



## Central Catholic Blended Learning Protocols 2nd-Semester 2021 for Students and Families

Central Catholic High School is committed to providing robust educational opportunities in an inclusive and supportive community. Our commitment to offering a rigorous education rooted in equity, collaboration, and a Catholic worldview is even stronger as we look to the remainder of the 2021 school year and the challenges our school systems face in the pandemic. We are committed to educating our students in a blended learning model as we move into the 2nd-semester. The following [advisory metrics for returning to in-person instruction](#) have been set by the state based on [research that has informed changes in K-12 COVID-19 guidance](#). The [dashboard for county metrics](#) has been updated for schools and families to quickly access the advisory instructional model based on each school's location. This is a living document and will be updated as things change and evolve over time.

Under Oregon Department of Education's (ODE) *Ready Schools, Safe Learners (RSSL)* guidance, Central Catholic has been directed to submit a plan to the Archdiocese in order to provide on-site and/or hybrid instruction. Our plan has been submitted to the Department of Catholic Schools, Central Catholic's Board of Directors, the Multnomah County Health Department, and the ODE and is available on our website. Central Catholic has used the [Ready Schools, Safe Learners guidance](#) document to complete our Operational Blueprint for Reentry.

Sector and Position titles of those who informed this plan: President, Principal, Assistant Principal of Curriculum Design and Instruction, Director of Athletics, Dean of Student Life, Dean of Student Management, Safety, and Security, Director of Facilities, Director of Finance, Vice President of Advancement, Director of Admissions, Academic Council representing seven academic department chairs, Librarian, counselors, and the school's Contact Tracer for COVID-19 response.

Central Catholic's local public health office is the Multnomah County Health Department, Patricia Charles-Heathers, Ph.D., MPA is the director. We are served by the Multnomah Educational Service District.

Central Catholic has designated the following people to establish, implement and enforce physical distancing requirements: Danyelle Ramsey, Principal; David Shephard, Dean of Student Management, Safety and Security; and Mike Pinder, Director of Facilities.

### ACADEMIC CALENDAR

We are excited to begin 2nd-semester in a modified hybrid schedule that allows us to transition for the first few weeks of the semester while Multnomah county is in the orange advisory phase for in-person learning. We will continue in the modified hybrid format until we are in the yellow for the advisory metric or until, in consultation with our local health authority, it is recommended we

advance to full hybrid learning in result of our ability to limit the spread of the virus in our community. We hope to transition into a fully hybrid model by the end of February, but this is contingent on our ability to limit spread within our community and Multnomah county's ability to meet the new metric.

All students will be placed in one of two cohort groups; Group A and Group B with Group A on campus on Monday and Tuesday and Group B on campus on Thursday and Friday. There will be a few weeks that alter days because of no school on a Monday or a Friday. This information will be kept up to date on the Master Calendar on the website.

The first two weeks of school, starting January 26th will be organized with Group A1 coming on-campus Tuesday, January 26th, and Wednesday, January 27th. Group B1 is coming on-campus Thursday, January 28th, and Friday, January 29th. Group A2 is coming on-campus Monday, February 1st, and Tuesday, February 2nd. Group B2 is coming on-campus Thursday, February 4th, and Friday, February 5th.

Slowly introducing cohorts will allow us to safely introduce smaller groups to on-campus learning protocols including health screening protocols, cleaning, traffic patterns, physical distancing enforcement, proper masking, and hygiene protocols to which we will be strictly adhering as a school community.

The school will communicate the schedule and assignments for Group A and Group B attendance for the first two weeks of the semester by January 21, 2021.

### **Community Engagement:**

We have used a variety of methods to engage our community in our planning for re-opening for 2020-21. In March and April of 2020, Central Catholic sent a survey to every student and parent/guardian to get feedback on what was and was not working in remote learning. We have since followed up with subsequent comprehensive surveys of faculty, students, and parents in May, August, and October of 2020, and most recently in January of 2021. We used those responses to guide our planning. We have also held both listening and Q&A sessions for students, parents and guardians, and faculty and staff.

Our main constituency for planning has been our leadership team as well as faculty and staff. We have been in regular contact with Central Catholic teachers including weekly emails, regular department meetings throughout the spring and summer of 2020, and many group and individual conversations.

In May, we shared with our Academic Council - and then with departments - draft schedules and solicited feedback via an all-staff survey. On June 30, we sent the final draft of our planned hybrid schedule to all faculty and staff and held Zoom conversations with the entire faculty and staff on July 15 and 16, 2020 as well as professional development sessions to prepare for Hybrid learning.

In May 2020, Admissions Director Paul O'Malley and Principal Danyelle Ramsey held a series of Zoom sessions for incoming freshmen and the parents of the Class of 2024 who are new to our

community. Members of our Parent Council made calls to every new parent in June of 2020 to get their input and take questions.

In addition, on July 12, 2020, Central Catholic emailed all parents and students a letter outlining our plans for a hybrid schedule, health and safety protocols, cleaning procedures, and promised to continue updating them.

The week of July 20, 2020, we emailed home the final draft of the schedule and calendar for semester 1 of 2020-21, and held a series of Zoom “town hall” meetings with students and parents.

We have continued to hold Zoom calls with staff, parents, and students. On August 11, the day the new ODE/OHA (Oregon Health Authority) guidance came out, faculty and staff participated in a Zoom call with school administrators. On August 18, students and parents participated in grade-specific Zoom sessions.

Administration has continued to update and engage the Central Catholic Board of Directors and the Parents Association in processes and protocols at regularly held meetings.

Administration is hosting zoom meetings with students and parents on January 20 and 21, 2021 to further engage the community in regard to transitioning to blended learning.

See also this page, our landing point for all info related to reopening:  
<https://www.centralcatholichigh.org/parents/return-to-school-protocol.html>

## **MEASURES TO LIMIT THE SPREAD OF COVID-19 WITHIN OUR COMMUNITY:**

### **COVID-19 Testing On-Site:**

Central Catholic is partnering with Northwest Mobile Testing to provide entry testing: universal one-time testing to identify asymptomatic individuals who could potentially introduce infection to the school community. This will be an antigen test for all students, faculty and staff who plan to be on campus for hybrid learning, co-curriculars, or any school activity. Cohort Group A will be tested on Monday, January 25th. Cohort Group B will be tested on January 30 and 31. A test through Northwest Mobile Testing will be required for anyone to be allowed on campus. All testing will take place at Central Catholic High School.

Key administrators, faculty, and staff are being trained in symptomatic Testing. This is testing done for symptomatic individuals to identify a COVID-19 infection if they present symptoms while on campus. Offering a school-based option for rapid testing and results helps to provide reassurance that risk mitigation can be implemented quickly. Training and testing for symptomatic testing is provided by the Oregon Health Authority.

Central Catholic is considering surveillance testing as we move through the month of February and will take direction from the Oregon Health Authority depending on the availability of vaccines, how well we have been able to control spread within the community, and State and Federal plans to support surveillance testing in schools.

## COVID Symptom Response Plan:

### Community Response: STAY HOME WHEN YOU ARE SICK:

Students, faculty, and staff who develop primary symptoms of illness (cough, a temperature of 100.4°F or higher, chills, shortness of breath, difficulty breathing, or new loss of taste or smell) will report this to the school.

The school will record the symptoms reported or observed using a [symptom tracking tool](#). This form allows for the CONFIDENTIAL documentation of symptoms and the date school became aware and excluded the individual.

Students, faculty, and staff who have symptoms will **stay home or be sent home**.

Students, faculty, and staff who have been exposed to someone who has tested positive for COVID-19, is waiting for a COVID-19 test result for themselves, or has a positive COVID-19 test result will report this exposure to the school prior to returning to campus through our reporting system using the [COVID-19 Event Reporting Form](#) and should remove themselves from all on-campus contact until they have communicated with our Designated Contact Tracer for clearance.

Any questions regarding COVID-19 health concerns, contact tracing, symptoms, isolation, and quarantine should be directed to [healthreporting@centralcatholichigh.org](mailto:healthreporting@centralcatholichigh.org)

### School Response:

Students, faculty, and staff who develop symptoms of illness **while at school** will alert their teacher and/or [supervisor] immediately. We encourage all students with [COVID-19 symptoms](#) to seek medical advice. If the ill person has non- COVID-19 symptoms, then usual disease-specific return-to-school guidance should be followed.

Responses to reports of COVID-19 symptoms depend on factors such as exposure, alternative diagnosis, and testing status criteria as described for each COVID-19 scenario outlined through the [RSSL Planning for COVID-19 Scenarios in Schools](#):

#### Scenario A (ODE 2a):

The ill person has no known COVID-19 contacts in the past 14 days. Send or stay home to isolate for 10 days after symptoms first appeared and until 24 hours after the fever is resolved, without the use of fever-reducing medicine, and other symptoms are improving. • If the ill

person has a clear alternative non-respiratory diagnosis identified by a healthcare provider as the cause of the person's illness (e.g., a positive urine culture in a child with fever), then usual disease-specific return-to-school guidance should be followed and the person should be fever-free for 24 hours, without the use of fever-reducing medicine. ○ A healthcare provider note is required for return to school before 10 days of isolation, ensuring that the person is no longer contagious.

#### **Scenario Ai (ODE 4a):**

An ill student or staff member does not get tested and no known COVID-19 contacts in the past 14 days. with a COVID-19 viral test. Isolate at home for 10 days after symptoms first appear and until 24 hours after the fever is resolved, without the use of fever-reducing medicine, and other symptoms are improving. ● If the ill person has a clear alternative non-respiratory diagnosis is identified by a healthcare provider as the cause of the person's illness (e.g., a positive urine culture in a child with fever), then usual disease-specific return-to-school guidance should be followed and the person should be fever-free for 24 hours, without the use of fever-reducing medicine. ○ A healthcare provider note is required for return to school before 10 days of isolation, ensuring that the person is no longer contagious. If the ill person has no alternative diagnosis is identified by a healthcare provider as the cause of the person's illness, all household members must quarantine at home.

#### **Scenario B (ODE 2b):**

The ill person was in close contact with someone who had confirmed COVID-19 in the past 14 days. Record the symptoms reported or observed, and the date school became aware/excluded the individual. Send the student or staff home to isolate. The ill person may be a "presumptive case," due to their symptoms and recent contact with a COVID-19 case. ● Record the symptoms reported or observed, and the date school became aware/excluded the individual. Seek testing from a healthcare provider.

#### **If a Symptomatic Person Tests Positive While On Campus The School Will:**

- Close off areas used by the person who is sick.
- Clean and disinfect all exposed areas. Wait 24 hours or, if a 24-hour wait is not possible, wait as long as practical before we clean or disinfect.

- Open outside doors and windows to increase air circulation in the exposed area
- Collect information about the student, faculty, and staff contacts among people in the building for the period starting two (2) days prior to symptom onset to identify other people who could be considered exposed.
- If a student, faculty, and staff person is confirmed infected we will inform the school community of their possible exposure to COVID-19 in the school within 24 hours but maintain confidentiality as required by the Americans with Disabilities Act.
- Our Contact Tracer will instruct those potentially exposed about how to proceed based on the [CDC Public Health Recommendations for Community-related Exposure](#) and will follow the guidance of the [Multnomah County Health Department](#) for recommendations for isolation and quarantine.

## IMPORTANT DEFINITIONS:

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

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

**Student Life Day:** Student Life Days fall on Wednesdays and provide options for virtual and on-campus engagement, opportunity to meet with teachers following a (7) seven-period schedule for office hours. Students can choose to come to the building or drop-in online for support while student life events are running.

**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 and 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

## ATTENDANCE PROTOCOLS

### Attendance policy:

There are two tenets that govern the attendance policy at Central Catholic High School ensuring students are successful in school:

**Physical attendance**—Taken daily by the student's teachers

**Participation and completion of work**—Beneficial for the utmost success of the student

Based on this philosophy, our Excessive Absences policy adheres to the following guidelines. Policies are in place for excused and unexcused absences:

1. Students who are absent from class (5) five times in a semester will receive a warning.
2. Students who are absent from class (7) seven times in a semester will be required to meet with the administration and will be placed on attendance probation.
3. Students who are absent from class (10) ten times in a semester will need to go through an appeal process to receive credit for the course.

School-sponsored activities and medical exceptions are excluded and DO NOT count in attendance total.

Students are required to attend all classes that meet throughout the week whether they are on-campus or learning digitally. Students and parents should follow the guidelines set forth by the [Student Handbook, section 6](#) in regard to approving absences, tardiness, and other important attendance policies students are expected to follow.

**2nd- Semester Bell Schedule for Blended and Online Learning:**

<b>Cardinal Day</b> Monday & Thursday		<b>Gold Day</b> Tuesday & Friday		<b>Student Life Day</b> Wednesday
0 Period	7:00am - 7:50am	0 Period	7:00am - 7:50am	<b>**Please check your utility page on Canvas for student activities to join on-campus and virtually**</b>
1st Period	8:00am - 9:25am	5th Period	8:00 am - 9:25am	
2nd Period	9:35am - 11:00am	Student Life	9:35am - 11:00am	
<b>Lunch</b>	<b>11:00am - 11:35am</b>	<b>Lunch</b>	<b>11:00am - 11:35am</b>	
3rd Period	11:35am - 1:00pm	6th Period	11:35am - 1:00pm	
4th Period	1:10pm - 2:35pm	7th Period	1:10pm - 2:35pm	

**On-Campus Learning Attendance:**

Attendance will be taken at the beginning of each class period by teachers 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.

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.

Families are encouraged to use [The Coronavirus Self-Checker](#) as an interactive clinical assessment tool that will assist in deciding when to seek testing or medical care if they suspect they or someone they know has contracted COVID-19. The online, mobile friendly tool asks a series of questions and, based on the user's responses, provides recommended actions and resources:

Anyone with a temperature of 100.4 or higher and other [COVID-19 symptoms](#) will need to leave the building and may not return to on-campus learning until the student has met the criteria as described for each COVID-19 scenario outlined through the [RSSL Planning for COVID-19 Scenarios in Schools](#), after the appropriate isolation or quarantine period is complete, Central Catholic will not require a COVID-19 viral test result or a doctor's note for school return.

Parents should use the SchoolPass App to inform the school that their student will be either attending school in a fully digital format or will be out sick and not attending school during this time.

Everyone must wear a face mask properly and at all times. Exceptions are made for people with disabilities and children under (5) five.

Central Catholic will provide each student with two washable face masks and a face shield (face shields are available upon request from the main office and must be worn with a face mask). Masks provided by the school are encouraged for students. Any mask not provided by the school 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 a Catholic worldview. Gators and masks with valves are not acceptable. Students will be given a disposable mask to wear if the mask they are wearing does not meet school guidelines.

### **Digital Learning Days (including those engaged in Full Digital Learning) Attendance:**

When students are not in the building their attendance will be tracked. Students will need to check in with each of their classes for attendance, either through a survey questionnaire or through announcements. For asynchronous digital learning classes, check-in for each class needs to occur during the time of the period as designated by the classroom teacher. Even though online and blended school students are not always physically present, remaining proactive in daily learning responsibilities is an essential part of student accountability and academic growth.

The guidelines below will be followed for Digital Learning Days and are in alignment with the [Department of Catholic Schools High School Distance Learning Handbook](#):

- If a student does not submit work for two days consecutively or check in with their classes on any digital learning day, that student's absence will be considered unexcused and parents will be contacted to ensure the safety of the student.

- If a student is ill or unable to engage in digital work due to a power/internet disruption, parents/guardians should use the [SchoolPass App](#) or email [attendance@centralcatholichigh.org](mailto:attendance@centralcatholichigh.org) to notify the school of the student's absence.
- The student will be marked as an excused absence in Powerschool for that day. Faculty should provide extensions or exemptions as needed per their usual practice regarding absences.
- If a student does not have regular access to the internet at home, **parents/guardians or faculty should alert an administrator as soon as possible.**
- If students experience any technical difficulties related to Surface Pro 6, or any other software required by Central Catholic, they should contact [helpdesk@centralcatholichigh.org](mailto:helpdesk@centralcatholichigh.org) or [canvashelp@centralcatholichigh.org](mailto:canvashelp@centralcatholichigh.org) for Canvas related problems.

## CLEANING AND HYGIENE

### Cleaning and Hygiene Protocols:

The school will follow [CDC guidelines for cleaning and disinfecting](#), and [cleaning and sanitation guidance from OSHA](#). This includes electrostatic disinfectant and EPA-approved disinfectants. Central Catholic currently uses Oxivir Tb Disinfectant Cleaner, manufactured by Diversey, which is rated for one minute contact to kill Coronavirus

Frequently touched surfaces and objects such as light switches, doorknobs, desktops, will be cleaned at every transition.

Bathrooms will be cleaned and disinfected hourly with a posted cleaning log. Surfaces and objects that are not frequently touched will be cleaned daily. The building will be completely sanitized and cleaned at least once every 24 hours.

Items that are not essential to teaching in shared spaces have been removed to reduce frequent handling or contact by multiple people. Soft and porous material, such as area rugs and seating, have been removed to reduce challenges with cleaning and disinfecting.

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 or sanitize hands:

- Before and after eating food
- After using the bathroom
- After blowing your nose, coughing, or sneezing
- After touching garbage
- After touching an item or surface that may be frequently touched by other people such as door handles, tables, or electronic screens, etc.
- Before touching your eyes, nose, or mouth because that's how germs enter our bodies

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.

Physical 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.

## PHYSICAL DISTANCING GUIDELINES

When coming to campus, it is important to stay at least (6) six feet away from other people and wear a cloth face covering (covering both the nose and mouth at all times) to slow the spread of COVID-19.

- Consider the following tips for practicing physical distancing when 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) six 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) six 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) six feet away from others who are not from your household while shopping and in lines. If possible, use the 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) six 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.
  - **Maintain Distance at Events and Gatherings:** It is safest to avoid crowded places and gatherings where it may be difficult to stay at least (6) six feet away from others who are not from your household. If you are in a crowded space, try to keep (6) six 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) six feet apart from each other in lines or at other times. Allow other people (6) six 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) six feet of distance between 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) six feet of space between yourself and other people who are not from your household.
- **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 the school open!**

### **Shared School Spaces:**

We have completed a study of all spaces in the school to ensure that all students maintain physical distance of (6) 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.

Entrances, exits, and travel patterns on campus are limited and signage is in place to provide direction.

The school will not utilize lockers or locker rooms during blended learning to help maintain physical distancing and traffic patterns in the school.

Student life activities are essential to building community and providing robust educational opportunities in an inclusive and supportive community. Our traditional student life activities including retreats, liturgies, Christian Service, affinity groups, brown bags, and other student gatherings will continue to be a part of your student's school experience to the extent possible operating within public health guidelines.

### **TRAINING FOR FACULTY AND STAFF**

Faculty and staff are required to complete the following safety trainings: ALICE (active shooter training), Creating A Safe Environment (child protection training), and COVID- 19 Safe Environment training, and COVID-19 Signs, Symptoms, Transmission, and Control Measures Training through OSHA.

During in-service training on January 22 and 25, 2021, faculty and staff will receive further training on cleaning and sanitizing responsibilities, physical distancing, hygiene, and proper masking that are specific to Central Catholic. .

## HEALTH AND WELLNESS

### **Isolation of Students with Symptoms and Cleaning Protocols:**

Areas on campus have been designated for those who need to be isolated for any period of time. Parents or emergency contacts will be expected to pick up any isolated student within 30 minutes of receiving a call.

Enhanced cleaning and sanitizing will be conducted for all high-touch surfaces.

### **Ventilation:**

Central Catholic's ventilation systems have been inspected and the circulation of outdoor air within the buildings is being increased as much as possible. Central Catholic's ventilation system uses filters that are COVID rated and these filters are changed four times a year which exceeds the recommended rotation for filtration based on the filter type. All intake ports that provide outside air to the HVAC system are regularly cleaned, maintained, and cleared of any debris that may affect the function and performance of the ventilation system.

Five classrooms do not have recycled air flow: Room 101, 102, 104, 111, and 201. These rooms have been fitted with individual air purifying filtration systems that exceed COVID-19 standards for ventilation.

Where applicable, classrooms will maximize outside air by opening windows in addition to outside forced air through ventilation. Classroom doors will be left open at all times to provide greater circulation.

All floor model fans (pedestal fans, box fans, table fans, etc.) have been removed from classrooms because air blowing from an infected person directly at another in closed spaces may increase the transmission of the virus from one person to another.

### **Protocols for the typical Classroom:**

As we enter into a hybrid learning environment, it is essential for each staff member to reinforce social distancing and proper masking with students and does not fall on the responsibility of one person. It is up to faculty and staff to work together to make sure the new hybrid learning environment is successful and safe for students and employees. Students will need reminders daily until they mirror our efforts to stop the spread of COVID-19.

We have managed to keep students and staff safe at Central Catholic with limited contact from August 28, 2020 by following all CDC, OSHA, ODE and Archdiocese safety protocols. (i.e. air filters, social distance signage, wellness check kiosks, directional arrows, cleaning supplies, mask and thermometer, limited capacity in spaces) Below is a checklist for ensuring safety in your classrooms (protocols for bathrooms, lunch, hallways, supervision, etc):

- Make sure each desk is positioned 6-feet apart

- Gently reinforce COVID-19 social distance protocols to students daily in the classroom and in the hallways. If you see something say something.
- Complete ALICE, Case, Meet Sam, and COVID Trainings by January 25th
- Students will arrive as early as 7:15 am and will be directed to go straight to their classroom where classroom doors will be unlocked so students can enter to wait.
- Teachers must arrive to their classroom by 7:40 am each day
- Each person must use hand sanitizer upon entry and exit of all classrooms and areas
- Teachers are visible in the doorway/hallway before each class to gently remind students to social distance, sanitize hands, and properly wear masks
- At the end of each class students and staff wipe down all surfaces (Teacher sprays, cleaner sits for one minute, and students wipe down surface areas)
- Rooms #253, #254, and the bathrooms by the elevator are off limits to all faculty, staff and students that are not a part of the RAMS Program.
- Everyone exits all classrooms to the right and must take the longer route so no one crosses traffic (the only exception is room #251 and #252 because they are exiting away from the RAMS Program)
- Please excuse one student at a time to the restroom and remind students to use the restroom closest to them.
- Ensuring masks are worn at all times and worn properly
- Absolutely no food or eating in classrooms
- Students may drink water, but must be 6 feet away and lift their mask from the bottom without completely removing it to do so.
- Any shared supplies, like dry erase markers, should be sanitized between students using them and students should sanitize their hands after sharing.
- Students are responsible for letting David Shephard and Mike Pinder know via email if they need refreshed cleaning supplies or protective equipment.

Special safety precautions and practices will be in place for Fine Arts, Physical Education, and American Sign Language classes.

### **Band and Choir:**

Central Catholic music rehearsal policies and safety guidelines are informed by the COVID-19 Aerosol Distribution Study conducted by the University of Colorado and the University of Maryland. This study looked at how COVID-19 may spread during the course of music activities and was supported by the National Federation of High School Associations (NFHS), the National Association for Music Education, the NAMM Foundation, and more than 125 other organizations. Information and complete results of this study can be found at

<https://www.nfhs.org/articles/unprecedented-international-coalition-led-by-performing-arts-organizations-to-commission-covid-19-study/>. The results of this research inform our mitigation techniques to prevent or lessen aerosol distribution during singing and playing of wind instruments.

Central Catholic music classes will adhere to the following mitigation strategies and guidelines to reduce respiratory aerosols:

### **Safety policies for all music courses:**

- Students in all music classes will continue to follow all Central Catholic protocols for health and safety in the classroom including frequent hand-washing/sanitizing, standard classroom entrance and exit routines, and no shared materials/equipment/instruments.
- Central Catholic will provide instrumentalists well-fitting, multi-layered, washable masks with a small slit for mouthpiece access while playing (masks close shut when the musician is not playing) as well as bell covers (instrument masks). The mask's fabric weight is in excess of 70 denier nylon as recommended by NFHS guidelines.
- Bell covers are double-layered polyester/spandex fabric that stretch over the bell, along with a layer of MERV-13 filter material. Fabric weight in excess of 70 denier nylon recommended by NFHS guidelines.
- Flute and French horn players will use specially designed masks (of similar specification) for their instruments.
- Percussionists, guitarists, and other instrumentalists who do not use their mouth to play an instrument will wear masks throughout rehearsal.
- Singers produce aerosols at similar rates as woodwinds and brass. For this reason singers in choir and music production lab will be provided their own special "Singer's Mask," that is, a (3) three-ply tightly woven polyester/cotton blend fabric with a MERV-13 filter. The mask is specially designed for singers: it does not touch the mouth, it allows free movement of the jaw, and provides a seal above the nose and around the mouth.
- Masks used during rehearsal will only be used during rehearsal and not worn outside the music room. Students will be responsible for regular cleaning and care of their masks and bell covers.
- Musician seating will exceed CDC recommendations: 6x8 foot space around each student and 6x9 foot space allocated to trombone players. Students will sit in straight lines (curved setups can affect the aerosol movement in a room).
- Students will all face the same direction back to front to minimize potential exposure.
- All students will enter the music room through the north door, and exit through the south door.
- Indoor rehearsal times will be limited to 30 minutes, followed by a brief break in order to provide time for the HVAC system to clear the room with one air change.
- Instrument spit valves will be emptied into absorbent disposable paper towels.
- Our instrument storage lockers are located in the hallway outside the music room. Hallway space will be used for students to set up their instrument and store their case during rehearsal.
- Practice rooms will be limited to one student at a time per period. There will be 20 minutes given for the HVAC system to clear the practice room with one air change between students.
- Musicians will wipe down chairs, music stands, and equipment with single-use virucidal wipes before and after use.
- Musicians will not share sheet music, music stands, cables, or drumsticks. Sheet music will not be stored in the music room - students will bring music to class.
- Director will wear a mask with MERV-13 filter and use a wireless microphone for clarity and to keep voice at a low conversational volume. Students will also keep their voices in a low conversational volume.

## **Physical Education Classes:**

Physical Education (PE) classes will focus more on individual pursuits or skills rather than traditional team sports or activities (e.g., dance and rhythms, exercises without equipment, fitness, mindfulness, outdoor pursuits, track and field, throwing underhand, kicking and target games).

Teachers will select a location for PE instruction where students and staff can respect physical distancing guidelines and remain (6) six feet apart. PE teachers are familiar with the classrooms and spaces where instruction will be delivered so they are able to adjust their lessons and activities appropriately based on the space available.

Since more space will be required for instruction for PE class due to increased respiration of students when participating in moderate-to-vigorous physical activity, class sizes will be limited.

Teachers will evaluate available outdoor spaces on school property. When possible, they will utilize outdoor spaces for physical education instruction. When outdoors, they will avoid the use of benches or other permanent structures.

When using gymnasiums or multipurpose rooms for instruction, teachers will keep the doors open when possible to maximize circulation and air flow to accommodate for increased respiration by students while participating in physical activity. The ventilation systems in these areas have been evaluated and are working properly.

Teachers will minimize the use of shared materials, and plan for sufficient time between classes to allow for appropriate sanitization of shared materials when sharing materials between classes is unavoidable. All equipment will be sanitized between class periods. Students will sanitize their hands after sharing equipment within their class period.

Students and teachers will remain properly masked at all times regardless of indoor or outdoor location for physical education classes.

## **Locker Room Protocol:**

- On days when students have a PE class, students should come to school in PE appropriate clothes
- Locker room access is only available at the end of class
- Locker room access is supervised by PE teachers
- Different PE classes will remain socially distanced at all time, no mixing of class cohorts at any time
- Students will enter through the main locker room door and follow arrows for one way traffic
- The girl's locker room exit door will lead to the main gym
- The boy's locker room exit door will lead to outside/field

- Each student will have 3 minutes to change and exit the locker room
- The locker room will have marked spots (taped boxes) - 10 feet apart on the floor for changing
- Students must continue to keep their masks on even while changing
- Showers and lockers are off limits
- Students will follow the guidelines for physical distancing when using the restrooms in the locker room during their 3-minute window

### **Reporting System for Safety Concerns:**

Any concerns of a person in the building operating outside of these protocols should be immediately reported to school administration. Safety Concerns or feedback can be sent to [safetyconcerns@centralcatholichigh.org](mailto:safetyconcerns@centralcatholichigh.org).

Oregon Occupational Safety & Health Association (OSHA) also enforces workplace safety rules and statutes. Oregon OSHA will address employees' and others' inquiries and complaints and provide advice to employers related to any potential violation of existing Oregon OSHA rules or directives issued by Gov. Kate Brown if they involve potential workplace exposure. If you believe a school is not in compliance with the RSSL guidance, you can file a named or confidential complaint with Oregon OSHA at 1-833-604-0884 or [online](#).

### **FOOD ON CAMPUS:**

#### **Lunch Period and Food on Campus:**

Chartwells will provide contactless delivery of food and contactless checkout will be in place. "Grab and Go" and other prepared meal options will be available that are healthy, nutritious, and meet dietary restriction options.

Chartwells will not begin full service for students until February 1, 2021. At that time, they will provide options for breakfast, lunch, and an after school snack.

**Breakfast: 7:30 am to 7:50 am**

**Lunch: 11:00 am to 11:35 am**

**After School Snack: 2:35 am to 3:00 pm**

If your family is experiencing food scarcity issues and needs support please let your student's counselor know we can provide food options while at school.

Vending machines will not be available for use.

Students must pay for their lunch using their lanyard student ID that is linked to their [Meal Pay cafeteria account](#). Cash will not be accepted.

Students will have access to microwaves and will not be allowed to share food.

Eating spaces will be expanded on campus to allow for greater physical distancing. Seniors will eat lunch in The Commons and outdoor spaces, juniors will be located in the two cafeteria spaces, sophomores will be located in the main gym, and freshmen will eat lunch in the Memorial gym.

Regular sanitizing of cafeterias and other eating spaces will continue.

Off-campus lunch will not be an option for students. Students may not use food delivery services from outside of the school such as GrubHub, Postmates, Uber Eats, etc.

Cafeteria staff will wear face coverings and gloves at all times. Any unattended lunch boxes and water bottles will be thrown away.

Food will not be allowed in any area of the school outside of the designated eating spaces. This will be strictly enforced.

Students must bring a reusable water bottle from home. Filling stations will be available but drinking fountains will not be accessible. Students may consume water during class but must lift up their mask to take a drink. They may not fully remove their mask from their face while in a classroom setting.

**Lunch Time Supervision and Area Support:**

Area Support	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Library Restrooms</b>	Chuck Blickle	Raphael Lambert	Melissa Stupfel	Megan Bruce	Nanette Martin
<b>SAC Restrooms</b>	Ellie Dir	Alaina Hill	Sara Wright	Paul O'Malley	Megan Bradach
<b>Gym Restrooms</b>	David Blue	Grace Laskowski	Theresa Nguyen	David Hutson	Aaron Uchikura
<b>Substitutes</b>	Kathleen Gianotti	Colin McGinty	Marie Roake	Diana Jaeger	Jolyn Winczewski

Memorial Gym	Main Gym	Commons	Old Cafeteria	New Cafeteria
Patrick Mordhorst	David Shephard	Matt Horne	Laura Jaeger	Danyelle Ramsey
		Dorsey Jackson (floating)		

**Before School and After School Supervision and Area Support:**

PAC Kiosk	Commons Kiosk	Main Kiosk	Cafeteria Kiosk	Gym Kiosk	AM Outside	PM Outside

Patrick Mordhorst	Matt Horne	Danyelle Ramsey	Anthony Gray/ Mary Mauldin	Laura Jaeger	Jose Mondragon	Mike Pinder
		David Shephard (floating)				David Shephard
						Patrick Mordhorst
						Dorsey Jackson

## CAMPUS SPACES, EVENTS, VISITORS, AND DELIVERIES

### Campus Entrances and Building Access Hours:

Campus entrances will remain card-access only. Students will be assigned an entrance and an exit for pick-up and drop-off. This information will be communicated to families prior to the start of school.

Students will not be allowed to enter the building prior to 6:50 A.M. for zero period classes, and 7:30 A.M. for regularly scheduled classes.

Students will need to wait outside the building and follow physical distancing guidelines immediately following the school day unless they are approved to remain on campus in the supervised cafeteria area while waiting for a designated co-curricular activity or extended transportation needs. This space is available from 2:35 P.M. until 5:00 P.M.

After school study hall will be held in The Commons from 2:35 P.M. until 3:35 P.M. and will be open to the first 30 students who arrive for help and support. Students will need to either exit the building after study hall or have approval for the supervised cafeteria waiting area for a co-curricular activity.

Lanyards must be visible at all times and will be used to check students in and out of the school upon entrance and exit of the building. Signage and more information will be available before the semester begins.

### Events, Visitors, and Deliveries:

Admissions tours and visits will take place on Wednesdays and after school hours, conducted within public health guidelines to limit exposure. Any Admissions activities outside of these guidelines must have the approval of the president and the principal.

Extended visits to campus, including for volunteering, are highly discouraged and will be kept to a minimum. Any visitor entering the building must be approved by the leadership team and must be educated about safety and cleaning protocols.

All visitors must wear face coverings. Exceptions are made for people with disabilities and children under (5) five. We encourage masks with clear openings for clearer communication for those who are hearing impaired.

Any deliveries such as FedEx, UPS, daily mail, shredding pickup, etc. may not enter the building and will be met at a service entrance by facilities personnel only or will drop deliveries at the main office.

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 the school hours when students are not present to limit the risk of exposure.

To the extent possible, campus events will be live-streamed when physical distancing requirements cannot be met.

Campus spaces cannot be reserved by outside groups during the 2020-2021 school year.

## **ACADEMICS:**

### **Teachers will follow the guidance set forth below:**

Teachers will continue building a digital classroom through the use of Canvas. In order to follow COVID guidelines all materials, assignments, submissions etc., will be on the Canvas course page for both learning options.

Some teachers will continue to teach students remotely. In these circumstances the school will provide an educational learning assistant that will manage the learning environment for on-campus students.

Students may choose from two options:

- **Full Digital Learning Option**

Central Catholic will provide an option for full digital learning. Full digital content learning and blended learning will follow the same schedule and will be delivered in alphabetical cohort groups A and B.

Students who are fully digital will follow a synchronous learning schedule and will be graded for their academic work. Students will be expected to follow all policies set forth by the student handbook and guidelines for digital learning.

- **Blended Learning Option**

[The Department of Catholic Schools guidance](#), and [Oregon Department of Education Ready Schools Safe Learners guidance](#) both recommend that employees, students, parents, guardians, and visitors practice maintaining the recommended six-foot distance from others and eliminate contact with others whenever possible. Physical distancing requirements will reduce the number of students who can be in a classroom at a time. Meeting rooms and other spaces on campus have been converted to classrooms to ensure that desks or tables are at least six feet apart. The passing time between classes will be extended so that spaces can be sanitized between use.

Our plan is to offer blended learning for our students--allowing them to attend school in-person two days a week in classes limited to 12-20 students in a space. During off-campus days students are required to digitally attend all online classes following the school day schedule synchronously with asynchronous learning options provided at teachers discretion.

Blended learning consists of students experiencing in-person, on-campus learning two days a week with digital synchronous/asynchronous learning provided the other two days a week.

**Students will be organized into two groups with cohorts of 400-415 students each and will not exceed contact with 100 people within the educational week .** Group A will be on campus Mondays and Tuesday, and Group B will be on campus Thursdays and Fridays. Teachers will provide opportunities on Wednesdays to support students online and on-campus in their studies.

Student groups will be organized alphabetically with considerations for students who have 504 or individualized education plans. We will utilize 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. The school has set designated dates for families to shift their learning model (hybrid, fully digital). Parents have the option to shift learning modes for their students at six weeks - March 8 and 12 weeks - April 26. The only other changes outside of these opportunities would include periodic shifts that may be necessary based on health and safety concerns.

Students will earn letter grades for their academic performance and be expected to follow all policies set forth in the [Student Handbook](#) which includes required attendance following our attendance policy as outlined in the Student Handbook.

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

To continue experiencing leveled core instruction in all courses, students will be moving classrooms in between classes. To help minimize the spread of infection, Central Catholic will require students to

wear face coverings properly and at all times. All touchable surfaces in classrooms will be cleaned and hands sanitized between and during class periods. Each group will be considered a cohort for minimizing spread and tracking contact. The school will be completely sanitized between cohorts.

Students will have a four-period day to accommodate the additional time necessary for passing in between classes. The four-period schedule includes approximately 90 minutes per class with an extended 10 minute passing time to stagger students' entrance into the hallways, clean desks, and sanitize hands. Teachers will wipe down certain areas within the classroom and have been trained in the protocols throughout the fall semester through a required COVID response training.

### **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.

The average workday for a student should not exceed (6) six hours of combined work from all of the classes for that day. Since we will have (4) four 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.

### **Teacher Expectations for Digital Learning in the Blended Learning Model:**

All class periods 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.

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.

<b>Example 1</b>	<b>Example 2</b>	<b>Example 3</b>	<b>Example 4</b>
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. -- 15 min	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
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**Student Life** opportunities will take place on-campus and online during Student Life Period on Gold Days and on Wednesdays each week. There will be mandatory activities such as assemblies, Masses, and Central State of Mind, and other activities on campus will be optional and will provide choices for student engagement and community-building. Some of these days may also be reserved for specific activities by grade level and will have required attendance for those engaged in hybrid learning. In addition, teachers will use these Wednesdays for workgroups, study halls, and office hours with a combination of a digital and an on-campus environment.

**Group A Bell Schedule:**

Monday	Tuesday	Wednesday	Thursday	Friday																																														
<b>On-Campus</b>	<b>On-Campus</b>	<b>Student Life Day</b>	<b>Digital Learning</b>	<b>Digital Learning</b>																																														
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**Group B Bell Schedule:**

Monday	Tuesday	Wednesday	Thursday	Friday
<b>Digital</b>	<b>Digital</b>	<b>Student Life Day</b>	<b>On-Campus</b>	<b>On-Campus</b>

<b>Virtual Cardinal Day</b>	<b>Virtual Gold Day</b>	<b>Teacher Office Hours</b>	<b>Cardinal Day Monday &amp; Thursday</b>		<b>Gold Day Tuesday &amp; Friday</b>		
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		4 <sup>th</sup> Period	11:15-11:55 am	3 <sup>rd</sup> Period	11:35am - 1:00pm	6 <sup>th</sup> Period	11:35am - 1:00pm
		Lunch	11:55-12:50 pm	4 <sup>th</sup> Period	1:10pm - 2:35pm	7 <sup>th</sup> Period	1:10pm - 2:35pm
		5 <sup>th</sup> Period	12:50pm-1:30 pm				
		6 <sup>th</sup> Period	1:35-2:15 pm				
		7 <sup>th</sup> Period	2:20-3:00 pm				

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

### Full Digital Learning Option During Hybrid Learning

Central Catholic will provide an option for full digital learning for those who do not feel safe returning to the classroom in the 2nd semester and for our international students who are not able to return to the United States. Parents/Guardians need to notify the school by January 22, if they plan to only attend Central Catholic High School digitally in the spring. Full digital content learning and blended learning will follow the same schedule and will be delivered in cohort groups A and B.

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 may be expected to attend classes via zoom to be digitally present following the course schedule and at the teacher's discretion. Students will be graded for their academic work. Students will be expected to follow all policies set forth by the student handbook and guidelines for digital learning.

### Expectations for faculty to post weekly instructions/assignments:

- Faculty will post a **brief Weekly Plan/Calendar** on Canvas **by no later than 7:30 A.M.** 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. Teachers will provide increased office hour opportunities on Student Life Wednesday following a (7) seven-period day schedule.
- 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 A.M. and 4:00 P.M. Teachers are not to respond to a parent or student email after 4:00 P.M.
- Any assignments or instructions students will need during the week must be posted on Canvas by the teacher **no later than 7:30 A.M.** on the day they are assigned.

### Types of assignments students can 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) have completed 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 10 P.M. the night before a meeting of that particular class period.
- Teachers may still collect in-class work at the end of that class meeting, or have it due by 10:00 P.M. the night before the next class meeting.

#### **Late Work Policy:**

- Students are expected to follow the due dates for materials outlined in the schedule for the course in which they are enrolled. All students should work in earnest to complete and submit their assignments before or on the due date. If there are circumstances where students may not meet these deadlines, the following is the school's policy regarding these occurrences.
- Any work that is not turned in by the due date **will be marked as a zero in Canvas.** Students will have until the end of the unit to complete late work and replace the zero in the gradebook without penalty. This late work will only be accepted until the regular due date of the summative assessment for the unit. If the work is not submitted before the summative assessment for the unit, **the grade will remain a zero in the gradebook.** If Canvas is not available for submission, then email can be used as a backup submission system. **If a student has two or more missing assignments, teachers will communicate with parents and the student directly and determine if it is necessary to refer them to the Student Intervention Team process for additional support. All assessments must be completed to receive credit for a course.**

#### **Final Exams:**

We will not have traditional final exams in Spring 2021. Final projects which are summative in nature are acceptable.

#### **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) six hours of combined work from all of the classes for that day. Since we will have (4) four 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.

### **Academic Integrity and Assessments:**

Central Catholic High School offers a rigorous education rooted in equity, collaboration, and a Catholic worldview. Every student is supported in developing their intellectual potential and in using their intellectual talents to become the best version of themselves. The personal development of each student is more important than the achievement of academic success. Personal integrity is essential for building community, promoting social justice, and living as a person of character.

### **Academic Misconduct is outlined as any of the following:**

- (1) Violation of course rules as contained in the course syllabus or other information provided to the student by the teacher/school;
- (2) Knowingly providing or receiving information during examinations such as course examinations or the possession and/or use of unauthorized materials during those examinations;
- (3) Knowingly providing or using unauthorized assistance in labs, projects, or on a course assignment;
- (4) Submitting plagiarized work for an academic requirement such as homework or assessments. Plagiarism is the representation of another's work or ideas as one's own; it includes the unacknowledged word-for-word use and/or paraphrasing of another person's work, and/or the inappropriate unacknowledged use of another person's ideas;
- (5) Submitting substantially the same work to satisfy requirements for multiple classes without permission of the teacher of the course for which the work is being submitted;
- (6) Falsification, fabrication, or dishonesty in creating or reporting lab results, research results, and/or any other assignments;
- (7) Serving as, or enlisting the assistance of a peer for a student in any graded assignments without the expressed permission of the course teacher;
- (8) Engaging in activities that unfairly place other students at a disadvantage, such as taking, hiding, or altering resource material, or manipulating a grading system;
- (9) Students using the camera function of their cellular phones during exams or quizzes will be

subject to an integrity violation.

(10) A student who cheats on a semester or unit exam or project will receive a zero for that exam.

When a student signs their name to a paper or project, the student is pledging that it is their own work. Cheating in any form is a violation of personal integrity and damages the community. Cheating is not tolerated at Central Catholic. Any student who is found to have any academic misconduct will be given an integrity violation. The academic penalty is up to the discretion of the teacher in consultation with the Assistant Principal of Curriculum Design and Instruction and will be recorded in the student's permanent record. The behavioral consequence will be upheld by the Dean of Student Management, Safety, and Security.

(Portions of this policy were adapted from The Ohio State University's academic policy)

## **TECHNOLOGY:**

Students are expected to bring a laptop or tablet to school with them each day for on-campus learning. If students need access to a laptop, they can send their request to [helpdesk@centralcatholichigh.org](mailto:helpdesk@centralcatholichigh.org) and the school will provide one to them for use for the semester.

### **Classroom Technology:**

Every classroom has been equipped with a desktop computer, projector with wireless connectivity options, a webcam, a webcam tripod, connector cables for teacher Surface Pro devices, and quality sound options. Classroom teachers have access to tablet carts for their Surface Pro so it can be free standing and easily move throughout the classroom without taking up a significant amount of surface area. Teachers are receiving classroom technology training

### **Acceptable and safe use of technology:**

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.

Central Catholic recognizes the need to educate young people in the ethical and effective use of technology.

Computers, software, technology devices, internet access, and technology support services are 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 issues of self consciousness.
- 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](#).

#### **How parents/guardians can support their students while digital learning from home:**

- Check email for school communications or updates.
- Communicate student attendance with the school by **10:00 A.M. through SchoolPass**.
- [Create an observer account through Canvas](#) and check on student progress regularly.
- Create space and time during the day for students to focus on learning.
- Assist students with troubleshooting any technology or learning challenges they may face.
- Encourage healthy balance, including good sleep, a healthy diet, and physical activity.

#### **COUNSELORS:**

##### **Counseling Appointment Protocol for Students:**

Due to strict COVID restrictions, counselors are available by scheduled appointments only. They will not be available on a drop-in basis. Appointments can be made via email or the scheduling process your counselor has in place. Students can check their Counseling Canvas page for more information.

Upon making appointment requests, students will receive a counseling pass in their classroom. At the scheduled time students must wait in the hallway in designated chairs outside the counseling center to be brought into the office.

In the event of an urgent need or emergency, a counselor will assess the situation and if the student is unable to return to class, the student will be encouraged to go home.

Counselors will continue to be available for Zoom meetings as well.

### **Resources and Strategies:**

Counselors have gathered contact information and community-based mental and emotional health services and supports that are available to students, families, and staff. All resources and information is available through each student's Counseling Course on Canvas.

Other mental health resources are available to students, parents, and guardians through the website: <https://www.centralcatholichigh.org/parents/resource-links.html>

## **STUDENT SUPPORT SERVICES**

Student Support Services has been developed to support student success. These services are designed to help those students with learning challenges succeed within the regular high school experience.

For students with documented learning needs, our specialist will work with a team to create a plan to address the specific accommodations needed by the student to succeed in all courses. Support service classes such as Academic Support, Math Lab, and Language Arts Lab courses are specifically designed for students who need targeted support in those areas. Please contact Audrey Hart, [ahart@centralcatholichigh.org](mailto:ahart@centralcatholichigh.org), for further information.

### **Student Intervention Team (SIT)**

The Student Intervention Team's primary function is routine, structured problem solving in conjunction with teachers requesting assistance, and the resolution of student-centered problems. The Student Intervention Team works effectively with other teachers and staff members, analyzes student problems, and designs interventions powerful enough to effect the desired change. The functions and services the team provides vary with the needs of the individual student.

The SIT has a vital role in creating a high achieving school as expressed in the following goals:

1. Enable teachers to teach students more effectively.
2. Enable students to acquire academic and social competencies, achieve standards, and become independent learners for life.
3. Create a collaborative culture among all staff.

## **RAMS PROGRAM**

Students in the RAMS Program are among our most vulnerable populations during this pandemic. It is essential we provide the utmost care and concern for their safety and access to the learning environment. The following protocols have been developed through an equity lens:

1. Classrooms 253 and 254, the bathrooms by the elevators, and the upper hallway will continue to be solely designated for our RAMS Program.
2. The stairwell by the library and the hallway between rooms 253 and 252 will be stanchioned for RAMS Program Access only.
3. RAMS students are expected to follow all social distancing, masking, and hygiene protocols at all times
4. All RAMS students will be placed in Cohort B with a few exceptions for siblings.
5. Parents of RAMS students have the option for their student to choose to continue their learning in Room 254, as a non-cohort student with little to no exposure to the typical population, or to continue their learning in Room 253 as a blended learning environment with exposure to some peer mentors and the possibility of time in the typical classroom.
6. Both learning options provide a combination of live instruction and digital instruction with support.
7. RAMS students will have on-campus instruction every day not including Student Life Wednesday. Activities on Student Life Wednesday are optional and are at the parent's discretion for student participation.
8. RAMS students in the non-cohort model for learning will eat lunch in Room 254. Students that choose the blended learning model will transition to lunch in the typical setting.
9. RAMS students will use the cafeteria door entrance and will follow wellness and temperature check protocols.
10. RAMS students will have staggered start and end time to their day using the following schedule:
  - a. **Blended Learners: Arrive at 7:45 am and Depart at 2:25 pm. Parents can request a later departure time if necessary.**
  - b. **Non-Cohort Learners: Arrive by 8:00 and Depart at 2:15 pm. Any request for an extended departure increases the risk of exposure to the general population.**
11. All other school policies, procedures, and protocols are expected to be followed by our RAMS students and their families.

## CO-CURRICULAR ACTIVITIES

**The Student Life Department** consists of the offices of Campus Ministry, Christian Service, Diversity, Equity, and Inclusion, and the Student Leadership and Activities Program.

Throughout the school year, Student Life has attempted to create engagement opportunities for our entire community that focus on a variety of digital content and safe and social in-person experiences. As we shift to an increased in-person learning environment, Student Life will look to safely and strategically increase our on-campus offerings to our entire community.

All events and experiences will be implemented using the latest guidance from the State of Oregon, the Archdiocese of Portland, the Oregon Department of Education, and OSHA. We are proud of the community engagement in our Student Life offerings during the pandemic, and we look forward to the future with optimism and courage as we face a constantly changing and challenging learning environment.

Student Life opportunities will take place on-campus and online during **Student Life Period** on Gold Days and on **Student Life Wednesdays** each week. There will be mandatory activities such as assemblies, Masses, and Central State of Mind, while other activities on campus will be optional and will provide choices for student engagement and community-building. Some of these days may also be reserved for specific activities by grade level and will have required attendance for those engaged in hybrid learning. In addition, teachers will use these Wednesdays for workgroups, study halls, and office hours with a combination of a digital and an on-campus environment.

As metrics change we will increase in-person offerings for our community throughout the semester. As we add offerings we will educate our students, faculty, staff, and parents on additional protocols. Most of the Student Life offerings should revolve around the following options:

### **Campus Ministry**

The Campus Ministry office has tirelessly engaged with our community during the pandemic to provide opportunities to develop faith, compassion, and an understanding of justice for all. They will build on that foundation by safely increasing outreach during the 2nd semester and beyond.

**Liturgies and Masses:** Throughout the pandemic, our students have had the opportunity to celebrate liturgies and Masses monthly as a community. They have been celebrated through Zoom with a limited number of Sacristans, Eucharistic Ministers, and Altar Servers on campus to support the services. Throughout the 2nd semester we will safely increase the number of in-person participants on campus in accordance with the latest metrics and guidance from the Archdiocese of Portland regarding the serving of the Eucharist. The majority of Liturgies and Masses will take place during Student Life periods (except those designated for Holy Days of obligation). To ensure that all student cohorts will have an opportunity to celebrate in person, we will alternate between Tuesdays and Fridays on our 2nd semester calendar. Live attendees will sit in New Gym with seating designated on the bleachers representing six feet of physical distance. The liturgies will also continue to be broadcast on Zoom for the students who remain at home for Full Digital learning as well as those on campus over the capacity to attend safely in the New Gym.

**Retreats:** We were able to provide a Freshman Retreat at Central Catholic for the entire class and a Senior Retreat at the Zoo during the 1st semester following all of our safety protocols. These retreat experiences are an important cornerstone of our students' faith journey. During the 2nd-semester, we will host a Sophomore Retreat on Campus on a Student Life Wednesday. The Sophomore Retreat is a mandatory event for all sophomore students. It will be organized in a similar fashion as the Freshmen Retreat with designated small groups and safe rotations between classrooms. We will offer

a broadcast on Zoom for our Full Digital students. In addition to Sophomore Retreat, we will offer two Search Retreats this semester for juniors and seniors. These Search Retreats are voluntary but highly recommended. They will be held over several days with small groups and standard physical distancing and cleaning protocols. The February Search Retreat will take place at Central Catholic and the April Search will take place at Central Catholic or at a local retreat center that offers similar opportunities for physical distancing and a safe cleaning environment.

### **Christian Service**

The Christian Service office will continue to offer service opportunities at Central Catholic at select locations off campus, and digital service of presence options that can be achieved from home.

**Service Projects on Campus:** Projects conducted on campus will have limited numbers based on the latest metrics. They will utilize physical distancing and appropriate cleaning standards. They will take place during Student Life periods on Gold Days and Student Life Wednesdays. They will be promoted on the Central Catholic website, Canvas, and social media and detailed to our community on a regular basis to celebrate their successes and generate signups as necessary.

**Service Projects off Campus:** Off-campus projects will typically be focused initially on outdoor projects that can insure good ventilation and physical distancing. We will continue to communicate with our nonprofit partners to identify off-campus options that will help our students serve our community safely. Off-campus projects will take place primarily on Student Life Wednesdays, after school, and on weekends to account for student and family travel. They will also be promoted on the Central Catholic website, Canvas, and social media and detailed to our community on a regular basis to celebrate their successes and generate signups as necessary.

**Nonprofit Fundraisers:** Christian Service will continue to explore and entertain school-wide fundraiser options to support our nonprofit partners during these challenging financial times. These will typically be on the scale of our Week of Giving of the CCA Walk for Joy and they will involve significant promotions on all platforms for several weeks. We are currently considering a Week of Giving in the late Spring and another Rams Run for Equity in the early Summer. All of these events will utilize appropriate physical distancing and cleaning standards.

### **Diversity, Equity, and Inclusion**

The Office of Diversity, Equity, and Inclusion has provided an important platform throughout the 1st semester for our students to educate, empathize, and act on a variety of topics and social initiatives. They will build on that foundation throughout the 2nd semester.

**Character Conversations:** These public exchanges of viewpoints will continue to be a staple of their offerings throughout the semester. We will continue to explore important social topics, and we will expand the conversation with some guest speakers and provide students the opportunity to discuss entertaining options as well. These have been offered as Zoom conversations thus far, but we will extend live options for conversations on campus that will include a Zoom broadcast option as well. Conversations will take place in locations that allow for appropriate social distancing and cleaning

standards. Character Conversations will happen primarily during Student Life Periods, but we will also offer some options on Student Life Wednesdays as well.

**Affinity Group Meetings:** Our current affinity groups include Black Students United, Latinx Student Union, Asian Pacific Islander Club, Women's Coalition, Equality Alliance, and the Indigenous Student Union. Throughout the first semester, these important groups met on a regular basis via Zoom and periodically on campus during Student Life Wednesdays. They will meet more frequently during 2nd Semester primarily during Student Life Periods as well as Student Life Wednesdays. This will allow for more in-person connections between the members, while still providing opportunity for members to attend via Zoom. These meetings will take place in socially distant classrooms and meeting locations on campus with appropriate cleaning standards followed.

**Central State of Mind:** At the start of the 2nd Semester, we will host our 2nd annual Central State of Mind human dignity summit. This event will take place over (4) four days with keynote speakers during Student Life Periods on Tuesday and Friday and two evening speakers. We will also have 15 Character Conversations for our students on Student Life Wednesday and an additional (7) seven Character Conversations for our grade school partners on Wednesday after school. All sessions for this year's event will be via Zoom.

### **Student Leadership and Activities Program**

The Student Leadership and Activities Program has been our most active student group during the 1st Semester, and they will continue to create safe and engaging events throughout the rest of the year.

**Assemblies:** Like our liturgies and Masses, our students have had the benefit of participating in monthly assemblies throughout the 1st Semester. They have been celebrated through Zoom with a limited number of Student Council members and other student leaders on campus to support the services. Throughout the 2nd semester we will safely increase the number of in-person participants on campus in accordance with the latest metrics. All assemblies will take place during Student Life periods. To ensure that all student cohorts will have an opportunity to celebrate in person, we will alternate between Tuesdays and Fridays on our 2nd semester calendar. Live attendees will sit in the New Gym with seating designated on the bleachers representing (6) six feet of physical distance. The assemblies will also continue to be broadcast on Zoom for the students who remain at home for Full Digital learning as well as those on campus over the capacity to attend safely in the New Gym.

**Clubs:** Our student clubs have been active participants on campus on Student Life Wednesdays throughout the 1st Semester. We will expand opportunities for clubs to meet to include Student Life Periods as well to allow for a significant increase of in-person opportunities for our students and moderators. We will continue to broadcast these meetings and other club events on Zoom for our Full Digital students.

**Dances:** Throughout the semester we will continue to assess the metrics and explore options for student engagement events. Traditional dances will continue to be a challenge with our current

pandemic environment but we may consider some socially distant options if we feel that we can do them safely and still honor our students desire to socialize with their peers. Any current plans would probably focus on outdoor options or locations at Central Catholic where we can control the safety of the environment. It is unlikely we will pursue any of these options before Spring Break based on our current Student Life priorities.

**Athletics:**

Central Catholic will continue to work in collaboration with guidelines from the Governor, the Oregon School Activities Association (OSAA), and the Archdiocese of Portland to adhere to any and all state orders and/or recommendations regarding the 2020-2021 athletic season.

Changes to the school reopening metrics released January 19, 2021 by ODE did not include any changes for K-12 sports. The Governor and OHA continue to set the Indoor and Outdoor Recreation Guidance for K-12 sports which is determined by the OHA's County Risk Level Metrics and that guidance has not changed. An infographic detailing what is allowed per a county's risk level can be found here: [www.osaa.org/docs/osaainfo/infographic/covid-infographic.html](http://www.osaa.org/docs/osaainfo/infographic/covid-infographic.html).

More detailed information Central Catholic athletics can be found here:  
<https://www.centralcatholichigh.org/athletics/2020-21-athletic-updates.html>

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.

Until there is an effective treatment readily available, Central Catholic Athletics will establish, monitor, and enforce proper health, safety, sanitization, and physical distancing during all workout sessions on and off-site.

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.