

# CODY HANDBOOK FOR PARENTS

## 2007-2008

Cody School  
2000 West Second  
535-7132

August 27, 2007  
Issue #1

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Dear Cody Family,

Welcome to the 2007-2008 school year. We hope you have had a great summer and that you are ready for a productive and successful new school year.

**Cody's mission is to provide a safe, positive learning environment where students can successfully work towards reaching their full potential.**

**We believe all students:**

1. . . .*can learn*
2. . . .*want and need to feel/be successful*
3. . . .*need positive affirmation*
4. . . .*deserve a safe, positive learning environment*
5. . . .*deserve an equal educational opportunity*
6. . . .*want to learn*
7. . . .*need to take an active part in their education*

You as parents play an important part in your child's educational process. To help keep you informed, newsletters will be sent monthly. Please give the newsletter your careful attention.

At Cody we encourage parent involvement. Each day is "Open House". Parents are encouraged to visit school and see first hand what your child is doing.

**Attached is an enrollment card (large blue card). Please complete it and return it by Friday, August 31, unless you completed one during preregistration in August.**

Working together we'll have a great year.

Educationally yours,

Mr. Tom Coviello  
Principal

## CODY STAFF MEMBERS

Principal	Tom Coviello
Fifth Grade	Mackenzie Green
	Wes Andre-Henn
Fourth Grade	Kim Flanders
	Jill Walters
Third Grade	Denise Flanders
	Dawn Folchert
Second Grade	Donna Awtry
	Melanie Lehmkuhler
First Grade	Amanda Gribble
	Mary Thompson
Kindergarten	Tammy Michaels
	Hannah Hellbusch
Resource 3	Janet Henne
	Marcia Serrato
Resource	Marilyn Hain &
Literacy Coach	Susan Evans
Speech	Chris Vieyra
Music	Allison O'Neill
5th Grade Orchestra	Dawn Fickel
Physical Education	Duane Skiles
Elementary Counselor	Monica Kramer
Library Media Specialist	Kathy Brochtrup
School Nurse	Cheryl Jewell
Secretary	Connie Schaefer

## Calendar for 2007-2008

August 27	-	First day of school – <b>Noon dismissal</b>
August 28-31	-	2:00 dismissal.
September 3	-	<b>No School</b> – Labor Day.
September 21	-	<b>No School</b> – Professional Learning Communities/Planning day.
October 5	-	<b>No School.</b> Site day.
October 19	-	<b>No School</b> – Professional Learning Communities/Planning day.
October 26	-	End of 1 <sup>st</sup> quarter.
October 29	-	<b>No School</b> – Planning/grading for teachers.
November 8 & 9	-	<b>No School</b> – Parent Teacher Conferences
November 21-23	-	<b>No School</b> – Thanksgiving Break
November 26	-	<b>No School</b> – Continuing Education for teachers.
December 21	-	<b>No School</b> – Professional Learning Communities/Planning day.
December 24-January 2	-	<b>No School</b> – Christmas and New Year's Break
January 18	-	<b>No School.</b> End of 2 <sup>nd</sup> Quarter. Professional Learning Communities/Planning day.
January 21	-	<b>No School</b> – Continuing Education for teachers.
February 1	-	<b>No School</b> – Professional Learning Communities/Planning day.
February 22	-	<b>No School</b> – Professional Learning Communities/Planning day.
February 25-27	-	Winter Break.
March 14	-	<b>No School</b> End of 3 <sup>rd</sup> quarter. Professional Learning Communities/Planning day.
March 19 & 20	-	<b>No School</b> – Parent Teacher Conferences
March 21 & 24	-	<b>No School.</b> Easter Break.
April 18	-	<b>No School</b> – Professional Learning Communities/Planning day.
May 9	-	<b>No School</b> – Professional Learning Communities/Planning day.
May 12	-	<b>No School.</b> Debriefing Day.
May 28	-	Last day of school. Noon dismissal

## DAILY TIME SCHEDULE

- 7:50-7:55 A.M. - BREAKFAST PROGRAM for those desiring in the gym.  
Please use entrance by the office.  
**PLEASE DON'T ARRIVE BEFORE 7:45 A.M.**
- 8:10 A.M. - Students may come on the school grounds.  
**No supervision is provided before this time. Please don't have children here earlier than this time.**
- 8:20 A.M. - Doors open. Students may enter classroom. **It is best if students can arrive between 8:25 A.M. and 8:30 A.M.**
- 8:20 A.M. - Classes begin.
- 8:25 A.M. - **Tardy bell rings.**
- NOON SCHEDULE:
- |              |                  |
|--------------|------------------|
| Kindergarten | 11:40-12:20 p.m. |
| 1st Grade    | 11:50-12:30 p.m. |
| 2nd Grade    | 11:55-12:30 p.m. |
| 3rd Grade    | 12:15-1:00 p.m.  |
| 4th Grade    | 12:19-1:00 p.m.  |
| 5th Grade    | 12:24-1:00 p.m.  |
- 3:35 P.M. - Dismissal for all grades.

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## LUNCH AND BREAKFAST TICKETS

Cody's cafeteria uses an automated cash register system. Each student is assigned a 4 digit personal Keypad Number. It is important that each student memorizes his/her Keypad Number since this number will be used daily **for breakfast, lunch, and milk money.** **NO MONEY WILL BE ACCEPTED IN THE CAFETERIA LINE.**

At meal time students will punch in their Keypad Number on a keypad. If there is enough money in the account to pay for the meal the transaction will proceed and the amount deducted from the balance. **If there is not enough money in the account, the cashier may serve the meal and put the account in debit (a negative balance). The following day the student should bring enough money to pay the negative balance and purchase more meals.**

**When making a deposit into your child's account, place the payment in an envelope with the following information on the outside of the envelope:**

Student(s) Name (**First and Last**)  
Student(s) School  
Name of Teacher

**Amount enclosed for each student**

We strongly encourage parents to purchase at least weekly tickets or even multiple weeks.

Students on free and reduced lunches will also use the Keypad Number.

**Lunch/Breakfast/Milk costs are (subject to change for the 2007-2008 school year):**

Regular priced lunch - \$1.60 per day or \$8.00 per week. **PLEASE BUY WEEKLY OR MULTIPLE WEEKS.**

Reduced lunches 40¢ per day payable \$2.00 per week for those approved.

Breakfast costs are \$1.00 per day (\$5.00 for a week) for regular priced students and 30¢ per day (\$1.50 per week) for reduced prices.

Extra milk costs 30¢ per day (\$1.50 per week). Students get 1/2 pint with their lunch.

Students who qualify and are approved will receive free lunch and breakfast.

## LUNCH HOUR

Students who do eat at school are expected to follow these rules in the lunchroom:

1. Speak softly.
2. No food throwing.
3. Students are strongly encouraged to try at least one bite of everything.  
We expect food chosen from the food bar to be eaten.
4. Food may not be traded.
5. Remain seated until dismissed.
6. Follow directions first time given without mumbling or talking back.

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## SCHOOL DISCIPLINE

The elementary folder contains a district wide "Student Conduct and Behavior" policy. This policy lists the district's expectations and possible consequences. **Please go over these with your child.**

At Cody School our discipline plan used is the Boys Town Model of Social Skills. This plan helps Cody students be assured of the excellent learning climate they deserve.

As a staff, we cannot accept any students stopping us from teaching or any student from learning. We cannot accept any student causing disruptions that are detrimental to a productive school climate.

We believe that all our students can behave appropriately in school. We feel consistency is important. We also believe that those students who do behave appropriately should be recognized for their good behavior.

Basically most classrooms have these rules:

1. Follow directions first time given.
2. Keep feet, hands, and objects to self.
3. Raise hand and wait to be called upon.
4. Stay in seat.
5. No disrespectful language or actions such as put downs, teasing, and vulgar actions or language.

On the playground at Cody we expect the following:

1. Hands, feet, and objects to self.
2. Follow safety rules.
3. Follow directions first time given. **NO TALKING/MUMBLING BACK.**
4. Respect others, put downs, teasing, harassing, bullying, spitting, and vulgar language or actions are not permitted. **CODY IS A NO TEASE ZONE.**
5. Stay on playground and come in when the bell rings.

Children who choose to follow the rules will be rewarded for their behavior. It is in your child's best interest that we work together.

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## KIDS KLUB

Does your child go home to an empty house after school? Cody School children have access to an after school program, KIDS Klub. The program provides care for students starting at 3:35 p.m.-5:30 p.m. The program is designed for children in grades Kindergarten - 5th.

If you'd like to enroll your child or need further information, call 696-3360.

## **FAMILY EDUCATION RIGHT AND PRIVACY ACT**

- **Exclusion forms are available at the office.**
- Completion of these privacy forms is optional.
- **Should you choose to complete and sign this form, your child's name will not be included in such things as:**
  - School picture composites.
  - Newsletter articles.
  - All school programs.
  - Any class list such as perfect attendance, honor roll, Valentine's Day class list, etc.
  - School directory.
- **If you desire to complete such an exemption form, please stop at the school office on or before Friday, September 21.**
- *The district will assume you are granting permission to include your child in such school information if YOU DO NOT fill out the exclusion form.*
- Please call the office (535-7132) if you have a question concerning the Exclusion Form.

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## **FEE WAIVER APPLICATIONS**

- Fee Waiver applications are available at the office should you wish to apply.
- To qualify for a fee waiver you must qualify for free or reduced lunches.
- The only fee at the elementary level which is subject to the waiver is Fifth Grade Orchestra instrument rental fee.
- There are no other fees charged in the elementary grades.

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## **SCHOOL SUPPLIES**

All students have been given a suggested school supplies list. **Please check regularly** with your child to see if they have the necessary school supplies. Extra Kleenex are often needed. Reminder notes will be sent as needed.

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## **DOORS/SAFETY**

**All of the outside doors except the main doors by the office will be locked throughout the school day.** This is done to ensure the safety of the students and staff. If you come into the building at any time during the day, enter through the main doors at the corner of 2nd and Carr and report to the office before going to classrooms.

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## **PARENTS CAN HELP KEEP CODY A SAFE SCHOOL**

- Keep your ears open when children are talking.
- Talk to your children about respecting others and about not ridiculing others.
- Encourage children to report incidents of violence to school personnel.
- Advise children that we take statements of violence and fighting very seriously. Students who make these statements will face disciplinary action.

## PARTY INVITATIONS

If you plan for your child to distribute party invitations to classmates at school, please follow these guidelines:

1. Send invitations for **ALL** class members or for **ALL OF THE SAME SEX**. Examples: Make sure all the boys have an invitation or all the girls get an invitation.
2. When distributing invitations at school, check with the teacher so it is certain everyone or all boys/girls have been invited.
3. If only certain classmates are invited, the invitations should be mailed or hand delivered to homes for those invited.

Thanks for your cooperation. The procedures will help to prevent hard feelings.

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## IMPORTANT ITEMS TO REMEMBER

1. Students are to refrain from running, or being loud and noisy in the halls, classrooms, cafeteria and assemblies.
2. When dismissed students are expected to leave the playground.
3. Children who ride bicycles to school must walk them onto and off the grounds. Bicycles should be locked to the rack. Children in Kindergarten, First, and Second Grades may not ride bikes to school. This is for your child's safety. **PLEASE DON'T ASK FOR AN EXCEPTION TO THIS POLICY.**
4. **Scooters** are permitted only in grades Third-Fifth. These must be pushed on and off the grounds.
5. **Cell phones, lazer pointers, baseballs, toy guns, roller skates, roller blades, skateboards, or ice skates are not allowed.**
6. Dogs should not be loose on the grounds. The city dog pound will be called to pick up stray dogs.
7. Students are expected to refrain from throwing snowballs or other such objects on or near school grounds.
8. **Toys at school** - Personal toys brought to school are the child's own responsibility. If lost, broken, or stolen the school is not responsible. It is best if such items are not brought to school.
9. **Please refrain from having balloons and/or flowers delivered to your child at school. Any such deliveries will be held at the office until dismissal time.**

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## VISITING SCHOOL

Parents are always welcome at Cody. Parents are asked to visit classrooms. However, maximum protection of all children is important, therefore, we need to know who is in the building at all times. **Visitors are asked to enter by the front office entrance at 2nd and Carr and stop at the office to identify themselves before going to the classroom.**

The following guidelines we hope will make your visit productive:

1. Please use quiet voices so that other student learning will not be negatively affected.
2. You have only one lap, and there are 20 children, so please do not hold the children during group instruction. It leaves others feeling rejected.
3. You are the adult please do not try to be the student's buddy. They love and want role models.
4. Do ask the teacher any questions as to their objective and style of lesson. When the children are either busy working or at music and P.E., would be the best time for such questions.
5. Do make suggestions as to possible enhancements to instruction....many ideas are a new exciting approach.
6. Do visit **OFTEN**, but try to limit visits to 1/2 of the student's school day or one class period.
7. Lunch time is a good time to come visit and interact with your son or daughter. Be sure to reserve a lunch by calling by 8:45 a.m. or better yet send a note to your child's teacher.
8. For student safety we request that noon visitors refrain from going to the playground after lunch.

## Youth Visitors

We request and encourage parent visits, however, youth visitors are discouraged. Visitations by other students tend to add confusion and interrupt the daily routine. These visitations are limited to the noon lunch period or last hour of the day.

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## ABSENCE FROM SCHOOL

- **Punctuality and regular attendance are very important!** Daily school attendance is like a job; make school attendance and your child's education your "number one" priority!
- Schools are responsible for teaching your child, but schools can't do their job if your child is absent. A child who misses a day of school also misses a day of learning that might never be replaced.

### Absentee Guidelines:

#### **Site Letter**

1. Any student who has 5 days (cumulative) of nonattendance anytime within the first semester may receive a letter from the school.
2. Any student who has 8 days (cumulative of nonattendance anytime with the second semester) may receive a letter from the school.

#### **Letter from the Attendance Officer**

1. Any student who has 10 days (cumulative) of nonattendance the first semester may receive a letter from the attendance officer.
2. Any student who has 12 days (cumulative) of nonattendance the second semester may receive a letter from the attendance officer.

#### **Letter from the County Attorney**

1. Any student who has 20 days (cumulative) of nonattendance anytime in the given school year may receive a letter from the county attorney and/or the parent may be cited under the Compulsory Education Attendance Act, Statue 79-201.

**We appreciate your call when your child is absent for any reason. It saves the school secretary from calling you since we try to call each child who is absent. Children who miss school for any reason must bring an excuse signed by parents unless parents have notified the school by phone the day the child was absent.**

If your child is ill, it is very helpful in the upper grades if homework can be picked up. This way your child doesn't fall so far behind in their work.

**We realize medical and dental appointments sometimes must be made during school hours. If possible it's best if these appointments can be made near the end of the school day.**

It is best if possible when vacations are planned for school breaks and weekends.

**The North Platte School adopted a new policy in 2006-2007 regarding tardies. If a child is tardy 30 minutes that child will be counted ½ day absent. If the child leaves 30 minutes before lunch or at the end of the school day that child is counted ½ day absent.**

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## MAKE-UP POLICY

We do realize that children miss school occasionally for illness or emergencies. The district policy on making up assignments states, "All work missed, whether for illness or otherwise, **is to be made up within the number of days absent plus one day**. Example: If a student is ill for two days, they have three days to complete make-up work.

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## KEEPING CHILDREN AFTER SCHOOL

When it is necessary to keep a child after school for completion of daily work, for behavior conferences, or for any other important matter, we ask for your cooperation and backing. Should it be necessary to keep a child later than 4:00 P.M., we will ask that he or she call home to inform parents.

## EMERGENCY CARD INFORMATION

**ANY CHANGES IN THE INFORMATION ON A STUDENT'S EMERGENCY CARD SHOULD BE SENT TO THE OFFICE IMMEDIATELY. This can be very important when a child is ill or injured at school.**

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### DRESS CODE

Proper grooming and dress is important to a productive classroom. The Cody's dress code states:

1. T-shirts may be worn as long as writing/pictures are not vulgar, violent or deviant in nature, obscene, advertise alcohol/drug substances, or denote gang membership/activity.
2. Clothing must cover the body. Shorts of a modest, reasonable length are allowed. Tube tops, halter tops, spaghetti straps, see-through fabrics, muscle shirts with large arm holes, or clothing with bare midriffs are not permitted. Modesty will be the "rule of thumb". If your child's raised arm causes the tummy to be exposed, the top is inappropriate for school. It is important that we send the message to students that we are here for learning and will expect dress that supports that end, rather than detracts from the educational purpose of Cody.
3. Biking shorts need to have another pair of shorts or skirt over the top.
4. Pants must be worn at the waist with or without a belt.
5. Footwear appropriate to the kinds of activity elementary students engage in is in line. Tennis shoes are highly recommended. Heeled shoes, strappy sandals, and flip-flops, cause blisters, slipping and falling in PE and on the gravel play areas.
6. Face tattoos, face painting or body tattoos not covered by clothing are not allowed.
7. Chains or spiked apparel of any type is not permitted.
8. No headwear of any kind is allowed in the building. This includes: hats, caps, scarves, visors, etc. This applies to both boys and girls.
9. Make-up, face glitter, lip gloss, etc. are not appropriate to elementary school youngsters and will not be allowed. If your student comes to school wearing such, they will be directed to wash the substance off.
10. Students wearing dangly earrings, large hoop earrings or costume jewelry that poses a safety concern in PE or on the playground will be directed to remove the item and put it in their back pack. During playtime serious injury can occur with such items.

If the appropriateness of a clothing item is in question, parents may be called to bring a change of clothing to school. Remember that we are here for an EDUCATIONAL purpose. Anything which detracts from that purpose is inappropriate and will be addressed.

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### CELL PHONES

Students are not to have cell phones turned on or in use during school hours (8:00 a.m.-3:45 p.m.). If a student is caught using his/her cell phone, or the cell phone rings during school hours, the cell phone will be confiscated and given to the Principal. The Principal will return the cell phone to the offending student at the end of the school day. Second offense, the phone will be confiscated by the Principal, and the parents must come to school to pick up their child's cell phone.

Students are to make "all" phone calls from the office telephones. Office telephones are used for business purposes and should be used by students only in emergencies and special situations like illness. Students should make arrangements for rides home and visiting friends "before" coming to school.

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## MEDICATIONS

Medication should be given at home whenever possible. If 3 doses of medicine are to be given a day, we strongly encourage you to give these 3 doses at home (before school, after school, and at bedtime) unless otherwise specified by your doctor.

In the event school personnel are requested to administer prescription medication or over the counter medications during school hours please keep these policy guidelines in mind:

- **The parent/guardian will take sole responsibility to transport medication to and from school. The only exceptions will be eye drops, ear drops, and topical medications which may be transported to and from school by the student.**
- **Over the counter medications need to be sent in their original containers, also, with a written note from the parent or guardian requesting use by the child.**
- **Be sure prescriptions are in their original prescription bottle.**
- **Parents/guardian must stop at the office and fill out a medication permission slip with specific instructions: name of medication, exact time(s) such medication is to be administered.**
- **All medications will be stored at the office.**
- **Medications not picked up at the end of the school year by parent/guardian will be destroyed by the school nurse.**
- **Students will be allowed to keep cough drops in their classroom for access from the teacher when brought to school, accompanied by a parent note requesting use by the child.**

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## LISTEN TO RADIO FOR WEATHER RELATED CANCELLATIONS - DON'T CALL SCHOOL

### SCHOOL CALLED OFF FOR BAD WEATHER

If school is being called off due to stormy weather, please listen to the local news media. **DON'T CALL THE SCHOOL.** This only ties up the phone lines.

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### TOBACCO FREE SCHOOLS

The North Platte Board of Education recognizes that the use of tobacco represents a health and safety hazard that may have serious consequences for the tobacco user and the non-user. In order to protect students, staff, and visitors, the board prohibits tobacco use by all staff and visitors on all school property including school vehicles.

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### EARLY RELEASES FROM SCHOOL

When possible, appointments for doctors or dentists need to be made outside of school hours. We realize this isn't always possible.

When picking your child up before regular dismissal time, please come to the office. We will then call for your child. This is for their protection. We are then certain they are leaving with the correct adult.

## CRISIS EVACUATION PROCEDURE

Cody School has developed a Crisis Response Plan that is designed to minimize danger to anyone occupying the school should an emergency occur. Our main objective is to attend to the health and welfare of your children in event of a crisis.

In most emergencies your children will remain and be cared for at the school. In the rare event of an emergency affecting Cody such as a broken gas line, a fire, or toxic spill, Cody's students will evacuate to First Baptist Church, 100 McDonald Road.

We ask that you follow these procedures if you hear of a school emergency:

1. **Turn on your radio or television.** Media will be kept informed.
2. **Please do not telephone the school.** Lines **MUST** be kept open for us to respond to the emergency.
3. **Please don't come to the school unless requested to pick up your child.** Any emergency involving your child's school may mean emergency vehicles, and workers must be able to get to the building.
4. **If the emergency necessitates relocation of staff and students, you will be informed via the media.**

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## SHELTER IN PLACE

In case there is a chemical spill in the area and toxic fumes are present, Cody has a "Shelter in Place Plan".

Students and staff will remain inside in designated area. Windows and entrances to these areas will be sealed with plastic. Outside entrances will be closed and locked until the all clear signal is given.

**Please do not come to the school and try to pick up students since doors will be locked and you will be unable to enter the building due to the toxic fumes outside.**

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## SAFETY SAFETY SAFETY

When bringing and picking up students in the alley behind Cody, please follow these procedures:

- **Enter only from the west** off Emory Street.
- **Exit only to the north** onto 2nd Street.
- **Please keep the traffic flowing one way only.**
- This will make it safer for students and could prevent an accident.

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## PETS AT SCHOOL

Bringing of pets to school for show and tell is discouraged due to student allergies and safety. Please bring pictures of pets instead.

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## FOOD ALLERGIES

If your child has a food allergy, we ask that you bring some prepackaged treats which your child can eat. These will be kept by the teacher and substituted for treats at birthdays and holiday parties. Thanks for helping to keep your child safe.

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