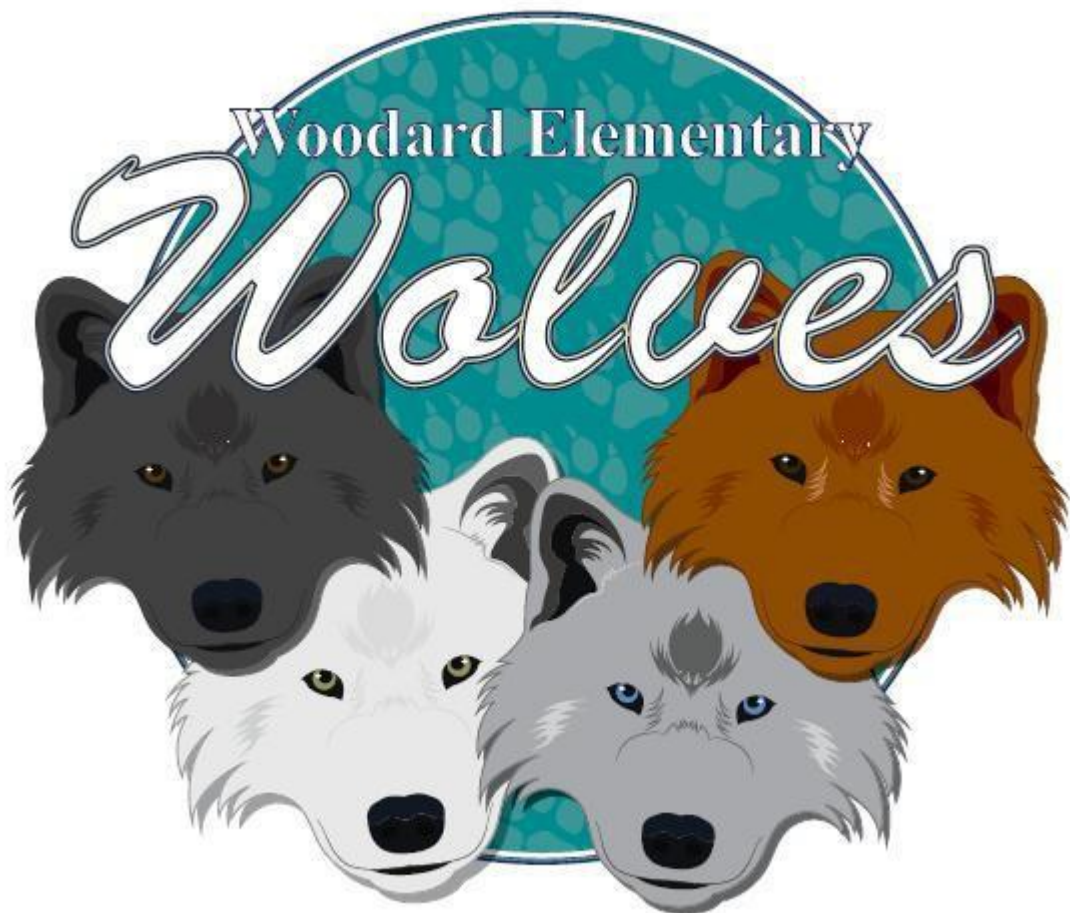


Woodard Elementary School

Student Handbook

2023-2024



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 this school year. This handbook has been prepared, so we can provide you with important information about our school and grade level procedures. We look forward to working together with you and making 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 \$263 million in security upgrades to all campuses and facilities in 2014/2019
 - 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. Bringing Out the Best Character Education Program
9. Standard Response Protocol Training for all district employees in 2018
 - a. Evacuate
 - b. Lock Down
 - c. Secure
 - d. Shelter- Weather and Hazmat
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 web page at www.cfisd.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	Zulema Jimenez	zulema.jimenez@cfisd.net
Assistant Principal for SOAR/K/2/4 & 504	LaShawnda Harris	lashawnda.harris@cfisd.net
Assistant Principal for SOAR/PK/1/3/5 & 504	Kathryn Grahmann	kathryn.grahmann@cfisd.net
Behavior Interventionist/ PK/SOAR Support	Stefanie Johnson	stefanie.johnson@cfisd.net
Cafeteria Manager	Gregoria Sifuentes	gregoria.sifuentes@cfisd.net
Club Rewind		https://www.cfisd.net/Page/1900
Counselor for SOAR/PK/1/3/5	Reuberta Bitz	reuberta.bitz@cfisd.net
Counselor for K/2/4	Robert Rankin	robert.rankin@cfisd.net
Counselor/Instructional Specialist Secretary	Karen Hoffman	karen.hoffman@cfisd.net
Dyslexia for General Education Students	Angie Guzman	angelica2.guzman1@cfisd.net
Dyslexia for General Education Students	Summer Burleson	summer.burleson@cfisd.net
Dyslexia for General Education Students	Karen Russi	karen.russi@cfisd.net
Dyslexia for Special Education Students	Meagan Green & Ashley Turley	meagan.green@cfisd.net & ashley.turley@cfisd.net
Front Desk Receptionist	Nicole Motty	nicole.motty@cfisd.net
Instructional Specialist (R/LA) & 1:1 Technology Specialist/ Liaison	Jessica McAllister	jessica.mcallister@cfisd.net
Instructional Specialist (M/SC) & 1:1 Technology Specialist/ Liaison	Quynh Ngo	quynh.ngo@cfisd.net
Librarian/Media Specialist	Rayann Croft	rayann.croft@cfisd.net
Math Interventionist	Stacey McNulty	staceylea.mculty@cfisd.net
Nurse	Denise Knippers	denise.knippers@cfisd.net
Primary Literacy Interventionist & Reading Interventionist	Shelby Holloway	shelby.holloway@cfisd.net
Principal	Susan Brenz	susan.brenz@cfisd.net
Principal's Secretary	Laurie Nichols	laurie.nichols@cfisd.net
Reading Interventionist/ Gradebook Liaison	Jennifer Clevenger (3-5)	Jennifer.Clevenger@cfisd.net
Registration/Attendance (Absences) Secretary	Esther Rodriguez	esther.rodriquez@cfisd.net
SpEd Secretary	Dawn Hughes	dawn.hughes@cfisd.net
SpEd Teachers/Case Managers	Casey Cleveland & Meagan Green & Ashley Turley	casey.cleveland@cfisd.net & meagan.green@cfisd.net & ashley.turley@cfisd.net
Telge Transportation Department (Bus Questions)		713-MYCFBUS (713-692-3287)
Testing Coordinator & 504	Allie Hollowell	allie.hollowell@cfisd.net

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. [Special Diet Accommodations](#)

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 [health 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 an "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). 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, grade level, homeroom teacher's 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 are expected to be at school by 8:30 to prepare for the day. Any student arriving after 8:45 a.m. is considered tardy. A parent must sign them in at the front desk, so they may receive a pass to class. Students who have more than a total of 5 tardies or leave early notices will not be eligible for the perfect or exemplary attendance awards.

AWARDS CEREMONY

- We will have W.O.W (Woodard's Outstanding Wolves) Rally Quarterly Awards Assemblies each grading period to recognize and celebrate our students' achievements.
- W.O.W. Rally Dates
 - Friday, November 3, 2023
 - Friday, January 26, 2024

- Monday, April 8, 2024
- Friday, May 24, 2024

W.O.W. RALLY AWARDS/REPORT CARD ACKNOWLEDGEMENTS

Only parents of Top Wolf Award winners will be invited to the W.O.W. Rally Assembly due to limited space.

Distinguished Honor Roll Certificate (All A's) (2nd-5th Grades)

- An overall end of 9-week average of at least 90 in each subject area: reading/language arts, math, science, and social studies

Honor Roll Certificate (All A's and B's) (2nd-5th Grades)

- An overall end of 9-week average of at least 90 (A) in one academic area: reading/language arts, math, science, and social studies **and**
- An overall end of 9-week average of at least 80 (B) in all remaining academic areas: reading/language arts, math, science, and social studies

Marvelous Mathematician Certificate (K-1st Grades)

- Criteria for this award is determined by grade level teachers

Sight Word Expert Certificate (K-1st Grades)

- Criteria for this award is determined by grade level teachers

Leader of the PACK Citizenship Certificate (K-5th Grades)

- All S's in conduct and work habits during the 9-weeks

Outstanding Attendance Certificate (K-5th Grades)

- No more than 1 absence and 1 tardy or leave early notice during the current grading period

B.U.G Award Certificate (2nd-5th Grades) (Only for the 2nd-4th nine weeks)

- Student *Brought Up a Grade* in any subject area from the previous grading period

TOP WOLF AWARD (K-5th Grades)

- One student from each class will be nominated by their teacher as the Top Wolf Award winner which recognizes students who are exhibiting outstanding P.A.C.K. Responsibilities each nine weeks.

END OF YEAR AWARDS

There will be a separate "Moving Up" awards ceremony at the end of the year only for 5th Grade. The W.O.W. Rally will be the awards ceremony for K-4th grades. Grade levels may have their own end of year awards ceremonies in their classrooms at the end of the year. Only parents of Top Wolf Award winners will be invited to the W.O.W. Rally Assembly due to limited space.

Name that Book Award (3rd-5th Grade)

- Only grade level winning teams receive an award

Distinguished Honor Roll Certificate & Medal (2nd-5th Grade)

- 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 Grade)

- 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 Grade)

- Perfect attendance for the entire year with no more than a total of 5 tardies or leave early notices

Exemplary Attendance Certificate (2nd-5th Grade)

- 1 or 2 absences for the entire year with no more than a total of 5 tardies or leave early notices

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

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

Self Manager Award Certificate and Pin (4th-5th Grade 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

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

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
- A panel of judges will make the final determination of whom receives this prestigious honor

-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 bringing their district issued Chromebook and charger. 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. 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, birthday deliveries of food, flowers, balloons... will not be permitted.

Birthday party invitations will be passed out ONLY IF you invite every student in your child's homeroom. We will not deliver invitations to students in other classrooms or grade levels.

BREAKFAST

All students in grades SOAR – 5 *who choose* to eat breakfast will do so in the cafeteria beginning at 8:10 a.m. Staff will be in the cafeteria at 8:10 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 Traversa Ride 360 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 [Traversa Ride 360](#). All students riding the bus **must** have the Traversa 360 ID card each time they load the bus. This ID card will notify the driver if the student is on the wrong bus or attempts to get off at the wrong stop. If a student misplaces the card, there is a \$5 fee that is due to the administrative secretary, Zulema Jimenez, 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 [CFISD Transportation Link](#). 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 the student handbook and student code of conduct on buses is detailed in the [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.

Below are the Bus Expectations that you should review with your child to ensure that they know what to expect while riding the school bus. Students are expected to follow these procedures to ensure a safe and enjoyable ride to and from school.

SAFE Bus Expectations	
S SHOW RESPECT	APPROPRIATE VOICE LEVEL HANDS AND FEET TO SELF USE POSITIVE SCHOOL LANGUAGE BACKPACK AND BELONGINGS IN YOUR LAP
A ACT ACCOUNTABLE	BUDGE ON AND OFF SIT AND REMAIN IN YOUR ASSIGNED SEAT GET ON/OFF AT CORRECT STOP SEE SOMETHING SAY SOMETHING
F FOLLOW DIRECTIONS	ENTER AND EXIT THE BUS APPROPRIATELY WEAR YOUR SEATBELT DO WHAT THE DRIVER INSTRUCTS NO FOOD OR DRINK ON THE BUS
E ENCOURAGE KINDNESS	SPEAK KIND WORDS TO EACH OTHER BE HELPFUL PRACTICE COMPASSION BE A POSITIVE LEADER

-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 can be accessed through freeandreduced.cfishd. **Reapplication must occur each year by October 1st.**

(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.cfishd.net/en/news/calendar>. All calendar dates will be updated in the [campus Howler](#).

The CFISD school district calendar for 2023-2024 is available at the following link: <http://www.cfishd.net/en/calendar/>.

CAR RIDERS

During arrival, parents should plan to drop students off from 8:10 - 8:30 a.m. as instruction begins promptly at 8:45. We have a bell that rings at 8:25 for students to go to their classrooms and get settled for learning. Students arriving after 8:40 should be brought into the front office school where parents are expected to sign them in and the student will receive an "Admit to Class" pass to class starting at 8:45. Students are tardy 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. You must show a valid I.D. to enter the building and complete the checkout process. If you lose your car rider tag, a lost car tag fee of \$5.00 in cash to Laurie Nichols or designee.**

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 8:10 a.m.	<p>Drop-off is not permitted <u>unless</u> a student attends Club Rewind, school-approved tutoring, or if your child is registered to participate in an organization as Woodard staff is not on duty/supervision is not provided</p> <p style="text-align: center;">The <u>right side</u> lane is for drop-offs The <u>left side</u> Lane is a passing-lane If you need to come inside- park in the visitor lot</p>
From 8:10-8:40 a.m.	Breakfast is served in the cafeteria
At 8:25 a.m.	<p style="text-align: center;">All students are released to classrooms</p> <p style="text-align: center;">Preparation for instruction is critical</p> <p style="text-align: center;">Instruction begins promptly at 8:45 a.m.</p>
From 8:10-8:40 a.m.	<p style="text-align: center;">Woodard staff monitors students exiting cars by the sidewalk</p> <p style="text-align: center;">The <u>right side</u> lane is for drop-offs The <u>left side</u> lane is for passing through or parking only Parents that park must walk their students inside</p>
After 8:40 a.m.	<p style="text-align: center;">Woodard staff is not on duty outside/Supervision is not provided after 8:40 a.m.</p> <p style="text-align: center;">Students are considered tardy at 8:45 a.m.</p> <p style="text-align: center;">Parents/guardians must park and enter the building to sign students in at the front desk to receive an "Admit to Class" pass after 8:45 a.m.</p>

Afternoon Procedures

Prior to 3:00 p.m.	<p style="text-align: center;">Transportation changes <u>will not</u> be approved after 3:00 p.m without Principal or designee approval to ensure the safe and orderly dismissal of ALL students</p> <p style="text-align: center;">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 or you WILL be stuck in the car rider line</p> <p style="text-align: center;">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 4:15-4:30 p.m.	<p style="text-align: center;">Car rider tag numbers are required for ALL car rider pickups to ensure the safe dismissal of all students</p> <p style="text-align: center;">Car rider tags 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</p> <p style="text-align: center;">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 in backpacks and turned off during the school day. Smart watches should not be used for anything other than telling time during the day. 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.

CHILDCARE

The district offers early morning and after school child care in our building. Please visit the link at [Community Programs/Club Rewind](#) or call 281-807-8900.

CHROMEBOOK 1:1

Through the technology bond money, the district has provided 1:1 laptop devices for ALL CFISD students. This device is considered an essential school supply as it is required for on-campus instruction in Schoology, on-campus testing, and off-campus assignments in Schoology. Using your personal devices at home, while efficient, the personal device can not be used for state testing requirements. Please see the following site for [District Chromebook Expectations](#), including replacement fees when a chromebook is damaged or lost.

CLASSROOM VISITS

Parents are welcome to visit the school. If you would like to visit 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.

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.

BEFORE AND AFTER SCHOOL STUDENT ORGANIZATIONS/CAMPS

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 good standing in academics and conduct. If a student earns an office referral, they could 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.

Contact persons for the following Extra curricular organizations are:

Abstract Art Camp for 4th & 5th graders (see flyer):

Leader: Penelope Miller penelope.miller@cfisd.net
Support Staff: Denise Hicks denise.hicks@cfisd.net &
Charlie Olsen claire.olsen@cfisd.net &
Paige Powers elizabeth.powers@cfisd.net

Choir for 4th & 5th graders (see flyer):

Leader: Torie Lowry – torie.lowry@cfisd.net
Support Staff: Victoria Alamo, Ana Castillo, Sarah Rodriguez

Drumline for 4th & 5th graders (see flyer):

Co-Leader: Tyler Fanguy tyler.fanguy@cfisd.net
Co-Leader: Colton Edwards colton.edwards@cfisd.net

Dance Teams for Kindergarten-5th graders

3rd-5th Wolfpack Dance Team Co-Sponsors (see flyer):

Leader: Natalie Heard natalie.heard@cfisd.net
Coaches: Toussaint Davis toussaint.davis@cfisd.net &
Amanda Justice amanda.justice@cfisd.net &
Rebecca Watzke rebecca.watzke@cfisd.net &
Rebecca Wise rebecca.wise@cfisd.net &

K-2nd Woodard Wolves Pom Squad Co-Sponsors (see flyer):

Leader: Natalie Heard natalie.heard@cfisd.net
Coaches: Annie Alamo anibelka.alamo@cfisd.net &
Bridgette Aschenbeck bridgette.achenbeck@cfisd.net &
Madison Bynum madison.bynum@cfisd.net &
Christina Lind christina.lind@cfisd.net &
Kim Mowry kimberly.mowry@cfisd.net &
Hailey O'Neal hailey.oneal@cfisd.net &
Kelly Robinson kelly.robinson@cfisd.net

Pre-K Woodard Pup Squad Co-Sponsors (see flyer):

Leader: Brittany Irvine brittany.irvine@cfisd.net
Coaches: Elaine Lynch elaine.lynch@cfisd.net &
Marissa Sanders marissa.sanders@cfisd.net &
Brittany Zambrano brittany.zambrano@cfisd.net

Destination Imagination Club for 3rd-5th graders:

Team Meeting Dates are Determined by Coaches/Parents

Co-Leader: Amanda Justice amanda.justice@cfisd.net
Co-Leader: Casey Williams casey.williams@cfisd.net

Girls Eliminating Modern Stereotypes (G.E.M.S.) - 4th-5th graders (see flyer):

Leader: Laura Jost laura.jost@cfisd.net
Co-Leaders: Aiko Batac, Abigail Blaszak, Britt Davis, Cita Dugas, Meagan Green, Amanda Lee,
Ashley Lemke, Bailey Robertson, Kayla Stumbaugh, Monica Tandy,

Science Explorers for 1st-5th graders (see flyer): Embedded in grades 1-5 during Power30 on Fridays. Donations will be requested in lieu of an additional fee.

Tara Breaux (5th grade) tara.breaux@cfisd.net
Jenny Lisk (5th grade) jenny.lisk@cfisd.net
Mitch Brown (4th grade) mitch.brown@cfisd.net
Laura Jost (4th grade) laura.jost@cfisd.net
Amanda Justice (3rd grade) amanda.justice@cfisd.net
Casey Williams (3rd grade) casey.williams@cfisd.net
Lindsay Hansen (2nd grade) lindsay.hansen@cfisd.net
Kayla Stumbaugh (2nd grade) kayla.stumbaugh@cfisd.net
Christina Lind (1st grade) christina.lind@cfisd.net
Michelle McCullough (1st grade) michelle.mccullough@cfisd.net

Student Leadership 5th Grade only (see flyer):

Tara Breaux tara.breaux@cfisd.net
Caitlyn Cleveland caitlyn.cleveland@cfisd.net
Melissa Dossett melissa.dossett@cfisd.net
Madison Verrett madison.verrett@cfisd.net

Technology Team for 1st-5th graders (see flyer): Embedded in grades 1-5 during Power30 on Fridays. Donations will be requested in lieu of an additional fee.

Kylie Suddendorf (1st grade) kylie.suddendorf@cfisd.net
Hailey O'Neal (1st grade) hailey.oneal@cfisd.net
Jayne Garcia (2nd grade) jayne.garcia@cfisd.net
Lindsay Hansen (2nd grade) lindsay.hansen@cfisd.net
Tracy Northington (3rd grade) tracy.northington@cfisd.net
Casey Williams (3rd grade) casey.williams@cfisd.net
Ashley Lemke (4th grade) ashley.lemke@cfisd.net
Rebecca Watzke (4th grade) rebecca.watzke@cfisd.net
Tara Breaux (5th grade) tara.breaux@cfisd.net
Jenny Lisk (5th grade) jenny.lisk@cfisd.net

Volleyball Camp for 3rd-5th graders (see flyer):

Head Coach: Caitlin Cleveland caitlyn.cleveland@cfisd.net
Assistant Coaches: Bridgette Aschenbeck, Cita Dugas, Ashley Fritcher, Casey Henderson, Camry Irving, Shelly Kessler, Stephanie Martin, Kerrylee Sinda, Kenia Solis, Monica Tandy, Becca Watzke

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

Registration: Laurie Nichols laurie.nichols@cfisd.net
Leader: Quynh Ngo quynh.ngo@cfisd.net
1st-2nd grade: Kylie Suddendorf kylie.suddendorf@cfisd.net
3rd-5th grade: Stephanie Martin stephanie.martin3@cfisd.net

Yearbook Organization- 5th Grade Only (see flyer):

Leader: Penelope Miller penelope.miller@cfisd.net
Support Staff: Rita Lathan, Rachel Taylor

Young Men of Distinction (see flyer):

Leader: Robert Rankin robert.rankin@cfisd.net
Support Staff: Mitch Brown mitchell.brown@cfisd.net &
Toussaint Davis toussaint.davis@cfisd.net &
Tyler Fanguy tyler.fanguy@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 leave 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 you receive a phone call from the campus, please listen to the message in its entirety to determine who called you. All phone calls leaving Woodard are automatically redirected to the front office. You are not able to call a teachers' classroom directly as they are instructing students during the day.

If at any time you feel something needs to be addressed, please email 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 (PK/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 (1st-5th grade) with your child's work habits and conduct that are aligned with progress reports and report cards. Graded work will also be sent home in this folder. 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://cfisd.net/woodard> has all campus-wide events and important dates on the calendar provided, so please check back often. Camp information will be posted at: <https://woodard.cfisd.net/en/parents-students/academics/organizations/>.

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, Esther Rodriguez, at esther.rodriguez@cfisd.net. A paper copy of **The Howler** will be available at the front desk for viewing.

Social Media - Follow our Facebook, Instagram, and Twitter accounts @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 these pages. To tag Woodard, use @WoodardCFISD and #ALLINWolfpack.

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 for the campus/district administration and campus/district staff to 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](#) and opt in for text messages, phone calls and emails. 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 to conduct guidance lessons. 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 24-48 hours (*providing the counselor is on campus*).

-D-

DRESS CODE

A student's dress code must be in compliance with the Cypress-Fairbanks I.S.D. Parents are expected to be knowledgeable and supportive of the dress and grooming guidelines. Please review [Student Handbook](#) pp.HB-30-31 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.

- Skirts, Shorts, Skorts- Must fit at the waist or upper hip, must not reveal underclothing, and must be mid-thigh in length or longer.
- Dresses- Must not reveal underclothing, midsection, torso, back, chest and must be mid-thigh in length or longer.
- Pants- Must be worn at the waist or upper hip and must not reveal underclothing.
- Tops, Shirts, Blouses- Must not reveal underclothing, midsection, torso, back, chest.
- Shoes- Must not detract from or interfere with the learning environment or present a safety or health hazard. Tennis shoes or closed-toe shoes are preferred. House shoes/house slippers of any kind are not allowed.

If your student is in pre-k, 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, spills 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.

-E-

EARLY RELEASE

In the event that you need to pick up your child early from school, you must send a note including the first and last name of your child, name of the child's teacher, grade level, 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 email requests to leave early. All requests must be made prior to 3:00 as student safety is a priority. If you're picking up your child past 2:30, park in the second parking lot where buses load & walk to the front office in order to avoid getting stuck in the car rider pick-up line. Here is an example you can use if you choose, [Change of Transportation Form](#).

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 on [Home Access Center](#) 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, Esther Rodriguez, in the front office or via e-mail by at Esther.rodriquez@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 pick up or check out a child unless specific written permission is provided. At no

time may an Uber or other commercial transportation services be utilized for pick up or check out processes. 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/email/text require information to be accurate in the system. Parents must update this information on a regular basis.

-F-

FAST PASS PRE-REGISTRATION

All parents will be asked to scan their license **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 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 Raptor stickers for parents that have had their license scanned into raptor previously.

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 previously scanned at our school through the Raptor system, you can expect a long line and a delay in getting to your child's event. **Per District Policy, Non-Woodard-school-aged children K-12 are NOT allowed on campus during the instructional day. Woodard students may not attend the events of their siblings during the instructional day.** 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/SOAR Splash Day/ Class End-of-Semester Parties/Field Trip Chaperones/Veterans Day

Each FastPass pre-registration form may give parents 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. **Parents are offered a window of up to 5 weeks prior to the deadline to complete the form. 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 of whether you will take your child home or not at the end of the event, check the box provided so a band will be prepared in advance. Here is an example of a [Fast Pass Form](#).

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.

-G-

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 uploaded in HAC, Home Access Center, 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.

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, and 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](#). Parents will need to be familiar with HAC (it is used in 2nd-12th grade) and utilize the feature that notifies parents when grades are below a certain percentage. Teachers in grades 3-5 may have as many as 80+ students on their rosters. Open two-way communication is vital and can not be left up to the teacher alone.

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-5th grades must have an end of year average of 70 or higher in Reading/Language Arts, 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.

CONDUCT AND WORK HABITS

All Woodard students are expected to follow the school, grade-level, and classroom rules. Teachers will use the district Bringing Out The Best program to discuss character trait lessons that are necessary to succeed in school and in life. We will also focus on the application of PACK skills (Pride, Accountable, Character which leads to Knowledge) in different settings of the school. At Woodard, we also refer to this as our Positive Behavioral Interventions and Supports (PBIS) matrices. 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 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. They must also use their ID card when entering and exiting the school bus. If a student misplaces the card or it is broken, there is a \$5 fee that is due to the administrative secretary, Zulema Jimenez, 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 the clinic number saved in all emergency contact phones, 281-213-8240, so it 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.
- (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](#)
- [Measles](#)

KEEPING SICK CHILDREN HOME

Guidelines for Keeping Sick Children Home from School <https://www.cfisd.net/Page/1924>

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> or <https://www.cfisd.net/Page/1922> 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 as long as they do not have any overdue books.

PK - Kindergarten = 1 book

1st - 5th grade = 2 books

PK/SOAR 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. K-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 grade 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 - 3rd grade 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 graders will visit the library every other week. They will have a 15-minute check out every other week and a 15 minute library lesson tied to the curriculum 1-2 times a month. 4th and 5th grade students will also have a block of time in the morning and afternoon on their off week during which teachers can send individuals to the library who need to switch out their library books.

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 will be donated to Cy-Hope.** 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, Gregoria Sifuentes at gregoria.sifuentes@cfisd.net or 281-213-8243. (See Cafeteria Services and/or Breakfast for additional information.)

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/restaurants--i.e. Domino's, Uber Eats, DoorDash, etc.).

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, awards ceremony days, on the last week of school, there will be no lunch visitors or lunch drop offs for the safety and security of everyone on campus.**

If you are planning to eat with your child:

- Bring your ID and check in at the front desk and get a visitor's name tag.
- Parents are released to walk to the cafeteria 5 minutes before lunchtime begins. Parents may not sit in the cafeteria between lunches due to cleaning protocols, so please exit the building while waiting in between lunches to visit children in multiple grade levels. You may keep your Raptor sticker if you plan to return the same day, but you will still be required to check in at the front desk.
- 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. Your child is to return to their classroom table during this time to prepare for dismissal.
- At the 5 minute "silent lunch", **parents must exit** the building through the front office and turn in your visitor sticker at the front desk.

-M-

MARQUEE

The Woodard digital marquee is located at the front of the campus near the first entrance of 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.

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. All medications must be new, age appropriate and with the seal not tampered with. 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 the child's name, name of medication and the directions for time and dosage. All medication must be hand-delivered to the clinic by a parent/guardian and forms will be filled out at time of medication check-in.

Non-prescription Medication (over the counter including cough drops, tums etc.): All medications including over the counter medications must be hand-delivered to the clinic by a parent/guardian, forms will be available in clinic to be filled out for permission of administration. 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 Reminder: 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/action plan 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 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 first and last name, teachers' name, grade level and the purpose/destination for the money. We encourage you to use SchoolCash online rather than sending cash to school. Cash is only accepted for the following reasons: badge replacement, cafeteria, library book fines and some PTO items such as spirit cart.

-N-

NAME THAT BOOK

Name That Book is a program designed to encourage 3rd-5th grade students to read books from a variety of authors and genres. Students will have the opportunity to participate in contests based on the 100 books chosen for the current year. Students can begin reading books in the summer or fall before the contest year and the contests will begin in late November. Contact your school librarian if you have any questions. Please use this [link](#) for the list of books.

-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! We work closely with PTO to share communication about parent involvement opportunities. Here is a link to join the [Woodard PTO Sign-up Genius](#).

PARTY DAY SCHEDULE

We will have two party days that parents can attend. One will be in the first semester on December 21, 2023 and one will be in the spring on May 31st, 2024 (last day of school). FastPass 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. There will be a maximum of 2 adults per family that may attend due to Fire Code requirements.

Non-school 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. This includes students enrolled in public, private, charter or home school settings in/out of CFISD. 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 Raptor sticker will have a special designation allowing them early access to the classroom areas.

Grade	Parent Check-in	Party Setup (PTO VIPS List Only)	Party
PE/Art/Music	N/A	N/A	N/A
PK/SOAR	9:45-10:15	10:00-10:15	10:30-11:00
Kindergarten	9:45-10:15	10:00-10:15	10:30-11:00
1 st grade	9:45-10:15	10:00-10:15	10:30-11:00
2 nd grade	9:45-10:15	10:00-10:15	10:30-11:00
LifeSkills	9:45-10:15	10:00-10:15	9:30-10:00
3 rd grade	8:45-9:15	9:00-9:15	9:30-10:00

4 th grade	8:45-9:15	9:00-9:15	9:30-10:00
5 th grade	8:45-9:15	9:00-9:15	9:30-10:00

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/nurse. 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 student will be given an orange NO PE/RECESS sticker to wear in plain view throughout the day. Please note that if your child cannot participate in PE, he/she cannot participate in recess that day either.

POSITIVE BEHAVIOR INTERVENTION & SUPPORTS (PBIS)/Bringing Out the Best /SANFORD HARMONY (Character Development Lessons)

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. We will be conducting daily morning meetings across the campus to ensure our students are clear of the performance expectations across the campus. These expectations will be reinforced 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.

All CFISD campuses have monthly Bringing Out the Best character traits and lessons to focus on with all students. In addition, Sanford Harmony is a social/emotional teaching program that cultivates strong classroom relationships between all students. The kits have been provided by the CFISD Counseling Department for all elementary campuses. At Woodard, the teaching staff has utilized the Sanford Harmony kits to develop age-appropriate lessons tailored to the needs of our students. At the start of each week, we will rotate lessons between PBIS, Sanford Harmony, and Bringing out the Best to ensure we are providing direct teaching models of the expectations we have for students to be part of the #ALLINWolfpack.

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RE-DO POLICY for Grades 2-5

CFISD 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 daily assignments/major grades for which the student earned a grade of 69 or below.
- The three opportunities can include one major (checkpoints, research projects, etc) 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).
- Prior to retesting/redoing, an intervening action plan should be created (teacher directed and communicated with parent). Examples include: re-teaching, tutoring, study guide taken home...
- MAP Test, Unit Tests, 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 (BENCHMARK/DPM/CHECKPOINTS/END OF UNIT TEST)

Benchmark, DPM, and Unit Tests cover more material over a longer instructional period, and may require an entire class or longer to complete. Checkpoints are brief "check-in" for content and may be used for grades. These assessments should only take a portion of the class period. While some of the assessments 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 assessments, 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 is completed online at [New Student Registration](#). All documents that parents are required to present for registration are listed on the district webpage.

Our campus registrar, Esther Rodriguez is available to answer questions at Esther.rodriquez@cfisd.net or 281-213-8235.

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SCHOOL CASH

School Cash is the system we use for all payments for your child’s school fees, such as t-shirt sales, organization/activity 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 4:10 P.M. for students in Pre-Kindergarten through 5th grade, unless your child is in the Pre-K SOAR program and attends 8:45-11:45 am. Students are expected to be in class beginning at 8:25 & entering no later than 8:40 A.M. Arriving on time will help ensure that your child starts the day in a positive way. Getting in the habit of starting on time each day sets your child up for long-term academic success.

	PK/PPCD (SOAR)	Kindergarten	1 st	2 nd	3 rd	4 th	5 th
Recess	9:25-9:40 & 1:25-1:40	10:00-10:30 & 2:30-2:45	10:35-11:05	11:10-11:40	11:45-12:15	12:20-12:50	12:55-1:25
Lunch	11:50-12:20	10:30-11:00	11:05-11:35	11:40-12:10	12:15-12:45	12:50-1:20	1:25-1:55
PE/Art/Music	N/A Teacher Planning 12:20-1:15	12:15-1:10	1:15-2:10	2:15-3:10	10:45-11:40	9:45-10:40	8:45-9:40

SCHOOL MESSENGER

The principal uses the CFISD School Messenger system to notify parents via phone/email/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 email 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, Esther Rodriguez, at esther.rodriquez@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 and 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 Reading on 4/17/24 and Math on 4/24/24.

-**Fourth Grade** students will take the STAAR Test in the areas of Reading on 4/16/24 and Math on 4/23/24.

-**Fifth grade** students will take the STAAR Test in the areas of Reading on 4/16/24, Science on 4/18/24, and Math on 4/23/24.

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TECHNOLOGY USE/ACCESS/ACCEPTABLE USE POLICY

Woodard prides itself 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.

Through the technology bond money, the district has provided 1:1 laptop devices for ALL CFISD students. This device is considered an essential school supply as it is required for on-campus instruction in Schoology, on-campus testing, and off-campus assignments in Schoology. While using your personal devices at home may be efficient, personal devices may not be used for state testing requirements.

For further information about the District Technology policies, you may visit the [Instructional Technology website](#). Students who violate the CFISD Acceptable Use Policy as referenced in the District Student Code of Conduct and Handbook 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 allow some walkers per parent/principal written agreement for students that live in Alder Trails, north of Cypress North Houston due to sidewalk access. We do not have crossing guards; therefore, parents are expected to drop-off and pick-up daily.

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, SpEd bus, or a student being serviced in LifeSkills riding in a car 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, SpEd bus or car 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 to the homeroom teacher or a fax to the school (281-373-2304). An email **is not** accepted in CFISD as a form to change your child's transportation. 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 3:00 P.M. without the approval of the principal or designee. Here is an example you can use if you choose, [Change of Transportation Form](#).

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-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.

If you have already been trained or previously volunteered, **ONLY complete step 2 below**. 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 below**. 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. Dad volunteers are tracked. Watch D.O.G. link to sign up is <https://forms.gle/bAkxsGHtBSLMu87t8>

If you would like to sign up as a Watch D.O.G. Dad volunteer, but you are NOT the parent, grandparent or legal guardian of a student enrolled in the CFISD school you wish to volunteer, you are required to register with the school district by completing the following:

1. <https://www.cfisd.net/Page/1699>
2. <https://cyfairisd.formstack.com/forms/consent>.

Once you have completed the above links, you should then complete the link to volunteer. Please note that it takes 7 to 14 days to process both applications. When the approval is received, then your volunteer date will be confirmed via email. If you have any questions, please reach out to wendy.espadronbrown@cfisd.net.

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.

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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!!