



ROBINSON SCHOOL



**2023-2024  
Academic Year**

# Welcome!



Dear Robinson Community,

On behalf of the staff at Robinson School, we are thrilled to welcome you to the 2023- 2024 school year!

We hope this letter finds you all well and that you are enjoying a healthy summer recess and great times with your loved ones. We are excited that soon our campus will be filled with smiling and joyful faces as we kick off our new academic year.

Here at Robinson, we have been working hard, planning and preparing for what we know will be a fantastic upcoming year; one filled with innovation, creativity, and active learning opportunities for all our students. In addition, the Board of Trustees along with the administrative team, have been working on campus improvement projects, ensuring we further enhance the many programs and opportunities we offer our students.

Each year brings positive change. Maintaining up to date with the trends in education, we regularly review research on instructional practices and professional development opportunities and collaborate with other educators. Equally important, is the feedback obtained from our students, staff, and parents throughout the year, providing us valuable insights into what is working well for our students and what areas need improvement so we can better serve and understand the needs of our community. I am delighted to share a few of our plans and initiatives you and your child will experience and see this year.

## **Character Development & Social-Emotional Learning**

As part of our commitment to whole-child education, we are expanding our strong emphasis on character development and social-emotional learning within our community. We believe these skills are essential for our students to become well-rounded individuals who are capable of making meaningful contributions to our school and society. Through carefully planned programs and initiatives, we will continue to support our students as they build these important skills. From strengthening our existing **Positive Behavior Intervention System (PBIS)** for monitoring and emphasizing positive conduct at school to implementing **Navigate360** a highly regarded socio-emotional learning curriculum for grades K-12. We take great pride in our efforts to attend to the individual needs of each child and work to truly know and understand each member of the Robinson family. Together, we strengthen the bonds of our inclusive community and grow our Hawks' Pride and sense of belonging here at Robinson.

## **Academic Programs**

We are confident that we will provide your child with an exceptional educational experience where your child will be respected, valued, and cared for every day. Each year we upgrade our programs, offerings, and resources to ensure we continue to develop the highest quality of faculty, students, and curriculum. Some of the upgrades included for this year are:

- Continuation of the work of our interdisciplinary academic team's ongoing curriculum development projects
- Expanding on-campus offerings in our IB Diploma Program
- Expanding visual arts offerings to include AP 2D Visual Art
- Revamping health education and life skills curriculum beginning in upper elementary school
- Expanding our year-long French language acquisition offerings through 12<sup>th</sup> grade.
- Expanding Creative Media Center course offerings to include additional content creation and student internship electives
- Expanding STEM courses and curriculum through partnership with Digital Media Academy
- Expanding programming course offerings through partnership with CS Academy, a program of Carnegie Mellon University's School of Computer Science

### **Communication and Safety**

The safety of our students and staff is paramount. This year, we are installing a state-of-the-art **Mass Notification/Communication System** throughout our campus. This system will enhance our internal communication, external communication, and emergency response practice. It will help us relay emergency alerts and notifications while also providing us with reliable and clear connections across our entire campus throughout the day. We will be able to hold assemblies and share news with all our students and staff at one time. We are excited to be the only school on the island to have acquired a leading high-tech communication system. We look forward to sharing detailed information with you soon.

### **Campus Facilities and Grounds**

As our enrollment and staff have grown, the need for more classrooms and office spaces has come to our attention. Over the summer we worked on revising our master plan and ensuring our campus serves our community needs. As you visit our campus this year, you will find some of the changes and additions made that have fit those needs. Throughout the year, we will continue to work on completing many of our planned projects. One of the projects included is the renovation of our existing auditorium. Our auditorium will be converted into a more flexible and multipurpose space for assemblies, fine arts, and others.

We look forward to showcasing our secondary school interior patio soon. Additional seating will be added along with refurbishing our gardens providing our students with an inviting, relaxed, and quiet space for them to enjoy and work collaboratively. Other areas around campus will provide this same atmosphere in addition to allowing for flexible outdoor teaching and learning.

We encourage you to maintain an open channel of communication with us and to reach out to us if you have questions or concerns. We believe that a strong partnership between parents and educators is essential for the success of our students. We appreciate and look forward to the important connections between our school, students, teachers, staff, and our overall community. One way to partner with us is through our Parent Teacher Organization. This organization has been dedicated to supporting our school and students in many ways, including fundraising, volunteering, and collaborating in organizing student, staff, and family events. We encourage all of you to get involved and join this great team. We need you as partners and I personally look forward to seeing and hearing from you.

Once again, welcome to the new academic year. We look forward to working with you and your child to achieve academic excellence and foster their development as future leaders, researchers, innovators, and entrepreneurs.

It is an honor and privilege to serve and lead such an amazing institution that cares for its students and works together in their best interests. Let's celebrate what will be an amazing year for all!

Warm regards,

Cindy Ogg  
Head of School



# Important Dates



## July 2023

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
23	24	25 Offices and Support Staff return to campus	26	27 New Faculty and Staff Orientation	28 Student Device Configuration Form due (Grades 4th – 12th) (Refer to the BYOD e-mail)	29
30 New Faculty and Staff Orientation	31	1	2	3	4	5

## August 2023

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
30	31	All Staff In-service days (August 1st - 8th)				
		1	2 All 7th grade Parents and New Parent Orientation for Toddler House, Elementary, Middle, and Upper School	3	4	5
All Staff In-service days (August 1st - 8th)		6	7	8 Student Orientation - All 7th Grade students and new students in grades 8th - 12th	9 First Day of School - Middle and Upper School (Grades 7th -12th) (Day 1 of Cycle) 5:30 PM Preschool New Parents Orientation 6:00 PM Preschool Welcome Back Night	10 First Day of School - Preschool & Elementary (PPK-6th) (Day 2 of Cycle)
11	12	13	14	15	16	17
18 Welcome Back Night for 1st-12th grade (Early dismissal just for students 1st-12th grade)	19	20	21	22	23	24 New Parents Reception
25	26	27	28	29	30 Athletics Department Meeting for Student-Athletes' Parents	31
1	2					



## Campus Arrival and Dismissal Procedure

**Arrival Times** – Campus opens at 7:00 AM for student arrival. Preschool students (PPK-K) who arrive before homeroom are required to report to Cuido. Elementary school students must report directly to their assigned homerooms and wait for the arrival of their teacher. Middle and Upper School students must report to the Secondary School Library.

Grade Level	Drop-off Time	Academic Day Begins	GATE	Dismissal Time	GATE	Late Arrival
<b>Preschool</b> (PPK-Kinder)	7:30 AM – 8:00 AM	8:00 AM	<u>Vehicle</u> Placid Court St.  <u>Pedestrian</u> Tossa del Mar St.	2:30 PM	<u>Vehicle</u> Placid Court St.  <u>Pedestrian</u> Tossa del Mar St.	Late after: 8:00 AM.  Must be escorted to reception to sign in.
<b>Lower ES</b> (1 <sup>st</sup> – 3 <sup>rd</sup> grade)	7:30 AM – 7:55 AM	7:55 AM	<u>Vehicle</u> Placid Court St.  <u>Pedestrian</u> Tossa del Mar St.	2:50 PM	<u>Vehicle</u> Placid Court St.  <u>Pedestrian</u> Tossa del Mar St.	Late after 7:55 AM  Must use front gate entrance - Nairn St. - to obtain an admit slip from Reception before reporting to class.
<b>Upper ES</b> (4 <sup>th</sup> – 6 <sup>th</sup> grade)	7:30 AM – 7:55 AM	7:55 AM	<u>Vehicle</u> Placid Court St.  <u>Pedestrian</u> Tossa del Mar St.	2:50 PM	<u>Vehicle &amp; Pedestrian</u> Nairn St.	Late after 7:55 AM  Must use front gate entrance - Nairn St. - to obtain an admit slip from Reception before reporting to class.
<b>Middle School</b> (7 <sup>th</sup> – 9 <sup>th</sup> grade)	7:30 AM	7:45 AM	<u>Vehicle &amp; Pedestrian</u> Nairn St.	2:35 PM	<u>Vehicle &amp; Pedestrian</u> Nairn St.	Late after 7:45 AM  Must use front gate entrance - Nairn St. - to obtain an admit slip from the Registrar office before reporting to class.
<b>Upper School</b> (10 <sup>th</sup> – 12 <sup>th</sup> grade)	7:30 AM	7:45 AM	<u>Vehicle &amp; Pedestrian</u> Nairn St.	2:35 PM	<u>Vehicle &amp; Pedestrian</u> Nairn St.	Late after 7:45 AM  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 slowly and safely** while on campus at all times. Avoid the use of cell phones while transiting on campus.
- Thank you for respecting the instructions of local police and private school security officials.
- Nairn St. drop-off and pick-up must avoid blocking at all times the Ashford Hospital and neighbors.
- Parents having breakfast on campus or dropping off students must exit campus to avoid disruption to the school day.

# After School & Cafeteria



## ✓ Attendance

All Robinson students are responsible for maintaining a consistent record of attendance in order to comply with the 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 the parent and/or physician, as required by the Student/Parent Handbook. Attendance is of utmost importance, please adhere to the school's Parent Student Handbook policy to avoid negatively impacting your child's and the rest of his or her peers' academic program.



## Non-Academic Community Activities, After School Programs, and Athletics:

- After-school care/ "Cuido" **will begin August 14<sup>th</sup>**
  - Robinson offers an After-school care/ "Cuido" program for students in grades PPK – 6<sup>th</sup>. The program runs from **3:30 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.
- Tutoring will begin on **August 14<sup>th</sup>**. 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 14<sup>th</sup>** with hours from 3:30 – 5:30 PM.
- Beyond The Bell will begin **August 21<sup>st</sup>** (further information will be provided).
- Athletics schedules will be shared by the Athletics Director prior to the start of the sports 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.



## Student Technology

All students in grades 4<sup>th</sup> – 12<sup>th</sup> 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:

- Emmanuel Bonilla, IT Director – [ebonilla@robinsonschool.net](mailto: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 smartwatches 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, earbuds, 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 the confiscation of the device.
- Robinson School will not be held responsible for any personal devices while on school grounds.

# Technology Use



## 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 2:35 PM.

- 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. 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

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. This inspection may include local authorities with K9. 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 7<sup>th</sup> – 12<sup>th</sup> 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. 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).

## Sustainability

It is our common responsibility to care for our school. All students, staff, and visitors are expected to dispose trash and recycle properly. Help us maintain our campus clean!

# Other Information



## Student Parent Handbook

The Handbook has been revised for this academic year 2023-2024 and will be available the 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 11<sup>th</sup>**. (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 since it is a requirement to wear or have it at all times. 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 pictures 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 Laura Cabral, Accounts Receivable, at [lcabral@robinsonschool.net](mailto:lcabral@robinsonschool.net) for assistance.

## 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 date.
- 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 the handbook prior to first day of school and sign Handbook acknowledgement.
- 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.
- 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!

ROBINSON SCHOOL

PK	DAY 1	DAY 2	DAY 3	DAY 4	DAY 5	DAY 6	DAY 7	DAY 8
7:30-8:00	Drop Off							
8:00-8:30	Circle Time / Large Group							
8:30-8:50	SNACK							
8:50-9:20	A	A	A	A	A	A	A	A
9:20-9:50	B	B	B	B	B	B	B	B
9:50-10:20	C	C	C	C	C	C	C	C
10:20-10:50	D	D	D	D	D	D	D	D
10:50-11:35	LUNCH							
11:35-12:05	E	E	E	E	E	E	E	E
12:05-12:35	F	F	F	F	F	F	F	F
12:35-1:05	G	G	G	G	G	G	G	G
1:05-1:35	NAP							
1:35-1:50	NAP							
1:50-2:20	Nap Transition							
2:20-2:30	Dismissal Preparation / Snack							
2:30-3:25	Dismissal							

Kinder	DAY 1	DAY 2	DAY 3	DAY 4	DAY 5	DAY 6	DAY 7	DAY 8
7:30-8:00	Drop Off							
8:00-8:30	Circle Time							
8:30-9:00	A	A	A	A	A	A	A	A
9:00-9:20	Snack							
9:20-9:50	B	B	B	B	B	B	B	B
9:50-10:20	C	C	C	C	C	C	C	C
10:20-10:50	D	D	D	D	D	D	D	D
10:50-11:35	LUNCH							
11:35-12:05	E	E	E	E	E	E	E	E
12:05-12:35	F	F	F	F	F	F	F	F
12:35-1:05	G	G	G	G	G	G	G	G
1:05-1:35	H	H	H	H	H	H	H	H
1:35-2:05	I	I	I	I	I	I	I	I
2:05-2:30	J	J	J	J	J	J	J	J
2:30-2:30	Dismissal Preparation / Snack							
2:30-3:25	Dismissal							

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# Academics (Middle and Upper School)



## Class schedule

The academic day for Middle and Upper School students ends at 2:35 PM. At that time students will be dismissed and are to be picked up by their parents.

From 2:35 PM to 3:15 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 21. Should you have any questions, please contact Luis Fortes, Middle and Upper School Division Head at [lfortes@robinsonschool.net](mailto:lfortes@robinsonschool.net).

## Middle School sample schedule

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

Middle School								
Time	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	Day 8
7:45 - 8:00	Homeroom							
8:00 - 9:00 = 60 min	B	B	B	B	B	B	B	B
9:00 - 9:45 = 45 min	C	C	C	C	C	C	C	C
9:45 - 10:10	BREAK							
10:10 - 10:35								
10:35 - 11:35 = 60 min	F	F	F	F	F	F	F	F
11:35 - 12:20 = 45 min	G	G	G	G	G	G	G	G
12:20 - 1:05 = 45 min	LUNCH							
1:05 - 1:50 = 45 min	I	I	I	I	I	I	I	I
1:50 - 2:35 = 45 min	J	J	J	J	J	J	J	J

Middle School / 2023-2024

## Upper School sample schedule

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

Upper School								
Time	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	Day 8
7:45 - 8:00	Homeroom							
8:00 - 9:00 = 60 min	B	B	B	B	B	B	B	B
9:00 - 9:45 = 45 min	C	C	C	C	C	C	C	C
9:45 - 10:10								
10:10 - 10:35	BREAK							
10:35 - 11:35 = 60 min	F	F	F	F	F	F	F	F
11:35 - 12:20 = 45 min	G	G	G	G	G	G	G	G
12:20 - 1:05 = 45 min	H	H	H	H	H	H	H	H
1:05 - 1:50 = 45 min	LUNCH							
1:50 - 2:35 = 45 min	J	J	J	J	J	J	J	J

Upper School / 2023-2024

## Health and Vaccination Records

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. **This is a requirement from the Department of Health and the Department of Education. Please help us avoid unnecessary consequences and/or fines.**

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	<a href="mailto:vamedina@robinsonschool.net">vamedina@robinsonschool.net</a>
Early Childhood Division Head	Janice González	<a href="mailto:jgonzalez@robinsonschool.net">jgonzalez@robinsonschool.net</a>
Elementary School Division Head	Bradly Rivera	<a href="mailto:brivera@robinsonschool.net">brivera@robinsonschool.net</a>
Pathways Supervisor	Marie Tere Larrieu	<a href="mailto:mlarrieu@robinsonschool.net">mlarrieu@robinsonschool.net</a>
Elementary School Pathways Liaison	Lourdes Veve	<a href="mailto:lveve@robinsonschool.net">lveve@robinsonschool.net</a>
Registrar	Karen Colón	<a href="mailto:kcolon@robinsonschool.net">kcolon@robinsonschool.net</a>

## MIDDLE AND UPPER SCHOOL OFFICE

Administrative Assistant	Lourdes Sepúlveda	<a href="mailto:lsepulveda@robinsonschool.net">lsepulveda@robinsonschool.net</a>
Middle and Upper School Division Head	Luis Fortes	<a href="mailto:lfortes@robinsonschool.net">lfortes@robinsonschool.net</a>
Pathways Supervisor	Maritere Larrieu	<a href="mailto:mlarrieu@robinsonschool.net">mlarrieu@robinsonschool.net</a>
Registrar	Karen Colón	<a href="mailto:kcolon@robinsonschool.net">kcolon@robinsonschool.net</a>

## INTERNATIONAL BACCALAUREATE IB COORDINATORS

Primary Years Programme (PYP)	Maria Turner	<a href="mailto:mturner@robinsonschool.net">mturner@robinsonschool.net</a>
Middle Years Programme (MYP)	Carine Poinson	<a href="mailto:cpoinson@robinsonschool.net">cpoinson@robinsonschool.net</a>
Diploma Programme (DP)	Jessica Hartman	<a href="mailto:jhartman@robinsonschool.net">jhartman@robinsonschool.net</a>

## STUDENT SERVICES

Elementary School Dean of Students	Shaina Sullivan	<a href="mailto:ssullivan@robinsonschool.net">ssullivan@robinsonschool.net</a>
Middle and Upper School Dean of Students	Jacqueline Rivera	<a href="mailto:jrivera@robinsonschool.net">jrivera@robinsonschool.net</a>
School Psychologist	Esther Marie Pérez	<a href="mailto:eperez@robinsonschool.net">eperez@robinsonschool.net</a>
Psychologist	Rita Tamargo	<a href="mailto:rtamargo@robinsonschool.net">rtamargo@robinsonschool.net</a>
College Counselor	Daymar Otero	<a href="mailto:dotoero@robinsonschool.net">dotoero@robinsonschool.net</a>
Health Services	Elizabeth Titi Barreto	<a href="mailto:ebarreto@robinsonschool.net">ebarreto@robinsonschool.net</a>
Athletic Director	José Estrada	<a href="mailto:jestrada@robinsonschool.net">jestrada@robinsonschool.net</a>

## ADMISSIONS OFFICE

Admissions Director	Paola González	<a href="mailto:pgonzalez@robinsonschool.net">pgonzalez@robinsonschool.net</a>
Admissions Office Assistant	Sharim Santiago	<a href="mailto:ssantiago@robinsonschool.net">ssantiago@robinsonschool.net</a>

## UPPER ADMINISTRATION

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