



2026-2027

Parent and Student

Handbook

Mission

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

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Faculty

Please check The Roberts Academy page on the Florida Southern College website for all faculty and their email addresses (www.flsouthern.edu/robertsacademy).

2026-2027 School Year Calendar

August 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					

6 – Student Orientation
11 – First Student Day

15 School Days – Year Total 15

September 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			

4 – Early Dismissal 12:30 PM
7 – Holiday (Labor Day)

21 School Days – Year Total 36

October 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

2 – Early Dismissal 12:30 pm
15 – End of First 9-Weeks (Day 47)
16 – No School for Students
30 – Early Dismissal 12:30 PM

21 School Days – Year Total 57

November 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					

11 – Holiday (Veterans Day)
20 – Early Dismissal 12:30 PM
23-27 – Fall Break

15 School Days – Year Total 72

December 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		

18 - Early Dismissal 12:30 PM, End of Second 9-Weeks (Day 86)
21-31 – Winter Break

14 School Days – Year Total 86

January 2027						
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						

1-5 – Winter Break
6 – Students Return
15 - Early Dismissal 12:30 PM
18 – Holiday (Dr. Martin Luther King, Jr. Day)

17 School Days – Year Total 103

February 2027						
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						

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

19 School Days – Year Total 122

March 2027						
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			

11 – End of Third 9-Weeks (Day 131)
12 - Early Dismissal 12:30 PM
15-19 – Spring Break
26 – No School for Students

17 School Days – Year Total 139

April 2027						
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	

23 - Early Dismissal 12:30 PM

22 School Days – Year Total 161

May 2027						
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					

27 - 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

Bullying is systematic and chronic written or verbal expression, physical acts, or gestures/patterns of such that cause a student to feel distressed, and which substantially interfere 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 Harassment or Discrimination to the Administration

The 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-human-resources/equal-opportunity-diversity-and-inclusion>

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 The 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. Students are explicitly taught behavioral expectations through modeling, guided practice, and positive reinforcement. Recognizing that students develop self-regulation skills at different rates, faculty use proactive strategies, visual supports, and consistent routines to help students meet behavioral expectations. 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 The 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.

Behavioral concerns will generally be addressed using the following progressive sequence.

- 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)

Whenever appropriate, students will be given opportunities to reflect on their behavior, repair relationships, and practice more appropriate choices. Teachers and administrators will communicate with parents as needed to share concerns, celebrate progress, and collaborate on strategies that support student success. Depending on the severity, frequency, or nature of the behavior, the school may accelerate or modify these steps at its discretion.

The 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. To best support the educational needs of all students, school administration reserves the right to change a student's classroom placement at any time during the school year. Decisions may be based on academic, behavioral, social-emotional, or operational considerations. The Roberts Academy reserves the right to suspend or dismiss a student whose behavior, conduct, attendance, or other circumstances significantly interfere with the educational program, compromise the safety or well-being of others, or are otherwise inconsistent with the school's mission, policies, or enrollment expectations.

If a student is removed from school because they pose a potential threat to themselves or others, the student may not return until the parent(s)/guardian(s) have met with school administration and all conditions for reentry have been satisfied. Depending on the circumstances, these conditions may include documentation from a licensed healthcare or mental health provider, participation in a safety planning meeting, or other requirements determined by the school to support the student's successful return and protect the safety of the school community.

School administrators retain the authority to determine appropriate disciplinary responses based on the unique circumstances of each incident.

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 The 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

The 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 families informed of upcoming instruction, activities, and important information.

Please direct any questions or concerns to your child's teacher using their Roberts Academy email, school phone number, or an approved communication platform such as ClassDojo. Communication through personal cell phones is discouraged, as it can create unequal access, compromise privacy, and make it more difficult to maintain consistent, secure, and documented communication for all families. Expect a response from teachers 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 workday.

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.

Discrimination and Harassment

The safety, health, and well-being of every child are our highest priorities. We are committed to creating a caring, respectful, and secure environment where students can learn, grow, and feel valued every day. By working together—students, families, and staff—we help ensure that our school is a safe place where everyone can do their best and feel supported. Every student has the right to learn in an environment free from intimidation, harassment, or fear.

Consistent with the applicable laws in the state of Florida, a student’s parent or guardian is permitted to exercise the rights granted to their child under this school’s policy, whether such rights involve requesting supportive measures, filing a formal complaint, or participating in a grievance process. A student’s parent or guardian is also permitted to accompany the student to meetings, interviews, and hearings, if applicable, during a grievance process in order to exercise rights on behalf of the student. The student may have an advisor of choice who is a different person from the parent or guardian.

Policy on Non-Discrimination and Harassment

We at the school share a common belief that every individual should be able to work and study in an environment free from discrimination, harassment or intimidation based on race, creed, color, national origin, gender, gender identity, sex, sexual orientation, marital status, pregnancy, religion, age, disability, political opinions or affiliations, genetic information, veteran or military status as protected under the Vietnam Era Veterans' Readjustment Assistance Act, and any other protected category under federal or state law or local ordinance.

Discrimination and harassment are in direct conflict with the mission of Florida Southern College and The Roberts Academy. Accordingly, the school prohibits any physical, written, or spoken conduct that violates the prohibitions on discrimination set forth in the College's *Non-Discrimination and Anti-Harassment Policy*.

Discrimination occurs when a student is treated unfairly or excluded because of a protected characteristic. Examples may include:

- Excluding a student from classroom activities, clubs, or games because of their race, skin color, or ethnicity.
- Treating students differently because of their national origin or language (e.g., mocking an accent or refusing to let a student participate because they are learning English).
- Denying equal access to school programs or activities due to a disability.
- Assigning unfair discipline based on a student's gender.
- Refusing to work with or sit near a student because of their religion or cultural practices.
- Making assumptions about a student's abilities or behavior based on stereotypes.

Harassment is unwanted behavior that makes a student feel scared, embarrassed, or uncomfortable and interferes with learning. Bullying is an example of harassment. Other examples may include:

- Name-calling, teasing, or insults about a student's appearance, family, or background.
- Repeatedly making fun of a student's race, religion, disability, or gender.
- Using hurtful gestures, drawings, or notes directed at a specific student.
- Spreading rumors or encouraging others to exclude a student.
- Mimicking a student's speech, movements, or medical condition.
- Unwanted touching, pushing, or blocking a student's path.
- Cyber harassment through school-related technology or online platforms.

The school has a process for filing and responding to reports of discrimination or harassment. A report should be filed using the College's [***Discrimination Complaint Form***](#). A person may also anonymously report an incident using the online [***Anonymous Incident Report***](#) forms.

The Policy, including report, investigation, and appeal procedures can be found in the Employee Handbook and online at <https://www.flsouthern.edu/campus-offices/offices-directory/office-of-human-resources/equal-opportunity-diversity-and-inclusion>

Policy on Sexual Misconduct and Sexual Harassment (Title IX)

Discriminatory conduct in the form of sexual misconduct/sexual harassment (including sexual violence, dating violence, and stalking) is also prohibited and allegations of violations in that regard are addressed in the College's *Sexual Misconduct and Sexual Harassment Policy*.

Any person may experience sex discrimination, sexual misconduct, or sexual harassment, irrespective of the identity of the complainant or respondent, and is encouraged to report such incidents to the College. Any person, regardless of whether or not the person reporting the alleged incident is the person alleged to be victimized by the incident, may report sex discrimination, sexual misconduct, or sexual harassment to the Title IX Coordinator. Reports may be made in person, by mail, by telephone, by email, or by using the College online report form which can be found at <https://www.flsouthern.edu/campus-offices/offices-directory/office-of-human-resources/equal-opportunity-diversity-and-inclusion>

A parent or guardian who has a legal right to act on behalf of an individual may also file a formal complaint on that individual's behalf.

The College is required under Federal Title IX regulations to respond to incidents of sexual harassment upon actual knowledge. For incidents involving primary and secondary students at the Academy, actual knowledge means notice of sexual harassment or allegations of sexual harassment delivered to any employee at the Academy.

Additionally, conduct outlined in the Policy may be considered a violation of Florida law and subject to mandatory reporting and/or criminal investigation.

The College's procedures for filing complaints and performing investigations are detailed in the Policy on Sexual Misconduct and Sexual Harassment. The full policy can be found in the Employee Handbook and online at : <https://www.flsouthern.edu/campus-offices/offices-directory/office-of-human-resources/equal-opportunity-diversity-and-inclusion> .

Dress Code and Student Appearance Information

At The 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. Risse Brothers School Uniforms is the approved uniform supplier for the 2026-2027 school year.

Bottoms: Khaki or Navy shorts, pants, or skorts with RA letters

Tops: Red or Blue short-sleeved or long-sleeved shirts with The Roberts Academy logo

Other Dress Code Rules:

- 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 garment waist worn at the student's waist
- Shorts/skirts must be mid-thigh or longer
- A belt is required if the garment has belt loops
- Shirts must be tucked in
- Only Risse Brothers bottoms are permitted
- Shirts and jackets from the previous uniform supplier may still be worn (including green shirts in grades 6-8)
- School administrators have the final authority in determining whether a student's attire complies with the school's dress code policy. If a student arrives at school not in compliance with the dress code, the student will be asked to remedy the situation as soon as possible, and the student's family will be contacted. Depending on the nature of the violation, families may be required to bring appropriate clothing to school or take the student home to change before returning to class. Repeated dress code violations may result in progressive disciplinary action or other consequences deemed appropriate by the administration.

Jackets/Sweaters/Sweatshirts and Coats

- Students may wear only red jackets/sweatshirts with The Roberts Academy logo
- If coats or other outerwear are worn to/from school, students will remove them upon entering the classroom and keep them stored in the classroom throughout the school day

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.
- School buildings are climate controlled. Blankets, additional jackets, or outerwear are not allowed.

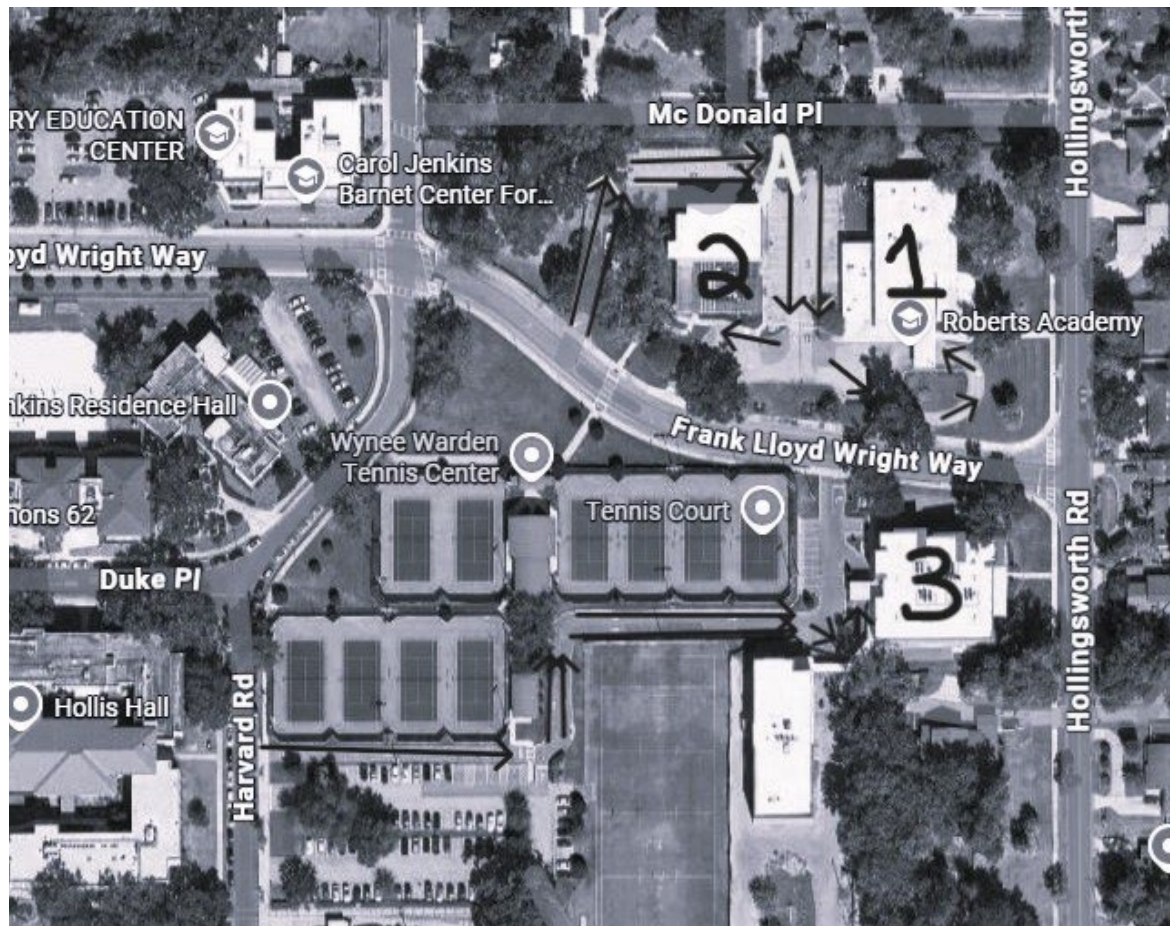
Drop-Off

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 Building 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/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.

The Roberts Academy encourages a minimal number of early student check-outs during the school year. The 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

The 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 The 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

The 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

The 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 also provides 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.

Peanut and Tree Nut Allergy Policy

The Roberts Academy is committed to providing a safe and inclusive learning environment for all students, including those with diagnosed peanut and tree nut allergies. While the school cannot guarantee an allergen-free environment, we will take reasonable precautions to minimize the risk of accidental exposure and ensure staff are prepared to respond appropriately in the event of an allergic reaction.

School Expectations

- Families are strongly encouraged not to send peanuts, tree nuts, or products containing peanuts or tree nuts for classroom snacks, classroom celebrations, or school-sponsored events.
- If a student in a classroom has a documented life-threatening peanut or tree nut allergy, additional classroom restrictions may be implemented at the discretion of the school administration.
- Students are prohibited from sharing food, beverages, utensils, or lunch containers.
- Students will be expected to wash their hands with soap and water after eating, and eating surfaces will be cleaned regularly.
- Classroom projects, incentives, and instructional materials should avoid the use of peanuts, tree nuts, or products containing these allergens whenever possible.

Parents and Guardians

Parents of students with diagnosed food allergies must:

- Notify the school prior to the student's first day of attendance or immediately upon diagnosis.
- Provide current medical documentation from the student's healthcare provider.
- Submit a completed Food Allergy & Anaphylaxis Emergency Care Plan.
- Provide all prescribed emergency medications (such as epinephrine auto-injectors) before the student's first day of school and replace them before expiration.
- Notify the school immediately of any changes in the student's allergy status or treatment plan.

Individualized Accommodations

When medically necessary, the school may implement accommodations such as:

- Peanut/tree nut-aware classrooms
- Designated allergen-safe seating during meals
- Alternative classroom treats or rewards
- Modified procedures for field trips and special events

Accommodations will be determined on an individual basis in collaboration with the student's family, healthcare provider, and school administration.

Classroom Celebrations and School Events

To reduce the risk of accidental exposure:

- Non-food celebrations are encouraged whenever practical.
- Any food provided for classroom activities should be approved by the teacher in advance.

- Food for school parties must be commercially prepared and individually packaged (one serving per child).

Limitations

Despite reasonable precautions, The Roberts Academy cannot guarantee that the school campus is completely free of peanuts, tree nuts, or other food allergens. Families, students, and school personnel share responsibility for maintaining a safe environment through communication, vigilance, and adherence to established procedures.

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.

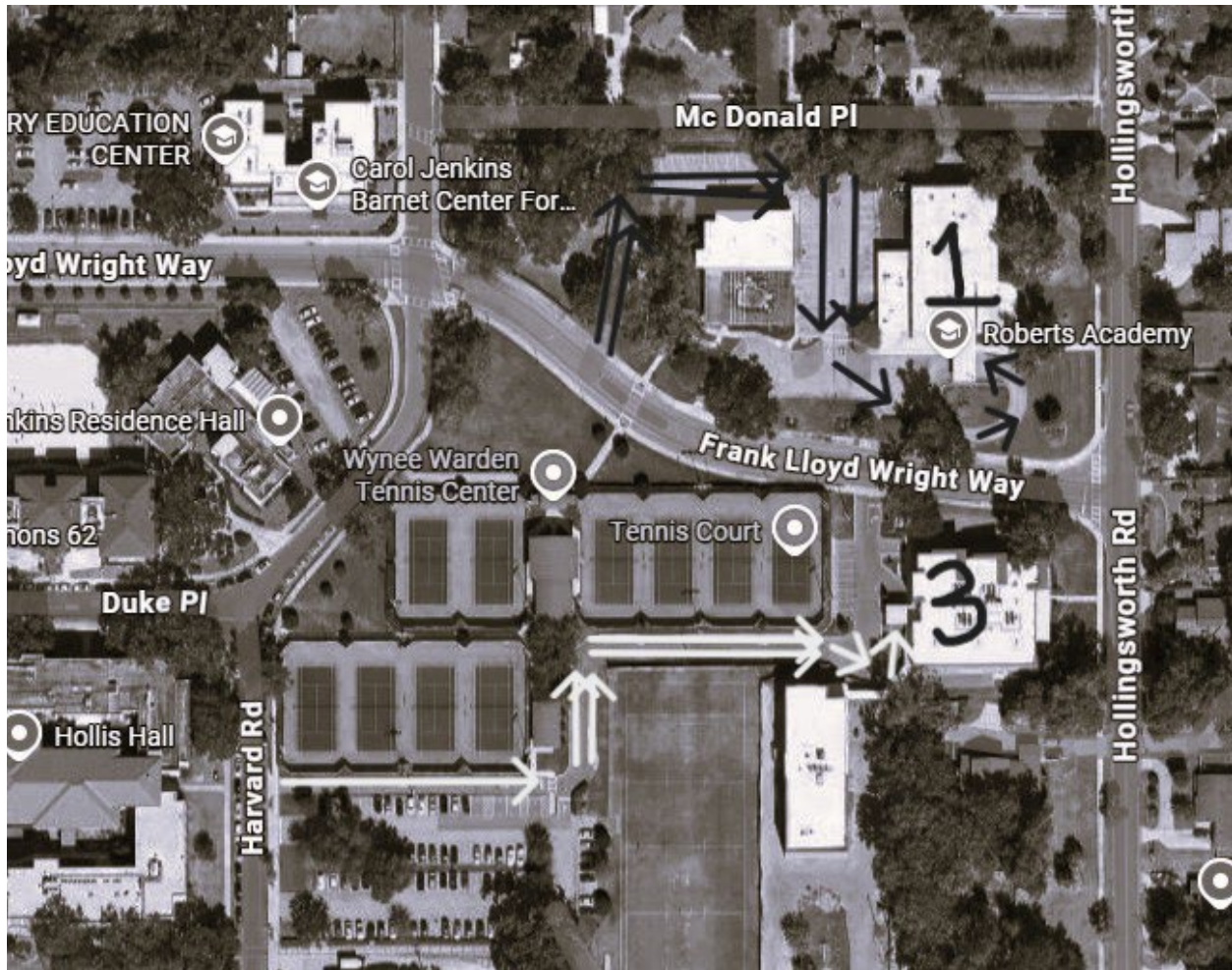
Pick-Up

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 The Roberts Academy Classrooms

The 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 The Roberts Academy.

Respectful Communication and Social Media Use

At The 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. Parents and guardians are expected to foster a positive community by treating students, staff, volunteers, and other families with courtesy and respect. Open, respectful communication is encouraged. Disruptive, threatening, or inappropriate behavior on school grounds or at school-sponsored events will not be tolerated and may result in appropriate action in accordance with school policies.

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 interests of your child and all students at The 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 The 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 classroom celebrations must be commercially prepared in a licensed food establishment and remain in their original, unopened packaging with ingredient labels clearly visible. Treats should be individually packaged (one serving per student) to allow for safe and efficient distribution.

Parents wishing to celebrate birthdays or other special occasions may provide approved treats or utilize Campus Catering. All celebrations must be arranged in advance with the classroom teacher and scheduled to minimize disruption to instructional time. Families are encouraged to consider non-food celebrations whenever possible.

All food items must comply with classroom allergy restrictions and other documented dietary accommodations. The school reserves the right to decline any food items that do not meet school health and safety requirements or cannot be safely distributed.

Personal deliveries for students, including flowers, balloons, gifts, and similar items, will be held in the school office until dismissal. Parents or guardians are responsible for taking these items home at the end of the school day. Latex balloons may not be permitted on campus due to allergy concerns. Personal food deliveries, including deliveries from restaurants or third-party delivery services, will not be accepted for students.

Student Code of Conduct

Student Code of Conduct

The Roberts Academy at Florida Southern College is committed to providing a safe, respectful, and inclusive learning environment where every student can achieve academic, social, and personal success. Students are expected to conduct themselves in a manner that reflects the values of our school community and supports the learning and well-being of others.

Enrollment at The Roberts Academy is a privilege that carries the responsibility of demonstrating appropriate behavior at school, during school-sponsored activities, on school transportation, and whenever representing the school.

Student Expectations

Be Safe

- Follow all school safety procedures and staff directions.
- Keep their hands, feet, and objects to themselves.
- Use school equipment, technology, and facilities responsibly.
- Report unsafe situations, threats, or concerning behavior to a trusted adult.
- Help maintain a safe environment for all members of the school community.

Be Respectful

- Treat classmates, faculty, staff, volunteers, and visitors with courtesy and kindness.
- Use respectful language and appropriate manners.
- Respect individual differences, opinions, and personal property.
- Demonstrate honesty and integrity in all interactions.
- Follow adult directions promptly and respectfully.

Be Responsible

- Arrive at school and class on time, prepared to learn.
- Complete assignments and participate to the best of their ability.
- Take responsibility for their choices and actions.
- Care for school property and the belongings of others.
- Follow classroom expectations and school procedures.

Prohibited Conduct

The following behaviors are inconsistent with the expectations of The Roberts Academy and may result in disciplinary action, including suspension or dismissal:

- Physical aggression, fighting, or threatening behavior
- Bullying, harassment, intimidation, hazing, or retaliation
- Discriminatory or hateful conduct
- Verbal abuse, profanity directed at others, or inappropriate language
- Defiance, insubordination, or repeated refusal to follow reasonable directions
- Disruptive behavior that interferes with teaching or learning
- Academic dishonesty, including cheating or plagiarism
- Theft, vandalism, or intentional destruction of property
- Possession or use of prohibited or dangerous items
- Possession, use, or distribution of tobacco, nicotine products, alcohol, illegal drugs, or controlled substances
- Inappropriate use of technology or electronic devices, including cyberbullying
- Behavior that jeopardizes the safety, well-being, or educational experience of others

Positive Behavior Supports

The Roberts Academy believes students learn best when positive behavior is recognized and reinforced. Faculty and staff teach behavioral expectations, model appropriate conduct, provide consistent routines, and recognize students for demonstrating responsibility, respect, perseverance, and kindness through classroom and school-wide recognition programs.

Behavioral Interventions and Consequences

Behavioral concerns will be addressed in a developmentally appropriate manner with the goal of

helping students learn from their choices and strengthen self-regulation skills. Depending on the nature, severity, or frequency of the behavior, interventions may include:

- Redirection or verbal reminders
- Teacher-student conferences
- Classroom consequences
- Parent communication
- Restorative conversations or problem-solving activities
- Administrative intervention
- Loss of privileges
- Behavioral support plans
- Suspension
- Dismissal from the school

The school reserves the right to modify or accelerate disciplinary responses based on the circumstances of an incident.

Student Safety

Any behavior that threatens the physical or emotional safety of a student, employee, or visitor will be addressed immediately. Students who pose a potential danger to themselves or others may be removed from school pending administrative review.

Before returning to school, the student and parent(s)/guardian(s) must meet with school administration and satisfy any conditions established for reentry. Depending on the circumstances, the school may require documentation from an appropriately licensed healthcare or mental health professional or other information necessary to support a safe and successful return.

Parent Partnership

Parents and guardians are essential partners in promoting student success. Families are expected to support school expectations, reinforce appropriate behavior at home, maintain open communication with school personnel, and work collaboratively with faculty and administration to address behavioral concerns. Parents will be made aware of any unacceptable or disruptive student behaviors that could be subject to disciplinary action.

Administrative Authority

School administrators retain the authority to interpret and enforce this Code of Conduct and to determine appropriate disciplinary responses based on the unique circumstances of each situation. The Roberts Academy reserves the right to suspend or dismiss a student whose conduct is inconsistent with the school's mission, policies, or enrollment expectations or whose behavior significantly disrupts the educational program or compromises the safety or well-being of the school community.

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, The 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

The Roberts Academy uniform provider is Risse Brothers School Uniforms. The Lakeland location is at 6914-6928 South Florida Ave., Lakeland, FL 33813. Their telephone number is 863-940-9913. Their website is <https://www.rissebrothers.com/shop.cfm>.

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. The 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, special classroom events, instructional assistance, fundraising, or school-wide special events.