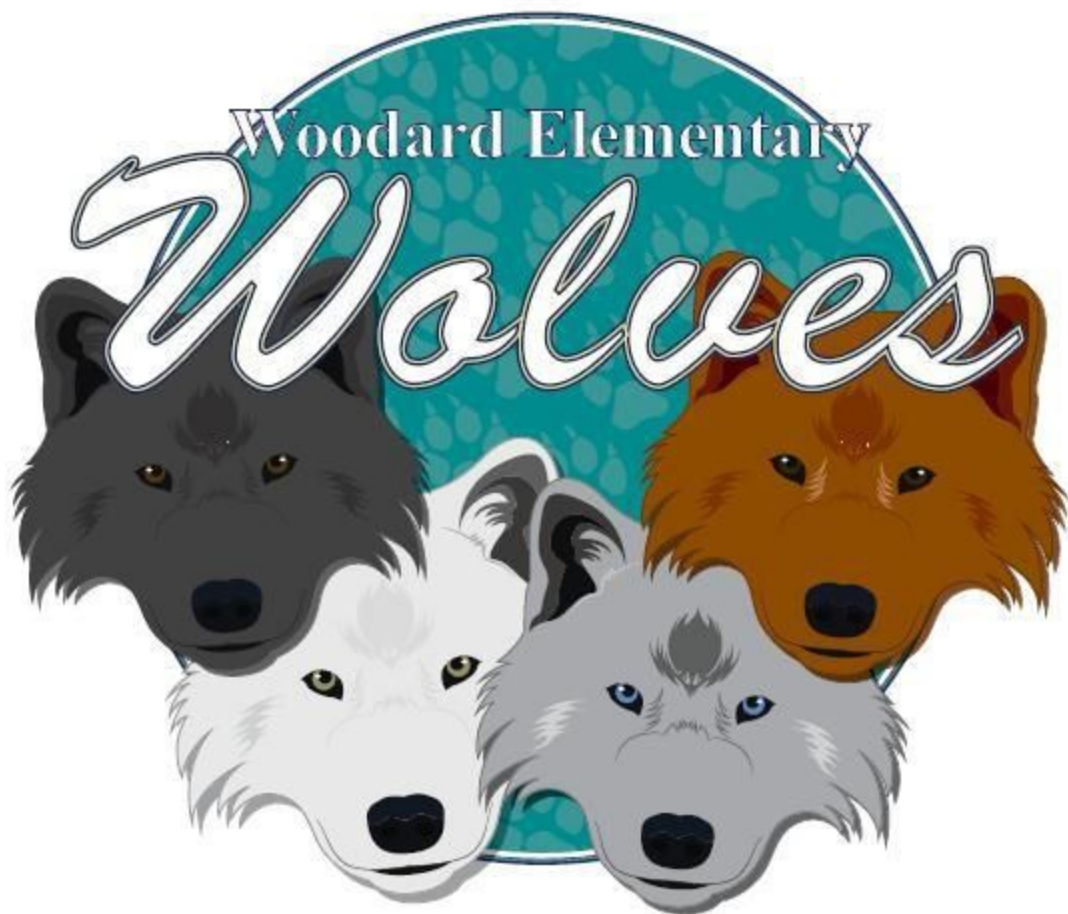


Woodard Elementary School

Student Handbook

2018-2019



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 2018-2019 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!

CFISD and Woodard Elementary are committed to providing a safe and orderly environment for our students and staff. Our superintendent, Dr. Mark Henry, has established a district safety committee to review the district procedures that impact all students and staff to ensure we are in compliance with the governor's recommendations for safe and secure schools. Some of the measures Dr. Henry and his team have taken include the following:

1. All CFISD campuses have counselor and assistant principal talks with each grade level
2. All CFISD campuses have a PBIS Program (Positive Behavioral Interventions & Supports) - Woodard Elementary opened in 2015 with a PBIS Program & posted the matrix of expectations on our campus webpage
3. All parents are encouraged to sign up for School Messenger and OPT IN for text messaging notifications. In an emergency, this will be the primary way parents will get information from the district
4. National Incident Management System (NIMS) Training for all district administrators in 2013
5. Watch D.O.G.S. Program comes to CFISD in 2013 (Woodard Elementary opened in 2015 with the program)
6. CFISD Bond Election with \$55 million in security upgrades to all campuses and facilities in 2014
 - a. Bulletproof vestibules
 - b. Secure entries for all visitors with badge access for CFISD employees
 - c. Visitor screening/stickers with designated locations
 - d. Walkie talkies with immediate access to campus administration & CFISD Police Department
 - e. Emergency Phones in all classrooms/main hallways
 - f. Lockdown buttons in designated locations
 - g. Security gates to limit access
7. Student ID Cards for all PK-12th grade students to use on school busses/nurse/library/cafeteria in 2015
8. No Place for Hate Program started across the district in 2016
9. Standard Response Protocol Training for all district employees in 2018
 - a. Evacuate
 - b. Lock Down
 - c. Lock Out
 - d. Shelter
10. Mental Health Awareness & Active Shooter Training for all district employees in 2018
11. Increased safety/active shooter drills to twice a semester in 2018

All of these measures have been designed to provide layers of protection for students, staff and visitors that come to our campuses and facilities. The safety of our students is a priority, so we must work together to ensure we are communicating effectively to support and protect one another. If you are aware of something happening in/out of the school, we want you to report it to the teacher, counselor, assistant principal or principal.

If you would like to make an anonymous tip, please do so using the Cy-Fair Tipline on the top right hand corner of the CFISD main webpage at www.cfid.net. The counselor, assistant principals, and principal will receive an e-mail notification that a tip has been entered and will work with campus and local agency personnel to investigate the tip and identify the appropriate course of action. Safety is everyone's responsibility, so as Dr. Henry says:

SEE SOMETHING
HEAR SOMETHING
SAY SOMETHING

Your tip may seem minor, but when your tip is included with other information, it may be part of a bigger picture of something that is happening to a student(s). All of us want to work with you and your children to ensure that they have a high quality education. That education begins when we have a safe and orderly learning environment.

The Woodard staff is ALL IN to ensure that is happening each and every day at Woodard Elementary. We are looking forward to working with you and your children for many years to come.

Sincerely,
Susan Brenz, Principal

Who to Contact

***17501 Cypress North Houston
Cypress, TX 77433
Phone# 281-373-2303
Fax# 281-373-2304***

Administrative Secretary for APs/ISs	Graciela Uvalle	graciela.uvalle@cfisd.net
Assistant Principal (SOAR/PK/1/3/5/RE) & 504	Dinah McMichael	dinah.mcmichael@cfisd.net
Assistant Principal (K/2/4/PEAM/SpEd) & 504	Kathryn Grahmann	kathryn.grahmann@cfisd.net
Cafeteria Manager	Gloria Villanueva	gloria.villanueva@cfisd.net
Club Rewind Manager		
Counselor	LaShawnda Harris	lashawnda.harris@cfisd.net
Counselor's Secretary	Cindy Wilganowski	cynthia.wilganowski@cfisd.net
Dyslexia for General Education Students	Angie Guzman	angelica2.guzman1@cfisd.net
Dyslexia for Special Education Students	Penn Morris	pendarvis.morris@cfisd.net
Front Desk Receptionist	Mary Ford	mary.ford@cfisd.net
Instructional Specialist (R/LA)	Liz Evans	elizabeth.evans@cfisd.net
Instructional Specialist (M/SC/Technology)	Shannon Gillpatrick	shannon.gillpatrick@cfisd.net
Instructional Specialist Secretary	Karen Hoffman	karen.hoffman@cfisd.net
Librarian/Media Specialist	Rayann Croft	rayann.croft@cfisd.net
Nurse	Denise Knippers	denise.knippers@cfisd.net
Principal	Susan Brenz	susan.brenz@cfisd.net
Principal's Secretary	Ellen Humphries	ellen.humphries@cfisd.net
Registration/Attendance (Absences) Secretary	Barbara Cook	barbara.cook@cfisd.net
SpEd Diagnostician (Testing)	Brandi Partee	brandi.partee@cfisd.net
SpEd Secretary	Monica Leal	monica.leal@cfisd.net
SpEd Teachers/Case Managers	Shannon Bostick & Penn Morris	shannon.bostick@cfisd.net pendarvis.morris@cfisd.net
Telge Transportation Department (Bus Questions)	RuthAnn Hill	713 MYCFBUS (713 692-3287)

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 "Allergen Aware" 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. An "allergen aware" 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 (2nd-5th 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 (2nd-5th 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 (2nd-5th Grades)

- Perfect attendance for the entire year

Exemplary Attendance Certificate (2nd-5th Grades)

- 1 or 2 absences for the entire year

President's Award for Educational Excellence Certificate (5th 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 4th and 5th grades **and**
- A recommendation by a Woodard staff member is required

Leader of the PACK Certificate (2nd-5th Grades)

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

Self-Managers Award Certificate and Pin (4th-5th only)

- 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 (5th 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 (3rd-5th Grade Only)

Destination Imagination Participation Award (3rd-5th Grade Teams Only)

AWARDS CEREMONY PROCEDURES

Fast Pass Pre-Registration information will come home for the awards ceremony, so parents may let us know in advance if they plan to take their children home after the awards and exit bands will be made to expedite the check-in and check-out process.

Pre-K aged children may attend the ceremony with their parents, parents will supervise them at all times while they are on campus. Per CFISD policy, school-aged students (ex. middle/high school, out of district) may not attend parties for their Woodard siblings. Woodard students may not attend parties for their siblings here at Woodard either. In addition, once a child has been checked out by their parent or guardian, they may not remain on campus.

AWARDS CEREMONY SCHEDULE
(Held in Woodard Cafeteria)

Grade	Date	Parent Fast Pass Check-in Begins	Parents Seated by	Ceremony
2 nd	May 29, 2019	8:30 a.m.	9:15 a.m.	9:30-10:30 a.m.
3 rd	May 28, 2019	8:30 a.m.	9:15 a.m.	9:30-10:30 a.m.
4 th	May 24, 2019	8:30 a.m.	9:00 a.m.	9:15-10:30 a.m.
5 th	May 22, 2019	8:30 a.m.	9:00 a.m.	9:15-10:30 a.m.

-B-

BACKPACKS AND PERSONAL ITEMS

We request that each student in SOAR-5th 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.

Birthday party invitations will be passed out ONLY IF you invite every student in your child's homeroom. Woodard PTO is ALL IN to support the school, so all parents will automatically be part of the PTO. All PTO news will be posted through the PTO Facebook page, so all parents need to join the news feed there. Links to the SignupGenius for parties and events on campus will be housed there with reminders and links sent home via School Messenger.

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 713-692-3287 or speak with your child's bus driver.

-C-

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. In addition, your child will receive a letter from the cafeteria manager as a reminder. Forms for free and reduced meals are available through the cafeteria or front office or can be accessed through freeandreduced.cfisd. Reapplication must occur each year. (See Breakfast and/or Lunch for additional information.)

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 2018-2019 is available at the following link: <http://www.cfisd.net/en/calendar/>.

CAR RIDERS

During arrival, parents should plan to drop students off from 8:15 - 8:30 a.m. as instruction begins promptly at 8:45. Parents who provide transportation for their children are asked to use the appropriate drop-off line using the 1st 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.

Parents are not permitted to drop off children in the parking lot and have students walk unaccompanied to the building. If you must visit the building in the morning, please park your car in a legal spot and walk students into the building. There is no drop off permitted except for the car rider line.

During dismissal, 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. If you do not have a car rider tag, you are required to park your car and come inside to check your child(ren) out via the front desk.** New car rider tags are issued each year during Meet the Teacher (see webpage calendar for date/time). Only two car rider tags with the same number will be issued per family. Students that are returning to Woodard will use a newly issued tag that has the same number from the previous year. If you lose your car rider tag, you need to come to the front desk to re-register and get a new number.

Morning Procedures

Prior to 8:15 a.m.	<p style="text-align: center;">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 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>
From 8:15-8:40 a.m.	<p>Breakfast is Served in the Cafeteria Until AM Announcements Begin</p>
At 8:30 a.m.	<p>All Students are Released to Classrooms Preparation for Instruction is Critical Instruction Begins Promptly at 8:45 a.m.</p>
From 8:15-8:40 a.m.	<p>Woodard Staff Monitors Students Exiting Cars by Sidewalk 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>
After 8:40 a.m.	<p>Woodard staff is not on duty outside/Supervision is not provided after 8:40 a.m. Students are considered tardy at 8:45 a.m. as breakfast and AM announcements are over. Parents/guardians must park enter the building to sign students in at the front desk to receive an "Admit to Class" pass after 8:40 a.m.</p>

Afternoon Procedures

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

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 & smart watches 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 & smart watches 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. (*See Technology Use/Access/Acceptable Use Policy for further information.)

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.

CHROMEBOOK/KAJEET CHECK OUTS

Through the technology bond money, the district has provided 20 Chromebooks and 20 Kajeets for Woodard students to check out on a nightly basis. Students must have a signed permission slip on file before they can check a device out. Students sign up for a device on a first come, first served basis through their classroom teachers. Chromebooks and Kajeets will be picked up from the library during advisory on the day reserved and they must be returned in the library the next morning.

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. Please return your sticker to the front desk when you leave. 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 assistant principal. 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 2nd 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 Kindergarten-5th graders:
(3rd-5th Grade after school on Mondays - October 29-April 1)

3rd-5th Co-Sponsors Ashley Hamilton ashley.hamilton@cfisd.net &
Carly Stephenson carly.stephenson@cfisd.net

(1st & 2nd Grade before school on Mondays October 29 - April 1)
(Kindergarten) before school on Mondays - January 23rd-April 1)

K-2nd Co-Sponsors Natalie Heard natalie.heard@cfisd.net,
Bridgette Aschenbeck bridgette.aschenbeck@cfisd.net &
Zaira Amezola zaira.amezola@cfisd.net

Destination Imagination Club for 3rd-5th graders:

Team Meeting Dates are Determined by Coaches/Parents

Lizzy Edwards (3rd grade rep) elizabeth.edwards@cfisd.net
Debbie Hartland (4th grade rep) deborah.hartland@cfisd.net
Amanda Lund (5th grade rep) amanda.lund@cfisd.net
Mandie Funk (5th grade rep) amanda.funk@cfisd.net

Girls Eliminating Modern Stereotypes (G.E.M.S.)

Laura Jost (3rd grade rep) laura.jost@cfisd.net
Bailey Robertson (1st grade rep) bailey.robertson@cfisd.net

Honor Choir for 4th & 5th graders:

Students meet before school from 8-8:30 a.m. on Mondays & Fridays
Torie Gatlin - torie.gatlin@cfisd.net

Kreative Kids Art for 5th graders (capped at 20 students & \$25/each):

Students meet before school 7:45-8:30 a.m. on Wednesdays January 9th-March 27th
Tanya Gantiva tanya.gantiva@cfisd.net

Technology Club for 3rd-5th graders:

Students meet before school 7:45-8:30 by Technology Proficiency Level on Assigned Dates
The concluding event is the CFISD Technology Festival on April 11, 2019.
Eric Milliren eric.milliren@cfisd.net
Shannon Gillpatrick shannon.gillpatrick@cfisd.net

Science Club for 4th-5th graders:

Students meet before school on Friday by Assigned Dates
Carol Wilson (4th) carol.wilson@cfisd.net
Mandie Funk (5th) amanda.funk@cfisd.net

Wolves on the Run (WOTR) Running Club for 1st-5th graders:

Students meet after school on Wednesdays from 4:00-5:00 p.m. from January 9-March 20
The Concluding Event is the CFISD Superintendents Fun Run on March 23, 2019
& WOTR Celebration in the Woodard Cafeteria on March 27th, 2019 from 6:00-7:30 p.m.
1st-2nd grades: Jayne Garcia jayne.garcia@cfisd.net & Liz Skinner liz.skinner@cfisd.net
3rd-5th grades: Shannon Bostick shannon.bostick@cfisd.net & Chloe Kiss
chloe.cummings@cfisd.net

Young Men of Distinction (YMOD) for 2nd-5th grade boys:

Students meet before school on Mondays from 8-8:30 a.m. as they work towards meeting a number of social and professional skills that will distinguish them as leaders on campus and in the community. This will kick off in the fall semester. Contact Mr. Morris for further information:
Pendarvis "Penn" Morris pendarvis.morris@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 during scheduled school days 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-1st grade) or weekly folder (2nd-5th 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 at <http://woodard.cfisd.net/en/> has all campus-wide events and important dates on the calendar provided at <http://woodard.cfisd.net/en/news/calendar/>, so please check back often. Club information will be posted at: <https://woodard.cfisd.net/en/parents-students/academics/clubs/>.

The Howler - Woodard's monthly parent newsletter is on our campus webpage at <https://woodard.cfisd.net/en/news/newsletters/>. We will also be sending it via email through [School Messenger](#) on the last Thursday of the month. 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. 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, the district photo release from parents will be referenced before uploading a child's picture to the Twitter feed. To tag Woodard, use @WoodardCFISD, #ALLINwolfpack, The CFISD Twitter feed is tagged as #CFISDForAll.

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.

School Messenger

It is essential that the campus/district administration and campus/district staff be able to contact parents regarding upcoming events at the campus/district level as well as communicating safety procedures at the campus/district level. The only way this is possible is for parents to sign up for School Messenger at <https://www.cfisd.net/en/parents-students/contacts-communications/schoolmessenger/> and opt in for text messages, phone calls and e-mails. In the event of a campus-wide emergency, **it will be the only way** school and/or district communication will be sent as student and staff safety will become the priority, not answering parent phone calls through the front desk. Safety is everyone's job whether you are a student, staff member or visitor. We must all work together to ensure a safe environment at our campus/district facilities.

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*).

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.

EARLY RELEASE

In the event that you need to pick up your child early from school, you must send a note including the name of your child, name of the child's teacher, and the time for student pickup with your child in the morning. If you forget to send a note with your child you may call the front office at (281) 373-2303 and let them know you will be faxing a handwritten note to the office prior to 3:00 to fax# (281) 373-2304. Per CFISD policy, we do not accept e-mail requests to leave early. All requests must be made prior to 3:15 as student safety is a priority. If you're picking up your child past 2:30, park in the second parking lot where busses load & walk to the front office in order to avoid the car rider pick-up line.

You must sign your child out at the front office upon arrival. Only the parent or guardian may check out a child. Remember to have a picture ID available for check out. If anyone else needs to check out your child, it must be included in the note that the guardian sends to campus. The only exception to the early release procedure is when utilizing a FastPass registration for approved campus events.

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 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.

FAST PASS PRE-REGISTRATION

All parents will be asked to scan their license in during the Meet the Teacher event 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 Music Program/Volunteers Only PTO-Sponsored Tournament of Champions/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.

-6-

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-1st 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 2nd-4th nine weeks while 1st graders are assessed on their reading level each nine weeks.

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

In order to meet state *promotion standards*, students in K-1st 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-1st 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.

2nd - 5th 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 2nd-5th grades. Parents of 2nd-5th 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 2nd-5th grades, graded work is recorded by the teacher and averaged each nine weeks to determine your child's nine weeks grade. All grades in 2nd-5th 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 2nd-5th 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 2nd-4th 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 2nd-4th 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 5th 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, 5th 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/studentassessment/parents/>.

Students in 5th 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 6th grade or *retained* in 5th 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.cfsd.net/files/8515/0271/8100/PBIS-Woodard-Wolf-Pack-Campus-Expectations.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.

H- -I-

IDENTIFICATION CARDS

Woodard Elementary students are expected to use their ID card in the cafeteria, library and nurse's office for identification & acquiring lunch/library books. If a student misplaces the card or it is broken, there is a \$3 fee that is due to the registrar, Barbara Cook, before a new card is issued.

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 child 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. If someone other than the parent/guardian will be picking up the child, they must be on the emergency contact list for the child and the parent must notify the nurse and/or front desk of who will be picking up the child. Please keep clinic number saved in all emergency contact phones, 281-213-8240, so can be easily identified.

COMMUNICABLE DISEASE CONTROL

In accordance with Texas Administrative Code Title 25 Part 1 Chapter 97 A rule 97.7, the school administrator shall exclude from attendance any child having or suspected of having a communicable disease designated by the Commissioner of Health (commissioner) as cause for exclusion until one of the criteria listed in subsection c) of this section is fulfilled.

(c) Any child excluded for reason of communicable disease may be readmitted, as determined by the health authority, by:

- (1) submitting a certificate of the attending physician, advanced practice nurse, or physician assistant attesting that the child does not currently have signs or symptoms of a communicable disease or to the disease's non-communicability in a school setting
- (2) submitting a permit for readmission issued by a local health authority; or
- (3) meeting readmission criteria as established by the commissioner.

Communicable Disease Information

- [Texas Department of State Health Services](#)
- [Prevention of Communicable Disease](#)
- [Prevention of Mosquito-Borne Illness](#)
- [Influenza Season](#)
- [Bacterial Meningitis](#)
- [EV-D68](#)
- [Zika Virus Disease](#)

KEEPING SICK CHILDREN HOME

Guidelines for Keeping Sick Children Home from School

<https://www.cfid.net/en/parents-students/health/keeping-sick-children-home/>

A sick child who is unable to participate in school in a meaningful way should be kept home to rest and recover until symptoms resolve. Keeping a sick child home also protects other children, school staff, and visiting community members from contracting an illness that can be spread from person to person. Please be aware of the following guidelines for school attendance.

- **Fever:** A child should remain home with fever greater than 100° F and should only return after he/she has been fever free for 24 hours without fever-reducing medicine such as Tylenol or Motrin.
- **Diarrhea/Vomiting:** A child with diarrhea and/or vomiting should stay at home and return to school only after being symptom free for 24 hours.

- **Chicken pox:** Return when lesions crusted over and fever free for 24 hours without the use of a fever suppressing medication
- **Conjunctivitis (Pink Eye):** Following a diagnosis of pink eye, a child may return to school 24 hours after the first dose of prescribed medication has been administered.
- **Rashes:** Common infectious diseases with rashes are most contagious in the early stages. A child with a suspicious rash should return to school only after a healthcare provider has made a diagnosis and authorizes the child's return to school in writing.
- **Head lice (pediculosis):** Students who have an active case of live lice may attend school only after treatment which eliminates all live lice. Head lice do not jump or fly and are most commonly contracted by head-to-head touch (i.e. taking selfies, sharing pillows, and sharing brushes/combs/hats). Head lice are common in school aged children, so parents should routinely monitor children for live lice and teach the avoidance of behaviors that spread lice.

If you take your child to a healthcare provider for an illness, please be sure to request a written letter stating when your child may return to school. Any student with change in medical history or with a medical alert that needs emergency medication please visit <http://bit.ly/WoodardClinicWebsite> for needed forms.

A healthy school community requires parents and schools to partner with each other. To prevent/minimize local outbreaks of contagious disease, parents must keep children who have an illness that can be spread from person to person at home, and CFISD school nurses will exclude students with symptoms of a communicable illness from school attendance.

-J- -K-

-L-

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

SOAR/Kinder/1st Grade students will have a Ziplock book bag to keep their books safe. Please return it every week with the book inside. They will use these bags to check out each week. 2nd/3rd/4th/5th grade students need to bring their ID cards to use in the library for checkout purposes.

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, 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. 2nd and 3rd grades will have a 15-minute check out every week and a 15-minute library lesson tied to the curriculum every other week. 4th and 5th 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.

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 & LUNCH VISITS

There will be designated lunch tables for parents/visitors to eat with their own child(ren), an allergen-aware location for students with severe 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. (See Cafeteria Services and/or Breakfast for additional information.)

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 1-5 and three weeks after the first day of school for Kindergarten. During major assessments and on the last week of

school, there will be no lunch visitors or lunch drop offs for the safety and security of the children.

If you are planning to eat with your child:

- Check in at the front desk and get a visitor's nametag.
- Parents are invited to walk to cafeteria 5 minutes before lunchtime begins.
- 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.
- Per Board policy, you are not allowed to take pictures or record video of any children, except your own, during lunch.
- 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. The grade level will be notified to send the student at their lunch time.

Per district guidelines and campus policy related to screening all visitors on campus, lunch may only be delivered by a parent/guardian or emergency contact (no outside vendors--i.e. Domino's, Uber Eats, DoorDash, etc.).

-M-

MARQUEE

The Woodard marquee is located at the front of the campus at first entrance for the car rider line 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:

<https://www.cfisd.net/en/parents-students/health/medications/>

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 including cough drops, tums etc.): Non-prescription medication must be in the original sealed container, clearly labeled as to its content, and age appropriate. 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. If you are unsure what is considered over the counter medication please contact clinic 281-213-8240 (anything you can buy from a drug store shelf is considered over the counter).

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/destination for the money. We encourage you to use School Cash online rather than sending cash to school.

-N- -O-

-P-

PARENT-TEACHER ORGANIZATION (PTO)

The school has an established Parent-Teacher Organization that includes all Woodard parents and staff members. The PTO has a Facebook page where everyone can sign up to receive notifications. 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 as links are provided for SignupGenius throughout the year. The campus and PTO work closely together to make sure parents are informed!

PARTY DAY SCHEDULE

We will have two party days that parents can attend. One will be in the first semester on December 21st, 2018 and one will be in the spring on May 30, 2019 (last day of school). Fast Pass Pre-Registration information will come home for these party days, so parents may let us know in advance if they plan to take their children home after the party and exit bands will be made to expedite the check-in and check-out process.

Pre-K aged children may attend the party with their parents if parents bring their young children a drink and snack and supervise them at all times while they are on campus. Woodard snacks are provided by the Woodard PTO for current Woodard students only. Per CFISD policy, middle school and high school-aged students may not attend parties for their Woodard siblings. Woodard students may not attend parties for their siblings here at Woodard either. In addition, once a child has been checked out by their parent or guardian, they may not remain on campus.

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	*8:45-9:40 planning	N/A	11:50-12:20	N/A	N/A	N/A
PPCD/PK SOAR AM	N/A	*10-10:15	N/A	10:00-10:15	9:45-10:15	10:15-10:45
PPCD/PK SOAR PM	N/A	*1:45-2:00	*12:45-1:15	1:00-1:15	1:00-1:15	1:15-1:45
Kindergarten	12:20-1:15	*9:45-10:15	*10:45-11:15	10:00-10:15	9:45-10:15	10:15-10:45
1 st grade	1:15-2:10	*10:45-11:15	*11:15-11:45	10:00-10:15	9:45-10:15	10:15-10:45
2 nd grade	2:10-3:05	*11:15-11:45	*11:45-12:15	10:00-10:15	9:45-10:15	10:15-10:45
3 rd grade	*10:40-11:35	*11:45-12:15	*12:15-12:45	9:00-9:15	8:30-9:15	9:15-9:45
4 th grade	*3:05-3:55	*12:15-12:45	*12:45-1:15	9:00-9:15	8:30-9:15	9:15-9:45
5 th 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 take any medical note directly to the nurse when they arrive at school. 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 that day 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.

-Q- -R-

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.
- Parents/students must request the Re-do at least 1 week prior to the end of the 9-week grading period.

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.

SCHOOL CASH

School Cash is the system we use for all payments for your child's school fees, such as t-shirt sales, club dues, author book sales, etc. Once you register at <https://woodard.cfisd.net/en/parents-students/s/>, you will receive notifications regarding the fees and events. This allows for more accurate accounting for sales and receipt of funds that benefit the various opportunities provided to our students.

SCHOOL HOURS

School hours are 8:45 A.M. to 4:00 P.M. for students in Kindergarten through 5th 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 st	2 nd	3 rd	4 th	5 th
Recess	9:00-9:15 & 1:15-1:30	10:00-10:30	10:30-11:00	11:00-11:30	11:30-12:00	12:00-12:30	12:30-1:00
Lunch	12:45-1:15	10:30-11:00	11:00-11:30	11:30-12:00	12:00-12:30	12:30-1:00	1:00-1:30
PE/Art / Music	N/A	12:20-1:15	1:15-2:10	2:10-3:05	10:35-11:30	8:45-9:40	9:40-10:35

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 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 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, grapes, raisins
- 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 5/13/19 and Reading on 5/14/19.

-**Fourth Grade** students will take the STAAR Test in the areas of Writing on 4/9/19, Math on 5/13/19 and Reading on 5/14/19.

-**Fifth grade** students will take the STAAR Test in the areas of Math on 4/9/19 Reading on 4/10/19, and Science on 5/15/19. Any student requiring a re-test for 5th grade STAAR will take it in the areas of Math on 5/13/19 and Reading on 5/16/19 as part of the Student Success Initiative (SSI) Requirement.

-T-

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 2nd 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 daycare van or SpEd bus will be dismissed through the side door parking lot (which is the 3rd 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-

WATCH D.O.G.S.

Watch D.O.G.S. is a program for Dads or Father figures of Great Students where you can volunteer one day at your child's school. You will perform various tasks including assisting with the car rider line in the morning, reading stories to students and shelving books in the Library, monitoring the cafeteria, and going to recess and eating lunch with your student based upon your given schedule. To participate in the program, click on the following link for the training and to sign up for a volunteer date.

<http://www.signupgenius.com/index.cfm?go=w.create6&listid=12365001&owner=7008239> If you have already been trained or previously volunteered **ONLY complete step 2**. If you are new to Woodard Elementary or have never been trained or volunteered as a Woodard Watch D.O.G. Dad, you must complete step 1 and step 2. Once you have completed the training, then you will select the day you would like to volunteer within the link above. Please note, you must select your date through the link above as this is the way Watch D.O.G. Dads volunteers are tracked.

WOLFPACK

The campus has embraced the idea that we are all part of the Woodard Wolfpack. We understand that the pack is stronger than the individual because the pack utilizes the individual strengths and talents that are unique to each of us in order to benefit the entire wolfpack; therefore we are #ALLINwolfpack to support and help one another. The staff embodies the concept of teamwork at the highest collegial and collaborative level, and the students understand the expectation is that they too work together for the benefit of everyone.

-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!!