

ROBINSON SCHOOL  
IDA HASLUP GOODE HALL



2023-2024

**PARENT  
& STUDENT**

**Handbook**



August 2023

Dear Parents and Students:

Welcome to the 2023-2024 school year. As you know, it is essential for each member of our school community to understand and support the policies and practices of our school. We trust that this edition of the Student-Parent Handbook will be helpful in providing this information for you. **Please complete this acknowledgement, sign and submit by Friday, August 11, 2023.**

Sincerely,

  
Cindy Ogg  
Head of School

#### Parent

I have read the Student-Parent Handbook and understand my role and responsibilities as a parent at Robinson School. I have reviewed this handbook with my child. Together we will work in conjunction with the school in honoring our shared purpose, as well as the school's core values of trust, respect, responsibility, honesty and community. I understand that failure to sign and acknowledge receipt of this handbook does not absolve me from the obligations to comply with all rules and expectations set within the handbook, codes of conduct and/or all other school policies.

\_\_\_\_\_  
Parent's signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's Name

#### Student (Grade 4 and Higher)

I understand my responsibilities as a student at Robinson School. I agree to follow the school rules and understand that when I have broken a rule there will be a consequence for my behavior. I also agree to support the school's core values of trust, respect, responsibility, honesty and community. I understand that failure to sign and acknowledge receipt of this handbook does not absolve me from the obligations to comply with all rules and expectations set within the handbook, codes of conduct and/or all other school policies.

\_\_\_\_\_  
Student's name

\_\_\_\_\_  
Grade Level

\_\_\_\_\_  
Student's signature

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Robinson School is a premier English-language, co-educational, college-preparatory independent school in Puerto Rico.

## Our Mission

Academic Excellence, Christian Values, Respect and Dignity for All.

Within the Christian Tradition, our mission is to challenge the potential of each student in mind, body, and spirit. Robinson School empowers and challenges the potential of its diverse students through the knowledge and discipline learned in various academic programs and extracurricular activities. Robinson School provides excellence in education by motivating students to think critically, respect all cultures, and to understand the dignity of the individual. The school provides challenging programs of international education leading students to become active, compassionate, lifelong learners and responsible citizens, who engage their local communities, their nation, and the world with honor, justice and integrity.

The accomplishment of this mission is achieved with the collaboration of the United Methodist Women, Global Ministries of the United Methodist Church, the Board of Trustees, administration, faculty, staff, and students of Robinson School, in close association with alumni, families and the community.

## Our Principles

- Students should receive a first-class, college preparatory education, empowering all to succeed when facing the challenges of the world's most rigorous academic institutions.
- Students, parents, faculty and staff share in the responsibility of providing an excellent education for each student.
- A sustainable, global education fosters the acquisition of 21st century skills.
- Christian values are central to students' everyday lives.
- Hard work and perseverance are the keys to success.
- A safe, nurturing environment, which values diversity, is based on respect and responsibility.
- It is our responsibility to encourage individual development of creative and critical thinking skills.
- Students will appreciate learning as a lifelong process.
- The administration, faculty, and staff are important in modeling and inspiring our students and the school community to be principled, inquirers, communicators, reflective, thinkers, knowledgeable, risk-takers, open-minded, caring, and balanced.

## Our Vision for Students



**Entrepreneurial  
Problem Solvers**



**Compassionate  
Global Citizens**



**Expert  
Communicators**



**Agents of  
Positive Change**



# PROFILE OF A ROBINSON GRADUATE

- Robinson graduates are ready to succeed in the world's most prestigious institutions of higher education.
- Robinson graduates value their education and recognize the importance of being life-long learners.
- Robinson graduates demonstrate the foundational skills and attitudes necessary to achieve success in higher education and professional careers.
- Robinson graduates are reflective communicators who demonstrate the ability to apply their experiences to improve their learning.
- Robinson graduates exemplify a high level of proficiency in multiple languages, and make cross-cultural literary connections.
- Robinson graduates are principled inquirers who value scientific inquiry and exploration.
- Robinson graduates demonstrate the ability to apply concepts and principles.
- Robinson graduates exhibit awareness of current events and apply knowledge of history and geography to current local and world issues.
- Robinson graduates demonstrate an appreciation for arts and culture.
- Robinson graduates demonstrate competency in mathematics and skills concepts.
- Robinson graduates apply 21st century skills across subject areas to deepen critical and creative thinking skills, problem solving, and drive their understanding as active and collaborative learners.
- Robinson graduates utilize technology in their academic and personal experiences as a valuable organizational tool that enhances their learning.
- Robinson graduates are spiritual, open-minded, caring, respectful and ethical citizens who value the impact their service has on the community.
- Robinson graduates are internationally minded, value good citizenship, and exhibit the principles of leadership, integrity and personal responsibility.
- Robinson graduates understand that exercise and proper nutrition are essential for a healthy lifestyle.



# CODE OF HONOR

## My School's Code of Honor

Robinson School fosters and promotes academic excellence within the Christian tradition to empower our students to lead purposeful lives of integrity, honor and justice. The pursuit of education and scholarship, while encouraging educational development and personal growth, is central to Robinson's Mission. This institution advocates academic excellence through inquiry, curiosity, and critical thought. The students of this community understand that academic work and investigation are essential in becoming reflective and open-minded individuals. Robinson's students adopt their School's Mission of intellectual exploration, analytical thought, reflection and introspection.

Our students are taught at a young age, and continue to learn through the course of their academic experience, the importance of respect, tolerance, and integrity. It is the responsibility of each individual in our community to act with integrity and honesty while establishing and environment of respect and support within the community. Students are encouraged to value and appreciate others, and their opinions, both inside and outside of the classroom.

All of the individuals who participate and contribute to this learning environment share the common goal of achieving excellence through hard work and perseverance. Students acknowledge that resolve and resilience are imperative to achieving an objective. Robinson School students are expected to do their own work, represent themselves truthfully and claim only that which is their own.

This understanding of honor, education, responsibility, and respect is the mindset each student of Robinson School must uphold.

Students must sign the Robinson School's Code of Honor acknowledging their understanding of the expectations of honor, education, responsibility; and will follow this Robinson School Code of Honor.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Code of Honor created by Gabriela Lomba, SGA President, and members of the 2014 Student Government Association (SGA), revised by the Administrative Team 07/2022.



# STUDENT RIGHTS & RESPONSIBILITY

- I have the right to an atmosphere that promotes learning. I have responsibility to promote learning through my preparation and participation.
- I have the right to feel safe. I have the responsibility to help others feel safe.
- I have the right to have the respect of others. I have the responsibility to respect others.
- I have the right to have my property respected. I have the responsibility to respect the property of others.
- I have the right to be heard when expressing ideas, opinions or concerns. I have the responsibility to communicate in a careful and respectful manner with school members, as well as to be a good listener.



## SCHOOL SONG

Our School is blest with courage bold,  
Courage of heart and soul.  
The love of Christ and faith and hope  
forever will keep her whole.

She teaches more than worldly things;  
she teaches of the love  
of one who showers down His grace  
and blessings from above.

Robinson shall stand to guide our way  
unto paths of goodness, unto dawning day.  
Her motto we love and try to obey  
“Let honor and justice rule o’er you for aye;  
Let honor and justice rule o’er you for aye.”

## 2023 - 2024 Academic Calendar

### August

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

- 1-8 Professional Development - No School
- 2 New Parent Orientation (1st - 12th grades)
- 8 New Student Orientation (7th - 11th grades)
- 9 Preschool Welcome Back Orientation
- 9 7th - 12th First Day of School
- 10 PPK - 6th Grades First Day of School
- 18 Welcome Back (1st - 12th grades) - early dismissal

### September

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

- 4 Labor Day - No School
- 8 Parent Teacher Student Conferences

### October

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

- 5 End of 1st quarter
- 6 CAIS Professional Development - No School
- 9 Columbus Day Observed - No School

### November

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

- 10 Parent Teacher Student Conferences
- 20 Veterans Day Observed - No School
- 21 Puerto Rico Discovery Observed - No School
- 22-24 Thanksgiving Recess
- 27 Classes Resume

### December

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

- 1 Christmas Tree Lighting
- 15 Last Day
- 15 End of 2nd quarter
- 18-19 Professional Development - No School
- 20-31 Christmas Recess

### January

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

- 1-8 Christmas Recess
- 8 Professional Development - No School
- 9 Classes Resume
- 15 Martin Luther King Jr - No School

### February

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

- 9 Parent Teacher Student Conferences
- 19 President's Day - No School

### March

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

- 8 End of 3rd quarter
- 22 Emancipation Day - No School
- 25-29 Spring Recess

### April

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

- 1 Professional Development - No School
- 2 Classes Resume
- 19 Parent Teacher Student Conferences

### May

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

- 3 Teachers' Day - No School
- 22 Last Day of School
- 22 End of 4th quarter
- 23-31 Professional Development - No School
- 25 Graduations
- 27 Memorial Day Observed

### June

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

- 3 Summer Camp begins
- 3 Summer School begins

This calendar is subject to change as determined by the school's administration.

April 2023

# Robinson School Organization

## MISSION

Robinson School is the premier English-language, co-educational, college preparatory school in Puerto Rico.

Within the Christian tradition, its mission is to challenge the potential of each of its students in mind, body, and spirit. The institution empowers and challenges the potential of its diverse students through the knowledge and discipline learned in various academic programs and extracurricular activities. Robinson School provides excellence in education by motivating students to think critically, respect all cultures, and understand the dignity of the individual. The school provides challenging programs of international education leading students to become active, compassionate, lifelong learners and responsible citizens, who engage their local communities, their nation, and the world with honor, justice and integrity.

The accomplishment of this mission is achieved with the cooperation of Global Ministries of the United Methodist Church, the Board of Trustees of Robinson School, the administration, faculty, staff, and students in close association with alumni, families, and the community at large.

## OUR GUIDING PRINCIPLES

- Students should receive a first-class, college-preparatory education, empowering all to succeed when facing the challenges of the world's most rigorous academic institutions.
- Students, parents/guardian(s), faculty and staff share the responsibility to provide an excellent education with collaboration.
- A sustainable, global education fosters the acquisition of 21st century skills.
- Christian values are central to students' everyday lives.
- Hard work and perseverance are the keys to success.
- A safe, nurturing environment, which values diversity, is based on respect and responsibility.
- It is our responsibility to encourage individual development of creative and critical thinking skills.
- Students will appreciate learning as a lifelong process.
- The administration, faculty and staff are important in modeling and inspiring our students and the school community to be principled, inquirers, communicators, reflective, thinkers, knowledgeable, risk-takers, open-minded, caring, and balanced.

## GENERAL OBJECTIVES

### Student Drop Off and Pick Up

Campus opens for student drop off beginning at 7:00 AM. Please refer to the assigned drop-off areas for your grade level students. Parents/guardian(s) are encouraged to follow the KISS and GO policy. Please have your child prepared to exit your car as quickly as possible. Have shoes, socks, etc. on prior to arriving near campus. This is critical in order to ensure our traffic moves and students arrive to class on time. The front circle of the school remains closed to vehicle drop off in the morning. Students assigned to arrive for drop off at front gate / Naim St. must be dropped outside the gate.

Highly limited campus parking space requires that you follow the drop-off procedures; drop off period is from 7:00 – 7:50 AM. If you would like to accompany your child to breakfast, please park off campus. Once

the school day begins (**7:50 AM for Pre-School, 7:55 AM for Elementary School, and 7:45 AM for Secondary School**) parents without an appointment, must leave the premises by **7:50 am** to avoid disrupting the school day. **Students' dismissal time varies according to level: Preschool is at 2:30 PM, Elementary School is at 2:50 PM, and Secondary School is at 2:35 PM.** Secondary School students who remain on campus for extended hours (activity period) will have alternate dismissal times. All other students should depart campus promptly at the dismissal time.

Gates open for dismissal:

- Preschool: Back gate Placid Court - 2:20 PM
- 1<sup>st</sup> – 3<sup>rd</sup>: Back gate Placid Court - 2:50 PM
- 4<sup>th</sup> – 6<sup>th</sup>: Front gate Naim Street - 2:50 PM
- 7<sup>th</sup> – 12<sup>th</sup>: Front gate Naim Street – 2:25 PM

### Attendance

The school day begins promptly at 7:55 AM for elementary students, 7:45 AM for middle and upper school students and 7:50 AM for preschool students. Announcements and attendance are done during homeroom for all grade levels. It is crucial that students report promptly and on time to homeroom. In Preschool, Circle Time is a crucial part of the academic day. Habitual tardiness directly affects student performance.

**Students are expected to be picked up promptly at the conclusion of their school day.** For students in sports or extracurricular activities, these events end at about 5:00 PM. Students who are not enrolled in a Beyond the Bell program may not participate in such. Students are not permitted to be on school grounds outside of regular school hours if they are not participating in a scheduled activity and supervised by a faculty member. Non-Robinson School students are not permitted on school grounds unless under the direct supervision of a Robinson School faculty member. Dismissal ends at 3:25 in Preschool and Elementary. Any preschool or elementary school student remaining on campus after dismissal time will be checked into Cuido, which will be billed accordingly by the Business Office. Any student in grades 7-12 remaining on campus after dismissal hours and not participating in an authorized activity will be checked into the Supervised Study area until picked up, which will be billed accordingly by the Business Office.

### Absences and Excuses

- Parents/guardian(s) are requested to communicate with the school before 7:30 AM to report a student's absence.
- All absences must be explained by a written note from parent or guardian or medical excuse from a licensed physician. The note is due on the first day the student returns to school. The note should include the date, student's full name, grade, the signature of the parent or guardian, reason for the absence and the date(s) of absence.
- If a student returns to school without a note, he/she will receive a provisional entry slip from the Division Head's office. Parents or guardian may be called to verify the reason for absence. All absences not excused within 24 hours by a note from a parent, guardian or medical professional will be counted as unexcused.
- Accumulated excused absences and/or a pattern of excused absences resulting in a student missing extended contact time during any semester may result in required make up opportunities or summer session participation. This will apply to missed courses or school days.
- Students who miss classwork and/or tests due to any absence must complete work according to the following procedures, at the discretion of the Division Head.
  - Late Arrivals/Tardiness: Classwork or assessments missed due to late arrivals or tardiness to school/class must be made up in the Library that same day at the

discretion of the teacher and/or Division Head. Make up work will take priority over any athletic or extracurricular activities.

- Single Day Absence (Personal): Classwork or assessments missed as a result of a single day absence from school should be made up the day the student returns in the Library after school. Make up work will take priority over any athletic or extracurricular activities.
- Single Day Absence (Medical/Family Emergency): Classwork or assessments missed as a result of a single day absence for sickness or family emergency must be made up within two school days. A medical excuse from a licensed physician is required in writing upon return to school for absences related to illness.
- Extended Absence (Medical/Family Emergency): Classwork or assessments missed as a result of an extended absence (two or more days) must be made up within one week of return. The student is responsible for meeting with teachers immediately upon return to school to establish a schedule for completion of work. A medical excuse from a licensed physician is required in writing upon return to school.
- Extended Absence (Personal): Classwork or assessments missed as a result of an extended absence (two or more days) must be made up within one week of return. The student is responsible for notifying teachers prior to any extended absence in order to arrange a schedule for completion of work. Students may be expected to engage with course work during their extended absence via access through Canvas. A written request from parent or guardian must be submitted to the appropriate Division Head for approval at least two (2) weeks prior to an extended absence. Any non-approved extended absence or extended absence without proper prior documentation will be treated as unexcused. Students/families are responsible for checking Canvas and submitting all work as required.
- Extended Absence (School Related): Class work or assessments missed as a result of an extended absences (two or more days) for a Robinson School approved trip or activity must be made up within one week of return. The student is responsible for notifying teachers prior to any extended absence in order to arrange a schedule for completion of work. The student, teachers and Division Head will coordinate a manageable schedule for completing assessments.
- Students who fail to complete work according to the established guidelines may be withheld from athletics or extracurricular activities to make up assignments after school in the Library or face other academic penalties, at the discretion of the Division Head. Secondary school students hold the responsibility of communicating with the Division Head and teachers to establish their own make-up plans. In all other levels parents or guardian(s) should communicate with the Division Office to establish appropriate make-up plans.
- Students who fail to finish work by the end of the semester because of absence will receive an incomplete and may result in the student not being promoted.
- Appointments with doctors, dentists and/or other professionals should be made after school hours.
- Students who wish to participate in extracurricular activities on a given day must arrive by 9:00 AM on that day unless a medical excuse from a licensed physician is presented and approved by the Division Head.
  - Any student missing class for an extracurricular or athletic activity is responsible for notifying his/her teachers the day prior to the day of the event. Failure to

do so may result in the student remaining in school through the end of the school day and missing the contest or activity.

- Students who request permission to leave school before the end of a semester must petition the appropriate Division Head's office in writing. Petitions will be evaluated individually and may be approved only under extenuating circumstances. Extenuating circumstances are defined as illness (for which a medical excuse from a licensed physician will be required) or a death in the immediate family. Any other extenuating circumstances will be considered if a request is received three (3) weeks prior to the end of the semester by the school. Grades will be based on work accomplished while the student was attending school. Missed work must be made up to the satisfaction of the teacher before a semester grade is given. Make-up work must be completed within one (1) week of the student's return to school or in summer school.
- Early dismissals before lunch will be counted as a half (1/2) day absence.
- Students in grades 7 to 12 who have twelve (12) or more absences to a given class per year may be required to take summer school to complete academic credit for that class in order to advance to the next academic year.
- Students in grades 7 to 12 will submit the excuse to the Division Head's office for approval before reporting to class. The student will receive an entry slip at Division Head's office, which must be presented to each teacher during the day.
- When planning family vacations, and/or business trips, parents/guardian(s) must consult the school calendar. **In order to guarantee the student's academic progress, parents/guardian(s) must avoid unscheduled vacations and/or extending official holidays.** In the event that such a situation cannot be avoided, parents or guardian(s) must present a written petition to the appropriate Division Head's office at least two (2) weeks in advance. Any such absence that does not receive prior approval from the appropriate Division Head will count as unexcused and make up work may not be authorized.
- Students may request as many as five visitation days to stateside colleges and/or universities and two visitation days to colleges and/or universities on the island. In order to make use of this privilege, the Division Head must receive a written request from the parents or guardian(s) at least two weeks in advance. Said request must include the name(s) of the college(s) to be visited and appointment dates. Permission will not be granted during the period of final examinations in the first semester and/or after April. Students must present official evidence of the college visitation(s) to the Division Head.
- Please be aware that ALL attendance records are considered for positions of Leadership and selected club memberships and / or extracurricular/athletics participation.

#### Unexcused Absences

- Absences without a parental, guardian or medical excuse will be considered unexcused and may result in disciplinary action.
- Students who attend social events during school hours even with parental or guardian permission may be considered unexcused.
- Acceptance of other excuses for absences will be at the discretion of the appropriate Division Head's office. The school will determine whether make-up work will be authorized.
- Robinson School reserves the right to withhold a student's advancement to the next academic year due to twenty (20) or more unexcused absences per school year.

#### Tardiness to School

It is extremely important that our students arrive in homeroom prior to the bell. Lateness has a negative impact on the child, as well as the rest of the class. Students with excessive tardiness (12 or more per semester) or unexcused absences (10 or more per semester) will be

subject to disciplinary action and/or make up hours during Robinson's summer session.

#### **Preschool and Elementary Students:**

- Preschool students (PPK – Kinder) are expected to report to their respective homerooms by 7:50 AM.
- Elementary school students (1<sup>st</sup> – 6<sup>th</sup> grade) are expected to report to their respective homerooms by 7:55 AM. We enjoy having parents/guardian(s) on campus. Please respect the educational program and exit the campus promptly by 7:50 AM.
- When an elementary student arrives at school after 7:55 AM (7:50 AM for preschool), the student must go directly to the Receptionist's office to receive an admission slip. Parents or guardian(s) may accompany the child to the reception but may not take the child to the classroom.
- Repeated tardiness to class or school during a semester, will result in parent or guardian(s) meetings and disciplinary measures. Please refer to Appendix 2 for more information.

#### **Middle and Upper School Students:**

- Students are expected to report to Homeroom by 7:45 AM. A student arrives after 7:45 AM is considered late. Students arriving after 7:45 AM must go directly to the Registrar school office to receive an admission slip.
- Repeated tardiness to class or school during a semester will result in parent/guardian meetings and disciplinary measures. Please refer to Appendix 2 for more information.
- Please refer to the Tardiness Addendum at the conclusion of the handbook for description of consequences for tardiness.
- Please note that teachers may have their own policy in place regarding tardiness to classes which will also be communicated to students and parents/guardian(s).

#### **Permission to Leave Campus**

- Students are expected to be in attendance on all scheduled school days for the entire day. Because every school day is important to the growth and development of each student, we urge parents/guardian(s) not to request student absences and/or early dismissals except for illness or family emergencies.
- The parent/guardian must report to the school reception to obtain a pass that will be given to the security guard before leaving campus. Students may only leave with their parents/guardian(s) or an authorized person. Identification with a photo I.D. is required, and we reserve the right to deny dismissal if there is any question regarding the authorization of the adult. In all cases, students are expected to provide a written excuse for the periods for which they were absent.
- Parents or guardian(s) who give permission for their students to be released from Robinson School to walk home assume full responsibility for their students once they leave campus. The school cannot be held liable for any accident or injury that occurs once a student has been released to walk home. By signing the acknowledgment form (available in Division Head office) you agree to release the school from all liability.
- For students with written permission by parents/guardians to walk home, students must present their "Walker" pass to the guard at exit. Once a student exits campus at the end of the school day, no re-admittance is allowed without being accompanied by a parent/guardian.
- Early Dismissals: For 11<sup>th</sup> and 12<sup>th</sup> grade students with permission by parents/guardians to drive to school, parents/guardians must provide a written authorization to the division head office in order for their child to be released from campus. Early dismissals for medical appointments must be accompanied by a medical excuse from the doctor's office in writing.
- When a pattern of early dismissals is evident students/parents/guardian(s) will be called by the office to justify the early

dismissals.

#### **Going home with other children**

Parents or guardian(s) must send a signed note to school giving permission for your child to go home with another parent/child. Note should include day(s) and time.

#### **Illness and Injury**

- The school will provide updates to the guidelines as necessitated by national emergency, pandemic, or any other situation as necessary to ensure the health and safety of the school community.
- Children should be kept at home if they have a temperature of 100.4 degrees or higher. They may return to school when the temperature is normal for 24 hours without the use of medication and with authorization from the school nurse.
- No child should be brought to school if s/he has a rash, red eyes with drainage, vomiting or diarrhea. If a child is found with any of the above-mentioned symptoms, the school nurse or office will request parents or guardian(s) to promptly pick up their child.
- Every child will be checked for head lice at various times of the year. If the nurse or a teacher finds an active lice case, the parents or guardian(s) will be contacted immediately for treatment. Students may return to school after a complete course of treatment has been administered.
- Any student who becomes ill during the day will be sent to Health Services by his or her teacher. Health Services will determine if a child must be sent home and parent/guardian will be notified. Immediate pick up will be required by a parent/guardian when contacted by Health Services.
- If a sick child must leave school, a parent/guardian must sign an early dismissal form at the Receptionist's office. (See section on Early Dismissal)
- If a student is injured or becomes ill at school, he/she will be taken to the Health Services. If the condition warrants medical examination and treatment, the parents/guardian(s) will be notified by telephone. The student, accompanied by the parent/guardian, will be taken to the emergency room of Ashford Community Hospital. In an extreme emergency, a member of the School's personnel will take the student to the hospital, where the parent/guardian must meet the student immediately.

#### **Medications and Medical Conditions**

- We want to be sensitive to the needs of our students and encourage parents/guardian(s) to disclose any medical conditions that may affect the child at school. Please contact the Health Services office with any important information.
- Students may not be in possession of any prescribed or over the counter medication(s) at any time. All medication should be in the Health Services office.
- Robinson School personnel will not administer any medication unless it has been previously authorized on the Medication Authorization Form.
- Parents/guardian(s) must inform the school in writing if a student is temporarily required to take any medication while at school or has any specific health-related issues that need follow up, for example, diabetes, special nutrition needs, allergies, etc. For medications, the written statement must include the doctor's recommended interventions.
- Medication must be in its original box, bottle or jar with the prescription label. If a medication must be administered by authorized school personnel, parents/guardian(s) must send a written authorization to this effect.

Certain symptoms suggest the presence of illness. Any student who presents the symptoms noted below should be excluded from attending school until a health professional releases them. Upon returning to school, the student must report directly to the Health

Services office. Where/when appropriate, the school follows the Dept. of Health of Puerto Rico requirements, and so guidelines may vary.

- Any condition considered contagious by the Department of Health
- Fever
- Diarrhea
- Vomiting
- Rash
- Bacterial infections (ex. impetigo, streptococcal pharyngitis)
- Eye drainage
- Lice, ringworms or scabies
- Chicken Pox or Measles
- Persistent cough
- Elevated temperature

### School Policy on Asthma and Self-Medication

Please contact the Admissions Office for the necessary forms required.

Robinson School has established the following asthma policy in accordance with P.R. Law 56 of February 1, 2006 – School Asthma Management Policy and applicable regulation.

Students who need to self-medicate must submit the following documents:

1. A medical certification diagnosing the condition;
2. A certificate or letter indicating the student has received proper training by a qualified health professional regarding the correct and responsible use of any medication(s) including: type of medication, procedures for self-administration, self-dose-administration, time and frequency of self-administration;
3. Written permission from a parent or guardian indicating that the student is allowed to possess and use the medication while at school or at a school-sponsored activity;
4. An Action Plan for Asthma Management prepared by the attending physician and the medication during school hours;
5. The documents mentioned before will be filed in the student's file located in the Admissions Office. At the beginning of each school year, it will be the responsibility of the parent or guardian to update this information so that the student can exercise this right;

Robinson School will use the following protocol in the event of an asthma attack:

- a. The student will be taken to the Infirmary;
- b. The nurse will notify the student's parent/guardian(s);
- c. The nurse will keep the student in a state of relaxation;
- d. In an extreme emergency, a member of the school's personnel will take the student to the hospital, where the parent/guardian(s) must meet the student immediately.

It is responsibility of the parent or guardian to supply any/all medications. All medications must be in their original box, bottle or jar with the prescription label. **The school does not supply medications.**

The Department of Health of Puerto Rico Regulation 9224 states that a minimum age for a student to self-medicate for asthma is 10 years, unless a licensed physician certifies that, due to the severity of the child's asthma condition, a student under the age of 10 is able to self-medicate for asthma. For that reason, we ask parents/guardian(s) of our Lower Grades to administer the appropriate medication for their child themselves. In this manner, we avoid a child self-medicating

him/herself incorrectly or that another student uses the medication by mistake. Nonetheless, if a student under the age of 10 provides a certification from a licensed physician certifying that the student is able to self-medicate for asthma, then it will be allowed. -

### The School Uniform

The official school uniform is as follows. Failure to adhere to school uniform guidelines may result in disciplinary action, at the discretion of the Dean of Students.

### Preschool and Elementary School

#### Pre-school - PPK, PK, K:

- Girls: Navy blue polo dress, no shorter than knee-length with undershorts. School-appropriate socks and black closed school shoes or black sneakers with a white or black sole.
- Optional: Navy blue knee-length Bermuda shorts, Royal Blue Polo shirt with school emblem.
- Boys: Royal Blue Polo shirt with school emblem, no shorter than knee-length navy blue bermudas, school-appropriate socks and black closed shoes or black sneakers with a white or black sole.

#### First through Sixth Grades:

- Girls: Royal Blue polo shirt with school emblem, navy blue knee-length skirts or knee-length navy blue bermudas, school-appropriate and black closed school shoes or black sneakers with a white or black sole.
- Optional: Navy blue polo dress, no shorter than knee-length with undershorts.
- Boys: Royal Blue polo shirt with school emblem, navy blue long pants or knee-length bermudas, black or dark blue belt, school-appropriate socks and black closed school shoes or black sneakers with a white or black sole.

#### 6th grade:

- Girls and boys: Special 6<sup>th</sup> grade class shirt or elementary school uniform.

### Physical Education Uniform PPK through Sixth Grades:

- Boys & Girls: Short blue pants with logo, Robinson School Physical Education T-shirt with logo and sneakers.
- Only fourth through sixth graders are allowed to use long blue sports pants with the Robinson School emblem with the same Robinson School Physical Education T-shirt with logo.

### Middle and Upper Schools

#### Seventh through Ninth Grades:

- Girls: Yellow Performance Polo with school emblem (the same as the boys' shirt), long navy-blue pants, knee-length bermudas, or blue skirt or skort, school-appropriate socks and black closed school shoes or black sneakers with a white or black sole. Every student must wear shorts/lycra shorts under their skirt. **All skirts and skorts must be appropriate length, as determined by school administration.**
- Boys: Yellow Performance Polo with school emblem, long navy-blue pants or **appropriate-length** navy blue bermudas, black or dark blue belt, school-appropriate socks and black closed school shoes or black sneakers with a white or black sole. **All shorts must be appropriate length, as determined by school administration.**
- School color cardigan "jacket" only. No hooded sweat-shirts or jackets, or non-Robinson jackets or sweatshirts permitted of any kind.

### **Tenth and Eleventh Grades:**

- Girls: Navy blue Performance Polo with school emblem, long khaki pants, knee-length bermudas or khaki skirt or skort, school-appropriate socks and black closed school shoes or black sneakers with a white or black sole. Every student must wear shorts/lycra shorts under their skirt. **All skirts and skorts must be appropriate length, as determined by school administration.**
- Boys: Navy blue Performance Polo with school emblem, long khaki pants or knee-length bermudas, black or dark blue belt, school-appropriate socks and black closed school shoes or black sneakers with a white or black sole. **All shorts must be appropriate length, as determined by school administration.**

### **Seniors (Shirts to be ordered in advance):**

- Girls: Long khaki pants, skirt or skort, special Senior Class shirt with the school emblem, school-appropriate socks and black closed school shoes or black sneakers with a white or black sole. Every student must wear shorts/lycra shorts under their skirt. **All skirts and skorts must be appropriate length, as determined by school administration.**
- Boys: Long khaki pants or bermudas, special Senior Class shirt, black or dark blue belt, school-appropriate socks and black closed school shoes or black sneakers with a white or black sole. **All shorts must be appropriate length, as determined by school administration.**

### **Physical Education Uniform Seventh through Twelfth Grades:**

- Boys & Girls: Long blue sports pants with logo or short blue pants with logo, Robinson School Physical Education T-shirt and sneakers.

**All Students:** *No non-Robinson school sweatshirts, jackets, cargo, capri pants, skinny pants, joggers pants, stretch pants or blue jeans will be allowed. Only standard Dockers or Dickies type pants will be permitted. If a student wants to wear a sweater or jacket, it must be the school designated one. No Hoodies may be worn on campus at any time. T-shirts worn under the uniform shirt must be plain white shirts. All undergarments must remain out of view. Yoga pants may be worn only for certain activities, as approved by the administration.*

Robinson School expects students to follow the dress code at all times. The following items are not considered proper attire and therefore are **not** permitted on days school is in session:

- No sandals of any kind are permitted.
- Elementary school students may not wear makeup.
- Middle and Upper School: Makeup should not be distracting to the academic environment. (Students will be required to remove excessive makeup.)
- Students may wear small earrings only and that don't distract from the academic environment. Hoops and ornate earrings larger than one and one-half inches may not be worn. No more than two earrings may be worn in each ear. No bolts, eyebrow piercings, cuffs, nose rings, gauge piercings or plugs or other accoutrements may be worn. Body modification accessories are not permitted.
- Tattoos should be discreetly and completely covered when wearing a school or athletic uniform.
- Shirts, blouses and/or dresses that expose the mid-section are not permitted in school.
- Skirts, dresses, and shorts should be knee length.
- Tank tops, loungewear, torn clothes and clothes made from transparent or sheer fabrics are prohibited, including on casual days.

- Clothing or accessories with any socially offensive, alcohol or drug related themes or advertising, lewd printing or pictures may not be worn to school. (Students will be required to remove excessive accessories.)
- Hats, headscarves, bandanas or other head coverings and sunglasses are not permitted.
- Students' hair should be trimmed and worn neatly in a natural color. Hair should not cover a student's face below the eyebrow level. If hair is worn long, it must be neatly groomed at all times. The use of hair gel or other hair accessories to keep hair neat may be considered appropriate as determined by the Dean of Students.
- All boys must be clean shaven.
- Students will be required to remove excessive accessories.

Should a student arrive to school with inappropriate attire, accessories or other items mentioned in this section, the School reserves the right to call parents/guardian(s) to request they bring the student appropriate attire or to take the student home. The student will face consequences as stated in the discipline policy.

### **Casual Day Dress Code**

Robinson School students are expected to dress neatly and to wear appropriate inner and outer garments. The attire for casual day must follow the dress code for students. The School reserves the right to call parents/guardian(s) to request they bring the student appropriate attire or to take the student home. Students who do not follow the casual dress code will be required to use school uniform.

### **The Libraries**

- Students can visit the libraries before homeroom, during snack/patio, lunch and after school.
- Elementary Library hours are 8:00 AM – 3:30 PM. Elementary Library supervised study hours are from 3:30-5:30 PM.
- Upper-Level Learning Commons opens from 7:30 am to 3:30 pm. Library Quiet Study hours are from 3:30-5:30 PM, supervised by a Robinson staff member. It closes at 3:30 PM on days when the school has afternoon activities like pep-rallies, Spring Fair, etc. Advanced communication will notify library closures throughout the year.
- Elementary students can take out 2 books and Middle and High School students can borrow 3 books at a time for two weeks.
- Books must be returned on the due date. If the student wants more time, he/she needs to go by the library to renew it.
- If the book is lost, it will be charged to the parents/guardian(s) and they can pay the total amount of the book at the Library Account in the business office. The system will clear the student's account when the lost/damaged book is paid. During the first semester the last due day to return, replace, or pay for books is December 1<sup>st</sup>; April 30<sup>th</sup> will be the last due day during the second semester.
- Sometimes accidents happen. If a book is damaged, please be responsible and return what is left to the librarian. She will determine if it needs to be replaced, or if it can be repaired. If the book needs to be replaced, the parent/guardian will be notified the total amount of the book. This amount should be paid in the business office under the Library Account.
- Students may use the computers to read, conduct research and do their assignments.
- Parents/guardian(s) and students will need to sign the detailed policies the librarians will send home during the first weeks of August in order for students to be able to take out books from the libraries and use the resources available.

### **Lost and Found**

Personal items such as backpacks, lunchboxes, textbooks, wallets, watches or eyeglasses if found should be turned into Reception or Division Head Office.

All personal items must be labeled clearly with the student's full first and last name. In order to avoid the accumulation of lost and found on campus, the following steps will be taken.

- The Dean of Students will collect items lost or left on campus at the end of each day.
- Any item not collected after one week from email notification will be donated or disposed of immediately. The school will not be liable for any items not collected within the allotted time.

### Personal Property

- Approved electronic devices are permitted on campus for the Middle and Upper School students. However, if a student misuses any electronic device while in the school campus, s/he will be faced with disciplinary actions. Refer to the *Responsible Use Policy* and *Cell Phone and Electronic Devices Use Policy*.
- Valuable articles should be left at home. Toys, cards and jewelry, etc. should not be brought to school.
- **The safekeeping of student property, including electronic personal devices and laptops/tablets, is the responsibility of each individual student.** Robinson School does not provide insurance on personal property of students and is not responsible for loss of or damage to such property, including property confiscated by teachers or faculty members, property stored in lockers, classrooms or any storage spaces, property left on or around campus or in backpacks on campus, or property donated or disposed of when uncollected from lost and found. Students use these spaces at their own risk. The School will not be held responsible for any property of students left anywhere on campus, including in the halls, restrooms or any spaces on campus. It is strongly encouraged that families check their personal insurance for coverage and, if necessary, purchase private personal property insurance from a reliable company.
- Anyone found in possession of another's belongings without permission will be subject to disciplinary action.
- Students are not permitted to sell personal property such as jewelry, trading cards, and food items, without the direct consent of the administration.

### Hallways

- Running is not permitted in the halls.
- Bicycles, skateboards, roller skates, scooters and/or "heeleys" are not permitted on school grounds. Students who ride a bicycle, scooter, etc. to school are required to park the item in designated areas near school entrances. See the guard for information.
- The hallways must be kept clear of books, handbags, book bags, etc. Students should use only designated storage areas.
- Balls must be used in designated play areas only.
- All students should remain in their respective divisions unless authorized by a faculty member or administrator.

### Lockers

- Lockers are assigned by the Dean of Students and students are required to use the locker assigned to them.
- Lockers are School property. Neither parents/guardian(s) nor students have an expectation of privacy as to the locker or its contents.
- Students must keep their lockers neat, clean and free of damage at all times. Stickers or any other adhesive is prohibited as well as writing on them.
- The school is not liable for the cost or replacement of any books or personal articles lost or damaged through theft, negligence or vandalism.
- Any needed repairs should be reported to the Dean of Students.
- Lockers are not to be used during class time.

- Approved locks are sold by the Business Office. Students must buy their lock from the school and are responsible for protecting their lock combination. Personal locks are not permitted on student lockers for any reason. Any non-approved lock will be removed. The School is not liable for damage to lock or loss/damage of any personal items, as a result.
- The School reserves the right to inspect all student lockers at any time. Locker inspection will be held on a regular basis. School authorities for any reason may conduct periodic inspections at any time, without notice, without student consent, and without a search warrant.
- It is understood that the use of lockers is a privilege and can be revoked at any time.
- No wheel book bags will be allowed in Middle School and Upper School.

### Cafeteria-Break and Lunch

- A break period is provided so that students may relax and/or have a snack.
- Students must consume any food or beverage items in designated areas only. All Students must practice responsibility and ensure trash and other consumed items are disposed of appropriately. All community members share in the responsibility of keeping our campus clean.
- Students may not leave the school grounds at this time. As a privilege, the administration may allow seniors who meet established academic and behavior criteria and who provide written permission from their parents/guardian(s) to leave campus for lunch. This privilege may be revoked for disciplinary or academic reasons.
- Food delivery services (Uber Eats, Door Dash, etc.) is a privilege afforded to the seniors only by school administration. All food delivery orders must be consumed on the cafeteria deck. Orders should arrive at the school gate. School gate personnel are not responsible to receive or manage any food delivery order. The school is not responsible for any food delivery services or orders made by students at any time.
- All students are to arrive to the following class ON TIME with no food or drink in hand.
- During these periods, students should be in the designated area.
- When done eating, students are expected to pick up their trash and place it in the proper receptacles and recycling bins.
- All students are expected to be respectful of our campus areas, as well as to those adults supervising them.
- Students are expected to register a personal account with and use their personal cafeteria accounts only for all orders.

### Pets on Campus

- In order to ensure the safety and wellbeing of all students, **no animals or pets are allowed on campus grounds at any time.** Emotional support animals are not permitted on campus. Service animals must be notified to the appropriate division head office prior to arrival to campus.

### The Use of Playground, Court and Gym

- The playground is reserved for use by preschool and/or elementary school students during recess and lunchtime. Students may use the gym and courts only under the direct supervision of a school employee. Students using the playground outside of school hours do so at their own risk and must be accompanied by a parent or guardian. The school assumes no liability for such times. Our insurance covers only students who are supervised by authorized school personnel.
- Playing is restricted to designated locations and forbidden in the parking areas.
- Offensive and/or inappropriate language and behavior will not be tolerated anywhere on school premises.

- Students are responsible for conserving and protecting our playground and green areas. Students found damaging or destroying these areas will be subject to disciplinary action.
- All trash must be placed in the trash container. Students found littering the campus will be subject to disciplinary action.
- It is understood that the patio, playground and court privileges can be revoked at any time.
- Parents/guardian(s) may be responsible for any damage caused by irresponsible or unauthorized use by students to school or personal property (such as vehicles).
- The use of hard soccer balls is not permitted on campus.

### **Student Insurance**

Students are insured for accidents for one hour before school, during the school day, one hour after school and during all school sponsored activities. Specific information may be obtained from the Business Office.

## **ACADEMIC POLICIES**

### **Accommodation Policy**

Parents/guardian(s) are responsible for informing the school psychologist about the need for special accommodations of students with documented disabilities. Accommodation plans are individually tailored to the needs of each person. Students with similar disabilities may be accommodated differently. Parents/guardian(s) will be required to submit proper documentation from the corresponding professional(s) and may be required to update the documentation accordingly. The professional(s) must be licensed and not related to the student. Any changes must be documented and notified to school immediately. Accommodations will be evaluated on a case-by-case basis for the appropriate and reasonable accommodation.

### **Homework Guidelines**

- All parents/guardian(s) need to be familiar with the CANVAS LMS and be responsible for frequently checking for class information, updates, homework, projects, expectations and assessment information.
- A consistent home study routine is an important part of the learning process. You may expect the following amount of home study or homework per grade level per night.

Elementary Grade Levels may expect approximately:

- Kindergarten – 20 minutes (reading and/or math)
- Grade One - 45 minutes total and 10 - 15 minutes of independent reading
- Grade Two – 45 minutes total and 15 - 25 minutes of independent reading.
- Grades Three and Four – 45–55 minutes total and 30 minutes of independent reading.
- Grades Five and Six – 1 hour and 20 minutes total Monday through Thursday and 30 minutes of independent reading. Homework may be assigned on Friday for sixth grade.

*MYP – (7<sup>th</sup> - 10<sup>th</sup>):*

#### *Classwork/ homework guidelines*

- Homework is practice for the formative assessment. All students are expected to complete all homework and review classwork each night.
- Classwork (formative assessment) is expected to be completed in school during the allotted class period.
  - Students who fail to complete work may be required to stay during lunch, activity period or after school to comply with deadlines. Make up work takes priority over all athletic and extra-curricular activities.

*Upper School (11<sup>th</sup> – 12<sup>th</sup>):*

- DP and AP Courses will require additional time and effort including summer work.

### *Virtual High School and Pamoja*

- All students in online classes are required to sign and complete all online course paperwork and contracts. Parents/guardian(s) need to schedule a meeting with the VHS site coordinator or DP Coordinator and fulfill all requirements. Participation in Virtual High School and Pamoja courses are at an additional cost to students.
- Grade is recorded on transcript regardless of withdrawal or passing/failing.
- Classes require organization and time management and students are expected to meet weekly deadlines
- Pathways students interested in taking VHS or Pamoja classes will need the Pathways supervisor approval prior to registration.
- It is the student's responsibility to communicate with the teacher and check the Student Portal daily to complete missed or incomplete work by the deadline.
- We expect that all homework, projects and any other assignments will be completed on time. In Upper School, late work will be accepted with an appropriate grade deduction. Notes from parents/guardian(s) and other excuses will not be accepted.
- Students who fail to complete work may be required to stay after school immediately to comply with deadlines.

### **Academic Honesty and Plagiarism**

- All students in Robinson School are expected to do their work, represent themselves truthfully and claim only that work which is their own.
- Students and parents/guardian(s) are required to sign and return the Robinson School Honor Code and Academic Honesty Policy.
- A student involved in an Honor Code and/or Academic Honesty violation may face disciplinary referral and disciplinary actions, including suspension or expulsion.
- The school takes an educational approach to instances of Academic Honesty and affords its teachers the authority to determine the expectations and actions for academic honesty and plagiarism within their classroom/grade level. All cases of Academic Honesty violations must be reported to the Division Office to determine appropriate corrective actions.
- The Use of Artificial Intelligence (AI) and other Generative Tools – Generative AI tools, like ChatGPT, may potentially serve as a resource for students in a K-12 setting. However, to maintain our school culture of respect and integrity, AI tools should not be used in the completion and/or submission of coursework, tasks, and/or assessments without the express authorization of the teacher of the course. When approved for use these resources should only be used in the manner expressly authorized by the teacher and it is important that students understand they are responsible for crediting an attributing all sources used in the production of the task correctly and accurately, as required by the Robinson Handbook and Academic Integrity Policy. Otherwise, the use of AI tools will constitute an academic integrity violation and the student will face disciplinary consequences.

### **Major/Summative assessments**

If a student misses any major assessment due to illness or death in the immediate family, the parents/guardian(s) must call the appropriate Division Head's office to arrange for make-up testing. The student must make up the pending work as soon as reasonable, but within one week of his/her return to school, unless other arrangements are approved by the Division Head. Please refer to the *Absences and Excuses* section of the Handbook.

### *Elementary School*

- Students may not have more than two (2) major/summative assessments, two (2) minor/formative assessments, or a major

and a minor per day. For Pathways Elementary students, all major assessments must be announced and formally scheduled at least one week prior to being administered.

- No more than three (2) majors should be assigned per week for first to third grade; fourth to sixth grades should have no more than three (3) majors assigned per week; Elementary School Pathways students may not have more than three (3) majors per week. All major assessments must be announced at least one week prior to being administered.
- Feedback will be provided to students with the result of each assessment in order to support learning and growth. Students and parents/guardian(s) are encouraged to review this feedback together.

#### *Middle and Upper School*

- No more than two (2) summative assessments and two (2) formative assessments should be assigned per day. Middle and Upper School Pathways students may not have more than two (2) summative assessments, two (2) formative assessments, or a summative and a formative per day.

### **Grading Policies**

#### *PPK, PK, K*

- Formal grades are not given. Students receive progress reports on a quarterly basis providing feedback against the standards and skills of each grade.

#### *Grades 1<sup>st</sup>-3<sup>rd</sup>*

- Grades are established using a combination of Summative (60%) and Formative Assessments (40%).
- Report cards are received on a quarterly basis.

#### *Grades 4<sup>th</sup>-6<sup>th</sup>*

- Grades are established using a combination of Summative (70%) and Formative Assessments (30%).
- Report cards are received on a quarterly basis.

#### *MYP – (7<sup>th</sup>-10<sup>th</sup>)*

- Grades will be established using a combination of Summative Assessment (90%) and Formative Assessment (10%). Teachers will design and administer formative assessments that prepare students to perform on summative assessments.
- Students participating in any MYP course will comply with the MYP Assessment Policy, as found on the Robinson School website.
- Students are expected to complete all their formative work **prior** to taking a summative assessment.
- All assessments are criterion-referenced using the guidelines set down by the IBO as explained to students by teachers.
- In the case a student does not complete the assessment requirements by the end of the marking period, a summer program or other means of remediation may be required.
- Parents/guardian(s) are encouraged to meet with their child's teacher or MYP coordinator, as well as attend MYP informational meetings, to clarify any questions regarding the MYP assessment policy.
- Students who do not comply with assessment/assignment deadlines may be required to work after school until the expectations are up to date. Students may be restricted from participating in sports or other extra-curricular activities until expectations are up to date.
- Feedback will be provided to students with the result of each assessment in order to support learning and growth. Students and parents/guardian(s) are encouraged to review this feedback together.

#### *Pathways Program – (7<sup>th</sup>-12<sup>th</sup>)*

- Grades will be established using a combination of Summative Assessment (60%), Formative Assessment (25%) and Classwork (15%). Students will be given information regarding

the method and format of assessment prior to the due date of any project or report.

- Feedback will be provided to students with the result of each assessment in order to support learning and growth. Students and parents/guardian(s) are encouraged to review this feedback together.

#### *Upper School – (11<sup>th</sup>-12<sup>th</sup>)*

- College Prep: Grades will be established using a combination of Summative Assessment (60%), Formative Assessment (25%) and Classwork (15%). Students will be given information regarding the method and format of assessment prior to the due date of any project or report.
- Diploma Program: Grades will be established following the Diploma Program assessment policy for each cohort.
- Note: There are no specific number of assignments that must be assigned during a quarter. Therefore, students must take each and every assignment seriously, understanding that it may have a large impact on their final grade.
- Feedback will be provided to students with the result of each assessment in order to support learning and growth. Students and parents/guardian(s) are encouraged to review this feedback together.

### **Report Cards and Progress Reports**

- Report cards will be withheld for non-payment of tuition, cafeteria fees, library dues, non-return of sports uniforms or other debts to the School.

#### *MYP (7<sup>th</sup>-10<sup>th</sup>):*

- Students in the MYP program will not receive a formal report card or progress report in the first and third quarter. Students and Parents/guardian(s) should consult Canvas gradebooks for an up-to-date grade record in each course.
- Students will receive their MYP report cards at the end of each semester. Narrative comments will be included with the first and second semester report card.
- For a report of student progress to date, students and parents/guardian(s) should consult CANVAS LMS throughout the course of each marking period.

#### *11<sup>th</sup>-12<sup>th</sup> and Pathways Secondary Programs:*

- For a progress report students and parents/guardian(s) should consult CANVAS LMS throughout the course of each marking period in each subject area.
- Report cards will be issued four times per year at intervals of approximately eight weeks.

### **Advanced Placement Courses**

Advanced Placement course grades have more weight than regular classes. In order to obtain this added value, the student must:

- have a recommendation from the Core Academic Course teacher based on performance.
- take the advance placement test at the end of the second semester.
- obtain 85% or above in both semester averages to earn AP credit.

In addition, parents/guardian(s) and students should note that:

- the class will be weighted as a regular class if the student doesn't comply with these requirements.
- students/ parents/guardian(s) are required to sign an AP contract.
- the cost of the AP exam is the responsibility of the parent/guardian(s) and must be paid in full when the signed contract is re- turned. The students will not be considered for AP enrollment unless the full payment has been made.

## IB Diploma Program Courses

Diploma Program course grades have more weight than regular classes. To obtain this added value, the student must:

- take the External Examination at the end of the second semester of 12<sup>th</sup> grade.
- obtain 85% or above in both semester averages to earn DP credit.

In addition, parents/guardian(s) and students should note that:

- the class will be weighted as a regular class if the student does not comply with these requirements.
- students/ parents/guardian(s) are required to sign a DP contract.
- the cost of the DP examinations is the responsibility of the parent/guardian(s) and all fees must be paid in full in accordance with the established IB Diploma fee schedule.

## Cumulative GPA

**Successful completion of Advanced Placement (AP) and IB Diploma Program (DP) courses will receive additional points added to the numerical grade during GPA calculation. AP and DP SL will receive 10 points. DP HL will receive 12 points. Please refer the AP and/or DP contracts for additional requirements. These points are added in the computation at the end of each semester and are shown in the GPA only.**

## Grade Point Average

**MYP Criterion Equivalency Chart**

MYP Grade	100 pt. scale
8	100
8-	99
7+	98
7	96
7-	94
6+	92
6	90
6-	88
5+	86
5	84
5-	82
4+	80
4	78
4-	76
3+	74
3	72
3-	70
2+	68
2	66
2-	64
1+	62
1	60
0	<60

A semester GPA is only calculated for those students completing the entire semester at Robinson School.

## Assessments

- Students in grades 1-12 will take unannounced formative assessments (including pre and post assessments) in all

subjects throughout the year.

- Students in Secondary School who reflect a pattern of not completing assessments or submitting work on due dates may be placed in academic probation.

## Accounts and Fees

- Accounts and fees must be paid in full in order for students to receive report cards, transcripts and diplomas.
- The School reserves the right to disenroll students as a result of a pattern of delays in prompt payment of tuition, fees and other school expenses.

## Promotions to the Next Grade

As a reminder, all newly enrolled students enter Robinson on Academic and Conduct Probation for their entry year, as stipulated by their individual enrollment contract with the Admissions Office.

### *Elementary School – (1<sup>st</sup> – 6<sup>th</sup> grade)*

- Students must obtain a year-end average of at least a 70% (C-) in all major subjects (English, Spanish, Math, Science, Social Studies) to receive promotion to the next grade level.
- Elementary students who do not pass all major subjects will be required to attend Robinson's summer session and obtain a passing grade in the subject(s).
- Students in the Pathways Program in 6<sup>th</sup> grade must be evaluated for acceptance into the Middle School Program.

Traditional (letter)	Traditional (numeric)
A+	100 - 98
A	97 - 93
A-	92 - 90
B+	89 - 88
B	87 - 83
B-	82 - 80
C+	79 - 78
C	77 - 73
C-	72 - 70
D	69 - 65
F	64 - below

- Students who are not meeting the expectations of grade level or program will be assigned a child study team, which may result in the school counseling the student/family to alternative programs or educational institutions that may better serve the needs of the child.

### *MYP (7<sup>th</sup> - 10<sup>th</sup>)*

- Students must have an MYP Equivalency grade of 70% or above in all required subjects in order to be promoted to the next grade level.
- Students who earn less than an MYP Equivalency grade 70% in any required subjects will be required to attend Robinson's summer/remedial session and obtain a passing grade in the subject in order to be promoted.
- MYP students in 10<sup>th</sup> grade are required to complete the personal project to be promoted to the next grade level. The MYP Personal Project is included in the student's transcripts as 1 credit. Students earning an OLA of 6 or 7 receive a 5 points additional weight to GPA. Students who do not earn a passing score in the project will be eligible to resubmit their work to earn a maximum OLA of three (3, 70% equivalent) in order to pass the project.
- Students who are not meeting the expectations of grade level or program will be assigned a child study team, which may result in the school counseling the student/family to alternative programs or educational institutions that may better serve the needs of the child.

### *Upper School - (11- 12<sup>th</sup> grade)*

- Students must obtain a year-end average of at least a 70% (C-)

in all required courses and an overall GPA of 70% (C-).

- Students with less than 70% (C-) in any course or for the year-end average will be required to attend Robinson summer session in order to be promoted.
- 12th grade students – Earning less than a 70% (C-) overall grade in up to two subject areas impacts graduation. Students will be required to complete Robinson School summer courses in order to receive their diploma. Students who do not earn a passing grade in more than two subject areas will not graduate from Robinson School and will be required to seek alternative educational arrangements to complete high school credits and receive a high school diploma.
- Students who are not meeting the expectations of grade level or program will be assigned a child study team, which may result in the school counseling the family/student to alternative programs or educational institutions that may better serve the needs of the child.

### Academic Probation

Students who are on academic probation for two or more quarters of the school year may be ineligible to enroll in Robinson School for the next academic year. Registration will be placed on hold until a final determination of the progress of the student has been made. Students on academic probation may not be permitted to participate in sports or any other school activities. As a reminder, all newly enrolled students enter Robinson on Academic and Conduct Probation, as stipulated by their enrollment contract with the Admissions Office.

#### Elementary School

- Students who receive less than 70% (C-) in two or more subjects (English, Math, Spanish, Science, and Social Studies) at the end of the first semester will be placed on academic probation. Registration for the following year will be placed on hold until the student obtains a passing grade.
- Students who display a pattern of unexcused absences and/or of not meeting deadlines for assessments and classwork may result in Academic Probation.
- Any student currently on probation, who receives a satisfactory Progress Report at mid-quarter in all subjects, is taken off probation for the remainder of that quarter. Progress Report and Quarter time are the only two times status for academic probation will be reviewed. The Division Head will determine which students should be placed on or removed from academic probation.

#### Middle School

- Students may be placed on academic probation if:
  - earn less than a 70% (C-) in two or more subjects. The contract for reenrollment will be placed on hold until the student obtains a passing grade.
  - not completing all formative and summative assessments as established for each class.
  - display a pattern of unexcused absences and/or of not meeting deadlines for assessments and classwork.
  - engage in academic dishonesty.

#### Upper School

- Students may be placed on academic probation if:
  - earn less than a 70% (C-) in two or more subjects. The contract for reenrollment will be placed on hold until the student obtains a passing grade
  - not completing all formative and summative assessments as established for each class.
  - display a pattern of unexcused absences and/or of not meeting deadlines for assessments and classwork.
  - engaged in academic dishonesty.
- Seniors who are not passing more than two subjects by

December of their graduating year are at risk of not graduating from Robinson School.

These provisions are subject to applicable law and regulation. In the event that any portion of them is held to be invalid or unenforceable, the invalid or un-enforceable portion shall be construed in accordance with the applicable law as nearly as possible to reflect the original intentions of the portions set forth herein, and the remainder of these regulations shall remain in full force and effect.

### Summer Session

#### Elementary Grades (1<sup>st</sup> - 6<sup>th</sup>)

- Elementary Grade students who earn less than a 70% (C-) in any major subject are required to take Robinson School summer courses in order to be promoted to the next grade level, at the discretion of the Division Head.
- Summer session may include remediation of a full credit or an opportunity to comply with individual summative assessments that earned incomplete or failing marks.

#### Middle Grades (7<sup>th</sup> - 10<sup>th</sup>)

- Students who earn less than a 70% are required to take summer courses to be promoted to the next grade level.
- Summer session may include remediation of a full credit or an opportunity to comply with individual summative assessments that earned incomplete or failing marks.

#### 11<sup>th</sup>-12<sup>th</sup> Grades

- Any student who earns less than a 70% (C-) in any subject is required to take Robinson School summer courses to be promoted to the next grade level.
- Summer session may include remediation of a full credit or an opportunity to comply with individual summative assessments that earned incomplete or failing marks.
- 12th grade students – Any student earning less than a 70% (C-) overall grade in any core subject area will be required to complete Robinson School summer courses to receive their diploma and final transcript. (Please refer to section, *Promotions to the Next Grade Level*, for more information.

The Summer Session is designed for students who failed one or two required classes and need to pass them to remain at Robinson School. A student who failed a required course during the academic year must take the course for credit at Robinson School's Summer Session. Students required to attend the Summer Session will be promoted on the basis of the Summer Report or other formal professional evaluation deemed necessary by the Division Head.

- Under extraordinary circumstances, Robinson School students may receive permission from the Division Head to enroll in Summer Session courses that are not offered at Robinson. Robinson School reserves the right to determine whether summer school credits from another school are accepted and may require that the student pass a standard exam given at Robinson School with an 80% or better. Should such an exam be required, an associated fee will be charged.
- The maximum number of credits allowed during the summer is two.
- Summer classes may not be taken to alter a passing grade on a student's transcript.
- For students required to remediate a complete credit/course during the summer session:
  - If a Middle or Upper School student fails a course during the academic year, the student must repeat the course at Robinson School's Summer Session.
  - The grades obtained in the regular semester will not be eliminated from the student record but will be calculated by averaging the year grade with the summer grade.

- The grades obtained in summer school will appear in the student's record and will be included in the semester GPA
- For students required to comply with incomplete or failing individual assessments during the summer session:
  - Student will receive a pending grade on the academic record.
  - Students will complete/remake authorized assessments by enrolling in a weekly summer session program until the work is submitted.
  - Assessment result will replace the incomplete/failing work from the marking period in question, and pending grade will be updated on the academic record.
  - Final grade will become part of a student's academic record.
  - Students who do not satisfactorily complete requirements may not be promoted to the next grade level.

## Failures

**As a reminder, all newly enrolled students enter Robinson on Academic and Conduct Probation, as stipulated by their enrollment contract with the Admissions Office.**

- Students who earn less than a 70% in more than two major subjects for the year overall grade will fail the grade unless a reasonable make-up schedule that allows graduation credits to be recovered is approved by the Division Head. In this case, the student is ineligible to return to Robinson School the next academic year.
- MYP: Design, Arts, French, Health/PE and Spiritual Life are not offered in summer school, but the grade is reported on the official transcript.
- 11<sup>th</sup>-12<sup>th</sup>: Elective courses are not offered in summer school, but the grade is reported in the official school transcript.
- Students who do not earn a final passing grade in any AP or DP course will be automatically enrolled in a college prep level course for the following school year.

## Withdrawals

Students leaving prior to the completion of the academic school year (or semester) will receive transcripts and/or report cards showing grades through the last completed marking period. The word "Withdrawn", and the exit date will be affixed to the document. Neither a final mark nor a grade will be given if a student leaves the school prior to the end of a grading period.

## Dropping and Adding Courses (Upper School)

- A student may not enroll in a new course after the first five days of class without written approval of the Division Head.
- All schedule changes must have the authorization of the Division Head.

## Requirements for Graduation

All students are required to complete the following courses in order to qualify for a Robinson School diploma:

English	4 credits
Spanish	4 credits
Science to include	4 credits of: Biology Chemistry Additional Science courses
Math to include	4 credits of: Algebra I Geometry Algebra II Additional Math Course

Social Studies to include	4 credits of: History of United States History of Puerto Rico World History Additional Social Studies courses
Spiritual Life	2 credits
Physical Education / Health	1 credit
Financial Literacy & Life Skills	1 credit
US electives	2 credits

- In order to graduate, a student must earn a total of 25.5 credits, complete service learning and leadership requirements and a 40 hour career internship.
- 11<sup>th</sup> and 12<sup>th</sup> grade students may take a variety of electives at Robinson to earn the necessary credits for graduation.
- MYP students have additional requirements, such as:
  - personal project
  - Foreign language acquisition course
  - Design course
- DP students have additional requirements, such as:
  - CAS
  - EE
  - TOK
- Students / parents/guardian(s) have the responsibility to provide accurate documentation/ transcripts regarding graduation requirements on the first year of admission. Students may be required to participate in Robinson School summer school in order to comply with missing graduation requirements identified at the time of admission.

## Transcript Requests

In order to help facilitate the process for requesting a student transcript from the Robinson School Registrar, the following guidelines are in place:

- All requests for transcripts, both official or unofficial, by students and/or parents/guardian(s) must be submitted in writing to the Robinson School Registrar (Upper School Office).
- Robinson School transcripts are processed on an individual basis as received by the Robinson School Registrar.
- Please allow a minimum of two business days from the date of request to process the transcript request. While the office of the Registrar works hard to quickly meet all requests, same-day or expedited transcript processing are not always possible.

## Graduation

Requirements for Participation:

- Achieve a passing final grade in all core subject areas.
- Successfully complete and receive approval of all required community service hours and/or CAS experiences.
- Successfully complete the career internship and accompanying presentation.
- Students who have been on Academic or Conduct Probation during any point in 9-12<sup>th</sup> grade will not be eligible for high awards.

High Honor Awards:

- **Valedictorian**
  - *Requirements*
    - Highest GPA
    - A student must have completed at least 4 credits during 11<sup>th</sup> and 12<sup>th</sup> grade designated as advanced level, AP or DP.
    - Student must remain in good academic and conduct standing.

- **Salutatorian**

- *Requirements*

- 2nd highest GPA
    - A student must have completed at least 4 credits during 11<sup>th</sup> and 12<sup>th</sup> grade designated as advanced level, Advanced Placement or DP.
    - Student must remain in good academic and conduct standing.

- **B. Stockwell**

- *Requirements*

- 3rd highest GPA
    - A student must have completed at least 4 credits during 11<sup>th</sup> and 12<sup>th</sup> grade designated as advanced level, AP or DP.
    - Student must remain in good academic and conduct standing.

\*\* Any student who enrolls newly at Robinson for senior year (12<sup>th</sup> grade) will not be eligible to earn the three highest honor awards. \*\*

Honor Roll Awards:

- **High Honor**

- *Description*

- Awarded to students who have maintained a GPA of 94.50 to 100 in every semester during his/her high school career.

- *Requirements*

- GPA of 94.50-100 in every semester of 9th, 10th, 11th and 12th

- **Honor**

- *Description*

- Awarded to students who have maintained a GPA of 90.00 to 94.49 in every semester during his/her high school career

- *Requirements*

- GPA of 90.00-94.49 in every semester of 9th, 10th, 11th and 12th

**Please refer to the Honors and Recognitions appendix of this handbook for additional information about other awards, honors and recognitions Robinson Students may earn throughout the school year.**

### **Early Graduation**

Robinson School does not encourage early graduation but, under special circumstances, may be approved by the Administration.

### **Chapel**

Chapel services are scheduled as a regular part of our educational program and attendance is required. Students are expected to behave respectfully and appropriately during the Chapel service program. Although Chapel is Christian oriented, we do honor a full spectrum of faith and belief systems.

### **Community Service**

Community service is required for all students in grades seven through twelve. Robinson School encourages comprehensive action and participation in service learning and leadership experiences. Students who actively participate in the program will surpass the required service-learning hours necessary for graduation.

Information is provided to students on a regular basis as to how these requirements can be met. It is the parents/guardian's responsibility to ensure completion of the requirements. Should the requirements not be met, enrollment in Robinson School's Summer Session will be required and the cost for the program charged to the parent/guardian. Failure to complete service requirements may impact a student's graduation from Robinson School. Please consult the Service-Learning Program information in Canvas for more details. Contact the School Chaplain with any question.

### **Re-Enrollment**

Re-enrollment is evaluated on a yearly basis for all students and is not to be considered automatic. We look at many aspects including student performance, work completion, social and emotional interactions and readiness for the next grade level. Students' placement in any given program is contingent on teachers' recommendation and ultimately is determined by the school administration.

Should the administration determine that there are concerns or that the student should not be asked back, re-enrollment may be put on hold or denied altogether. If the parent/guardian(s) has re-enrolled the child and Robinson then declines enrollment, all fees and tuition will be refunded.

**The School reserves the right to deny re-enrollment to a student if the School, in its own judgment based on the available data, believes that the actions of a student's parent or guardian make a positive and constructive relationship impossible or otherwise interfere with the School's accomplishment of its educational mission.**

### **The College Application Process**

Preparing for college begins in Middle School. It is important to note that ninth grade is the year that colleges begin looking at transcripts. Students need to focus on their academic performance and parents/guardian(s) should begin having conversations regarding post-Middle/Upper options. Ninth grade is the time to begin visiting colleges and universities. Waiting until junior or senior year will not allow families enough time to make thoughtful decisions and plan financially for the future. To get parents/guardian(s) started on the right track, we will hold sessions that discuss important college planning topics.

In an effort to prepare students academically, in grades eight through eleven, all students will take the PSAT, and in grades eleven and twelve, they are encouraged to take the SAT, regardless of intended college/university. All these testing programs are a mandatory part of our college preparatory curriculum.

## **DISCIPLINARY POLICIES AND PROCEDURES**

Our discipline policies are intended to hold the student accountable for his/her behavior and allow for individual social and emotional growth in accepting responsibility.

Students and parents/guardian(s) are expected to respect the rights, person and property of others. Disciplinary action will be taken by school authorities in response to minor and major misconduct.

Our policy on referrals and suspensions reflects an attempt to identify chronic behavioral problems. Once identified, behavioral problems will be dealt with immediately instead of prolonging the situation at the expense of the family and student body.

Parents/guardian(s) are responsible for all costs associated with the

repair or replacement of school property damaged by their child.

### Disciplinary Actions

The following disciplinary actions may be imposed by the Dean of Students and/or appropriate Division Head based on the administration's investigation and their assessment of the severity of the incident and misconduct. ***Disciplinary action takes precedent over sports or extracurricular activities.***

- Behavioral Misconduct - a Disciplinary Referral will be written and sent home to parents/guardian(s).
- Disciplinary Referrals will be issued in accordance with the violation of specific school regulations. These cases may lead to detention or school suspension.
- Detentions will be held at the discretion of the Dean of Students and/or Division Head.
- In-School Suspension means that the student will be isolated from his regular classes and extracurricular activities. The student will be required to complete all class assignments, homework and examinations or tests. The student will be marked present at school and a parent/guardian conference will not be required for reinstatement.
- Out-of-School Suspension requires that the student remain at home for the period of the suspension.
- If a student's misconduct warrants a suspension, the form and duration of the suspension will be determined by the Dean of Students and/or Division Head. The student may automatically be placed on disciplinary probation until the end of the academic school year. Students in Disciplinary Probation may not register for the next academic year or may have their registration placed on "hold" during their disciplinary probation time.
- **Disciplinary probation** is a formal notice that states that the student has not shown improvement in conduct or that he/she has incurred in serious or continued misbehavior and therefore faces possible dismissal from Robinson School. During Disciplinary Probation the student is placed on a trial period where he/she must demonstrate significant improvement in behavior.
- During the suspension or probationary period, the student loses all privileges and may not participate in any sport and/or extracurricular activity. If a student is issued a referral for serious misconduct during the probationary period, the student may be subject to immediate expulsion. A penalty may be assessed to the student's missed work while serving suspension, at the discretion of the Division Head.
- Separation from Robinson School – Ongoing behavioral issues on the part of the student or parent/guardian may result in the permanent separation of the family from the Robinson community.

Listed below are examples of minor school violations that generally may be handled with a notice of concern, referral and/or detention, depending on the circumstances:

- Violation of dress code
- Inappropriate touching, such as pushing, shoving, pinching, cutting in line. (And all other forms not included in this list)
- Snack or lunchtime misconduct
- Use of skateboards, bicycles and/or roller skates on school grounds
- Excessive unexcused tardies: Three tardies to school and three tardies to class
- Classroom disruptions that interrupt the process of instruction
- Defiance, disrespect, or refusal to comply with directions when given
- Repeated off-task behavior
- Inappropriate use of technology
- Teasing
- Repeated Handbook violations

Student (and parent/guardian, where applicable) offenses that generally carry suspension or removal from school may include, but are not limited to the following major violations:

- Any kind of unauthorized electronic recording, videotaping, photographing of any member of the Robinson School community and/or the transmission of the digital content.
- Harassment, bullying and/or intimidation.
  - Use of social media or any other messaging app to publicly discuss personal, private or professional issues that can lead to misunderstanding or damaging information.
- Repeated incidents resulting in notices of concern, referrals and/or detentions
- Cutting class, truancy and/or leaving school grounds without proper authorization
- Theft, misappropriation of property and/or any other act that violates federal or local laws.
- Destruction and/or vandalism of school property and/or someone else's property. (Parents/guardian will be liable for repair or replacement costs.)
- Fighting and/or endangering another person's health or well being
- Any form of unwanted, deliberate or offensive behavior, including physical, verbal, written, electronic or psychological that has the intent or effect of unreasonably interfering with an individual's educational performance or that creates an intimidating, hostile or offensive educational environment
- The use and/or possession of alcoholic beverages and/or illegal drugs on school grounds and/or at any school event
- The presence of a student in any state of intoxication, and/or in any drug-induced state at any school activity or event, on or off campus
- Any student who is proven to be involved with the use, sale and/or possession of illegal drugs, drugs without a prescription, or other controlled substances at any time, on or off school premises, may be removed from the Robinson community.
- Possession and/or use of weapons of any kind
- Possession and/or use of any flammable materials
- Invasion of privacy
- The possession of any tobacco or smoking/vaping paraphernalia, and/or the smoking/vaping or inhaling tobacco or other smoking products by any method, including but not limited to cigarettes, vapor or vaping products, and e-cigarettes
- The possession and/or use of pornographic, vulgar or socially offensive material on school grounds or at any school event, on or off campus
- Blatant insubordination, disrespect and/or disobedience.
- The use of vulgar and/or obscene language and behavior, whether directed at oneself or others, to include all Robinson staff.
- These and any other situations where suspension or expulsion is deemed necessary by the Administration.

These lists are meant as a general guide on the applicable disciplinary actions in some scenarios. The School has sole discretion to determine the applicable disciplinary action given the circumstances presented in each case.

### Removal from Class

- In the event a student's conduct becomes disruptive to the teaching and learning process on any given day, even after repeated attempts by the teacher to redirect the student's misconduct, the student will be sent immediately to the Dean of Students or Division Head. Parents/guardian(s) will be requested to pick up their child and the student may be subject to additional disciplinary action including exclusion from field trips.

## Off-Campus Conduct

- Any student (or parent, guardian or community member, where applicable) whose off-campus conduct is deemed to place in jeopardy the reputation and/or good name of the Robinson School community, or involves Robinson School in any way, will be subject to disciplinary action. This may include up to suspension or expulsion.

## Field Trips and Travel Opportunities

Field Trips and Robinson sponsored travel opportunities are extensions of the school environment and therefore subject to all regulations as specified by the Student Handbook.

## Student Residence

The School assumes that students reside with their parent or legal guardian. Parents/guardians should inform the School if a student's permanent residence is different from their own.

## Anti-Bullying Policy

Robinson School has determined that a safe and civil environment in school is necessary for students to learn and achieve high academic standards. Bullying, like other disruptive or aggressive behaviors, is conduct that disrupts both a student's ability to learn and the school's ability to educate its students in a safe and disciplined environment.

Bullying is a form of violence and aggressive behavior that is distinguished from other types of aggression or violence by the following three aspects:

1. Bullying is aggressive behavior that involves intended, negative actions.
2. Bullying involves a pattern of behavior repeated over time.
3. Bullying involves a real or perceived imbalance of power or strength between the aggressor and its target.

Following our Mission and as part of the International Baccalaureate Organization, Robinson School aims to develop inquiring, knowledgeable and caring young people who help create a better and more peaceful world. Consequently, members of our community are expected to demonstrate appropriate behavior, treat others with civility and respect and refuse to tolerate or minimize bullying. Robinson School will work proactively, in so far as possible, to ensure that bullying does not take place. However, Robinson School cannot guarantee that bullying will not take place.

Robinson School has established the following rules against bullying:

1. I will not bully others.
2. I will try to help students who are bullied.
3. I will try to include students who are left out.
4. If I know that somebody is being bullied, or if I'm bullied, I will tell an adult at school and an adult at home.

Therefore, Robinson School prohibits acts of bullying from any student:

1. On school property.
2. During any educational program or activity sponsored by the school (whether on or off campus and/or on or outside school hours) or in connection with activities required by the school, including school transportation.
3. Through any technological instrument while on school campus or school bus.
4. Through any technological media or device, that although made outside school hours, be conducted during any program or activity sponsored by the school.

Bullying incident reports will be investigated and the cases intervened in accordance with the severity of the infraction. Any complaint alleging violations of this policy should be reported to the

corresponding Division Head or Dean of Students.

After a report of bullying behavior has been submitted, Robinson School will pursue the following protocol:

1. The corresponding Division Head will begin an investigation.
2. Separate interviews of the parties involved, and witnesses will be conducted by the corresponding Division Head, Dean of Students, and/or School Psychologist.
3. The Division Head will make an assessment of the incident based on the information available and determine applicable sanctions.
4. At conclusion of investigation the Division Head will determine pertinent parties to be notified. The corresponding Division Head, or person assigned by the Division Head (i.e. Dean of Students, School Psychologist, and/or Teacher) will provide individual follow-up to the involved parties as deemed necessary.

When investigating any allegations of bullying, the School may receive conflicting versions of events. The School reserves the right to make its own credibility assessment if necessary.

## Responsible Use Policy

Robinson School is committed to the quality of its education and the safety and wellbeing of its students. The Mission, Beliefs, Rights and Responsibilities inspire and challenge members of the community to behave thoughtfully and honorably in all school endeavors. These guides, not only our personal behavior, but also our interactions through the use of technology. In this regard, the School offers its students, faculty, staff and administration right of entry both to its computer network and the Internet in order to facilitate access to resources, improve communication and encourage innovation. The School provides this access as a privilege for members of the community, not as a right. Therefore, appropriate communication at Robinson School must be of the highest caliber.

The network is owned and operated by Robinson School. As such, users should not have an expectation of privacy when accessing Robinson's network. Robinson system administrators reserve the right to investigate any use of the system and may delete files. Robinson School maintains the right to monitor all use of technology, including personal files, email, chat, etc.

Where possible, Robinson School takes precautions to restrict contact with what the School deems objectionable material, but it is not possible to have full oversight over access to all resources and materials on the Internet. The School reserves the right to block content that negatively impacts the academic performance of its students or the productivity of its faculty and staff. However, blocking software does not include cell phone connectivity or filtering of any kind.

**Parents/guardian(s) are responsible for the cellular device and its use, on and off school campus.** Therefore, we require that all parents/guardian(s) and students sign the Responsible Use Policy and the Robinson School Cell Phone Policy at the time of (re-) enrollment or before the first day of school.

Robinson School students/parents/guardian(s) are expected to make decisions based on the spirit of the Robinson School Mission, Beliefs, Rights and Responsibilities and to avoid conduct detrimental to the community's or to any individual's sense of security and trust. Proper conduct is expected of all students while engaged in school activities, both on and off campus, while online or communicating electronically, and during school-sponsored events. We are expected to:

- treat each other with dignity and to be polite and courteous to peers and adults alike;
- interact both online and offline in a manner that contributes to a welcoming and comfortable environment for everyone;
- utilize Robinson hardware and network resources for educational and intellectual purposes;
- act in a responsible, ethical manner and abide by all School policies and applicable local, state, and federal laws;

- understand that anything done online can be seen by the entire world; therefore, recognize that inappropriate behavior, even if not directly related to School activities, must be considered seriously if it negatively impacts the School community;
- use good judgment when working in gray areas not covered explicitly by this policy,
- be aware of your “digital footprint” and how it can positively or negatively influence your future.

At Robinson School, because the Mission, Beliefs, Rights and Responsibilities extend to the electronic world, the following actions are prohibited:

- using electronic devices (computers/smartphones) to harass or bully others, to steal or borrow intellectual work, to access or store inappropriate materials or to disrespect others by “multitasking” during class (emailing, chatting, doing homework, etc.);
- posting objectionable content online;
- playing games, chatting, social networking, and watching entertainment video (unless directly associated with a class);
- misusing or abusing Robinson technology resources;
- accessing or using other people’s accounts, computers or folders, or the borrowing of computers or computer accessories without expressed permission from the owner;
- using the work of others, even with their permission, without giving them full credit. Just as it is academically dishonest to ask others for their homework, it is also dishonest to cut and paste from the Web without full documentation;
- breaking copyright law by using unlicensed software or pirating audio or visual materials.

Parents/guardian(s) work in partnership with teachers and staff to help educate students to be ethical, responsible, and safe while using technology. Parents/guardian(s) are responsible for supervising electronic use of computers and smartphones. Infractions of Robinson School’s Responsible Use Policy will result in curtailed access to network and/or to computer lab facilities and referral to appropriate Division Head and Dean of Students for disciplinary action.

### Cell Phone and Electronic Device Usage Policy

Without clear expectations and consequences cell phone use can quickly become a distraction to the educational process and school time must be protected from unnecessary disruptions.

#### Elementary and Middle School

- Between arrival to school and dismissal, students must keep their cellular phones powered off and in their bookbags or lockers at all times, except as listed below. Cellular devices like smart watches will not be permitted during the school day and must be powered off and in their school bags at all times.
- The use of cellular phones by elementary students is not allowed during dismissal time in order to ensure a safe and efficient dismissal process for all students.
- Students may not use any cellular devices in the hallways, between classes or take their cellular devices to the restrooms. This includes accessories such as headphones, ear buds, or other electronics.
- Students may not take photos or videos of other students, teachers, or school staff at any time, or access any form of social media during the school day.
- Any student found not abiding by this policy will have their cellular device confiscated by the teacher or any school personnel and turned in to the Dean of Students office.
- **Once confiscated, cellular devices will only be returned after the conclusion of the school day.**
- Repeated violations by students may result in additional disciplinary actions as determined by the Dean of Students, such

as detention or the revocation of the privilege of bringing a cellular device on campus. If a student is unwilling to abide by these policies and turn the cellular device over to the Dean of Students, additional disciplinary actions may result, including up to suspension.

- Students may use cellular devices in class with the express permission of their teacher only. Any use at other times will be deemed unacceptable and result in confiscation of the device.
- Any student who needs to communicate with a parent or legal guardian may request to do so from their divisional office. Any phone calls or messaging during academic times, including during hallway passing, will be deemed unacceptable and result in confiscation of the device.
- Robinson School will not be held responsible for any personal devices while on school grounds.

#### Upper School

Cell phone use at Robinson School is a privilege and students must follow these expectations or face disciplinary action. Students may bring a cell phone on campus but the following rules apply between 7:45 and 3:10.

- As a privilege, Upper School Students may only use cellular devices during their lunch break and morning snack.
- Students may not use any cellular devices in the hallways, between classes or take their cellular devices to the restrooms. Student cellular devices should be powered off and put away as they enter their classrooms. This includes accessories such as headphones, ear buds, smart watches, or other electronics.
- Students may not take photos or videos of other students, teachers, or school staff at any time, or access any form of social media during the school day.
- Any student found not abiding by this policy will have their cellular device confiscated by the teacher or any school personnel and turned in to the Dean of Students office.
- **Cellular devices will only be returned after the conclusion of the school day.**
- Repeated violations by students may result in additional disciplinary actions as determined by the Dean of Students, such as detention or the revocation of the privilege of bringing a cellular device on campus. If a student is unwilling to abide by these policies and turn the cellular device over to the Dean of Students, additional disciplinary actions may result including up to suspension..
- Teachers may allow the use of cellular devices and/or electronic accessories in their classrooms at their discretion and in accordance with their classroom essential agreements. Any use at other times will be deemed unacceptable and result in confiscation of the device.
- Any student who needs to communicate with a parent or legal guardian may request to do so from their divisional office. Any phone calls, messaging, gaming or other usage (including use of headphones) during academic times, including during hallway passing, will be deemed unacceptable and result in confiscation of the device.
- Robinson School will not be held responsible for any personal devices while on school grounds.

Robinson School acknowledges the importance of communication between students and parents/guardian(s), particularly in emergency situations.

The school recommends that children should not receive emergency or upsetting information via text messages, email, or cell phone calls while in school.

Instead, parents/guardian(s) should contact the appropriate school office and the child will be contacted immediately for any updated information regarding appointments, pick up time, permission for after

school activities.

### **Use of Social Media**

Robinson School is committed to the quality of its education and the safety of its students, while preserving its outstanding reputation. Therefore, the standards for appropriate online communication at Robinson School must be high. While we respect the right of students and other members of the community to utilize the variety of social media options available, we must insist that the following standards be met by the students at all times.

First and foremost, students are encouraged to always exercise the utmost caution when participating in any form of social media or online communications, both within the Robinson School community and beyond.

Students who participate in online interactions must remember that their posts reflect on the entire Robinson School community and, as such, are subject to the same behavioral standards set forth in this Student Handbook.

Students are expected to abide by the following:

- To protect the privacy of Robinson School students and faculty, students/parents/guardian(s) may not, under any circumstances, create digital video recordings of Robinson School community members either on campus or at off-campus Robinson School events for online publication or distribution.
- Students/parents/guardian(s) may not use social media sites to publish disparaging or harassing remarks about Robinson School community members, athletic or academic contest rivals, etc.
- Students/parents/guardian(s) who choose to post editorial content to websites or other forms of online media must ensure that their submission does not reflect poorly upon the school.

Robinson School students are expected to report any violations of the personal device and responsible use policies to the appropriate Dean of Students and Division Head.

Failure to abide by this Policy, as with other policies at Robinson School may result in disciplinary action as determined by the Office of the Dean of Students, Division Head, and/or Head of School.

### **School Logo Use**

The use of the school's logos in digital or printed materials without previous authorization is strictly prohibited. Please contact your Division Head to request approval.

### **School Activity Photos Use**

Sharing photos, images, videos, or other media from official school activities with media outlets is strictly prohibited. The privacy of our students, faculty and staff is of utmost importance. Please refer all media-related inquiries to your Division Head office.

### **Disclaimer for Liability for Services of Third Parties**

The School may use video platforms, systems, technology and products supplied and/or operated by third parties ("Third-Party Services"). To the extent permitted by law, Robinson disclaims any and all liability, including any express or implied warranties, whether oral or written, for such Third-Party Services. The parent/guardian and student acknowledge that no representation has been made by Robinson as to the fitness of the Third-Party Services for the student's intended purpose.

Parents/guardian(s) and students further acknowledge that any username/password, meeting id/password, or meeting link used in connection with the Third-Party Service are for the student's personal use only. The student is responsible for maintaining the confidentiality of the password/user ID and meeting id/password or meeting link, and is responsible for all activities that occur under such password and

user ID. The student agrees to immediately notify Robinson of any unauthorized use or disclosure of these credentials.

### **Suspected Child/Minor Abuse Policy**

Child/minor refers to any Robinson School student. Robinson School must abide by law to report any suspicion of child/minor abuse. According to Law Num. 246 of 2011 – *Law for the Security, Wellbeing and Protection of Minors* - 'Abuse' means any intentional act or omission by the father, mother, or other person in charge of the minor of such a nature that it causes or puts a minor at risk of suffering damage or harm to his or her health or physical, mental, and/or emotional integrity, including sexual abuse.

### **Reporting Procedures**

It is the policy of Robinson School that every employee who, in the course of his/her professional or official duties, "has reasonable grounds to suspect that a child is, or may be suffering or may have suffered abuse (physical, emotional, sexual, neglect)" shall immediately report the suspicion and the information on which it is based in writing to the Psychologist, Dean of Students, and/or Division Head.

- The above-mentioned personnel will promptly inform the Head of School in writing and immediately conduct an investigation. Such investigation may include observations and interviews with the student in question, as well as all professionals and classmates related to the student. The results of such investigation will be reported in writing to the Head of School.
- The Head of School will review the document and discuss it with the Administrative team who submitted the information and/or any other employee participating in the process.
- Upon review, if the school deems it necessary it will report suspected child abuse to the appropriate government agencies.

The school does not assume any responsibility for its bona fide determination about the application in any case of this policy and its procedure. The affected party will accept all the procedures, recommendations as well as actions taken, if any, considered necessary to put them into execution and exonerates the School of all burden, responsibility or duty resulting from it.

### **Harassment Policy**

Robinson School seeks to be a community in which every individual is treated with sensitivity and respect. The School is committed to maintaining an environment free from all forms of harassment.

Examples of harassment which will not be tolerated in Robinson School are verbal or physical abuse, threats, derogatory remarks, jokes, innuendo, or taunts about any person's appearance, religious or political beliefs, color, place of origin, mental or physical disabilities, ancestry, marital status, family status, source of income or gender identity, sexual orientation or sex. Robinson School also will not tolerate the display of pornographic, racist or offensive signs or images, practical jokes that result in awkwardness or embarrassment, unwelcome invitations or requests, whether indirect or explicit.

### **Public Displays of Affection**

Inappropriate displays of affection are unacceptable while on campus and should be limited to holding hands. Failure to abide by this Policy, as with other policies at Robinson School, may result in disciplinary action.

### **Drug and Alcohol Policy**

The possession, use and/or distribution of any quantity of illegal drugs (including prescription drugs), controlled substances, drug paraphernalia or alcohol is not permissible on campus, in school vehicles or at offsite school-sponsored activities. Violators are subject to severe school discipline, up to and including dismissal. (See

## Disciplinary Policies and Procedures)

The School, when confronted with observations and/or evidence of alcohol, illegal drug, tobacco and/or related paraphernalia use by a student, will notify parents/guardian(s) and students may face disciplinary consequences as determined by the Dean of Students, Division Head and/or School Administration.

Realizing the seriousness of the problems of alcohol and drug abuse/misuse, the School will make every effort to assist students involved with the problem. Strict confidentiality will be maintained, and every effort will be made to enable students who are actively seeking help for themselves or others.

Robinson School reserves the right to search lockers, back packs and other personal items. We also reserve the right to use drug dogs, as needed, to keep our school safe and drug free. In addition, we reserve the right to require students to submit to drug testing performed by a school designated facility.

### Smoke Free Campus

Robinson is a smoke and vape free campus. We are dedicated to maintaining a safe and healthy academic environment, improving air quality and promoting the comfort of students, faculty, staff, and guests. As such, smoking or inhaling tobacco or other smoking products by any method, including but not limited to cigarettes, cigars, pipes, vaporizers, and e-cigarettes, is strictly prohibited on campus.

### Activities and Events

- All school events including but not limited to class days, ceremonies, field trips, retreats and community service will be organized, scheduled, and supervised by school personnel and must be approved by the Division Head.
- An Event Request form must be completed by any class, organization or club to obtain approval by the Division Head. The activity request must be submitted at least two weeks prior to the activity.
- Students leaving campus for any activities must have written parental/guardianship authorization.
- Students must travel to the activity and return on the transportation provided by the school, unless they have written parental/guardianship authorization on file in the Division Head office. (Athletic events will be coordinated through the Athletic Director.)
- Classes raise money for a variety of activities. Parental/guardianship support in terms of financial assistance and volunteer time will be required at all levels.
- The school takes no responsibility for nor ownership over funds raised for events not sponsored by the school.
- School Administration reserves the right to cancel or modify activities or events at any time.

### Student Clubs and Organizations

There are many opportunities for student involvement. Each club/organization has sponsors who oversee the program. Any questions or disputes should be directed to the sponsors. Note: NHS, SGA, and MUN must conform to national regulations and are subject to audits to determine the eligibility of the programs.

### Sports and Extracurricular Activities Agreement Statement of Purpose

Athletic and extracurricular activities at Robinson School aim to foster the creation and implementation of experiences for our students, Faculty, and staff, which have the potential to enrich their lives. Robinson School wishes to offer its students opportunities that develop their athletic and extracurricular interests in areas which

include and expand the academic subject matters while offering a safe, nurturing, structured and healthy environment. In compliance with Federal and State regulations for academic institutions, Robinson School is also tasked with the responsibility of keeping our students in an environment free from illegal drug, alcohol, tobacco, and/or related paraphernalia use or abuse; as well as remaining free from any bullying or abuse incidents of any kind.

For this reason, Robinson School implements measures that promote adequate student and Faculty or staff behavior in all forms of athletic and extracurricular activities. Robinson School recognizes that participation in athletics and/or extracurricular activities, which take place under the supervision of Robinson School, require a significant commitment on the part of the students/athletes and their parents or guardians, as well as on the part of coaches, staff, and faculty.

It is understood that by signing the Robinson School enrollment contract, our student's parents or guardians are already agreeing to any and all policies implemented by the school and for the benefit of our students. Therefore, this contract is considered a valid extension of the agreement incurred between Robinson School and the parents/guardian(s) at the time of enrollment.

### Definition of the Term "Extracurricular"

From hereafter in this document, the term "extracurricular" refers to, but is not limited to: athletics and sports teams; athletic and sports activities; school "field days"; school "fun days"; "Turkey Race"; school clubs that meet during or outside of school hours; school sponsored field trips; student organizations; teams of students involved in the practice of any academic or non-academic subject matter; and/or any other school-related interest group which includes or requires the active participation of one or more students and a sponsor/coach. Said activities require the previous knowledge, recognition, consent and authorization of the Head of School and/or their representatives before their implementation, and before being considered officially sanctioned by Robinson School.

### General Responsibilities and Liabilities

1. Participation in athletics and/or extracurricular activities is considered a privilege and not a right. As such, said participation is a privilege which Robinson School reserves the right to grant or remove at any given time the administration of the school considers necessary for the benefit of all parties involved.
2. In compliance with the Robinson School Student and Parent Handbook and the Robinson School Employee Handbook, excellent behavior and respect towards all parties involved in athletics/extracurricular activities is expected at all times.
3. At the beginning of the term in which each athletic/extracurricular activity takes place, the student/athlete will receive a schedule and expectations from their coach or activity supervisor detailing time commitments, game days, and any other explanation the coach or activity supervisor deems necessary.
4. In the case of sport activities, the presence, playing time and participation of the students in any activity will take place at the discretion of the Coach in charge of the team or activity, or by the Athletic Department or its appointed representatives.
5. Participation in any Robinson School extracurricular activity will be ultimately decided by the activity supervisor, following their established guidelines. Said guidelines may require the previous knowledge and consent of the administration of Robinson School.
6. The Robinson School Athletics Dept. currently participates in two athletics leagues: the LAMEPI league for elementary level (4th-5th-6th grade) and the PRHSAA for the upper school level. Robinson School chooses to comply with the requirements of said organizations concerning their rules and regulations.

### Behavioral Expectations and Consequences

7. Robinson expects that all participants in extracurricular activities

will comply with the Robinson Parent and Student Handbook and Code of Conduct at all times. Should a student's academic performance, behavior, attitude or requirements from the activity supervisor fall under the expectations of said team or activity supervisor, the student may be subjected to all disciplinary measures and consequences that apply to said circumstances as stated in the Robinson School Parent and Student Handbook. These may include, but are not limited to: detentions, suspensions, separation from the team or activity, etc. Each situation will be dealt with on an individual basis and judged depending on the merits of each individual case by the Administration of Robinson School. Failure to comply with this requirement may result in the termination of the participation of the student in the sports event or extracurricular activity. Further disciplinary consequences may apply, as considered necessary by Robinson School.

8. Adults responsible for the sports teams and extracurricular activities will abide by all expected rules and behaviors, as stated by the Robinson School Employee Handbook.
9. Robinson School reserves the privilege to use progress reports and/or report cards as a source of information which may lead to placing students under academic, behavioral, sports and/or activities contracts. Said contract should be signed and adhered to, by the student/athlete as well as their parents or guardians. Failure to comply with the terms of the contract may result in the separation of the student/athlete from the activity or team.
10. Communication and personal responsibility, exercised by Robinson School students/athletes at all times, are considered essential expectations for the proper execution of all school activities. It is understood that it is the responsibility of the student/athlete to clear with the coach or activity supervisor any absences from a game, practice, or activity commitment prior to the event. Failure to comply with this requirement may cause the Athletic Department or Division Head to impose penalties that may include but are not limited to: sitting the student/athlete during games, restricting said student's participation in events or activities, suspensions/separations from the team or activity for a part or all of the remaining season or extracurricular activity duration.
11. This conduct may also carry with it the consequence of not allowing the student to play or participate on any other sports teams, or participating in any other clubs, student groups, or extracurricular activities throughout the course of the school year.
12. Any probation, detentions, suspensions or other disciplinary/academic actions imposed by the school on a student/athlete will take precedence over any game, club, student activity or extracurricular event. Both in school and out of school suspension will result in loss of participation privileges in sporting competitions or extracurricular events, at the discretion of the Dean of Students, Athletic Director and/or Division Head.

#### **Expectations Related to Attendance**

13. It will be the responsibility of the student/athlete to provide a coach or supervisor between twelve and twenty-four hour notice prior to any excused absence from a game, extracurricular event, or club activity. Excused absences include those related to academic affairs such as (but not limited to) testing, make-up work, tutoring, homework supervision, etc., medical affairs, or family issues. These absences must be supported by the coach, activity supervisor, and/or school administration, and certified by a parent/guardian. Except in cases of emergency, advance notice must be given in writing for any excused absence. Unexcused absences may result in consequences such as those described in section 10 of this agreement.
14. It is understood by all parties that any student/athlete will not be eligible to play in a game or participate in an extracurricular event if he/she is not present at school by 10:00 am on a game/event day, unless explicitly and formally excused by the administration

of Robinson School.

15. Any student or athlete that abandons (quits) a Robinson School team/extracurricular activity without a reason deemed valid, in the eyes of the Coach or activity supervisor, may not be eligible to join another school team or extracurricular activity for duration of the remaining academic or sports season, and/or during the following sport season, semester, and/or extracurricular activity term. Situations related to family illnesses, or to the academic standing of the student such as (but not limited to) make-up work, tutoring, homework supervision, testing, etc. will also be considered an exception to these consequences.
16. Students and/or athletes who are absent to a regular school day due to illness or injury will not be allowed to participate in that day's athletic contest.
17. An injured student/athlete who is unable to participate in PE class will not be permitted to participate in a school game on the same day of said non-participation.
18. In the case of extracurricular activities, any student who is absent to school due to illness or injury will not be permitted to participate in that day's extracurricular activity or event.
19. If a student/athlete is undergoing an early dismissal from school due to a game, event or to an extracurricular activity, it is understood by all parties involved that it is the student's responsibility to contact the teacher(s) of each missed class regarding assessments or class work prior to the game/event day. Failure to do so may result in the student remaining in school, thus missing out on the activity.
20. Students/athletes are required to avoid interrupting teachers during class to request information, or work related to their absence.
21. Students/athletes are required to remain in class until their approved dismissal time for games or events.

#### **Condition of Props, Uniforms and Equipment**

22. Any and all sports team uniforms used by the students during the participation in sports events, and facilitated by the school's Athletic Department, will be returned to the Athletic Department within one week from the end of the season for the sport in question. The uniform should be clean, dry and in good condition.
23. Similarly, any costume or other item provided to a student participating in an extracurricular activity should be returned in good condition no later than one week after the conclusion of the activity.
24. Failure to comply with the requirements stipulated in items 22 and 23 may result in student/athlete having to cover the cost for the uniform. Should a student fail to provide payment as requested, the sports/activity coordinator reserves the right to notify school administration. Robinson School reserves the right to withhold the student's/athlete's report card or transcript until the balance is paid.

#### **Expected Behaviors for Parents and School Staff**

25. Parents/guardian(s) of our school's athletes and extracurricular activity members are expected to display the same professional and sportsmanlike behaviors that are required from students, school staff and participants in said team or extracurricular activities. Any parents, guardians, or other observers of athletic or extracurricular events should remain in designated activity areas only while on campus.
26. Any behavior by parents or spectators during any sports/extracurricular activity considered to be negative or harmful towards any participant of a team practice, league game, invitational tournament, sports and/or extracurricular activity staff may result in the separation of that parent / fan from our games at any time, without prior warning and at the discretion of the school representative of the Athletic Department or Faculty member in charge of the activity.

27. Should the behavior which caused the separation stated in item 26 of this agreement continue, this may result in the separation of the parent's/guardian's student/athlete from the Robinson School teams or extracurricular activity for a period of time to be determined by the administration of Robinson School, following the input from the academic / activity supervisor.

### **Expectations Related to Transportation**

28. For participation in any sports of extracurricular activity sanctioned by Robinson School, which requires ground travel, the students/athletes will use transportation provided by the school at all times. In the case of out-of-school invitational tournaments, all-star games, or any other activities not sponsored or supervised by Robinson School, the student's parents/guardian(s) will be responsible for supplying said student's/athlete's transportation unless otherwise stated explicitly by the coach, Athletic Director, supervisor, or a representative from the Robinson School administration.
29. Any student/athlete who wishes to use their own vehicle in order to attend an out-of-school game, practice, activity, or other event requires the authorization by their parent/guardian prior to the use of said vehicle. This authorization must be submitted and accompanied by a document which includes a signature in written form (text messages or emails that do not include a scanned document may not be considered valid). These must be approved by either the coach, Athletic Director, activity supervisor and/or a Robinson School administrator. Said transportation should occur only after the conclusion of the regular school day. It is clearly understood by all parties that Robinson School, its staff, administration or employees will not be held responsible for any incident which occurs as a result of the use of these means of transportation.

### **Expectations Related to use of Drug, Alcohol, Tobacco and Illegal Substances**

30. Robinson School complies with all federal and state regulations concerning prohibitions and consumption of drugs, alcohol, tobacco, and illegal substances at all times.
31. In the interest of keeping a safe and substance-free environment for all participants of the team/extracurricular activity, any student who wishes to participate in any sports or athletics related activities must submit a health certificate which stipulates their physical condition, as well as comply with all alcohol, tobacco, drug, narcotics and illegal substance guidelines as described in the Robinson Student and Parent Handbook. This measure can apply to students who participate in extracurricular activities, at the discretion of our school Administration.
32. Any student/athlete who - in the eyes of an Athletics or extracurricular activity supervisor and/or school administration - may be suspected of reasonable doubt concerning the involvement in use, consumption, abuse or distribution of any illegal substance including (but not limited to) drugs, alcohol, tobacco or narcotic products (including abuse of prescription medications), either in or out of school premises may be requested - at the discretion of Robinson School administration - to submit to an immediate test of said substances in their body by an independent laboratory of the school's choosing. The cost of said laboratory test will be incurred by the parents/guardians of the student/athlete involved. Failure to comply with said request for testing may result in the immediate suspension or separation from the team or extracurricular activity, as well as any other additional consequences as provided for in the Robinson Student and Parent Handbook and stipulated by the school administration.
33. For the duration of said suspicion or consumption, it is also understood that students will receive an automatic suspension from all school teams and/or extracurricular activities, practices, invitational tournaments, or other extracurricular events that occur

during their suspension. This suspension may be extended into the next sport season or extracurricular activity cycle.

34. In addition, the student will be subjected to all disciplinary measures for these incidents, as outlined in the Robinson School Student and Parent Handbook.
35. Any supervisors or Robinson School staff members involved in working with students during extracurricular or sports activities must also abide by the school policies concerning the consumption, abuse or distribution of any illegal substance including (but not limited to) drugs, alcohol, tobacco or narcotic products and/or related paraphernalia (including abuse of prescription medications).
36. In the case of situations related to sports activities, the coach will be the primary source responsible for informing the Athletic Director if any violation to the terms in this document has occurred, and in conjunction with the Athletic Department take the necessary measures needed. In the case of extracurricular activities, the extracurricular activity supervisor is the primary source responsible for informing the Division Head or school administration if any violation of this agreement occurs, and in conjunction with him/her and the administration reserves the right to take the necessary measures needed.
37. Only one agreement per year needs to be signed, regardless of the sports and/or extracurricular activities in which the student/athlete is participating. This agreement will pertain to any such activity in which a student is involved.

It is the intention of the Robinson administration, athletic department, and club/extracurricular activities supervisors to develop Robinson students/athletes as productive citizens for our society. Sports, extracurricular activities, clubs, and student organizations are great tools to accomplish this goal. With your assistance we will be successful in this endeavor.

Robinson School reserves the right to amend this agreement at any time without prior notice. The version of this document available on the school website will always be considered the valid version of this document.

### **Funds and Fees**

The following are examples of some additional expenses that may be incurred during the year:

- Field trips
- Student travel opportunities
- Elementary, Middle and/or Upper School retreats
- Materials for special projects
- Costumes for programs
- All occasion and special program T-shirts
- Participation in extracurricular activities
- Cafeteria fees
- Individual student and class fees

Policies governing funds and fees:

- Accounts and fees must be paid in full for students to participate in quarter and semester tests and receive report cards, transcripts and diplomas.
- Money collected for a class, club or organization is kept by the Business Office.
- Requisitions are made through the class or club/organization's treasurer and/or homeroom teacher and must include the signature of the division head.
- Homeroom teachers, club sponsors and corresponding treasurers are solely responsible for any transactions of accounts. A treasurer cannot transfer this responsibility to another individual without approval of administration.
- Fees will be determined by the class sponsors in conjunction with the Division Head.

## PARENT-SCHOOL RELATIONS

Robinson believes that a positive and constructive working relationship between the school and the student's parents (or guardian) is essential to the fulfillment of Robinson's Christian mission. Thus, Robinson reserves the right to discontinue enrollment or not to reenroll a student if the school reasonably concludes that the actions of a parent (or guardian) make such a positive and constructive relationship impossible or otherwise seriously interfere with the school's accomplishment of its educational mission.

### Adults on Campus

Anyone present on campus is expected to be a good role model for our students. Please remember to conduct yourself in a professional and courteous manner. In addition, consideration and discretion are expected when speaking to and/or about school personnel, other parents/guardian(s), students, and about the school in general. Parents/guardian(s) may be denied access to campus, or have their students disenrolled or denied re-enrollment in school if they are unable to abide by our parameters of acceptable interactions. The School reserves the right to determine the scope of acceptable interactions.

All campus visitors, including parents/guardians and/or other adults on campus are expected to abide by Robinson School protocols. In the event of an emergency on campus, Robinson faculty or staff will provide instructions which any adult/visitor on campus is expected to follow.

All guests on campus during school hours must register with reception and wear their visitor's pass in a visible way at all times while on campus. Visitor's pass must be returned to reception upon departure from campus.

### Chain of Communication

At Robinson School, we are well equipped to resolve any issues if the proper communication procedures are followed. Parents/Guardians, Students and Community Members are expected to monitor official school communication channels to remain updated on school information at all times. The following sequence outlines our chain of communication.

#### First:

In age appropriate ways, students should attempt to resolve the issue. We will not intervene until the student has attempted to resolve the issue. This process teaches students to communicate clearly, advocate for themselves and become responsible citizens in the community.

#### Second:

The teacher or person directly responsible for supervising the situation should be contacted. If the issue is curriculum related, please make an appointment to see the appropriate teacher or person.

#### Third:

If at this point there is no resolution, the appropriate Division Head should be contacted. If the situation involves a student in the Pathways program, the Director of the Pathways Program and appropriate Division Head should be contacted.

#### Fourth:

The Academic Dean and/or Head of School will become involved only if there has not been a satisfactory resolution to the situation after following the three previous steps.

### Questions and Doubts

Should any parent/guardian(s) have concerns about anything ranging from the educational program to extracurricular activities, please follow

the standard chain of communication. Although we understand that emotions may run high at times, it is never appropriate to raise one's voice to any member of our community. In addition, parents/guardian(s) should not directly accost other parents/guardian(s) or students regarding incidents that may have occurred on campus. Please notify the appropriate Division Head immediately for assistance.

Further, parents/guardian(s) arriving on campus with legal representation or threatening any member of the community will be escorted off campus and a follow-up appointment with the School's legal representation will be scheduled.

### Parental Custody Disputes

Recognizing that the courts may award custody to one parent, Robinson School will strictly enforce a court documented decision regarding custody. Letters from attorneys without copies of court orders will not be accepted as evidence of sole custody. If a parent contends that the order on file with the School has been modified or superseded, the parent must provide certified copies of any more recent relevant orders.

When a parent is enrolling their child, the School assumes that parent has the right to enroll the student unless notified otherwise. When the School has been advised that enrollment is an issue, it will look to the terms of any certified custody orders provided by the parents. A parent who has been granted sole or exclusive legal custody has authority to make decisions alone. When a court has ordered shared legal custody the parents are expected to be able to communicate and cooperate to make decisions together in the best interests of the child. **The School will not mediate these disputes.**

The School will also assume that there are no restrictions regarding a parent's right to be kept informed of his/her student's school progress and to participate in school activities. A parent will only be prevented from participating in his/her student's education if a signed court order specifically restricts the parent's access to the student. If restrictions are in place, the parent with legal custody must submit a signed copy of the court order describing the rights restricted.

Additionally, unless there is a legal document that specifies otherwise, parents have the right to:

- View the student's educational records;
- Receive school progress reports;
- Participate in parent and teacher conferences together or separately; and
- Access the student during school hours

### Confidentiality of Information

From time-to-time students / parents/guardian(s) may be involved in incidents on campus and others want to know the disciplinary action that has been taken to resolve a given situation. *Please know that information about the status of another student is considered confidential and the School will not share that information.*

### Academic Conferences

Robinson School advocates a policy of strong school – home communications. To that end, we schedule Parent Teacher Student Conferences throughout the year. During these special conference times, participants share information about student performance. **Students are expected to attend and actively participate in conferences beginning in Sixth Grade.** Prior to conferences, parents/guardian(s) sign the appointment sheet posted by each teacher. All conferences must adhere to the designated time and should be conducted in an atmosphere of professionalism and respect for all involved. Should more than the allotted time be needed, parents/guardian(s) are asked to work with the Administrative

Assistant of the appropriate Division Head's office to schedule a mutually convenient time for the conference.

### **Access to Campus**

While Robinson School maintains an open campus for our community, access to campus is a privilege and not a right. We reserve the right to limit access to our campus for any reason. This includes but is not limited to students who have been with- drawn or separated from the community, parents/guardian(s), students or guests who do not possess the interpersonal attributes, level of respect and appropriate decorum expected on our campus. After the conclusion of the school day, all students and/or minors must be under the direct supervision of a teacher, coach or parent/guardian.

Our security personnel are to be respected and their instructions followed. When necessary, we will regret having to engage law enforcement support should any person on our campus not adhere to our instructions and expectations.

### **Visitors on Campus**

All visitors during the school day, including parents/guardian(s), must re- port to the guard at the front gate. The guard will direct you to the receptionist office where you must sign in and obtain a visitor's ID pass. No visitor will be allowed on campus without the appropriate sign in and pass. Visitors should then immediately report to the appropriate division office. If you wish to meet with any of our administrators, staff and/or faculty members, please arrange an appointment in advance unless it is an extreme emergency. Do not interrupt classes and/or meetings.

Visiting students may make one-day visits with permission of the Division Head. Requests must be made at least 48 hours in advance.

Guests must identify a current enrolled student who will be responsible for him or her during school. Visitors must wear id badges at all times and follow school dress code and policies. Please note that at certain times of the school year we are not able to accommodate student guests.

All campus visitors, including parents/guardians and/or other adults on campus are expected to abide by Robinson School protocols. In the event of an emergency on campus, Robinson faculty or staff will provide instructions which any adult/visitor on campus is expected to follow.

### **Traffic Patterns**

Traffic in the Condado area is very heavy, especially during drop off and pick up times. Parents/guardian(s) should use the designated drop off areas. If parents/guardian(s) need access to campus before 9:00 am, please seek parking outside the campus area.

### **Security Officials**

The security team on campus is comprised of Robinson School employees and contractors. We value their commitment to the educational program and to your children. Please treat them with the respect and consideration of any professional on campus. Parents/guardian(s) are to promptly and respectfully comply with the directives of the school security officials. Failure to do so may result in the loss of the privilege of visiting and / or driving a vehicle onto school campus.

### **Dropping Off Materials**

As a school we work to help our students to develop age appropriate organizational skills and independence. By the time they reach middle school we discourage parents/guardian(s) from dropping off forgotten materials or assignments after 8:00 am. Parents/guardian(s) desiring to deliver items, messages and / or materials to their children must first report to school security. Once

logged in with security, parents/guardian(s) will then proceed to the school's receptionist. Parents/guardian(s) may not enter a classroom at any time during the school day without appropriate authorization from the Administration.

### **Class Parties and Private Events**

Parties for any occasion must have prior approval of the Division Head and should have limited impact on the educational program.

### **Lunchtime**

Students have a designated lunchtime and they will eat lunch with their class. Parents/guardian(s) may purchase meal plans directly from the food service vendor during the first week of school. Students may bring food from home. Students may not have food from outside businesses delivered to school. Pizza parties and the like are not permitted in the cafeteria during lunchtime. Special arrangements should be made through the appropriate Division Head office for any special events.

### **Working with the Business Office**

The Business Office staff is available from 7:00 am until 4:00 pm. We are happy to help you make tuition payments, obtain past financial records or inquire about the status of your ac- count. Should your account be in arrears, the Business Office will contact you directly and your son/daughter may be kept from entering class until the account is brought up to date.

### **Textbook Policy**

Textbooks and accompanying student materials do not dictate the Robinson curriculum and rather are a supplemental resource forming part of the teaching and learning process. As such, textbooks and materials may not be used in their entirety during the school year. Contrary to popular belief, there is no law or regulation in Puerto Rico requiring schools to keep books for a minimum of five years. It is our intent to remain current with the best materials available for our students. Therefore, we reserve the right to adjust our textbook selections to meet the individual needs of our grades, classes and students. In the past we have updated our textbooks about every five to six years, but occasionally we do find it necessary to make selective changes. Parents/guardian(s) will be notified of these changes as early as possible, and we will do everything in our power to maintain the current textbooks over a reasonable period of time. Please note that consumable books may vary from year to year as their availability is much more limited.

### **Policy on Textbooks from DACO**

Robinson School adheres to the rules and regulations as set forth by DACO regarding the designation and updating of textbooks. These policies may be found in both libraries.

### **After-School Day Care Program – “Cuido”**

Robinson provides parents/guardian(s) with after school care for children.

Our program offers a dependable, caring environment and diverse positive outlets for children's abundant energy. We call this program “Cuido” because we provide safe, fun care for our young students. During “Cuido”, children are able to choose their activity based on their own interests. We also reinforce the same social skills and behavior management principles used during the school day.

This program is for students in PPK-K from 2:35 pm to 6:00 pm and from 1st to 6th grade from 3:25 pm to 5:30 pm. Parents/guardian(s) interested in the program are required to enroll their students at the Business Office.

*Please note: All unsupervised PPK to 6th grade students on campus after 3:25 pm will be taken to the After School Day Care Program*

*(Cuido) and parents/guardian(s) will be charged the appropriate fee.*

Students must be picked up promptly after their last activity on campus. Elementary students may not, at any time, be unsupervised on campus. They must remain with their tutors, in "Cuido" or in the activity in which they participated until they are picked up by a parent/guardian. Should an elementary student question where he or she is to be, we will send him/her to "Cuido" for supervision and the parent/guardian will be assessed the daily fee for that service. To avoid upset children and additional charges, it is critical that parents/guardian(s) arrive to school at the correct time.

Middle and Upper School students must be in a supervised activity while on campus after school. Remaining students will be checked into the Library supervised study, and *parents/guardian(s) will be charged the appropriate fee* by the Business Office.

Middle and Upper School students may not leave campus and return later for tutoring or parent/guardian pick up. Parents/guardian(s) need to have an afterschool plan for their child.

### **Beyond the Bell**

Robinson School provides a program after the academic day. Specific information about the program can be obtained from the Elementary School office.

### **Weather Emergencies/School Closings**

Please follow the indicated procedures for important communications affecting school closings or other extraordinary situations:

- Monitor the Robinson School App
- Access School's **Facebook** page, **Twitter** and/or our **Website**: [www.robinsonschool.org](http://www.robinsonschool.org). Check "Scrolling" Message at top of website.
- **Radio**: WKAQ-AM 580; Magic 97.3 FM
- **TV**: Telemundo (WKAQ-Ch. 2), Noticentro (WAPA- Ch. 4)
- **Call Administrative Offices** at: (787) 999-4604 for information.

### **Interpretation: Severability**

These regulations are, and shall be interpreted as, subject to applicable law and regulation. If any portion of them are held to be invalid or unenforceable, the invalid or un- enforceable portion shall be construed in accordance with the applicable law as closely as possible to reflect the original intentions of the portions set forth herein, and the remainder of these regulations shall remain in full force and effect.

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## **Appendix 1: Additional Honors and Recognitions**

Robinson School recognizes the hard work and successes of our students throughout the course of each school year. Students may earn the following honors and recognitions:

### **Academic Awards**

Each Division may award Academic Awards in each subject area at the discretion of the Division Head. This award may be announced during awards assemblies or graduation ceremonies. Twelfth grade students are eligible for a special series of awards, as described in the student handbook. Academic Awards are presented at the discretion of the Division Head.

### **Robinson Scholars' List**

Robinson students in grades 3-12 may earn recognition as part of the Robinson Scholars' List at the conclusion of each semester (twice yearly). Students who earn a GPA of 94.5% or higher at the end of each semester are recognized as Gold Scholars. Students who earn a GPA of 89.5%-94.4% at the end of each semester are recognized as Silver Scholars. To be eligible to earn this recognition, students must have satisfactorily completed all expectations and deadlines for their classes throughout the semester and must be in good academic and conduct standing.

### **6th Grade Graduating Class Academic Awards**

Faculty may award Academic Awards in each core subject area, at the discretion of the Division Head, to a maximum of one student per core subject area and academic program. These awards are announced during the 6th grade graduation ceremony. Students that are candidates for these awards demonstrate outstanding academic excellence, obtaining a year grade of 90% or higher, and demonstrating other characteristics that exemplify the Robinson School mission. The awardees are evaluated using a performance rubric.

### **IB Learner Profile Certificates**

These recognitions are awarded to Middle and Upper School students by their teachers who exemplify consistently the attributes of the IB Learner Profile during the course of the school year.

### **Hawk Awards**

These recognitions are awarded to Elementary students by their teachers who take action and exemplify consistently the attributes of the IB Learning profile during the course of the school year.

### **Athlete of the Month**

Robinson student-athletes earn recognition for their performance, commitments, and contributions to Robinson athletics, as determined by their coaches. This recognition will be awarded to a student from each Division on a schedule established by the School each year. (Please note – short school months may be combined within on award).

### **Visual Artist of the Month**

Robinson visual artists earn recognition for their performance, commitments, and contributions to the Robinson Visual Arts program, as determined by their art teachers. This recognition will be awarded to a student from each Division on a schedule established by the School each year (Please note – short school months may be combined within one award).

### **Performing Artist of the Month**

Robinson performing artists earn recognition for their performance, commitments, and contributions to the Robinson Performing Arts program, as determined by their performing art teachers. This recognition will be awarded to a student from each Division on a

schedule established by the School each year. (Please note – short school months may be combined within one award).

### **Service Learner of the Month**

Robinson service learners earn recognition for contributions to their community and world through their participation in the Robinson service-learning program, as determined by the school Chaplain and spiritual life teachers. This recognition will be awarded to a student from each Division on a schedule established by the School each year. (Please note – short school months may be combined within on award).

### **Hawk Spirit of the Month**

Robinson students earn recognition for their commitment, contributions, and support for Robinson School Spirit and their School Community. Students are nominated by faculty and staff, to be considered by the Division Head. This recognition will be awarded to a student from each Division on a schedule established by the School each year. (Please note – short school months may be combined within one award).

The School reserves the right to modify these awards and recognitions at any time.

## **Appendix 2: Tardiness**

Offense	Frequency	
Tardiness - this refers to being late in coming to school at the start of the school day and to instances of being late to lessons within the school day.	The first three (3) unexcused incidents of tardiness in a short period of time such as an academic quarter.	Written warning to students and notify parents.  Registrar sends notice of concern to parents, copy dean of students.  (in addition to classroom consequences set by teacher, if applicable)
	4th unexcused tardy	Written referral, parent contact - lunch detention
	5th unexcused tardy	Written referral, parent contact - after school detention/reflection
	6th unexcused tardy	Parents and students are called to a meeting with the Division Head or DOS for intervention.
Excessive tardies will result in a School/Parent Attendance Mediation conference.	7 or more unexcused tardies	Referral, parent contact  At the discretion of the school, decision might include one or more of the following: <ul style="list-style-type: none"> <li>• Community hours at the school or beyond.</li> <li>• Detention during school break or after school hours.</li> <li>• disciplinary probation</li> <li>• Make-up class hours/contact time during Summer School.</li> </ul>