

THE ROBINSON SCHOOL



"RISING FROM THE ASHES"

Student Handbook



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Greetings Parents and Student Athlete,

I would like to take this time to welcome you to The Robinson School family. We at The Robinson School expect to have a wonderful season filled with hard work, and every player becoming academically qualified and accepting an athletic scholarship to a university or college. While our Staff is anxiously waiting to impart their wisdom and knowledge, we hope that your minds are prepared to accept the instruction that will be given. The following pages include the guidelines to being a student with The Robinson School. Please take the time to read its contents and understand its value. If you have any questions, suggestions, or concerns, please do not hesitate to contact me for further information.

Looking forward to the upcoming year.

Sincerely Yours,

Vincent Robinson
Founder/Head Coach/Athletic Director

Mission Statement

The Robinson School is a dedicated to increasing opportunities for high school & post-graduate athletes to be recruited to play collegiately. Our players have the unique opportunity to develop and mature while getting physically and mentally stronger. They gain the experience of playing basketball at its highest level before college. They will be competing nationally against junior college basketball programs and top post-graduate teams in the country. They gain national exposure through events which attract various college basketball recruiters from across the country. Our players have the advantage of being recruited over other athletes as our players have gained experience playing basketball at its highest level before becoming a college basketball player.

Admission

Students are accepted as Post Graduates into The Robinson School for the current Academic School Year. Unless the Director is notified in writing by the student or guardian, he/she will be automatically registered for the following Academic Semester / Year.

Tuition and Fees

- Upon enrollment, each student / guardian agrees to pay the proper tuition.
- All students are required to pay a 30% Deposit due June 1st
 - *No student will be admitted into any ACT Prep Courses or practice until the above deposit is paid.
- All Payments are due by the 5th of the Month. Any late payments will incur a \$50 Late Fee.
 - *No students will be admitted into any ACT Prep Courses or practices unless their payment has been received by the Due Date or other payment arrangements have been made.

Payment Options (After Initial Deposit)

Annual:	One Time Payment for full tuition (1 Payment)
Monthly:	One Payment Each Month
	Option 1: (10 equal payments beginning May 2013 - Feb. 2014)
	Option 2: (30% down June 1st, then 7 equal payments July 2013 - Jan. 2014)
Bi-Weekly:	One Payment Every Other Week

*Payments may be made by Cash, Check, Money Order, Credit / Debit Cards

*Students may enroll into an Automatic Electronic Payment Feature via PayPal, Electronic Debit. Please contact the Director for more details.

Refund Guidelines

No refunds will be given if a student is dismissed from school. Refunds may be considered if the student leaves due to medical or family obligations. Each instance will be reviewed by the Director on a case-by-case basis.

Student Schedule

- Monday – Friday Extra Shooting, Core Training, Weights 8:00am – 10:00am
 - Monday – Friday Practice: 10:00 am – 1:00 pm
 - Monday – Friday Lunch: 1:00pm – 2:00pm
 - Monday – Friday Strength and Conditioning/Boxing Cardio: 2:00pm – 3:30pm
 - Monday – Thursday ACT Prep: 3:30 pm – 5:30 pm
- *Above Items are held at the Chris Gatling Center – 285 Union Avenue Irvington, NJ 07111

Attendance

- Attendance is Mandatory for both Practice and Act Prep.
- Any student who misses 3 ACT Prep Courses will be suspended for 1 game.

Examinations

- All students will receive a Bi-Weekly ACT Prep Test.

Cheating / Plagiarism

- The Robinson School requires that students are honest and honorable in all their academic efforts. Classroom consequences for academic cheating or plagiarism will be at the discretion of the Instructor. Chronic or severe problems may be referred to the director for additional action, possible dismissal.

Progress Reports

- Each student will receive a Bi-Weekly Progress Report
- Progress Reports will include
- ✓ Attendance
 - ✓ ACT Prep Progress
 - ✓ Behavioral / Discipline Information
 - ✓ Athletic Progress

Dismissal Policy / Expulsion

The Robinson School reserves the right to take action on any student whose behavior, educational progress or financial obligations are unsatisfactory to the administration, as well as for severe or repeated violations of the Student Code of Conduct.

Collegiate Signing Policy

Here at The Robinson School, we encourage the students to take advantage of college opportunities. If a college signing opportunity arises during enrollment with The Robinson School, we will be glad to release the student athlete from any remaining tuition that is due, as long as the payments are up to date and the student has no outstanding financial obligation.

Medical Insurance

Each student must submit a copy of their current Insurance Card to the Administration Office prior to the start of school. Each student is also required to inform the Director of any changes / updates.

School ID

Each Student will receive a School Photo ID, which must be worn everyday and to gain entrance into The Robinson School facilities. Replacement Fee is \$5.

Travel

- Each student Athlete will be responsible to have a minimum of \$20 per day to cover daily expenses (i.e. Lunch, Dinner, etc.)
- Student Athletes are not permitted to take any items from the Hotels, such as Pillows, Sheets, Towels, Radios, Wash Cloths, Iron, Ironing Boards, TVs, and any other items not owned by the individual.
- Should any hotel items be taken or removed, parents and student athletes will be billed the cost for replacement.

Games, Tournaments, and Showcases

No student-athletes can participate in any tournaments, leagues, all-star games or showcases once The Robinson School starts practice on September. Any player who participates in one of the above-mentioned games will be suspended for 2 games. We need you to be fully committed to The Robinson School and getting the maximum exposure for a college scholarship. After the season student-athletes can participate in as many of those games as they like.

Pledges / Sponsorship / Fundraising

It is the responsibility of the parent and/or student athlete to collect any donations received from any third parties. Once received, the funds must be given to The Robinson School, to be applied towards Tuition.

Student Code of Conduct

Standards of Behavior

These are the behavior expectations for The Robinson School Attendees:

- Punctually attending all Learning & Training Sessions
- Following the instructions of Faculty and Staff
- Being truthful with Parents, Instructors and Staff
- Respecting the opinions and heritage of others
- Striving for academic & athletic excellence
- Resolving conflicts without violence or threats
- Avoiding tobacco products, alcohol, and illegal drugs
- Following athletic team rules and displaying good sportsmanship
- Respecting the property of others
- Alerting school staff if students are a threat to themselves
- Keeping the facilities in a clean and attractive condition
- Volunteering service to the school and the community
- Being ethical in all academic activities
- Obeying all driving, parking and bus rules

Behaviors Subject to Disciplinary Action

The Robinson School has authority and control over all attendees during the regularly scheduled day, at any activity, regardless of time or location and while being transported. Good discipline is aimed at developing self-discipline rather than maintaining control over attendees and is a process involving effective communication and cooperation between staff, parents, and attendees.

Rules, procedures, and consequences are published in the handbook so that expectations are clear, and to promote due process, consistency, and fairness.

Behavior that interferes with the learning of others or affects the general safety or welfare will not be tolerated. Anyone who violates the established standards or procedures will be subject to disciplinary action including loss of privileges, suspension, expulsion or referral to law enforcement officials.

Attendees may also be held accountable for off-campus behavior violations if their actions are likely to cause disruption of work or substantial disorder to the The Robinson School.

Weapons and Firearms

1. No person, with the exception of law enforcement officers, shall have possession of a loaded or unloaded firearm, dangerous weapon, or replica of a dangerous weapon, nor transfer possession of such a weapon to another person.

2. A dangerous weapon is defined as any weapon, device, instrument, material or substance, animate or inanimate, which under the circumstances in which it is used, attempted to be used or threatened to be used is readily capable of causing death or physical injury.

3. Weapons include but are not limited to firearms, knives, metal knuckles, straight razors, explosives, noxious and irritating or poisoning gases, poisons, drugs, or other items fashioned with the intent to use, sell, harm, threaten or harass students, staff members, parents, or patrons.
4. Any Robinson School Attendee who has possession of a loaded or unloaded firearm or transfers possession to another is in violation of these policies and will be subject to discipline including dismissal.
5. Any student who has possession of any dangerous weapon or a replica of a dangerous weapon will be subject to discipline, including dismissal.

Substance Abuse

The Robinson School recognizes that substance abuse and the problems associated with it are becoming increasingly commonplace in our society. We also recognize that in many instances a young adult's involvement with alcohol or other drugs can lead to the diseases of alcoholism and other chemical addictions. It is our belief that prevention, early intervention, and appropriate referral are necessary to provide young adults the opportunity to succeed in the life.

-Policy

All Robinson School Attendees shall not knowingly possess, use, transmit, traffic in, be in the environment of, or be under the influence of such unlawful substances as amphetamines, barbiturates, marijuana, narcotics, hallucinogenic drugs, unauthorized medications, alcohol, or intoxicants of any kind on or near the school grounds, or off the school grounds while attending a school activity, function or event.

If someone violates this rule, the Robinson School will notify the parents. If there has been a violation of the law, the appropriate law enforcement agencies may be notified and the person may be dismissed from the Robinson School.

-Use or Possession

Robinson School Attendees shall not knowingly possess, use, transmit, be in the environment of, or be under the influence of alcohol, unlawful drugs, or unauthorized medications or have any drug paraphernalia** of any kind on the facility grounds or at any school-sponsored function or within 1,000 feet of school facilities.

-Sale and Distribution of Controlled Substances

Robinson School Attendees are prohibited from selling or sharing alcohol or unlawful substances (including look-a-like drugs and unauthorized medications) with other attendees or persons on or near school facilities or at school-sponsored activity.

-First Offense is the Only Offense

The Robinson School Attendee faces disciplinary action which may include referral to law enforcement and may include suspension from activities, or dismissal. Upon any suspension, the parents or guardians will be notified the same day and requested to attend a conference.

Tobacco Possession or Use

Use of tobacco products is prohibited in / on all school facilities & property. The prohibition includes implements used for smoking, such as lighters and pipes. This applies to attendees, staff, patrons and visitors.

-Consequences

Robinson School regards tobacco use as a medical problem that can severely affect learning, behavior, and athletic performance, and young people stand the greatest danger of becoming addicted.

In compliance with this rule and a concern for the well-being of all attendees, the Robinson School will enforce the following for attendees who possess or use tobacco:

First Offense

1. Notice to parents
2. Tobacco products confiscated

Second Offense

1. Notice to parents
2. Tobacco products confiscated
3. Conference concerning possible dismissal

Third Offense

1. Dismissal

Harassment / Bullying / Hazing / Sexual Harassment

Bullying, hazing, physical or verbal intimidation, threats, menacing behavior or harassment of any kind by attendees, staff, or others will not be tolerated and is strictly prohibited at The Robinson School.

Harassment / bullying includes but is not limited to any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, oral, written, or physical nature on the basis of age, sex, race, religion, national origin, disability, marital status, sexual orientation, physical characteristic, cultural background, socioeconomic status, or geographic location.

Sexual harassment includes but is not limited to any act which subjects an individual or group to unwanted sexual advances, requests for sexual favors, or any other nonverbal, oral, written, or physical behavior of a sexual nature.

Intimidation / threats include but is not limited to any threat or act intended to tamper, damage, or interfere with another's property, cause substantial inconvenience, subject another to offensive physical contact, or inflict serious injury on the basis of age, sex, race, religion, national origin, disability, marital status, sexual orientation, physical characteristic, cultural background, socioeconomic status, or geographic location.

Menacing includes but is not limited to any act which does or is intended to place a Robinson School Administrator or Instructor, attendee, or third party in fear of imminent serious physical injury.

-Harassment Complaints

All complaints regarding harassment of any kind, hazing, intimidation, threats or menacing by staff, attendees or third parties shall be reported to the director who will promptly investigate the complaint and issue a reply within five days of receiving the complaint. If the reply is not acceptable to the complainant, he/she may file a formal complaint. All complaints will be handled confidentially.

-Formal Written Complaints:

When a formal complaint is filed, a conference will be held with the complainant within five days of receiving the complaint. Parents will be notified of the nature of any complaint involving their student. The parties will have an opportunity to submit evidence and a list of witnesses. The official conducting the investigation shall notify the parties as appropriate in writing when the investigation is concluded and a decision is determined.

Training Rules

Any athlete who participates in sports shall totally abstain from:

- a. The use or possession of any type of tobacco, chewing or smoking.
- b. The use or possession of alcohol.
- c. The use, possession or selling of any illegal drugs or paraphernalia.

The prohibition on tobacco, alcohol, and illegal drugs applies to all athletes, on and off the facility grounds, throughout the entire calendar year.

All other training rules such as those involving misconduct on the fields, courts, or in the dressing rooms, use of profane language, missing practice, or other types of behavior involving conduct during the season, will be set and enforced by the coach in charge of that team.

Reporting Violations

The use or possession of drugs, tobacco or alcoholic beverages by any Robinson School athlete must be reported to the director who will initiate appropriate action.

Determination of Violations

The determination of whether a prohibited substance violation has occurred will be made by the director.

Consequences for Violations

Consequences for substance violations will be determined by the Robinson School Director as set for in the Code of Conduct. Which may include one or more of the additional disciplinary actions listed below:

- Non-participation in a determined number of games.
- Non-participation in practices for a determined period of time.
- Formal apology to the team.
- Prohibition from attending the Robinson School functions or events.
- Dismissal from the team.

Transportation of Team Members to Off-Campus Activities

Robinson School attendees formally participating in off-site events must be transported to and from the activity in authorized vehicles. These include team buses, charter buses, vans, and vehicles driven by staff members or members of the coaching staff.

With the approval of the athletic director and the coach, exceptions may be made at the request of the attendee's parents. *In all cases, the driver must be at least 21 years of age and have the expressed consent of the attendee's guardian and athletic director.*

These requirements apply to transportation to and from all events. All drivers are required to complete a liability waiver form and to provide proof of insurance.



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