EDWINS ELEMENTARY

Home of the Jr. Vikings

STUDENT/PARENT HANDBOOK



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www.okaloosaschools.com/edwins



Edwins Elementary is a proud Purple Star School of Distinction!

PRINCIPAL'S MESSAGE: The faculty, staff, administration, and our School Advisory Council (SAC) join me in welcoming you to Annette P. Edwins Elementary School…home of the Jr. Vikings! We encourage you to join our SAC, sign up as a volunteer, and participate in our numerous school activities. It takes the school, family, and community working together to provide students with the best education. As a Title I school, Edwins Elementary is committed to helping each child reach their full potential. We provide a safe and challenging educational experience. We have a full staff to guide, teach, inspire and support your child. The information that follows is intended to assist you and your child in becoming familiar with our daily routines, areas of special concern, and expectations. Please read it carefully together with your child/children. See the Okaloosa County Student Code of Conduct for additional information. Please do not hesitate to call us with any questions or concerns at 850-833-3333.

Safety:

In the rare event that the school is in a lockdown or extreme weather situation, please help us keep lines of communication open for support personnel by not phoning the school site. Information will be disseminated through media outlets as quickly as it becomes available. Parents are reminded that due to safety considerations, students will not be allowed to leave or be checked out during these times. The safety of our students is everyone's responsibility. No one other than students, faculty, and staff should ever be on campus without prior authorization through the school office. As per Okaloosa County School Board policy, all visitors must first report to the school office, sign in, and receive a visitor's badge which provides identification and indicates authorization. Parents and families should feel comfortable with this policy which sometimes also requires school personnel to ask for appropriate identification, particularly when a child is to be "checked-out" from school. Please be prepared and notify your authorized representatives that this might occur when they arrive on campus. We have a single point of entry (the front office). Any non-student must sign in before going further on campus and must have a valid school business.

STUDENT WELFARE

Students may not bring any type of gun (toy, etc.), shells, knives, slingshots, or any other type of potential weapon. Possession of a potential weapon at school may result in suspension. Cameras, radios, tape recorders, video games, or any other items of significant value (coin collections, baseball cards, etc.) are not allowed unless requested by a teacher and proper arrangements have been made; Significant amounts of money; Any unusual item unless prior approval has been granted by the teacher, bus driver, and/or principal; and Animals (dead or alive). Students should also refrain from bringing significant amounts of money or unusual items that may cause a distraction

This handbook features topics in alphabetical order beginning on page 5.

OCSD Okaloosa County School District

Our Mission

Placing students on a pathway to success by providing high quality instruction, a wide array of marketable experiences, and unparalleled extracurricular opportunities while developing relationships that meet both their academic and emotional needs.

Our Vision

Preparing today's students for success within and beyond the classroom.

Our Shared Values

We are PASSIONATE about what we do. We make DATA-BASED decisions.

We are personally ACCOUNTABLE and have courage to hold others accountable.

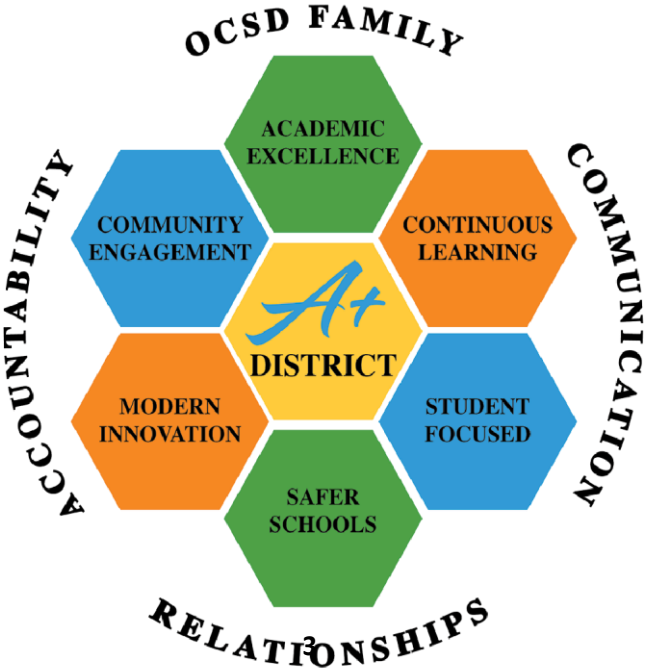
We LISTEN and seek to understand.

We are lifelong LEARNERS.

We are committed to COACHING and DEVELOPING our people. We value HUMILITY.

We are grounded in the RELATIONSHIPS we build.

OKALOOSA SCHOOLS



THE NEXT GENERATION...

OKALOOSA COUNTY SCHOOL DISTRICT
2025-2026 School Year Calendar

Pre-School Planning	**Tuesday - Friday**	**August 5- 8, 2025**
Professional Development Day	Thursday	August 7, 2025
First Day of School for Students	**Monday**	**August 11, 2025**
Labor Day Holiday	Monday	September 1, 2025
End: 1st Grading Period	**Friday**	**October 10, 2025**
Teacher Work Day/ Student Holiday	Monday	October 13, 2025
Veterans Day Holiday	**Tuesday**	**November 11, 2025**
Thanksgiving Holidays	Monday-Friday	November 24 - 28, 2025
End of First Semester	**Friday**	**December 19, 2025**
Winter Break Holidays	Monday - Tuesday	December 22 – January 2, 2026
Teacher Work Day/ Student Holiday	**Monday**	**January 5, 2026**
Professional Development Day/Student Holiday	Tuesday	January 6, 2026
Martin Luther King Jr. Holiday	**Monday**	**January 19, 2026**
President's Day Holiday	Monday	February 16, 2026
End: 3rd Grading Period	**Thursday**	**March 12, 2026**
Spring Break Holiday	Friday - Friday	March 12 – 20, 2026
Teacher Work Day/Student Holiday	**Monday**	**March 23, 2026**
Memorial Day Holiday	Monday	May 25, 2026
End of Semester/Last day for Students	**Thursday**	**May 28, 2026**
Last Day for Teachers	Tuesday	June 2, 2026

ATTENDANCE ELEMENTARY SCHOOL

- Edwins believes that regular attendance provides students the opportunity to master required skills at each grade level. Many integral activities, including class discussions, group experiences, field trips, guest speakers, and direct instruction, cannot be simulated or replicated with makeup work. **When you miss school, you miss out**.
- Please see the OCSD Pupil Progress Plan district information about attendance.

ABSENCES

- Students will have five (5) school days, including the day they return, to bring in written verification for an excused absence. The absence will be considered unexcused if the school does not receive written verification for the excused absence within that timeframe.

EXCUSED:

- Death in the family;
- Any reason up to 15 absences per semester;
- Illness or injury
- Appointments (medical, dental, therapy, etc.)
- Religious holidays

UNEXCUSED:

- Unverified absences
- Truancy
- Suspension
- Expulsion
- Participating in private lessons, activities, or classes sponsored by outside agencies

Students can makeup any assignment placed in the 60% category in FOCUS. Parent may request daily assignments for practice purposes only. No grade will be assigned for missed or completed daily assignments.

Attendance Communication – to make sure you are aware of your child's absences we will communicate with you in the following ways:

- Parents will be notified by a robocall that will go out for every absence. In addition, all absences are reported in FOCUS.
- A letter will be sent home after the 5th but before the 8th absence (excused or unexcused) per semester. The MTSS committee may be convened.
- On the 10th absence (excused or unexcused) per semester, a letter will be mailed home or sent via Thrillshare to the parent/legal guardian notifying them of the necessity for a parent excuse, doctor's excuse, or an excuse from an official agency in order to receive grades for make-up work. In addition, this letter will notify parents of the potential truancy concerns resulting from any additional absences.
- After the 15th absence in a semester no make-up work will receive grades. Parents/legal guardians can appeal to the school's MTSS committee for permission to receive grades for missed work.

Make-up work

Students will be provided 5 school days to complete assignments following an excused absence; the 5-day period may be extended for the make-up work and/or assessments if the individual situation warrants that action.
During multi-day excused absences, parents may request work and the teacher and principal may provide work within 24 hours to promote and maintain academic progress.

It is the parent's or student's responsibility to request make-up work for excused absences/school leave (up to 15 days).

Tardy/Early Checkout

Parent/guardian must accompany the child to the office when arriving after 8:30 am to sign them in. For the safety of all students, ONLY adults designated by the enrolling parent will be allowed to check out students with photo identification. Dismissal is a critical time for all schools. Office "traffic" must be kept to a minimum for the safety of all students. **All check-outs MUST occur before 2:30 pm.**

Truancy Procedures - (FL statutes: 984.03 F.S., 984.151 F.S., 1003.26 F.S.) The Superintendent may file a truancy petition for the following situations:

- Five (5) unexcused absences, or absences for which the reasons are unknown, within a calendar month, or:
- Ten (10) unexcused absences, or absences for which the reasons are unknown within a ninety (90) calendar day period or:
- More than fifteen (15) unexcused absences in a ninety (90) calendar day period.

Additionally, after the fifteenth (15th) absence per semester, no make-up work will be allowed for that class. An attendance expectation agreement may be initiated, outlining the consequences of nonattendance.
For a complete listing of truancy procedures, please see the Pupil Progression Plan

BREAKFAST/LUNCH

We offer a breakfast program each morning. Our breakfast serving time will be 8:00 a.m. – 8:29 a.m. We must follow this schedule to allow students to be in their classrooms on time. The tardy bell rings at 8:30 AM. Those arriving after 8:30 will be marked tardy. Lunches can be paid by check or cash or online using School Cash Online, which can be accessed through the district website. The cafeteria management appreciates your cooperation. Please stop by if you have any questions or need to review your child's account status. Students cannot carry a negative account balance.

FREE AND REDUCED-PRICE SCHOOL MEALS

A federal program for assistance with meals for economically needy children is available. Parents can complete an application online or in-person by contacting our registrar. Forms are kept in the office. Applications must be approved before the first day of school for NEW STUDENTS. All returning students must complete an updated application within 10 days of the beginning of school. In the event an updated application is not received within the 10-day grace period, the student will lose their assistance and must pay for

meals on the 11th day. Those that qualify for free and reduced lunch help support the school. The school receives federal funding that gives us the ability to hire Title I Teachers and Assistants, plus helps us purchase programs and manipulatives for all. Just a few things that have been purchased or provided at Edwins through these funds:
2 Title I Teachers
1 Title 1 Assistants
A LOT of classroom manipulatives and supplies
Parent involvement activities such as – The Science, Math, and ELA nights at school

Free and reduced cost meals are available to all who qualify. You can apply by scanning the QR code or at www.myschoolapps.com

SCAN ME

Parents, grandparents, and/or guardians are invited to eat lunch with their student during their lunch time. This is time with your student. You are not permitted to pull any other students to eat with you and your child. There will be a designated area outside in our garden for parents to eat with students.
A countywide menu is planned and available on the district website. Our daily menu includes a choice of one of two entrees, fresh fruit, and other healthy choice food items, including; either fruit juice or low-fat milk. We also offer breakfast for our students. Breakfast is served Monday through Friday from 8:00 a.m. until 8:29 a.m. The computer system in the cafeteria issues each student a cafeteria account number. With this number, students can make deposits to their individual accounts to be used for purchases of meals, extra milk or juice, or other items available to them. Parents can put money in their child's breakfast or lunch account by logging onto the school district website and using a credit card on the site. **Sodas and/or energy drinks are strongly discouraged at school.**

PRICES ARE AS FOLLOWS:

Fully Paid Meals		Reduced Meals	
Student Breakfast	$2.00	Student Breakfast	$.30
Student Lunch	$3.00	Student Lunch	$.40
Adult Breakfast	$3.00	Adult Milk	$.75
Adult Lunch	$5.00	All Extra Milk	$.65

Parents are asked to use cash if purchasing their lunch from the cafeteria.

BULLYING AND HARASSMENT POLICY
The Bullying Policy was revised and approved on July 31, 2018. To read it in its entirety please see:
https://go.boarddocs.com/fl/okaloosa/Board.nsf/goto?open&id=B25RA56CFE5E
Featured below is an abridged version of the policy.

Definitions:

Bullying means systemically and chronically inflicting physical hurt or psychological distress on one or more students or employees. It is further defined as unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by a student or adult, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation, or unreasonably interfere with the individual's school performance or participation, and may involve but is not limited to:

Unwanted Teasing	Social Exclusion	Threat
Intimidation	Stalking	Physical violence
Theft	Destruction of property	Cyberstalking
Public or private humiliation	Sexual, religious, or racial harassment	

Bullying and harassment also encompass:
Retaliation against a student or school employee by another student or school employee for asserting or alleging an act of bullying or harassment. Reporting an act of bullying or harassment that is not made in good faith is considered retaliation.
Bullying, Cyberbullying, Harassment, and Discrimination (hereinafter referred to as bullying, as defined in Section A, for the purpose of this policy) also encompass, but are not limited to, unwanted harm towards a student or employee in regard to their real or perceived: sex, race, color, religion, national origin, age, disability (physical, mental, or educational), marital status, socio-economic background, ancestry, ethnicity, gender, gender identity or expression, linguistic preference, political beliefs, sexual orientation, or social/family background or being viewed as different in its education programs or admissions to education programs and therefore prohibits bullying of any student or employee by any Board member, district employee, consultant, contractor, agent, visitor, volunteer, student, or other person in the school or outside the school at school-sponsored events, on school buses, and at training facilities or training programs sponsored by the district.

The School District prohibits the bullying of any student or school employee:

- During any educational program or activity conducted by Okaloosa County School District;
- During any school-related or school-sponsored program or activity or on an Okaloosa County school bus;
- Through the use of any electronic device or data while on school grounds or on an Okaloosa County school bus, computer software that is accessed through a computer, computer system, or computer network within the scope of the Okaloosa County School District. Threats of any kind will not be tolerated and are subject to disciplinary action per the Code of Student Conduct.

Consequences and appropriate interventions for students who commit acts of bullying may range from positive behavioral interventions up to and including suspension or expulsion, as outlined in the Code of Student Conduct, School Board Policy 4-32, and this policy.

Procedures for Reporting an act of bullying or harassment: Please contact the Principal, Assistant Principal, or Guidance Counselor to report bullying concerns.

At each school, the principal or the principal's designee is responsible for receiving complaints alleging violations of this policy. All school employees are required to report alleged violations of this policy to the principal or the principal's designee. All other members of the school community, including students, parents/legal guardians, volunteers, and visitors are encouraged to report any act that may be a violation of this policy anonymously or in-person to the principal or principal's designee.
The principal or designee shall promptly report via telephone, personal conference, and/or in writing, the occurrence of any incident of bullying or harassment as defined by policy to the parent or legal guardian of all students involved on the same day that this investigation of the incident(s) has been initiated. Notification must be consistent with the student privacy rights under the applicable provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA).

CAMPUS TRAFFIC
All persons who drive on our campus must drive with great caution (5 mph). They should understand that children often do the unexpected. If you are parking, please park in designated areas only. Children cannot be dropped off in the parking lot outside of the office without supervision. Model your behavior to represent a high regard for public property and safety.

CELEBRATIONS
All parties, celebrations, and other such events are coordinated and managed by the classroom teacher. Please contact the classroom teacher regarding any such planned activities. Parents who do not wish for their child to participate in these activities should notify the teacher early in the year. "Ballooning" and "costuming" are not permitted. For party invitations to be passed out at school, each child in the class must receive an invitation. For the safety of the students with allergies, there will be no sharing of food or passing out food in the lunchroom. Due to food allergies and the necessity to comply with all health inspections, food must be store-bought.

Cell Phones
See the School Board Policy Chapter 4 regarding Wireless Communications Devices. This affects watches, cell phones, and other electronics.

CHECK-OUT/PICK-UP
If possible, please inform your child and your child's teacher if your student will be checked out early. This assists us in expediting your child's departure.
Students will not be able to leave school unless they have first been checked out through the Front Office by a parent/guardian or other pre-identified person.
Students will be released once the ID of the adult has been confirmed and checked against our list provided by the enrolling parent/guardian.
The School "Check-in/Check-out" computer requires the Parent/Guardian to show a driver's license to check the student out.
Our county safety policy requires all check-outs to be completed by 2:30 PM. Late

check-outs impact our ability to begin dismissal on time and accurately. Parents arriving after 2:30 PM will have to wait until dismissal begins to pick up their child.
*** For the safety of your student, every effort should be made to maintain a consistent mode of afternoon transportation. ***

Transportation Changes
Student safety is a high priority; therefore, transportation changes MUST be in WRITING and received in the school office before 2:00. Phone changes are NOT accepted to ensure for the safety of your child. However, parents/guardians are welcome to call to confirm the receipt of a change in transportation.

CLINIC
The purpose of the School Clinic is to provide care for a student who becomes ill or injured at school and for dispensing medicines. If the Health Tech is absent, the front office staff or a substitute Technician will serve in her capacity. There are no facilities available to keep sick children for an extended period. Parents will be called to pick up their sick child following the District health guidelines. In case of serious accidents, an emergency vehicle will be called to transport the injured child to the nearest clinic or hospital. Children with communicable diseases will be sent home and should have a doctor's certificate or certificate of clear health from the health department to re-enter (State Health Laws). Students should not be sent to school with a fever, nausea, or vomiting.

Parent Contact Correct contact information is essential. Accurate telephone numbers to call in case a child gets sick or injured while at school are imperative. If parents plan on being out of town or can't be easily reached, it is advised to leave a Power of Attorney with a reliable contact person and also provide a copy of to the school Health Technician. If your child has any type of medical concern, please alert us as soon as possible, and include that on the health card, as it will help us to better care for your child. Any allergies, diabetes, seizures, etc. should be brought to our attention.

COUNSELING
- SCHOOL COUNSELOR: Edwins Elementary School has a full-time School Counselor and a part time social worker. You may call the front office to speak with the School Counselor or to set up an appointment.

CONFERENCES
If, at any time, you would like to have a conference with your child's teacher, please contact them directly to schedule. If you would like to meet with our school counselor or principal, please call the office and make an appointment. Conferences can be held before, during or after school based on availability of the teacher. There may be times during the school year when the teacher or principal will request a conference with the parents. There will be designated times and dates the classroom teacher will have conferences during the school day for the convenience of our parents. Thursday mornings are reserved for faculty meetings.

DISCIPLINE EXPECTATIONS

Communication is very important where discipline is concerned. We hope to work in partnership with parents in order to address student behavior. You will always be contacted when a disciplinary infraction occurs that needs to be addressed. Teacher Infraction Reports will be used for minor infractions and Office Referrals for more severe violations of student code of conduct.

Should your child be sent to the office with a referral, you may expect the following actions, depending on the severity or frequency of the infraction. See Student Code of Conduct

- Warning & Parent phone call/contact (and/or)
- Time out in another class
- Loss of privilege (and or)
- Time out in the office or Student Training Program (Previously known as In-School Suspension)
- Out of School Suspension
- Behavior Progress Monitoring Plan and/or Behavior Intervention Plan
- Placement on a Behavior Contract with a possibility of alternate school placement (grades 3-5)
- Expulsion

Any student receiving multiple office referrals can be placed on a behavior PMP, behavior improvement plan, or behavior contract. You will be contacted if your student is placed on any of the above.

We will follow the Code of Student Conduct (available at www.okaloosaschools.com)

Edwins School-wide Behavior Expectations

Junior Vikings are: Safe, Respectful, Problem Solvers, and Contributors

Be Safe

- Keep your hands and feet to yourself. (No hands-on others, hitting, or pushing)
- Walk safely in the classroom and halls.
- Use classroom, PE, and recess equipment appropriately.

Be Respectful

- Obey directions/instructions given by ALL school personnel.
- Raise your hand to speak.
- Maintain a positive attitude, self-control, and self-discipline.
- Show your teachers and classmates respect by using kind words and being helpful.
- Show respect for your own property, as well as the property of others.
- Obey lunchroom rules. Respect the lunchroom monitors. (Do not share food due to allergies).

Be a Problem Solver

- Raise your hand for help
- Help your classmates
- Look for solutions

Be a Contributor

- Demonstrates positive work habits by staying on task.
- Complete and return all assignments on time.
- Clean up your supplies

DRESS CODE FOR STUDENTS (Reviewed by the SAC each year)
The following excerpts regarding the student dress code are from School Board Policy 4-31: Appropriate student grooming and dress are primarily the responsibility of the student and parent…a student's personal hygiene, appearance, or dress is such that it does not disrupt or interfere with the educational process or endanger the health and safety of others. The wearing of garments appropriate for school is to be encouraged. All instructors should be alert to give helpful, friendly guidance in these matters without embarrassment to the pupil.

At Edwins Elementary this means**:**

- Clothing must be neat, clean.
- Footwear is required for sanitary and safety reasons. (Tennis shoes should be worn for PE as they are required for participation.)
- No hats are to be worn inside the building without special permission
- Garments bearing inappropriate slogans/pictures are not permitted. (i.e., alcohol, tobacco, drugs, racial remarks, or sexual connotations)
- Hairstyle must not interfere with vision.
- Tank tops and similar shirts or blouses, when worn without another top, are not permitted.
- The midriff must be covered and undergarments must not show at any time.

EQUITY
Adults – (6-26)(6-27)(6-28) EQUITY POLICY
Harassment concerning an individual's race, color, sex, age religious beliefs, national or ethnic origin, marital status, or disability is a form of misconduct that undermines the integrity of the employment relationship. Sexual harassment by an employee or volunteer or person with whom the district contracts for services toward another individual while under the jurisdiction of the district is strictly prohibited. Violations of equity policies should be promptly reported.

Students – (4-34) EQUITY POLICY
If the policy of the School Board of Okaloosa County to offer students the opportunity to participate in appropriate programs, services and activities without regard to race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, parenthood, pregnancy, disability, sexual orientation, or social and family background.

Complaint Procedures:
If an adult needs to report an alleged violation of these policies, an informal Equity Complaint should be made to the principal or assistant principal. If the situation cannot be resolved informally, a Formal Equity Grievance form, in compliance with School Board Policy 6-29, should be directed to the Superintendent's designee listed below.
Employees have the option of filing a grievance through appropriate Master Contract procedures in lieu of the Formal Equity Grievance Act-1973.
Contact Steve Chatman: 683-9002

Students should promptly report complaints pertaining to the Okaloosa School District's

Equity Policy to a teacher, the principal, or to the principal's administrative designee in charge of the school's disciplinary office. The District's Equity Coordinator will be immediately notified by the school's administrative staff when a complaint is filed.

SUPERINTENDENT'S DESIGNEES:

Steve Chatman	Equity (Equal Opportunity)	683-9002
Danny Dean	Safe Schools	689-7127
Brian Humphrey	Athletics/Safe Schools Representative	689-7141
Teri Schroeder	Health- Student Services	833-3108

THIS POLICY IS IN ACCORDANCE WITH THE FLORIDA EDUCATIONAL EQUITY ACT OF 1973 AND OTHER APPLICABLE LAWS AND RULES.

EXCEPTIONAL STUDENT EDUCATION (ESE)

The Exceptional Student Education (ESE) program is designed to assist students who qualify for the program. Our goal is to align school services with county, state, and federal policies incorporating Free Appropriate Public Education (FAPE) for all ESE students. Kindergartners through fifth-grade students qualify through a systematic referral process beginning with the classroom teacher. Parent participation and approval are essential for the continuation of the process. Specific criteria must be met to determine ESE eligibility.

FIELD TRIPS

Field trips must be connected to areas of the curriculum and should benefit students by reinforcing the Florida Standards. Field trips and excursions provide worthwhile experiences of educational value.

A child will not be allowed to take a field trip without written permission from the parent or guardian. The parent will need to sign the Field Trip permission slip in advance. Students are requested to wear a class shirt on field trips for safety reasons. Monies collected for field trips will not be refunded.

Any legal guardian taking their child home directly from the field trip or immediately after returning to school must either complete a release form or sign out the student in the front office. Please be prepared to show a government-issued photo ID to sign your student out.

To be a chaperone on a field trip you must complete a volunteer affidavit at least two weeks before the field trip. For the safety of ALL students, volunteers/chaperones will receive a background check by completing the volunteer affidavit online. Volunteers may complete an application at www.okaloosaschools.com

GRADING POLICY of OKALOOSA COUNTY

https://www.okaloosaschools.com/files/site/district/ppp/ppp-es-2019-2020.pdf (Grading policy is on page 64 of the Pupil Progression Plan)

The grading system for grades 1-5 is based on two categories of tasks, each with a different total weighting of the final grade.

Category 1 (Short Term = 30% of the grade): Daily and/and or weekly grades.

Category 2 (Standards-based Assessments/Projects = 70% of the grade): Assessments over increments of time to determine the progression of the mastery of the standards. A minimum of four (4) Standards-based Assessments/Projects are required each quarter. Students should receive at least 9 (5 or more daily/weekly grades & 3 or 4 assessment/project) grades in every subject every quarter.

Grade Scale

90-100	A
80-89	B
70-79	C
60-69	D
59-BELOW	F

HEAD LICE

Students in Okaloosa County School District schools may be checked for head lice by the school Health Tech. School officials will take the following steps when a student is identified with head lice:

- Parents or Guardians will be called to transport the student home.
- The Health Tech will give parents written procedures on the treatment of head lice.
- Students will be allowed to return to class once the school has been provided with documentation that head lice are being treated.
- The student will be checked again in 7 school days to verify that he/she is still free of lice and live nits.
- The student will be referred to the school officials upon the third incident of lice or live nits in a single semester. Upon referral, the school officials may refer the student to other available resources.

INSTRUCTIONAL MINIMUM MINUTES (WEEKLY)

In order to meet the state requirements for each subject, all students will receive instruction in the following subjects for at least the minutes below:

- 600 minutes of Reading/Language Arts (mandated 90 minutes per day uninterrupted Reading block). Writing and Reading will be instructed by the same teacher. Any spelling, grammar, or writing assignments will be recorded under the reading grade.
- 200 minutes of Science
- 60 minutes of Social Studies
- 300 minutes of Math
- 20 minutes of recess (daily)
- 45 minutes of activity period will occur each day. (150 Minutes of PE per week)

INTERNET ACCESS

The Internet provides exciting opportunities to expand learning for students and educators. However, with this opportunity comes the responsibility for appropriate use; therefore, the School Board of Okaloosa County has adopted an Internet Acceptable Use Policy that covers policy and procedural guidelines for accessing and using the Internet in Okaloosa County Schools. To use the Internet, each student and their legal guardian must read the Internet Acceptable Use Policy. This policy is signed by the parent and

student during registration.

LATE ARRIVAL OF STUDENTS (TARDIES)
Students are tardy if they are not in their classrooms by 8:30 a.m. Parents must escort their child to the office and sign in if they arrive after the tardy bell. A tardy pass will be issued allowing the student to enter class. To minimize interruptions, tardy students will be dismissed from the office to walk to class independently. Students should arrive at school in time to put away backpacks, turn in homework and notes, sharpen pencils and prepare for the day before the last bell rings. If your child eats breakfast in the lunchroom, please allow them enough time to eat and get to class before the bell rings at 8:30 a.m. Breakfast is served Monday through Friday from 8:00 a.m. until 8:29 a.m.

MEDICATIONS (See Nurse/Clinic)
For medicine to be administered at the school, parent permission and instructions must be obtained. The parent will be required to come into the clinic to fill out the Medication Administration Form when they hand carry the medication to the clinic. This form authorizes the school to assist in the administration of medication. The medication prescribed for the student must come in the original container.
The school's health tech will record each dosage given on the Individual Medication Administration Log. If your child is on daily medication and you forget to give him/her the early morning dosage you will need to come to the school and administer the medication and sign a new form permitting us to give the next dosage at a time later than the time stated on his/her medication form. Parents' phone calls are not acceptable to change the dosage or time of dosage. Changes in the dosage or the times of medication administered will require a physician's written permission. The first dosage of any new medication shall not be administered during school hours due to the possibility of an allergic reaction.
Non-prescription medication must be brought to school, by a parent, in an original unopened container and shall be labeled with the student's name.
No medication, including cough drops, or sunscreen will be administered without permission. NO MEDICATION CAN BE FURNISHED BY THE CLINIC. Under no circumstances are children to have any kind of medication in their possession while at school or on the school bus, including cough drops or sunscreen.
To honor parent information regarding their child's allergies, the parent must provide the school with proof of the allergy from a physician.

PERSONAL PROPERTY
Edwins Elementary School is not responsible for lost or stolen items. Parents are urged to label students personal items such as jackets, sweaters, and lunch boxes with the child's first and last name and room number. The wearing of jewelry and bringing more money than is needed for the day is discouraged. A lost and found is located near the cafeteria.
Children are not allowed to bring toys from home. This includes, but is not limited to handheld gaming devices, iPods or handheld electronics, any type of toy gun, and trading cards (baseball, Pokémon, etc.). All cell phones and Watches with cell phone capability should be turned off and stored in the student's backpack during the day. The school assumes no liability for electronics brought on campus. If the cell phone is collected by the teacher, then the teacher will turn the cell phone into the principal. With

repeated offenses, the cell phone will be handed over to the parent from the school principal. This is at the direction of the Okaloosa County School Board. Please see the Acceptable Use Policy for electronics and wireless communication devices. Phones, Kindles, Ipads, and tablets of any kind utilized for classroom instruction must follow the "BYOD" Bring Your Own Device policy guidelines. Only those teachers who attend the BYOD training are permitted to utilize personal devices in class for academic purposes.

PHYSICAL EDUCATION

Physical Education activities, in accordance with state regulations for elementary schools, are provided under the direction of qualified physical education teacher. Every child is required to participate unless physically handicapped or ill. The parent should send a note when a child is to be excused. A doctor's certificate is required if a child is not to participate in physical education classes for an extended period of time.
As a safety precaution flip flops, high heels, soft bottom shoes, or platform shoes are NOT allowed during PE classes. Closed-toe shoes should be worn during PE.

REPORT CARDS/ Progress Monitoring: ONLINE ONLY

Okaloosa County School District's elementary and secondary schools report grades each nine (9) week period. Grades communicate to you how well your child is achieving the Standards. Our core curriculum is the Florida Standards. More information is available on the District's website (www.okaloosaschools.com). Click on "Parent Links and Resources" section. The FAST will be given to students in all grades 3 times a year to assess their progress and mastery of the Standards. Our priority is to ensure each student makes at least one-year's academic growth for the school year in a safe and engaging environment.

KINDERGARTEN PROGRESS REPORTS

In addition to the nine-week report card, Kindergarten students will receive a progress report mid-nine weeks.

NINE WEEKS	End OF NINE WEEK PERIOD
1st	October 10, 2025
2nd	December 19, 2025
3rd	March 12, 2026
4th	May 28, 2026

SCHOOL ADVISORY COUNCIL (SAC)

The School Advisory Council (SAC) consists of faculty, staff, parents, and business partners from our community. There is a School Advisory Council in each district school. Florida law requires the School Board to establish a SAC in every school. The three main objectives are:

- To serve in an advisory capacity to the principal
- Help in the development of the education plan
- Aid in the preparation and evaluation of the School Performance Plan and Professional Development Site Plan

The SAC meets as a group to monitor the implementation of the School Improvement Plan.
For additional information concerning guidelines, scheduled meetings, agendas, and minutes can be found on the school's website. We invite you to be a part of SAC. Their peers elect the members of the SAC; teachers elect teachers, educational support employees elect educational support employees and parents elect parents. The Principal is an integral part of the SAC committee. There is a minimum of 9 members. Anyone interested in being a member of SAC, please contact Mrs. Armstrong. A new member vote will be held in September. Meetings are subject to change depending on council vote. A schedule of meetings will be posted outside the office.

SCHOOL HOURS
School hours are determined by the scheduling of the busses. Our take-in time is 8:30 a.m. and dismissal time will be 3:00 p.m. Students who walk or are driven to school should not arrive at school before 8:00 a.m. and should leave the grounds promptly after dismissal in the afternoon.

School Hours: 8:30 a.m. take-in – 3:00 p.m. dismissal

The School's Front Office is open from 7:45 am until 3:30 pm daily.

SCHOOL INSURANCE
School accident insurance for students will be available during the first month of school for those desiring it. Specific coverage provisions and information will be sent home as soon as it is available after school begins. This is not mandatory but it has been selected with school children in mind.

SECTION 504 of the REHABILITATION ACT
Those students who are not classified as exceptional students with active IEPs may qualify as handicapped persons as defined in Rule 6A-19.001(6) FAC and Section 504 of the Rehabilitation Act of 1973. Rule 6A-19.001(6), FAC, defines a handicapped person as: Any person who has a physical or mental impairment which substantially limits one or more major life activities; has a record of such impairment: or is regarded as having such impairment.
If you, as a parent, think that your child may qualify as handicapped under Section 504, please contact the school's guidance counselor at 833-4240. Medical verification of the handicapping condition is required.

TRANSPORTATION
All children living one mile or more from the school are provided transportation by school bus. Others may be transported at the discretion of the Okaloosa County School Board. The County Transportation Officer is in charge of transportation procedures. Transported pupils are expected to be orderly aboard the buses. Parents need to explain to children why they should observe school bus rules. Behavior and problems arising at bus stops or at any time or place before boarding the bus or after getting off the bus at

home are subject to school disciplinary procedures.

BUS RIDERS

The bus ramp is closed to all other vehicles!

NOTE: In order for a student to ride a different bus to or from school, parents must send a note requesting this change. A bus pass must be generated by the front office. This is a requirement of the transportation department.

INSTRUCTION FOR RIDING SCHOOL BUSES

- Stand-off roadway while waiting for the bus.
- Pupils must be on time: Bus will not wait for those tardy.
- Pupils must board and leave the bus at their regular stop. (Unless by written permission of parent and principal.)
- Walk 10 feet in front of the bus. Wait for the driver's signal before crossing the road.
- The driver is in full charge of bus pupils. Pupils must obey the driver.
- The driver has the right to assign seats. Pupils must sit 3 to a seat from the window to the aisle.
- Keep in your seat at all times when the bus is moving.
- Keep arms and heads inside the window. No objects shall be thrown from windows or at the bus.
- Unnecessary conversation with the driver is dangerous.
- Other than ordinary conversation, classroom conduct is to be observed.
- Absolute silence is required at all railroad crossings.
- No eating or drinking.
- No animals (dead or alive), glass or glass containers, sharp objects, ball bats, cutting instruments, batons, and drumsticks will be allowed on the bus without prior permission of the driver.
- Large objects including band instruments that interfere with the seating and safety of other students will not be permitted on the bus. (See bus driver to properly stow.)
- Riding the bus is a privilege. Serious or repeated misconduct may result in suspension from the bus! Bus referrals are the equivalent of a classroom referral and are recorded in the student's permanent record.

CAR RIDERS

A.M. Drop off

- When safety patrol is present, follow their directions.
- Pull your car forward as far as you can, do not stop at your child's entrance. Have your child ready to unload. This is to help car rider drop move quickly.
- Car rider drop off begins at 8:00 am.
- Do not pass other cars unless directed to do so.
- Do not drive off until your child steps onto the sidewalk.

For the safety of others please avoid using your cell phone in the parking lot and in the car rider lines.

P.M. DISMISSAL

- Car Rider dismissal begins at 3:00pm.
- Student's numbers should be on display in the car window/from visor.
- Pull forward so cars can be loaded simultaneously
- Please watch for directions from a faculty, staff or safety patrol member that is on duty.
- Load children from the right side of your vehicle.
- The car ramp is a NO PARKING zone.
- Please encourage your child not to loiter in the building, and to come directly to the cafeteria at dismissal.

For the safety of others please avoid using your cell phone in the parking lot and in the car rider lines.

NO LEFT TURN OUT OF OUR PARKING LOT DURING INTAKE AND DISMISSAL

WALKERS/BIKE RIDERS

- Stay on designated sidewalks at all times
- Cross the street where crossing guards are located
- Park bikes in designated area in front of school

BICYCLE AND SCOOTERS

All students who ride bicycles or scooters to and from school should always park and lock their bicycles/scooters in the racks located in the front of the school. Florida law requires that all students wear an appropriate bicycle helmet. Although we take precautions to secure bicycles parked in the bike rack, the school is not responsible for bicycles or scooters left on campus, especially after hours.

SEVERE WEATHER/RAINY DAY DISMISSAL

BUS RIDERS:

In inclement weather please allow your child to continue to ride the bus. Parents may take or pick up their child at the BUS STOP. This will help with our traffic problems at the school on rainy days.

CAR RIDERS:

Car riders will be dismissed as usual unless there is lightning present. If you pick your student up as a car rider, you should display the car rider tag on your visor. This will help us find your child and load quickly. Please note that there may be some changes in the car ramp area. Teachers and staff will be there to guide you. Lightning can slow down our dismissal time. Please be patient.

WALKERS:

Dismissal will continue as usual unless there is a severe weather warning (such as a tornado or lightning detected in the area.) In the event that lightning is present during dismissal, "rainy day dismissal" will be called.

VISITORS

All visitors to our school must report to the school office before entering any other part of the school. Messages or forgotten items will be delivered to the students by the office personnel. Office staff will present visitors with a visitor's pass that must be worn while visiting all areas of the school. To provide security to our children and staff, the gates and entrances are locked once the last school bus arrives at school. Student visitors or small children are not permitted to visit the classrooms during school hours (this includes no small siblings during lunch, class parties, volunteer times, and field trips). Parents are welcome but arrangements for in-class visitations must be made 24 hours in advance with the teacher and principal.

ALL classroom visits must:

- Be scheduled (24 hours in advance)
- Be Announced
- NOT disrupt classroom instruction

VOLUNTEER AFFIDAVIT

The use of volunteers in our school program is encouraged. If you wish to volunteer please go to www.okaloosaschools.com and click on the "Volunteer" link. This link is also available from the Edwins website. For the protection of our students, the Okaloosa County School District requests every school volunteer complete an online Volunteer Affidavit. A new Volunteer Affidavit must be completed each year on line. Many students function better when their parents are not present in the classroom. Should this apply to you, you may wish to volunteer in another classroom or some other area. We have many areas outside of the classroom to consider volunteering such as in the Media Center & Music class, and with musical performances.

WITHDRAWALS

Parents may request a withdrawal either by a telephone call to the office or in writing giving the date of the transfer or withdrawal is to become effective and either a change of address or location of the child's next school. It is permissible and encouraged for parents to hand-carry a student's school records if the move is out of the country. The school office will need at least three days in advance to have the records ready. All textbooks, library books, and cafeteria charges must be cleared before the student leaves.

PLEASE NOTIFY THE SCHOOL IMMEDIATELY IF YOUR TELEPHONE NUMBER CHANGES.
PLEASE SEND A NOTE OR CALL, 833-3333

FOR ADDRESS CHANGES, YOU WILL NEED TO PRESENT DOCUMENTATION TO THE REGISTRAR AS COMPLETED DURING REGISTRATION.

EDUCATIONAL FUNDING ACCOUNTABILITY ACT
Section 1010.215, F.S.

SCHOOL DISTRICT OF OKALOOSA COUNTY

2023-2024 SCHOOL FINANCIAL REPORT — EDWINS ELEMENTARY (#0031)

REVENUES	School[1]	%	Okaloosa County School District	%	K-12 Education State of Florida	%
Federal	$ 1,237,352	20.17%	$ 43,503,741	12.69%	$ 6,878,339,611	19.19%
State/Local (excludes Lottery)	4,897,279	79.83%	299,028,452	87.24%	28,940,818,077	80.73%
Lottery	-	0.01%	-	0.00%	-	0.00%
Private	-	0.00%	216,602	0.06%	29,521,897	0.08%
Total	$ 6,134,631	100.00%	$ 342,748,795	100.00%	$ 35,848,679,585	100.00%

[1]Total school revenues should agree with the total school costs in the subsequent section.

K-12 OPERATING COSTS[2]	Per Full-Time Equivalent Student: SCHOOL AVERAGE	DISTRICT AVERAGE[3]	STATE AVERAGE[3]	TOTAL COSTS
Teachers/Teacher Assistants (Salaries/Benefits)	$ 7,330	$ 6,030	$ 6,109	$ 3,268,122
Substitute Teachers (Salaries/Benefits)[4]				
Other Instructional Personnel[5]	1,445	883	1,531	644,027
Contracted Instructional Services	523	554	456	233,147
School Administration	974	795	761	434,098
Materials/Supplies/Operating Capital Outlay	320	349	372	142,882
Food Service	1,587	508	718	707,455
Operation and Maintenance of Plant	1,196	1,076	1,368	533,009
Other School-Level Support Services	386	294	327	171,891
TOTAL SCHOOL COSTS[2]	$ 13,761	$ 10,489	$ 11,642	$ 6,134,631

[2]Capital expenditures for new schools are not included.
[3]Amounts reported for district and state reflect total school costs (direct and school-level indirect costs) for all levels of students, not costs by school type.
District-level costs, such as costs for transportation and administration for the School District of Okaloosa County, totaled $12,573,254.00 or $439 per FTE.
[4]The cost of substitute teachers included in teachers' salaries and benefits and/or school-level support services as below
$ 182 $ 102 $ 81,148
[5]Includes some non-personal costs, such as costs for teacher training materials.

K-12 ADDITIONAL DETAILED INFORMATION	Per Full-Time Equivalent Student			TOTAL COSTS[6]
Teachers/Teachers Aides (Salaries/Benefits):	SCHOOL AVERAGE	DISTRICT AVERAGE	STATE AVERAGE	
Basic Programs	$ 6,251	$ 5,113	$ 5,030	$ 1,617,229
English for Speakers of Other Languages (ESOL)	$ 4,664	$ 5,302	$ 5,989	$ 220,535
Exceptional Programs	$ 10,227	$ 9,572	$ 9,618	$ 1,430,358
Career Education Programs	$ -	$ 5,092	$ 4,944	$ -
Adult Programs[7]	Not FEFP Funded	Not FEFP Funded	Not FEFP Funded	Not FEFP Funded
Materials, Supplies, Operating Capital Outlay[8]:				
Textbooks	$ 78	$ 108	Not Available from State Data Base	$ 34,927
Computer Hardware & Software	$ 27	$ 61	Not Available from State Data Base	$ 12,227
Other Instructional Materials	$ 152	$ 135	Not Available from State Data Base	$ 67,567
Other Materials and Supplies	$ 63	$ 54	Not Available from State Data Base	$ 28,161
Library Media Materials	$ 5	$ 3	Not Available from State Data Base	$ 2,156

[6]The total cost of teachers/teacher assistants by program should agree to teachers/teacher assistants reported in the previous section.
[7]FTE is unavailalbe.
[8]The total cost of materials, supplies, and operating capital outlay should agree to materials, supplies and operating capital outlay reported in the previous section.

Note: This information became available on April 11, 2025, from the Florida Department of Education.