

School Office Hours & Protocols

School Office Hours

Monday - Friday 7:45 a.m. - 4:30 p.m.

To excuse your child's absence

- Call 503-253-9400 and speak with Mrs. Green or leave a message if there is no answer
- E-mail Mrs. Barnett at barnetta@stthereseschool.org

To report a COVID-19 presumptive or positive

- Call 503-253-9400, ext. 122 to speak to or leave a message for the principal, Mrs. El Youssef
- E-mail Mrs. El Youssef at elyoussefr@stthereseschool.org

Not sure who to contact? Call the school and Mrs. Green will assist you.

School Hours

Monday - Thursday 8:20 a.m. - 2:30 p.m.

Fridays Virtual Learning

*We will re-evaluate these hours as cases continue to fall and more students participate in our in-person learning programming.

In an effort to protect our community from COVID-19 spread we are closed to all visitors during school hours.

If you need to drop-off or pick-up materials

- Please call the school and let us know you are coming
- We will bring materials out to you, or pick up from you

Please don't be offended if we don't invite you inside!

If you need to meet with the principal, or a teacher/staff member:

- Please call ahead and make an appointment
- We will sanitize a designated meeting space for your safety

Health Screening Do's & Don'ts

- Look over the Health Screening questions prior to leaving home
- If ANYONE in your household has any of the symptoms, keep students at home
- Please avoid running the heat too high in the car, or bundling too much - we get false readings on our thermometers
- When you drive into the parking lot, please roll down windows in preparation for the temperature check

What if my student's temperature is over 100.4 at the check-in?

- We will take the temperature once while the student is in the car
- If it's higher than 100.4, we will ask the student to step out and wait 3 minutes on the sidewalk
- If there is a backup of cars, the driver will be asked to park in the designated parking space
- After 3 minutes we will recheck the student's temperature
- If it is still higher than 100.4 the student and ALL other students in the car will need to learn from home.
- If the student's temperature is below 100.4, the student and all students in the car can be dropped off at the designated unloading zone.

What if my student just has a sniffle?

- Even if you feel that your student's symptoms are mild, please call the school and keep them at home to learn virtually

What if my student has a chronic dry cough/asthma/allergies/stomach ache?

- If your student has a condition that causes them to have symptoms all the time, please have your doctor send a note indicating this to us
- You will be asked to monitor your student for changes from THIS BASELINE of symptoms (increase or change in cough, color of mucus, additional symptoms)

Symptoms at School

What if a teacher or staff member notices the student has a sudden onset of symptoms, or the student reports symptoms?

Our goal is to keep our classrooms safe and healthy, but also keep our students here at school whenever possible. We will be subtle in our approach, and try several things before deciding to send the student home.

Cough/headache:

- Student will be asked to take a mask break
- Student will be asked to drink water

Stomachache:

- Student will be asked to try using the bathroom
- Student will be asked if they need a snack/had breakfast
- Student will be asked to take a mask break
- Student will be asked to drink water

If after trying those things, the student still has symptoms:

- Teacher/staff member will call the office
- Student will be brought to the health room (computer lab)
- Student's temperature will be taken (as a precaution)
- Student will be given time without their mask to drink water, relax, lay down
- If after 30 minutes of observation the symptoms persist, we will call home for the student to be picked up
- If the student has a temperature of 100.4 or higher we will call home right away

Anytime a student needs to come to the healthroom, we will log it and contact the parent/guardian just to keep them in the loop.

Health Room

- We converted the computer lab to our health room
- More spacious and better ventilation (open windows)
- Door that leads directly to the parking lot for pickup
- Fully stocked with all necessary PPE to protect staff

What data is used to make decisions about school?

- We follow the Ready Schools Safe Learners guidance released by the Oregon Department of Education that can be found at: <https://www.oregon.gov/ode/students-and-family/healthsafety/Pages/Planning-for-the-2020-21-School-Year.aspx>
- We track the case rate in Multnomah County, which can be found here: <https://www.wesd.org/Page/1282>
- We work with our Local Health Authority (LHA) to be sure our protocols are up to standard, and we are responding to COVID-19 cases in our community as we should be.

What if there is a COVID-19 case or presumptive case in our community?

- We will contact the LHA to verify and seek guidance
- We will notify all families who need to be aware of the case, and advise them of next steps, if any.
- The document “Planning for COVID-19 Scenarios in Schools” is our guide
- We look carefully at how close the contact was
(see image below, taken from page 3 of the Planning for COVID-19 Scenarios in Schools guide).

Common Protocols

Generally, the closer a person is to a confirmed COVID-19 case, the greater the need for *quarantine*:

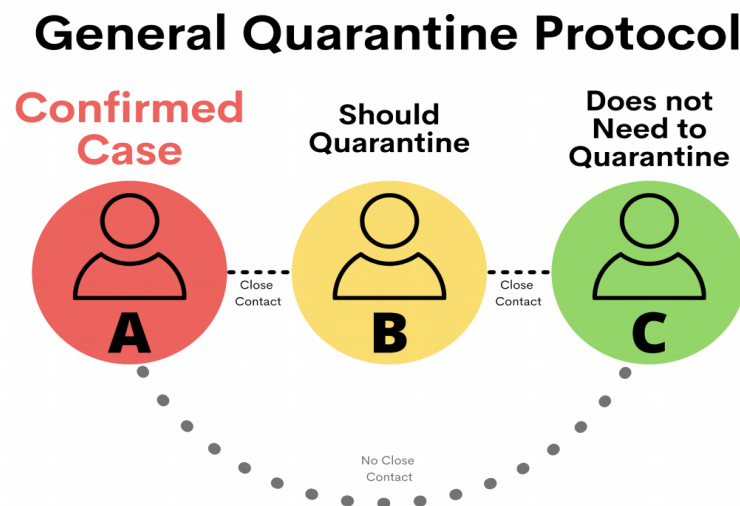


Figure 1. General Quarantine Protocol

Masks

All students and staff are required to wear a mask while on campus and sharing space with others.







Gaiters are NOT preferred, but allowed if they have two or more protective layers.

Face shields are only allowed if there is a medical reason a person can not safely wear a mask.



Please be sure that the mask fits properly (see guide below taken from CDC website: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/about-face-coverings.html>)

How to Select

When selecting a mask, there are many choices. Here are some do's and don'ts.

DO choose masks that	DO NOT choose Masks that
 <p>Have two or more layers of washable, breathable fabric</p>	 <p>Are made of fabric that makes it hard to breathe, for example, vinyl</p>
 <p>Completely cover your nose and mouth</p>	 <p>Have exhalation valves or vents which allow virus particles to escape</p>
 <p>Fit snugly against the sides of your face and don't have gaps</p>	 <p>Are intended for healthcare workers, including N95 respirators or surgical masks</p>

Special Considerations

Gaiters & face shields	
 <p>Wear a gaiter with two layers, or fold it to make two layers</p>	 <p>Not recommended: Evaluation of face shields is ongoing, but effectiveness is unknown at this time.</p>

Other tips about masks:

- Send your child to school with an extra mask each day
- Make sure masks are cleaned between uses to prevent illness
- Talk to your child about how to properly sanitize their hands before and after handling their mask
- Talk to your child about the importance of keeping their mask clean throughout the day, and not sharing it with others
- Masks do not need to be “uniform” but should be school appropriate and follow dress code requirements (see dress code section)

Mask Breaks

- Students will be allowed to take a mask break as needed
- We will select open, outdoor spaces whenever available
- They will be short and should not cause a disruption to the class
- Please encourage your child to ask an adult for help if they are struggling with their mask

Times your student will NOT be wearing a mask:

- Snack, water, and lunch will be the only times your student will be unmasked
- During these times, students will be a minimum of 6 feet apart and closely monitored by an adult
- They will be sitting at their desk, or outside in the open air
- If a student needs to drink water, they should pull mask down, sip quickly, and put mask back up (water bottles with a pop up straw might make this easier for smaller children)
- These times are limited to LESS THAN 15 minutes to reduce “close contact”

Safety In Our Classrooms

- Each student has 35 square feet of space, minimum
- Desks are 6 feet apart
- Table shields are utilized when necessary
- Students will not share supplies
- Everyone will practice sanitizing their hands into and out of every room
- All spaces sanitized between uses
- Deep cleaning of surfaces and bathrooms at the end of each day
- Sanitation Aide to sanitize spaces throughout the day as needed
- Teachers and staff need to control student movement more than usual, so students will be supported as they learn new classroom protocols

Social Distancing

- Students will be encouraged to maintain 6 feet of distance from each other at all times
- Students will always be under the supervision of adults trained to support social distancing
- Recess is for movement and students will be encouraged to move without getting close to each other
- Please support this by talking to your child about it at home

Floor markings

- We have marked floors with spots to help guide our students
- We have designated mask break areas, and movement break areas around campus

Supplies

- Each classroom is equipped with disinfecting spray, wipes, and hand sanitizer
- Each classroom is stocked with spare masks and gloves

Commitments

Family Commitments

- Keep student(s) at home if anyone in the household has symptoms of illness as illustrated in our Health Check
- Keep student(s) at home for 10 days if anyone in your household travels out of state
- Communicate COVID-19 suspicions or tests to the school as soon as possible
- Communicate to the school office if your student is staying at home for any reason
- Communicate to the school if your student is in Comprehensive Distance Learning and you are ready to transition to in-person learning
- Be sure your student leaves home with lunch, water bottle, mask, spare mask, and supplies for the day (see checklist)
- Read newsletters and emails from school to stay up to date
- Ask for help when you need it - we are here for you!

Student Commitments

- Wear a mask at all times and ask for a mask break only when needed
- Come to school each day ready to learn
- Follow rules and expectations for learning and safety
- Live our student learning expectations each day
- Keep hands clean after using the bathroom and before/after meals
- Use hand sanitizer appropriately
- Keep a safe social distance of 6 feet at all times that it is possible
- Ask questions and ask for help when needed
- Have fun and learn lots!

School Commitments

- We will not take this opportunity for granted, and will use each academic minute to its full advantage
- We will continue to support student learning, social-emotional health and well-being, and peer/student/family relationships
- We will support those students learning from home
- We will follow protocols to keep everyone safe

- We will communicate clearly to families
- If we have a COVID-19 positive in our community, we will follow local health authority guidance and notify those that need to know
- We will protect confidentiality
- We will adhere to the same health requirements daily that our students and families are being asked to follow

Technology

Laptops, iPads, and Chromebooks

We have a limited supply of iPads and Chromebooks left at school after checking most of them out to our students. If your child is asked to bring a device from home to support learning at school, please note:

- It should be fully charged before school, but students should be sent with a charger
- If you don't have an easily mobile device at home, please contact us and we can make arrangements for your child to have a school device checked out to them
- If your child is bringing a personal device from home, the school is not liable for damage, theft, or loss
- All distance learning technology expectations apply while on campus (please see copy of the Technology Agreement)

Cell Phones

If you feel that your child (grades 6-8 only) needs to have a cell phone with them at school, you must complete a cell phone agreement. Please also note:

- Students will be asked to turn their phone over to the classroom/homeroom teacher prior to the start of the school day
 - Those students arriving early can use their phones until 8:15
- Each student will have an assigned "pocket" in the classroom for their device that will be sanitized daily
- Students will NOT have access to their phone until 2:30 when the school day ends
- If you need to contact your student, please call the office
- The school is not liable for damage, theft, or loss of personal devices

If your student is younger than 6th grade and you feel they need their cell phone, please contact the principal.

Technology Policy

* Read and signed in the fall - this is for your reference

Safety is our primary goal at St. Therese and creating an environment where our students feel safe to learn and thrive is critical to their learning. In order to support our students' education by utilizing technology and devices, we must all be vigilant in guiding our children to make good choices online and use these incredible tools to create and not to destroy.

Technology resources at St. Therese School are provided for the purpose of supporting the educational mission of the school. Use of devices is a necessity, especially during distance learning, and therefore it is not optional. All students must be good digital citizens and make choices reflective of our Catholic values and behavioral expectations at St. Therese School; responsible, ethical, and safe.

Whether a student is using a school issued device, or a personal device, all school rules and expectations will be followed. Should a student make a choice that violates these rules and expectations, the school will evaluate the situation and take action if deemed necessary – loss of privilege, suspension, and possible expulsion. Our intent in disclosing these consequences is to deter potential behaviors, so that we can support our students as they work to achieve their academic goals.

All students will...

- Only download, display, or send/share material that is appropriate and supports learning
- Only use language that aligns with our Catholic values
- Never engage in bullying behaviors online, or use devices as a tool to do harm
- Keep their passwords private for their own protection, and the protection of others
- Take care of their device, keeping it fully charged and updated
- Take care of their online learning community, keeping it positive, safe, and focused on learning

Devices checked out from school are the responsibility of the student and their parent/guardian to repair or replace should they be damaged while in

your care, or should you fail to return it at the specified time because it is lost. Damage includes: broken/cracked screens, water damage, electrical damage (won't power on), and general inoperability because of misuse. Should the cost to repair exceed the cost of replacement, the student and their parent/guardian will be responsible for the fair market value of the device. Lost items, such as cases and cables, will incur a charge for the full replacement cost.

The protections and safeties that the St. Therese wifi network provides are not in place outside of the school. It is the responsibility of the parent/guardian to monitor screen time, and contact their internet provider to add limitations, protections, and safeguards to the home wifi should the parent/guardian deem this necessary.

If you have concerns about your student's behavior, or the behavior of another St. Therese student, please contact the office immediately. We are all responsible for the safety and care of all of our children; that is the strength of a community.

I have read this document and fully agree to abide by these guidelines for safe use of devices in our home, and at school.

School-wide Learning Expectations

St. Therese Students are expected to live the following expectations.

Lives like Jesus

- Develops a relationship with God
- Serves others
- Participates in liturgy and prayer
- Celebrates church traditions

Life-Long Learner

- Strives to do their best
- Works independently and cooperatively
- Solves problems
- Communicates effectively
- Uses creative and critical thinking skills
- Applies their Christian values in learning

Safe, Respectful, and Responsible

- Shows kindness and compassion
- Accepts responsibility for their actions
- Welcomes all cultures
- Listens actively and thoughtfully
- Develops community and global awareness

St. Therese School is SAFE

If a student intentionally hurts another person (emotionally or physically) the student will be sent to the office to meet with the principal and parents will be notified.

Every visit to the principal will conclude with a plan, and that plan will include a phone call home. We are partners (school - home) in our students' development as people.

If the student is sent home because the offense is severe enough to warrant this action, the family and student must meet with the principal prior to the student's return to campus.

If a student is disruptive in class, the teacher will manage those behaviors by redirecting/reteaching the expectations first. They will follow up with communication home. We are always happy to meet with parents to support our students, and believe that communication is the key to our success as a school.

If classroom disruption continues in spite of interventions by teacher and parent to support the student, the principal will be involved to provide additional support and evaluation.

If a student is using language or wearing clothing that is disrespectful parents will be contacted and a plan in place to support appropriate use in future.

Further details regarding discipline can be found in the Parent Handbook on our website: www.stthereseschool.org

Uniforms

All students are required to be in uniform, unless students are given special spirit days, or free dress. Students learning at home must also be in uniform.

Uniforms can be purchased from any retailer

St. Therese specific uniform pieces (logos, dresses, etc) can only be purchased from Dennis Uniforms or Lands End Clothing. Please see our uniform exchange and contribute as your student outgrows their items.

Approved clothing:

- Blackwatch plaid box pleat jumper, skort, or skirt*
- Navy sailor dress*
- Navy or green polo dress*
- White, navy, or green polo shirts
- Khaki pants, shorts, or girls skorts
- Cardigan or pullover sweaters or sweater vests (navy or green)
- Navy or green sweatshirt with school logo (or without logo for the balance of the 2020-2021 school year)
- Navy or green fleece vests (¼ or full zip front)
- Navy or white knee-hi socks

Shoes

- Sneakers or tennis shoes, must be laced or fastened
- Sandals, slides, and house shoes are not allowed (for safety)

Other notes

- Shirts must be tucked in at the waistband
- Pants must be worn above the hips
- 8th grade sweatshirts can be worn as students choose
- Students are welcome to wear layers in class and at recess (sweatshirts, sweaters, hoodies, jackets) if they are necessary and appropriate. Hoods may NOT be worn on heads unless outside.
- Students can wear whatever socks they choose, as long as they have appropriate messaging.
- Hats may not be worn in the building (unless it's hat day!)

Medications & Health Issues

Please notify the school of any serious allergies or health conditions we should be aware of.

If your child needs to have an epi-pen here at school, or other medications, please complete the Medication Form and return to school on or before your child's first day.

If the need arises for your child to have medication on hand at school, at any time, please fill out the Medication Form and return it to the school.

All medications must be in their original container with physician's instructions on the label. We can NOT dispense prescription medication to students unless it has their name on the label.

Parking Lot Safety

In order to keep our students, staff, and families safe, please:

- Drive SLOWLY in our parking lot
- Obey signage and follow the drop-off and pick-up protocols
- Do NOT pass or overtake cars as they are waiting unless a safety monitor indicates that it is safe to do so
- ONLY exit the parking lot via the one-way path to Halsey
- Do NOT cross the parking lot, or drive in areas off limits
- Students may ONLY leave the car in the unloading zone by the library gate

Please help us keep our students safe by being PATIENT with the process.

In order to maintain safe social distance we will be dismissing our youngest students FIRST.

Expect delays.