



1140 Frank Lloyd Wright Way
Lakeland, FL 33801
863.680.3741 phone
863.680.3977 fax
robertsacademy@flsouthern.edu

ADMINISTRATION

Dr. Kim Kelley
Head of School

Debra Purtz
Instructional Support Teacher

Denena Barnette
Administrative Assistant

Autumn Harris
Paraprofessional

Kim Kerrigan
Paraprofessional

Betty Calhoun
School Nurse

Audrey Malerich

SCHOOL HOURS

School Hours	8:00 am - 3:00 pm
Morning Drop-Off	7:40 am - 8:00 am

EARLY CHECK-OUT

Please report to the office if you must check out your child during the school day. You will be asked to sign a log and indicate your relationship to the child. You will be asked to show picture ID. The student will then be called out of class. *A child will not be sent home from school unattended.* Parents or other authorized people must pick up children at school before we will release them. A parent/guardian must provide a written note to pick his/her child up from school if that person is not listed on the Roberts Academy emergency card information. A Roberts Academy staff member will contact the parents prior to release. Please call the office at (708) 439-0101 or the Director at (708) 439-0101 or the Director at (708) 439-0101.

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

1. Verbal warning with nonverbal reminder of the rule
2. Verbal warning and one-on-one discussion with the instructor
3. Remove student from the situation.
4. Student calls parent to notify of repeated infraction(s)
5. Student is removed from the class and sent to the Head of School
6. Parent0 0 12 421.56 .6 (d)-0.7 (b)-3.8 (o)0 Tc 0 T(o)-1 (ld0.00224e)-3 (c)-8 (l)-2 (a)-6.9 (ss a)-01 (i 8)-1 (Ide

SCHOOL PARTIES & TREATS, OUTSIDE DELIVERIES

ojEMm 467.0E

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

the administration of such medication and which shall explain the necessity for such medication to

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; however, enrollment may be cancelled at any time for any past due amount.

I understand and accept that if I fail to pay my student account bill when due, Florida Southern College may charge me late fees and may cancel my class registration. I understand and accept that should I fail to pay my student account bill when due, Florida Southern College may refer my delinquent account (t)-3 (a)-5 (c)-28 (un) 4 (e)3 (g)4 -yeg(e)3 (g)43.66 05(eg(e)3 (g)43.d)4 (w6e)6tyaceycum (il t)-3

Roberts Academy Parent Handbook 2022-2023

Parent Agreement Form

My signature confirms that I have read and understand the 2022-2023 Parent/Student Handbook.

Student Name: _____
(please print)

Parent Name: _____
(please print)

Parent Signature

Date