



ROYAL KIDS ACADEMY™

ELEMENTARY
PARENT-STUDENT
HANDBOOK

2023 – 2024

ADMINISTRATION

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WELCOME

Dear Parents and Students,

It is my pleasure to welcome our returning and new families back for another great year at Royal Kids Academy. We are excited to have students back in our classrooms filling them with energy and enthusiasm for learning. It is our mission to help every child feel welcomed, connected, and a part of our RKA family.

Safety and student achievement are our most important priorities for all children at Royal Kids Academy. It takes effort and cooperation from all of us – administrators, teachers, students, and parents – to ensure a safe and supportive learning environment for all students at our school.

To help make your child's school year a successful one, please take a few minutes to read this handbook to learn about our school rules, policies and advice to our families.

We are looking forward to helping your child thrive at Royal Kids Academy. By working as a team, our dedicated staff and families will enable all of our RKA students to achieve at their highest potential.

Sincerely,

A handwritten signature in black ink, appearing to read 'Lawrence Barimo', with a stylized flourish at the end.

Lawrence Barimo
Principal

ARRIVAL & DISMISSAL

- ◆ **School hours** are from:
9:00 a.m. to 2:30 p.m. – Kindergarten & First Grade
9:00 a.m. to 3:30 p.m. – Second through Fifth Grade (Wednesdays: 9:00 a.m. to 2:30 p.m.)

- ◆ **Start of school day:** Your child’s class begins promptly at 9:00 a.m. The teacher needs to give his/her undivided attention to the children in the class. **Therefore, we are asking that parents drop their children off at the door and not enter the classroom as not to interrupt the students and teacher while they are preparing for class to begin.**

- ◆ **Late:** If your child arrives after 9:00 a.m., the parent & student must report to the office and obtain a **Late Pass**. Students will not be admitted to class until both the parent and student check in at the office. The student will then take the “Late Pass” to class and present it to his/her teacher.

- ◆ **Parking** – for safety reasons, only park in the parking spaces marked with lines.

- ◆ **DO NOT PARK ALONG THE FRONT OF THE SCHOOL.** Please help keep our children safe!

- ◆ **Dismissal:** When picking up your child, parents are to wait at the door. The teacher will then call the child to exit the room. If parents need to speak with the teacher, the teacher will be happy to set up a time for a conference so he/she may give you his/her undivided attention.

- ◆ **Early Pick-up:** If an emergency arises or your child has an occasional doctor’s appointment and you must pick your child up before school is over, an authorized person must first report to the office. The student will then be called through the P.A. system and instructed to come to the office. Please be reminded that when a child leaves school early, he/she may miss important classwork that can cause him/her to do poorly on an upcoming exam. Passes will only be issued for legitimate reasons. No student shall be released within the final thirty (30) minutes of the school day unless authorized by the principal or principal’s designee.

ATTENDANCE POLICY

Regular and punctual attendance is one of the most important factors that contribute to a student's progress in school. Students are expected to: be present at school each and every day; arrive to school on time; and demonstrate appropriate behavior and readiness to learn.

- ◆ Students are to be counted in attendance only if they are actually present or engaged in a school-approved educational activity which constitutes a part of the instructional program for the student.
- ◆ Students must attend at least one hundred seventy (170) school days during each school year unless a student has a medical or other valid reason for being absent.
- ◆ No student shall accumulate more than ten (10) unexcused absences during the school year.
- ◆ Excused Absences:
 - Student illness – A note must be submitted upon returning to school. The note must include: date(s) student was absent, reason, and signature of parent or legal guardian. Students missing three (3) or more consecutive days of school due to illness or injury are required to provide a doctor's note.
 - Medical appointment: If a student is absent from school due to a medical appointment, a doctor's note must be submitted.
 - Death in the family.
 - Observance of a religious holiday or service when it is mandated for all members of a faith that such a holiday or service be observed.
 - Subpoena by law enforcement agency or mandatory court appearance.
 - Other individual student absences beyond the control of the parent/guardian or student, as determined and approved by the principal or the principal's designee. The principal shall require documentation related to the condition.
- ◆ Unexcused Absences:
 - Any absence that does not fall into one of the above excused absence categories is to be considered unexcused. Any student who has been absent from school will be marked unexcused absent until he/she submits required documentation as specified above. Failure to provide required documentation within three school days upon the return to school will result in an unexcused absence.
 - Unexcused absences include:
 - Absences due to vacations, personal services, local non-school event, program or sporting activity.
 - Absences due to illness of others.
- ◆ It is the student's responsibility to inquire about and complete any missed assignments.
- ◆ If a student is absent during an exam, the exam will be given the day the student returns to school.

ENFORCEMENT OF COMPULSORY SCHOOL ATTENDANCE

In cases of excessive absences, tardies, or early dismissals, an administrator or social worker may visit or make other contact with the parent(s) or guardian(s) at the home or other places to discuss the attendance problem for the purpose of returning the student to regular attendance. Legal action against may be taken for not complying with the Florida Compulsory School Attendance Statute (Florida Statute 1003.21).

BREAKFAST – LUNCH – SNACK

- ◆ **Breakfast:** Elementary classes are brought to the cafeteria at their scheduled times by their teacher.
- ◆ **Lunch:** Lunch is provided
 - Check the weekly menu posted at the front of the school
 - If your child cannot eat the lunch being served, it is the parent's responsibility to send in a lunch for that day. A doctor's note must be on file stating your child is unable to eat the meal provided.
- ◆ **Snack:** Snack is provided
- ◆ Please **DO NOT** bring lunch boxes unless your child has a medical condition that does not allow him/her to eat the food provided.
- ◆ Absolutely **NO** outside food can be stored in the school refrigerators or heated up in the microwave or oven.

REPORT CARDS/PROGRESS REPORTS

- ◆ Students will receive 4 Midterm Progress Reports
- ◆ Students will receive 4 Report Cards
 - Report Cards will show the student's grade and average for each subject.
 - Parent/guardian will receive all Progress Reports via email.
 - Parent/guardian will receive all Report Cards via email.

GRADING

TESTS, CLASSWORK, ETC.

A = 90% - 100%
B = 80% - 89%
C = 70% - 79%
D = 60% - 69%
F = 59% & BELOW

POINT VALUES

A = 4 points
B = 3 points
C = 2 points
D = 1 point
F = 0 points

REPORT CARD GRADES

A = 4.0 AVERAGE
B = 3.0 – 3.9 AVERAGE
C = 2.0 – 2.9 AVERAGE
D = 1.0 – 1.9 AVERAGE
F = 0.9 & BELOW AVERAGE

- ◆ These grades will be recorded in the grade book as a percentage and rounded as follows:

Example of how grades are calculated:



All grades will be calculated as follows:

Grades: 93% , 72% , 80% , 82%

(add) $93 + 72 + 80 + 82 = 327$ total percentage points

(divide) 327 divided by 4 grades = 81.75% \longrightarrow 82% (rounded Final Grade)

◆ **TESTS**

As a means to keep parents up to date and current with their child's academic progress the following will be implemented:

- Test folder - will be used to transport tests back and forth to school.
- All tests papers must be signed by a parent and returned to the teacher the next day. Any test papers not returned will receive a "ZERO" in the grade book.

◆ **MISSED TESTS / EXAMS**

- Any missed tests or exams will be given the same day the student returns to school.

◆ **Special Assignments / Reports / Projects**

- Must be turned in by the assigned due dates to receive full credit.
- If turned in one day late, the graded assignment will be lowered by one letter grade.
- Assignments will not be accepted if more than one day late and as a result, the student will receive a zero for the assignment.

◆ **DAILY WORK**

- Do NOT wait until the last minute to start studying. Develop good study habits by studying daily.
- Daily Work: Classwork will be sent home regularly so that parents will know what their child has been working on and what skills he or she might need help with.

◆ **Study Habits and Study Responsibilities**

- In addition to regular homework, students should also study other subjects on a daily basis.
- Help your child if he/she needs assistance with what is being taught in class.
- Parents must get involved and help their child study and prepare for upcoming tests.

▪ **Parent Responsibilities**

1. Set up a homework routine for your child to follow at home

- Area for homework to be completed
- Time homework will be done
- 2. Assist your child
 - Read assignments with him/her
 - Question your child about what was read
 - Help your child take notes on the important or significant points that were read. These carefully prepared notes will later be used to study from.

◆ TROPHIES

Categories – Student must have only A's or B's in Conduct to be eligible for the following:

1. Top Scholar
 - Awarded to the student who achieves the highest Final Grade Point Average of the school year.
2. Principal's Honor Roll
 - Must achieve at least a 3.75 Grade Point Average for all FOUR grading periods.
3. Honor Roll
 - Must achieve a 3.5 to 3.74 Grade Point Average for all FOUR grading periods.
4. Most Improved
 - Awarded to the student who made tremendous improvement from the beginning of the school year.

PARENT-TEACHER CONFERENCES

- If you would like to discuss your child's progress or if you have any questions or concerns regarding your child, please contact your child's teacher to set up a parent-teacher conference.
- All parent teacher conferences must be scheduled in advance. Conferences must be scheduled between 3:30 – 4:30 p.m. on Mondays, Tuesdays, Thursdays, or Fridays.
- Administrative conferences must be scheduled between the hours of 9:30 a.m. and 1:00 p.m.
- Please be aware that teachers must do their lesson planning after school. For this reason, it is imperative that conferences are set up in advance.

HOMEWORK

- ◆ The Homework time given at after school is not tutoring. The purpose is simply to provide the students who are in school late with an opportunity to begin their homework. While they are supervised and assistance is given, their homework is not checked and sometimes it is not even completed. **Parents need to check their child's homework, help them correct any errors, and then sign the homework.** Do not sign it until it is

checked for errors. Remember, Homework does not replace studying. Your child will also need to study on a regular basis.

UNIFORMS

*** ANY STUDENT NOT WEARING HIS/HER COMPLETE UNIFORM WILL BE SENT HOME ***

- ◆ Complete uniforms must be worn every day.
- ◆ This includes winter items as well: Jackets, sweaters, & sweatshirts must be from our school uniform selection at the Ibiley Uniforms & More store.
- ◆ Label all jackets, sweaters, sweatshirts, etc. with your child's name.
- ◆ All students must wear solid black sneakers ("regular athletic" sneakers only...no platform or other fashion types) and solid gray socks.

JEWELRY OR OTHER PERSONAL ITEMS

- ◆ Royal Kids Academy and its employees are **not** responsible for jewelry or any other personal items that are brought to school and lost.
- ◆ Girls may only wear small stud earrings. For safety reasons, hoops or any dangling earrings are not permitted.
- ◆ Boys may not wear earrings.
- ◆ Students may not wear any rubber message bracelets or any other form of accessories.
- ◆ Temporary tattoos are not acceptable.
- ◆ Students may not wear smartwatches.

MAKE-UP

- ◆ Make-up and acrylic nails are not permitted.
- ◆ Girls may only wear nail polish that is neutral in color (light or pastel colors only).
- ◆ Boys and girls must keep their fingernails short.

HAIRCUTS

- ◆ Haircuts and hairstyles should be modest in order to avoid distraction.
- ◆ Boys' extreme styles (long spikes, tails, dyed, or highlighted, mohawk etc.) are not permitted.
- ◆ Girls must not have dye or highlights that are unnatural in color.
- ◆ No bandanas or scarf-style headbands are permitted. A plain black, white, or gray headband may be worn by girls only. NO dimensional headbands may be worn.

TEACHER PLANNING DAYS / RECESS

- ◆ If it is a Teacher Planning Day or recess for elementary students, and the preschool is open, your child must wear his/her complete uniform if he or she is coming to school that day. This policy will eliminate the possibility of a student wearing something that is not appropriate and or something that may not be safe.

FIELD TRIPS

- ◆ Students whom do not participate in Field Trips **must** be in school the day of the Field Trip. If the student does not report to school, then he/she will be marked **ABSENT**.
- ◆ **Field Trip Forms and money must be turned in by the due dates.**
- ◆ Field Trip Forms and money must be turned in to the homeroom teacher only.
- ◆ Do **NOT** turn forms in to the office or give them to office personnel.
- ◆ Please be aware that money cannot be returned if you paid and are unable to go on the field trip.
- ◆ Don't be late the day of a field trip! Due to traffic, travel distance & reservations with specific start times, the bus must leave on time. If the bus arrives late to our destination, reservations may be canceled.
- ◆ **Uniforms:** Unless specifically noted on the Field Trip Form, all students must wear their complete school uniform on each field trip.
- ◆ **Field Trip Lunch:** Elementary students must bring a bagged lunch and drink to all field trips. Bagged lunches need to be labeled with your child's first and last name. Everything must be disposable.

CHAPERONES

- Chaperones are welcome on our field trips. However, some places limit the number of chaperones that can attend, and some places simply do not allow them at all.
- Chaperones must be adults only. Younger siblings may **NOT** go on the field trip. *Remember, the purpose of a chaperone is to assist in caring for the students.*
- Chaperones are **NOT** allowed to take their child with them from the field trip site. All students must return to school on the bus (NO EXCEPTIONS). This ensures the safety of the children and eliminates possible confusion. When on field trips, safety and security is our primary concern, not convenience to a parent.
- Chaperones, like students, must pre-pay before the due date on the field trip form. This way, they can be included in our reservations. **Chaperones cannot be added after the due date.**

BIRTHDAYS

You are welcome to have a small celebration for your child on his/her birthday.

- All small parties must be during the student's scheduled lunchtime or snack time.

- The parent must inform the teacher at least three days in advance if you will be sending in pizza or happy meals or kid's meals. Additionally, the food must be at the school 15 minutes before your child's scheduled lunchtime to allow for set up.
- If you prefer to send in goodies, we recommend cupcakes instead of cake because they can be served and eaten more easily.

ITEMS LEFT IN THE CLASSROOM (e.g. HOMEWORK, JACKETS, ETC.)

- ◆ Our staff cannot be going back and forth opening classroom doors for items that are left there. If something is left in the classroom, you are welcome to go by and see if your child's teacher is there to let you in; However, our afternoon staff is needed for taking care of the children in their group and cannot open other classroom doors. The children are reminded each day what materials they need to bring home and they must develop this responsibility.

SCHOOL POLICIES AND RULES

School policies and rules accomplish the following:

1. Ensure the safety of all (children, parents & staff);
2. Establish order in the classroom and school as a whole; and
3. Teach students values and responsibilities.

We need your support and understanding when it comes to following school policies and rules. Please understand that these policies and rules were developed for the benefit of the families of Royal Kids Academy.

PARENT RESPONSIBILITIES

- ◆ Be sure that your child arrives to school on time;
- ◆ Review your child's daily work and give assistance when needed;
- ◆ Help your child develop a routine at home where he/she can complete his/her homework;
- ◆ Review and sign your child's homework (give assistance when necessary); and
- ◆ Help your child develop a daily routine for studying (this is in addition to completing homework).

STUDENT RESPONSIBILITIES

- ◆ Arrive to school on time and prepared;
- ◆ Follow all school rules;
- ◆ Respect teachers and fellow classmates;
- ◆ Bring home daily school work and give to parents;
- ◆ Complete daily homework and have parent(s) check and sign it; and
- ◆ Study on a daily basis so you are prepared for upcoming tests and quizzes.

VOLUNTEERING

Throughout the year, we will be having many activities and events where parents are welcome (and needed) to volunteer their time. If you are available to help out during any of our activities, please let us know at the office.

AWARDS CEREMONIES

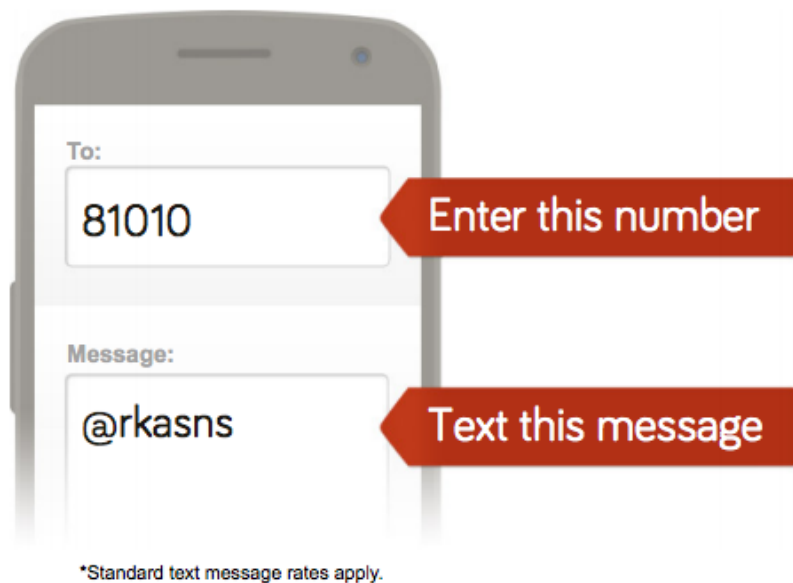
- ◆ **Kindergarten**: Graduation ceremony will take place at a banquet hall in May or June.
- ◆ **Grades 1 - 5**: Awards ceremony will take place in the classrooms during school hours.

RKA ALERT

If you have not already done so, please sign up for our school notification system (RKA ALERT)

To receive messages via text, text @rkasns to 81010. You can opt-out of messages at anytime by replying, 'unsubscribe @rkasns'.

Trouble using 81010? Try texting @rkasns to (305) 767-7609 instead.



ON THE WEB

Website: RoyalKidsAcademy.com

Facebook: [Facebook.com/RoyalKidsAcademy](https://www.facebook.com/RoyalKidsAcademy)

Instagram: [@RoyalKidsAcademy](https://www.instagram.com/RoyalKidsAcademy)

Remember to check the school website regularly for important information and updates.

* COOPERATION AND SUPPORT IS THE KEY TO A SUCCESSFUL YEAR *

TOGETHER, WE CAN MAKE THIS SCHOOL YEAR SPECIAL