Edwards Elementary

Student Handbook



2025-2026



Dear Parents/Guardians,

Welcome to the 2025-2026 school year! I hope that everyone had an enjoyable summer and are ready for the new school year. I am looking forward to another successful year at Edwards Elementary!

I look forward to Year 4 of being your principal! As a former student and teacher of EES, I understand the strong traditions and academic success EES is accustomed to and plan to continue that level of excellence. The past 3 years were beyond my wildest expectations, so I can't wait to see what year 4 brings our way! At EES, we BELIEVE and KNOW we are LIMITLESS!

During the school week, along with academics, your child will be attending Library, Computer Lab, Art, Music, PE, and monthly guidance classes.

Weekly folders will be sent home every Monday. Please look over your child's work, sign and return the folder the next day. Also, check the folder each week for information to parents sent by the school. Interim reports and report cards will be sent home four times a year (with the exception of CERDEP students). Please check your school calendar for those dates.

Parent involvement is the key to the success of a child! Please stay in touch with your child's teacher and feel free to schedule a conference by calling the main office at 843-623-2351. We welcome you to come visit our school and see our magnificent students in action! This year, you will continue to receive a weekly callout every Sunday evening with updates for the week.

EES will adhere to all policies and procedures in the CCS K-12 Schools Student Code of Conduct as well as our EES Ram Pride Expectations. Please read, review, and make yourself aware of these policies.

I look forward to working with you and your families this school year. It is my expectation that students will: 1. Attend school regularly. 2. Be prepared and actively participate in school each day. 3. Keep academic success as a primary goal. 4. Conduct themselves in an appropriate manner. All these things add up to "The Edwards Elementary Way''. If he/she will do these things, a successful school year will be had by all! Any time you need to discuss any concerns, please do not hesitate to call. I look forward to another great year at Edwards Elementary!

Sincerely,

Caroline K. Miles

Principal



Parent's Right to Know

All Schools must notify parents that they may request the following information regarding their child's teacher:

- Whether the teacher has met the SC certification requirements for the grade level and subject area in which the teacher provided instruction.
- Whether the teacher is teaching under an emergency or other provisional status through which SC qualifications or certification criteria have been waived.
- The college major and any graduate certification or degree held by the teacher.
- Whether the student is provided services by the paraprofessionals and if so, their qualifications.

Teacher Request

EES does not accept teacher requests. If you have an extenuating circumstance, please call Principal Caroline Miles at 843-623-2351 to discuss. EES is fortunate to be fully staffed with fantastic educators who work hard each and every day for our students.





The **mission** of Edwards Elementary School is to prepare students to become responsible individuals by creating a positive school environment where dedicated staff, parents, and community members work together to provide opportunities for success and creativity through academics and arts.

Our Beliefs:

- We believe all children are capable of learning.
- We believe parents should take an active and supportive role in their child's education.
- We believe that children are unique and have special talents.
- We believe cultural diversity is an asset.
- We believe all faculty and staff have high expectations for all children.
- We believe children have the right to learn in a safe environment and positive climate.
- We believe successful schools have effective communication.
- We believe members of the community should share in the responsibility for learning.
- We believe children should respect themselves, others, and their environment.
- We believe children should be responsible for their own actions and share in the responsibility for their learning.
- We believe all children are entitled to the best education possible.



Visitors

Edwards Elementary uses Complete Security Solution Visitor Management System; therefore, all essential visitors, parents/guardians must have a valid State Driver's License, or a valid State ID. Parents/guardians will scan the ID into the security system to receive a tardy or check in/check out slip for their student.

For the safety of the children, all visitors (including parents) must sign in and receive a pass at the main office. We encourage parents to visit the school, however we have found staying in class can be a disruption. We want to work together for the best education possible for our students so we ask parents and other family members to respect our visitor policy. Please come to the office FIRST to be escorted around our campus.

Chesterfield County School District Student Dress Guidelines

At Chesterfield County School District, we believe that what students wear can influence their attitude, behavior, and academic success. Our goal is to support students in dressing appropriately for school and to help prepare them for life beyond graduation—whether they're entering the workforce, continuing their education, or pursuing other opportunities.

We understand that families and students have the primary responsibility for personal appearance. However, clothing that may be acceptable in other settings isn't always suitable for school. That's why we've created these dress guidelines—to ensure a safe, respectful, and distraction-free learning environment for all students.

Students should wear clothing that is neat, clean, modest, and appropriate for a 4K–12 educational setting. Clothing that is distracting, disruptive, unsafe, or inappropriate for learning is not allowed.

The following are examples of clothing and accessories that are not permitted:

- Clothing with vulgar, violent, discriminatory, or obscene language or images
- Clothing that promotes drugs, alcohol, tobacco, nicotine products, or weapons
- Clothing that is overly revealing, including:
    - Tops that expose cleavage, midriffs, backs, or undergarments
    - Shorts, skirts, or dresses shorter than mid-thigh
    - Sheer or see-through clothing without appropriate coverage underneath

    - Sagging pants or shorts that reveal undergarments
- Pants or jeans with holes, rips, or frays above mid-thigh, even if worn with leggings underneath
- Pajamas, including pajama pants and sleepwear
- Hats, bandanas, or other head coverings (unless for religious or medical reasons)
- Hoods worn over the head while inside school buildings
- Footwear that poses a safety risk during school activities

Additionally, any clothing, jewelry, accessories, or grooming that suggests gang involvement or promotes disruptive behavior is not allowed.

If a student's attire does not meet these expectations, school staff will work with the student to resolve the issue. This may include asking the student to change clothes, cover up, or contact home for support.

We are committed to treating every student with respect. If your child requires an accommodation related to religious beliefs, a disability, or another valid reason, please contact the school principal.

Thank you for your partnership in helping us maintain a positive, respectful, and productive school environment.





Attendance

SC State Law and the CCSD Board Policy will be enforced for student attendance. (See Elementary Schools Student Code of Conduct.) When a student is ill, a doctor's note or note signed by the parent/guardian must accompany the student not receiving credit for a class(es), the school may require that a note from a doctor be secured for future absences. Regular attendance and punctuality are necessary for the desired and expected academic and social progress to be made.

Lawful absences shall include:

- Students who are ill and whose attendance in school would endanger the health of others may be temporarily excused from attendance.
- Students in whose immediate family there is a serious illness or death.
- Students may be excused from attendance in school for recognized religious holidays of their faith.
- Students may be excused when emergency conditions exist. (May require approval from the principal.)

Unlawful Absences-The intervention procedure shall include, but not be limited to:

1. After 3 unlawful absences- a letter will be sent giving notification of the total number of absences. A conference will be held with the parent and attendance officer.
2. After 5 unlawful absences- a letter will be sent giving notification and requesting a conference with the Principal. An intervention plan will be put in place at this meeting and only doctor's notes will be considered as an 'excused' absence from the meeting through the end of the school year.
3. Next, the case will be referred to the Office of the Superintendent and the truancy office.

****CCS schools will accept up to 10 parent notes per year. Please ensure all medical notes are turned in to Mrs. Kirkley within 1 week. After one week, the absences will be considered unexcused!****

Tardies

Students must be in their homeroom class at 8:00 am. Any student who arrives at 8:00 or after ***must report to the office with a parent (or adult who brought them to school) to sign in.*** EES will close the car rider gate each morning at 7:57 am. This is to ensure that students make it to class on time . Students will not be admitted to class after 8:00 am without a tardy slip from the office. Classroom disruptions occur each time students are tardy, and these disruptions hinder the education of all students.

Arrival

The building will open for students at 7:20 am. Students who ride in a car to school, we ask to arrive no earlier than 7:20 am. Adult supervision begins at 7:20 am. Buses unload at 7:20am. Students will enter their homeroom and breakfast will be served promptly. Classes begin at 8:00 am. It is very important for students to arrive on time. Any student arriving after 8:00 am will have to be signed in the foyer by an adult. **Do not drop students off at the front of the building as there is no supervision in that area.**

Dismissal

Students will be dismissed at 2:35 pm. Car riders will be dismissed at the car circle in the back of the school. Car riders are not to be picked up from the bus loading area. All car riders should be picked up by 3:00 pm. **Please refrain from removing students from class before the 2:35 pm dismissal time.** In the interest of safety, any student not picked up by 3:00 pm will be taken to the front office. Bus riders will load buses at the bus circle in the back.

Students will not be able to change their routine manner of transportation unless the school is notified of the change. **If students will be going home in a different way than normal, a note must be sent to the homeroom teacher or the office notifying of the change by 2:00 pm.**

Please be sure that when your child leaves home in the morning, he/she knows how they will be transported in the afternoon and where they will be going. We realize emergency situations occur, and we will work with you in every way possible. If an emergency occurs, please call the school office.

Please note that if we do not receive a note or a phone call from the parent/guardian, your child will be transported home with his/her usual mode of transportation.

All car rider students need to be picked up in the car line. If you arrive to pick up your child at the front office, he/she will be dismissed at that time and you will need to sign him/her out as an early check-out. There will be no standing in the foyer until dismissal; and also, no dismissing students to the office when his/her hall dismisses. This is a safety concern. Please see Mrs. Miles with questions. Thank you for your understanding and your help in keeping our students safe!



Bus Transportation

State law authorizes transportation for all eligible children in grades K-12. Buses are routed, students are assigned, and stops are determined by the area bus supervisors. All students that ride a bus will be expected to conduct themselves in an orderly manner at all times while riding and waiting on the bus. Please help assist us with teaching bus safety habits to your child. Students that continuously misbehave on the school bus will be suspended from riding the bus.

Signing Out Students

Please note that any person picking a student up from school for sickness or other emergency reasons must sign the student out in the office and note the relationship to the student. If specific family members are not to sign a student out, this information must be given to the office staff in writing.

Parents cannot be restricted from picking up a child unless a copy of the court order prohibiting it is provided to the school office.

Students are not allowed to leave school during the day without permission. A parent/guardian wishing to pick up their child before regular school dismissal should send a note to the office informing the school. All students leaving school before 2:35 pm must be signed out in the office by a parent/guardian. If someone other than parent/guardian is to pick up the child, the child's parent/guardian should inform the office either by written note or a phone call.

****Please refrain as much as possible from signing your child out early. At EES, we believe every minute counts! We teach to the bell every day, so if your student is being signed out early, he/she is missing quality instruction. Also, signing students out early causes classroom disruptions for everyone.****

Use of Intercom

Classes will not be interrupted unless an emergency exists. Parents need to send a note or call the school in advance if they need to pick their child up early. Announcements will only be made over the intercom system during homeroom and at the end of the day.



Homework

Homework assignments are given to the students with a purpose. Homework is given as a reinforcement activity to strengthen skills learned in the classroom and to supplement learning activities. Short homework assignments may be given daily, Monday through Thursday.

Fund Raising

Fund Raising projects may be conducted by the school's Parent Teacher Organization (PTO). At NO time may students be used for door-to-door solicitation.



Lost Items

When items are found around our school, they are placed in the Lost and Found. Parents may request to check the Lost and Found for items lost at school by their children.

Parents should make sure that all of their children's belongings are marked in some way so they may be identified in the event they are misplaced.



General Expectations

- Students should not bring personal belongings such as jewelry, balls, toys, electronic games, Pokémon cards, iPods, etc. to school unless they have permission from their teacher. These items are often lost. The school cannot be responsible for the loss of such items.

- Students need to be prepared for school each day. They need to have needed supplies daily.
- Students are to be courteous and respectful to others. They are to recognize the authority of the adults who work at our school.
- Bus rules and regulations must be followed.
    - Cafeteria behavior should demonstrate proper manners and courtesy demonstrated in other public eating facilities.
- Trading and selling items at school is not allowed.
- Students should arrive at school clean and neatly dressed. Clothing should be appropriate for the age group served at our school.
- Improper behavior toward other students will not be permitted. This includes physical or verbal harassment, threats, etc.
- Under no circumstances will weapons of any sort, tobacco, vapes, alcohol, or illegal drugs be allowed.
- Book bags on wheels are not allowed at Edwards Elementary.

Bright Arrow

Bright Arrow is an auto-dialer system that will notify parents/guardians of any school updates, closings, and related events. You will be notified by phone, text message, or email. Please make certain that the information that is on file in Final Forms is accurate. If your number changes, please enter the number change in Final Forms, as well as send the new number to the school or notify Mrs. Kirkley, our attendance clerk at 843-623-2351. You will receive a call every Sunday evening with *'EES Happenings for the Week*'!



Breakfast

Breakfast will be served daily (at no cost) to all students. Breakfast is distributed in the classrooms each morning.

Students must be in their homeroom by 8:00am to eat breakfast.

If a student brings breakfast from home or from a restaurant, all drinks and food must be finished and discarded by 8:00 as well. Students may not bring coffee or other hot beverages to school for breakfast.



Lunch

All students will be given free lunch daily.

Students are **only** allowed to have water bottles in the classroom during the day. Other types of drinks must be consumed in the cafeteria except during class snacks or parties.

Lunch Schedule



Child Development 10:35-11:05

Kindergarten 10:45-11:15

1st Grade 10:55-11:25

2nd Grade 11:15-11:45

3rd Grade 11:35-12:05

4th Grade 11:55-12:35

5th Grade 12:15-12:45

Media Center

The Media Center is open from 8:00-2:25 each day. All students will visit the Media Center at regularly scheduled times. Parents will be asked to pay for lost or damaged books. Students who do not pay for lost or damaged books will not be allowed to check any additional books out of the library for use at home.

Textbooks

All textbooks used in Chesterfield County School District have been carefully selected from a list adopted by the State Department of Education. These textbooks are furnished to our students free of charge. However, children must pay for any textbooks they lose or damage.

Chromebooks

CCSD students will be issued a chromebook for educational purposes. Please read and refer to the technology use agreements for all needed information, fees, policies and procedures. These forms are available on your child's online registration portal. Chromebooks will be kept at school unless specified otherwise.

Conferences

Parent/Teacher conferences give parents the chance to discuss progress, strengths, and weaknesses, or any problem that may arise. Any parent having a problem concerning his/her child may schedule a conference with the teacher or principal at any time. Please email your child's teacher or call the office to arrange a conference.

Parent Portal

Parent involvement is crucial to student academic success. The PowerSchool Parent Portal is a tool for you to stay informed and engaged in your child's education. The Parent Portal gives parents and guardians access to:

- View your child's grades and transcript
- Monitor your child's attendance
- Communicate with your child's teacher(s)
- View contact information

If not already enrolled, contact the school office to receive the information you need to enroll.

Safety

In the event that we must evacuate the school building for any type of emergency, we have a designated "Safe Location". We are prepared with a system for student check out, first aid, etc. if an emergency ever occurs. Safety first!

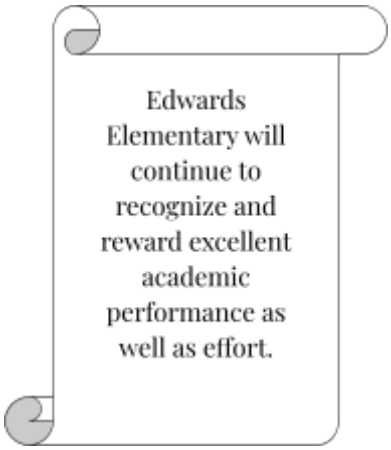


Grading Scale

K-1	Grades 2-5	Exploratory (Art, Music, PE)
Uses the District- Wide Progress Report Each 9 weeks 3=Consistent (meets the standard independently and does not require assistance or redirection) 2=Inconsistent (requires some assistance and redirection to meet the standard; progressing) 1=Needs Improvement (rarely meets the standard independently and requires considerable assistance and redirection; emerging)	***Assessed using the unified grading scale*** **A** 90-100 **B** 80-89 **C** 70-79 **D** 60—69 **F** 59-and below	***Uses the following grading scale*** E (Excellent) S (Satisfactory) N (Needs Improvement)

Interim Reports and Report Cards should be kept at home. The student envelope holding these documents should be signed and returned to school the next day.

****Interim Reports will be sent home with all students mid-way through each nine weeks. Dates for interim and report cards may be found on the CCSD 2025-2026 calendar. ****





Health Services

Meagan Stegall, RN is employed as the full time nurse for EES. In the absence of the nurse, staff members who have been trained and documented may administer routine medications, emergency medications, and provide minor first aid according to physicians' orders and district policy. Any special accommodations or treatments will require a signed physician order from. If your child's medical status or contact information changes, it is imperative for you to notify the school nurse immediately and provide the proper documentation. This will ensure safety when providing care for the student at school. All forms can be retrieved from the school nurse as well as the CCSD website.

School Illnesses

School nurses refer to the School Exclusion list provided by The Department of Health when treating illnesses or excluding students from school. Please contact the school nurse with questions or refer to the Department of Health's website.

Contacting Parents

Students who come to the health room are assessed and returned to class as soon as possible if no abnormalities are found. Students are encouraged to remain in school unless sick or injured. Students are excluded per the DHEC Exclusion List. Also, as a courtesy, school nurses may notify a parent if your child visits the health room, but unless her assessment reveals that it is an emergency, or your child is ill, this is not a requirement. It is very important to report to your school nurse any illnesses or medical conditions your child has that may require medical support during the school day. If your child experiences an emergency or needs immediate care that cannot be provided at school and a parent cannot be reached, emergency contacts will be notified in your absence.

Medication Policy

Chesterfield County School District requires a permission form for the administration of all prescription and non-prescription medications. Completed forms must be updated and renewed yearly. All medications must be delivered to the school nurse or other designated school employee by the student's parent, legal guardian or another designated adult over the age of 18. (Do not send with child) All medications, except those for students who have proper written orders to keep medications with them, will be maintained in the health room. CCSD has the authority to reject certain medication requests to be given at school. At the end of each school year, arrangements should be made with the school nurse to pick up unused medications. If the medications are not picked up, they will be destroyed per CCSD policy.

Prescription Medications

- Students requiring prescription medications at school will require both parental and physician orders/authorization.
- All medications will be provided by the parent/guardian and administered as prescribed by the physician.
- Medications can only be given at the time prescribed by the doctor for school use.
- If your child forgets to take a morning dose of medication at home, school nurses cannot administer that dose at school.
- However, parents will be allowed to come to the health room to give the missed dose of medication.

- Students starting new medications that have never been taken before should receive the first dose at home.
- Prescription medications must be in the original container and labeled by the pharmacist.
- Only a 30-day supply of medications will be allowed at the school.

Over the Counter Medications:

- Over the counter medications must have signed parental consent.
- Medications must be brought in the original unopened labeled container with the student's name clearly identifiable on the outside.
- The medication will be administered per the manufacturer's label instructions only.
- CCSD does not provide stock over-the-counter medications and will not administer them unless brought in by a parent/guardian.
- The medication must be accompanied by CCSD Non-Prescription Medication form and signed by the parent/guardian.
- Student starting new medications that have never been taken before should receive the first dose at home.

Self-Medicate Self Monitor

- Students with the required self-medicate/self-monitor physician orders will be allowed to keep their medications with them per district policy.
- The student must be able to demonstrate proper use and safety of the medication.
- If there is evidence that student who self-monitor or self-medicate could possibly cause injury to themselves or others, the school district may refuse to allow the student to self-carry his/her medication.

What do we do about Fever, Tummy Troubles, Bed Bugs and Head Lice, or COVID?

Not all parts of childhood are pleasant. Children do get sick sometimes. When a health problem comes to our attention, we try to handle it in a "common sense" way. We ask that children who are running a fever, are vomiting, or have diarrhea be kept home for their own good and for the protection of the other children in the school. Students should stay home until they are symptom free for twenty-four hours. We follow the DHEC Exclusion List regarding illnesses/symptoms that require leaving

school and/or staying home. If you have any questions regarding the DHEC Exclusion list please contact our school nurse or go to DHEC's website.

LICE:

Head lice infestations are a common occurrence in children, even in those who practice good hygiene and frequent hair washing. Lice only infest humans and are spread by direct head to head contact or through use of the belongings (hats, brushes, combs, hair bands) of an infected person. If a teacher/school staff suspects a student of having head lice, he/she will notify the school nurse/designee for an examination. Students found to have head lice should not be excluded from school until the end of the school day and after the first treatment. information regarding treatment of the home please call the school. **PLEASE note– anyone can get lice!** We do our best to try to prevent the spread of it at EES. Students who have to be sent home because of lice will need to be picked up. They shouldn't ride the bu

Rationale:

· Head lice are small, wingless parasitic insects. They are typically 1/6 to 1/8 long, brownish in color with darker margins. The claws on the end of each of their six legs are well adapted to grasping a hair strand. Female head lice attach securely to hair shafts. The eggs are resistant to pesticides and are difficult to remove without a special nit-comb. The nits are generally near the scalp, but they can be found anywhere on the hair shaft.

· More than 12 million people, mostly children and school personnel, get head lice every year.

· Lice cannot live longer than 24 - 48 hours without a host. They cannot reproduce on or in carpets, pets, furniture, trash cans, etc.

· Head lice are not an emergency. In most cases, they do not cause a health risk, they are simply an inconvenience that should be addressed with calmness and compassion.

Standard:

· When a student has been examined and found to have lice or nits, a letter is sent home to explain treatments, procedures, and household control measures. When a

student is positive for lice, that student's siblings should also be examined, and the parent/guardian notified of the need for lice precautions.

· Parents/guardians should be advised that other members of the household should be examined for head lice and treated if required.

· It is ineffective and inefficient to examine an entire classroom or population for lice.

· Daily vacuuming should be done in all carpeted areas of the school to prevent the spread of lice.

· To minimize lice transmission, discourage hats, wigs, and stuffed animals in classrooms. Discourage from sharing combs, brushes, and hair accessories. If headphones are used as part of a class, wipe them with a damp cloth before allowing another student to use them.

· All schools should have at least two persons in the building trained by the school nurse to check for live lice.

· Confidentiality of positive students will be maintained always. Only those staff having direct contact with these students should be informed of the situation

Procedure:

· Once a student who exhibits signs of lice (excessive itching of the scalp or presence of nits), he/she should be examined by the school nurse/designee.

· If live lice are found and the student is in grades 1–12, the parent/guardian will be notified immediately an informed of the need for treatment. The student should be allowed to return to class until the end of the school day.

· The student should not be isolated from other students in the classroom. A lice information letter is sent home with the student to the parent/guardian regarding the presence of lice and the need for treatment before the student can return to school.

· The parent/guardian must accompany the student when returning to school and provide proof of treatment (Empty Box). Once the student returns, the school nurse/designee should recheck for the presence of lice prior to the student returning to class.

· The student is not to return to the classroom until he/she is lice free.

· If live lice are found and the student is in child development, kindergarten, or considered medically fragile, the student must be excluded from the classroom and the parent/guardian notified. The student should remain in the health room or office until a parent/guardian arrives. If the parent/guardian cannot be contacted, the student may be dismissed on the bus at the end of day, accompanied by a lice information letter for the parent/guardian.

· If several students in the same classroom are sent home with head lice, the school nurse may choose to send an information letter home to the parent/guardian of all students in the classroom.

Nits: to accompany

· If nits are found, the parent must be notified, and the nit information letter should be sent home with the student. School exclusion is not required regardless of age or grade.

· "No Nit" policies requiring that children be free of nits before they return to school have not been proven effective in controlling head lice transmission. The National Pediculosis Association does not recommend a "No Nit" Policy.

BED BUGS:

Rationale:

- Bed bugs are small reddish-brown, wingless insects that feed on human blood by biting through the skin. They can travel 10-15 feet to feed and go without feeding for up to 6 months. Their bites may look like a small rash and are itchy, but they are not considered a medical or health hazard because they do not transmit diseases. Bedbug infestations are not commonly found in school settings because the conditions that promote the most activity occur at night when people are sleeping. However, they can "hitchhike" on clothing, backpacks, or personal belongings into the school setting.

Standard:

- If bed bugs are reported in a school building or on school property, schools should implement a procedure as quickly as possible to limit potential spread and avoid bringing undue attention to affected individuals. The procedure

should include accurate information about bedbugs and measures to take at home and school to eliminate the problem.

- It is It is crucial to educate staff and parents as to precautions they need to take to reduce the likelihood of accidentally moving bed bugs from home to school and from one location within the school to another. Students who are known or suspected to have bed bugs should not be sent home or isolated from other students as it may negatively impact learning.

- Notification of other parents should only occur if a classroom infestation is identified.
- Infestation is defined as an area consisting of all stages of the bed bug life cycle.

Procedure:

- If a **suspected** bedbug is found on a student or his/her belongings, it should be reported immediately to the school nurse or principal's designee. It is important to discretely remove the student from the classroom and examine the student's clothing and other belongings. (Note: you do not need parental consent to inspect a student's belongings when bedbugs are suspected, however, a courtesy call is recommended.)
- If bedbugs are **confirmed**, parents of the student should be notified immediately, with the student returning to the classroom with only the supplies needed for the day (books, paper, pencils, etc.) All other items (book bag, lunch box, purse, clothing, etc.) should be bagged (retrieved from nurse) and kept in the health room until the student can retrieve them to take home at the end of the day.
- Send the "Bedbug Parent Letter" (Appendix A.) home with the student informing the parent/guardian of steps to reduce the risk of bed bugs being transported to school.
- The classroom should be thoroughly vacuumed in the areas where student belongings are kept using a vacuum with a disposable bag. The room should be vacuumed on the day the insect is found and at least weekly thereafter. The bag should be disposed of immediately after use.
- Pesticides should not be used in any area where students are located unless the area has been vacated and remains vacated at least 24 hours.

- If a **second confirmed encounter occurs with the same student**, the nurse/school designee should be notified immediately. It is important to discretely remove the student from the classroom and examine the student's clothing and other belongings.
- Notification of other parents should only occur if a classroom infestation is identified (See Bedbug Letter to Class Parents, Appendix B.)
- Infestation is defined as an area consisting of all stages of the bed bug life cycle.
- Follow the same procedure as previously outlined for a confirmed occurrence adding the following:

A. For 5 days, the student's belongings will be sealed in a clear plastic bag, kept in the health room, and inspected daily for bedbugs. The bags can be obtained from the school nurse and may be re-used if no bugs are found.

B. The student's siblings and close friends should also be assessed and parents/guardians notified for the presence of bedbugs. If any are detected the above procedures should be followed. It is not necessary to examine an entire classroom for bedbugs, only those who are near the positive student and/or exhibiting signs of bedbugs.

C. Have the teacher declutter the classroom to decrease hiding spaces for bedbugs.

D. Confidentiality of infested students will be maintained at all times. Only those staff members directly involved with the student should be informed of the bedbug problem.

IMMUNIZATIONS: Student has 30 calendar days from that student's first day of school to provide the school with an updated SC Certificate of Immunization

If the updated SC Certificate of Immunization is not received within the 30 days, the student will be excluded from school until received. The absences will not be excused and could possibly lead to truancy

COVID: May remain at school as long as symptoms are resolving and fever free for 24 hrs without the use of fever reducing medication

Student Accident Insurance

A Student Accident Insurance Plan is available for your child if you are interested. You may choose from two plans; school time or 24 hour around the clock protection. A brochure may be provided to you for more information. Student Accident brochures are only sent to parents if requested.

Electronic Devices

Students will not be allowed to have cell phones or smart watches powered on in the building during any part of the instructional day. This includes lunch time and class transitions. **Cell phones and smart watches must be powered off and placed in lockers, purses, backpacks, or other non visible secure locations**. Additionally, **headphones and earbuds are also prohibited** unless specifically authorized for instructional purposes.

End of School Day Pick-Up

All car rider students need to be picked up in the car line. If you arrive to pick up your child at the front office, he/she will be dismissed at that time and you will need to sign him/her out as an early check-out. There will be no standing in the foyer until dismissal and also no dismissing students to the office when his/her hall dismisses. This is a safety concern. Please see Mrs. Miles with questions.

Visiting Classrooms/ Eating Lunch with Your Child

To keep our students and staff safe, CCS schools have put in place a few important guidelines for all schools. Here's what you need to know:

1. **Check-in Procedure: ** When you arrive, please head to the main office to sign in. Please bring your state issued ID or Driver's License. We love seeing our parents and guardians!

2. **Visitor Sticker: ** After you sign in, we'll give you a visitor's sticker. Please wear it where it can be easily seen during your visit.

3. **Escorted Visits: ** For your safety and our students', a staff member will guide you to and from your destination within the school.These steps help us ensure a secure and

welcoming environment for everyone. Thank you for your understanding and cooperation!

If you would like to speak to your child's teacher, you will need to contact him/her to set this up. Teachers are not able to come to the office during the instructional day to meet with parents.

If you would like to observe in your child's classroom, a request must be made to school administration to schedule this observation. Once the request is made, Mrs. Miles or Mrs. Dudley will schedule an observation with the teacher and parent/guar



Edwards Elementary Field Trip Procedures

1. Letters will be sent to parents of location of the trip, date, time, mode of transportation cost, and the need for volunteers; if applicable.
2. Signed permission slips are mandatory for all students.
3. Follow-up letters/notes will be sent informing of the deadline for paying, appropriate clothing, and other details.
4. All students will ride the bus to and from the field trip unless transportation is provided by a parent or guardian.
5. Arrangements for money taken on field trips by students should be discussed with the child's teacher.
6. Parents will be informed if students will return before the end of the day or if they will need to pick their children up after school.
7. EES students need to attend their field trip only- not the field trip of siblings as that would result in an unexcused absence.

8. EES Faculty/Staff will chaperone all field trips. Parent chaperones are not needed, unless specified otherwise.

Parents/Guardians are responsible for paying field trip fees, not the school.

There may be an occasion when a student will not be allowed to go on a field trip unless accompanied by a parent/guardian. If/when this happens the parent/guardian will be notified in advance of the date of the trip.

Let's all work together to make this the best school year YET!

