



# BACK TO SCHOOL GUIDE

2020-2021 ACADEMIC YEAR





OVER THE NEXT SEVERAL WEEKS,  
WE WILL SHARE SPECIFIC DETAILS  
REGARDING THE START OF THE  
ACADEMIC YEAR. IN THE MEANTIME,  
WE WANT TO PROVIDE SOME OF  
THE OVERARCHING THEMES THAT  
ARE GUIDING OUR PREPARATIONS.

## WELCOME BACK, GOLDEN BEARS!

SCHOOL BEGINS > THURSDAY, AUGUST 13



Holy Innocents' Episcopal School is planning on a full return to campus on **Thursday, Aug. 13**, and we look forward to welcoming all our families to school. This *Back-to-School Guide* outlines our positions and protocols for how we will successfully get back to developing in students a love of learning, respect for self and others, faith in God and a sense of service to the world community. Over the following weeks, we will share specific details regarding the start of the 2020-2021 academic year. **But know this today: We will be back. Stronger than ever before.**

Our Back-to-School Committee of administrators, medical professionals and consultants are diligently preparing for the 2020-2021 academic year to ensure a safe and productive campus environment, and I want to thank the members of the BTS Committee for their ongoing work to plan for a variety of scenarios and potential issues and to provide practical recommendations for each situation as we focus on our full return to campus in August.

I offer my most sincere thanks to our students, parents, teachers and administrators for coming together these past few months to support each other through a surreal and difficult season. Your strength and resilience have inspired me, as does your passion for our school and our people.

As the local health situation evolves this summer, we will continue to provide updates. We expect to deliver final details for the opening of the 2020-2021 academic year by the week of July 20.

No matter the situation, HIES will be operational and prepared to provide the first-rate education that is the hallmark of this institution. I hope you and your family have a safe and rejuvenating summer.

I look forward to seeing you soon at one of my virtual townhalls in July, where we will discuss the latest plans and procedures for safely getting us all back to school.

Paul Barton  
Head of School





# IMPORTANT UPDATES

BACK TO SCHOOL 2020-2021



## ATHLETICS BACK IN ACTION

One of the first steps toward the return to regular campus life began this month with fall sports and conditioning programs getting underway, following a list of guidelines from GHSA. It is wonderful to see and to know our athletes are back in action, preparing for a successful fall on the fields of competition. Our summer Bear Camps will hold live, in-person camps starting in July. With offerings in athletics and academics, we hope you will check them out and register your child(ren) for some fun on campus.



## FINANCIAL STABILITY

Since the onset of the pandemic, HIES has sustained a strong relationship with our banking partner and vendors, implementing numerous cost and cash management plans to maintain our financial and operational stability, including our leveraging the Federal Government's CARES Act Program. While the Our Time Capital Campaign has already secured funds and pledges approaching \$22M, all funds raised for the Capital Campaign are restricted and can only be used for campaign components.



## CAMPUS CONSTRUCTION

Construction of our new Humanities Building is underway with the partial demolition of the Riley Building. We are on target to open the Humanities Building in August 2021. The new cross-country track on campus is set to open this fall. These are two of the planned projects in the Our Time Capital Campaign, and we look forward to continued progress during the new school year.



## REMOTE-LEARNING ENHANCEMENTS

Our teachers and students are to be commended for how they navigated our unexpected move to remote-learning this spring. Thanks to their work and your detailed feedback provided in our recent Remote-Learning Survey, we now know what needs to be done to make it even better. We know, from experience, that an effective remote-learning plan requires a thoughtful approach around balancing screen time (and not overwhelming our students with busy work) while maintaining healthy work and study habits.

The work of our Academic Admin Team, led by Steven Turner, associate head of school, will further enhance the quality of our remote-learning experience, should we ever need to implement it again. We are exploring ways to provide students with more experiential, hands-on learning to supplement classroom sessions.

## OPTIONS

### REMOTE-LEARNING ONLY

We are committed to holding our community together by teaching online to students who, because of underlying medical conditions, might be at higher risk for severe illness from COVID-19. Please refer to the **CDC guidelines** for health vulnerabilities. Families who choose not to send their child to campus will be given the option of remote-learning only.

To help us with our planning, we need to hear from families whose child(ren) may be particularly vulnerable. Contact Steven Turner, associate head of school, as soon as possible:

STEVEN TURNER  
Associate Head of School  
[steven.turner@hies.org](mailto:steven.turner@hies.org)







# SAFETY GUIDELINES

## FOR ON-CAMPUS LEARNING

👤 Campus visitors will be limited. Special areas will be designated for visitors and vendors.



### WEARING MASKS

We will follow public health guidance regarding the usage of masks.



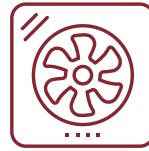
### SOCIAL DISTANCING

Whenever feasible, students, faculty and staff will be encouraged to maintain a six-foot distance between one another. We are making extensive plans for how to best adjust classroom size, large group meetings, movement around the school, lunch, creative daily and weekly scheduling, protective gear and much more. We will work with SAGE and division principals to modify where and when lunch will be served.



### TEMPERATURE SCREENINGS

Students, faculty and visitors will receive a temperature check at the beginning of the day. We will partner with families to ensure students stay home if necessary.



### VENTILATION SYSTEMS

Best practices for heating, ventilation and air conditioning systems have been reviewed resulting in the development of a vigorous filter replacement cycle. Ongoing monitoring of all systems will ensure adequate air circulation throughout all appropriate areas.



### CAMPUS CLEANLINESS

High-risk areas such as classrooms, infirmaries and locker rooms will be cleaned and sanitized throughout the day and evening in accordance with approved CDC methods, employing the use of electro-static disinfectant sprayers and using approved disinfectant. All classrooms are furnished with disinfectant wipes and/or spray to facilitate regular disinfecting of desks and other commonly touched surfaces.



### TEACH PROPER HYGIENE

Hand sanitizer spray will be available in every classroom to promote an appropriately clean and disinfected environment for all students and faculty. Additional sanitizing stations are available at various locations throughout campus. All faculty will be well versed in the best practices of hand hygiene, including both hand washing and sanitizing practices. Faculty will work closely with all students to promote healthy hand hygiene.



### ISOLATION ROOMS

Rooms will be designated throughout campus to isolate sick students and employees.

## ON-CAMPUS LEARNING

### ADDITIONAL DETAILS



### ACADEMIC CALENDAR

At this time, we do not plan to make any changes to the academic calendar for the 2020-2021 academic year (first day of school or school breaks).



### SCHEDULES

Schedules are being created for all divisions to enable seamless transitions for students. More about these schedules will be shared in upcoming division meetings with parents and students.



### ATHLETICS

We will abide by the Georgia High School Association's guidelines for interscholastic sports and competition, while implementing our own additional safeguards.



### CHAPEL

We are currently working with our three chaplains to determine the most effective and healthy way to deliver chapel services this fall.



### AFTER-SCHOOL PROGRAMS

It is our plan to offer the after-school programs ACE, our afternoon enrichment, and BASE, our extended-day program.

## CONTACTS NEED MORE INFORMATION?

### PRIMARY SCHOOL

**Greg Kaiser**, PS principal  
greg.kaiser@hies.org

**Kaki Scroggins**, PS nurse  
kaki.scroggins@hies.org

**Amy Adams**, PS counselor  
amy.adams@hies.org

### LOWER SCHOOL

**Isabel Eliashev**, LS principal  
isabel.eliashev@hies.org

**Anne-Brown Adams**, LS + MS nurse  
anne-brown.adams@hies.org

**Fraser Kent**, LS counselor  
fraser.kent@hies.org

**Tony Watkins**, athletic director  
tony.watkins@hies.org

### MIDDLE SCHOOL

**Nigel Traylor**, MS principal  
nigel.traylor@hies.org

**Anne-Brown Adams**, LS + MS nurse  
anne-brown.adams@hies.org

**Nicole Hopkins**, MS counselor  
nicole.hopkins@hies.org

### UPPER SCHOOL

**Manning Weir**, US principal  
manning.weir@hies.org

**Carolyn Rankin**, US nurse  
carolyn.rankin@hies.org

**Katie Cruce**, US counselor  
katie.cruce@hies.org

**Jessica Vance**, ACE + BASE  
jessica.vance@hies.org

*Please note that all future information regarding the 2020-2021 academic year return to school will be sent via e-mail to the address on file with the school.*

# THREE SCENARIOS

## PREPARING FOR EVERY CIRCUMSTANCE

As we prepare for a full re-entry to campus on Thursday, Aug. 13, we must also make plans for the possibilities of having to move into a hybrid-learning scenario for an individual division (or temporarily for the entire school), as well as for a full remote-learning scenario if a mandatory quarantine should be issued by the state or federal government for an extended period of time.

All of our school decisions, as it relates to COVID-19 health and safety, are informed by public health agencies and our local government.

Briefly outlined below are the three possible scenarios in which we will, or might, engage this academic year: On-Campus Learning, Hybrid Learning and Remote Learning. Each scenario contains a multitude of programmatic layers and details, which the BTS Committee is diligently working to finalize and make available to the HIES community when appropriate.



### SCENARIO

# 1

#### ON-CAMPUS LEARNING

Begin school in the fall, on campus, and work with families who are unable to be on campus. Plan for online learning as needed. We will explore when to resume large gatherings such as student performances and chapels, in accordance with public health guidelines. We will work with SAGE and division principals to modify where and when lunch will be served.

### SCENARIO

# 2

#### FLEX-LEARNING

If the local health environment requires campus — or part of campus — to be closed and school to be conducted online, HIES will continue teaching and learning through digital platforms. We will be poised to return to campus when the health situation allows. The school has acquired additional technology to significantly enhance our remote-learning.

### SCENARIO

# 3

#### REMOTE-LEARNING

We will be ready to deliver teaching and learning from digital platforms for an extended period of time if the local health landscape requires it. The school has acquired additional technology to significantly enhance our remote-learning.



# OUR TIME

the CAMPAIGN for HOLY INNOCENTS' EPISCOPAL SCHOOL

BY MEBANE & NEIL PRUITT, OUR TIME CAMPAIGN CHAIRS

In January 2020, Holy Innocents' Episcopal School officially launched the Our Time campaign, which will accomplish far more than constructing new buildings on campus. It is building a community of citizens for tomorrow who are well-rounded and prepared for whatever the future holds. This campaign is about strengthening the future of the school to attract and retain the very best faculty, and to provide an outstanding experience where students will excel in academics, arts, athletics and servant leadership.

Construction of our new Humanities Building is underway with the partial demolition of the Riley Building. We are on target to open the Humanities Building in August 2021. The new cross-country track on campus is set to open this fall.

Our campaign goals will transform the campus with state-of-the-art new facilities:

- We will construct a new 60,000 SF Upper School humanities building to replace the Riley Building, which dates to 1962. The new building will house the English, World Languages, Religion, History, Global Education and College Counseling departments with collaborative learning and social spaces for students and faculty, a new library and media center, and a new campus shop. This innovative building will overlook a large greenspace and central courtyard, strengthening the campus' feeling of community.
- The current 1970s Lower School building will be replaced with a new 40,000 SF building filled with natural light, high-tech classrooms, a new STEM lab and makerspace, hands-on learning spaces and flexible common areas including a green space and play area.

**STATE OF THE CAMPUS**  
THINGS WILL LOOK DIFFERENT

"WE ARE CONFIDENT THAT WE WILL RAISE THE REMAINING FUNDS THROUGH THE COLLECTIVE CONTRIBUTIONS OF OUR CURRENT HIES FAMILIES, FOUNDATION GRANTS AND ALUMNI."

- In addition, we will add a cross-country course around the perimeter of the campus, which will allow us to host cross-country meets for the first time in school history. Look for new green spaces and new and improved security measures, driveways and traffic flow as well.

This campaign is the largest in the school's history at \$32.5 million and we are well on our way to achieving this fund-raising goal, with 100 percent support from the Board of Trustees and our faculty and staff. We are confident that we will raise the remaining funds through the collective contributions of our current HIES families, foundation grants and alumni.

Join us in making history at HIES with your gift to the Our Time campaign at [www.ourtimecampaign.com](http://www.ourtimecampaign.com).





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“THE GOAL FOR GETTING BACK TO SCHOOL IS TO STRIKE A HEALTHY BALANCE BETWEEN THE PRECAUTIONS WE MUST TAKE TO MINIMIZE RISK AND PROVIDING OUR GOLDEN BEAR STUDENTS WITH THE EDUCATIONAL, ATHLETIC, ARTISTIC AND SPIRITUAL EXPERIENCES THEY DESERVE. WHILE WE WILL BE DILIGENT IN OUR EFFORTS TO FOLLOW OUR HEALTH AND SAFETY PROTOCOLS, WE WILL EMPLOY COMMON SENSE AND PROVIDE LOVE AND NURTURING TO EVERY STUDENT, EVERY DAY.”

-PAUL BARTON, HEAD OF SCHOOL

## BACK-TO-SCHOOL COMMITTEE

The purpose of the Back-to-School Committee is to plan and prepare for our community to safely return to campus in August. We will do everything we can to bring teaching and learning back to 805 Mount Vernon Highway. Such an effort requires expertise and collaboration across our institution. The BTS committee includes:

**Paul Barton**, Head of School

**Kevin Brown**, CEO of Piedmont Healthcare, trustee and alumni parent

**Matt Klopman**, a physician who serves on the Emory Hospital biocontainment team and current parent

**Patrick McKee**, Legal Counsel

**Steven Turner**, Associate Head

**Mark Nolan**, CFO

**Michele Duncan**, Director of Institutional Advancement

**Beth-Sarah Wright**, Director of Enrollment Management

**Andrew Payne**, Director of Marketing + Communications

**Lisa McFarland**, Director of Human Resources

**Greg Kaiser**, Principal of Primary School

**Isabel Eliashev**, Principal of Lower School

**Nigel Traylor**, Principal of Middle School

**Manning Weir**, Principal of Upper School

**Anne-Brown Adams**, Nurse for Lower School + Middle School

**Carolyn Rankin**, Nurse for Upper School

**Fraser Kent**, Counselor for Lower School

**Nicole Hopkins**, Counselor for Middle School

**Tony Watkins**, Director of Athletics

**Heidi Domesick**, Director of Fine Arts

**Jessica Vance**, Director of Auxiliary Programs

**Wes Green**, Director of Security

**Bryan Huggett**, Director of Facilities