

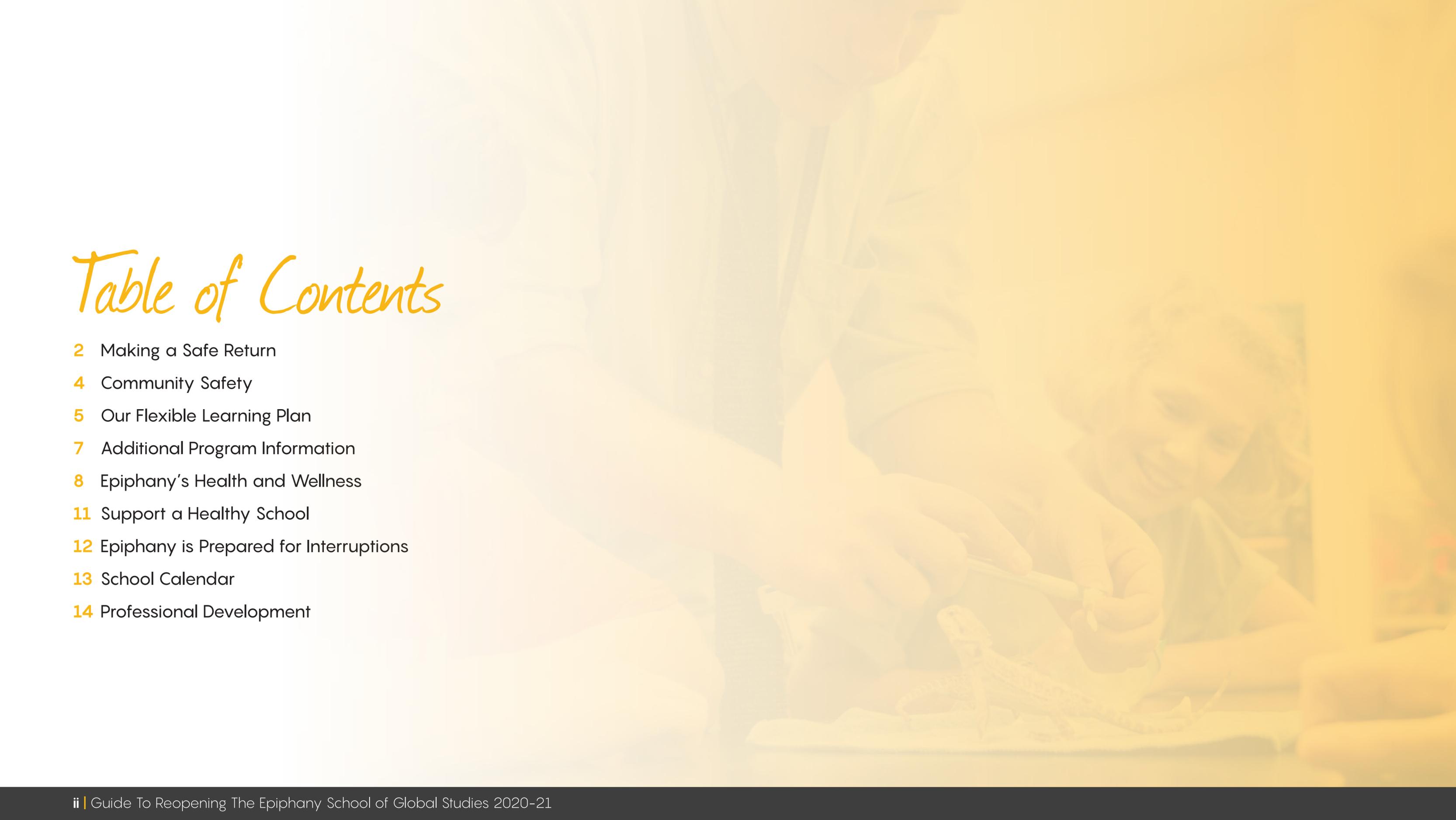


2020-21 RETURNING SAFELY TO EPIPHANY

# A Guide to Reopening The Epiphany School of Global Studies



THE EPIPHANY SCHOOL  
of  
GLOBAL STUDIES



# Table of Contents

- 2 Making a Safe Return
- 4 Community Safety
- 5 Our Flexible Learning Plan
- 7 Additional Program Information
- 8 Epiphany's Health and Wellness
- 11 Support a Healthy School
- 12 Epiphany is Prepared for Interruptions
- 13 School Calendar
- 14 Professional Development

# *Our Mission:*

The Epiphany School of Global Studies, anchored in the Judeo-Christian commandment to Love God and Your Neighbor as Yourself, is a comprehensive college-preparatory and globally-focused school where dynamic and innovative learning is stretched beyond the classroom walls, emphasizing the knowledge, skills, creativity, adaptability, curiosity, and international experiences students will need to flourish in an increasingly globalized 21st century.



# Making a Safe Return

Epiphany is committed to delivering our mission through an educational experience deeply rooted in on-campus programming while also providing learning options for those who are unable to be on campus due to significant health risks of the student or a family member in the residence.

In order to safely and effectively reopen campus, Epiphany is assessing information, acting decisively and developing guidelines and procedures. The following are our principles for reopening campus.

## OUR COVID-19 EFFORTS

The safety of our students, faculty, and staff is of utmost importance. We are expanding our daily cleaning regimen and adding a disinfecting step daily. In addition, hand sanitizer will be readily available throughout the school buildings. Classroom spaces will be thoroughly cleaned and disinfected regularly and especially between use by different student groups. Personal protection equipment (PPE), including masks, will be readily available for use if physical distancing is not possible and use of PPE is deemed necessary for the safety and protection of all involved.

# *Making a Safe Return*

## BACK TO SCHOOL

Epiphany will hold our first day of school on campus on Wednesday, Aug. 19, 2020, based on state restrictions. In an effort to acclimate teachers, students, and families to our new carpool and nests procedures, only half of our students will attend school on Wednesday. The second half will experience their first day of school on Thursday, Aug. 20, and ALL students will attend school together on Friday, Aug. 21. More details about your child's first day of school will be provided as the beginning of school draws nearer.

We anticipate ending the school year as planned on Friday, June 4, 2021. While our priority is to be on campus as much as possible, we are also preparing for potential interruptions and may need to adjust the calendar accordingly. As always, we will remain communicative and provide you with more information when and if needed.

# Community Safety

Returning to campus is going to look and feel different for us. Epiphany is implementing many changes to support physical distancing and the best practices necessary for our campuses to reopen safely.

To ensure everyone is familiar with these changes, along with our new safety protocols and guidelines, Epiphany is providing all students schoolwide with Safety Procedures Training during our opening days. During the training, students will learn and practice the procedures and guidelines, in person and in their setting, and families will be given a flexible arriving schedule while we as a community begin the new school year.

To support physical distancing, Epiphany is making adaptations to our campuses which include (and are not limited to) establishing directional traffic patterns into, out of and throughout all campus buildings; spacing of desks in classrooms; addition of partitions and elimination of shared desk/table space, and restricting gathering sizes and occupancy in meeting spaces and places.

We will provide more details about the procedures, guidelines and training, including:

- Arrival and dismissal expectations
- Entering and exiting classrooms and buildings
- Materials use
- Lunches and snacks
- Recess and outdoor breaks
- Healthy hygiene practices

Depending on your last name, your child will begin school Wednesday (Aug. 19) or Thursday (Aug. 20). Both campuses will join together for a formal start date on Friday, August 21.

Last Name	Date	Time
Last Names Starting with A-L	Wednesday, Aug. 19	8am-3pm
Last Names Starting with M-Z	Thursday, Aug. 20	8am-3pm

Faculty and staff will receive professional development throughout the summer and safety procedure training before the start of school.

# Our Flexible Learning Plan

Epiphany is looking forward to resuming in August with students back on our campuses. Among Epiphany's many capabilities is our ability to serve and engage our community in ways that are flexible and accommodating while still delivering on our mission.

We have designed three plans that will best serve our community while still meeting current health and safety regulations and recommendations during COVID-19. Depending on government restrictions, Epiphany will operate under one of three models below.

Our flexible learning models embrace what Epiphany does best which is to nurture individual potential and prepare students to thrive in a complex and interdependent world - uncovering each student's gifts for the journey.

## GREEN

The green model allows our Epiphany community to be as close to what our Falcons knew to be normal before COVID-19.

## YELLOW

The yellow model meets current health and safety recommendations and guidelines for students to make a safe return to campus in the fall.

## BLUE

The blue model is a new and superior online learning experience.

# Flexible Learning Plan 2020-21

## LOWER SCHOOL

## MIDDLE SCHOOL

## UPPER SCHOOL

### GREEN

- Non-socially distant
- Regular Specials routine
- Altered daily schedule
- Intermingling of student groups allowed
- Volunteers & visitors allowed
- Students use lockers/cubbies

- Non-socially distant
- Altered academic schedule
- Students move to different classrooms
- Intermingling of student groups allowed
- Volunteers & visitors allowed
- Students use lockers

- Non-socially distant
- Altered academic schedule
- Students move to different classrooms
- Intermingling of students groups allowed
- Volunteers & visitors allowed
- Students use lockers

### YELLOW

- Socially distant
- Grades K-2: 4 nests at each grade level with a max of 9 students per nest
- Grades 3-5: 3 nests at each grade level with a max of 12 students per nest
- Teachers stay, nest movement within defined, limited space
- Academic routine is altered but same content
- Students use lockers/cubbies
- **NO** volunteers or visitors allowed

- Socially distant
- Altered academic schedule (nests)
- Max of 12 students per nest
- Teachers move, limited student movement
- Use of external doors to change classes as necessary
- No lockers
- **NO** volunteers or visitors allowed

- Socially distant
- Altered academic schedule (nests)
- Max of 12 students per nest
- Teachers move, limited student movement
- Use of external doors to change classes as necessary
- No lockers
- **NO** volunteers or visitors allowed

### BLUE

- 4+1 Schedule (online):  
Mon-Thurs are core academic classes, Fridays are catch-up days and electives
- All grades use Google Classroom as LMS and utilize best practices for distance learning
- K-2 use Seesaw for activities
- Structure/consistency across grade levels re: synchronous vs. asynchronous, when assignments "drop," office hours, etc.

- Regimented virtual experience based on best practices for distance learning
- Structure/consistency across grade levels re: synchronous vs. asynchronous, when assignments "drop," office hours, etc.
- All grades use Google Classroom as LMS

- Regimented virtual experience based on best practices for distance learning
- Structure/consistency across grade levels re: synchronous vs. asynchronous, when assignments "drop," office hours, etc.
- All grades use Google Classroom as LMS

# Additional Program Information

## AFTER SCHOOL, ATHLETICS, AND MORE

Epiphany is excited to resume our additional programming. Each program will maintain the same safety protocols and guidelines, including physical distancing. Some programs will be suspended based on what flexible color learning plan we are in at the time.

### AFTER/BEFORE SCHOOL

After and Before School (Open Gym) will be based on what color flexible learning plan we are currently in. Please prepare for childcare before school begins for morning or afternoon care in case the flexible color plan we are in does not allow for childcare.

### ATHLETICS

Epiphany wants all of our student athletes back in action. Our ability to do so is determined by government orders and the guidelines provided by the North Carolina Independent Schools Athletic Association (NCISAA). At this time we are still waiting for additional information regarding formal competition for 2020-21. Please continue to follow school communications for updates and additional information.

### LUNCHES AND SNACKS ON CAMPUS

As we start the school year students will be eating in their classrooms. We will continue to provide a lunch order system that will have preordered items delivered to each child's classroom by our staff.

### VOLUNTEERING AND VISITORS

In order to minimize risk and maintain a healthy environment for our students and teachers, we will begin the school year by strictly limiting access to campus buildings to students, teachers and essential personnel. While we understand that some members of our community may be disappointed, it is important to note that we will not resume on-campus or in-classroom volunteer opportunities right away.

# Epiphany's Health and Wellness

## WE CAN DO THIS TOGETHER

The change Epiphany is committed to making to our spaces and places on campus to accommodate physical distancing is only one aspect of supporting a healthy campus environment. Environmental protocols will be observed during the day and at night to ensure the building is clean while we are learning face-to-face.

Keeping our campuses healthy must be a collective effort, one we are asking everyone in our community to support. With everyone's understanding and cooperation, we have a much better chance of minimizing risk and maintaining a healthy environment for our students, employees, families and the community.

We understand that prolonged use of cloth face coverings could be difficult and even inappropriate for some students (especially our younger students), and we hope to provide flexibility based on meeting physical distancing criteria. We also know there will be students on campus who will wear face coverings for longer periods of time, including students who are directed to do so by their healthcare providers.

### IMPORTANT FOR STUDENTS

- Bring a cloth face covering to school every day (in adherence with handbook guidelines).
- Students will be asked to wear their face covering when physical distancing is not possible.
- Many students may choose (or need) to wear masks throughout the day.

### HEALTH AND WELLNESS PLEDGE: A FAMILY COMMITMENT

All Epiphany families must commit and join Epiphany in the entire schools health, wellness and safety protocols. Families must agree to keep children home when they are not feeling well, have COVID-19 symptoms, or if they have potentially been exposed. Each family will be required to complete Epiphany's Health and Wellness Pledge. This Pledge will be made available by August 1 in the Portal and on our website. This form must be completed to start school (no exceptions).

### DAILY TEMPERATURE CHECKS:

Each day we will ask families to check their students temperature before arriving on campus as a primary precaution. Our staff will also conduct temperature checks before students are admitted into their classrooms and again prior to lunch. We will send additional information on temperature checks in the weeks to come.

### FACE COVERINGS:

We view the use of cloth face coverings as an important way that we, as a community, can slow/stop the spread of the virus and protect each other. Students will be required to bring a cloth face covering to school every day. Use of the covering will be determined based on physical distancing. More information will be shared prior to the start of school regarding face coverings.

# Epiphany's Health and Wellness

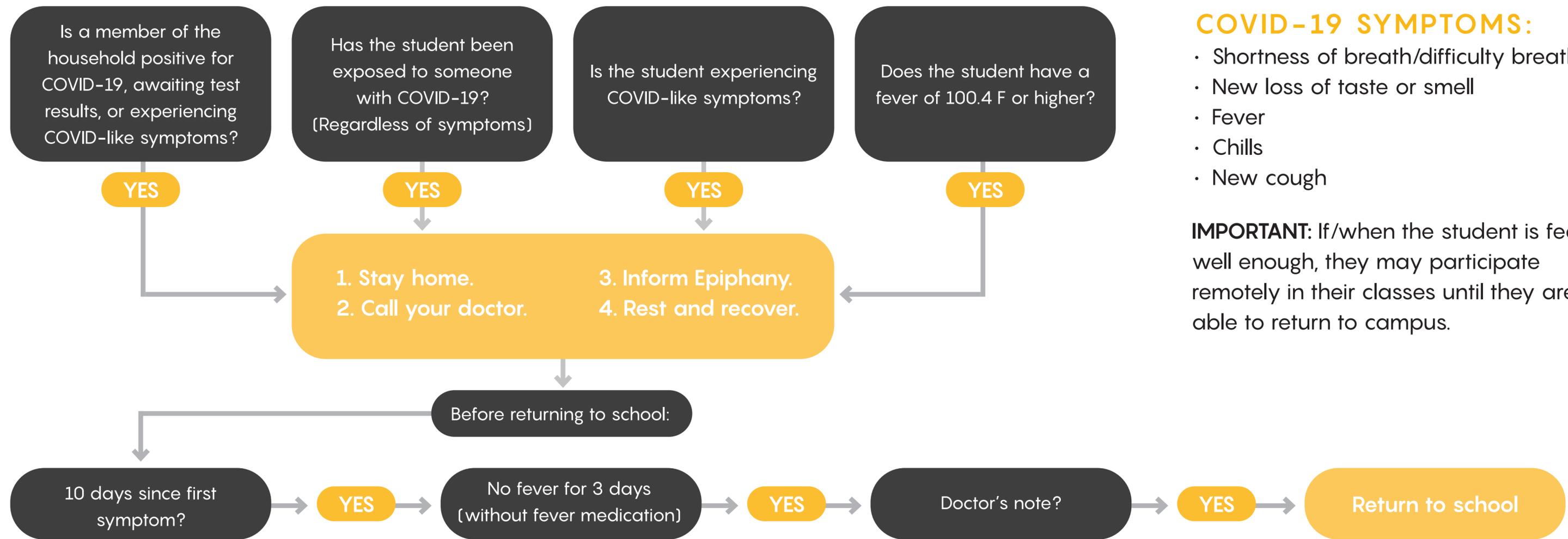
We are designating a new health area at the Lower School to create additional space and distancing for students with various ailments and symptoms. Our team will work closely with the division assistant to manage and monitor the number of students in this area. We will also have a reserved area on our Trent Campus for students with various ailments and symptoms. Our team will work closely with the division assistant to manage and monitor the number of students in this area.

**IMPORTANT:** If a student is sent to one of the designated health areas and is running a fever, coughing or experiencing shortness of breath, they will not be allowed to return to class. Epiphany will use the above mentioned designated places for sick students, and they will remain there until they are picked up by a parent or guardian.

## **DECIDING WHEN TO STAY HOME**

Parents agreeing and knowing when to keep children home from school is a very important part of keeping our campuses healthy. To help, we have outlined on the following page key protocols to help families determine when a child should stay home.

# Epiphany's Health and Wellness



## COVID-19 SYMPTOMS:

- Shortness of breath/difficulty breathing
- New loss of taste or smell
- Fever
- Chills
- New cough

**IMPORTANT:** If/when the student is feeling well enough, they may participate remotely in their classes until they are able to return to campus.

# Support a Healthy School

## HOW YOU CAN HELP US THIS SUMMER

All healthy habits begin at home for most children. We need your support and participation over the summer to help teach your child what they can do to contribute to a healthier environment at Epiphany.



### MAINTAIN PREVENTATIVE HEALTH PRACTICES

- Continue regular doctor visits and well-child appointments.
- Keep immunizations and physicals current.
- Encourage lots of physical activity and time outside.



### TEACHING HEALTHY HYGIENE

- Encourage frequent hand washing and use of hand sanitizer.
- Practice coughing and sneezing into elbows.
- Add daily temperature checks to the morning routine.



### HELP KEEP CHILDREN EMOTIONALLY SAFE

- Maintain a routine at home to provide stability.
- Continue reassuring them that the adults in their lives are there to support their well-being, both physically and emotionally.
- Reach out for help. Our wellness team is available throughout the summer to provide support.
- Ask how they are feeling and give them space to share and ask questions.



### TEACHING AND ENCOURAGING OUR HEALTH PROTOCOL

- Visually show and practice keeping six feet apart.
- Practice wearing a cloth face covering when going out in public.

# *Epiphany is Prepared for Interruptions*

## POTENTIAL CAMPUS CLOSURES

Even putting forth our best efforts, there remain circumstances beyond our control. We anticipate, based on CDC predictions, possible outbreaks of COVID-19 which could possibly impact on-campus programming in the future. In the event we are notified by government officials or the health department of the need to close the campus, school will continue remotely.

### **OUR COMMITMENT**

In the event that we are required to limit or restrict access to either campus or parts of a campus (for example, to restrict access for just one division), Epiphany will transition to teaching virtually for those affected.

During any period of temporary virtual learning, we remain committed to:

- Delivering on our mission
- Providing students with a high quality, student-centered learning experience
- Communicating clearly and consistently

### **TUITION AND FEES**

For campus closures requiring more than 30 days of virtual learning, Epiphany will examine extending credits for activities that a virtual environment may restrict the school's ability to deliver effectively.

# School Calendar

July 2020						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August 2020						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 2020						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October 2020						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

- No School
- Teacher Work Day
- Early Release
- Enrichment Days
- Parent/Student/Teacher Conferences
- First Day of School - End Qrt.

November 2020						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December 2020						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January 2021						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2021						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2021						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2021						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2021						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2021						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

# Professional Development

## THROUGHOUT THE SUMMER

All Epiphany teachers and staff are participating in professional development over the summer to support our mission and ensure they are prepared to provide high-quality educational experiences regardless of which color we are in during the school year. Some professional development is schoolwide while other opportunities are more closely focused on grade level and/or content area.

### GOOGLE CERTIFIED EDUCATOR

By the beginning of the school year, all Epiphany teachers will be Level 1 Google Certified Educators. Epiphany is a Google G Suite for Education school meaning all teachers and students are provided with access to Google tools designed for use in and out of the classroom. The Level 1 certification ensures all teachers are proficient and comfortable with these digital tools. Proficiency in Google Education tools enhances our teachers' instructional impact in all of the colors of our Flexible Learning Plan. Certifying all teachers also ensures consistency of use, understanding, and aptitude across all grade levels and content areas.

### SPECIFIC CONTENT AREA TRAINING

Throughout the summer, there will also be opportunities for teachers in certain content areas to receive specialized professional development. For example, Spanish teachers are participating in a remote learning class on how best to provide an immersive world language learning experience virtually. Other options include online training about meeting the social and emotional needs of students during this time; teaching executive function for online learning; designing online global experiences; and much, much more!

*See you soon!*

We have missed each and every one of our students and are looking forward to seeing you all at the start of the new school year!

Please monitor school communication throughout the summer as we continue to provide as much information to you as possible.

If you have any questions, please email:

[bspear@epiphanyglobalschool.org](mailto:bspear@epiphanyglobalschool.org)



THE EPIPHANY SCHOOL  
*of*  
GLOBAL STUDIES