



2025-2026

Parent and Student

Handbook

Mission

Preparing talented students with dyslexia to achieve academic success through dynamic educational programs.

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2025-2026 School Year Calendar

August 2025						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

7 – Student Orientation
11 – First Student Day
29 – Early Dismissal 12:30 PM

15 School Days – Year Total 15

September 2025						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

1 – Holiday (Labor Day)
26 – Early Dismissal 12:30 pm

21 School Days – Year Total 36

October 2025						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

10 – End of First 9-Weeks (Day 44)
13 – No School for Students
31 – Early Dismissal 12:30 PM

22 School Days – Year Total 58

November 2025						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

11 – Holiday (Veterans Day)
21 – Early Dismissal 12:30 PM
24-28 – Fall Break

14 School Days – Year Total 72

December 2025						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

19 - Early Dismissal 12:30 PM, End of Second 9-Weeks (Day 87)
22-31 – Winter Break

15 School Days – Year Total 87

January 2026						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

1-6 – Winter Break
7 – Students Return
16 - Early Dismissal 12:30 PM
19 – Holiday (Dr. Martin Luther King, Jr. Day)

17 School Days – Year Total 104

February 2026						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

13 - Early Dismissal 12:30 PM
16 – Holiday (President's Day)

19 School Days – Year Total 123

March 2026						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

12 – End of Third 9-Weeks (Day 133)
13 - Early Dismissal 12:30 PM
16-20 – Spring Break

17 School Days – Year Total 140

April 2026						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

3 – No School for Students
24 - Early Dismissal 12:30 PM

21 School Days – Year Total 161

May 2026						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

25 – Holiday (Memorial Day)
28 - Early Dismissal 12:30 PM, Last Day of School, End of Fourth 9-Weeks

19 School Days – Year Total 180

Attendance

The Roberts Academy expects that all students will attend school during the days and hours that the school is in session. Parents/guardians are responsible for seeing their children receive instruction in compliance with Florida Statute 1003.26. Consistent attendance is essential for the effective provision of instruction and for children to learn and make progress.

- Parents/guardians, whenever possible, should notify the teacher and the office (robertsacademy@flsouthern.edu or 863-680-3741) of their student's absence. This should be done before 9:00 AM on the day of the absence or, if possible, the day prior.
- For absences to be excused, parents/guardians must submit an excuse to the teacher for their child's absence within three school days of the student returning to school.

Examples of reasons for an excused absence:

- Student illness
- Student medical appointment
- Religious instruction or holiday
- Illness or death in the immediate family
- An approved school activity
- Insurmountable conditions such as extreme weather
- Other absences with prior approval of the administration
- If a student accrues 10 excused absences in a school year, a doctor's note may be required for subsequent absences.
- If a student is absent for 3 or more consecutive days of school, a doctor's note is required for their return and to excuse the absences.

Excessive absences, tardiness, or early check-outs may result in dismissal from The Roberts Academy.

Backpacks

Backpacks may be used to transport educational materials to and from school. Once in the classroom, backpacks must be stored in assigned storage areas.

Bullying Prohibition Policy

The safety and well-being of all children is our priority.

Definition

Bullying is any written or verbal expression, a physical act, or gesture/pattern of such that

causes a student to feel distressed, and which substantially interferes with another student's education, opportunities or performance.

Participation in acts of bullying will be subject to immediate disciplinary action. Acts of bullying may include, but are not limited to, harming a student, damaging a student's property, placing a student in reasonable fear of harm to his/herself and/or property, and creating a hostile or intimidating educational environment.

Reporting

The Roberts Academy at Florida Southern College's policy about reporting bullying while on the school's premises includes the following:

- Each parent has a duty to report any complaints of bullying to the school immediately.
- If a student experiences (or a parent witnesses or learns of) any incident of bullying, the incident must be promptly reported to The Roberts Academy Head of School.
- The parent must provide written documentation to The Roberts Academy Head of School describing the alleged bullying so that the school may initiate further inquiry.
- The documentation must be dated and signed by the parent submitting the complaint.

Disciplinary Action

Any student found to have violated the Bullying Prohibition Policy at The Roberts Academy may be subject to the appropriate disciplinary action, which may include temporary removal from the classroom, loss of privileges, parent conference, administrative withdrawal, and notification to the appropriate authorities.

The disciplinary action may be unique to the individual incident and may vary in method and severity based on the Head of School's discretion.

No retaliation may be taken against anyone who files a good-faith bullying complaint.

Policy and Procedures for Reporting a Case of Abuse to the Administration

Roberts Academy's policies and procedures for reporting a case of abuse to the administration may be found on the Florida Southern College's website at the following address:

https://www.flsouthern.edu/campus-offices/offices-directory/office-of-student-conduct/title-ix-just-ask?_gl=1*1gfztk2*_gcl_au*MTEwMDg0MTA3Ny4xNzQ0MzEyNDMx

Car Tags

Car tags are issued to families at the beginning of the school year to help faculty and staff identify approved vehicles for drop-off and pick-up. Please display your car tag clearly on your windshield so it is easily visible to school personnel. If your tag is lost or misplaced, contact the school office for a replacement.

Classroom Management

At Roberts Academy, we believe that a positive, structured classroom environment is essential for academic success and social-emotional growth. Our classroom management approach is rooted in respect, consistency, and clear expectations. Teachers work proactively to create safe, supportive learning spaces where students can thrive, make responsible choices, and develop self-regulation skills. By fostering strong relationships and promoting accountability, we help students build the foundation for lifelong learning and respectful citizenship. Parents are important partners in this process, and we value ongoing communication and collaboration in support of each child's success.

Classroom Guidelines

- Be safe
- Be respectful
- Be responsible

Positive Reinforcement

At Roberts Academy, we believe in recognizing and reinforcing positive behavior to help students grow into respectful, responsible, and kind individuals. Faculty and staff regularly offer individual praise through verbal affirmations, notes, phone calls home, or simple non-verbal gestures like a smile, high five, or sticker. To encourage whole-class collaboration, students can earn MOC “coins”—a nod to the FSC Moccasin mascot. Classes receive these coins when they are recognized for exemplary group behavior. Once a class earns 20 coins, they receive a special class-wide reward. In addition, our school-wide incentive program, Roberts Rockstars, celebrates one student each week who demonstrates outstanding character and effort. Roberts Rockstars are recognized in a school-wide announcement, awarded a certificate, and given a small prize as a token of appreciation for their positive impact on our school community.

If infractions occur, the sequence of events for consequences is as follows

- Verbal warning with nonverbal reminder of the rule
- Verbal warning through a one-on-one discussion between the student and the faculty/staff member
- Classroom-level consequence assigned up to and including temporarily removing the student from the situation (teacher notifies parent)
- Student is referred for administrative consequences, which may or may not include removal from the classroom (teacher/administrator notifies parent)

Roberts Academy keeps the best interests of all students in mind. It is the policy of The Roberts Academy to place the child in the most appropriate classroom and/or grade level for the school year. If infractions or other concerns occur, a student may be moved to another classroom at any time during the year. Roberts Academy may dismiss a student due to an infraction at any time during the school year.

If a student is removed from school due to posing a potential threat to themselves or others, the student may not return until the parents have met with school administration and fulfilled any

conditions deemed necessary to ensure the safety and well-being of their child and the broader school community.

Clinic

The school clinic exists to support the overall health, safety, and well-being of all students. It serves as a resource for addressing both immediate health needs and ongoing medical concerns that may impact a student's ability to learn and thrive during the school day.

The clinic is staffed by a registered nurse who plays a vital role in promoting student wellness through both preventative care and responsive treatment. The nurse works closely with students, families, and staff to ensure that each child's physical health supports their academic and social development.

Parents complete health forms at the beginning of the school year, or when starting school at Roberts Academy. It is the parents' responsibility to notify the school of any changes in their student's health information.

Families are welcome and encouraged to call and speak with the school nurse at 863-680-6497.

Clubs

Roberts Academy offers after-school club opportunities in both the fall and spring semesters. These clubs support children's growth by fostering creativity, confidence, and collaboration in a fun, engaging environment. They also give students the chance to explore interests and build meaningful connections beyond the classroom. A variety of clubs are offered based on faculty and staff availability; some are grade-specific and may have limited enrollment. To increase the likelihood of securing a spot, please return sign-up forms promptly. Please note that clubs are not a form of after-care—students should only be registered if they have a genuine interest in participating. Each club has an associated fee, which will be charged to the student's account. Parents are expected to pick up their child promptly at the end of the club session and may be charged a late fee if necessary.

Communicating with the School

Communication between home and school is integral to the success of each student. Please contact the school office by calling 863-680-3741 or emailing robertsacademy@flsouthern.edu. Teachers will send home weekly newsletters to keep you informed of upcoming instruction, activities, and important information.

Please reach out to teachers with any questions or concerns. Expect a response within 24-48 hours on school days. There is no expectation that a teacher will communicate with a family during instructional time, unless it is an emergency. There is also no expectation that teachers will check their office phones/email outside of their work day.

Conferences

Teachers will reach out to parents to schedule conferences in the first nine weeks and the fourth nine weeks to discuss their child's needs, ability, test results, and achievement.

Dress Code and Student Appearance Information

At Roberts Academy, we believe that a consistent and respectful dress code helps create a positive learning environment, fosters school pride, and encourages students to present themselves with confidence and professionalism. We appreciate your partnership in upholding these standards and ensuring that all students are dressed for success.

Bottoms: Khaki, Black, Navy

- Shorts, pants, slacks, skorts, skirts, skirted jumpers
- Must be plain, solid color

Tops: Red, Blue, or Green with Roberts Academy logo

- 1st - 4th Grade: Red Shirt with Roberts Academy logo
- 5th Grade: Red or Blue Shirts with Roberts Academy logo
- 6th – 8th Grade: Red, Blue, or Green Shirts with Roberts Academy logo

Other Dress Code Rules

- A belt is required if the garment has belt loops
- No overalls (pants or shorts), sweatpants, knit pants/skirts, leggings, denim, etc.
- Shirts must be tucked in
- Shorts/skirts must be mid-thigh or longer
- Shoes must be safe and appropriate – no flip flops, slides, open-toe shoes, sandals, Crocs (closed-toe shoes preferred)

Clothes must be the appropriate size, with the waist of the garment worn at student's waist. School administrators will determine if clothing is appropriate for school and complies with school rules. If a student arrives to school not adhering to the dress code policy, the student will be asked to remedy the situation and the family will be called.

Jackets/Sweaters/Sweatshirts and Coats

- Roberts Academy jackets ONLY
- If coats are worn on cold days, students should remove them upon entering the classroom

Additional Information

- Students' clothing, hair, and appearance may not be disruptive, distracting, or display offensive language/symbols, etc.
- Clothing must not have any colored trim, stripes, embroidery, decoration, etc.

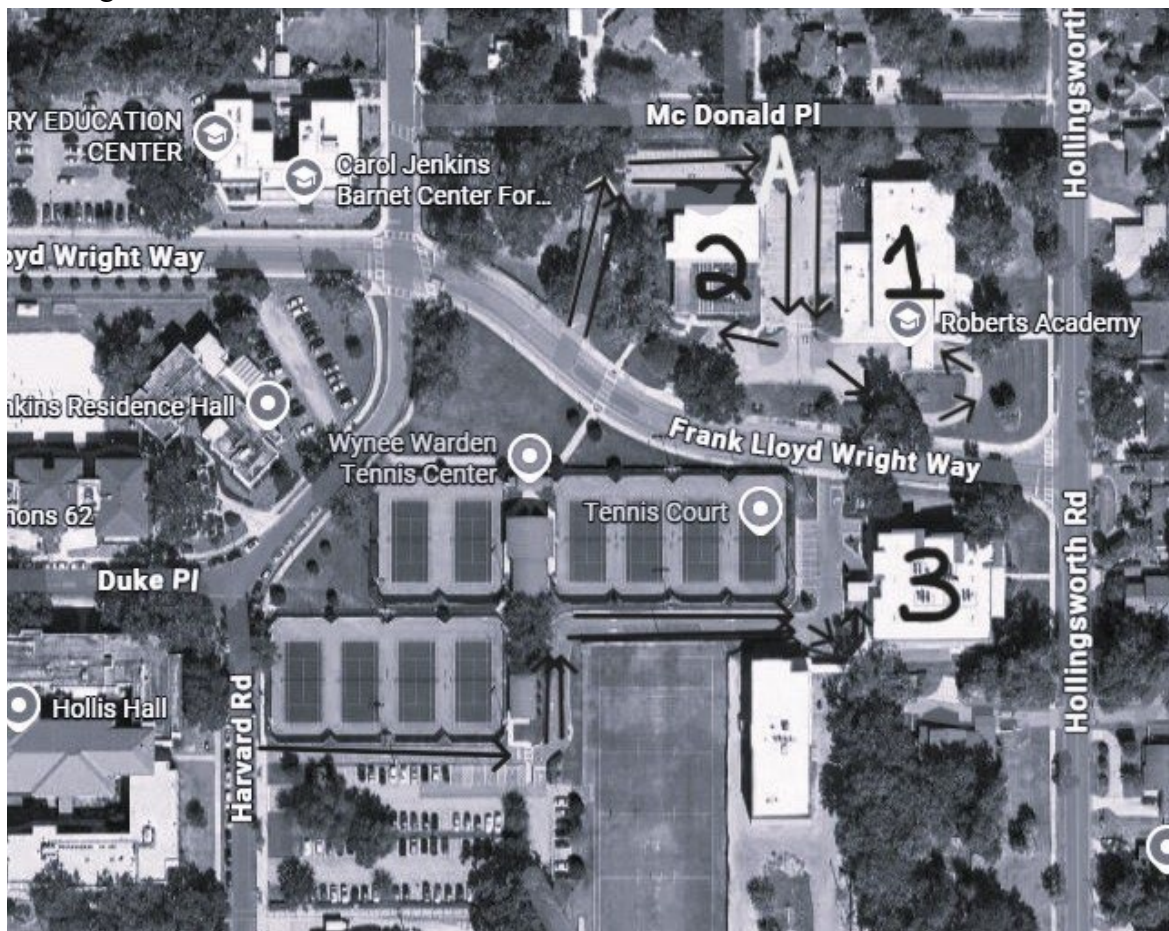
Drop-Off

Students may be dropped off between 7:40 AM and 8:00 AM. Drop-off locations are assigned by grade level:

- Grades 1–3: Building 1 (Main Office)
- Grades 4–5: Building 2
- Grades 6–8: Building 3 (Middle School)

Please refer to the map below for designated drop-off routes. For families dropping off at Buildings 1 and 2, do not proceed past Point A before 7:30 AM, as this may block staff parking spaces.

After 8:00 AM, all students must be signed in at the Main Office in Building 1. To ensure a smooth and efficient process, we ask that students be prepared to exit the vehicle promptly upon arrival and that families remain patient as we work to safely unload students each morning.



Early Check-Out

Please report to the office if you must check out your child during the school day. There will be no early check-outs after 2:30 PM. To check out your student, you will be asked to:

- Show picture ID
- Sign a log indicating your relationship to the student and the reason for the early dismissal

For the safety of all students, no student will be sent home from school unattended. A parent, guardian, or other authorized contact must sign the student out at the school office before the student may leave campus.

If someone not listed on the student's emergency contact form is picking up the student, the parent or guardian must provide written permission in advance. A Roberts Academy staff member will verify and confirm arrangements with the parent or guardian before releasing the student.

Roberts Academy encourages a minimal number of early student check-outs during the school year. Roberts Academy values the instructional time of each day, and any absence can interfere with the learning process and student progress.

Electronic Devices

Electronics should remain at home unless otherwise specified by a teacher or administrator at The Roberts Academy. The Roberts Academy at Florida Southern College is not responsible for any lost, stolen, or broken items.

Emergency Information

At the beginning of the school year, each family must complete an emergency information card with at least four contacts. It is important to notify the school of any changes in the information recorded on that card and to provide the school with information if there are any custody restrictions involving your child.

Family Empowerment Scholarship for Unique Abilities (FES-UA)

Many of our students receive the Family Empowerment Scholarship for Unique Abilities (FES-UA), which may cover a significant portion of our tuition. The scholarship does not cover other fees such as lunch, field trip, yearbook, clubs, etc. It is the family's responsibility to be informed of and meet FES-UA deadlines, such as annual enrollment, quarterly invoices, etc. Please visit <https://www.stepupforstudents.org> for information about the FES-UA scholarship.

Field Trips

Class trips provide hands-on, real-world experiences with opportunities for student learning in courtesy, safety, and good citizenship. There is a separate approval form for field trips. Only children of the class involved, the teacher, and approved Roberts Academy volunteers are eligible to attend.

FSC Business Accounts

All student accounts must remain in good standing for continuous student enrollment. Account payments can be paid directly to the FSC Business Office or via the FSC online Portal using the student's login and password.

Accounts in arrears will jeopardize continuous enrollment at The Roberts Academy. Enrollment may be cancelled at any time for any past due amount.

Parents of students receiving the Family Empowerment-Unique Abilities (FES-UA) Scholarship Funding are responsible each month for payment of all charges not covered by the scholarship, including, but not limited to:

- Remaining tuition not covered by the scholarship
- Lunch charges
- Late pick-up charges
- Field trip fee
- After-school programs
- Special school events (Thanksgiving Feast, holiday events, on-campus events, etc.)
- Yearbooks
- School pictures
- Other fees

Families are expected to pay all student account charges by the designated due dates. If a student account is not paid on time, Florida Southern College may apply late fees and may cancel the student's enrollment.

In the event of continued non-payment, Florida Southern College may refer the delinquent account to an outside collection agency. The collection agency may charge a fee for its services, which may be calculated as a percentage of the outstanding account balance. The parent/guardian or responsible party will be held liable for any collection fees, which may be collected in addition to the original balance due.

Florida Southern College may also refer delinquent accounts to an attorney for collection. In such cases, the responsible party will be liable for reasonable attorney's fees and all associated costs incurred in the enforcement of payment. Additionally, the delinquent account may be reported to one or more national credit bureaus.

Grades

Roberts Academy recommends parents check Canvas weekly to see updated student grades. Parents may want to set their notifications so that they receive instant, daily, or weekly notifications about their grades. Student progress is formally reported to parents via Roberts Academy Report Cards, which are sent home with the student at the end of each 9-week grading period. Fourth 9-week report cards are mailed home during the summer. Report cards include attendance, grades for major subjects, marks for specials classes, marks for social skills, and teacher comments.

Health Guidelines

Emergency Information

Accurate and up-to-date information makes it possible for school personnel to provide proper emergency response.

Please provide any information to the school about any health concerns for your child. The Roberts Academy may request a doctor's note at any time if there are health concerns.

Clinic Policies

Children who are ill should remain at home as a way of not transmitting illness to others. Students who have an illness such as pink eye, an unknown rash, head lice, etc., are to be kept from contact with other children until a physician indicates that the child is no longer in danger of infecting others. The student will only be admitted back to school when a doctor's note is received.

Parents will be contacted and asked to pick up their child from school when the child becomes ill with a temperature of 101 or greater. When contacted, it is expected that the parent will pick up the child or will arrange for another individual listed on the emergency card to pick up the student as soon as possible. Emergency card information must be kept updated with current contact names and phone numbers.

Students with wounds or injuries will be sent to the clinic. Parents will be contacted if a head injury occurs and any other injury requiring additional attention beyond the clinic. An accident report form may be sent home at any time that the student visits the clinic with a serious injury. If necessary, Emergency Medical Technicians (EMT) will be called.

Medication Administration Policy

In order to ensure student safety and health, The Roberts Academy at Florida Southern College has established a policy for the administration of medications/treatments during school hours. Medications/treatments will be administered at school in accordance with Florida School Law 232.46 1.B.1 and 232.46 1.B.2. A new authorization form must be completed at the beginning of

each school year or anytime a dosage is changed. All medications/treatment, equipment, and supplies must be provided by the parent.

For each prescribed medication, the student's parent or guardian shall provide to the principal a written statement which shall grant to the principal or the principal's designee permission to assist in the administration of such medication and which shall explain the necessity for such medication to be provided during the school day, including any occasion when the student is away from school property on official school business. The school principal or the principal's trained designee shall assist the student in the administration of such medication.

Each prescribed medication to be administered by school personnel shall be received by the appropriate Roberts Academy staff from the parent or the designated appropriate person. It will then be counted by a staff member in the presence of the parent or a designated appropriate person. A form with the medication information will be given to the parent or designated appropriate person and the exact copy will be kept with the student's medication log.

Medication/treatments should be provided to the school clinic at drop-off on a school day. When the medication/treatment is not in use, it shall be stored in its original container in a secure fashion under lock and key in a location designated by the principal.

At the end of the school year, or the end of the treatment regime, the student's parent/guardian will be responsible for removing any unused medication from the school. If the parent/guardian does not pick up the medication by the end of the school year, the school will appropriately discard the medication.

Students may not share medications with other students.

Medication Administration Options

If your child must be given medication/treatment of any kind during school hours, including over-the-counter medications, you have the following choices:

- For regular medication administration: Take an Authorization for Medication/Treatment form to your child's physician, medical provider, the Health Department, or a walk-in clinic. This form must be filled out and signed by the doctor/mid-level practitioner and the parent/legal guardian. Once completed, return this form to the school. Medication may be given at school only when an Authorization for Medication/Treatment is on file. Students who participate in after-school activities and require the use of an inhaler or EpiPen should talk to their physician about adding a notation that the student needs to carry the medication on the Authorization for Medication/Treatment Form so that it will be available for their use. Students may not self-administer such medications without the supervision of a faculty/staff member.
- For one-time use: You, or an adult designated by you in writing, may come to the school and give the medication to your child. School personnel may not be designated for this responsibility.

- You may choose to discuss with your doctor/mid-level practitioner a schedule for giving medication outside of school hours.

School personnel are not allowed to give any medication to students unless they have received a properly completed Authorization for Medication/Treatment form signed by you and your child's doctor/mid-level practitioner. A new authorization form is required at the beginning of each school year and any time a medication or dosage is changed or added.

Only an adult may transport medications to and from the school clinic. Prescription medication must be received in the current pharmacy-labeled container. Over-the-counter medication must be received in the original container labeled with your child's name. Medication required to be split must be done either at home or by the pharmacist before it is brought to school. School personnel are not permitted to split medication.

Over-the-Counter Medications

Roberts Academy at Florida Southern College will not administer over-the-counter medications to students, including oral and topical medications, unless accompanied by a physician or ARN order. Example: Order for Tylenol

Homework Policy

Roberts Academy will only assign homework that is meaningful for students and relevant to the objectives in the classroom. Homework allows students to practice and apply skills learned at school while developing personal responsibility and self-discipline. Homework is also intended to provide families with the opportunity to be active participants in their child's learning.

Library

The Roberts Academy Hollis-Hays Library provides books for students to borrow. Students may check out up to 2 books at a time for a period of 7 days. Students/families may be charged for lost, damaged, or misplaced items.

Lunch

Hot lunches are available daily at The Roberts Academy. All lunches are catered from FSC Food Services on the main campus. Families have three options: provide lunches from home, purchase a 5-Day Meal plan and get FSC hot lunch every school day for \$7.25 per meal (plus tax), or purchase FSC hot lunch as needed for \$8.75 per meal (plus tax).

Payments for lunches may be made online via the FSC Portal using the student's ID account or by

check made payable to “Florida Southern College” with the student’s ID # written at the bottom and mailed directly to: FSC Business Office at 111 Lake Hollingsworth Drive, Lakeland, FL 33801.

Lunch menus will be provided monthly on the school website.

Parking

Parking on The Roberts Academy campus is limited. A small number of visitor spaces are available in front of Building 1. For special events, families may park in any open spaces on campus or in the Florida Southern College VF Lot, located between the intramural field, tennis courts, and middle school. Some events may have designated parking arrangements, which will be communicated to families in advance. To ensure safety for all, please avoid parking in non-designated areas.

Personal Communication Devices

Possession of a PCD (i.e. cell phone, smart watch, etc.) by a student at school during school hours is a privilege that may be forfeited by any student who fails to abide by the policy. The use of a PCD for non-educational purposes, including but not limited to recording staff and/or students without permission or knowledge, is strictly prohibited. Violations of the policy may result in disciplinary action and/or confiscation of the PCD. If the PCD is confiscated, it will be released/returned to the student’s parent/guardian after the student complies with any other disciplinary consequences that are imposed. Once in the classroom, PCDs must be stored in assigned storage areas.

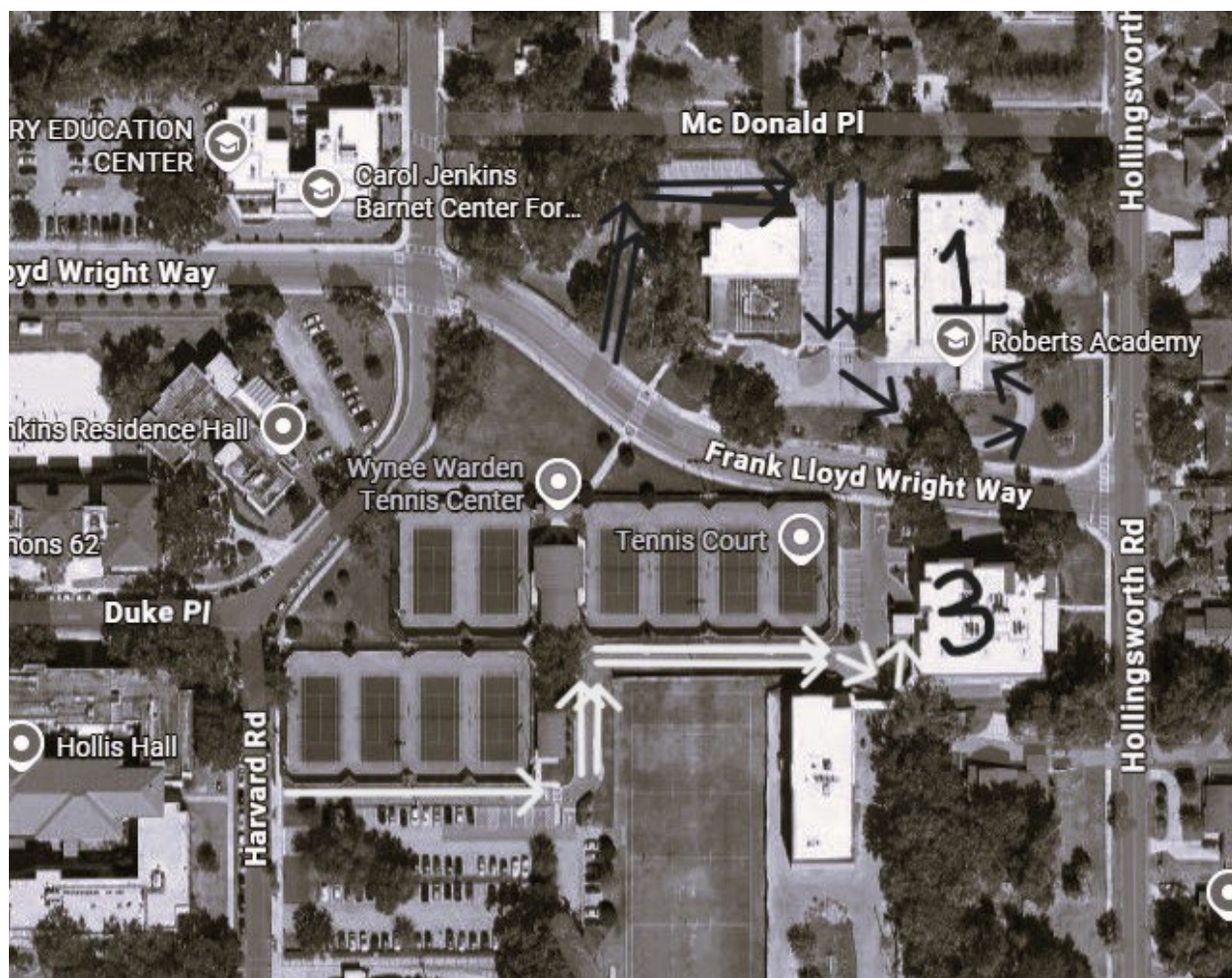
Pick-Up

Students should be picked up between 3:00 PM and 3:15 PM. If students are not picked up by 3:15 PM, student accounts will be charged \$10 per day. Pick-up locations are as follows:

- Grades 1–5: Building 1 (Main Office)
- Grades 6–8: Building 3 (Middle School)

Please follow the designated pick-up routes as shown on the map below. To help keep the line moving efficiently, have your car tag visible in the windshield and ensure your child knows where to meet you. Staff will assist with guiding students to their vehicles safely.

We appreciate your patience and cooperation as we work to make dismissal safe and smooth for all families.



Pre-Service Teachers in Roberts Academy Classrooms

Roberts Academy is proud to partner with Florida Southern College's School of Education to help prepare the next generation of teachers. As part of this partnership, bachelor's degree-seeking education students regularly spend time in our classrooms to observe instruction, support student learning, and complete required internship hours under the guidance of our experienced faculty.

These pre-service teachers benefit from real-world classroom experience, while our students benefit from additional support, fresh perspectives, and opportunities for connection. All Florida Southern students are carefully supervised and work closely with classroom teachers to assist with tasks such as general classroom support, one-on-one or small group instruction, and other appropriate activities.

This meaningful partnership not only strengthens the broader educational community but also

enriches the learning experience for our students at Roberts Academy.

Respectful Communication and Social Media Use

At Roberts Academy, we value open, respectful communication between the school and families. We are committed to working in partnership with parents to support student growth, address concerns, and maintain a positive school environment.

We kindly ask that families refrain from posting negative comments about the school, staff, or students on social media platforms. Social media is not the appropriate avenue for resolving concerns, and public posts can cause unnecessary confusion, hurt, or disruption within the school community.

If you have a question, concern, or issue, please contact the appropriate teacher or administrator directly. We are here to listen, collaborate, and work together in the best interest of your child and all students at Roberts Academy.

Safety

Building Access and Security

For the safety of students and staff, all entrance and exit doors are monitored during the school day. Visitors must sign in and out at the main office. A child will be released only to his/her parents or individuals authorized on the student's emergency card; identification will be required.

Unauthorized individuals will not be allowed to enter the school building unless the individual:

- Has permission or an invitation from a school official to be in the building, or
- Is attending a school event, class, or meeting to which the person, the public, or a student's family is invited

All visitors must wear a visitor name badge issued at the main office.

Emergency Closings and Early Release

During severe weather emergencies, our school will be closed when Polk County Public Schools or Florida Southern College is closed. In the event our school must close sooner or is ready to re-open earlier, information will be posted on our school's website. You may also call the Florida Southern College Safety Office at 863-680-4305 for information. A copy of the Florida Southern College emergency plan is available through the Safety Office located on the corner of S. Ingraham Avenue and Duke Place.

Natural Disaster Guidelines: Our policy is to follow the decisions made and announced by Florida Southern College.

Note: If severe weather conditions occur during school hours, all children will remain indoors. Parents are urged to come to our school as soon as possible to pick up their child.

Parents, please make sure you have an emergency plan on which you can rely if the school closes early. Make sure that your emergency contact information on file is current at all times. This includes daytime phone numbers and names of individuals who are authorized to pick up your children if they must be released early. Children will be released only to their parents or individuals authorized on the student's emergency card. It is the parents' responsibility to make sure their child is picked up by an authorized person.

Latex-Safe Schools

To safeguard the health of students and staff who have latex allergies, The Roberts Academy takes steps to minimize exposure to natural rubber latex. No latex balloons are allowed, except when used for curriculum purposes and with prior approval by the Head of School. Students with latex allergies should notify the school so that accommodations can be made.

Safety Officers

Florida Southern College Safety and Security and the Lakeland Police Department work in partnership with Roberts Academy to help ensure the safety and well-being of all students. For everyone's safety, please follow all guidelines and instructions provided by school faculty and staff, as well as by any FSC Safety Officers or LPD Officers on or near campus.

School Hours

School Hours	8:00 AM - 3:00 PM
Morning Drop-Off	7:40 AM - 8:00 AM
Afternoon Pick-up	3:00 PM – 3:15 PM

- Students arriving after 8:00 AM are marked tardy on school attendance and must be signed in at the main office.
- Families requesting early check-outs must sign students out at the main office. There will be no early check-outs after 2:30 PM.
- If students are not picked up by 3:15 PM, student accounts will be charged \$10 per day.

School Parties, Treats, and Outside Deliveries

Food for school parties must be commercially prepared and individually packaged (one serving per child). Parents wishing to commemorate events such as birthdays or personal achievements may bring commercially prepared treats that can be easily distributed within the

classroom. (Campus Catering is available upon request.) These events must be planned in advance with the classroom teacher.

Personal outside deliveries, such as flowers and balloons, will be kept in the office until the end of the school day. Parents will be responsible for transporting these items home that day. (See “Latex- Safe schools” under SAFETY for more information.)

Student Expectations

An orderly atmosphere is necessary for learning. Roberts Academy expects students to take responsibility for their behavior and follow all of the school's policies.

Parents will be made aware of any unacceptable or disruptive student behaviors that could be subject to disciplinary action. Such behaviors could include, but are not limited to, truancy or unauthorized absences, vandalism and theft of school or personal property, assault against a person or persons, sexual harassment/violence, religious and/or racial harassment/violence, threats and disruptions to school operations, insubordination, trespassing, weapons, tobacco and chemical use.

Student Image and Technology Use

Unless otherwise designated on the Student Image and Technology Opt-Out Form, all students:

- Will have access to networked computers, which include the internet
- May be photographed or videotaped
- May have their work published
- May have their first and last name provided along with their work produced, published, photographed, or videotaped

Teacher Gifts

In accordance with the Florida Educator Code of Ethics and Principles of Professional Conduct, Roberts Academy faculty and staff may not accept personal gifts from students or families. This policy helps maintain the integrity, professionalism, and fairness expected in all teacher-student and teacher-family relationships.

We deeply appreciate your support and kind words throughout the year. Notes of appreciation, student drawings, and shared successes are always meaningful ways to express gratitude.

Uniforms

Roberts Academy uniform order forms can be found on our website at www.flsouthern.com/robertsacademy. Place the order and payment directly with SEO Sports at RICK@SEOSPORTSCENTER.COM. Call SEO Sports Screen Printing at 863-666-3159.

Visitor Policy

All visitors are required to sign in at the main office. Volunteers and chaperones must be approved before working with students and/or assisting on field trips. All visitors must wear a visitor name badge issued at the main office.

Volunteers

All Roberts Academy volunteers must have an approved application and Level 2 Background Screening. Prior conduct may disqualify a volunteer applicant, including any of the following:

1. Convicted of or had an adjudication withheld for any felony offense, at any time;
2. Convicted of or had adjudication withheld for any misdemeanor within the past three (3) years; or
3. Any pending criminal charges for a crime that would disqualify the applicant from employment with Florida Southern College.

All volunteer applicants will be required to undergo a criminal background screening every five (5) years from the date of approval. Once you submit your volunteer application and upon approval, you will receive notification on the next steps to obtain your criminal background screening.

Volunteer Responsibilities

A school volunteer provides additional educational resources to students, teachers, and other staff members. Roberts Academy expects volunteers to:

- Work as a team member with faculty and staff
- Follow policies, rules, and regulations
- Work closely with administrators, teachers, and students
- Follow directions
- Uphold the mission of the school
- Ask questions when needed for clarification
- Be responsible, prompt, dependable, and maintain confidentiality
- Treat students, teachers, families, and other staff with respect
- Be willing to share ideas, talents, and skills
- Recognize that the teacher has primary instructional responsibilities

Volunteers may help with chaperoning field trips, classroom special events, instructional assistance, fundraising, or school-wide special events.

