

ST. MARY'S ACADEMY COVID-19 POLICIES & PROCEDURES



ST. MARY'S
ACADEMY

HEALTH & SAFETY

PROTECTING THE COMMUNITY — DO YOUR PART

Each member of the St. Mary's community has a moral obligation to do their best to protect the lives of other members and their families. Please read the information below, which outlines our schedules and our safety procedures for the months ahead. For detailed information about St. Mary's facilities, including building ventilation and cleaning and sanitizing protocols, please see the [St. Mary's Operational Blueprint for School Reentry](#).

TRAVEL

In past years, March has been a time where some families travel for Spring Break. Students or staff members who travel out of the state are required to quarantine upon returning from their trip prior to coming back on campus for class, activities, or athletics. Students will need to participate in the Comprehensive Distance Learning (CDL) model while they are quarantining at home. Daily commutes from Washington do not require a quarantine as they are an exception to this policy.

On February 23, 2021, the Oregon Health Authority updated its COVID-19 travel policy guidance, and St. Mary's Academy will follow this updated guidance. The [OHA updated guidance](#) now reads:

While a 14-day quarantine is the safest option to prevent the spread of COVID-19 to others, those who have traveled to Oregon or back home to Oregon may consider ending quarantine early if they have not had any symptoms:

- After 10 days, without any testing OR
- After 7 days, if they receive a negative test result from an antigen or polymerase chain reaction (PCR) test that was conducted within 48 hours of the end of the 7-day period.

Quarantine recommendations do not apply to individuals arriving to Oregon from other states or countries or Oregon residents returning from other states or countries if:

- They have received both doses of a two-dose COVID-19 vaccine (or one dose of a single-dose vaccine if it becomes available), AND
- It has been at least 14 days since their final dose of COVID-19 vaccine, AND
- They have no COVID-19 symptoms.

Individuals should still monitor themselves for COVID-19 symptoms during the 14 days after travel and, if symptoms develop, they should self-isolate and seek testing.

POST-SPRING BREAK QUARANTINE WEEK

St. Mary's will switch to Comprehensive Distance Learning during the week following Spring Break. Staff and students will not come to campus from March 29-April 5. We ask that if students have traveled, they use this built-in quarantine so that the SMA community can be safe when it returns to campus on Tuesday, April 6.

Sports will continue through Spring Break, and athletes and coaches will be able to continue participating in sports on campus after Spring Break. If a student has traveled out-of-state for Spring Break, they will participate in a quarantine before returning to play.

COVID-19 EXPOSURE SCENARIOS

St. Mary's Academy follows the Oregon Department of Education and the Oregon Health Authority protocols on how to respond to Covid-19 scenarios in schools. In addition, St. Mary's works with the Multnomah County public health authority for Covid-19 guidance. To view the guiding protocols and Covid-19 scenario actions, please click [Planning for COVID-19 Scenarios in Schools \(oregon.gov\)](#).



MASKS, PHYSICAL DISTANCING, & HYGIENE

FACE COVERINGS

Everyone at St. Mary's must wear a mask at all times that follows the minimum criteria:

- Masks must be made of two-ply cloth.
- Masks must securely cover the nose and mouth with straps that allow for a snug fit.
- Masks must align with the SMA dress code and be free of any images, text or messages not SMA appropriate.
- Neck gaiters, bandanas, and scarves are not permitted to be worn as masks.

Students need to supply their own mask. Masks must cover the nose and mouth, and if a mask is disposable, a new mask is needed every day. If the mask is not disposable, it should be laundered every night. It is a good idea always to bring a spare mask to school. Please contact Patty Gorman, Dean of Students, if a student has an issue with their mask during the school day. St. Mary's also has limited supply of masks available.

The CDC recommends using hand sanitizer after touching face coverings. Students may remove their masks during lunch, and should use hand sanitizer afterward. Classrooms will have signage posted to indicate hygiene. Teachers will use signage provided to indicate hygiene protocols and COVID-19 information. Students should avoid touching their eyes, nose, and/or mouth. Students must keep their masks on to cough or sneeze and turn toward their elbow or the floor. To blow one's nose, please step out in the hallway.

PHYSICAL DISTANCING: ALWAYS STAY 6 FEET

Please observe the staircase instructions and flow of foot traffic. The halls have arrows indicating which direction uses what side and students must follow these instructions. These changes are to make it safer to move in the hallways by limiting the number of students going in the same direction. No one is allowed to sit in the hallways, Café, Hive, or Commons. The Hive will be available only for seniors during their senior privilege study. All students must practice physical distancing at all times, even if students are sisters or part of the same SMA social-pod.

Each room has a designated number of desks in strategic locations. The room has been set up to provide the safest environment for learning. Students are responsible for sanitizing their desk and chair before leaving the classroom. Each room has paper towels and spray disinfectant for this purpose. Please dispose of the paper towel in the garbage. Each room has hand sanitizer and students should use it upon entering and leaving the classroom. Do not share supplies, chargers, calculators, food, etc. with classmates.

HEALTH & SAFETY

ENFORCING SAFETY PROTOCOLS

MONTHLY COVID-19 HEALTH FORM

Please notify the school immediately if the answers to the Covid-19 form have changed. If a student comes to school knowingly providing false answers or failing to report a change in the Covid-19 health form, students will not be allowed to return to in-person instruction.

REPORTING INFRACTIONS

All members of the community are responsible for correcting and reporting someone not following safety protocols. If students know that someone is putting the community at risk by not honoring the rules about masks and/or physical distancing, please email safetyconcerns@smapdx.org and provide details.

SAFETY VIOLATION CONSEQUENCES

St. Mary's considers violating Covid-19 safety protocols a serious infraction. There are three levels of consequences:

- **Warning:** If a student fails to follow the safety protocols (such as removing mask or are not wearing it properly, not following cleaning procedures or hall/restroom protocols, using the wrong staircase, etc.) they will receive one warning.
- **Sent Home:** If a student violates the safety protocols for a second time, they will be sent home for the day.
- **Return to Distance Learning:** If a student violates the safety protocols for a third time, they will need return to Comprehensive Distance Learning for the remainder of the year.

Students attending or hosting parties, traveling with other students, and/or posting photos showing themselves and others breaking the Covid-19 guidelines on social media, can expect to have the privilege of attending school in-person revoked. There will be no warnings about this behavior. Students that break additional in-school Covid-19 rules, including hall and restroom behavior, not following the cleaning protocol, and/or going the wrong ways on stairwells and in hallways, will receive one warning, then will be sent home. After the third violation, students will be required to stay at home for the rest of the school year. If a student must return to Comprehensive Distance Learning for the remainder of the year, they will also not be able to participate in any St. Mary's in-person activities including athletics.

SCREENING FOR ALL STUDENTS

If a student or someone in their household or a friend they are in close contact with contracts Covid-19, please notify Attendance at attendance@smapdx.org immediately. Please also send an email to safetyconcerns@smadpx.org and give details.

COHORTS

There are two cohorts and students in each cohort will not be in contact with more than 50-80 individuals on their assigned school day. Students coming to school on their wrong cohort day will be sent home.

PHYSICAL HEALTH

Because we are committed to limiting students' and faculty's exposure to illness, students should not come to school if experiencing illness for any reason (colds, cramps, sore throats, etc.) The beauty of the hybrid model is that students can still benefit from attending classes online at home. If students should become ill while at school, they should report to the Attendance Office so parent(s) can be contacted. Students with Covid-19 symptoms will wait for a parent in the health room next to the front doors. Students who are ill for any other reason will wait for a parent on the bench in the main hall.

HEALTH & SAFETY

COVID-19 SCREENING

Pre-screening begins at home. If students aren't feeling well for any reason, they should not come to school. It is recommended that students take their temperature before leaving for school. Each month, parents are required to submit a health form providing answers to the Covid-19 screening questions and giving permission for their student to attend school. Unless parents answer "yes" to one or more question, a student's daily check-in at the temperature kiosk indicates that the answers on the student health form are unchanged and each answer remains "no." If a student has a temperature over 100.4 degrees or can answer "yes" to any of the questions, they must stay home.

ENTERING THE BUILDING PROCEDURE

In addition to home screening, students will enter and exit the school using an assigned door (see instructions below). Students should maintain 6 ft. distance between each other when waiting for admittance into the building and in the building.

CURRENT MONTHLY COVID-19 HEALTH FORM

No students will be admitted without the monthly health form on file.

TEMPERATURE KIOSK

Students will have their temperature taken at a kiosk at their assigned door, and it will automatically record it. Each entrance will be staffed by an SMA employee who will check students in each day. If the temperature is 100.4 or below, students will be allowed to go to the classroom where their first class of the day will be held.

HAND SANITIZER

There are over twenty touch-less hand sanitizer stations located throughout the building including one by every kiosk. Students should use the sanitizer upon arrival and when exiting the school building.

NO ADMITTANCE

If a student's temperature is above 100.4, and/or their parent has not completed the health form, or if a completed health form includes the answer "yes" to any of the questions, they will need to report to the attendance office and call a parent for immediate pick up. Students will wait for their parent(s) in the health room located next to the front doors.

CARPOOLS

Students who arrive by carpool are reminded that each person must wear their mask for the entire duration of the time in the car. Once parked, students should promptly head to the school building. Students should not congregate in the parking lots at any time.



HEALTH & SAFETY

ENTERING AND EXITING THE BUILDING

ARRIVAL BETWEEN 7:30-7:55 AM

If students arrive at school between 7:30 and 7:55 AM, they will enter the school through the main doors, not their assigned class door. Students will wait for class to begin in a supervised, physically distanced place in the building.

ARRIVAL 7:55 AM OR LATER

Students arriving at 7:55 AM or later will be sent directly to their first classroom of the day.

Seniors

Seniors will enter the building at the door located on 6th Avenue, closest to Mill Street. Follow distancing protocols while waiting for admittance. Once students have been cleared for admittance at the temperature kiosk, they are to go to the room where their first class will be held and take a seat. Students are only allowed to be in that classroom and may not linger in the hallways. Students will need to use the stairway near room 101 to go upstairs to the second or third floor and the main staircase near the Hive to go to the ground floor.

Juniors

Juniors will enter the building on Market Street near 5th Avenue. They will follow distancing protocols while waiting for admittance. Once students have been cleared for admittance at the temperature kiosk, they are to go to the room where their first class will be held and take a seat. Students are only allowed to be in that classroom and may not linger in the hallways. Juniors should use the stairwell near room G-7 if their class is on the second or third floor, or should use the main staircase near the kiosk to get to a first-floor classroom.

Sophomores

Sophomores will enter the building at the main entrance on 5th Ave. Please stay in the line nearest to the main office. They will use the kiosk at the security station. Once students have been cleared for admittance at the temperature kiosk, they are to go to the room where their first class will be held and take a seat. Students are only allowed to be in that classroom and may not linger in the hallways. In order to get to the second or third floor, sophomores must use the stairwell near room 105. In order to get to the ground floor, sophomores must use the stairwell near the Hive.

Freshmen

Freshmen will enter the building at the main entrance on 5th Ave. Please stay in the line nearest to senior hall. They will use the temperature kiosk at the attendance office. Once students have been cleared for admittance at the temperature kiosk, they are to go to the room where their first class will be held and take a seat. Students are only allowed to be in that classroom and may not linger in the hallways. In order to get to the second or third floor, freshmen must use the stairwell near room 105. In order to get to the ground floor, freshmen must use the stairwell near the Hive.

ARRIVING TO CLASS

Each room has a designated number of desks. Do not move the desks. The room has been set up to provide the safest environment for learning.

At the end of each class, students will be responsible for sanitizing their desk before leaving the classroom. Each room has paper towels and spray disinfectant for this purpose. Please make sure to dispose of the paper towel in the garbage. Each room also has hand sanitizer and students should use it upon entering and leaving the classroom.



HEALTH & SAFETY

END OF THE DAY

When it is time for school to end for the day, all students must exit the door closest to their last classroom. Students may exit using the doors on 5th and Mill, 6th and Mill, 5th and Market, 6th and Market and the doors at the main entrance. Please use hand sanitizer before leaving the building. Maintain 6 ft. distance, exit the building quickly, and head for home as soon as possible. After school, students are asked to go their cars while still wearing their masks. Students taking public transportation should keep their masks on at all times.

COMMON SPACES

BATHROOMS

All single-use bathrooms are for only one person at a time. Each of the larger bathrooms has an occupancy number posted outside the door. Do not exceed that number. When waiting for a stall, please make sure to stand in the designated space in the hallway. Some of the stalls have been locked in order to keep the occupancy at a safe number. Do not attempt to unlock these doors. Please limit talking and do not socialize in the bathrooms. Remember to wash your hands with soap and water for at least 20 seconds before leaving the bathroom.

SEATING & OCCUPANCY

No one is allowed to sit in the hallways, Café, Commons or other places where students have gathered in the past. The Hive will be available only for seniors during their senior privilege study.

LUNCH & SNACK PROTOCOLS

COME PREPARED

Everyone should eat a balanced breakfast before coming to school. During March, there will be no food or water available at St. Mary's, and once students enter the building, they may not leave until school is dismissed for the day. This includes seniors with a senior privilege. Students will need to bring a water bottle to school already filled. Food deliveries are not permitted. Students will not have access to microwaves or refrigerators during March 2021. St. Mary's will review the food service protocols during March 2021 to assess whether it is safe and prudent to begin offering "Grab and Go" options in the cafeteria.

SNACKS

Please follow these rules when eating snacks:

- Students may eat snacks only before the start of class and in the classroom of the class that is about to begin.
- Students should use hand sanitizer before eating.
- Students may briefly remove their mask to eat their snack.
- Students should refrain from talking when their mask is off.
- Students may not share food.
- Once they have put their mask back on, students should use hand sanitizer and start cleaning up their desks and disposing of any garbage.

LUNCH

Lunch will be eaten in the room where student's next class will be held. The rules that apply for snacks are also the rules for eating lunch.

HYBRID LEARNING

The student body will be organized into A and B cohorts. Cohort A will be on campus Mondays and Tuesdays, and Cohort B will be on campus Thursdays and Fridays, unless otherwise indicated on the school calendar. All students will receive live instruction and will be expected to attend all classes according to the posted bell schedule. Wednesdays will be a flexible schedule that will consist of scheduled academics, workshops, clubs, and activities. Families will be notified when we transition to the hybrid-learning model. The target date for hybrid learning is March 2021.

HYBRID LEARNING BELL SCHEDULE

Time	Yellow Day 1-4	Blue Day 5-7	Asynchronous Flex Day	Yellow Day 1-4	Blue Day 5-7
	Cohort A <i>Cohort B working from home</i>	Cohort A <i>Cohort B working from home</i>	8:30-10:00 Staff Professional Development	Cohort B <i>Cohort A working from home</i>	Cohort B <i>Cohort A working from home</i>
7:30 - 8:25	Arrival & Check-in	Arrival & Check-in	Flex time will consist of scheduled online workshops, TA, clubs and Social Emotional Community Activities	Arrival & Check-in	Arrival & Check-in
8:30 - 8:50	TA	TA		TA	TA
8:55 - 10:15	Block 1	Block 5		Block 1	Block 5
10:20 - 11:40	Block 2	Block 6		Block 2	Block 6
11:45 - 12:15	Lunch	Lunch		Lunch	Lunch
12:20 - 1:40	Block 3	Block 7		Block 3	Block 7
1:45 - 3:05	Block 4	Activity Block		Block 4	Activity Block
Dismissal	Ground & 1 st Floor- 3:05 2 nd Floor- 3:10 3 rd Floor- 3:15	Ground & 1 st Floor- 1:40 2 nd Floor- 1:45 3 rd Floor- 1:50		Ground & 1 st Floor- 3:05 2 nd Floor- 3:10 3 rd Floor- 3:15	Ground & 1 st Floor- 1:40 2 nd Floor- 1:45 3 rd Floor- 1:50

HYBRID LEARNING GUIDELINES

All teachers have access to Swivl and Zoom to offer live-streaming instruction for at home students. SMA will continue to adhere to the synchronous bell schedule during hybrid learning. All at-home and in-person students are expected to arrive on time for each class block. During class activities that are not amenable to streaming (laboratory sessions, PE activities, etc) live-streaming classes may be limited to attendance, student check-ins, and individual work time.

COHORTS

A Cohort

On Mondays and Tuesdays, A-Cohort will meet on campus while B Cohort attends classes online. B-Cohort students are expected to log in to Zoom classes on the posted bell schedule and participate through live streaming. B-Cohort students will be able to actively participate in class instruction from home. Attendance will be taken for each class for both A and B cohorts.

B Cohort

On Thursdays and Fridays, B-Cohort will meet on campus while A-Cohort attends classes online. A-Cohort students are expected to log in to Zoom classes on the posted bell schedule and participate through live streaming. A-Cohort students will be able to actively participate in class instruction from home. Attendance will be taken for each class for both A and B cohorts.

If a student wants to move back to online digital distance learning from the hybrid program for the remainder of the school year, an email must be sent to Liane Rae at liane.rae@smapdx.org and to the student's counselor.

STUDENT SUPPORT

Student support blocks have been added to the digital schedule. During this time, counselors and teachers will be available to offer additional academic and social emotional support to students. Students may be asked to join a study block by teachers or counselors if they are needing additional support. Parents are strongly encouraged to discuss with their student the availability of additional support provided by counselors and teachers. If a student could benefit from that support, please be reminded that every Blue schedule has time built in during office hours for both individuals and small groups.

ACADEMIC SUPPORT

Supports to Access During Student Support Block

Tuesdays/Fridays 2:00-3:15 PM

Academic Support Team

- Chris. Moller - Instructional Help Desk chris.moller@smapdx.org
The Academic Help Desk is available for additional support on Wednesdays between 10:30 AM - 1:00 PM
Contact Chris Moller to request tutoring from students in our National Honor Society
- Anne Hagge Director of Academic Support, anne.hagge@smapdx.org

Academic & Personal Counselors

- Robin Eisenbach robin.eisenbach@smapdx.org
- Lexi Marquardt lexi.marquardt@smapdx.org
- Heather Murphy heather.murphy@smapdx.org

INTERNET

If a student does not have regular access to the Internet at home, parents/guardians or faculty should notify Liane Rae Assistant Principal of Curriculum Design and Instruction, liane.rae@smapdx.org and Brette Doyle IT Director, brette.doyle@smapdx.org as soon as possible.



ACADEMIC LIFE



ATTENDANCE PROCEDURES

Hybrid Schedule

Attendance will be required for all classes, whether on campus or online. Attendance will be taken at the beginning of each class and parents will be notified if students are not participating in online or in-class classes. Attendance will be taken for every class for in-person and distance learning students.

Hybrid-option students are expected to attend school with their cohort on all assigned days.

If a student is in a cohort and can't attend school in person on a particular day for any reason (illness, appointment, etc.) then notification must be sent to attendance@smapdx.org

ACADEMIC INTEGRITY (SMA HANDBOOK)

Personal integrity is important, not only to the individual, but also to the building of a just, fair, and trustworthy community. Therefore, all forms of cheating are viewed as unacceptable. A student who chooses to cheat on a test or assignment, submits work that is not her own, or assists a student in cheating will face serious consequences. Consequences for cheating include the following: loss of credit for the particular assignment, project, or test and notification to the parent by the teacher or administrator. Additional consequences may include loss of privileges and eligibility in extra-curricular activities; honors, AP, and PSU Challenge courses; and/or student government. Consequences may also include required in-school service, suspension, or expulsion. Academic integrity concerns and questions should be brought to Patty Gorman, Dean of Students.

ZOOM BACKGROUND POLICY

When learning at home, students should choose a work area that is consistent and a background that is appropriate for school. Understanding that the reality of working from home includes distractions, students should do their best to minimize disruptions to their work.

GRADE SCALE

SMA will continue to assign letter grades during virtual and hybrid learning.

LETTER GRADE AND PERCENTAGE SCALE

Letter	% Range	Letter	% Range	Letter	% Range	Letter	% Range
A+	100	B+	87.5-89.4	C+	77.5-79.4	D+	67.5-69.4
A	91.5-99.9	B	81.5-87.4	C	71.5-77.4	D	61.5-67.4
A-	89.5-91.4	B-	79.5-81.4	C-	69.5-71.4	D-	59.5-61.4
						F	59.4 & below

SENIOR PRIVILEGE

During the senior privilege block, students are required to be in the Hive, physically distanced (6ft) and wearing a mask. The privilege may be forfeited if a student is in a non-designated area of the building or if they have attendance, academic, or conduct infraction.



RESOURCES

LINKS & REFERENCES

OREGON DEPARTMENT OF EDUCATION

[Read Schools, Safe Learners 2021-21](#)

CENTER FOR DISEASE CONTROL

[COVID-19 information](#)

MULTNOMAH COUNTY

[Multnomah County Metric Tracker](#)

OREGON HEALTH AUTHORITY

[Sector Risk Level Guidance Chart](#)

GOV. KATE BROWN

[12.23.20 Announcement](#)

OREGON SCHOOL ACTIVITIES ASSOCIATION

[COVID-19 Information](#)

REOPENING SCHOOLS DATA

[North Carolina Covid-19 Re-opening High Schools Data](#)

[Washington State Covid-19 Guidance for Re-opening Schools](#)

[Covid-19 School Response Dashboard – National/State](#)

QUESTIONS & CONTACTS

If you have any questions or concerns, please feel free to contact the appropriate Administrative Team member:

Christina Friedhoff

President

chris.friedhoff@smapdx.org

Nicole Foran

Principal

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