



HOLY INNOCENTS'
EPISCOPAL SCHOOL

WELCOME

TO THE



MIDDLE

GRADES 6 7 8

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WELCOME

Welcome to Holy Innocents' Episcopal School! We hope that you will love it here as much as we do. This Middle 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.

ORIENTATION

WEDNESDAY, AUG. 12 - 10 AM IN THE FINE ARTS BUILDING
NEW FAMILY & SIXTH-GRADE STUDENTS AND PARENTS ORIENTATION

► WHAT IS BEAR BEGINNINGS?

Bear Beginnings is our orientation program to educate **6** sixth-grade students about the Middle School, bond with their peers, and prepare for a great school year ahead!

► WHY IS THIS PROGRAM IMPORTANT?

The program is designed to teach basic digital citizenship and website navigation, to provide time to get to know your teachers and peers, and to learn to navigate the campus. Time will be spent on organizing and learning how to best prepare for classes.

SUMMER MATH & READING WORK

You will find your grade-level specific required summer reading and math packet on myHIES.

hies.myschoolapp.com

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

Reading: The required book list is available on myHIES.

Packet Due Date: The first day of school (Aug.13)

Math: Packets will cover the five main skills you need to know and are available on myHIES.

Answer Key and Extra Practice will be posted prior to the first day to check your work.

PEOPLE TO KNOW

ADMINISTRATION POINTS OF CONTACT



Dr. Nigel Traylor
Principal

nigel.traylor@hies.org



Karen Anderson
Admin. Assistant

karen.anderson@hies.org



Laurel Sandler
Sixth Grade Dean

laurel.sandler@hies.org



Maureen Danzig
Seventh Grade Dean

maureen.danzig@hies.org



Anne Jackson
Eighth Grade Dean

anne.jackson@hies.org



Amy Cate
Programs Coordinator

amy.cate@hies.org



Rev. David Wagner
Middle School Chaplain

david.wagner@hies.org



Nicole Hopkins
Middle School Counselor

nicole.hopkins@hies.org

EVERYDAY POINTS OF CONTACT

Teachers

Students will have a different teacher per subject. Classes will meet four times a week and students will also have tutorial time in their day to meet with their teacher. Any questions about a subject-related concern should be directed to the teacher.

Advisor

Students are assigned an advisor for the year and will see their advisor every morning and afternoon. The advisor provides general academic support and should be notified of any health or home life concerns.

Dean

Each grade level has a dean for academic, behavioral and emotional support. All of the deans maintain an open-door policy, and students are encouraged to visit with the dean for any reason.

WHO TO CONTACT

IF YOU HAVE QUESTIONS OR CONCERNS ABOUT:	FIRST Contact	SECOND Contact
Absences/Late Arrival/Early Pickup	Ms. Anderson	Advisor
Extended/Planned Absences <i>(trips, funerals, etc.)</i>	Advisor	Ms. Anderson
Student's Academic Progress and Conferences	Advisor	Grade Level Dean
Office Hours Usage <i>(seeing teachers, organization, making up work, etc.)</i>	Teacher	Advisor
Student's Social Issues and Progress	Ms. Hopkins	Grade Level Dean
Student's Class Schedule	Advisor	Dr. Traylor
Grades/Subject-Specific Concerns	Teacher	Grade Level Dean
Discipline Issue	Grade Level Dean	Dr. Traylor
Hallway Concerns (such as lockers), Picking Up Materials When Absent, etc.	Grade Level Dean	Dr. Traylor
Health/Medical Concerns or Questions	Nurse Adams	Dr. Traylor
Emotional Issues Affecting a Student <i>(including family change, stress or depression)</i>	Ms. Hopkins	Dr. Traylor
Spiritual Questions, Concerns or Support	Rev. Wagner	Dr. Traylor
Learning Resource Questions	Ms. Englert	Dr. Traylor



GO BEARS!

UNIFORMS

You will receive uniform requirements and purchasing information from admissions and the campus shop over the summer.

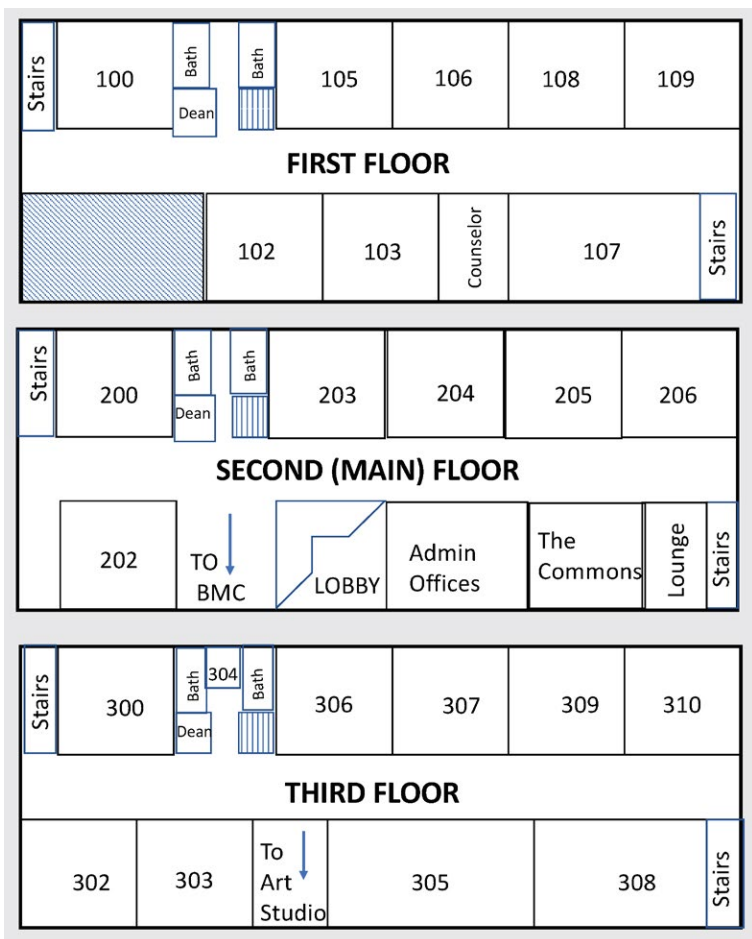


REQUIRED PIECES

- **Gray shirt** with HI Logo (short and/or long sleeve)
- **White Chapel shirt**
- **Outerwear** – Required uniform outerwear consists of crew neck sweatshirts, fleece jackets and all-weather tech jackets, and must be purchased at the Campus Shop. Hooded sweatshirts will not be permitted.
- **Winter coats** – Students are permitted to wear any winter jacket (Black, Navy, White, Gray, or Crimson).
- **Girl bottoms:** Plaid skirt or skorts, or khaki pants. Girls may wear tights and leggings (must be ankle length and must be gray or black).
- **Boy bottoms:** Khaki slacks, belt
- **Socks** (should be solid color with no words or patterns) – top of sock should be visible.
- **Shoes** (black, white, tan, gray or navy) – no open toes, no open backs, no high tops
- **PE Clothes** must be purchased from the Campus Shop – don't forget a cinch bag and stick deodorant!

THE BUILDING

The ⑥ sixth-grade hallway is on the bottom floor of the Middle School. Students will have advisory and most of their core classes in this hallway. Lockers and cubbies are located here as well.



The ⑦ seventh grade advisories and lockers are located on the third floor. The ⑧ eighth grade advisories and lockers are located on the second floor. Classroom layouts are the same on every floor, with a few exceptions.

LOCKERS

Before school starts, you will want to have all of your supplies and be ready to organize/decorate your locker.

LOCKS

ALL LOCKS FOR GYM LOCKERS MUST BE PURCHASED FROM OUR CAMPUS SHOP (no outside locks permitted).

LOCKER RULES

Inside the locker: No tape when decorating... magnets only.

Outside the locker: School team and club magnets are the only decor permitted to be on the outside of the locker.

TIPS FOR SUCCESS IN MIDDLE SCHOOL

(from Middle Schoolers)

Study more than you think you need.

Do homework early if you have time.

Be confident to ask questions.

Pay attention.

Study hard.

Always be on task.

Charge your laptop every night.

Make friends with the people with lockers next to you.

Try to avoid missing school.

Be organized.

Talk to your teacher.

Get enough sleep.

YOUR SCHEDULE

Your weekly class schedule will look similar to this
(subject to change)

Note: Core Classes meet four times per week

	Monday	Tuesday	Wednesday	Thursday	Friday
BLOCK 1 8:00-9:00	A	H	F	E	B
BLOCK 2 9:05-9:55	B	Advisory / 7th Grade Meeting	G	F	C
ADVISORY 10:00-10:15	Advisory / 8th Grade Meeting	Chapel 9:20-10:15	Advisory / 6th Grade Meeting	Advisory	Advisory
BLOCK 3 10:20-11:10	C	A	H	G	D
BLOCK 4 11:15-12:05	D	D	E	D	E
LUNCH 12:05-12:55	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH
BLOCK 5 1:00-1:40	E	B	A	H	F
BLOCK 6 1:45-2:25	F	C	B	A	G
BLOCK 7 2:30-3:10	G	Study Hall	C	PRIME Time	H
DISMISSAL 3:10	Dismissal	Dismissal	Dismissal	Dismissal	Dismissal

IMPORTANT PARTS OF YOUR DAY

► MORNINGS IN THE MIDDLE SCHOOL

On Monday-Friday, the first bell rings at 7:55 a.m. every day. All students should be in their first period class before the beginning of the day at 8 a.m.

► RECESS

During the time of COVID-19, Middle School recess is not offered. Normally, we have recess here at HIES! At 12 p.m., **6** sixth-graders are dismissed for recess. After some fresh air and running around, they are dismissed to the dining hall for lunch. The **7** seventh and **8** eighth-graders have their lunch first, followed by recess.

► WEEKLY MEETINGS

Each grade level has a weekly morning meeting in the BMC: **8** eighth grade meets on Monday, **7** seventh grade on Tuesday, **6** sixth grade on Wednesday



CARPOOL

► MORNING CARPOOL

The first bell rings at 7:55 a.m. on Monday - Friday.

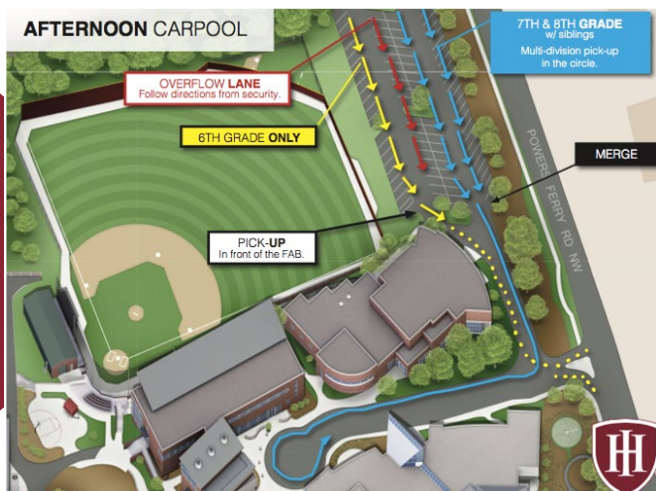
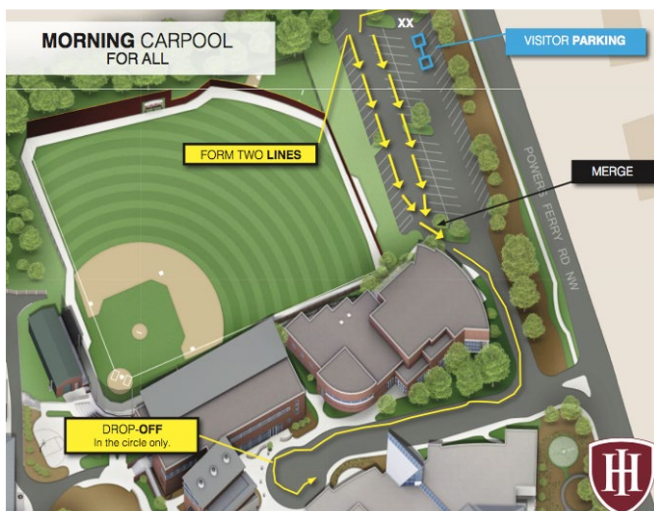
Students should be unpacked and in their first period classroom for attendance.

Note: Students may NOT have access to their phones during the school day. These should be turned off and stored in lockers.

Please arrive at school prior to the first bell so that you will have time to unpack and prepare for your day!

► AFTERNOON CARPOOL

The final bell rings at 3:10 p.m.



⑥ Sixth-graders without siblings should be picked up in front of the **Fine Arts Building (FAB)**.

Students in ⑦ seventh or ⑧ eighth grade with siblings (and families with multi-division pickups) wait at the **Middle School Circle**.

⑧ Eighth-grade students and those with high school siblings wait at the **Upper School Circle**.

Students may not use their cell phones at carpool. If the carpool monitor sees a student with a cell phone, they will take it until the student is picked up. Please use your phone only in the lobby during carpool.

SUPPLIES

Over the summer you will receive information from the Campus Shop regarding supply lists, textbook information, and uniform purchases. You may purchase your supplies at local stores and in the Campus Shop.

GENERAL SUPPLIES

The following items from the supply list will be used in ALL classes. Complete supply lists may vary by grade.

- Pencils
- Blue, black, and red pens
- Earbuds or headphones
- Colored highlighters
- 3- ring binder (1 inch needed for every subject area; some subjects may be able to share binders)
- Plastic tab dividers (5 sets)
- Wide-ruled paper (for each binder)
- Colored pencils
- Dry erase markers
- Flash drive (8GB or larger)
- Small pencil sharpener
- 3x5 notecards
- Composition notebooks (2)

6

7

8



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
- A computer contract will be sent home at the beginning of school year.

The Technology Office is located in the Riley building, Room 120.

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. Epi Pens, 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.



STUDENTS

You will learn how to navigate myHIES and see your classes on the first day of school! You will use myHIES daily for ALL of your classes!

NEW STUDENTS

Students will learn how to log in to myHIES during orientation, and a computer “brush-up” class will be offered to those new to our one-to-one laptop program. You will also learn how to log in and use your email (we call it Bearsmail).

PARENTS

Please learn how to log in and start checking myHIES regularly to keep track of your student’s progress. Also make sure to check the Parent Group for your child’s grade.

NEW PARENTS

Information on how to log in to myHIES will be provided by Admissions.

STEPS TO NAVIGATE MYHIES

- ▶ Log in.
- ▶ *To View Student Progress:*
 - Top left drop-down menu > select your student.
 - From your child’s profile page, click on tabs to view schedule (courses each day). For each class, you can view assignments each day and grades with comments.
- ▶ *To Turn on Notifications:*
 - Top right (your profile) > Settings > Notifications.
 - Turn on to receive announcements and updates.
- ▶ *To View the Your Grade Parent Group:*
 - Top Left corner > Groups > Your Grade Parents Group
 - Check for updates, volunteer opportunities, and general tips for navigating the Middle School!

An illustration of a hand holding a smartphone. The hand is rendered in a stylized, low-poly art style with shades of brown, tan, and red. The smartphone is white with a black bezel. On the screen, there is a white rectangular box containing text. The background is a mix of purple, pink, and yellow washes.

SOCIAL MEDIA

SOCIAL MEDIA/CELL PHONES

Many students have private email and social media accounts. Parents are strongly encouraged to monitor and set expectations that posting reflects the behavior the parent encourages in the real world.

There is no academic reason for any Middle School student to have a social networking account. Social networking sites (Facebook, SnapChat, Instagram, etc.) are blocked at school. Parents should be aware that many students have pages. While this can be a great way to stay connected with friends and family, like any activity involving young people of this age, a little supervision can go a long way to ensuring that “virtual” behavior matches the acceptable family standard. When virtual behavior impinges on the learning environment of the school, it may become necessary for the administration to become involved. Students who post pictures, films, or content involving the school may be subject to supervision and disciplinary action by the school. This is why cell phones are not allowed during the school day!

STUDENT INVOLVEMENT

Middle School is a great time to try to seek out new adventures and try new extracurriculars. But keep in mind...

Time-management! Extracurricular involvement is a great way to make friends and develop time-management skills, but avoid becoming over-committed. It's better to devote your time and energy to a couple of activities than to spread yourself too thinly.

▶ SPORTS OPEN TO 6 SIXTH GRADE

Fall

Cross Country

Softball

(will open up to sixth grade for tryouts if not enough players from upper grades)

Winter

Swim and Dive, Wrestling

Spring

Track and Field

All sports are available to 7 seventh and 8 eighth-graders, subject to tryout requirements. Please see the HIES website under the athletics for a seasonal listing.

▶ MEET YOUR COACHES at athletics.hies.org

▶ CLUB OFFERINGS (YEAR-ROUND)

During the time of COVID-19, Middle School clubs are not gathering. Normally, at the beginning of the school year, all of the club sponsors participate in a Club Fair. The students will have the opportunity to learn about each of the middle school's 20+ clubs and sign up. Some of the options include (subject to change):

- Student Council
- Art
- STEAM
- Discovery
- Animal Welfare
- Book
- Healthy Cooking
- Fitness
- Film
- PR/Communications
- Service
- Trivia
- Creative Writing
- Chapel Ensemble
- Board Game/Chess
- E-Sport
- Meditation
- Ping Pong



BEHAVIOR

BEHAVIOR CONSEQUENCES/DETENTION

6 Sixth grade is a year of growth and learning. We do not expect them to figure it all out right away. There is a grace period as students learn how to be responsible with their new freedom.

For all **6 7 8** Middle School grades, the goals of administering disciplinary consequences are as follows:

- To prevent recurrence of the behavior
- To educate the students about appropriate action
- To maintain acceptable standards of behavior within the community
- To protect the rights and safety of other members of the community The Grade Deans and Principal have complete discretion regarding disciplinary action.

We utilize an online infraction system so that parents can monitor any behavior issues at school.

FOR PARENTS

Don't End Your Involvement... Change It!

- ▶ We have an open gradebook – check it with your student regularly to keep track of their progress.
- ▶ Self-advocate – encourage your student to see their teacher for help and questions when they have them.
- ▶ If you have a question about a class, email the teacher directly.
- ▶ Get your students to school on time.
- ▶ Let Karen Anderson know if your child is going to be absent, arriving late, or checked out early.
- ▶ You can join the HIES Parents' Association in order to stay active in the school! The 2020-21 parent representatives are: Chrissy Neumann (Middle School division rep), **6** Britton McLeod, **7** Karen Altman and **8** Jennifer Godfrey.

2020-2021

MIDDLE SCHOOL KEY DATES

AUGUST 2020

Monday, Aug. 3 and Tuesday, Aug. 4

New Faculty/Staff Orientation

Wednesday, Aug. 5

Returning Faculty/Staff Report

Wednesday, Aug. 12

New Family & Sixth Grade Students
and Parents Orientation

10 AM in the FAB

Thursday, Aug. 13

Opening Day – All Divisions

Tuesday, Aug. 25

MS Parent Night *6 PM*

SEPTEMBER

Friday, Sept. 4

Labor Day Weekend – Early Dismissal

Monday, Sept. 7

Labor Day – School Holiday

Tuesday, Sept. 22

MS Conferences (No MS Classes)

OCTOBER

Friday, Oct. 9

MS Focus Day Trips

Monday, Oct. 12 and Tuesday, Oct. 13

Fall Break – School Holiday

Friday Oct. 30

MS Halloween Dance

7 PM - 9 PM in STEM Dining Hall

NOVEMBER

Monday, Nov. 2

Faculty Professional Day – Student Holiday

Saturday, Nov. 14

HIES Open House

Friday, Nov. 20

PS/LS Grandparents' & Special Friends'
Day – Early Dismissal

Friday, Nov. 20

No School for Middle School Students

Monday, Nov. 23-Friday, Nov. 27

Thanksgiving Break

Monday, Nov. 30

Classes Resume

DECEMBER

Wednesday, Dec 16 -18

MS Exams, early dismissal each day

Monday, Dec. 21 - Friday, Jan. 1

Christmas Break

JANUARY 2021

Monday, Jan. 4

Classes Resume

Monday, Jan. 18

Martin Luther King Jr. Day – School Holiday

Thursday, Jan 28

MS Conferences – No MS Classes

FEBRUARY

Friday, Feb. 12

Faculty Professional Day –

Student Holiday

Monday, Feb. 15

Presidents' Day – School Holiday

MARCH

Monday, Mar. 1 - Friday, Mar. 5

Spring Break

APRIL

Friday, Apr. 2

Good Friday – School Holiday

Monday, Apr. 5

Easter Monday – School Holiday

Wednesday, Apr. 7 - 13

International Round Square
Conference at HIES

Wednesday, Apr. 21 - Thursday, Apr. 22

MS ERD Testing Half Day of School

Friday, Apr. 23

PR Day

MAY

Friday, May 7

MS Spring Dance

7 PM - 9 PM in STEM Dining Hall

Thursday, May 13

MS Honors Assembly

2 PM in the Gym

Saturday, May 15

Graduation

Tuesday, May 25 - Thursday, May 27

MS Exams Early Dismissal Each Day

Thursday, May 27

Last Day of School – Early Dismissal

Friday, May 28

Faculty Post Planning Day

Dates may be subject to change.