



## WOODARD ELEMENTARY: Parent Information Card

17501 Cypress North Houston  
Cypress, TX 77433

Web Site: <https://woodard.cfsd.net/en/>

Phone Number: 281-373-2303

Fax Number: 281-373-2304

### Who to Contact

The homeroom teacher is **always** the best first contact

- Registrar/Attendance: Esther Rodriguez
- Nurse: Denise Knippers <https://sites.google.com/a/cfsd.net/woodard-nurse-website/home>
- Assistant Principals/Dyslexia & Primary Instructional Specialist
  - Kathryn "Kathy" Grahmann (PK- Soar/1/3/5/PEAM/Sped/LS)
  - LaShawnda Harris (K-SOAR/2/4Sped/LS)
    - Secretary: Zulema Jimenez
  - Summer Burleson (RE/Dyslexia Specialist)
  - Angie Everett (RE/ Dyslexia Specialist)
  - Karen Russi (RE/ Dyslexia Specialist)
- Counselors/ELAR & Math/Science Instructional Specialists
  - Robert Rankin(K/2/4/LS)
  - Reuberta Bitz (PK/1/3/5/LS)
  - Quynh Ngo (Math/SC)
  - Jessica McAllister (ELAR)
    - Secretary: Karen Hoffman
- Librarian: Rayann Croft
- Cafeteria Manager: Gregoria Sifuentes
- Principal: Susan Brenz
  - Secretary: Laurie Nichols
- Testing Coordinator: Allie Hollowell

### Let's Work Together

1. To receive text, calls and email alerts, register or update your contact info in **School Messenger**: <https://www.cfsd.net/en/parents-students/contacts-communications/schoolmessenger/> (All 3 are essential to have in CFISD)
2. Register on **School Cash** to pay for school sponsored extracurricular/items online: <http://woodard.cfsd.net/en/parents-students/s/>
3. Access the Woodard monthly **on-line calendar** of events by going to <http://woodard.cfsd.net/en/news/calendar/>. Check frequently for updates.
4. Read the school news, **The Howler**, which is emailed the last Thursday of the month or found on the web at: <https://woodard.cfsd.net/en/news/newsletters/>
5. Communicate with your child's teacher via email, phone, R101 text, or Zoom as applicable.
6. Help your child establish a school routine with time for completing classwork from 8:45-4:10 and completing anything assigned by his/her teacher(s) as a regular routine will establish lifelong practices to support him/her academically in grades PK-12.
7. Keep your Home Access Center (HAC) passcode and your child's Student passcode in a safe place as you need it from PK-12<sup>th</sup> grade to access important information
8. Follow us on Social Media @woodardcfsd-Facebook, Instagram & Twitter!

### ATTENDANCE

Students need to be on campus by 8:30 a.m. when the bell rings to prepare for the day. Doors open at 8:10 a.m. Breakfast is served from 8:10-8:40 a.m. Students arriving after 8:45 a.m. must be escorted into the building by the parent or guardian and report to the front office for an Admit to Class pass.

It is very important for each child to be in attendance at school each day, unless they are sick (daily screening for COVID-19 symptoms is done by parents at home). For the health and safety of everyone, do not send them to school if they are sick. Please note that any time a student is counted absent, a written excuse is required within 24 hours of the absence or it will be considered unexcused.

### GREETINGS FROM THE PRINCIPAL

Welcome to Woodard Elementary, home of the #ALLINWolfpack, and to the new and exciting experiences that will make your child's education here happy and memorable. We appreciate your patience and flexibility. On behalf of the staff, I know this is going to be a great year at Woodard Elementary.

Susan Brenz, Principal 

### SCHOOL VISITATION

**Lunch Visitors will start September 26th to allow our students time to get reacclimated to school procedures. All Lunch drop-offs will be held at the front desk and the teacher will be notified to send the student on their way to lunch. There is still NO lunch delivery from outside sources.**

**Meet the Teacher will be August 25th (A-L 8:30-9:30am, M-Z 10:30-11:30am). Parents will not be able to walk their child(ren) into the building on the first day of school as we have done in the past.**

**Our annual Curriculum Night will be held September 18<sup>th</sup> (PK, K, 1,2, LS) 6:00-7:00pm September 19<sup>th</sup> (3,4,5)- 6:00-7:00pm.**

**We will be presenting our Title 1 Presentation will be held on September 18<sup>th</sup> at 9 am and 6pm**

**Parent Conferences will be held by phone, Zoom and in person this year.**

### School Supplies

A list of school supplies is on our campus webpage: <http://woodard.cfsd.net/en/parents-students/back-school/school-supply-lists/>

## EMERGENCY SCHOOL CLOSINGS

Listen to *the news* and check the *CFISD main webpage* at <http://www.cfisd.net/>

### Early Departures

**School hours are from 8:45 a.m. to 4:10 p.m.** In order to protect your child, the district has a very firm policy on releasing students from school. Please adhere to the following guidelines:

- A written note from the parent/guardian should be sent to school on the day of leaving early stating the student(s) name and time they are leaving and the name of the person picking up.
- Students must be signed out through the office by custodial parents/guardians only. Once signed out, a student may not be on the campus for any reason.
- Either parent of the student will be allowed to take the student from school unless a certified court order indicates otherwise.
- The only persons who are permitted to take students from the school are those who have been given written permission by the person/persons who have control of the student (i.e. parent/guardian as described above.)
- **Any person picking a child up (parent included) must present us with a picture ID**, preferably a Texas Driver's License and sign the child out.
- Pre-plan for early pick-up as the double-load car rider line may prevent you from parking at the front entrance. Use the Bus loading zone off Barker Trace.

### TRANSPORTATION CHANGES

**We are unable to make transportation changes after 3:00 p.m.**

If your child must change the way they go home, you must send us a note or fax it to 281-373-2304. We cannot accept an email per district policy. When a note is not received, the usual method of transportation will be followed.

The principal or assistant principals will be the only personnel authorized to release the student from school after 3:00 p.m.

### Transportation

Bus transportation is offered to every student at Woodard Elementary. Your child's homeroom teacher is calling to identify how your child will go home. This information is particularly important on days with inclement weather. [Students using car rider drop off should not arrive earlier than 8:15 a.m., as we do not have personnel to ensure their safety and welfare. Cars and Day Care vans are expected to follow the designated drive-lanes and only drop off students when signaled by a staff member.](#)

If you have a question or problem with a bus driver, please reach out to Barker Transportation at [Let's Talk](#) website.

### CAR RIDER PROCEDURES FOR SAFETY OF STUDENTS

*If you pick up your child using the car rider line, you MUST have a school tag issued by the school*

- Sign up student to be a car rider during Meet the Teacher. If you're unable to come to Meet the Teacher, you will need to sign up at the front desk and receive a car rider tag.
- It is state law that **no cell phones** may be used while in a school zone. This is to ensure the safety of our students & staff during arrival and dismissal.
- When picking up your student enter the first driveway off Barker Trace, follow the directional arrows/signs, **and stay in the same line once your number is taken.** Display your car rider tag on your rearview mirror.
- All students must be secured by a safety belt, no matter where they are seated in a vehicle.
- Anyone attempting to pick up a child without a car rider tag will be directed to park and go into the front office. You must have an ID that will be checked, and we will confirm that it is ok to release the student.
- Students will not be released to a parent who approaches buses or a doorway. If there is an emergency or concern, parents must park to come inside and sign out their child at the front desk. A Woodard staff member will then escort your child to the front desk where they can be signed out.

### Day Care and Club Rewind

Please ask the receptionist at the front desk for a list of Day Care facilities who service the Woodard Elementary zone. The district sponsors Club Rewind at Woodard Elementary before and after school each day. Parents must enroll through Club Rewind prior to children attending this program. For further information, call 281-807-8900 or e-mail [clubrewind@cfisd.net](mailto:clubrewind@cfisd.net).

### CAFETERIA INFO

- All students are encouraged to set up a paperless account with the cafeteria manager for use when lunch or lunch money is forgotten. Go to the following link for menus and prices: <https://www.cfisd.net/en/parents-students/food-service/menus/>
- After you have set up an account, you may conveniently pay online by going to the following link: <https://www.cfisd.net/en/parents-students/food-service/cafeteria-account-parent-online/>
- **Make sure your child has a healthy lunch or lunch money.**

### Birthdays & Food from Home/Delivery

- Due to food allergies and imposed health regulations, you will not be allowed to bring lunch, cupcakes, favors, etc. to your child's classmates.
- Flowers, balloons, food from delivery services, such as Uber Eats..., will not be delivered to students.
- We will not be able to pass out party invitations to your child's homeroom class unless the entire class is invited. We cannot pass them out to other homerooms. Teachers may not share other parents contacts for any events.

### Medication Policy

All medication must be delivered to the clinic by the parent/guardian, and All medications will always be secured with the Nurse. Medications may not be kept in the possession of a child. For further information regarding medication policies, immunization requirements and other important health matters please go to the following CFISD link: <http://www.cfisd.net/en/parents-students/health/immunizations/> and see our nurses website at: <https://sites.google.com/a/cfisd.net/woodard-nurse-website/home>