



Central Catholic Return to School Protocol Fall 2020 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 2020-2021 school year and the challenges our school systems face in the pandemic. We are committed to educating our students five school days a week as we reconvene in the fall.

Academic Calendar:

We are excited to welcome our Freshman class to Central Catholic on Friday, August 28th with a drive-thru parade from 2 pm- 4 pm. Students will receive their one-to-one learning device, Central Catholic Spirit gear, and will be cheered and welcomed by faculty and staff. The first day of school for Freshman is set for August 31st. This day will be virtual as we do not meet the county metric for on campus learning. We are planning campus visits in small cohorts in early September for freshmen to allow them to meet teachers in person, and to be oriented to the life and breath of the school. On Freshman orientation day we will emphasize community-building activities and help students make connections to upper class mentors. We recognize our students come from over 74 different feeder schools and need the opportunity to build relationships as new members of our community.

All School Comprehensive Distance Learning Protocols

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

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

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

Cardinal	Gold	Wed rotation	Cardinal	Gold
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CARDINAL (C)	Gold (G)	<p>Every other Wed is an A day schedule starting at 9am. Please see the Master Calendar.</p>	CARDINAL (C)	Gold (G)																																															
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Student academic workload:

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

Teacher Expectations for Comprehensive Distance Learning

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

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

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

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

Attendance:

Attendance must be taken during each class period within the first 15 minutes through SchoolPass (no more PowerSchool). Classes that do not begin synchronously will have a scheduled synchronous meeting time, which will be communicated in the Weekly Plan and posted in the Canvas calendar.

Grading:

Grading may be done using total points or weighted categories. Teachers may choose the weighted grade option below but must make every effort to, at a minimum, have at least 5-6 assignments in each category and clearly communicate how the weighted categories are impacting students' overall grade. The chosen grading system will remain in place for the 2020-2021 school year.

A framework for weighted categories will include:

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

When will faculty post instructions/assignments?

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

What kind of assignments should students expect?

- Depending on the course, students may expect a series of smaller assignments or a longer assignment intended to take place over the course of the week or multiple weeks (for larger projects)
- Canvas is fully utilized across the school as the learning management system to organize classwork, assignments, and communication with teachers.
 - **Canvas expectations:**
All students (new and returning) will need to complete an online Modular course in August, which requires students to work through and learn most, if not all, of the necessary components for utilizing Canvas (Central Catholic's Learning Management

System) correctly. All access and communication about coursework will be directed through Canvas.

- Please see the [Canvas Guidelines](#) teachers are asked to use for their courses.

Due dates:

- Due dates for assignments and projects are highly variant by course. Assignments for classes will be due at 10pm the night before 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 pm the night before the next class meeting.

Student Expectations

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

- Teachers will use passwords and waiting rooms that are now a default setting in all Zoom meetings. This allows teachers to screen any individual coming into the meeting.
- Teachers will require appropriate etiquette within any video conference meeting. These protocols include:
 - Students should be awake and appropriately dressed before entering the meeting
 - Students should be prepared to learn (attentive, engaged and active)
 - Students should have resources needed nearby (books, papers, pens, etc.)
 - Students will login using their school email account
 - Students 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](#).

Once Central Catholic meets the county metric for reopening, our school will pivot learning to a hybrid blended learning model for all students who selected this option. This transition will take place within 24-48 hours of meeting the metric to allow for communication, and preparations for a smooth transition for everyone.

Blended Learning

[The Department of Catholic Schools guidance](#) recommends that employees, students, parents, guardians, and visitors are to practice maintaining the recommended six-foot distance from others

and eliminating contact with others whenever possible. Social distancing requirements will reduce the number of students who can be in a classroom at a time. Meeting rooms and other spaces on campus will likely be converted to classrooms so that desks or tables can be six feet apart.

The passing time between classes will be extended so that spaces can be sanitized between use. This will result in an extension of the school day to 3:00 pm.

Our plan is to offer blended learning for our students allowing them to attend school in-person two days a week to create classes of 10-15 students in a space. The off-campus days will require students to digitally attend all online classes following the school day schedule asynchronously.

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

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

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

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

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

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

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

Students will have a four-period day to accommodate for additional time for passing in between classes. The four-period schedule includes approximately 90 minutes per class with an extended 10

minute passing time to allow for physical distancing of students in the hallways, clean desks, and wash hands.

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

Every other Wednesday is reserved for online digital learning for our school community to continue to practice remote teaching and learning skills if ever we are required to move online for an extended period of time. These Wednesdays will consist of synchronous online learning that follows a late-start bell schedule. Students are expected to log in at the posted class time and to be present and prepared for learning. Attendance is required. Wednesday DLD (digital learning day) classes will be approximately 45 minutes. Teachers will lead a brief lesson, and then students will work independently offline until the next scheduled class. Wednesdays will be the time for students to get additional academic support, and teachers will participate in professional learning communities (PLCs) in the morning before classes with students begin. This PLC time replaces the late starts previously scheduled as a regular part of our school calendar.

Our flexible Wednesday schedule also allows us to thoroughly clean the building between groups. We believe this schedule best supports a healthy and safe environment while allowing students to develop academically, spiritually, socially, and emotionally.

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

Group A Bell Schedule:

(Second and Sixth period will include a 10 min “break” in the respective classrooms)

Monday	Tuesday	Wednesday	Thursday	Friday
On-Campus	On-Campus	2 week rotation hybrid day	Digital Learning	Digital Learning

CARDINAL (C)	Gold (G)	Alternating Student Life/DLD late start 7 period day	Asynchronous Cardinal Day	Asynchronous Gold Day
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Group B Bell Schedule:

(Second and Sixth period will include a 10 min “break” in the respective classrooms)

Monday	Tuesday	Wednesday	Thursday	Friday																												
Digital	Digital	2 week rotation hybrid day	On-Campus	On-Campus																												
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Group A and B Wednesday Digital Learning Day 7 period Late Start Schedule:

DLD 7 Period late Start	
1 st Period	9:00-9:40 am
2 nd Period	9:45-10:25 am
Break	10:25-10:40 am
3 rd Period	10:40-11:20 am
Lunch	11:20-11:50 pm
4 th Period	11:50-12:30 pm
5 th Period	12:35-1:15 pm
Break	1:15-1:30 pm
6 th Period	1:35-2:15 pm
7 th Period	2:20-3:00 pm

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

Full Digital Learning Option During Hybrid Learning

Central Catholic will provide an option for full digital learning for those who do not feel safe to return to the classroom in the fall and for our international students who are not able to return to the United States. Parents/Guardians need to notify the school by August 7th, if they plan to only attend Central Catholic High School digitally in the fall. Full digital content learning and blended learning will follow the same schedule and will be delivered in cohort groups A and B.

Students who are fully digital will follow a synchronous and asynchronous learning schedule. When a full digital learning student’s cohort group is on-campus, students will be expected to zoom into

classes to be digitally present following the course schedule and will synchronously follow two Wednesdays that are 7-period days. Students will be graded for their academic work. Students will be expected to follow all policies set forth by the student handbook and guidelines for digital learning.

A full digital learning option will be reevaluated at the end of the semester based on health and safety concerns at that time. Students may only change their selection to be fully digital at semesters.

Definitions:

DLD- digital learning day

Gold Day- periods 5, 6, 7

Cardinal Day- periods 1, 2, 3, 4

Asynchronous learning- Class interactions happen via CANVAS without real-time interaction. Students engage in class materials and complete work at their own pace, typically within a given timeframe, often using discussion boards to drive peer-to-peer engagement.

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

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

When will faculty post instructions/assignments?

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

What kind of assignments should students expect?

- Depending on the course, students may expect a series of smaller assignments or a longer assignment intended to take place over the course of the week.

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

Due dates:

- Due dates for assignments and projects are highly variant by course. Assignments for classes will be due at 10pm the night before 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 pm the night before the next class meeting.

Late Work Policy:

The late work policy is in process and will be updated before the start of school.

Final Exams:

There will not be a Final Exams Week in January of 2021. Teachers will be conducting ongoing assessments; both formative assessments and summative unit assessments. These assessments allow teachers to measure understanding of students throughout the term. Not having a finals week provides teachers with extended teaching time to continue content delivery into the week where finals would have been.

- **Student academic workload:**

The amount of work for a student is, on average, no more than 30 minutes of homework outside of normal class time. Online work takes longer to complete, therefore, the assigning of work online takes this into consideration. Interventions are considered and included by each teacher to meet various learning needs. The average workday for a student should not exceed 6 hours of combined work from all of the classes for that day. Since we will have 4 periods a day, work should be between 1 and 1.5 hours maximum for any class, for a total of 4-6 hours of work, this includes any designated class meeting time.

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)

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](#).

What if a student is absent from class?

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

Students will be required to attend all classes that meet throughout the week.

On-Campus Learning:

Attendance will be taken at the beginning of each class period through SchoolPass. 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.

Anyone with a temperature of 100.3 or higher and other [COVID-19 symptoms](#) will need to leave the building and may not return to school until they have met the following criteria:

- a. If you will not have a test to determine if you are still infected, you can return to school after these three things have happened:
 - i. You have had no fever for at least 72 hours (that is three full days of no fever without the use of medicine that reduces fevers) AND
 - ii. Other symptoms have improved (for example, when your cough or shortness of breath have improved) AND
 - iii. At least ten days have passed since your symptoms first appeared.
- b. If you will be tested to determine if you are still infected, you can return to school after these three things have happened:
 - i. You no longer have a fever (without the use of medicine that reduces fevers) AND
 - ii. Other symptoms have improved (for example, when your cough or shortness of breath have improved) AND
 - iii. You received two negative tests in a row, 24 hours apart. Your doctor will follow the CDC guidelines.
- c. If you have been tested and determined not to have contracted COVID-19, you should stay home until at least 48 hours after you are free of fever, or signs of a fever without the use of fever-reducing medications.

Everyone must wear a face mask at all times. Exceptions are made for people with disabilities and children under 5. We encourage masks with clear openings for clearer communication for those who are hearing impaired.

Central Catholic will provide each student with two washable face masks and a face shield. Masks provided by the school are encouraged for students. Any mask not provided by the school 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

Digital Learning Days (including those engaged in Full Digital Learning):

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. On asynchronous digital learning days, check-in for each class should be no later than **10:00 am**. 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 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 Canvas, Surface Pro 6, or any other software required by Central Catholic, they should contact helpdesk@centralcatholichigh.org

What can parents/guardians do from home to support their students on digital learning days?

- Check email for school communications or updates.
- Communicate student attendance with the school by **10:00 am 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.

What other considerations has the school made to ensure student safety?

Shared School Spaces:

- We have completed a study of all spaces in the school to ensure that all students maintain physical distance of six feet. We are making modifications as needed. Policies are in place regarding the use of shared spaces, locker rooms, the weight room, cafeteria procedures, and restroom use. Hand sanitizing stations will be available in each classroom.
- Entrances, exits, and travel patterns on campus are limited and signage is in place to provide direction.
- The school will not utilize lockers during blended learning to help maintain social 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.

Health and Wellness

- Special safety precautions and practices will be in place for Fine Arts classes, PE classes, and American Sign Language. This includes, but is not limited to required face shields in addition to masks.
- Areas on campus have been identified 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 systems have been inspected, and we are increasing the circulation of outdoor air within the buildings as much as possible. Central Catholics ventilation system uses Merv13-COVID rated filters and filters are changed four times a year which exceeds the recommended rotation for filtration.
- 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.

Response Plan:

Community Response:

- Sick students, faculty and staff will stay home or go home if they develop symptoms during the school day.

- Students, Faculty and staff who have symptoms (e.g., fever, cough, or shortness of breath) will notify the school and stay home or go home.
- Sick students, faculty and staff should follow CDC-recommended steps. Students will not return to school until they meet all the criteria to end home isolation, in consultation with healthcare providers.
- Students, faculty and staff who have been exposed to someone who has tested positive for COVID-19 will report this exposure to the school prior to returning to campus.

School Response:

- Close off areas used by the person who is sick.
- Clean and disinfect all exposed areas. Wait 24 hours or, if 24 hours is not possible, 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 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, inform the school community of their possible exposure to COVID-19 in the school but maintain confidentiality as required by the Americans with Disabilities Act.
- The school 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](#).

Food on Campus:

- Contactless delivery of food and checkout will be in place. “Grab and Go” and other prepared meal options will be available.
- 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 not 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.
- 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.

Campus Spaces, Events, Visitors, and Deliveries:

- 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.
- Lanyards will be required at all times and will be used to check students into and out of the school upon entrance and exit of the building. Signage and more information will be available before the semester begins.
- Admissions tours and visits will take place in the fall on Fridays, conducted within public health guidelines, and will happen outside of cohort meeting times on campus to limit exposure.
- All visitors to campus are highly discouraged and will be kept to a minimum. Any visitor entering the building must be approved by the leadership team and must have received training in safety and cleaning protocols.
- Any visitor must wear face coverings. Exceptions are made for people with disabilities and children under 5. We encourage masks with clear openings for clearer communication for those who are hearing impaired.
- Any deliveries, such as FedEx, UPS, daily mail, shredding company, etc. may not enter the building and will be met at a service entrance by facilities personnel only.
- 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 social distancing requirements cannot be met.
- Campus spaces cannot be reserved by outside groups during the fall.

Cleaning and Hygiene:

- The school will follow [CDC guidelines for cleaning and disinfecting](#). This includes electrostatic disinfectant and EPA- approved disinfectants.
- Faculty and staff will be trained on their cleaning and sanitizing responsibilities during in-service week in August.
- Frequently touched surfaces and objects like light switches, doorknobs, desktops, will be cleared at every transition.
- Bathrooms will be cleaned and disinfected hourly with a posted clearing log.
- Surfaces and objects that are not frequently touched will be cleaned daily.
- Items that are not essential to teaching and shared spaces have been removed to reduce frequent handling or contact from multiple people.
- Soft and porous material, such as area rugs and seating, have been removed to reduce challenges with cleaning and disinfecting them.
- The school will promote [safe hygiene practices as set forth by the CDC](#) through direct teaching, scheduled time for handwashing, and visual displays throughout the school.
- The school will follow the practice of key times to wash hands:
 - Before and after eating food
 - After using the bathroom
 - 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.
- Social distancing will be practiced in combination with other everyday preventive actions to reduce the spread of COVID-19, including wearing cloth face coverings, encouraging students to avoid touching their face with unwashed hands, and frequently washing hands with soap and water for at least 20 seconds.

Physical Distancing:

- When coming to campus, it is important to stay at least 6 feet away from other people and wear a cloth face covering to slow the spread of COVID-19.

- Consider the following tips for practicing social distancing when you leaving to come to school:
 - **Know Before You Go:** Before going out, know, and follow the guidance from local public health authorities where you live.
 - **Prepare for Transportation:** Consider social distancing options to travel safely when commuting to and from school, whether walking, bicycling, wheelchair rolling, or using public transit, rideshares, or taxis. When using public transit, try to keep at least 6 feet from other passengers or transit operators – for example, when you are waiting at a bus station or selecting seats on a bus or train. When using rideshares or taxis, avoid pooled rides where multiple passengers are picked up, and sit in the back seat in larger vehicles so you can remain at least 6 feet away from the driver. Follow these [additional tips](#) to protect yourself while using transportation.
 - **Limit Contact When Going to and From School:** Limit stops between home and school. Only visit stores selling household essentials in person when you absolutely need to, and stay at least 6 feet away from others who are not from your household while shopping and in lines. If possible, use 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 feet from others who are not from your household. Follow these steps to stay safe if you will be participating in personal and social activities outside of your school cohort or home.
 - **Keep Distance at Events and Gatherings:** It is safest to avoid crowded places and gatherings where it may be difficult to stay at least 6 feet away from others who are not from your household. If you are in a crowded space, try to keep 6 feet of space between yourself and others at all times, and wear a cloth face covering. Cloth face coverings are especially important in times when physical distancing is difficult. Pay attention to any physical guides, such as tape markings on floors or signs on walls, directing attendees to remain at least 6 feet apart from each other in lines or at other times. Allow other people 6 feet of space when you pass by them in both indoor and outdoor settings.
 - **Stay Distanced While Being Active:** Consider going for a walk, bike ride, or wheelchair roll in your neighborhood or in another safe location where you can maintain at least 6 feet of distance between yourself and other pedestrians and cyclists. If you decide to visit a nearby park, trail, or recreational facility, first check for closures or restrictions. If open, consider how many other people might be there and choose a location where it will be possible to keep at least 6 feet of space between yourself and other people who are not from your household.

- **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!**

Athletics:

- Central Catholic will continue to work in collaboration with directives from the Governor, the OSAA, the Archdiocese of Portland to adhere to any and all state orders and/or recommendations regarding the opening of all summer athletic programs. (Strength, conditioning, skills training, and weight room workouts.)
- At this time, all summer workouts will not start until the Phase Two date has been announced for Multnomah County. (Actual start date will be determined by the Central Catholic Administration in conjunction with the Archdiocese of Portland.)
- 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 social 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.