



# Parent Handbook

## 2022-2023

### *Mission*

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

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## 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 of the Roberts Academy.

Students with excessive tardiness will result in dismissal from the Roberts Academy.

## DRESS CODE INFORMATION AND APPEARANCE

Children are expected to be clean, neat, and dressed appropriately for the school day, wearing approved Roberts Academy uniform tops and bottoms.

Students are **NOT** to come to school with hair dye, distracting hair accessories, and Mohawks.

If a student arrives at school not adhering to this policy, the student will be asked to remove the accessory, wash out the hair color or hair gel. A parent will be contacted regarding the infraction. If the accessory, hair color or hair product is unable to be removed at school, the parent must pick up the child and the accessory or product must be removed before returning to school.

The Dress Code does not allow for clothing with colored trim, stripes, embroidery, decoration, etc. or overalls (pants or shorts), sweatpants, knit pants/skirts, leggings, and denim.

### **Bottoms: Khaki, Black, Navy**

- Shorts, pants, slacks, skorts, skirts, skirted jumpers
- Must be plain, solid color: (twill, corduroy).

**Tops: 2<sup>ND</sup> - 4<sup>TH</sup> Grade: Red shirts with Roberts Academy logo**

**5<sup>th</sup> Grade: Blue or Red shirts with Roberts Academy logo**

**6<sup>th</sup> - 8<sup>th</sup> Grade: Green, Blue, or Red shirts with Roberts Academy logo**

### **Other Dress Code rules:**

- A belt is required, if the garment has belt loops
- Shirts must be tucked in (mandatory)
- Shorts/skirts must be mid-thigh or longer
- Shoes must be safe and appropriate - no flip flops, slides, open-toe shoes, crocs, or sandals (closed toe shoes preferred)
- Clothes must be appropriate size with waist of garment worn at student's waist
- **School administrators will determine if clothing is appropriate for school and complies with school rules.**

### **Jackets, sweaters, coats, etc...**

Only RA school jackets are allowed. If coats are worn on cold days, students should remove them upon entering the classroom.

### **Jewelry**

Students may not wear jewelry that could distract or become disruptive in any way. Body piercings and body art are not allowed.

## **ATTENDANCE**

Parents/Guardians are responsible for seeing that children receive instruction in compliance with Florida Statute 1003.26. The Roberts Academy expectation is that your child will attend school each day that school is in session. Consistent attendance is essential for the effective provision of instruction and for children to learn and make progress.

### **ABSENCE REPORTING**

Please call or email the school when your child is going to be absent. This should be done *before 9:00 a.m. on the day of the absence and if possible, the day prior*. Calls/emails can be sent to Roberts Academy at (863) 680-3741 or [robertsacademy@flsouthern.edu](mailto:robertsacademy@flsouthern.edu).

For absences to be excused, a written note must be provided to the teacher regarding the absence upon returning to school. Staff members monitor student attendance and work with families to ensure regular school attendance. If a student is absent for 3 or more consecutive days, a doctor's note must be provided upon their return.

Students arriving after 8:00 am are considered tardy unless there is a doctor's note or other reason for the absence. Excessive tardies will result in dismissal from Roberts Academy. If a student is tardy, the parent is required to sign the student in at the main office.

\* Students are not allowed to be dropped off without a chaperoning parent signing them in the office.

## **BACKPACKS**

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

## **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 parent/s prior to releasing the child from school. This regulation is for the safety of your child.

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.

## **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 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.

## **SCHOOL-WIDE CLASSROOM MANAGEMENT PLAN**

### **Classroom Guidelines:**

1. Be safe.
2. Be respectful.
3. Be responsible.

### **Positive Reinforcement:**

**Whole-class Incentive:** MOC “coins” - *The FSC mascot is a moccasin. To represent our relationship with the college, our school-wide incentive “coin” will depict a moccasin.* Classes will earn MOC “coins” when they are given compliments collectively as a group during the school day. These “coins” will be placed on classroom charts, located by the main door of each classroom. Once a class earns 20 MOC “coins”, the entire class will receive a special treat.

**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. Parent conference
7. Roberts Academy may dismiss a student due to an infraction/s at any time during the school year.

**\*Roberts Academy keeps the best interest of all students in mind; therefore, 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.**

## **BULLYING PROHIBITION POLICY**

The safety and well-being of all children is our priority. 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/her self and/or property and creating a hostile or intimidating educational environment.

## **ELECTRONIC DEVICES**

Cell phones, iPads, ear buds, air pods, Apple watches or similar technology, cell phone cameras, and other electronic devices and games are NOT allowed at school without prior permission from administration. Electronic devices should be left at home, however parents will be asked to pick up any items brought to school. *The Roberts Academy at Florida Southern College is not responsible for any lost, stolen items or broken items.*

## **FIELD TRIPS**

Class trips provide learning experiences with opportunities for student training 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.**

## **SCHOOL PARTIES & TREATS, 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.)

## **TEACHER GIFTS**

Teacher gifts will not be accepted.

## **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 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 requested.

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.

A visitor pass will be issued to approved individuals in the front office of the main building.

### **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 (Phone: 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 your 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.

## **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 inform the school of any health concerns for your child. The Roberts Academy may request a doctor's note at any time if there are health concerns.

### **New Clinic and Medication Policies:**

1. 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, 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.
2. Parents will be contacted and asked to pick up their child from school when the child becomes ill with a temperature. When contacted, it is expected that the child will be picked up by the parent or another individual listed on the emergency card as soon as possible. **Emergency card information must be kept updated with current contact names and phone numbers.**
3. Injuries: 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 will be sent home at any time that the student visits the clinic with a description of how the injury occurred. If necessary, Emergency Medical Technicians (EMT) will be called.

### **Medication Administration:**

Medications will be administered at school in accord with Florida School Law 232.46 1.B.1 and 2:

1. 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.

2. Each prescribed medication to be administered by school personnel shall be received by appropriate Roberts Academy staff from the parent or designated appropriate person. It will then be counted by staff member in the presence of the parent or designated appropriate person, a form with the medication information will be given to the parent or appropriate person and the exact copy will be kept with the student's medication log. **MEDICATION SHOULD BE PROVIDED TO THE SCHOOL CLINIC ON MONDAY AT DROP-OFF TIME.** When the medication 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.

3. 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.

4. Students may not share medications with other students.

5. **Over-the-counter medications:** Roberts Academy at Florida Southern College will **NOT** administer over the counter prescriptions to students including oral and topical medications **UNLESS** accompanied by a physician or ARN order. Example: Order for Tylenol

## **HOMEWORK POLICY**

### **PURPOSE**

Roberts Academy will only assign homework that is meaningful for students and that is 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 the opportunity to be active participants in their child's learning.

## **LUNCH INFORMATION**

Payments for lunches may be made online via students FSC student account or checks can be made payable to FSC with the student's ID number written at the bottom.

Lunch menus will be provided monthly.

## **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 to an outside collection agency to make collection of the account on behalf of Florida Southern College. I understand the collection agency may charge a fee for its collection services and that the collection fee may be calculated based on a percentage of my student account balance. I agree that I shall be liable for the collection agency fee and that Florida Southern College and any of its agents or attorney may seek to collect the fee from me at the same time the agent of attorney seeks to collect my student account bill. I further understand that Florida Southern College may refer my delinquent account to an attorney for collections. I agree that I shall be liable for reasonable attorney's fees and all costs incurred by Florida Southern College to enforce payment of my student account. I understand that my delinquent account may be reported to one or more national credit bureaus.

# 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)

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Parent Signature

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Date