

SUPPLEMENT TO THE STUDENT HANDBOOK

Revised – *November 25, 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. The 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 fever will be isolated in the HANAC office until they can be sent home.
- Parents must not approach the doors beyond a specifically demarcated point and will NOT be allowed in the building for any reason.
- Students from grades K-2 will go into the gym and 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 for them.
- 3-K and PKA students will not enter through the vestibule doors. 3K students will enter through the downstairs classroom door. PKA students will enter through the main entrance.

MORNING DROP OFF:

- Parents **may not** leave their children unattended outside school before doors open at 7:30.
- Parents must provide masks for their children.

CLASSES:

- Our goal is to being IN PERSON classes on Wednesday, September 2. It is vital that all students receive the best education that GAI can provide. 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, parents must notify the office by the 15th of the month that they wish to have their children return the following month. Students will not be allowed to attend in person classes for part of the week and to stay home and live stream for the remainder of the week. Consistency is of great importance to the learning process.
- ***All students must wear masks while in the school building and on school grounds. Parents must provide masks for their children. Gloves are optional. Face shields may be used as additional protection if desired, but not in place of face masks.***
- All desks will have protective dividers. Due to the order of the NYC Health Department Commissioner, ***students must continue to wear their masks while sitting behind protective dividers. Students will be given scheduled, periodic mask breaks throughout the day in well ventilated rooms that allow for maximum spacing, such as the gym.***
- Parents must provide masks for their children. ***In emergency situations, masks will be provided by GAI.***
- 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 water bottles 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 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. *Only two classes will have recess at the same time. Recess will be held outside on days when the temperature is above 40 degrees and there is no precipitation. Students will be discouraged from congregating in groups because of safety concerns.*

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 will not be allowed to use the elevator at any time.

DISMISSAL:

- Each homeroom teacher will lead his/her class to the gym at various 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 specifically demarcated point 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 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 not after school athletics, clubs, or tutoring in the building.
- Tutoring will be available remotely.

VISITORS:

- No parents will be allowed in the 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 whether by phone call or e-mail. When visiting the school, that parent must wear a mask.

BUSES:

- The Greek American Institute does not control the yellow school buses. They are managed by New York City. We recommend that students wear masks at all times while on the school bus and sit six feet apart when possible.
- Parents *may* not leave their children unattended outside school before doors open at 7:30.

ILLNESS:

- If any student, teacher or staff member tests positive for COVID-19, ***the school board and administration will determine what type of building closure is necessary, based on the guidelines of the New York Department of Health and Mental Hygiene (DOHMH) and the NYC Track and Trace Corps. This may include selected classes or programs or the entire building. These selected programs or classes will be closed for a period of time suggested by the DOHM.***
- 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 fourteen days ***as well as take a Covid-19 test before returning to school. That test must NOT be the rapid test. The administration will advise as to the appropriate timing of said test. Documentation of said test must be presented when that individual returns to school.***
- If a student becomes ill during the school day, he/she will be sent to the nurse, and a parent/guardian will be called to pick up that child from school. That child MUST be taken to a doctor. In order to return to school, that child must bring a written clearance from a doctor stating that child is able to return to school. This clearance must include the child's name, date of birth, diagnosis, statement of clearance, ***date of return***, and doctor's signature.
- ***The school must be notified in writing of any pre-planned absences before the absence occurs. If the administration is not notified of a pre-planned absence in advance, the administration will assume that the student is ill. A doctor's note of clearance will then be required when that student returns to school.***
- If a teacher is out of school for one or more days, he/she will go through a health screening in order to return to school.

TRAVELLING:

- Parents must inform school administration if they are travelling with their children outside of the NY area. Dates of travel and destination must be provided. Upon return from travel, if destination is listed as a high COVID-19 area, the child must be quarantined for 14 days before returning to 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 _____

