Due to COVID-19, the Middle School has added a COVID-19 Handbook Addendum that provides additional health and safety protocols and guidelines that the School has implemented for the 2020-2021 school year. For any section marked in GREEN in the traditional handbook, these areas will be replaced by the policies and procedures outlined in this Addendum.

COVID-19 Health and Safety Guidelines

The Middle School on-campus protocols reflect a commitment to the health and safety of the students and faculty while also maintaining the integrity of our school’s mission: a personalized educational program. One of the core tenets of a Currey Ingram education is a small class size, which innately supports the distancing recommendations and allows us to maintain many of our current systems and structures. See below for changes that will be implemented over the course of the year.

Training

- Specific protocols will be reviewed with both parents and students in the beginning of the year conferences that will be scheduled on August 7, 10 or 11. Topics that will be covered include:
  - Arrival and dismissal expectations
  - Traffic patterns through hallways and stairways
  - Hygiene routines for handwashing and high-touch surface disinfecting
  - Specific health policies and protocols for returning to school

- The first week of school will be dedicated to building classroom community and practice and reinforcement of these safety protocols.

General Safety Procedures

- Desks in classrooms will be spaced to allow for a six-foot distance between students. If the size of the classroom or number of students in the class will not allow this distance, the class will be conducted in a larger physical space.

- Face coverings will be required.
  - A clean face covering to wear and a face covering as a backup.
  - A labeled brown paper bag or breathable container for face masks. If using a face shield, make sure your student's name is on the shield. Please provide a bag (plastic bag is fine) to store your child’s face shield when not in use.
  - A refillable water bottle labeled with the student's first and last name.
○ When physical distancing is maintained, face coverings may be removed during lunch, outdoor recess, outdoor breaks, snack time, and in PE classes if held outdoors.

● Hallways will be divided to ensure traffic patterns flow in one direction and limit intermingling. In addition, the stairwell nearest the front office will only allow for traffic moving upstairs while the stairwells nearest the music room and the art room will allow for traffic moving downstairs.

● No elevator use except when needed due to injury or disability.

● Handwashing/sanitizing protocols will be required of all students and faculty throughout the day, including the following times:
  ○ Handwashing before arriving on campus.
  ○ Handwashing after arriving on campus.
  ○ Handwashing before and after meals/snacks.
  ○ Handwashing after bathroom breaks, coughing, sneezing, blow nose.
  ○ Handwashing after outdoor breaks/recess
  ○ Washing hands with soap and water for 20 seconds is preferred. However, if that is not available, hand sanitizer that contains at least 60% alcohol can be used.

● We will begin the school year by strictly limiting access to the Middle School building to faculty, staff, students and essential workers.

● Water fountains will not be in use. Students should bring a refillable water bottle marked with first and last name that can be refilled throughout the day at the water stations in the Middle School. The bottle should be filled before arriving at school. The water bottle will be sent home each afternoon to be sanitized.

● Restroom use will be scheduled to maintain physical distancing. Students will be required to wear face coverings to use the restrooms.

● The sharing of school supplies, materials and other equipment will be minimized. If items are shared in classrooms or in other areas of the building, items will be sanitized after each use.

● Students will be required to have individual supplies in a zipper pouch for academic classes.

● Students in math class are required to use their personal calculator listed on their student supply list and ordered through the school. Math manipulatives will be packaged for individual use.
• Large gatherings, including Success Assemblies, pep rallies, Division events, etc. will occur virtually or be designed with physical distancing protocols in place.

• Parents are required to keep their student at home in the event of potential exposure, evidence of symptoms, or a temperature above 100 degrees. Anyone who has a temperature of 100°F or exhibits symptoms will not be allowed to attend school, and it is recommended the individual be tested for COVID-19. If someone tests positive for the coronavirus, the individual will not allowed to return to School until:
  ○ 48 hours without a fever (and rash) and
  ○ Symptoms have improved and
  ○ 10 days since symptoms first appeared or test was administered and
  ○ Assessment of whether the individual is safe to be back at school by a licensed medical professional (MD, DO, Nurse Practitioner or Physician Assistant under the supervision of a doctor).

• Student requests to see the nurse will go through the MS Administrative Assistant.

• Student requests to see the MS Counselor will be sent to the Counselor through a Google form.

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**Attendance, Arrival, and Dismissal Procedures**

**Morning Drop Off**

• **Screening procedures:** Each student must have completed a self-screening and temperature check through the school’s Magnus Health App. Please submit results before leaving home for school.

• To eliminate the clustering of students, all students should arrive between 7:35-7:55 a.m. At least for the first semester, no gatherings in the Common Areas will be permitted.

• Students in grades 5 and 6 will store their belongings in their advisory rooms.

• Students in grades 7 and 8 will first store their belongings in their lockers and then proceed to their advisory rooms.

• All students must have face coverings on before exiting their cars.

• Upon entering the building, all students will be required to use hand sanitizer before they enter their advisory/first class of the day. Administrators will be monitoring the hallways during this time.
  ○ Face coverings and face shields should follow the guidelines of the Currey Ingram dress code and not promote other K-12 schools, political causes, alcohol, drugs or symbols considered offensive to other students and families. Currey Ingram reserves the right to ask an individual to change their face covering should it be deemed inappropriate.
Late Arrival
- If a student arrives late to school, drive to the Division entrance, call the Office (615-507-3185) and a staff member will come out to greet the student. Parents will need to sign in their student from their car using the Office iPad. Please ensure that the daily screening has been completed and the student has his/her face covering on.

Students Leaving School Early
- Parents/guardians must email or call the school in advance if a student will leave prior to dismissal. The parent/guardian should drive up to the Division entrance, call the Office, and a staff member will bring the child out to the car. The parent/guardian also will be required to sign out the child from their car using the Office iPad.

Afternoon Dismissal
- Students will be dismissed at the end of the day from the Middle School (Eskind Hall) main entrance.
  - All students and faculty will wear face coverings during dismissal.
  - Students will be grouped by advisory with designated waiting areas, transition walkways, and physical distancing protocols in place.
  - Families should remain in their cars during dismissal.
  - All students not picked up by 3:40 pm will be escorted to the Middle School Office. Parents arriving after that time will need to call the Office, and a staff member will walk your student to the car.

Absence and Tardy Policies
- The information in this section is for a typical school year; however, for the 2020-2021 school year, more frequent absences may occur. School administrators and teachers will work with individual students to determine the best approach for continued instruction, which may include virtual schooling options for extended absences.
- When requested by the parent/guardian by 9 a.m., class assignments will be sent to the parent or student via email during the day. If materials need to be picked up, schedule a time with the Middle School Administrative Assistant, call the Division Office upon arrival, and the materials will be delivered to your car.
Traditions, Recess, Lunch and Birthday Celebrations

Field Trips

- Field trips and school trips are part of Currey Ingram Academy's multisensory curriculum and are an important way to enrich instruction. However, in order to minimize potential exposure to COVID-19, no field trips will be scheduled through the first semester. This may be extended. Instead, teachers and administrators will work with the LibTech team to provide other experiential learning opportunities and virtual field trip experiences.

Social Events

- During school and after-school social events will not be scheduled during the first semester. This may be extended.

Lunch

- In order to minimize the risk of spreading COVID-19, we will not permit family members or guests to have lunch with students at least through the first semester.
- Students will pick up their lunches from the dining hall and return to an assigned lunch location, including the dining hall, outdoors, and/or school buildings.

Birthdays

- If you choose to send a small, preapproved birthday treat, please limit the number to your child’s advisory. Call the Middle School Administrative Assistant to schedule a time for the treats to be picked up from your car.

Outdoor Activity Breaks

- Distancing will be maintained when outdoors, and students will not be required to wear masks at this time as long as 6 ft. distancing is maintained.
- Various locations will be offered in order to limit the number of students in a single space simultaneously.
Middle School Enrichment Programs

PE
- Students will wear masks for activities that do not allow for appropriate physical distancing measures.
- Activities will occur outside when possible and as weather permits.
- If PE is held indoors, face coverings will be required.

Music
- Singing will be replaced with integrated music and performing arts activities for at least the first semester.
- Band classes will participate as a percussion ensemble with individual instruments.

Boost Afterschool Program
- Boost will utilize small individual groups of 9-10 students with 1-2 Boost counselors that we will refer to as PODS.
- All PODS will be isolated from one another and will not intermingle throughout the program.
- Students must be signed up for specific days of Boost.
- Individual containers for students to store their daily belongings (backpack and belongings)
- All Boost staff will wear face shields or masks while indoors and outside.
- Boost staff will need to complete the Magnus health screening through the app before coming to work.
- Students will immediately wash their hands when arriving at Boost. They will wash their hands before and after eating snacks. Handwashing or use of hand sanitizer will continue to occur throughout the program.
- Snacks will be provided in individual servings and students will use their personal water bottles while in Boost.
- Students will have individual supply kits (pencils, markers, etc.) labeled with their names so they can complete their nightly homework.
- If two students are playing a game they will remain 6 feet apart, wear a face shield or mask, and wash their hands before and after playing.
- Any shared items will be sanitized after each use.
- Activities will occur outside when possible and as weather permits.
- If a child starts to exhibit COVID symptoms, they will be isolated from the group and the school nurse will be contacted for further evaluation.
• Parents will pick up children outside the building. Parents will call the program to let them know of their arrival and the child(ren) will be escorted out of the building. A staff member will conduct the sign in and sign out.
• Disinfecting of toys and materials will occur nightly after the program ends.
• Boost counselors will be assigned the same walkie number for use each day and walkies will be wiped down nightly.