



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.

ABSENCES

Regular attendance is a school expectation. If your child is feeling ill, we ask that you please notify the school office. 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. Call the office by 10 a.m. to request student 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 WRITTEN NOTE MUST BE ON A SEPARATE SHEET OF PAPER.** The absence will be marked "unexcused" after 3 days, **We do not accept a phone call or a note written in the planner as the official notification of the excused absence.** 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 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, V's and S'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, V's or S's in PE, Art, Music, Conduct, Effort and Work Habits.

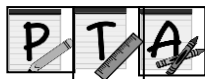
Merit Award is awarded for C's or better in academic areas and all E's, V's or S's in PE, Art, Music, Conduct, Effort and Work Habits.

ARRIVAL

Supervision for students is provided 30 minutes before the start of the school day. Students may arrive on campus no earlier than 7:05. At that time they should go to cafeteria for breakfast or to their classrooms.

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 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

The monthly birthday club recognizes all students' birthdays throughout the year. Please **do not** send in any treats for individual birthdays. Invitations for parties may not be handed out at school.

BREAKFAST

Breakfast is served beginning at 7:05 am. Students arriving after 7:25 will be given a bag breakfast to eat in the classroom so they are not tardy. 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 situation, you need to call the office in ADVANCE for permission.

CAFETERIA

A nutritionally balanced lunch may be purchased at school or children may bring a lunch from home. Menus can be found on line at www.pcsb.org. Milk may also be purchased separately at school for lunch. Lunch is \$2.00 and reduced lunch is \$.40. Checks covering lunch or milk should be made payable to Azalea Cafeteria. **A form for free or reduced lunches is available at the school office. If you feel your child may qualify for free or reduced lunch, PLEASE complete a form.** Lunches may be purchased on a daily basis with cash at lunch time or by prepayment to your child's Lunch account. We encourage the prepayment because of convenience to parents and elimination of money lost by children. Checks or multiple day prepayments are accepted daily during the first hour of school. A child's account can be set up to allow additional purchases such as ice cream. 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

Our yearly calendar is posted on our website. Each month it will be part of our monthly newsletter so that it can be updated as needed.

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, 4 and 5 will use the front car line. Students in grades 1, 2 and 3 will use the back car line on Russell Drive. If students have older siblings, they will all use the car line assigned to the younger student. When dropping your child off, please remain in your car and follow the line of traffic to the drop-off area. DO NOT park on the street to the east of the school and walk your child into the school. 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 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.

CODE OF STUDENT 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 with their children. Once this is done, both of you 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 teachers have 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 also 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.



Academic **Attendance**
Azalea 5A's Attitude
Achievement

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** by the parent. Please do not call the school to change the way a student goes home. Parents walking to pick up their child should wait by the eagle in the front of the school.

DISCIPLINE

There is a school-wide discipline plan included in this planner. Classroom discipline plans are modified by the teachers with student input. A discipline plan is used and typically, this means that the first offense might result in a warning; the second offense is a short period of isolation from the class activity; additional offenses may include parent contacts or a visit with the behavior specialist or 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. Classroom discipline plans will be sent home with every child during the first week of school.

EARLY SIGN OUT

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.
- Student is suspected of having a communicable disease or infestation.

Numerous incidents of early release are unacceptable and unfair to the other students whose instruction is interrupted each time a student leaves early. **Every three (3) unexcused early sign outs within a grading period will count as one unexcused absence.**

The office will not call students until you arrive or after 1:05. If your child must leave early you will need to pick them up prior to 1:05.

DRESS CODE

Shirts

- White, navy, powder blue, or black
- Polo style ONLY (knit/cotton)
- Collared and sleeved
- 3 to 4 buttons or no more than 7" zipper at neckline
- NO LOGOS
- Shirts TUCKED in at all times

T-Shirts (Specific t-shirts may be worn on specific days)

- Fridays - Azalea t-shirt
- Gifted Days - Gifted t-shirt
- Club Days (Earthforce, PMAC, etc.)

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

- Navy blue, khaki or black
- No jeans, jeggings or jean styles
- No fleece (sweat pants)
- No spandex
- 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

Belts

- Belts are optional if the pants are held up on the waist line
- Belts, if worn, can be black, brown, navy blue or white

Shoes

- Sneakers **ONLY**
- No knee high sneakers

Socks

- Solid colors-white, blue or black
- Tights only white, light blue, navy or black

Visible Winter Wear

- ONLY white, navy, powder blue or black undershirts
- ONLY white, navy, powder blue or black sweaters and sweatshirts allowed around campus
- ONLY white, navy, powder blue or black turtlenecks allowed UNDER uniform shirt
- ONLY winter coats allowed outside
Please label all outer wear

Head Wear

- No hats worn inside buildings
- No bandanas worn on heads
- No distracting hair color (purple, green, etc. painted hair is not allowed)

Non Uniform Days (Must adhere to guidelines in the Student Code of Conduct)

- Individual picture day & group picture day
- Enterprise Village
- Scouting meeting days - scouts may wear their scout uniform

Azalea T-shirts and sweatshirts are sold through our PTA.

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.



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. If a student needs to take prescription medication, a blue medication form must be signed by a parent. Forms may be obtained from the office. If dosage changes, new cards and prescription bottles or a note from the doctor will be required.
- b. Prescription medicine must be labeled with the dosage and in the original container.
- c. If a student needs over the counter medication, the physician and parents must sign the orange card and the medication must come to school in the original sealed container.
- d. An emergency phone number of a friend or relative must be on file so that someone can be reached to pick up a child if he/she becomes ill during the day and the parent cannot be reached.
- e. Any special health needs should be documented in the office.
- f. No student will be allowed to attend school without a health certificate, immunization record (month, day, year), original birth certificate and proof of residency.
- g. The School Board policy concerning head lice is very specific: No student will be allowed in school unless nit free. (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 all grade levels 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 <http://www.azalea-es.pinellas.k12.fl.us> for technology and media center news.

NEWSLETTERS

The School/PTA newsletter is sent home once a month via the email. Families without computer access will have one sent home. This is our main source of communication between school and home. Information regarding the school calendar, menus, student recognition and other important events will be part of the newsletter.

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 decision will be made regarding your child's status. 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).



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 term advisory is intended to mean: assist, suggest, recommend, inform and consult. The shareholders are parents, business people, 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 or group pictures are taken.

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 at 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

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.

STUDENT STANDARDS OF CONDUCT

The student will:

- Remain quiet, orderly and on task in the classroom.
- Refrain from fighting and using profane language or gestures.
- Speak courteously to any adult or child and observe good manners at all time.
- Move from one area of the school to another in a non-disruptive manner,
- Conduct themselves at all times to protect themselves as well as others from injury.
- Exhibit the principles of good sportsmanship.
- Care for books, furniture, equipment and rooms, leaving them unmarked and in good condition.
- Refrain from intimidating, harassing and threatening others.
- Refrain from being disrespectful of other's rights and property.
- Refrain from leaving school grounds without specific permission.
- Refrain from throwing objects other than ball equipment.
- Present a note from parents when tardy or absent.
- Strictly observe the school dress code.
- Refrain from bringing candy, gum or toys to school.
- Be responsible for completing and turning in homework daily.
- Be responsible for taking notices home.

TARDY POLICY

Students are expected to arrive to school on time. Students may enter their classrooms at 7:25 a.m. to prepare for the beginning of school. The tardy bell will ring at 7:35 a.m. Students are tardy if they are not in their classrooms at 7:35 a.m. and must first report to the office for a tardy slip. **Students who are not picked up within 30 minutes at the end of the school day, at 2:05 or on time from an after school club will be considered tardy. A tardy will be excused if it is accompanied by a doctor's note at the time of the tardy. A letter from the Principal will be sent after four unexcused tardies in any given grading period.**

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 be turned off and kept in their backpacks at all times. 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.



TOYS, PLAYTHINGS, FIREARMS AND DANGEROUS ITEMS

Toys, gum or candy should not be brought to school. Knives, matches, lighters and other dangerous items will be taken from the children and held in the office until claimed by the parent. Unclaimed items will be destroyed at the end of the school year.

Possession of any of the following will be considered **SERIOUS MISCONDUCT** and may warrant suspension/expulsion without consideration of alternative punishment. Code of Student Conduct (7)(a):

- Dangerous objects (e.g., laser pointers or lights, self defense chemical spray, common pocketknives or anything else that could inflict bodily harm but does not qualify as a "Weapon" as defined in section (4)(d).) Guns/Knives (real, toy or replica).

VIDEO TAPING

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.

VOLUNTEERS

We encourage and welcome parents' participation as volunteers at Azalea. All returning volunteers will need to reapply on line in the office. New volunteers to Pinellas County Schools will need to fill out a volunteer form and submit a copy of your driver's license. All new volunteers are subject to background checks by the county prior to volunteering with children. 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. 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. Please remember to always log in on the volunteer computer in the office.

WALKERS

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.



WITHDRAWALS / MOVING

If you move during the course of 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 paper work 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.

WEBSITES

- Pinellas County Schools
www.pcsb.org
- Azalea Elementary School
www.azalea-es.pinellas.k12.fl.us

