



2021-2022  
Student-Parent Handbook

330 West 9th Street  
Jacksonville, Fl 32206  
Main School Tel:(904)352-0534

[www.broyalacademy.com](http://www.broyalacademy.com)

Dear Parents and Students,

On behalf of the faculty and staff of the B Royal Academy (B.R.A) we are pleased to introduce to you the expectations, policies and procedures outlined in this 2020-2021 Handbook. We believe that B.R.A is an extension of the home and church. Our faculty and staff strive to realize the goals implied in the school's mission and vision. Every individual within the B.R.A community is expected to cooperate with the basic means of cooperation outlined in this Handbook. It is our further belief that each student enrolled at the B Royal Academy has God-given talents. We request that each student and parent read this Handbook carefully. Periodically a revision to the Handbook may be necessary. Such revisions will be distributed via our electronic newsletter. We ask that reasonable consideration be given to adhere to our values implied in the expectations, policies and procedures. In this way, everyone associated with B Royal Academy will continue to take satisfaction in our common pursuit of preparing your Queen to be successful.

Sincerely,

Mrs. Ka'Rai Jones  
School Principal|Director

Thank you for taking the time to engage with  
our learning environment here at B Royal Academy.

The theme for our Founding year is

## **“Be Royal” 2021**

Our teachers and support staff are fully  
committed to helping each Scholar reach their  
full potential.

We know that through Christ all things are  
possible and therefore we give all honor to God  
as we journey towards success!

- I. School Calendar-Important Dates
- II. School Building Map
- III. Uniforms |Dress Code
- IV. School Culture Expectations
- V. Curriculum Development
- VI. Instructional Guides
- VII. Assessment Standards
- VIII. Grading Scale/Policy
- IX. Exceptional Student Services
- X. Arrival/Lunch/Dismissal
- XI. Technology use policy
- XII. Testing Guidelines/Schedule



## B ROYAL ACADEMY SCHOOL CALENDAR 2021-2022

August					September				
M	T	W	TH	F	M	T	W	TH	F
2	3	4	5	6			1	2	3
9	10	11	12	13	6	7	8	9	10
16	17	18	19	20	13	14	15	16	17
23	24	25	26	27	20	21	22	23	24
30	31				27	28	29	30	

October					November				
M	T	W	TH	F	M	T	W	TH	F
				1	1	2	3	4	5
4	5	6	7	8*	8	9	10	11	12
11	12	13	14	15	15	16	17	18	19
18	19	20	21	22	22	23	24	25	26
25	26	27	28	29	29	30			

December					January				
M	T	W	TH	F	M	T	W	TH	F
		1	2	3	3	4	5	6	7
6	7	8	9	10	10	11	12	13	14
13	14	15	16	17*	17	18	19	20	21
20	21	22	23	24	24	25	26	27	28
27	28	29	30	31	31				

February					March				
M	T	W	TH	F	M	T	W	TH	F
	1	2	3	4		1	2	3	4
7	8	9	10	11	7	8	9	10*	11
14	15	16	17	18	14	15	16	17	18
21	22	23	24	25	21	22	23	24	25
28					28	29	30	31	

April					May				
M	T	W	TH	F	M	T	W	TH	F
				1	2	3	4	5	6
4	5	6	7	8	9	10	11	12	13
11	12	13	14	15	16	17	18	19	20
18	19	20	21	22	23	24	25	26	27*
25	26	27	28	29	30	31			

June				
M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

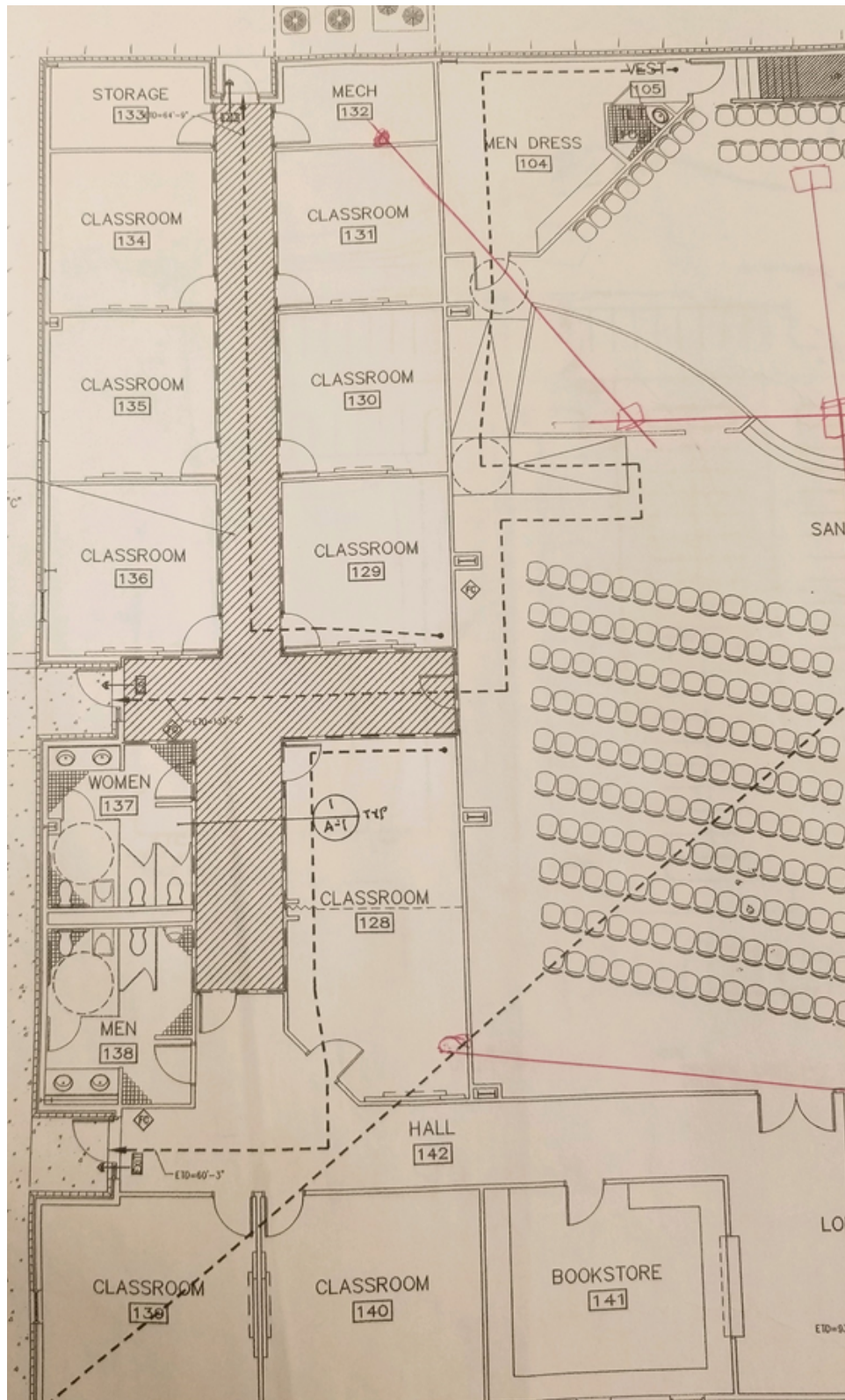
Legend:	
	Early Dismissal at 12:30 p.m.
*	End of Grading Period
	1st Day & Last Day of School
	School Closed
	Employee Planning/Inservice
	School/Admin Offices Closed

On Early Dismissal After Care will dismiss at 1:20 p.m.

## I. Important Dates

Listed above, please use the ledger for assistance.

## II. School Building Map



### **III. Uniforms**

1. Light Pink/Gold/Black polo tops
2. Black/Khaki/Grey khaki bottoms
3. Belt
4. Comfortable/Versatile/closed toed shoes
5. Shirts tucked in at all times



Additional/appropriate attire will be required for Dance/PE

### **IV. School Culture Expectations**

INCENTIVES-Very Inspirational People earn Very Important Privileges

1. class incentive
2. Lunch Incentive
3. End of week celebration

CONSEQUENCES

1. Isolation
2. Relocation

### 3. In School Supplication

L Leadership-Exemplifying expectations that successfully guide others.

1. R Respect-Help yourself and others. Communicate using “excuse me, please, thank you, ma’am sir”.

2. Resolve Conflict: Discuss issue with one another FIRST:

I feel\_\_\_\_\_ When you \_\_\_\_\_ Next time please\_\_\_\_\_

3. Questions and comments about others are private. Keep them to yourself or discuss privately to keep

Interactions neutrally positive.

4. Apologize: I apologize for\_\_\_\_\_ My intentions were\_\_\_\_\_ Next time I will\_\_\_\_\_

5. Always laugh with-never at

T Tardy-Be in seat at the start of class to keep up with Instruction / 3 mins late

DC Dress Code-Must be corrected prior to entering school/class. Dress according to uniform expectations or in event appropriate attire. IDs must be worn at all times if issued. Body art must be covered. A professional appearance supports excellence and unity. Scholars out of uniform will be sent home.

PB-Take care of personal business during transitions. Reimbursement is necessary for theft/misuse of other’s personal property to keep our belongings and workspace safe, clean, and secure. Permanent markers will be confiscated outside of class activities.

Wksp-Keep ALL Workspaces Organized and take care of all Work Supplies and Property. Leave everywhere better than you’ve found it. No vandalism on ANY surfaces or destroying school property or supplies.



SL-Transition throughout hallways in order and silently especially while classes are in session. Escorts are required during and in-between transitions.

FD-Follow Directions at All Times.

A-Absences must be excused.

INC or M- Incomplete or M Assignment/ Make up work outside of class time.

PT-Participate in all learning activities to enhance personal knowledge  
AI Academic Integrity- Dishonesty or plagiarism will result in a loss of credit for the assignment. Complete assignments with integrity.

LS-Make Eye Contact and Listen. Focus on listening to understand/ not just to respond.

WQ/WS-Work/wait quietly OR Silently. Help yourself/ others to focus on learning.

RH-Raise Hands quietly for help. Say “Excuse me, please” if you need to get someone’s attention. Respectable manners support positive interactions.

SS Stand or sit straight in assigned seat- keep hand above the desk and actively working on the assignment at hand. Always remain in assigned seated unless directed otherwise.

K-Attend and remain in each class at the start of the bell. Skipping will result in an unexcused absence.

EL-Keep Electronic devices off and put away or they will be confiscated.  
Permitted websites only during computer access.

TM-Manage Time effectively by completing expectations within a provided amount of time. Timely transitions support learning.

HS-Keep all hands and items to yourself. Maintain a respectful arms distance of space between each other. Maintain safe and positive interactions. Keep public affection professional and appropriate-example: 2 second hugs only - Refrain from violent interactions AT ALL COST.

F/CH-Healthy Foods or Chewing in class with permission only. Maintain a Healthy mind and concentration.

LA Language-Use school appropriate language -Free of violence sexuality, profanity, gambling, or substance use. Refrain from gossip and keep communication between one another positive.

## **V. Curriculum Development**

### **1. Florida Standards**

Each course is designed with Florida based learning standards and a framework.

### **2. Standardized based testing model.**

Scholars will master answering critical thinking and multiple choice questions based on each strand of standards as test preparation reinforcement.

### **3. Units**

Developed through Backwards Mapping Pacing Guides. Each assessment will be mapped throughout the course as learning “units”.

#### 4. Lessons







Each unit will be led through guided lessons.

## VI. Instructional Guides

1. Class flow- Each class session will have a consistent direct instruction structure with embedded rituals and routines.

2. Gradual Release- Activities are modeled  
“I do, We do, You do”

### Example:

Instructional Guide		
Activity	Details	Notes/Jobs
<b>Energizer/Journals</b> 	<ol style="list-style-type: none"> <li>1. Paced activity to start</li> <li>2. Breath and Stretch- Energizer- EXAMPLE: Hindu, Bhudo Stretch arms forward, up, around and down. Recite Mantra: Class-Groed, Mfutu/Repetitions</li> <li>3. Complete Journals: Read/Write/Draw Transition: File work/organize supplies -10 seconds</li> </ol>	Line Leader Door Holder Attendance Boss Crew Leader Volunteers Supervisor Class Dean
<b>Guided Instruction</b> 	<ol style="list-style-type: none"> <li>1. Memos- Date, Birthdays, Lesson theme, Team Leaders</li> <li>2. Journal Review- (Optional- think, pair, share)</li> <li>3. I do Demo: Look and Learn-Steps 1, 2, 3</li> <li>4. Check for understanding (Questions/Comments) Transition: File work/organize supplies -10 seconds</li> </ol>	Paper Passer Supply Boss Team Leaders
<b>Group Instruction</b> 	<ol style="list-style-type: none"> <li>1. Materials: Pass out supplies, Set up work stations, label papers</li> <li>2. We do Demo: Practice demo as a class (Teams may Collaborate)</li> <li>3. Work Groups: Split teams into learning groups (skill levels) Transition: File work/organize supplies -10 seconds</li> </ol>	Group Boss
<b>Independent Practice</b> 	<ol style="list-style-type: none"> <li>1. Independent Practice- Silent work time</li> <li>2. Circulate and support groups as needed Transition: File work/organize supplies -10 seconds 1min</li> </ol>	Buddy Boss
<b>Reflection</b> 	<b>Collect Project Materials</b> <ol style="list-style-type: none"> <li>1. Exit Exam</li> <li>2. Reflection Surveys</li> <li>3. VIP - Leader Lines/ Scholars demonstrating excellence line up first...</li> <li>4. <b>Silent and orderly group dismissal- LINE ORDER</b></li> </ol> 	Transition Boss Door Holder Homework Boss No Trieritor Supply Checker

3. Scholars will participate in “small group”- centers to reinforce necessary skill practice.

## **VII. Assessment Standards**

1. Our goal is for all scholars to exceed on all state required standardized tests.
2. Each course will be a base on level and end of course exam that gages scholars' content knowledge.
3. Each scholar will build an academic portfolio encompassing a body of exemplary work as a reflection of their academic growth over the school year.

## **VIII. Grading Scale**

### Grading Scale

<u>Letter</u>	<u>Percentage</u>
A	90 to 100%
B	80 to 89%
C	70 to 79%
D	60 to 69%
F	<60%

### Grading Policy

All scholars are responsible for the completion of their own work.  
Academic integrity is a must.

Cheating and plagiarism is punishable by a failing a grade or additional work. \*See culture expectations

## **IX. Exceptional Student Services**

Scholars who have been identified to receive service plans have the opportunity to gain additional lesson sessions, modified assignments, assisted assignment guides and alternative work submission requirements.

## **X. Arrival Dismissal Routines/ Chapel**

7:30 a.m. Drop off /Breakfast

8:30 a.m. Classes in session

9:00 a.m. Chapel on Tuesday

2:45 p.m. dismissal k-2nd grade

3:45 p.m. dismissal 3rd-9 th grade

## **Cafeteria/ Lunch- Expectations and Procedures**

1. Proceed to designated area in silent single file lines
2. Lunch will be distributed in line order- skipping will result in being moved to the end of the line
3. Scholars will dine silently for the first half of lunch session
4. Scholars may socialize for the second half of lunch session
5. Scholars will be required to clean areas prior to silent and orderly dismissal

## **XI. Lunch Schedule**

Lunch will be served from

11 a.m.-12 p.m.

## **XII. Technology Policy**

Internet access has been established for educational purpose and must be consistent with the district's curriculum and Common Core/ Sunshine

State Standards. There should be no expectation of privacy while utilizing the school network, computers, or any device connected to the network.

Students are expected to follow the rules set forth in the culture expectations guides while using the Internet and network resources.

The use of the internet or an electronic device to convey any communication, image or illustration which causes or contributes to the intimidation, harassment, abuse, or disparagement of students and staff is strictly prohibited. This includes any such communication, image or illustration that is prepared or originates off school grounds and adversely impacts the educational environment at school for students or staff.

Disciplinary action of inappropriate use of computers and internet will abide by culture/climate expectations. Other possible disciplinary actions include, but are not limited to: suspension or limited access of the internet, network, or computer access; school suspension and/or expulsion; and appropriate legal action civil and/or criminal.

### **XIII. School Testing schedule**

\*\*TBA once updated we will notify all parents.
