



Dear Robinson Families,

On behalf of our faculty and staff, we hope you enjoyed a restful and relaxing summer. Here at Robinson, we are thrilled to begin a wonderful new year filled with many opportunities for growth, learning, and cherished memories for all.

The staff and I worked eagerly throughout the summer to ensure that our students receive an education that supports and empowers them as they strive to reach their full potential. Our hardworking maintenance team has spent the entire summer thoroughly preparing the facilities for the arrival of our students, staff, and families. The environment in which our students learn and thrive is an important aspect of working towards our objective. The renovations and updates to our campus and learning spaces will reflect our ongoing commitment to offering facilities that drive our 21st-century educational programs.

We continually reflect on the feedback received from every member of our community, work to align our approaches to current trends and best practices in education and anticipate the needs of our future students and families. The improvements you will see to our campus go hand in hand with innovations to our academic programs and structures. As a school, we have long understood and valued the learning opportunities that arise from an interconnected educational program, and the coming school year will see continued focus on interdisciplinary teaching and learning as a core of a Robinson education. We are excited to share that the academic leadership team, comprised of the Academic Dean, Director of Interdisciplinary Studies, and Program Leads, will guide the school's work within interdisciplinary departments that connect curriculum and student opportunities across subject areas. Our three pilar programs - (1) STEM, (2) Arts, Media, & Languages, and (3) Global Learning, Entrepreneurship, Wellness & Sustainability - will unite learning vertically and horizontally across disciplines and grade levels, prompt students to create and innovate, embed opportunities for leadership and service, ensure students understand and embrace their role as citizens of a diverse, multicultural community, and allow each individual to achieve highly successful outcomes as they Think. Communicate. Connect. Act. for a better world. We are at the outset of this work and thrilled about what the coming years will bring for our students and school.



The school leaders you will meet in our Division Head Offices will look a bit different this year as well. We are very excited to share the following changes to our team:

- Janice González will serve as our Early Childhood Program Division Head, leading our Toddler to Kindergarten levels.
- Bradly Rivera will serve as our Elementary School Division Head, leading 1st to 6th grades.
- Luis Fortes will serve as our Middle & Upper School Division Head, leading 7th to 12th grades.
- Mari Tere Larrieu will continue to serve the Pathways Program at Robinson at the elementary, middle, and upper school levels.
- Enid Camacho will work closely with Thomas Novak, Academic Dean, in her role as newly appointed Director of Interdisciplinary Studies.
- Jessica Román and Bradly Rivera join the Academic Team in their work with the Arts, Media & Languages program and STEM programs.

While this year will present some new horizons for the school, our commitment to each student and family remains steadfast. Let us begin this school year the same way we do every day with our students, grounded in the mission of Robinson School — Academic excellence, Christian values, Respect, and Dignity for all. We are a joyous and caring community with the common goals of nurturing responsible students and promoting high-level learning and self-discovery.

Each member of our community has an important role to play in the present and future of our beloved Robinson. I am excited to share the theme of the 2022-2023 school year — **You Matter!** You are part of our amazing learning community. We welcome and value your positive energy and dedication to excellence in education and look forward to working with you and your children. All signs lead to another incredible and productive school year with all our families.

Once again, we are proud and excited to launch the 2022-2023 school year with our incredibly talented and dedicated faculty and staff and your ongoing support and partnership!

Please find some important notes and reminders about the start of the school year. Thank you in advance for your attention to the many details shared in this communication.

Wishing you a productive and inspiring year.

Warmest regards, Cindy Ogg

Important Dates



ESSENTIAL INFORMATION FOR THE START OF THE 2022-2023 SCHOOL YEAR

IMPORTANT DATES

- July 15: Student Device Configuration Form due (Grades 4th 12th)
 (Refer to the BYOD e-mail)
- July 26: Offices and Support Staff return to campus
- July 28 29: New Faculty and Staff Orientation
- August 1–9: All Staff In-service days
- August 3: All 7th grade Parents and New Parent Orientation (please refer to invitation)
- August 9: Student Orientation All 7th Grade students and new students in grades
 8th 12th only (Refer to MS and US Division Head mailing)
- August 10: First Day of School Middle and Upper School (Grades 7th -12th) (Day 1 of Cycle)
- August 11: First Day of School Preschool & Elementary (PPK-6th) (Day 2 of Cycle)
- August 19: Welcome Back Evening for all grade levels. Early dismissal for students
 (Invitation to follow)
- August 25: New Parents Reception (Invitation to follow)



Campus Arrival & Attendance



Campus Arrival and Dismissal Procedure

Arrival Times – Campus opens at 7:00 AM for student arrival. Preschool and Elementary students who arrive before homeroom are required to report to Cuido. Middle and Upper School students must report to the Secondary School Library.

Grade Level	Homeroom starts	GATE	Dismissal Time	GATE	Late Arrival
Preschool	8:00 AM	<u>Vehicle</u>	2:30 PM	<u>Vehicle</u>	Late after: 8:00 AM.
(PPK-Kinder)		Placid Court St.		Placid Court St.	
					Must be escorted to
		<u>Pedestrian</u>		<u>Pedestrian</u>	reception to sign in.
		Tossa del Mar St.		Tossa del Mar St.	
Lower ES	7:45 AM	<u>Vehicle</u>	2:45 PM	<u>Vehicle</u>	Late after 7:45 AM
(1 st – 3 rd grade)		Placid Court St.		Placid Court St.	
					Must use front gate entrance
		<u>Pedestrian</u>		<u>Pedestrian</u>	- Nairn St to obtain an admit slip from Reception
		Tossa del Mar St.		Tossa del Mar St.	before reporting to class.
Upper ES	7:45 AM	Vehicle	2:45 PM	Vehicle & Pedestrian	Late after 7:45 AM
(4 th – 6 th grade)		Placid Court St.		Nairn St.	
(Must use front gate entrance
		<u>Pedestrian</u>			- Nairn St to obtain an
		Tossa del Mar St.			admit slip from Reception
Batalalla Calcasal	7:45 AM	Vehicle & Pedestrian	2:25 PM	Vehicle & Pedestrian	before reporting to class. Late after 7:45 AM
Middle School	7:45 AIVI	Nairn St.	2:25 PIVI	Nairn St.	Late after 7.43 Aivi
(7 th – 9 th grade)		Naim St.		INdiffi St.	Must use front gate entrance
					- Nairn St to obtain an
					admit slip from the Registrar
					office before reporting to
					class.
Upper School	7:45 AM	Vehicle & Pedestrian	2:25 PM	Vehicle & Pedestrian	Late after 7:45 AM
(10 th – 12 th grade)		Nairn St.		Nairn St.	Must use front gate entrance
					- Nairn St to obtain an
					admit slip from the Registrar
					office before reporting to
					class.

Important

- **Kiss and Go Policy** Parents 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.
- South Entrance gate (Placid Court St.) will close at 8:00 AM for the safety of our students and personnel.
- Please **drive safely**. Avoid the use of cell phones while transiting on campus.
- Thank you for respecting the instructions of local police and private school security officials.
- No faculty/staff pedestrian exit and reentry allowed from 7:30 AM 8:15 AM.

After School & Cafeteria



✓ Attendance

All Robinson students are responsible for maintaining a consistent record of attendance in order to comply with expectations of the grade level. Students who miss school, for any reason, must monitor Canvas and communicate with teachers and Division Head Office to ensure they are complying with make-up of work and assessments. Any school absence should be accompanied by the appropriate written authorization from parent and/or physician, as required by the Student/Parent Handbook. Attendance is of outmost importance, please adhere to the school's Parent Student Handbook policy in order to avoid negatively impacting your child's and the rest of his or her peers' academic program.



Non-Academic Community Activities, After School Program, and Athletics:

Beginning in August 2022:

- After school care/ "Cuido" will begin August 15th
 - O Robinson offers an After-school care/ "Cuido" program for students in grades PPK 6th. The program runs from 3:00 PM 5:30 PM. Parents interested in the program are required to enroll their child by filling out a form available in the Elementary School Office. Rates will be available on a weekly or monthly basis and will be billed by the Business Office and payable directly to the school.
 - "Cuido" has limited space available and is on a first come-first serve basis by written request.
- Beyond The Bell will begin August 22nd (further information will be provided).
- Tutoring will begin August 22nd. As always, tutoring services are available by arrangement between family and tutor at an additional cost. Tutoring is not a school sponsored service, but the Division Head Office is available to assist you in connecting with available teachers for any tutoring requests. Tutoring hours will run from 3:30-4:30 PM.
- School Library Supervised Study Hours Will begin August 15th with hours from 3:00 5:30 PM.
- Athletics will resume following the guidelines in place by the leagues in which the school participates. Athletics Protocols and Schedules will be shared by the Athletic Director prior to the start of season.

**Students who are not participating in the authorized afterschool activities are required to leave campus promptly at the conclusion of the school day. **



Cafeteria

Robinson's cafeteria will be open from 7:00-7:40 AM for breakfast for interested students and parents. The cafeteria will close at 7:45 AM sharp. No parking is available on campus. Further information from Qualify Foods Inc. will be sent later.

Technology Use





Student Technology

All students in grades $4^{th} - 12^{th}$ are required to bring their own device/laptop (BYOD) that meets Robinson School minimum requirements (see BYOD document). All computers must be configured prior to the first day of school.

For additional support, please contact the EdTechnology Team:

- Vilmarie Torres, Educational Technology Coordinator vtorres@robinsonschool.net
- Emmanuel Bonilla, IT Director ebonilla@robinsonschool.net

Cellphone

Elementary and Middle School

- Between arrival to school and dismissal, students must keep their cellular phones always powered off and in their bookbags or lockers, except as listed below. Cellular devices like smart watches will not be permitted during the school day and must be always powered off and in their school bags.
- 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.
- 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.
- 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.



Cellphone

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 AM and 2:25 PM.

- As a privilege, Upper School Students may <u>only</u> 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. This includes accessories such as headphones, ear buds, or other electronics.
- 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.
- 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, 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.

Lockers & Hallways





The Dean of Students Office oversees lockers and locker assignments. Please note that lockers are not student property and school officials have the right to open and inspect the locker at any time. School authorities, for any reason, may conduct periodic locker inspections at any time, without notice, without student consent, and without a search warrant. Students should not have any expectation of privacy as to the locker or its content.

Due to the material our lockers are made of, stickers or any other adhesive are prohibited, as well as writing on them. Students are expected to keep their lockers clean, organized, and free from damage and food at all times.

Students in grades $6^{th} - 12^{th}$ are expected to purchase their locks at the Division Office. Any lock not purchased at the school will be removed. Only school issued locks are authorized.

Lost Items

Students are encouraged to be responsible for his or her items. The school is not liable for the cost or replacement of any books or personal articles lost. Students are discouraged from bringing expensive items to school. All personal items and books must be kept in the student's locker or cubby.

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:

- 1) The Dean of Students will collect lost/found items left on campus at the conclusion of each day.
- 2) Any item not collected from school 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.

† Hallways

Running is not permitted in the Halls. For safety and distancing, students and staff are expected to follow all traffic signage and markings throughout the campus.

Bicycles, skates, scooters, and skateboards are prohibited in the halls or school grounds for safety. A designated area has been identified to store them while on campus (allowed for those students who walk to campus only).

Handbook, Payments & Communication



Student Parent Handbook

The Handbook has been revised for this academic year 2022-2023 and will be available last week of July on the school website; please review the important information provided at home prior to the first day of school. Print, sign and return the Acknowledge Form on page 1 on or before Friday, August 12th. (No digital signature accepted).

Preschool and Elementary Students – return to Homeroom Teacher

Middle and Upper Students – return to Dean of Students

Student and Staff Identification (ID)

Every student and staff member must get their School ID picture taken at the start of the school year. Photos will be taken by grade level on a schedule during the opening days of the school year. Seniors must take their picture wearing the official senior shirt. All other students must take ID picture in their official school uniform.

Payment and Billing

Contactless payments to the school should be made via the Robinson School App. Any questions or concerns, please contact Ivonne Martin, Accounts Receivable, at imartin@robinsonschool.net for assistance.

T Dress Code, Accessories, and Hair Color

The Official School Uniform is always required while on campus. Students' hair should be worn neatly in a natural hair color, reflective of a professional learning environment. Failure to follow requirements in accordance with the Robinson School Handbook will result in the student being dismissed from class until the parent brings the required uniform. An unexcused absence will be recorded on file for any missed classes. Be aware that a uniform is assigned for safety measures.

Communications and Meetings with Teachers / Staff:

- Canvas LMS, integrating Microsoft Office 365 tools, will be the primary means of managing classrooms and learning activities, communicating class information, and gradebooks.
- The Robinson School App will serve as means of school-wide communications regarding school planning updates, emergency announcements, or other related needs. Please download the App to your device and enable push notifications to stay up to
- Robinson School email continues to be the primary method to communicate directly with teachers and school staff.
- Meetings between parents and teachers/staff will be coordinated through the Division Office, and depending on the nature of the meeting may be conducted virtually using Microsoft Teams.





Getting ready for the start of this school year!

Parents

- Provide routine and structure.
 - Begin to work on your child's evening and morning routines by asking them to go to bed early and waking up early.
 - Set aside time to have a conversation and ask questions and coach them along.
 Two weeks before school, ask them "Are you excited? Do you feel prepared? Do you have any questions?"
 - Establish a homework routine with your child and create a space that is inviting (avoid crowded or noisy areas) for your child to work at.
- Ensure your child has his/her materials and books for the new academic year.
- Have all your materials clearly labeled with complete name and grade level.
- Your child must bring their own reusable water bottle. Water refill stations are located throughout the campus.
- Review Handbook prior to first day of school and sign Handbook acknowledgement.
- Review any applicable school COVID -19 safety protocols.
- Communication is key. If you have questions, go to the right resource by contacting the school directly.

Students

- Begin to work on your morning and evening routines by going to bed early and waking up early.
- Have your materials following the list assigned to your grade and come prepared to use your own materials.
- Review the Handbook and any applicable COVID-19 safety protocols with your parents.
- Bring your own water bottle daily.
- Know who to go to if you have questions or concerns.
- Come ready to start your new school year!

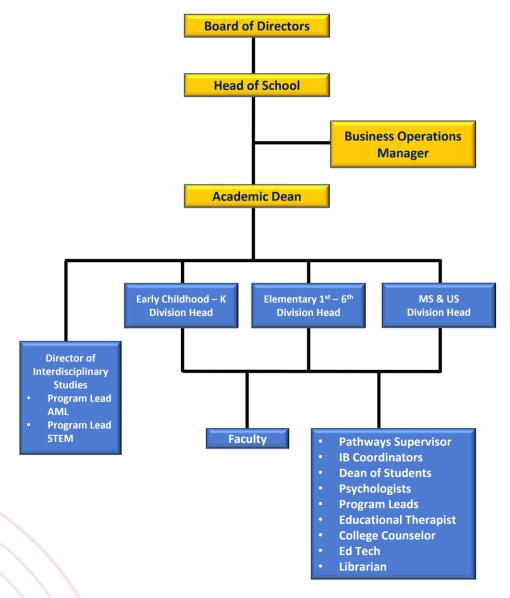
Academics



Academic Program Pillars

- Global Learning, Entrepreneurship, Wellness & Sustainability
- STFM
- Arts, Media, & Languages
- Service and Leadership

Organizational Structure



Learning Modality

Robinson will offer on-campus learning modality. However, please note Robinson School may be required to adhere to all stipulations governing school opening and closings by the Puerto Rico Department of Health and governmental regulations.

Academics (Early Chilhood)



PPK-PK sample schedule

PRESCHOOL	DAY 1	DAY 2	DAY 3	DAY 4	DAY 5	DAY 6	DAY 7	DAY 8			
7:50-8:00		Homeroom									
8:00-8:15				Circle	Time						
8:15-8:30				Story	time						
8:30-8:50				Sn	ack						
8:50-9:20				SPANISH							
9:20-9:50				PLAYG	ROUND						
9:50-10:20	LANGUAGE	LANGUAGE	LIBRARY	LANGUAGE	ART	SPIRITUAL LIFE	LANGUAGE	ART			
10:20-10:50	MUSIC & MOVEMENT	PE	MUSIC & MOVEMENT	PE	LANGUAGE	LANGUAGE	PE	LANGUAGE			
10:50-11:35				Lu	nch						
11:35-12:05				NUMBER	CONCEPTS						
12:05-12:35	CENTERS	PURPOSEFUL PLAY	LANGUAGE	PURPOSEFUL PLAY	PURPOSEFUL PLAY	CENTERS	PURPOSEFUL PLAY	CENTERS			
12:35-1:05	CENTERS										
1:05-1:15				Nap Time Prep / Han	ndwashing / Bathroom						
1:15-2:15				Nap	time						
2:15-2:30				Clean up from	Nap Time/Snack						
2:30-3:00				Dist	nissal						

Kindergarten sample schedule

	intell sample schedule							
KINDER	DAY 1	DAY 2	DAY 3	DAY 4	DAY 5	DAY 6	DAY 7	DAY 8
7:50-8:00				Hom	eroom			
8:00-8:15				Circle	e Time			
8:15-8:30				Stor	ytime			
8:30-9:00	ART	PE	ART	MUSIC & MOVEMENT	PE	PE	MUSIC & MOVEMENT	SPIRITUAL LIFE
9:00-9:20				Su	nack			
9:20-9:50				LANGUA	AGE ARTS			
9:50-10:20		LANGUAGE ARTS CENTERS						
10:20-10:50	матн							
10:50-11:35				Lı	ınch			
11:35-12:05	PURPOSEFUL PLAY	PURPOSEFUL PLAY	CENTERS	CENTERS	PURPOSEFUL PLAY	CENTERS	PURPOSEFUL PLAY	CENTERS
12:05-12:35		s	CIENCE / SOCIAL S	TUDIES INTEGRATIO	DN		MICROSOFT SKILLS	SCIENCE SOCIAL STUDIES INTEGRATION
12:35-1:05		SPANISH / Anelise Ramos						
1:05-1:35	PLAYGROUND LIBRARY PLAYGROUND							
1:35-2:05		CENTERS PLAYGROUND CENTERS						
2:05-2:30				Snack / Dis	smissal Prep			
2:30-3:00				Dist	missal			

Academics (Elementary School)



Lower Elementary School sample schedule (1st to 3rd grade)

LOWER ELEMENTARY	DAY 1	DAY 2	DAY 3	DAY 4	DAY 5	DAY 6	DAY 7	DAY 8	
7:45-8:00		Homeroom							
8:00-8:45		Spanish							
8:45-9:10				Sna	nck	6 3		×	
9:10-9:55		Language Arts Library STEM / Microsoft Skills Skills						STEM / Microsoft Skills	
9:55-10:40		Language Arts							
10:40-11:25	STEM / Microsoft Skills			Scie	nce			PE	
11:25-12:10				Lunch	/ Patio				
12:10-12:55				Mathe	matics				
12:55-1:40	Art / Music	Art / Music Art / Music Art / Music Mathematics							
1:40-2:25	Social Studies PE Spiritual Life Social Studies					Studies			
2:25-2:45				Homeroom /	Dismiss Prep				
2:45-3:00				Dismissal	/ Activity				

Upper Elementary School sample schedule (4th to 6th grade)

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UPPER ELEMENTARY	DAY 1	DAY 2	DAY 3	DAY 4	DAY 5	DAY 6	DAY 7	DAY 8	
7:45-8:00		Homeroom							
8:00-8:45				Langua	nge Arts				
8:45-9:10				Sn	ack				
9:10-9:55								STEM / Microsof Skills	
9:55-10:40	STEM / Microsoft Skills							PE	
10:40-11:25				Lunch	/ Patio				
11:25-12:10				Mathe	matics				
12:10-12:55	Art / Music	Art / Music	Art / Music			Mathematics			
12:55-1:40	Spanish								
1:40-2:25		Social Studies PE Spiritual Life Social Studies							
2:25-2:45				Homeroom /	Dismiss Prep		1		
2:45-3:00				Dismissa	l / Activity				

Academics (Middle and Upper School)



Class schedule

The academic day for Middle and Upper School students ends at 2:25 PM. At that time students will be dismissed and are to be picked up by their parents.

From 2:25 PM to 3:10 PM, the Secondary School will be running an extended block exclusively for students participating in particular academic programs, student associations or athletics. An individualized special schedule will be sent to all students during the first cycle of class. This extended block will start on Monday, August 22, Day 1 of cycle. Should you have any questions, please contact Luis Fortes, Middle and Upper School Division Head at lfortes@robinsonschool.net.

Middle School sample schedule

Please know that each student's schedule may vary based on individualized program.

Day	DAY 1	DAY 2	DAY 3	DAY 4	DAY 5	DAY 6	DAY 7	DAY 8
7:45-8:00	HR							
8:00-9:10	DESIGN	HEALTH/PE	MATH	SCIENCE	ENGLISH	WORLD GEO	SPANISH	FRENCH
9:10-9:55	FRENCH	DESIGN	SPIR LIFE	MATH	SCIENCE	ENGLISH	WORLD GEO	SPANISH
9:55-10:15	SNACK							
10:15-11:25	SPANISH	FRENCH	DRAMA	SH	MATH	SCIENCE	ENGLISH	WORLD GEO
11:25-12:10	WORLD GEO	SPANISH	FRENCH	DESIGN	HEALTH/PE	MATH	SCIENCE	ENGLISH
12:10-12:55	LUNCH							
12:55 - 1:40	MATH	SCIENCE	ENGLISH	WORLD GEO	SPANISH	FRENCH	DRAMA	HEALTH/PE
1:40-2:25	ENGLISH	WORLD GEO	SPANISH	FRENCH	DRAMA	SPIR LIFE	MATH	SCIENCE
2:25	ACTIVITY							

Upper School sample schedule

Please know that each student's schedule may vary based on individualized program.

Day	DAY 1	DAY 2	DAY 3	DAY 4	DAY 5	DAY 6	DAY 7	DAY 8
7:45-8:00 (HR)	HR							
8:00-9:10	Eng	Sp Life	Elective	PSAT	Chem	PR Hist	Math	Span
9:10-9:55	Span	Eng	Sp Life	Elective	PSAT	Chem	PR Hist	Math
9:55-10:15	Snack							
10:15-11:25	Math	Span	Eng	PE	Elective	French	Chem	PR Hist
11:25-12:10	PR Hist	Math	Span	Eng	PE	Elective	French	Chem
12:10-12:55	Elective	PSAT	Chem	PR Hist	Math	Span	Eng	SH
12:55 - 1:40	Lunch							
1:40-2:25	Chem	PR Hist	Math	Span	Eng	PE	Elective	French
2:25	ACTIVITY							



Health Protocol Information and Vaccination Records

As current pandemic situation evolves, the school will continue to follow the requirements of the Department of Health of Puerto Rico as they apply to schools. Updated information will be available in the school's website <u>Parent & Student Information</u> section.

Please ensure your child's vaccination, and any other required medical documentation, is up-to-date and on file in the Admissions Office prior to the start of the school year or students will be restricted from attending school. Stay tuned with updates stated by the Puerto Rico Department of Health for school attendance.

Vaccine exemptions must be requested to the Puerto Rico Department de Health and approved exemptions submitted and on file with the school.

The CDC recommends a yearly Flu vaccine for all school-aged children.

Contact Directory



EARLY CHILDHOOD AND ELEMENTARY SCHOOL OFFICE

Administrative Assistant	Vanessa Medina	vamedina@robinsonschool.net
Early Childhood Division Head	Janice González	jgonzalez@robinsonschool.net
Elementary School Division Head	Bradly Rivera	brivera@robinsonschool.net
Pathways Supervisor	Marie Tere Larrieu	mlarrieu@robinsonschool.net
Elementary School Pathways Liaison	Lourdes Veve	lveve@robinsonschool.net
Registrar	Karen Colón	kcolon@robinsonschool.net

MIDDLE AND UPPER SCHOOL OFFICE

Administrative Assistant	Lourdes Sepúlveda	lsepulveda@robinsonschool.net
Middle and Upper School Division Head	Luis Fortes	lfortes@robinsonschool.net
Pathways Supervisor	Maritere Larrieu	mlarrieu@robinsonschool.net
Middle and Upper School Pathways Liaison	Rita Tamargo	rtamargo@robinsonschool.net
Registrar	Karen Colón	kcolon@robinsonschool.net

INTERNATIONAL BACCALAUREATE IB COORDINATORS

Primary Years Programme (PYP)	Maria Turner	mturner@robinsonschool.net
Middle Years Programme (MYP)	Carine Poinson	cpoinson@robinsonschool.net
Diploma Programme (DP)	Enid Camacho	ecamacho@robinsonschool.net

STUDENT SERVICES

Elementary School Dean of Students	Shaina Sullivan	ssullivan@robinsonschool.net
Middle and Upper School Dean of Students	Odette Fuentes	ofuentes@robinsonschool.net
School Psychologist	Esther Marie Pérez	eperez@robinsonschool.net
College Counselor	Daymar Otero	dotero@robinsonschool.net
Health Services	Elizabeth Titi Barreto	ebarreto@robinsonschool.net
Athletic Director	Alex Rivera	arivera@robinsonschool.net
Head of Institutional Advancement	Maritza Cabrera	mcabrera@robinsonschool.net

ADMISSIONS OFFICE

Admissions Director	Paola González	pgonzalez@robinsonschool.net
Admissions Office Assistant	Sharim Santiago	ssantiago@robinsonschool.net

UPPER ADMINISTRATION

Executive Administrative Assistant	Diabel Segarra	dsegarra@robinsonschool.net
Academic Dean	Thomas Novak	tnovak@robinsonschool.net
Business and Operations	Jannette Santiago	jsantiago@robinsonschool.net
Head of School	Cindy Ogg	cogg@robinsonschool.net