



R. Bruce Wagner Elementary

STUDENT HANDBOOK

5500 Yates Road
Lakeland, Florida
33811

Telephone:

(863) 701-1450

FAX:

(863) 701-1457

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

STUDENT NO. _____



PLEASE NOTE: The front cover is sensitive to extreme heat. Do not leave in direct sunlight!

Printed on recyclable paper



Dear Families,

Every successful student has involved parents. We encourage you to **become** that involved parent by visiting RBW to learn about, support, and to participate in your child's education. We provide every child with an agenda to help them become organized and get messages to the home. **Your child's agenda and the monthly calendar will be used to keep families informed of upcoming activities.** Please check and sign the agenda daily, and post the calendar in your home.

Questions and concerns are always welcome.

The Staff of R. Bruce Wagner Elementary

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Estimadas Familias,

Todo estudiante sobresaliente tiene un padre y(o) madre que se preocupa por la educación de su hijo(a). Quisiéramos exhortarlo a que su usted sea ese padre o esa madre que se preocupa por sus hijos y visite nuestra escuela RBW para promover y participar en la educación de sus hijos . Le estamos entregando esta agenda a su hijo(a) para ayudarle a organizarse y para permitirle llevar mensajes importantes a su hogar. **La agenda de su hijo(a) y el calendario mensual serán utilizados para mantenerlos al tanto de los eventos que están ocurriendo en la escuela.** Por favor revise y firme la agenda todos los días y ponga su calendario mensual en un lugar accesible en su hogar.

Por favor comuníquese con nosotros si tiene alguna pregunta o preocupación.

The Staff of R. Bruce Wagner Elementary

CAMPUS SAFETY

- **There is no supervision for students before 7:40 am.**
- All visitors must check in at the office. Anyone on campus without a visitor badge will be stopped and sent to the office.
- When a student arrives after the tardy bell, the parent must report to the office before the child will be admitted to class. Poor attendance or persistent tardiness will show itself in poor academic performance.
- Only adults authorized on student's emergency card may pick up that child. Everyone checking out a child will be required to show identification. [NO EXCEPTIONS] If you are personally known to the office staff, the ID requirement may be waived. This is for the safety of your child.

- During school hours, all students going to the office, clinic, media center, etc. will go in pairs

ATTENDANCE

- ❖ school attendance is DIRECTLY related to school achievement.
- ❖ parents have the responsibility to make sure that students attend school every day, arrive promptly, and remain throughout the scheduled day.
- ❖ please do not schedule early pick ups. If you must pick your child up early, please try to do so before 2:15 pm.
- ❖ all absences are classified as excused or not excused.

Excused absences include:

- ❖ Illness
- ❖ Family Funeral
- ❖ Religious holiday
- ❖ Family emergency

Absences for other reasons must be submitted to the principal for prior approval. All other absences are defined as not excused according to the Student Code of Conduct... A student who is absent or tardy for more than 5 days will be reviewed by the attendance committee. The committee may choose to withdraw the student from school or refer the student to the Attendance Assistant or Youth and Family Services.

We request that R. Bruce Wagner Elementary parents:

- ❖ make every effort to schedule medical and dental appointments after school hours or during holidays.
- ❖ call the school office by 8:30 AM if a child is not in school, also send a written note to school following a student absence. The note must include the date, reason for absence, signature of parent/guardian, and phone number.
- ❖ send a written request to school in advance if a student needs to leave during the school day. A parent/legal guardian must sign out students from the office or those authorized on the student emergency card. **The person signing the child out must be prepared to produce a picture I.D.**

Students taking extended trips during regular school time should:

- ❖ provide ample written notice to the office.
- ❖ give the teacher(s) involved in determining grades, a **minimum** of one week's notice for requested make-up work.
- ❖ Complete all make-up work within one week of return or risk reduction in grades.

Excessive absences or tardies may result in a referral to our Attendance Assistant and will affect academic performance. The Attendance Assistant will make a home visit after five tardies or absences unless an administrator is aware of special circumstances.

DRESS CODE

Polk County school district has a county wide uniform policy. The R. Bruce Wagner uniform is worn as a symbol of school pride and unity. It reduces distraction during the school day. In order to retain and enhance the integrity of the dress code, the following expectations have been established.

Uniforms are required every day.

Bottoms: Navy, black, or khaki/tan

- ❖ Shorts, pants, skorts, skirts, skirted jumpers.
- ❖ Must be plain, solid-color twill, corduroy or denim fabric.
- ❖ Traditional blue jean color is OK for denim.

Tops: White, navy, or yellow (not gold)

- ❖ Must have long or short sleeves.
- ❖ Knit polo-type or woven dress shirts (with collar), blouses, turtlenecks.
- ❖ Only county or school approved T-shirts may be worn.
- ❖ School T-shirts are available thru our office for \$10.00.
- ❖ Our school polo shirts are navy and yellow and may be purchased for \$12.00 in the office.

Other dress code rules:

- ❖ A belt is required if the garment has belt loops.
- ❖ Shirts (including t-shirts) must be tucked in.
- ❖ Shorts/skirts must be mid-thigh or longer.
- ❖ Shoes must be safe (laces tied) and have enclosed heels or a heel strap (flip flop, slides, and sandals without straps may not be worn.)
- ❖ Shoes with wheels are not permitted.
- ❖ Clothes must be appropriate size, with waist of the garment worn at the student's waist.
- ❖ Clothing that is too tight or too loose is not appropriate for school.

The Uniform Dress Code does not allow for clothing with colored trim, strips, embroidery, decorations, etc. It also does not provide for overalls (overalls with pants or shorts), sweat pants, knit pants, leggings, etc. Repeated dress code infractions WILL result in low grades on the personal development portion of the report card.

ACADEMIC EXPECTATIONS

Student academic progress will be reported every 4 1/2 weeks through Interims and Report Cards.

GRADING SCALE

90 – 100	A
80 – 89	B
70 – 79	C
60 – 69	D
0 – 59	U

R. Bruce Wagner Elementary students are expected to:

- ❖ master grade level skills.
- ❖ participate and put forth their best effort.
- ❖ make progress toward the goal of becoming self-disciplined, self-directed learners, problem solvers, and communicators.
- ❖ bring necessary materials to class.
- ❖ complete and turn in assignments on time.
- ❖ return weekly reports, and/or agendas, signed by parents, promptly.

BEHAVIOR EXPECTATIONS

School behavior will be reported each nine weeks on the Study Habits/Personal Development portion of the report card.

Students are expected to:

Act Respectfully.

Act Responsibly.

Act as Requested.

Act Reliably.

Act Safely.

Behavioral expectations extend for students to all parts of the campus: all classrooms, restrooms, the cafeteria, on walkways, and on school buses.

As a STUDENT, I will:

- ❖ come to school every day and be on time.
- ❖ believe that I can and will learn.
- ❖ bring my homework and my supplies every day.
- ❖ be truthful and respectful toward other students and adults.
- ❖ read at home every day.
- ❖ get my agenda signed every night.
- ❖ follow school and bus rules.
- ❖ take pride in my school.

Repeated offenses: Consistent disregard for behavioral or academic expectations will be subject to administrative review, and consequences as outlined in the Student Code of Conduct.

PARENT EXPECTATIONS

Parents are asked to partner with the school by doing the following:

- ❖ show a commitment for learning and support for school staff.
- ❖ see that the child attends school regularly, is on time and is prepared with the necessary materials. School hours are 8:05 to 2:45.
- ❖ provide a quiet place at home for schoolwork and make sure the work is completed and returned.
- ❖ communicate daily with my child's teacher through the agenda.
- ❖ meet with my child's teacher at least twice a year.
- ❖ encourage and teach my child to be respectful to other students and adults.
- ❖ reinforce school wide rules.

STAFF EXPECTATIONS

You can count on our staff to:

- ❖ communicate and support the mission, vision, and goals of R. Bruce Wagner Elementary.
- ❖ provide a caring and nurturing environment.
- ❖ help students identify and reach their potential.
- ❖ contact parents when necessary.
- ❖ promote students' abilities to inquire, communicate, think logically and critically.
- ❖ promote and support a feeling of respect for and between our students, parents, faculty and staff.
- ❖ provide all students with instruction/practice in the sciences of communication:

Thinking Listening and Speaking

Reading Writing

- ❖ seek ways to maintain and develop professional excellence.
- ❖ use technology as an academic tool.
- ❖ develop real world problem solving and applications in all subjects.

WHAT ARE THE SUNSHINE STATE STANDARDS?

These are state standards that students are expected to be able to accomplish at each grade level. They provide a solid foundation for students so that they can be successful in school.

HOMEWORK POLICY

The primary purpose of homework, in addition to reinforcement, is the experience it gives students in working on their own. Homework is assigned at all grade levels. Teachers will make an effort to coordinate projects in order to avoid excessive homework.

Homework at R. Bruce Wagner Elementary:

- ❖ will be meaningful.
- ❖ may be written or unwritten.
- ❖ is an extension of class work.
- ❖ should be reviewed by parents.
- ❖ should be neat and completed on time according to teacher directions.
- ❖ is the student's responsibility and should be completed and returned as assigned.
- ❖ missing homework will affect grade.

Parents are asked to:

- ❖ provide a suitable amount of time and a place for homework.
- ❖ model and encourage reading on a daily basis.
- ❖ monitor homework quality and completion.

Students and parents should budget the following amount of time for homework each day:

Kindergarten: 15 – 30 minutes including being read to.

1st grade: 20 – 30 minutes to include reading to and with.

2nd grade: 30 – 40 minutes to include reading with and independently.

3rd grade: 30 – 45 minutes to include reading independently.

4th & 5th grades: 45 minutes to an hour to include long term projects, reports, and independent reading.

PARENTS AND VISITORS

Parents and visitors are welcome at R. Bruce Wagner Elementary. In order to help us ensure a safe environment for our students, county policy requires that all parents and visitors to sign in at the office and wear a visitor's badge. Visitors who are not wearing a visitor's badge will be asked to return to the office to get one. Parents and visitors need to dress appropriately when visiting or volunteering at R. Bruce Wagner Elementary.

Parents are welcome to join their children for lunch at school. When dining with us, please follow these guidelines:

- ❖ *Parents and Visitors must be listed on the child's emergency card to visit the student for lunch.*
- ❖ *Parents joining their child for lunch should eat at the special tables set aside for parents/visitors.*
- ❖ *Parents may eat only with their child.*
- ❖ *Parents are responsible for the behavior of their child who is eating with them.*

- ❖ Parents must be prepared to leave the lunchroom at the end of the class lunch period.
- ❖ Parents and students may enjoy a school lunch or lunch from home. Please do not bring fast food items when you eat with your student.
- ❖ **Prices are for the 2008 – 2009 School Year:**
- ❖ **Breakfast prices: student \$.95, reduced \$.30 and adults \$2.25**
- ❖ **Lunch prices: student \$1.70, reduced \$.40 and adults \$2.65**
- ❖ **PLEASE CONFIRM PRICES AT THE START OF 2008 -2009 SCHOOL YEAR.**

PHYSICAL FITNESS

All students will participate in Physical Education.

Attire: Socks and closed toe shoes.

Shoes with soft soles are preferred.

Attendance:

If a student needs to miss a day of physical education a note from the parent is required. Those students who will miss 3 or more days will need a note from a physician.



MEDIA CENTER

R. Bruce Wagner welcomes students, parents, and the community to the Media Center. The Media Center has an ample supply of reference materials as well as library books for the Accelerated Reading program and AR testing.

MUSIC

- ❖ All students will participate in a rich music curriculum that both meets the Sunshine State Standards and enriches the academic curriculum.

CHORUS

The music teacher has the final determination regarding students' participation in chorus.

- ❖ Being a member of the RBW Chorus is an honor.
- ❖ All members must sign and follow the chorus contract.
- ❖ Students in the 3rd-5th grade will be provided information on chorus.

ART

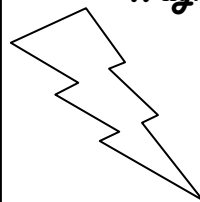
- ❖ All students have the opportunity to explore art using different media.
- ❖ Art projects will be interdisciplinary and relate to the curriculum adopted by the staff at R. Bruce Wagner Elementary.

School Hours	8:05 - 2:45
Tardy Bell	8:10
Staff Hours	7:40 - 3:30

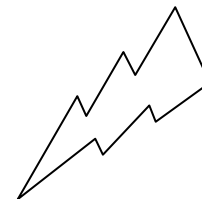
BEFORE SCHOOL PROCEDURES

- Morning drop-offs begin at car line at the 7:40 a.m. bell.
 - The staff duty day begins at 7:40 a.m., DO NOT drop off children any earlier. There is no one to supervise them. Morning child care is available (KidCare Office 686-5116).
 - Visitors arriving during bus loading or unloading must cross the bus area at the designated crosswalk
 - Students must be **in their classroom** when the 8:10 tardy bell rings. Otherwise, they will be counted tardy. Teachers will be locking their doors at 8:10 a.m. After that, all students are tardy and must go to the office with their agenda.
- ❖ All students will sit quietly in their assigned area.
 - ❖ Students in grades 2 – 5 are expected to have a book with them daily for Sidewalk Reading in the morning.
 - ❖ Students eating breakfast will go directly to the cafeteria and then to their assigned area.
 - ❖ Breakfast will be served from 7:40 to 8:00.

Wagner Whiz Kids.....



**Strong in
MIND
Strong in
BODY
Strong in
SPIRIT**



DISMISSAL BEHAVIOR

- ❖ Walk at all times.
- ❖ Bus students go to assigned areas.
- ❖ Car riders go to the loading area, sit on benches or sidewalk areas and look for their car.

- ❖ Loading and unloading students is permitted under the covered area.
- ❖ **CAR RIDER PARENTS:** utilize the car rider tags daily.
- ❖ **Car rider tags** will be issued at Orientation. After the school year begins, car rider tags will be issued by the office staff.
- ❖ Walkers and bike riders are to follow directions for leaving the school grounds.
- ❖ Students in the car area should remain seated on the benches or sidewalk until their name or number is called.
- ❖ Students will be released in the afternoon at 2:45.
- ❖ **Parents must pick up their children before 3:00 or make daycare arrangements.**
- ❖ Kidcare is available on campus after hours.



Bus riders:

Students riding the bus need to use quiet voices, stay seated, and obey the bus driver and bus rules.

Bike riders and Walkers:



Bike riders must walk their bikes on the school grounds. Bikes are to be kept in the bike racks. It is recommended that they be locked. Walkers are to cross the street at the Sheriff's Crossing Guards located on Yates Road and Brook Drive.

KIDCARE

- ❖ Before and after school care is available at R. Bruce Wagner Elementary. Please contact the KidCare office at 686-5116 for details.

MEDICATION

- ❖ Students requiring medication must have a copy of the Polk County Authorization for Medication form signed by their physician on file.
- ❖ **NO** medicine will be administered without this form.
- ❖ Medicine must be in the original labeled container.
- ❖ All medicine will be kept and given in the clinic.
- ❖ No medicine may be kept by the student, including cough drops.
- ❖ It is the responsibility of the parent to bring medications to the office.

Students (per PCSB policy) are not allowed to bring medicine to school or take home any medicine. Adults must *transport medicine*.

FIELD TRIPS

- ❖ Permission forms signed by a parent/guardian and money will be due at least 1 week before a trip.
- ❖ We will not allow telephone calls at field trip time for students who do not have the signed form.
- ❖ There is a notary in the office for out-of-county field trips.
- ❖ Younger siblings may not accompany parents on field trips.
- ❖ No smoking is allowed on field trips.
- ❖ Parents may not ride on Polk County School Board school buses.
- ❖ Parents must be approved volunteers to chaperone field trips.

SCHOOL STORE

- ❖ Our school store is located near the clinic and is open from 7:50 – 8:05 AM as scheduled below.
- ❖ Most school supplies are available for a reasonable cost.

SCHOOL STORE SCHEDULE

Monday: 2nd and 5th Grades

Tuesday: Kindergarten and 4th Grade

Wednesday: 1st and 3rd Grades

Thursday: 4th and 5th Grades

Friday: **CLOSED**

LOST AND FOUND

- ❖ **PLEASE put student's name clearly in all removable apparel.**
- ❖ Please check with your classroom teacher first for any missing items.
- ❖ All found articles are kept in the clinic.
- ❖ Unclaimed clothing will be donated to a charitable organization at the end of each semester.

CLASSROOM PARTIES

- ❖ Classroom parties are held twice a year, at the end of each semester per the discretion of the classroom teacher.

per P. C. S. B. Communicable Disease Policy:

- ❖ Food items must be commercially prepared and individually wrapped by the commercial supplier to protect students against food borne illnesses.
- ❖ Beverages should be purchased ready to serve.
- ❖ Home prepared foods are not permitted.

BIRTHDAY PARTIES

Birthday parties may not be celebrated at school.

- ❖ Gifts, flowers, and balloons **may not** be delivered to the school. It is disruptive to the academic process.
- ❖ Any gifts brought to school will remain in the front office and the parent will be called to pick them up.
- ❖ Party invitations may not be distributed during school hours.

RBW WHIZ KID PLEDGE

I am a proud Wagner Whiz Kid.

Today I will Act

Responsibly,

Respectfully,

Reliably,

As Requested,

And Safely.

I am a class act!

MONTHLY CHARACTER TRAITS

January – Responsibility	August – Respect
February – Compassion	September – Honesty
March – Tolerance	October – Self-control
April – Citizenship	November–Co-operation
May – Patriotism	December - Kindness

HELPFUL TELEPHONE NUMBERS

R. Bruce Wagner Elementary	701-1450
R. Bruce Wagner: FAX	701-1457
RBW Lunchroom Office	701-1454
School Board District Office	534-0500
School Board Transportation	534-7300
KidCare Main Office	686-5116

**** RBW KidCare Phone ** 701-1472**

**** Before & After School Hours ONLY ****

MISSION

Through the combined efforts of community, families, and school, we at R. Bruce Wagner Elementary are committed to providing a safe, positive, and inviting learning environment. With high expectations and a curriculum rich in communication and technology, we will ensure that learning takes place for all.

VISION

As thinkers, listeners, speakers, readers and writers, we will create a challenging and fun learning environment where students, parents and staff work hand in hand to develop intelligence, integrity, and responsibility in our citizens of today and tomorrow.



2008 - 2009 SCHOOL CALENDARS



August 14 – Thursday
 August 18 – Monday
 September 1 – Monday
 September 10 - Wednesday
 September 19 - Friday
 October 17 – Friday

Student Orientation Day
 FIRST DAY OF SCHOOL
 Labor Day Holiday, Student Holiday
 Student Holiday
 Interim Reports Go Home
 Student Holiday

October 22 – Wednesday

End of 1st Grading Period

November 4 - Tuesday

Report Cards Go Home (1st Nine Weeks)

November 24 & 25– Mon. & Tues.

Storm Make-up Days (if needed)

November 24 - 28

THANKSGIVING HOLIDAYS

December 5 – Friday

Interim Reports Go Home

December 19 – Friday

Last Day before Winter Holidays

December 22 – January 5

WINTER HOLIDAYS

January 5 – Monday

Storm Make-up Days (if needed)

January 6 – Tuesday

Students Return after Winter Holidays

January 16 – Friday

End of 2nd Grading Period



January 19 – Monday

Student Holiday

January 20 – Tuesday

Student Holiday

January 30 -Friday

Report Cards Go Home (2nd Nine Weeks)

February 16– Monday

Student Holiday

February 23 - Monday

Interim Reports Go Home

March 25 - Wednesday

End of 3rd Nine Weeks

March 30 – April 3

SPRING HOLIDAYS

April 14 - Tuesday

Report Cards Go Home (3rd Nine Weeks)

May 4 – Monday

Interim Reports Go Home

May 25 - Monday

Memorial Day Holiday

June 4 – Tuesday

LAST DAY OF SCHOOL and Report Cards Go Home (4th Nine Weeks)

