

## 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 child it is extremely congested I would come at 2:35 after the busses have left. The office will close at 3:30.

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

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

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

Go to [www@sowashco.org/services/transportation](http://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 child's locker?**

During school hours, parents are not able to access their child'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 child.

- **What time in the morning would a child be considered tardy?**

Anytime after 7:55am, your child is considered tardy.

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

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

- **If I need my child 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?**  
Students need to check into the health office and call from their only. 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 child 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 go on line and set up an account at [www.schoolcafe.com](http://www.schoolcafe.com).

Your child can also put give the cashier a check during lunch time.

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

Sign up for an account at [www.schoolcafe.com](http://www.schoolcafe.com). Once you've created an account, then you can monitor everything your child is buying.

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

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

- **Can I eat lunch with my child 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 child 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 child does not have money in their account for lunch?**

You child 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 child's grades?**

Parent Portal houses all your child's final 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](mailto: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 Schoology?**

As previously shared, this fall all middle and high schools in District 833 will be using Schoology. This website allows students and parents to interact with teachers outside of the classroom. As a parent, we encourage you to use Schoology to track your child's assignments, grades and progress throughout the trimester. You can connect directly with your child's teacher and sign-up to receive classroom notifications.

If you haven't already, it's time to login and familiarize yourself with the Schoology platform. To create an account, you'll need to provide your name, email address and your student's 12-digit Schoology code. You will find it in Parent Portal.

A [brief, step-by-step video](#) has been created to help you with the process of registering and using Schoology.

We recommend you check Schoology often to stay on top of your student's academic progress. You can sign-up to receive daily or weekly notifications regarding assignments, test scores and important upcoming dates. To learn more about Schoology and how it will be used in our district, go to <http://www.sowashco.org/schoology>.

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

Go to the webpage [wms.sowashco.org](http://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](http://wms.sowashco.org). Search on the right side for your child'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 child 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 child for sports?**

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