



Woodard Elementary: Parent Information Card

17501 Cypress North Houston

Cypress, Texas 77433

Website: woodard.cfisd.net Phone Number: 281-373-2303 Fax Number: 281-373-2304



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 

Who to Contact

The homeroom teacher is always the best first contact Principal

- Susan Brenz
- Secretary: Laurie Nichols

Assistant Principals

- Kathryn "Kathy" Grahmann (PK-SOAR/1/3/5/LS)
- LaShawnda Harris (K- SOAR/2/4/LS)
- Secretary: Nicole Motty

Counselors

- Robert Rankin (K/2/4/LS)
- Reuberta Bitz (PK/1/3/5/LS)

Instructional Specialists

- Quynh Ngo (Math/SC)
- Jennifer Clevenger (ELAR)

Dyslexia Specialists

- Summer Burleson (Dyslexia Specialist)
- Angie Everett (Dyslexia Specialist)
- Jayne Garica (Dyslexia Specialist)
- Kelly Robinson (Dyslexia Specialist)

Other

- Zulema Jimenz (front desk)
- Rayann Croft (Librarian)
- Gregoria Sifuentes (Cafeteria Manager)
- Esther Rodriguez (Registrar/Attendance)
- Leah Lyell (Nurse)
- Allie Hollowell (Testing Coordinator)
- Stefanie Johnson (Behavior Coach)

ATTENDANCE

Students need to be on campus by 8:25 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 a Tardy pass to be admitted to class.

It is very important for each child to be in attendance at school each day, unless they are sick. 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.

Let's Work Together

1. To receive text, calls and email alerts, register or update your contact info in School Messenger:
<https://www.cfisd.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.
3. Access the [Woodard web page](#) for the monthly on-line calendar and, The Howler. Check frequently for updates.
4. Communicate with your child's teacher via email, phone, R101 text, or Zoom as applicable.
5. Help your child establish a school routine with time for completing classwork from 8:45-4:05 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-12th grade to access important information .
8. Follow us on Social Media @woodardcfisd-Facebook, Instagram & X!

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. After you have set up an account, you may conveniently pay online by going to the **CFISD School Cafe page**. 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 parent's 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/parentsstudents/health/immunizations>

EMERGENCY SCHOOL CLOSINGS

Listen to the news, sign up for school messenger, and check the CFISD main webpage at <http://www.cfisd.net/>

Early Departures

School hours are from 8:45 a.m. to 4:05 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 (2nd driveway off Barker Trace) and walk to the front.

Transportation Changes

The front desk is 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.

In an emergency only the principal or assistant principals will be able to authorize the release of student(s) between 3:00 p.m.- 3:30 p.m. No changes are made after 3:30 p.m.

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 email clubrewind@cfisd.net.

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(s) 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(s) 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.
- Once you enter the parking lot, your student(s) need to be unbuckled and ready to exit once you get to the unloading zone, 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.

HIKER BIKER PROCEDURES FOR SAFETY OF STUDENTS

- Crossing guards will cross students from the corner of Cypress North Houston to Barker Trace side of the street from 8:10 a.m.- 8:40 a.m.. If students are running late and there is not a crossing guard, an adult must bring the student to school. At no time should a child be permitted to walk across Cypress North Houston without adult supervision.
- Hiker/Bikers may enter the building using Gate C. Bike riders will need to walk their bikes from the stop sign up the sidewalk and to the bike rack and then enter the building.
- Dismissal - All PK/KG Hiker/Bikers will only be released to their parent/guardian or emergency contact at Gate C by the entrance near portables, unless a parent signs a waiver to allow their PK/K child to walk with an older sibling. If parents are not present by 4:05 p.m., students will be returned to the school where parents will need to sign them out at the front desk.

**If a parent completes a waiver for an older sibling to walk a PK/KG student home, Woodard will grant the parent's request, and they will exit with their sibling at the appropriate exit door.

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