



2025-2026

ACADEMIC YEAR

WELCOME PACKAGE

Welcome!

Dear Robinson Families,

I hope this letter finds you well and enjoying a restful and joyful summer!

As we come together to welcome a new academic year, I am excited to begin another rewarding journey of learning and growth within our caring, committed, and driven community. Together, we will approach this year with purpose and passion, fostering success and a strong sense of belonging for every student and family.

In preparation for your children's arrival, our maintenance team and trusted external contractors have revitalized classrooms and upgraded many learning spaces across campus. Among the exciting renovations are new gym doors that provide easier access and enhanced safety, extended seating areas designed to encourage collaboration and socialization, and upgraded sound systems in assembly spaces to ensure high-quality audio for all gatherings. Our Creative Media Center, along with the gym sound booth, remains an invaluable resource, now further enhanced to empower students to lead events and gain hands-on experience. A new entrepreneurship classroom is being created in the elementary school to inspire innovation. At the same time, the faculty-staff lounge has been expanded to support collaboration and offer a comfortable space for relaxation and dining.

Several other projects are also underway and will be completed throughout the semester. The backstage space behind the school gym is being completely transformed to include state-of-the-art performing arts facilities, featuring two classrooms for music and drama, dressing rooms, and additional bathrooms. A new fitness room focused on wellness and sports is also in development, alongside other campus improvements.

Alongside these facility enhancements, we are advancing our technology and communication systems. Every classroom and learning space has been upgraded with cutting-edge tools, including Ricoh interactive screens, to enrich teaching and learning experiences. We are proud to be the only school on the island with a comprehensive system covering all areas of the campus and every space, ensuring seamless connectivity and communication. Furthermore, we have transitioned to Veracross, a platform that better serves both students and parents by improving access to important information and resources.

Meanwhile, our administrators, faculty, and staff have been developing engaging programs and initiatives to enrich your children's educational experiences further. At Robinson, we remain committed to continually improving our facilities, programs, and experiences to support student success and stay at the forefront of educational excellence.

Included in this letter, you will find important information to guide you as we begin the year together. Our goal is to provide a smooth and successful start for all students, families, and staff. From organizing orientation sessions to finalizing safety protocols, every detail is being carefully attended to so that our students and families feel supported and ready to thrive from day one.

Please do not hesitate to reach out to me or any member of our staff if you have questions or need support. Thank you for being an essential part of the Robinson School family. We can't wait to see you soon and embark on this exciting journey together!

Warm regards,
Cindy

Calendar

July 2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
27	28 Offices and Support Staff return to campus	29	30	31	1	2
		New Faculty and Staff Orientation				

August 2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
27	28	29	30	31	1 All Faculty and Staff Orientation	2
3	4	5	6 Pre-school materials drop-off / All 7th grade and New MS and US Parents Orientation	7	8	9
10	11 Student Orientation - All 7th Grade students and new students in grades 8th - 12th / Welcome Back Night	12 First Day of School - Middle & Upper School (7th-12th) (Day 1 of Cycle)	13 First Day of School - Preschool & Elementary (PPK-6th) (Day 2 of Cycle)	14 Cuido and Tutoring Begins	15 Casual Day	16
17	18 After School Begins	19	20 12th grade Parent Meeting	21 New Parents Reception	22	23
24	25	26	27 11th grade Parent Meeting	28	29	30

Save the Date!

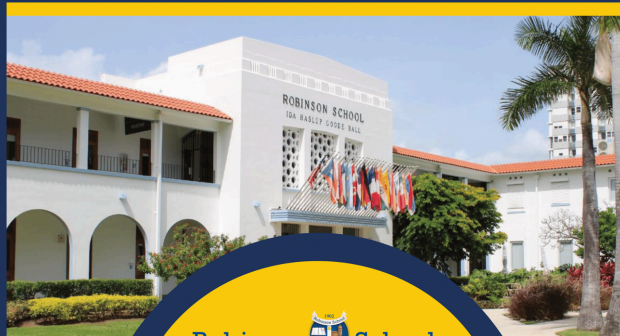
All 7th Grade & New Parent Orientation

DATE: AUGUST 6, 2025
PLACE: CAFETERIA
TIME: AS ASSIGNED BELOW

7TH GRADE	5:30 PM
MIDDLE SCHOOL	6:00 PM
UPPER SCHOOL	6:30 PM

DATE: AUGUST 11, 2025
PLACE: AS ASSIGNED BELOW
TIME: 5:00 PM

PRE-SCHOOL	LIBRARY
ELEMENTARY SCHOOL	LAB



Robinson School



Robinson School

You are cordially invited to join us!

2025-2026 ACADEMIC YEAR

Welcome Back Night!

AUGUST 11, 2025 | 5:30 PM

Additional information will be shared prior to the event.
No parking available on campus.

Robinson School



First Day of School

First Day of School

Students must wear their official uniform.

- Preschool students report directly to their assigned Homeroom by 7:50 AM.
- Elementary School students report directly to their assigned Homeroom by 7:50 AM.
- Middle and Upper School students are expected to report to their assigned homeroom by 7:45 AM to prepare for the general assembly.

7th grade—F107 (previously SS112) 10th grade—F213 (previously SS215)

8th grade—F205 (previously SS223) 11th grade—F228 (previously SS204)

9th grade—F108 (previously SS111)

Students will receive their class schedule from their advisor once the assembly is over. The class schedule will also be available in the Veracross Student Portal.

School Hours

Preschool

- Morning cuido for grades PPK—Kinder runs from 7:00 AM-7:30 AM in room C107 (previously PS126).
- Drop-off period starts at 7:30 AM-7:50 AM.
- School starts promptly at 7:50 AM and ends at 2:30 PM.

Elementary School

- School starts promptly at 7:50 AM and ends at 2:55 PM.

Middle and Upper School

- School starts promptly at 7:45 AM and ends at 2:45 PM.

Campus Arrival and Dismissal

Campus Arrival and Dismissal Procedure

Grade Level	Academic Day Begins	GATE	Dismissal Time	GATE	Late Arrival
Preschool (PPK-Kinder)	7:50 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: 7:50 AM. Students arriving after 8:00 AM must be escorted to reception to sign in.
Lower ES (1 st – 3 rd grade)	7:50 AM	<u>Vehicle</u> Placid Court St. <u>Pedestrian</u> Tossa del Mar St.	2:55 PM	<u>Vehicle</u> Placid Court St. <u>Pedestrian</u> Tossa del Mar St.	Late after 7:50 AM Students arriving after 8:00 AM must be escorted to reception to sign in.
Upper ES (4 th – 6 th grade)	7:50 AM	<u>Vehicle</u> Nairn St. <u>Pedestrian</u> Tossa del Mar St.	2:55 PM	<u>Vehicle & Pedestrian</u> Nairn St.	Late after 7:50 AM Must use front gate entrance - Nairn St. - to obtain an admit slip from Reception before reporting to class.
Middle School (7 th – 9 th grade)	7:45 AM	<u>Vehicle & Pedestrian</u> Nairn St.	2:45 PM	<u>Vehicle & Pedestrian</u> Nairn St.	Late after 7:45 AM Must use front gate entrance - Nairn St. - to obtain an admit slip from the Middle and Upper School office before reporting to class.
Upper School (10 th – 12 th grade)	7:45 AM	<u>Vehicle & Pedestrian</u> Nairn St.	2:45 PM	<u>Vehicle & Pedestrian</u> Nairn St.	Late after 7:45 AM Must use front gate entrance - Nairn St. - to obtain an admit slip from the Middle and Upper School office before reporting to class.

Important

- **Kiss 'n Go!** To keep student drop-off safe and efficient, we ask parents to follow the Kiss 'n Go Procedure by remaining in their vehicle and refraining from parking in the drop-off zone during arrival and dismissal time. Please give your child a kiss and then have him/her exit your car as quickly as possible. Have shoes, socks, etc. on before arriving near campus. This is critical to ensure our traffic moves quickly and students arrive to class on time.
- **To allow easy flow of traffic at the drop-off zone, do not get out of your car while in the drop-off zone.** Parking is **not** permitted. For safety, the back gate will be closed at 8:00 AM. All those who arrive after this time must use the front gate.

Tardiness and Absences

Tardiness and Absences Procedure

- Middle and Upper School - School starts at 7:45 AM
- Middle and Upper School students who do not report to homeroom by 7:45 AM or arrive on campus after 7:45 AM must report to the Middle and Upper School Office for an admission late slip.
- Elementary School - School starts at 7:50 AM
- Elementary students who arrive after 8:00 AM must go directly to the Receptionist's office to receive an admission late slip. Parents or guardians may accompany the child to reception, but may not take the child to the classroom.
- Preschool - School starts at 7:50 AM
- Preschool students arriving after 7:50 AM must enter the school through the front gate on Nairn Street. Parents are required to escort their child to the reception office, where the student will receive a late slip. A staff member will then escort the child to their homeroom, as parents are not permitted to accompany their child directly to the classroom to minimize disruptions and ensure a focused learning environment. To ensure a smooth arrival process, please follow this procedure consistently. If you have any questions or need assistance, the school office is available to help.
- Students with excessive tardiness (12 or more per semester for K-12 students) will be subject to disciplinary action and/or make-up hours during Robinson's summer session.
- Parents/guardian(s) are requested to communicate with the school before 7:30 AM to report a student's absence.
- All absences must be explained by a written note from a parent or guardian or a medical excuse from a licensed physician. The note is due on the first day the student returns to school. The note should include the date, the student's full name, grade, the signature of the parent or guardian, the reason for the absence, and the date(s) of absence.
- All absences not excused within 24 hours of return to school by a written note from a parent, guardian, or medical professional will be counted as unexcused. Students will not be authorized to make up any missed work or assessments due to unexcused absences. Absences will be verified monthly by the school.
- In K-12th grades, absences regardless of reason (no matter whether excused or unexcused) resulting in a student missing extended contact time during any semester may result in required make-up opportunities or summer session participation. Advancement may be withheld for any student who accumulates more than 12 absences per school year.
- Parents are strongly encouraged to inform/request in advance all known absences, lates, or tardies through the Attendance Notice tool in the Veracross Parent Portal.
- Please be aware that ALL attendance records are considered for positions of leadership, awards, club, and student organization membership, competition teams, and/or extracurricular/athletics participation.
- Parents or guardians must send authorization in writing to the school permitting your child to go home with another parent/child. Note should include day(s) and time.

Other Information

How does the school day run?

An eight-day cycle is used to maximize learning and teaching practice in the classroom. The cycle runs over 8 school days (excluding weekends). Therefore, for scheduling purposes, we continue referring to the days as Day 1, Day 2 until Day 8.

In Middle and Upper School, an extended block will run from 2:45 PM to 3:25 PM and will be exclusively for students participating in particular academic programs, such as the Diploma Program (Higher Level courses) or Advanced Placement (AP), 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 Friday, August 22. Should you have any questions, please contact Luis Fortes, Middle and Upper School Division Head for Academic Affairs at lfortes@robinsonschool.net.

Libraries

As we have done in the past, our two libraries will be open after school from 3:30 PM to 5:30 PM for 4th – 12th grade students. They are welcome to work quietly and independently in the learning commons (libraries).

Any student in grades 7-12 remaining on campus after dismissal hours and not participating in an authorized activity will be checked into the Library supervised study area. The library-supervised study area is a privilege for students. Any student not following library-supervised study expectations will be removed to the Cafeteria Deck to await pick up under the supervision of the security official. Parent/Guardian will be required to sign out the student from the security official. Any pattern of continued misbehavior will result in disciplinary actions.

Lockers and Locks (Middle and Upper School)

The Middle and Upper School Division Head for Student Affairs, Tyler Leasure, is responsible for locker assignments. Please note that the 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 inspections at any time, without notice, without student/parent consent, and without a search warrant. Students should not expect privacy as to the locker or its content.

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, including book bags, must be kept in a locker or a cubby.

Students in grades 7 –12 are required to purchase locks for their lockers from the school. These locks may only be purchased at the Middle and Upper School Office during the first week of school. The lock has a cost of \$10.00.

Community Service

Each Middle and Upper-grade students are expected to comply with our community service requirements. More details about our community service program will be provided during Welcome Back Night.

7th grade—10 hours

8th grade—10 hours

9th—12th grade—100 hours (25 hours each year)

Creativity, Action, and Service (CAS) participants have specific requirements. (11th and 12th grades).

Other Information

Hallways

- Running, ball playing, and dribbling is not permitted in the halls.
- Bicycles, skateboards, roller skates, and/or "heeleys" are not to be used on school grounds.
- The hallways must be kept clear of books, handbags, book bags, etc. Students should use only designated storage areas.

Visitors on Campus

Any visitor to campus, including parents or guardians, MUST ABIDE by the following procedure:

- Visitors must report to school security personnel at the front entrance.
- School security will direct the visitor to Reception to sign in and receive a Visitor's Identification Pass. All Visitors, regardless of reason, MUST REPORT directly to Reception.
- Reminder: All requests for meetings/conferences with a teacher must be coordinated with your child's Division Office. Drop-in's to a classroom to speak with a teacher are not authorized during the course of the school day (including during a teacher's preparation for homeroom). Teachers will direct any parent/guardian to the Division Office to make an appointment for all needs.
- Visitors must use the front entrance (Nairn St.). The back gate will be closed for security from 8:00 AM to 2:30 PM.

Parking on campus

There is no long-term parking on campus for non-staff.

Cafeteria

Quality Food Company manages our Cafeteria, and it opens for breakfast at 6:30 AM and closes for students and parents at 7:45 AM to begin preparation for snack and lunch.

PTO Store and Snack Shack

The PTO Store and Snack Shack are located next to the gym. It is stocked with common school supplies and snacks. Stop by and peek!

Other Information

After-school care “Cuido”

- Robinson offers an After School Day Care “Cuido” program for students in grades PPK–6th. The program will begin on Thursday, August 14th, and runs from 3:25 PM-5:30 PM.
- Parents interested in the program are required to enroll their students with a form available in the Elementary School Office. Rates will be available weekly or monthly, billed through the Business Office, and payable directly to the school.
- “Cuido” has limited space available and is on a first-come, first-served basis by written request.
- AFTER 3:25 PM, all unsupervised PPK–6th-grade students on campus will be taken directly to the After School Day Care (Cuido), and parents will be charged the appropriate fee.

Student-Parent Handbook 2025-2026

The handbook has been updated for the upcoming school year; please review it for important information. Consult the Parent Resources links in your Veracross Portal or the school’s website for the handbook and other school policies. The school reserves the right to modify the Student-Parent Handbook at any time.

Pets

To ensure the safety and well-being of all students, no animals or pets are allowed on campus grounds at any time. Certified Service animals must be notified in writing to the appropriate division head office before arrival to campus. Certification of service animals will be required.

Health

To help ensure a healthy start to the school year, please review the updated Parent–Student Handbook and make sure your child’s immunizations and oral health certificates are current, as required by law. Keep your child home if they are sick, notify the school of absences, and reinforce good hygiene habits. Remember to schedule annual checkups, update emergency contacts, and encourage healthy routines at home; contact the school nurse if you have any questions or need assistance.

Technology

Laptops for 4th – 12th grade students

All students in 4th–12th grade are required to have a computer that meets Robinson School minimum requirements. All computers (Windows & MAC) connected to the network must have up-to-date antivirus software before configuration. Please refer to the BYOD document included as part of the mailing email. The use of hot spots from personal devices is prohibited.

Academic Integrity, Plagiarism, and the Use of Generative Artificial Intelligence

Academic Integrity, as defined by the IBO, is a “guiding principle in education and a choice to act in a responsible way whereby others can have trust in us as individuals,” thus it is the ethical foundation for decision-making and practices in the creation of authentic academic work (3).

Students are expected to submit authentic work that reflects the student’s original ideas, through their writing style, and acknowledge in a proper way other’s thoughts by citing using the MLA style guide. [For 10th grade students, choose the one you use/introduce in your class: MLA, Chicago Style, or APA.]

Students are expected to work in collaboration during group projects. Each member of the group works together in brainstorming, making decisions on the project, and working together to create the desired product. The final product reflects each student’s contribution and the team’s mastery of skills and content.

Technology Use in the classroom will depend on the learning activity. Students will access Canvas classes, use Microsoft 365 apps for learning activities, and Clever to access their e-textbooks. Teachers will use other tools for specific learning activities. Students will use technology responsibly and as the teacher instructs.

Please refer to the RS School Policies section on Academic Integrity for all the details, definitions, misconduct consequences, and descriptions related to this policy.

Technology

Cell Phones, Headphones, Gaming Devices, and other Smart/Wearable Personal Devices

Research shows that removing distractions enhances academic performance, fosters stronger relationships by building meaningful interactions with their peers and teachers, and improves overall focus. Therefore, to better support student performance outcomes and well-being, we have revised our cell phone policy during school hours.

The use and/or possession of a cellular/mobile device, smartwatch, or other wearable device, and/or headphones are prohibited at all times throughout the course of the school day for all students in all grade levels. We strongly believe the policy will significantly benefit our students' educational experiences.

Personal Property

The safekeeping of student property, including electronic personal devices and laptops/tablets, is the responsibility of each individual student. Robinson School does not provide insurance on personal property of students and is not responsible for loss of or damage to such property, including property confiscated by teachers or faculty members, property stored in lockers, classrooms or any storage spaces, property left on or around campus or in backpacks on campus, or property donated or disposed of when uncollected from lost and found. Students use these spaces at their own risk. The School will not be held responsible for any property of students left anywhere on campus, including in the halls, restrooms, or any spaces on campus. It is strongly encouraged that families check their personal insurance for coverage and, if necessary, purchase private personal property insurance from a reliable company. The school does not serve as a mediator between families for any damage or loss.

Technology

Veracross Student Information System/Portal System: NEW!

Robinson is implementing Veracross as the official school information system beginning with the 25-26 school year. Students, parents, and teachers/staff will use Veracross for a variety of school-related needs throughout the year. Parents will access academic information for their child/children (teachers, schedules, grades, and report cards), update student and family information, view invoices and make payments, complete re-enrollment, receive and view official school communications, make online donations/gifts to the school fundraising initiatives, access school calendars (master events calendar, division calendars, daily academic/class calendars, cycle rotation days, and athletics), etc. The Directories feature in the portal will provide quick access to contact information for faculty and staff. The My Messages feature will house all important email messages sent by school administration, faculty, and staff that are relevant to your child/ren (Please note – school email will still serve for certain types of official school communications as necessary). In addition, Canvas Learning Management System will continue to be used by teachers to create and share academic content, assessments, and grades throughout the year for grades 1-12 (Preschool should consult Veracross Portal for newsletters and calendars). Assignments and grades will sync back to Veracross daily. Access Veracross Portal for quick academic progress/grade info. Content details, rubrics, and teacher feedback on assignments will be viewed from Canvas (link will be available from your Veracross Portal, with Single-Sign-On for students). Clever.com will continue to serve as a repository for access to supplemental applications in use at each grade level and will also have a link in the Veracross Portal. (ex. IXL, online publisher resources, and textbook access, etc.).

Our school calendar is full of exciting events and activities throughout the year. For details on these events, you can start with the My Calendar feature in your Veracross Portal. This calendar aggregates all of the activities related to your child in one place. You can also access specific calendars, such as Athletics or for your child's classes, from your Portals. Your Parent Portal will display upcoming events near the top banner for quick reference as well. You can access the Quality Foods, Inc. cafeteria App, Hot Lunch, from the Parent Portal for cafeteria menus and ordering.

Invitations to the Parent Portal were shared at the start of July 2025. If you did not receive an invitation to the Parent Portal, please contact tnovak@robinsonschool.net.

- For general questions or support with Veracross – something doesn't seem to be working right – please contact Academic Dean, Thomas Novak, at tnovak@robinsonschool.net.
- For questions about schedules, grades, reports, or any other academic content in Veracross, please contact your child's Division Head Office.
- For questions or support with Veracross Enrollment / Admissions, please contact the Admissions Office at pgonzalez@robinsonschool.net and ssantiago@robinsonschool.net.
- For questions or support with Veracross Billing/Invoices, please contact the Accounts Receivable office at lcabral@robinsonschool.net.

Communication Channels

Communications

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

1

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

2

The teacher or person directly responsible for supervising the situation should be contacted by making an appointment with the appropriate Division Office administrative assistant. If the issue is academic related, please make an appointment with the administrative assistant in the division head office to see the appropriate teacher.

3

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

4

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

Be Informed!



Robinson School



Join the Robinson School Community!

Stay in the loop!

Follow, Like and Subscribe to
get an immediate look into
school life, recognitions and
community highlights.



#HawkPride



Robinson School

Get Ready for School!

Get ready for school!

Summer often means late nights and sleeping in—something kids truly enjoy. As the new school year approaches, it's important to start gradually adjusting your child's sleep schedule about two weeks before school begins. Shift their bedtime earlier by 10 to 15 minutes each night and wake them closer to their usual school-day time. This helps reduce the shock to their system, making mornings easier and improving their mood during those first weeks.

Beyond sleep, parents can support their children by helping them organize school supplies, reviewing summer reading assignments together, and establishing a consistent morning routine. Encouraging your child to prepare their backpack and clothes the night before can also ease the transition.

Parents themselves can prepare by setting their routines to align with the school schedule, planning transportation and after-school care if needed, and carving out time for self-care to manage the busy school season ahead. Staying informed about school programs and communicating with teachers can also help ensure a smooth start.

Remember, students should come prepared on the first day—summer reading assignments won't be covered in class if they're not done!

Directory

EARLY CHILDHOOD AND ELEMENTARY SCHOOL OFFICE

Administrative Assistant	Joselyn Quiñones	jquinones@robinsonschool.net
Early Childhood Division Head	Janice González	jgonzalez@robinsonschool.net
Elementary School Division Head	Bradly Rivera	brivera@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 for Student Affairs	Tyler Leasure	tleaseure@robinsonschool.net
Middle and Upper School Division Head for Academic Affairs	Luis Fortes	lfortes@robinsonschool.net
Registrar	Karen Colón	kcolon@robinsonschool.net

INTERNATIONAL BACCALAUREATE (IB) COORDINATORS

Primary Years Programme (PYP) Preschool to 3 rd grade	Maria Turner	mturner@robinsonschool.net
Primary Years Programme (PYP) 4 th – 6 th grade	Lymari Rivera	lrivera@robinsonschool.net
Middle Years Programme (MYP)	Carine Poinson	cpoinson@robinsonschool.net
Diploma Programme (DP)	Jessica Hartman	jhartman@robinsonschool.net

STUDENT SERVICES

Elementary School Dean of Students	Shaina Sullivan	ssullivan@robinsonschool.net
Pathways	Consuelo Rampolla	crampolla@robinsonschool.net
School Psychologist	Esther Marie Pérez	eperez@robinsonschool.net
Psychologist	Rita Tamargo	rtamargo@robinsonschool.net
Educational Therapist	Nydia Barrios	nbarrios@robinsonschool.net
Middle School Counselor	Keishla Mota-Santos	kmota-santos@robinsonschool.net
College Counselor	Daymar Otero	dotoero@robinsonschool.net
Chaplain	Justin Colón	jcolon@robinsonschool.net
Health Services	Elizabeth "Titi" Barreto	ebarreto@robinsonschool.net
Athletic Director	José Estrada	jestrada@robinsonschool.net
Edtech Coordinator	Vilmarie Torres	vtorres@robinsonschool.net
Cafeteria	Lekischa Masso	lmasso@qfcpr.com

ADMISSIONS OFFICE

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

INSTITUTIONAL ADVANCEMENT

Digital Marketing Officer	Robertsom Merced	rmerced@robinsonschool.net
Public Relations and Marketing Officer	Alice Pagán	apagan@robinsonschool.net
Development Officer	Paola González	pgonzalez@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