# HIGBY'S GUIDE

TO THE



# UPPER SCHOOL

GRADES 0 10 11 12

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### 2021-2022 KEY SCHOOL DATES

### **AUGUST 2021**

Monday, Aug. 2 and Tuesday, Aug. 3
New Faculty/Staff Orientation

Wednesday, Aug. 4

Returning Faculty/Staff Report

Wednesday, Aug.11

Orientations - All Divisions

Thursday, Aug. 12

Opening Day - All Divisions

#### **SEPTEMBER**

Friday, Sept. 3

Labor Day Weekend - Early Dismissal

Monday, Sept. 6

Labor Day - School Holiday

Tuesday, Sept. 7

Rosh Hashana

Thursday, Sept. 16

Yom Kippur

Monday, Sept. 20

Faculty In-Service Day – Student Holiday

#### OCTOBER

Monday, Oct.11 and Tuesday, Oct. 12

Fall Break - School Holiday

#### NOVEMBER

Friday, Nov. 5

Faculty In-Service Day – Student Holiday

Friday, Nov. 19

Thanksgiving Break Begins - Early Dismissal

Monday, Nov. 22 - Friday, Nov. 26

Thanksgiving Break

Monday, Nov. 29

Classes Resume

### **DECEMBER**

Friday, Dec. 17

Christmas Break Begins - Early Dismissal

Monday, Dec. 20 - December 31

Christmas Break

#### JANUARY 2022

Monday, Jan. 3

Classes Resume

Monday, Jan. 17

Martin Luther King Jr. Day

- School Holiday

#### **FEBRUARY**

Friday, Feb. 18

Faculty In-Service Day - Student Holiday

Monday, Feb. 21

Presidents' Day – School Holiday

#### MARCH

Monday, March 7 - Friday, March 11

Spring Break

### APRIL

Monday, April 4

Faculty In-Service Day – Student Holiday

Friday, April 15

Good Friday - School Holiday

Saturday, April 16

Passover

Sunday, April 17

Easter

Monday, April 18

Easter Monday – School Holiday

#### MΔY

Saturday, May 14

Graduation

Thursday, May 26

Last Day of School - Early Dismissal

Friday, May 27

Faculty Post Planning Day

Dates may be subject to change.



## WELCOME

Welcome to the HIES Upper School! We hope that you will love it here as much as we do. This Upper School Transition Guide will tell you everything you need to know to get started, and the administrators mentioned throughout the guide will be happy to answer any other questions you may have.

### PEOPLE TO KNOW

ADMINISTRATION POINTS OF CONTACT



Manning Weir Principal

manning.weir@hies.org



Jason Rutledge Assistant Principal for Academics

jason.rutledge@hies.org



Marissa Ahern Assistant Principal for Students

marissa.ahern@hies.org

### **NEW TO HIES?**

**Placement tests** for World Language and Math, as well as **course registration** for new students, takes place in the month of May. Visit the **New Family Information** post under the Resources tab in myHIES.

### **HELP! I NEED SOMEBODY**

IF YOU HAVE QUESTIONS OR CONCERNS ABOUT:	CONTACT
Attendance See Upper School Handbook for detailed information regarding attendance policies.	ABSENCE LINE: (404) 303-2524 or Rachel Shunnarah Upper School Administrative Assistant rachel.shunnarah@hies.org
Student Activities & Community Service	Carmen Weissman  Director of Student Activities & Community Service carmen.weissman@hies.org (404) 303-2150, ext. 241
Social/Emotional Support, Student Wellness Board & Campus Initiatives	Katie Cruce <i>Upper School Counselor</i> katie.cruce@hies.org (404) 303-2150, ext. 283
Health/Medical Concerns or Questions	Carolyn Rankin, RN <i>Upper School Nurse</i> carolyn.rankin@hies.org, ext. 326
Multicultural Affairs	Keith White <i>Director of Multicultural Affairs</i> keith.white@hies.org, ext. 255

### SUMMER MATH & READING

You will find your grade-level specific required summer reading and math packet on myHIES (available by June 1)

hies.myschoolapp.com

Once you are logged in to myHIES, click the Resources tab. You will see a post for Summer Assignments.

### **UPPER SCHOOL DEANS**



Rebecca Rivera Freshman Dean, Class of 2025

rebecca.rivera@hies.org



Adrienne Rowe Sophomore Dean, Class of 2024

adrienne.rowe@hies.org



Adam Frye Junior Dean, Class of 2023

adam.frye@hies.org



Mike Plant Senior Dean, Class of 2022

mike.plant@hies.org

### WHO TO CONTACT

**DEANS & ADVISORS** 

### **ROLE OF THE DEAN**

The dean is the person of contact for students and parents. Questions and concerns go through the deans. Some duties include academic support and planning, emotional support, conflict resolution and discipline.

### **ROLE OF THE ADVISOR**

The advisor spends four years with an advisory group. They support the students academically and emotionally. Some duties include Family Time, Chapel attendance and uniform check help.

Advisors will be assigned at a later date.



# SUPPORT



Rev. Ricardo Bailey Head Chaplain

ricardo.bailey@hies.org



**Keith White**Director of
Multicultural Affairs

keith.white@hies.org



Katie Cruce Upper School Counselor

katie.cruce@hies.org



Sarah Townsend Director of Learning Resources

sarah.townsend@hies.org



Jessica Ramm Director of College Counseling

jessica.ramm@hies.org



Katelyn Moore Athletic Trainer

katelyn.moore@hies.org



Carolyn Rankin Upper School Nurse

carolyn.rankin@hies.org

### STUDENT **HEALTH**

### MAGNUS HEALTH

- All students must have a completed Magnus Health profile before they can attend school.
- Students cannot receive medication (Prescription/OTC) until parent permission completed in Magnus Health.
- Students cannot carry medications (Prescription/OTC) unless authorized by a HIES Nurse. EpiPens, inhalers and insulin can be carried by a student.
- If a student needs to take PRN medication during the school day, it must be kept in the clinic. Please complete the medication administration portion in Magnus.
- If your child has a specific condition that requires medical attention, please upload a MD signed Action Plan onto your student's Magnus profile.



FOR UP-TO-DATE INFORMATION REGARDING COVID-19, PLEASE VISIT www.hies.org/coronavirus-updates



**Questions?** Contact Carolyn Rankin, Upper School Nurse | carolyn.rankin@hies.org

### DRUG SCREENING IN THE UPPER SCHOOL

In the Upper School, there is a program of random monthly drug testing with which all students must comply as a condition of enrollment in grades 9-12. With an emphasis on wellness, the school seeks to partner with families in ensuring that our students make healthy choices for themselves. For more details, please see the Student Handbook.

# UPPER SCHOOL SCHEDULES

	DA	Y 1	DAY 2		DAY 3		DAY 4		DAY 5	
8:15-9:15		4	E		В		G		C	
9:25-10:25	E	3	F		C		Chapel/ Family Time		D	
10:25-10:45	Fl	ех	Flex		Flex		Flex		Flex	
10:45-11:45	(	2	G		D		Α		E	
11.45 1.20	Lunch 11:45-12:30	<b>M</b> 11:55-12:55	Lunch 11:45-12:30	M 11:55-12:55	Lunch 11:45-12:30	11:55-12:55	Lunch 11:45-12:30	<b>M</b> 11:55-12:55	Lunch 11:45-12:30	F 11:55-12:55
11:45-1:30	<b>M</b> 12:30-1:30	Lunch 12:55-1:40	<b>M</b> 12:30-1:30	Lunch 12:55-1:40	<b>E</b> 12:30-1:30	Lunch 12:55-1:40	<b>M</b> 12:30–1:30	Lunch 12:55-1:40	F 12:30-1:30	Lunch 12:55-1:40
1:40-2:40		)	A		F		В		(	3
2:45-3:15		orial/ Hours	Class Meetings/ Division Meetings		Tutorial/ Office Hours		Tutorial/ Office Hours			

	DA	Y 1	DAY 2		DAY 3		DAY 4	
8:15-9:30	A		D		В		F	
9:30-9:50	Flex		Flex		Flex		Flex	
9:50-11:05	E	3	E		С		G	
11:15-1:15	M 11:15-12:30 Lunch 12:30-1:15	M Lunch	F 11:15-12:30 Lunch 12:30-1:15		M 11:15-12:30 Lunch 12:30-1:15	M Lunch	D 11:15-12:30 Lunch 12:30-1:15	D Lunch
1:25-2:40	(	PART 2	PART 2		A		E	
2:45-3:15		orial/ Hours	Class Meetings/ Division Meetings		Tutorial/ Office Hours		Tutorial/ Office Hours	



FOUR DAY SCHEDULE

Four day schedules are implemented when a school holiday falls on a Monday or Friday.

<sup>\*</sup>schedules are subject to change

**FLEX PERIOD**: As its name suggests, flex period is a time for advisory, house meetings, club meetings, and meetings with your peer mentors.

**LUNCH**: A great time to have lunch with friends or meet with a teacher for some extra help.

**TUTORIAL**: Tutorial is an academic period where all teachers are available for tutorial.

**OFFICE HOURS**: This is a time when teachers will still be available on campus after school and is a great opportunity to get help or ask questions.



### **YOUR LAPTOP**

All students in grades 5-12 are issued Apple MacBook Air laptops for their academic use at school and home.

### **EXPECTATIONS**

- · Bring your laptop to school with a fully charged battery.
- Keep your laptop in its case when not in use and in locked locker, if not on your person.
- Internet should not be used in class unless authorized by faculty.
- · Demonstrate ethical use of technology
- The Laptop Program Student Agreement is available at www.hies.org/academics/technology

The Technology Office is located on the main level of the new Humanities Building.

### **TWO ONLINE SYSTEMS YOU'LL USE**

PARENTS + STUDENTS

### **myHIES**

Student Schedule
Report Cards/Grades/Records
Resources
Sports Pages
Parent Group Pages

hies.myschoolapp.com

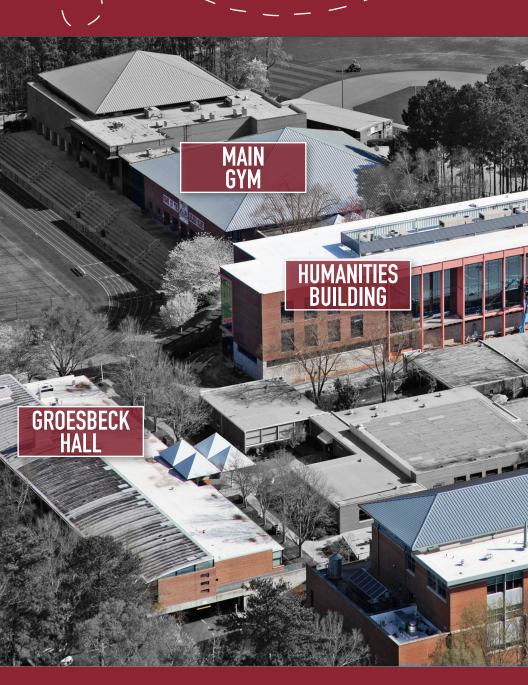
### **CANVAS**

Academic Class Pages Gradebooks Assignments

hies.instructure.com

Students will learn how to log in to their myHIES and Canvas accounts during orientation. After school starts, parents may create a Canvas parent account. Visit the Resources Board on myHIES for more information. *Questions?* Contact Liz King at liz.king@hies.org.

# W FIND YOUR WAY





# UNIFORM GUIDE

### WHERE TO GET YOUR UNIFORM

New Uniforms Mills Uniform Company 5932 Roswell Rd, Suite B Sandy Springs

**Gently Used Uniforms** Bear WearHouse Terrace Level of Alumni Hall at HIES

**Ties and Outerwear** The Campus Shop



### **^** NON-CHAPEL UNIFORM

UNIFORM CATEGORY	grades <b>9-11</b>	grade 12	NOTES
Non-Chapel Attire	<ul> <li>Grey Slacks or Khaki Shorts with HI Logo</li> <li>Plaid Skorts</li> <li>White Polo with HI Logo</li> </ul>	<ul> <li>» Grey Slacks or Khaki Shorts with HI Logo</li> <li>» Grey Skorts</li> <li>» Crimson Polo with HI Logo</li> </ul>	Skorts and shorts must be hemmed according to the fingertip rule.*  Only the top button of the polo may remain unbuttoned.  If wearing slacks, polos must be tucked in and a belt must be worn.
Chapel Attire	» Oxford White Button-Down with HI Logo » Optional Navy Blazer with HI Pin » Crimson and Pinstripe Tie/ Bow Tie » Grey Slacks with HI Logo » Plaid Skorts	» Oxford White Button-Down with HI Logo » Optional Navy Blazer with HI Pin » Crimson and Gold Stripe Tie/ Bow Tie » Grey Slacks with HI Logo » Grey Skorts	Oxford shirt, tie and uniform bottoms are required on all chapel days.  The blazer is optional but will be the only outerwear allowed to be worn in chapel.  Oxford shirt must be tucked in and buttoned to the top button.  Knot of the tie must be even with the top button.
Outerwear	<ul><li>» Optional Navy Blazer with HI Pin</li><li>» Official HI Outerwear</li></ul>	<ul> <li>» Optional Navy Blazer with HI Pin</li> <li>» Official HI Outerwear</li> <li>» HI Senior Sweatshirt</li> </ul>	Official HI Outerwear includes items received in player packs, letter jackets, or spirit wear purchased from the Campus Shop.

\*Fingertip Rule: The hem of the skort or shorts should be no shorter than the end of the student's longest fingertip when standing straight up, shoulders relaxed, and arms are extended down the sides of the body.

<sup>\*\*</sup>Navy must match the color of the navy blazer. Crimson must match the color of the crimson polo or tie.

All other shades of blue and red are not acceptable.







### **↑** CHAPEL UNIFORM

### **^** OFFICIAL OUTERWEAR

UNIFORM CATEGORY	GRADES 9-11	GRADE	NOTES
Belt	solid » Black » Brown OR » HI Canvas Belt	solid  » Black  » Brown  OR  » HI Canvas Belt	A belt must be worn with slacks.
Shoes	CLOSED TOE AND HEEL  » Dress Shoes (< 2in heel)  » Tennis Shoes  » Boots (< 2in heel)  IN SOLID  » Black  » Brown  » White  » Grey  » Navy**  » Crimson**	CLOSED TOE AND HEEL  » Dress Shoes (< 2in heel)  » Tennis Shoes  » Boots (< 2in heel)  IN SOLID  » Black  » Brown  » White  » Grey  » Navy**  » Crimson**	No slippers or slides. Shoes must be solid. No patterns allowed. Minor accent colors must be in the listed allowed colors.
Accessories (socks, tights, headbands)	IN SOLID  » Black  » Brown  » White  » Grey  » Navy**  » Crimson**	IN SOLID  » Black  » Brown  » White  » Grey  » Navy**  » Crimson**	Tights may be worn under skorts. Headbands should be no more than 2 inches in width.  Sweatpants, yoga pants, hats and scarves are not allowed.  Head coverings (larger than a 2-inch headband) must be approved by the administration.



# **CAMPUS SHOP**

Upper School students have the privilege of stopping by the Campus Shop in between classes for a quick snack or coffee. Besides selling snacks, the Campus Shop also has your school supply and book needs (in case you forgot to order them online), including headphones for those lastminute oral assignments in your language class. As the holiday season rolls around, the shop has candy and toys that are great for any advisory Secret Santas, and HIES outerwear for those colder winter months.



New location will be opening Fall of 2021 in the main level of the new Humanities Building!



# COACHES



**Tony Watkins** *Athletic Director* **t**tony.watkins@hies.org



Katelynn Moore Sports Medicine katelynn.moore@hies.org



Amanda Peckham
Cheer ♠
amanda.peckham@hies.org



**Todd Winter**Football 

todd.winter@hies.org



Nichole Dixon

Girls Basketball

nichole.dixon@hies.org



Mario Mays Boys Basketball \$\infty\$ mario.mays@hies.org



Britnee DeVries

Girls Lacrosse

britnee.devries@hies.org

Boys Lacrosse A coach to be announced at a later date.



Taylor Noland Volleyball taylor.noland@hies.org



Stacey Davis
Co-ed Wrestling stacey.davis@hies.org



Clayton Schmitt Girls Soccer



Carlos Carrillo
Boys Soccer 

€
carloscarrillo10@gmail.com



Stephen Jayaraj
Co-ed Cross Country
& Track
stephen.jayaraj@hies.org



Jason Rutledge
Boys & Girls Golf 
jason.rutledge@hies.org



**D.C. Aiken**Baseball 
dcaiken5@yahoo.com



Chuck Lusted
Girls Softball 
chucklusted@gmail.com



**Kristina Nesbitt** *Swimming*★

kristina.nesbitt@hies.org



Bobby Chambless
Diving ──
bobbychambless@gmail.com



Jeri Ginley
Girls Tennis 
stevejeri@comcast.net



Ashton Williams

BoysTennis 
ashton.williams@hies.org

# **GET INVOLVED**

### STUDENT COUNCIL

The student council represents the voice and interests of the Upper School student body. Class representatives are elected on a grade level basis by popular vote. Committee chairs are selected by application. The primary qualifications for running for office are good academic standing with the school and a clean disciplinary record. Student council members are well-known for their endless "behind the scenes" involvement in various scholastic activities and Freshman class positions include Class President, Class Vice President, and Class Representative.

### **HONOR COUNCIL**

The honor council serves to uphold the principles of Holy Innocents' integrity and honor codes as role models in the school community. Similar to student council, the primary qualifications are to be in good academic standing with the school and a clean disciplinary record. The main obligations for the honor council members are to defend the honor code and attend honor council hearings. Openings for positions vary, but all members are selected by popular vote from the student body.

HONOR CODE

HOLY INNOCENTS'
EPISCOPAL SCHOOL
STUDENTS WILL REFRAIN
FROM LYING, STEALING
AND CHEATING AND WILL
ENCOURAGE OTHERS TO
DO THE SAME.

# GET INVOLVED CLUBS AT HIES

There are a range of clubs with membership open to all HIES students:

Academic Team // Department Affiliated // Special Interest Mentoring Groups // Service

See a few examples of clubs on the next page\_

### **COMMUNITY SERVICE**

All students are required to complete a minimum of **15** service hours per year. Students will have the opportunity to engage in monthly service, athletic team service and individual service opportunities. Community service hours are logged on x2VOL.



**Questions?** Contact Carmen Weissman, Director of Student Activities & Community Service

# STUDENT LIFE

All information about these exciting activities can be learned about at assemblies and in your daily announcements in your bearsmail.

HOMECOMING WEEK
WINTERFEST WEEK
SPRINGFEST WEEK

NON-UNIFORM DAYS
ASSEMBLIES
PROM



BAKING FOR CHARITY

Baking for Charity is a club that supports Various organizations by raising money or donating baked goods. Members will take part in bake sales and bake treats for local fire stations, hospitals, and shelters. Bakers can also share favorite recipes and learn new skills!

### GIRL TALK

Girl Talk utilizes peer-to-peer mentoring (Upper School to Middle School) to inspire girls to be confident leaders, within their communities.

ADVENTURES IN GAMING

The Adventures in Gaming club was created to allow students the opportunity to meet weekly and play various board and card games, with an emphasis on Euro-Styled games.



TRIVIA CLUB

The Trivia Club wants to foster a love of learning in a fast-paced and competitive environment that tests students and teachers on their knowledge of trivial facts.

### SERVICE CLUBS

Service Clubs offer opportunities to work with organizations like Trees Atlanta, Solidarity Sandy Springs, Atlanta Humane Society and Make-a-Wish

### **CLUB FAIR**

Within the first few weeks of school, there is an Upper School Club Fair held for all grade levels. Students can learn about various club in one convenient location. This is also a great time for clubs to regroup and show their peers all that their club has to offer.

Students can initiate new clubs with a faculty sponsor. Clubs fluctuate from year to year based on student leadership and interest.

# RHYME AND REASON

Rhyme and Reason is the Upper School literary magazine. Through a yearly publication they aspire to actively promote creative writing and visual art with US students. Student members gather and edit submissions throughout the year to publish Rhyme and Reason each spring.