



# Glens Falls

MIDDLE SCHOOL

Kristy Moore, Principal  
Nathan Kocak, Assistant Principal  
Laurie Anne Parker, Assistant Principal

August 2020

Dear Parent/Guardian of \_\_\_\_\_,

We are reaching out to share details regarding individual student schedules at the Glens Falls Middle School. These schedules have been planned to maintain student and staff safety and are therefore more complex than in the past. There is a lot of information included in this letter and we thank you in advance for taking the time to review this with your child.

**Your child’s scheduled days to attend IN PERSON are:**

**Your child’s assigned door for arrival and dismissal is:**

Your child should report to this door at 8:20 (5/6<sup>th</sup> grade) or 8:40 (7/8<sup>th</sup> grade) and wait on indicated spot on the pavement to maintain social distancing. Staff members will direct students to enter the building one at a time for a temperature check before proceeding to their Block 1 class.

**Students can access their detailed schedules through their eSchool portal beginning on September 2nd. Below is a SAMPLE schedule:**

Days	Per.	Room	Course#	Course
<u>A,C</u>	Block 1	305	8331	8 Social Studies
<u>B,D</u>	Block 1	304	8231	8 Math
<u>A</u>	Block 2	GYM-MS	7931	7/8 Physical Education
<u>B,D</u>	Block 2	215	8833	8 Health
<u>C</u>	Block 2	125-HS	6632	8 Technology Red
<u>A,B,C,D</u>	Lunch Block	Other	8130	8 Lunch
<u>A,C</u>	Block 3	308	8431	8 Science
<u>B,D</u>	Block 3	302	8131	8 ELA
<u>A,C</u>	Block 4	219	405	8 Spanish I (MS)

Once you log in, students can enter their courses into the following template. Please note, in the sample schedule this child would have a Study Hall assigned on Block 4 B,D, days.

	Day A	Day B	Day C	Day D
Block 1				

Block 2				
Lunch & Online Social/Emotional Learning				
Block 3				
Block 4				

All students will be enrolled in a Google classroom for each of their courses. There are no Google classrooms for study halls and students are not expected to log in for study halls when not physically in school.

**Block Times vary by grade level to minimize students in the hallway during transition times.**

	5th & 6th Grades	7th & 8th Grades
Block 1	8:20-9:40	8:40-10:00
Block 2	9:45-10:45	10:05-11:05
Lunch & SEL	10:50-11:50	11:10-12:10
Block 3	11:55-12:55	12:15-1:15
Block 4	1:00-2:05	1:20-2:25

**ALL VIRTUAL STUDENTS**

Supplies – Please call the main office (518-793-3418) to schedule a time to pick up your supplies. 5<sup>th</sup> and 8<sup>th</sup> grade students will use their current Chromebooks, which they should still have from last school year. 6<sup>th</sup> and 7<sup>th</sup> grade students should bring their old device and can exchange for an upgraded device when they pick up their supplies. New students will be given a Chromebook when picking up supplies.

All virtual students should plan to log in for their first class beginning on Monday, September 14<sup>th</sup>. All virtual students will begin Block 1 at 8:40 (5<sup>th</sup>/6<sup>th</sup> grade) and 9:00 (7<sup>th</sup>/8<sup>th</sup> grade). The first 20 minutes of Block 1 in person is reserved for safety and organization purposes. Please note, 5<sup>th</sup> grade “all virtual” students will receive separate communications regarding their enrollment in our regional All Virtual School.

**HYBRID STUDENTS**

The first week of school will be an orientation to our current schedules, policies and procedures. Students should plan to attend on their previously assigned days.

Last Name*	Tuesday, September 8th	Wednesday, September 9th	Thursday, September 10th	Friday, September 11th
A-L (Blue)	IN PERSON DAY A	NO SCHOOL	NO SCHOOL	IN PERSON DAY D
M-Z (Orange)	NO SCHOOL	IN PERSON DAY B	IN PERSON Day C	NO SCHOOL

\*Note – exceptions have been made for child care or households

Monday, September 14<sup>th</sup> will begin our Hybrid Learning Environment. Students will log in from home on their home days and attend classes in person on their assigned days. Please note, a 2 month detailed calendar will be mailed home.

Last Name*	Monday, September 14 <sup>th</sup>	Tuesday, September 15 <sup>th</sup>	Wednesday, September 16 <sup>th</sup>	Thursday, September 17 <sup>th</sup>	Friday, September 18 <sup>th</sup>
A-L (Blue)	Day A IN PERSON	Day B IN PERSON	Day C At Home	Day D At Home	Day A At Home
M-Z (Orange)	Day A At Home	Day B At Home	Day C IN PERSON	Day D IN PERSON	Day A In PERSON

**Lunches** - Lunch schedules and locations will be shared with students during orientation. These will vary by day in order to minimize any unnecessary transitions. Students have the option to bring a lunch from home or purchase lunch at school. All students are encouraged to carry a water bottle and we have several refill stations throughout the building.

**Bathrooms** – Students will need to sign out of their classroom to use the restroom. Only one student at a time will be allowed in the bathroom. Monitors will be in the hallway to supervise and bathrooms will be sanitized by custodial staff on a regular and ongoing schedule throughout the school day.

**Masks** – Students and staff are required to wear a mask except when eating or drinking. If a student does not have a mask, one will be provided. If a student refuses to comply we will call home to arrange for virtual instruction. Please note, at this time gaiters and open bandanas are not acceptable face coverings.

**School Supplies** – Hybrid students will receive their supplies and binders on their first day of school. Students are allowed to also carry a backpack. Students may request a locker to store their belongings – please see Mrs. Holser in the Counseling Office to request a locker. The most important supply, in addition to a mask, will be a charged Chromebook!

**Attendance**

If your child will not be in school for any reason, please call the attendance office at 518-832-4531. Communication regarding early dismissal, late arrival or attendance should be sent to the Attendance Office or can be emailed to Laura Heusser (lheusser@ghsd.org).

**Visitors to School** - In order to maintain the safest environment possible we will be limiting visitors to our building. We ask that you do not arrive unannounced. If you wish to meet with a school staff member, please call the main office to request an appointment. If you need to drop off something for your child, please ring the bell at the main entrance. Anyone entering the building must wear a mask and must sign in for contact tracing purposes. Students who are being sent home by the nurse will be escorted out to you so you do not need to enter the building.

**Dismissal** – Students will be asked to leave school grounds immediately at dismissal with the exception of after school help on Tuesdays and Thursdays. In the past, middle school students would often loiter on school grounds to socialize but we cannot allow this at this time. Thank you for your understanding and cooperation!

We know that you may have more questions and we will continue to communicate via email as we get closer to school. We also understand that there may be errors in your child's schedule as there are so many moving pieces this year. If you believe there is a mistake please reach out to your child's counselor either via email or phone. If you are unsure of your child's counselor please call the main office.

Thank you for your continued support! We will get through this year together with patience, flexibility and grace.

Sincerely,

Kristy Moore