University School of Nashville

Back-To-School Guide 2021

August 9, 2021
It’s hard to believe the start of the 2021-2022 school year is upon us. Although I’m sure we all hoped to be a lot further in progress toward ending the coronavirus pandemic, we are not there yet. While we have returned to mask wearing inside 2000 Edgehill, there are several indications of progress made. Masks are optional outside, including on the playing field. Our hope, and best estimation based on the data and evidence available to us at the time of publication, is that our quarantine numbers this year should be a small fraction of last year’s numbers. What’s more, masks now figure into the definition of a close contact much as we would have predicted based on our experience, and the Health Team is formally returning to the third floor Health Room, leaving the USNA office to its rightful residents.

Let’s find a renewed sense of commitment in these small, yet impressive steps forward — we’re equipped with more information and greater understanding of the coronavirus than at any point in the pandemic thus far; our ability to mitigate the virus’s spread is strengthened by our past experiences, by vaccine availability, and once again, by your decision to prioritize public health. My Health Team colleagues and I will continue to help manage COVID-related concerns, send sick students home, and offer testing when a need is indicated. I encourage you to review the revised guidelines and operational changes detailed throughout this document. Each divisional and departmental decision was made carefully with the valuable wisdom the past year has provided and with the indispensable advice and guidance of our Medical Advisory Board. As always, we’ll continue to update guidelines and day-to-day operations as conditions allow. We look forward to welcoming students back to school, in person, and will do our best to keep every member of the USN community feeling their best as we embark on another year unprecedented in its own way.

Sincerely,

Margee Brennan, MD
USN Health Team Director
University School of Nashville
Back-To-School Guide 2021

USN Medical Advisory Board
University School of Nashville composed its plan to restart school in person with input from parent volunteers working in health care following the school’s closing and transition to remote learning in March 2020. The following guidelines are reflective of the guidance and input of those parent volunteers working alongside members of USN’s Administration and Health Team. The decisions detailed within this document, and all subsequent revisions to USN’s operations in response to the coronavirus pandemic, were made based on CDC guidelines, Metro Nashville Public Health Department regulations, State of Tennessee governance, and additional pertinent data as the USN Medical Advisory Board sees fit. All guidelines are subject to change as local, national, and global conditions permit.

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We also appreciate consultant
Alex Jahangir, MD, MMHC
(Chair, Metro Coronavirus Task Force
and Professor of Orthopaedic Surgery,
Vanderbilt University Medical Center)
for providing continued guidance
throughout the pandemic.
Face Covering Requirements
Based on guidelines issued by the Centers for Disease Control on Tuesday, July 27, 2021, all individuals will be required to wear a face covering indoors on USN’s campus and during USN-affiliated events regardless of vaccination status.

Face coverings must: cover the nose and mouth to contain the wearer’s respiratory droplets produced when coughing, sneezing, or talking; and follow the USN dress code (refer to your Division’s Handbook). Not permitted are those with a valve or vent, bandanas, and face shields. All individuals are encouraged to bring a mask or covering to wear, as well as a spare, to campus daily. Disposable masks will be available upon request in the Health Room and at each reception area throughout campus.

Face coverings may be removed when eating or drinking. Mask wearing outdoors is optional as long as individuals are not in a large crowd such as a concert, athletic event, outdoor ceremony, etc. where physical distancing is not possible or permissible.

Visiting Campus
Outside visitors are permitted on campus by appointment or invitation only at this time and should enter through the 19th Avenue Lobby. Visiting individuals are expected to follow the same mask wearing guidelines and other precautionary measures as faculty, staff, and students. Anyone unwilling to follow the aforementioned guidelines will not be permitted on campus. Individuals should not visit campus and/or attend USN-affiliated events if they show signs of illness.

Sanitizing & Handwashing Practices
Hand sanitizer and additional child-safe cleaning supplies will be available in classrooms, offices, and other stations throughout campus for students, faculty, and staff to clean their spaces and belongings as often as they see fit. Outdoor handwashing stations will remain at entrances for encouraged use prior to entering the building. Regular handwashing and use of hand sanitizer will be required as always.
Health & Wellness

These practices are subject to further revision based upon continued consultation with the USN Medical Advisory Board, regulations from the Metro Nashville Public Health Department and State of Tennessee, and guidance from the CDC.

Before Coming to Campus

Before arriving on campus, heading to athletic practice, or attending a school-sponsored activity, everyone should review and answer honestly the questions below. People who answer “yes” to any of these questions should not enter USN buildings or participate in school activities out of care, concern, and respect for the USN community as a whole.

- Have you been in close contact* with a confirmed case of COVID-19 within the past 10 days?
- Are you experiencing a new cough or difficulty breathing?
- Are you experiencing a change in your baseline for one or more of the following symptoms: congestion, runny nose, sore throat, headache, fatigue, or muscle aches?
- Have you had a fever (a temperature of 100.4 degrees Fahrenheit or higher) within the last 48 hours?
- Within the last 24 hours, have you had a new loss of taste or smell?
- Have you had vomiting, nausea, or diarrhea in the last 24 hours?

Day-to-Day Procedures

Drinking fountains will remain closed. Hydration stations remain accessible, and all individuals are highly encouraged to bring a refillable water bottle or cup to school each day.

Plexiglass desk dividers will not be required in classrooms, but may be used on the basis of preference by individual teachers or students across each division. Plexiglass dividers will remain at reception desks. Lower School students and unvaccinated Middle School and High School students will sit the recommended 3’ apart from each other and their vaccinated classmates at all times indoors.

Foot traffic on campus will return to primarily two-way hallways with individuals encouraged to remember distancing and respect personal space when traveling to and from classrooms. Middle and High School locker use will resume. Large communal spaces — such as the Payne Library Room, Gordon Multipurpose Room, Auditorium, and Hassenfeld Library — will return to their primary function.

Middle School and High School students will no longer be cohorted as they were in the 2020-2021 school year. In Lower School, students will be separated by grade level during recess and in After School.

*The CDC defines close contact for potential exposure to COVID-19 as being within 6 feet for at least 15 minutes excluding students who were within 3 to 6 feet of an infected student if both the infected student and the exposed student(s) correctly and consistently wore well-fitting masks the entire time.
USN COVID-19 Return to School Decision Algorithm based on TN Dept. of Health Recommendation

High-risk symptoms include: new cough, difficulty breathing, loss of taste or smell, fever 100.4°F. Low risk symptoms include: congestion, runny nose, nausea, vomiting, diarrhea, fatigue, sore throat, headache, muscle aches.

No exposure with 1 low-risk symptom

- Return to school 24 hours after improvement in symptoms

No exposure with 2 or more low-risk symptoms or 1 high-risk symptom

- Testing and/or evaluation by healthcare provider

Exposure and symptoms

- Probable case - isolate and notify school

Exposure and no symptoms

- If not vaccinated:
  - Quarantine
  - Notify the school
  - Return to school after 7 days symptom free with a negative test or at least 10 days after contact.
  - If symptoms develop, obtain a test and quarantine

Symptomatic students/staff are to isolate if a COVID-19 test is pending

- Negative test
  - Med. eval. without testing; alternative diagnosis
  - Return to school after 24 hours fever-free and improving symptoms

- Positive test
  - Isolate
  - Notify school, identify close contacts, return to school after 10 day isolation from symptom onset and 24 hours fever-free and improving symptoms

- If vaccinated:
  - Students may come to school as normal. Be mindful to watch for symptoms.

- Med. eval. without testing; alternative diagnosis

If vaccinated:

- Students may come to school as normal. Be mindful to watch for symptoms.
Students & Symptoms
Any individual experiencing symptoms related to COVID-19 is encouraged to take a COVID-19 test regardless of vaccination status. Families can contact USN’s Health Team to schedule a test; both rapid and PCR testing are available at the Health Team’s discretion. If an individual takes a test, they must await results before returning to school. While awaiting test results, that student should operate as though they are taking a sick day, prioritizing rest and recovery during that time.

USN operates under the CDC definition of symptoms. A student who receives a positive test can return to school after 10 days of onset of symptoms, provided they have been symptom free and fever free for 24 hours or more. If the student/family declines a test, USN will adopt a time-based strategy for return to school for that student and siblings. The student will need to remain away from USN for at least 10 days and be fever free and symptom free for at least 24 hours or more before returning to school.

Parents should email covid-alert@usn.org if a child is experiencing symptoms or feels the need to be tested. This will automatically notify the USN Health Team and Division Offices.

Students & Close Contacts with COVID-19
A student who is in close contact with a known positive COVID-19 case should follow the guidelines applicable to them from the scenarios below. A vaccinated student who is not exhibiting symptoms may continue coming to school while keeping a close watch for potential symptoms. A vaccinated student who is experiencing symptoms should stay quarantined at home and should seek testing. A student who is not vaccinated should quarantine whether or not they are experiencing symptoms; they may return to campus after seven days with a negative COVID-19 test or after 10 days with no test results.

Parents should email covid-alert@usn.org if a child is experiencing symptoms or feels the need to be tested. This will automatically notify the USN Health Team and Division Offices.

Health Room
The USN Health Team includes medical doctors, nurse practitioners, and registered nurses who are on campus weekdays from 7:30 a.m. to 6 p.m. All medical practices will return to the Health Room including COVID-related practices. The Health Room is located in Room 3500 where High School and Lower School connect on the third floor. The USNA Office on the first floor will return to regular operations after having served as the Waiting Room for students displaying COVID-related symptoms during the 2020-2021 year. If a student begins experiencing symptoms while on campus, a parent or guardian will be notified immediately and must pick up their child within an hour. The student will not be allowed to return to class.
As we gradually continue our careful return to in-person events, we encourage students, faculty, staff, and families to be mindful of their individual responsibility to public health both on and off campus. We’re excited to reconnect with this beloved community and know that the path forward requires each of us to act responsibly and use best judgement when choosing to attend an event or gathering.

**August Special Events**

Middle School Theater Presents “Junie B. Jones”
Sunday, Aug. 15 on the Back Field behind the school
The Tickle Cast, Classes of 2028 & 2027 at 7:50 p.m.
The Pedro Cast, Classes of 2026 & 2025 at 9 p.m.

Class of 2031 Third Grade Parent/Guardian Social
Friday, Aug. 20 from 6:30 to 9 p.m. on the Berkman Goodman Library Terrace

Class of 2024 Tenth Grade Parent/Guardian Social
Saturday, Aug. 21 from 6:30 to 9 p.m. on the Berkman Goodman Library Terrace

Class of 2028 Sixth Grade Parent/Guardian Social
Friday, Aug. 27 from 6:30 to 9 p.m. on the Berkman Goodman Library Terrace

Class of 2025 Ninth Grade Parent/Guardian Social
Saturday, Aug. 28 from 6:30 to 9 p.m. on the Berkman Goodman Library Terrace

**Orientations**

**Lower School**

Kindergarten Parent/Guardian Social
Thursday, Aug. 12, 6:30 to 8:30 p.m. on the After School Plaza behind the school

2020-2021 & 2021-2022 Grades 1-4 New Parent/Guardian Coffee
Monday, Aug. 16, 8:30 to 9:30 a.m. in the Sperling Cafeteria

Kindergarten Student & Parent/Guardian Orientation
Monday, Aug. 16, 1:15 or 2:15 p.m. (teachers will share specific details)

Grades 1-4 Student Orientation
Tuesday, Aug. 17, 8:15 to 11:30 a.m. in Classrooms

**Middle School**

New to Middle School Parent/Guardian Orientation
Monday, Aug. 16 at 9 a.m. on Zoom

**High School**

New to High School Student Orientation
Monday, Aug. 16, 9:15 a.m. to 12:30 p.m. in the Auditorium

New-to-USN Parent/Guardian Orientation
Monday, Aug. 16, 9:30 a.m. to noon in the Payne Library Room

Ninth Grade Parent/Guardian Orientation
Saturday, Aug. 28, 9 a.m. to 1 p.m.
First Week of School Operations
Tuesday, Aug. 17
Kindergarten Individual Assessments: Scheduled with Teachers
  Grades 1-4 Student Orientations
  Grades 1-2 dismissal at 11:15 a.m.
  Grades 3-4 dismissal at 11:30 a.m.

Middle School Half Day: 7:50 to 11:30 a.m.
High School Full Day: 8:25 a.m. to 3 p.m.

Wednesday, Aug. 18 – Friday, August 20
Full Days for Grades 1-12
Kindergarten Early Dismissal: 11:30 a.m.

School Hours
USN’s business hours are 7:30 a.m. to 4:30 p.m.
Please refer to the chart on the next page for division-specific operational timing.

Morning Bus
USN’s morning bus service brings K-12 students from Hillsboro Pike, Harding Pike, Brentwood, 100 Oaks, and East Nashville to the Edgehill Campus by 7:30 a.m. To follow social distancing guidelines, each bus will operate at a reduced capacity. Masks will be required while riding USN buses. The cost is $300 for the year, from August to May. Click here for pick up times and to register. Operation begins Tuesday, August 17.

Public Transportation
EasyRide is a free pass for faculty, staff, and High School students to travel to school via Nashville Metropolitan Transit Authority’s WeGo buses and Regional Transportation Authority’s Music City Star rail connecting Davidson and Wilson counties. Any student, faculty, or staff interested in signing up for this free public transportation pass should email the Business Office.

Campus Parking
All parking spaces in the 19th Avenue lot are available to parents and visitors after 8 a.m. Parents and visitors may park in lanes in the 19th Avenue lot between 8 a.m. and 2:30 p.m. There also are paid parking spaces at Wesley Place Garage on Scarritt Place and metered spaces along 19th Avenue.

Student Parking
There are 58 parking spaces available to the Classes of 2022 & 2023 in USN’s 19th Avenue lot (recently relocated to the fenced-in visitor parking area near the playground), leased by USN in Wesley Garage, and leased by USN in nearby Vanderbilt University lots. All spaces were decided by lottery in May, and seniors received priority. Selected students and their families have already received communication from the Operations Department. The first 36 lottery spots land students in parking spaces that alternate semesters between 19th and Wesley. The remaining lottery spots are for Wesley or Vanderbilt lot No. 82 all school year. The cost is $1,200 for the school year, August through May.

Dismissal
Parents and guardians who need to pick up their children early should make advance arrangements with the Division Office and meet them in the 19th Avenue Lobby. LS families may continue to use the Dismissal Change Form before 1 p.m. Dismissal changes cannot be accommodated after 1 p.m. across all Divisions. Families are encouraged to make their children’s appointments late in the day and should expect a lengthy process of signing students in and out of school if that’s not possible. For MS and HS students, early dismissal times are ideal during natural class breaks within the daily schedule.

Families should follow the undermentioned Division-specific directions for standard dismissal times. Families with children in multiple grades and/or multiple divisions should plan to pick up all children at the later time. Arriving before the time specified by your child’s Division Head means not only parents waiting in cars, but also vehicles overflowing from USN lots onto 19th and 21st Avenues and congesting streets for through-passers.

Dismissal information continued on page 11
# Drop-Off & Pick-Up

<table>
<thead>
<tr>
<th>Division</th>
<th>Morning Drop-Off</th>
<th>Classes Begin</th>
<th>Afternoon Pick-Up</th>
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<tbody>
<tr>
<td>Lower School</td>
<td>7:30 to 7:55 a.m.</td>
<td>8 a.m.</td>
<td>Grades K-2 at 3 p.m. Grades 3-4 at 3:15 p.m. MS/HS siblings at 3:15 p.m. in 21st Avenue Garage</td>
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<tr>
<td></td>
<td>in 21st Avenue garage</td>
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<tr>
<td>Middle School</td>
<td>7:30 to 8 a.m. in</td>
<td>8:05 a.m.</td>
<td>3:15 p.m. in 19th Avenue Lot &amp; students with LS siblings in 21st Avenue Garage</td>
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<tr>
<td></td>
<td>19th Avenue Lot</td>
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<tr>
<td>High School</td>
<td>8 to 8:20 a.m. in</td>
<td>8:25 a.m.</td>
<td>Classes dismiss at 3 p.m. Office hours until 3:30 p.m.</td>
</tr>
<tr>
<td></td>
<td>19th Avenue lot</td>
<td></td>
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</tr>
<tr>
<td>After School</td>
<td>n/a</td>
<td>n/a</td>
<td>until 6 p.m. in 21st Avenue garage</td>
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<td>and MSAS</td>
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</table>
Dismissal, cont.

Lower School
All LS students departing campus by car should do so through the 21st Avenue Garage. Please do not park in a USN lot and walk to the 21st Avenue entrance to pick up your child. Due to CDC protocols, and in order to maintain social distancing, dismissals are staggered by grade levels. Kindergarten, first, and second grades will be in the garage by 3 p.m. Third and fourth grades will be in the garage by 3:15 p.m. If MS and/or HS students are in your carpool, all students may be collected at the 21st Avenue Garage by timing your arrival between 3:15 to 3:25 p.m. Drivers should not arrive before 2:30 p.m.

Please display the provided hangtag on the rearview mirror to indicate the student(s) being picked up. All three lanes of the garage are used for dismissal and will fill up; please pull your car forward as far as possible and turn off your ignition while waiting. Be attentive and move promptly following the direction of the 21st Avenue traffic officer.

At 3:30 p.m., students who have not been picked up are taken to the LS Office. Charges may be incurred for those who then attend After School.

Middle School
Afternoon dismissal procedures will return to pre-pandemic processes in Middle School. Students will gather on the May Plaza to be picked up via the 19th Avenue Lot at 3:15 p.m. and wait for their name to be called. We strongly discourage parents from texting their student to notify them of arrival; students are not allowed to have cell phones until 3:30 p.m. and phones often act as a distraction, subsequently slowing down the dismissal process.

High School
Following class dismissal at 3 p.m. students can begin proceeding to their cars or after school activities. Students have the opportunity to take advantage of office hours with faculty immediately following dismissal until 3:30 p.m. at which time students should depart from campus unless taking part in an after school activity.

Cafeteria Plans
Line service in the Sperling Cafeteria will resume on Tuesday, August 17 when students return to campus for the 2021-2022 school year. While the cafeteria will be open, much of the service will continue to focus on grab-and-go and prepackaged items. Families can view the monthly lunch menu on the cafeteria menu page or by downloading the Touch of SAGE mobile app; they can review additional details on purchasing meals from SAGE Dining Services including pricing on usn.org.

Lower School will seat four students at each cafeteria table adhering to the recommended 3’ distance from their peers when eating in the Sperling Cafeteria, and classes will alternate turns in covered outdoor spaces. In Middle School, Grades 7 and 8 will resume lunch in its typical form in the Sperling Cafeteria daily. In Grades 5 and 6, cafeteria tables will seat four students each adhering to the recommended 3’ distance from their peers, and grades will alternate turns in covered outdoor spaces. High School students will enjoy a less formal lunch experience, opting to eat around campus in communal spaces and outdoors to accommodate distancing needs across all three Divisions.

After School
After School for Grades K-8 will open on Wednesday, August 18 and will run from dismissal to 6 p.m. on school days at a rate of $10/hour. Early dismissal and non-school days, families will be directly notified with specific details. Families must register in advance, and drop-ins are not available. Student cohorts have been expanded to allow for interaction among each grade. Individually packaged snacks will be provided. Enrichment classes will return to in-person, on-campus opportunities this year.
To pick up their children, parents and guardians should drive along the curb of the 21st Avenue
Garage and remain in their vehicles; After School staff in the parking lot will call for students on a walkie talkie and have them escorted to their family’s vehicle.

**Hassenfeld Library**
The library is fully staffed and its spaces shared by all Divisions. Students may return to utilizing the library as a study and gathering place while adhering to all aforementioned distancing and masking protocols.

**Billing & Fees**
After School, the Morning Bus, and SAGE lunches will be billed monthly in arrears based on actual usage. Please email studentbilling@usn.org for billing questions.

Due to contracts with outside vendors, there are some obligations that may not be refunded to families in the event the school transitions to remote learning. In the event of their cancellation, class trips and retreats will be refunded to the fullest extent possible.

**Closing**
Thank you for reading our Back-to-School Guide as we prepare for the 2021-2022 school year. We look forward to welcoming students, staff, faculty, and families back to 2000 Edgehill as we embark on another year of inspiring integrity, creative expression, a love of learning, and the pursuit of excellence.