



SMYRNA MIDDLE SCHOOL
 700 Duck Creek Parkway, Smyrna, DE 19977
 (302) 653-8584 Fax: (302) 653-3424

Mrs. Stephanie Smeltzer Principal	Mrs. Whitney Irwin Associate Principal	Mrs. Irene Buscemi Associate Principal	Mr. Martez Stevens Associate Principal
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August 17, 2023

Dear Parents and Guardians:

Welcome to the 2023-2024 school year at Smyrna Middle School. SMS staff cares deeply about our students’ well-being, education, and are dedicated to each child’s success. Throughout the summer we have been thoroughly preparing for the first day of school on **Tuesday, September 5, 2023**. We are excited to get started.

You are able to view your child’s schedule and when the school year begins, your child’s grades in Home Access Center (HAC). Report cards and progress reports are also found here. This can be found on our school website under “Family Resources”. There is a “forgot username/password” function in HAC. If after using this you still cannot access your child’s grades, please contact the guidance office at **(302) 653-8308 or email dianna.turner@smyrna.k12.de.us**. I strongly encourage you and your child to get into the habit of checking this at least once a week.

Along with this letter, you will find a mock schedule explanation and the odd/even calendar. Start and end times for classes are below.

Schedule for 7 th Graders	Schedule for 8 th Graders
8:10am-9:40am, Periods 1/2	8:10am-9:42am, Periods 1/2
9:43am-11:45am, Periods 3/4	9:45am-11:17am, Periods 3/4
11:48am-1:25pm, Periods 5/6	11:20am-1:27pm, Periods 5/6
1:28pm-3:00pm, Periods 7/8	1:30pm-3:00pm, Periods 7/8

Lunches

- A Lunch 10:40am-11:10am
- B Lunch 11:15am-11:45am
- C Lunch 11:55am-12:25pm
- D Lunch 12:30pm-1:00pm

One of the most critical steps you can take today is to confirm we have the *most up-to-date* home address, phone number, and email for you and your family. **Please call our school office at (302) 653-8308 or email dianna.turner@smyrna.k12.de.us** to make the necessary updates. This information is necessary to ensure all families receive updates, important school information, and personal contact from SMS staff.

In order to assist your child in feeling more comfortable with the building, we will be hosting a **Meet and Greet on Tuesday, August 29th from 3:00pm-6:00pm**. Our staff will be here to greet each student and to assist them in navigating through his/her schedule. Schedules will be printed and available for students in the gymnasium.

HOURS OF OPERATION

- Student arrival will begin at 7:55am. You may not drop off your child prior to this time.
- Your child is considered late after 8:10 am.
- Student dismissal begins at 3:00 pm.

ATTENDANCE

- When your child is absent and/or late to school please send in a guardian and/or doctor's note to excuse the absence.
- Notes can be emailed to rebecca.mechell@smyrna.k12.de.us.

TRANSPORTATION

- Car Transportation
 - **Arrival:** Cars come into our lot and circle around the side of the building. Students get out of the car and enter the building from the side. Parents/guardians will then drive in the front of the school where the cars are parked to exit the parking lot.
 - **Dismissal:** Bus Riders are dismissed first. Then, car riders exit out the side door. Parents/guardians will then drive in the front of the school where the cars are parked to exit the parking lot.
 - Please do NOT go into the bus lane and be mindful when we must stop traffic.
- Bus Transportation
 - All Buses drop off and load in the bus lane in front of the school.

CODE OF CONDUCT

- Can be located on our district and school website.
- <https://www.smyrna.k12.de.us/domain/501>

TECHNOLOGY

- District Devices will be issued to each student during the first week of school.
- In order for your child to receive their device and charger, the parent/guardian must fill out the information in the link below. You will need to know your child's student ID (lunch number).
- [Chromebook User Agreement](#)
- Please assist your child in getting into a routine of charging his/her device each night at home as they bring them back and forth to school

MEALS

- If your child needs a breakfast and/or lunch, he/she will be able to get it from our cafeteria daily. Breakfast is \$.80 and lunch is \$1.50
- Please complete a Meal Benefit Application form located on the district website to determine if your household is eligible to receive free or reduce-price school meals.
- Students may NOT have food delivered to them at school.
- We strongly encourage a **labeled water bottle** for students as we have refillable stations throughout the school.

SUPPLIES

- Number 2 Pencils
- Pens (blue and/or black)
- Highlighters
- A Folder for Each Class
- Two binders with dividers and paper for each class, one for even day and one for odd day
- Water Bottle-labeled with your child's name
- More specific supplies may be given by teacher in the first week

NURSE

- Emergency Cards will be sent home on the first day of school. Please return them ASAP.
- Any and all medications must be issued to students by the school nurse. Please do not send them in with your child.
- Mandatory Screenings are completed each year
- Contact Information: Phone (302)653-8823, Fax (302)653-1816
Kelley.Willoughby@smyrna.k12.de.us or Morgan.Moreno@smyrna.k12.de.us .

During this time, communication with our families is vital to a successful learning experience for your child. Staff contacts, information on classes, and our odd/even calendar are all updated on our school website. Please do not hesitate to reach out to your child's teacher, counselor, and/or administrator. We are here to help.

Below is a list of our social media accounts so that you can keep up to date with new information:

SMS SOCIAL MEDIA and WEBSITES

- Smyrna Middle School Website
<https://www.smyrna.k12.de.us/sms>
- Smyrna Middle School Facebook
<https://www.facebook.com/Smyrna-Middle-School-Delaware-2166643140043446/>
- Smyrna Middle School Athletics Website
<https://www.smyrnamidlesports.com>

In closing, and on behalf of the Smyrna Middle School staff, we look forward to a positive and rewarding school year. Welcome to our school family!

Sincerely,



Stephanie Smeltzer
Principal