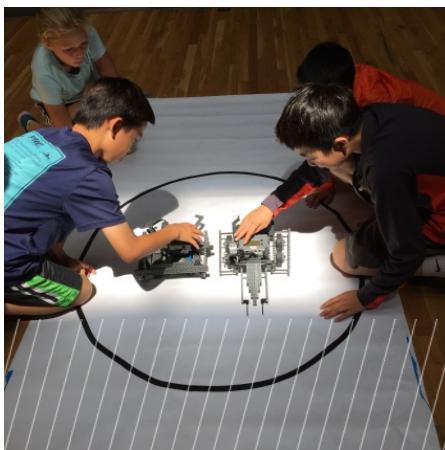


SUMMER PROGRAMS 2018

FAMILY HANDBOOK



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If you need to contact the Robinson Center, please email rcsummer@uw.edu, or call (206) 543-4160.

Emergency Phone Numbers

General Emergency: 911
Robinson Center: (206) 543-4160
Hall Health: (206) 685-1011
University Hospital Emergency: (206) 598-4000

Location of the Robinson Center

Guggenheim Annex (on upper campus, between the HUB and the Drumheller Fountain)

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WELCOME!

The Robinson Center's summer programs represent the mission of the Center through a commitment to excellent teaching, engaged learning, and a community of scholars. This handbook includes all the information that you will need for a successful summer session.

OUR MISSION

Mission and Purpose

The Robinson Center attracts the most advanced young scholars in the State of Washington to pursue their undergraduate degree at the University of Washington. Without the early admittance programs at the Robinson Center these young people would most likely select and attend other prestigious universities throughout the nation.

The mission of the Robinson Center (RC) is three-pronged: service, research, and teaching. The RC is a leader in the nation for developing programs that serve highly capable young pre-college and college students by providing them a unique and accelerated learning environment. It provides outreach for the University through its Saturday Enrichment and Summer Challenge and Stretch programs that offer classes for highly capable K – 11th grade students throughout the Puget Sound area. In addition, the RC offers a new online curricular program to provide access to accelerated opportunities for students that live outside the Western Washington area. The Robinson Center provides a site for research and discovery of best practice in supporting highly capable young students and maintains the UW's position as an internationally renowned center of gifted education.

OVERVIEW OF PROGRAMS AT THE ROBINSON CENTER

Program	Description
Transition School (TS)	Accelerated learning experience offered to qualifying students ages 13-14, preparing for entrance into the University of Washington.
Early Entrance Program (EEP)	Following the TS year, students become fully matriculated, full-time UW students, responsible for their own progress, but still supported by staff and advisors at the RC.
UW Academy	An early university entrance program for academically advanced and highly motivated high school students. Students are transitioned from high school after their sophomore year to the UW with the Bridge Program.
Summer Programs	Fast-paced and academically challenging summer courses are provided to qualifying students in the 5 th -11 th grade.
Saturday Enrichment Classes	These enrichment classes are offered as outreach to the community with no criteria for admittance. They are aimed at promoting positive experiences exploring topics such as math, science, writing, and philosophy.
Parent Programming	Parents of our Robinson Center community come together for lively discussions on a variety of topics surrounding their child's journey through adolescence and the college environment.

Professional Development	Series of workshops are offered for educators, administrators, and parents looking for more resources in gifted education.
RC Online	A new accelerated learning opportunity designed by the TS faculty, bringing an advanced college-prep curriculum to an online platform for all interested high school students.
Administration	<ul style="list-style-type: none"> • Provide leadership in the field of gifted education and promote the center as a resource through scholarly forums and community activities; • Direct highly capable youth to appropriate educational placement and programs; • Provide outreach to K-12 and post-secondary educators, and the larger community to promote a better understanding of the psychological, educational, sociological, and pedagogical issues underlying the development of talents; • Recruit advanced young scholars in Washington State to the University of Washington through the Transition School/Early Entrance Program and the UW Academy for Young Scholars; • Promote students' academic success through mentoring, advising, and support services during their pre-college and undergraduate year; • Conduct longitudinal follow-up studies to monitor and refine program activities.

GOALS OF THE SUMMER PROGRAM

Our summer programs consistently provide students with challenging curricula and instructors that push them to think in-depth about specific content areas. We provide experiences with accelerated school curricula and enrichment programs outside the standard K-12 curriculum. Throughout the Stretch and Challenge programs, students work collaboratively with peers on the renowned University of Washington campus.

In our summer programs, students have the opportunity to move quickly and deeply into material that matches their interests, and opens new avenues to pursue. During their time here, students gain mastery of new material, confidence in tackling challenges, and build peer relationships.

THE INSTRUCTIONAL TEAM

The teachers in the Summer Stretch and Challenge programs have been selected for their content-area expertise. Many of them have advanced degrees and they all are passionate about their subject area. We also have many instructors who teach in school classroom contexts. Our instructors love working with students and having the opportunity to teach and think through the concepts offered in our summer classes.

Our instructors are supported by teaching assistants. Most are undergraduate students pursuing degrees in related content areas, high school students who have been hand-picked by the instructors, or Robinson Center students with high levels of interest in the course topics.

TAX ID NUMBER

If you plan to itemize childcare expenses on your federal income taxes, use the UW's tax ID number, 916001537, in regard to tuition costs for your student's summer course.

PARTNERING WITH PARENTS AND GUARDIANS

Here at the Robinson Center, we value families as meaningful partners in children's education. We communicate regularly with parents and guardians about their children's educational progress, and we welcome input from families to create an optimally positive learning experience for their children.

Before the program begins, you will be required to complete the following three online forms:
Acknowledgement of Risk and Consent for Treatment; Personal Release; and Arrival and Departure Plans.

SPECIAL NEEDS OR ACCOMMODATIONS

If your child has a medical condition of any kind, that should be listed on the Acknowledgement of Risk form, but please feel free to speak with your instructor about any concerns you may have. If your child has learning disabilities or other conditions that might have an impact on your child's learning experience with us, please be sure to let the teacher and Director of Summer Programs know at the start of the session. If we understand this from the start, we will be better able to help your child have a positive learning experience. We welcome the opportunity to work with families to create the best learning environment for all students.

SYLLABUS

You will receive a syllabus for your child's class in electronic form prior to the first day of class, and a paper copy on the first day. The syllabus details include the learning goals of the class, what students will do to meet these goals, materials used, a schedule of activities (including field trips, if any), and instructor contact information.

COMMUNICATION AND PROGRESS REPORTS

At the heart of quality programs is clear communication between instructors and families. All instructors will email families weekly progress reports on Tuesdays. Progress reports summarize the week's activities and detail your child's progress toward learning goals. These reports are a great way to start a conversation with your child about what they are doing each week during their Summer Stretch or Challenge experience. Possible ways to begin a discussion include, "Tell me what you learned about ..." or, "What interested you most about..." Progress reports are also a means of facilitating a dialogue between your family and your child's instructors. If you have questions or comments you'd like to contribute about your child's learning, please contact the instructor via the email listed on the syllabus.

FINAL TRANSCRIPTS (STRETCH COURSES ONLY)

At the end of the session, **Stretch Course instructors** prepare a final transcript. This final transcript will contain a final grade (A-B-C-D-F). A narrative will provide an overview of your child's work over the course of

the summer. These will be mailed home after the Summer Stretch session concludes and uploaded into your online account.

WHAT TO EXPECT EACH DAY

PARKING AT THE UNIVERSITY

The University Parking office provides us with Pick-up/Drop-off permits for our Summer Program families. These are for short-term parking in the Central Parking Garage ONLY, and it is important to note the specific times on each. We will provide each family with a parking pass on the first day, and the link to this permit will be sent to you via email. Please let us know if you need another copy. Parking is \$3 per hour. There is no parking or drop off available in front of the Robinson Center/Guggenheim Annex. The Central Parking Garage provides great access to many locations on campus, including our After-Class Care Program in By George. If you are coming to pick up or drop off your child mid-day or at other times not covered by our permit, you can obtain a 30 minute "drop-off" permit from the gatehouse at no charge.

ARRIVING AND LEAVING

Summer Challenge

- Challenge students should report directly to the classroom between 8:50 AM and 9:00 AM.
- If students need to be dropped off before 8:50 AM, they must be enrolled in Before-Class Care and dropped off at the Robinson Center (Guggenheim Annex), where they will be supervised by Robinson Center staff starting at 8:15 AM. One teaching assistant from each class will pick up students at 8:50 AM and escort them to their assigned classroom.
- At 2:20 PM, students who are not enrolled in the After-Class Care Program will be escorted to the George Washington statue adjacent to By George for pick-up and dismissal. Parents and guardians will be required to present identification prior to the release of their children until the staff becomes familiar with your pick-up arrangements. Any students remaining at the George Washington statue at 2:40 will be taken to After-Class Care at By George. Students who are taking the bus will need to sign themselves out each day, and will be escorted to the bus stop *on the first day only*. All students enrolled in the After-Class Care Program will be escorted by a teaching assistant to By George at 2:20 PM.
- **Email your child's teacher and copy the email to rcsummer@uw.edu if your child will be late or not attending that day.** You may also call our office (206-543-4160). If you have not contacted us, we will always call home if a child is absent.
- Absences known in advance should be emailed to the instructor **and rcsummer@uw.edu**. Instructor email addresses are listed on the syllabus.

Summer Stretch

- Stretch students will report directly to the classroom between 8:50 AM and 9:00 AM. If they arrive on campus before 8:50 AM, they may come to the Robinson Center starting at 8:00. Although there will be adults in the building, there is no supervision for your child.
- **Email your child's teacher and copy the email to rcsummer@uw.edu if your child will be late or not attending that day.** You may also call our office (206-543-4160). If you have not contacted us, we will always call home if a child is absent.
- Absences known in advance should be emailed to the instructor **and rcsummer@uw.edu**. Instructor email addresses are listed on the syllabus.

- At the end of the day, students must sign out on the **End of Day Check-Out Form** and indicate whether they will be going home by a certain bus, car, or other means of transportation. Stretch students are permitted to come to the Robinson Center and remain there unsupervised until 4:30 PM when the Center closes to students.

FIRST DAY

At 9:00 AM on the first day of classes, parents or guardians and students will go **directly to their classroom**. Instructors will begin class by reviewing the class syllabus and program information before giving their introductory class presentation. There will be a family orientation in Kane 210 from 9:45 - 10:30 AM for parents or guardians with additional questions. **Before parents or guardians leave the classroom**, instructors and teaching assistants will verify that we have received the Arrival and Departure Plans form. Extra copies will be available on site.

We expect that some students may struggle in the first few days of class. Some common issues in the first couple of days: class is too easy; class is too hard – it may take a little time to adjust. Please give them a chance to settle in before deciding whether or not the class is a good fit. If you have questions or concerns, please feel free to contact the RC Summer Staff at rcsummer@uw.edu.

The Pick-up/Drop-off parking permit for Summer Programs is **NOT** valid for the morning of the first day. You will need to pay if you park in UW parking lots the morning of the first day of class.

There will be no Before-Class Care the first day of Summer Challenge class.

DURING THE DAY

Please be sure to provide food or money for food each day! Lunch, snacks, and/or lunch money, is essential for such a long day and growing children. We monitor all students at lunchtime, and take them to local campus eateries (e.g. the HUB), but we don't provide any food. **We suggest you also have your child bring a water bottle.**

If your child has a medical/dental appointment or some other reason why they must leave class early, please pick them up at the classroom, but be sure to alert the teacher ahead of time, and to sign out the student. Classes often go on field trips around campus and aren't always in the classroom. Please refer to your child's syllabus for details about the daily schedule specific to your class.

LAST DAY ACTIVITIES

Traditionally, the last day of the Summer Program is an opportunity for teachers to invite families into the classroom to see presentations, enjoy a party, or participate in an activity. Most of our classes have culminating events. This is especially true for Summer Challenge. Please check the syllabus for important dates and ways to participate in these activities. These events can range from student presentations to a poetry reading to a potluck lunch. We follow the usual day schedule, but teachers will send out advance notice (at least a week ahead) about the event to the families.

DOCUMENTATION

Instructors and their TAs will be documenting the learning experiences of our students. They will photograph **only** those students whose parents or guardians have given permission on their child's Personal Release form and will NOT take any pictures of students for whom we do not have consent to document.

Quality documentation of all classes is an inspiring way to have records of our Summer Programs, and it is also an effective way for teachers to reflect upon their own teaching and upon the students' learning experiences.

SAFETY

FIELD TRIPS

Field trips are a component of many summer courses.

Acknowledgement of Risk Forms are used to provide permission for field trips during the session.

Teachers will leave an **Out-of-Classroom** sign on the door noting where they are and what time they will return. RC staff will have information detailing all field trips for each day. You must let us know in writing if you do not give permission for your child to attend a field trip. We ask that you keep your child out of class if they are unable to participate in an all-day field trip.

Parents and guardians may not serve as chaperones because they have not undergone criminal background checks. (They can still attend the event—subject to instructor approval—but cannot be responsible for students.)

SUPERVISION

For **Summer Challenge**, **ALL** students will be in line-of-sight to instructors and/or teaching assistants at **ALL** times. This includes escorting students to bathrooms. Break times and lunchtimes are always supervised and structured for Summer Challenge. For **Summer Stretch**, students will be supervised at lunchtime and breaks, but not before or after class and do not need a bathroom escort.

CONCERN WITH STUDENT EMOTIONAL/PHYSICAL WELL-BEING

Senate Bill 5991 requires all higher education employees to report suspected child abuse or neglect. Administrative, academic, and athletic department employees have a mandatory duty to report such information directly to law enforcement or the Department of Social and Health Services. **In being assigned this legal responsibility, these employees join K-12 instructors and healthcare professionals, who have long had this mandatory duty to report.** All other higher education employees are required to report suspected abuse to supervisors within 48 hours. All summer employees take a mandatory reporting training online and complete a proficiency test prior to the program start.

INTERVENTIONS / REFERRALS

We expect that your child's overall experience here will be positive. However, there are, occasionally, behaviors that may require intervention. In these instances, instructors will complete an **Interventions / Referral Form** for any student who endangers himself/herself or others, persistently disrupts class, demonstrates emotional stress, or if the instructor is concerned about emotional issues. This form is shared with the families, and placed in the student's file. Please know that the summer team is here to support teachers and families with issues regarding student behavior.

ACCIDENTS AND INJURIES

Accidents and injuries may happen. Instructors will administer first aid, when necessary. The Acknowledgment of Risk and Consent for Treatment form allows us to send your child to the hospital in an unlikely emergency. If that happens, you will be notified immediately. Minor accidents will be reported on an accident form. A copy will be sent home with your child and the original will be uploaded into the child's account by RC staff. The accident form will be completed whenever a student suffers an injury that requires adult intervention.

Severe Injury, Allergic Reaction, Illness

1. We always call "911" then contact the family if the situation is life-threatening.
2. If less urgent but still requiring extensive care:
 Hall Health (UW student health center, across from Hub): 685-1011
 University Hospital Emergency: 598-4000
3. Once the situation has been resolved, we complete an accident report form for our records.

EMERGENCY PROCEDURES

The Robinson Center follows the emergency procedures of the University of Washington. In addition to these procedures, our instructors have a unique responsibility in that our students are much younger than most University students, and in all cases, legal minors. Therefore, in addition to the instructions provided by the UW, we have included some of our own:

1. There is a first aid kit, provided by the Center, in the classroom every day, and taken on all field trips.
2. Instructors and teaching assistants have cell phones in class for emergencies.
3. Emergency procedures specific to the location of the classroom will be reviewed with students and teaching assistants as to what to do in case of an earthquake or fire.
4. If your student is ill or injured but well enough to come to the Center, we will call you from the Center and help them be comfortable until the arrival of a parent or guardian.

Natural Disaster or Other Emergency

1. In the case of a building evacuation, your child will report with their class to designated mass assembly areas assigned to each campus building.
2. In the case of a true natural disaster/fire (rather than, say, a false alarm), classes will not resume.
3. Above all, students may not leave on their own, no matter what their reasoning is. We assume responsibility for the safety of all the students throughout the period of emergency. Faculty or staff from the Robinson Center will remain with the students until parents or guardians can pick them up.