

Woodard Elementary School  
Student Handbook  
*2016-2017*



**VISION STATEMENT**

*ALL ONE FAMILY*

*ALL IN FOR STUDENTS*

## GENERAL WOODARD INFORMATION

*Welcome to Woodard Elementary School! We are so excited about the new experiences your child will have during the 2016-2017 school year. This handbook has been prepared so that we can provide you with important information about our school and grade level procedures. We look forward to working together with you so that we can make this a wonderful year for your child!*

<i>Who to Contact</i>		
Administrative Secretary for APs/ISs	Graciela Uvalle	<a href="mailto:graciela.uvalle@cfisd.net">graciela.uvalle@cfisd.net</a>
Assistant Principal (SOAR/1/3/5/RE) & 504	Dinah Rucker	<a href="mailto:dinah.rucker@cfisd.net">dinah.rucker@cfisd.net</a>
Assistant Principal (K/2/4/PEAM/SpEd) & 504	Kathryn Grahmann	<a href="mailto:kathryn.grahmann@cfisd.net">kathryn.grahmann@cfisd.net</a>
Cafeteria Manager	Gloria Villanueva	<a href="mailto:gloria.villanueva@cfisd.net">gloria.villanueva@cfisd.net</a>
Club Rewind Manager	Graciela Uvalle	<a href="mailto:graciela.uvalle@cfisd.net">graciela.uvalle@cfisd.net</a>
Counselor	LaShawnda Harris	<a href="mailto:lashawnda.harris@cfisd.net">lashawnda.harris@cfisd.net</a>
Counselor's Secretary	Cindy Wilganowski	<a href="mailto:cynthia.wilganowski@cfisd.net">cynthia.wilganowski@cfisd.net</a>
Dyslexia for General Education Students	Meagan Drilling	<a href="mailto:meagan.drilling@cfisd.net">meagan.drilling@cfisd.net</a>
Dyslexia for Special Education Students	Charlotte Mills	<a href="mailto:charlotte.mills@cfisd.net">charlotte.mills@cfisd.net</a>
Front Desk Receptionist	Becky Howard	<a href="mailto:rebecca.howard@cfisd.net">rebecca.howard@cfisd.net</a>
Instructional Specialist (R/LA)	Liz Evans	<a href="mailto:elizabeth.evans@cfisd.net">elizabeth.evans@cfisd.net</a>
Instructional Specialist (M/SC/Technology)	Shannon Gillpatrick	<a href="mailto:shannon.gillpatrick@cfisd.net">shannon.gillpatrick@cfisd.net</a>
Librarian/Media Specialist	Rayann Croft	<a href="mailto:rayann.croft@cfisd.net">rayann.croft@cfisd.net</a>
Nurse	Denise Knippers	<a href="mailto:denise.knippers@cfisd.net">denise.knippers@cfisd.net</a>
Principal	Susan Brenz	<a href="mailto:susan.brenz@cfisd.net">susan.brenz@cfisd.net</a>
Principal's Secretary	Ellen Humphries	<a href="mailto:ellen.humphries@cfisd.net">ellen.humphries@cfisd.net</a>
Registration/Attendance (Absences) Secretary	Barbara Cook	<a href="mailto:barbara.cook@cfisd.net">barbara.cook@cfisd.net</a>
SpEd Diagnostician (Testing)	Sarah Behen	<a href="mailto:sarah.behen@cfisd.net">sarah.behen@cfisd.net</a>
SpEd Secretary	Monica Leal	<a href="mailto:monica.leal@cfisd.net">monica.leal@cfisd.net</a>
SpEd Teachers/Case Managers	Shannon Bostick & Charlotte Mills	<a href="mailto:shannon.bostick@cfisd.net">shannon.bostick@cfisd.net</a> <a href="mailto:charlotte.mills@cfisd.net">charlotte.mills@cfisd.net</a>
Telge Transportation Department (Bus Questions)	Jennifer VanNess	<a href="mailto:jennifer.vanness@cfisd.net">jennifer.vanness@cfisd.net</a> 281-897-4569

### **ADDRESS/PHONE CHANGES**

Changes in address/phone number should be communicated to the registration/attendance secretary immediately as well as with your child's teachers.

### **ALLERGIES**

According to the Texas Education Code Chapter 25, Section 25.0022 a district upon enrollment of a child in a public school, shall request, by providing a form or otherwise, that a parent or other person with legal control of the child under court order:

1. Disclose whether the child has a food allergy or severe food allergy that, in the judgment of the parent should be disclosed to the district to enable the district to take necessary precautions regarding the child's safety.
2. Specify the food to which the child is allergic and the nature of the allergic reaction.

The form will be kept confidential and placed in the student's cumulative folder.

Protecting students from exposure to allergens to which they are sensitive is the most important way to prevent life-threatening anaphylaxis. We promote safety in the following areas: the cafeteria, all classrooms, hallways, common areas, buses and field trips. If an exposure occurs, we have procedures in place to respond appropriately.

Parents should fill out the appropriate forms at the beginning of each school year regarding food allergies. These forms include Request for Food Allergy Information, Woodard Health Awareness Information, Student Diet Modification Form and Emergency Action Plan. For students with a peanut allergy an additional form for "Peanut Free" table should be filled out.

Teachers will be notified of students with life-threatening food allergies. Teachers will inform parents and the school nurse of any event where food will be served. For class parties, the menu includes food without peanuts. Parents will have the option to provide an alternate food for their child to consume during class parties.

Students should keep their snacks and lunch boxes separate to avoid cross-contamination. Students will not be allowed to share or trade food. Students should not eat anything with unknown ingredients or known to contain any allergen to which they are allergic. Students should notify an adult immediately if they eat something they believe *may* contain a food to which they are allergic. All students are encouraged to wash hands before/after snacks and before/after lunch. A "peanut free" table will be provided for students who wish to use it.

Prior to the first day of school, parents should return the appropriate forms plus any medications, along with recommended treatment, in the event that their child is exposed to an allergen.

### **ATTENDANCE AND ABSENCES**

Daily attendance is marked by the homeroom teacher at 10:00 A.M. (SOAR AM & students in grades K-5) & 2 P.M. for SOAR PM students. If a student attends ANY part of the school day but is absent at 10:00 A.M., the student is NOT reported as absent for that specific day as long as a doctor's note is provided when the student returns to campus. If your child is absent, please remember that we must have a note from you explaining why the absence occurred. All notes must include the child's first and last name, the date of the absence, the reason for the absence, and your signature. If you have a doctor's excuse, please attach it to your note. The Texas State Board of Education requires that a written excuse be submitted to the school attendance office for each absence within 3 days.

A written note is also needed to leave school during the day. State funding is allocated in accordance with student attendance, so accuracy in accounting is very important.

Students arriving after 8:45 a.m. are tardy. A parent must sign them in at the front desk, so they may receive a pass to class.

## **AWARDS CEREMONY**

There will be an awards ceremony at the end of the year for grades 2-5. ***ONLY the parents of students receiving awards will receive an invitation for the ceremony.***

### **Distinguished Honor Roll Certificate & Medal (2<sup>nd</sup>-5<sup>th</sup> Grades)**

- An overall end of year average of at least 90 in each subject area: reading, language arts, math, science, and social studies

### **Honor Roll Certificate (2<sup>nd</sup>-5<sup>th</sup> Grades)**

- An overall end of year average of at least 90 (A) in one academic area: reading, language arts, math, science, and social studies **and**
- An overall end of year average of at least 80 (B) in all remaining academic areas: reading, language arts, math, science, and social studies

### **Perfect Attendance Certificate & Medal (2<sup>nd</sup>-5<sup>th</sup> Grades)**

- Perfect attendance for the entire year

### **Exemplary Attendance Certificate (2<sup>nd</sup>-5<sup>th</sup> Grades)**

- 1 or 2 absences for the entire year

### **President's Award for Educational Excellence Certificate (5<sup>th</sup> Grade only)**

- An overall end of year average of at least 90 in each subject area: reading, language arts, math, science, and social studies for both 4<sup>th</sup> and 5<sup>th</sup> grades **and**
- A recommendation by a Woodard staff member is required

### **Leader of the PACK Certificate (2<sup>nd</sup>-5<sup>th</sup> Grades)**

- All S's in conduct and work habits during the year

### **Self-Managers Award Certificate and Pin (4<sup>th</sup>-5<sup>th</sup> Grades)**

- All S's in conduct and work habits during the year
- This is to recognize students who go over and above to manage themselves, support others, show exemplary citizenship, serve as a role model for their peers, and stand out above the PACK in the way they treat others with respect
- A recommendation by a Woodard staff member is required

### **Sadie Woodard Imprint Award (5<sup>th</sup> Grade only)**

- All S's in conduct and work habits during the year
- These students have made an imprint in the lives of others on the campus and/or within the Woodard Elementary community because of their exemplary leadership and service to others
- A recommendation by a Woodard staff member is required
- Up to three students can receive this award
- A panel of judges will make the final determination of whom receives this prestigious honor

### **Name That Book Grade Level Winners (3<sup>rd</sup>-5<sup>th</sup> Grade Only)**

### **Destination Imagination Participation Award (3<sup>rd</sup>-5<sup>th</sup> Grade Teams Only)**

**AWARDS CEREMONY SCHEDULE**  
**(Held in Woodard Cafeteria)**

<b>Grade</b>	<b>Date</b>	<b>Parent Fast Pass Check-in Begins</b>	<b>Ceremony</b>
2 <sup>nd</sup>	May 22, 2017	9:00 a.m.	9:30-10:30 a.m.
3 <sup>rd</sup>	May 23, 2017	9:00 a.m	9:30-10:30 a.m
4 <sup>th</sup>	May 24, 2017	8:30 a.m	9:15-10:30 a.m
5 <sup>th</sup>	May 19, 2017	8:30 a.m	9:15-10:30 a.m

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**BACKPACKS AND PERSONAL ITEMS**

We request that each student in SOAR-5<sup>th</sup> grade bring a *regular-sized backpack* to school every day. This teaches responsibility for their belongings, and it provides for a convenient means of transporting items between school and home. *Rolling backpacks should not be used at Woodard or on the bus due to safety and space considerations.* Please remember to label any personal items (lunch kits, sweaters, coats, etc.) that your child brings to school. This will assist us in identifying lost or misplaced items.

Students should not bring items other than those on the school supply list so they do not become distractions in the school environment. Toys, audio recorders, gaming devices, lasers and other personal items should not be brought to school, with the exception of bring your own technology device with a signed permission slip. These items will only be used under the direction of the teacher for instructional purposes.

**BIRTHDAYS**

We acknowledge birthdays at Woodard. To recognize your child's special day, their name will be announced during the morning announcements and they will receive a birthday ribbon provided to them by their teacher. CFISD does not permit individual birthday parties during the school day. You are invited to come eat lunch with your child and bring a special treat for your child only. In an effort to maintain a learning environment for all of our Woodard students, we request that you not have balloons or flowers delivered to the school. Although birthday invitations cannot be passed out at school, parents can receive a student directory by paying \$12 for a Woodard PTO membership package to assist in sending party invitations from home. We appreciate your cooperation with this school policy.

**BREAKFAST**

All students in grades SOAR - 5 *who choose* to eat breakfast will do so in the cafeteria beginning at 8:15 a.m. Staff will be in the cafeteria at 8:15 a.m. to help students purchase their meal and monitor the cafeteria. If students are arriving by car, they will need to allow enough time to eat in the cafeteria before proceeding to class as breakfast is not served after 8:40 a.m. (with the exception of late buses).

Breakfast provides the nutrients and energy your child needs to concentrate in school. Research shows that kids who eat breakfast get better grades, pay attention in class, and behave better. Help your student begin their day on the right foot.

Set the alarm a little earlier to allow 10-15 minutes for an unhurried breakfast. Suggest several healthy breakfast items such as a mix of protein like milk, eggs, cheese or meat and carbohydrates like whole-grain cereal, fruit, or whole-wheat bread. The carbohydrates boost energy and help your child jump start their day, while the protein keeps the body going until lunchtime.

If your child is not a morning person and does not like to make decisions first thing in the morning, give them breakfast choices the night before.

## **BUS RIDERS**

Bus transportation is available to all Woodard students. Students will be escorted to their scheduled bus each day, unless written permission is received to allow another means of transportation. Students are not allowed to board another bus at any time. Woodard Elementary uses the ZPass ID card and GPS chip device, which will allow parents to track the whereabouts of their child(ren) as they ride the bus to/from school by registering and using the link at <https://www.zpassplus.com/>. If a student misplaces the card, there is a \$5 fee that is due to the registrar, Barbara Cook, before a new card is issued.

We enlist your support in working with your child concerning appropriate bus conduct. Students must realize that misbehavior on the bus can lead to unsafe conditions and will not be tolerated. Students must exhibit respect and obedience to the bus driver and courtesy to fellow passengers during the bus ride. Additional information concerning bus transportation including bus number, stop and approximate arrival times, rules and students/parents responsibilities can be located at the following link [CFISD Transportation](#). Failure to observe the bus rules will result in parent notification through a bus report. Repeated bus reports will result in the removal of the student from the bus. Information concerning student conduct on buses is detailed in the [Cypress-Fairbanks I.S.D. Student Handbook and Code of Conduct](#). If you have any questions concerning transportation, please contact the Telge Transportation Department at 281-897-4565 or speak with your child's bus driver.

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## **CAFETERIA SERVICES**

When your child's account becomes low, you will be notified by the Food Services automated system of the need to replenish the account at [www.parentonline.net](http://www.parentonline.net). In addition, your child will receive a sticker to wear home as a reminder. Forms for free and reduced meals are available through the cafeteria or front office or can be accessed through [freeandreduced.cfisd](http://freeandreduced.cfisd). Reapplication must occur each year.

## **CALENDAR**

The Woodard Elementary on-line calendar contains the most updated information about what's happening at Woodard and is available at the following link: <http://woodard.cfisd.net/en/news/calendar/>.

The CFISD school district calendar for 2016-2017 is available at the following link: <http://www.cfisd.net/en/calendar/>.

## **CAR RIDERS**

Parents who provide transportation for their children are asked to use the appropriate drop-off line using the 1<sup>st</sup> driveway entrance closest to Barker Trace/Cypress North Houston & follow posted signs & traffic flow arrows. Per state law, and for the safety and security of all students and staff, using cell phones in the car rider line is prohibited.

To ensure the safety of all students, car rider tags are required for any pickup of students in the car rider line as legal requirements of custody arrangements must be followed. New car rider tags are issued each year during Meet the Teacher (see webpage calendar for date/time). Students that are returning to Woodard will use a newly issued tag that has the same number from the previous year.

Anyone picking up students early must park in the bus loading lot (2<sup>nd</sup> driveway off of Barker Trace) and come in to the front desk to sign their child out appropriately.

### Morning Procedures

<b>Prior to 8:15 a.m.</b>	<p>Drop-off is not permitted <u>unless</u> a student attends Club Rewind, School-Approved Tutoring, or is registered to participate in a Club as Woodard staff is not on duty/Supervision is not provided</p> <p>The Right Side Lane is for Drop-offs The Left Side Lane is a Passing-lane If You Need to Come Inside - Park in the Visitor Lot</p>
<b>From 8:15-8:40 a.m.</b>	<p>Breakfast is Served in the Cafeteria</p> <p>Until AM Announcements Begin</p>
<b>At 8:30 a.m.</b>	<p>All Students are Released to Classrooms</p> <p>Preparation for Instruction is Critical</p> <p>Instruction Begins Promptly at 8:45 a.m.</p>
<b>From 8:15-8:45 a.m.</b>	<p>Woodard Staff Opens Car Doors for Students</p> <p>The Right Side Lane is for Drop-offs The Left Side Lane is for Passing Through or Parking Only Parents That Park Must Walk Their Students Inside</p>
<b>After 8:45 a.m.</b>	<p>Woodard staff is not on duty outside/Supervision is not provided</p> <p>Students are considered tardy at this point as breakfast and AM announcements are over.</p> <p>Parents/guardians must park and sign students in at the front desk to receive an "Admit to Class" pass.</p>

### Afternoon Procedures

<b>Prior to 4:00 p.m.</b>	<p>Transportation changes <u>will not</u> be approved after 3:15 p.m. to Ensure the Safe/Orderly Dismissal of ALL Students</p> <p>Parents Needing to Pick up Children Early Must Park in the Bus Loading Zone (2<sup>nd</sup> Driveway off Barker Trace) &amp; Sign Their Child out at the Front Desk</p> <p>Parents without a Car Rider Tag Must also Park in the Bus Loading Zone (2<sup>nd</sup> Driveway off Barker Trace) &amp; Sign Their Child out at the Front Desk</p>
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**From 3:55-4:00 p.m.**

Car Rider Tag Numbers Are Required for ALL Car Rider Pickups  
To Ensure the Safe Dismissal of all Students

Need to be Visible from the Rearview Mirror  
Students are Called by Car Rider Number as Parents Pull Up  
Students will be Escorted from the Building to the Car Rider Line  
Woodard Staff Opens Car Doors for Students

Double Lanes for Pick-up are Followed



## CELL PHONES

If you have a cell phone on campus, please make sure it is on silent when visiting classrooms, attending school presentations, or while in the car rider line (school zone). Students must keep cell phones in backpacks and turned off during the school day unless the student is using it for instructional purposes under the direction of the teacher. If student cell phones are visible while not being used for instructional purposes, they will be confiscated and remain in the front office until the parent is able to come in to claim the phone.

## CHILDCARE

The district offers early morning and after school child care in our building. Please visit the link at <http://www.cfisd.net/en/parents-students/community-programs/club-rewind/> or call 281-807-8900.

## CLASSROOM VISITS

Parents are welcome to visit school. For the safety of our Woodard students, school personnel will request identification from any person on school property. Staff will ask all visitors in the building to sign in at the front desk and wear a nametag. On the name tag will be a designated location(s) where the parent will be permitted. We appreciate your assistance with this safety procedure.

If you would like to visit in your child's classroom, you must make an appointment in advance by contacting the classroom teacher. You may suggest a date and time. The teacher will consider classroom activities when confirming the scheduled visit and finalize the visit date/time with the grade level assistant principal.

## CLUBS

Woodard will have multiple opportunities for students to be part of clubs throughout the year with flyers for each club, permission forms, and medical release forms available on the campus webpage. In order for students to apply to a club, they must meet and maintain the following criteria: passing grades, and an S in conduct and work habits. If a student earns an office referral, they will be placed on probation and will not be able to participate outside of regularly scheduled practice the remainder of the nine-week period. If a student receives two or more referrals they may be taken out of the club for the remainder of the year. When dropping off students for clubs before school, please drop your child off at the front of the school to go to their designated location. Club sponsors will communicate directly with parents regarding dates, times, policies and procedures for drop off and pick up. All club pick-ups will be handled in the bus lane, which is the 2<sup>nd</sup> driveway off of Barker Trace. Parents should enter the circular driveway from the right and circle around to wait for students to come outside.

Contact persons for the following clubs are:

### **Dance Teams for 1<sup>st</sup>-5<sup>th</sup> graders:**

**(3<sup>rd</sup>-5<sup>th</sup> Grade after school on Mondays - September 12-mid April)**

Allie Spear [allie.spear@cfisd.net](mailto:allie.spear@cfisd.net) & Ashley Hamilton [ashley.hamilton@cfisd.net](mailto:ashley.hamilton@cfisd.net)

**(1<sup>st</sup> & 2<sup>nd</sup> Grade before school on Mondays - January 23<sup>rd</sup>-mid April)**

Natalie Heard [natalie.heard@cfisd.net](mailto:natalie.heard@cfisd.net)

### **Destination Imagination Club for 3<sup>rd</sup>-5<sup>th</sup> graders:**

**Team Meeting Dates are Determined by Coaches/Parents**

Michele Krinsky (3<sup>rd</sup>) [michele.krinsky@cfisd.net](mailto:michele.krinsky@cfisd.net)

Hunter Miller (4<sup>th</sup>) [hunter.miller@cfisd.net](mailto:hunter.miller@cfisd.net)

Mandie Funk (5<sup>th</sup>) [amanda.funk@cfisd.net](mailto:amanda.funk@cfisd.net)

### **Honor Choir for 4<sup>th</sup> & 5<sup>th</sup> graders:**

**Students meet before school from 8-8:30 a.m. on Mondays & Fridays**

Torie Gatlin - [torie.gatlin@cfisd.net](mailto:torie.gatlin@cfisd.net)

**Kreative Kids Art for 5<sup>th</sup> graders:**

Students meet before school 7:45-8:30 a.m. on Wednesdays or Fridays by Assigned Dates  
Shelitria Thompson [shelitria.thompson@cfisd.net](mailto:shelitria.thompson@cfisd.net)

**Technology Club for 3<sup>rd</sup>-5<sup>th</sup> graders:**

Students meet before school 8:00-8:45 by Technology Proficiency Level on Assigned Dates  
Eric Milliren [eric.milliren@cfisd.net](mailto:eric.milliren@cfisd.net)  
Shannon Gillpatrick [shannon.gillpatrick@cfisd.net](mailto:shannon.gillpatrick@cfisd.net)

**Science Club for 4<sup>th</sup>-5<sup>th</sup> graders:**

Students meet before school on Thursday (4<sup>th</sup> grade) or Friday (5<sup>th</sup> grade) by Assigned Dates  
Hunter Miller (4<sup>th</sup>) [hunter.miller@cfisd.net](mailto:hunter.miller@cfisd.net)  
Mandie Funk (5<sup>th</sup>) [amanda.funk@cfisd.net](mailto:amanda.funk@cfisd.net)

**Wolves on the Run (WOTR) running club for 3<sup>rd</sup>-5<sup>th</sup> graders:**

Students meet after school on Wednesdays from 4-5:00 p.m. beginning November 7<sup>th</sup> – February 22<sup>nd</sup>)  
The Concluding Event is the CFISD Superintendents Fun Run on February 18, 2017.  
March 1<sup>st</sup>, 2017 from 6-7:30 is the WOTR Celebration in the Woodard Cafeteria.  
Shannon Bostick [shannon.bostick@cfisd.net](mailto:shannon.bostick@cfisd.net) & Chloe Cummings [chloe.cummings@cfisd.net](mailto:chloe.cummings@cfisd.net)

## **COMMUNICATION**

It is our desire to partner with our parents in the education of their child(ren). Timely and effective communication on our part is essential to ensure that happens. When you have questions or concerns, please contact your child's teacher(s) by e-mail or leaving a message with the front desk at 281-373-2303 because he/she is the one who works directly with your child(ren) on a daily basis. The grade-level assistant principals and principal are also here to support you as a team member in your child(ren)'s educational success.

If at any time you feel something needs to be addressed, please e-mail your child's teacher first as this is the appropriate step in getting clarification from the personnel that work directly with your child. A 24-hour time period is a professional courtesy when waiting for a response from your child's teacher(s). If you feel that you have further questions or concerns, the next step is to contact the grade level assistant principal. We will attempt to address your needs and answer your questions as quickly as possible.

There will be a daily folder (SOAR-1<sup>st</sup> grade) or weekly folder (2<sup>nd</sup>-5<sup>th</sup> grade) that comes home with your child. Return the folder to the teacher every day. This folder will have a 9-week PACK Report with your child's work habits and conduct that are aligned with progress reports and report cards. Graded work, along with the following week's homework for grades 1-5, will be sent home on Thursdays. Please discuss the contents of the folder with your child. A notes section is provided on the 9-week PACK Report for you and the teacher(s) to exchange information. Grade-specific information about upcoming events will be contained in the grade level weekly newsletter.

The Woodard Elementary Campus Webpage will be utilized to the maximum extent possible at <http://woodard.cfisd.net/en/> where all campus-wide events and important dates will be posted on the calendar provided at <http://woodard.cfisd.net/en/news/calendar/>, so please check back often. In addition, all application and forms for campus club participation will also be posted there.

Parents will be able to access *The Howler* - Woodard's bimonthly parent newsletter - on our campus webpage. We will also be sending it via email through [School Messenger](#). Please make sure you update your cell phone and e-mail information as it changes to ensure you are receiving our communication. Changes should be communicated in a note to the campus registrar/attendance secretary, Barbara Cook, at [barbara.cook@cfisd.net](mailto:barbara.cook@cfisd.net). A paper copy of *The Howler* will be available at the front desk for viewing.

Follow our Twitter account @WoodardCFISD if you would like to keep abreast of what's happening around campus. Although student's names will not be used in our posts, a photo release from parents will be obtained before uploading a child's picture to the Twitter feed. To tag Woodard, use @WoodardCFISD, #wolfpack, and #ALLIN. The CFISD Twitter feed is tagged as #CFISDForAll for this year's theme.

Our Woodard Elementary PTO also has a Facebook account if you would like to get information directly from them about PTO-sponsored events throughout the year.

### **CONDUCT**

Student Code of Conduct is available [online](#). Student conduct is communicated through daily folders, phone calls, conferences, office documents (reflection sheets, discipline notices & office referrals), progress reports, and report cards. Students are expected to follow the Code of Conduct, all school rules as outlined on the PBIS matrices posted around the campus, and directives given by school personnel. Students are expected to interact with respect for themselves, their peers, and adults in the building at all times.

### **COUNSELOR**

The counselor will visit the classrooms each month to conduct a monthly guidance lesson in each classroom. The guidance lessons will support the building-wide character education program and encourage positive core values and traits including, but not limited to responsibility, citizenship, generosity, patience, respectfulness, goal-setting, and kindness.

The counselor is also available to meet with students individually to discuss concerns of academic support, personal, social, and/or behavioral development. Students, parents, and teachers are able to make student referrals to talk to the counselor via the counselor webpage or by completing a "I Need to Talk to the Counselor" form. Students who are referred to talk with the counselor will be seen within 24 hours (*providing the counselor is on campus*).

In conjunction with this, the counselor and librarian will provide a campus-wide core essential values lesson and book talk during the morning announcements once a month. Teachers will receive the PowerPoint to review with their students to reinforce the core essential values lesson for the month in the classroom setting.

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### **DRESS CODE**

A student's dress code must be in compliance with the Cypress-Fairbanks I.S.D. Student Handbook (pages 36-38) <http://www.cfisd.net/files/3314/0780/3538/studenthdbk.pdf> to ensure a safe and orderly learning environment for all students that is free of distractions. Students in violation of the dress code will be sent to the front office to call a parent for a change of clothes. If the parent/guardian is unavailable, the student may be given a change of clothes from the nurse's office.

If your student is in kindergarten or first grade, it is a good idea to always keep a change of clothing that is appropriate for the weather in your child's backpack. There are many reasons for the need to change. These include falls in mud, nosebleeds, spill in the cafeteria, restroom accidents, and rips in clothing during PE and recess.

If your child has a health condition, which could cause a need for a frequent clothing change, you may leave a change of clothes in the clinic. If your child has clothing at school, a change can get them back to class quickly and will prevent you from having to leave work. Athletic shoes are the best type of shoe for your child to wear to school although may not be the most fashionable. They have recess every day and must have athletic shoes for PE. Students are expected to know their PE day each week and wear the appropriate shoes and clothing as all students participate unless we have a parent's note (3 days or less) or doctor's note (more than 3 days) on file.

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### **EMERGENCY CARD**

It is imperative that parents complete any revisions to the emergency card and give it to the teacher during the annual Meet the Teacher Event to ensure we are able to contact you in the event of an emergency. **Changes during the year should be updated with the registrar/attendance secretary, Barbara Cook, in the front office or via e-mail by at [barbara.cook@cfisd.net](mailto:barbara.cook@cfisd.net).** Person(s) who are listed on the emergency card are called in an "EMERGENCY", when parents cannot be reached. Any parent or person listed on your child's emergency card is allowed to have lunch with your child. Otherwise, they will not have access to your child without written parent permission. Only persons listed as guardians on the emergency card may check their child out or give written permission for anyone else to do so. The principal or assistant principals are the only ones able to approve any changes during an extreme emergency situation. All School Messenger notifications via phone/e-mail/text require information to be accurate in the system. Parents must update this information on a regular basis.

### **EXERCISE**

In general, school age children should get at least an hour of physical activity per day. A daily family walk is a good way to get everyone involved in healthy activity while providing an opportunity to visit with one another too.

Regular exercise and good nutrition will not only make your child healthier, it will help them sleep more soundly at night and be in better shape to focus on their school work during the day.

## **FAST PASS PRE-REGISTRATION**

All parents will be asked to scan their license in during the Meet the Teacher event on August 19, 2016 as one of the many stations parents need to complete during their visit to the campus that day. By scanning your license in on that day, parents will be eligible to participate in future pre-registrations for events that involve a large volume of visitors on campus at one time. We can pre-print V-Soft stickers for parents that have had their license scanned before.

Safety is a top priority at Woodard Elementary. If you and the visitors you bring have not pre-registered for the advertised event or have not had your license scanned previously through the V-Soft system, you can expect a long line and a delay in getting to your child's event. Due to space limitations for parking, a number of legal custody situations and maintaining the integrity of the Emergency Card designated visitor list, we require all parents to pre-register for school events that are during the instructional day. These events include things such as:

Field Day/Kindergarten Earth Day/5<sup>th</sup> Grade Party/Volunteers Only PTO-Sponsored Fun Run/SOAR Splash Day/  
Class End-of-Semester Parties/Awards Day – All Visitors

Each FastPass pre-registration form may give parent the option of choosing to take their child(ren) with them at the end of the event if the event goes until the end of the school day. For the safety of all children at Woodard Elementary, the decision to take your child(ren) at the end of the event must be declared in advance. Failure to do this in advance will cause you to have to wait in the front office for someone to assist you in the sign-out process. Expect delays because the administration team will be monitoring exits to double-check armbands for those that have followed the pre-registration FastPass system, and they will not be available to retrieve your child(ren) from their classes until their duty concludes. When in doubt, check the box provided so a band will be prepared in advance.

We use an armband system that clearly indicates which parents/guardians are paired with each child. At the end of each event, there will be a double-check system to identify which parents belong with which child(ren). The classroom teachers will first check armbands to ensure your number matches the one on your child(ren) before you are required to sign out with the classroom teacher. In addition, the administrative team checks your armband again at the exit doors.

## **FORGOTTEN ITEMS**

Students are encouraged to make preparations the night before so items are not left at home the next day. Students who have forgotten their class work, homework, or projects will not be permitted to come to the front office during the day to call home. If you notice that your child's class work, homework, projects, or supplies are left at home, you may bring the item(s) to school. The item(s) will be placed in the teacher's mailbox during the day. If your child forgets a required item (such as eye glasses or a house key) they will be allowed to call home. If the parent brings the required item to school, the item will be delivered to the classroom area.

## **GRADING PROCEDURES**

Student performance is reported to parents in several ways. Our goal is to keep parents well informed of their child's progress. If you have a question about a grade your child has received, please contact your child's teacher.

For more information about the RE-DO POLICY for Grades 2-5, see section -R- of this handbook.

## **PROGRESS REPORTS AND REPORT CARDS**

Progress reports and report cards are official documents that allow the school to communicate with parents about their child(ren)'s mastery of the Texas Essential Knowledge & Skills (TEKS) for each grading period. To align with CFISD's capturing of 9-week attendance, these reports will be sent home on Fridays as noted on the webpage calendar.

### **PK-1st Grades Only**

A progress report will only be sent home to *Kindergarteners* or *First Grade* students who are not meeting standards.

Grades PK-1st, teachers assess student work samples and benchmark testing to record their achievement. At the end of the nine weeks, each student's work is applied to a rubric which determines the nine weeks grade.

All students in PK-1<sup>st</sup> Grades will receive a report card each nine weeks that will reflect the student's mastery of grade-level TEKS. Students in K are assessed on their reading levels in the 2<sup>nd</sup>-4<sup>th</sup> nine weeks while 1<sup>st</sup> graders are assessed on their reading level each nine weeks.

The 1<sup>st</sup> grade report card letter grades of E/S/N translate to the following numerical grades in 2<sup>nd</sup>-5<sup>th</sup> as follows: E = 95% - 100%, S = 75% - 94% and N = below 74%.

In order to meet state *promotion standards*, students in K-1<sup>st</sup> grades must have an overall S in Reading/Language Arts & Math, read on grade level, & maintain a 90%+ attendance rate for the year.

Students in K-1<sup>st</sup> grades who do not meet state promotion standards will be referred to an at-risk committee that consists of teachers and administrative personnel to determine if the student will be placed in the next grade level or retained in the current grade level as a number of factors are part of that educational decision.

### **2<sup>nd</sup>-5<sup>th</sup> Grades Only**

At the end of the fifth week of each nine-week grading period, a progress report will be sent to the parents of all students in 2<sup>nd</sup>-5<sup>th</sup> grades. Parents of 2<sup>nd</sup>-5<sup>th</sup> grade students can access their child's grades throughout the nine weeks grading period using a protected password across a secure server called [Home Access Center](#).

In 2<sup>nd</sup>-5<sup>th</sup> grades, graded work is recorded by the teacher and averaged each nine weeks to determine your child's nine weeks grade. All grades in 2<sup>nd</sup>-5<sup>th</sup> grades will be evenly weighted with the option of a major grade being recorded twice in the gradebook if it is cumulative in nature or covers a large amount of TEKS.

All students in 2<sup>nd</sup>-5<sup>th</sup> grades will receive a report card each nine weeks that will reflect the student's mastery of grade-level TEKS. The following numerical scale (2-5) is used to report achievement in language arts, mathematics, science, and social studies:

A = 90%-100%  
B = 80% - 89%  
C = 75% - 79%  
C- = 70% - 74%  
F = 69% and below

In order to **meet state promotion standards**, students in 2<sup>nd</sup>-4<sup>th</sup> grades must have an end of year average of 70 or higher in Reading/Language Arts combined, Math, Science, and Social Studies as well as maintain a 90%+ attendance rate for the year.

Students in 2<sup>nd</sup>-4<sup>th</sup> grades who **do not meet state promotion standards** will be referred to an at-risk committee that consists of teachers and administrative personnel to determine if the student will be placed in the next grade level or retained in current grade level as a number of factors are part of that educational decision.

In order to **meet state promotion standards**, students in 5<sup>th</sup> grade must have an end of year average of 70 or higher in Reading/Language Arts combined, Math, Science, and Social Studies as well as maintain a 90%+ attendance rate for the year. In addition, 5<sup>th</sup> grade students must meet the passing standards on the State of Texas Assessments for Academic Readiness (STAAR) tests in both Reading and Math as set by the Texas Education Agency (TEA) each year. For information about the STAAR test, parents may go to the following link:  
<http://tea.texas.gov/student.assessment/parents/>.

Students in 5<sup>th</sup> grade who **do not meet state promotion standards** are referred to a grade placement committee (GPC) that consists of teachers, administrative personnel (at both elementary and middle school level), and parents to determine if the student will be *placed* in 6<sup>th</sup> grade or *retained* in 5<sup>th</sup> grade as a number of factors are part of this educational decision. GPC meetings for students served through the Special Education program are handled through an IEP meeting.

## **CONDUCT AND WORK HABITS**

All Woodard students are expected to follow the school, grade-level, and classroom rules. Teachers will use the district Building Better Relationships model which teaches the social skills that are necessary to succeed in school and in life. We will also focus on the application of PACK skills (Pride, Accountable, Character = Knowledge) in different settings of the school. At Woodard, we also refer to this as our Positive Behavioral Interventions and Supports (PBIS) matrices. The matrices are located at [http://woodard.cfid.net/files/9214/6541/6126/PBIS\\_-\\_Woodard\\_Wolf\\_Pack\\_16-17.pdf](http://woodard.cfid.net/files/9214/6541/6126/PBIS_-_Woodard_Wolf_Pack_16-17.pdf) for parents to access the campus-wide expectations being taught to all students. If a child does not meet the Woodard behavior expectations, the teacher will reteach the appropriate skill. Repeated infractions in any area during a nine-week period may result in an N on the report card. Should inappropriate behavior continue, parents will be contacted and an administrative intervention may occur.

It is also our goal to help your child develop good work habits (staying focused, following instructions, being prepared for class, and completing class work and completing homework). If a child is having difficulty with a particular work habit, the teacher will provide assistance so that the student can develop the appropriate skill. Repeated difficulty with a particular work habit over a nine week period may result in an N on the report card.

## ILLNESS/INJURY

All children that are injured or ill will be sent or brought to the clinic for evaluation and first aid. Parents are not routinely notified of clinic visits. If there is an injury to the head/face, the student has been to the clinic twice with the same complaint or in the nurse's opinion should be seen by a physician, the parent/guardian will be notified. If you are called to pick up your ill or injured child, please pick them up in a timely manner.

For the health and safety of all students please keep your child home if they are ill. In accordance with the Texas Administrative Code Chapter 97 rule 97.7, students who have a temperature at or above 100.0 F must be excluded from school until fever free for 24 hours without the use of a fever suppressing medication. Additionally, students with diarrhea must be excluded from school until diarrhea free for 24 hours without the use of a diarrhea suppressing medication. Students with fever and/or diarrhea must be picked up at school. They cannot be sent to daycare or go home on the bus. The best way of preventing the transmission of illness is through good hand washing, coughing into the elbow (not hands) and limiting exposure to those who are ill. If your student has a fever, has diarrhea or is vomiting, please keep them at home. The only exception is a signed statement from your doctor that the student is not contagious. The complete list is available on the district website at <http://www.cfisd.net/en/parents-students/health/communicable-disease-control/>. The most common illnesses and recommendations are listed as follows:

- **Asthma:** All students with asthma complications with no medication available in the clinic must be picked up or medication must be brought to the clinic and administered by the parent. Any student with asthma that can't be controlled with a rescue inhaler will be sent home with a follow-up action plan by the nurse. If we are unable to reach a parent, the nurse is required to call an ambulance.
- **Chicken pox:** Return when lesions crusted over and fever free for 24 hours without the use of a fever suppressing medication.
- **Conjunctivitis (bacterial and/or viral):** Also known as Pink Eye. Excluded from school until signed physicians statement that no longer infectious, after prescription medication has been initiated or no symptoms of infection.
- **Diarrhea:** Must be excluded from school until diarrhea free for 24 hours without the use of a diarrhea suppressing medication.
- **Fever of 100.0 or greater:** Excluded from school until fever free for 24 hours without the use of a fever suppressing medication.
- **Head lice:** Head lice occur throughout the year. They are spread by head-to-head contact, sharing items used or placed on the head or from shared surfaces like pillows, upholstered furniture, or car seats. Signs include persistent itching of the head and back of neck and nits (eggs) in the hair. District policy excludes students with live lice. Students found to have lice must be picked up from school immediately. Once treated, the student should come to the clinic to be checked. After confirming that the student is free of live lice, they may return to class. The best prevention is to check your child's head at least once a week.
- **Impetigo:** Return when treatment has begun.
- **Flu:** Return when symptoms subside and must be fever free for 24 hours without the use of a fever suppressing medication.
- **Ringworm:** All lesions must be covered and under treatment.
- **Staph infections:** Keep lesion covered with clean dry bandage and seek treatment. Must be fever free for 24 hours without the use of a fever suppressing medication.
- **Strep throat:** Return after 24 hours from the time treatment began and must be fever free for 24 hours without the use of a fever suppressing medication.



## LIBRARY CHECK OUTS

Woodard students will be able to have the following number of books checked out in their name.

PK - Kindergarten = 1 book

1st - 3rd grade = 2 books

4th - 5th grade = 3 books

Students need to bring their ID cards to use in the library for checkout purposes. SOAR-Kindergarten will have a Ziplock book bag to keep their books safe. Please return it every week with the book inside.

If a student misplaces or damages a book, an overdue notice can be printed and sent home with the student listing the fees assessed. Students may not be able to check out a book until any fees have been paid. Contact our Librarian Rayann Croft, [rayann.croft@cfisd.net](mailto:rayann.croft@cfisd.net), for further questions.

The number of library visits per month will vary depending on grade level. PK - 3rd grades will visit the library once a week. PK - 1st grades will have a 15-minute library lesson tied to the curriculum and a 15-minute check out with each visit. 2<sup>nd</sup> and 3<sup>rd</sup> grades will have a 15-minute check out every week and a 15-minute library lesson tied to the curriculum every other week. 4<sup>th</sup> and 5<sup>th</sup> grades will visit the library every other week and have a 15-minute library lesson tied to the curriculum and a 15-minute check out each visit.

All students will have a school-wide book talk on the morning announcements once a month based on the Core Essential Values provided by our district and presented by the librarian and counselor.

## LOST AND FOUND

If items are found around the school they will be taken to the lost and found cabinet located in the cafeteria. Any items that are left unclaimed at the end of each nine weeks may be donated. Parents are encouraged to label lunch kits, sweaters, and jackets to ensure items are more easily returned when misplaced.

## LUNCH

There will be designated lunch tables for parents/visitors to eat with their own child(ren), a nut-free table for students with peanut allergies, and a designated location for students who have earned a lunch with a buddy pass. Students in grades 1-5 may purchase dessert if parents allow them to do so. Parents may limit their child(ren)'s purchases by contacting the cafeteria manager, Gloria Villanueva at [gloria.villanueva@cfisd.net](mailto:gloria.villanueva@cfisd.net).

## LUNCH VISITS

Parents are invited to occasionally have lunch with their child at Woodard. **In order to establish cafeteria procedures, lunch visitation will begin two weeks after the first day of school for grades 2-5 and three weeks after the first day of school for grades K and 1.** If you are planning to eat with your child, we ask that you follow a few guidelines:

- Check in at the front desk and get a visitor's nametag.
- Sit with your child at the designated "Visitor's Table" during your child's lunch. Since teachers must monitor all students during lunch time, your child's friends will not be able to join your child at the "Visitor's Table."
- Due to food allergies and board policy, food and snacks can only be brought for your child. Sharing of food is not allowed.
- The last 5 minutes of lunch are known as "silent lunch" where students are finishing up their lunch and throwing away trash in order to prepare for dismissal. Please have your child return to their classroom table during this time to prepare for dismissal.
- At the end of lunch, please exit the building through the front office and turn in your visitor sticker.

If your child should forget to bring their lunch to school, you may bring it during the school day and leave it at the front office. It will be delivered to the cafeteria in time for their lunch.

## **MARQUEE**

The Woodard marquee is located at the front of the campus at the car rider entrance off of Barker Trace and provides quick reminders for upcoming events. For a more global view of yearly events at Woodard, see our website and on-line calendar.

## **MEDICATION POLICY**

Cypress-Fairbanks ISD policy allows school nurses and other school employees to administer medication to students during school hours should medication be necessary to keep a student in optimum health and to maintain maximum school performance under the following conditions:

All medication must be brought to the clinic by a parent/guardian, including over-the-counter medication such as Tylenol, Advil, cough drops, etc. Medication will be secured in the clinic at all times. All medication must be picked up by the last day of school or it will be discarded per CFISD policy.

**Prescription Medication:** The medication must be in the original container properly labeled with child's name, name of medication and the directions for time and dosage.

**Non-prescription Medication** (over the counter and cough drops): Non-prescription medication must be in the original container clearly labeled as to content. Student's name and directions for time/dosage shall be provided by the parent/guardian at the time the request to administer the medication is made.

**Transportation and Storage of Medication:** All medication must be brought to the clinic by the parent, guardian or other responsible adult and shall be secured there at all times. Students will not be allowed to carry medication. A doctor's note is required to be on file in the clinic for any emergency medication a student may need to carry, such as insulin, inhalers and epinephrine pens.

In the event that the school nurse, in the exercise of professional judgment, questions the administering of any particular medication as excessive or otherwise potentially harmful to the student, the nurse shall so notify the principal. Upon receiving such notification from the school nurse, the principal shall notify the parent in writing that no further administering of the medication shall be done by school employees without a written authorization from a person licensed to practice medicine.

## **MONEY**

If you must send money to school for any reason, we ask that you send it in a sealed envelope that has been clearly marked with your child's name and the purpose for which the money was sent.

## **PARENT-TEACHER ORGANIZATION (PTO)**

The school has an established Parent-Teacher Organization that is available to all Woodard parents and staff members. Membership dues are \$12 and include a directory. One of the most important functions that this group performs is the organization of its Volunteers in Public Schools (VIPS) program. Parent volunteers are used in a variety of ways to enhance the education of students.

## PARTY DAY SCHEDULE

We will have two party days that parents can attend. One will be in the fall on December 16<sup>th</sup>, 2016 and one will be in the spring on May 25<sup>th</sup>, 2017 (last day of school).

PTO volunteers that act as *Grade Level Coordinators* (up to 2 per homeroom) may have early entry on party days to provide adequate time for setup. A list of these volunteers will be provided by the PTO President in advance as their V-Soft sticker will have a special designation allowing them early access to the classroom areas.

Grade	PE/Art/Music	Recess	Lunch	Party Setup (VIPS Only)	Parent Check-in	Party
PE/Art/Music	*8:55-9:45 planning	N/A	11:45-12:15	N/A	N/A	N/A
PPCD/PK AM	N/A	*9:45-10:15	N/A	10:00-10:15	9:45-10:15	10:15-10:45
PPCD/PK PM	N/A	*1:40-2:10	12:40-1:10	12:55-1:10	1:00-1:10	1:10-1:40
Kindergarten	12:15-1:10	*9:45-10:15	*11:00-11:30	10:00-10:15	9:45-10:15	10:15-10:45
1 <sup>st</sup> grade	1:10-2:05	10:45-11:15	11:15-11:45	10:00-10:15	9:45-10:15	10:15-10:45
2 <sup>nd</sup> grade	2:05-3:00	11:15-11:45	11:45-12:15	10:00-10:15	9:45-10:15	10:15-10:45
3 <sup>rd</sup> grade	10:50-11:45	11:45-12:15	12:15-12:45	9:00-9:15	8:30-9:15	9:15-9:45
4 <sup>th</sup> grade	*3:00-3:55	12:15-12:45	12:45-1:15	9:00-9:15	8:30-9:15	9:15-9:45
5 <sup>th</sup> grade	9:45-10:40	12:45-1:15	1:15-1:45	9:00-9:15	8:30-9:15	9:15-9:45

\* Indicates a change in time due to the event

## PE/RECESS PARTICIPATION

Participation in PE is mandated by the state. If your child cannot participate in PE or go outside due to illness or injury, please send a note to your child's teacher. If the illness or injury will extend beyond 3 days, a doctor's note will be required. The student should turn the note in to their teacher first thing in the morning as notes are collected from all classroom teachers and delivered to the nurse. The nurse will make copies of the note for the teachers and give the student an orange NO PE/RECESS sticker. Please note that, if your child cannot participate in PE, he/she cannot participate in recess either.

## POSITIVE BEHAVIOR INTERVENTION & SUPPORTS (PBIS)

Woodard Elementary is a CFISD-trained PBIS campus. That means all of our staff members have agreed to adopt the idea that behavior expectations are modeled and positively reinforced by every adult on the campus. Parents are a vital part of this partnership as our campus-wide expectations will help support our students when they are interacting with people out in the community. We want our students to stand out as role models and citizens that will make an impact on their world in a positive way.

All of our campus-wide PBIS matrices of expectations are available on the campus webpage, and we will be conducting *Monday Morning Meetings* across the campus to ensure our students are clear of the performance expectations across the campus and reinforced for meeting those expectations throughout the year. The Woodard Elementary PBIS Committee membership includes paraprofessionals, teachers from every grade level and administrators who are "ALL IN" to support your child.

## RE-DO POLICY for Grades 2-5

The District shall permit a student who meets the criteria detailed in the grading guidelines a reasonable opportunity to redo an assignment or retake a test for which the student received a failing grade.

The following criteria should guide retest/redo practices.

- A student may have three opportunities each nine weeks to redo assignments/major grades for which the student earned a grade of 69 or below.
- The three opportunities can include one major and two daily grades.
- The highest grade a student can earn on a "retake or redo" will be a 70. A student may not earn a grade lower than the original grade. RE-DO grades will be reflected as a 70.\_\_\_\_ (with the \_\_\_\_ being the original grade the student earned).
- DPMs or Benchmarks are not included in the retest/redo opportunities.

Please contact your child's teacher if you would like to request a redo/retest on an assignment. Assignments may be given as a home assignment or redone at school. The teacher will determine which option is most appropriate for each assignment.

## DISTRICT PROGRESS MONITORING (DPM)/BENCHMARKS/END OF UNIT TESTS/CHECKPOINTS

Benchmark, DPM, and Unit Tests cover more material over a longer instructional period, and are of a length requiring an entire class or longer to complete. While the Benchmark, DPM and Unit Tests are graded and recorded in the gradebook, the main purpose is to review student progress and use the information to assign interventions and determine student mastery of TEKS. Teachers "reteach" after all Benchmark, DPM, or Unit Tests, giving the students an opportunity to review the information and see where mistakes were made. There will be no retakes for these types of tests.

## REGISTRATION

PK/Kinder/New Student registration dates are on the campus & district webpage calendars. All documents that parents are required to present for registration are listed on the district webpage.

During the regular school year, new student registration occurs from 9 AM - 2 PM or by appointment only through our campus registrar, Barbara Cook, at [barbara.cook@cfisd.net](mailto:barbara.cook@cfisd.net).

## SCHOOL HOURS

School hours are 8:45 A.M. to 4:00 P.M. for students in Kindergarten through 5<sup>th</sup> grades. Students are expected to be in class beginning at 8:30 & entering no later than 8:45 A.M. *when announcements end*. Arriving on time will help ensure that your child starts the day in a positive way.

Morning SOAR hours are 8:45-11:45 A.M. Afternoon SOAR hours are 12:45-4:00 P.M.

Advisory time will be from 3:45-4:00 P.M. daily. Each grade level has designated daily activities on their schedule such as PBIS Class Meetings/Team-Building/Concerns & Compliments, Science Experiments, Read Aloud, Math Fluency, Homework/Communication Day Folders. Each grade level will communicate their advisory schedule to parents during Curriculum Night.

	PK/PPCD (SOAR)	Kindergarten	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>
<b>Recess</b>	10:15-10:30 & 1:10-1:25	10:15-10:45	10:45-11:15	11:15-11:45	11:45-12:15	12:15-12:45	12:45-1:15
<b>Lunch</b>	12:40	10:45-11:15	11:15-11:45	11:45-12:15	12:15-12:45	12:45-1:15	1:15-1:45
<b>PE/Art/ Music</b>	N/A	12:15-1:10	1:10-2:05	2:05-3:00	10:50-11:45	8:50-9:45	9:45-10:40

## SCHOOL MESSENGER

The principal uses the CFISD School Messenger system to notify parents via phone/e-mail/text of school-wide information and events on a weekly and/or monthly basis. The Howler bi-monthly campus newsletter and campus/district flyers are sent out via e-mail attachments using the School Messenger system too. Newsletters are also archived on the campus webpage. Parents are responsible for updating their emergency contact information with the campus registrar, Barbara Cook, at [barbara.cook@cfisd.net](mailto:barbara.cook@cfisd.net) to ensure information is received from the campus. We no longer send home paper copies of these kinds of documents.

## SNACKS

Each grade level will determine and communicate their snack policy and provide a list of approved healthy snacks during Curriculum Night. Gum and candy are not allowed as approved snacks. There is no designated snack time as students are expected to continue working while eating their snack. A list of approved smart snacks is as follows:

### Beverages

- Bottled water

### Whole Grain Low-fat Foods

- Crackers
  - Ex: Whole Grain Goldfish, Wheat Thins, Triscuits
- Hard pretzels
- Baked tortilla chips
- Nut-free Granola bars, trail mix, or dry cereal

### Fruits and Vegetables

- Pre-cut apples, Pre-peeled oranges
- Carrots, Broccoli, Cauliflower, Celery, Sugar Snap Peas
- Fruit snacks

### Additional Treats

- Plain fat-free popcorn
- Beef jerky
- Low-fat string cheese

## STATE OF TEXAS ASSESSMENT of ACADEMIC READINESS (STAAR) TEST

-Third Grade students will take the STAAR Test in the areas of Math on 5/8/17 and Reading on 5/9/17.

-Fourth Grade students will take the STAAR Test in the areas of Writing on 3/28/17, Math on 5/8/17 and Reading on 5/9/17.

-Fifth grade students will take the STAAR Test in the areas of Math on 3/28/17, Reading on 3/29/17, and Science on 5/10/17. Any student requiring a re-test for 5<sup>th</sup> grade STAAR will take it in the areas of Math on 5/8/17 and Reading on 5/9/17 as part of the Student Success Initiative (SSI) Requirement.

## **TECHNOLOGY USE/ACCESS/ACCEPTABLE USE POLICY**

Woodard prides ourselves on being a school for the 21st century learner. Technology use and the internet offers kids many opportunities for learning, constructive entertainment, and personal growth.

Students at Woodard will be provided with a unique network login and Google student ID. These logins will be used for instructional purposes, accessing district-approved software and web-based applications. Teachers utilize the guidelines known as [Technology Elementary TEKS](#) from the state of Texas when making decisions for technology use in the classroom.

All students will utilize the [Woodard Library Resources](#) page and the [Kiddle search engine](#) when conducting research.

**Personal Electronic Communication Devices:** parents have the option to grant permission for your child to **bring their own electronic communication device** (i.e. smartphone or tablet) to be **used for instructional purposes only under teacher supervision within the classroom/school**. Woodard requires each device to be connected to the District BYOT network to align with the Acceptable Use Policy. The child will have sole responsibility for these technology items and district personnel will not assume responsibility for damaged, lost or stolen items.

For further information about the District Technology policies, you may visit the [Instructional Technology web site](#). Students who violate the CFISD Acceptable Use Policy <http://www.cfisd.net/files/4813/9336/5624/aup.pdf> are subject to disciplinary action at the campus and/or district level.

## **TRANSPORTATION**

The modes of transportation at Woodard are bus, car, day care van, or Club Rewind program (at Woodard). We do not have crosswalks, crossing guards, or sidewalks available for hikers or bikers at this time.

School bus transportation is available to every Woodard student; therefore, we encourage all students to ride the bus. The bus loading entrance is the 2<sup>nd</sup> parking lot driveway located off of Barker Trace. At the beginning of the year, it takes a couple of weeks for bus drivers and students to become familiar with routes and establish routines. The bus may be later than normal during the first weeks, and we appreciate your patience as we go through this process. If there is a bus running really late, we will use the School Messenger text messaging system to notify parents. It is critical that your cell number is accurate in the system to ensure you receive these kinds of messages.

If you decide to provide car transportation for your child, see the Car Riders Section for Morning and Afternoon Procedures.

Students who ride a day care van or SpEd bus will be dismissed through the side door parking lot (which is the 3<sup>rd</sup> driveway & farthest north entrance off of Barker Trace). Students will be loaded onto their day care van or SpEd bus with adult supervision at this location.

Students who participate in the Club Rewind program in the afternoon will be escorted to the cafeteria by a staff member.

## **TRANSPORTATION CHANGES**

We encourage you to make as few changes as possible in your child's mode of transportation. Any changes in transportation should be made by sending a handwritten note (not email) to the homeroom teacher. If an emergency occurs during the school day that would cause a need to change your child's transportation, please call the main number (281-373-2303) to speak with someone about the change. Transportation changes will not be made after 3:15 P.M. without the approval of the principal or assistant principals.

-U- -V- -W- -X- -Y- -Z-

Thank you for sharing your child with us. It is our desire to work as a collaborative team to better serve our students. We look forward to a wonderful school year!!