



2024-2025 Academic Year Welcome Package





Welcome!

Dear Robinson Community,

Welcome to the 2024 – 2025 school year! I hope that each of you had the opportunity to relax, recharge, and enjoy your summer break.

To those joining or rejoining us this year, I extend a warmhearted welcome to the Robinson School Family. It is with great pride that I welcome you to a dedicated, united, and hardworking community that strives for excellence for its students and school. The beginning of each year brings great excitement, from the cheerful laughter and chatter in the halls to the joy of students reconnecting with friends, meeting new teachers, and embracing learning in the wonderful place many of us call home - Robinson School.

This upcoming school year holds much promise, and I am thrilled about the possibilities and opportunities that lie ahead. We have an exceptional team of educators and staff committed to providing nurturing and engaging learning environments for your children. Our collective focus rests firmly on delivering student growth and success, fostering a love for learning, and preparing each child for their bright future.

We are also excited and looking forward to unveiling our newly renovated auditorium, complete with a cutting-edge sound system and dynamic lighting. This multipurpose space promises to elevate student performances, exhibitions, assemblies, and events to a whole new level! Additionally, our gym is getting an incredible makeover with a state-of-the-art sound system, audiovisuals, and large screens. We've also added a high-tech control cabin in the gym, where students will gain hands-on experience in conducting and managing programs, concerts, and performances. I can't wait to kick off the year in these technologically innovative spaces!

Thank you for your contributions and participation with our consulting firm interviews and community surveys at the end of last school year as we move forward with our action plans to better support your needs, as well as those of our students, staff, and overall school community. Your support has allowed us to continue creating a thriving educational program and innovative spaces that inspire growth and learning for our students. Together we make a huge difference for those we value most – our children!

Let's make this school year an incredible journey of growth, discovery, and achievements together through our shared commitment to the success of each and every one of our students.

Rooted in Excellence - Growing Stronger Together!

Warmest regards always,
Cindy



Calendar

July 2024

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
21	22	23	24	25 Student Device Configuration Form due (Grades 7th – 12th) (Refer to the BYOD e-mail)	26	27
28	29 Offices and Support Staff return to campus	30	31 New Faculty and Staff Orientation	1	2	3

August 2024

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	
28	29	30	31 All 7th grade Parents and New Parent Orientation for Toddler House, Elementary, Middle, and Upper School	1	2 All Faculty and Staff Orientation	3	
4	All Staff In-service days (August 2nd- 9th)					5	6
7	8 Pre-school materials drop-off / All 7th grade and New MS and US Parents Orientation	9 Student Orientation - All 7th Grade students and new students in grades 8th - 12th	10 Welcome Back Night for Preschool & Elementary School (PPK-6th)	11 Student Device Configuration Form due (Grades 4th – 6th) (Refer to the BYOD e-mail)	12	13	
14	15 First Day of School – Preschool & Elementary (PPK-6th) (Day 1 of Cycle)	16 First Day of School – Middle & Upper School (7th-12th) (Day 2 of Cycle)	17 Welcome Back Night for Middle & Upper School (7th-12th)	18	19	20	
21	22 Athletics Department Meeting for Student-Athletes' Parents	23	24	25	26	27	
28	29 New Parents Reception	30	31	32	33	34	



Save the date!

ROBINSON SCHOOL
IDA HASLUP GOODE HALL

Join us for our
7th Grade & New Parent
ORIENTATION

DATE: AUGUST 7, 2024	DATE: AUGUST 9, 2024
PLACE: CAFETERIA	PLACE: AS ASSIGNED BELOW
TIME: AS ASSIGNED BELOW	TIME: 5:00 PM
7TH GRADE 5:30 PM	PRE-SCHOOL CAFETERIA
MIDDLE SCHOOL 6:00 PM	ELEMENTARY SCHOOL LIBRARY
UPPER SCHOOL 6:30 PM	

ROBINSON SCHOOL
IDA HASLUP GOODE HALL

You are cordially invited to join us!
Welcome Back Night

AUGUST 9, 2024 | 5:30 PM
PRE-SCHOOL AND ELEMENTARY SCHOOL

AUGUST 16, 2024 | 5:30 PM
MIDDLE AND UPPER SCHOOL

No parking available on campus



First Day of School

First Day of School

Students must wear their official uniform.

- **Preschool School students** report directly to their assigned Homeroom by 8:00 AM.
- **Elementary School students** report directly to their assigned Homeroom by 7:45 AM.
- **Middle and Upper School students** report to their assigned homeroom by 7:45 AM to prepare for general assembly. Students will receive their schedule from their advisor once the assembly is over.

7th grade—SS112

10th grade—SS204

8th grade—SS223

11th grade—SS110

9th grade—SS111

School Hours

Preschool

Morning *cuido* for grades PPK—Kinder runs from 7:00 AM-7:30 AM in room PS126.

Drop-off period starts at 7:30 AM-8:00 AM.

School starts promptly at 8:00 AM and ends at 2:30 PM.

Elementary Division

School starts promptly at 7:45 AM and ends at 2:55 PM.

Secondary Division

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)	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.
Lower ES (1 st – 3 rd grade)	7:45 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 7:45 AM Must use front gate entrance - Nairn St. - to obtain an admit slip from Reception before reporting to class.
Upper ES (4 th – 6 th grade)	7:45 AM	<u>Vehicle</u> Nairn St. <u>Pedestrian</u> Tossa del Mar St.	2:55 PM	<u>Vehicle & Pedestrian</u> Nairn St.	Late after 7:45 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 Registrar 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 Registrar office before reporting to class.

Important

- **Kiss ‘n Go!** As you approach the drop-off zone in the back entrance (Placid Court), we will have adults and SS students there to help your child exit the vehicle. 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 efficiently 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 Procedures

✓ Tardiness and Absences Procedure

- Elementary, Middle, and Upper School - School starts at 7:45 AM
 - Elementary students who arrive after 7:45 AM must go directly to the Receptionist's office to receive an admission slip. Parents or guardians may accompany the child to reception but may not take the child to the classroom.
 - Middle and Upper students who do not report to homeroom by 7:45 AM or arrive on campus after 7:45 AM must report to the Registrar's office for an admission slip.
- Preschool - School starts at 8:00 AM
 - When a preschool student arrives at school after 8:00 AM the student must go directly to the Receptionist's office to receive an admission slip. Parents or guardian(s) may accompany the child to the reception but may not take the child to the classroom.
- 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 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 will be withheld for any student who accumulates more than 12 absences per school year.
- Please be aware that ALL attendance records are considered for positions of leadership, awards, club, and student organization membership, competitions teams, and/or extracurricular/athletics participation.
- Parents or guardian(s) 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.



After-school care "Cuido"

- Robinson offers an After School Day Care "Cuido" program for students in grades PPK—6th. The program **will begin 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 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-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.



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 Thursday, August 22. Should you have any questions, please contact Luis Fortes, Middle and Upper School Division Head 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 Dean of Students 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. 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. 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. It is stocked with common school supplies and snacks. Stop by and peek! Also, this year we are introducing our brand-new online school merchandise Nike store, [click here](#) to access the store which will be open for you to place your order from August 5-20.

Student-Parent Handbook 2024-2025

The handbook has been updated for the upcoming school year; please review it for important information. Print page 1, sign, and return to the Dean of Students’ Office by **Friday, August 16th**.

Consult the school’s website for the handbook and other school policies.

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 Use

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 students must have their computers configured before the first week of school. Please refer to the BYOD document included as part of the mailing email and complete the configuration form by no later than July 25th.

All computers (Windows & MAC) connected to the network **must have up-to-date antivirus software before configuration**. The use of hot stops from personal devices is prohibited.

Personal Property

Approved electronic devices are permitted on campus for Middle and Upper School students. However, if a student misuses any electronic device while on the school campus, s/he will face disciplinary actions. Refer to the *Responsible Use Policy* and *Cell Phone and Electronic Devices Use Policy*. Any damage or loss related to student personal devices is the sole responsibility of the student/parent/guardian. The school does not mediate between families for any damage or loss.

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



Technology Use

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. We strongly believe the policy will significantly benefit our students' educational experiences.

Students in PPK-9th Grade:

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**. Students are strongly encouraged to leave all devices at home or leave the device powered off in their locker or backpack during school hours. The school reserves the right to confiscate any device a student brings to campus. In the event a device is confiscated, it will be held by the Dean of Students / Division Office. Parents or guardians must contact the office to pick up the device after school day hours.

Students in 10th-12th Grade:

Devices may be used during non-academic/class times while on campus (**breaks/lunches only, not during classroom passing time or study halls**) or with the express authorization of a teacher for academic purposes in the classroom. Upon entering any classroom at the start of the class period, students will be required to power off their device and store it in a collection area specified by the teacher. Students will collect their device at the end of the class period. Cellular/mobile devices and headphones may not be used during study hall periods at any time. **Headphones may not be worn as accessories during academic or other non-authorized times that require the attention of the students (assemblies, chapel, etc.)** Students are strongly encouraged to limit the use of devices during the school day to emergencies and necessary communications only. **The use of social media and wireless mobile hotspots while on campus is not authorized.** The school reserves the right to confiscate any device for unauthorized use. In the event a device is confiscated, it will be held by the Dean of Students / Division Office. Parents or guardians must contact the office to pick up the device after school hours.

Exceptions may be made for students who require assistance devices or technology. Parents/guardians should contact the Division Office for these requests and will be required to submit appropriate documentation regarding the student's need for accommodation.

Repeated violations by students will result in additional disciplinary actions.

As a reminder, any contact from home to a student should be made by calling the student's Division Office.



Be informed!

Join the Robinson Community!



Download our app

- ✓ Make online payments
- ✓ Receive emergency alerts
- ✓ Access the school calendar

Sign in and enable "Push Notifications" for important updates.

Follow us on social media

Get an immediate look into school life, recognitions and announcements.



#LeadingTheFuture



Get ready for school

Get ready for school!

Traditionally, summer means sleeping late and staying up late. This is one part of summer that kids love the most. As the beginning of the school year creeps ever nearer, it is a good idea to begin transitioning your child's sleep patterns to match those of the school year. We recommend that you begin this process about two weeks before the beginning of school, moving the bedtime about ten to fifteen minutes earlier each evening, and waking your child up closer to the normal time they would need to rise for school. In this way, they will experience less of a shock to their system and be happier and less grumpy during the first weeks of school. Students do not forget to come prepared on the first days of school. The summer reading will not be read during class.

We look forward to working with you and your child! Welcome to a new year!



**LET'S GO
HAWKS!**



Directory

EARLY CHILDHOOD AND ELEMENTARY SCHOOL OFFICE

Administrative Assistant	Vanessa Medina	vamedina@robinsonschool.net
Early Childhood Division Head	Janice González	jgonzalez@robinsonschool.net
Elementary School Division Head	Bradly Rivera	brivera@robinsonschool.net
Registrar	Karen Colón	kcolon@robinsonschool.net

MIDDLE AND UPPER SCHOOL OFFICE

Administrative Assistant	Lourdes Sepúlveda	lsepulveda@robinsonschool.net
Middle and Upper School Division Head	Luis Fortes	lfortes@robinsonschool.net
Registrar	Karen Colón	kcolon@robinsonschool.net

INTERNATIONAL BACCALAUREATE IB COORDINATORS

Primary Years Programme (PYP)	Maria Turner	mturner@robinsonschool.net
Middle Years Programme (MYP)	Carine Poinson	cpoinson@robinsonschool.net
Diploma Programme (DP)	Jessica Hartman	jhartman@robinsonschool.net

STUDENT SERVICES

Elementary School Dean of Students	Shaina Sullivan	ssullivan@robinsonschool.net
Middle and Upper School Dean of Students	Tyler Leasure	tleaseure@robinsonschool.net
Pathways	Marie Tere Larrieu	mlarrieu@robinsonschool.net
Pathways	Consuelo Rampolla	crampolla@robinsonschool.net
School Psychologist	Esther Marie Pérez	eperez@robinsonschool.net
Psychologist	Rita Tamargo	Rtamargo@robinsonschool.net
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College Counselor	Daymar Otero	dotero@robinsonschool.net
Health Services	Elizabeth Titi Barreto	ebarreto@robinsonschool.net
Athletic Director	José Estrada	jestrada@robinsonschool.net

ADMISSIONS OFFICE

Admissions Director	Paola González	pgonzalez@robinsonschool.net
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UPPER ADMINISTRATION

Executive Administrative Assistant	Diabel Segarra	dsegarra@robinsonschool.net
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Head of School	Cindy Ogg	cogg@robinsonschool.net