



# BC HIGH

## Covid-19 Handbook Supplement

It is important to remember the preventive actions necessary to prevent Covid-19 as the 3 “W”s:

**W**ash or sanitize your hands

**W**ear a mask

**W**atch your distance

In addition to the 3 W’s, practical steps such as getting adequate sleep, eating healthy (including breakfast each day) and staying hydrated will help to maintain overall health. We strongly advise that students bring a reusable water bottle each day to school.

All students are required to use hand sanitizer upon entering the building. Hand sanitizer will be stationed at all school entrances, in each classroom, as well as offices and common areas of the school. It will be readily available for students to access.

### Wash or Sanitize your Hands

Washing or sanitizing your hands can keep you healthy and prevent the spread of infections from one person to the next. Hand hygiene is one of the key prevention measures for Covid- 19.

Germs can spread from other people or surfaces when you:

- Touch your eyes, nose, or mouth with unwashed or unsanitized hands.
- Prepare or eat food and drinks with unwashed or unsanitized hands.
- Touch a contaminated surface or object.
- Blow your nose, cough, or sneeze into hands and then touch other people’s hands or objects.
- You can help yourself and our community stay healthy by washing or sanitizing your hands often, especially during these key times when you are likely to get and spread germs:

- Before and after eating food
- After using the toilet
- After blowing your nose, coughing, or sneezing
- After being in a public space, such as the T or Commuter Rail, and touching frequently used surfaces like handrails, tables, cashier screens, or door handles. After you have been in a public place and touched an item or surface that may be frequently touched by other people, such as door handles, tables, gas pumps, shopping carts, or electronic cashier registers/screens, etc.
- When entering and exiting a classroom
- After you have been in a public place and touched an item or surface that may be frequently touched by other people, such as door handles, tables, gas pumps, shopping carts, or electronic cashier registers/screens, etc.

Washing or sanitizing your hands is easy, and it's one of the most effective ways to prevent the spread of germs. Clean hands can stop germs from spreading from one person to another and throughout our entire community.

Follow these five steps for handwashing.

- Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
- Lather your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
- Scrub your hands for at least 20 seconds. Need a timer? Hum the “Happy Birthday” song from beginning to end twice. Tired of “Happy Birthday”? Convert a personal favorite tune into a hand-washing accompaniment with this [free hand-washing lyrics generator](#).
- Rinse your hands well under clean, running water.
- Dry your hands using a clean towel or air dry them. Be sure to dispose of your towel directly into the trash.

\*\*Use Hand Sanitizer When You Can't Use Soap and Water\*\*

- Apply the gel product to the palm of one hand.
- Rub your hands together.
- Rub the gel over all the surfaces of your hands and fingers, including between fingers until your hands are dry. **This should take around 20 seconds.**

Source: CDC, [Handwashing: Clean hands save lives](#)

## Wear a Mask

### **Mask protocols/expectations, including non-compliance**

Masks must be worn at all times in school and on school grounds except during meals and when specifically granted as a break by a teacher or school staff member. Students must remain a minimum of 6 feet away from others during a mask break except during lunch where plastic dividers will provide the necessary separation. This year, you will remain seated at your lunch table for the remainder of the period.

The below image of the mask is the required mask for students and is available for purchase via the school's apparel website. Students will also be provided with two of these masks. Students can choose not to have the BC High emblem on the mask and instead have a blank, gray mask, which can be purchased at the school's apparel website as well. No other design, logo, color, or words are allowed on the mask. As the mask is part of the student's uniform, there will be consequences (i.e., JUG) for any violations of this policy.



Masks must be:

- Gray cloth free of writing and/or picture (plain)
- A minimum of 2 and preferably 3 layers
- Fit snugly over the nose and mouth and not slide down on the face
- Have ear loops or ties to secure the masks
- Must be washed/cleaned daily

Features of masks which are not acceptable:

- Gator type masks or masks
- Masks with valves
- Visibly soiled or wet masks
- Masks with sheer or see through fabric
- Those with writing and/or pictures, except those with BC High logo

Masks should be handled by the loops or ties and students should avoid touching the outside or inside of the cloth area of the mask. Hands should be sanitized before and after masks are handled.

Students may not touch or handle masks of other students. Students who remove masks without permission will be referred to Student Affairs. If any of the above occurs, you will may be asked to learn remotely.

Masks will be available at approved entrances. If students arrive at school without a mask, they must get a mask to enter the building.

We ask that each student carry an extra clean mask in his backpack, however, if he requires a clean mask during the day, we will provide one.

Students' who cannot wear their masks as described above may be asked to learn remotely for a period of time. If a student is defiant when redirected to wear his mask appropriately, he will be referred to Student Affairs, and or the Arrupe Office.

## Watch Your Distance

We expect that students will maintain 6 feet way from each other and from adults in class and common areas. Classrooms are set up with desks distanced 6 feet from each other. Desks may not be moved by students.

### **Hallway Behavior**

- Students must obey the one-way directions between classes.
- Students must always stay to the right when walking down hallways before and after school, as well as during passing periods.
- Students may not touch one another while on campus and must maintain distance from one another. Students should not stop to talk to friends or gather in any way during passing periods.
- Students should not remove their mask or drink from water bottles while passing in the hallways between classes.
- If a student cannot maintain distance for whatever reason, such as a bottleneck in the hallway, they must enter and exit the area as quickly as possible.
- Students who do not make the effort to maintain distance in the hallways may face disciplinary action.

### **Hajjar Dining Hall/Commons and Cadigan Café Lunch/Eating Protocol**

Students must sanitize their hands before and after eating. Students are to wear masks at all times in the cafeteria until they are seated, safely distanced from their peers and ready to eat. At that point they may remove the mask to eat. Students must place their mask on a napkin, paper towel or paper plate while eating. These items must be disposed of in a barrel by the student when they are done eating. Masks may not be placed directly on the table. Students should always be aware that if they need to cough or sneeze during this time, they need to assume that they could be contaminating others by doing so and should always be ready to cough into the mask or a paper towel/napkin. Students should be coughing into their elbow and washing/disinfecting their hands right afterward.

- Students will be assigned to a cafeteria space.
- Chairs cannot be moved to other tables at any time.
- Students cannot visit other students during lunch. The number of chairs at each table will indicate how many spaces are available.
- Students must follow the cafeteria protocol for disposing of the items they used during lunch in the proper receptacles, making sure to leave nothing behind.
- Students are required to clean their eating space before and after use.
- Students will remain at their table for the duration of the lunch period.
- Students will only be permitted to leave their lunch table to go to the restroom or to clean up their eating space.

### **Ordering Lunch**

Students must order their lunch by mid night the day prior to pick up via an online app. At lunch, students will be assigned to either Hajjar Dining Hall/Commons or Cadigan Café. Students will pick up their respective lunch at their assigned location. When the student orders lunch, the cost will automatically be deducted from their Eagle Card, limiting wait time and lines. Students will be required to sit at their lunch table for the entirety of the lunch period.

### **Free Period Protocol (High School)**

Student workstations and common spaces have been reconfigured to ensure physical distancing. (e.g., separate tables, distance markers)

Student free periods are a privilege and should be used in a responsible, productive manner. It promotes student independence by giving students the freedom and personal responsibility to manage their time. It also provides a mental break and, when used effectively, students can catch up on their schoolwork, get a head start with homework, study for quizzes/exams. Free periods is time is not an opportunity to leave campus and or roam the halls.

Spaces available for free periods depend on the time of day. You will be advised when these spaces are open as they depend on the time of day. All gyms have been repurposed and can no longer accommodate physical activity. Students may no longer spend time in the halls and must report to one of the following locations:

- Dining Hall/Café
- Library
- McNeice (when needed)

### **Free Period Protocol (Arrupe)**

Arrupe students have a Flex Period on Tuesdays, Thursdays, and Fridays. They will have PE or Music classes on some of these days. On other days, the students may go to the Math Lab, a Study Hall, Manresa, or an activity. When Flex meets before lunch, Study Hall will be in Cadigan gym. At other times, Study Halls will be in classrooms. Locations for all Flex options will be posted daily. Students must go to a specific room during this time. They may not wander the hallways.

### **School Building Opening/Closing**

- Students may be in the building between the hours of 6:00 a.m. - 4:00 p.m.
- The school will close at 4:00 p.m.
- Student athletes will not be permitted to enter the academic building after practice without a coach.

### **Desk Cleaning Expectations (in classrooms)**

Students should wipe down their desk and chair at the end of each class using the wipes provided. They should sanitize their hands after cleaning the desk.

### **Entering the Building Protocol**

When students arrive each morning to BC High, there will be three entrances that students can use to enter the building. One is the main entrance off of Morrissey Boulevard. The second is the side entrance by the Student Affairs Office and the third entrance is in Walsh Hall (the Arrupe Division), which opens at 7:15 a.m. These are the only three entrances that will be available. There will be hand sanitizing stations at these entrances and extra masks, if needed. All students are required to use hand sanitizer upon entering the building. Students must wear a mask when in the school building.

### **How To Report Covid-19 Symptoms Protocol**

In the school's mission we have made a commitment to care for others. We expect that this commitment extends to all members of our community regarding the care and safety extended during this time of Covid- 19. Our goal is to preserve the health of all members of the community and prevent the transmission of Covid-19 among our members and on our campus. Honest and open communication by all will be key during this school year. Therefore, it is expected that all members of the community will adhere to the necessities of:

- Stay home if sick or have any symptoms.
- Stay home if you are awaiting a test result.
- Communicate necessary information regarding illness or exposure to the school nurses.
- Stay home and follow quarantine guidelines if you are a close contact of anyone with Covid-19 symptoms or diagnosed with Covid- 19.
- Adhere to all travel guidelines.
- Abstain from social activities which puts you at risk for Covid- 19.
- Follow the direction of the school nurses regarding contact tracing, quarantining and/or isolation. There may be a prolonged period at home required depending on the circumstances of illness or exposure.

For the health and safety of our entire community it is vital that parents review their son(s) health each morning to monitor for symptoms of Covid- 19 using this screening tool:

Review this COVID-19 Daily Self Checklist each day before reporting to school.

If you have experienced any of the following in the past 24 hours, STAY HOME, and call the appropriate attendance line:

1. High School Attendance Line: 617.474.5111
2. Arrupe Attendance Line: 617.474.5083

If you start feeling sick during the school day, go to the nurses' office. Do not contact your parent/guardian before you see the nurse.



**Do you have a fever (temperature over 99.5°F) without having taken any fever reducing medications?**

Yes  No

**New Loss of Taste or Smell?**

Yes  
 No

**Muscle Aches?**

Yes  
 No

**Sore Throat?**

Yes  
 No

**Cough?**

Yes  
 No

**Shortness of Breath?**

Yes  
 No

**Repeated Shaking/Chills?**

Yes  
 No

**Headache?**

Yes  
 No

**Fatigue?**

Yes  
 No

**Have you had any of these symptoms in the past 24 hours not related to allergies?**

**Runny Nose?**

Yes  
 No

**Congestion?**

Yes  
 No

**Have you experienced any GI symptoms such as nausea/ vomiting, diarrhea, or loss of appetite?**

Yes  No

**Have you, or anyone you have been in close contact with (within 6 feet for 10 or more minutes) been diagnosed with COVID-19, or been placed on quarantine for possible contact with COVID-19?**

Yes  No

**Have you been asked to self-isolate or quarantine by a medical professional or by a local public health official?**

Yes  No

\*All travelers arriving to MA, including MA residents returning home, are instructed to self-quarantine for 14 days, except travelers from certain lower risk states which are exempt from this directive. Out-of-state travelers must check the MA Travel Updates\* website for those specific states. Only workers designated by the federal government as essential, critical infrastructure workers are exempt from this directive to self-quarantine for 14 days if traveling to Massachusetts and for work purposes.

Coronavirus Updates: <https://www.bchigh.edu/bc-high-connects/overview>

\*MA Travel Updates: <https://www.mass.gov/info-details/travel-information-related-to-covid-19>

High School Attendance Line: (617) 474 - 5111

Arrupe Attendance Line: (617) 474 - 5083

Contact your son's primary care provider for advice and evaluation when he has Covid-19 symptoms. Please follow-up with the school nurses by calling the office at 617-474-5128 or 5084 to discuss your son's absence. You may also contact the nurses at [nursesoffice@bchigh.edu](mailto:nursesoffice@bchigh.edu) with any questions.

## **Outdoor Spaces**

Students will be informed when and where they can be outside during the school day. Adult supervision will be required when students are outside during the school day.

## **Attendance Procedure (Arrupe)**

Whenever a student is absent from school, whether learning remotely or on campus, his parent or guardian must call the Arrupe Attendance Line at 617-474-5083 by **9:00 a.m.** on the morning of the absence. Messages are to be left on the voicemail line. Upon returning to school after an absence, the student must obtain an admit slip from the Arrupe office.

For the hybrid 2020-2021 school year, a parent or guardian must email Gina Smyth at [gsmyth@bchigh.edu](mailto:gsmyth@bchigh.edu) in lieu of a handwritten absent note. Please type ABSENT in the email subject line. The email address of the parent must be the same email address on the BC High parent contact portal. To obtain the admit slip, the student must report to the Arrupe Office explaining the reason for his absence, even though the parent or guardian has called the school on the day of the absence. Failure to call the attendance line on the day of the absence or to provide an absent note on the day the student returns to school will result in a JUG. During this Covid- 19 Pandemic it is more important than ever to provide detailed information on why your son will be absent from school in order to aid any necessary contact tracing efforts.

## **Missed Class During Remote Learning**

If your son missed a class during remote learning, please call the Arrupe Attendance Line to excuse his absence from that class.

## **Tardiness Procedure (Arrupe)**

A student is considered tardy when he arrives after 8:20. To excuse your son's tardiness, we require an email to Mrs. Smyth (please type the word TARDY in the subject line) or a phone call to the Attendance Line by **9:00 a.m.** stating that your son is going to be late to school. Upon arrival, the student is to report directly to the Arrupe Office to obtain an admit slip. This slip must be presented to the teacher of the class he enters. Depending on the reason for the tardiness, JUG may or may not be applied. Any student who has an activity on a school night, regardless of how late the event or competition runs, is expected to be at school on time the next morning.

## **Dismissal Procedure (Arrupe)**

If a student is going to be dismissed, we ask that a parent or guardian email Mrs. Smyth at [gsmyth@bchigh.edu](mailto:gsmyth@bchigh.edu)(and type the word DISMISSAL in the subject line) or call the Arrupe Attendance Line to request a student's dismissal. The student must report to the Arrupe Office the morning of the dismissal and obtain a dismissal pass. This pass should be shown to the teacher from the class from which he will be dismissed at the beginning of the class period. Student dismissals should always go through the Arrupe Office and or/the nurses. Students may not use cell phones nor iPads to call, text, email, or otherwise contact a parent or guardian to request pickup in the middle of the school day; dismissal due to illness is the exclusive purview of the nurse.

In the event that you have scheduled an appointment during the school day of which the student is not aware, parents/guardians should email their son and Mrs. Smyth (please type DISMISSAL in the subject line). Unannounced dismissals disrupt the classroom and class time. We ask that parents/guardians who pick their son remain outside the school while we process the student's dismissal. Thank you for your attention to this matter.

### **Attendance Procedure (High School)**

Whenever a student is absent from school, whether learning remotely or on campus, his parent or guardian must call the Attendance Line at 617-474-5111 by **9:00 a.m.** on the morning of the absence. Messages are to be left on the voicemail line. Upon returning to school after an absence, the student must obtain an admit slip from the Office of Student Affairs.

For the hybrid 2020-2021 school year, a parent or guardian must email Patti Durkin at [pdurkin@bchigh.edu](mailto:pdurkin@bchigh.edu) in lieu of a handwritten absent note. The email address of the parent must be the same email address on the BC High parent contact portal. To obtain the admit slip, the student must report to Student Affairs explaining the reason for his absence, even though the parent or guardian has called the school on the day of the absence. Failure to call the Office of Student Affairs on the day of the absence or to provide an absent email on the day the student returns to school will result in a JUG.

During this Covid-19 Pandemic it is more important than ever to provide detailed information on why your son will be absent from school in order to aid any necessary contact tracing efforts.

### **Tardiness**

A student is considered tardy when he is late for class (arrives after the bell) when he is scheduled to be present. To excuse your son's tardiness, we require an email to Mrs. Durkin [pdurkin@bchigh.edu](mailto:pdurkin@bchigh.edu) or a phone call to the Attendance Line by **9:00 a.m.** stating that your son is going to be late to school. Upon arrival, the student is to report directly to the Office of Student Affairs to obtain an admit slip. This slip must be presented to the teacher of the class he enters. Depending on the reason for the tardiness, JUG may or may not be applied. Any student who has an activity on a school night, regardless of how late the event or competition runs, is expected to be at school on time the next morning.

### **Dismissal**

If a student is going to be dismissed, he must report to the Office of Student Affairs the morning of the dismissal and obtain a dismissal pass. We ask that a parent or guardian email Mrs. Durkin or call the Attendance Line to request your son's dismissal. This pass should be shown to the teacher from the class from which he will be dismissed at the beginning of the class period. Student dismissals should always go through the Office of Student Affairs and or/the nurses. Neither cell phones nor iPads should ever be used to call, text, email, or otherwise contact a student's parent or guardian to request pickup in the middle of the school day; dismissal due to illness is the exclusive purview of the nurse.

In the event that you have scheduled an appointment during the school day of which was your son was not aware, please email your son as well as call the Attendance Line. Unannounced dismissals disrupt the classroom and class time. We ask that parents who are picking up their son to remain outside the school while we process your son's dismissal. Thank you for your attention to this matter.

### **Classroom Behavior (In Class and Remotely)**

While safety is the top priority for all of us in these challenging times, it is also extremely important for each of us to contribute in our own way to our community's success in maintaining a positive learning environment. ALL students, whether physically present or online, have an impact on that environment. A positive impact involves active listening, participation in discussion when appropriate, note-taking and general cooperation with classroom activities. Students who behave inappropriately or use technology in ways that interfere with the teacher's ability to conduct class will have a negative impact on the community. We will expect all of our students to understand this basic distinction and to support our school's effort to make this a year of great academic progress.

- When in school, students will have assigned desks that will be spaced six feet apart and facing the same direction. Any student that fails to adhere to rules and safety regulations will be addressed by Administration.
- When learning remotely, incidents of misconduct and subsequent consequences will be managed as if you were learning in person on Morrissey Blvd.

You must abide by the rules of decorum for BC High. It is essential that each student maintain that respectful approach in all interactions online. Remember that the student handbook will be enforced whether learning in the building or remotely. If students fail to adhere to rules and safety regulations while in-person, they will be subject to disciplinary actions, including but not limited to mandated remote learning.

### **How To Navigate The Directional Hallways (during passing periods before/after school)**

All students must wear their mask over their nose and mouth during passing periods. There can be no drinking from water bottles while passing in the hallways. Water fountains have been turned off with the exception of water bottle fillers. Maintain an appropriate distance while navigating the hallways.

### **Lockers/Backpacks/Phones**

- The use of academic lockers is not permitted.
- Students are expected to have a backpack in which they will secure all of their belongings including cell phones.
- Cell phones/smart phones or any other mobile device must be stored in their personal backpacks from the time a student arrives on campus until 2:35 p.m. Cell phones should never have an audible ring while in use on campus and should be turned off when stored in backpacks. Students cannot have cell phones on their person before school or during the academic day.
- If a student needs to place a phone call, check in at Student Affairs, or the Arrupe Office.

### **Electronic Equipment / Personal Items**

Students personal belongings cannot be shared with others. Belongings including, but not limited to, keyboards, computers, tablets, iPads, phones, reading and writing tools.

## **Zoom Meetings**

No student is allowed to record a class or part of any class. Only the teacher has permission to record classes. Zoom will always notify students that a meeting is being recorded.

## **Virtual Background**

Background that advertises or contains otherwise inappropriate, obscene or offensive imagery or messages, that pose a distraction to others and the learning environment are not permitted. Due to this, students will not be able to set their own virtual background. The school will provide pre-approved background that can be used. If you choose to not use a virtual background, the space behind them must not disrupt the learning environment. If a student has a concern, please contact their guidance counselor.

## **From Our Handbook**

### **Photos and Video**

In the interest of protecting the privacy of the people who come to BC High each day, no one is allowed to use any camera, video camera, smart phone, iPad or any other electronic device to take any photo(s) or video(s) of any student, faculty member, administrator, staff and any other personnel on or off campus at any time without awareness and/or permission of that individual. A student is never allowed to share electronic content from a photo or video obtained without permission. Anyone who violates this policy will appear before an Accountability Board.

### **Dress Code / Arrupe Uniform**

A student's appearance is his personal responsibility. The dress code/uniform is in effect for in-person learning as well as remote learning. Getting dressed will help students feel prepared and focused. Students are expected to adhere to the dress code/uniform policy. Untidy appearance is unacceptable. The expectation is that students follow the guidelines outlined in the student handbook.

#### *From the Student Handbook:*

Students must wear a collared shirt with long or short sleeves that is properly buttoned. Hooded sweatshirts are not permitted. Fleece vests may be worn. No hats, head covers, or caps are to be worn.

Clothing that advertises alcoholic beverages or contains otherwise inappropriate, obscene or offensive imagery or messages, as well as jewelry or personal effects that pose a distraction to others, are not permitted.

Though enforced by all members of the adult community, the VPSA and the Dean of Students are the final arbiters in all matters of dress code and hairstyle or any distractions to the normal school day regarding personal appearance. If a student is deemed in violation of the dress code, JUG must be served on the day of the violation.

### **Student Learning Stations / Connected Learning**

Students need to carve out space for schoolwork. It is important to have a consistent area where students can follow a daily routine. Find a room/space in your home that is private and free from distractions. All students need a stable flat surface to work on (i.e. personalized desk, kitchen table) where students will have their own work space. Good lighting, a comfortable chair and practicing proper posture while in class/session is imperative.