2020-2021 COVID-19 Lower School Handbook Addendum

Promoting Strengths. Supporting Differences.

CURREY INGRAM ACADEMY
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Due to COVID-19, the Lower 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. Please refer to the 2020-2021 Lower School Student Handbook for the full description of policies, procedures and programs. For any section marked in GREEN in the traditional handbook, these areas will be replaced by the policies and procedures outlined in this addendum.

If the school pivots to a Virtual Learning model, a separate Virtual Learning Handbook Addendum will be emailed to students and families.

COVID-19 Health and Safety Guidelines

The Lower 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 (6-8 in homeroom; 3-6 in academic classes), 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. Topics that will be covered include:
  - Arrival and dismissal expectations
  - Hallway transitions
  - Hygiene routines for handwashing and high-touch surface disinfecting
  - Specific health policies and protocols for returning to school
  - Recess and PE

- 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. Small-group (support) classrooms will not be used unless a six-foot distance can be maintained among students (i.e., 1:1 or 2:1 ratio).
Face coverings (i.e., masks or shields) will be required of all faculty and students when in the school building. Face coverings (i.e., masks or shields) will be required during morning dropoff and afternoon dismissal.

- When not in use, face masks will be kept in a brown paper bag or a “breathable” storage container. Students will be taught to fold the mask so that the outer surface is held inward against itself to reduce contact with the outer surface during storage.
- All students should have an extra face mask or face shield to keep in his / her cubby in the case a mask is soiled at school.
- Please provide a brown paper bag (for face mask) and / or a plastic bag (for face shield) to store your child’s face covering when not in use.
- The school will have disposable masks to be used in the case of an emergency.
- Face shields and masks should be labeled with each child’s name.
- Face coverings should be washed or sanitized regularly.

- When appropriate or weather permits, at least one window will be kept open in each classroom to allow for adequate air flow.

- Hallways will be divided to ensure traffic patterns flow in one direction and limit intermingling. In addition, the stairwell nearest the front office and elevator will only allow for traffic moving upstairs while the stairwell nearest the rotunda will allow for traffic moving downstairs.

- Handwashing will be required of all students and faculty throughout the day at the following times. If a sink is not available, hand sanitizer will be used.
  - Upon arrival to school
  - Before and after snack
  - When entering a new classroom (i.e., math and / or reading)
  - Before and after lunch
  - After PE and recess
  - Prior to refilling water bottle

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

- Water fountains will not be in use. Students should bring a water bottle, labeled with their first and last name, to be refilled throughout the day. The water bottle will be sent home each afternoon to be sanitized.

- Restroom breaks will be scheduled and facilitated by the teacher. In the case of an unexpected need to use the restroom, the student will be required to wear a face covering and use the restroom that is the nearest to his / her current location. In Grades K-2, each homeroom group will have an assigned single restroom for use. In Grades
3-4, students will use the hallway restroom and will be limited to three occupants at a time.

- The sharing of school supplies, materials and other equipment will be minimized.
  - Students will have individual supply kits (i.e., school supplies, academic manipulatives) labeled with their name in the homeroom classroom. K-2 students will also have individualized supply kits in academic classrooms if necessary. Students in Grades 3-4 will have additional supplies kept in the zipper pouch of the binder that contains materials to be used in academic classrooms.
  - When possible, the sharing of materials in enrichment classes will be limited. Supplies in PE, Discovery Lab, Creative Drama / Music, Art, etc. will be used by one student in a class and sanitized after each class, prior to the next class arriving. If items must be shared in PE, Discovery Lab, Creative Drama, Music, Art, etc., items will be sanitized after each use and students will wash their hands after using these items.

- Large gatherings, including monthly Success Assemblies, pep rallies, division programs, etc., will occur virtually or be designed with physical distancing protocols in place.

- Parents are required to keep a child at home in the case of potential exposure, evidence of symptoms, or a temperature above 100°F. Absences of this nature will be excused. If a child is not sick but is in a period of quarantine, which the school has been informed of, the school will work with the family to design a home-based learning schedule, which may include both asynchronous and synchronous activities. Although the On Time Award will still be given at monthly assemblies, the perfect attendance award will not be tracked this school year.

- 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 COVID-19, 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).

- If a child appears symptomatic while at school, he / she will be immediately sent to a designated location and checked by the school nurse, who will then communicate next steps (i.e., sent home) with the parents, school administration, and appropriate faculty. The custodial staff will then be alerted of the potential illness to implement enhanced cleaning protocols in that classroom and an alternative plan for instruction (i.e., location) will be determined as necessary.
Transitions Within School

- In order to provide a mission-aligned program, students will continue to be assigned to academic groups that align with his / her identified strengths and challenges. These classes may or may not occur in the homeroom classroom.

- During transitions throughout the day, students will be required to wear face coverings. Teachers will facilitate these transitions and monitor students in the hallways.

- Upon arrival to the new classroom, students will be required to wash his / her hands.

- Upon dismissal of a class, all touchpoints (i.e., desks, doorknobs) will be cleaned with approved disinfectants.

- No elevator use is permitted, except when needed due to injury or disability.

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Lower School Hours, Attendance, Drop Off / Dismissal

- School hours for Primary and 2nd-grade students is 7:55 a.m. - 3 p.m. (1:55 p.m. on Wednesdays).

- School hours for 3rd- and 4th-grade students is 7:55 a.m. - 3:15 p.m. (2:05 p.m. on Wednesdays).

Morning Drop Off

- Early morning care will not be provided through the first semester. (This may be extended throughout the school year.) Drop off will occur between 7:35 - 7:55 a.m. and students will go straight to his / her homeroom classroom. Teachers will be monitoring the hallways during this time. Students are required to wear face coverings upon exiting their cars.
  - Screening procedures: Each parent / guardian must complete a health screening and temperature check of their student by 7 a.m. Monday through Friday through the school's Magnus Health App. Please submit results before leaving home for school.

- School begins at 7:55 a.m. for all Lower School students. Morning announcements begin promptly at this time.

- If a student arrives late to school, drive to the division entrance, call the office (615-507-3200) and a staff member will come out to greet the student. Please ensure that the daily screening has been completed and the student has on his/her mask.
Students arriving after 7:55 a.m. for any reason, excused or unexcused, will be recorded as tardy. To ensure contactless sign in, the staff member will sign in the child after escorting them into the building. Office personnel will write an admittance pass for your son or daughter to give to his/her teacher.

**Afternoon Dismissal**

- Students will be dismissed in staggered time frames using the normal dismissal procedures. All students and faculty will be required to wear face coverings during dismissal.
  - Primary and Grade 2: 3 - 3:15 p.m. (1:55 - 2:05 p.m. on Wednesdays)
  - Grades 3 and 4: 3:15 - 3:30 p.m. (2:05 - 2:25 p.m. on Wednesdays)
  - Bus Students: Bus students will remain with an adult until the bus leaves.

- If a student is not picked up by 3:30 p.m. they will be escorted to the Lower School office to wait. Please call the Lower School office once you arrive to have your child brought out to the vehicle.

**Absence and Tardy Policies**

- During 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.

**Students Leaving School**

- In the case a child must leave prior to dismissal, parents/guardians are required to email or call the school's administrative assistant in advance. The parent/guardian should drive to the division entrance, call the office (615-507-3200), and a staff member will get the student and bring them out to the vehicle. To ensure contactless sign out, the staff member will sign out the child after escorting them to the car.

**Afternoon Dismissal Procedures**

- This year, due to distancing protocols and the staggered dismissal times, all parents will be required to use the carline. Parents are not permitted to park in the parking lot and wait for students at the crosswalk.
Lower School Additional Information

Lunch

- We remain committed to providing healthy, balanced lunch and snack options for our students, although dining procedures will look different as we implement safety protocols associated with shared spaces and materials and manage distancing protocols. To avoid crowds in the dining hall, Lower School students will eat lunch in the Lower School building (either in classrooms, the Multipurpose room, or another designated location) for at least the first semester.

- Based on the provided monthly lunch menu, students will submit a lunch order each morning. The lunch will then be delivered to the designated lunch location. A number of items will also be available daily in the case a child wants to supplement the ordered lunch or does not want what they originally ordered.

- In order to minimize the risk of spreading COVID-19, we will not permit family members and guests to have lunch with students at least through the first semester.

Field Trips

- 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.

Parties

- This year, these parties will be contained to a single homeroom class (as opposed to intermingling classes within a grade level). Volunteers (i.e., room parents) and visitors are not allowed in the building to limit the spread and exposure to COVID-19 for the first semester.

- Room parents and teachers will continue to work together to coordinate all school parties; however, snacks and other supplies (i.e., crafts) can be sent in to the teacher prior to the event.
Physical Activities and Recess

- **Specific Recess Guidelines**
  - Distancing will be enforced at recess, and students will not be required to wear masks. In the case a six-foot distance cannot be maintained, face coverings will be required.
  - Various locations will be offered (i.e., divided by homeroom class) in order to limit the number of students in a single space simultaneously.
  - The playground will be divided into zones and the number of students permitted in each zone will be limited.
  - Both recess locations will have a set of acceptable toys and games that students can play with. Used equipment will have a designated location and will be sanitized before being used by another student.
  - Playground structures will be cleaned between each recess period.

- **Specific PE Guidelines**
  - PE activities will continue to be meaningful and engaging while also ensuring student safety through physical distancing.
  - PE classes will be limited to as few students as possible (1-2 homeroom classes).
  - Activities will occur outside when possible and as weather permits.
  - Students will wear a face covering when PE class is held indoors.
  - Equipment will be used by one student within a class period and be sanitized between classes prior to another student using the equipment.

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**Lower School Traditions**

Traditions will continue to remain an important part of the Lower School community. However, in light of the COVID-19 pandemic and resulting safety measures, these traditions are subject to modifications. Please be on the lookout for additional information regarding specific events throughout the year.
Lower School Enrichment Programs

- All enrichment classes (except PE) will occur in the homeroom classroom. Distancing protocols will remain in place.

**Library / LibTech**

- This year, Library classes will take place in the child’s homeroom setting. Children will still have the option of checking out books using the Destiny Catalog and placing books on hold. Librarians will also be supplying the classrooms with age appropriate books for students to choose from. More information about this process will be provided by your child’s homeroom teacher and the school librarians.

- This year, visitors will not be permitted in the school library.

**Music**

- In order to mitigate the potential spread of COVID-19, music instruction will not include singing or recorders, at least through the first semester. (This may be extended.)

- Music classes will occur in the homeroom classroom in which students will be physically distanced from one another. Face coverings will be worn at this time.

- Due to the COVID-19 restrictions, the Singing Stallions, the Lower School choir, will not occur, at least through the first semester.