

**COVID-19
ADDENDUM
TO THE
STUDENT HANDBOOK

SEPTEMBER 2020**

This addendum will be modified to reflect the most up-to-date guidelines from the CDC, etc. as needed. All changes will be communicated to families and students via official Holy Trinity correspondence.

COVID-19 ADDENDUM TO THE STUDENT HANDBOOK – SEPTEMBER 2020

DAILY ATTENDANCE AND LATENESS

All students, with the exception of students who have been approved for the remote learning option, are expected to be in school each day for the ENTIRETY of the school day.

Daily attendance will be taken officially during homeroom and again during each class period for all students in both the in-person and remote learning options.

Students are required to self-monitor at home and observe for signs of illness each morning before coming to school.

All students must complete the self-assessment health questionnaire prior to entering the building each morning.

Students are advised to stay home if they are experiencing any of the following symptoms:

- Temperature over 100 ° F.
- Shortness of breath or difficulty breathing
- Cough
- Sore throat
- Fatigue or body aches
- Headache
- Loss of taste or smell
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

When a student is unable to attend classes in-person or remotely, a parent must call the school Attendance Office before 9.00A.M. to report the absence. This applies to students in the in-person as well as the remote learning option.

If a student enrolled in the in-person option is absent from school, he/she may participate in his/her classes remotely that day.

Students attending in-person classes should arrive on time for all classes. Students attending remote classes must be logged into their classes at the scheduled start of the class.

Students failing to login on time will be marked late to class. Students who do not log into their remote classes will be marked absent and will receive a “cut” for those classes, unless they have been reported as absent for the day by a parent/guardian.

Any student arriving to school after the 7:55 A.M. bell is considered late. Late students must report to the Security Desk on Cherry Lane and present their student ID card for a late pass.

COVID-19 ADDENDUM TO THE STUDENT HANDBOOK – SEPTEMBER 2020

UNIFORM AND PERSONAL APPEARANCE

All dress and appearance regulations as outlined in the Student Handbook are in effect each day, with limited exceptions:

- Students are permitted to wear the HT uniform golf shirt until further notice.
- Boys wearing the white button down shirt cannot wear a tie until further notice.

All students must wear a Holy Trinity or SOLID COLOR mask that fully complies with the CDC guidelines. Masks must be worn properly, covering the nose and mouth. Masks will be considered part of the uniform and must be worn when six feet of distance cannot be maintained.

Neck gaiters, open chin triangle bandanas and costume masks are not permitted.

Students may use a moderately sized book bag to carry school supplies, their HT issued Chromebook and sneakers (if required on their physical education class days). Textbooks must be kept at home, as there will be no lockers assigned until further notice.

Students must wear the school-issued lanyard with their school ID card around their neck each day as part of the school uniform.

TRANSPORTATION/ ARRIVAL AND DISMISSAL

Students using local school district buses must abide by all district and school rules regarding the wearing of face coverings and social distancing. Failure to do so may result in loss of bus privileges.

School buses will drop off and pick up students on both the Cherry Lane and Newbridge Road sides of the building.

Students being dropped off by car in the morning may enter either the Cherry Lane or Newbridge Road entrance.

Seniors who drive to school and have purchased an HT parking pass may park in the lot on Newbridge Road and enter through the main doors. Students may not congregate in the parking lot before or after school hours.

The school building will be open to students at 7:15 A.M. each morning. Students should not arrive before this time.

All students will have their temperature taken upon entry to the building. Anyone whose temperature is above 100 ° F will be isolated immediately in a designated area in the health office.

COVID-19 ADDENDUM TO THE STUDENT HANDBOOK – SEPTEMBER 2020

All students are required to wear a Holy Trinity or SOLID COLOR mask that completely covers the nose and mouth prior to entering the building.

Students must be in complete uniform as they enter the building in the morning.

Students arriving between 7:15 A.M. and 7:40 A.M. must report to the cafeteria and be seated in the section designated for their cohort. At 7:40 A.M. students will be dismissed from the cafeteria in small groups and report immediately to homeroom or their fixed location.

Students arriving at school after 7:40 A.M. must report directly to homeroom or their fixed location immediately upon entering the building.

Late students arriving by car after 7:55 A.M. must enter through the Cherry Lane doors, proceed to the Security Desk and present their student ID card for a late pass.

Students leaving by car in the afternoon must be picked up on Cherry Lane. Cars should not enter the Newbridge Road parking lot for afternoon pickup.

The school building will be closed to students at 3:10 P.M. No students may remain in the building after this time for any reason. This will allow for a thorough cleaning and disinfection of classrooms and common spaces. There will be no late buses until further notice. As extracurricular and athletic policies are updated, this closing time will be revised. Our Closed Campus policy is in effect as usual.

SAFETY OF THE SCHOOL COMMUNITY

Masks and temperature checks will be required for anyone who enters the school building at any time. Anyone whose temperature is above 100 ° F or is suspected of having Covid-19 will be isolated immediately in a special designated area.

A daily health screening questionnaire will be implemented for all faculty, staff and students. This questionnaire must be completed each day prior to entering the building.

Additional Covid-19 testing and Contact Tracing will be conducted in accordance with the Nassau County Department of Health guidelines. If a student, faculty, or staff member tests positive for Covid-19, Holy Trinity will coordinate with the Department of Health in order to determine the appropriate course of action. This may include quarantine or isolation of affected individuals or possible closing of school for a period of time. In such a case, this will be communicated to students, parents, and staff through school website, email, phone call, and social media.

For the safety of all, building access will be limited until further notice.

Parents are discouraged from dropping off student belongings during the school day.

COVID-19 ADDENDUM TO THE STUDENT HANDBOOK – SEPTEMBER 2020

Parents must schedule meetings in advance when they need to conduct business at the school.

Unannounced or unscheduled visitors will not be allowed access to the school building.

No one is permitted to sit in the Front Lobby.

All hallways and stairwells will flow in a one-way directional pattern.

Markings throughout the building will remind students to maintain proper social distancing.

Desks in classrooms and all fixed locations will be arranged so that every student is at least six feet away from every other student.

Students will sit in their assigned seat each day in their classrooms, fixed locations and the cafeteria. Teachers are required to submit accurate seating charts to the office.

We will implement staggered dismissal times from class and from school in order to reduce congestion in the hallways, stairwells and exits at the change of classes and at dismissal.

All students, faculty, staff, and visitors will be required to wear a CDC-approved face covering whenever they are moving about the building.

Students and staff will be instructed in proper respiratory hygiene and will be reminded to wash their hands frequently via daily reminders and signs posted throughout the school.

Additionally, we will follow all cleaning and sanitizing measures to ensure proper health procedures.

Classroom doors will remain open and classroom windows will be left open whenever weather conditions permit to increase air circulation.

Classrooms will be provided with hand sanitizer and additional cleaning supplies.

Hand sanitizer dispensers will be available throughout the building.

Handwashing stations will be equipped with soap, warm water and paper towels.

Water fountains will be closed for drinking but water bottle refill stations are available.

All commonly used spaces will be sanitized throughout the school day.

The school will also be thoroughly cleaned after school each day. Daily cleaning schedules and logs will be maintained by the school maintenance staff.

COVID-19 ADDENDUM TO THE STUDENT HANDBOOK – SEPTEMBER 2020

CAFETERIA

Our Lessing’s run Titan Cafe will be open for breakfast and lunch each day.

A small breakfast menu will be available from 7:15 A.M. – 7:40 A.M.

Boxed lunches will be available to pre-order online or purchase in person.

Parents are encouraged to register their children in “Lessing’s EZ Pay” (see HT website under “For Parents” tab) in order to save time and limit contact. Cash will be accepted only at designated locations, subject to CDC guidelines.

Students may bring their own lunch with them to school.

Vending machines are available.

Students will be assigned designated seats, separated by cohort, and will be seated a minimum of six feet away from one other. Students will remain seated in the cafeteria except when buying their lunch or walking to the restroom. Students must wear a mask when not seated in the cafeteria.

The cafeteria will be sanitized following each lunch period and thoroughly cleaned after school each day.

As always, food or drink is not permitted outside of the cafeteria, with the exception of bottled water.

HEALTH OFFICE

Holy Trinity High School has been assigned two registered nurses through the Hicksville School District.

The Nurses’ Office will have two separate rooms for evaluation – one room for healthy students who have injuries or who need their medication or nursing treatment and an isolation room for anyone who is exhibiting symptoms of COVID-19 and awaiting transport home by their parent/guardian.

Families must notify the School Nurse immediately if a student or close contact tests positive for Covid-19.

If a student, faculty, or staff member tests positive for Covid-19, Holy Trinity will coordinate with the Department of Health in order to determine the appropriate course of action. This may include quarantine or isolation of affected individuals or possible closing of school for a period of time. In such a case, this will be communicated to students, parents, and staff through school website, email, phone call, and social media.

COVID-19 ADDENDUM TO THE STUDENT HANDBOOK – SEPTEMBER 2020

TECHNOLOGY

All Holy Trinity students are issued a Chromebook and student email account which ensure that all students are utilizing the same and appropriate technology while doing their schoolwork. **ALL STUDENTS MUST USE THEIR HT ISSUED CHROMEBOOK FOR VIRTUAL SCHOOLING WHETHER THEY ARE IN THE BUILDING OR AT HOME.** Students are not permitted to use any other personal device.

All faculty will continue to use Google Classroom and Zoom as their method of conducting virtual classes.

Students must charge their Chromebooks at home every night and bring their Chromebook, fully charged, to school each day.

Any students who have an issue with their Chromebooks must report this issue to the office for assistance.

Students participating in in-school learning must bring working headphones, earbuds, Airpods, etc., with them each day.

Classrooms will be equipped with microphones to ensure that students at home or in their fixed location can see and hear their lesson.

STUDENTS IN THE FIXED LOCATION

Students must report to their fixed location on time during their assigned periods.

Students must remain in their assigned seats in the fixed location.

Students must be in complete uniform in their fixed locations. This includes wearing a mask when not seated.

ALL STUDENTS MUST USE THEIR HT ISSUED CHROMEBOOK FOR REMOTE LEARNING. Students are not permitted to use any other personal device.

Students participating in virtual classes using the Zoom platform will follow the school rules and guidelines as stated in the Holy Trinity Student Handbook and Addendum, including those regarding class attendance and uniform/personal appearance.

All classes will begin at the time that is indicated on the bell schedule.

Students should use the passing time to log into their next Zoom class.

Students must join the live class before it begins and wait for the teacher to admit them into the class.

COVID-19 ADDENDUM TO THE STUDENT HANDBOOK – SEPTEMBER 2020

Students failing to login on time will be marked late to class. Students who do not log into their remote classes will be marked absent and will receive a “cut” for those classes, unless they have been reported as absent for the day by a parent/guardian.

Students who have an independent study class period will use that time for completing class assignments, homework and other school projects.