

# Robins K-8

## Middle School Handbook

2021-22

### Principal WELCOME

Hello and WELCOME to Robins K-8. I am excited to have you as a member of our community and a student at Robins K-8. Our teachers and support staff are committed to ensuring that you have a safe learning environment that is fun and engaging. We collaborate together on your behalf to provide you with specific academic interventions and enrichments to enhance your learning experiences. Our students take pride in their hard work to improve their academic success from the smallest gains to the largest improvements. We are a family here and we support each other and encourage each other to do our best. Middle school years are full of life changes, new adventures, successes and lessons learned. Our goal is to provide you with a challenging curriculum and aligned instruction to support your development, as you prepare to enter into high school, with confidence in who you are, your skills, and strong academics. Have fun; engage in all your learning opportunities and this will be your best year yet! Go Roadrunners!

Mrs. Thomas, Principal

### Robins K-8 Mission

**Working together as a K-8 community, Robins is dedicated to fostering a learning environment where teachers, students and parents are responsible for participating in and contributing to a challenging and engaging atmosphere. We work together to support students at their individual levels and encourage students to have high expectations as measured by state and district standards.**

### Robins K-8 Vision

Robins K-8 is a warm and nurturing community that promotes safety for all, respect for others, and responsibility for self. As students enter Robins K-8, they will strive to be academically competitive. They will receive the highest education that we can provide, that will follow them as they exit our school. In collaboration with staff and parents, students are challenged to have high expectations and are given the necessary tools for academic success. This will allow them to thrive successfully in all academic areas for the 21st century. These students will leave our school prepared to excel at any high school of their choice. With the tools given, our students will be creative, curious, diverse critical thinkers who contribute to our community. All students are active learners who recognize the importance of effort, and are responsible for their learning. We are a Professional Learning Community that is prepared and motivated to foster student achievement.

## Robins K-8 Collective Commitments to OUR Students

1. We will hold high expectations for student achievement and character, and will guide students to make responsible choices for their lives and the learning process.
2. We will evaluate and use various resources effectively to develop curriculum and instructional strategies which will provide differentiation and promote active engagement of all students.
3. We will model for our students:
  - \* Collaboration
  - \* Respect
  - \* Engagement

Through a system of support that fosters accountability.
4. We will become actively involved in the life of the school by:
  - \* Attending school programs.
  - \* Participating in additional school activities that help promote our culture and climate.
  - \* Support student extracurricular activities.

## Robins K-8 Motto

*I am an active learner.*  
*I recognize the importance of my effort.*  
*I am responsible for my learning.*  
*All of my teachers hold high expectations for me.*  
*I am safe.*  
*I am responsible.*  
*I am respectful*

## PBIS Schoolwide Expectations

	LEARNING AREAS (Classroom, Library, Computer Lab)	HALLWAY	RESTROOM/ LOCKER ROOM	PLAYGROUND	CAFETERIA	BUS
<b>I AM SAFE</b>	<ul style="list-style-type: none"> <li>• Always walk quietly</li> <li>• Use all materials properly</li> <li>• Keep hands and feet to myself</li> </ul>	<ul style="list-style-type: none"> <li>• Always walk quietly</li> <li>• Keep hands and feet to myself</li> <li>• Hold pass in my hand</li> </ul>	<ul style="list-style-type: none"> <li>• Keep hands and feet to myself</li> <li>• Report problems to an adult</li> </ul>	<ul style="list-style-type: none"> <li>• Keep hands and feet to myself</li> <li>• Use equipment properly</li> <li>• Respect nature</li> </ul>	<ul style="list-style-type: none"> <li>• Keep my body to myself</li> <li>• Always walk</li> <li>• Stay in my seat until excused</li> </ul>	<ul style="list-style-type: none"> <li>• Keep my belongings to myself</li> <li>• Stay seated and face forward</li> <li>• Keep hands and objects inside the bus</li> </ul>
<b>I AM RESPONSIBLE</b>	<ul style="list-style-type: none"> <li>• Be on time</li> <li>• Have supplies ready</li> <li>• Turn work in on time</li> </ul>	<ul style="list-style-type: none"> <li>• Have a hall pass</li> <li>• Go straight to where I am going</li> <li>• Return to class quickly</li> </ul>	<ul style="list-style-type: none"> <li>• Use the restroom and flush the toilet</li> <li>• Wash my hands</li> <li>• Return to class quickly</li> </ul>	<ul style="list-style-type: none"> <li>• Play games fairly</li> <li>• Report problems to an adult</li> <li>• Line up when called</li> </ul>	<ul style="list-style-type: none"> <li>• Eat the lunch I ordered</li> <li>• Wait my turn in line</li> <li>• Clean up after myself</li> </ul>	<ul style="list-style-type: none"> <li>• Keep all my belongings with me</li> <li>• Report inappropriate behavior to an adult</li> <li>• Get off at the correct stop</li> </ul>
<b>I AM RESPECTFUL</b>	<ul style="list-style-type: none"> <li>• Listen to and follow adult directions</li> <li>• Use inside voices</li> <li>• Listen to and respect others</li> </ul>	<ul style="list-style-type: none"> <li>• Respect others' work</li> <li>• Use inside voices</li> <li>• Respond to adults appropriately</li> </ul>	<ul style="list-style-type: none"> <li>• Keep it clean</li> <li>• Use inside voices</li> <li>• Respect others' property and privacy</li> </ul>	<ul style="list-style-type: none"> <li>• Be kind with words and actions</li> <li>• Everybody plays</li> <li>• Share equipment and take turns</li> </ul>	<ul style="list-style-type: none"> <li>• Listen to adults</li> <li>• Use good manners</li> <li>• Use inside voices</li> </ul>	<ul style="list-style-type: none"> <li>• Use inside voices</li> <li>• Listen to and follow adult directions</li> <li>• Be kind with words and actions</li> </ul>

## Superintendent: Code of Conduct

*There is no goal more important than creating and maintaining safe, supportive, and nurturing learning environments for every kid in every school.*

*The most important factor that determines whether or not we achieve this goal, is you, the student. When you make a commitment to safety, personal responsibility, and kindness, you are also making a commitment to personal excellence.*

*Please read this document with your parents or guardians. It is important for you to understand our standards and expectations for behavior at school. By following the Code of Conduct, you can help our school district become a safer and more supportive environment for all students and staff.*

*Amazing schools are places where learning happens, where kids succeed academically and emotionally, and where learning environments are safe, supportive, and inclusive of all students. Please do your part to make sure that every school in our district is an amazing one!*

*Gabriel Trujillo, Ed.D.*  
*Superintendent*

## Basic Information: Student Conduct

### What Is the Code?

A guide that outlines the behavior expectations, rights, and responsibilities of students and staff (previously called the “Guidelines for Student Rights and Responsibilities” or “GSRR”).

### What Principles Guide the Administration of Discipline at TUSD?

Partnering with students/parents/guardians to create safe, supportive, and inclusive learning environments. Striving to keep students in learning environments. Ensuring that consequences are non-discriminatory, fair, and age-appropriate. Applying the rules consistently so students receive similar consequences for similar violations. None of these principles prevent school personnel from protecting campus safety as appropriate.

### How Is Discipline Administered For Students With Disabilities?

All district personnel administering discipline must take into account a student’s disability under either Section 504 or the Individuals with Disabilities Education Act (IDEA) or if the student is suspected of having – or is being considered for an evaluation for – a disability.

TUSD must follow specific procedures for students considered disabled under federal law, including determining whether misbehavior is a manifestation of the student’s disability.

**When and Where Does the Code Apply?** Regular school hours (including when students are going to and from school, “portal to portal”) While students are being transported on a school bus or vehicle used for school purposes At all times and places where a school official or employee has authority over students School-sponsored / school-related events and activities (including field trips, athletic events) On- or off-campus actions resulting in a harmful effect on students or the educational process On TUSD property, at any time (see Policy JICH)

### Who Monitors Discipline in TUSD?

TUSD’s Discipline Review Team is made up of the Discipline Director and the Compliance Liaison. The Team monitors discipline on a bi-weekly, weekly, monthly, and quarterly basis. The Team reviews and approves requests for elevated consequences, jointly reviews suspensions with principals/assistant principals, ensures compliance with the Code and other policy, and monitors for disproportionate discipline by race or ethnicity.

### How Can I Get More Information or Make an Oral or Written Complaint?

Governing Board Policies and Regulations related to discipline are available for review in the principal’s office at every school and online at [www.tusd1.org/TheCode](http://www.tusd1.org/TheCode). Students or parents/ guardians may make a complaint related to discrimination, harassment, hazing, dating abuse, bullying, or unfair disciplinary actions with the site principal, assistant principal, the Discipline Review Team (the Discipline Director or the Compliance Liaison) at 225-4316, or online at [www.tusd1.org/deseg](http://www.tusd1.org/deseg).

## Equal Educational Opportunities and Anti-Harassment (DISTRICT CODE: JB)

The right of a student to participate fully in classroom instruction shall not be abridged or impaired because of race, color, religion, sex, sexual orientation, age, national origin, and disability, or any other reason not related to the student’s individual capabilities.

The right of students to participate in extracurricular activities shall be dependent only upon their maintaining the minimum academic and behavioral standards established by the Board, and their individual ability in the extracurricular activity.

## **ROBINS K-8 HONOR CODE**

Part of the school mission is to help adolescents develop into successful adults. The Robins Honor Code guides students in understanding and making ethical choices.

The code covers all aspects of honor at school, including cheating, plagiarism, and maintaining the highest standards of personal honesty.

“*Plagiarism* simply means the attempt to pass off the *ideas or the language* of someone else as your own. If you use information, speculation, a full sentence, or even a particularly vivid or unusual phrase that you found in your research, you are absolutely obligated to acknowledge it...as clearly and specifically as possible.

Plagiarism, along with cheating on examinations, is the most serious academic offense a student can commit...the instructor’s principal task is to enhance and evaluate students’ learning, and if the instructor cannot distinguish between what a student has genuinely learned (and has learned to express) and what the student is merely parroting from some undisclosed source, the instructor cannot do his or her job. The whole process of education is thus undermined by academic dishonesty.” (from Writing Term Papers by Alan Heineman and Hulon Willis, 3<sup>rd</sup> edition, Harcourt Brace Jovanovich, 1988.)

Behavior that is not acceptable includes but is not limited to:

- Copying another’s work all or in part
- Looking at another’s test paper or quiz
- Permitting another student to use your work
- Using secretive methods of obtaining information on a test, such as but not limited to a cheat-sheet or notes
- Using other people’s ideas without proper citation or acknowledgement, including term papers and language text translation

- Working with others on assignments and projects when the work was intended to be done individually
- Taking any part of a test to use or to give to others

Consequences for plagiarism may include an F or zero on the assignment, call to parent, conference with counselor and/or administrator, and/or detention. Repeated offenses are considered general misconduct and may result in suspension.

## **Technology Usage**

Robins K-8 Middle School students must comply with the following guidelines regarding computer usage:

- No food, drinks (including water), or gum in the computer labs
- Teacher permission is required for Internet access
- Playing computer games is not allowed
- Internet viewing of inappropriate material involving sex, drugs, nudity, profanity, violence, weapons, or vulgarity is prohibited
- Computers will not be used for personal e-mail
- Using the computers for non-educational purposes is prohibited

Students failing to abide by school rules and guidelines concerning technology are subject to disciplinary action, which may include suspension and loss of computer privileges.

## **Use of Cell Phones and Other Electronic Signaling Devices**

In order for students to focus on learning, Tucson Unified School District tries to minimize distractions and interruptions to all instructional time. Based on the importance of this instructional time, phones and electronic signaling devices will not be allowed to be visible or used. All students are required to adhere to the following guidelines regarding cell phones and other electronic signaling devices.

### Cell phones and electronic signaling devices may be used

- On or off campus before or after school.
- Following a school state of emergency; the school principal or designee may allow contact with parents for a designated time period.
- If a teacher approves the use for educational activities conducted in his/her own classroom.
- If a teacher/coach approves the use during extended trips and sporting events.

### Cell phones and electronic signaling devices may NOT be used:

- During instructional classroom time, including assemblies or other activities, that takes place during the regularly scheduled classroom periods.
- During passing periods.
- During elementary and middle school students' lunch periods unless an administrative approval has been obtained.
- To take pictures at any time that violates personal privacy.
- For cheating.
- On field trips or excursions, that is conducted during the normal school day and during regular classroom instructional hours.

### Consequences

Students who violate the above guidelines shall be deemed to have created a disruption in the educational environment and are subject to disciplinary action. The severity of the disruption and whether other policies were also violated will determine the appropriate discipline. The Governing Board policy on Student Discipline will be used as the guideline for disciplinary action.

### Phones or Electronic Signaling Devices Confiscated

Phones or Electronic Signaling Devices may be confiscated for disciplinary reasons.

- First offense, students may pick up their phone or electronic signaling device from the teacher or front office at the end of the school day.

- Second offense or multi infractions, the student's parent must pick up the cell phone or electronic signaling device from the Principal's Office.

If any criminal violations may have been allegedly committed, the phone or electronic signaling device may be held or turned over to District administration or police for evidence.

**Stolen Electronic Devices—If an electronic item: cell phone, iPod, etc...is stolen the school administration will NOT pursue an investigation into the theft. It is the student's responsibility to keep track of their electronic devices at all times. Robins K-8 School is not responsible for lost, damaged, or stolen electronic devices or property.**

### TUSD Dress Guidelines:

Tucson Unified School District's philosophy is to provide an educational environment designed to motivate, teach and encourage students to attain the highest levels of proficiency in all areas. Dress guidelines are intended to promote the awareness of social, cultural and aesthetic forces that affect the school environment. Students are expected to dress appropriately and in a way that reflects personal and school pride. Clothing should be neat, clean, modest, and in good taste. Shoes must be worn at all times.

Therefore, the following will not be permitted:

***Examples of clothing that are inappropriate in a teaching and learning environment: swimsuits, halters, strapless tops, spaghetti straps, exposed undergarments, see-through clothing, shirts that bare the midriff, short-shorts or short skirts that do not cover the buttocks while sitting or standing, garments with plunging necklines and "muscle shirts" or basketball shirts without an accompanying t-shirt.***

- Clothing, accessories and/or head coverings, which identify or have been altered to identify with *illegal* organizations. This includes bandanas of any color or variety.
- Clothing that portrays racial statements, profane language or inflammatory language, and/or sexual depiction/innuendo.

- Accessories that can be used as a *weapon*, such as chains, spiked rings and/or collars.
- Clothing that advertises or advocates the use of alcohol, illegal substances, sex or tobacco, may not be worn
- Clothing that portrays “In Memory of...” a person that has passed away.

NOTE: These dress guidelines represent the minimum standards. Individual school sites may adopt additional guidelines. Students wearing inappropriate clothing to school are given an opportunity to change clothing or they will be released from school in the company of the parent or guardian.

## **STUDENT VIOLENCE/BULLYING/INTIMIDATION/HARASSMENT JICK-E2**

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The Governing Board of the Tucson Unified School District believes it is the right of every student to be educated in a positive, safe, caring, and respectful learning environment. The Governing Board further believes a school environment that is inclusive of these traits maximizes student achievement, fosters student personal growth, and helps a student build a sense of community that promotes positive participation as citizens in society.

To assist in achieving a school environment based on the beliefs of the Governing Board, bullying in any form will not be tolerated.

*Bullying*: Bullying may occur when a student or group of students engages in any form of behavior that includes such acts as intimidation and/or harassment that

- has the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm or damage to property,

- is sufficiently severe, persistent or pervasive that the action, behavior, or threat creates an intimidating, threatening, or abusive environment in the form of physical or emotional harm,
- occurs when there is a real or perceived imbalance of power or strength, or
- may constitute a violation of law.

Bullying of a student or group of students can be manifested through written, verbal, physical, or emotional means and may occur in a variety of forms including, but not limited to:

- verbal, written/printed or graphic exposure to derogatory comments, extortion, exploitation, name calling, or rumor spreading either directly through another person or group or through cyberbullying,
- exposure to social exclusion or ostracism,
- physical contact including but not limited to pushing, hitting, kicking, shoving, or spitting, and
- damage to or theft of personal property

*Cyberbullying*: Cyberbullying is, but not limited to, any act of bullying committed by use of electronic technology or electronic communication devices, including telephonic devices, social networking and other Internet communications, on school computers, networks, forums and mailing lists, or other District-owned property, and by means of an individual's personal electronic media and equipment.

*Harassment*: Harassment is intentional behavior by a student or group of students that is disturbing or threatening to another student or group of students. Intentional behaviors that characterize harassment include, but are not limited to, stalking, hazing, social exclusion, name calling, unwanted physical contact and unwelcome verbal or written comments, photographs and graphics. Harassment may be related, but not limited to, race, religious orientation, sexual orientation, cultural background, economic status, size or personal appearance. Harassing behaviors can be direct or indirect and by use of social media

## Robins K-8 Locker Room: Rules & Regulations

Intimidation: Intimidation is intentional behavior by a student or group of students that places another student or group of students in fear of harm of person or property. Intimidation can be manifested emotionally or physically, either directly or indirectly, and by use of social media.

Students are prohibited from bullying on school grounds, school property, school buses, at school bus stops, at school sponsored events and activities, and through the use of electronic technology or electronic communication equipment on school computers, networks, forums, or mailing lists.

Disciplinary action may result for bullying which occurs outside of the school and the school day when such acts result in a substantial physical, mental, or emotional negative effect on the victim, while on school grounds, school property, school buses, at school bus stops, or at school sponsored events and activities, or when such act(s) interfere with the authority of the school system to maintain order. All suspected violations of law will be reported to local law enforcement.

Students who believe they are experiencing being bullied or suspect another student is bullied should report their concern to any staff member of the School District. School personnel are to maintain appropriate confidentiality of the reported information.

Reprisal by any student directed toward a student or employee related to the reporting of a case or a suspected case of bullying shall not be tolerated, and the individual(s) will be subject to the disciplines set out in applicable District policies and administrative regulations.

Students found to be bullying others will be disciplined up to and including suspension or expulsion from school.

Knowingly submitting a false report under Policy JICK or this exhibit shall subject the student to discipline up to and including suspension or expulsion. Where disciplinary action is necessary pursuant to any part of this policy, relevant District policies shall be followed.

Law enforcement authorities shall be notified any time District officials have a reasonable belief that an incidence of bullying is a violation of the law.

Adopted: March 12, 2013

1. One small locker in the physical education locker room will be assigned to each student. During class, the lock should be put on the locker with all of your belongings locked inside. The school will not be responsible for lost or stolen items. Keep all valuables in at home.
2. Robins will supply students with PE Locks. If a Robins K-8 lock is lost due to student negligence, the student will not be able to attend a school dance as a result of loosing school property. Locks brought from home may not be used and will be cut off.
3. Please show respect inside the locker room.
  - No horseplay in the locker room.
  - No running or dangerous behavior permitted in locker rooms.
  - No climbing on lockers, standing on benches, or climbing on cage.
  - Keep Hands/Feet to yourself at ALL times!
4. Bring clean clothes to PE every week and take home dirty clothes every Friday or as often as needed.

### Personal Hygiene

*Cleanliness is a very important part of personal hygiene. No one likes to sit near anyone who does not smell pleasant. Taking a shower is not mandatory however; the shower facility is available for student use. The student must provide his or her own towel and shampoo from home. No glass containers or aerosol cans are permitted inside the locker room.*

5. No food or drinks are allowed in the locker room.
6. Book bags or backpacks are not permitted inside the locker room. Teacher will secure your backpack in the classroom.
7. No electronic items at school or in the locker room (cell phones, switch, vita, I-pod, I-pad, MP3 player, tablets, Kindle, PSP, etc.)
8. Sharing lockers is prohibited.
9. No Glass bottles allowed in locker room.
10. No **heavy** sprays or perfumes allowed as these can trigger asthmatic reactions in individuals.
  - a. Due to limited ventilation inside the locker room, no hair spray is permitted and – spraying of body spray/perfume/cologne is limited (**Plastic bottles only**)
11. All assigned locks **MUST** be RETURNED at the end of the year or at withdrawal time, as the lock is official school property. A fee may be charged for locks not returned at the end of the year.
12. Each student must write his/her P.E./ Sports locker information (combination & locker number) in his or her agenda or safe place so they will be able to look it up if needed.
13. Do not give anyone your locker combination!
14. At the close of the class period, all lockers/baskets are to be locked securely; scraps of debris picked up and personal belongings removed, and students are to wait quietly in the place indicated until dismissed by the teacher.

15. Disruptive and/or Disrespectful behavior will not be tolerated. Anything that interrupts the teaching process or keeps students from learning is disruptive and will result in discipline action.
16. Misplaced clothing will be placed in the Lost & Found bin. Clothing in the Lost & Found bin will be removed and donated prior to the winter break and the end of the year

**Robins K-8 (Middle School) PE Uniform  
Requirements- *TBD***

Students registered for Physical Education classes are expected to observe all school policies. In addition, the following regulations and policies will be enforced throughout the school year.

**Physical Education & Dress Code**

- **There is no Specific School PE uniform to purchase.**
- All Physical Education students are **REQUIRED** to wear the PE class clothes to be in dress code to participate in PE class:
  - \* Cotton shirts or shirts that breathe for hot weather. Sleeveless shirts are not allowed. All shirts must adhere to the TUSD dress policy.

\*Shorts must be basketball or Athletic type. No cargo or dress style shorts, no cut offs, no jean shorts, no spandex, and no Bermuda. All shorts must adhere to TUSD dress policy and length must pass fingertip

\*Athletic shoes (sneakers) and socks. Please bring a separate pair of PE shoes if you where sneakers daily for hygiene purpose and foot support.

\* Students **MUST** report to the appropriate locker room to change clothes. **GYM CLOTHES SHOULD NOT BE WORN OVER STREET CLOTHES.**

- Physical Education clothes should be taken home weekly and washed.
- Sweat pants and sweatshirts **MAY NOT** be worn until such time as the individual instructor notifies his/her class that sweats may be worn. If there is a medical or religious reason, please contact your instructor. Sweats can be worn under gym clothes only if weather permits (e.g. cold weather) and instructed to do so. **NO PAJAMA bottoms.**

**GENERAL POLICIES**

Students are expected to report directly to the classroom and seated at their assigned spots for further instruction. On cold, rainy or hot days teaching continues with modified skills or alternative lessons.

Failure to dress will be treated as **INSUBORDINATION** (Intentional disobedience), and points will be deducted from their grade. Only students who have a note from their **DOCTOR** are excused from Physical Education class, Students who have a **NOTE** from home are still **REQUIRED** to dress and report to class.

Any student, who is injured in Physical Education class, should report that injury to the Physical Education Teacher immediately (No mater how minor it may seem). All students are required to have a folder and a section in their three ring binders designated for Physical Education only, as well as pen or paper.

At the end of the Physical Education Module, when the students have changed back into their school clothes, they are to line up in the locker room until Physical Education Teacher dismisses them.

**Promotion Requirements**

	REGULATION TITLE: Promotion, Retention, Acceleration and Appeal
	CODE: IKE-R1

**GRADE 6:** To be promoted to grade 7, students must meet all of these requirements:

- Receive a final passing grade in English Language Arts or ELD.
- Receive a final passing grade in Mathematics.
- Receive a final passing grade in Science or Social Studies.
- Must receive final passing grades in at least four subjects.

**GRADE 7:** To be promoted to grade 8, students must meet all of these requirements:

- Receive a final passing grade in English Language Arts or ELD.
- Receive a final passing grade in Mathematics.
- Receive a final passing grade in Science or Social Studies.
- Must receive final passing grades in at least four subjects.

**GRADE 8:** To be promoted to grade 9, students must meet all of these requirements:

- Receive a final passing grade in English Language Arts or ELD.

- Receive a final passing grade in Mathematics.
- Receive a final passing grade in Science or Social Studies.
- Must receive final passing grades in at least four subjects.

### **Students with Disabilities**

Individual Education Plan (IEP), and or 504 Plan, will be assessed on progress of goals and objectives.

### **RETENTION**

Within the first 4 ½ weeks of school or at the first sign a student is experiencing difficulties/failing a student will be identified by teachers and discussed with principals. When a student is identified as being at risk of retention, parents will be notified and the student will be provided additional opportunities in core academic areas to motivate and connect the student to school. Such opportunities may include, but are not limited to, tutorial programs, after-school programs, and/or summer school programs that may be required as conditions of promotion. Ongoing assessment of student progress will be a part of each intervention program.

### **Teacher’s Role in Retention**

A.R.S. 15-521 states that every teacher shall make the decision for promotion or retention of students. A parent or legal guardian cannot overturn a teacher’s decision on promotion or retention under Arizona law, but a parent or guardian who opposes the teacher may appeal the teacher’s decision through the normal appeal process.

The teacher(s) of each student will begin the process for possible retention by leading the intervention process, including the following:

- Communicating and coordinating with the principal or principal designee.
- Facilitating all interventions with all resources, i.e. counselors, tutors, etc.
- Ongoing quarterly communication with the parent/guardian.

- Documenting the interventions, tests and academic progress, discussions with parents and other resources. (Exhibit IKE-E1, Student Support Plan)
- Making the final decision regarding promotion and retention.
- Collaborating with the principal to meet with the parents, providing documentation and information regarding the retention decision
- If the parent(s) appeals the final decision to the Governing Board, the teacher(s) will attend the appeal hearing and/or provide written records including the intervention documentation. Teacher(s) will be notified of the hearing date and of the Governing Board’s decision.

### **Elementary and Middle School**

At the beginning of the school year site administrators and teachers will identify students who are at-risk of retention based on prior academic performance

At the earliest parent conference, teacher and parents will develop an intervention plan. The plan will be recorded in the student’s cumulative folder and a copy provided to the parents. At the end of the first grading period, each teacher will send to the principal a list of the students who are experiencing difficulty in their classes.

Ongoing review of student’s progress toward standards must continue throughout the year. The student who falls below expected grade level standards will be reviewed for retention consideration by the principal and staff members at least every four and one-half weeks (Progress Report Time). Intervention plans will be reviewed, adjustments made and parent conferences scheduled. All decisions for retention shall be made with parent communication, multiple interventions and student conferencing.

The final recommendation to retain should be made by the teacher. Consultation with the principal, other staff members and involvement of parents in all steps of the retention process are required.

## **ACCELERATION**

In the first through the eighth-grade levels, the teacher in consultation with the principal may recommend a student for acceleration (double promotion) into a higher-grade level when high academic achievement is evident. Accelerated placements of students shall be discussed with the principal, parents, teacher(s) and assigned District personnel. Final decisions will be made by the principal, teacher and District personnel.

Acceleration shall be subject to the following minimum criteria:

- The parent/guardian of the student has filed a written statement with the principal of their child's school requesting an acceleration placement.
- The student has demonstrated that they exceed the state standards at their current grade level in all areas
- The social maturity and emotional growth of the student are consistent with his/her advanced cognitive ability.

A letter of acceptance by the parent/guardian of an acceleration placement must be completed. (Exhibit IKE – E2)

In the high school grades, the students may accelerate the acquisition of credits through summer school, District alternatives or college credit and successful completion of all State requirement assessments. (Refer to Policy & Regulation IKF – Graduation Requirements for details)

## **APPEAL PROCESS**

Pursuant to Arizona Revised Statutes, a parent or student of majority may appeal to the Board for reconsideration on any decision to promote, retain, pass or fail. The appeal must be filed within 15 calendar days of the last day of school or within 15 days of the end of the grading period.

The District will acknowledge receipt of the appeal request within 14 calendar days. Written notice of the date the Governing Board will hear the appeal will be provided to the parent(s) at least five (5) calendar days prior to the hearing.

The parent or student of majority has the burden of proof to overturn the decision of a teacher. It must be demonstrated to the Board that

the student has or has not mastered the State Board adopted standards required for the placement recommended by the teacher. If the Governing Board overturns the decision of the teacher, a written finding of mastery or non-mastery of the State Board adopted standards must be adopted by the Governing Board.

The Governing Board will provide a written decision to the parent(s) or student of majority within 7 calendar days after the appeal hearing

## **SALUTE OR PLEDGE**

**Right:** You have the right to refrain from taking part in the salute to the Flag or the Pledge of Allegiance if doing so violates your beliefs or values.

**Responsibility:** If you refuse to participate in the salute to the Flag or the Pledge of Allegiance, you may not disrupt the activity of others who choose to do so. Also, if you do choose to participate in the salute of the Flag or the Pledge of Allegiance, you may not disrupt others who choose not to do so.



# Robins K-8 School Bell Schedule

Schedule #1 – Monday, Tuesday, Thursday, Friday			
	Time	Min	Instructional (Y/N)
Announcements	7:45-7:49 a.m.	4	N
1 <sup>st</sup> Period	7:50- 8:47 a.m.	57	Y
2 <sup>nd</sup> Period	8:49- 9:41 a.m.	52	Y
3 <sup>rd</sup> Period	9:43 – 10:35 a.m.	52	Y
4 <sup>th</sup> Period	10:37 – 11:29 a.m.	52	Y
5 <sup>th</sup> Period	11:31 a.m. - 12:23 pm.	52	Y
Lunch	12:23 - 12:56 p.m.	33	N
6 <sup>th</sup> Period	12:59 - 1:51 p.m.	52	Y
7 <sup>th</sup> Period	1:53 - 2:45 p.m.	52	Y
DAILY ANNOUNCEMENTS ARE READ IN <u>  1st  </u> PERIOD.			

Schedule #2 – Wednesday (Early Release)			
	Time	Min	Instructional (Y/N)
1 <sup>st</sup> Period	7:45- 8:25 a.m.	40	Y
2 <sup>nd</sup> Period	8:27 – 9:07 a.m.	40	Y
3 <sup>rd</sup> Period	9:09 – 9:49 a.m.	40	Y
4 <sup>th</sup> Period	9:51 – 10:31 a.m.	40	Y
5 <sup>th</sup> Period	10:33 – 11:13 a.m.	40	Y
6 <sup>th</sup> Period	11:15 – 11:55 a.m.	40	Y
Lunch	11:55 a.m. – 12:25 pm.	30	N
7 <sup>th</sup> Period	12:27 – 1:00 p.m.	33	Y
DAILY ANNOUNCEMENTS ARE READ IN <u>  None  </u> PERIOD.			

## NOTICE OF NONDISCRIMINATION

*NON-DISCRIMINATION STATEMENT* Tucson Unified School District does not discriminate on the basis of race, color, religion/religious beliefs, sex, gender, gender identity, age, national origin, sexual orientation, creed, citizenship status, marital status, political beliefs/affiliation, disability, home language, or family, social or cultural background in admission or access to, or treatment or employment in, its educational programs or activities. Inquiries concerning Title VI, Title VII, Title IX, Section 504, and Americans with Disabilities Act may be referred to TUSD’s EEO Compliance Officer, 1010 East Tenth Street, Tucson, Arizona 85719, (520) 225-6444, or to the Office for Civil Rights, U.S. Department of Education, 1244 Speer Boulevard, Denver, Colorado 80204. See Board Policies AC “Non-Discrimination,” and ACA “Sexual Harassment” for more information

