



**Ed Cody
Elementary**

10403 Dugas Rd.

210-397-1650

School day

7:40am -3:00pm

**Ed Cody Elementary
Parent/Student
Handbook**

2025

ENGAGE

WELCOME

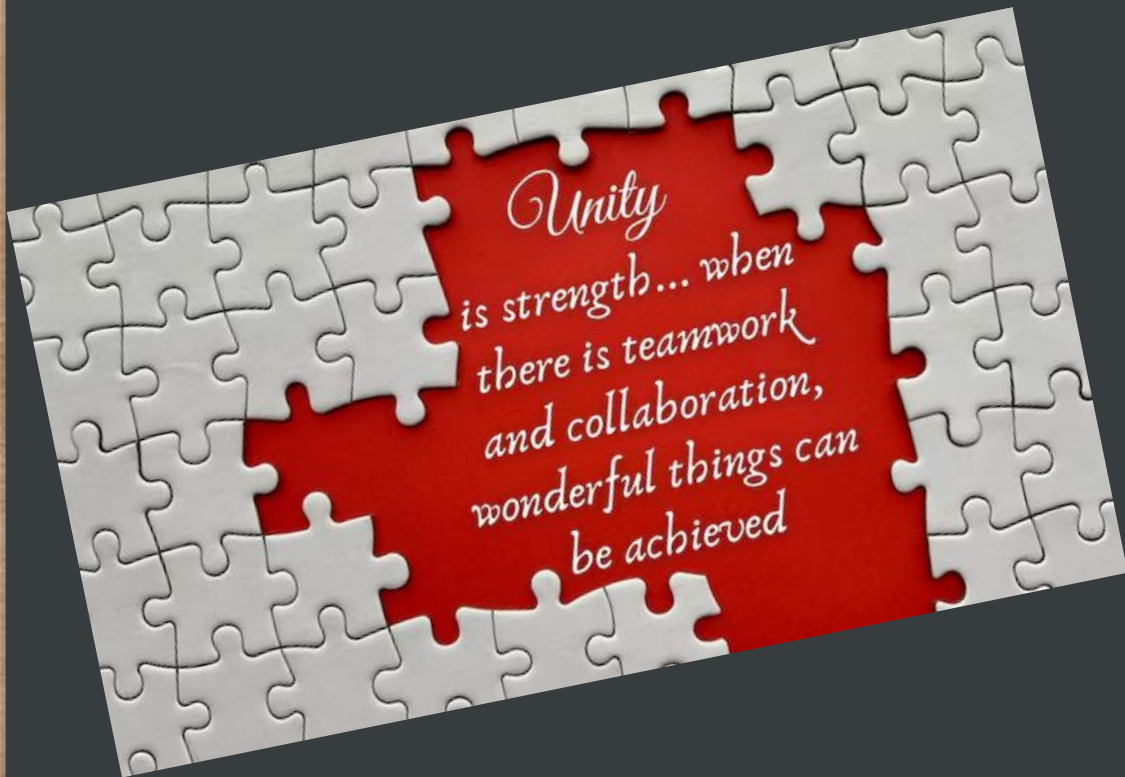
EXPLAIN

APPLY

SHARE

REFLECT

EXTEND



Welcome Colts!

Dear Cody Families,

We would like to welcome you to the 25-26 school year at Ed Cody. Our top priority is to keep your children safe while making sure they all receive a rigorous education based upon their own personal needs. We are excited to see all of our returning students and families and cannot wait to meet all of our newest Colts! We know it is going to be a great school year filled with learning and growing together!

Georgette Carrasco, Principal

Celina Quintanilla, Associate Principal

WELCOME

MISSION,
VISION, &
EXPECTATIONS

DRESS CODE

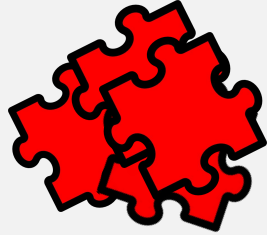
ELECTRONIC
DEVICES

ARRIVAL &
DISMISSAL

SAFETY &
SECURITY

EXTRAS

Ed Cody Mission and Vision

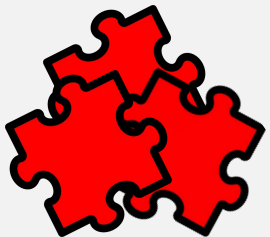


Mission

We will Grow and Achieve Together.

Vision

Cody students will be empowered with a well rounded education to positively impact their future.



Core Beliefs

- Each student will receive a quality education that honors their voice and prepares them to engage, contribute, and succeed.
- Cody students' safety and well-being are directly linked to their academic achievement and future success.
- Foster meaningful relationships among students, parents and families, educators, and our community to build student success.
- All Cody Faculty and Staff have an impact on student growth.
- Cody is essential to foster community and develop engaged citizens.

Campus Theme

**ED CODY
ELEMENTARY**



Making the impossible possible!

Cody Expectations

- Be Responsible
- Be Respectful
- Be Safe
- Be Prepared

Dress Code

Students are expected to wear appropriate clothing. Dresses and skirts should be appropriate length (mid thigh or touching knee). Tank tops, halter tops, spaghetti straps and midriffs are not acceptable school wear. Wrestling shirts, shirts that advertise any items banned from Northside (to include smoking, alcohol ads, drugs), as well as clothing that is suggestive, indecent or causes a distraction requires staff intervention. In grades 3 through 5, short shorts and other types of play attire are generally not considered to be conducive to a good learning climate; however, no more than 4 inches above the kneecap will be permitted if tasteful. Cutoffs or tight knee-length exercise/bicycle shorts will not be permitted. Ballet type pants are not acceptable unless worn underneath a dress.

Pants must fit at the waist; if the pants hang low, the student must keep them at the waist with a belt. Oversized pants are not appropriate. **Hair color must adhere to the student code of conduct which refers to natural color.**

If a student wears inappropriate clothing, the classroom teacher will conference with the student privately first; contact the parent and review the NISD dress code policy. Repeat offenders will be referred to administration for review. Campus administration will facilitate calls home to accomplish wardrobe changes as necessary. Offensive shirts can be turned inside out with parent permission if another shirt cannot be brought to the school.

Cell Phones / Electronic Devices

Students will not be called to the telephone except in the case of an emergency. Student devices include personal cell phones, smart watches, tablets, ipads, personal recording devices, etc.

ALL personal communication devices to include SMART watches, personal tablets, and cell phones must remain on silent and in backpacks for the school day. Personal recording devices should not be on during the day. If you need to get in contact with your child please call the front office.

***Devices may not be taken to recess or lunch.**

Phones at recess or lunch may be picked up and turned into Administration to hold until the end of the day.

The school is not responsible for items brought to school. Expensive items such as technology and phones are brought to school at the owner's expense.

Allowed Items

Students may bring jump ropes and round balls that are not hard. They must be clearly marked with permanent marker to clearly identify the owner. Acceptable recess items include balls, chalk, or jump ropes.

Arrival and Dismissal

Parents will drop off students in the back loop from 7:00 a.m. to 7:40 a.m.

Students in Pre-K/ECSE will eat breakfast in the cafeteria until 7:40 a.m. and monitored by staff.

Students in Kinder through 5th grade will sit in the hallway at 7:15 am and be monitored by a staff member. All students are welcomed to eat breakfast in the cafeteria between 7:00 a.m. to 7:40 a.m. The tardy bell rings at 7:45 a.m.

Parent Pick up is in the back loop from 3:05 p.m. to 3:25 p.m.

Students who walk home will exit from the back loop and line up on the sidewalk near the back awning. This dismissal is for walkers only.

No cars will be allowed to drive through the front parking lot for pickup.

Late Pickups

At 3:25 p.m. parents will need to park and walk into the building to sign their child out.

Safety and Security

At Northside, student safety is a top priority. We use a common set of safety procedures called the Standard Response Protocol (SRP). These are simple, clear actions that all students and staff across Northside ISD are taught to follow in case of an emergency.

Students will learn these steps and practice them throughout the year. By using the same safety language and actions at every school, we help ensure that everyone—students, staff, and families—understand what to do to stay safe.

Together, we are creating a safe and prepared learning environment for all.

IN AN EMERGENCY TAKE ACTION



HOLD! In your room or area. Clear the halls.

STUDENTS

Clear the hallways and remain in room or area until the "All Clear" is announced
Do business as usual

ADULTS

Close and lock door
Account for students and adults
Do business as usual



SECURE!

Get inside. Lock outside doors.

STUDENTS

Return to inside of building
Do business as usual

ADULTS

Bring everyone indoors
Lock outside doors
Increase situational awareness
Account for students and adults
Do business as usual



LOCKDOWN! Locks, lights, out of sight.

STUDENTS

Move away from sight
Maintain silence
Do not open the door

ADULTS

Recover students from hallway if possible
Lock the classroom door
Turn out the lights
Move away from sight
Maintain silence
Do not open the door
Prepare to evade or defend



EVACUATE! (A location may be specified)

STUDENTS

Leave stuff behind if required to
If possible, bring your phone
Follow instructions

ADULTS

Lead students to Evacuation location
Account for students and adults
Notify if missing, extra or injured students or adults



SHELTER! Hazard and safety strategy.

STUDENTS

Use appropriate safety strategy for the hazard

ADULTS

Lead safety strategy
Account for students and adults
Notify if missing, extra or injured students or adults

Hazard

Tornado
Hazmat
Earthquake
Tsunami

Safety Strategy

Evacuate to shelter area
Seal the room
Drop, cover and hold
Get to high ground

Birthdays and Parties

Birthdays

Students are allowed to bring cupcakes or a small treat to school on their birthday. We request items to be store bought and/or individually wrapped. No whole cakes please. Cupcakes or treats will be given out at the end of the day, right before dismissal. Pizza and other food items will not be allowed for birthdays. These items cannot be given out at lunch due to federal guidelines for our lunch program.

Snacks

We encourage ALL students to bring daily snacks & refillable water bottles. They cannot share snacks or bring snacks for others due to allergy concerns.

Parties

We will have two classroom parties and one additional campus event approved by administration. We will only allow food items and refreshments on these days. Please do not bring snacks or goodies for any other celebration times. (except for birthdays)

We will have the following classroom parties at Ed Cody Elementary:

Winter Holiday Party

Fiesta Party

PTA and Volunteers

We encourage all families to join PTA. PTA pays for student field trips and special events on campus. This is funded through our membership dues and PTA fundraisers. If you don't have time to volunteer for PTA, simply joining will help fund activities on campus.

PTA Dues

\$10 - Single Membership

\$25 - Family Membership

PTA Officer

President - Mrs. Amorette Obregon

VP Membership - Mrs. Kayleigh Hill

Treasurer - TBD

Secretary - TBD

Other Volunteer Opportunities

If you want to participate in any of the following activities, please contact the school or child's teacher. Volunteer Opportunities include:

- Cutting out items at home for teacher
- Helping with school pictures
- Helping with vision and hearing tests
- Assisting with Class Parties
- Assisting with Bike Rodeo
- Assisting with Field Day
- Special Events

Field Trips

- Field trips must take place within the instructional day, departing after 9:00 a.m. and returning by 2:00 p.m.
- Parents/Guardians are needed and welcome to accompany students on field trips, but
- the designated teacher is in charge and is responsible for the safe conduct of students.
- Chaperones must clear a background check prior to the field trip date.
- Non-enrolled children of chaperone parents attending a field trip may not attend.
- Full information about planned field trips will be sent to parents.
- Conduct, language and attitude on the bus and at the site of event will reflect the courtesy and proper conduct in keeping with the type of event.
- School songs and cheers are welcome when the occasion is appropriate.
- Students will be assigned to buses. A student who rides to an event on a school bus will ride the same bus back to school.
- Dress on the bus will be the same, as that required at school unless the principal should direct otherwise.



Cody Clubs

Basketball

Cardboard Arcade

Choir

Patrols

Project Acorn

Robotics

Solar Cars

Strings

Young Astronauts

Thank you!

Please contact the school if you have any questions or concerns. Our school phone number is 210-397-1650.

Parents we need your support!!!

**YOU ARE THE MISSING PIECE OF
THE PUZZLE!!!**





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