



2026-2027

Welcome Package



Generations of legacy.
Inspiring the future.

Welcome!

Dear Robinson School Community,

Welcome Back! As a new academic year begins and busy mornings return with eager learners, we open our doors once again with excitement, purpose, and a renewed commitment to every child's success. Our campus has been far too quiet without you; we have missed the laughter and chattering in the halls, the energy spilling from classrooms, and, above all, the warmth, enthusiasm, and joy our students bring to campus each and every day.

I am Cindy Ogg, Head of School, and I have had the privilege and honor of being part of this remarkable community for over 30 years. I can say with absolute certainty what makes Robinson extraordinary is not just our buildings or programs alone, it is the heart, dedication, and genuine care that each member of this community brings every single day.

While you were building summer memories, our dedicated team was busy behind the scenes making sure our campus and every space within it was fully prepared to welcome you back. This summer was one of exciting renovation and implementations. We are proud to unveil soon our beautifully enhanced newly branded gym floor and our long-awaited Fitness Studio, a brand-new space thoughtfully designed to inspire wellness, movement, and an active lifestyle for our entire community. To ensure that learning is never interrupted, we invested in extending our generator to provide full campus coverage and completed a significant technology upgrade to better serve our school's resources and meet the needs of every student. Many of our classrooms across our campus received new furniture, enriched hands-on materials, and upgraded educational tools, creating environments that are more engaging, dynamic, and effective than ever before. Our gardens were refreshed, and comprehensive maintenance and repairs were carried out at every campus level, including our roofs. Two of our secondary math classrooms also received full renovation, emerging as bright, inspiring spaces where great minds will do great things. Additionally, our team engaged in meaningful professional development and more underway with an external language and literacy expert, deepening our expertise and strengthening our commitment to serving each of you with excellence. And the best part? We are just getting started, because there is even more to come as this wonderful year unfolds!

We are honored that our commitment to excellence has been recognized by both, the Middle States Association and the National Association for the Education of Young Children (NAEYC), a testament to the collective dedication and heart of our entire school family. As we celebrate, we set our sights on meaningful milestones ahead: achieving full NAEYC accreditation, launching our IB reaccreditation self-study, and beginning preparations to celebrate our 125th Anniversary, a meaningful milestone that reflects our identity, history, and the enduring legacy we continue to build together.

None of this would have been possible without your voice. Thank you sincerely for your time, participation, and thoughtful feedback through our interviews and community surveys last year. Your input is not simply appreciated, it is the foundation of our action plans, ensuring that the needs of our students, staff, families, and community guide every decision we make. Because of you, we are a stronger, more connected school.

This year, our theme says it all: "Team Up for an All-Star Year!" A team is only as strong as the partnership that holds it together, and at the heart of everything we do is the powerful bond between home and school. When families and educators stand side by side, communicating openly, encouraging consistently, and believing wholeheartedly in every child, our students don't just succeed, they thrive. Every conversation at the dinner table, every encouraging word before a big test, every school event attended together, these moments are the plays that win championships. Together, we are not just a school community; we are one extraordinary team, showing up every day for those we value most: our children.

Your continued support has allowed us to keep building a thriving educational program and innovative spaces that spark curiosity, inspire growth, and ignite a genuine love of learning. Let's carry that spirit into every day of this school year; embracing each opportunity for discovery, celebrating every achievement along the way, and leaning on one another as the incredible team that we are. The journey ahead is full of promise, and together there is absolutely no limit to what we can accomplish.

Let's team up, show up, and make this an All-Star Year to remember!

With excitement, gratitude, and team spirit,
Cindy Ogg

Back to School Calendar

July 2026

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
26	27 Offices and Support Staff return to campus		29 New Faculty and Staff Orientation	30 New Faculty and Staff Orientation	31 New Faculty and Staff Orientation	1

August 2026

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

Save the Date!

All 7th Grade & New Parent Orientations

DATE: AUGUST 7, 2026
PLACE: AUDITORIUM
TIME: AS ASSIGNED BELOW

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

DATE: AUGUST 10, 2026
PLACE: AS ASSIGNED BELOW
TIME: 5:00 PM

PRE-SCHOOL	LIBRARY
ELEMENTARY SCHOOL	LAB

 Robinson  School



2026-2027 ACADEMIC YEAR

Welcome Back Night

You are cordially invited to join
us at the Welcome Back Night!

August 10, 2026 | 5:30 PM

Additional information will be
shared by the
Division Head Offices.

 Robinson  School

Save the Date!



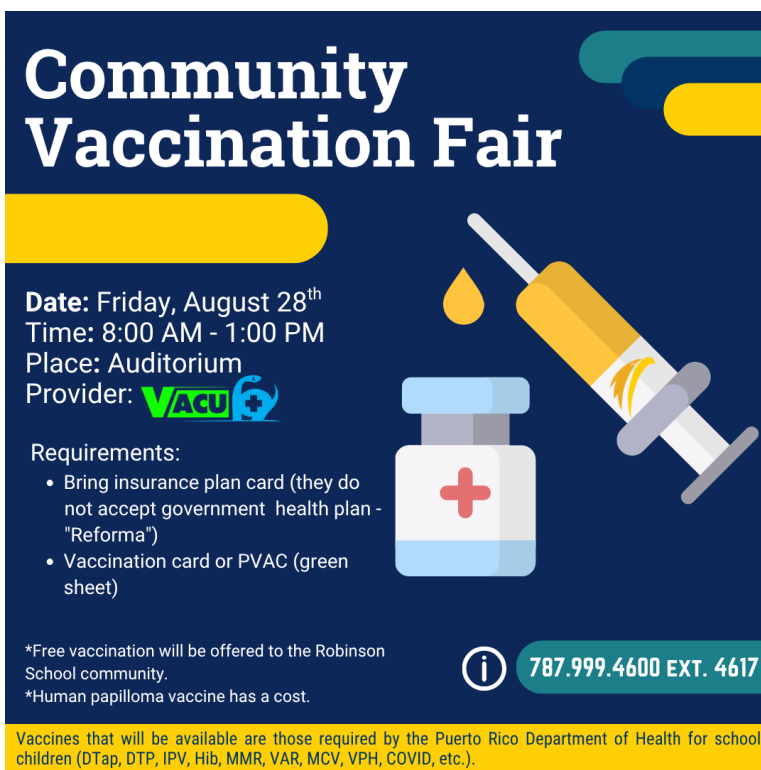
Join us!
**TECHNOLOGY:
SAFETY AND
RESPONSIBLE USE**
Parent Virtual Orientation

DATE: AUGUST 27, 2026
TIME: 7:40 PM
LINK: WILL BE SENT THROUGH VERACROSS

 Robinson  School

Presentation will be in Spanish

We ask that every family make this meeting a priority, as your participation is essential to supporting our students' safe and responsible use of technology.



Community Vaccination Fair

Date: Friday, August 28th
Time: 8:00 AM - 1:00 PM
Place: Auditorium
Provider: 

Requirements:

- Bring insurance plan card (they do not accept government health plan - "Reforma")
- Vaccination card or PVAC (green sheet)

*Free vaccination will be offered to the Robinson School community.
*Human papilloma vaccine has a cost.

 **787.999.4600 EXT. 4617**

Vaccines that will be available are those required by the Puerto Rico Department of Health for school children (DTap, DTP, IPV, Hib, MMR, VAR, MCV, VPH, COVID, etc.).

Back to School Orientations and First Day of School

Back to School Orientations

All incoming 4th and 7th grade and New Middle and Upper School students are required to attend the Back to School Orientation. During this event, our IT team will assist students with device setup and review the expectations for the appropriate use of school technology. Students will also become familiar with their class schedules, meet their teachers, and tour the classrooms they will use throughout the school year.

- **Time:**
 - 4th grade from 8:00 AM to 11:00 AM.
 - All 7th grade and New Middle and Upper School students from 8:00 AM to 12:00 PM.
- **Entrance and drop-off area:**
 - 4th grade students: entrance will be through the Wilson St.
 - All 7th grade and New Middle and Upper School students: entrance will be through the Nairn St.
- **Dress code:**
 - All students must wear the regular school uniform.
- **What to bring:**
 - 4th grade: fully charged laptop device.
 - All 7th grade and New Middle and Upper School students: fully charged laptop device, materials, and textbooks (lockers will be assigned during this day).

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

8th grade—F205

9th grade—F215

10th grade—F230

11th grade—F213

School Hours

Preschool

- Morning *cuido* for grades PPK—Kinder runs from 7:00 AM-7:30 AM in room C107.
- 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.



Robinson



School

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 and Go:** To keep student drop-off safe and efficient, parents must remain in their vehicle and must not park in the drop-off zone during arrival (7:00 AM – 8:00 AM). Give your child a quick kiss, then have them exit as quickly as possible. Ensure that shoes, socks, and all belongings are ready before arriving at campus, as this is critical for maintaining traffic flow and keeping students on time for class. Do not exit your vehicle while in the drop-off zone, as parking is not permitted. Apply your handbrake while children exit and wait until your child is safely on the sidewalk before driving off (maximum 2-minute stop). Staff and secondary school students will be on hand to assist with drop-off. For safety, the back gate closes at 8:00 AM; parents arriving after this time must use the front gate.
- Please note that the same procedure of no parking at any time applies during afternoon pick-up, including Beyond the Bell. Your cooperation and punctuality make all the difference in creating a smooth, stress-free start and end every school day. Thank you for being a valued partner in keeping our campus safe.
- Toddler House parking spaces are reserved exclusively for Toddler drop-off and pick-up.

Tardiness and Absences

Attendance and Punctuality Expectations

Robinson School takes attendance and punctuality seriously. A pattern of frequent tardiness and absence affects student learning, community culture, and individual opportunity. We ask all families to review and uphold the following expectations.

Arrival Times

Division	School Begins	Late Arrival Threshold
Middle & Upper School	7:45 AM	Any arrival after 7:45 AM
Elementary School	7:50 AM	Any arrival after 7:50 AM
Preschool	7:50 AM	Any arrival after 7:50 AM

Late arrival procedures vary by division – please ensure your child follows the correct check-in process for their division. Students who arrive late must obtain an admission slip before going to class. Parents are not permitted to escort children directly to classrooms.

Reporting Absences

- Notify the school before 7:30 AM on any day your child will be absent.
- Upon return, submit a written note or medical excuse on the first day back. Notes must include the date, student's full name and grade, reason for absence, date(s) missed, and a parent/guardian signature.
- Absences not explained within 24 hours of return are recorded as unexcused. Students with unexcused absences are not permitted to make up missed work or assessments.

Advance Notice & Dismissal Authorizations

- Use the Attendance Notice tool in the Veracross Parent Portal to report all known upcoming absences, tardies, or early dismissals in advance.
- If your child will be leaving with another family, you must submit written authorization stating the name, date(s), and time to the Division Office.

Attendance & Student Opportunity

Attendance records are considered when determining eligibility for:

- Leadership positions
- Academic awards and recognition
- Club, organization, and competition team membership
- Extracurricular activities and athletics
- Seniors' privileges



Tardiness and Absences

Consequences of Excessive Absence or Tardiness

Robinson School monitors attendance monthly. Families should be aware of the following thresholds:

- 12 or more tardies in a semester will result in disciplinary action and/or required make-up hours during summer session.
- 12 or more absences in a school year – regardless of whether they are excused or unexcused – may result in required make-up opportunities, summer session participation, or withholding of academic advancement.



Robinson



School

School Logistics and 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 21. Should you have any questions, please contact Luis Fortes, Middle and Upper School Division Head for Academic Affairs at lfortes@robinsonschool.net.

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 13th and runs from 3:25 PM-5:30 PM.
- Parents interested in the program are required to enroll their students with a form available at the Business 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 come-first serve 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.

Libraries

Library Services

Our libraries are welcoming spaces where students can read, explore books, study, complete schoolwork, and enjoy a quiet moment during the school day. The Secondary School Library & Learning Commons is open for students from 7:30 a.m. to 3:30 p.m. The Elementary Library is open for students to read and/or check out books during the following times: 7:30–8:00 a.m., 8:45–9:00 a.m., 11:15 a.m.–12:05 p.m., and 2:50–4:30 p.m., in addition to their scheduled library classes. Preschool students may visit the library with a parent/guardian from 7:30–8:00 a.m. and from 2:50-4:30 p.m. aside from their library class period.

Afterschool Library Services

During afterschool hours, students may also visit the libraries according to their division’s schedule. The Secondary School Library & Learning Commons is available from 3:30 p.m. to 5:30 p.m. The Elementary Library is available from 2:50 p.m. to 4:30 p.m. Preschool through 3rd grade students may visit the library with a parent/guardian from 2:50 p.m. to 4:30 p.m. Students in 4th through 6th grade may stay in the library to work independently. Elementary supervised study takes place in a designated classroom with an assigned teacher from 3:30 PM to 5:30 PM. Any student in grades 7 through 12 who remain on campus after dismissal and is not participating in an authorized activity may be checked into the Secondary School Library & Learning Commons.

Expectations

Students are expected to use the libraries kindly and responsibly for reading, studying, research, schoolwork, or approved activities. Students who are not using the space appropriately may be directed to the Cafeteria Deck to wait for pickup under the supervision of the security officer. A parent/guardian must sign the student out with the security officer. Repeated or ongoing misbehavior will be addressed according to the school’s disciplinary procedures.



School Logistics and Other Information

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 grade 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

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

Community service requirements by grade level:

7th grade—10 hours

8th grade—10 hours

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

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

Student IDs

ID photos will be taken at the start of the school year for all students in PPK-12. Once IDs are printed and distributed to students, PPK-6 Grade students will be required to keep their ID attached to the backpack throughout the school year. Grade 7-12 students will be required to carry their student ID at all times while on campus, and will be required to present their student ID to enter/exit campus for “Walker” and Senior privileges. Lost, damaged or forgotten ID’s will incur a \$10.00 replacement fee, to be paid with the next monthly invoice. Lanyards and ID holders will be available for purchase at the PTO Store.

Looking ahead as we implement a new ID Management system beginning this year, future applications of the Student ID may vary by student level and may include:

- School Event Admission
- Campus Entry/Exit Scanning; Attendance Management
- Library Book Check Out
- Photocopying, Printing, and Classroom/Campus
- Space Reservations
- Cafeteria and/or PTO Store Purchases

School Logistics and Other Information

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, ensure your Veracross Household profile information is up to date (emergency contacts and medical information), and encourage healthy routines at home. Contact the school nurse, via email at ebarreto@robinsonschool.net, if you have any questions or need assistance.

Business Office Policies for School Access, Report Cards, and Progress Reports

Report cards, transcripts, and any other official school documentation, will be withheld for non-payment of tuition, cafeteria fees, library dues, non-return or unpaid damages of sports uniforms or other debts to the School.

Students may be excluded from school access for non-payment of tuition, fees and/or other required dues or debts. If a student is excluded from school, all absences are treated as un-excused and not authorized for make-up for assignments or assessments. All formative and summative assessments missed will be recorded as zero "0" for marking period grade calculations.

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.

School Logistics and Other Information

Visitors on Campus

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

1. Visitors must report to school security personnel at the front entrance to receive a Visitor's Identification Pass.
2. School security will direct the visitor to Reception to sign in.
3. All Visitors, regardless of reason, MUST REPORT directly to Reception.
4. 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.
5. 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. Please refer to the cafeteria letter included as part of the mailing email.

PTO Store and Snack Shack

The PTO Store and Snack Shack are located next to the gym. Both stations are stocked with essential school supplies and refreshments. Drop by and see what is in store!

Student-Parent Handbook 2026-2027

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.

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.

Edtech and BYOD/Device Usage – Balancing Approaches

This year, students will experience an increased emphasis on handwriting across subject areas. Research continues to demonstrate that handwriting strengthens learning, supports memory retention, and promotes deeper understanding. Approaches will vary as developmentally appropriate and based on the needs of the different grade levels.

In 4th – 12th Grades, students will regularly use physical notebooks for notetaking, brainstorming, mathematical work, and other learning activities. In addition, the writing process for essays and other written assignments, including brainstorming, outlining, drafting, revising, and editing, is expected to be completed by hand on paper. This approach helps students develop stronger writing habits, organize their thinking, and engage more deeply with the revision process. Laptop devices may be used for research and final published pieces when appropriate and as directed by the teacher, supporting students in developing both strong writing foundations and effective digital literacy skills. Additionally, students will complete a variety of external and internal assessments throughout the course of the school year using their devices (MAP Assessments, PSAT/SAT, IB Internal Assessments). When laptop devices are not in use, students are expected to maintain them closed and stored so as not to impact the teaching/learning process and to promote focus and responsible digital citizenship.

Additional orientation will be provided to parents and students during the Welcome Back Night and back-to-school orientations.

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

To better support student performance outcomes and overall well-being, the school takes a firm cell phone/device 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. Personal devices are to be powered off and stored during school hours. We strongly believe the policy will significantly benefit our students' educational experiences, allow them the opportunity to foster stronger interpersonal relationships, and strengthen focus and attention within the school setting.



Robinson



School

Technology

Use of Personal Hot Spots and Social Media

Robinson School is committed to the quality of its education and the safety of its students, while preserving its outstanding reputation. Therefore, the standards for appropriate online communication at Robinson School must be high. While we respect the right of students and other members of the community to utilize the variety of social media options available, we must insist that the following standards be met by the students at all times.

- Be advised that the use of personal hot spots is not allowed on campus at any time.
- Students are not permitted to use/access any means of social media during the school day. Should students/families decide to use social media outside of school, each is encouraged to always exercise the utmost caution when participating in any form of social media or online communications.

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.

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.



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.

Get Ready for School!

Get Ready for the New School Year!

As summer break comes to an end, it's the perfect time to ease your child back into a school-year routine. Start gradually adjusting their sleep schedule about two weeks before the first day of school by shifting bedtime earlier by 10 to 15 minutes each night and waking them closer to their usual school-day time. This simple step helps make the transition easier, keeps mornings running smoothly, and sets a positive tone for the first few weeks back.

Beyond sleep, there are a few other things you can do to help your child start the year strong. Organizing school supplies and establishing a consistent morning routine can make the transition smoother. Encouraging your child to prepare their backpack and lay out their clothes the night before can also make a real difference in how the day begins.

It's also helpful to take time before school starts to talk with your child about expectations, both yours and the school's. Discuss the importance of respect, responsibility, and effort in and out of the classroom. Reviewing the student handbook together is a good opportunity to go over school policies on attendance, uniforms, technology use, and behavior, so there are no surprises. When children understand the boundaries and the reasons behind them, they are more likely to embrace them.

Equally important is relationship building. Encourage your child to approach the new year with an open mind, to connect with new classmates, be respectful toward teachers and staff, and engage actively in their community. For parents, introducing yourself to your child's teacher early in the year goes a long way. A simple email or a hello at drop-off helps establish a partnership built on trust and open communication; one that benefits your child throughout the entire year.

Parents, your preparation matters too. Align your own routines with the school schedule, confirm transportation and after-school arrangements, and carve out time for self-care during what can be a busy season. Stay engaged with school communications, attend parent events when possible, and don't hesitate to reach out when questions or concerns arise.

We look forward to welcoming your children back and partnering with you for another wonderful year ahead!



Robinson



School

Directory

EARLY CHILDHOOD AND ELEMENTARY SCHOOL OFFICE

Administrative Assistant	Leslie Santiago	lesantiago@robinsonschool.net
Early Childhood Division Head	Janice González	jgonzalez@robinsonschool.net
Elementary School Division Head	Bradly Rivera	brivera@robinsonschool.net
Pathways Supervisor	Consuelo Rampolla	crampolla@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	tleasure@robinsonschool.net
Middle and Upper School Division Head for Academic Affairs	Luis Fortes	lfortes@robinsonschool.net
Pathways Supervisor	Consuelo Rampolla	crampolla@robinsonschool.net
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