

Welcome to St. Clare School

2022-2023





1807 S.W. Freeman St.
Portland, OR 97219
503.244.7600 (P)
503.293.2076 (F)
www.stclarepdx.org

Welcome to St. Clare School!

As you begin your journey with St. Clare, I want you to know your future. At the end of your time with us your children will enter the world confident in their unique abilities. They will leave with a sense of purpose, scholarship, leadership, and creativity. They will carry with them the Catholic values of integrity, service, and compassion.

I don't make these claims lightly. Development of character and community are the unwritten but essential parts of St. Clare's comprehensive curriculum. Our school is focused on caring and lifelong learning and will embrace your child as an individual and guide them to excel.

Although our website cannot fully convey the warmth, fun, and enthusiasm of our dynamic community, I encourage you to visit www.stclarepdx.org for more information.

I look forward to meeting with you.

Mr. Chris Harris
Principal





Mission & Philosophy

Mission

- ❖ St. Clare is a Catholic, parish-school community, rooted in Gospel values and dedicated to the spiritual and educational development of the whole child.

Philosophy

- ❖ To teach as Jesus taught is the foundation on which the Catholic identity of St. Clare is based.
- ❖ We strive to be a community of faith, love, inclusion and respect for creation, others and self, where our children learn about God by what is taught and by example.
- ❖ We nurture our children's relationship with God through opportunities for liturgy, prayer, celebration and the expression of Gospel values through community service.
- ❖ We collaborate with parents, the primary educators of our children, to ensure that thoroughness of instruction and respect for each child encourages the spiritual, intellectual, physical and emotional development of the child.
- ❖ We challenge our children to use their abilities to achieve academic excellence, to be life-long learners and to embrace their future with hope.

St. Clare School

Schoolwide Learning Expectations

A St. Clare School student is



A FAITH-FILLED PERSON who

- ❖ participates at Mass and in the parish community.
- ❖ knows about God, scripture, and the Catholic tradition.
- ❖ respects God's creation, self, and differences among people.
- ❖ acts as Jesus taught us.
- ❖ acts as a peacemaker.

AN EFFECTIVE COMMUNICATOR who

- ❖ expresses ideas clearly in a variety of ways.
- ❖ speaks and listens in a respectful manner.
- ❖ uses non-verbal communication appropriately.



A RESPONSIBLE CITIZEN who

- ❖ demonstrates honesty, helpfulness, kindness, and forgiveness.
- ❖ takes responsibility for one's own actions.
- ❖ cares about what's happening in the community, nation, and world.
- ❖ fulfills duties as an active member of one's community.
- ❖ serves others.

A LIFE-LONG LEARNER who

- ❖ develops his or her body, mind, and heart.
- ❖ is open to new ideas and all subject areas.
- ❖ works well alone and in groups.
- ❖ learns from mistakes.
- ❖ uses positive problem-solving strategies and critical thinking skills.





Application/Enrollment Timeline 2022-2023

New Family Applications Accepted for K-8*: Beginning October 1, 2021

Kindergarten 22-23 Virtual Town Hall: November 30, 2021

Re-Enrollment of Current Families: Early January 2022

Virtual Open House: Sunday, January 30, 2022 from 12-2PM

Kindergarten Admissions Process:

- Beginning October 1 - Online applications accepted for new students
- Parents submit an online application
- February 8-10, 2022 - Parent interviews and Kindergarten Readiness Tests (KRTs) for all kindergarten applicants
- Parents receive KRT results
- Parents notified of acceptance decision

Grades 1-8 Admissions Process:

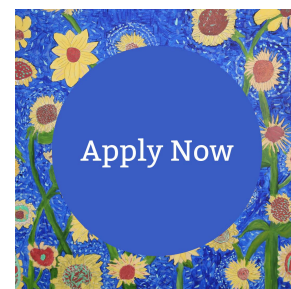
(*New 8th grade students are considered on an exception basis, only)

- Beginning October 1 - Online applications accepted for new students
 - Parents submit an online application
 - Starting February 2022 - Parent interview with Mr. Chris Harris, principal, and student assessment with Mrs. Lillian Kidwell, learning specialist.*
 - Parents notified of acceptance decision.
- (*Possible student visit or "shadow day" may happen in the spring depending upon COVID requirements.)

Tuition Assistance:

- January 31, 2022 - FACTS online application deadline in order to be considered for Archdiocesan and school grants.
- School notifies families about tuition assistance awards beginning Spring 2022.

Note: Tuition assistance is awarded using the same priority policy as admissions





St. Clare School Tuition Rates 2022-2023

In-Parish			Out-of-Parish	
	Annual Rate			Annual Rate
One Child	\$7,800		One Child	\$9,800
Each Additional Child	\$7,300		Each Additional Child	\$9,300

Application fee: \$50 per student (non-refundable)

- FACTS will assess a bank processing fee of 2.85% for credit card payments. There is no charge for ACH/eCheck payments.

Enrollment fee: \$200 per student (non-refundable)

- FACTS will assess a bank processing fee of 2.85% for credit card payments. There is no charge for ACH/eCheck payments.

Fees payable on invoice in Spring 2023:

PIP: Billed in May of the academic year, \$10 per unfulfilled volunteer hour up to \$300 per family (\$150 for single parent households)



*A Catholic community guided by the Holy Spirit to proclaim
Christ's love in worship, service and life-long learning.*

January 2022

IN-PARISH TUITION DISCOUNT

St. Clare Church gives 20% of its collections to St. Clare School to keep tuition rates as affordable as possible for our parish families. Since active members at St. Clare Church make this possible, we offer a tuition discount to active church members.

In order to receive the in-parish tuition discount, you must be an active member of St. Clare Catholic Church with your time, talent, and treasure. More specifically, this would include

- Attending Mass regularly;
- Volunteering to help with ministries.
- Donating regularly to St. Clare Church.

Time: As members of St. Clare Church, we take time out of our busy schedules for God. We ask that you attend Mass regularly at St. Clare Church. We encourage you to participate in our ministries, attend events and connect with others. Weekend Masses are Saturdays at 5pm and Sundays at 8:30 & 10:45am.

Talent: One way we live our faith is through service to others. We invite you to take a leadership role in one of our many ministries, or volunteer on a team or at events. There are many opportunities to give back to the parish and our greater community through volunteer efforts. We ask families to complete a suggested minimum of 20 volunteer hours throughout the year at St. Clare Church. For volunteer opportunities, watch the weekly parish bulletin or contact the parish office.

Treasure: The philosophy behind an In-Parish tuition rate is that your school tuition is offset by regular contributions to St. Clare Church. While there is no set amount to give, we ask you to contribute what you can to help sustain our parish and our ministries. We suggest a weekly donation of \$10-20 (\$40-80/month) minimum per family, and giving it in a way that allows us to track it, such as using weekly offertory envelopes or online giving through the church website. We appreciate your generosity in supporting the ministries of St. Clare Church.

All active families at St. Clare Church (families who attend Mass regularly and volunteer and donate regularly) are eligible to receive the in-parish tuition rate.

St. Clare Before and After School Care (BASC)

January 2022



Greetings from BASC!

Our before and after school care program (BASC) provides a safe and happy environment for students before and after regular school hours. BASC is available to all children, Kindergarten through 8th grade, who are registered students at St. Clare School. Our hours of operation are Monday through Friday from 7-8am and 3-6pm (2-6pm on Tuesdays), excluding major holidays, in-service days, and school vacations.

BASC provides regularly scheduled care which guarantees childcare on days that works with your family's schedule. Drop-in care is also offered on a first-come, first-served basis - **providing space is available**. BASC also provides extended care on noon dismissal days. Additionally, parents may also use the BASC program to coordinate with after school activities such as music, drama, CYO sports, or tutoring.

Our program features outdoor recreation, crafts, free play, homework time, movies (on the long cold days) etc. BASC allows your child time to socialize with schoolmates under the supervision of our qualified and experienced staff. Our number one priority is to provide high-quality care for your child in a **safe**, loving, and positive environment.

The school provides the BASC program as an option to help parents with their commitment to Catholic education at St. Clare School. We look forward to seeing many returning students and some new faces as well!

*Registration fee is \$50 per child.

*Cost of care:

\$20 per day (3-6pm M, W, TH, F)

\$26 per day (2-6pm Tuesdays, early release days)

\$30 per day for drop-in care (*when available, no sibling discount*) (\$36 Tuesdays)

\$8 per day (morning care)

** (*Need-based scholarships available, please see Eve for information*)

Eve McCarthy

BASC Director

emccarthy@stclarepdx.org



St. Clare School



ST. CLARE CATHOLIC SCHOOL RETURN TO SCHOOL PLAN 2021-2022 ***Revised 8/24/21**

This plan was written specifically for St. Clare Catholic School in Portland, informed by the Framework for Reopening from the Archdiocese of Portland and the Ready Schools, Safe Learners Resiliency Framework from the Oregon Department of Education. This plan is subject to change.

Key Considerations

- As of **July 1st, 2021** Multnomah County currently meets the recommendations for full reopening based on the revised metrics with the Oregon Department of Education (ODE).
- We will continue to utilize our mitigation strategies to combat COVID, in particular: increased air flow in the building with upgraded filters (upgraded in 2020), touchless faucets and drinking fountains (upgraded in 2020), handwashing, hand sanitizer, physical distancing (students and desks 3 ft. apart to the extent possible), and universal masking (all students and staff regardless of vaccination status will start the year fully masked while indoors per state mandate).
- In order for teachers to focus on full day in person learning, St. Clare school will not be providing Comprehensive Catholic Distance Learning (CCDL) for the 21-22 school year.
- Following ODE and statewide mandates and guidance, St. Clare will be requiring universal masking for all students, staff, volunteers and visitors while indoors regardless of vaccination status until further notice. At this time, masks may be removed when they are actively eating, playing a musical instrument, and when they are outdoors (with the exception of dismissal and when waiting in line), subject to change.



St. Clare School

Key Considerations (cont.)

- St. Clare will dismiss daily for K-8 between 3:05 and 3:15 p.m (M/W/Th/F) and between 2:05 and 2:15pm on Tuesdays for staff development. Arrival will begin at 8:00 a.m. and school will start at 8:10 a.m.
- Our instructional model for the 2020-2021 school year will be designed to provide support and continuity if we transition to distance learning and back to the classroom, or vice versa. Our program will include academic excellence, a foundation in faith, and social emotional learning support.
- Students will be taught in cohorts (K-2, 3-5 and 6-8) and eat in the cafeteria by level, which will limit interactions between grade bands throughout the day. If an entire cohort is quarantined or the school is closed after reopening due to a spike in cases or a case in our school community, students will transition to Comprehensive Catholic Distance Learning until we are able to return.
- Students absent for any reason will need to follow our standard sick policy for make up work. Students that arrive at school not feeling well or showing symptoms of an illness will be asked to go home. Students that develop symptoms while at school may be tested for COVID onsite with parent permission, and/or will be sent home.
- We will follow guidance from our local public health authority (Multnomah County) when determining who will need to quarantine if there is a known COVID exposure in the building. For example, if a student tests positive for COVID, the county may recommend a quarantine for any students that were sitting within 6 ft. of the student during lunch or less than 3 ft. for an extended period of time elsewhere while indoors. At this time, there are no travel restrictions.
- Before and After School Care (BASC) will be offered for families who pre-register. BASC will follow the same guidance and directives from our local public health authority as the school regarding when to close or who to quarantine following an exposure. BASC follows the Oregon State Early Learning Division protocols (along with our pre-school), in addition to rules and guidance for our K-8 program.
- Financial aid is available for families impacted by COVID-19. Families must apply through FACTS and qualify for tuition assistance to receive aid. Please contact our bookkeeper Gwen Vroman gvroman@stclarepdx.org for information on how to apply and whether you might be eligible.
- We have evaluated our school's capacity to reopen based on the following areas with experts in these fields: Healthcare, Facilities, Technology, and Finance.



St. Clare School

The Return to School Plan is divided into the following sections:

- Section 1: Operational Vitality
- Section 2: Academic Excellence
- Section 3: Mental Health and Social Emotional Learning
- Section 4: Technology
- Section 5: Mission and Catholic Identity

Metrics for Reopening

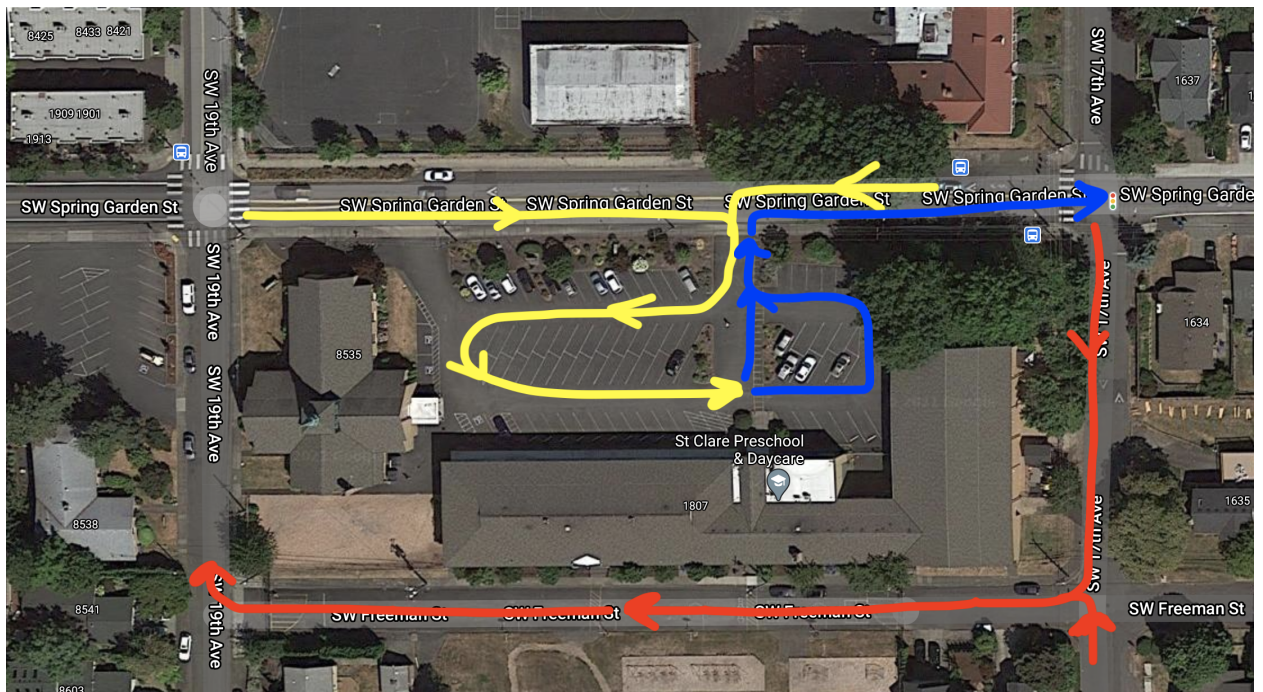
On Dec. 23rd, 2020 Governor Brown asked the Oregon Department of Education to update the Ready Schools, Safe Learners protocols to have the metrics for returning to in-person instruction move from mandated to advisory. Multnomah County currently meets the recommendations for reopening under the [Resiliency Framework](#). This Ready Schools, Safe Learners Resiliency Framework for the 2021-22 School Year replaces Ready Schools, Safe Learners: Guidance for School Year 2020-21 version 7.5.2 issued on May 28, 2021. The Ready Schools, Safe Learners Resiliency Framework for the 2021-22 School Year became effective on June 30, 2021.

Arrival/Dismissal

- K-5 Students will enter/exit on the Freeman St. Entrance (large doors by 3rd grade) for both drop off and pick-up.
 - Families will drive up to the entrance (one-way traffic starting on the gym side toward church side), roll down the windows of student passengers, and all occupants put on masks. Please remember to have your **family name and grade level displayed on the dashboard** at pick-up for ease of identification for our screeners.
 - K-5: **8:00-8:10am**; 3:05-3:15pm (M/W/Th/F) and 2:05-2:15pm on Tuesdays.
- 6-8 Students will enter/exit from the Spring Garden St. Parking Lot (main school entrance near gym). **8:00-8:10am**.
 - Families will enter at the gym side driveway from Spring Garden St., and drive around the parking island toward the main school entrance. Be attentive and aware at all times for pedestrians and children being dropped off at preschool.



St. Clare School



- One staff member will conduct the student screening. The student/driver will be asked if the student has exhibited any COVID symptoms or has been in contact with a known individual with COVID. Close contact is considered within 3ft. of an individual with COVID for more than 15 minutes. The screener will also check that the student is properly wearing their face mask. Students who are experiencing COVID symptoms or who have been exposed to an individual with COVID (as determined by the county guidance) may not be able to exit the vehicle and must return home.
- Staff members will assist the student into the building. The students will walk to their classrooms where the teacher will be at the door to greet them.
- For dismissal, students will remain in their classroom until their name is called using walkie-talkies.
- Families that are tardy may call the school office to open the gate. Mrs. Mac will screen and greet the student. If your child is absent please contact the office and your child's teacher in advance.
- If a child is not picked up by the assigned time, their child will be sent to BASC and the family will be charged for the service, subject to availability. When BASC is unavailable, Families may be charged a late fee of \$5.00 per minute beyond the 10 minute grace period for dismissal (charged to FACTS).



St. Clare School

Cleaning & Health and Safety Protocols

- Students will use hand sanitizer when entering the building.
- Students may bring a snack and will need to bring lunch and a water bottle, or may order hot lunch..
- Chairs/student seating will be spaced apart for physical distancing.
- Teachers may take the students outside for a stretch/mask break. Students may remove masks when outdoors with teacher approval. If a student needs a brief mask break in the classroom, students around them must keep their masks on.
- There will be a cleaning of the room and common touch surfaces every morning before school. Touch surfaces/bathrooms/desks will be sprayed & wiped down daily.
- We ask students to limit bathroom use throughout the day when possible. Students will be encouraged to use the bathroom during assigned breaks. Students may use the bathroom outside of the assigned time in an emergency situation. Students in Grades K and 1 will use the restroom attached to their classroom. 6th-8th Grade will use the upstairs restrooms near the Science Lab. 2nd-5th Grade will use the downstairs cafeteria bathrooms or upstairs bathrooms. Students in PE may use the gym restrooms. Students must wash hands (20 seconds with soap water) after using the bathroom. Employees will use the staff bathroom near BASC.

Responding to COVID exposure

- If a student, staff member, or school family member has been diagnosed with COVID-19, our office will contact our local health authority (Multnomah County- 503-988-3406). They will advise the school on which cohorts or individuals, if any, may need to quarantine based on likely exposure in the building. If a student, staff member, or school family member is exhibiting symptoms but not yet tested or awaiting results, the school will use the [Planning Toolkit](#) or seek guidance from our local health authority.
- If a student becomes ill at school, a teacher/staff member will conduct a temperature check. If COVID-19 symptoms are present, the student will be isolated in our health room or other designated space until the parent, or their parents designee, arrives to pick them up. If parent permission is on file, trained staff may help students self-administer a rapid COVID test, which provides results in 15 minutes.
- If another classmate is considered to have been exposed to COVID-19 at school, he/she may be instructed to go home or to the nearest health center. *For the purposes of contact tracing, ODE defines exposure as being within 3 ft. of a COVID-19 case for 15 minutes or longer (consecutive or within a 24 hour period).*



St. Clare School

- If a student exhibits symptoms that could be COVID-19 related (typically two or more symptoms identified on the screener), presents a fever over 100.4 or if anyone in their home or community living spaces has COVID-19, they should contact their medical professional and get tested. Administration is to work under the premise that the student has contracted COVID-19 and may not return to school.
- If the test is positive, they must stay home for at least 14 days, and until 72 hours after resolution of their symptoms. If the COVID-19 test is negative, or a doctor's note is provided, the child may return 72 hours after resolution of their symptoms (no fever without the use of fever-reducing medications); respiratory symptoms (cough, shortness of breath, etc) have improved; and local county Department of Health releases the students to return to school safely. If exposed to COVID-19, students are advised to quarantine for a period of 10 days without a COVID test, or 7 days with a negative COVID test (test should be administered 2-5 days upon return from travel or from date of possible exposure).
- If a teacher conducting In-Person Instruction is out sick for any reason, the school will work to find substitute coverage. Based on current restrictions for substitute teachers, In-Person Instruction may be temporarily unavailable. If there is confirmed or potential COVID exposure, In-Person Instruction may be temporarily unavailable based on guidance from our local health authority. Families must be prepared to return to full distance learning if our school is directed to do so.



St. Clare School

Covid - 19 Health Check Screening

Prior to performing a health screening on any individual staff must be wearing proper PPE. A face covering is required and face shields over your face covering are recommended.

1. Persons in the vehicle will be asked to put on their mask and roll down the window for a health screening prior to exiting the vehicle.
2. Parent/Driver will be asked if their child(ren) has any COVID related symptoms (families need to be familiar with the symptom list described below to accurately answer the screening question). If the answer is yes, the child(ren) will need to go home.

Do you have any of the following symptoms?

- Cough
 - Shortness of breath or difficulty breathing
 - Chills
 - Repeated Shaking with chills
 - Muscle Pain
 - Headache
 - Sore Throat
 - Loss of taste or smell
 - Diarrhea
 - Feeling feverish or a measured temperature over 100.4 degrees Fahrenheit or greater
 - Known close contact with a person who was exposed or tested positive for Covid-19
3. The student may then exit the vehicle with their mask worn properly and proceed directly to their homeroom class.
 4. If you or anyone in your household has been exposed to an individual known to have COVID-19 or if you or anyone in your household is exhibiting symptoms or receives a positive diagnosis of COVID-19 and your child has been at school in the previous 14 days, please alert the school office immediately.



St. Clare School

Family Agreement

By participating in In-Person Instruction for the 2021-2022 school year, you agree to the following guidelines listed below:

1. Continue to social distance yourself and your family from large group gatherings and events as thoroughly as you can while local cases are surging. Follow state and local guidelines and mandates for masking.
2. Make sure to distance yourself and your family 3-6 feet from others to the extent possible. Particularly important in stores, pharmacies, etc.
3. Avoid unnecessary risks of exposure.
4. Wash hands thoroughly and often. When hand washing is not available use hand sanitizer.
5. Avoid touching your face and eyes.
6. If you are traveling for business or pleasure, make sure to use all safety measures on planes and while at destinations. Track where you were and who you were with.
7. Remember that you are not only keeping yourself safe from COVID-19, but you are keeping the other families and staff at St. Clare safe too.

Thank you for abiding and following these safety measures!

References:

- Ready Schools, Safe Learners Resiliency Framework from ODE:
<https://www.oregon.gov/ode/students-and-family/healthsafety/Documents/Ready%20Schools%20Safe%20Learners%20Resiliency%20Framework%20for%20the%202021-22%20School%20Year.pdf>
- Planning and Responding Toolkit:
<https://www.oregon.gov/ode/students-and-family/healthsafety/Documents/Planning%20and%20Responding%20to%20COVID-19%20Scenarios%20in%20Schools.pdf>



St. Clare School

St. Clare Catholic School Return to School Plan 2021-2022

***Updated 8.24.2021**

St. Clare Catholic School began the 2020-2021 school year on September 8th, with Comprehensive Catholic Distance Learning. St. Clare began offering Limited In-person Instruction for grades K-2 starting on October 14th, followed by 3rd and 4th Grades in October and November. K-4 Students who were not attending Limited In-person Instruction were given the choice to remain fully remote. All students continued with Comprehensive Catholic Distance Learning. On February 1st, 2021 St. Clare students in grades K-5 returned to in-person instruction following a hybrid model. On February 17th, St. Clare students in grades 6-8 began in-person following a hybrid model. On April 12th, classes for K-8 extended to 3:00pm (M/W/Th); 2:00pm (T/F). Comprehensive Catholic Distance Learning (CCDL) continued for all grades K-8.

As of September 7th, 2021, the 2021-2022 school year will be fully onsite and in person, M-F from 8:10am-3:05pm (2:05pm Tuesdays). Distance learning will not be offered as a full option at this time.

The following guidelines from ODE and the Archdiocese were utilized to create the following document. The Archdiocese Reopening plan adheres to the ODE Guidelines and will be updated in accordance with the ODE.

- [2020-2021 Ready Schools, Safe Learners](#) - ODE Guidance for School Year 2021-22
- [Guidelines for Returning to the Workplace](#) - Guidelines provided by the Archdiocese of Portland, OR

ODE Blueprint Details

SCHOOL PROGRAM INFORMATION	
Name of School	St. Clare School
Key Contact Person for this Plan	Chris Harris - Principal
Phone Number of this Person	503-244-7600
Email Address of this Person	charris@stclarepdx.org
Sectors and position titles of those who informed the plan	Fr. Don Gutmann - Priest Chris Harris- Principal Nancy Melzer- Preschool Director Krystal Huynh- Teacher, Tina Erickson- Teacher Jessica Montgomery- Teacher, Lori Haugsten- Teacher Paige Sturges- Teacher, Cathy Kollars- Teacher Cathy Wade- Teacher, Lynn Napoli- Teacher Rose Lifschutz- Teacher, Carolyn Ullman- Teacher Patrick Morgan- Technology, Lillian Kidwell- Enrollment, Caitlin Lodzinski- Development Eve McCarthy- Daycare, John McCracken- Facilities Donna MacNeur- Office Manager Meredith Sangster- Advisory Council Chair



St. Clare School

	<p>Dan Joyce- Advisory Council Member Steve Gaube- Advisory Council Member Kelli Terry- Advisory Council Member Alicia Brady- Advisory Council Member Frank O'Mahony- Advisory Council Member Eric Falken- Advisory Council Member Jeff Schick- Advisory Council Member Joe Eigner- Advisory Council Member Kristin Johndahl- Advisory Council Member Sara Lewis- Advisory Council Member Shannon Lanyi- Advisory Council Member</p>
Local public health office(s) or officers(s)	<p>Greg Belisle Multnomah County Emergency Operations School Liaison Email: eoc.liaisonschools@multco.us Phone: 503-988-0061</p>
Name of person Designated to Establish, Implement and Enforce Physical Distancing Requirements	<p>Chris Harris- Principal All St. Clare School Employees will convey the importance of social distancing throughout the school/school day.</p>
Intended Effective Dates for this Plan	<p>August 30th, 2020 through June 23rd, 2022.</p>
ESD Region	<p>Multnomah Education Service District (MESD)</p>
Please list efforts you have made to engage your community (public health information sharing, taking feedback on planning, etc.) in preparing for school in 2020-21 and 2021-22. Include information on engagement with communities often underserved and marginalized and those communities disproportionately impacted by COVID-19.	<ul style="list-style-type: none"> • St. Clare School has created and distributed regular updates on the reopening plans for the school. • Hosted Live Zooms with school employees and parents about the reopen plans and health information. • Parent surveys. • Teacher office hours daily for students and family check ins • Support staff check-ins with students needing support. • Technology support for families. • Signage for health screening and social distancing
Indicate which instructional model will be used.	<p>Select One:</p> <p><input type="checkbox"/> Comprehensive Distance Learning</p> <p><input type="checkbox"/> Hybrid Learning (As of 2/1/2021)</p> <p><input checked="" type="checkbox"/> On-Site Learning (As of 4/12/2021)</p>



St. Clare School

PROTOCOLS	
Cleaning and Hygiene	<ul style="list-style-type: none"> St. Clare Catholic School follows the published Communicable Disease Guidelines from the Oregon Department of Education and the Oregon Health Authority. Sanitizing stations will be placed at entrances/exits and classroom doors. Disinfecting wipes and sprays will be available in classrooms- door handles and high touch points will be disinfected during the day by school staff, surfaces wiped down daily by school and custodial staff and during the day by students/teachers as needed. Electrostatic sprayer will be used to safely and efficiently clean all surfaces as needed. Custodial cleaning at night by cleaning crew and electrostatic sanitization of the school in the morning Our HVAC will use higher quality filters as recommended by the CDC. Forced air will bring fresh air into the building and classrooms, and return vents will flow the air out of the building. Two windows may open in each room to provide additional fresh air flow, as well as ceiling fans. Classrooms without forced air will have a mini-split conditioning unit, ceiling ventilation, or air purifier.
Social Distancing	<ul style="list-style-type: none"> Employees and students are to practice staying the recommended distance from others and eliminating contact with others whenever possible. 3-6 ft. distancing will be followed when possible.
Screening Protocols	<ul style="list-style-type: none"> Arrival screening to ask if there are any symptoms or exposure Observation of staff and students. Visual mask check Covid-19 testing (onsite/self-administered) is available with signed parent permission In the event a staff member has a fever or shows signs of virus, the principal will be contacted immediately and alternate plans for classroom coverage will occur. The employee will leave the school and should contact their health care provider. Students: At drop off/ morning arrival will be met at their parents vehicle by a designated faculty/staff will review symptoms before students exit the vehicle and enter the building. Students will go directly to their classroom after the health screening and entering the school building(s). The health screening information will be documented in the Class Medical Binder that has been created for this purpose. For confirmed positive COVID-19 cases, call (503)988-3406. (Multnomah County)
Personal Protective Equipment (PPE) Protocols	<ul style="list-style-type: none"> PPE will be provided for all faculty and staff (1 face shield and 1 mask- cloth and KN95). Staff must wear a mask, and may wear a shield for additional protection. Disposable masks will be available in each classroom Disposable masks and gloves will be available in the school office Face coverings will be required for all students per governor's order and ODE. Students may remove masks to eat and drink, when outdoors, when presenting (such as at the podium in church) or when using a musical instrument. PPE will be encouraged for students, particularly while in "common areas" such as drop off, pick up and while in hallway



St. Clare School

Student Protocols	<ul style="list-style-type: none"> • Students will receive training to wash hands often with soap and water for at least 20 seconds, and the use of hand sanitizer. • Students will be trained to avoid touching their eyes, nose and mouth. Covering nose and mouth with a tissue when coughing or sneezing, or using the inside of the elbow. • Per state requirements, students in all grades will be required to wear a face mask when not eating or drinking. Students will be trained on social distancing protocols and health practices, including how to properly wear and care for masks. • If a student becomes ill at school, he/she will report to the health room for a temperature check. If COVID-19 symptoms are present, the student will be isolated in our health room until the parent, or their parents designee, arrives to pick them up. • If another classmate is considered to have been exposed to COVID-19 at school, he/she may be instructed to go home or to the nearest health center. <i>For the purposes of contact tracing, The CDC updated its COVID-19 guidance for health authorities and contact tracers by releasing a new, more expansive definition of "close contact." Now, the CDC recommends contact tracers evaluate close contact based on if an individual has been within 3 feet of someone with COVID-19 for 15 cumulative minutes over a 24-hour period.</i> • If a student exhibits symptoms that could be COVID-19 related, presents a fever over 100.4 or if anyone in their home or community living spaces has COVID-19, they should contact their medical professional and get tested. Administration is to work under the premise that the student has contracted COVID-19 and may not return to school. • If the test is positive, they must stay home for at least 10 days, and until 72 hours after resolution of their symptoms. If the coronavirus test is negative, or a doctor's note is provided, the child may return 72 hours after resolution of their symptoms (no fever without the use of fever-reducing medications); respiratory symptoms (cough, shortness of breath, etc) have improved; and local county Department of Health releases the students to return to school safely. • Students who are ill must stay home from school and must be sent home if they become ill at school, particularly if they have COVID-19 symptoms. • St. Clare will follow Multnomah County ESD advice on restricting from school any student or staff known to have been exposed (e.g. by a household member) to COVID-19 according to the "Planning for COVID-19 Scenarios in School"
Staff Protocols	<ul style="list-style-type: none"> • Staff will follow the same protocols as students above. • Staff must wear a face mask. They may also wear a face shield as an additional layer of protection. • Staff will be trained in sanitation and hygiene instruction, social distancing and health practices for self and students including use of masks, use of flow charts, beginning of the day and end of the day procedures, restroom and recess routines, identifying COVID-19 related symptoms, and proper temperature screening. • Staff that work with multiple stable cohorts must wash/sanitize their hands between interactions with different stable cohorts. • Faculty or staff who are ill must stay home from school and must be sent home if they become ill at school, particularly if they have COVID-19 symptoms. They



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Staff Protocols (cont.)	<p>are to contact the office manager for support on coverage and inform the principal</p> <ul style="list-style-type: none"> • St. Clare will follow Multnomah County ESD advice on restricting from school any student or staff known to have been exposed (e.g. by a household member) to COVID-19 according to the “Planning for COVID-19 Scenarios in School” • If COVID-19 symptoms are present, the employee will be instructed to go home or to the nearest health center • Symptomatic staff or students should contact their regular health care provider or local health authority for advice and evaluation.
Visitors and Deliveries	<ul style="list-style-type: none"> • Until further notice, non-essential adults in the building, including parents and visitors, will be restricted unless specified and approved by school administration. • At such time when visitors are determined by the administration to be allowed into the building, the following protocols must be adhered to (subject to additional measures): <ul style="list-style-type: none"> o All visitors must wear a mask. o All visitors to the school will first have to be approved by the office and will need to check in for a health screening. • Non-essential deliveries, including food/forgotten lunches, personal items are discouraged and must follow stated protocols by contacting the school office.

PREVENTATIVE TRAINING	
Staff Training Plan	<ul style="list-style-type: none"> • All employees will receive a copy of the Return to School Plan by August 30th • Prior to a return to instruction in-person, staff will be trained in: <ul style="list-style-type: none"> o Sanitation and hygiene instruction o Social distancing and health practices for self and students o Use of flow charts o Beginning of the day and end of the day procedures o Restroom and recess routines o Classroom cohort model o Identifying COVID-19 related symptoms o Proper temperature screening
Student Training Plan	<ul style="list-style-type: none"> • Teachers will provide initial routine instruction in: <ul style="list-style-type: none"> o Social distancing and health practices during drop off, pick up, in the classroom and on the play yard o Use and storage of personal items o Following flow maps o Beginning of the day and end of the day procedures o Use and wearing of masks and/or face shields (This training will be encouraged at home during the month of August and leading up to reopening) o Restroom and recess routines
Parent Training Plan	<ul style="list-style-type: none"> • Frequent communication with parents regarding rules and expectations, and reminders to practice safety at home. • The school will email families a copy of this document by 9/1/21.



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SCHOOL SCHEDULE AND ROUTINES	
Morning Drop-off Plan	<ul style="list-style-type: none"> • Morning arrival for the 2021-22 school year is from 8:00am-8:10am. K-5 families and K-8 carpools will again enter on Freeman St. Middle school-only families may enter from the main entrance on Spring Garden. • Students apply hand sanitizer and immediately go to their classroom. • Parents may not enter the building unless approved by the principal
After-School Pick-up Plan	<ul style="list-style-type: none"> • Afternoon pick up for the 2021-22 school year will take place between 3:05-3:15pm on M,W,Th,F, and 2:05-2:15pm on Tuesdays. Students will be called on the radio as their cars enter the lot. Students will exit the main doors and wait on the sidewalk until their car pulls up. Please have your child's last name and the grade clearly visible on your dash as you enter the parking lot or Freeman St. K-5 families and carpools may enter Freeman St., and Middle school only families may enter Spring Garden. Students attending our aftercare BASC program will be escorted to BASC during dismissal.
Food Service Plan	<ul style="list-style-type: none"> • Students will eat in levels (K-2, 3-5, 6-8) in the Cafeteria • Students will sit 3+ft. apart to the extent possible. • A seating chart will be maintained as recommended by the county. • Students may only remove masks while actively eating, and may not talk while masks are removed. • Hot lunch will be available to purchase.
Extended Care Plan	<p>Before and After School</p> <ul style="list-style-type: none"> • Parents will park on Freeman St. and ring the bell at the BASC entrance for drop off and pick up. • Students checked in following screening protocols. • BASC will follow all protocols and policies as set by the Oregon Early Learning Division and St. Clare school. • Staffing and space use will be dependent on the number of students enrolled, with a maximum ratio of 15:1. BASC will utilize the BASC room, Library, Cafeteria, Gymnasium, Computer lab, and field as needed for activities and spacing.
Recess/Playground Plan	<ul style="list-style-type: none"> • Students may remove masks while outdoors. Students will be dismissed to recess by levels (K-2, 3-5, 6-8).
Assembly/Announcements Plan	<ul style="list-style-type: none"> • Until the regulations allow for larger gatherings, all assemblies will be held outdoors or virtual and announcements will be done via individual cohorts, loudspeaker and/or pre-prepared videos.

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St. Clare School

SECTION 2: ACADEMIC EXCELLENCE

CURRICULUM AND INSTRUCTION	
Plan for Teacher Curriculum Development	<ul style="list-style-type: none"> Resources will be provided to teachers throughout the summer. August/Sept. Inservice Week and continuation of curriculum guide work and integration of technology into instruction Scheduled school inservice dates throughout the school year. Weekly PLC time and faculty meetings for teachers to effectively communicate on goals and use of technology to assist with learning. Meeting with grade alike peers within our region schools once per trimester.
Beginning of Year Assessment Plan	<ul style="list-style-type: none"> Summative and Formative student assessments will occur as normal and will be used to drive intentional grade level instruction. Kindergarten – 8th grade STAR Reading and Math Assessment All teachers will be administering baseline activities, particularly for reading, math and writing. Activities will be coordinated with curriculum, resources and faculty/staff. Examples of activities include: beginning of the year (or end of previous year) assessments, reading inventory such as running records or EasyCBM and writing samples. Using a system of support (RTI), we will continue universal assessments to get a baseline on our students to understand where the learning support will go. This will also give us the data to look at the class as a whole and compare it to last year so that teachers know the overall level of the class. Teachers “pass the class” meetings and standards review to support incoming students and address needs.
Grading Expectations and/or Policies	See school handbook for grading policies.
Asynchronous and Synchronous Teaching Expectations	We are not offering distance learning at this time.
Plan to Mitigate Learning Loss	<ul style="list-style-type: none"> Differentiated Instruction Learning support team Standards review and assessment
Systems of Support for Diverse Learners and/or English Language Learners	<ul style="list-style-type: none"> The Learning Specialists will review needs and offer support to the teacher and/or students when applicable. Individual Learning Plans (ILPs) will continue to be reviewed and modifications implemented.
Plan for Students Unable to Attend School	<ul style="list-style-type: none"> Students will follow our standard absence and make up work protocols as outlined in our handbook.
Professional Development Plan for Teachers	School in-services, professional development days, and staff meetings
Plan for Specialists Classes	Students will attend specialist classes with their homeroom class.



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MENTAL HEALTH AND SOCIAL EMOTIONAL LEARNING	
Plan to Support SEL at the Start of the School Year	<ul style="list-style-type: none"> • Second step curriculum will be taught by the K-8 classroom teacher. • SEL resources shared with teachers, parents, and students as needed from our learning team and outside experts. • Parent communication regarding easing anxiety around returning to school, wearing masks, and distancing protocols will be provided. • Student Check-ins • Communication with parents when a student is expressing concerns. • Checking on and maintaining the wellbeing of the staff regularly is of utmost importance, especially those disproportionately impacted by Covid-19.
Family Support and Training Plan	<ul style="list-style-type: none"> • Consistent communication with families via email, letters, newsletters, website, and social media • Release of the reopening plan so families can discuss with their child what school will be like.
Plan for Identifying and Supporting SEL Mental Health Concerns	<ul style="list-style-type: none"> • Referrals to our learning support team • Weekly check ins with teacher level teams • School wide implementation of our Positive Behavioral Interventions and Support system (PBIS) and our Response to Intervention (RTI) models.

TECHNOLOGY	
If St. Clare is closed or a full class is quarantined	Hybrid Model or 100% Distance Learning
Learning Management System or Platform used at each grade level	<ul style="list-style-type: none"> • Zoom, Seesaw, Google Classroom for all grades • All students will have access to a device (iPad or Chromebook)
Acceptable Use/Safety Policies	Technology policy updated and included in the school handbook
Technology Purchase Plan and Related Costs	<ul style="list-style-type: none"> • Devices are included as part of the tuition cost. • Parents will be responsible for repair or replacement costs relating to damage caused to school devices.



St. Clare School

SECTION 3: MISSION AND CATHOLIC IDENTITY

MISSION AND CATHOLIC IDENTITY	
Schoolwide Eucharistic Celebrations	All students will attend weekly mass and sit with their class in designated pews. 3' feet social distancing when possible. Until further notice, classes will attend mass in groups (2 classes per day) joining the daily parish mass.
Faith Life Activities	Prayer service Rosary Religion classes Follow Liturgical Calendar Morning prayer
Service Learning Plan	<ul style="list-style-type: none">• Service projects will continue as normal as possible.• Service field trips will be approved on a case by case basis following guidance from the Department of Catholic Schools and our local public health authority.
Visibility Plan for Pastor	<ul style="list-style-type: none">• Father Don is very present in the life of our church. He also frequently attends school events. Additionally, he visits classrooms as requested. Should we move to remote learning, we will continue to have school Mass available for online viewing and families would be able to attend weekend Mass (if not shelter-in-place). We will also encourage teachers to invite him to attend "Zoom" class sessions and consider leading one of the morning prayers for our Remote Announcements.
Visibility Plan for Principal	<ul style="list-style-type: none">• Mr. Harris will oversee the academic program and supervise safety measures in place. He will be available to check in with parents at times during morning arrival or afternoon dismissal. He will visit classrooms each week both in person and virtually. He will communicate with families via email, committee meetings over Zoom and virtual town halls.

Contact Information

Principal: Mr. Chris Harris; charris@stclarepdx.org

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