

Frequently Asked Questions @ SMS Webpage – “Parent Resources”

ATHLETICS – For 7 & 8 Graders

- How do students know about athletic schedules?

Athletic Director: Jay Schwanke

For forms, try-out/practice/game information, go to www.dublinschools.net/Sells_Athletics, Facebook, or Twitter (@SellsAthletics). Practice and game information is updated approximately 2pm each day.

- Bringing a team meal?

If you arrive before 3:08pm, please enter Door 1/Office to sign in and receive a visitor's badge. Then, proceed to the Commons. If you arrive after 3:08pm, you may enter through Door 12 with your items -- no need to sign in.

ATTENDANCE & APPOINTMENTS

- Student tardy or absent?

Call the SMS Attendance Line 614.718.8572 by 9:00am to report a tardy or absence. Late-arriving students can walk unaccompanied into the Office to sign in. Note: For late arrivals, Door 1/front loop traffic flows from south to north.

- Student has an appointment between 8:28am-3:08pm?

* On the morning of the appointment, send a note with your student stating what time you need them in the Office along with the reason, and your signature. Ask your student to bring the note to the Office as they get off the bus to get a Pass.

* A parent must sign out their child in the Office via Door 1. Please refer to the Middle School handbook on the need for parent or doctor notes.

* If you need your student near the end of the day, please plan for pick up by 2:45pm. As 3:00pm approaches, buses are at Door 1 and block our visitor parking spaces.

* When returning from appointments, a student can walk unaccompanied into the Office to sign in at Door 1.

- Student has an appointment that was scheduled after they left for school?

No need to call. Come to SMS, allowing 10-15 minutes from the time you arrive at the Office via Door 1 for us to call your student's classroom, and for them to travel to the office.

- Student to be on a planned absence (1+ full days absent)?

Three or four days before the absence begins, print a "Middle School Pre-Arranged Absence Form" from the SMS webpage

(www.dublinschools.net/OtherForms.aspx) or ask your student to pick up a form in the Office. Complete, sign, and ask your student to present the form to every teacher. Your student submits this form to the Office before the absence begins.

If your student will miss 20+ school days, please contact your student's Guidance Counselor:

6 Gr: Missy Fisher, 614.718.8586

7 Gr: Juan Rolon, 614.718.8574

8 Gr: Dawn Wolf, 614.718.8573

BUS NOTES

- Student wants to bring a friend home on the bus?

Each student must have a note from their parent stating names, reason, date, and must have the parents' signatures. Both students bring their notes to the Office upon arrival or by lunchtime. Once approved, the students give the SMS Bus Note to the bus driver. Approval is based on seat availability on buses, at the bus driver's discretion. Transportation usually allows a student to bring up to 2 guests.

CALENDARS

- Where does a student find SMS events?

At dublinschools.net, under SCHOOLS, choose the SMS webpage. The calendars are on the right side. "Community" is all events, except for athletics, which are on the Athletics calendar. Scroll to find your event; click on the event's title to see "more details."

- Is it an "A" or "B" day?

On the first day of the week that students are in session (usually Monday), "A" Day or "B" Day is indicated.

CHANGE OF ADDRESS

- Have a new address?

Please contact SMS' Guidance Secretary to bring new residency documentation, per DCS policy.

- Moving within the SMS Attendance Area?

Please check with the SMS Guidance Secretary or Central Office to verify the residence you might buy or rent is within the SMS Attendance Area.

- Moving from the SMS Attendance Area?

Please contact the SMS Guidance Secretary to complete withdrawal forms.

CLINIC

- Student not feeling well?

Students should report immediately to the Clinic. The student will be evaluated, and parents will be contacted directly by the nurse.

- Want to give your student medicine?

Enter Door 1/Office to sign in and get a visitor's badge. You will proceed to the Clinic, who will call for your student. FYI: Look under Forms/Links on our webpage for Form 5330 F4: Request for Student to Self-Administer Nonprescription Medication With and/or Without Supervision – High School/Middle School.

DROP-OFF SHELVES

- Student contacted you because they forgot something?

The Drop-Off Shelves are in the Office. Verify your student's item has their full name and grade visible, and complete the clipboard on the wall, next to the shelves. Office Helpers deliver notes to students to pick up their item.

GUIDANCE

- Student wants to change their class schedule?

Student needs to see their Guidance Counselor:

6 Gr - Missy Fisher-614.718.8586

7 Gr - Juan Rolon-614.718.8574

8 Gr - Dawn Wolf-614.718.8573

LOCKERS

- How to open a locker:

Start @ zero. Go Right to 1st #. Go Left, go pass 2nd # & stop @ it the 2nd time. Go Right to 3rd #. It helps to pull the dial toward you to be precise as numbers are selected.

- Student has a jammed locker?

Please have your student come to the Office to report the problem. Keeping the locker as neat as possible to avoid items jamming the lock helps.

- Student can't remember their locker combination?

Your student can come to the Office for assistance.

- Student wants to decorate their locker?

School-appropriate decorations are permitted for locker *interiors only*. Duct tape, stickers, and contact paper *cannot* be used; magnets are a good choice. Students can decorate the exterior of a friend's locker for a birthday celebration, using minimal tape and removing all decorations and tape residue after two days.

LOST & FOUND

- Student lost something?

Lost & Found table is located in the Commons. Valuable items (glasses, money, jewelry, phones, etc.) are kept in the Office. It helps if students write their names on their items.

PARENT DROP-OFF (PRIOR TO 8:28am) & PICK-UP (AFTER 3:08pm)

- Dropping your student off prior to the 8:28am bell?

Drop-off is at Door 12, and can begin at 8:15am. Parents enter the school grounds at the stoplight of High School Drive (at the cemetery), and then proceed through SMS' parking lot, tennis courts on your right; look for the One Way signage. Drop your student off at Door 12, and safely exit the parking lot, and turn right to the stoplight.

Remember: *The drop-off area can be very busy and become congested, and this is a no-passing area. Please give your student enough time to go to their locker, and arrive in Home Base before the bell at 8:28am.*

If you drop off your child after 8:20am at Door 12, please ask your student to go directly to Home Base to report in, and then go to their locker.

Information continues.....OVER

- Picking up your student at dismissal (3:08pm)?

Pick-up is at Door 12. Entering and exiting the SMS parking lot is the same as it is for drop-off (see previous entry). Please ask your student to wait patiently until it is your turn to pull up to Door 12. *** **Door 1 is for buses only.** ***

PHONE CALLS

- Student needs to call home?

With a pass to leave class or at lunchtime, a student can come to the Office to use our Student Phone. The student completes the student phone log, before calling. We ask all students to leave a message, if they get a voice mail.

- Did you receive a call from SMS?

If you receive a call from SMS, staff members always leave a message. Be sure to listen to the message before returning the call so you may ask specifically for the person who needs you.

CONTACT INFORMATION

- Need to contact an SMS staff member?

The quickest method is via email. All staff members' email addresses follow the same pattern: lastname_firstname@dublinschools.net. At the SMS webpage, click "Building Staff" to search.

TRANSPORTATION

- Why is my student's bus late?

For any concern or question about an SMS bus or route, please call Transportation directly at 614.764.5926.

- Student needs their bus number, pick-up/drop-off location, and times?

Please find this information at the Dublin City Schools' webpage (www.dublinschools.net) -- an e-link should be there on or about AUG 10.

VISITING SMS

- Are you coming to SMS for a meeting or volunteering before or during school hours?

Please come to the Office through Door 1 to sign in.

Class schedules are available on the following page.

2016-2017 CLASS SCHEDULES

6th GRADE	8:15 Bell	In Building
	8:28 - 8:33	Home Base
	8:35 - 9:25	1st Pd
	9:27 - 10:17	2nd Pd
	10:19 - 11:09	3rd Pd
LUNCH	11:11 - 11:41	4th Pd
	11:43 - 12:33	5th Pd
	12:35 - 1:25	6th Pd
	1:27 - 2:17	7th Pd
	2:19 - 3:08	8th Pd

7th GRADE	8:15 Bell	In Building
	8:28 - 8:33	Home Base
	8:35 - 9:25	1st Pd
	9:27 - 10:17	2nd Pd
	10:19 - 11:09	3rd Pd
	11:11 - 12:01	4th Pd
LUNCH	12:03 - 12:33	5th Pd
	12:35 - 1:25	6th Pd
	1:27 - 2:17	7th Pd
	2:19 - 3:08	8th Pd

8th GRADE	8:15 Bell	In Building
	8:28 - 8:33	Home Base
	8:35 - 9:25	1st Pd
	9:27 - 10:17	2nd Pd
	10:19 - 11:09	3rd Pd
	11:11 - 12:01	4th Pd
	12:03 - 12:53	5th Pd
LUNCH	12:55 - 1:25	6th Pd
	1:27 - 2:17	7th Pd
	2:19 - 3:08	8th Pd

This information is revised often. Please bookmark the SMS webpage.