COOSA ELEMENTARY SCHOOL

Student and Parent Information

2026-2027

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/



MISSION

Coosa is **growing** great leaders who **dream more**, **learn more**, **achieve more**, and **become more**.

VISION

Welcome to **Coosa Elementary School** – where motivated leaders and learners strive for success and reach their personal best.

WE PLEDGE TO:

- Build positive relationships
- Practice student-led engagement
- Provide opportunities for all
- Live and model the 8 Habits

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.
Prekindergarten students will eat breakfast in the classroom.

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 is on the left side of the school, where staff supervises. Please do not drop off students prior to this time or if staff is not present. The car rider line will close at 7:42 a.m. At that time, they must be accompanied to the front office by a parent or guardian. Students may not enter the building alone.

7:45 a.m. Morning announcements and the instructional day begin.

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 Pickup: 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 pickups 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 the bus, going home with a friend, etc.), please email the change to cestransportation@beaufort.k12.sc.us. Your email should include your name, your child's name, the 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 is going home with a friend or another CES family, a note from both parties is required. Please do not send a verbal message with your child or a **ParentSquare** 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 checkouts, 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 that 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 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, *ParentSquare*.

ATTENDANCE CONTRACTS

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

Chronically absent: Any student in grades 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 of 6 and 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.

Promotion & Retention Criteria – Grades K-8. Students in grades kindergarten through eight are expected to learn the state English/language arts (reading), mathematics, science, and social studies curriculum standards. The student must earn a passing grade as the final yearly average in English/language arts (reading), math, science, or social studies. The student must meet the attendance requirements of the Beaufort County School District ("BCSD").
A student in grades kindergarten through eight (8) may be retained if he/she has failed to meet BCSD attendance requirements.

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 achieve academic success and 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 are 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, soft drinks in bottles or 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/Smartwatches/Other Electronics:

Cell phones and/or smartwatches 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 smartwatches during school hours.
https://www.beaufortschools.net/families/personal-devices



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.

Be Respectful • Be Responsible • Be a Leader

COOSA ELEMENTARY SCHOOL
HOME OF THE BOBCATS

STUDENT EXPECTATIONS
ON THE BUS

- 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.
- Follow the directions and requests of the bus driver. She/he is the adult responsible for the safety of all students being transported.
- Display proper behavior. Order and appropriate behavior must be maintained at all times.
- Use quiet, inside voices at all times. Loud talking or screaming may distract the bus driver or interfere with radio communications.
- 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.
- 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.
- 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 a 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.



BULLYING AND REPORTING



SPEAK UP.
WE'RE HERE TO HELP.

STOPit SOLUTIONS.

SEE SOMETHING.
SAY SOMETHING.
STOP SOMETHING.™

BULLYING PREVENTION AND REPORTING

Beaufort County School District (BCSD) is committed to providing all students with a safe and nurturing learning environment. If a student in the district does not feel safe and secure at school, BCSD encourages them and/or their parents/guardians to report any concerns.

BCSD has processes in place to assist families in discussing or reporting any issues, including experiences with bullying, harassment, and threats. The district can better serve students and families when aware of these concerns.

WHAT IS BULLYING?

Bullying is defined as a single significant act or a pattern of acts by one or more students directed at another student that exploits an imbalance of power and involves engaging in written or verbal expression, expression through electronic means, or physical conduct that:

- has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or damage to the student's property;
- is so severe, persistent, or pervasive that the action or threat creates an intimidating, threatening or abusive educational environment for a student;
- materially or substantially disrupts the educational process or the orderly operation of a classroom or school; or
- infringes on the rights of the victim at school.

BCSD has implemented the STOPit reporting system (formerly See Something, Say Something) to enable quick reporting of incidents related to bullying, cyberbullying, drugs, harassment, weapons possession, or unusual student behavior that may warrant immediate attention.

After completing a STOPit report, the reporter will receive confirmation that the information has been submitted to the school district. BCSD encourages reporting if you overhear something concerning, notice strange behaviors, or see a worrying social media post.

HOW OUR REPORTING SYSTEM WORKS?

1. STOPit can be accessed via ClassLink or the district website link.
2. Select your school from the dropdown menu.
3. Follow the prompts to submit your report. You can also upload images/videos as evidence.
4. Once a report is submitted, the school administration will be notified and begin an investigation.
5. School administration may follow up with additional questions through the anonymous 2-way messaging system.

CLINIC

The clinic is designed to provide basic health services to students, including first aid for cuts and abrasions, nosebleeds, stomachaches, headaches, and 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 (4th and 5th grades only), ParentSquare, 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 ParentSquare. 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."



COOSA ELEMENTARY SCHOOL

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) or **New South Shirts** (https://newsouthshirts.com/collections) any day of the week. Example: Polos and t-shirts with the Coosa logo are appropriate. Ensure that students do not wear spaghetti straps, sleeveless shirts, tank tops, etc. District policies can be found HERE (https://www.beaufortschools.net/families/uniform-policies).

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

TOPS

Shirts, Sweaters, and Sweatshirts (tops).

1. Tops shall be solid white, light/pale yellow, or hunter green.
2. Students must wear plain shirts with a collar. Mock turtlenecks and turtlenecks are acceptable.
3. Shirts may have school-approved logos.
4. Shirts may not exceed one (1) size larger or smaller than necessary as determined by the school administrator.
5. Shirts must be tucked in (exceptions may be made for preschool and kindergarten students as needed by administration).
6. White T-shirts (long or short sleeves) may be worn under uniform shirts.
7. School spiritwear tops may be worn any day with uniform bottoms.
8. Students may wear plain, unhooded sweaters or sweatshirts over school uniforms. The sweaters or sweatshirts may be solid white or school-designated colors. While we are phasing out hooded spiritwear, it may still be worn by returning students that have previously purchased it.

BOTTOMS

Pants, Skirts, Skorts, Jumpers, Capri Length Pants, and Shorts

1. Bottoms must be a solid dark color and shall be solid khaki, black, or navy.
2. Jeans are not permitted. Principals may make exceptions for a specific group, such as seniors, or for special days.
3. Bottoms must be free of graphics and embroidery. With the exception of small labels, bottoms may not have insignias, words, or pictures.
4. Shorts, skirts, skorts, and jumpers shall be modest and of sufficient length. The length of these articles of clothing shall be no shorter than three (3) inches above the top of the knee when standing.
5. Cargo-style pants or shorts, leggings, jeggings, and yoga-style pants are not permitted.
6. Clothing may not exceed one (1) size larger than necessary as determined by a school administrator. Baggy or sagging pants or shorts are not permitted. Low-rise clothing is not permitted. Pants, shorts, and skirts must be worn at the natural waistline.
7. Belts must be worn if pants, skirts, shorts, or shorts have belt loops (exceptions may be made by administration). Belt buckles must not be oversized, computerized, or have any writing that is considered offensive.

COATS AND JACKETS (OUTERWEAR)

1. Outerwear may not be worn inside the school building during the school day, other than to a classroom at the beginning of the school day or from a classroom at the conclusion of the school day.
2. Outerwear may be worn during a class change if the student is exiting the building.
3. Outerwear may be worn to school and placed in the student's locker. If a locker is not available, it may be hung in the classroom or other location designated by the principal and/or the principal's designee.
4. The principal and/or the principal's designee may make an exception if the building/classroom is unusually cold.

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, 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 ParentSquare. Please tune into these broadcasts if there is any doubt about the opening or closing of school due to inclement weather (severe storms, hurricanes, tornadoes, 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. You may ask the school librarian to place a note on your child's library file regarding specific titles or authors that you do not want your child to check out. Please put these requests in writing.

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, library, and the STEM Lab.

Special Area and Services: 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 and Family Life Counselor (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 2026-2027 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.

PARENTSQUARE COMMUNICATION SYSTEM



Parent.Square is a communication system that has the capability to notify 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 Parent.Square 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 various testing programs. Tests serve various purposes, including the assessment of student achievement and the diagnosis of learning needs. Dates for state, national, and district tests will be communicated in advance through ParentSquare, the weekly Bobcat Brief, and/or your child's teacher.

TEXTBOOKS/LIBRARY BOOKS/DEVICES

Library books 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 excellent 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 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 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.

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**

Date: _____

Please detach this page and turn it in to your child's teacher.