

# Central Catholic Return to School Plan 2020-2021

Review the following documents:

- 2020-2021 Return to School Framework
- Guidelines for Returning to the Workplace

Add a narrative for each area below to describe your school's plan.

Submit to [dcs@rchdpdx.org](mailto:dcs@rchdpdx.org) no later than August 15, 2020.

## SECTION 1: OPERATIONAL VITALITY

STAGES AND TIMELINES	
Planning Team	<p>Leadership Team:</p> <p>Colin McGinty, president            Danyelle Ramsey, Principal            Patrick Mordhorst, Assistant Principal of Curriculum Design and Instruction            Matt Horne, Dean of Student Life            Laura Jaeger, Athletic Director            Ellie Dir, Director of Advancement            Paul O'Malley, Admissions Director            Mike Pinder, Facilities Director            Marie Roake, Finance Director</p>
Timeline for Planning and Roll-out of Plan	<p>June and July- create and finalize plan            July 10- present plan to faculty and staff            July 15 and 16- teacher inservice days for planning and preparation            July 20-24- Drop in zoom question and answer meetings with parents            July 27- launch google form to parents to determine student groupings            August 3- finalize student groups and schedules            August 3-7- parent zoom meetings for training in use of various technology platforms (SchoolPass for health checks and attendance, Canvas for student learning system)</p>

COMMUNICATION PLAN	
How will your school keep shareholders abreast of the plans for re-opening and beyond?	<p>The school will use a combination of platforms to communicate plans for re-opening. This includes PowerSchool email and text messaging (allows for emergency updates), social media platforms and the school website.</p>

PROTOCOLS	
Cleaning and Hygiene	<ul style="list-style-type: none"> <li>• The school will promote <a href="#">safe hygiene practices as set forth by the CDC</a> through direct teaching,</li> </ul>

scheduled time for handwashing, and visual displays.

- The school will follow [CDC guidelines for cleaning and disinfecting](#). This includes electrostatic disinfectant and EPA- approved disinfectants.
- Faculty and staff will be trained on their cleaning and sanitizing responsibilities during inservice week in August.
- Frequently touched surfaces and objects like light switches, doorknobs, desk tops, will be cleared at every transition.
- Bathrooms will be cleaned and disinfected hourly with a posted clearing log.
- Surfaces and objects that are not frequently touched will be cleaned daily.
- Items that are not essential to teaching and shared spaces have been removed to reduce frequent handling or contact from multiple people.
- Soft and porous material, such as area rugs and seating, have been removed to reduce challenges with cleaning and disinfecting them.
- The school will promote [safe hygiene practices as set forth by the CDC](#) through direct teaching, scheduled time for handwashing, and visual displays throughout the school.
- The school will follow the practice of key times to wash hands:
  - Before and after eating food
  - After using the bathroom

	<ul style="list-style-type: none"> <li>○ After blowing your nose, coughing, or sneezing</li> <li>○ After touching garbage</li> <li>○ After touching an item or surface that may be frequently touched by other people, such as door handles, tables, or electronic screens, etc.</li> <li>○ Before touching your eyes, nose, or mouth because that's how germs enter our bodies</li> </ul> <ul style="list-style-type: none"> <li>● Alcohol based hand sanitizer is available in every room of the school. Sanitizer can quickly reduce the number of germs on hands in many situations. Sanitizer is not a substitution for hand washing.</li> <li>● Social distancing will be practiced in combination with other everyday preventive actions to reduce the spread of COVID-19, including wearing cloth face coverings, encouraging students to avoid touching their face with unwashed hands, and frequently washing hands with soap and water for at least 20 seconds.</li> </ul>
<p>Social Distancing</p>	<p>We have completed a study of all spaces in the school to ensure that all students maintain physical distance of six feet.. We are making modifications as needed. Policies are in place regarding the use of shared spaces, locker rooms, the weight room, cafeteria procedures, and restroom use. Hand sanitizing stations will be available in each classroom.</p> <p>Entrances, exits, and travel patterns on campus are limited and signage is in place to provide direction.</p> <p>The school will not utilize lockers during blended learning to help maintain social distancing and traffic patterns in the school.</p>

### Physical Distancing:

- When coming to campus , it is important to stay at least 6 feet away from other people and wear a cloth face covering to slow the spread of COVID-19.
- Consider the following tips for practicing social distancing when you leaving to come to school:
  - **Know Before You Go:** Before going out, know and follow the guidance from local public health authorities where you live.
  - **Prepare for Transportation:** Consider social distancing options to travel safely when commuting to and from school, whether walking, bicycling, wheelchair rolling, or using public transit, rideshares, or taxis. When using public transit, try to keep at least 6 feet from other passengers or transit operators – for example, when you are waiting at a bus station or selecting seats on a bus or train. When using rideshares or taxis, avoid pooled rides where multiple passengers are picked up, and sit in the back seat in larger vehicles so you can remain at least 6 feet away from the driver. Follow these [additional tips](#) to protect yourself while using transportation.
  - **Limit Contact When Going to and From School:** Limit stops between home and school. Only visit stores selling household essentials in person when you absolutely need to, and stay at least 6 feet away from others who are not from your household while shopping and in lines. If possible, use drive-thru, curbside pick-up, or delivery services to limit face-to-face contact with others. Maintain physical distance between yourself and delivery service providers

during exchanges and wear a cloth face covering.

- **Choose Safe Social Activities:** It is possible to stay socially connected with friends and family who do not live in your home by calling, using video chat, or staying connected through social media. If meeting others in person (e.g., at small outdoor gatherings, yard or driveway gathering with a small group of friends or family members outside of school), stay at least 6 feet from others who are not from your household. Follow these steps to stay safe if you will be participating in personal and social activities outside of your school cohort or home.
- **Keep Distance at Events and Gatherings:** It is safest to avoid crowded places and gatherings where it may be difficult to stay at least 6 feet away from others who are not from your household. If you are in a crowded space, try to keep 6 feet of space between yourself and others at all times, and wear a cloth face covering. Cloth face coverings are especially important in times when physical distancing is difficult. Pay attention to any physical guides, such as tape markings on floors or signs on walls, directing attendees to remain at least 6 feet apart from each other in lines or at other times. Allow other people 6 feet of space when you pass by them in both indoor and outdoor settings.
- **Stay Distanced While Being Active:** Consider going for a walk, bike ride, or wheelchair roll in your neighborhood or in another safe location where you can maintain at least 6 feet of distance between

	<p>yourself and other pedestrians and cyclists. If you decide to visit a nearby park, trail, or recreational facility, first check for closures or restrictions. If open, consider how many other people might be there and choose a location where it will be possible to keep at least 6 feet of space between yourself and other people who are not from your household.</p> <ul style="list-style-type: none"> <li>● <b>The more you keep yourself safe and follow these guidelines outside of school, the safer you keep your friends and family and we can all keep school open!</b></li> </ul>
<p>Screening Protocols</p>	<p>Attendance will be taken at the beginning of each class period through PowerSchool. Students will also be required to check in upon entrance to the building and check out upon leaving. Stations for attendance and temperature taking will be located at each entrance, this is required for contact tracing.</p> <p>All students must complete a daily health screening form in the SchoolPass app before coming to campus. Information will follow about how to access and complete the screening form. All health information will remain confidential.</p> <p>Anyone with a temperature of 100.3 or higher and other <a href="#">COVID-19 symptoms</a> will need to leave the building and may not return to school until they have met the following criteria:</p> <ol style="list-style-type: none"> <li>a. If you will not have a test to determine if you are still contagious, you can return to school after these three things have happened:       <ol style="list-style-type: none"> <li>i. You have had no fever for at least 72 hours (that is three full days of no</li> </ol> </li> </ol>

	<p>fever without the use of medicine that reduces fevers) AND</p> <ul style="list-style-type: none"> <li>ii. Other symptoms have improved (for example, when your cough or shortness of breath have improved) AND</li> <li>iii. At least ten days have passed since your symptoms first appeared.</li> </ul> <p>b. If you will be tested to determine if you are still contagious, you can return to school after these three things have happened:</p> <ul style="list-style-type: none"> <li>i. You no longer have a fever (without the use of medicine that reduces fevers) AND</li> <li>ii. Other symptoms have improved (for example, when your cough or shortness of breath have improved) AND</li> <li>iii. You received two negative tests in a row, 24 hours apart. Your doctor will follow the CDC guidelines.</li> </ul> <p>c. If you have been tested and determined not to have contracted COVID-19, you should stay home until at least 48 hours after you are free of fever, or signs of a fever without the use of fever-reducing medications.</p>
<p>Personal Protective Equipment (PPE) Protocols</p>	<ul style="list-style-type: none"> <li>● Everyone must wear a face mask at all times. Exceptions are made for people with disabilities and children 2 and under. We encourage masks with clear openings for clearer communication for those who are hearing impaired.</li> <li>● Central Catholic will provide each student with two washable face masks and a face shield. Masks provided by the school are encouraged for students. Any mask not provided by the school</li> </ul>

	<p>needs to be in alignment with the vision and mission of the school and the pattern or print cannot promote anything that is outside of Catholic worldview</p> <ul style="list-style-type: none"> <li>• Special safety precautions and practices will be in place for Fine Arts classes, PE classes, and American Sign Language. This includes, but is not limited to required face shields in addition to masks.</li> </ul>
<p>Student Protocols</p>	<p>Arrival/Entry</p> <ul style="list-style-type: none"> <li>• Arrival time will be 7:30 am to 8:00 am.</li> <li>• Students who need to arrive before 7:30 am will sign up for study hall in advance.</li> <li>• Students fill out a health check form prior to arrival on campus, students will log in upon entry for specific contact tracing information and will have their temperature taken at their point of entry.</li> <li>• Students arrive to 1st class of the day Teachers take attendance and confirm health questions completed.</li> <li>• We will remind students once/week of health symptoms that would preclude them from attending school.</li> <li>• We will post signs prominently throughout campus reminding students and staff of health symptoms to watch for.</li> <li>• Upon entering classrooms, students will use hand sanitizer. Entry Health Check follow up</li> <li>• If a student's temperature is over 100.4, s/he will be instructed by the first period teacher to report to isolation center and school health monitor</li> <li>• Students who answer a health question in the affirmative will be contacted by the school daily until symptom-free and the 72-hour protocol will go into effect.</li> </ul>
<p>Staff Protocols</p>	<p>Reopen in a limited capacity does not mean a mandatory return to the school. It means that those employees who require being in the building to perform their jobs will have access and will need to follow new safety protocol.</p> <p>Those employees who are able to perform their roles remotely are encouraged to continue doing so temporarily. Employees who continue to work remotely should meet with their immediate supervisor and agree which job functions can be successfully performed from home. Employee's working remotely are required to</p>

notify the supervisor each day by email when their workday is starting, when they are taking lunch, when their day is concluding and will need to electronically submit an end of day report summary of work flow. Employees working remotely may be required to come to the building to receive work materials necessary for sustaining the functions of their specific job.

This process of reopening is consistent with current Oregon "Stay Home, Stay Safe" orders. Please note that due to ongoing safety considerations not all employees will be returning to the workplace at the same time. Some may continue to work remotely or to maintain alternative work arrangements.

Reopening does not mean that Central Catholic High School will be returning to the "normal" practices in place before the pandemic. New procedures have been developed to address the current unprecedented situation. Our top priority is keeping our community and employees safe.

Specifically, Central Catholic High School will be taking the following steps to ensure employee safety:

- Enacting enhanced cleaning procedures
- Enforcing mandatory physical distancing policies
- Providing workplace Personal Protective Equipment (PPE)
- Training for safe practices in the workspace during COVID-19

### **2020- 2021 Return to Work Safety Protocol for Faculty and Staff**

**The following protocols are required to be followed by all employees in the building at all times:**

1. Employees will complete COVID-19 Training for Employees: A Certificate for Healthy Workspaces on line training prior to returning to work.
2. The school will be accessible from 8:00 am to 4:00 pm with your access card. The building is not accessible outside of those hours.

3. All employees will enter and exit through the front doors on 24th and Stark, following the directional signs. One side will be for entry, the other will be for exiting. Please follow the posted instructional signs.
4. Upon entering the building each employee will follow a Daily Screening Procedure which will include temperature screening assessment and screening for signs and symptoms of COVID-19.
5. Each employee must log out in the main office when exiting the building.
6. Anyone with a temperature of 100.3 or higher and other [COVID-19 symptoms](#) will need to leave the building and may not return to work until they have met the following criteria:
  - a. If you will not have a test to determine if you are still contagious, you can leave home after these three things have happened:
    - i. You have had no fever for at least 72 hours (that is three full days of no fever without the use of medicine that reduces fevers) AND
    - ii. Other symptoms have improved (for example, when your cough or shortness of breath have improved) AND
    - iii. At least seven days have passed since your symptoms first appeared.
  - b. If you will be tested to determine if you are still contagious, you can leave home after these three things have happened:
    - i. You no longer have a fever (without the use of medicine that reduces fevers) AND
    - ii. Other symptoms have improved (for example, when your cough or

shortness of breath have improved)

AND

iii. You received two negative tests in a row, 24 hours apart. Your doctor will follow CDC guidelines.

c. If you have been tested and determined not to have contracted COVID-19, you should stay home until at least 24 hours after you are free of fever, or signs of a fever without the use of fever-reducing medications.

7. If an employee tests positive for COVID-19, health logs and contact tracing information will be provided to OHA. Any one deemed to have been in contact will not be allowed back on campus without a written doctor's note clearing them and completing the required 14 day quarantine.
8. Gloves, masks and any other required safety equipment is available for faculty and staff at the check-in sight in the main office.
9. All gloves, masks and other safety equipment should only be disposed of in the designated waste bin.
10. Nothing is to be shared. Shared refrigeration will not be accessible. Coffee mugs, silverware, etc. must be brought with each employee and taken home to be cleaned. They may not be cleaned or rinsed at Central Catholic.
11. You will be provided with an individual safely checklist daily log. This log must be completed throughout the day to help employees remember to follow safe practices during this crisis. You will be required to submit your log to your supervisor at the end of each month.
12. All employees will log specific areas that they are responsible for cleaning, including their own workspace and other assigned areas.

	<ol style="list-style-type: none"> <li>13. Wipes and cleaning supplies are placed in strategic areas around the building and schedules/monitor logs are located in the bathrooms.</li> <li>14. It is each employee’s responsibility to keep others safe by cleaning items after use such as copy machines, touch screens, etc.</li> <li>15. No more than one employee in the restroom at a time.</li> <li>16. Employees are required to wash their hands for 20 seconds after using the restroom and should use hand sanitizer upon returning to their work station.</li> <li>17. Please follow social distancing practices at all times, maintaining 6ft of distance at all times.</li> <li>18. Masks are required to be worn when moving about the building from one space to another.</li> <li>19. Employees may not use the locker rooms, weight room or other spaces that are not required of their work assignment.</li> <li>20. Employees will follow traffic flow rules as they are marked around the building to help facilitate social distancing.</li> <li>21. Employees will be provided with a ventilation map of the school that identifies shared ventilation spaces so employees can make informed decisions about wearing a mask in spaces that may have shared airflow.</li> <li>22. Any concerns of a person in the building operating outside of these protocols should be immediately reported to a supervisor.</li> <li>23. Concerns or feedback can be sent to <a href="mailto:safetyconcerns@centralcatholichigh.org">safetyconcerns@centralcatholichigh.org</a></li> </ol>
<p>Visitors and Deliveries</p>	<ul style="list-style-type: none"> <li>● Admissions tours and visits will take place in the fall on Fridays, conducted within public health guidelines, and will happen outside of cohort meeting times on campus to limit exposure.</li> </ul>

	<ul style="list-style-type: none"> <li>● All visitors to campus are highly discouraged and will be kept to a minimum. Any visitor entering the building must be approved by the leadership team and must have received training in safety and cleaning protocols.</li> <li>● Any visitor must wear face coverings. Exceptions are made for people with disabilities and children 2 and under. We encourage masks with clear openings for clearer communication for those who are hearing impaired.</li> <li>● Any deliveries, such as FedEx, UPS, daily mail, shredding company, etc. may not enter the building and will be met at a service entrance by facilities personnel only.</li> <li>● Deliveries that require access to the building will require safety protocols including: signing in, a COVID-19 health screening, face mask, gloves, and cleaning protocols after the delivery is made. Deliveries should be made outside of school hours when students are not present to limit risk of exposure.</li> <li>● To the extent possible, campus events will be live-streamed when social distancing requirements cannot be met.</li> <li>● Campus spaces cannot be reserved by outside groups during the fall.</li> </ul>
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<b>PREVENTATIVE TRAINING</b>	
	<b>100% in Building or Hybrid Model to reflect Social Distancing Requirements set by Governor and Phasing</b>
Staff Training Plan	We purchased access to a 15-minute video training for safe practices in the workspace during COVID-19. Please click on

	<p>this link to register for the video.  <a href="https://forms.gle/EDLvph9Kiv1QXHUh9">https://forms.gle/EDLvph9Kiv1QXHUh9</a></p> <p>After registering, you will receive an email from "<a href="mailto:do_not_reply@on24event.com">do_not_reply@on24event.com</a>" within about 10 minutes. Be sure to add this email address as it sometimes can be blocked by spam filters and/or look in your SPAM folder if you do not receive it soon.</p> <p>After concluding the video, you will receive an email with a link to your certificate of completion. Please save or print your certificate and submit it to your supervisor.</p>
<p>Student Training Plan</p>	<ul style="list-style-type: none"> <li>• Central Catholic is creating training videos that inform and instruct our student on all protocols for hybrid learning, including: arrival and dismissal protocols, cleaning, physical distancing, proper mask requirements, health and wellness checks, etc.</li> <li>• These will be launched to students during an activity period one week prior to shifting to hybrid learning</li> </ul>
<p>Parent Training Plan</p>	<ul style="list-style-type: none"> <li>• Central Catholic is creating training videos that inform and instruct our parents on all protocols for hybrid learning, including: arrival and dismissal protocols, cleaning, physical distancing, proper mask requirements, health and wellness checks, etc.</li> <li>• These will be launched to parents one week prior to shifting to hybrid learning</li> </ul>

<p style="text-align: center;"><b>SCHOOL SCHEDULE AND ROUTINES</b></p>	
<p>Morning Drop-off and After -school Pick-up Plan</p>	<ul style="list-style-type: none"> <li>• Campus entrances will remain card-access only.</li> <li>• Students will be assigned an entrance and an exit for pick-up and drop-off to ensure physical distancing. This information will be communicated to families prior to the start of school.</li> <li>• Lanyards will be required at all times and will be used to check students into and out of the school upon entrance and exit of the building. Signage and</li> </ul>

	<p>more information will be available before the semester begins.</p>
<p>Food Service Plan</p>	<ul style="list-style-type: none"><li>● Contactless delivery of food and checkout will be in place. “Grab and Go” and other prepared meal options will be available.</li><li>● Students must pay for their lunch using their lanyard student ID that is linked to their <a href="#">Meal Pay cafeteria account</a>. Cash will not be accepted.</li><li>● Students will not have access to microwaves and will not be allowed to share food.</li><li>● Eating spaces will be expanded on campus to allow for greater physical distancing.</li><li>● Regular sanitizing of cafeterias and other eating spaces will continue.</li><li>● Off-campus lunch will not be an option for students.</li><li>● Students may not use food delivery services from outside of the school, such as GrubHub, Postmates, Uber Eats, etc.</li><li>● Cafeteria staff will wear face coverings and gloves at all times. Any unattended lunch boxes and water bottles will be thrown away.</li><li>● Food will not be allowed in any area of the school outside of the designated eating spaces. This will be strictly enforced.</li><li>● Students must bring a reusable water bottle from home. Filling stations will be available, but drinking fountains will not be accessible.</li></ul>

After School Activities	
Athletics	<ul style="list-style-type: none"> <li>● Central Catholic will continue to work in collaboration with directives from the Governor, the OSAA, the Archdiocese of Portland to adhere to any and all state orders and/or recommendations regarding the opening of all summer athletic programs. (Strength, conditioning, skills training, and weight room workouts.)</li> <li>● At this time, all summer workouts will not start until the Phase Two date has been announced for Multnomah County. (Actual start date will be determined by the Central Catholic Administration in conjunction with the Archdiocese of Portland.)</li> <li>● The health and safety of our student-athletes and coaching staff remain our highest priority. Central Catholic believes that the physical, mental, and emotional well-being is important for our student-athletes as they return to physical activity and build team relationships with their peers and coaches.</li> <li>● Until there is an effective treatment readily available, Central Catholic Athletics will establish, monitor, and enforce proper health, safety, sanitization, and social distancing during all workout sessions on and off-site.</li> <li>● Central Catholic’s coaching staff will be properly trained and parents will be informed of all program details and information. All participating coaches are required to meet in person with the Athletic Director for specialized training.</li> </ul>



## SECTION 2: ACADEMIC EXCELLENCE

CURRICULUM AND INSTRUCTION	
Attach completed <a href="#">Reflections on Distance Learning Worksheet</a>	
Plan for Teacher Curriculum Development	<ul style="list-style-type: none"> <li>• Faculty will use Canvas LMS as the hub for online learning in all classes, supported by guidelines for consistent, effective use of LMS programs in online environments.</li> <li>• Professional development in online/hybrid learning practices, student-centered learning, online assessments, culturally responsive practices, and technology training will be provided to faculty throughout the summer and fall of 2020 to support high-quality hybrid and online learning experiences for all students.</li> </ul>
Beginning of Year Assessment Plan	Utilize NWEA testing for content areas: growth reading, language, and math
Grading Expectations and/or Policies	<p><b>Due dates:</b></p> <ul style="list-style-type: none"> <li>• Due dates for assignments and projects are highly variant by course. Assignments for classes will be due at 10pm the night before a meeting of that particular class period.</li> <li>• 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.</li> </ul> <p><b>Late Work Policy:</b> The late work policy is in process and will be updated before the start of school.</p> <p><b>Final Exams:</b> There will not be a Final Exams Week in January of 2021. Teachers will be conducting ongoing assessments; both formative</p>

assessments and summative unit assessments. These assessments allow teachers to measure understanding of students throughout the term. Not having a finals week provides teachers with extended teaching time to continue content delivery into the week where finals would have been.

- **Student academic workload:**

The amount of work for a student is, on average, no more than 30 minutes of homework outside of normal class 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 needs. The average workday for a student should not exceed 6 hours of combined work from all of the classes for that day. Since we will have 4 periods a day, work should be between 1 and 1.5 hours maximum for any class, for a total of 4-6 hours of work, this includes any designated class meeting time.

**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 communicate how the weighted categories are impacting students' overall grade. The chosen grading system will

	<p>remain in place for the 2020-2021 school year.</p> <p>A framework for weighted categories will include:</p> <table border="1" data-bbox="799 426 1284 697"> <tr> <td colspan="2" style="text-align: center;"><b>Example 1</b></td> </tr> <tr> <td>Practice (formative)</td> <td>10%</td> </tr> <tr> <td>Assessments (summative)</td> <td>40%</td> </tr> <tr> <td>Other (projects, labs, etc.)</td> <td>50%</td> </tr> </table>	<b>Example 1</b>		Practice (formative)	10%	Assessments (summative)	40%	Other (projects, labs, etc.)	50%
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<p>Asynchronous and Synchronous Teaching Expectations</p>	<p><b>Blended Learning</b>  <a href="#">The Department of Catholic Schools guidance</a> recommends that employees, students, parents, guardians, and visitors are to practice maintaining the recommended six-foot distance from others and eliminating contact with others whenever possible. Social distancing requirements will reduce the number of students who can be in a classroom at a time. Meeting rooms and other spaces on campus will likely be converted to classrooms so that desks or tables can be six feet apart.</p> <p>The passing time between classes will be extended so that spaces can be sanitized between use. This will result in an extension of the school day to 3:00 pm.</p> <p>Our plan is to offer blended learning for our students allowing them to attend school in-person two days a week to create classes of 10-15 students in a space. The</p>								

off-campus days will require students to digitally attend all online classes following the school day schedule asynchronously.

Blended learning consists of students experiencing in-person, on-campus learning two days a week, digital independent practice two days a week, and a structured online school day two Wednesdays a month and two Wednesdays a month for student life activities.

**Students will be organized into two groups, cohorts of 400-425 students each.** Group A will be on campus Mondays and Tuesday, and Group B will be on campus Thursdays and Fridays. All students will receive synchronous online instruction from their teachers two Wednesdays a month.

Student groups will be organized alphabetically with considerations for students who have individualized learning plans. Rams Program students can be on-campus Monday, Tuesday, Thursday, and Friday and will follow the activities set by the all-school schedule for Wednesdays.

We will be utilizing alphabetical groupings across the school to allow siblings to be on the same schedule. We will notify families of their group before school begins; requests for schedule changes will be accepted on a space availability basis. We will make accommodations for carpools and other specific needs as much possible.

Students will earn letter grades for their academic performance and will be expected to follow all policies set forth by the Student Handbook.

**On-Campus days** will be for concentrated focused instruction, support, group work, community building, and formative assessments. Independent work and practice, often conducted during class time, will be mostly reserved for digital learning days.

To continue experiencing electives and leveled core instruction, students will be moving in between classes. To help minimize the spread of infection, Central Catholic will require students to wear face coverings. All touchable surfaces in classrooms will be cleaned and hands washed in between class periods. Each group will be considered a cohort for minimizing spread and tracking contacts. The school will be completely sanitized between cohorts.

Students will have a four-period day to accommodate for additional time for passing in between classes. The four-period schedule includes approximately 90 minutes per class with an extended 10 minute passing time to allow for physical distancing of students in the hallways, clean desks, and wash hands.

**On digital learning days**, students will be working independently and practicing assignments from the previous day posted

consistently through CANVAS. Teachers will be focused on students on campus; however, teachers are available from 3:00 pm to 3:30 pm daily for all students. Teachers will not respond to student and parent communications after 4:00 pm on any day of the week. Part-time teachers will clearly communicate their availability within their working hours.

**Every other Wednesday is reserved for online digital learning** for our school community to continue to practice remote teaching and learning skills if ever we are required to move online for an extended period of time. These Wednesdays will consist of synchronous online learning that follows a late-start bell schedule. Students are expected to log in at the posted class time and to be present and prepared for learning. Attendance is required.

Wednesday DLD (digital learning day) classes will be approximately 45 minutes. Teachers will lead a brief lesson, and then students will work independently offline until the next scheduled class. Wednesdays will be the time for students to get additional academic support, and teachers will participate in professional learning communities (PLCs) in the morning before classes with students begin. This PLC time replaces the late starts previously scheduled as a regular part of our school calendar.

Our flexible Wednesday schedule also allows us to thoroughly clean the building between groups. We believe this schedule

best supports a healthy and safe environment while allowing students to develop academically, spiritually, socially, and emotionally.

**Student Life** opportunities will take place on-campus on the two Wednesdays that are not reserved for online digital learning. The activities on campus will be optional and will provide choices for student engagement and community building. Some of these days may be reserved for specific activities by grade level and will have required attendance for those engaged in hybrid learning. Teachers will use these Wednesdays for workgroups, study halls, and office hours with a combination of a digital and an on-campus environment.

Periodic shifts to remote learning may be necessary during the semester depending on public health guidance; we will be prepared to do so if the need arises. Central Catholic will follow the Comprehensive Distance Learning protocols during these shifts.

**DLD-** digital learning day

**Gold Day-** periods 5, 6, 7

**Cardinal Day-** periods 1, 2, 3, 4

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

often using discussion boards to drive peer-to-peer engagement.

**Synchronous learning-** Class interactions happen in real-time, at the same time. Students may virtually attend class together via video conference, live stream, or chat. Teachers use Zoom and CANVAS Conferencing for synchronous meetings. Most online courses are a blend of synchronous and asynchronous study/work.

**Student Life-** includes the offices of Campus Ministry, Christian Service, Diversity and Inclusion, Student Leadership and Activities

**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.
- Faculty will post “Office Hours” each week, during which they will be available to interact with students digitally or respond to questions online.
- 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.
- 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.

	<ul style="list-style-type: none"> <li>● Please see the <a href="#">Canvas Guidelines</a> teachers are asked to use for their courses.</li> </ul>
<p>Plan to Mitigate Learning Loss</p>	<ul style="list-style-type: none"> <li>● Under the new Bell Schedule, students in Hybrid or Online learning will engage in 185 instructional minutes of class time per period per week, with Hybrid/Onsite Plan an additional 90 minutes of an activity period per week.</li> <li>● Our new Bell Schedule allows us to shift from Hybrid to Comprehensive Learning and back again as needed. No instructional time should be lost due to such shifts.</li> <li>● We will use the start/end of term dates for the 2020-21 school year as originally planned, with some shifting of activities and events.</li> <li>● School breaks will remain the same.</li> <li>● Total instructional days will remain the same.</li> <li>● New Bell Schedule is a 5-day week made up of one all-digital day and four days of 80-minute block periods.</li> <li>● Schedule is identical in Hybrid or Comprehensive Online learning scenarios and can be modified for On-Campus learning when it is safe for all students to return.</li> <li>● In Hybrid learning, student body is split alphabetically into two cohorts. One half of the student body will be on campus Mon/Tue. The other half will be on campus Thurs/Fri. Students at home will sign into classes per the schedule (via Zoom) and participate in asynchronous learning activities online.</li> <li>● Classrooms will be outfitted with technology (including webcams) to allow for synchronous learning activities for students both at home and on-campus.</li> </ul>
<p>Systems of Support for Diverse Learners and/or English Language Learners</p>	<ul style="list-style-type: none"> <li>● Learning Support Students with diagnosed learning differences will be monitored by the Student Support Coordinator and counselors to ensure sufficient academic supports are in place.</li> <li>● At certain points in hybrid learning students with learning differences may be invited to be on campus all days during</li> </ul>

	<p>hybrid learning.</p> <ul style="list-style-type: none"> <li>• Student Support Coordinator and counselors will work with Assistant Principals to pair students with unique learning needs with adults who will support them.</li> <li>• Equity and Inclusion The administration with counselors and DEI office will work together to identify the unique situations of students who are BIPOC, low SES and other marginalized groups to ensure all students' needs are met in this challenging time.</li> <li>• Faculty and staff will receive professional development during the summer and fall 2020 to support culturally responsive teaching practices and a deeper understanding of DEI work.</li> </ul>
<p>Plan for Students Unable to Attend School</p>	<p><b>Full Digital Learning Option During Hybrid Learning</b></p> <p>Central Catholic will provide an option for full digital learning for those who do not feel safe to return to the classroom in the fall and for our international students who are not able to return to the United States. Parents/Guardians need to notify the school by August 7th, if they plan to only attend Central Catholic High School digitally in the fall. Full digital content learning and blended learning will follow the same schedule and will be delivered in cohort groups A and B.</p> <p>Students who are fully digital will follow a synchronous and asynchronous learning schedule. When a full digital learning student's cohort group is on-campus, students will be expected to zoom into classes to be digitally present following the course schedule and will synchronously follow two Wednesdays that are 7-period days. Students will be graded for their</p>

	<p>academic work. Students will be expected to follow all policies set forth by the student handbook and guidelines for digital learning.</p> <p>A full digital learning option will be reevaluated at the end of the semester based on health and safety concerns at that time. Students may only change their selection to be fully digital at semesters.</p>
<p>Professional Development Plan for Teachers</p>	<ul style="list-style-type: none"> <li>● Development of Special Ed best practices PD Opportunities/Conferences as appropriate, including professional development for teachings on reading, standards based teaching, proficiency grading, Advanced Placement courses and academic rigor.</li> <li>● Best practices in implementation of technology and professional development sessions/conferences Use of technology to design curriculum, implement curriculum and interact with students</li> <li>● PD Opportunities/Conferences as appropriate, including professional development for teachings on managing and addressing student stress and anxiety, as well as drug prevention</li> </ul>
<p>Plan for Specialists Classes (i.e. Art, Music, Language, etc.)</p>	<ul style="list-style-type: none"> <li>● Fine Arts: Our cohort model and square footage of the Fine Arts instructional spaces allow us to continue classes in Hybrid mode (half-students on campus) with sufficient physical distancing and appropriate hygiene measures based on research and best practices about COVID</li> <li>● Instrumental/vocal music groups. Art and Drama classes will include more individualized projects and online instruction, along with online performance opportunities.</li> <li>● Drama productions will be virtual in the fall and can be virtual or oncampus in the spring as appropriate.</li> <li>● Labs: Students will participate in labs individually when on-campus and will wash equipment after use. When in a fully online environment we have purchased</li> </ul>

	<p>access to virtual lab software so students can safely explore and experiment</p> <ul style="list-style-type: none"> <li>• PE: Our cohort model and square footage of the PE instructional spaces allow us to continue classes in Hybrid mode (half-students on campus) with sufficient physical distancing, masking, and appropriate hygiene measures based on research and best practices about COVID</li> </ul>
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**MENTAL HEALTH AND SOCIAL EMOTIONAL LEARNING**

<p>Plan to Support SEL at the Start of the School Year</p>	<ul style="list-style-type: none"> <li>• The first week of school will focus on set SEL lessons across grade levels and content areas. There is a school wide plan to use student connections to build toward content</li> </ul>
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<p>Family Support and Training Plan</p>	<ul style="list-style-type: none"> <li>• Principal Danyelle Ramsey regularly gathers feedback from the Parents Association, which holds bi-weekly meetings.</li> <li>• August 18, 19, 20, Admissions Director Paul O'Malley and the leadership team will hold a series of weekly Zoom sessions for incoming freshmen and the parents of the Class of 2024, who are new to our community.</li> <li>• Members of the Parents Association called home to every new parent in June and July of 2020 to get their input and take questions.</li> <li>• Central Catholic has emailed all parents and students a letter outlining our plans for a hybrid schedule, health and safety protocols, cleaning procedures, with a plan to continue updating them.</li> <li>• August 14, we emailed the final draft of the schedule and calendar for semester 1 of 2020-21, which will be followed by a series of Zoom "town hall" meetings with parents</li> <li>• Distance Learning 2020 webpage for reopening is updated regularly.</li> <li>• We are currently surveying parents, guardians, and students to create and share our plans for co-curriculars, including Activities, Athletics, Campus Ministry, Christian Service, and Clubs.</li> </ul>
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<p>Plan for Identifying and Supporting SEL Mental Health Concerns</p>	<ul style="list-style-type: none"> <li>• The Counseling staff consists of four personal counselors charged with meeting the social, emotional, and academic</li> </ul>
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	<p>planning needs of our students.</p> <ul style="list-style-type: none"> <li>• This is accomplished by one-on-one meetings, providing resources, advocacy, coaching, and planning events/programs aimed at addressing students most pressing issues.</li> <li>• The implementation of an activity period will provide a platform for other adults to build relationships with a small group of students.</li> <li>• Activity period will also serve as an opportunity to deliver social, emotional, mental health specific curriculum.</li> <li>• In preparation for on-line learning, we are committed to providing selected activities virtually to keep students engaged. These include, but not limited to mass, student government events, and other campus ministry activities.</li> <li>• Faculty/Staff will continue to receive training on Teacher Student Relationship Quality (TSRQ). TSRQ training educates participants about observing the quality of teacher relationship.</li> <li>• Professional development training will focus on skills to help teachers identify the warning signs of a suicide crisis and how to question, persuade, and refer someone to help.</li> <li>• Administration will Promote Employee Assistance Program (EAP) offerings.</li> <li>• Administration will ensure we're providing opportunities for colleagues to connect with each other.</li> <li>• Educate parents about mental, social, and emotional issues their students may encounter by providing workshops and referrals.</li> </ul>
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**TECHNOLOGY**

	<b>Hybrid Model or 100% Distance Learning</b>
<p>Learning Management System or Platform used at each grade level</p>	<ul style="list-style-type: none"> <li>• Canvas is fully utilized across the school as the learning management system to organize class work, assignments, and communication with teachers. <ul style="list-style-type: none"> <li>○ <b>Canvas expectations:</b></li> </ul> </li> </ul>

	<p>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.</p> <ul style="list-style-type: none"><li>● Please see the <a href="#">Canvas Guidelines</a> teachers are asked to use for their courses.</li></ul>
Acceptable Use/Safety Policies	<p><b>Acceptable and safe use of technology:</b></p> <ul style="list-style-type: none"><li>● Central Catholic High School's goal in providing technology access to teachers, staff members, and students, is to promote educational excellence at the school by facilitating resource sharing, innovation, and communication. Technology is provided for educational and professional or career development activities.</li><li>● Central Catholic recognizes the need to educate young people in the ethical and effective use of technology.</li><li>● Computers, software, technology devices, internet access, and technology support services are</li></ul>

available to students to support the accomplishment of educational goals.

- With this opportunity comes responsibility. Students must know and agree to follow the school's policy regarding the use of technology.
- Students must complete the following clearance process before using any computer at Central Catholic High School:
  - I. Read and sign a copy of the Acceptable Use of Technology Student/Guardian Agreement form.
  - II. Signed agreement form at the time of enrollment
- The school has the right to intervene with writings and postings on internet blogs, emails, text messages, Instagram pictures, etc. that contain harassing or threatening statements or references to illegal activities.
- It is not appropriate for students or parents to use the Central Catholic name, post pictures of Central Catholic faculty, staff, or other students, or make derogatory comments about faculty, staff, or other students.

**Cellular Phone Use On-Campus:**

- The use of cellular phones is allowed only during passing times and lunch for phone use only (music and video games are not allowed during school hours). During class time, phones may be used for instructional purposes at the discretion of the teacher and/or librarian.
- If not authorized by the teacher, phones should be turned off (not placed on silent or vibrate mode) and put away. If a student has their cell phone or Apple Watch out or is found using a cell phone or Apple Watch without the permission of the teacher, it will be confiscated and the student will meet with the Dean of Student Management to determine outcomes.
- Due to concerns about privacy, the camera and video function on a cell phone is not to be used on school grounds without permission. Students using the camera function on a cell phone or any function on an Apple Watch during exams or quizzes will be subject to an integrity violation.

**Other applications and devices On-Campus:**

- Central Catholic High School recognizes the educational value of many electronic devices and therefore these devices may be used

for instructional and/or educational purposes.

- Portable music devices, handheld video games (including those features on a phone), and headphones or AirPods may not be used for non-instructional or non-educational purposes and are prohibited during the school day (including lunch and passing times) unless given permission by the teacher and/or librarian.
- If a student is found using a portable music device, handheld game, and/or headphones or AirPods during the school day, they will be confiscated and the student will meet with the Dean of Student Management to determine outcomes.
- Central Catholic High School does not assume responsibility for the loss, damage, or theft of any device brought to school.

**Zoom Meetings and Video Conferencing Policies:**

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 should have their full first and last name displayed
  - 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
    - Students should be shown how to turn off their “self view” in Zoom to help address

	<p style="text-align: center;">issues of self consciousness.</p> <ul style="list-style-type: none"> <li>● 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.</li> <li>● Any inappropriate actions taken are subject to disciplinary procedures outlined in the Student Handbook.</li> <li>● See <a href="#">Canvas Expectations for students</a>.</li> </ul>
<p>Technology Purchase Plan and Related Costs</p>	<ul style="list-style-type: none"> <li>● All students have been survey for technology accessibility</li> <li>● 10, 11, and 12 grade students will be given a laptop from the school mobile labs for home use for the school year</li> <li>● 9th graders have shifted to one-to-one learning devices and will pick up their Surface Pro 6 device in a drive thru parade on August 28th</li> <li>● Students' connectivity issues are being addressed on an individualized basis. School response includes, but is not limited too: supporting a personal hotspot on a student cell phone, providing a hotspot for home use, allowing the student access to the school for connectivity.</li> </ul>

### SECTION 3: MISSION AND CATHOLIC IDENTITY

MISSION AND CATHOLIC IDENTITY	
	<b>Hybrid Model or 100% Distance Learning</b>
Schoolwide Eucharistic Celebrations	<p>Campus Ministry</p> <ul style="list-style-type: none"> <li>● Central Catholic will continue to work in collaboration with directives from the Governor and the Archdiocese of Portland to adhere to any and all state orders and/or recommendations regarding the execution of all Campus Ministry activities (Eucharistic Celebrations, Retreats etc.)</li> <li>● We intend to focus on class masses on Student Life Wednesdays and or optional opportunities on Gold Schedule Days. We will follow the church gathering guidelines as provided by the Archdiocese of Portland. We will create an equitable sign-up process to allow as many students as possible to celebrate the Eucharist throughout the year. Social distancing and mask use will follow all current school and mass guidelines.</li> </ul>
Faith Life Activities	<ul style="list-style-type: none"> <li>● We will conduct Campus Ministry sharing and outreach groups through weekly Zoom calls and/or Gold Schedule Days.</li> <li>● Our liturgy planning teams will operate in cohort groups based on the latest acceptable guidelines from the State of Oregon and the Archdiocese of Portland. Cohorts</li> </ul>

	<p>will use our latest Central Catholic protocols for tracking and best practices for meeting and cleanliness.</p> <ul style="list-style-type: none"> <li>● We will conduct Student Led prayer groups through the cohort model, Zoom calls and/or Gold Schedule Days. Based on the final formats we find most effective, we will use this model to conduct day retreats if possible and Search retreats if it looks unlikely to conduct our traditional model by the end of the school year.</li> <li>● The Campus Ministry Office will rearrange it's furniture to allow for appropriate social distancing and eliminate student gathering in the spaces. Surfaces will be cleaned frequently, microwave, cupboards, and fridge will be closed to students. Art and other supplies will not be loaned to students, and the windows to the office will be opened frequently.</li> <li>● Central Catholic's Campus Ministry team will be properly trained and parents will be informed of all program details and information. All participating members will meet in person with the Director of Campus Ministry for specialized training.</li> </ul>
<p>Assemblies and Liturgies Plan</p>	<p>Student Activities and Diversity and Inclusion</p> <ul style="list-style-type: none"> <li>● Central Catholic will continue to work in collaboration with</li> </ul>

directives from the Governor and the Archdiocese of Portland to adhere to any and all state orders and/or recommendations regarding the execution of all Student Activities events.

- We intend to focus on class assemblies on Student Life Wednesdays and or optional opportunities on Gold Schedule Days. We will explore live and digital options via Zoom or social media. We will create an equitable sign-up process to allow as many students as possible to participate in assemblies throughout the year. Social distancing and mask use will follow all current school and mass guidelines.
- We will conduct large scale digital events like Battle of Brilliance and Open Mic Night on Zoom and other social media platforms like Youtube, Instagram, and Facebook.
- Our Student Council, clubs, affinity groups, and other leadership teams will operate in cohort groups based on the latest acceptable guidelines from the State of Oregon and the Archdiocese of Portland. Cohorts will use our latest Central Catholic protocols for tracking and best practices for meeting and cleanliness.
- We will offer a series of guest speakers and courageous

	<p>conversations throughout the year on Zoom and other social media platforms like Youtube,</p> <ul style="list-style-type: none"> <li>● Instagram, and Facebook. When possible, we will organize onsite or offsite guest speaker locations for our students using the latest acceptable guidelines from the State of Oregon and the Archdiocese of Portland. Events will use our latest Central Catholic protocols for tracking and best practices for meeting and cleanliness.</li> <li>● We will continue to work with our grade school partners on Character Connection opportunities throughout the year using the latest acceptable guidelines from the State of Oregon and the Archdiocese of Portland. We will explore fundraising opportunities, guest speakers, retreats, masses, and equity work.</li> <li>● Central Catholic’s Faculty and Staff and Student Leaders will be properly trained and parents will be informed of all program details and information.</li> </ul>
<p>Service Learning Plan</p>	<p>Christian Service</p> <ul style="list-style-type: none"> <li>● Central Catholic will continue to work in collaboration with directives from the Governor and the Archdiocese of Portland to adhere to any and all state orders and/or recommendations regarding the execution of all Christian Service Activities.</li> </ul>

- In the hybrid model we will offer a variety of safe outdoor and offsite service opportunities for our families to participate in. Some examples may include activities like sack lunch drives or tree plantings. All of these events will include safety protocols and expectations for all participants.
- On campus options will focus on creating art, videos, and letter writing to care centers and non-profit support organizations. We will also focus on mask making, sack lunch decorating, and recording support videos for children of essential workers.
- Faculty and staff will continue to participate in all service projects. They will sign up for the activities as we finalize our partnerships with our non-profit organizations.
- We will offer the majority of our activities on campus during the Hybrid Model to ensure proper safety and distance practices.
- Seniors will not be required to work directly with those individuals/communities surviving in the margins.
- If we are in a 100% distance learning model, then we will continue to offer more specific options, particularly to Frosh/Soph classes as we learn more about the needs from our historical partner organizations and new organizations/ideas that come up and are explored during this ever-changing time. Our keys to success are maintaining our requirements and

	<p>trusting/supporting the unique and creative ways our students will choose to meet our service requirements.</p>
<p>Visibility Plan for Principal</p>	<ul style="list-style-type: none"> <li>● Weekly messages sent through the parent eblast</li> <li>● Bi-weekly zoom open meetings with the student body to “Ask the Principal”</li> <li>● Attends bi-weekly parent association meetings</li> <li>● Monthly parent nights to answers questions or speak to topics of concern</li> </ul>
<p>Visibility Plan for President</p>	<ul style="list-style-type: none"> <li>● Will attend parent association meetings and monthly parent nights two times a semester</li> <li>● Specific plan will be created in conjunction with the schools communication coordinator to ensure visibility, accessibility, and presence.</li> </ul>