

Frequently asked Questions for Families

General Information

- **What time does the school open for students?**

School is open at 7:15 and school starts at 7:55.

- **What time does the school close at the end of the day?**

School ends at 2:25 if you are picking up your student it is extremely congested I would come at 2:35 after the busses have left. The office will close at 3:30. If you are an open enrolled student we would like those students picked up no later than 3:00 due to limited supervision.

- **When can students use their phones?**

Students can use their phone before and after school, lunch and between classes. If there is an emergency, please contact the office and we will provide your student a place to take the call.

- **How do I find out about busing?**

Go to www@sowashco.org/services/transportation or call Transportation at 651-425-5303. If you are having issues, feel free to contact the main office at 651-425-4500.

- **What type of day care do you have at school?**

We don't have daycare or supervision. If students are not with teachers they need to leave at the end of the school day.

- **How do I get access to my student's locker?**

During school hours, parents are not able to access their student's locker. Office staff can assist in gaining access.

- **If I need to drop something off for my child how do I do that?**

Drop it off at the Welcome Desk and they will get the item to your student.

- **What time in the morning would a student is considered tardy?**

Any time after 7:55am, your student is considered tardy.

- **How do I call my Student in absent or late?**

Call the attendance line at 651-425-4545 and leave a message if your student will be absent or arrive late to school. The attendance line is available 24 hours a day.

- **If I need my Student to go to an appointment what should I do?**

Call the Attendance Line 651-425-4545 or the Welcome Desk 651-425-4515. When you pick them up, you will need to sign them out at the Welcome Desk.

- **If I sign up to volunteer, what do I need to do?**

Some volunteer opportunities require background checks. If that is the case, you will be notified. Otherwise, sign in at the Welcome Desk and wear the guest badge.

- **When are announcements sent out?**

Woodbury Middle School sends out announcements on Tuesday and Thursday through Blackboard Connect. If you have an email in Infinite Campus, you will receive the announcement.

Health Office

- **Where do I turn in my immunization records, sports physicals and doctor's notes for absences?**

These records are kept on file in the health office and recorded by health staff in Infinite Campus.

- **What is the policy excusing my student from participating in gym?**

The student brings a parent note (2 class days in a row is the maximum) or a doctor's note excusing them to the health office. The health office will record the information and give the student a note for their teacher.

- **Where must a student call home sick from?**

Your student needs to go to the Health Office. A student will not be denied the opportunity to call a parent to let them know they are not feeling well.

- **Can my student bring in over-the-counter pain medication?**

Yes, a student can bring in a signed note from parents/guardians or a parent/guardian can drop it off.

Lunch

- **How do I pay for lunch?**

The easiest way is to have an online PAMS account. Create one at the following address.
<http://www.sowashco.org/services/nutrition-services/meal-accounts-pams>

Your student can also put a check or cash in the machine at school. Money must be deposited prior to 9:00am, if the student wants to use it that day.

- **I paid for lunch but didn't realize my student was spending so much money. How can I monitor?**

Sign up for PAMS Account then you can monitor everything your student is buying.

- **How does my student get his lunch pin?**

Students will receive a paper copy of their schedule with their lunch pin on it. If they lose it they can get it from the cashier in the lunchroom.

- **Can I eat lunch with my student in the lunchroom?**

Due to the size of our lunches we don't allow parents to eat in the lunchroom. If you want to eat with your student you will need to seek permission from the principal at least 24 hours ahead of time to see if we can accommodate your request.

- **What happens if my student does not have money in their account for lunch?**

Your student will receive a lunch with funds from our Angel Fund. Please pay any money borrowed back to the guidance office secretary.

Grading

- **What is Infinite Campus?**

This is a secure online gradebook and database that teachers utilize.

What is Parent Portal and how can I get an account to monitor my student's grades?

Parent Portal houses all your student's grades, transcripts, health records, attendance and emergency information. Once you have login access, please update emergency contact information. Below is how you access parent portal.

If you are requesting a Parent Portal account, or are having issues with a username or password, email ICSupport@sowashco.org; enter the student's name, the school the student attends, and the student's home address. "Requester" = parent's name.

- **What is the grading policy at WMS?**

Go to the webpage wms.sowashco.org under parents there is a document Grading for Learning.

- **How do I find the teacher websites?**

Go to the webpage at wms.sowashco.org. Search on the right side for your student's house then click and you will have access to the house calendar, staff emails and phone numbers along with their website.

- **How can I access a teacher and how long do I need to wait before I hear from them?**

You can contact the teachers by email or phone. If the teacher is at school, they will respond within 24 hours. If you haven't heard from them and you have been waiting, please contact administration to help you.

- **Can a student re-take a test?**

Any student that earns below a 70% on a Summative test must retake it within two weeks of receiving the test. If a student earns higher than a 70%, there is no retake mandate. If the student desires to retake, the student must initiate a retake time with the teacher.

- **How do I help my student with their homework?**

Middle School students need to have breaks when doing homework. Have them sit for 20 minutes take a 5 minute break and come back. Ask your students what they are learning and what they are working on. If your student is struggling with homework contact the teacher or counselor to get help.

Afterschool Activities

- **Where do I find information on activities beyond the school day?**

Announcements will be made and emails are sent out to families. Other activities through Targeted Services will be distributed via a brochure and emailed to parents. We usually have about 30 various programs afterschool.

- **Is there busing for afterschool activities?**

Monday's and Wednesday's at 4:20. All sporting activities will not be using bussing to get home as they practice to 5:00.

- **How do I register my student for sports?**

All Middle School Sports are run through Community Education. Information will be sent out through announcements or go to www.cecool.com. If your student is participating in a High School sport, registration must be directed through the High School Athletic Office.