

Welcome to Azalea Elementary School! This section of your agenda contains basic information about our school, its policies and procedures. We hope that you will find it both helpful and informative.

### Azalea Elementary School

1680 74<sup>th</sup> Street North

St. Petersburg, Fl. 33710

Phone: 727-893-2187

Fax: 727-893-2190

Café: 727-893-1350

**School Hours** 8:45 am – 2:55pm

#### • Pinellas County Schools

[www.pcsb.org](http://www.pcsb.org)

#### • Azalea Elementary School

[www.pcsb.org/azalea-es](http://www.pcsb.org/azalea-es)

### ABSENCES

Regular attendance is a school expectation. If your child is feeling ill, we ask that you please notify your child's classroom teacher. Classwork and homework are required to be made up if the absence is excused. The number of days to make up work is equal to the number of days absent. Contact the classroom teacher to request student make-up work. It is up to the teacher's discretion on the homework requirement for extended absences for family trips. Long term homework assignments are still due on their due date and do not fall under this requirement. When a child is absent from school for any reason, a note, signed by a parent or guardian, including the date(s) and the reason for the absence must be sent to school within 3 days after the absence. The absence will be marked "unexcused" after 3 days and **ONLY A WRITTEN NOTE ON A SEPARATE SHEET OF PAPER WILL BE ACCEPTED.** Excused absences are for sickness, death in the family or certain religious holidays. Vacations, car trouble, and missing the bus are not excused absences. Excessive absences will be reported to the State Attorney's office.

### ACADEMIC AWARDS

Students in grades 1-2 may earn academic achievement awards for E and V in academic areas and E, V and S in conduct as well as good effort awards for when focused and hardworking but missing these criteria.

Students in grades 3-5 may earn Principal's List, Honor Roll and Merit Awards.

**Principal's List** is awarded for all A's in academic areas and E's and V's in PE, Art, Music, Conduct, Effort and Work Habits.

**Honor Roll** is awarded for all A's and B's in academic areas and E's and V's in PE, Art, Music, Conduct, Effort and Work Habits.

**Merit Award** is awarded for C's or better in academic areas and all E's and V's in PE, Art, Music, Conduct, Effort and Work Habits.

**Principal**, Michael Rebman

**Assistant Principal**, Brenda Butler

**Our Vision** – 100% Student Success

**Our Mission** – Attendance + Attitude + Academics

= Excellence and Empowerment at Azalea Elementary

### **Core Values**

Collaboration

Mutual Respect

Support

Professionalism

Consensus

**Our Motto** - *Be empowered for Life it is the Azalea Way!*

### ARRIVAL /DISMISSAL GUIDELINES

- Front car circle is located in the front of the school off of 74<sup>th</sup> St.
- Back car circle is located in the back of the school on Russel Dr.
- **REQUIRED:** Have student name(s) printed large enough and in your windshield to minimize face to face conversations during dismissal
- Parents will **NOT** be allowed to walk onto campus at *dismissal*. If you park and want your kids to be "walkers" the kids will be released as walkers but cannot be met on campus by a family member.
- Parents are **STRONGLY** encouraged to drive through the car lines **ONLY**
- Students can be dropped off at either the front or back if they are **NOT** PreK, KG (building doors or front car circle) and ASD

Supervision for students is provided 30 minutes before the start of the school day. Students may arrive on campus no earlier than 8:15am. At that time, they should go to cafeteria for breakfast or to their designated area.

### Arrival

#### Front Car Circle Arrival:

- Kindergarten students will enter through the Kindergarten building and go directly to their holding area if not going to breakfast
- ASD and PreK4 classrooms located by the front car circle will be met at the gate located by the bike rack and walked to their classroom.
- All other students will enter through the main gate and either go directly to the cafeteria or the designated grade level area.

**Back Car Circle Arrival:**

- All other PreK3 and PreK4 classes are assigned to the back gate drop off and will be met by a teacher from their classroom.
- All other students arriving through the back gate will either go to the cafeteria for breakfast or their designated grade level area. Teachers will be monitoring back gate entrance as well as grade level area.

**AZALEA ELEMENTARY PTA**

The Azalea PTA is an active, vital part of our school. We encourage you to join and be a working member of this group. Take an active part in your child's education. Your input is important to us! The PTA is the core group for our volunteer program. If you would like to sign up as a volunteer in any capacity, please contact our Family and Community Liaison and the information will be sent to you. Please be advised that it takes approximately two weeks to be approved to volunteer in any capacity.

**BEFORE AND AFTER CARE**

The YMCA operates in the Azalea cafeteria from 6:30 a.m. to 6:00 p.m., Monday through Friday. The program's focus is to provide outdoor recreation, homework time and healthy snacks. Please call the program director at 343-5663 or the main number at 895-9622 for more information.

**BICYCLES**

Bike racks are provided on the school grounds for parking bicycles. Students are expected to park their bicycles as soon as they arrive at school. It is recommended that bicycles are chained and locked. A record of the serial number should be kept in the event of a theft. The school will not be responsible for lost or damaged bicycles. FLORIDA LAW states that ALL bicycle riders that are under 16 years of age MUST wear a properly fitted and approved bicycle helmet. Please ensure that your child wears a bike helmet each day.

**BIRTHDAYS**

Please **do not** send in any treats for individual birthdays. Invitations for parties may not be handed out at school. Students birthdays are announced on the morning news.

**BREAKFAST**

Breakfast is served beginning at 8:15 am. Students arriving after 8:35 will be given a bag breakfast to eat in the classroom so they are not tardy. Breakfast is not available after 8:55 am. Breakfast is free to all students.

**BUS CHANGES**

Please update any address changes as soon as possible. It takes 5-7 business days to make a route change.

**BUS RIDERS**

Students are only permitted to ride their assigned bus. They may not switch buses, go home with someone else on a different bus or get off at a different stop. If there is an emergency, you need to call the office in ADVANCE for permission.

**CAFETERIA**

A nutritionally balanced breakfast and lunch is provided free of charge for all students. Menus can be found online at [www.pcsb.org](http://www.pcsb.org). **A form for free or reduced lunches is available at the school office if you need to provide documentation that you qualify for one of these.** You can also access free or reduced lunch forms online at [www.myschoolapps.com](http://www.myschoolapps.com). A child's account can be set up to allow additional purchases such as ice cream or snacks. The account can also be set up to exclude additional purchases. You may call the café manager on the direct line (893-1350) with any questions.

Please DO NOT send candy, gum, soft drinks, or cans with metal tabs to lunch. Breakfast is served at Azalea beginning 30 minutes prior to the start of school.

**CAFETERIA VISITATION**

After signing in at the office and getting a visitor's badge, parents who come to eat lunch with their child are to meet the class at the cafeteria. **Parents may remove their own child** from the cafeteria to eat outside. Parents who have more than one child may not take one child from class during another child's lunch time in order to eat with both at the same time.

**CALENDAR**

The district yearly calendar is posted on the school website and at the end of this handbook. We will send home a flier each month with upcoming events. A weekly update will be sent out via ClassDojo and posted to our website of school events.

**CAR RIDERS**

Students that are transported to school in cars should be dropped off in the student drop-off area at the front of the school or the back of the school. Students in grades Pre-k, Kindergarten, 2<sup>nd</sup> and 3<sup>rd</sup> and ASD will use the front car line. Students in grades Pre-k, 1<sup>st</sup>, 4<sup>th</sup>, and 5<sup>th</sup> will use the back-car line on Russell Drive. Older siblings will go with the younger siblings. When dropping your child off, please remain in your car and follow the line of traffic to the drop-off area. Be aware of the NO PARKING signs. The St. Pete. Police do monitor this area.

Use the parking lot to park if you need to come into the school. Please DO NOT drop your child off in the street. Our traffic patterns are designed for the safety of your children. If you break the rules, you are endangering your child. Please help us by following the procedures.

**CHORUS**

The Azalea chorus program is offered during the school day for 4th and 5th grade students. In chorus, the students will sing a variety of music and perform movement. The Azalea chorus will perform in several concerts throughout the school year.

**CLASSROOM CELEBRATIONS**

Please check with your child's teacher before bringing any food for the classroom. We follow the district's wellness policy. All food must be commercially produced and packaged. **No home baked goodies are allowed.** There are three school approved events each year.

**CLASSROOM CHANGES**

Changes in a classroom can happen after the 10 days count due to unit adjustments. The process that will be followed if a parent is requesting a classroom change is as follows: 1) documented parent-teacher conference, and 2) documented administrators, and parent-teacher conferences.

**CLASSROOM DOJO**

Every classroom teacher, all staff and Principal utilize ClassDojo for communication purposes.

**CLASSROOM INTERRUPTIONS**

In order to maximize the learning environment, classrooms will not be interrupted for items to be delivered to students. Make sure students bring lunchboxes, homework, planners, backpacks, etc. with them when they come to school. If items are brought in for students, we will try to get the items to them. Lunchboxes will be sent to the café when lunch starts. We do not guarantee the students will receive items in a timely manner.

**CLASS VISITS**

Parents are always welcome to visit Azalea. All visitors are required to first sign in at the office and to wear a visitor's badge. Please make arrangements with your child's teacher or through the school office before visiting to ensure a smooth and appropriate visit. This policy is for the protection of the students and to avoid disruption of classes. School Board policy states that teachers are given 24 hours' notice prior to a parent observation or visit. Parent observations are limited to 45 minutes in length and are for legal guardians only.

**CLUBS**

There are various after school clubs that students may join. Participation may be based on academics, behavior and grade level. Please visit our website for more information.

**CODE OF CONDUCT**

Each year, every student is provided with a copy of the Pinellas County Code of Student Conduct. Parents are requested to read and discuss the code of conduct with their children. Once this is done, both parent and student are expected to sign the acknowledgment page of the booklet and return that page to the school for inclusion in the child's records.

**CONFERENCES**

After the teacher has an opportunity to get to know each student, parents will be invited to attend a conference. An individual conference is the best means of specifically reporting to parents about their child. Please make a sincere effort to accept invitations to conferences and to seek conferences when you feel there is a need. If you desire a conference with a teacher, please send a note requesting one. We also encourage you to contact the teacher(s) anytime you need clarification on a matter or want to express a concern. Please communicate via our preferred mode of communication which is ClassDojo.

**DISMISSAL PROCESS**

Students will be dismissed from the classroom at the bell. It is important that each teacher has clear directions from parents about how the student goes home. Any exceptions need to be **written in the planner or communicated via ClassDojo** by the parent. In an emergency, please call the school to change the way a student goes home. Parents walking to pick up their child should wait across the street in the park across from the marquee.

Students are expected to be picked up within 30 minutes at the end of the school day, at 3:25 or on time from an after-school club. Repeated late picks will be addressed by the Principal.

**Front Car Circle/Walkers Dismissal:**

- PreK4 classrooms located by the front car circle, ASD, K, 2<sup>nd</sup> and 3<sup>rd</sup> grade will dismiss in the front car circle. A grade level teacher will bring students to the car circle in alphabetical order by class.
- PreK, ASD and K dismissal will be at 2:50pm.
- 2<sup>nd</sup> and 3<sup>rd</sup> dismissal will be at 2:55pm
- Older sibling will dismiss with younger sibling.
- **If parking at the park or on 16<sup>th</sup> Ave. to pick up students, your student will be considered a walker and will be dismissed to the front crosswalk by the marquee. Parents are not permitted on campus and will wait at the park for their child.**

**Back Car Dismissal:**

- All other PreK3 and PreK4, 1<sup>st</sup>, 4<sup>th</sup> and 5<sup>th</sup> grade will dismiss from the back-car circle. A grade level teacher will bring students to the back covered court in alphabetical order by class.
- PreK and 1<sup>st</sup> grade dismissal will be at 2:50pm.
- 4<sup>th</sup> and 5<sup>th</sup> grade dismissal will be at 2:55pm.
- Older sibling will dismiss with younger sibling.

**DISCIPLINE**

Having and maintaining appropriate student behavior is the expectation for all students at Azalea. All students are expected to comply with the Azalea rules without exception. The Administration and staff of Azalea are committed to providing the highest quality of instructional support for our/your children and will not allow student misbehavior to effect student learning. Classroom discipline plans are modified by the teachers with student input. A discipline plan is used, and the first offense might result in a warning, the second offense is a short period of isolation from the class activity, and additional offenses may include parent contact or a visit with the behavior specialist/administrator. These consequences may vary slightly depending on the teacher and the maturity of the class. Every classroom plan contains a serious disruption clause which means if a child causes a serious disruption, he/she goes directly to the behavior specialist or administrator. Children start fresh daily and restorative practices will be utilized to ensure all impacted are able to process together and have their voice heard. Classroom discipline plans will be sent home with every child during the first week of school.

**EARLY RELEASE**

Signing your child out early will be excused for one of the following reasons:

- Student is ill or injured
- Major illness in student's immediate family
- There is a death in the immediate family
- The student attends religious instruction or there is a religious holiday in the student's own faith
- The student is required by summons to appear in court- a copy must be given to the principal.
- The student has a scheduled medical or dental appointment. **Note from doctor's is required the next school day. Notes will not be accepted after that.**
- Special event – national or state conferences. Student must get permission from principal at least 5 days in advance.

In the event of an early dismissal, please pick up by 2:25pm otherwise students will be dismissed at the normal dismissal time. Please note, the office will not call students until you arrive on campus.

Numerous incidents of early release are unacceptable and unfair to the other students whose instruction is interrupted. **Excessive early sign outs are monitored by our Child Study Team.**

**AZALEA DRESS CODE**

**(Included at end of handbook, 1<sup>st</sup> day packet and school website)**

**Not adhering to the uniform policy may affect student's conduct grade.**

We also expect parents to use good judgment in their attire while volunteering in the building. The dress code will be strictly enforced at Azalea for students. If there is a question regarding the appropriateness of student dress, please consult an administrator. The administrator shall have the final decision regarding the enforcement of the student dress code.

**ELECTRONICS**

Cell phones need to be in backpacks and turned off during the school day. No other electronics should be brought to school. We are NOT responsible for lost or stolen electronics. If these items are out, they will be confiscated, and parents will have to come to the office to pick them up.

**FIELD TRIPS**

The Azalea teachers are encouraged to take students on field trips. Integrating the school taught curriculum into "real world experiences," is a valuable learning opportunity for children. You may be asked to assist with transportation for a field trip or contribute toward the cost of bus transportation. A signed field trip permission form is required for students' participation on field trips. Children will have to remain at school if a signed permission form is not returned. Parents wishing to chaperone must be registered volunteers. Volunteers driving on field trips must be Level 2 and are expected to look out for the children in

their car. It is especially important that you refrain from using your personal cell phone. This is strictly a safety and liability issue. Parents who are responsible for monitoring students may not bring siblings along on field trips. Seat belts are mandatory. If a student's behavior at school or on an earlier field trip has been inappropriate and the staff feels it is unsafe for the student to participate, a parent may be required to chaperone their child in order for them to attend.

**GUIDELINES FOR SUCCESS**

**(Included at end of handbook, 1<sup>st</sup> day packet and school website)**

The Guidelines for Success represent a set of skills, traits and attitudes that everyone in our school strives to demonstrate. They should remind everyone of our efforts to promote a culture of respect. All adults that are a part of the Azalea community share the common goal of making sure all our students understand our behavioral expectations. Please help make our school a positive place to learn by reinforcing our Guidelines at home. Eagle's SOAR.

S – Safety, O – Ownership, A – Achievement, R – Respect

**HEALTH POLICIES AND FIRST AID**

The school staff seeks to prevent accidents. If a minor accident occurs, the staff will care for your child by applying ice or cleaning a scrape. In case of serious accidents, 911 is called and the parent is notified. **IT IS VERY IMPORTANT THAT YOUR CORRECT HOME AND BUSINESS PHONE NUMBER ARE ON FILE IN THE SCHOOL OFFICE.** Notify the school of any change in home or business phone as soon as possible.

The following policies will be enforced:

- a. An emergency phone number of a friend or relative must be on file so someone can be reached to pick up a child if he/she becomes ill during the day if the parent cannot be reached.
- b. Any special health needs should be documented in the office.
- c. No student will be allowed to attend school without a health certificate, immunization record (month, day, and year), original birth certificate and proof of residency.
- d. The School Board policy concerning head lice is very specific: No student will be allowed in school unless nit free. **If positive for nits/lice the student must be accompanied by an adult to the clinic to be rechecked before student will be released back to class.** (Parents will be contacted and asked to pick up their child if nits are found).

**HOMEWORK POLICY**

Individual teacher requirements on homework will be reviewed with the student and addressed in writing to the parents during the first weeks of school. Student planners will be used by Grades 2-5 and K-1 will use folders as a communication tool with parents. Homework will be written or placed in the planner for parents to check daily.

**INCLEMENT WEATHER**

Parents should instruct their children, in advance, how they are to get home on rainy days. The use of the school phone for this purpose can only be permitted in an emergency. **In the case of severe weather, all car riders will be dismissed via the front car line and all bus riders at the bus circle.** If it is raining only slightly, the Russell Drive car line will remain open.

**LOST AND FOUND**

Lost and found items are maintained in the office. To help us locate the owners, we suggest you label all articles (clothing, lunch boxes, etc.). Items not claimed after several weeks are donated to a local charity.

**MEDIA CENTER**

Students may check out one book for up to two weeks. Students are responsible for the care and return of each book they check out. If a book becomes damaged or lost, we request that the book be paid for. If you would like to volunteer in the media center, please call 893-2187. See the Azalea school website [www.pcsb.org/azalea-es](http://www.pcsb.org/azalea-es) for technology and media center news.

**MEDIA RELEASE**

Directory information may be released without your consent unless you make a request to the contrary, in writing within the first 30 days of school. Directory information includes full legal name, image or likeness in pictures, videotape, film or other medium, dates of attendance, and academic work intended for publication or display.

**MEDICATION AT SCHOOL**

- **Students may not transport medications to or from school.**
- New medication cards and authorization forms are required each school year.
- All parents/guardians must complete a medication form and/or obtain MD signature/order.
- Medications must be counted by a parent/guardian. This count will be verified by school staff. If medications need to be cut, they must be cut prior to bringing them to school. Pill crushers, calibrated measuring spoons, soft food for mixing, and special drinks must be provided by a parent/guardian.
- Parents/guardians must notify the school of any changes to medications, dosages or administration times. Upon making such changes, an additional form must be signed.
- Parents are required to pick up and sign out any unused or unnecessary medication at the end of the school year or upon request. All medications remaining at the end of the school year **will be destroyed.**
- **Over the counter products**, including but not limited to non-prescription medication, lip balm, and cough drops will require both parent signature and written health care provider prescription. All medications must be in their original pharmacy or **unopened** manufacturers container.

- Over the counter (OTC) products or medications must have a health care provider order which includes: \*Student name, \*Specific dosage instructions/time, \*Medication name, \*Signature of MD/phone number
- **Prescription medications** must be given to the school with the pharmacy label attached. Do not alter or write on the prescription label.
  - Prescription medication labels must include: \*Student name, \*Date the prescription was filled, \*Medication name, \*Health care provider name \*Specific dosage/time and \*Pharmacy name/phone number
- Narcotics, barbiturates, and non-FDA regulated nonprescription herbal products will not be given at school.
- The following medications may be self-administered: Inhalers, Epi-Pens, Insulin, and Pancreatic enzymes. Students may carry and self-administer only if the appropriate authorized form is on file at the school and the school nurse has assessed the self-administration to be safe and effective. The school nurse reserves the right to revoke a student's ability to carry and self-administer medication if the student is assessed to be unsafe.

**PAYMENTS**

It is the policy of this school to accept only cash or money orders for payments for field trips, school activities, etc. **Make sure you have the exact amount. We do not have change.**

**PE POLICY**

If your child is unable to participate in physical education due to illness or injury, a written note from home is required. A doctor's statement is required if the exclusion will exceed three days.

**PETS**

Pets may be brought to school for demonstrations which are part of the established curriculum. All pets must be in cages. Approval from the classroom teacher is required before any pets are brought to school. Please refrain from bringing your dogs onto school campus while you are waiting for students to be dismissed for the day.

**POTENTIAL RETAINEE POLICY**

The Azalea teachers will keep you informed of the progress of your child throughout the year. School Board policy requires that each school notify parents if their child is a potential retaineer by the middle of February. A potential retaineer is a student experiencing great academic difficulty. Parents are notified that if academic growth does not occur before the end of the year, the potential exists for their child to be retained. Our expectation is that parents and teachers will work closely to plan appropriate strategies to support each child. Before the end of the school year, a team decision will be made regarding your child's status. Parent input is welcomed. The Principal will make the final decision and parents will be informed of the recommendation.

## **PRINCIPAL'S MULTICULTURAL ADVISORY COMMITTEE (PMAC)**

As a PCSB mandated program in every school, the PMAC is an organization comprised of interested 2nd, 3rd, 4th and 5th grade students. Under the direction of a school staff member, the group focuses their efforts on learning and sharing information on cultural diversity and peaceful recognition and acceptance. In addition, the group assists with various community service projects throughout the year.

### **PROGRESS REPORTS/GRADING POLICY**

**All students receive progress reports indicating their academic progress, classroom conduct and work habits. Progress reports are given out every 9 weeks.**

Kindergarten students will receive a number that signifies their current level of mastery. A 0=No progress toward mastery to a 4=Exceeding the standard.

Students in grades 1-2 will receive a progress report that shows their progress in all academic areas using E-V-S-N-U.

Students in grades 3-5 will receive the following grades for all academic subjects:

A-	90-100%
B-	80-89%
C-	70-79%
D-	60-69%
F-	0-59%

Students in grades K-5 will receive the letter grades of either E-V-S-N-U, in PE, Music, Art, Conduct, Work Habits and Effort.

### **RIGHT TO REVIEW**

The Family Rights and Privacy Act was revised and became a federal law in November 1974. The intent of this law is to protect the accuracy and privacy of student educational records. These records include files, documents and other materials containing information directly related to your child. Without your prior consent, only you and authorized individuals having legitimate educational interests will have access to your child's educational records. You have the right to review all records.

### **SAFETY**

PLEASE use the crosswalk and adhere to all speed limits and NO PARKING signs. Follow the proper process for dropping off and picking up your child(ren). Please do not walk in or out of our front car circle vehicle exit point.

If your child is a walker, please talk with your child and agree on the route the child will walk home. Instruct your child to walk by the side of the road or on sidewalks and to use care in crossing intersections.

### **SAFETY PATROLS**

The Safety Patrol is sponsored by AAA and is composed of 5th grade students whose purpose is to provide safety for students and adults on the school grounds. The members are bound by a code of conduct and held to certain academic standards. It is an appointment of responsibility and is under the supervision of a faculty/staff member.

## **SCHOOL ADVISORY COUNCIL**

The SAC is a link between the schools and the local community. It serves as a mechanism for participatory management through which the various shareholders in the school community, both internal and external, can benefit the school and produce better student outcomes. The role of the SAC is to assist, suggest, recommend, inform and consult. The shareholders are parents, businesspeople, students, other community interests, professional educators and other school staff. The School Advisory Council is a resource to the school and school principal.

### **SCHOOL PICTURES**

During the school year, individual and group pictures will be taken of your child. Notices will be sent home with more information prior to the picture dates. Students do not have to wear school uniforms when individual pictures are being taken but they do for the whole class photo.

### **SCHOOL IMPROVEMENT PLAN (SIP)**

Each year the school staff works in collaboration with the School Advisory Council to develop an improvement plan that addresses curriculum areas and student groups. The results are monitored throughout the year and revisions are made as needed. Adequate yearly progress is reported at the end of each year. Azalea's SIP can be viewed on our website.

### **STUDENT INSURANCE**

Students will bring home a brochure explaining our district's insurance program. Plans and premiums will be outlined in this booklet. Please read this brochure for a detailed explanation of the coverage and imitations.

### **STUDENT PLANNERS (Grades 2-5)**

Planners have several purposes including helping the child keep track of assignments, allowing you to see what is assigned for homework, and using it as a means of communication between you and the teacher. Please check and initial the planner daily. In the front of the planner, there is a pocket that will carry any notes coming home. Each student will receive the first planner for free. The fee for replacement planners is \$3.00 each.

### **TARDY POLICY**

Students are expected to arrive to school on time. Students may enter their classrooms at 8:35 a.m. to prepare for the beginning of school. The tardy bell will ring at 8:45 a.m. Students are tardy if they are not in their classrooms at 8:45 a.m. and must first report to the office for a tardy slip.

### **TELEPHONE**

Students are not permitted to use the school telephone except in emergencies and with permission of office personnel. Parents should communicate with their child how they will be going home each day. Student cell phones should always be turned off and kept in their backpacks. Their phone will be taken if it goes off at any time during the school day or if they are caught using it. Parents will then need to come and to retrieve it from the office.



**TEXTBOOKS**

All textbooks and workbooks are issued to students without charge for their use during the school year. Students who lose or damage textbooks will be charged a repair or replacement fee.

**VOLUNTEERS**

We encourage and welcome parents' participation as volunteers at Azalea. All returning volunteers will need to reactivate in the volunteer system every school year. New volunteers to Pinellas County Schools will need to register online at [www.pcsb.org/volunteer](http://www.pcsb.org/volunteer). All new volunteers are subject to background checks by the county prior to volunteering as a level 1 volunteer. All chaperones for field trips must be registered as volunteers. If you plan on driving on a field trip your insurance information must be on file with the office. Preschoolers may not accompany parents who are volunteering at school or chaperoning a field trip. Any volunteer who expects to monitor students out of view of a school board employee will need to have a Level 2 clearance. This is for the safety of our students and as a part of the Jessica Lunsford Act. Level 2 volunteers will be required to have an additional fingerprint background check. Please remember to log volunteer hours through the volunteer log in site.

**WITHDRAWALS / MOVING**

If you move during the year, you must notify the school. It is imperative that you update your address and contact phone number as soon as they change. The Data Management Technician will give you information on procedures and paperwork necessary to admit your child to a new school. If you are planning on an early withdrawal at the end of the school year and wish to have your child's progress report mailed, you must leave a self-addressed, stamped envelope in the school office.

	<b>S.</b> Safety	<b>O.</b> Ownership	<b>A.</b> Achievement	<b>R.</b> Respect
<b>Hallway</b>	<ul style="list-style-type: none"> <li>Remain quiet in an EMERGENCY</li> <li>Wait for teacher permission to talk</li> <li>Track your teacher for directions</li> <li>Go directly to your destination</li> <li>Use Level 1 Voice</li> </ul>	<ul style="list-style-type: none"> <li>Hands, feet, and property to yourself</li> <li>Walk slowly behind the person in front of you</li> <li>Shirts tucked in and shoes tied</li> <li>Follow the colored lines</li> </ul>	<ul style="list-style-type: none"> <li>Track your teacher</li> <li>Stay with you class</li> </ul>	<ul style="list-style-type: none"> <li>Respect personal space</li> <li>Start with hello</li> <li>Allow friends to slide in line</li> <li>Use please and thank you</li> </ul>
<b>Cafeteria</b>	<ul style="list-style-type: none"> <li>Listen to and follow directions</li> <li>Hands to yourself</li> <li>Stay seated</li> <li>Use Level 2 Voice</li> </ul>	<ul style="list-style-type: none"> <li>Clean your area up</li> <li>Raise your hand for help</li> </ul>	<ul style="list-style-type: none"> <li>Use conversation starters</li> <li>Eat a healthy lunch</li> <li>Build relationships</li> </ul>	<ul style="list-style-type: none"> <li>Include everyone</li> <li>Ask for what you need</li> <li>Use restaurant manners</li> </ul>
<b>Bus</b>	<ul style="list-style-type: none"> <li>Stay seated when the bus is moving</li> <li>Listen and follow directions</li> <li>Wear seatbelt</li> <li>Use Level 1 Voice</li> </ul>	<ul style="list-style-type: none"> <li>Hands, feet, and property to yourself</li> <li>Keep food in your backpack</li> </ul>	<ul style="list-style-type: none"> <li>Grab your school materials before you exit the bus</li> </ul>	<ul style="list-style-type: none"> <li>Listen to the bus driver</li> <li>Report problems</li> </ul>
<b>Restroom</b>	<ul style="list-style-type: none"> <li>Knock on door before entering</li> <li>Report problems to an adult</li> <li>Use Level 1 Voice</li> </ul>	<ul style="list-style-type: none"> <li>Respect privacy</li> <li>Keep bathroom clean</li> <li>Wash your hands</li> </ul>	<ul style="list-style-type: none"> <li>Go directly to the restroom</li> <li>Use closest restroom</li> </ul>	<ul style="list-style-type: none"> <li>Use the restroom and get back to learning</li> <li>Wait your turn</li> <li>Feet on the floor and to yourself</li> </ul>
<b>Recess/PE</b>	<ul style="list-style-type: none"> <li>Line up when called</li> <li>Protect and care for property and plants</li> <li>Report problems</li> <li>Stay in assigned area</li> <li>Use Level 3 Voice</li> </ul>	<ul style="list-style-type: none"> <li>Good sportsmanship</li> <li>Take turns and include everyone</li> </ul>	<ul style="list-style-type: none"> <li>Energize your body to activate your brain</li> </ul>	<ul style="list-style-type: none"> <li>Include everyone</li> <li>Listen to directions</li> </ul>
<b>Arrival/Dismissal</b>	<ul style="list-style-type: none"> <li>Be aware of buses and cars</li> <li>Use crosswalks with an adult</li> <li>Use Level 1 Voice</li> </ul>	<ul style="list-style-type: none"> <li>Walk using the colored lines</li> <li>Sit on a colored line with your grade level</li> <li>Look for your car</li> </ul>	<ul style="list-style-type: none"> <li>Go directly to the car line</li> <li>Bring materials back and forth to school</li> </ul>	<ul style="list-style-type: none"> <li>Stay in assigned area</li> <li>Listen for your name</li> </ul>
<b>Computer Lab/Media Center</b>	<ul style="list-style-type: none"> <li>Return equipment and material to the proper place</li> <li>Use Level 1 Voice</li> </ul>	<ul style="list-style-type: none"> <li>Focus on the lesson or assessments</li> <li>Complete the lesson or assessment</li> <li>Push your thinking</li> </ul>	<ul style="list-style-type: none"> <li>Complete your tasks</li> <li>Show what you know</li> <li>Let the score represent your work</li> </ul>	<ul style="list-style-type: none"> <li>Work quietly, without disturbing others</li> </ul>

Uniform Policy and

Student Calendar on the back.

**MANDATORY SCHOOL UNIFORM POLICY**

Azalea Elementary has a mandatory uniform policy. All students must arrive to school in uniform every day. If the uniform policy cannot be supported by the family, please speak to someone in the front office.

**Shirts**

- White, blue, black or hunter green
- Polo style only (knit/cotton/performance)
- Collared and sleeved
- 3 to 4 buttons or no more than 7" zipper at neckline
- No logos or contrasting colors
- Shirts tucked in and clean

**T-Shirts**

- PTA purchased Azalea t-shirts on Friday only
- Club t-shirts may be worn on club day and on Fridays

**Pants, Shorts, Skirts, Skorts, Capris, or Jumpers**

- Navy blue, black, khaki, or grey
- No denim or jean styles
- Leggings/spandex can be worn under shorts/skirts
- No low rise or "hip huggers"
- Fitted, neat, and not worn below undergarment line
- Shorts, skirts, jumpers, and skorts must be long enough to fall below finger line

**Winter Wear**

- Long sleeve shirts or undershirts may be worn under uniform shirts – only white, navy blue, black or light blue
- Winter coats allowed outside only
- Jeans may be worn on cold weather days
- Please label all outerwear

**Shoes and Shoes**

- Sneakers must be worn on PE days
- No crocs
- Solid colors ONLY – white, navy blue, black or white
- Tights – white, tan, navy blue or black Head Wear
- No hats worn inside buildings
- No bandanas worn on heads
- No distracting hair color (purple, green, etc. Painted hair is not allowed)

**Belts**

- Belts are optional
- If worn, they need to be black, navy blue, brown or khaki with a small buckle

**Non - Uniform Days**

- Individual picture day
- Enterprise Village
- Fifth grade graduation
- School approved non-uniform days

**\*Must adhere to guidelines in the Student Code of Conduct**

**2022-2023 Student Calendar**

August 10	First day of school. All PreK-12 and postsecondary schools' classes begin.
September 5	Labor Day holiday- No school for students.
October 14	End of first quarter.
October 17	No School for students. (a) *Designated hurricane make-up day.
November 21-25	Thanksgiving holiday week- No school for students. (a) *November 21 and 22 Designated hurricane make-up days.
December 22	End of second quarter.
December 23	No school for students. (a) *Designated hurricane make-up day.
December 26-January 6	Winter holidays- No school for students.
January 9	All PreK-12 and postsecondary schools' classes resume.
January 16	Martin Luther King, Jr. Day- No school for students.
February 20	No school for students.
March 10	End of third quarter.
March 13-17	Spring holidays- No school for students.
March 20	No school for students. (a) *Designated hurricane make-up day.
April 7	No school for students.
May 25	Last day of school. Students will be released two hours early. End of fourth quarter.

**(a) Hurricane Make-Up Days**

Make-Up 1 day: October 17<sup>th</sup>, 2022\*

Make-Up 2 days: October 17<sup>th</sup>, 2022; December 23<sup>rd</sup>, 2022

Make-Up 3 days: October 17<sup>th</sup>, 2022; December 23<sup>rd</sup>, 2022; March 20<sup>th</sup>, 2022

Make-Up 4 days: October 17<sup>th</sup>, 2022; November 21<sup>st</sup> and 22<sup>nd</sup>, 2022; December 23<sup>rd</sup>, 2022

\*If hurricane occurs after October 17<sup>th</sup>, 2022 the one day make up day will be December 23<sup>rd</sup>, 2022.