



2020-2021 Addendum to Student and Family Handbook

INTRODUCTION

We are excited to have our students back on campus. Maintaining a safe and healthy campus is NYA's top priority. In an effort to keep our students, faculty, staff, and families safe, NYA has enacted additional expectations to mitigate the risks presented by COVID 19. It is the responsibility of each member of our community to closely adhere to these guidelines. These rules and expectations are a requirement for each student's continued participation in the program. If a student should not adhere to these expectations and it is deemed that the student's behavior jeopardizes the health and safety of others, the student may be asked to stay home for a period of time and/or those actions may result in disciplinary consequences.

STUDENT HEALTH AND SAFETY ACTION AGREEMENT

All Students and/or Families have signed the Health and Safety Action Agreement. The agreement includes the following expectations of students and families:

Health and Wellness:

Students are to stay home if experiencing symptoms, showing signs of illness, or having come in contact with a person suspected or known to be infected with the COVID-19 virus. If any of these apply, the family is required to contact the Health Services Coordinator or attendance office.

Students will undergo a daily wellness check and temperature screening upon arrival to campus. Students will be asked a series of questions designed to ensure they are not experiencing symptoms and will have their temperature checked with a touchless thermometer. All family members over the age of two must wear approved face masks and maintain physical distancing during the wellness check and while waiting in line. Students should remove hats and limit physical activity prior to the wellness check. The checks will occur in the following locations:

- Lower School:
 - Toddlers: On the back deck of the Toddler House by the kitchen door.
 - Primary-Grade 4: On the front porch of the Merrill Lower School.
- Middle School:
 - Grades 5-8: In the quad between Savage Middle School and Mertz Science Center. Students should line up to the left.
- Upper School:
 - Grades 9-10: In the quad between Savage Middle School and Mertz Science Center. Students should line up to the right.
 - Grades 11-PG: At the main entrance to the Gym. Students should line up extending back under the Reiche Arcade.

Students who have a temperature of 100° or higher or exhibit COVID-19 related symptoms will be sent home immediately and must consult their medical provider.

- If the student's medical provider does not suspect COVID-19 either through a negative COVID-19 test or determination of another cause of the student's symptoms, the medical provider must provide a note to that effect and the student may then return to campus when they are no longer contagious and have been symptom and fever free without the use of medication for at least 24 hours.
- Students who test positive for COVID-19 must follow the most current Maine CDC guidelines prior to return to school. (Maine CDC guidelines as of 8/15/20 mandate that a person who tests positive or is asked to self-isolate by Maine CDC should do so until at least 10 days have passed since symptoms first appeared, AND at least 1 day (24 hours) has passed since recovery (no fever without the use of fever-reducing medications), AND improvement in symptoms.)
- Students who have been out of school due to illness must report to the Health Service Office for a screening before entering any building on campus.

Students who become ill or develop symptoms while at school must immediately notify a member of the faculty or staff and report to the health services office for evaluation. If the student has a temperature of 100° or higher or exhibits COVID-19 related symptoms, the above protocols will go into effect.

Students are to maintain appropriate physical distance (6 feet) from others whenever possible.

Students, with the exception of Toddlers, are required to wear a face covering at all times on campus both indoors and outdoors:

- Acceptable face coverings include multilayer cloth masks with elastic *or* disposable face or surgical masks. Middle and Upper School students may also wear multilayer cloth masks with ties, but it is required to have both sets of ties tied at all times. Masks with a clear window to reveal the person's mouth are acceptable face coverings. Gaiter or buff style masks or scarves/bandanas tied around the head are not acceptable face coverings. Face shields are not acceptable on their own, but may be used in conjunction with another form of acceptable face covering.
- Masks may be removed when seated at least six feet apart for eating and drinking.
- Masks may be removed when outdoors and seated at least six feet apart.
- Masks must be removed for Primary students during rest/nap time.

Students are required to practice proper hygiene. Students are to wash their hands frequently for at least 20 seconds throughout the day. When hand washing stations aren't available, students may use the hand sanitizer stations. Lower School students will use hand sanitizer only with direct adult supervision.

Students are to cover coughs and sneezes.

Students are to avoid, when possible, sharing personal items with others such as water bottles, phones, books, etc.

Middle and Upper School students are to wipe down their desks, seats, and materials with disinfectant as directed by a teacher or coach.

Campus Movement:

Students are to follow the physical distancing rules and maintain proper physical distancing (6 feet) whenever possible even when walking outside.

Students are to sit only in seats that are available and to obey maximum capacity guidelines on campus. Moving furniture, including chairs, that reduces proper physical distancing is not permitted.

Students are to follow directions, which will be clearly marked, including directional signs posted in hallways, stairwells, and entrances and exits to buildings, when moving between classrooms and buildings.

Social Recreation and Travel Considerations:

Students are to observe the physical distancing guidelines and other COVID-19 related safety protocols adopted by the school while participating in student clubs, performing arts, sports, and other NYA activities.

Students and families are expected to follow Maine CDC guidelines and recommendations while off-campus and to refrain from activities, including large social gatherings or events, that may increase the risk of illness to themselves and/or other members of the community.

Students are to limit unnecessary personal travel.

Families are to notify the attendance office if the student plans to travel out of state, and to follow current State of Maine requirements for quarantining and testing before the student may return to campus.

Students are expected to respect the needs and privacy of others who may be at a higher risk of severe illness.

DINING

We have revamped campus dining procedures in an effort to ensure student safety and limit large gatherings. All dining purchases must be paid for by using the MySchool prepaid dining account. Cash purchases will not be permitted.

Students in Toddler, Primary, and Kindergarten classrooms will bring all snacks and meals from home. There will be no class, communal, or shared snack. Students will eat in classrooms or outside. Lunch Bunch is not being offered this year. All classrooms in the Lower School and Toddler House must be completely nut free.

Students in elementary classrooms will bring all snacks from home and may bring lunch from home or pre-order lunch from Dining Services. Lunches will be served in disposable containers and delivered to the Lower School. Students will eat in classrooms or outside. All classrooms in the Lower School must be completely nut free.

For Middle and Upper School students, all campus meals will be pre-order or in grab-and-go format in disposable containers. We have designated a streamlined route for students to pick-up and go. All Middle School students will eat in classrooms or outside. Seating in Safford cafeteria is reserved for Upper School students at designated times in designated seats. All students and staff will be required to wear a face covering in Safford when not seated and eating.

Note: Students are only permitted to eat or drink when seated and physically distanced. Masks must be worn while moving on campus.

COMMON AREAS

Students are expected to obey maximum capacity guidelines, limit group size, maintain appropriate physical distancing, and wear masks when in common areas on campus.

Gymnasium:

The gymnasium will be reserved for use by small groups with a teacher or coach and will be closed for student use before, during, and after school hours.

Bicentennial Learning Commons:

Seating capacity in the Bicentennial Learning Commons has been reduced to allow for safe physical distancing. Capacity is indicated by the number of seats available in the room. Study rooms are limited to the number of chairs placed in each room. Chairs and other furniture are to stay in place and must not be moved. Masks must be worn at all times.

Safford:

Students must follow expectations for traffic flow in Safford, adhere to all directional signs, and maintain physical distancing in line by standing at designated spots.

Masks must be worn at all times, except when seated physically distanced and eating or drinking.

Middle School and Lower School Students will eat lunch outside or in designated classrooms.

Upper School students will have limited access to Safford for dining based on a predetermined schedule. Seating capacity in Safford has been reduced to allow for safe physical distancing. Capacity is indicated by the number of seats available in the room. Chairs and tables are to stay in place and must not be moved. Upper School students may also eat outside or in designated classrooms.

Middle School Community Room:

The Middle School Community Room will be reserved for use by small groups with a teacher or coach and will be closed for student use before, during, and after school hours.

Outdoor Spaces:

Students will have the opportunity to utilize outdoor spaces at various times for classes as well as eating lunch and snack. Upper School students may have additional opportunities to work or eat outside independently.

Masks may only be removed outside when seated and stationary at an appropriate physical distance of six feet or more. Some area on campus have been marked to indicate six foot spacing for convenience.

Cleaning:

We will implement increased cleaning and disinfection with special attention to high touch surfaces. In some areas, we may use a powered sprayer for disinfecting surfaces. We are currently using Bioesque Botanical Disinfectant Solution with the sprayer (EPA Registration Number 87742-1-92595).

PROGRAM

Before Care:

Before Care begins at 7:15 a.m. (Please note that morning drop-off for grades three and four begins at 7:30 a.m. and a line for wellness checks will be in place.) Drop-off for Before Care begins with a wellness check on the front porch of the Merrill Lower School. Parents will notify Before Care staff of their arrival by walkie-talkie. The Before Care staff member will meet the family on the porch, conduct the wellness screening and then bring the child in for Before Care. Staff will escort the children from Before Care to their classrooms.

After Care:

After Care will begin each afternoon with children in groupings of Toddler, Primary/Kindergarten, and Elementary. The Toddler group will be in the Toddler House and the Primary/Kindergarten and Elementary groups will be in classrooms on the first floor of the Merrill Lower School building. The groups will combine in the Merrill Lower School building at approximately 4:00 p.m. as the number of attendees begins to decrease. After Care groups will take advantage of outside areas, including the Lower School playground.

Parents will utilize walkie-talkies to notify staff of their arrival and wait for their children on the Lower School porch. After Care staff will pack up the children's belongings and bring them to meet their parents on the porch.

A reminder that children must pack snacks from home and bring water bottles to After Care.

Friday Forum/Senior Speeches:

Friday Forums and Senior Speeches will resume this fall, but only seniors and a small group of staff will be in attendance in the gym while other students will view the presentations virtually via classroom connections in designated groups. Numbers are limited, but speakers will be able to invite their immediate families to attend in the gym.

Middle School Announcements:

In the Middle School, we will share announcements and updates in a variety of ways. We will continue to utilize the whiteboard in the entrance area to share important information with students. We will also convey updates to students through email and Teams. In addition, we plan to stream faculty and student announcements live via Teams in advisory on Tuesdays and Fridays.

Upper School Morning Gathering:

We will not be able to host our regular morning gathering in Safford, but we will meet three times per week to share announcements as an Upper School. On Mondays and Wednesdays, students will report to their advisor during school period and announcements will be broadcast through Teams. We will also have the opportunity to share announcements during Friday Forum at 10:15 on Fridays. The hope is that the senior class will be able to gather as a group in the gym, and all other students will report to their advisors and Friday Forum will be broadcast through Teams.

Music:

NYA has long had an active and vibrant music program. With ongoing study regarding the spread of COVID-19 through aerosol droplets produced by singing or playing wind instruments, however, we will need to adjust how we manage music classes and rehearsals this fall.

In the Lower School, singing is a fundamental skill, but is only one of many aspects of our music classes. We will start off the year with activities based in instruments, movement, and composition/creation, and will return to

singing in class as soon as it is deemed safe to do so. We also have postponed the Lower School Drama production and have tentatively scheduled the performance for spring 2021.

In the Middle School, all music classes will continue to meet, but many groups will be split into two sections to allow for smaller numbers and greater social distancing. Strings will use instruments from the start, but will need to follow new precautions, such as not sharing sheet music. Chorus and Band, which are currently deemed higher risk, will be able to practice outdoors, and will also explore different music activities such as percussion, composition, critical listening, ear training, audiation, ukulele, music theory, and music history. In the fifth grade, students will focus on strings instruments at the start of the year and will begin learning wind instruments as circumstances allow.

Music classes in the Upper School will follow similar procedures. Strings and Steel Band will use instruments from the start, but will follow new precautions. Chorus, Wind Ensemble, and Jazz Band will also continue to meet. As these groups are currently deemed higher risk, they will be able to practice outdoors and will also explore different music activities, including, but not limited to, percussion, composition, critical listening, ear training, audiation, ukulele, music theory, and music history.

Athletics:

We expect to hear a Maine Principals Association (MPA) update on Upper School athletics by Friday, August 28. We will share details on how our NYA afterschool activities will adapt during the week of August 31. Right now the Upper School Fall Preseason is expected to start on Tuesday, September 8 - the first day of school. Middle School sports are tentatively scheduled to begin with team meetings on Thursday, September 10. The first official Middle School practices are tentatively scheduled to begin on Monday, September 14. As is the case during any academic year, NYA students are welcome to participate on clubs teams so long as that participation does not conflict with their NYA afterschool activity requirement. If club team participation involves out-of-state travel, students and their families are required to follow the Maine CDC Travel Guidelines. Today that would mean students travelling to Massachusetts or Rhode Island (or any other non-exempted state) would be required to quarantine or receive a negative COVID test result before returning to our NYA campus and activities.

REMOTE LEARNING

In the interests of students' health, safety, and well-being, NYA has developed remote learning opportunities for students who are unable to be on campus as a result of COVID-19. In effect, Middle and Upper School students will have a window into their classroom utilizing Teams, access to class resources and assignments, and the opportunity to connect with teachers for extra help. In the Lower School, kindergarten through fourth grade teachers will provide students with assignments and will offer set times to connect with students to answer questions and provide feedback. Depending on the grade, elementary students may also have limited access to class lessons via Zoom. Toddler and Primary teachers will provide a series of instructional videos and links for asynchronous learning.

To qualify for Remote Learning Opportunities:

- Families must first ask to speak with the appropriate Head of their child's division to ensure that the student is eligible for remote learning.
- Absence must be a result of a COVID-19 related outcome and in the interest of a student's health, safety, or well-being. Acceptable reasons include, but are not limited to, demonstrating symptoms, testing positive for COVID, being sent home for an elevated temperature, or quarantining.
- Whenever possible, arrangements for remote learning should be made at least one day in advance.

Remote learning opportunities are not to be used for convenience, such as travel, sleeping in, or absences related to regular, periodic illnesses. If students are sick, they should focus on getting better and are not expected to log into class remotely.

Students are responsible for providing their own technology for remote learning. Having access to a printer at home is strongly encouraged and may be required for longer periods of remote learning.

Middle and Upper School students are expected to participate synchronously with their classes. Classes will not be recorded.

The remote learning experience will not fully replicate in-person instruction. We encourage you to consult with your health care provider when making decisions regarding a long-term absence due to COVID-19.

MORNING DROP OFF

Lower School:

For students in the Toddler House, families will line up on the back deck to enter through the kitchen door. Only two families will be permitted on the deck at a time, one by the door for the screening and the second waiting at the designated spot. Additional families will wait in the Toddler House yard area. **All family members over the age of two must wear approved face masks and maintain physical distancing.** The staff members for the screening will include a teacher from each classroom. After the wellness check, the appropriate teacher will escort the child into the classroom where the second teacher will be waiting to help them settle in for the day. *No one except students and staff may enter any school building.* Please plan your goodbyes for before the wellness check! Parents and siblings will then exit down off the deck. Once the first family has exited the deck, the second family will proceed toward the door for the wellness check, and the third family will move to the designated wait spot, and so on.

For students in Primary through grade four, families will line up to enter on the ramp entrance to the Merrill Lower School front porch. Only one family will be on the porch at a time. The second family will wait at the top of the ramp, the third family will wait on the walkway at the bottom of the ramp, etc. The line will go down the walkway in front of the drop-off parking spaces. **All family members over the age of two must wear approved face masks and maintain physical distancing.** There will be markings to help maintain physical distancing while in line. After the wellness check, students will enter the building and proceed to their classroom. Younger students will be escorted by a staff member to drop off items in their cubbies and then to their classroom. *No one except students and staff may enter any school building.* Please plan your goodbyes for before the wellness check! Parents and siblings will then exit down the front steps off the porch.

To help streamline the drop-off process, we are staggering drop off times for the different age groups:

- **Toddler:** 7:50-8:10 a.m.
- **Primary:** 8:10-8:30 a.m.
- **Kindergarten – Grade 2:** 7:50-8:10 a.m.
- **Grade 3 – Grade 4:** 7:30-7:50 a.m.
- Families with multiple children should come near the upper end of the earliest time slot (e.g. a family with children in Primary and first grade would come around 8:05 a.m.).

Families arriving after the end of wellness checks must report to the Middle School building. Parents should bring student over to the Middle School building, wait outside the entrance, and notify Mrs. Goodrich

at 846-9051. Mrs. Goodrich or another staff member will come outside to conduct the wellness check and then give the student a late slip in order to join their class.

Middle School:

Wellness checks for Middle School students and students in grades nine and ten will take place in the quad between Savage Middle School and Mertz Science Center. Students will be dropped off in the Middle School parking lot turnaround and will walk around the Science Center to line up in Grizzly Quad. Middle School students will line up to the left and ninth and tenth grade students to the right. There will be markings to help maintain physical distancing while in line. After the wellness check, students will enter the Middle School building, make a quick stop at their lockers, and proceed directly to their advisor's classroom or other classroom designated by staff.

To help streamline the drop off process, we are staggering drop-off times by grade:

- **Grade 8:** 7:30-7:45 a.m.
- **Grade 7:** 7:40-7:50 a.m.
- **Grade 6:** 7:45-7:55 a.m.
- **Grade 5:** 7:50-8:00 a.m.
- Siblings may come in the time slot for either student.

Students who arrive late (after 8:00) should wait outside the Middle School entrance and notify Mrs. Goodrich at 846-9051. Mrs. Goodrich or another staff member will come outside to conduct the wellness check and then give the student a late slip for class.

Upper School:

Wellness checks for students in grades nine and ten will take place in the quad between Savage Middle School and Mertz Science Center. Students will be dropped off in the Middle School parking lot turnaround and will walk around the Science Center to line up in Grizzly Quad. Middle School students will line up to the left and ninth and tenth grade students to the right. There will be markings to help maintain physical distancing while in line. After the wellness check, students will enter the Science Center, make a quick stop at their lockers, and proceed directly to their music or study hall classroom.

Wellness checks for all juniors, seniors, and PG students will take place outside at the entrance to the gym lobby. After the wellness check, students will enter the gym foyer, make a quick stop at their lockers, and proceed directly to their music or study hall classroom.

To help streamline the drop-off process, we are staggering drop-off times by grade:

- **Grade 9:** 7:30-7:45 a.m.
- **Grade 10:** 7:45-8:00 a.m.
- **Grade 11:** 7:30-8:00 a.m.
- **Grade 12:** 7:30-8:00 a.m. ~~–or–~~ 8:45-8:55 a.m.
- Siblings may come in the time slot for either student.

Students who arrive late (after 8:00) should wait outside the Middle School entrance and notify Mrs. Goodrich at 846-9051. Mrs. Goodrich or another staff member will come outside to conduct the wellness check and then give the student a late slip for class.

Late Arrival for Seniors:

Seniors in good standing will have the privilege of arriving late to school. Seniors will either need to arrive prior to 8:00 a.m. or between 8:45-8:55 a.m. They should report directly to the gym entrance for screening.

Student Parking:

Due to the new protocols in place on campus for morning screenings and ease of movement and distancing, all Main Street parking is now reserved for Lower School drop-off and pick-up only. All student drivers, including seniors, must park their vehicles in the ice arena lot.

AFTERNOON PICK UP

Lower School:

For students in the Toddler House, families will line up on the back deck near the kitchen door and only two families will be permitted on the deck at a time. **All family members over the age of two must wear approved face masks and maintain physical distancing.** Parents will be greeted at the door by a staff member in a face mask and shield, and the student will be brought to meet the parents on the deck. Teachers will have the students already packed up and ready to go. Families will then exit down off the deck. Once the first family has exited the deck, the second family will proceed toward the door for pick up and the third family will move to the designated wait spot, and so on.

For students in Primary through grade four, families will line up to enter on the ramp entrance to the Merrill Lower School front porch. Only one family may be on the porch at a time, and **all family members over the age of two must wear approved face masks and maintain physical distancing.** A staff member will be waiting at the porch door (greeter), and a second staff member will be waiting in the reception area (runner). Staff will be wearing face masks and shields. When a parent arrives for pick up, the greeter will let the runner know, and s/he will summon/escort the student to meet the parent at the door. Teachers will have the students already packed up and ready to go. Families will then exit down the front steps off the porch. For the small number of half day Primary students, the process will be the same except only one staff member will be waiting.

To help streamline the pick-up process, we have extended the stagger between pick-up times for the different age groups:

- **Toddler:** 2:25-2:45 p.m.
- **Primary:** 2:15-2:35 p.m.
- **Kindergarten:** 2:35-2:45 p.m.
- **Grade 1:** 2:45-2:55 p.m.
- **Grade 2:** 2:55-3:05 p.m.
- **Grade 3 – Grade 4:** 3:00-3:20 p.m.
- Families with multiple children should come near the early end of the latest time slot (e.g. a family with children in Primary and first grade would come around 2:45 p.m.).

Middle School:

Students should be picked up from school **immediately following their last class or activity.** Families should be sure to have a clear pick-up plan in place before the start of the school day. Students will wait for pick-up

in an assigned study hall room and then head out to the Middle School parking lot turnaround at the prearranged time. If a student is not waiting in the turnaround, parents will pull into a parking space and wait for him or her there. *A reminder that entrance to buildings on campus is limited to students and staff only.*

Upper School:

Upper School students should plan to be picked up from school or drive home **immediately following their last class or activity** of the day.

VISITORS ON CAMPUS

In an effort to reduce the risk of community spread, only essential visitors will be allowed on campus. Only students, faculty/staff, and essential visitors will be permitted in school buildings. Parents' visits to campus should be limited to drop-off and pick-up. Essential visitors will be required to sign the Health and Safety Action Agreements and Acknowledgement of Risk forms, to wear a mask, and to undergo a wellness check at the Middle School before entering any building on campus.

COVID-19

Pre-Screening Tool for School Attendance

Within the past 24 hours
have you had a fever
(100.0 and above*) or
used any fever reducing
medicine?

YES =



Do you feel sick with any
of the most common
symptoms?
(see symptom list to the right)

YES =



Have you been in close
contact with a person who
has COVID-19?

YES =



Have you traveled
outside of the state in
the past 14 days?

YES =



Contact
Your School

Stay home with any YES response to the questions above OR with two or more of the "other" or "less common" symptoms listed to the right.

Attend school when all answers are NO.

Call or see our school nurse, Ashley Moody, or the attendance office if you have questions.

Most Common Symptoms of Covid 19:

Cough
Shortness of
breath
or difficulty
breathing
Fever (100.0 or
greater)*

Other Symptoms

Chills
Muscle pain
Sore throat
New loss of taste
or smell

Less Common Symptoms:

Nausea or
Vomiting
Stomach pain
Diarrhea
Fatigue
Headache
Rash
Swelling or redness
of hands/feet
Red eyes/eye
drainage
Congestion/
runny nose

*Fever is 100.0
regardless of
measurement
location (oral,
temporal).



NYA CAMPUS BUILDINGS: STUDENT TRAFFIC FLOW

Before entering any building, be sure to have your mask on properly. Enter single file, using only right door if there are double doors (left doors will be kept locked). Sanitize hands upon entering and maintain physical distancing to the extent possible.

Curtis Building:

- Due to the size of Curtis building, there are a number of entrances and exits:
 - The front doors are enter only (right door only; left door will be kept locked). This door should only be used as an exit in an emergency.
 - The door to the back parking lot near Safford is exit only.
 - The door to the back parking lot off the hallway to the gym is exit only.
 - The doors to the gym lobby are enter only. Enter through the door on the far right (other doors will be kept locked). All three of these doors may be used as an exit in an emergency.
 - The only entrance to the gym is by the doors off the gym lobby (these doors may be used as an exit in an emergency). The door to the parking lot by the bleachers is exit only. Both doors on the Higgins side of the gym are exit only.
 - The side door along Curtis driveway is enter only and will be used only for break and lunch pick-up in Safford.
 - The doors to Safford from the front hall of Curtis will be exit only during Middle and Upper School break and lunch periods.
 - The doors to the Learning Commons from the first floor hall of Curtis are enter only (but may be used as an exit in the event of an emergency).
 - The door to the Learning Commons from the Grizzly Quad side is enter only. This door should only be utilized if the Learning Commons is your destination. (This door may be used as an exit in an emergency.)
 - The front doors to the Learning Commons are exit only. Remember to exit single file through the right door.
 - The doors to the Learning Commons from the second floor hall of Curtis are enter only. To exit from the second floor of the Learning Commons, go down the interior stairs (these stairs are down only) and exit out the front door. The second floor doors may be used as an exit in an emergency.
- Hallways in Curtis will have two-way traffic; stay single file and to the far right side.
- The stairs in Curtis on the Learning Commons side are Up only (except in the event of an emergency).
- The stairs in Curtis on the Safford side are Down only (except in the event of an emergency).

Mertz Science Center:

- The entrance is through the doors across from the Middle School (right door only; left door will be kept locked). This door is enter only and should only be used as an exit in an emergency.
- The stairs to the left of the entrance are Up only (except in the event of an emergency).
- Hallways in Mertz will have two-way traffic; stay single file and to the far right side.
- In the split stairwell on the Curtis side, the stairs from the second floor are Down only. The stairs to the first floor will have both up and down traffic; stay single file and to the far right side.
- The doors on the Curtis side are exit only (exit single file, right door only). These doors will be kept locked from the outside; do not allow anyone to enter through these doors.
- The elevator is limited to a single rider or rider with an immediate family member (by permission only).

Savage Middle School:

- The entrance is through the front door (right door only; left door will be kept locked). The front doors are enter only and should only be used as an exit in an emergency.
- Traffic is one way only, counter-clockwise (proceed straight ahead past Ms. O'Connor's room, turn left by Mr. Echeverria's room, left by Ms. Buehner's room, left by the Community Room, and back near computer lab).
- The exit is in the back hall next to Ms. Buehner's room (proceed straight ahead past Ms. O'Connor's room, turn left by Mr. Echeverria's room, and straight past Ms. Buehner's room to exit). This door is exit only and will not be used as an entrance.
- The Community Room has two sets of double doors off the Middle School hallway: enter through the set on the right and exit through the set on the left. Remember to enter and exit single file using right door only.
- The Community Room has three exterior sets of doors from Grizzly Quad: enter through the set on the far right and exit through the middle set. Remember to enter and exit single file using right door only. All three sets of doors may be used as exits in an emergency.

Russell Hall:

- The entrance is through the front door. This door is enter only and should only be used as an exit in an emergency.
- The stairs near the front of Russell are Up only (except in the event of an emergency).
- Hallways in Russell will have two-way traffic; stay single file and to the far right side.
- The stairs near the back of Russell are Down only (except in the event of an emergency).
- The elevator is limited to a single rider or rider with an immediate family member (by permission only).

Blanchard Art:

- The entrance is through the side door by the driveway and front lawn. This door is enter only and should only be used as an exit in an emergency.
- The exit is through the front door out the sidewalk on Main Street. Proceed to the right and walk up the Blanchard driveway to return to the Middle School, Mertz, Curtis, etc.

Merrill Lower School:

- The entrance is through the front door. This door is enter only in the morning and during the day.
- Students will exit through the front door at pickup only. (This door may be used as an exit in an emergency.)
- At drop-off and pickup, enter up the front porch ramp and exit down the front steps.
- The stairs off the front lobby are Up only (except in the event of an emergency).
- Students in Mrs. Turner's and Mrs. Gagne's rooms will exit through the door behind Ms. Durgin's office during the day.
- Students in Miss KB's room will exit through the door onto the small porch.
- Students in Miss Leslie and Miss Cindy's room will exit through the far door out to the back drive.
- Students in Miss Jennifer and Miss Grace's room will exit through the kitchen door onto the large porch.
- Students in Mrs. Gallagher's room will exit down the side stairs and out to the back drive.
- Students in Ms. Welch's room and the literacy room will exit down the back stairs and onto the large porch.

Toddler House:

- Morning drop-off is at the kitchen door on the back deck.
- Students in Miss Karen and Miss Jen's room will exit through the kitchen door during the school day.
- Students in Miss Kathi and Miss Kassi's room will exit through their classroom door during the school day.
- Pick-up is at the kitchen door on the back deck.

Higgins:

- The only entrance is through the front door.
- Students in the Chorus Room will exit directly outside through the side door from the Chorus Room.
- Students in the Band Room will exit directly outside through the side door from the Band Room.
- Students in the small classroom or the practice rooms may exit through the front door, but must wait for any students to enter before exiting through that door. Students may also exit out the side doors of the Chorus or Band Rooms if those rooms are not currently occupied.