VPK & Elementary Parent & Family Handbook 2025-2026



INTERNATIONAL CHILDREN'S ACADEMY
585 E 49TH STREET
HIALEAH, FL 33013
305.685.9809
administration@icaeducation.com – Main Office
curriculumspecialist.ica@gmail.com – Elementary Admin

UNIFORMS

The elementary student uniforms are navy or khaki pants with a navy-blue polo shirt or white oxford button down shirt. The preschool uniforms for VPK students are yellow-, teal-, or magenta-colored polos. Tops must have ICA school logo. Pants, shorts, or skirts of appropriate length are acceptable. No leggings or athletic pants. Uniform must be worn Monday through Friday. Only navy-blue sweaters or cardigans can be worn. No hoodies.

Shoes must be close-toed. No sandals. No crocs. No heels or platforms. It is highly recommended to wear comfortable sneakers, however, loafers and other flat, closed shoes are also acceptable. No clogs.

You can purchase your uniforms or have the logo embroidered on your own purchases at the following location: All Uniform Wear 2605 W 8th Ave, Hialeah, Fl 33010. (305) 887-9552.

Physical Education uniform (for elementary students only) is as follows: a blue or green ICA t-shirt with black athletic pants or shorts. No sheer leggings or loose-fitting short shorts for the girls. Sneakers are mandatory and must be Velcro if your child does not know how to tie their own laces. P.E. uniform must be worn on P.E. days only for students to participate in the class.

Students not wearing the appropriate school uniform will receive a uniform violation. On the second offense the student will be sent home. Students wearing hoodies or other sweaters or jackets that do not meet our policy will be asked to remove them and store them in their bookbags.

On special occasions such as birthdays or other holidays and events students may dress out of uniform as suggested by their teacher. See the monthly activity calendar and event flyers for details.

PRESCHOOL UNIFORMS 2025-2026

GOLDEN YELLOW, JADE GREEN, OR MAGENTA POLO SHIRT.
Must have the school logo embroidered.



ELEMENTARY SCHOOL UNIFORMS 2025-2026

WHITE OXFORD SHIRTS & NAVY BLUE POLOS
Must have the school logo embroidered.

TURQOUISE BLUE OR LIME GREEN ICA T-SHIRT.
No other shirts will be accepted.



STUDENT ATTENDANCE

Class begins at 8:30am sharp, Monday through Friday. All students are expected to be seated at their desks with their morning journals ready by 8:30am. Teachers are required to take daily attendance upon the arrival of each student.

Any student arriving after 8:35am is TARDY. The student must bring a tardy slip from the school office. After 3 consecutive tardies, the student is at risk of being denied entry on the 4th tardy.

ABSOLUTELY NO STUDENT WILL BE RECEIVED UPSTAIRS FOR ANY REASON. ALL STUDENTS MUST BE DROPPED OFF AND PICKED UP AT THE MAIN OFFICE. STUDENTS CANNOT USE THE ELEVATOR OR STAIRS WITHOUT A PARENT OR GUARDIAN.

The morning drop off cut off time for students arriving late due to emergencies, appointments, or therapies is 10:30am. Your child will not be accepted after this time if you have not called the school to notify the office of the late arrival AND bring a note or proof of the excused tardy.

Frequent tardies and absences can negatively affect your child's overall performance in class. Please refer to the school year calendar to plan appointments, vacations, and early pick ups accordingly. It is recommended that you notify your child's teacher of any upcoming appointments or scheduled vacations, keep in mind that appointments will require a note for excusing the absence or tardy and vacations will be considered unexcused.

TEACHER PLANNING DAYS

There are 8 total Teacher Planning Days. Childcare is available for all elementary students on these days in the ICA preschool. The cost of childcare on Teacher Planning Days is $45 per day and includes breakfast, lunch, and a snack. Students are allowed to wear regular clothing to school on these days, uniform is not required. If you are interested in the childcare option for these days and holidays, please notify the school office.

STUDENT BEHAVIOR

Students will be held responsible for their own behaviors. Classroom rules are unique to each class. Class rules and expectations should be posted someplace visible for the students. We will enforce a 3-strike-you're-out policy. Student consequences for not complying will result in forfeiture of additional activities, field trips, or any other school event.

The 3-Strike policy is as follows:

1) Speak to the student about the inappropriate or disrespectful behavior.
2) Remind student of previous conversation, contact parent or legal guardian.
3) Speak to parent, notify administration, and cancel participation in any upcoming special event.

The following is not tolerated and will result in a strike:

- Disrespecting others and school property.
- Foul language.
- Bullying.
- Not completing required assignments and homework due to inappropriate behavior.

Any student that does not cooperate with the school and classroom rules and expectations will be removed from participating in specials such as P.E., Art, Spanish, Science Lab, and/or upcoming events. Students with frequent disruptive or inappropriate behaviors are at risk of being withdrawn from ICA's after school program.

Teachers reserve the right to withhold any student from participating in special events or activities because of their behavior. A notice will be given to the student's parents prior to the event or activity.

The Classroom Consequence Notice form will be used to notify students and parents about missed assignments that will be made up during specials.

STUDENT BIRTHDAYS

Elementary students are not allowed to bring balloons, cupcakes/cakes, or any decorations to celebrate their birthdays. Teacher may provide a small gesture, but it is not required. Students may come dressed in regular clothing out of uniform on their birthday.

Goody bags and other small items that can be placed in bookbags at the end of the day may be brought to share with classmates. These small goodies must be sealed and follow our no peanut policy. Candies should be individually wrapped. If you have questions regarding the birthday policy for Elementary, please ask the administration.

Preschool students may bring a small treat to share with their classmates. They will sing "happy birthday" and take a class group picture before lunchtime. This varies by preschool classroom and age group, please contact the school office in advance.

GRADING SYSTEM

All students will be graded using the following grading scale unless otherwise noted based on an Individualized Students Performance Plan (ISPP). Students receiving additional services may qualify for an ISPP.

Grading Scale
Tests 40%
Quizzes 10%
Classwork 30%
Participation 15%
Class Projects 5%
Homework 5%

The following are the assignments categorized by how they should be graded:

- TESTS
    - Spelling & HFW
    - Math Unit & Chapter
    - Reading Comprehension
    - Vocabulary & Grammar (1^{st} – 4^{th})
    - Phonics (K - 2^{nd})
    - Science & Social Studies Unit
- CLASSWORK
    - Interactive Notebooks

    - Reader's Notebook (K – 2nd)
    - Writing
- HOMEWORK
    - paper packet
- PARTICIPATION
    - Two weekly grades based on participation in class from Monday through Friday per subject.

- CLASS PROJECTS
    - Creative Assignments such as class or home projects, digital assignments on tablets
    - Research Papers (2nd – 4th)
    - Seasonal Projects

REPORT CARDS & PROGRESS REPORTS

Progress Reports will be sent out quarterly as the "mid-point" check in for each grading period. Progress Reports are used to show the current level of progression for each student. This is our opportunity to work together to improve in subject areas in which the student is struggling.

Report Cards will be distributed quarterly. These reports will be the final grades for each individual subject per quarter. Students receiving a grade average of a D or lower may require a parent-teacher conference.

Quarterly, students who qualify for Honor Roll based on report card grades will receive a special reward.

PARENT COMMUNICATION

All parent communication should be handled through Class Dojo. Parent conferences must be requested at least 1 week in advance. Conferences can be via phone, zoom, or in-person.

To stay up to date with current school events and activities, please be sure to frequently check Class Dojo, Instagram @icaelementary, and always look at the flyers and notices posted on the door of the main office. Individual phone calls for reminders will not be made at any point. It is the responsibility of the parent/guardian to stay informed.

CLASSROOM SCHEDULES

Each grade will have their own classroom schedules to follow. Teachers will have their daily class schedule posted in a visible area of the room and will provide a copy to the parents. If schedules change, an updated copy will be sent to the parents.

SPECIALS (ART, P.E., & SPANISH)

Students are expected to participate in the designated specials for the 2024-2025 school year. All students will receive a grade for specials based on weekly evaluations provided by the teacher.

INDIVIDUALIZED STUDENT PERFORMANCE PLAN (ISPP)

ICA provides ISPPs on an as needed basis. Students that have a medical diagnosis will automatically be granted an ISPP based on the documentation provided by the student's doctor. Any student that is borderline or failing will also be granted an ISPP if the parent agrees, and we have a signature after an in-person conference.

This document cannot be transferred to another school.

An ISPP is an Individualized Student Performance Plan. This document was created by the ICA Administration and provided to the teachers for guidance on the designated student. These plans help students that require additional guidance or support. A student receiving an ISPP is expected to meet the expectations and parents are required to attend quarterly meetings with the child's teacher and administration. Updates will be made to the ISPP at these meetings given that the child is being monitored by a medical professional. In the case that no positive progress is made for the student while on the ISPP or failure from the parent to follow up and meet the requirements of the quarterly meetings, the student is at risk of expulsion from ICA.

THERAPISTS (RBTs) & BEHAVIOR OBSERVATIONS

ICA works with Miami Behavior Institute to provide additional resources and services to students with learning disabilities and behavior issues. Students requiring such services will be observed and screened by ICA and MBI staff to prepare for a conference with the student's family. Once the process for services is started, that student will receive an ISPP. *See above.* Teachers will then be expected to work with RBTs in their classrooms which are there to aid the struggling student. RBTs and teachers will collaborate to maintain an effective learning plan for the student.

SICK POLICY

ICA does not accept students with the following symptoms:

- Fever of 100.4 degrees F or higher or without fever for longer than 24 hours without medication.
- Diarrhea and/or vomiting
- Severe cough or cold/flu like symptoms
- Severe headache
- Respiratory problems
- Severe rashes and/or conjunctivitis (pink eye)
- Head lice or any other contagious condition

Students must be free of any of the above-mentioned symptoms for at least 24 hours before being permitted to go back to school. A doctor's note must be provided for return. *See Attendance.* ICA reserves the right to deny entrance or send home students at their own discretion based on symptoms of sickness.

Medications are not permitted in bookbags or classrooms. Any student requiring medication must complete a medication authorization form in the school office. Only office staff may administer medication to a student.

SOCIAL MEDIA & STUDENT PHOTOS

All ICA students should have a media release signed by their parents in the school office. If any parent denies the media release the student will not be photographed in any event.

Students who are not wearing the appropriate school uniform will not be photographed for publication on ICA social media accounts.

PERSONAL ITEMS

Students are not allowed to bring toys or personal items to school. ICA is not responsible for any personal belongings. Students should NOT bring tablets, phones, or any other electronics.

All ICA students must use a CLEAR school bookbag.

Lunchboxes and water bottles should be of average size and fit INSIDE of the student's bookbag. Students may bring a water bottle daily; however, it is REQUIRED to be brought on their scheduled P.E. days. Please make sure their water bottles are properly labeled with their full name.

All students MUST be dismissed at the end of each day with all their belongings INSIDE of their bookbags. That includes sweaters, water bottles, lunchboxes, school supplies, etc.

AFTERSCHOOL CLUBS

After-school clubs will meet weekly on Wednesdays from 2:00pm to 3:00pm. Only students enrolled in after school are eligible to participate in the clubs. Clubs will rotate weekly to allow students to participate in different clubs.

ACCOUNTING

It is the responsibility of the parent or legal guardian to ensure that there are no outstanding debts in student accounts. School fees, tuition, lunch and aftercare must be paid for weekly in a timely manner to avoid late fees. Any questions or concerns you may have regarding your account must be directed to the school office.

Students will be withheld from special events or additional activities such as but not limited to, on and off-site field trips, holiday celebrations, school dances, field days, and extracurriculars if there is an outstanding balance on the student's account of 2 weeks. Payments for special events will not be accepted if there is a debt. The payment will be used to credit the debt.

Monies collected by your child's teacher for classroom events, activities, and/or fundraisers should be sent directly to the teacher in an envelope or Ziploc bag with your child's name INSIDE their bookbag. Please do not drop these monies into the payment box used for tuition.

SPECIAL EVENTS & FIELD TRIPS

Students will be required to follow the designated dress code for field trips and special events. For field trips the students will wear the blue or green ICA t-shirt. Special events will vary throughout the year and by grade. You will be notified of the upcoming events at the beginning of each month via Class Dojo and on the monthly activity calendar.

All field trips will require a signed participation permission form for your child to attend. Some field trips may also require a small fee.

SCHOOL LUNCH

No outside food or drink deliveries for students will be permitted.



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I _____, have received and read the 2024-2025 Elementary Parent Handbook. I understand that policies and procedures may change at which time an updated handbook will be provided to me.

_____ _____

Parent Name Date

_____

Parent Signature

Updated 8/15/2024