



Central Catholic Digital Learning Day (DLD) Protocol LONG TERM CLOSURE (5 or more school days)

This protocol will go into effect on the **first day** of a closure that is expected to last five or more school days, unless otherwise determined by Central Catholic administration.

When will faculty post instructions/assignments?

- Faculty will post a **brief Weekly Plan/Calendar** on Canvas **by no later than 10 am** on the first day of closure 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.
- Any assignments or instructions students will need during the week must be posted on Canvas by **no later than 10 am** on the day they are needed.

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.
- Daily activities, if assigned, should occur only on the days a class would normally meet.
- If faculty determine it is necessary, they may assign appropriate home-based assessments such as online quizzes, papers, projects, videos, online discussion posts, etc.

How much time/day should students spend working each week?

- Faculty may assign the equivalent of three days of work each week of closure.
- For most classes, students should expect to spend **up to 60 minutes per day per class** (3 hours/week). Students in AP, Honors, and Dual-Credit classes should expect to spend **up to 90 minutes per day per class** (4.5 hours/week.)
- Faculty who teach Drama, Music, Art, Physical Education, Yearbook, Journalism, Photography, Creative Writing, and Speech have the discretion to determine whether meaningful work can be completed at home for those courses.

What and when should students submit their work?

- Faculty should require **at least one digital deliverable** per week, but may require more than one at their discretion depending on the nature of the course.
- Any required deliverables must be submitted by **11:59 pm** on the relevant due date, unless school is in session on that day, in which case students should submit the assignment per faculty direction.

What if students are ill or lose access to the internet?

- If a student is ill or unable to engage in digital work due to a power/internet disruption, parents/guardians should call 503-235-3138 or email attendance@centralcatholichigh.org.
- 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.

What can parents/guardians do from home to support their students?

- Check email for school communications or updates.
- 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, healthy diet, and physical activity.