



## WOODARD ELEMENTARY

### Parent Information Card

17501 Cypress North Houston

Cypress, TX 77433

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

Phone Number: 281-373-2303

Fax Number: 281-373-2304

## Who to Contact

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

- Assistant Principals:
  - Dinah McMichael (Gr. SOAR/1/3/5/Reading Enrich.)
  - Kathy Grahmann (Gr. K/2/4/PE/Art/Music/SpEd)
- AP Secretary: Graciela Uvalle
- Cafeteria Manager: Gloria Villanueva
- Counselor: LaShawnda Harris
- Counselor Secretary: Cindy Wilganowski
- Instructional Specialists:
  - Liz Evans
  - Shannon Gillpatrick
- Instructional Specialists Secretary: Karen Hoffman
- Librarian: Rayann Croft
- Nurse: Denise Knippers
- Nurse Website: <https://sites.google.com/a/cfisd.net/woodard-nurse-website/home>
- Principal: Susan Brenz
- Principal's Secretary: Ellen Humphries
- Registrar: Barbara Cook

### Let's Work Together

1. To receive text and email alerts, register or update your contact info in **School Messenger**: <https://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 or find on the web at: <https://woodard.cfisd.net/en/news/newsletters/>
5. Check your child's **teacher web page** at: [https://app.cfisd.net/urlcap/campus\\_list\\_157.html](https://app.cfisd.net/urlcap/campus_list_157.html)
6. Check your child's Thursday folder in their backpack each week for work/updates.
7. Help your child with homework, read together, and set a regular bedtime.

### ATTENDANCE

Doors open at 8:15 a.m. Breakfast is served from 8:15-8:40 a.m. Students need to be on campus by 8:30 a.m. to prepare for the day. School starts at 8:45 a.m. Students arriving after 8:45 a.m. must be escorted into the building by the parent or guardian and report to the front office for an Admit to Class pass.

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

### 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. On behalf of the staff, I would like to extend an invitation to all parents to visit our school and participate in our volunteer opportunities. I know this is going to be a great year at Woodard Elementary.

Susan Brenz, Principal



### SCHOOL VISITATION

**Lunch visitors begin the week of Sept. 10 for Gr. 1-5 and Sept. 17 for Gr. SOAR/PreK/Kinder**, so teachers can review and practice lunch procedures with their students up until these dates.

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 front office and receive a badge to wear.

Per district policy, a student enrolled in any other school may not be on the campus during the instructional day for any reason. In addition, any student who 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 Assistant Principal.

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

# EMERGENCY SCHOOL CLOSINGS

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

## Early Departures

**School hours are from 8:45 a.m. to 4:00 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 time student should come to the office for release.
- 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.**
- Plan ahead for early pick-up as the double-load car rider line may prevent you from parking at the front entrance.

## TRANSPORTATION CHANGES

**We are unable to make transportation changes after 3:15 p.m.**

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.

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

## Transportation

Bus transportation is offered to every student at Woodard Elementary. A transportation form detailing the ways your child has permission to go home is sent home in the first day packet. This information particularly important on days with inclement weather. [Students using car rider drop off should not arrive earlier than 8:15 a.m., as we do not have personnel to ensure their safety and welfare. Cars and Day Care vans are expected to follow the designated drive-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 713-692-3287 or 713-MYCFBUS.

## 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***

1. Sign up student to be a car rider during New Student Registration or at 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. 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.
3. 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.
4. All students must be secured by a safety belt, no matter where they are seated in a vehicle.
5. 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.
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.

## Day Care and Club Rewind

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

## CAFETERIA INFO

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

## Birthdays & Food From Home/Delivery

- Due to food allergies and imposed health regulations, you will not be allowed to bring lunch, cupcakes, favors, etc. to your child's classmates.
- Students can distribute party invitations to their homeroom as long as every child is included.
- Flowers, balloons, food from delivery services, such as Uber Eats..., will not be delivered to students.

## 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 CFISD link: <http://www.cfisd.net/en/parents-students/health/immunizations/> and see our nurses website at: <https://sites.google.com/a/cfisd.net/woodard-nurse-website/home>