



Coosa Elementary School
A Leadership School
Student and Parent Information
2024-2025 Year

45 Middle Road
Beaufort, SC 29907
(843) 322-6100
(843) 322-6187-FAX

School Website: <http://ces.beaufortschools.net/>
Facebook Page: <https://www.facebook.com/coosaelementary/>

ACKNOWLEDGEMENT FORM

Your signature below confirms that you received and agree to review the Student and Parent Information handbook. Your signature does not mean that you agree or disagree with the information contained, but rather that you have received a copy of these procedures and guidelines. The parent and student handbook is not a substitute for BCSD's policies and procedures. This handbook is meant to be a quick guide to highlight the most frequently addressed BCSD policies as well as procedures specific to Coosa Elementary.

Student Name (PRINT)

Parent Signature

“Growing Great Leaders Who Dream More, Learn More, Achieve More, and Become More”

STUDENT AND PARENT INFORMATION
ARRIVAL AND DISMISSAL
The school hours are 7:45 a.m. – 2:45 p.m.

Morning Arrival

- 7:15 - 7:45 a.m. Students can begin entering the building at **7:15 a.m.** Students that wish to eat breakfast will report to the cafeteria. Those not eating breakfast will report directly to classrooms. Students **should arrive by 7:25 a.m.** to eat breakfast. Arriving beyond this time may result in a tardy pass being issued. Students should be in their seats and ready to learn by 7:45 a.m.
- 7:15 - 7:45 a.m. Car rider drop-off on the left side of the school where staff supervises. Please do not drop off students prior to this time.
- 7:45 a.m. Morning announcements and the instructional day begins.
If students arrive at school after 7:45 a.m., they must be accompanied to the front office by a parent or guardian to obtain a tardy pass. **Students should not enter the building alone.**

Instructional Day

- 7:45 - 2:45 p.m. During these hours, students are engaged in the learning process. It is critically important to your child's education that he/she be in school during this entire time. **Students cannot be checked out after 2:15 p.m.**

Dismissal Process: Car riders are dismissed to their designated pods. Students will only be dismissed to a car displaying a Coosa Elementary-issued car tag, **no walk-ups**. Cars should enter Fiddler Road from Brickyard Point Road South. Please do not enter Fiddler Road from Middle Road, and do not turn around on community members' driveways/private property. Pick-up for PreK and students with documented medical needs takes place from the curb by the main entrance. All traffic in this area is reserved for these students during dismissal time. Students who ride buses are dismissed to the cafeteria side of the school.

Late Afternoon Pick-Up: If the child is late being picked up, the parent or approved adult must come to the front office to sign out the child. Frequent, late pick-ups will be closely monitored by administration and the social worker.

Early Dismissal: If a student needs to leave school early, the parent or guardian is required to sign him/her out at the front office. Students may not be checked out after 2:15 p.m. Students will only be released to authorized individuals as indicated in their PowerSchool account. If someone else (approved by the parent/guardian) is to pick up your child, please advise the school in writing. Transportation changes can be sent to cestransportation@beaufort.k12.sc.us.

If a student must leave school early for a medical appointment, a note from the medical facility should be sent with the child the following school day. Please schedule appointments after school hours, if possible.

Change in Transportation Arrangements: If a student's normal way of getting home needs to be changed (example: car rider takes bus, going home with a friend, etc.), please email the change to cestransportation@beaufort.k12.sc.us. Your email should include: your name, child's name, teacher's name, and the transportation change. The office will contact you via the phone number in PowerSchool to confirm the change, if needed. A written note will be accepted, but an email is preferred. For safety reasons, phone calls alone are not accepted for any student transportation changes. If your child will be going home with a friend/another CES family, a note is required from both parties. **Please do not send a verbal message with your child or a Dojo message as changes need to be documented with administrative staff.**

Fire Lane/Parking Requirements: For the safety of all and to keep the fire lane clear in the event of an emergency, please do not park along the yellow curbs in the drop-off/pick-up areas near the front office. If you need to come inside the school, please park in the designated "**Visitor**" parking spaces or in the large parking lot.

ATTENDANCE REQUIREMENTS

Students are expected to be in attendance daily and in the classroom when announcements begin.

Excused absences and tardies consist of:

- Illness or medical situation when attendance in school would endanger the health and well-being of the child and/or other students
- Serious illness or death in the child's immediate family that necessitates absence from school
- Special and recognized religious holidays observed by the child's faith
- A family emergency may also qualify as an excused absence with prior administrative approval

Any other reason for an absence not mentioned above is considered unexcused. Family vacations are not an excused absence, and oversleeping is not considered an excused tardy. Excessive tardies, early check outs, and absences will result in further examination and a possible attendance contract.

When a student returns to school, he or she should bring a legibly written note from the parents or a medical provider which includes the following information:

- The student's first and last name
- Date(s) of absence

- Reason for the absence

You also have the option to email the excuse containing the above information to cesattendance@beaufort.k12.sc.us. Email is the preferred method for recording absences.

Notes from the doctor, in the event of an appointment, are also acceptable for the absence or tardy arrival to school. In the case of an absence, the student will be allowed to make up assignments – students are given one day for every day absent to turn in missing work. If a student is absent due to an extended illness, additional time will be given to make up assignments on an individual basis. When a student is marked absent at school, this will generate a call to parents by the automated school messenger system, BrightArrow.

ATTENDANCE CONTRACTS

Attendance contracts will be issued based on the South Carolina State Department of Education guidelines. A more indepth viewing of the guidelines are located at <https://ed.sc.gov/districts-schools/student-support/chronic-absenteeism/>.

Chronically absent: Any student in grade K-12 who misses 50 percent or more of the instructional day for any reason for 10 percent (or more) of the enrollment period.

All types of absences contribute to chronic absenteeism: Excused Absences, Unexcused Absences, and Suspensions.

- A student is absent if he or she is not physically on school grounds and is not participating in instruction or instruction-related activities at an approved off-grounds location for the school day.

Truant: A student between the ages 6– 17 who has accumulated **unexcused absences on three consecutive days or has accumulated a total of five or more unexcused absences** during the academic year.

- Only full-day unexcused absences contribute to truancy.
- Excused absences and suspensions do not affect truancy

BEHAVIOR EXPECTATIONS

Students have a right to learn in a safe and nurturing environment that is conducive to learning. It takes a team effort between students, school, and parents to provide a place where students not only achieve academic success, but also learn the qualities of being a good citizen who is responsible for his/her own behavior. To achieve this important goal, schoolwide expectations for behavior in the classroom, cafeteria, hallways, and playground have been developed. These expectations also correlate with the [Beaufort County School District Student Code of Conduct](#) and will be followed when disciplinary consequences must be taken. Expectations and procedures will be taught in detail with students at the beginning of and throughout the school year.

Items that Need to Stay at Home - Students should not/allowed to bring the following items to school: toys, games, matches, tobacco, medicine, guns, drugs, pets, electronic equipment, knives of any kind, fireworks, unnecessary amounts of money or valuable items, gum, candy, and soft drinks in bottles, cans, water bottles/cups that do not follow school criteria, and any other items that are not needed for the learning environment. Fidgets will be approved based on students' needs.

Cell Phones/Smart Watches/Other Electronics

Cell phones are allowed on campus but must be turned off all day and remain in the child's bookbag. Students are not allowed to text or call anyone from cell phones or smart watches during school hours.

School Bus Guidelines: Remember ... riding the school bus is a privilege, not a right!

Students should be at their bus stop 10-15 minutes before the bus is scheduled to arrive. Buses may not arrive exactly at the same time every morning or afternoon. If the bus is missed, please bring your child to school. All PreK and Kindergarten students must be brought to the bus in the morning and be met by an authorized adult at the bus stop in the afternoon. With parent permission, students are able to walk home with siblings or another authorized student in 3rd grade or older.

STUDENT EXPECTATIONS ON THE BUS

1. When you board your bus, go directly to your assigned seat. Sit down and remain seated until the bus arrives at school or your stop.
2. Follow the directions and requests of the bus driver. She/He is the adult responsible for the safety of all students being transported.
3. Display proper behavior. Order and appropriate behavior must be maintained at all times.
4. Use quiet, inside voices at all times. Loud talking or screaming may distract the bus driver or interfere with radio communications.
5. Do not throw objects inside the bus or out of the bus windows. Maintain safety at all times by keeping arms, hands, head, etc., inside the windows.
6. Always treat the bus driver and bus respectfully. Do not damage bus seats, walls, or windows. Do not eat, drink, or litter on the bus.
7. All electronic devices need to remain off while on the bus.

Students are permitted to ride only the bus to which they have been assigned. Any requests to ride a different bus must be in writing from the parent. Transportation changes should be emailed to cestransportation@beaufort.k12.sc.us. Telephone requests for change of transportation are not permitted. If there is a problem on the bus, please encourage your child to inform the driver and school personnel upon arrival at school or home. If this occurs during an afternoon route from school to home, please contact the school. Any level of inappropriate behavior that goes against the Student Code of Conduct will be dealt with in accordance with the consequences described in the handbook.

CLINIC

The clinic is designed to provide basic health services to students, including first aid for cuts and abrasions, nose bleeds, stomachaches, headaches, insect bites, and general assessment of children who are not feeling well. In addition, if authorized by the student's parent and physician, basic health care treatments and/or medication can be administered. The school nurse also provides basic hearing and vision screenings, supports the management of communicable diseases, and promotes health care education.

Children with special health care needs (asthma, diabetes, seizures, allergies, etc.) can receive individualized treatments in the clinic if the school nurse has the required documentation from the student's parent and/or physician. All parents of students with special health care concerns should discuss these directly with the school nurse.

In case your child becomes ill at school, needs to take medication, or has an accident during school hours, it is imperative that clinic personnel have up-to-date emergency contact information. All parents should complete PowerSchool Registration at the beginning of the school year. Contact information should be updated with the school any time health or emergency contact information changes.

In most circumstances, medication(s) should be given at home. According to Beaufort County policy, **no medication will be administered at school without written permission by the parent and/or written order from the physician.** This includes all over-the-counter medications, such as Tylenol and Ibuprofen. If your child frequently requires the use of a medication, please obtain the necessary documentation on the required Medication Form (available in the school clinic). Faxed physician orders may be used for temporary purposes, but original documentation is required within two weeks.

1. All medication must be in the original container. With prescriptions, ask your doctor or pharmacist to provide two labeled containers, so you will have one for home and one for school.
2. All medications and/or related equipment must be taken directly to the school nurse by the parent/guardian.
3. It is the responsibility of the parent/guardian to inform the school nurse of any changes in writing. New medications or new doses will not be given unless a new Medication Administration Form is completed.
4. Unused medication should be retrieved from the school clinic within one week after the medication is discontinued.

In order to keep the spread of illnesses to a minimum, students with contagious illnesses or conditions must not be sent to school. Students who show evidence of acute illness will not be permitted to remain in school. Symptoms include fever, vomiting, excessive coughing, excessive nasal discharges, or diarrhea. Students arriving at school displaying any of the aforementioned symptoms will be sent home. **Students should be free of these symptoms for at least 24 hours before returning to school.** Additionally, any students with head lice should be treated the same day. After completion of treatment, the child should return to the school nurse for clearance to be admitted to class.

COMMUNICATION

Conferences: We encourage parent-teacher conferences throughout the year. Conferences may be arranged by calling the teacher's direct line to voicemail, emailing, or sending the teacher a note. Please remember that conferences may not be held during instructional time. Phone, Zoom, or email conferences can also be arranged, as needed, if scheduling conflicts prevent a face-to-face conference from occurring.

School Communication: Class and school newsletters, agendas (5th grade only), BrightArrow, social media, and the school website are some of the ways used to keep parents and the community informed. One of our main forms of communication is through BrightArrow. When you get an automated call from the Beaufort County School District or Coosa Elementary, it is most likely a message from administration. Please take the time to listen to the message in its entirety and read the full Bobcat Brief to stay informed of important events and reminders. The Bobcat Brief is sent every Friday afternoon by administration, and teachers will send a weekly newsletter as well.

COOSA CLOSET

Donations of new or used uniforms are accepted and available at the school. Please contact Kim Fickes (School Nurse) if you need uniform assistance or are interested in making a donation to the "Coosa Closet."

DRESS CODE

Below is a snapshot of our school's approved uniform colors and attire. Students can wear school appropriate Coosa spirit wear tops from [BSN Sports](https://sideline.bsnsports.com) (<https://sideline.bsnsports.com>) or New South Shirts (<https://newsouthshirts.com/collections>) any day of the week. Example: polos and t-shirts with the Coosa logo are appropriate. We ask that students don't wear spaghetti straps, sleeveless shirts, tank tops, etc. District policies can be found [HERE](https://www.beaufortschools.net/families/uniform-policies) (<https://www.beaufortschools.net/families/uniform-policies>).



Leggings can be worn under clothing, but should not be worn as pants.

Shoes (Footwear)

- Students should wear school appropriate shoes that allow for safe movement, running, playing, etc.
- Any other type of footwear that is not a tennis shoe (flip flops, crocs, heelys, or slippers, etc.) is not permitted.

Exceptions may be made to the dress code throughout the school year for celebrations, special events, spirit week, classroom rewards, etc. All other District uniform guidelines must be followed.

FIELD TRIPS

Parents will be notified in writing by the teacher of upcoming field trips. A permission form signed by the parent must be received for each student to participate in the field trip. All chaperones for field trips are required to complete a volunteer application on the District website and be approved before attending a field trip. This process can take up to 2 weeks. Please do not plan to attend a field trip before your volunteer application is approved or bring small children on the trip.

INCLEMENT WEATHER

Any changes to the regular school schedule will be announced by local television and radio stations, social media platforms, District and school websites, and BrightArrow. Please tune into these broadcasts if there is any doubt about the opening or closing of school due to inclement weather (severe storms, hurricane, tornado, ice, or snow).

INSTRUCTIONAL PROGRAMS

Library/Media Center: Story time, book and author studies, research skills, and independent reading are all part of our library program. During visits to the Media Center, we encourage students to check out library books. Students are responsible for books checked out of the library, and payment is required for lost or damaged books. In the event of relocation to another school, students must return all library books to the school prior to withdrawal from Coosa.

Related Arts: In addition to the core content areas of Reading, Language Arts, Math, Science, and Social Studies, students also receive instruction in Art, Physical Education, Music, and the STEM Lab. These teachers will provide information about their programs monthly.

Special Area and Services: Brain Boosters is offered in grades 1 and 2 to provide enrichment activities and reinforce critical thinking skills. Gifted and Talented Education (GT) is offered to qualifying students in grades 3, 4, and 5. Other services offered for qualifying students of all grade levels are a Multilingual Learner Program (MLP), Literacy and Math Intervention to improve reading/math skills, Speech and Language Pathology services, Resource Special Education, and a Military Family Liaison Consultant (MFLC) representative for children of military families. We also have a school counselor and social worker.

LOST AND FOUND

Please make sure all personal items are labeled with the student's name. All unclaimed student clothing will be placed on the hooks outside of the cafeteria. Periodically, all items that remain unclaimed are collected and given to a local charity.

MEALS

Breakfast and lunch are served at Coosa Elementary daily. If preferred, students may bring a healthy lunch from home. Every BCSD school will be offering one breakfast and one lunch daily at no charge to all students during the 2024-2025 school year. For additional information visit <https://www.beaufortschools.net/families/school-meals>.

OUTSIDE FOOD

With the increased amount of food allergies among our student population, we ask that you not send in food items for other students. Birthday celebrations should occur at home, not during the school day. However, if you choose, you are more than welcome to bring your child a special treat on his/her birthday during lunch. **We do not accept DoorDash, Uber Eats, etc., for students.**

PARENT/COMMUNITY INVOLVEMENT

Parents have many opportunities to volunteer and participate in school and class events throughout the school year. We encourage you to attend and/or volunteer for as many events as your schedule allows. Please remember that in order to assist on field trips and in the classroom (working directly with students), you must be an approved volunteer with BCSD.

School Improvement Council (SIC): Each school is required by the Education Improvement Act to set up a School Improvement Council. The Council is composed of parents, teachers, and other community members interested in improving the quality of education available to the children at Coosa Elementary School. Parents and community members are welcome and encouraged to attend. Meeting dates and times are determined by current SIC members and will be communicated to our families.

BRIGHTARROW RAPID CALLING SYSTEM

BrightArrow is an automated system that has the capability to call parents when students are absent, and communicate directly with every family to provide news about upcoming school events and other school-based news or emergencies. In order for BrightArrow to function efficiently and contact everyone as needed, it is very important that parents notify the school of any change in phone number(s) and/or email.

TESTING PROGRAM

All school children participate in a variety of testing programs. Tests serve a variety of purposes; among these include assessment of student achievement and diagnosis of learning needs. Dates for state, national, and district tests will be communicated in advance through BrightArrow, the weekly Bobcat Brief, and/or your child's teacher.

TEXTBOOKS/LIBRARY BOOKS/DEVICES

Textbooks and devices are assigned directly to the student at the beginning of the school year. Students should make every effort to be responsible and take good care of all school-issued items. Parents are responsible for payment of their child's lost or damaged item(s). Students are not allowed to write in any textbooks or library books.

VISITORS

All visits must begin in the front office where visitors (including parents) will sign-in with their Identification, such as a Driver's License, using the Raptor Visitor Management System and obtain a visitor's sticker to wear while in the building. No admittance is allowed beyond the front office to other parts of the building or school grounds without a visitor's sticker. If you are attending a school function during school hours, please arrive with enough time prior to the start of the event to ensure ample check-in time. While volunteering in the classroom, visitors/volunteers should not bring relatives, siblings, or friends to the classroom with them.

VOLUNTEERS

Volunteers are a vital part of Coosa Elementary. We need volunteers every day. During this time, we request that outside distractions (personal cell phone use, other discussions that distract from the learning experience of the classroom, etc.) be avoided to keep the focus on instruction. All volunteers must be approved through the online volunteer application on the District website. It is encouraged that each parent/guardian consider volunteering in some way, if able. Please call the school or contact your child's teacher for information on areas of need.