



ST. CLARE SCHOOL

INFORMATION FOR
FAMILIES 2024-2025

(503) 244-7600

www.stclarepdx.org

1807 SW Freeman Street
Portland, OR 97219





1 CLASS PER GRADE

28 MAXIMUM STUDENTS
PER CLASS

110 YEARS OF ACADEMIC
EXCELLENCE

168 FAMILIES FROM
16 ZIP CODES

230 TOTAL STUDENTS

\$90K FINANCIAL AID
AWARDED ANNUALLY

\$3M ENDOWMENT FUND

Student-Teacher
Ratio



Student-Device
Ratio

7 Specialty Classes:

Art, Drama, Library, Music, PE,
Technology & Spanish



All School Mass
Every Thursday

Hot Lunch &
After School Care
5 days a week



5 CYO Sports Offerings:

Basketball, Cross Country, Swimming,
Track & Field, Volleyball



Academic, social, and
emotional support for
all students

14
YEARS

AVERAGE FACULTY
TENURE AT ST. CLARE

100%

FACULTY WITH
MASTERS DEGREES

99%

ACCEPTANCE RATE TO
CATHOLIC HIGH SCHOOLS

70%

FAMILIES ACTIVE AT
ST. CLARE CHURCH

WELCOME TO ST. CLARE

St. Clare Church celebrated its first Holy Mass on Sunday, August 17, 1913. Father Capistran Damek, O.F.M. welcomed over 30 parishioners that day. Just over one year later, on September 10, 1914, the Ven. Mother Willamine, Superioress, and Rev. Mother M. Pauline arrived at St. Clare. Four days later, the two Franciscan sisters opened the doors of St. Clare School to welcome 31 children.

Today, St. Clare Church serves over 1,000 families and St. Clare School enrolls 230 children with an enduring tradition of academic excellence within a faith-filled community. In fact, when recently surveyed, our current parents cited academic excellence, a safe, supportive environment, and strong Catholic faith formation, all underpinned by the strength of the St. Clare community, as the top reasons they send their children to St. Clare School.

Students at St. Clare School are provided with the tools they need to develop emotionally, intellectually, physically, and spiritually in a caring and creative environment. With an average class size of 25 students, students realize their full academic potential in an environment that promotes confidence and self-esteem. As important as academics are at St. Clare, we place an equal emphasis on community. Our students acknowledge the dignity and worth given by God to all people, and the entire student body, faculty, and staff participate in our school's community volunteering programs.

St. Clare is a small school with a big heart! We invite you to visit us to learn more.

Sincerely,



Mr. Chris Harris
Principal

(503) 244-7600

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1807 SW Freeman Street
Portland, OR 97219



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 School 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 lifelong learners, and to embrace their futures with hope.

SCHOOLWIDE LEARNING EXPECTATIONS

A ST. CLARE 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

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

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 **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

NEW FAMILY APPLICATIONS K-8

BEGINNING NOVEMBER 1, 2024

KINDERGARTEN INFORMATION NIGHT

NOVEMBER 14, 2024

RE-ENROLLMENT OF CURRENT FAMILIES

EARLY JANUARY 2025

OPEN HOUSE

JANUARY 26, 2025
12-2PM

KINDERGARTEN ADMISSIONS

- Parents complete and submit an [online application](#), accepted beginning November 1
- Starting in February, parent interviews with Principal and kindergarten applicants complete Kindergarten Readiness Test (KRT)
- Parents receive KRT results and are notified of admission decision

1ST - 8TH GRADE ADMISSIONS

- Parents complete and submit an [online application](#) for new students, accepted beginning November 1
- After application is submitted, St. Clare will arrange for parent interview with Principal, a student interview with the Learning Specialist and/or a student 'Shadow Day'
- Parents notified of acceptance decision
- New 8th Grade students are considered on an exception basis only

TUITION INFORMATION

PLEASE SCAN OR CLICK THE QR CODE FOR THE MOST UP-TO-DATE TUITION INFORMATION



FEES

- **Application Fee: \$50** per student (non-refundable)
- **Enrollment Fee: \$200** per student (non-refundable)
- **PIP Fee:** Billed in May of the academic year, \$25 per unfulfilled volunteer hour; up to \$750 per family (\$375 for single parent households). See Parent Involvement Program on Volunteering page for more information.
- FACTS will assess a bank processing fee of 2.85% for credit card payments. There is no charge for ACH/eCheck payments.

TUITION ASSISTANCE

- January 31, 2025: FACTS online application deadline in order to be considered for Archdiocesan and school grants
- Spring 2025: School notifies families about tuition assistance awards
- Tuition assistance is awarded using the same priority policy as admissions



IN-PARISH TUITION DISCOUNT

St. Clare Church gives 20% of its offertory 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.**



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 5:00 pm and Sundays at 8:30 and 10:45 am.

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 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. The annual volunteer period runs May 1 - April 30.

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.

BEFORE & AFTER SCHOOL CARE (BASC)

Our [Before and After School Care Program](#) (BASC) provides a safe, loving, and positive 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.

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 offers extended care on noon dismissal days. Additionally, parents may also use the BASC program to coordinate with after school activities and clubs such as MUSE, drama, or tutoring.

Our program features outdoor recreation, crafts, free play, homework time, movies (on the long cold days) and more. BASC allows your child time to socialize with schoolmates under the supervision of our state-qualified and experienced staff.

Our mission is to provide a safe, nurturing, and engaging environment that effectively supports the diverse needs of children and their families in our community.



SCHEDULE & COSTS

Before School (Monday - Friday)

7:00-8:05 am - \$9 per day

After School - M, W, TH, F

3:05-6:00 pm - \$22 per day

Drop-in - \$32 per day

After School - Tuesday (early dismissal)

2:05-6:00 pm - \$29 per day

Drop-in - \$40 per day

- Second child discounted 25%, additional children at 50%
- If space is available, drop-in care on first come, first served basis
- Need-based scholarships available on individual basis

UNIFORMS

How a student dresses, even when wearing a uniform, is a statement of character. We view our uniform and free dress code as a positive character building aspect of Catholic education. Our uniforms are divided into options for K-5 and Middle School. To view the specifics of our dress code, please see our [Student/Parent Handbook](#).

PURCHASING NEW

Please purchase items from the approved lists from the following vendor using the provided school codes:

- [Lands End](#)

School Code: **900103722**

- [Tommy Hilfiger](#)

School Code: **STCL01**

CLARE WEAR

Clare Wear uniform and spirit wear options for all grades (and parents!), including personalized sweatshirts, are available for special order through the [website](#).

UNIFORM EXCHANGE

Families may request gently used uniforms through our year round Uniform Exchange. New families can join the exchange by making a contribution to the library fund.

Contact our Office Manager, Donna Parker MacNeur, at dmacneur@stclarepdx.org and we'll be happy to help!



VOLUNTEERING

PARENT INVOLVEMENT PROGRAM

We require each family to give 30 Parent Involvement Program (PIP) volunteer hours to support the school (15 hours for single-parent families). The PIP fee of \$25 per required volunteer hour is charged at the end of the school year for any uncompleted hours. Each family is responsible for tracking their own PIP hours and reporting them to PTC through their FACTS/ParentsWeb account.

CASE TRAINING

All new families and volunteers must complete a background check and complete Creating A Safe Environment (CASE) Volunteer Training in order to volunteer at our school. St. Clare offers several on-site trainings per year, typically in the fall. Additional training sessions are also offered throughout the year at other Archdiocesan locations.

FUNDRAISING

We have two major fundraisers each year - the Auction and Color Bubble Run - along with smaller fundraising opportunities throughout the year to support our school. These opportunities help bridge the gap between the cost of tuition and the actual cost of educating our students, maintaining and upgrading our facility, providing outstanding programs and services, and more. Visit our website to learn more about our [Community Events](#) and [Ways to Give](#).

SCRIP

You can help St. Clare earn percentage back or fundraising when you use Scrip for your everyday purchases. Scrip refers to gift cards and gift certificates that are tendered like cash. Participation in this program is voluntary and ordering is done online. To create a Scrip account, contact Gwen Vroman at gvroman@stclarepdx.org for an access code.



GET INVOLVED

PARENT TEACHER COUNCIL (PTC)

The mission of the PTC is to “strengthen the school community by providing support to faculty and parent leadership through community building events and fundraising projects. Fundraisers are chosen for their potential and for their community-building effect.” The PTC operates fundraisers, plans social activities, volunteer opportunities, and is an organized group for teacher support. All families are encouraged and welcomed to participate with the PTC.

PARENT AMBASSADOR PROGRAM

Our Parent Ambassador Program matches new families with a current family (Parent Ambassador), who serves as a mentor to the new family throughout the school year. Our Parent Ambassadors help our new families learn all about St. Clare, by providing regular contact, answering questions, and keeping them informed. Pairings are assigned and communicated during the summer. For more information, contact Director of Enrollment & Marketing Emily Bridge at ebridge@stclarepdx.org.

SCHOOL ADVISORY COUNCIL (SAC)

The SAC is a representative body of the school’s parent community. This group is called to work closely with the pastor and principal in a spirit of cooperation and interdependence. The SAC exists for the purpose of supporting quality Catholic education as it relates to these six distinct functions:

- Participate in and encourage strategic planning
- Develop and defend policy
- Offer financial advice
- Serve as a good public relations source
- Evaluate itself periodically
- Participate in the selection process of the principal, who is the advisory council’s executive officer

ST. CLARE PARISH

St. Clare Parish welcomes all families and provides programs that support the growth and development of our families. Our parish offers religious education, sacramental preparation, youth group programs, volunteer opportunities, and more.



WAYS TO CONNECT

(503) 244-7600

www.stclarepdx.org

1807 SW Freeman Street
Portland, OR 97219

CONTACT

ADMISSIONS & ENROLLMENT

Emily Bridge, Director of
Enrollment & Marketing
ebridge@stclarepdx.org
503-244-7600

GENERAL SCHOOL INQUIRIES

Donna Parker MacNeur, Office Manager
dmacneur@stclarepdx.org
503-244-7600

TUITION & FINANCE

Gwen Vroman, Bookkeeper
gvroman@stclarepdx.org
503-345-1800

LEARNING SUPPORT

Lillian Kidwell, Learning Specialist
lkidwell@stclarepdx.org
503-244-7600

TECHNOLOGY

Patrick Morgan, Director of Technology
pmorgan@stclarepdx.org
503-345-1800

BEFORE & AFTER SCHOOL CARE

Eve McCarthy, BASC Program Director
emccarthy@stclarepdx.org
503-244-8747

CHURCH & PARISH

Laurie Zupsic, Parish Admin Assistant
laurie@saintclarechurch.org
503-244-1037 ext 100

SCHOOL COMMUNICATIONS

We send home our e-newsletter, The Dragon Post, weekly and communicate important information via email regularly. Each teacher also has their form of communicating regularly with families, like classroom newsletters, emails, and papers sent home. Our school website is always available for important information and resources.

SOCIAL MEDIA

Don't miss a moment! Follow us on social media for fun updates and community news.



St. Clare Catholic School, Portland



2024 School Calendar

First Day of School: 9/4/2024

Last Day of School: 6/18/2025

Eighth Grade Graduation: 6/13/2025

August 2024

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	FF	TF	TF	TF	TF	31

September 2024

Su	M	Tu	W	Th	F	Sa
1	H	TF	F	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	ED	28
29	30					

October 2024

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	CI	12
13	14	15	16	17	18	19
20	21	22	CF	CF	CF	26
27	28	29	30	31		

November 2024

Su	M	Tu	W	Th	F	Sa
					V	2
3	4	5	6	7	8	9
10	H	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	ED	H	H	31

December 2024

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	ED	7
8	9	10	11	12	13	14
15	16	17	18	19	ED	21
22	V	24	H	V	V	28
29	V	V				

January 2025

Su	M	Tu	W	Th	F	Sa
			H	V	V	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	H	21	22	23	24	25
26	27	28	29	30	FF	

February 2025

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	H	CI	19	20	21	22
23	24	25	26	27	28	

March 2025

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	ED	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	V	V	V	V	V	29
30	31					

April 2025

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	ED	19
20	V	22	23	24	25	26
27	28	29	30			

May 2025

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	V	24
25	H	27	28	29	30	31

June 2025

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	L	H	TF	21
22	23	24	25	26	27	28
29	30					

- H Holiday - No School
- V Christmas/Spring Break/Vacation
- ED Early Dismissal
- FF Faith Formation In-service - No School
- L First & Last Day of School
- TF Teacher In-service
- CI Curriculum In-service - No School
- CF Conferences - No School

St. Clare Catholic School, Portland

1807 SW Freeman Street - Portland, Oregon 97219 ☎ 503/244-7600 (voice) 503/293-2076 (fax)

Principal's Coffee - 8:00-8:30 a.m., cafeteria

Wednesday, September 4
Thursday, December 5
Wednesday, June 18

Friday, October 4
Thursday, January 16



Free Dress / Bring Canned Food Day

Friday, September 20
Friday, November 15
Friday, January 24
Friday, March 21
Friday, October 18
Fridays, December 6 & 13
Friday, February 21
Fridays, May 2 & 16

2024-2025 School Calendar

September

2 **No School** - Labor Day
3 **No School** - Teacher work day; K-8 supply drop-off 3-5 p.m.
3-20 Fall STAR Testing window
4 First Day of School; **K: Noon Dismissal**
5 Kindergarten: 1/2 class all day, last names A-L (No Mass)
6 Kindergarten: 1/2 Class all day, last names M-Z
8 One Mass 10:00-11:00; Parish Picnic 11:00-3:00
12 Back to School Night 6:00-8:00 p.m.
15 5th grade serves 8:30 Mass; Blessing of the Backpacks
15 & 22 CASE training for New Volunteers 12:00-1:30, BASC room
27 Bubble Run; **Noon Dismissal** - Professional Development

October

4 Blessing of the Animals 8:30 a.m. (No Thursday Mass)
7-10 6th grade Outdoor School
9 Picture Day
11 **No School** - In-service
16-22 Book Fair
20 4th grade serves 8:30 a.m. Mass
23-25 **No School** - Parent Teacher Conferences (Progress Reports)
28-31 Spirit Week; 31-Halloween Parade/class parties

November

1 **No School** - All Saints Day/Blazer Night 7:00 p.m.
11 **No School** - Veterans Day
14 Kindergarten Info Night 6:30-8:00 p.m.
17 3rd grade serves 8:30 a.m. Mass
18 Picture Retake Day
22 Fall Middle School Dance 6:30-9:00 p.m.
24 Dragon Dash/Turkey Trot 11:45 a.m.
27 **Noon Dismissal**
28-29 **No School** - Thanksgiving Holiday

December

2-13 Winter STAR Testing window
6 **Noon Dismissal** - End of 1st Trimester; Professional Dev.
7 Cocoa with Santa - 10:00 a.m.-12:30 p.m., cafeteria
15 2nd grade serves 8:30 a.m. Mass
16 T1 Report Cards go home
19 Christmas Program - 6:30-8:30 p.m.
20 **Noon Dismissal** - Class Christmas parties 11:00 a.m.
23-1/3 **No School** - Christmas Break

8:10 a.m.-3:05 p.m. Mondays, Wednesdays, Thursdays & Fridays
2:05 p.m. Early dismissal on Tuesdays

All-school Mass - Thursdays at 8:30 a.m. unless otherwise noted

BASC - 7:00-8:00 a.m. & 3:00-6:00 p.m. M, W, Th, F
7:00-8:00 a.m. & 2:00-6:00 Tuesdays

January

11 6th grade serves 5:00 p.m. Mass
20 **No School** - MLK, Jr. Day
26 Open House 12:00-2:00 p.m.
26-31 Catholic Schools Week
31 **No School** - Faith Formation, Bingo Night 6:00-8:00 p.m.

February

3-7 ACRE Testing (grades 5 & 8); T2 Progress Reports go home
8 8th grade serves 5:00 p.m. Mass
13 Class Group Picture Day
14 Valentine's Day class parties 2:00 p.m.
(free dress in red-pink-white)
17 & 18 **No School** - President's Day. In-service
27 Winter STEM Night 6:00-8:00 p.m.

March

5 Ash Wednesday (No Thursday Mass)
13 Science Fair
14 End of 2nd Trimester (free dress in green)
15 School Auction
18-19 Spring Musical: "Frozen"
20 Talent Show 1:45 p.m.
21 Stations of the Cross 2:00 p.m. (No Thursday Mass)
24-28 **No School** - Spring Break
31 T2 Report Cards go home
31-4/11 Spring STAR Testing window

April

4 Spring Middle School Dance 6:30-9:00 p.m.
12 7th grade serves 5:00 p.m. Mass
18 **Noon Dismissal** - Stations of the Cross; Good Friday
20 Easter; St. Clare Parish Easter Egg Hunt
21 **No School** - Easter Monday
25-30 Book Fair; No Thursday Mass
25 Grandparent's & Special Friend's Day, Mass on Friday
26-27 First Communion

May

5-9 Staff Appreciation Week
9 T3 Progress Reports go home
13 OMSI Night
15 Kindergarten Round Up, New Family Orientation 3:30-4:30
18 1st grade serves 8:30 a.m. Mass
22-27 8th grade Washington D.C. trip
23-26 No School
26 Memorial Day
29 Art Fair 6:30-8:30 p.m.

June

8 Kindergarten/5th grade serves 8:30 a.m. Mass
13 Grade 8 Graduation; last day for Grade 8
18 **Noon Dismissal** - Last Day of School, Field Day

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