (e). It includes, but is not limited to, individuals that must register as a sex offender in North Dakota or another state.

A “non-parent sexual offender” means an individual who meets this policy’s definition of a sexual offender and who has no parental or legal guardianship rights to a child attending this school.

A “parent sexual offender” means an individual who meets this policy’s definition of sexual offender and who has either parental or legal guardianship rights to a child attending this school.

“School property” means all real estate owned, leased, or used by the school and all school buildings, structures, facilities, computer networks and systems, school vehicles (whether owned or leased by the school), and the site of any school-sponsored activity.

“Student sexual offender” means a sexual offender who is an enrolled student of the school or an applicant for enrollment as a student.

“School Administrator” means the chief administrator at the school, whether that position is named superintendent, principal, or otherwise.

General Statement of Policy

A. Non-Parent Sexual Offender

1. A non-parent sexual offender is prohibited from being present on school property except for the purpose of attending an open meeting under North Dakota Century Code Chapter 44-04 in a school building.
2. A non-parent sexual offender who attempts to communicate electronically with a student while the student is present on school property will be considered to be present on school property without permission and will be in violation of this policy.

B. Parent Sexual Offender

1. A parent sexual offender is required to identify himself or herself as such to the school administrator at the time his/her child is enrolled.
2. A parent sexual offender is permitted to be present on school property for the purposes set forth in Section A, “Nonparent Sexual Offender.”
3. Upon receipt of prior, written approval from the school administrator, a parent sexual offender is permitted to be present on school property for the following purposes:
 - To transport his/her child to and from school. The parent sexual offender shall drop the child off and pick the child up on public property (i.e., a public street) that enables the child to enter and leave the school facility safely. The parent sexual offender will be permitted to transport only his or her own child(ren).
 - To discuss his/her child’s progress, placement, or individual education plan (IEP).
 - To attend a school function in which the child is participating.
4. Except while transporting his/her child, parent sexual offenders who receive permission to be present on school property must immediately report to the individual designated in the school administrator’s written permission statement and present the written statement to that individual. A chaperone may be designated to accompany the parent sexual offender while on school property.

5. A parent sexual offender who attempts to communicate electronically with a student other than his/her own child while the student is present on school property will be considered to be present on school property without permission and will be in violation of this policy.

Weather Emergencies

School closings due to inclement weather will be posted on our school website (stjschoolwilliston.com) as well as email and phone alerts, KUMV, KDSR and 660 Radio. If a storm develops during the school day, we will use the same communication as stated above. If a parent wishes to pick up his/her child during a weather emergency, he/she may do so, but St. Joseph's School will **only** release students to their parent/guardian.

PARENT SIGNATURE PAGE

In choosing St. Joseph’s School you have demonstrated a commitment to the values and philosophy expressed in this handbook. It is our expectation that each and every one of you will take the time to review this handbook thoroughly and share the appropriate sections with your child. We expect the children to know and abide by these guidelines.

Our Preschool Handbook is found on our school website, stjschoolwilliston.com, under the Resources tab. All families are asked to review the handbook and return the Parent Signature Page to the school office by the first day of school.

Thank you!

I have read the Preschool Handbook and agree to follow the school policies and procedures as stated.

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date

Please print your student(s) name(s)

The policies of this handbook and the services of St. Joseph’s School have been designed to protect the well-being and rights of all students and to achieve a quality Christian education.

St. Joseph’s School reserves the right to amend this handbook at any time with School Board approval. This handbook will be reviewed annually for the purpose of adding, deleting, and revising content. Parents, students, and employees are encouraged to submit recommendations regarding the handbook to the administration.