

**Robert College**

**Residential Life Handbook**

2020-2021

[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.

The school is a member of The Association of Boarding Schools (TABS) in the U.S. Some 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. We are doing our utmost to provide guidance to our students. We inform them about factors which may threaten their health and safety. We encourage them to respect the universal values and principles and others’ rights and freedom when taking 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 on the following pages.

Wishing you a wonderful 2020-2021 academic year as part of the residential community!

TABLE OF CONTENTS

II. RESIDENTIAL CALENDAR 2020-2021 3

III. NEW MEASURES DUE TO COVID-19 4

IV. ITEMS THAT THE RESIDENTIAL STUDENTS ARE ADVISED TO BRING ALONG 4

V. RULES and DAILY LIFE 5

USE OF THE CAMPUS AREAS 5

MAINTENANCE OF THE ROOMS 5

VISITORS 6

TELEPHONES and PERSONAL COMPUTERS 6

EXIT FROM THE CAMPUS 7

STAYING ON CAMPUS ON WEEKENDS AND DURING HOLIDAYS 9

WEEKDAY SCHEDULE 11

WEEKEND SCHEDULE 12

HEALTH 12

ADDITIONAL MEASURES DURING THE COVID-19 PANDEMIC 14

SECURITY 15

RESIDENTIAL LIFE ENRICHMENT PROGRAM 15

RESIDENTIAL ACTIVITIES 16

RESIDENTIAL LIFE COUNCIL (RLC) 17

ROOM ASSIGNMENT 17

MEALS 17

MAIL 18

LAUNDRY 18

AUTOMATIC TELLER MACHINES 18

PETS 18

VI. MISCELLANEOUS 18

THE PARENTS’ RESPONSIBILITIES 18

ISTANBUL GUARDIANS 19

TRANSPORTATION 19

RESIDENTIAL FEES 19

STORAGE IN SUMMER 20

ROBERT COLLEGE RESIDENTIAL STAFF 21

**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 [kizyurdu@robcol.k12.tr](mailto:kizyurdu@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, the message may not reach the person on duty in a timely fashion.

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: Dr. Margaret Halıcıoğlu (270)**

**Residential Staff**

|  |  |
| --- | --- |
| Boys’ Residence | Girls’ Residence |
| Residence Head:  Murat Özyiğit  Assistant Head:  Atakan Aydın  Residential Advisors:  Yiğit Koçaş  Şahin Demir  Arda Yolgiden  Berkman Gülenç | Residence Head:  Elif Sönmez  Assistant Head:  Melek Avcı  Residential Advisors:  Sinem Sertkaya  Melisa Oğuz  Sude Işıl Baştuğ  Ece Şemdinoğlu |

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

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

# **II. RESIDENTIAL CALENDAR 2020-2021**

Once the Minsistry of Education approves the RC calendar, it will be announced to the students, parents and other persons concerned.

Important note for residential **Prep** students: residential prep students and their parents must be in school by 12:30pm at the latest, on Friday, August 28. The parents will leave at 4:30pm. The students will participate in an orientation program all weekend, to adjust to residential life.

# **III. NEW MEASURES DUE TO COVID-19**

Our priority is the health and safety of the entire RC community. The global threat of the COVID-19 pandemic necessitates some changes to the RC residential life as well. For example, the socializing spaces in the residences are converted into bedrooms. The students will still have a chance to socialize in other spacious areas in other parts of the school buildings.

The new rules will be announced to the parents and students after all the preparations will be completed. However, depending on the health situation in Istanbul and at RC, some last minute protocol changes may be necessary. It is mandatory to observe physical distancing, consequently we will not be able to hold some of the usual activities. We will rather organize outdoor activities and sports. We have a magnificent campus, and this year we will make the most of it!

# **IV. 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 (in 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 hygiene products

- a sufficient number of cloth hangers

- hairdryer (optional)

- any medication that the student must take regularly (to be kept in the Health Center)

- 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)

-masks, as part of the COVID-19 measures

Please note:

a) For safety reasons, electrical appliances (such as hot plates, fridges, kettles, air conditioners are not permitted in the rooms. Students should always ask the Head of Residence before bringing any electrical item which is absolutely needed.

b) Because of the risk of infection, it is strictly forbidden for the students to use each other’s items. They should write their names on their personal items with a permanent marker if possible.

# **V. RULES and DAILY LIFE**

Due to the limited space, only those students from outside Istanbul can be admitted into the residences. Prep students always have priority for admission.

Parents may address their questions to the residential staff during the hours that the residences are open. At other times, they may contact the Dean of Students.

## **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 cardio room and the weights 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. They tidy their desk before leaving the room in the morning, arrange their books, collect the garbage, make their bed, and put their belongings in the closet. Shoes must be kept in the shoe cabinets; outdoor shoes may not be worn in the residences. 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. Students are responsible for their belongings in the closets and for the lockers.

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.

## **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. All visitors are required to abide by the current health and safety measures.

## **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.

1. 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! C**omputer games may not be played after 8:00pm on weekdays**. Laptops may not be used after 12:00 midnight on weekdays and after 2:00am on weekends. However, under exceptional circumstances, the time may be extended by permission of the Residence Head. 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. These rules may change depending on the COVID-18 measures to prevent infection. Any changes will be announced to the students ahead of time.*

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 gates.** 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**.

1. Time limitations

Students must be back in the residences by **8:00pm** at the latest. At the condition of having a written parental permission, 9th grade students may return as late as 9:00pm on weekends and 10th grade students may return by as 10:00pm; 11th and 12th 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.

1. 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, 24 hours in advance at the latest, the Dean of Student Affairs 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.

1. 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.

1. 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 attend the classes the following day. In case of 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. 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 2nd semester on the eve of a school day.

In addition, parents of 7-day residential students who wish to stay overnight off campus on Friday and Saturday should send a written request (by fax or a scanned copy to the mobile phone/the email address of the residence) 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) Common exam periods

During the common exams, if there are no regular classes, the following rules apply:

- the residences are kept open to allow the students to study, and an adult is on duty in the residence;

- 5-day residential students may stay in the residences at no extra cost on the weekend just before the exams;

- Students whose parents submit a written request 24 hours in advance may stay off campus;

- Check-in time is 7:45-8:00pm; however L11 and L12 students who have permission may return as late as 9:00pm;

- 5-day residential students go home the day that their exams are over;

- Students who do not have an exam on a given day may leave the campus at 8:00am and return by check time.

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 tu 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, or a scan to the residence phone/email address 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 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.

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. **Adaptation and contribution to the residential community are also expected from the residential students.** The rooms will be checked from time to time, randomly or upon suspicion.

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/lighters/addictive substances;
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: taking someone else’s belongings/food/drink without their permission;
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 Dean of Student Affairs and for the benefit of a charity or the residential program;
3. In the case such behavior isn’t corrected and is repeated, the Dean of Student Affairs will be notified. Consequences may include temporary or permanent expulsion from the residence.

## **WEEKDAY SCHEDULE**

|  |  |
| --- | --- |
| **TIME** | **ACTIVITY** |
| *6:30-7:00* | Wake-up call\* |
| *7:00-7:45* | Breakfast |
| *7:30* | 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 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 and whose parent submits a permission form by the check time the previous evening 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**

|  |  |
| --- | --- |
| **TIME** | **ACTIVITY** |
| 7:00 | The gates are unlocked |
| 7:45-10:00 | Breakfast |
| 12:00-14:00 | 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 |

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

**On Sunday, all Prep, 9th and 10th grade students must be back in the residence by 8:00pm. 11th and 12th 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 have a private health insurance policy. If the student doesn’t already have an insurance policy, you can consult the company Allianz during registration. In an emergency, the students are taken to Acıbadem Maslak, American Hospital or LİV Hospital, with which the school has an agreement.

The Health Center

The Health Center is open 7/24, and at least one medical staff member 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 through 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 remain there 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, LİV Hospital or Acıbadem Maslak Hospital, and the parent is notified. When needed, e.g. if the student has to stay in the hospital for a prolonged period, the parent is asked to help.

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

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.

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 guardian (or at home) for that period.

## **ADDITIONAL MEASURES DURING THE COVID-19 PANDEMIC**

* The health condition of all the residential students will be closely monitored; any student with a respiratory infection syndrome will be subject to examination at the Health Center.
* The temperature of the residential students will be taken daily; those with a temperature of 37.8°C or above will be referred to the Health Center.
* Students with a normal body temperature will use the hand sanitizer at the entrance before being admitted into the Health Center, and will be asked to remove the shoes which they wore outside.
* The rooms in the residences have been rearranged according to the physical distance and hygiene rules.
* The number of students in common areas like bathrooms has been limited.
* The cleaners will regularly clean and disinfect the rooms, the common areas and the frequently touched surfaces (e.g. door handles, handrails) and will aerate the spaces.
* At the opening of the residences and periodically thereafter, the school doctor will organize informative sessions for the students about the developments concerning COVID-19 and general protection and hygiene rules.
* Students with a fever and/or COVID-19 related symptoms will immediately be sent to the Health Center, and if judged necessary after the general examination, will be referred to a specialized health institution; the Health Center will follow their condition.

**If a student referred to a specialist health institution tests positive:**

The school will contact the parents of all the students (starting with the students who share the same room) who are in the risk group because of close contact with the sick student. As per the Ministry of Health’s criteria, these students will be asked to self-quarantine for 14 days outside the residences (either at the home of their Istanbul guardian, or their parents will pick them up). The Health Center will follow their condition by phone.

If students notice themselves any signs or symptoms of respiratory infection, their immediate application to the Health Center is of vital importance to combat the COVID-19 pandemic.

The situation in the country will be closely monitored and the rules updated according to the current conditions.

## **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 two closets with a lock; they must keep their valuables and money in these closets. 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. 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 LIFE ENRICHMENT PROGRAM**

The purpose of this program is to offer more learning opportunities, and to strengthen the community spirit among the residential students and the teachers/staff. They will also have many opportunities to practice their English. The residential students will be psychologically supported to create some diversion from the challenges of the academic program. We will focus on expanding the students’ skills, and will develop their understanding of the school’s five core values.

There will be a number of activities for each grade level, both on and off campus. These activities are appropriate for each age group, and the frequency depends on the grade level. Each grade level’s Enrichment Program will have a specific theme, and activities addressing the students’ areas of interest may also be held.

LP Theme: To get to know the city and the surroundings. To discover Istanbul and its cultural heritage; to practice English in the company of English speaking chaperones.

L9 Theme: Environmental Awareness and Outdoor Training. To raise awareness of the natural diversity (flora and fauna) on campus and in Istanbul, to protect the environment, to become aware of our footprints which disrupt the ecosystem.

L10 Theme: Balance, Wellbeing, Creativity. To understand the need for balance in the students’ life, and the wellbeing strategies.

L11 Theme: Relax, Energize. To help the students find balance through relaxing activities.

L12 Theme: Relax, Energize and In-depth Thinking. To help the students find balance through relaxing activities and to gain the skills to cope with the challenges of their life after RC.

## **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.

**Murat Karamancı Student Center**

**D**uring 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 2020-2021.

**Residential Advising**

Some campus resident teachers are assigned as residential advisors and meet with the students at regular intervals. The purpose is for the teachers and the students to get to know each other, to discuss the matters related to residential life, and to find solutions when needed. Each meeting has a set agenda.

## **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 9th to 12th 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. The parcels are kept in the basement of Bingham Hall where the students must go collect them.

## **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.

# **VI. MISCELLANEOUS**

## **THE PARENTS’ RESPONSIBILITIES**

It is obviously not possible to adjust RC’s residential life educational philosophy according to each parent’s approach. It may feel challenging to some parents to adapt to the residential life, the rules, the protocols and the practices. It may not be easy to be away from your child, to let them grow and sometimes to allow them to make mistakes. You may also be worried about the restrictions on when and how to contact your child. However, if we want the residential life to be a successful experience at RC, this depends greatly on the cooperation between the parents and the residential staff. The purpose of the residential rules, protocols and methods is to maintain everyone’s safety and wellbeing, and to create a community spirit. Therefore we expect the parents to support this.

The parents should regularly review this handbook with their child.

## **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 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 Security Center within 7 work days after application.

## **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 Istanbul 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.

## **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 the boys’ residence, where the students can leave their belongings, but the school isn’t responsible for any loss or damage. In the girls’ residence, each student may only leave one suitcase or one cartoon which can fit in the allocated space in the storage closet. 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 charities.

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.

*Note: This handbook is revised at the beginning of each school year. You may access the updated copy of the handbook online during the school year.*

# **ROBERT COLLEGE RESIDENTIAL STAFF**

**Dr. Margaret Halıcıoğlu:** Her 29th 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. Dean of Students and music teacher. Director of the residential program for 15 years.

**Joseph Welch:** His 21st 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 18 years.

**Boys’ residence**

**Murat Özyiğit:** 16th year at RC. Graduated from the PE Department of the Marmara University. PE teacher. Served as Assistant Residence Head for 4 years, and is the Residence Head for 12 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.

**Yiğit Koçaş**: RC’ 17. 4th year student at Boğaziçi University Business Administration Department. 4th year as RA.

**Şahin Demir**: RC’17.3rd year student at BU Civil Engineering. 3rd year as RA.

**Arda Yolgiden:** RC’17. 3rd year student at Ist. Technical Uni, Mechanical Engineering Department. 3rd year as RA.

**Girls’ Residence**

**Elif Sönmez: 1**5th year at RC. BA from Boğaziçi University, Chemistry Teacher Training Department, and master degree from Marmara University, School of Education. After working as Assistant Head of Residence for 10 years, this is her 5th year in the position of Head of Residence. Also acts as CIP coordinator.

**Melek Avcı**: 4th year at RC. BA from Erciyes Uni, Chemistry Dept., and MA from Çanakkale Onsekiz Mart Uni. Chemistry Teacher Training dept. Studied chemistry at the Balıkesir Uni. Science Institute, and sociology at the Istanbul Uni. She continues with her graduate studies at the Bahçeşehir U. Educational Management and Planning Department.

**Sinem Sertkaya**: Graduated from BU Math Teacher Training dept. Currently attending the master program at Istanbul Uni. Gifted Education dept. 4th year as RA.

**Melisa Oğuz** : RC ’17. 4th year student at BU, Department of Economics. Her 3rd year as RA.

**Ece Şemdinoğlu:** RC ’19. Her 2nd year as part-time RA. 3rd year student at the İTÜ Environmental Engineering Dept.

**Sude Işıl Baştuğ**: RC ’20. She will study Psychology and Education at the University College London in 2021. Her 1st year as RA.