

2023



2024



CURREY INGRAM ACADEMY

# GUIDEBOOK

Promoting Strengths. Supporting Differences.



# WHO TO CONTACT

## ABSENCES/EARLY DISMISSAL DIVISION OFFICES

LOWER SCHOOL..... 615-507-3200  
MIDDLE SCHOOL ..... 615-507-3185  
UPPER SCHOOL ..... 615-620-6256

## ADMINISTRATION

DR. JEFFERY L. MITCHELL ..... 615-777-4817  
*Head of School*  
Contact Executive Assistant Robyn Harris  
robyn.harris@curreygram.org

KELLY FISH..... 615-507-3186  
*Assistant Head of School for Advancement and  
Strategic Initiatives*  
kelly.fish@curreygram.org

## ADMISSION

DOLLY ROACH ..... 615-635-0251  
*Director of Admission*  
dolly.roach@curreygram.org

## ATHLETICS

REID McFADDEN ..... 615-507-3187  
*Director of Athletics (Grades 5-12)*  
reid.mcfadden@curreygram.org

STEPHEN SCHUMACHER..... 615-507-3202  
*K-4 Athletic Director/PE teacher*  
stephen.schumacher@curreygram.org

## BILLING/TUITION PAYMENTS

MELANIE BRITTON ..... 615-777-4820  
*Accounts Receivable Coordinator*  
melanie.britton@curreygram.org  
billing@curreygram.org

## CURREY INGRAM PARENT ORGANIZATION (CIPO)

LISA LUGO  
*President*  
lisalugo@gmail.com

## COMMUNICATIONS/ WEBSITE/MyCIA

ROBYNN BUTLER..... 615-507-3188  
*Director of Communications*  
robynn.butler@curreygram.org

## DINING SERVICES

ANTHONY ARMSTRONG ..... 615-507-3178  
*Dining Services Manager*  
dining@curreygram.org

## MAIN NUMBER

615-507-3242

## MEDICAL

SCHOOL NURSE ..... 615-507-3177  
nurse@curreygram.org

## RESIDENTIAL LIFE

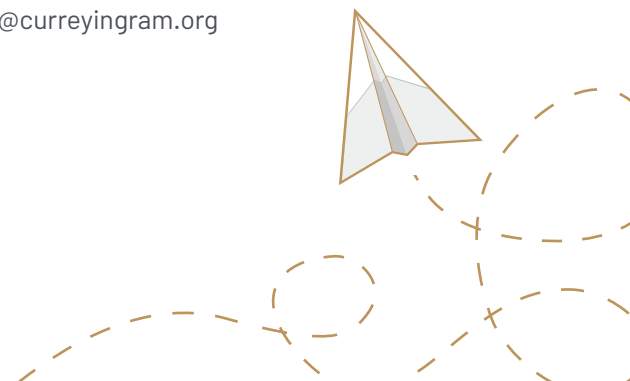
ALAN WONG ..... 615-777-4819  
*Director of Residential Life*  
alan.wong@curreygram.org

## SPIRIT STORE

BLAIR DONEGAN ..... 615-635-0253  
*Director of Events and Logistics*  
blaie.donegan@curreygram.org

## SUPPORT AND GIVING

JUDI NORTH ..... 615-777-4816  
*Director of Development*  
judith.north@curreygram.org





# NEED TO KNOW

## **ANNETTE ESKIND INSTITUTE OF LEARNING**

Our community education program offers sessions on a variety of topics to help participants better understand child and adolescent development and how children learn. Many sessions are led by Currey Ingram Academy faculty and staff, while some are led by local and national experts.

## **DROP OFF / PICK UP ETIQUETTE**

Currey Ingram's school zone is on campus and along Murray Lane between Beech Creek Road and Olde Town Road. By slowing down when you approach and enter our school zone on Murray Lane and following directions from our security officer, you help families trying to enter and exit both the school's main campus and the Child Development Center. On campus, the speed limit is 7 miles per hour.

## **SCHOOL FORMS**

Completion of important school forms (from emergency contact information to medical forms) is required for every student. These forms must be completed annually and accessed via the orange Magnus Health resource board in the parent portal, MyCIA. The link to MyCIA is found in the top right corner of the school's home page. Failure to complete forms could impact a student's chances to attend. ([www.curreygram.org](http://www.curreygram.org))

## **UNIFORM GUIDELINES**

Clothing expresses attitude and personality and also reflects and influences behavior; consequently, clothing matters. A positive attitude in appearance and behavior is conducive to learning. All clothing must be purchased from Mills Uniform Company, 204 Ward Cir #400, Brentwood, TN, or the Currey Ingram Used Uniform Sale. Use Currey Ingram's School Code (3812) when purchasing items online at Mills Uniform Company. For detailed information about the uniforms, please see Division handbooks.

## **VOLUNTEER**

The Currey Ingram Parent Organization, known as CIPO, welcomes parent volunteers for a number of committees. Please contact CIPO President Lisa Lugo ([lisalugo@gmail.com](mailto:lisalugo@gmail.com)) for more information.

## **WEATHER PROTOCOLS**

Currey Ingram Academy will notify each family by an automated phone call, text and email either in the evening prior to the closing/delayed start or by 6 a.m. that day, unless last-minute weather changes occur. The decision to close or open school is made after careful deliberation regarding safe travel conditions and is based on the best available information. Please use your discretion, as conditions differ in various areas. Currey Ingram does not automatically follow the Metro Nashville Public Schools or Williamson County Schools schedule. Watch WTVF-TV (Channel 5), WSMV-TV (Channel 4), and/or WKRN-TV (Channel 2) for listings. School closing information will also be posted on the school's website and social media accounts.





# TUITION

## INCLUDED WITH TUITION AT CIA:

- Instruction
- Lunch
- Some school supplies
- Use of either the school's iPad (grades PreK-4) or Chromebooks (grades 5-12)
- Student and Family admission to all on-campus plays, concerts, and sporting events

## EXPENSES BEYOND TUITION

### GENERAL

#### DIAGNOSTIC TESTING FEES

(every three years)

#### CURREY INGRAM PARENT ASSOCIATION (CIPO)

Annual Dues: \$25

#### SCHOOL UNIFORM

A complete new uniform is about \$200. (There is a Used Uniform Sale in August and January.) New uniforms can be purchased at Mills Uniform Company, 204 Ward Circle in Brentwood or online at millswear.com with school code 3812.

## DIVISION-SPECIFIC

### LOWER SCHOOL EXPENSES

- First Semester Fee: \$140 (itemized list included in Lower School Handbook)
- Second Semester Fee: \$100 (itemized list included in Lower School Handbook)
- January or Later Start Fees: \$145
- Huntsville Trip in May for the fourth-grade class is not included and is billed separately.

### MIDDLE SCHOOL

- Materials and Supplies: \$175
- Middle School Activity Fee: \$110 (grades 5-7), 7th/8th-Grade class trip: fees vary by destination
- Books: Approximately \$130 to \$150 depending on grade level
- Calculators: \$10 (purchased by the school for students with a calculator accommodation) to \$150 for TI-84 Plus CE for 8th-grade Math and Algebra (purchased by parents)

### UPPER SCHOOL

- Activities Fee: \$125
- Subject Area Fees vary for labs, fine arts, world languages: \$20 to \$49
- Odyssey and Spring Break trips (optional)
- Books: Approximately \$150 to \$300 depending on courses taken.
- Digital Planner Fee: \$20

### OPTIONAL EXPENSES

Bus transportation service  
Student Athletic Fee  
Student Theatre Fee  
Student Accident Insurance  
Aftercare (Boost)  
Clubs and extracurricular activities





# FOUR CONFERENCES

Currey Ingram Academy has a minimum of four parent conferences per year:

1. **Beginning-of-Year Conferences** are a more informative conference and a meeting with student, parent(s), and/or teacher/advisor/mentor.
2. In the **Fall Conference**, the Individualized Learning Plan (ILP) with goals for the year and progress to that point is shared by faculty.
3. In the **Winter Conferences**, ILP goal updates and progress are shared.
4. In the **End-of-Year Conferences**, progress updates for the year are shared, summer recommendations are provided, and if applicable, test results are shared.

The format and purposes for the conferences vary by Division based on the developmental needs of the students. (Parents, students, and/or teachers may request additional conferences at any time during the year.)

## LOWER SCHOOL CONFERENCES

For conferences in the Lower School, the students' team of teachers convenes in a one-hour meeting to discuss the goals set for the student as well as the progress being made towards achieving those goals. The team includes the Homeroom, Language Arts, and Math teachers and may also include a Speech-Language Pathologist, Occupational Therapist, the School Counselor, and/or an Administrator. Plans for intervention, remediation and/or enrichment in each academic area are shared and discussed. Any changes made to a child's programming (i.e., change in curriculum), specific work samples, and updated benchmark assessment data are also shared and discussed. For students who begin later in the year, the conference schedule may be modified slightly, with the initial conference occurring about eight weeks after enrollment.

## MIDDLE SCHOOL CONFERENCES

The Middle School Beginning-of-Year Conferences are held with your student's Advisor(s). During

Fall and Winter Conferences, parents meet with your child's academic teachers, as well as the Occupational Therapist and/or Speech-Language pathologist, if requested. End-of-Year Conferences may involve select academic teachers and Advisor(s). Administrators may also attend scheduled conferences throughout the school year. Seventh- and eighth-grade students are expected to attend conferences in August, October, and February as they have an active role in reporting their progress to their parents and gathering feedback from Faculty. Eighth-grade students will attend a portion of the May conference to discuss Upper School scheduling. Fifth- and sixth-grade students attend August conferences only.

## UPPER SCHOOL CONFERENCES

The Upper School has four scheduled conferences each year, with students leading two of these conferences. The first conference is an opportunity for students and parents to meet with the Mentor to review Division procedures and learn more about the Upper School. In the spring conference for students in grades ninth through eleventh, the Mentor reviews the final ILP of the year and standardized testing results, and shares next year's course of study. The two student-led conferences (fall and winter) give the student the opportunity to discuss his/her learning profile, strengths, challenges, progress, and goals with parents and teachers. Parents and teachers also provide each student with positive feedback, corrective feedback, and/or recommendations for improvement. This process provides the student with a clearer understanding of his/her challenges and what accommodations benefit the student's learning. The student-led conference also builds confidence within the student in preparation for college interviews.



# SUPPORT

## THE CURREY INGRAM ANNUAL FUND

The Annual Fund is the cornerstone of the fundraising programs at Currey Ingram Academy. As an independent school, Currey Ingram receives no government funding and relies on tuition and charitable gifts as the primary sources of funding.

## HOW DOES MY GIFT TO THE ANNUAL FUND HELP THE SCHOOL?

Annual philanthropic giving to the Annual Fund allows Currey Ingram to enhance the educational experiences of our students by strengthening and sustaining Currey Ingram's ability to fulfill our mission. Unrestricted gifts immediately benefit each student and faculty member by enriching all academic and co-curricular programs. Gifts also support faculty professional development, financial aid, service learning, and the maintenance of our campus. This revenue is used in the same year that it is received.

## WHO CONTRIBUTES TO THE ANNUAL FUND?

Alumni, parents of current students, parents of alumni, grandparents, faculty, trustees, foundations, matching gift corporations, and friends of Currey Ingram Academy support the school via the Annual Fund.

## HOW MUCH SHOULD I GIVE?

No matter the amount, every gift is vital for Currey Ingram's success. Participation by each family every year is important. Donors at all levels are recognized in our Annual Giving Report.

## WHEN AND HOW MAY I GIVE?

Gifts may be made at any time throughout the school year (July 1-June 30), though Currey Ingram holds a six-week Annual Fund Campaign in the fall. Gifts may be made online, by check, credit card, or private or publicly held securities.

## HOW DO MATCHING GIFTS WORK?

If you or your spouse works for a company that matches charitable contributions, you may be able to double or triple your gift! Information is available through your company's Human Resources department.

## CAPITAL CAMPAIGNS AND ENDOWMENT

Currey Ingram Academy conducts capital campaigns periodically for brick-and-mortar projects and for its endowment. While Annual Fund gifts support the daily operations, charitable gifts for capital projects have built the campus that our students enjoy today.

Gifts to the endowment provide a permanent source of support for student financial assistance and the long-term maintenance of our campus. Planned gifts may also be directed to the endowment.

Planned Giving ensures that Currey Ingram is able to continue to impact those we serve well into the future. Learn how to incorporate Currey Ingram into your estate plans at [www.curreygram.myplannedgift.org](http://www.curreygram.myplannedgift.org).

## FOR MORE INFORMATION

Contact Director of Development, Judi North, [judith.north@curreygram.org](mailto:judith.north@curreygram.org).

You may also refer to the Support tab on the Currey Ingram website.





# COMMUNICATIONS

## ALL-SCHOOL COMMUNICATION

### ALL-SCHOOL NEWSLETTER

The All-School Newsletter is emailed every Thursday afternoon. It is the best location to find important school news, upcoming dates, reminders, and more.

### MUSTANG MESSAGE

The Mustang Message is Dr. Jeffrey L. Mitchell's twice a month message to the community that is emailed on Monday evenings.

### THE CURREY INGRAM WEBSITE

Currey Ingram's website is [www.curreygram.org](http://www.curreygram.org). In the top right corner, parents may click on MyCIA to access the parent portal.

### MyCIA and Resource Board

MyCIA is the password-protected parent portal on the website. Each parent has a login. After logging in, all parents have access to the Currey Ingram family/student directory and Resource Boards that contains lunch menus, handbooks, uniform guidelines, major dates and more.

### CURREY INGRAM CALENDAR

The Currey Ingram calendar can be found at [www.curreygram.org](http://www.curreygram.org). There is a calendar icon in the top-right corner of the home page. Click on the icon. You can sort the calendar by list or grid and to show all-school or division-specific events.

### EMERGENCY ALERT SYSTEM

The Emergency Alert System is used for an on-campus emergency or if the school needs to communicate about late opening or closure due to weather. The system sends a phone call and text to parents' emergency numbers and an email.

### SOCIAL MEDIA

Stay connected to the school by following our various social media accounts. Find us on Facebook at [facebook.com/curreygram](https://facebook.com/curreygram), and on Instagram and Twitter @curreygram.

### MAGAZINE

We create a magazine twice a year with special stories from around the school, alumni updates, teacher profiles, and much more! It's an in-depth look at the school, connecting you to all things Currey Ingram.

## LOWER SCHOOL COMMUNICATION

### LOWER SCHOOL NEWSLETTER

It is linked to the All-School Newsletter and is emailed on Thursday afternoon. Among the items:

- Event details and reminders
- Educational articles
- Lower School calendar

### A FOLDER IS SENT HOME IN YOUR STUDENT'S BINDER AND CONTAINS:

- Homeroom newsletter (1st Thursday of the month)
- Language Arts and Math newsletters (3rd Thursday of the month)
- Completed work
- Forms that require parent signatures
- Hard copy of calendar (last Thursday of month)

### SEESAW

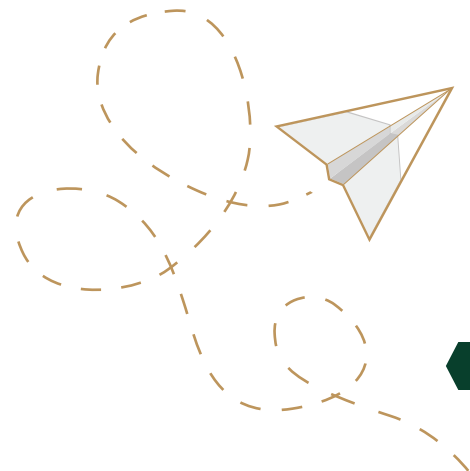
Seesaw is an app that Lower School parents are asked to download. The Seesaw app provides a "glimpse into the classroom." Students will share their work, drawings, voice recordings, videos and more. The school may use the app to send friendly reminders about upcoming events.

### EMAILS & PHONE CALLS

Teachers will individually email or call parents on occasion as necessary.

### MyCIA

Parents may log in to view a student's Caught-in-the-Act with Character, a system that reinforces positive behavior and character of students throughout the school day. These are recorded in the official notes section of MyCIA and also read aloud daily during the morning announcements.





# COMMUNICATIONS

## MIDDLE SCHOOL COMMUNICATION

### MIDDLE SCHOOL NEWSLETTER

This newsletter is linked to the All-School Newsletter and is emailed on Thursday afternoon. Among the items in the Middle School electronic newsletter are:

- Calendar of events
- Event reminders
- Administrator's column
- Glimpses into the classroom
- Lunch Menu
- Upcoming Social Events & Field Trips
- Photo Gallery for Middle School events

### EMAILS & PHONE CALLS

Teachers will individually email or call parents on occasion as necessary.

### MyCIA

MyCIA provides access to your student's class schedule, grades, attendance, and other resources.

### COACHES' EMAILS

Coaches' emails are sent on weekends to families whose students participate in Mustang Athletics.

## UPPER SCHOOL COMMUNICATION

### UPPER SCHOOL NEWSLETTER

The Upper School Newsletter is linked to the All-School Newsletter and is emailed on Thursday afternoon. The Upper School electronic newsletter contains:

- Calendar of events
- Event reminders
- Glimpses into the Classroom
- Photo Gallery of events
- College Counseling Events and News
- News from the Division Head

### EMAILS & PHONE CALLS

Parents are encouraged to help their teen self-advocate and contact the teachers by email or in-person when needed. Teachers will also email or call parents on occasion.

### MyCIA

MyCIA provides access to your student's class schedule, grades, upcoming due dates and daily assignments.

### COACHES' EMAILS

Coaches' emails are sent on weekends to families whose students participate in Mustang Athletics.







# GLOSSARY OF TERMS

**ACADEMY PAVILION** is the home of the Nashville SC Academy and is used by Mustang Athletics for concessions and bathrooms for outside athletic programs. It is located on the west side of campus next to the track, soccer field, and tennis courts.

**AEIOL** stands for the Annette Eskind Institute of Learning, and it is the school's community outreach program that offers sessions on a variety of topics to help participants better understand child and adolescent development and how children learn. Many sessions are led by Currey Ingram Academy faculty and staff, while some are led by local and national experts.

**AGNETA and BROWNLEE CURREY DINING HALL** is the official name of the dining hall.

**BOOST** is the name of the Aftercare program for K-8 students.

**CARELL HALL** is the Jim and Jan Carell Hall, which houses the Upper School and Henderson Auditorium.

**CIPO** stands for Currey Ingram Parent Organization.

**CDC** stands for the Child Development Center, which is open to the public and serves children ages six weeks through Pre-K. The youngest children are located in the modernized Farmhouse at the front of our campus, and ages 3 and 4 and Pre-K classrooms are on the main campus in John Rivers Ingram Hall.

**CIA** stands for Currey Ingram Academy.

**CURREY INGRAM CONNECTS** is a program from the Currey Ingram Parent Organization (CIPO) that supports new Currey Ingram families. It serves as a network of families that welcomes people into the community, supports the transition to Currey Ingram, introduces people to traditions at the school, is a place for people to ask questions, and provides opportunities to get involved.

**ESKIND HALL** houses the Middle School.

**FIELD HOUSE** is the Jan Carell Field House, which holds Frist Gym, Mustang Gym and a weight room.

**FRIST QUAD** is the grassy quad in the center of campus surrounded by the academic, administration, and athletic buildings.

**FRIST HALL** is Jennifer and Billy Frist Hall. In this building at the entrance to campus is the administrative offices, Admission Office, Billing Office, Board Conference Room, Communications Office, Development Office, Diagnostic Center, Dining Hall, Head of School Office, Head's Conference Room, Learning Commons, and Spirit Store.

**HENDERSON AUDITORIUM** is the Carol Henderson Auditorium, named for the co-founder of Westminster School of Nashville, the predecessor school of Currey Ingram Academy. It is located in the Upper School building, Jim and Jan Carell Hall.

**ILP** stands for Individualized Learning Plan. The ILP promotes strong communication between the teacher and parents in assessing a student's academic, executive function and social-emotional growth.

**JOHN RIVERS INGRAM HALL** houses the Lower School.

**JEFFREY KUHN FIELD** is the name of the track and soccer field.

**LEARNING COMMONS** is the library and educational database center.

**LS** stands for the Lower School.

**MS** stands for the Middle School.

**MURRAY THE MUSTANG** is the school mascot.

**OT** stands for occupational therapist.

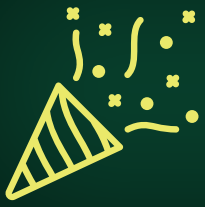
**RESIDENTIAL LIFE** Currey Ingram's boarding program for students in grades 9-12.

**SALSC** is the Student-Athlete Leadership & Success Center in the Jan Carell Field House.

**SLP** stands for speech-language pathologist.

**SCHOOL COLORS** are green and gold.

**US** stands for the Upper School.



# EVENTS & TRADITIONS

## **BANDFEST**

Bandfest is celebrated in the fall and in the spring on Frist Quad. Bandfest showcases the musical talents of our Middle School and Upper School students performing in our school rock bands.

## **COMMUNITY NIGHT**

Community Night is held annually in the fall and provides an opportunity for the entire Currey Ingram community to gather on campus. From activity zones to food trucks, a movie on the Quad, Mustang Volleyball games, music, and more, it is a fun-filled evening for the whole family.

## **CIPO SPRING FUNDRAISER**

The Currey Ingram Parent Organization (CIPO) hosts an annual spring fundraiser. It is a casual, fun evening for adults who want a night out to support a great cause – Currey Ingram Academy.

## **DADS CLUB STEAK DINNER**

Dads Club Steak Dinner is a fall event for all Currey Ingram dads. Held in the dining hall, the night is a chance for dads to connect over a free steak dinner. The evening includes a speaker, usually from one of the sports teams.

## **GRANDPARENTS AND SPECIAL FRIENDS DAY**

Grandparents and Special Friends Day is an all-school event, usually held the Tuesday before Thanksgiving, in which grandparents or special friends are invited to campus for breakfast, a program, and activities in their student's division. Students are also welcome to invite a special friend, which can include a parent.

## **HENDERSON HOUSES**

Henderson Houses represent a program to unify our PreK-12 community and to instill school pride and spirit. Every student, teacher, and staff member is assigned to one of four Houses (Cedar, Elm, Maple, or Oak). There are a variety of competitions held throughout the year to earn House points.

## **HENDERSON HOUSE DAY**

Spirit days held throughout the year where the school community is encouraged to wear their school issued Henderson House shirt with dress code bottom unless otherwise designated by your student's Division.

## **HENDERSON MEMORIAL GOLF TOURNAMENT**

The Henderson Memorial Golf Tournament began in 2005 to benefit the Britt Henderson Endowed Scholarship Fund at Currey Ingram Academy. It is held annually in the fall, and has raised more than \$1 million for financial aid.

## **HOMECOMING**

Homecoming is an annual winter tradition held in January. Homecoming events include the alumni lunch and basketball game, Mustang Nation Day, and Winter Pep Rally. Homecoming Varsity basketball game, half-time Homecoming Coronation and the Upper School Homecoming Dance.

## **JOHN RIVERS INGRAM DAY**

John Rivers Ingram Day is held every fall on or around October 24, Mr. Ingram's birthday, to celebrate the philanthropic leadership of Stephanie and John Ingram. As part of this celebration, students collect non-perishable food items for Second Harvest Food Bank.

## **MOMS CLUB HOLIDAY PARTY**

Moms Club Holiday Party is held in December and is a chance for Currey Ingram moms to connect. The Holiday Party is usually hosted at the home of a Currey Ingram family.

## **MUSTANG NATION DAY**

Spirit days held throughout the year where the school community is encouraged to wear school colors. Specific dress code is determined by and communicated by each Division.



# ALMA MATER



## CURREY INGRAM ACADEMY ALMA MATER

Let us stop to hear the sound  
Of our voices raised in song  
Let us sing about the blessings  
That have been here all along  
Walking through the world with confidence  
With hope and dignity  
Our school has taught us  
Kindness, patience and responsibility  
Each year for us, you're here for us  
One voice, one community  
Of learning, sharing, teaching, caring  
For our school's great history  
Of Currey Ingram family

**WRITTEN BY JODY NARDONE & DAN NICHOLS,  
FORMER CURREY INGRAM FACULTY MEMBERS**

## FIGHT, MUSTANGS, FIGHT (CURREY INGRAM FIGHT SONG)

We are the Currey Ingram green and gold.  
Our winning spirit will be ever told.  
We've got the pride to fight with all our might.  
The Mustangs are the best, we're going to win tonight.  
So when you're for the Mustangs, you are right.  
Our team will always come to fight, fight, fight.  
The Mustangs are the best there will ever be...  
We're Currey Ingram Academy!

**BY KELLY FISH**



Currey Ingram Academy Campus Map



**Promoting Strengths. Supporting Differences.**

Currey Ingram Academy | 6544 Murray Lane | Brentwood, TN 37027 | 615-507-3242  
[www.currey Ingram.org](http://www.currey Ingram.org)