

Middle School Parent FAQs 2022-2023

Whom do I see if I have questions about my child's...

- schedule?
 - The Middle School Dean (Andy McGarvey: andy.mcgarvey@7hills.org / 728-2452)

- homework?
 - In the following order, direct your questions to:
 1. The teacher's Schoology website
 2. The specific teacher
 3. Your child's advisor

- iPad?
 - The Technology Department (Scott Cagle: scott.cagle@7hills.org)

- school supplies?
 - Refer to the School Supplies List that is posted on Stinger Central on the Seven Hills website (<https://my.7hills.org/middleinformation>).
 - If you have further questions, please get in touch with your child's advisor or specific classroom teacher.

- textbooks?
 - The specific classroom teacher

- medications?
 - The School Nurse (Joy Copfer: joy.copfer@7hills.org / 728-2456)

- lost or non-working Security/Lunch card?
 - The Middle School Administrative Assistant (Julie Reutener / julie.reutener@7hills.org / 728-2450)

- lost clothing, valuables, etc.?
 - The Middle School Administrative Assistant (Julie Reutener / julie.reutener@7hills.org / 728-2450)
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- social and/or emotional well-being?
 - The Middle School Counselor (Dayna Sargent / dayna.sargent@7hills.org / 728-2469)

- grades/academic performances?
 - In the following order, direct your questions to:
 1. The specific teacher
 2. Your child's advisor
 3. Your child's Grade Level Coordinator
 - a. 6th grade: Jennifer Licata (jennifer.licata@7hills.org)
 - b. 7th grade: Carri Haskins (carri.haskins@7hills.org)
 - c. 8th grade: Judith Neidlein-Dial (judith.neidlein-dial@7hills.org)
 4. The Head of Middle School (Bill Waskowitz: bill.waskowitz@7hills.org / 728-2451)
- after-school athletic practices and/or competitions?
 - The specific coach
 - The Middle School Athletic Director (Roger Schnirring: roger.schnirring@7hills.org / 728-2443)
- after-school sponsored events?
 - The specific faculty member who is sponsoring/supervising the event
 - The Middle School Administrative Assistant ((Julie Reutener / julie.reutener@7hills.org / 728-2450)
- appropriate dress/attire?
 - Your child's advisor
 - The Middle School Administrative Assistant (Julie Reutener / julie.reutener@7hills.org / 728-2450)

What should I do if my child is...

- sick and can't attend school?
 - Call/E-mail the Middle School Administrative Assistant (Julie Reutener / julie.reutener@7hills.org / 728-2450) by 9:00 AM
- going on vacation with her/his family and will be absent from school?
 - Call/E-mail the Head of Middle School (Bill Waskowitz / bill.waskowitz@7hills.org / 728-2451) at least two weeks in advance of the anticipated absence.
- late to school?
 - Have your child report to the Middle School Office and sign in so as to be removed from the absence list. If your child's lateness isn't due to a family emergency, inclement weather, or a doctor's appointment, s/he will be marked tardy.
- leaving early from school for an appointment?
 - Call/E-mail the Middle School Administrative Assistant (Julie Reutener / julie.reutener@7hills.org / 728-2450)
 - OR; Have your child bring a note from a parent to the Middle School Office before school begins (8:10 AM), indicating the time of departure and the expected time of return. Please note that students must sign out in the MS office when signing out from school.
- planning on bringing a visitor to school?
 - Have your child see the Head of Middle School (Bill Waskowitz: bill.waskowitz@7hills.org / 728-2451)

What do I do if I want to...

- leave a message for my child?
 - Call/E-mail the Middle School Administrative Assistant (Julie Reutener / julie.reutener@7hills.org / 728-2450) by 2:15 PM. Please do not call your child on his/her cell phone.
 - E-mail your child, knowing that e-mails can only be accessed during specific times of the day, as specified in the Student-Parent Handbook.

- speak with one of my child's teachers?
 - Call/E-mail the specific teacher, giving them 24 hours to return your inquiry

- have my child take part in an *ENCORE* school-sponsored activity between 3:30 – 6:00 PM?
 - Visit the *After The Bell* webpage on the Seven Hills' website: <http://www.7hills.org>. Contact Christina O'Donnell, Assistant Director of the *After The Bell* program: 728-2442 / christina.odonnell@7hills.org

- have my child stay at school later than 3:30 PM if s/he is not participating on a sports team, play practice, or an *After The Bell* school-sponsored activity, etc.?
 - Have your child sign in for the *Encore Club* in the 6th Grade Commons in the Middle School.
 - You can pick up your child at any time between 3:30 – 6:00 PM. Please note that you must come to 6th Grade Commons to pick up/sign out your child. Your child may not leave the building unaccompanied by a designated adult during this time.
 - If you need to get in touch with the *Encore Club* supervisor during these hours (3:30 – 6:00 PM), please call 600-0007.

- get involved in Middle School Parent Community activities, etc.?
 - Get in touch with the Middle School Parent Community President, Perla Kahlil (khpepe@yahoo.com)

- know how to access information on the Seven Hills website or have trouble with accessing information on the website?
 - Call/E-mail the school's Web Administrator (scott.cagle@7hills.org / 728-2415)

Dropping-off & Picking-up my child...

- Where do I drop-off and pick-up my child?
 - Either at the Middle School entrance between the Schiff Center and the Middle School or at the main entrance to the Hillsdale campus by the Upper School & Lotspeich buildings

- When can I drop-off and pick-up my child?
 - Drop-off: anytime between 7:30-8:10 AM. Classes start promptly at 8:20 AM.
 - Pick-up: between 3:15-6:00 PM. If your child is staying past 3:30 PM and is not participating in an adult-supervised activity (e.g. sports practice, play rehearsal, etc.), s/he needs to sign in for the *Encore Club* that is held in the 6th grade Middle School Commons until 6:00 PM.

What if I have a question that isn't an FAQ?

- Please consult the student-parent handbook Parent Handbook (online at the Seven Hills website: www.7hills.org)
 - If your question still hasn't been appropriately answered, always feel free to e-mail/call the Middle School Office (Julie Reutener / julie.reutener@7hills.org / 728-2450)