

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-3/K/2/4/LS)
- LaShawnda Harris (PK-4/1/3/5/LS)
- Secretary: Nicole Motty

Counselors

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

Instructional Specialists

- Allie Hollowell (Math/SC) (Testing Coordinator)
- Krystal Malichi (ELAR)
- Stefanie Johnson (PK/Behavior)

Dyslexia Specialists

- Summer Burleson
- Angie Everett
- Jayne Garica
- Kelly Robinson
- Kylie Suddendorf

Other

- Zulema Jimenez (Front Desk)
- Megan Casas (Librarian)
- Gregoria Sifuentes (Cafeteria Manager)
- Esther Rodriguez (Registrar/Attendance)
- Leah Lyell (Nurse)

ATTENDANCE

Students should arrive on campus by 8:38 a.m. so they are ready for the day. Doors open at 8:10 a.m., and breakfast is served from 8:10-8:40 a.m. Students arriving after 8:40 a.m. must be escorted into the building by a parent or guardian and report to the front office. Students arriving after 8:45 a.m. will also need an admit-to-class pass.

Daily attendance is important. Please keep your child home if they are sick. A written excuse must be submitted within 24 hours of any absence, or the absence will be marked 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 google meets 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 life long 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 INFORMATION

All students are encouraged to set up a school cafe account to use when lunch or lunch money is forgotten. After you have set up an account, you may conveniently pay online by going to <https://nutritionservices.cfisd.net/> making sure your child has a healthy lunch.

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. 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 physical government issued photo ID (Passport, Driver license or ID card) 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 after 3:00 PM.

Transportation Changes

ALL changes will go through the front desk!

If you must change the way your child goes home, you must send a note or fax it to 281- 373-2304 by 3:00 PM. If you fax it at 3:00 PM, please call and confirm we received it at 281-373-2303. Per CFISD policy, we cannot accept emails, texts, or phone calls to change transportation. When a note is not received, the usual method of transportation will be followed.

An administrator can approve extenuating circumstances due to emergencies. No exceptions will be made after 3:30pm to ensure the safe and orderly dismissal of all students.

Bus Rider

- All bus eligible students will be escorted to their scheduled bus each day.
- All students riding the bus must have the Bus ID card each time they load the bus. If a student misplaces the card, there is a \$5 fee that is due to the administrative secretary, Nicole Motty, before a new card is issued.
- Kindergarten and Pre-K students must have an adult at the bus stop to receive them.

CAR RIDER PROCEDURES FOR SAFETY OF STUDENTS

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

- 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. *Prior to the first day of school.*
- It is state law that no cell phones may be used while in a school zone. 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. 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 a photo ID that will be checked,
- 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.

HIKER BIKER PROCEDURES

- **Inclement Weather is called @ 3:30 PM** and there will be no changes in transportation at this time. No exceptions will be made.
- Between 8:10-8:38 a.m., students will be walked across Barker Trace (Alder Trails) by the crossing guard and enter the campus through Gate C.
- After 8:40 am, students will need to report to the front office for check-in.
- At 4:05 p.m., students will be escorted to Barker Trace (Alder Trails) by staff. If a PK/K student is not picked up at 4:10, they will be escorted to the front office and need to be signed out by a parent/guardian using a valid photo ID.
 - Pre-K and Kindergarten students must be picked up by an adult at Gate C off Barker Trace. You must give their student(s) pick-up tag to the teacher at the gate for the release of their student(s).
 - Students in grades 1-5 will be released at the designated hiker/biker drop-off locations.

Once your child has been released, it is your responsibility to ensure their safe arrival home. Please make sure a plan is in place for how your child will walk home and communicate that they have arrived safely. A Woodard staff member will remain on duty in the front office until 4:45 p.m. until we receive an "all clear" from bus transportation services.

Day Care and Club Rewind

Please confirm with your daycare that they transport to and from Woodard Elementary. Woodard does not have a list of Daycares. 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.

