

**St. John the Evangelist Parish School**  
**Return to School Plan**  
Updated 08-20-21

*Dear Parents,*

*Looking to the future with hope, we have established guidelines to provide a safe environment for our students and staff as we return to St. John the Evangelist for the 2021-2022 school year. Our number one priority is keeping our students and staff safe and healthy while continuing to provide our students with a strong, faith-based education. These guidelines are put in place under the recommendations of the Archdiocese of Milwaukee, the Wisconsin Department of Instruction, the Department of Health Services and the Greenfield Health Department. Accurate as of August 20, the information provided below summarizes our plans for the 2021-2022 school year. These protocols may be adjusted as we monitor the situation. We thank you for your flexibility, understanding, and patience in these ever-changing times. Any and all changes will be communicated promptly to our school community.*

*All families will be asked by the Archdiocese of Milwaukee to sign a “Statement of Understanding” statement. A hard copy of this waiver will be sent to families. You can view the waiver here:*

[\*2021-2022 Statement of Understanding - Covid-19\*](#)

***We return to school on Tuesday, August 31st. The identification of positive cases of Covid-19 in our community, higher rates of community spread, or changes in local guidelines will likely lead to quarantine periods throughout the year, either for our entire school or for individual classroom cohorts. In the event of a quarantine, online schedules for classes utilizing google classroom as the learning platform will be provided to families affected by the quarantine.***

***All decisions regarding quarantine/school closures will be made in conjunction with the Greenfield Health Department.***

## **Health**

***If your child is not feeling well, please do NOT send them to school.***

Any child presenting symptoms of Covid -19 during the school day will be sent to an isolation room. Parents/guardians will be called immediately to pick up their child. Families are asked to make plans to have someone available to pick up children within 30 minutes.

Symptoms of Covid -19 include a fever of 100.4, cough, shortness of breath or difficulty breathing, fatigue, chills, body/muscle aches, headache, sore throat, congestion, new loss of taste or smell, nausea or vomiting, and/or diarrhea..

Any child who is ill (not Covid related) may not return to school until they are fever free without fever-reducing medicine for 36 hours.

If a student has tested positive for Covid-19, they may not return to school until they are free of fever and respiratory symptoms for at least three days without fever-reducing medicine **and** ten days have passed since symptoms first appeared.

If a teacher or other staff member has tested positive, the same protocol will be followed.

If there is a suspected or confirmed case of Covid-19 in your child's classroom, we will contact the Health Department of the community where your family lives. Parents will be notified by email or phone of specific next steps.

St. John the Evangelist requires parents to notify the administration immediately if your child or another family member has been exposed to or tested positive for Covid-19. Confidentiality will be maintained.

The Guidelines for notification and Isolation/Quarantine in the event of a confirmed case of Covid -19 are available here:

[\*Notification Process for Schools with Confirmed Covid-19 Cases\*](#)

### ***Start of the School Year:***

We begin the school year with our book and supply drop off on Monday, August 30. This event will be held by appointment, using a sign up genius document for scheduling. Students will have their pictures taken, and uniforms will be available for resale at this event.

Regular classes will begin on Tuesday, August 31, following the drop-off/pickup protocol outlined below.

### ***Entering/leaving the building:***

Visitors will not be allowed in the building during drop off or pick up times, but are welcomed any other times to take care of business in the office. Meetings with teachers should be scheduled with the teacher.

Drop off: All parents of students in K5 through 8 are asked to drop off on the north side of the building. Parents are asked to not exit cars at morning drop off.

Pick up: Students will wait in the gym in classroom cohorts until they are called to their cars. Parents are asked to not exit cars at the end of the day.

Drop off and pick up of K4 students will take place at door # 6. Staff will accompany K4 students out of the building at door # 6 at the conclusion of the school day.

Parents who are coming for early pickup, either of a kindergarten student or an older student who has an appointment, should call the office upon arrival. Parents will receive instructions for pickup over the phone.

### ***Masks:***

Masks will be recommended for all students, staff, and visitors, entering the building.

Appropriate mask protocol instruction will be provided to students. If your child is wearing a mask, the teacher will provide gentle reminders for proper wearing throughout the day.

Families may choose to send paper or cloth masks for students to wear while in the building. Plain white cloth masks will be available in the school office for students who may misplace or damage their mask. Please mark masks with your child's name.

Frequent mask breaks will be provided for students and staff throughout the school day.

### ***Before/After school care:***

We will continue to offer before and after school care.

In order to plan for appropriate space and supervision, parents will be asked to create a weekly schedule for both before and after care. However, drop ins will continue to be accepted for both programs.

Depending on numbers, students in our early risers program may be divided among classrooms.

Students in ASC programming will continue to meet in the school cafeteria. There is plenty of room for activities with adequate distancing. In addition, we will continue to provide as much outdoor time as possible.

### ***Classroom cohorts:***

In most cases, classroom cohorts will consist of students organized by grade levels. There will be exceptions to this for some of our small classes, who will need to be grouped for instruction for some subjects.

### ***Classroom protocols:***

Teachers will provide students with instruction in physical distancing, hand-washing, and mask protocols throughout the first week of school. Modeling and review of these skills will continue daily, along with gentle reminders throughout the day as students adjust to daily routines.

Classrooms will be organized to allow for social distancing when possible.

The science lab will be outfitted with plastic dividers to allow for the table configurations.

Teachers will be provided with a portable plexiglass screen for one on one work with students.

Access to shared materials will be minimized at all grade levels. Toys for EC classrooms will be rotated daily for cleaning. Students will not share art or learning materials. Each student will store their classroom tools (crayons, pencils, etc.) in a box or bag clearly marked with their name.

When students enter the classroom - first thing in the morning, following recess, lunch, mass, etc. they will either use the hand sanitizer available outside of the room, or immediately proceed to the sink in the room to wash their hands.

### ***Cleaning/disinfection:***

Areas which are touched frequently will be disinfected throughout the school day by our custodial staff. This includes restrooms, stair rails and exterior doors. Teachers will have access to disinfectant for use throughout the day as necessary.

Classrooms, hallways, common areas and bathrooms will be cleaned and disinfected each evening by our custodial staff..

### ***Lunch:***

Students will eat in classroom cohorts, either in the cafeteria, or outdoors.

The number of students per table will be reduced to maintain social distancing.

Parent supervisors will continue to be utilized for lunch and recess periods.

### ***Instruction/Technology:***

All students will receive instruction in google classroom immediately upon returning to school. Daily lessons will be uploaded into google classroom pages to provide easy access for students who are in quarantine.

### ***Athletics:***

Soccer and volleyball are being played in the Fall. Spectators and players are expected to follow the policies and procedures in place at each location.

[Guidelines for Elementary School and Parish-Based Athletic Programs](#)

### ***Visitors/Volunteers:***

All visitors and volunteers should not have any symptoms. It is recommended that anyone who enters the building wear a mask. Visitors are welcomed to the office any time, except during the drop off or pick up times.

### ***Virtual Learning***

**There is not a virtual option for students for the 2021-2022 school year.**

It is our goal to provide traditional, in school learning for all of our students. However, we understand that quarantine periods may be necessary for teachers or students throughout the year. All students will be instructed in the use of technology platforms during the first week of school. Parents will also be provided with instruction as needed. This instruction may come in the form of online classes, written instructions, or individual support as necessary.

Chromebooks will continue to be available for students who do not have technology at home.