

PARENT & STUDENT HANDBOOK



Vision

We are Diverse, Inclusive, Positive, and Impactful.
Respectful*Responsible*Safe*Kind

Mission

Our mission is to empower and provide a high quality comprehensive and meaningful education to all students of our global community.

Robison Elementary School

2745 E. 18th Street
Tucson, Arizona 85716
(520)232-7800
FAX: (520)232-7801

School Hours:

Monday-Friday 8:25am-2:45pm
Wednesday 8:25am-1:45pm

Office Hours:

Monday-Friday 7:00 am- 3:30 pm

Health Office:

8:15 a.m. – 2:45 p.m.

Breakfast: 8:00am- 8:20am

WELCOME

Dear Roadrunners,

Welcome to Robison Elementary for the school year of 2024-2025. This handbook has been prepared specifically for you to provide you with the information you will need for a successful school year. While the TUSD Code of Conduct is the driving document that details student expectations and consequences, this document will focus on Robison's policies and procedures.

If you have any questions, concerns, or suggestions regarding the information in this handbook, please share them with your teacher.

You may also speak directly with me or call 520-232-7800.

Sincerely,

Ms. Shawn Blair Lohn
Principal

ATTENDANCE

Students are expected to be in their classroom to begin their learning at 8:30am, the beginning of the school day.

- **Absence:**

- If your child is absent call 232-7802, and let the office know why your child is absent.
- If we do not hear from you, the office staff must call parents, guardians, or emergency numbers. We must verify a student's absence from school within the first two hours of the school day. It is imperative that the home and school cooperate closely in guarding the health and safety of our children.
- Students who are absent are responsible for any classwork and homework they miss. Please communicate the need for missed work to your child's teacher.

- **Tardy:**

- Students arriving to school after 8:30am must be signed in by a parent or guardian.
- Excessive tardies may result in parent/teacher conferences, home visits from community liaison, and/or other interventions and supports.

BIKES, SCOOTERS, SKATEBOARDS

Bikes are to be locked in the bike racks before school. Scooters and skateboards are to be stored in the office. Students may not ride bikes, scooters, or skateboards on school grounds.

CUSTODY

All registration paperwork must be up to date. If you have a court order that limits the rights of one parent in matters such as custody, you **MUST** have that court document on file with the school. Unless there is an official document on file, we must adhere to the Birth Certificate and parents listed on the birth certificate will be provided access.

CLASSROOM PARTIES

Classrooms may have parties throughout the year, please read the newsletter for more information throughout the year. The choice of those parties is left up to the classroom teacher. Healthy snacks and treats are encouraged for all class parties. Plan and confirm all student birthday celebrations with the teacher a week in advance. Birthday celebrations are to take place during the last 15 minutes of the school day. Balloons will not be permitted in the classroom.

DISMISSAL

K-5 GRADE STUDENTS:

Will be dismissed on Forgeus Avenue. Students will be escorted to front cars then those cars will pull away and all other cars will pull up. Please do **NOT** make a U-turn in the middle of the line. Please do **NOT** park in the Broadmoor Apartment parking lot. Students will only be dismissed from the loading zone and will not be permitted to cross the street. Parents please do not exit your vehicle to ensure safety and efficiency.

Daycare Vans: Use the process above for dismissal on Forgeus Avenue

TUSD Bus: Students are to walk to bus bay (Treat St. exit) at dismissal.

Walkers/bike& skateboard riders: Students will be dismissed by support staff from south-facing exit next to the office.

TECHNOLOGY

Students will be using TUSD laptops throughout the year. Parents/Guardians and students will need to read and sign a form acknowledging responsible use of devices. Misuse and/or destruction or damage to district technology may result in disciplinary action and/or financial responsibility to families.

ROBISON SITE COUNCIL APPROVED – UNIFORM DRESS CODE

The following is a detailed description of the Robison Elementary Dress Code:

Boys and Girls – **White or navy-blue** polo shirts or collared shirts with long or short sleeves and buttons

Boys – **Khaki (tan) or navy-blue** pants or shorts for boys (uniform style)
(No basketball shorts or warm up suits or denim jeans)

Girls - **Navy blue or khaki** pants, shorts, skorts, jumpers, capris for girls (uniform style)
(no basketball shorts or warm up suits or denim jeans)

***Shorts, skirts must be three inches below the hands when standing**

No graphics or logos on the shirt, except the Robison Elementary logo.

*** Exceptions will be made for students who must wear certain attire for cultural or religious purposes**

Sneakers or running shoes must be worn by boys and girls.

Leggings or tights under skirts must be white, navy or khaki (tan).

Jackets, sweaters, sweatshirts, raincoats etc., are to be selected by the parents – preferably the school colors but not mandatory. Uniform dress code policy will be enforced throughout the year. Please support our dress code policy. If you need assistance with uniforms, please contact the office at 232-7800.

Every Wednesday is Robison Shirt Day.

Every Friday is High School, College, University or Sports Shirt Day.

El Consejo de Robison aprobó – El código del uso de uniformes.

Lo siguiente es una descripción del código de uniformes:

Niños y niñas - Camisa o blusa blanca o azul marino tipo polo o camisa o blusa de manga corta o larga y con botones.

Niños - Pantalones y shorts azul marino o beige (estilo de uniforme)

(no pantalones de gimnasia o de mezclilla).

Niñas - Pantalones, shorts, shorts falda, jumpers, capris azul marino o beige, estilo de uniforme (no pantalones de gimnasia o de mezclilla).

*** Shorts, faldas no pueden colgar menos de 3 pulgadas arriba de las manos cuando.**

Las camisas no pueden tener dibujos o simbolos sino los que dicen Robison Elementary.

*** Hay excepciones para estudiantes que tengan que usar cierto traje por su cultura o religión.**

Zapatos cerrados (con calcetines) como tenis o zapatos planos deben ser usados por niños y niñas.

Chaquetas, suéteres, rompe vientos etc. sin dibujos y de un sólo color serán seleccionadas por los padres de preferencia con los colores de la escuela, pero no es obligatorio. La política de código de vestimenta uniforme se aplicará durante todo el año. Por favor, apoye nuestra política de código de vestimenta. Si necesita ayuda con uniformes, comuníquese con la oficina al 232-7800.

Cada miércoles es Robison Día de la Camiseta.

Todos los viernes es el Día de la Escuela Secundaria, la Universidad, la Universidad o la Camisa Deportiva.

EARLY DISMISSAL DAYS

Every Wednesday, K-5 students are dismissed at 1:45 pm.

On the five Parent-Teacher Conference days, students K-5th are dismissed at 11:45 am. These dates will be September 18, 19, 20 and February 13-14.

FIRE DRILLS/LOCK DOWNS/BUS EVACUATIONS

Robison students participate in monthly fire drills, two lockdowns, and two bus evacuation drills annually. Procedures are established by TUSD and the State of Arizona. To ensure student safety, all classrooms review procedures.

FOOD AND DRINK

There will be no eating and drinking in the classrooms or on the playground. Food served in the Café needs to remain in the Café. Water ONLY is permitted in the classroom at the teacher's discretion. Soda and/or sugary beverages are not permitted on campus.

GRADING AND REPORT CARDS

There are four nine-week grading periods each year for all grades. Report Cards are available digitally through ParentVue after 5pm on grading days. Grading days for the 2024-2025 school year are October 4, December 20, March 7, and May 22. If you need assistance accessing ParentVue, please call our front office at (520) 232-7800. You may also request a printed Report Card from your child's teacher or the Robison front office. You may also request a parent/teacher conference any time during the year.

HOMEWORK

Individual teachers will set homework policies for their students. All classroom homework policies will adhere to TUSD Governing Board guidelines. It is strongly recommended that you read with your child every day for at least 20 minutes.

PLAYGROUND

The playground is an extension of the school building, and all school rules apply. Play activities will be supervised and monitored for safety. Supervision begins at 7:45 am daily. Please do NOT drop off children prior to 7:45 as no one will be there to supervise them. K-2 grades will play on the east side of the playground and 3-5 grades will be on west side of the playground. It is the expectation that students play safely. Failure to adhere to school rules while on the playground may result in consequences.

SCHOOL BREAKFAST/LUNCH

All students will receive free breakfast and lunch at Robison. Breakfast will be served between 8:00 am and 8:20 am. If you are bringing your child to school after 8:20, please make sure they ate breakfast at home. Any student on a late TUSD bus will be given breakfast when they arrive. Lunch times will be updated and communicated through a flyer home within the first few weeks of school.

SCHOOL VISITATIONS

Safety *and* community are of utmost importance to the staff at Robison. We wish to extend a welcome to all Robison families and to do so as safely as possible. To ensure that no unauthorized persons enter our buildings and that the educational process or other school operations are not disrupted, all visitors need to go to the school office to be identified, sign in and receive a Visitor's badge. Should you, as a visitor, appear on campus without a badge, you will be instructed to return to the office. This rule does not apply when visitors are attending an athletic event, awards assemblies, festivals, large group assemblies or when attending parent-teacher conferences at Robison.

STUDENT RECORDS

The Cumulative Record is an individual report on each student. It is required by law and is kept in safekeeping in the school. To request student records please see the office staff.

Robison K-5 CELL PHONE POLICY ACKNOWLEDGEMENT

Dear Parents:

According to TUSD Governing Board Policy JICJ, we will not be responsible for loss damage, or theft of electronic devices brought to school. For purposes of this policy, "electronic devices" include, but are not limited to, cell phones, Mp3 players, iPods, personal digital assistants (PDA's), e-book readers, compact disc players, portable game consoles, cameras, digital scanners, lap top computers, tablet computers, smart watches, and other electronic or battery powered instruments which transmit voice, text, or data from one person to another.

- Cell phones and/or ALL electronic devices are to be turned off and kept out of view in a student's backpack or other types of carrying bags.
- Students violating the policy may have the electronic device confiscated and parents will need to pick them up from the front office. Repeated incidents or misuse of electronic devices could be subject to disciplinary action.

Reasonable efforts will be taken to secure property that has been confiscated; however, neither the School District nor the School District Staff is responsible for loss, damage, or theft of any electronic device including but not limited to cell phones, laptops, tablet computers, smart watches, or other portable media player brought to school, even if loss, damage or theft results from the device being confiscated.

Robison K-5 School **will not investigate** if your child's items are stolen or lost. The first time that a device is confiscated, the student may pick it up in the office at the end of the school day. The second occurrence, a parent or guardian will have to pick up the device from the office. It is expected that there will not be any further occurrence.

Please sign and return:

Name of Student: _____ Grade: ____ Date: _____

Student Signature:

Name of Parent:

Signature:

STUDENT HANDBOOK RECEIPT ACKNOWLEDGEMENT

I _____ have read, understood and
Guardian's name (please print)
agree to follow the guidelines stipulated by Robison K-5 Handbook, TUSD Governing Board Policy, Responsible Use of TUSD computers/laptops, and the TUSD Code of Conduct (Guide to Student Rights and Responsibilities). As a parent of students attending Robison K-5, I will support the staff and administration's efforts by reminding my children to adhere to all rules and responsibilities.

Parent's Signature

Date

I _____ student at Robison K-5, have
Student's Name (please print)
read, understand, and agree to follow the guidelines stipulated by Robison K-5 Handbook, TUSD Governing Board Policy, Responsible Use of TUSD computers/laptops, and the TUSD Code of Conduct. As a student of Robison K-5 I will adhere to the rules and take full responsibility for my actions and decisions while at this school. My compliance with these rules will ensure my success and achievement of this year's grade level expectations and goals.

Student's Signature

Date