

ST. JOSEPH PRESCHOOL



PARENT HANDBOOK

2024-2025

Revised: June 2024

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PHILOSOPHY

St. Joseph Preschool is licensed by the Ohio Department of Education and operates under the Diocese of Toledo policies and procedures. The most recent inspection reports are posted in the classroom for viewing. We do not discriminate in providing services to children or their families on the basis of race, religion, sex, or national origin.

St. Joseph's Preschool philosophy is to promote spiritual, social, emotional, cognitive, language, aesthetic, and artistic development through a distinctive Christian curriculum and within a Christian and nurturing atmosphere. We believe that children have open minds and open hearts that are ready to experience the world around them.

A primary way our program promotes learning is through play. Play is a child's way of working and learning. Children learn through purposeful, playful interaction with objects and people. Scheduled structured activities are part of this process, and a schedule keeps children on task and prepared for the next step. This will help them throughout life in many ways. It will follow them into school where scheduling and activities are a must.

Children grow and develop at different rates. Each child's rate is separate and distinct from that of any other child. The rate of development is often unrelated to chronological age. Children should be valued and recognized for their individual learning rate and styles. Children will be treated with self-respect so they will be better able to develop self-confidence, motivation and respect for others.

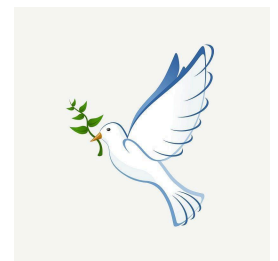
Finally, parents are recognized as the child's first and primary educator. Preschool is an extension to a child's learning experience and independence in our society. We must educate children together at home and at school.

MISSION STATEMENT

St. Joseph Catholic School of Galion believes each child is to be valued as an individual deserving respect and love. We, in partnership with parents and all stakeholders, encourage each student to grow spiritually, academically, physically, and socially. We aspire to develop each student to his or her fullest potential by promoting the Catholic faith, nurturing the mind, developing the body, and improving social skills.

STATEMENT OF BELIEFS AND VISION

- We believe St. Joseph School is both a school, and a community of faith;
- We believe those entrusted to us are both students, and children of God;
- We believe we are both educators, and ministers of the Gospel;
- We believe the values we teach are both character development, and a call to holiness;
- We believe our courses of study are both academic pursuits, and a search for truth;
- We believe the purpose of education is for personal gain, the development of society, and the transformation of the world.



ABSENCE AND ATTENDANCE

Attendance is the responsibility of the parent and is probably THE MOST CRITICAL FACTOR that determines educational success. Preschool is not compulsory; however, we do keep attendance records and we would like you to contact the office (419-468-5436) if your child is unable to be in school. If you do not contact the preschool, we will make every attempt to contact you. Tardiness is not encouraged.

ACCIDENT AND INJURY

In the event of an accident or injury, our school will document the incident by completing an Accident/Incident Report. The completed report shall be given on the day of the accident or injury to the parent, guardian or person picking up the child from school.

ADMISSION

Prior to the date of admission, parents are asked to present a signed document from a licensed physician affirming that the child is in suitable condition for enrollment in this program. An immunization record, birth certificate, social security card and legal guardianship papers, in case of divorce or separation are also required. Children entering the preschool program must be at least age **three and a half by August 31** of that year. Preschool students must also be potty trained.

ARRIVAL AND DISMISSAL

Drop off children promptly and pick them up promptly, please!

Full-Day & Half-Day Student Arrival

Parents should walk their child to the front doors between 7:30 a.m.-8:00 a.m. where a teacher will take him/her into the building. Students purchasing breakfast will eat from 7:30 a.m.-8:00 a.m..

All students are expected to be at school **by 8:00 a.m..**

Half-Day Student Dismissal 11:00 a.m. Full-Day Student Dismissal 3:10 p.m.

For pick-up, children will be taken out the south-west doors nearest the playground. Parents can remain in their car and stop at the door. A teacher will walk the child to his/her car at which time, the parent and/or teacher will see that the child is safely inside the car.

Children will be released to the person or persons named on the **Authorized Pick-Up List only**.

Due to other children being picked up, please park OUT OF the line of traffic if you need to talk to the teacher or you prefer to walk your child to your car. While in the line of traffic, do not hold a conversation with the teacher as this will hold up the flow of cars picking up students.

BATHROOM POTTY TRAINED POLICY

Children **must** be fully potty trained, and completely out of all forms of diapers (including pull-ups) during the day in order to attend preschool. Teachers are not permitted to help students with toileting at all as our facility is not a daycare which is a different license. If a student does have an accident, they will be responsible for changing their own clothing with a teacher close for supervision only.

CALENDAR AND DELAYS

If Colonel Crawford Schools are on a delay, the Full-Day Preschool will start at 10:00 a.m. Half-Day students will be off.

If Colonel Crawford Schools are closed due to inclement weather, we will also be closed.



CHANGE OF CLOTHES

A complete change of clothes, including socks and underpants must be kept at school. Please place it in a labeled bag. Please keep in mind seasonal changes and update as needed.

CLASS DISCIPLINE POLICY

Our goal is to help your child develop a positive self-image. This goal will be achieved through positive reinforcement. Group activities will encourage cooperation and social interaction.

- If disciplinary action must be used due to disruptive behavior, physical punishment will not be administered.
- Constructive, developmentally appropriate child guidance and management techniques are to be used at all times, and shall include such measures as redirection, separation from problem situations, talking with the child about the situation, and praise for appropriate behavior.
- The school's actual methods of discipline shall apply to all persons on the premises and shall be restricted as follows: no discipline shall be delegated to any other child.
- No physical restraints shall be used to confine a child by any means other than holding a child for a short period of time, such as a positive hug, so the child may regain control.
- No child shall be placed in a locked room or confined in an enclosed area such as a closet, a box, or similar cubicle.
- No child shall be subjected to profane language, threats, and derogatory remarks about himself or his family, or other verbal abuse.
- Discipline shall not be imposed on a child for failure to eat, failure to sleep, or for toileting accidents.
- Techniques of discipline shall not humiliate, shame, or frighten a child.
- Discipline shall not include withholding meals, rest, or toilet use.
- Separation, when used as discipline, shall be brief in duration and appropriate to the child's age and developmental ability, and the child shall be within sight and hearing of a preschool staff member in a safe, lighted and well-ventilated space.
- The school shall not abuse or neglect children and shall protect a child from abuse and neglect while in attendance in the preschool program.
- The parent of a child enrolled in the school shall receive the school's written discipline policy.



CLASS ROSTER

A class roster is prepared annually and includes the name, email, and telephone number of the enrolled child and child's parents. This roster is only available to each parent of a child registered in the program, upon request. Parents are asked to sign a statement with the school office indicating if they do **not** wish to be included.

COMMUNICABLE DISEASE

The preschool staff has training in signs and symptoms of illness and in hand washing and disinfecting procedures. We follow the Department of Health “Communicable Disease Chart” for appropriate management of suspected illnesses. The following procedures are an attempt to limit the spread of illnesses.

If a child is mildly ill, the school office will take his/her temperature. If the child’s temperature is high (100 or higher), we will immediately call a parent/guardian. If the temperature is not high but the child continues to complain of being ill, the parents will be called.

The following precautions shall be taken for children suspected of having a communicable disease:

- 1) The parent shall be notified immediately of the child’s condition when a child has been observed with signs and symptoms of illness.
- 2) A child with any of the following signs and symptoms shall be isolated immediately and discharged to the parent: (PLEASE do **not** send your child **to** school if he/she has any of the following:)
 - a) diarrhea (more than one loose stool in a twenty-four hour period);
 - b) severe coughing, causing the child to become red or blue in the face or to make a whooping sound;
 - c) difficult or rapid breathing;
 - d) yellowish skin or eyes;
 - e) conjunctivitis;
 - f) temperature of 100 degrees Fahrenheit taken by the auxiliary method when in combination with other symptoms;
 - g) untreated infected skin patch(es);
 - h) unusually dark urine and/or gray or white stool; or
 - i) stiff neck
- 3) A child with any of the following signs or symptoms of illness shall be isolated immediately. Decisions regarding exclusion from the program either immediately or at some later time in the day shall be determined by the principal, nurse or secretary. While isolated, the child shall be observed for the following symptoms as well as those listed in this paragraph:
 - a) unusual spots or rashes;
 - b) sore throat or difficulty swallowing;
 - c) elevated temperature;
 - d) vomiting; or
 - e) evidence of lice, scabies, or other parasitic infestation
- 4) A child suspected of having a communicable disease shall be:
 - a) isolated in a room or portion of a room not being used in the school child program;
 - b) within sight or hearing of a staff member;
 - c) made comfortable in a warm, safe environment. All linen and blankets used by an ill child shall be laundered before being used by another child, and cots, if used shall be disinfected; and
 - d) observed carefully for a worsening condition.



Students shall not be permitted to return to school until symptoms have disappeared or a doctor says the child is no longer contagious.

*A child must be fever free for 24 hours without the use of antipyretics (medicines that treat or prevent fever).

CONFERENCES-PROGRESS REPORTS

Your child's Social Foundations, Language and Literacy, Mathematics, Science, Social Studies, Physical Well-being and Motor Development progress will be observed and assessed throughout the school year. This is an ongoing process to gather information on how your child is developing over time. This allows the teacher to form an understanding of your child's learning and development, and will assist us in planning future learning opportunities.

Social Foundations: This focuses on children's personal and social development, including their engagement and interactions with others.

Language and Literacy: The Language and Literacy domain focuses on children's language development and is the foundation for early literacy skills in speaking, listening, reading and writing.

Mathematics: We focus on the understanding of numbers, measurement, shapes, and classification.

Science: The Science Domain focuses on the children's capacity to observe and investigate their surroundings.

Parents will have an opportunity to receive at least two progress reports during the year. Also, they are welcome to set up a conference with the staff at **any time** during the year.

DEVELOPMENT OF MOTOR SKILLS

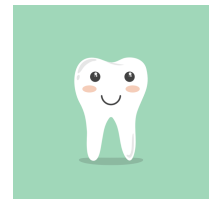
Gross motor skills are enriched with the use of the fenced in play area and the Little Tikes Play-center. The equipment encourages climbing, sliding, bouncing and throwing balls, hopping, skipping and jumping.

Fine motor skills will also be taught through various activities including hitting pegs, catching bean bags, stringing beads, pouring liquids, painting, tracing, coloring and copying lines. Manipulative toys such as jars with lids that screw open and shut, building blocks, puzzles and clay will also be used. Students will then work up to drawing shapes, tracing letters and numbers before actually writing numbers and names. Cutting skills are also included in some of these activities.

DENTAL EMERGENCY PLAN

In case of emergency, the following plan of action will be followed:

1. Assess the type of injury to determine the first aid needed.
2. Wear appropriate protective gear (rubber gloves, etc.).
3. Initiate first aid treatment as indicated below.



TOOTHACHE:

Rinse the mouth vigorously with warm water to remove any debris that might be lodged in the mouth. Use dental floss if needed to remove any lodged debris that is not removed by rinsed mouth. If swelling is present, apply cold compresses to the outside of the cheek. **DO NOT** use heat or place aspirin on the aching tooth.

KNOCKED OUT TOOTH:

Get the child to the dentist without delay. The tooth might be able to be replaced into the socket by the dentist.

BROKEN TOOTH:

Gently clean any dirt or debris from the injured area with warm water. Place cold compresses on the face in the area of the broken tooth to minimize the swelling. Get the child to the dentist without delay.

BITTEN TONGUE OR LIP:

Apply direct pressure to the bleeding area with a clean cloth. If swelling is present, apply cold compresses. If bleeding does not stop, contact a medical emergency room or dental office.

OBJECTS WEDGED BETWEEN TEETH:

Try to remove the object with dental floss. Never use a sharp or pointed object to attempt to remove the object! If you cannot remove the object, contact a dentist or an emergency room for further instructions.

POSSIBLE FRACTURED JAW:

Apply cold compresses to the area and contact the dental office, oral surgeon's office or medical emergency room immediately. Notify parents of the accident. If the emergency requires follow-up treatment, take the child to the appropriate health care facility immediately.

DISABILITIES POLICY

St. Joseph Catholic School adopts the following concerning the care of a preschool child with a disability: "... a preschool program serving a child in an eligible nonpublic school shall do so in accordance with the child's service plan concerning care of children with disabilities or health conditions." Re: Chapter 3301-37-07 Administrative Code Preschool Program Rules

Parents may request his/her child be evaluated through the resident district public school.

DISMISSAL OF ENROLLMENT

In certain circumstances, it may be necessary for the teacher/director to decide to discontinue the child's attendance. Such a decision would be based on whether it is in the best interest of that child and other people in the classroom. Every effort will be made to correct a problematic situation before a final decision is made to dismiss. Termination of enrollment may be the result of the following:

- Abuse of other children, teachers or property
- Disruptive or dangerous behavior to self or others
- Non-compliance of potty-training criteria
- St. Joseph's inability to meet the needs of a child

At St. Joseph, we believe that each child can do his or her best if there is open communication between the parents and classroom teacher. The first time any incident listed above occurs, the teacher will contact the parent by phone. If unacceptable behaviors continue, we will contact the parents to request a meeting at school. As a team, we will discuss concerns and share strategies to best meet the needs of your child.

DRESS CODE

The students will be engaged in movement, exploration and art activities such as painting and gluing, so please dress your child in modest, comfortable-fitting play clothes. Also, children must wear socks and closed-toed shoes. Rubber sole shoes are the safest. Flip Flops and Crocs are not allowed as they pose a safety hazard. Backs on sandals are a must. *Other St. Joseph Catholic School dress code requirements do not apply to preschool children.*

ENVIRONMENT AND PROGRAM

St. Joseph's Preschool provides a learning environment which recognizes each child's special abilities and interests. We recognize each child's fears and weaknesses. We recognize that developing a skill takes a lot of time and practice.

When a child feels more capable, they become more willing to try new skills, and our program reaches out to a variety of children with difficult learning styles. We provide opportunities and experiences, which include auditory, visual, and physical experiences.

Our environment is warm and inviting. We provide child centered equipment and materials, the kind of materials that provide ample opportunity for students to explore and create on their own within a structured setting.

The preschool religion readiness program is designed to help children develop a positive self-image. It is only as children become aware of the good about themselves and the world around them that they can begin to learn about a good, loving, and caring God. The development of a positive self-image also serves as a foundation for developing the Christian attitudes of loving, helping, and sharing.

Our program is designed to help young children discover their special qualities and importance in God's creation. The children will participate in learning experiences on their level of understanding. Through media of songs, stories, finger plays, dramatization, spontaneous prayers, and sensorial activities, they begin to sense God's love for them.

FIELD TRIPS

When field trips are planned, parents will be notified. A parent/guardian **must** sign and turn in a permission slip, provide transportation, and be present and responsible for the entire field trip. This is a wonderful opportunity to meet your child's classmates and families. If you are unable to attend, your child will not be able to attend the field trip or attend school that day.

Field trips are a privilege and a student's behavior can take away that privilege. In the event that the student has lost this privilege of attending a field trip, he/she will be expected to remain home that day. Parents/guardians will be notified prior to the day of the field trip if the student has lost the privilege of attending that field trip.

IMMUNIZATIONS

Preschool students must have required immunizations before starting school. The Ohio Department of education and our Preschool program requires that each child REMAINS up to date with his/her schedule. A well-check is required every year for Preschool. Example: If your child's last well-check was in October, you will need another well-check the following October and will need a new Medical Statement Form filled out by the doctor and turned in to the school no later than 2-3 weeks past the date of the previous exam. Saint Joseph has the Medical Form for you to take to the appointment.

INSPECTION REPORTS

Parents have daily access to current inspection reports of the program. These are posted on a board outside the preschool classroom. If you believe this child care program is not following the licensing rules, is operating illegally, you can file a complaint with the Child Care Policy Help Desk at 1-877-302-2347 option 4 or email: childcarepolicy@jfs.ohio.gov. Please be prepared to give the following information, if available:

- Name of the Program
- Location of the Program
- Publicly Funded Child Care Case Number
- Issue observed at the Program

LANGUAGE AND LITERACY

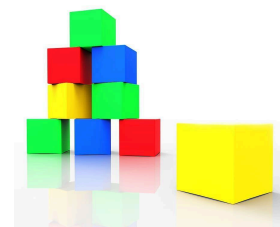
St. Joseph's Preschool program teaches fundamental reading skills using Phonetic Awareness (rhyming, letter sounds, syllables) and letter recognition. Our Literacy program focuses on developing children's oral language, learning the alphabet, and exposing your children to picturebooks and storybooks. We encourage you to enrich your child's vocabulary and love for books by letting them catch you reading!



Concepts will stress following directions using terms in, on, front, and behind. Time concepts such as today, yesterday, tomorrow, morning and night will be taught. Directions of up/down, bottom/top, high/low, will be taught along with opposites such as black/white.

Comprehension includes performing and acting out stories, discussing real and make believe, and filling in missing words in sentences. Expression includes the development of the child's vocabulary. Syntax develops using "ing" verbs and the words this and that, "ed" as past tense and asking the questions how many (?), how much (?), etc.

Classification will enable the children to sort out ordinary objects or pictures with more than one feature.



MANDATED REPORTERS

We, at St. Joseph School, are MANDATED REPORTERS and are required by law to report any suspected case of abuse or neglect concerning a child in our care to the Child Protective Services in accordance with the State of Ohio.

MEALS

Students may purchase breakfast and/or lunch from our cafeteria, or they may bring a nutritious lunch from home. We do not permit students to bring fast food to school for snack/lunch.

SNACKS: The Ohio Department of Education mandates all Preschool programs to offer nutritional foods from two of the four food groups each day (fruits, vegetables, grains, dairy). Sound health, safety and nutritional practices are taught. Screentime is not allowed during meal and snack times per licensing requirements.

*Nutritious snacks from various food groups to share are requested. Please keep classroom allergies in mind. Celebrations such as birthdays and holidays are an exception.

MEDICAL FORMS

According to ODE rules for Preschool -3301-37-08, a completed medical physical by a licensed physician prior to admission is needed. The physical examination must occur prior to the beginning of the school year and remain current (within 12 months) during the child's enrollment program. An emergency medical form must be completed and kept up to date at all times. A copy of your child's immunization records must be provided to us.

NAP TIME (Full day Preschool only)

We will provide a cot for the children to lie down for a nap/quiet time each day. We will not force your child to sleep, but they must lie down quietly. Please send in a small pillow and blanket for your child. A small stuffed animal may also be sent. These will be sent home to be laundered as needed.

ORGANIZATION

St. Joseph's Preschool operates in conjunction with St. Joseph's Catholic School. It is supervised by the pastor and principal. The program director/teacher/aide makes up the paid staff. The school meets all the health, safety, and educational standards of the state of Ohio and is fully accredited.

Those guidelines and policies are available in the school office for all parents to review.

PARENT/GUARDIAN CODE OF ETHICS

Please refer to the Parent/Guardian Code of Ethics Release Form in your Preschool Registration packet.

PARENT VISITS

If a parent wishes to come in and help occasionally, he or she will be welcome, but please inform the teacher ahead of time. Also, specific requirements, such as Expectations Statements and VIRTUS, must be completed prior to a visit to the classroom.

PERCEPTIONS TO BE STRENGTHENED IN YOUR CHILD

Visual discrimination will include sorting and matching objects by color, shape, and size. The child will also learn to match numbers, upper and lower case letters, and will be able to verbally identify shapes.

Visual memory includes identifying objects that are missing from sets of objects. Sequencing of stories is also stressed in this area.

Visual motor development includes sequencing cards from left to right, playing with pegs and beads, working simple puzzles, and hand-eye coordination activities.

Auditory memory will enable the children to learn to follow simple directions and repeat as many as four-word sentences. We will work on repeating nursery rhymes and answering questions about stories.

Auditory motor skills will enable the children to learn about positions as in, on, and under. The children will be taught to follow two-step teacher directions for paper-pencil activities.

RECESS

Weather permitting, all children are entitled to, and expected to participate in outdoor recess. Students should dress according to the weather forecast including hats, coats, mittens, boots, etc. If the air temperature is 25* or above and clear, we are allowed to take the children outside to play.

On days of inclement weather we will have inside recess.

ROSTERS

Rosters of the first names of all the preschool children are available upon request from the preschool teacher(s) and/or the school office. Rosters will not be furnished to any person other than a parent. Note: Parents will sign a statement at the time of enrollment indicating whether he/she desires to be included in the rosters.

SAFETY DRILLS

It is our policy to conduct fire drills, tornado drills, and lockdown drills regularly and every child is required to participate in them. A child who is handicapped in any way is safeguarded either by the teacher or an older student. Protective measures and techniques are taught and drilled in the event of a fire, tornado, lockdown, or bomb threat. Children will be kept under protective supervision until the “all-clear” signal is given.

SCHOOL POLICY

St. Joseph Catholic School admits students of any race, color, religion, and national ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, religion, or national ethnic origin in the administration of its educational programs and policies, admission policies, athletic, and other school administered programs. All actions by faculty/staff, students and/or parents that reflect negativity on St. Joseph Catholic School, even if not on school grounds or at a school function, are subject to disciplinary action at the school.

SCHOOL WEBSITES

St. Joseph school address- <https://sjsaints.org>

St. Joseph Church address- <https://saintjosephgalion.org>

St. Joseph also has a facebook page where you will find updated photos and information about our school.

SOCIAL SERVICE SUPPORT

HealthCheckinfo

<https://medicaid.ohio.gov/families-and-individuals/citizen-programs-and-initiatives/healthchek/healthchek>

McKinney-Vento

HomelessEducation@education.ohio.gov

FERPA Family Educational Rights and Privacy Act

<https://studentprivacy.ed.gov/>

SPECIAL OCCASIONS/BIRTHDAYS

Birthdays are important to a Preschooler. If your child has invitations to distribute, we request that all classmates be invited to avoid hurt feelings. If this is not possible, please invite classmates outside the school environment. Parents are welcome to send a birthday treat to share with the class at snacktime, but we ask that you inform us in advance to avoid any potential conflict, including classroom allergies.

Special occasions will be handled in a case by case scenario.

STATE LICENSE

Saint Joseph Catholic School is licensed by the State of Ohio and a member of the Diocese of Toledo. The license is posted for your review outside the preschool classroom on the bulletin board.

STATE REGULATION

The state requires that we notify parents of preschoolers that there is a phone number they can call to intervene when problems have not been resolved satisfactorily by the teacher or the principal of St. Joseph Catholic School. **That number is: 614-466-0224.** This is a division of the Ohio Department of Education.

TIME SCHEDULE

Several session options are available. Our preschool teachers provide several session options. If you choose a 5-day per week preschool, your child will participate in an Enrichment Friday.

Breakfast is served for a fee from 7:30 a.m.-8:00 a.m. and is optional.

Students gather in the cafeteria between 7:30-8:00 a.m.

Class begins at 8:00 a.m.

Full day options are as follows: 7:30 a.m. - 3:10 p.m.

- Monday-Friday
or
- Monday-Thursday

Half day options are as follows: 7:30 a.m.- 11:00 a.m.

- Monday through Friday
or
- Monday through Thursday

TOY POLICY/DIGITAL DEVICES

We prefer that your child keep his/her toys and digital devices at home. There will be special times throughout the year when your child will be permitted to bring in a toy, such as Show-and-Tell. A note will be sent home to parents in advance.



TRANSITION FROM PRE-K TO KINDERGARTEN

Preschool children will be provided opportunities throughout the year to meet teachers and administrators at our school to foster relationships and build community. Toward the Spring each year, Pre-K students will spend a day shadowing the Kindergarten students and will participate in Step Up To Kindergarten Day.

Preschool students ready for Kindergarten will be screened by the Kindergarten teacher prior to entering Kindergarten to get a feel for placement.

TUITION

Tuition is handled by the FACTS Tuition Management Company (see tuition sheet).

UNLIMITED ACCESS FOR PARENTS

St. Joseph Catholic School grants any parent of a child enrolled in the program unlimited access to the school during its hours of operation to contact his/her child, evaluate the care provided by the program, the premises, or for other purposes approved by the director. Upon entering the premises, the parent shall report to the school office.

USE OF PICTURES

Publishing photographs, images, or likenesses of our students in school publications and on the school's website will be beneficial in promoting our school and our students' accomplishments and in sharing our school's experiences with others.

Sources of the photos and other likenesses may include students, families, professional photographers, and employees or friends of the school. Since website images may be seen outside the school, we do not include students' names with photos appearing on our website.

