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## 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 parent prior to release. For more information, please contact the Director of Student Services at (714) 432-0329 or the Office of Student Services at (714) 432-0329.

**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 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

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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