



HOLY INNOCENTS'
E P I S C O P A L S C H O O L

2020 - 2021 Upper School
Back-to-School Plan

The purpose of this Re-Entry plan is to provide information as to how Upper School faculty, staff and students will return to the school this fall. All information contained within this document will be adapted as the most up-to-date information is disseminated along the way from the school administration.

Safety Protocols

Temperature Checks

All families are asked to check temperatures prior to arriving at school to ensure that your child does not have an elevated temperature. If your child has a temperature over 100.0 please keep him or her at home.

We have installed a state-of-the-art thermal imaging system at the main entry points of the Upper School. This system will automatically gauge the temperature of every student and adult entering the building. Any student or faculty member with a temperature exceeding 100 will not be able to attend for the day, or until he or she is fever-free (without medication) for 48 hours.

Masks

Face coverings will be required of anyone arriving on the HIES campus. To offer the most optimal protection, face coverings should cover a person's nose and mouth and fit securely around the ears or behind the head. Face coverings should be at least two-ply. Gaiter face-coverings are allowed. Masks should NOT have gaskets or vents.

Masks should NOT feature any text, unless it is HIES-branded (available in the Campus Shop). Patterns, art and graphics such as team logos, characters (i.e. comics, gaming, etc.) are allowed but are subject to review/approval.

HIES has a limited supply of face coverings for those who do not have them. These masks should only be requested when students have forgotten or lost their masks.

Masks will be mandatory in hallways, common areas, and classrooms. Students may only remove them when outside and while eating lunch. When students have removed their masks, they must stay at least 6 feet away from all others.

We understand that wearing a mask is a new venture for students so teachers will allow students opportunities to step outside to remove the mask for fresh air when necessary.

Classrooms and Commons Areas

Every classroom will be stocked with sanitizing materials so that all desks can be wiped down before and after each class period. Classroom configurations will be physically distanced as best as possible in an effort to remain within the recommendations provided by the health organizations.

HIES uses medical-grade, EPA-registered disinfectants that are approved for use against SARS-CoV-2 (the virus that causes COVID-19) and has enhanced cleaning, disinfection and ventilation practices in preparation for return to school.

HIES's HVAC system has also been updated to include a new filtration package that allows for the maximum amount of incoming fresh air supply and ventilation across campus.

A team of porters will clean and sanitize often-touched surface areas throughout the day.

Personal Hygiene

Hand sanitizer 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 the Upper School.

Students will be encouraged to use hand sanitizer and to wash their hands in bathrooms throughout the day.

Shared Objects

Use of shared objects such as PE equipment, art supplies, and science materials will be limited when possible and cleaned in between uses.

Seating Charts

Teachers will assign seats for students in order to assist in contact-tracing, if needed. These seating charts will be submitted to the Upper School nurse.

Water Fountains

Water fountains will not be operable in the Upper School. All students are encouraged to bring a large water bottle with them each day. The touchless, water bottle fillers located in STEM will be available for students to fill up their water bottles throughout the day.

Outdoor Spaces

The Stephens Courtyard will be tented and available for students and teachers. Outdoor areas will be available for students to use during lunch and breaks. Additional tents, other shaded areas, and possibly areas under Groesbeck will also be available throughout the day as covered, outdoor spaces.

Visitors

HIES would like to limit visitors to campus as much as possible. In most circumstances, visitors should arrive by appointment only. Call the school's main line at (404) 303-2150 to schedule a visit.

Parents are asked not to enter buildings on campus to sign their students in or out of school. Phone calls or emails by parents to the Upper School Administrative Assistant are acceptable forms of communication to excuse student absences by calling 404-303-2524 or emailing rachel.shunnarah@hies.org.

Information Regarding COVID-19

For information about school-wide policies about student and faculty health regarding COVID-19, please see [this link](#).

Daily Schedules

5-Day Week

	Monday	Tuesday	Wednesday	Thursday	Friday
8:15	A 8:15-9:15	E 60	B 60	G 60	C 60
8:30					
9:00	10	10	10	10	10
9:30	B 9:25-10:25	F 60	C 60	Chapel/Family Time 60	D 60
10:00					
10:30	20	20	20	20	20
11:00	C 10:45-11:45	G 60	D 60	A 60	E 60
11:30					
12:00	Lunch 11:45-12:30	Lunch 45	Lunch 45	Lunch 45	Lunch 45
12:30	M 12:30-1:30	M 60	E 60	M 60	F 60
1:00	Lunch 12:55-1:40	Lunch 45	Lunch 45	Lunch 45	Lunch 45
1:30	10	10	10	10	10
2:00	D 1:40-2:40	A 60	F 60	B 60	G 60
2:30					
3:00	Tutorial /Office Hours	Class Meetings/Division Meetings Either No tutorial or shortened 20 minute tutorial	Tutorial /Office Hours	Tutorial /Office Hours	
3:30					

4 Day Week schedule

	Day 1	Day 2	Day 3	Day 4
8:15	A 8:15-9:30	75	B 75	F 75
8:30				
9:00	20	20	20	20
9:30	B 9:50-11:05	E 75	C 75	75
10:00				
10:30	10	10	10	10
11:00	M 11:15-12:30	F 75	M 75	D 75
11:30	Lunch 11:35-12:20	Lunch 45	Lunch 45	Lunch 45
12:00	M P2 12:20-1:15	Lunch 45	M P2 55	D P2 55
12:30	Lunch 12:30-1:15	Lunch 45	Lunch 45	Lunch 45
1:00	10	10	10	10
1:30	C 1:25-2:45	75	A 75	E 75
2:00				
2:30		Class Meetings/Division Meetings Either No tutorial or shortened 20 minute tutorial		
3:00	Tutorial /Office Hours		Tutorial /Office Hours	Tutorial /Office Hours
3:30				

Both the 5-day and 4-day schedules for the Upper School have been slightly altered in order to minimize downtimes and to give slightly longer breaks in between classes. Changes to the schedule are as follows:

Upper School Carpool

Due to the construction occurring on campus this year, carpool will now occur under Groesbeck Hall. Upper School parents should enter the campus at the STEM building entrance and proceed to the carpool area under Groesbeck. Students will be dropped off and picked up at the north end of the building (near Baker Field) during the official carpool times. If a student is arriving late or being picked up early, they may use the middle stairs under the building.

Arrival Time

So that temperature checks can occur and so that we can monitor students in commons spaces, students should not arrive on campus before 7:30 a.m.

Passing Periods and Breaks

We have added at least 10-minute passing periods in between all classes. This allows time for students and teachers to get time without masks on outside (while social distancing), for rooms to be cleaned and for students to walk to the FAB and Curtis Building (which is housing religion classes this year).

Instead of “flex time,” there will one 20-minute break after 2nd block of the day. Regular flex time activities that involved large gatherings of people like assemblies or class meetings will not occur until we are able to return to our normal schedule.

During break times, students should go outside or find a classroom. In order to encourage social distancing, students will not be allowed to gather in commons spaces during break times. Students who wish to gather outside should go to the following areas:

- 9th-STEM terrace
- 10th and 11th-Stephens courtyard
- 12th-Area between Riley and Groesbeck

Students will need to report to advisory during bad weather days.

Chapels and Programming

Virtual chapels and family time activities (with possible virtual class meetings and/or assemblies) will occur during the “Chapel” block on Thursdays.

Upper School Lunch

To promote social distancing, we will have two shifts for Upper School lunch. The two different times are designated by departments and buildings.

- Lunch I: Math, Science, English, Visual Arts, Study Halls and Free Periods
- Lunch II: Performing Arts, World Languages, Social Studies, Religion, Global, PE

Our facilities department will be able to disinfect the DH in between the two lunches. Students in second lunch will not be allowed to go until their designated time.

Students may eat only in the dining hall and outside. Eating in commons areas, classrooms, or halls will not be allowed.

Students should only remove their masks once they are seated and are socially distanced from other students.

After School

Classes are over at 2:40 p.m. (2:45 p.m. during 4-day weeks).

Tutorial is from 2:40-3:40 p.m. (retakes could be done at this time). Students are not allowed to gather in commons spaces or the halls during this time.

From time to time, Tuesdays after school will be used for virtual class meetings, club meetings, or other similar gatherings on an as-needed basis. Masks would have to be worn if meetings are not virtual.

Commons Areas

Deans and other faculty members will be present in commons areas before the school day begins. The “freshman commons” for the time being will be a designated section of the dining hall and other sitting areas in the STEM building. To encourage social distancing, sophomores will be allowed to use the space normally designated as the freshman commons until further notice.

Family Choice Remote Learning

Students who have opted for remote learning will be required to be on their computers wearing a uniform top in real time from home. We will have a platform that will allow the student to be a part of the live lesson remotely while other students are at school and in class. Parents are expected to ensure that the remote learning students are present and prepared for each class every day.

Temporary Dress Code Change: Shorts

At the beginning of school, HI will be setting up multiple class spaces and break areas outdoors. Because students may spend a significant amount of time outside, all students will be allowed to wear khaki, Bermuda-style shorts during the month of August if they choose. This policy will be reevaluated and possibly extended after a trial period during the first three weeks of school. Shorts must be appropriate length (at least as long as the tip of the student's longest finger) and must be in good condition. No other style or color of shorts may be worn.

Fine Arts

Holy Innocents' Episcopal School believes that the fine and performing arts are more vital than ever, as they can support students' social and emotional learning during times of high stress. While the types of productions, concerts and audience experiences may need to shift to protect the health of students, faculty and families, we are presented with an opportunity to try new technology, new ensemble configurations, new venues and plays providing a meaningful experience to our students.

In regard to our theater program, our plans include the following:

1. As of now, GHSA still plans to move forward with the US One Act Play competition in the fall. We don't yet know where the competition will take place, but the HIES production is slated to be performed at the Sewell Mill Cultural Center in their outdoor amphitheater. Additionally, we will have a few small cast 10-minute plays. This festival will have limited audience seating and will be live-streamed and recorded.
2. The MS/US musical will all be moved to the spring. We will minimize sets, limit cast and crew sizes, and stagger rehearsal times and spaces. Some rehearsals and performances may take place virtually or outdoors. We will live-stream all productions and create at home "watch parties" to generate energy and enthusiasm for both the in-person and online experience.

In regard to the band, orchestra and choral ensembles, our plans include the following:

1. We will be purchasing Smart Music licenses for all students, which allows for online learning and greater independence for our musicians.
2. We will be reducing section sizes to assure that we are able to safely fit our ensembles in our rehearsal rooms and utilizing the auditorium, outside, Parish Hall and any open classroom spaces to do smaller, socially distanced rehearsals.
3. Singing will be done either outside or individually and recorded for instructor feedback.
4. Concerts will look and feel different – from live-streamed events to small coffee concerts – we will be doing everything to keep performance central to our curriculum while adhering to the safety measures dictated by the CDC.

In regard to the visual art program, we are purchasing document cameras for our faculty to allow for demos to occur for remote learners.

Athletics

The Athletic Department will be taking special precautions in the gymnasiums, weight room, and locker rooms. Some of these precautions are the following:

- Athletics will have two electromagnetic foggers
- Weight training classes will end class early and continue the same sanitation protocols that we have used this summer during and after each workout.
- The weight room will be fogged each evening.
- The locker rooms will be fogged between each weight training class and at the end of each day.
- We have worked with the PE department to end each class early so we can have the time to properly sanitize the equipment and the locker rooms.
- A limited number of students will be allowed in the locker room at a time
- All equipment will be sanitized regularly.
- Players must take all cloth items home each day and wash them (jersey, pants, etc.).
- The athletic department will sanitize helmets and shoulder pads after each practice.

**Please know that the information contained within this document is subject to change at any time at the discretion of the school administration.*