

HIGBY'S GUIDE



TO THE



MIDDLE SCHOOL

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.

deodorant! **ORIENTATION**

WEDNESDAY, AUG. 11 - 9 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 introduce sixth-graders to the wonderful world of Middle School. It will provide time to get to know teachers and peers, and navigate the campus. Students will take the first steps in learning how to prepare for a successful sixth-grade year!

SUMMER MATH & READING WORK

**You will see a post for Summer Assignments
on myHIES on or around June 1.**

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.12)

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

Answer Key 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



Elizabeth Scholz
Sixth Grade Dean

elizabeth.scholz@hies.org



Maureen Danzig
Seventh Grade Dean

maureen.danzig@hies.org



Kristen O'Brien
Eighth Grade Dean

kristen.obrien@hies.org



Rev. David Wagner
Middle School Chaplain

david.wagner@hies.org



Nicole Hopkins
Middle School Counselor

nicole.hopkins@hies.org



Hannah Bell
Middle School Nurse

hannah.bell@hies.org



Jeanine Englert
*Middle School Lead
Strategies Teacher*

jeanine.englert@hies.org

EVERYDAY POINTS OF CONTACT

Teachers

Students will have a different teacher per subject. Classes will meet four times a week. Teachers will have Office Hours after school on Tuesdays, Wednesdays and Thursdays. 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 day. 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 (trips, funerals, etc.)	Advisor	Ms. Anderson
Student's Academic Progress and Conferences	Advisor	Grade Level Dean
Office Hours Usage (seeing teachers, organization, making up work, etc.)	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; Recess, etc.	Ms. Anderson	Grade Level Dean
Health/Medical Concerns or Questions	Nurse Bell	Dr. Traylor
Emotional Issues Affecting a Student (including family change, stress or depression)	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.

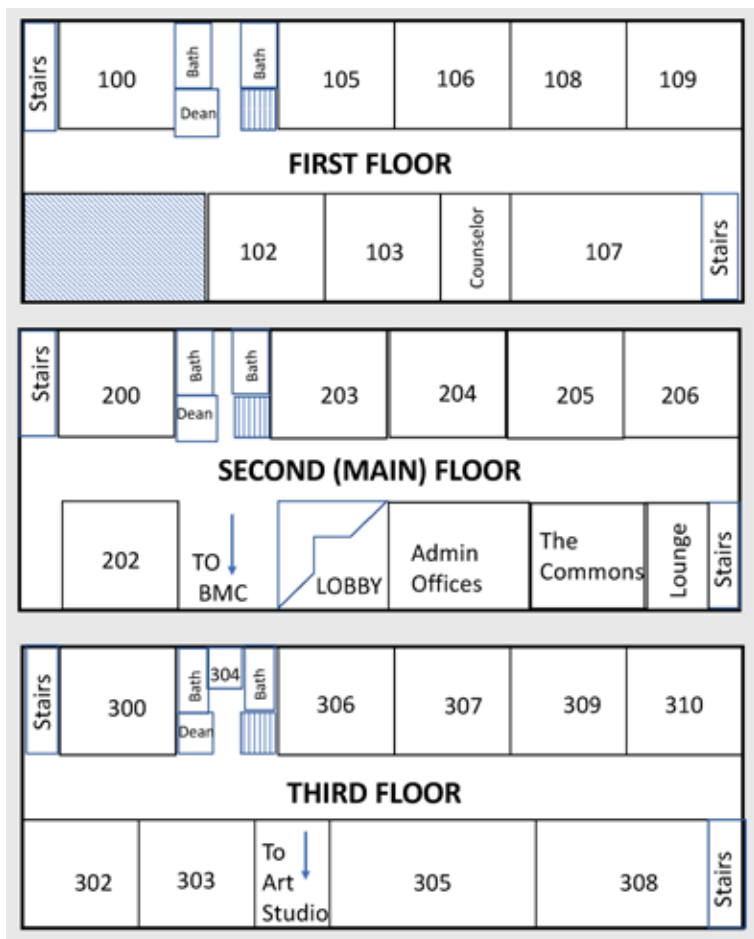


REQUIRED PIECES

- **Gray shirt** with HI logo short and/or long sleeve
- **White Chapel shirt**
- **Outerwear** – Required uniform outerwear consists of crew neck sweatshirts, fleece jackets, hoodies, and all-weather tech jackets, and must be purchased at the Campus Shop.
- **Winter coats** – Students are permitted to wear any winter jacket (color must be black, navy, white, gray, or crimson) and may be worn only while outside the school building.
- **Boy bottoms:** khaki shorts (fall/spring) or pants (winter) and a belt must be worn.
- **Girl bottoms:** School plaid skirt or skort, or khaki shorts (fall/spring) or pants (winter). Girls may wear tights or leggings (must be ankle length and must be solid gray or black). Skirts must measure 1" from top of knee.
- **Socks** Must be solid black, white, gray, or crimson (no words or patterns) and top of sock must be visible.
- **Shoes** Black, white, tan, gray, or navy –no open toes, no open backs, no boots.
- **PE Clothes** must be purchased from Campus Shop; don't forget the cinch sack and

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, BOOKS & SUPPLIES

Textbooks for Middle School courses will be sold through an online vendor, MBS Direct. More information regarding books will be forthcoming. Supply packets, locker accessories, PE uniforms, school-approved combination locks and outerwear/spiritwear will be available through the Campus Shop. However, due to campus construction, the Campus Shop will be closed until Fall of 2021. Look for details regarding online ordering for books and supply kits for grades 6-8 in an email in June. Contact Cathy Hogan at (404) 705-4569 or catherine.hogan@hies.org.

Locks are built into the hallway lockers. Students will receive the combination at the beginning of the year. Students are welcome to personalize/organize the inside of their locker using magnets (no tape!) and can use school team and club magnets 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 sample
(subject to change)

Note: Core Classes meet four times per week

	Monday	Tuesday	Wednesday	Thursday	Friday
BLOCK 1 8:00-8:50	A	H	F	E	B
BLOCK 2 8:55-9:45	B	Advisory 8:55-9:10	G	F	C
ADVISORY 9:50-10:05	Advisory	Chapel 9:15-10:05	Advisory	Advisory	Advisory
BLOCK 3 10:10-11:00	C	A	H	G	D
BLOCK 4 11:05-11:55	D	D	E	D	E
LUNCH 11:55-12:55	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	Club and Activity Period	C	Advisory Period	H
DISMISSAL 3:10	Dismissal	Dismissal	Dismissal	Dismissal	Dismissal

IMPORTANT PARTS OF YOUR DAY

► MORNINGS IN THE MIDDLE SCHOOL

The first bell rings at 7:55 a.m., and the bell to begin school rings at 8 a.m. All students should be in their first period class before the bell rings.

► RECESS

We have recess at HIES Middle School! During lunch, grade levels alternate between eating in the Dining Hall and having recess time.

Note Regarding Student Cell phones: Students may NOT have access to their phones during the school day. Phones should be turned off and stored in lockers. Students are only allowed usage of cell phones while in the lobby during carpool hours.



CARPOOL

► MORNING CARPOOL

Students may arrive to the building no earlier than 7:30 a.m. and should be unpacked and in their first period classroom to be present for attendance.

► AFTERNOON CARPOOL

The final bell rings at 3:10 p.m. Teachers will offer scheduled Office Hours Tuesday-Thursday from 3:15-3:45 p.m. Students who stay for meetings with teachers may be picked up in the carpool at 3:45 p.m.



**subject to change*

Due to construction, carpool information is still being finalized. More details regarding Middle School carpool will be shared separately prior to the start of school.

SUPPLIES

The Campus Shop provides easy online ordering for all required supplies that can be delivered to your home over the summer. You may choose instead to purchase items separately based on the following general guidelines, but be aware that complete lists vary by grade:

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 will be relocating to the ground floor of the new Upper School Humanities building in Fall 2021.

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.



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! You will also learn how to log in and use your email (we call it bearsmail).

NEW STUDENTS

A computer “brush-up” class will be offered to those new to our one-to-one laptop program.

PARENTS

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. If you have questions about the login for your myHIES account, please contact Liz King liz.king@hies.org

NEW PARENTS

Helpful resources and guides may be found by logging in to myHIES and visiting the Resources tab. Contact Liz King at liz.king@hies.org.

STEPS TO NAVIGATE MYHIES

- ▶ Log in at hies.myschoolapp.com.
- ▶ *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 Your Grade’s 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 with red-painted nails holding a white smartphone. The phone's screen displays a white rectangular box containing text. The background is a soft purple gradient with stylized yellow and orange floral or leaf-like shapes on the right side.

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

Access for sixth-graders is variable depending on spots remaining from upper grades

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 open 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)

At the beginning of the school years, 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
- PR/Communications
- Service
- Trivia
- Creative Writing
- Chapel Ensemble
- Board Game/Chess
- E-Sport
- Meditation



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 2022-22 parent representatives are: Jennifer Godfrey (Middle School division rep), **6** Claire Murray, **7** Susan Carlisle and **8** Jessica Shrum.

2021-2022

MIDDLE SCHOOL KEY 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

MAY

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.



GO BEARS!