



# WOODARD ELEMENTARY

## 2017-18 Parent Information Card

17501 Cypress North  
Cypress, TX 77433  
Phone Number: 281-373-2303  
Fax Number: 281-373-2304

### Early Departures

School hours are from 8:45 a.m. to 4:00 p.m.. In order to protect your child, the district has a very firm policy on taking students from school. Please adhere to the following guidelines:

- 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.
- A written note from the parent/guardian should be sent to school on the day of leaving early stating the time student should come to the office for release.
- 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 Drivers License and sign the child out.
- During PM dismissal, parents will need to plan ahead for early pickup as the double-load car rider line may prevent you from parking to come inside the building.

### \*TRANSPORTATION CHANGES\*

*We are unable to make transportation changes after 3:15 p.m.  
Fax No: 281-373-2304*

If your child must change the way they go home, you must send us a note. When a note is not received, the usual method of transportation will be followed. **Transportation changes after 3:00pm should be made by a written request via fax from the parent and followed up with a phone call.**

The principal or assistant principals will be the only personnel authorized to release the student from school after 3:15 p.m.

### Code of Conduct

If you have previously signed the acknowledgment form in the CFISD Student Code of Conduct, you are not required to do so again. New students will receive this form at the beginning of the year. You are asked to become thoroughly familiar with this very important document by accessing it on-line at <http://www.cfisd.net/en/parents-students/academics/student-code-conduct-handbook/>. Please make special note of policies regarding Attendance, Bus Transportation, School Visitation, Make-up Work, Medication Policies, Textbooks, and Dress Code.

### GREETINGS FROM THE PRINCIPAL

*Welcome to Woodard Elementary, home of the Woodard Wolves, and to the new and exciting experiences that will make your child's education here happy and memorable. On behalf of the staff, I would like to extend an invitation to all parents to visit our school, join PTO, and participate in our volunteer opportunities. I know this is going to be a great year at Woodard Elementary.*

*Susan Brenz, Principal*

### Transportation

Bus transportation is offered to every student at Woodard Elementary. Any other method of transportation is allowed only with parent permission. A Transportation form detailing the ways your child has permission to go home is sent home in the first day packet. This is particularly important on days with inclement weather. Students 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-lines and only drop off students when signaled by a staff member.

If you have a question or problem with a bus driver, please call Telge Transportation at 281-897-4565.

Cypress-Fairbanks ISD, 10030 Jones Rd.  
Houston, TX 77065, (281) 897-4000  
Web site: [www.cfisd.net](http://www.cfisd.net)

### Who to Call

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

**Asst. Principals:** Dinah McMichael (SOAR/K/2/4 & Reading Enrich.)  
Kathryn Grahmann (1/3/5PE/Art/Music/SpEd)

**AP/IS Secretary:** Graciela Uvalde  
**Cafeteria Manager:** Gloria Villanueva  
**Counselor:** LaShawnda Harris

**Instructional Specialists:** Elizabeth Evans (R/LA)  
Shannon Gillpatrick (M/SC/Tech)

**Librarian:** Rayann Croft

**Nurse:** Denise Knippers

**Principal:** Susan Brenz

**Principal's Secretary:** Ellen Humphries

**Registrar:** Barbara Cook (Attendance/Enrollment/Withdrawal)

### ATTENDANCE

Our doors open at 8:15 am, students enter instructional areas at 8:30 am, **and need to be in class by 8:45 am** when morning announcements end. Students arriving after 8:45 a.m. must be escorted into the building by a parent or guardian and report to the front office for an Admit to Class pass before going to homeroom. Breakfast service is available from 8:15-8:40 am when AM announcements begin.

It is very important for each child to be in attendance at school every day for the entire day unless 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.** After three days of absences the parents may call the school and request assignments, otherwise the work will be provided after the student returns to school.

## EMERGENCY SCHOOL CLOSINGS

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

### CAFETERIA INFO

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



### LET'S WORK TOGETHER

1. Register or update your contact info in School Messenger for district and school updates, as well as accurate, real-time information during an emergency: <http://www.cfisd.net/en/parents-students/contacts-communications/schoolmessenger/>.
2. Register on **School Cash** to pay for school sponsored clubs/items online: <http://woodard.cfisd.net/en/parents-students/s/>
3. Access the Woodard monthly on-line calendar of events by going to <http://woodard.cfisd.net/en/news/calendar/>. Check frequently for updates!
4. Read the school news, **The Howler**, which is emailed the last Thursday of the month.
5. Check your child's teacher web at: [https://app.cfisd.net/uricap/campus\\_list\\_157.html](https://app.cfisd.net/uricap/campus_list_157.html)
6. Check your child's Thursday folder in their backpack.
7. Help your child with homework and set a regular bedtime (before 9:00 p.m.)



### CAR RIDER PROCEDURES FOR SAFETY OF STUDENTS

1. 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 which you will place on your rear view mirror when picking up student.
2. When picking up child, enter the first driveway on the southwest corner of the campus, follow the directional arrows/signs, and stay in line. Display your car rider tag on your rearview mirror.
3. All students must be secured by a safety belt, no matter where they are seated in a vehicle.
4. 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.
5. A Woodard staff member will open the car door for your child.
6. 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.
7. Anyone attempting to pick up a child without a car rider tag will be directed to park and go into the front office. The ID will be checked and we will confirm that it is ok to release the student.

### BIRTHDAYS & FOOD FROM HOME

- Due to food allergies and imposed health regulations, you will not be allowed to bring lunch, cupcakes, favors, etc. for your child's classmates.
- Students will not be allowed to distribute invitations to personal parties at school. We also discourage the delivery of gifts such as flowers, balloons, etc. to school.

### SCHOOL VISITATIONS

Lunch visitors begin the week of **Sept. 11 for Gr. 1-5 and Sept. 18 for Gr. SOAR/Kinder**, so teachers can review the lunch procedures with their students.

Only parents/guardians and adults listed on your child's emergency card will be allowed to have lunch with your child.

All visitors and volunteers must first report to the school's office and sign in at the front desk. Per district policy, a student enrolled in another CFISD school may not be on the campus during the instructional day for any reason. In addition, any student that has been checked out from school may not remain on campus for any reason.

Visits to individual classrooms during instructional time shall be scheduled ahead of time. Parents may make an appointment by contacting your child's teacher.

### Medication Policy

All medication must be delivered to the clinic by the parent/guardian and shall be secured there at all times. 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 link:

<http://www.cfisd.net/en/parents-students/health/immunizations/>.

### 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).

### School Supplies

A limited amount of packs are available for purchase at Meet-the-Teacher. For a list of supplies needed at each grade level, go to the link:

<http://woodard.cfisd.net/en/parents-students/back-school/school-supply-lists/>