



# Robert College Residential Life Handbook

2019-2020

[www.robcol.k12.tr](http://www.robcol.k12.tr)

## **Robert College Residential Life Philosophy Statement**

The residential life program at Robert College is dedicated to the social, psychological and academic development of its students. To this end, we work on building a community which is based on honesty, mutual respect, responsibility, positive interactions and collaboration, where young men and women are sensitive to and respect the rights, needs and property of others, where an environment conducive for learning is fostered.

Welcome to residential life at Robert College! We are a community of adults and students who live, learn, laugh and work together on this beautiful campus. Each student is a unique part of this community and each student has a contribution to make to strengthen this sense of community. Respecting him/herself as well as respecting everyone else in the community is essential. Doing things communally, such as eating together in the Murat Karamancı Student Center, chatting in the Lounge, playing sport in the gym, helps to build this strong community.

We are member of The Association of Boarding Schools (TABS) in the US, and all adults working within residential life here have had training from this association. We regularly get training from an external psychologist experienced in residential life, as a residential team we work collaboratively to support all the students, and we keep up-to-date with research in the field of residential life.

Our main goal is to support to the maximum the residential students in their school life while they are away from home, to approach their problems positively, and to ensure their safety and security. However, while we do our best, we cannot be responsible for their individual decisions.

In collaboration with specialists, we frequently review our methods and procedures and update them if necessary, to meet the needs of our students.

We hope this handbook will be useful to you. Any questions which may arise can be addressed to the residential staff, whose contact details you can find in the following pages.

Wishing you a wonderful 2019-20 academic year as part of the residential community!

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## I. CONTACT INFORMATION

Boys' Residence mobile: (535) 796 94 34 [erkekyurdu@robcol.k12.tr](mailto:erkekyurdu@robcol.k12.tr)  
Girls' Residence mobile: (533) 470 10 29 [kiziyurdu@robcol.k12.tr](mailto:kiziyurdu@robcol.k12.tr)

### **Fax**

Boys' Residence: (212) 265 66 08  
Girls' Residence: (212) 287 13 95

Please use these above contact details for all communication. Since residential staff work on a rota system, if you send a message to an individual rather than the group contact (above), the message may not reach the person on duty in time.

If you cannot reach the residential team, please call the Robert College switchboard: (212) 359 2 222 or (212) 257 3 430

**You can also contact the Dean of Student Affairs (also in charge of the Residential Program) during school hours: Margaret Halıcıoğlu (270)**

### **Residential Staff**

<u>Boys' Residence</u>	<u>Girls' Residence</u>
Residence Head: Murat Özyiğit	Residence Head: Elif Sönmez
Assistant Head: Atakan Aydın	Assistant Head: Melek Avcı
Residential Advisors: Yiğit Koçaş Şahin Demir Arda Yolgiden	Residential Advisors: Bihter Erbaş Sinem Sertkaya Melisa Oğuz Ece Şemdinöğlü

Dean of Student Activities (also in charge of Residential Activities): Joseph Welch (240)

Health Center: (212) 359 2 309, 359 2 248

## II. RESIDENTIAL CALENDAR 2019-2020

*Please note that some dates may change. Parents will be notified of any change to the dates below in the case that the Ministry of Education changes the academic calendar.*

Below are the dates when the residences will be closed. Students who need to make travel arrangements should plan accordingly. **No student can be excused from classes because of travel.**

### **First Semester**

**Except for the dates below, the residence will be open from 10.00 am on Tuesday, September 3, 2019 to 6.00 pm on Friday, January 17, 2020.**

- Friday, October 25, 6.00 pm – Sunday, November 3, 10.00 am (fall break)

**The residences will remain open on the following official holidays and MEB-approved school holidays:**

- **November 21-22, Thu-Fri (school holiday)**
- **December 23-25, Mon-Wed (school holiday)**
- **December 31, Tue pm (school holiday)-January 1, Wed (official holiday)**

### **Second Semester**

**Except for the dates below, the residences will be open from 10.00 am on Sunday, February 2, 2020 to 6.00 pm on Friday, June 19, 2020.**

- Friday, April 3, 6.00 PM – Sunday, April 12, 10.00 am (spring break)
- Friday, May 22, 6.00 pm – Tuesday, May 26, 10.00 am (religious holiday)

**The residences will remain open on the following official holidays and MEB-approved school holidays:**

- Thursday, April 23: National Sovereignty and Children's Holiday
- Tuesday, May 1: Labor Day
- Tuesday, May 19 (national holiday)

**All students must be in school on Sunday, November 10, and attend the Commemoration of Atatürk ceremony.**

**Important note for residential Prep students:** residential prep students and their parents must be in school by 12:00 noon at the latest, on **Saturday, August 31.** The parents will leave at 4:30pm. The students will participate in an orientation program all weekend, to adjust to residential life.

### **III. ITEMS THAT THE RESIDENTIAL STUDENTS ARE ADVISED TO BRING ALONG**

The school supplies a bed, a closet, and a desk for each student. Students are advised to bring the following items. Please mark each item with the name of the student.

- 1 pillow
- 2 pillowcases
- 2 quilt covers (bed size: 90x190cm)
- sheets (1 set for 5-day, 2 sets for 7-day students)
- 1 quilt (winter)
- 1 mattress protector
- 1 blanket (optional)
- 1 bed cover (optional)
- 1 laundry bag
- 2 pajamas or nightgowns
- 1 bathrobe and/or bath towel
- 2 hand towels
- 1 pair of slippers (with noiseless but strong sole to protect from any sharp item, like broken glass, that may drop on the floor)
- 1 pair of bath slippers
- laundry detergent
- personal care products
- a sufficient number of clothes hangers
- hairdryer (optional)
- any medication that the student must take regularly
- 1 water bottle (not made of glass), a glass/mug, bowl and spoon (We expect the students to bring their own items to reduce waste, to protect the environment)

Please note: other electrical items are not permitted in rooms. Students should always ask the Head of Residence before bringing any electrical item. This is a safety matter.

### **IV. RULES and DAILY LIFE**

#### ***USE OF THE CAMPUS AREAS***

Students may not go to the wooden areas or near the faculty housing units. After dark, the students should keep to the lighted areas near the buildings or stay inside, for security reasons. Students may use the fitness room under the supervision of an adult. No student is allowed outside the residence after 11:00pm without special permission.

Students who wish to exercise may use the tennis courts, the gym and the cardio room after informing the residential staff.

### ***MAINTENANCE OF THE ROOMS***

Each student is responsible for the cleanliness and tidiness of his/her room. Shoes must be kept in the shoe cabinets. Any damage to a room or its fittings (including fly screens) must be reported immediately, and the person responsible need to pay for the repair or replacement. Keeping food or cooking in the room isn't allowed. Students may post pictures on the walls and the closets, using Uhu-tac only. The closets are inspected at intervals by the residential team. The rooms and the bathrooms are cleaned every day by the school's workers.

### ***CO-ED LOUNGE***

The Co-Ed Lounge is situated at the rear of Feyyaz Berker. This lounge also serves as music room. It is available only for residential students at the following times:

Monday-Thursday 3.30pm-9.45pm

Friday 3.30pm-11.45pm

Saturday 10.00am-11.45pm

Sunday 10.00am-9.45pm

### ***VISITORS***

- Campus visitors:

Students who expect a guest between 3:30-6:00pm on week days or 10:00am-6:00pm on weekends will give the name of the guest to the RA on duty, who will contact the student's parent for confirmation, then inform the security. This permission is for campus visits only, NOT to let guests in the residences.

- Visitors to the residences:

As the residence is a place where the students live as a community, the individual space of everyone in the residence is of great importance. **Therefore parents' or guests' presence inside the residences is not desired.** This rule applies to parents who come to pick up their children before a vacation or at the end of the school year. We kindly request that parents check the times when the residences will be open. However, by special permission from the Residence Head or the Assistant Residence Head, guests may be allowed for a very brief visit. Once a year an Open House is organized for RC teachers and students.

### ***TELEPHONES and PERSONAL COMPUTERS***

1) Mobile phones:

Students who possess a mobile phone or a hand-held device must be careful not to jeopardize their homework and not to disturb others. The phones may **only** be used in silent mode (for texting) from **8:00-9:00pm** and from **10.00-11:00pm**, and must be **switched off from 11:00pm-7:00am**. Infraction of this rule will result in the phone or device being confiscated; if the student continues to ignore the rule, it will become necessary to ban

him/her from using the phone for the rest of the semester or the year. Students are totally responsible for their phones.

2) Personal portable computers (laptops):

In order for the students to use their personal computers in the residences and on campus, the students and their parents must sign the agreement, get permission from the school administration, and abide by the rules stated in the agreement. PLEASE READ THE AGREEMENT CAREFULLY! Computer games may not be played after 8:00pm on weekdays, and laptops may not be used after 11:00pm (students who get permission to do their homework on their laptops may use them until 12:00am). Infraction of this rule will result in the laptop or the device being confiscated; if the student continues to ignore the rules, it will become necessary to ban him/her from using it for the rest of the semester or the year. Students are totally responsible for their devices. While making video calls in their room, students must be careful not to disturb others in the room.

### ***EXIT FROM THE CAMPUS***

*The students may leave the campus every day after classes, but they need to follow the procedures below:*

1) Daytime

Students must first mark on the **residence exit form** the time when they want to leave, and where they will go, then **sign out at the Bridge or the gate**. They must also sign in upon return. Each student may only write his/her name, and sign. Inappropriate or false records, entering a record on someone else's behalf, or illegible writing **may result in disciplinary action**.

2) Time limitations

Students must be back in the residences by **8:00pm** at the latest. At the condition of having a written parental permission, 9<sup>th</sup> grade students may return as late as 9:00pm on weekends and 10<sup>th</sup> grade students may return by as 10:00pm; 11<sup>th</sup> and 12<sup>th</sup> grade students may return by 9:00pm on weekdays and 11:00pm on weekends (weekday = Sunday thru Thursday; weekend = Friday evening and Saturday, and the eve of a day without classes). If a student wants to leave the campus after 7:00pm, on weekdays or on weekends, s/he must go to the Residence Head or the Residential Advisor on duty for authorization.

3) Special circumstances

If a student has to leave the campus in a situation other than stated in the above rules, the student's parent must notify in writing, the day before at the latest, the Director of Student Services and Operations or the Residence Head. If the student is unable to return at the expected time, s/he must call the Residence Head or the



RA on duty, and make sure that the people in charge are informed. The Residence Head may call the parent when necessary. Delays without permission may result in disciplinary action.

4) School trips

If a student needs to return late because of a school activity, s/he is responsible for notifying the Residence Head. Residential students who need to leave the school during class hours must follow the same procedures as day students.

5) Occasional overnight stays outside the residence on week nights

Except for extraordinary circumstances, students are expected to stay in the residence on the eve of a school day, and to come to school the following day. In extraordinary circumstances, students may stay off campus at the condition that the parent sends a request form to the Residence Head 24 hours in advance for approval. The permission form is available on the intranet. They must state the reason for the request, the location, the name and the contact details of the responsible adult. The decision to come to school the following day is the responsibility of the student and of the parent. If the student will be absent, the student and the parent are also responsible for informing the residence and for submitting the *devamsızlık* form to the school. Residential students must be in school the following day.

To help the preps adapt to residential life, they are not allowed to stay off campus before the 2<sup>nd</sup> semester on the eve of a school day.

In addition, parents of 7-day residential students who wish to stay overnight off campus on Saturday and Sunday should send a written request to the Residence Head by Thursday evening.

If the parent comes in person (by 8:00pm) on a weekend to pick up his/her child, the RA on duty may also give permission after the parent signs a written request. In any case, the student must report to the RA on duty before leaving.

Students who will spend the night off campus because of a school activity must also follow the same procedures.

A student who spends the night off campus must attend any assembly/ceremony the next day.

6) If a student is unable to return to the residence on time, the parent must call the Residence Head as soon as possible.

7) Final exam period

Final exams are given over two weeks at the end of each semester, for 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup> and 12<sup>th</sup> grade students. The last day of the second week is the exam review

day. During these two weeks, students who don't have an exam in the day may leave school from 8:00am until the return time.

Parents who want their child to stay off campus during these two weeks must send a fax to the residence **one day before at the latest**.

The residences are kept open all day during the finals, so that the students can study in their rooms.

During the finals, check-in time is 7:45-8:00pm (L11 and L12 students who have a special permission may return by 9:00pm).

The prep students continue with the normal class schedule during the finals.

5-day residential students must leave the residence at the completion of their final exams. They may return to the residence on the eve of the exam review day.

Students who will not return to the residence on the eve of the exam review day must notify by sending a fax. 7-day residential students may remain in the residence until the end of the semester.

#### 8) AP Exams Weeks

Students who have an AP exam in the afternoon are allowed to stay in the residence to study in the morning. However the parents must first send the "absence form" ("devamsızlık formu") to the residential staff. If the exam is in the morning and if the student has another AP exam the next day, s/he can go back to the residence to study in the afternoon; but the parent must again submit the "devamsızlık formu" in advance.

#### ***STAYING ON CAMPUS ON WEEKENDS AND DURING HOLIDAYS***

All 5-day residential students must leave the campus by 6:00pm on Friday. They must also leave the campus on the eve of a vacation day merged with the weekend, and return by 8:00pm the day before school reopens.

All residential students must leave by 6:00pm on the eve of a vacation.

If a 5-day residential student will spend the weekend at a different place than his/her home, the parent must send a fax to inform the residence.

In the case that a 5-day residential student wishes to stay in the residence on Friday or Saturday night or on a vacation day because of a school activity, the parent must send a written request (letter or fax) to the Residence Head. If permission is given, the student is allowed to stay for **one night**. If the student will attend more than one activity, the Residence Head may give permission to stay the entire weekend.

In addition, in exceptional circumstances, 5-day residential students may spend the weekend in the residence up to 6 times in the year (except for the final exam period).

L11 and L12 students who take the UP (University Preparation) course may stay in the residence during the vacations when the courses continue, but they must pay an additional fee for the meals. One exception is the summer months when the residences are allocated to other programs. Parents of the students who wish to stay in the residence during a vacation because of UP must inform the Residential Head before the vacation and pay the catering company in advance.

#### Entrance To And Exit From The Residences

The gates of the residences must always be kept locked. Security is crucial, therefore students who don't abide by this rule will face serious consequences. Residential students must open the gate with their own cards; they may not use another student's card. If a student loses his/her card, s/he must immediately inform the Residential Head and apply for a new one.

#### PERMISSION FORMS

The Residence Heads may not sign the forms which need parental permission (e.g. elective choice, textbook orders...). Parents can download these forms from the school's web site, sign, and fax them to the school or send them as a picture to the residence phone.

The Residence Heads give permission for day trips. The students are responsible for informing their parents about the trip details.

#### CODE OF CONDUCT

RC residential students are expected at all times to display an appropriate behavior and take the right decisions both on and off campus. The expectations in the Parent-Student Handbook apply to the residential life as well.

#### ACTIONS THAT MAY HAVE DISCIPLINARY CONSEQUENCES AND LEAD TO EXPULSION FROM THE RESIDENCE:

1. Betting and any kind of gambling;
2. Smoking or possession of tobacco products/lighter;
3. Drinking or keeping alcoholic beverages; returning to the residence under the influence of alcohol; [*The school believes it is a primordial duty to protect the mental and physical health of its students, and therefore reserves the right to breathalyze the students to prevent them from making any mistakes.*]
4. Bullying; physical, verbal, or cyber attacks;

5. To leave or to remain in the residence without following the procedures;
6. To leave campus without following the procedures (each student may only sign the entrance-exit register in his/her name, and cannot sign on behalf of any other student);
7. Rude and disrespectful attitude towards residential staff or other school staff;
8. Theft;
9. Dishonest behavior [*healthy communities are built on mutual trust and it is a serious offense to commit any verbal or physical act that betrays this trust*];
10. Discrimination;
11. Any behavior off campus that reflects a negative image of the school;
12. To bring friends to the residence without asking permission;
13. Intrusion on privacy;
14. Any other action that is mentioned in the Discipline Guidelines and in the school and residence rules;
15. Any other action that violates the laws.

Behavior that may result in disciplinary action by the Residence Head:

1. Not to abide by the rules stated in the handbook, and to behave disrespectfully;
2. Any type of commerce other than activities approved by the Director of Student Services and Operations and for the benefit of a charity or the residential program;
3. In the case such behavior isn't corrected and is repeated, the Director of Student Services and Operations will be notified. Consequences may include temporary or permanent expulsion from the residence.

**WEEKDAY SCHEDULE**

<b>TIME</b>	<b>ACTIVITY</b>
6:30-7:00	Wake-up call*
7:15-7:55	Breakfast
7:40	The residence is locked**
15:10	The residence is unlocked
15:10-19:45	Free time
17:30-18:30	Dinner
*** 19:45-20:00	Check***
20:00-21:00	Study hall – mandatory for LP (Prep students study in the study hall under the supervision of a teacher) Personal development time for L9–L10
21:00-22:15	Free time and snack service

22:00-23:00	The students may sit quietly in their rooms.
23:00	Bedtime; lights out.
23:00-24:00	11 and 12-grade students may study, after prior permission from the RA on duty.

\* It is the responsibility of the students to wake up on time, as an act of self-discipline. A student who remains in the residence and misses classes will face disciplinary consequences.

\*\* L11 and L12 students with a free period p.1 may stay and rest in the residence without residential staff supervision, getting to class in time for the start of p.2. However, this does not apply to mornings when there are ceremonies, such as Monday flag ceremonies. Skipping any lesson will result in disciplinary action.

\*\*\* L11s and 12s who have parental permission may return by 9:00pm.

### ***WEEKEND SCHEDULE***

<b>TIME</b>	<b>ACTIVITY</b>
7:00	The gates are unlocked
7:45-10:00	Breakfast
12:00-13:00	Lunch
17:30-18:30	Dinner
* 19:45-20:00	Check
23:00-24:00	The students may sit quietly in their rooms or in the lounge, or they may go to the Commons or to the gym until 23.45.
24:00	Bedtime for all

\* 9<sup>th</sup> grade students who have parental permission may return by 9:00pm, 10<sup>th</sup> grade students by 10:00pm, and the 11<sup>th</sup> and 12<sup>th</sup> grade students by 11:00pm.

**On Sunday, all Prep, 9<sup>th</sup> and 10<sup>th</sup> grade students must be back in the residence by 8:00pm. 11<sup>th</sup> and 12<sup>th</sup> students may return by 9:00 pm, at the condition of noting it on the exit form or notifying by phone.**

### ***HEALTH***

It is mandatory for all residential students to take a private health insurance. If the student doesn't already have an insurance, you can consult the company Allianz during registration. In an emergency, the students are taken to Acibadem Maslak, American Hospital or LİV Hospital, with which the school has an agreement. The hospital expenses are paid by the school, then billed to the parent.

### The Health Center

The Health Center is open 7/24, and a medical staff is on duty at all times. The Health Center is located in Sage Hall, on the ground floor of the Girls' Residence. A doctor is present every day from 7:30am-5:00pm from Monday thru Friday, as well as a paramedic and a nurse. Outside these hours and on weekends, a paramedic or a nurse is on duty. The Health Center is equipped for first aid and basic life support. Cases that necessitate advanced diagnosis and treatment are referred to adequate medical centers.

### Informing the Health Center about the health condition of the students

It is crucial that all information about the students' health condition be fully stated on the forms during registration. During the year, any illness, surgery, or treatment by the student's doctor must be immediately communicated to the Health Center. Parents are asked for written permission for each medical intervention and inoculation in the year.

The height and the weight of the students are measured twice a year, at the beginning of the school year and of the second semester, to follow their general development.

### Medical Observation in the Health Center

1. A residential student who spends the school day in the Health Center must wait until 3:10pm. At that time, the medical staff on duty will consult the doctor and decide whether the student can go back to the residence or must spend the night in the Health Center. Even if the student is well enough to leave the Health Center at 3:10pm, s/he cannot go off campus that day.
2. Only sick students may be kept under medical observation in the Health Center; students may not apply to the Health Center to sleep there.
3. When a student is kept in the Health Center for all day or the night, the residence staff and the parents are informed. If a student needs to go to the Health Center after 8:00pm (after check time), s/he must first inform the RA.
4. Students who have a contagious disease (mumps, smallpox, lice, etc.) must stay home with their parents or their Istanbul guardian until total recovery.

### Medication:

All medications are kept in the Health Center, each residential student is allocated a personal box. Prescription drugs and medicine to be used in invasive procedures (injection, etc.) must be brought together with the doctor's prescription. Students shouldn't take any medication which isn't given by the school's doctor or nurse, or another authorized doctor. A student who returns with a new drug after spending the weekend at home, must take the drug and the prescription immediately to the Health Center. The Health Center gives a receipt form to the

students for all drugs that are turned in. The residential staff check that the students don't keep tablets or syrups in the residence. The students are responsible for taking their medicine to the Health Center. Only external use creams or sprays (e.g. nose and throat sprays) are allowed, and, with the parents' knowledge and permission, students may take supplements like vitamins. If students who are using a medicine regularly will stay off campus and need to pick up their medicine, their parents must first submit the "Medicine Permission Form" to the Health Center.

### Hospitalization

When a student needs to be hospitalized:

- if it's not an emergency, the Istanbul guardian is called and asked to accompany the student to the hospital;
- in an emergency, a residential staff member or an administrator accompanies the student to the American Hospital, LIV Hospital or Acibadem Maslak Hospital, and the parent is notified.

Any expense paid by the school will be billed to the parents.

Long-term illness: In the case a student has an illness or an injury that will last for more than a couple of days, the student is expected to stay with the Istanbul parent (or at home) for that period.

### Illness off campus

**A student who needs emergency treatment off campus must immediately inform the residence by phone.** A residential staff member will go to the hospital, and when the Istanbul guardian arrives at the hospital, s/he will sign to confirm that s/he picked up the child. Students who need treatment off campus for non-emergency cases must first report to the school doctor.

## ***SECURITY***

The students are responsible for their belongings and money. Valuables must be locked up. A safe is available in each residence for items that need to be securely kept. Students shouldn't bring items of high value to the residence. Lost items must be immediately reported to the Residence Head.

**Lockers**: Each student is allocated a closet with a lock; they must keep their valuables and money in this closet. The school isn't responsible for any item that isn't locked away. Large sums of money must be given to the Residence Head to keep in the safe.

### Electronic Access Control

Access cards are used for entrance to the residences and to the Co-Ed Lounge. Each student uses his/her own card. The doors are kept locked at all times for security reasons. If a student loses his/her card, s/he must immediately report to the residential staff and follow the procedures to cancel the old card and to issue a new one.

### Safety

A number of evacuation drills are conducted in the school year. The drills are taken very seriously to prepare everyone for any emergency.

### ***RESIDENTIAL ACTIVITIES***

The aim of the residential activities program is to offer a chance to the students to attend athletic events, theater plays, concerts, and to participate in museum visits and other activities. It is a fact that Istanbul has an immensely rich cultural heritage, and the innumerable resources of the city contribute to the education of the students.

The program consists of both on and off campus activities. Dances, movie nights and gatherings take place in the school. Off-campus activities include museum visits, basketball games, UEFA cup and league games, jazz-rock-classical Western-traditional Turkish music concerts, theater, and dances. Teachers, staff members or RAs chaperone the activities. All activities are subject to Ministry of Education's approval ahead of time. The students' proposals are also taken into consideration. Students may not buy tickets independently for a RLA, without prior approval of the Dean of Student Activities.

The residential Prep students are required to participate in some activities. The 5-day residential students are also required occasionally to stay at the residence over the weekend in order to participate in activities together with the 7-day residential students. The purpose is to create an opportunity for them to socialize, and also to introduce them to available cultural activities. **7-day residential Prep students are required to participate in the weekend program** organized with the purpose of introducing them to Istanbul, presenting the possibilities for their free time, and fostering the community spirit. The program announced at the beginning of the semester may be altered due to weather conditions and other circumstances.

### Murat Karamancı Student Center

During their free time, until 9.45pm on weekdays and 11.00pm on weekends, students can spend time in the Murat Karamancı Student Center where a second canteen is available for light snacks.

### Sports



Residential students may use the campus fields in their free time: the track on the Plateau, four tennis courts, the fitness room, the dance studio, and the Bizim Tepe pool on set days in June and September. Before students may use the fitness room, parents must complete the Fitness Room Waiver Form 2019-2020.

### ***RESIDENTIAL LIFE COUNCIL (RLC)***

The purpose of RLC is to help develop the academic, social, cultural and everyday lives of the residential students. The RLC acts as a liaison between the students and the residential team.

The RLC consists of two girls and two boys from L9, L10, and L11 each. These students are elected by the residential student body at the beginning of the school year. In the second semester, 2 LP girls and 2 LP boys join the RL Council.

The members of the RLC elect two co-chairs (one boy and one girl) among themselves and they meet weekly. A faculty advisor also attends these meetings. Students may contact the RL Council via their representatives or by email: [rlcouncil@robcol.k12.tr](mailto:rlcouncil@robcol.k12.tr)

### ***ROOM ASSIGNMENT***

The residential staff assign the rooms to the Prep students. When allocating the rooms to 9<sup>th</sup> to 12<sup>th</sup> grade students, the students' preferences are taken into account. The sizes of the rooms are different, with a capacity that varies between 2-6 people. In exceptional circumstances, rooms may have to be rearranged during the year.

### ***MEALS***

7-day students: breakfast, lunch and dinner for 7 days.

5-day students: all meals starting with dinner on Sunday, including lunch on Friday.

In addition, snacks are served every evening in the residences.

Students may send their comments about the meals to the RL Council.

### **Snacks**

Snacks are available at the Gould canteen and at the canteen in the Murat Karamancı Student Center, during the announced hours. A refrigerator is available on each floor of the residences for student use. Students may also order food from outside the school, within the limits of the residence rules.

### **Fridges**

Fridges are provided for students to use in the residence. All students are expected to label their items, and only take their own items from the fridge.

Taking anything which does not belong to them is a form of stealing and will be dealt with severely.

### ***MAIL***

Letters and parcels sent to residential students must indicate the residence:

Name of the student  
Girls'/Boys' Residence  
Özel Amerikan Robert Lisesi  
Kuruçeşme Cad. No. 87  
34345 Arnavutköy - İstanbul

As the security personnel cannot make any payment upon delivery, parcels sent as cash-on-delivery cannot be accepted, and will be returned to the sender.

### ***LAUNDRY***

Washing machines, dryers, irons and ironing boards are available in both residences for student use.

### ***AUTOMATIC TELLER MACHINES***

Akbank and Yapı Kredi Bank have an ATM on campus.

### ***PETS***

Students may not keep nor feed pets/animals on any part of the campus.

## **V. MISCELLANEOUS**

### ***TRANSPORTATION***

- City bus: Several lines operate between the Arnavutköy gate and Taksim, Eminönü and Sarıyer.
- Taxi: Students may call taxis to the school. Below are the phone numbers of the nearby stands:  
Öz Turizm: 269 90 99      Çavuşoğlu: 352 47 06  
Boğaziçi: 265 65 05      İskele: 265 94 33      Park: 287 61 56
- Underground (Metro): the nearest station is opposite Akmerkez, about 15-minute walk.
- Bus service to Atatürk and Sabiha Gökçen Airports: On the eve of long vacations when the residences are closed, a bus can be arranged to take the students to the airport. The students need to sign up in advance and pay the fee. Parents who allow their children to use this service should know that there is no chaperone on the bus.

### ***ISTANBUL GUARDIANS***

Each residential student must have one or two Istanbul guardians. This person must know the student closely and host him/her at home when needed. When

necessary, for example when the student has to be taken to the hospital, the school will call the Istanbul guardian. If we judge that the adult designated by the parents is not fit for looking after the student (e.g. under the influence of alcohol), we reserve the right of not letting the student go with this person.

For L10, L11 and L12 students, in the case of changes to their Istanbul guardians, the following documents must be submitted to the Residential Head:

- Application form to get the Istanbul guardian ID card
- 1 photo
- The photocopy of the ID card (nüfus)

For LP, L9 and L10 students, parents must first inform the Residential Head of the Istanbul guardians' details, and then apply for the ID card via the parent portal.

The cards can be picked up from the Bridge within 7 work days after application.

### ***RESIDENTIAL FEES***

The residential fees aren't reimbursed under any circumstances. A student who pays the residence fees is allocated space in the residence for the entire year. If the student is expelled from the residence for discipline issues or leaves the residence within the year by own decision, the fee will not be reimbursed.

### ***STORAGE IN SUMMER***

The rooms must be vacated at the end of the second semester; there may be maintenance work during the summer. There is a small storage area in each residence, where the students can leave their belongings, but the school isn't responsible for any loss or damage. Any unidentified item left in the residence at the end of the school year or any item which is not picked up from the storage room within a year will be donated to charity.

Upon return from vacation, students may not bring their belongings before the residences open. Students must plan for any shipment to be delivered on the opening day of the residence, and must receive it personally.

## ROBERT COLLEGE RESIDENTIAL STAFF

**Margaret Haliciođlu:** Her 28<sup>th</sup> year at RC. British citizen. BA in music from the University of Reading, M.A. in Education from Oxford Brookes University, and Ed.D. from Bath University. Director of Student Services and Operations, and music teacher. Director of the residential program for 14 years.

**Joseph Welch:** His 20<sup>th</sup> year at RC. American. BA from the University of Wisconsin-Eau Claire, and master degree from the University of Illinois. Dean of Student Activities, and German teacher. In charge of residential activities for 17 years.

### BOYS' RESIDENCE

**Murat Özyiđit:** 15<sup>th</sup> year at RC. Graduated from the PE Department of the Marmara University. PE teacher. Served as Assistant Residence Head for 5 years, and is the Residence Head for 11 years.

**Atakan Aydın:** BA from İst. U. Faculty of Arts, Information and Documentation Department, and MA from Social Sciences Institute. Joined RC in 2013. Also acts as Reference Librarian.

**Yiđit Koçaş:** RC' 17. 2<sup>nd</sup> year at Bođaziçi University Business Administration Department. 2<sup>nd</sup> year as RA.

**Şahin Demir:** RC'17. 2<sup>nd</sup> year student at BU Civil Engineering. 2<sup>nd</sup> year as RA.

**Arda Yolgiđen:** RC'17. 2<sup>nd</sup> year student at İst. Technical Uni, Mechanical Engineering Department. 2<sup>nd</sup> year as RA.

### GIRLS' RESIDENCE

**Elif Sönmez:** 14<sup>th</sup> year at RC. BA from Bođaziçi University, Chemistry Teacher Training Department, and master degree from Marmara University, School of Education. Also acts as CIP coordinator.

**Melek Avca:** 3<sup>rd</sup> year at RC. BA from Erciyes Uni, Chemistry Dept., and MA from Çanakkale Onsekiz Mart Uni. Chemistry Teacher Training dept. Continues with her PhD studies at Balıkesir Uni. Chemistry Dept. and sociology studies at Istanbul Uni. Her 10<sup>th</sup> year as teacher.

**Bihter Erbaş:** RC'15. 4<sup>th</sup> year student at the Department of Economics of Galatasaray University. Her 4<sup>th</sup> year as RA.

**Sinem Sertkaya:** Graduated from BU Math Teacher Training dept. Currently attending the master program at Istanbul Uni. Gifted Education dept. 2<sup>nd</sup> year as RA.

**Melisa Ođuz :** RC'17. 3<sup>rd</sup> year student at BU, Department of Economics. Her 2<sup>nd</sup> year as RA.