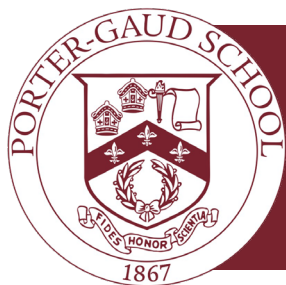


# BACK TO SCHOOL HANDBOOK

## REOPENING PLANS

Welcome back, Porter-Gaud Middle School Families! We can't wait to see you and begin the long-awaited 2020-2021 school year.

While this school year will most certainly be a shift from what we have known school to be, our commitment to your children hasn't changed. The middle school has always prided itself on creating a positive and nurturing environment for all students, faculty, and families alike. In these challenging times, we believe that staying positive and leaning on one another through the changes and adversity that we will all face this year will be critical to keeping our culture a positive and nurturing one. Positive thinking isn't about expecting the best to happen every time but, accepting that whatever happens is the best for this moment.



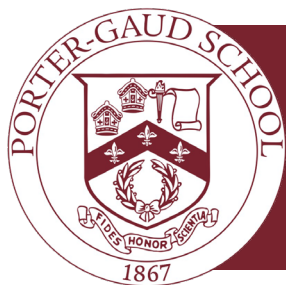
# BACK TO SCHOOL HANDBOOK

## MIDDLE SCHOOL

**Phased Reopening:** Our Middle School plan is to open for the 2020-2021 school year in Orange Mode 1 for the first three weeks of the school year. After that point, we hope to move to Orange Mode 2, with 100% of students reporting on Tuesday, September 8th. In Mode 1, Cohorts will be divided into "Garnet" and "Gray" with a gender balance of students and siblings in mind. The external calendar will indicate which group reports on which day. Please see the calendar below for reference:

### Orange Mode 1: Weekly Schedules August 18 - September 4

Monday	Tuesday	Wednesday	Thursday	Friday
	August 18 <b>Garnet</b>	August 19 <b>Gray</b>	August 20 <b>Garnet</b>	August 21 <b>Gray</b>
August 24 <b>Garnet</b>	August 25 <b>Gray</b>	August 26 <b>VIRTUAL</b>	August 27 <b>Garnet</b>	August 28 <b>Gray</b>
August 31 <b>Garnet</b>	September 1 <b>Gray</b>	September 2 <b>VIRTUAL</b>	September 3 <b>Garnet</b>	September 4 <b>Gray</b>
<b>No School: Labor Day</b>	September 8 <b>Full Attendance for both cohorts</b> <b>Garnet &amp; Gray</b>	September 9 <b>Full Attendance for both cohorts</b> <b>Garnet &amp; Gray</b>	September 10 <b>Full Attendance for both cohorts</b> <b>Garnet &amp; Gray</b>	September 11 <b>Full Attendance for both cohorts</b> <b>Garnet &amp; Gray</b>



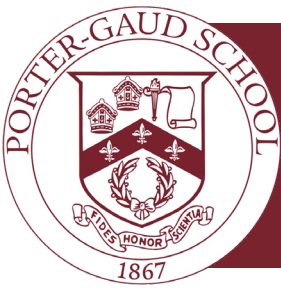
# BACK TO SCHOOL HANDBOOK

## MIDDLE SCHOOL

**Orange Mode 2:** Beginning September 8, both Garnet and Gray Cohort groups will report to school for four full days. Please take note of the schedule above, which does not include the Wednesday Virtual day due to the Labor Day Holiday. On weeks with a holiday off, students and parents will be sent a schedule update via email and information will be posted on the MS Parent Landing Page and Porter-Gaud Portal calendar.

**Please see below for the standard schedule under Orange Mode 2:** On the Wednesday virtual day, attendance at Chapel/Jewish Life, Advisory, Special Areas for 5th and 6th are required for all students.

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Garnet & Gray	Garnet & Gray	<b>VIRTUAL</b>  *Please see Virtual Schedule	Garnet & Gray	Garnet & Gray







# BACK TO SCHOOL HANDBOOK

## MIDDLE SCHOOL


### In Person Learning Daily Schedule:

\*applies to both Orange Mode 1 and 2




#### 8:00 - 12:15:

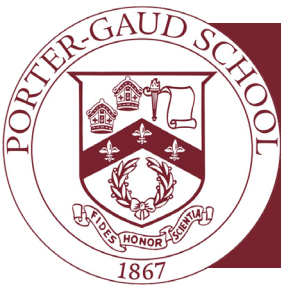
-  Students report to their Academic Instructional space for the day.
-  Teachers rotate into the Fixed Grouping classrooms for Science, History, English, Reading, Writing, and special area classes.
-  Students have a rotating "free" block for outside time.
-  Staggered dismissal to lunch

#### 12:15 - 12:45:

-  On a staggered arrival and dismissal schedule, students will pick up their pre-ordered lunch by Fixed Grouping. Students utilize outdoor dining spaces and eat in their fixed groups.

#### 1:00 - 3:10:

-  Students report back to their Academic Instructional classrooms on a staggered basis.
-  Students zoom for their World Language and Math classes from their Academic Instructional Classroom with noise-cancelling headphones.
-  Staggered Dismissal begins at 2:45



# BACK TO SCHOOL HANDBOOK

## MIDDLE SCHOOL

### Wednesday Virtual Daily Schedule:

\*applies to both Orange Mode 1 and 2



8:30 - 9:15: 5th Grade PE



9:30 - 10:15: 6th Grade PE and 5th Grade Special Area Class



10:30 - 11:00: 5th - 8th Grade Advisory Meeting



11:00 - 12:00: Extra Help Session #1 (all grades 5-8)



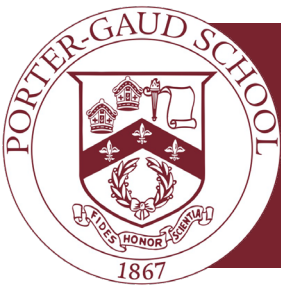
12:05 - 12:25: Chapel/Jewish Life (all grades 5-8)



12:30 - 2:00: Lunch and Club Meetings



2:00 - 3:00: Extra Help Session #2 (all grades 5-8)



# BACK TO SCHOOL HANDBOOK

## MIDDLE SCHOOL

### At Home Cohort Daily Schedule

\*only applies in Orange Mode 1

#### 9:00 - 9:30:



**5th grade:** Grade Level Check in Meeting: Clarify independent work expectations for the day; make note of any needs for extra help or content explanation.

#### 9:30 - 10:00:



**6th grade:** Grade Level Check in Meeting: Clarify independent work expectations for the day; make note of any needs for extra help or content explanation.

#### 10:00 - 10:30:



**7th grade:** Grade Level Check in Meeting: Clarify independent work expectations for the day; make note of any needs for extra help or content explanation.

#### 10:30 - 11:00:

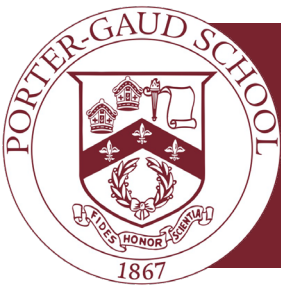


**8th grade:** Grade Level Check in Meeting: Clarify independent work expectations for the day; make note of any needs for extra help or content explanation.

#### 11:45 - 3:00:



Students attend their scheduled Math and World Language blocks via Zoom from home.



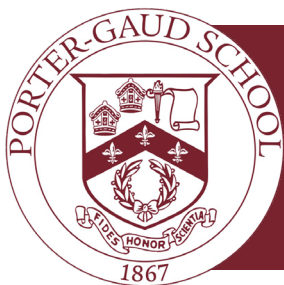
# BACK TO SCHOOL HANDBOOK

## MIDDLE SCHOOL

**Shift in Operating Modes:** Based on the advice of our Medical Advisory Board, Porter-Gaud will assess the Charleston conditions to determine when switching from one mode to another. In some cases, a teacher workday may be instituted to prepare for a shift. Parents will be notified of any shift in operating mode via email and the Middle School Parent Landing Page.

**Red Operating Mode Schedule:** When operating on Red, student schedules will automatically be updated in the Portal so students know their daily Zoom schedules. Students will also review the "Red" mode schedules at the beginning of the 2020-2021 school year to be prepared in case of a shift to Red.

Students will meet with each class twice a week for 45 minutes each. Time for transitions and follow up questions after class is provided between classes. Students will be recombined with different peers throughout their academic classes. Students will also have independent assignments to complete. Wednesdays are Virtual Days which follow the same schedule as Orange Mode. Teachers will provide updated bulletins on Sunday night by 6:00pm for student planning. Each day will also conclude with an organizational study hall and grade level meeting.



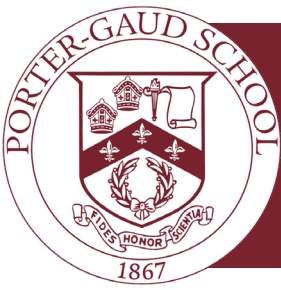
# BACK TO SCHOOL HANDBOOK

## MIDDLE SCHOOL

### Red Operating Mode Schedule:

Wednesday				
Monday	Tuesday	Wednesday	Thursday	Friday
Advisory (9:00-9:15)		5th Grade PE: 8:30-9:15		
		5th Grade Quarter Special 6th Grade PE 9:30-10:15		
A Block (9:30-10:45)	D Block (9:30-10:45)	Advisory: 10:30-10:45	A Block (9:30-10:45)	D Block (9:30-10:45)
		Extra Help Session 1 11:00-12:00		
B Block (11:00-12:15)	E Block (11:00-12:15)	Chapel (12:05 - 12:25)	B Block (11:00-12:15)	E Block (11:00-12:15)
Lunch (12:15-1:00)	Lunch (12:15-1:00)	Lunch 12:25-12:55	Lunch (12:15-1:00)	Lunch (12:15-1:00)
C Block (1:00-2:15)	F Block (1:00 - 2:15)	Life 101 Club Meetings Student Programming	C Block (1:00 - 2:15)	F Block (1:00-2:15)
		Extra Help Session 2 (2:00-3:00)		
Study Hall: 5-8 2:30-3:00	Study Hall: 5-8 2:30-3:00		Study Hall: 5-8 2:30-3:00	Study Hall: 5-8 2:30-3:00





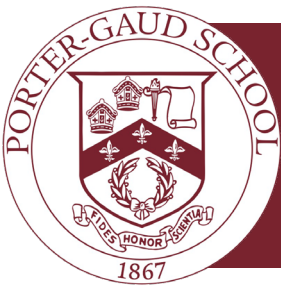
# BACK TO SCHOOL HANDBOOK

## MIDDLE SCHOOL

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**MS Supply Lists:** The Middle School supply list has been published to our website under “Downloads” since June. It contains many items needed for classes that will help prevent the sharing of student supplies when they are in class for instruction. In addition to the items on this list, students are **required** to have face coverings and are **recommended** to carry a personal supply of hand sanitizer each day. Since water fountains will not be in use, students will also need to bring a full water bottle labeled with the student’s name to school each day. Students will have the opportunity to refill water bottles at various points in the day. In addition, students may pack a morning snack, which will be eaten during an outdoor break midmorning as weather permits.

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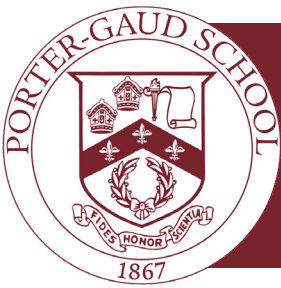
# BACK TO SCHOOL HANDBOOK

## MIDDLE SCHOOL

### Schedule and Procedures:

**Carpool - Drop off in the mornings** - Carpool drop off will begin at 7:30 each morning. Classes begin at 8:00am. Students should **not** exit their cars until having shown their completed health assessment to a staff member. Please follow instructions of staff members directing the flow of car traffic and student traffic. Students who walk or bike to campus will need to report first to a staff member outside the building to show their completed health assessment either on their phones or iPads.

**Carpool - Pickup in the afternoons** - 5th and 6th grade pickup is in the far lane (from the S&T Building). 7th & 8th grade pickup is in the lane closest to the S&T Building. Please **DO NOT** Block the middle lane as this will become the exit lane for MS Carpool pickup only. Students who have completed their Math and World Language Zoom classes by 2:40 may be picked up at this time. Math and World Language schedules will be communicated via email prior to the opening of school. Any parent who opts for the 2:40 pick up time should email Shapton Shapiro at [sshapiro@portergaud.edu](mailto:sshapiro@portergaud.edu). This early pick up must be the standard pick up schedule for your student rather than a day to day request.

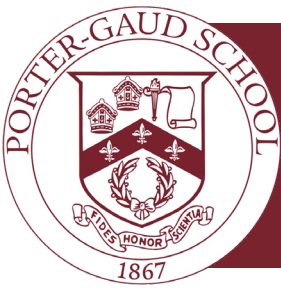


# BACK TO SCHOOL HANDBOOK

## MIDDLE SCHOOL

**Lunch Procedures** - Students will receive a weekly menu from which to choose lunches for their attendance days. There are a range of options to meet the dietary and tastes of our students. Students may not change menu choices after making their selections and will not be able to "trade" with peers to manage the safe practices of food delivery and consumption. Lunches will be delivered via fixed group/cohorts to outdoor spaces that are designated by grade level and fixed group. While some fixed groups will be eating at the same time, proper social distancing and the outdoor setting will ensure safety. Students will be required to wear face coverings when not actively eating/drinking.

**Wellness Wednesdays- Clubs, Lyceum, Learning Services, Life 101, Other** - When in Orange or Red modes, Wednesdays are designated as Virtual flex time for students to work on asynchronous assignments and engage in school activities and social connections designed by the Middle School. Life 101 Academy, Chapel, Jewish Life, Advisory, and Clubs and Organizations will utilize Wednesdays to provide students with our full complement of student wellness, spiritual life and co-curricular opportunities. Additionally, 5th and 6th graders will meet with some of their special area classes on Wednesdays. Students also have designated extra help times for either individual or group extra help.



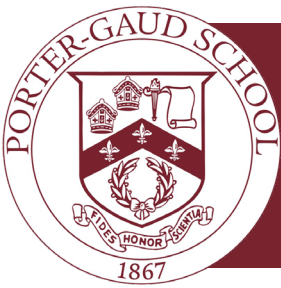
# BACK TO SCHOOL HANDBOOK

## MIDDLE SCHOOL

### **Life 101 Academy, Student Wellness & Student Support:**

This is a period of challenge that offers an unprecedented opportunity for our students to develop resilience, practice empathy, connect with each other and pursue individual passions and creative projects. Life 101 Academy seeks to provide a platform to do just that with a variety of insightful presentations and fun activities to ensure our student's well-being in this current educational environment. Life 101 lessons will be accessible to students and parents in a self paced mode with weekly lessons. Some lessons will be required, some are optional, and others will be provided to students who'd like to pursue additional content.

The Middle School Student Support Service team is made up of the following staff members: Flo Sanders, Counselor, Henrietta Rivers, Chaplain, Chris Tate, Dean, Dee Jeminiz, Learning Specialists, and Maureen Daily, Head of Middle School. This team meets regularly to discuss student wellness, address any academic or social concerns, and proactively intervene where needed to assure the success of all students in all areas of middle school life.



# BACK TO SCHOOL HANDBOOK

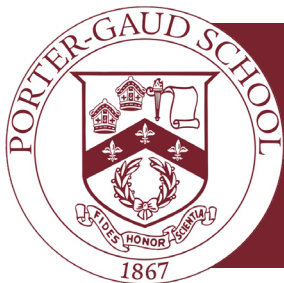
## MIDDLE SCHOOL

In order to prevent the spread of COVID-19 and reduce the potential risk of exposure to everyone within our school community, we expect all students and families to share a commitment with the school to foster a Community of Care. We are in a unique, strong, and bonded community of faculty, staff, students and families. As such, we have a shared responsibility for each other's health and safety throughout this unprecedented time. This responsibility will be reflected by making an active commitment to practicing physical distancing, wearing a cloth face covering, and other personal hygiene and safety precautions in our daily lives, in and outside of school. This shared responsibility is imperative if we want to be able to provide and maintain a safe and healthy environment for in-person programming for all of our students. We must all do our part to prevent the spread of COVID-19.

As a Porter-Gaud Cyclone:

I will do my part to keep all members of our Porter-Gaud community healthy and safe. I will protect myself, protect others and protect my Porter-Gaud community by:

- Staying home when feeling unwell, especially if presenting with any symptoms associated with COVID-19.
- Staying at home if exposed to someone who is experiencing COVID-19 symptoms or has been diagnosed with COVID-19.
- Staying home if you, yourself are awaiting test results for COVID-19.
- Completing a daily screening
- Wearing a face covering
- Practicing physical distancing
- Washing hands often
- Observing directional signage at school
- Observing physical distancing outside of school
- Practicing respiratory hygiene measures
- Sharing responsibility for the health of the Porter-Gaud community



# BACK TO SCHOOL HANDBOOK

## MIDDLE SCHOOL

### Academic and Instructional Information:

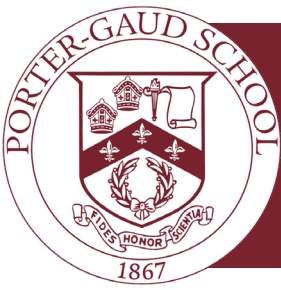
**Teacher Bulletins** - Each Sunday night by 6:00pm, teachers will post to their bulletin boards plans for the week. These plans will provide a brief overview of topics of study for in class sessions as well as independent assignments. Students will also find their teachers' zoom codes and any other pertinent technology information needed for their work. Parents are encouraged to review these weekly plans on Sunday to assist in their child's planning for the week, regardless of operating mode. Bulletin format below:

Week of XXXXX:	IN CLASS	OUT OF CLASS
CLASS INSTRUCTIONS or CLASS INFO		
BEFORE MONDAY'S CLASS:		
MONDAY, DATE:		
TUESDAY, DATE:		
WEDNESDAY, DATE:		
THURSDAY, DATE:		
FRIDAY, DATE:		
UPCOMING ASSESSMENTS:		
QUESTIONS?		

#### MATH 6 EXAMPLE

Week of April 6th:	IN CLASS	OUT OF CLASS
CLASS INSTRUCTIONS or CLASS INFO		
SUNDAY: or BEFORE MONDAY'S CLASS:		Download into Notability or print out the 9.3 Notes, 9.1-9.3 Review and 9.4 Notes. These can be found in Chapter 9 under Topics.
MONDAY April 6:	9.3 Notes	9.3 HW
TUESDAY April 7:	9.1- 9.3 Review	9.1-9.3 Review HW and study for Quiz on Thursday
WEDNESDAY April 8:	No Class	9.1-9.3 Review HW and study for Quiz on Thursday
THURSDAY April 9:	9.1-9.3 Quiz	No HW
FRIDAY April 10:	9.4 Notes	9.4 HW
UPCOMING ASSESSMENTS:		C9 Quiz 2 on Fri. April 17th
QUESTIONS?		Extra help during community or study hall.





# BACK TO SCHOOL HANDBOOK

## MIDDLE SCHOOL

### Student Tips for the New School Year

#### **Create Routines**

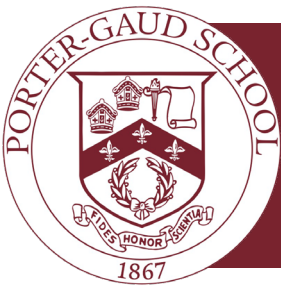
Try to get up and go to bed at the same time every day. When you have routines and structure, your day runs smoother, you're more productive, and you feel more on top of things.

#### **Have a Schedule**

Setup a schedule that incorporates your zoom sessions, school work, physical activities, a reflective practice and relaxation time or free time. Set aside time each day to work on your assignments. Consider working on the most dreaded tasks first. While it is not always an option, try to get your least favorite tasks completed first so that you can move through the remaining assignments more readily. Remember a typical school day is from 8:00-3:00. Try to follow a typical school day schedule when completing your assignments.

#### **Stay Organized & Plan for the Week**

Keep track of assignments for each class and due dates. Use a planner (online or hard-copy), but always know what is due and when. Take 20 minutes Sunday evening to plan for the week. Print out each teacher's bulletin page of the weekly assignments. Use the bulletin print-outs to plan for your week. Use your school agenda, a large wipe off board, a planner or a weekly assignment template to plot out your weekly assignments. Plan for projects by chunking into smaller tasks and plot them on your agenda. Having your assignments planned out for the week will save you time and energy throughout the week. Before going to bed each night, look over your agenda for the next day. Waking up with a plan will make you more productive. Check off as you complete each assignment.



# BACK TO SCHOOL HANDBOOK

## MIDDLE SCHOOL

### **Set Goals & Work Ahead**

Set some academic goals that are achievable. Use daily, weekly and monthly goals. This should be for both academics and physical activities and/or a mindful practice. Make it a goal to work ahead. Aim to complete projects 1 to 2 days ahead of the posted deadline. Working ahead will decrease the sense of feeling overwhelmed. It will also allow for flexibility in the event that the assignment takes much longer than anticipated. Beware of 'easy' days. Lighter days are a great time to get ahead on work and to start on long term projects or papers

### **Have a Dedicated Study Space**

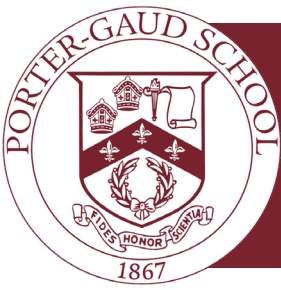
Create a space in your house that is quiet and not cluttered to be your dedicated Zoom and study space. Tell all members of your family about it so that you won't be disturbed in your dedicated space.

Most of the necessary materials are accessible through your teacher's webpage. However, your classes may require printouts, handwritten notes and books (ie. Wordly Wise, IR book, print-out of weekly bulletin, textbooks). To organize your materials, separate your materials in color coded "dollar store bins" or labeled boxes. Include a print-out of each class' bulletin for the week for easy and quick reference. Place the printed bulletin of assignments in the designated colored bin or box along with your class materials. Keeping your materials organized and readily accessible will help you become more efficient. Be sure to keep your study area organized and free of clutter.

### **Minimize Distractions**

Unlike a school building or classroom, your home can have many distractions in it that could pull you away from your routine and schedule. Be sure to eliminate distractions in your dedicated Zoom/ study space. No TV's, No Gaming, No Phones, No Music (during Zoom). Your goal should be to eliminate anything that could distract you.





# BACK TO SCHOOL HANDBOOK

## MIDDLE SCHOOL

### **Build and Connect to Community**

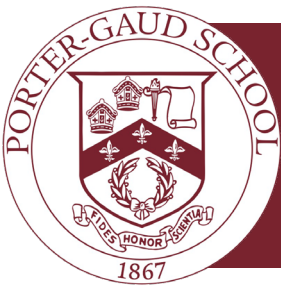
Be sure to take time each day to reach out to friends, interact with your family members and stay connected to other people. This is a great time to strengthen your connections to all the people who are important in your life and lean on them as needed.

### **Communication & Resources**

Be sure you are checking your teacher websites, bulletin board and your school email as these will be your primary connection to school. You should also feel comfortable asking for help from your teachers, your advisor, Ms. Sanders, the Counselor, Coach Tate, the Dean, Ms. Rivers, the Chaplain, and Ms. Daily, your Head of Middle School. If you have questions, concerns, or issues. This is the student support team that is her for you. Let your teachers know when you are feeling overwhelmed with an assignment. Your teachers are there to help you! Learning in a virtual setting can be challenging. Reach out to your teachers when you are confused about a lesson or need help with an assignment. All your teachers have posted office hours on their webpage. The hours are set aside for you. Meeting with your teachers for a few minutes, on an individual basis, can save you time and frustration. Remember not completing an assignment sends the wrong message.

### **Have a Growth Mindset and be Flexible**

The 2020-21 school year will be very different than any other school year you've had before. With it will come challenges, questions, stress, and anxiety. Having a Growth Mindset means that you look at these challenges as an opportunity to grow. It means you'll be working on being flexible, creative and resilient. It means that you will not fail, but rather you will either succeed or grow for this experience.

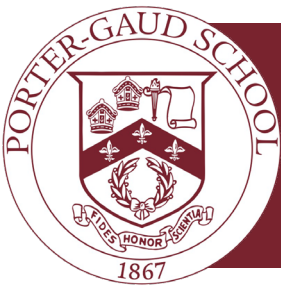


# BACK TO SCHOOL HANDBOOK

## MIDDLE SCHOOL

### Keep Your Mental Health in Mind:

Talk about how things are going, how you are feeling, both good and bad. Reach out to; Parents, Friends, Counselors, Advisors, Mentors, Coaches, other adults. We all have emotions that can go from high to low, from happiness to sadness and from being calm to being frustrated. When these feelings creep in, reach out to the people who can support you the most, and share those feelings. In a time like this we must find the joy in life and things that we are grateful for. It can sometimes be easy to focus on the negative aspects of what is happening, or not happening in school, and in your life. Developing a sense of purpose and gratitude can move you from those unhealthy thoughts and feelings to a sense of joy and happiness.



# BACK TO SCHOOL HANDBOOK

## MIDDLE SCHOOL

### Parents Tips for the New School Year

#### **Support Your Child**

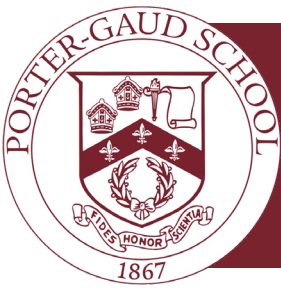
Whether your students are engaged in school in person or our Cyclone@Home, virtual learning program, this year will most certainly be a challenging one. Students need the support of their parents like never before when it comes to school, school work and school connection. Support your child by becoming very familiar with their schedule, their teacher's websites, bulletin boards, and online gradebooks. Additionally, a parent can be an invaluable asset in helping check their child's planners to make sure they are keeping up with their assignments and work. Lastly, if your child is engaged with our Cyclone@home virtual learning program, be sure your child is attending all Zoom classes on time each day.

#### **Develop Routines**

Parents are encouraged to develop a daily routine for their child. This may include homework time each day (with breaks in between), a check of their planners, a set dinner time, a set bedtime etc. These routines will allow your student to get comfortable during what may otherwise be uncertain times.

#### **Create a Household Schedule**

For our Cyclone@Home, virtual learning program, parents are encouraged to create daily schedules that may include things like: zoom sessions, homework time, snack time, school community connection time, physical activities, non-screen time, outdoor time, etc. A daily schedule that incorporates a balance of academic and non-academic activities will be beneficial to the overall wellness of your child.



# BACK TO SCHOOL HANDBOOK

## MIDDLE SCHOOL

### **Be Involved**

We encourage all parents to be more involved with their students' academic and non-academic life as we begin the school year. Some students may need more oversight than others but all students would benefit from parent's involvement and engagement this school year. This is true regardless of where school takes place and what mode we are in for the 2020-21 school year.

### **Reinforce Lessons**

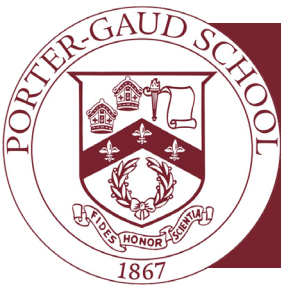
For Cyclone@Home, virtual learning program students, we encourage parents to check in with what lessons their child is receiving each day to assess whether or not they are struggling or do not understand the materials. We ask that all parents reach out to the middle school students support team (Head, Dean, Counselor, Chaplain, Learning Specialist) if there are any concerns.

### **Stay Up-to-Date on Communication**

Communication will come from both the school and teachers directly. It is important that parents read all school communication regarding the school, the school year and your child's academic and non-academic life. Use the Parent Portal to check in on the progress of your student and review the weekly bulletins.

### **Have a Growth Mindset, be Flexible, and Practice Patience with yourself and your child**

At any given time, everyone is doing the best that they can under the conditions they are in. This will certainly be true this school year. We ask that all constituents of the school family develop a growth mindset and work hard to be flexible. We won't always know what each week or month might bring and therefore we must adapt and be as flexible as we can throughout the school year.



# BACK TO SCHOOL HANDBOOK

## MIDDLE SCHOOL

### **Spend Time Together**

**Involve Your Child in Tasks & Projects** - Household chores like cooking, cleaning, yard work and home improvement can be productive tasks that children can do to feel empowered and useful. Try and provide these opportunities for your child and let them know that their contribution is meaningful.

**Have Fun Together** - Go for walks and engage in other physical activities, play games, get creative, and find activities that you and your child can do together and that you both enjoy.

### **Keep Your Child's Mental Health in Mind**

**Talk About Feelings With Your Child** - Children need to know that adults deal with the same range of emotions that they do. Having open and honest conversations will allow your child to see that they are not alone in feeling the things that they feel. Fear, anxiety and uncertainty can creep into all of our lives and we need each other to talk about and deal with them. Be that sounding board for your children.

**Develop a Reflective or Mindfulness Practice With Your Child** - Prayer, meditation and breathing techniques, yoga/other physical activity, and journaling are some examples of practices that can create good mental health and wellness in both you and your child. Try something new if you are not already doing some of these things.

**Keep Your Own Mental Health in Mind** - Talk with other parents, friends, school counselors, your child's Advisors. Stay abreast of the Life 101 Landing Page for Family/Parent Wellness Section. Consider engaging in the Life 101 Academy activities together with your child. These will be wonderful opportunities to unpack conversations around wellness and character development and can create opportunities to bond with your child in a different way.