



St. Francis Xavier Catholic School/Marquette Campus
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August 2021

Dear Families:

Welcome to another exciting school year! We know that there will be some challenges ahead, but after successfully navigating the past year and a half, we have a great deal of assurance that we can meet this year's challenges with a can-do attitude. This is because we are confident in the continued support of our amazing families and wonderful staff.

Staffing Changes

We welcome two new teachers to our staff. As many of you are aware, we have added a new section of 3rd grade this year. Additionally, with the retirements of Julie Guzman and Pat Rechner, who shared a full-time learning services position, we have hired a new learning services instructor. We are pleased to introduce you to the newest members of our staff:

Natalie Kluck is our new 3rd grade teacher. Natalie is a 2018 graduate of UW-Stevens Point where she majored in elementary education and minored in music and natural science. For the past three school years, she served as a third grade teacher for the Pacelli Catholic Schools in Stevens Point. As an interesting side note, she has played contrabass clarinet for the Stevens Point City Band's summer concert series for the past 10 years.

Caroline Armstrong has taken the learning services position. Caroline is a 2016 graduate of UW-Eau Claire. She has a dual major in special education (K-12) and general education (1-8). Most recently she was employed as a special education teacher for grades 1-3 at the Clovis Grove Elementary School in Menasha. Prior to that, she spent 2 school years as the PK-12 special education teacher in a small school in the Lower Kuskokwim School District in Alaska. She played club volleyball in college, and has been a volunteer for Special Olympics beginning when she was in high school and continuing on to this day.

BACKPACK DAY WILL BE HELD ON AUGUST 24 FROM 9AM UNTIL 1PM. On this day, you and your child(ren) can come in to see the classroom, say hello to the teacher and have their school picture taken. There is no formal program that day. Come in at a time that fits into your schedule. If you are not able to make this day, and therefore miss school pictures, your child will have a picture taken on picture retake day later in the fall.

For school pictures, your child may wear his/her favorite outfit—uniforms are not required. Carlson Photography will once again take our pictures. The forms you need will be in the packet of information you will pick up on the 16th or 17th. On picture day you will need to bring in the form you have filled out along with your payment for the picture packet you choose.

PARENT NIGHT IS CHANGED FOR THIS YEAR. In past years, our parent night was held on the Monday prior to the first day of school. This year, because of various scheduling needs, we will be holding parent night on Monday, August 30 from 6:00-7:30 PM. On this night, we will have a brief meeting in the church to go through general information, and then we will head to the classrooms so you can meet your child's teacher and get specific classroom information.

THE FIRST FULL DAY OF SCHOOL IS WEDNESDAY, AUGUST 25. The first bell rings at 8:15 AM, and the second bell rings at 8:25 AM. All students in grades K-4 are expected to be in their seats at the 8:25 time, ready for announcements and to begin the school day. Procedures for the time before the school day begins are outlined below.

BEGINNING AND END OF THE DAY PROCEDURES FOR THIS YEAR. We will still be limiting the number of people gathered in the lobby and other areas of the school as much as possible, so we will not be going back to allowing parents to gather in the lobby of the school as we used to do prior to Covid.

Before School

- Students who arrive prior to 8:00 AM **must** be placed in our Before Care program.
- Students arriving between 8:00 and 8:15 AM will need to be on the playground prior to the first bell. If the weather is inclement, the students will be supervised in school before classes start.
- Morning carline will be supervised from 8 AM until 8:25 AM. Morning carline goes through the East Parking Lot (playground side). You will receive a map showing how to enter and exit. A staff member will be on hand to let your child out of your car and direct him/her to the playground.
- The main school doors will be open from 8:10 until 8:25 AM. We ask that only our preschool parents enter the school at this time. Preschool parents need to walk their child to the classroom where the teacher will greet them. If there are older siblings that arrive with the preschooler, they will be directed to go directly down the hallway to the playground where they will join the other students who will be playing until the first bell rings.
- Parents who have business with the office, or who are planning to meet a teacher prior to school, should buzz in as you would at any other time of the day, and the office staff will open the door to let you in.

Morning Preschool Pick-Up and the beginning of the 4K Afternoon Session

- Parents who pick up their child from one of the morning preschool classes, will pick them up in a carline that begins at 11:15. If you need to arrive outside of the scheduled carline time for any reason, please come to the main entrance and press the button near the farthest door on the right, and the office staff will buzz you in.
- The main school doors will be open from 12:05 PM until 12:20 PM for those parents who will be dropping off their 4K child for the afternoon session. If you need to arrive at a time other than this "open door" time, please press the buzzer near that farthest door on your right, and the office staff will let you in.

After School

- Students will be dismissed at 3:15 PM. Students in After Care will be met by Care staff to head downstairs. Bus students will go to the door where they will meet the bus. Those students who will be picked up by their parents will all leave the doors by the main entrance of the school.
- If you need to pick your child up at the very end of the day for an appointment or other such reason, we ask that you call ahead and arrive prior to the 3:15 dismissal. You may use the button at the main door to be let into the office where your child will be waiting for you.
- Parents will not be allowed to gather in the lobby prior to the end of the day. Instead, you will either meet your child on the sidewalk (similar to last year) or will wait in carline for a staff member to escort them to your car. We will once again have 2 carlines running so that this process can be done quickly. All families will once again receive a small sign to place in their car window so we can get the students out to cars in an orderly and quick manner.
- Parents of students in afternoon preschool will use these two methods to pick up their children as well. Your children will remain with their teacher while awaiting your arrival, instead of being in the general grade level lines

Virtus Training

We are still awaiting guidance in regard to class parties and field trips. But once you can once again come into the classroom for these student-contact events, you will need to have completed a Virtus class, as provided by the Diocese of Green Bay. Any adult who wishes to volunteer for any school related activity **must** take the required Virtus training and complete a background check **BEFORE** being allowed to volunteer in any capacity at school.

This training is free, and now is available online, so you can take this course at a time convenient to you. You can find more information by visiting the diocesan website at www.gbdioc.org and clicking on “Protecting Our Children.” To register for the background check, you will need to click on “eApps” and use the access code of **gbdioc04**.

Lunch Program

You will be receiving information about our lunch program in the packet of information you will receive on August 16 or 17.

Parent Handbook

You will receive an updated copy of the Handbook on your child’s first day of school. Please look this resource over and keep it handy to help answer your questions throughout the year.

Regarding Student Safety During These Times

The Xavier System's Central Office will be releasing their updated information regarding Covid protocols very soon. They are awaiting recommendations from the Health Dept. so that we have the most accurate and up-to-date information for you as we begin this year.

I can tell you that, for now, we plan on moving back to a more normal school day where students eat in the lunch room and once again receive their special classes in the rooms designed for Music, Library and Art. We will not be using these spaces as regular classrooms as we had last year.

We will continue to ask that students wash their hands frequently and use hand sanitizer as needed throughout the day. We will also be spacing the students for lunch, creating the need for us to once again have three lunch periods for our students. The drinking fountains will be turned on again, and the air driers will once again be used in the bathrooms. Finally, we will not be taking temperatures at the door this year. Instead, we ask that you monitor your child's health closely and keep them home whenever they are ill. I am sure that your questions regarding all this will be answered in the information you will receive from the school system.

I know this is a lot of information to take in at once, so please hold onto this letter to refer back to as needed. Enjoy the rest of your summer break! We look forward to seeing you soon!

Laura Barnett, Principal