



2021-2022 Back to School Information

We are so excited to see you!

General Guidelines

- All students will receive daily in-person instruction following the [annual calendar](#). Therefore, HTCS will not conduct any live digital instruction as the teachers will be focused on full day in-person instruction.
- Face covering (“mask” a cloth, paper, or disposable face covering that covers the nose and mouth; may or may not be medical grade) will be required indoors for all individuals five years and older, including all students, staff, contractors, volunteers and visitors ([OAR 333-019-1015](#)). Face coverings are not required outdoors.
- Students and staff can wear a face shield for medical reasons.
- Employees and students are to practice staying the recommended distance (at least 3 ft) from others and eliminating contact with others whenever possible. Plexiglass shields are no longer required and will not be on students desks this year.

Cleaning and Hygiene Protocols

- HTCS follows the published [Communicable Disease Guidelines](#) from the Oregon Department of Education and the Oregon Health Authority.
- Wash hands and/or use hand sanitizer each time you come and out of the building, a classroom, the restrooms, before and after eating/drinking.
- All classrooms will have ample supply of disinfectant and cleaners needed for frequent cleaning of high touch surfaces. A contracted cleaning company will clean the school each evening.

Screening, Attendance and Illness Policies

- Parents are asked to screen their students each morning before sending to school using the [Parent Daily Symptom Checker Flowchart](#).
- HTCS will not be taking temperatures as part of the check in process.

13755 SW WALKER ROAD BEAVERTON, OREGON 97005
503.644.5748 WWW.HTSCH.ORG

FOUNDED IN
FAITH



BALANCED



INCLUSIVE



JOYFUL



INSPIRING
LEADERS



- Primary COVID-19 symptoms include: cough, temperature over 100.4, chills, shortness of breath, difficulty breathing and new loss of taste and smell.
- Unfortunately, data now shows that as covid has progressed it can now present with the original symptoms of fever, cough, chills, shortness of breath, loss of taste/smell, but also common cold symptoms. Therefore if your child has the above or any other symptoms such as headache, sore throat, or runny nose students should stay home until further discussion with their primary care physician regarding testing.
- As always, faculty, staff and students who are ill must stay home from school.
- Should a child become ill at school, particularly if they have COVID-19 symptoms, the student will be isolated in our health room until the parent, or their parents designee, arrives to pick them up.
 - Adequate space and staff supervision and symptom monitoring by school staff will be provided until the student is able to go home.
 - Abbot BinaxNOW rapid tests are available for those faculty, staff or students that display primary symptoms of COVID-19 during school hours. The tests are to be self administered by the student and HTCS must have a consent form on file to be able to have students self administer the test. For more information on the Abbot BinaxNOW test and how it works please click [here](#).
 - Additional testing resources are available [here](#) and scroll down to “COVID-19 Testing Options.”
- Holy Trinity will work with the Washington County Health Department on restricting a student and/or staff member known to have been diagnosed and/or exposed (e.g. by a household member) to COVID-19.
 - At this time, if a student or unvaccinated staff member is exposed to COVID-19, they will have to quarantine. The amount of time will depend on feedback from the Washington County Health Department.

Drop Off and Pick Up

Drop Off: All students should be dropped off between 8:00-8:15am. Classes begin at 8:15am.

- All K-8 students will come through the main doors of the school.

13755 SW WALKER ROAD BEAVERTON, OREGON 97005
503.644.5748 WWW.HTSCH.ORG

FOUNDED IN
FAITH



BALANCED



INCLUSIVE



JOYFUL



INSPIRING
LEADERS



- Prekindergarten students must be walked to the Prek doors and signed in by a parent/guardian.
- Parents wearing masks are allowed to coming into the school building between 8:00 and 8:15am. For everyone's safety please do not congregate or linger inside the school building.
- Drop off is along the curb in what we call 'car line'. Please drive carefully.
- Cars can enter car line from Walker Road or Park Way.
- When you arrive, please have your child ready to get out of the car with their mask and backpack handy. This will help with our traffic flow.

Pick Up: All students must be picked up between 3:05-3:15pm from car line.

- Our dismissal car line is two lanes.
- Students not picked up by 3:15pm will be sent to Extended Care (EC) and charged accordingly.
- Dismissal lines form from Park Way and Walker Road.
- Prekindergarten students must be picked up at the Prek door by an approved parent/guardian.
- All K-8 students will be dismissed from the school's main door and side lobby.
 - K-5 will be seated, in lines in the hallways and gym.
 - HTCS staff will use walkie talkies to call students out their cars.
 - 6-8th graders are allowed to walk through the parking lot if you'd like to park your car and not wait in car line.

Walking/Biking to School

Students are allowed to walk and/or bike to school. For the safety of the children, we ask that walkers/bikers enter school using the main school doors. They can lock their bikes on the rack out front.

13755 SW WALKER ROAD BEAVERTON, OREGON 97005
503.644.5748 WWW.HTSCH.ORG

FOUNDED IN
FAITH



BALANCED



INCLUSIVE



JOYFUL



INSPIRING
LEADERS



Tardy/Leave During School Day

Students who are tardy or who are leaving campus early for an appointment, should enter/exit through the main school doors and check in/out with the office. Parents do not need to enter the school for this check in/out process.

Recess/Bathrooms

Students have recess one to three times per day depending on their grade level. Recess times have three grades out at one time with access to the full, gated play area. Students and staff do not have to wear masks when outside. Additionally, we will continue to schedule hand washing and restroom breaks for the students to help with the flow of students into/out of the restrooms.

Lunch Protocols

Students will eat in the cafeteria. We have ten cafeteria tables and additional tables set up to ensure that students eat socially distanced. Students will eat with their classmates, 8 per table. To accommodate contact tracing protocols, we will have the students maintain a stable table group each week. Once students are done eating, they will be instructed to put their masks back on until they are called to outdoor recess or class. Appropriate cleaning protocols will be followed between each meal service. Lunch times are divided in four grade bands: Prek, K-2, 3-5, and 6-8.

We hope to contract with a new hot lunch catering company called Dishes2u. Their contract is currently being reviewed by the Archdiocese. Please plan to send cold lunch (lunch from home) for the first month of school.

Mass

Our entire school community celebrates Mass each Wednesday at 2:15pm in our church. For the first trimester, students will sit with their classmates. Families are welcome to join in our Mass and can sit with their children as space permits. All attendees must follow the ODE guidelines regarding wearing masks.

Extended Care

Holy Trinity Extended Care Program is here to provide quality and consistent care for before and after school to the students of Holy Trinity. It follows all regulations set forth by the Children's Care Division of the State of Oregon. Parents can sign up for EC ahead of time or the day of. We

13755 SW WALKER ROAD BEAVERTON, OREGON 97005
503.644.5748 WWW.HTSCH.ORG

FOUNDED IN
FAITH



BALANCED



INCLUSIVE



JOYFUL



INSPIRING
LEADERS



prefer if parents sign up ahead of time, so we can appropriately plan for staffing. Entrance to EC is from the cafeteria doors.

The morning care program will operate before school Monday through Friday from 6:30am to 8:00am. Students will then be dismissed to their classrooms. There is no morning care on “late start” days due to inclement weather.

Our after school program will operate from school dismissal time until 6:00pm. To leave a message for extended care, please call (503) 644-5748 and/or e-mail Matt Wulff at mwulff@htsch.org.

Care will be provided on early release days and teacher inservice days, provided there are eight children who are signed up--in advance-- for those days. National holidays, Christmas and spring break, and inclement weather school closings will not have extended care.

Cost:

- Morning extended care only: \$10.00 per child, per morning
- After school care only: \$20.00 per child, per day
- Before and after school: \$30.00 per child, per day
- Noon dismissal days: \$30.00 per child, per day (pre registration required)
- Full day inservice: \$50.00 per child, per day (pre registration required)

Volunteers

We will have parent volunteers on campus in the coming school year! Here is a review of the volunteer requirements that must be fulfilled prior to any volunteer time at HTCS:

- NEW Volunteers - First Year Service Requirements
 1. Clear Background Check
 - a. Email Tabitha Spieler at tspieler@htsch.org to request the background check
 2. Signed Standards of Conduct Form
 - a. Ms. Spieler will get this for you with your background check
 3. CASE (Creating A Safe Environment) Group Training (class dates coming soon)

13755 SW WALKER ROAD BEAVERTON, OREGON 97005
503.644.5748 WWW.HTSCH.ORG

FOUNDED IN
FAITH



BALANCED



INCLUSIVE



JOYFUL



INSPIRING
LEADERS



- ONGOING Volunteers - Continuing Their Service with Minors
 1. Academy Yearly Update completed online. *"It Happened to Me"* is the assigned course for the 21-22 school year. Specific website, log in and certificate information coming soon from Tabitha Spieler.

FACTS - Coming in September!

- FACTS is now our "Intranet" program where you will be able to find school related information for all grades including the calendar, handbooks, school newsletters and grades for students in 3rd - 8th. It replaces SchoolSpeak as our school information system.
- Usernames and passwords will be distributed the first week of school.
- Please continue to use School Speak until we make the full switch to FACTS.
 - If you have questions about logging into School Speak, please contact Ms. Spieler at tspieler@htsch.org.

13755 SW WALKER ROAD BEAVERTON, OREGON 97005
503.644.5748 WWW.HTSCH.ORG

FOUNDED IN
FAITH



BALANCED



INCLUSIVE



JOYFUL



INSPIRING
LEADERS