



Garrison Forest School Online Learning Overview

MIDDLE SCHOOL, 2020-2021

Shannon Schmidt, Head of the Middle School

MIDDLE SCHOOL ONLINE LEARNING PLAN

The goals for the Middle School Online Learning plan are to ensure continuity of connection, continuity of community, and continuity of learning. We know that the 2020-2021 school year will look different than ever before and will require a hybrid approach, where faculty and students are prepared to shift quickly between in person and online instruction. In order to prepare for this reality, all Middle School faculty engaged in professional development this summer, taking a course through One Schoolhouse called "Designing, Building and Teaching for a Hybrid Environment."

The Middle School will use Schoology for students and their families to easily access the assignments, instructional videos, or live-meeting links. Middle School courses will be intentionally set up in Schoology to easily accommodate the transition between levels of our reentry plan. While we've worked hard to develop the online learning programs you will be seeing, we understand that families may be dealing with different circumstances. This likely will not be a perfect process. We ask for your understanding--and give you ours--as we work together to make this as seamless and productive as possible for our children.

Please know that our Middle School Counselor, Lisa Fleck, and Academic Resource Coordinator, Emma Parsons, are ready to provide support and guidance for you and your child.

The information that follows provides detailed information about the GFS Middle School Online Learning plan. Please reach out to Shannon Schmidt, Head of Middle School, for questions.

Online Learning Plan

In order to have a successful start to the school year online, the Middle School will begin Online Learning with a Phase One plan that will go through October 5th. If Online Learning must continue beyond this point, we will reassess our plan and make adjustments as necessary.

During Phase One of Online Learning, all Middle School students will be required to follow an Online Learning Schedule that very closely resembles their regular schedule with slight modifications to class meeting times. Synchronous classes will take place according to the regular Middle School schedule, but times have been adjusted to have classes meet for forty minutes and allow for breaks between classes. All meeting links will be available on Schoology course pages and on grade-specific Homework Pages. Synchronous class times may include time in breakout rooms to provide students an opportunity to work in groups as well as time for independent work. Meeting during regularly scheduled class times during these first few weeks of the school year will provide students with a predictable, familiar structure, as well as provide time for students and teachers to get to know one another and build relationships, allowing us to deliver our robust curriculum online.

8th Grade

	Monday	Tuesday	Wednesday	Thursday	Friday
8-8:40	Period 1 "Live"	Period 1 "Live"	Period 1 "Live"	Period 1 "Live"	Late Start
9-9:40	Period 2 "Live"	Period 2 "Live"	Period 2 "Live"	Period 2 "Live"	Period 1 "Live"
10-10:25	Morning Meeting/ Advisory	Chorus/ Help Session	Advisory	Forum/ Help Session	Morning Meeting/ Advisory
10:30-11:10	Period 3 "Live"	Period 3 "Live"	Period 3 "Live"	Period 3 "Live"	Period 2 "Live"
11:10-12:10	Lunch	Lunch	Lunch	Lunch	Lunch
12:10-12:50	Period 4 "Live"	Period 4 "Live"	Period 4 "Live"	Period 4 "Live"	Period 3 "Live"
1:10-1:50	Period 5 "Live"	Period 5 "Live"	Period 5 "Live"	Period 5 "Live"	Period 4 "Live"
2:10-2:50	Period 6 "Live"	Period 6 "Live"	Period 6 "Live"	Period 6 "Live"	Period 5 "Live"

6th & 7th Grade

	Monday	Tuesday	Wednesday	Thursday	Friday
8-8:40	Period 1 "Live"	Period 1 "Live"	Period 1 "Live"	Period 1 "Live"	Late Start
9-9:40	Period 2 "Live"	Period 2 "Live"	Period 2 "Live"	Period 2 "Live"	Period 1 "Live"
10-10:25	Morning Meeting/ Advisory	Chorus/ Help Session	Advisory	Forum/ Help Session	Morning Meeting/ Advisory
10:30-11:10	Period 3 "Live"	Period 3 "Live"	Period 3 "Live"	Period 3 "Live"	Period 2 "Live"
11:30-12:10	Period 4 "Live"	Period 4 "Live"	Period 4 "Live"	Period 4 "Live"	Period 4 "Live"
12:10-1:10	Lunch	Lunch	Lunch	Lunch	Lunch
1:10-1:50	Period 5 "Live"	Period 5 "Live"	Period 5 "Live"	Period 5 "Live"	Period 4 "Live"
2:10-2:50	Period 6 "Live"	Period 6 "Live"	Period 6 "Live"	Period 6 "Live"	Period 5 "Live"

To maximize engagement and learning, students will be expected to be present and on camera during synchronous class sessions. Teachers will be available for questions by appointment via Zoom, Google Meet or by email. Given that students will be spending the full school day engaged in synchronous classes, homework will not be given during these first few weeks of school. In addition, the Middle School will continue to prioritize opportunities to connect with classmates through mandatory meetings like Advisory, Community Time, and Morning Meeting and will also continue holding weekly Help Sessions to provide students time in the day to meet with their teachers for additional support. These will all take place during the daily morning break from 10:00-10:25am. Questions about online learning and tech access should be directed to Lindsay Kelland, Director of Educational Technology & Libraries (lindsaykelland@gfs.org).

Technology Systems

Platform	Access
Email	Email will be used for all major communications and announcements. Faculty will also use email to communicate along with other platforms for students
Google GSuite	Google GSuite (including Gmail, docs,, hangouts, meet, etc.) This can be used in conjunction with Schoology
Schoology	Schoology will be the access portal
Zoom/Google Meet	Will be used for Morning Meetings, Synchronous class sessions, Advisory Meetings, and other student/teacher meetings
GFS Website	GFS will maintain general information on the website

GFS Middle School Online Learning Student Support Plan

Academic Support
<ul style="list-style-type: none"> ● The Middle School will continue to offer regular check-ins with advisors during virtual Advisory meetings three times a week. ● The Middle School Academic Resource Coordinator will be available for small group and 1:1 support in a virtual format. ● Middle School teachers will continue to communicate about student progress through Academic Notes to students, parents, advisors and the Academic Resource Coordinator. ● Middle School students with academic testing will continue to receive accommodations and extra support as a part of their regular schedule. ● Teachers will offer synchronous drop in opportunities for extra help and supplemental activities. ● Teachers will be available for questions by appointment via Zoom, Google Meet or by email.
Social Emotional Support
<ul style="list-style-type: none"> ● Middle School students will continue to take a class with the school counselor that will meet synchronously on a regular basis. ● The MS Counselor will continue to be available for students for 1:1 sessions as needed. ● Grade level cohorts will have opportunities to socialize virtually through the use of Community Times, advisory meetings and Virtual Commons Rooms. ● Advisors will host regular check-ins with students through 1:1 checks and advisory meetings.

- The Middle School will continue to build community through whole school virtual Morning Meetings and Community Times.

Student Roles and Responsibilities During Online Learning

Student Roles and Responsibilities

- Follow consistent daily routines and timetables (i.e., 7:30 a.m. wake up, 8:00 a.m. start, etc.).
- Identify an effective and productive workspace that is distraction free.
- Check GFS emails regularly and check Schoology for daily assignments.
- Complete all work that is assigned in a timely manner (Prioritize work to meet deadlines and due dates).
- Focus, stay attentive, and be fully present during synchronous class meetings and Advisory.
- Abide by the Middle School rules and Responsible Use Policy (see [Handbook](#) for details).
- Be proactive! Communicate with teachers if you require additional support or need additional time with assignments.
- Collaborate and support your classmates in their learning.
- Be flexible, positive, creative and open to new ideas.

Student Expectations During Synchronous Learning

- Students are expected to attend the online learning synchronous meetings according to the Online Learning Schedule.
- Students who are unable to attend should reach out to their teachers for instructions.
- Students should complete assigned work in a timely manner.

Academic Honesty and Integrity

- Students are expected to complete assignments with academic integrity and honesty.
- Students are expected to follow the GFS Responsible Use Technology Policy.

Family Roles and Responsibilities

- Make a plan for consistent daily routines and timetables.
- Encourage times for breaks and physical activity.
- Help your daughter identify an effective work environment (distraction-free).
- Encourage your daughter to communicate with her teachers.
- Set clear rules on social media times.
- End each day with a check-in with your daughter.
- Make sure the device is charging each evening.

For Questions

Who To Contact?

If you have questions or concerns, please feel free to reach out to your daughter's advisor, to me, or to any member of the Middle School Administrative Team listed below. We will also continue to send Parent Notes throughout this time to keep you updated with information, and the school will send updates as they are needed.

For questions about	Reach out to
Online Learning Plan	Shannon Schmidt, Head of Middle School shannonschmidt@gfs.org Lindsay Kelland, Middle School Digital Learning Specialist lindsaykelland@gfs.org
Academic Concerns	Advisors Emma Parsons, Middle School Academic Resource Coordinator eparsons@gfs.org
Social-emotional concerns	Advisors Lisa Fleck, Middle School Counselor lisafleck@gfs.org Lauren Anderson, Middle School Dean of Students laurenanderson@gfs.org
Absences or illness	Stephanie Boteler, Middle School Administrative Assistant stephanieboteler@gfs.org Health Center Office healthcenter@gfs.org
Technology-related issues	Lindsay Kelland, Middle School Digital Learning Specialist lindsaykelland@gfs.org Office of Technology Support techsupport@gfs.org