



CODY
ELEMENTARY

Arrival Procedures

School begins at 8:30am. It is important for your child to arrive at school on time to ensure a positive start to their day. Children should not arrive on campus until 8:15am, which is when supervision starts. They will be allowed into the building at this time to eat breakfast. All students will enter through the front entrance of the building. Access to the building will not be granted from the playground or parking lot entrances.

Assessments

Formal assessments are administered at the elementary level to help plan appropriately for students' needs and monitor their progress towards our district learning objectives. Assessments may be computer based or administered paper pencil.

Students in grades K-5 will take the MAP assessment in the fall, winter and spring. These assessments will provide teachers and parents with information on the skills that students are ready to learn. The assessment also focuses on growth and students will be participating in goal setting throughout the year. Parents will receive reports at conferences and at the end of the year.

Another optional assessment, which occurs three times a year is identifying a students' reading level through text leveling. A letter, A-Z, is called a text level. The letter represents a holistic look at the students ability to decode (read the words) and comprehend (understand) what they can read. Students in grades 3rd-5th will take the NSCAS assessments (state tests) in the area of reading, math and science (5th only). These assessments will occur in March and April 2025.

Assistance

Please be aware that Cody Elementary school staff has a wealth of knowledge regarding community resources for family assistance.

Should your family have a need, please contact any of the following people:

- Mr. Farwell, Principal
- Mrs. Vavak, Administrative Intern
- Mrs. Kallman, Counselor
- Mrs. Bird, Secretary
- Your Child's Classroom Teacher

Please call 402-715-1320 for assistance. Your call will be handled in a confidential manner.

Attendance

- **Absent/Tardy**—It is the parent/guardian's responsibility to contact the Cody Office, 402-715-1320 as soon as possible after 8:00am if your child will be absent or tardy. You may also call the school before 8:00am and leave a message on the answering machine stating why your child will be absent. Failure to report absences can result in an unexcused absence. Students are counted absent for one half day if they miss more than 1.5 hours of instructional time in the morning or afternoon. Students are counted tardy if they arrive at school late or leave early. If you know your student will be tardy and need a school lunch, please call the office by 9:00am to ensure your student gets their choice.

➤ **Homework**—If a child is absent from school, homework assignments may be requested when the absence is reported. Assignments may then be picked up in the school office.

- **Late arrival**—If a child arrives at school after we start, he/she will need to be escorted into the building by the parent, signed in on the "Student Check-in Log", then go to their classroom. The office will need to know if the child needs a hot lunch.

If your child rides a District Bus or Preschool van, please call Transportation 402-715-8474 to report that your child will not need transportation.

Awesome Ability

Each month students from each classroom, K-5, will be selected as an Awesome Ability Award Winner. Students will have a special lunch and be recognized at an all school assembly. A yard sign will also go home with the student. Be sure to bring the sign back so we can use it next month. Criteria for selection is based on a monthly theme around executive functioning traits.

Birthdays

Students may choose to celebrate their birthdays at school. It is encouraged that birthday treats be non-food items. However, all food items must be store bought and include a list of the ingredients. No food items that need to be cut and served will be allowed (ie. sheet cake, fruit, etc). Treats are to be distributed at the teacher's discretion.

Birthday invitations **may not** be distributed in the school unless the entire class is invited to the party.

Breakfast

Breakfast will be available for \$1.60 to students (lunch is \$3.15) and is served from 8:15 to 8:30am. Parents with students [qualifying for free or reduced lunch](#) will also qualify for free or reduced breakfast.

Bus Loading/Unloading Zone

- Buses will drop off students at the end of the front drive-through. The yellow painted curbs are designated for bus and van pick up and drop off. There is NO parking in this area. Please cooperate by leaving that space open, with plenty of room for the buses to maneuver. It is expected that you pull as far up as possible when picking up or dropping off your child and always give buses the right of way. At dismissal, two buses will park next to the black fenced median, and no vehicles will be allowed to park in these spots during that time. The wheelchair buses will still drop students off at the end of the front drive-through. For more information, see the traffic map sent to you via email.
- Day Care vans will drop off and pick up children in the front drive.
- **Restricted parking**—Please park in the designated parking areas in front and to the north of our school. Please do not double-park in the loading/unloading zones. Leave “handicapped” parking spaces open and accessible. Do not leave your car if waiting for your student next to a yellow painted curb. The exception would be for preschool parents who pick up their preschooler and promptly return to their vehicle. During arrival, preschool parents may park in front of the school after 8:30 a.m. No Parking will be allowed prior to 8:30am to ensure proper traffic flow.

Cell Phones/Smart watches

All student cell phone/smart watches are to be powered off and given to their teacher or office. If a student needs to contact their parent or other adult they can request to use the office phone. Students who are using their cell phones/smart watch, without permission, could be sent to the office and the parents contacted.

Childcare

The Millard Foundation provides childcare through the SPARK program, which is offered at Cody Elementary. This program is a parent pay service that provides childcare before and after school as well as during school vacation periods. Information regarding SPARK can be obtained by calling the Millard Public Schools Foundation at (402)715-1173. Their offices are located at 5225 South 159th Avenue.

Communication

Classroom communication will take place at the discretion of the teacher and should be done every other week at minimum. Monthly emails coming from the office will keep parents up to date with events and information regarding Cody Elementary.

Conferences

We will host parent teacher conferences in person during the months of October and March. As that time approaches, dates and times can be scheduled online through Pick A Time.

Dismissal Procedures

School dismisses at 3:30pm on Monday, Tuesday, Thursday, and Friday and 2:30pm on Wednesday for K-5 students. Preschool students are dismissed at 3:25pm and 2:15pm on Wednesdays. Students will be dismissed out different exits, Kindergarten playground, front doors, and preschool doors. If a child is to be dismissed early from school, a note or phone call by the parent or legal guardian is required. Notes should be given to the office for approval and then given to the teacher. Students and parents should meet in the office. Parents must notify the office if their child will be leaving with any person other than a parent or legal guardian. That person must have identification and be listed on the child's emergency information in Synergy.

Dress Guidelines

The way a student dresses and behaves has an affect on how others react to them. If the clothing or grooming is disruptive to the educational process, it will not be permitted in school. The principal, by district policy, has been given the responsibility and authority to determine appropriate dress. Students dressed inappropriately will be asked to change clothes.

E Learning

If inclement weather prevents us from coming to school, Millard Public Schools may have an "E Learning" day. Teachers will communicate lessons and assignments to you via email by 8:30am and will be available to answer questions during the school day. Students will have three days to turn in all completed assignments and activities.

Field Trips

Field trips are planned throughout the school year to bring real world experiences to the children as an extension of classroom learning. Prior to each field trip, parents will be sent specific information on date and time.

Lunch

- **Lunch Schedule**

<u>Grade Level</u>	<u>Lunch</u>
Grade 1	11:40-12:00pm
Grade 2	11:45-12:05pm
Kindergarten	11:50-12:10pm
Fully day preschool	12:05-12:35pm
Grade 3	12:15-12:35pm
Grade 4	12:20-12:40pm
Grade 5	12:25-12:45pm

Medications

All medications (prescription or nonprescription) must be brought to school by a parent in their original containers. A current medication card must be on file in the health room in order for any medication to be given to students at school.

Office Hours

The Cody office, 402-715-1320, is open from 7:45 a.m. to 4:00 p.m. Someone will be there during those hours to answer the phone, take messages and answer your questions.

Parent Teacher Association (PTA)

The Parent Teacher Association meets several times a year to organize school events and fundraisers. Parents are encouraged to attend monthly PTA meetings and to volunteer to assist with school activities.

Below is a partial list of the many school activities sponsored by the PTA.

- ❖ Carnival in May
- ❖ Boosterthon Fun Run on September 20th
- ❖ Open House-August 6th 4:30-6:00pm
- ❖ Movie Night
- ❖ Dudes and Donuts on October 17th
- ❖ Marvelous Moms on May 6th

ParentVUE

Millard utilizes the parent app called [ParentVUE](#) to communicate news and information. With this app, you can easily stay up-to-date on grades and assignments.

Parties

Cody may ask parents to assist with a Valentine's Party. The party will take place as close to the day of the holiday as possible. **NO SNACKS or TREATS** from home will be eaten by students at school. A snack will be provided by the school with all allergies and special diets taken into consideration. Students are welcome to bring a packaged treat to distribute to their classmates, but are encouraged to bring non-food items for all students in their class. All food items distributed will be sent home with students for parents to examine and distribute as they see fit.

Positive Behavior Intervention Support (PBIS)

Cody Elementary is proud to be recognized as a Positive Behavior Intervention Support School (PBIS). PBIS serves as the basis for our behavior management system. Students are recognized for following the school rules of: Be Respectful, Be Responsible, Be Safe and Be Caring. Cody Elementary has established expectations for all areas of our school and students are taught to follow these expectations.

Physical Education

Students need appropriate shoes on P.E. days to be able to participate. If a student cannot participate for three consecutive class sessions, a doctor's note will be necessary.

Recess

Recess will be located outside unless the temperature or wind chill is 0 degrees or below. Students will need to dress accordingly.

Safety Patrol

Fifth grade students serve as our Safety Patrol. Safety Patrol will be on duty from 8:15–8:30am every morning and from 3:30–3:40pm, Monday, Tuesday, Thursday, Friday, and from 2:30–2:40pm. Wednesday. Safety Patrol members are responsible for finding their own substitutes.

Students are asked to cross at street crossings occupied by safety patrol members. Please encourage your child to treat the patrol members with respect. It is only for students' safety that the patrol exists.

School Improvement Team

Our Cody School Improvement Team is a group of parents and staff that guide implementation of our Site-Based Strategic Plan. The team generally meets four Mondays a year at 3:45pm. Please contact Jason Farwell, Principal, jafarwell@mpsomaha.org at the school for more information.

School Pictures

Individual pictures will be taken through Modern Images Photography on September 18th. Retakes will be October 22nd. Ordering information will be sent home closer to Picture Day.

Shout Outs

Each week students from each classroom, Kindergarten through 5th grade will be recognized for their academic/behavior efforts of the past week. Students are recognized at our all school assembly. Criteria for selection is at the teacher's discretion.

Social Media

Millard Public Schools and Cody Elementary are active on social media websites. Stay up to date by following Cody on X @CodyElementary. There are also Cody community groups available on Facebook. Check out the Cody Facebook page at <https://www.facebook.com/Codyelementaryschool/>. Also be sure to check out our Cody PTA facebook page for events and information.

Visitors

Parents/Guardians and other patrons of the district are welcome and encouraged to visit Cody. In order to create a safe learning environment for our students, all visitors are required to enter the front doors and report to the office to notify staff they are in the building or on school grounds. Visitors may be asked to provide a picture ID. Visitors will sign in and be given a name tag to wear while they are in the building or on school grounds.

Volunteers

Our school program provides an opportunity for parents and teachers to work together for the benefit of Cody students. Your talents, skills, and special interests

will be great assets to us. A volunteer form may be picked up from the office. Please return them to the classroom teacher if you are willing to assist in any way. We hope you will consider working with us at school by sharing your talents with students and staff.

Watch D.O.G.S. (Dads of Great Students)

Cody is proud to continue the national WATCH D.O.G.S. program this year. This program is designed to invite our dads and other male role models into our school. We see dads as a vital part of the educational process and believe this program will offer the opportunity for dads to get involved in our school! All dads, uncles, or other male role models are welcome to sign up! Our kick off event will be Thursday, September 12th at 5:30pm. WATCH D.O.G.S. candidates may be requested to complete a background check to be eligible to volunteer in the school.

YES I CAN

The YES I CAN attitude is displayed by students and staff at Cody on a daily basis. We adopted this motto as we know things will get tough at school, you may not want to start your classwork or complete your assignment. If we embody the YES I CAN attitude we can accomplish anything we set our minds to. Let's say YES I CAN to our responsibilities at school or in life!