

SUPPLEMENT TO THE STUDENT HANDBOOK

July 31, 2020

This supplement is a guide to our plans for opening the Greek American Institute for in-person learning on Wednesday, September 2, 2020. We acknowledge that the current situation with Covid-19 makes all schooling problematic. As a result, we plan to add a live streaming option for students who cannot attend school in person. This live streaming option is not the same as Zoom classes, such as those we provided when our school building was closed. We believe it is important for students to be in school, and we are using New York State's Guidelines for Religious and Independent Schools as the basis of this supplement. Our nation's Covid-19 situation is changing daily. Our current plans are listed below. They may change over time, and therefore we must all try to be flexible. We also know there will be questions. However, please be sure that the school board and the administration of the Greek American Institute hold the safety of your child/children as paramount.

ARRIVAL:

- Doors will open at 7:30 for early drop off.
- Upon entry each student must wear a mask. This mask must remain in place both in the gym and on the walk upstairs to the classroom.
- Parents are encouraged to take their children's temperature every morning. However, upon entry each student will have his/her temperature taken by a door monitor.
- Students who have a fever will be isolated in the HANAC office until they can be sent home.
- Parents must not approach the doors beyond a specific demarcated point (typically the main gates) and will NOT be allowed in the building for any reason.
- Students from grades K-2 will go into the gym and will be spaced six feet apart on the floor. Their teachers will come down to the gym and take them up to class.
- Students from grades 3-8 will go directly to their classrooms without stopping in the gym. Their teachers will be in the classrooms waiting to greet them.
- 3-K and Pre-K students will not enter through the vestibule doors. 3K will enter through the downstairs classroom door. Pre-K will enter through the main entrance.

DISMISSAL:

- Each homeroom teacher will lead her/his class to the gym. Each class will proceed to the gym at offset intervals.
- Students will be spaced six feet apart in the gym and will not be allowed to interact with each other.
- Parents must not approach the building beyond a specific demarcated point (typically the main gates) and will not be allowed to enter the building for any reason.

AFTER SCHOOL:

- The After School Program will continue as it has in the past. However, students will be split into two groups and will be separated in either the cafeteria and/or the gym. Parents picking up children must not enter the building. Parents must sign to pick up their children at the door where their child/children will exit.
- At present there will be no afterschool athletics, clubs, or tutoring in the building.
- Tutoring will be available remotely.

CLASSES:

- Our goal is to begin IN PERSON classes on Wednesday, September 2. It is vital that all students receive the best education that GAI can provide. However, we will also be offering live streaming of classes if students wish to stay home for a period of time. If students wish to return to in person classes, they must notify the office by the 15th of the month that they wish to return to school the following month. Students will not be allowed to attend in person classes for part of the week and to stay at home and watch the live stream during the remainder of the week. Consistency is of great importance to the learning process.
- All students must wear masks while mobile in the building and on school grounds. Parents must provide said masks for their children. In general, gloves are optional.
- Students in Kindergarten must wear face shields while in class. All other classes will have protective dividers between desks.
- Parents must provide masks for their children. Kindergarten parents must also provide face shields for their children. These items will not be provided by GAI. All face shields must be left in class, not taken home. Each face shield must be labeled with the name of the student who brought it to class.
- In most classrooms there will be plastic dividers between desks. (This will not be the case in Kindergarten, due to the nature of the desks.) Students must take care not to knock over or break the plastic dividers. Students will be allowed to lower masks when they remain behind plastic dividers.

- Each classroom will be equipped with an air filtration unit containing H-13 rated filters.
- Students must have their own hand sanitizers.
- Students must not share supplies.
- Classrooms will be cleaned and disinfected throughout the day and after school. However, it is incumbent upon each student to keep his/her space as clean as possible throughout the day.

BATHROOM/WATER BREAKS:

- Bathroom time is very important. However, for safety reasons bathroom privileges will be monitored by faculty and administration. Specific bathroom breaks will be scheduled throughout the day. Students may bring bottles of water to school. However, water fountains will not be in use for safety reasons.

LUNCH/RECESS:

- Lunch times will change for safety reasons. Two classes rather than the usual three classes will have lunch at the same time. When these classes go to recess, two more classes will have lunch. Prepackaged lunches will be served in a Grab and Go style. Students will be separated in accordance with NYS guidelines while seated in the cafeteria with protective dividers installed at each table. Kindergarten will be the only class that eats in the classroom.
- Recess will take place as usual. However, during warm weather months recess will be held outside. Only two classes will have recess at the same time. Students will not be allowed to congregate in groups because of safety concerns. When weather gets cooler, we will revise our plans.

HALLS/STAIRWELLS:

- GAI is a small school. Luckily, most classes stay in their rooms for long periods of time. Decals will be placed on the floor six feet apart as guides to proper social distancing. Arrows will also be placed to show directions for walking. Students are strongly encouraged to follow all social distancing guidelines when moving from one room to another.
- Students and guests (I.E. parents) will not be allowed to use the elevator at any time.

VISITORS:

- No parents will be allowed in school without an appointment. If a parent wishes to see any teacher or member of the administration including the secretary, he/she must make

an appointment either by phone or e-mail. When visiting the school, that parent must wear a mask.

SUPPLIES:

- Parents may drop off school supplies for their children before school begins at a predetermined date and time (see below). Supplies must be boxed or bagged, and the student's name and class must be written on the box or bag. Supplies may be left in the lobby, but they may not be taken up stairs. Drop off dates and times are as follows: Kindergarten-August 26 at 11, First Grade-August 26 at 12, Second Grade-August 26 at 1, Third Grade-August 26 at 2, Fourth Grade-August 27 at 10, Fifth Grade-August 27 at 11, Sixth Grade-August 27 at 12, Seventh Grade-August 27 at 1, Eighth Grade-August 27 at 2. Supplies will then be taken to students' classes internally.

BUSES:

- The Greek American Institute does not control the yellow school busses. They are managed by New York City. Therefore, bus transportation for students depends on whether New York City schools open in September. We recommend that students wear masks at all times while on the school bus and sit six feet apart when possible. We are closely monitoring the bus situation and will inform parents of any developments.

ILLNESS:

- If any student, teacher, or staff member tests positive for Covid-19, our school building will be closed for at least fourteen days or for the time period suggested by the CDC, whichever is greater. If a student, teacher, or staff member is in close contact with an individual who tests positive for Covid-19, that student, teacher, or staff member must quarantine for two weeks and must present evidence that he/she is not ill with Covid-19 before he/she can return to school. That test must take place no greater than five days before returning to school.
- If a student becomes ill during the school day, he/she will be isolated in the HANAC room, and a parent will be called in order to pick up that student from school.

I HAVE READ THE SUPPLEMENT TO THE HANDBOOK. I UNDERSTAND AND ACCEPT ALL OF THE PROVISIONS AND PROTOCOLS CONTAINED IN THE SUPPLEMENT.

Student name_____

Grade_____

Parent signature_____

Date_____