

Student and Family Handbook
2020-2021 Addendums

Given the current health crisis due to COVID-19 pandemic, Boston Collegiate Charter School has [accompanying amendment instituted](#) the following additions to the 2020-2021 Student and Family Handbook. These district-wide policies are designed to address the current health crisis as well as the realities of both hybrid and virtual learning. **Where the language below conflicts with language in the 2020-2021 Student and Family Handbook, the language below supersedes the other document for this school year.**

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1. Online Classroom Expectations

All students are expected to be present and engaged for online learning. Being present and engaged includes but is not limited to:

- Logging into the zoom session a few minutes prior to the start of the class;
- Having your camera on when the material/activity requires it;
- Ensuring that the student's accurate name is presented on the screen;
- Securing an area to zoom, as much as is possible, that is free of distractions;
- Securing an area to zoom that is a tabletop or desktop, when possible;
- Focusing on the session at hand and not engaging in additional forms of technology (texting, gaming, etc.);
- Mute screen unless it's a discussion, a question arises, or the teacher directs you not to; and
- Using the chat feature of zoom for only class related discussions and questions.

If students are unable to engage in online sessions as outlined above, the teacher will speak directly with the student and strategize for improvement. Should behaviors not improve or escalate, the teacher will partner with the family and the Dean to reiterate expectations.

Zoom sessions are designed for the members of each class. Under no circumstance should you share a zoom link with a peer within BCCS or with someone outside of our community. Breaches of this expectation pose a safety risk to our community, and will be treated as such in accordance with our code of conduct.

2. Dress Policy

The dress policy, as outlined in the Student and Family Handbook, remains in effect for all students accessing in-person learning, including in a hybrid model. Students engaged in virtual learning are encouraged to wear Boston Collegiate apparel, but it is not mandated. Students are not allowed to wear apparel that hinders identification including but not limited to: hats, hoods (including those on the BCCS sweatshirts), masks, and sunglasses. In addition, students are not permitted to wear apparel with logos or wording that could be distracting or offensive.

Should apparel be a distraction in the virtual environment, the teacher will conference directly with the student and, if needed, consult with the family and the Dean of Students to ensure that the focus is on academics.

3. Appropriate Virtual Technology Use

Boston Collegiate Charter School is dedicated to providing engaging and effective remote learning opportunities for our students. Prior to engaging in these virtual opportunities, the school seeks to clarify expectations around appropriate use of virtual technologies for educational opportunities.

1. Boston Collegiate strictly prohibits screenshots, pictures, audio/video recording and distribution of any virtual educational experience in order to protect student privacy, proactively prevent potential cyberbullying, prevent the distribution of copyrighted materials and comply with Massachusetts law. Please note that in Massachusetts, it is illegal to record another person through any medium without his or her knowledge.
2. Students, and where appropriate parents/guardians, agree to engage in virtual educational experiences in a quiet, private area to the extent practicable given the circumstances, in order to minimize background noise and distractions and to protect the integrity of student engagement as well as student confidentiality.
3. Parents/guardians and other household members who normally are not privy to day-to-day classroom and group service discussions agree to respect and keep confidential any personal or private information (e.g. disability status) inadvertently discovered about other students due to proximity to virtual education.

As a reminder, Boston Collegiate’s Acceptable Use Policy applies to virtual learning, including school-issued devices and networks. Please note that all school-issued devices are privy to school supervision and are actively monitored by GoGuardian, a program designed to manage and direct the online behavior of students.

4. Student Schedules

Virtual schedules for each part of the school are as follows:

<i>Lower School</i>		<i>Middle School</i>		<i>High School</i>	
8:00-8:45	Advisory	8:00-8:45	Advisory	9:00-9:50	P1/P4
9:00-9:45	Session 1	9:00-9:45	Session 1	10:00-10:50	P2/P5
10:00-10:45	Session 2	10:00-10:45	Specials	11:00-11:30	Advisory (3x/week)
11:00-11:45	Lunch/Specials	11:00-11:45	Session 2	11:40-12:30	P3/P6
12:00-12:45	Lunch/Specials	11:45-12:30	Lunch	12:30-1:00	Lunch
1:00-1:45	Session 3	12:30-1:15	Session 3	1:00-2:00	Office Hours Block 1
2:00-2:45	Session 4	1:30-2:15	Session 4	2:00-3:00	Office Hours Block 2
3:00-4:00	Office Hours	2:15-2:30	Advisory		**Periods will run T/W,
		2:30-3:30	Office Hours		Th/F, alternating M7

5. Attendance in a Remote Instructional Model

Attendance will be taken in each required online class by a staff member. Attendance will be taken live at the beginning of the first session of the day-- advisory in grades 5-8, or 1st/4th period in grades 9-12. We will notify families as quickly as possible if their student was not present at that time to encourage students' participation for the remainder of the school day. While we will not be able to inform parents immediately if their student is not in attendance for all other classes each day, we *will* be reaching out to families at the end of each day to notify them and to work together toward timeliness and presence. Students are required by the Department of Elementary and Secondary Education to be present for at least half of a school day in order to be counted present for the day. As such, calculations of students' time spent in remote learning lessons will be assessed daily to determine appropriate attendance status. For students in grades 5-8, active attendance of less than 3.5 hours per day will result in absent status. For students in grades 9-12, active attendance in less than $\frac{2}{3}$ periods per day will result in absent status.

6. Visitor Policy

In this unfortunate and temporary time, visitors will not be permitted at Boston Collegiate Charter School. This is counter to the culture of BCCS, where we deeply value our relationships with families and our community at large. Family meetings are encouraged to occur over the phone or over Zoom. Only in extenuating circumstances should meetings be held in-person and they must be arranged in advance to ensure the health safety of our staff and students who are onsite.

7. Early Dismissal

Because it is our goal to limit the coming and going from school, we ask all families to schedule appointments for students at the beginning or end of the day. Once a student has been dismissed from school, they will not be allowed to return until the next school day.

8. Health and Safety Procedures

Students and staff alike will be required to engage in stringent health and safety procedures to ensure that the well-being of the larger community is preserved.

Entry Procedures

All students will be required to complete a health screening survey before arriving and to wash their hands upon entry to the school. Students must follow the designated paths for walkways and adhere to the one-way hallway and stair guidance so as to minimize contact with other students. Students must have a mask on (logos, slogans, and words on masks are

not permitted) to enter the school building and must keep their mask on for the duration of the day. Masks must cover both the nose and mouth and must be fitted properly so that they are effective. Gaiters are not a substitute for masks.

Mask Wearing

Students will be permitted to remove their masks during designated mask-breaks as well as for eating and drinking; these opportunities may only be available when a student is at least 6+ feet distanced from another member of the community.

Should a student have difficulty adhering to the health and safety procedures, including the removal of their mask or difficulty maintaining 6 feet distance from other community members, a staff member will immediately engage with the student and remind them of the expectations. Should a student continue to have difficulty adhering to the community expectations, a BCCS leader will meet with the student and the family and review expectations for in-person learning and contract for the safe involvement of the student in community activities. Should the student and/or family be unable to commit to the in-person health and safety recommendations, the student will engage in the remote instructional model as the safety and well being of the community must be prioritized.

Handwashing Requirements

Students will be required to wash their hands upon entry to the building and before and after meals. Hand sanitizer will be available in between classes as needed.

9. Protocol Response to Potential COVID-19 Scenarios

Testing, along with contact tracing and isolation, helps control the spread of COVID in Massachusetts. These protocols come directly from guidance from the state (based on guidance directly from the CDC) and recognize the following:

Self Isolation for COVID-19 Positive Cases

Most people who test positive and have a relatively mild illness will need to stay in self-isolation for at least 10 days. People who test positive can resume public activities after 10 days and once they have:

- Gone for 3 days without a fever (and without taking fever-reducing medications like Tylenol); and

- Experienced improvement in other symptoms (for example, their cough has gotten much better); and
- Received clearance from public health authority contact tracers (the local board of health or Community Tracing Collaborative). BCCS will require a letter stating this that must be submitted directly to the school nurse.
- Repeat testing prior to return is not recommended.

Testing of Close Contacts

For general guidance, DPH defines close contact as:

- Being within less than 6 feet of COVID-19 case for at least 10-15 minutes. Close contact can occur while caring for, living with, visiting, or sharing a healthcare waiting area or room with a COVID-19 case while the case was symptomatic or within the 48 hours before symptom onset, OR
- Having direct contact with infectious secretions of a COVID-19 case (e.g., being coughed on) while not wearing recommended personal protective equipment.
- In school settings, close contacts include other students and staff who were within 6 feet of the student or staff for at least 10-15 minutes in a classroom, in other school spaces, on the bus, or at an extracurricular activity.
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- At BCCS, students will be organized into cohorts with assigned seating in all classes to best reduce the spread of COVID and properly utilize contract tracing as needed (in conjunction with our local department of public health).

BCCS Community Requirements to Stay Home

These requirements have been determined per CDC and state guidance:

- Fever (100.0° Fahrenheit or higher), chills, or shaking chills
- Cough (not due to other known cause, such as chronic cough)
- Difficulty breathing or shortness of breath
- New loss of taste or smell
- Sore throat
- Headache *when in combination with other symptoms*
- Muscle aches or body aches
- Nausea, vomiting, or diarrhea
- Fatigue, *when in combination with other symptoms*
- Nasal congestion or runny nose (not due to other known causes, such as allergies) *when in combination with other symptoms*

If staff or students have any of these symptoms, they must get a test for active COVID-19 infection prior to returning to school. Documentation of testing and its result must be submitted to the school nurse. MA has a list of active test sites at the following website:: <https://www.mass.gov/doc/ma-covid-19-testing-sites/download>.

If a student has been tested for COVID-19 and their symptoms resolve, but they have not yet received the results of their COVID test, they must remain home until they receive the results.

Response if a Student is Symptomatic

- At home, they should stay home and get tested.
- On the bus or at school, they will, with adult supervision, remain masked and adhere to strict physical distancing. The student will then be met by the nurse (at either bus arrival or the nurse will travel directly to the classroom) and stay in the medical waiting room until they can go home. As mentioned above, they will not be permitted to take the bus home. See *Dismissal When Student Presents with Possible COVID Symptoms* procedure.

The medical waiting room on each campus is a space separate from the nurse's office with its own restroom for BCCS community members presenting with any probable COVID symptoms as determined by the school nurse. It is staffed by a health professional (RN, LPN) on each campus.

- If a student is tested, and tests **NEGATIVE**, they may return to school once asymptomatic for 24 hours. Documentation of the negative test must be submitted to the school nurse prior to return to school.
- If a student is tested, and tests **POSITIVE**, they must remain home (except to get medical care) and follow self-isolation protocols listed prior.
- If a student is **NOT TESTED**, they may return to school 10 days from start of symptoms, as long as their symptoms have improved and they have been without fever for at least 24 hours prior to their return to school without the use of fever reducing medication

If student is exposed to a COVID-19 positive individual:

- And they are at home when they learn they were in close contact with an individual who tested positive for COVID-19, they should stay at home and be tested 4 or 5 days after their last exposure.
- And they are at school when they learn they were in close contact with an individual who tested positive for COVID-19, they will remain masked for the remainder of the time they are at BCCS and adhere to strict physical distancing. BCCS will notify families their child has been identified as a close contact. They will not be allowed to take the school bus home. They should stay at home and be tested 4 or 5 days after their last exposure.
- If a student is tested, and tests NEGATIVE, they must still complete a full 14 day quarantine (starting from the date of last exposure to the known COVID positive individual), even if asymptomatic. . Documentation of the negative test and completion of the 14 day quarantine must be submitted to the school nurse prior to return to school..
- If a student is tested, and tests POSITIVE, they must remain home (except to get medical care) and follow self-isolation protocols listed prior.
- If a student is NOT TESTED, they must remain home in self-isolation for 14 days from exposure.

Dismissal When Student Presents with Possible COVID Symptoms

Students found after evaluation by the school nurse to have symptoms that may be consistent with COVID will require dismissal from school. The school nurse will contact the guardian directly in this situation. If a student takes the school bus to school, they will not be permitted to take the school bus home and must be picked up by a guardian/designated guardian as soon as possible

The school nurse needs emergency information for every child. Parents/guardians should notify the nurse and/or office of any change in telephone numbers of the person to be called in an event of such an emergency. An updated Health/Office card must be submitted prior to any student's re-entry into school this year.