



All School Comprehensive Distance Learning Protocols Fall 2020

All School Comprehensive Distance Learning Protocols

Governor Brown and other state officials announced the criteria under which schools in Oregon may bring students back to campus—including all private schools in Oregon. Central Catholic High School is located in Multnomah County, which is currently not at the required metrics for in-person learning, therefore, Central Catholic will begin the 2020-2021 School year in the [comprehensive Distance Learning](#) instructional model. Central Catholic is committed to fulfilling our mission of Catholic Education in an environment that is supportive and inclusive.

While school is operating fully online, Central Catholic will follow a C/G-Wed-C/G schedule each week for both groups A and B. Each class will have some element of synchronous learning.

- Synchronous learning-** Class interactions happen in real-time, at the same time. Students will virtually attend class together via video conference, live stream, or chat (at teacher discretion and direction). Teachers may use Zoom, CANVAS Conferencing, or other systems for synchronous meetings.

FALL 2020 BELL SCHEDULE

CENTRAL CATHOLIC HIGH SCHOOL

CARDINAL DAY		GOLD DAY		A DAY	
Monday & Thursday		Tuesday & Friday		Wednesday	
0 Period	7:00-7:50 am	0 Period	7:00-7:50 am	1 st Period	9:00-9:40 am
1 st Period	8:00-9:25 am	5 th Period	8:00-9:25 am	2 nd Period	9:45-10:25 am
2 nd Period	9:35-11:00 am	Student Life	9:35-11:00 am	Break	10:25-10:40 am
Lunch	11:00-12:00 noon	Lunch	11:00-12:00 noon	3 rd Period	10:40-11:20 am
3 rd Period	12:00-1:25 pm	6 th Period	12:00-1:25 pm	Lunch	11:20-11:50 am
4 th Period	1:35-3:00 pm	7 th Period	1:35-3:00 pm	4 th Period	11:50-12:30 pm
				5 th Period	12:35-1:15 pm
				Break	1:15-1:30 pm
				6 th Period	1:35-2:15 pm
				7 th Period	2:20-3:00 pm



Student academic workload:

The amount of work for a student is, on average, no more than 30 minutes of homework in addition to assigned class work times (AP/honors classes may require additional work and time). Online work takes longer to complete, therefore, the assigning of work online takes this into consideration. Interventions are considered and included by each teacher to meet various learning and equity needs.

Teacher Expectations for Fall 2020 online learning

All class periods (Cardinal, Gold & Wednesday A days) will have a minimum of 15 minutes of scheduled synchronous learning which can be used for prayer, attendance, community/relationship building, exit slips, etc. Remaining class time will be used, based on class needs, for discussion, lab work, direct instruction, or asynchronous work.

- **Asynchronous learning** - Class interactions happen via CANVAS or other platforms without real-time interaction. Students engage in class materials and complete work at their own pace, typically within a given timeframe.

Possible frameworks for an 85 minute period (teachers will modify based on class needs, subject matter, etc.). Teachers will use their expertise to create the most meaningful instruction schedule for their classes.

Example 1	Example 2	Example 3	Example 4
Synchronous -- Opening check-in with students (prayer, announcements, attendance) -- 15 min	Asynchronous -- Attendance, work time (reading & vocabulary work, watch video & complete questions, etc.) -- 45 min	Synchronous -- Opening check-in with students (prayer, announcements, attendance) -- 15 min	Asynchronous -- Attendance, work time (reading & vocabulary work, watch video & complete questions, etc.) -- 30 min
Synchronous or Asynchronous-- Lesson, lab, discussion -- 55 min	Synchronous -- Prayer, attendance, class discussion, check in on project work, etc. -- 30 min	Synchronous -- Direct instruction, group work, etc. -- 65 min	Asynchronous -- formative assessment (small Canvas quiz, Kahoot, etc.) -- 20 min
Synchronous -- Closing, wrap-up, exit tickets, etc. -- 15min	Asynchronous -- Formative assessment (small Canvas quiz, Kahoot, etc.) -- 10 min	Asynchronous -- Formative assessment (small Canvas quiz, Kahoot, etc.) -- 5 min	Synchronous -- Prayer, attendance, class discussion & exit slip -- 35 min

Attendance:



Attendance must be taken during each class period within the first 15 minutes through PowerSchool. Classes that do not begin synchronously will have a scheduled synchronous meeting time, which will be communicated in the Weekly Plan and posted in the Canvas calendar.

Grading:

Grading may be done using total points or weighted categories. Teachers may choose the weighted grade option below but must make every effort to, at a minimum, have at least 5-6 assignments in each category and clearly communicating how the weighted categories are impacting students' overall grade,

A framework for weighted categories will include:

Example 1
Practice (formative) 10%
Assessments (summative) 40%
Other (projects, labs, etc.) 50%

When will faculty post instructions/assignments?

- Faculty will post a **brief Weekly Plan/Calendar** on Canvas **by no later than 7:30 am** on the first day of school and on Monday morning of each subsequent week.
- Teachers are encouraged to use asynchronous class time for Office Hours, especially when students are working on long-term assignments or projects. Faculty may post additional Office Hours each week, during which they will be available to interact with students digitally or respond to questions online. Office hours may not interfere with other classes.
- We recognize that creating an online class and giving feedback takes time and, without parameters, could be overwhelming. Therefore, we have set the following guidelines regarding email and response times. Teachers are advised to only respond to a parent or student email during the hours of 7:30 am and 4:00 pm. Teachers are not to respond to a parent or student email after 4:00 pm.
- Any assignments or instructions students will need during the week must be posted on Canvas by the teacher **no later than 7:30 am** on the day they are assigned.

What kind of assignments should students expect?

- Depending on the course, students may expect a series of smaller assignments or a longer assignment intended to take place over the course of the week or multiple weeks (for larger projects)



Central Catholic HIGH SCHOOL

- Canvas is fully utilized across the school as the learning management system to organize classwork, assignments, and communication with teachers.
 - **Canvas expectations:**
All students (new and returning) will need to complete an online Modular course in August, which requires students to work through and learn most, if not all, of the necessary components for utilizing Canvas (Central Catholic's Learning Management System) correctly. All access and communication about coursework will be directed through Canvas.
- Please see the [Canvas Guidelines](#) teachers are asked to use for their courses.

Due dates:

- Due dates for assignments and projects are highly variant by course. Assignments for classes will be due at 10pm the night before the next class meeting.
- Teachers may still collect in-class work at the end of that class meeting, or have it due by 10:00 pm the night before the next class meeting.

Student Expectations

Zoom Meetings and Video Conferencing Policies are in effect for the school year, regardless of full digital or hybrid learning. These expectations are outlined below:

- Teachers will use passwords and waiting rooms that are now a default setting in all Zoom meetings. This allows teachers to screen any individual coming into the meeting.
- Teachers will require appropriate etiquette within any video conference meeting. These protocols include:
 - Students should be awake and appropriately dressed before entering the meeting
 - Students should be prepared to learn (attentive, engaged and active)
 - Students should have resources needed nearby (books, papers, pens, etc.)
 - Students will login using their school email account
 - Students are expected to have the camera on and have their face visible while attending meetings unless they have communicated directly with their teacher and made other arrangements, individually, before class begins.
 - Note for teachers: Some students may need to turn off their video to preserve wifi bandwidth at their home, while others may not wish for classmates to see their home.
 - Students should be shown how to turn off their "self view" in Zoom to help address issues of self consciousness.



Central Catholic

HIGH SCHOOL

- Video Conferences are subject to the same codes of conduct as would apply to in-person interactions, which include but are not limited to using appropriate language, conducting oneself appropriately, and dressing as one would for school.
- Any inappropriate actions taken are subject to disciplinary procedures outlined in the Student Handbook.
- See [Canvas Expectations for students](#).