

# Conchita Espinosa Academy

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## Parent-Student Handbook 2008-2009

*Bringing Understanding, Creativity, Knowledge, and Passion to  
the Lives of Students for 75 Years!*

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## **Table of Contents**

### **School History**

### **General Guidelines**

Statement of Goals.....	5
Accreditation.....	5
Non-Discrimination Policy.....	5
Basic Guidelines.....	6
Arrival and Departure.....	6
Attendance.....	7
Tardiness.....	8
Homework and Make-up Work.....	8

### **Academic Procedures**

Progress Reports.....	8
Report Cards.....	9
Grading Scale.....	9
Graduation Requirements.....	10
Academic Probation.....	11
Summer School.....	11
Athletic Eligibility.....	11
Contacting Teachers.....	11

### **Discipline**

Philosophy.....	11
Student Rights and Responsibilities.....	12
Code of Conduct.....	12
Weapons.....	13
Violence.....	13
Harassment.....	13
Racial/Ethnic/Disability Slurs.....	13
Swearing/Vulgar/Inappropriate Language.....	13
Stealing.....	13
Property Damage.....	13
Disrespect.....	13
Miscellaneous.....	13
Detention.....	14
Parent Intervention.....	14

## **Uniforms**

Regular Day .....	14
Winter Dress: .....	15
Physical Education & Fitness Uniform.....	15
Dance.....	16
Gala .....	16
Enforcement of Dress Code.....	17
Formal School Dances .....	17

## **Computer Use**

Internet Policy.....	17
Computer Etiquette .....	17
Consequences of Violations .....	18

## **Books and Supplies**

Books & Supplies .....	19
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## **Miscellaneous**

Lunch.....	19
Field Trips .....	20
Birthdays.....	20
Change of Address and Telephone .....	20
Medication .....	20
Lost and Found .....	21
Emergency School Closings.....	21
Middle School Parties .....	21
Solicitations .....	21
Conchita Espinosa Conservatory of the Arts.....	22
Parent Involvement .....	22
Amendments .....	22
Parents, the First Partners.....	23
Student Responsibilities .....	24
2008-2009 Calendar .....	25

## School History

Conchita Espinosa, a classically trained musician, opened the doors of Conchita Espinosa Academy in Havana, Cuba in 1933. Conchita's vision of education was formulated through her beliefs in the power of music and the arts to transform, enhance, and stimulate. She believed that a true academic education included the arts. Her visionary concepts of an integration of the arts and traditional academic subjects were the basis of the school's curriculum in 1933 as well as today.

In 1933 the school began as a musical kindergarten and subsequently, a grade was added each year until the school went through the 8<sup>th</sup> grade. Hundreds of students benefited from the guidance and instruction offered them in the C.E.A. environment and family atmosphere. Once Castro assumed control of the country, Conchita continued to educate children, but knew that her educational philosophy was not that of the Castro regime. She left Cuba in 1960, coming to the U.S. to continue using her God-given talents. Her sister Alicia stayed in Cuba through the end of the 1961 school year when the school was confiscated by the Cuban government.

Coming to the U.S. was a life-altering decision for Conchita. In addition to recently having lost both her mother and husband, she was leaving behind her two children for a time as well as her sister. She had left her life's work. What was awaiting her? Conchita did not speak the language, had no employment and had left her country without money. But she had courage, an open heart, and a strong belief that her work needed to continue and God would make a way.

And it happened. In the fall of 1963, Conchita, with her sister Alicia, opened the doors of Conchita Espinosa Academy in Miami. Once again, she began the school as a musical kindergarten, adding a grade each year. Her philosophical vision was once again a reality. Over the years the school's location changed from a garage on 1<sup>st</sup> Street to a church building on NW 7<sup>th</sup> Street, to a building on 8<sup>th</sup> Street, until finally arriving to our current location on 6<sup>th</sup> Street. And here we have been since 1984!

Conchita Espinosa Academy has thrived over the years. Maribel Zubieta-Diaz, Conchita's daughter and the school's current Director, has taken her mother's dream and enhanced it with her own. The school has continued into the 21<sup>st</sup> century as a strong educational and artistic community that grew from one woman's talent and vision.

*From the notes of a piano and the dreams of Conchita- C.E.A.*

## **General Guidelines**

### **Statement of Goals**

We believe in the strength of a well-rounded, excellent academic program combined with a strong arts program to assure the preservation and development of our culture. The arts stimulate creativity, self-esteem, expression, and thinking skills that complete and energize all areas of the curriculum. We believe that education is a preparation for life and not simply a mastery of intellectual skills.

We believe that the school completes and enriches the moral and spiritual education that begins at home. The education of our students is the joint responsibility of the home and the school. Only with a spirit of mutual cooperation and respect can we give the child the security that is so important to a successful and fulfilled life.

Therefore, CEA provides an environment that:

- ✓ promotes and ensures student intellectual, emotional, and physical health;
- ✓ promotes and ensures the development of spiritual and ethical values and principles;
- ✓ encourages and facilitates a love of life-long learning;
- ✓ fosters and promotes creativity and self-fulfillment through participation in the arts (music, dance, visual arts, and writing);
- ✓ fosters and promotes the importance of self-discipline and teamwork through participation in sports;
- ✓ fosters appreciation and respect for cultural and ethnic diversity;
- ✓ promotes the development and maintenance of two or more languages;
- ✓ fosters and facilitates the development of thinking, organizational and study skills; and
- ✓ supports and facilitates communication within the classroom, the school, the home and the community.

### **Accreditation**

Conchita Espinosa Academy is accredited by the Association of Independent Schools of Florida (AISF), the Southern Association of Colleges and Schools (SACS) and the Commission on International and Trans-Regional Accreditation (CITA). These agencies represent state, regional, national and international levels of accreditation.

### **Non-Discrimination Policy**

Admission to “Conchita Espinosa Academy” is based on test results, recommendation and grades from the school previously attended, and the number of openings available. Students are admitted without regard to race, creed, religion or national origin.

The Academy reserves the right to dismiss at any time any student who does not meet the required disciplinary, academic and administrative standards set by the school administration.

## **Basic Guidelines**

Each teacher will establish appropriate procedures for structure in the classroom based on these guidelines. The following list is not all-inclusive.

1. Students and their families are expected to respect the authority **of all staff**.
2. Students shall take care of school property and help keep the school clean and attractive at all times. The entire campus is a gum-free zone.
3. Radios, CD players, cassette players, portable video games, skateboards, toys, expensive jewelry, cell phones, beepers, and all other electronic games are not permitted at the school unless approved by the Director or appropriate principal. These items will be confiscated and returned directly to a parent. On the 2<sup>nd</sup> occurrence, the item(s) will be confiscated and returned to a parent at the end of the school year.
4. Students remaining after 3:30 (elementary) or 3:45 (middle school) will report to after-school care. Parents will pick their children up from the after-school classroom. Parents are to pick up their children no later than 6:00 p.m. There is a fee for after-school care.
5. All students are to remain on the school grounds and under direct supervision of school staff. Once you have picked up your child, he/she is not to play on the playground equipment or field and is under your full supervision and responsibility.
6. Notebooks, books, magazines, lunch boxes, backpacks, etc. that carry inappropriate pictures or slogans are not permitted.
7. Name-calling, profane, abusive, or slang language is strictly forbidden.
8. Student work is to be his/her own. Plagiarism (using someone else's ideas and words without acknowledging clearly the source of the information) will not be tolerated. Work that is plagiarized will be given a 0. The student will have the opportunity to make the work up and receive a 69%.
9. Students must adhere to the school uniform code at all times.

## **Arrival and Departure**

The school hours for the Kindergarten classes are from 8:30 a.m. to 12:15 p.m., 3:00 p.m. or 6:00 p.m., depending on your choice of schedule.

Pre-Primary through 3<sup>rd</sup> grade students attend from 8:30 a.m. to 3:00 p.m. for regular classes, 4<sup>th</sup> and 5<sup>th</sup> grade students attend from 8:30 a.m. to 3:10 p.m., and 6<sup>th</sup> through 8<sup>th</sup> grade students begin promptly at 8:15 a.m. and are dismissed at 3:35 p.m., or until 6:00 p.m. if the student participates in the after-school program.

Students should be in class and ready to work no later than 8:15/8:30 a.m. depending on their schedules. The students who find it necessary to arrive before their start of day are to wait quietly in the cafeteria/designated area, under the supervision of school personnel.

The school will open each morning at 7:30 a.m. Parents and students are to enter the building through the green gate at the front of the school. Parents and students are not allowed to enter through the west entrance. This entrance is for staff and deliveries.

After 8:00 a.m., Kinder and Pre-Primary parents may accompany their children to the classroom door. In 1<sup>st</sup> through 8<sup>th</sup> grades children are to proceed to the classrooms by themselves. This promotes independence and self-assurance- important qualities for success.

Students arriving after their class start time are tardy and are to report to the school office for an “admit to class.” There will be a \$5.00 fee for all students who are tardy.

Dismissal will be at 2:50 p.m. for students in kindergarten and pre-primary. Parents will pick their children up directly from the classrooms. Dismissal for students in 1<sup>st</sup> through 3<sup>rd</sup> grades will begin at 3:00 p.m. Students are to be picked up in their classrooms. At 3:10 p.m. students in 4<sup>th</sup> and 5<sup>th</sup> grades will be picked up in their classrooms. Students in 6<sup>th</sup>-8<sup>th</sup> grades will be dismissed at 3:35p.m. from their classrooms.

**Please note:**

The students attending the regular school schedule until 3:00/3:35 p.m. must leave the school by 3:30/3:45 p.m. at the latest; otherwise, you will be charged \$10.00 for after-school care. This ensures the safety and protection of our students.

During arrival and dismissal times please do not conference with your child’s teacher. The teacher must focus his/her attention on the children. If you would like to speak with your child’s teacher, please send a note to the office and the teacher will contact you.

Students are only released to those adults whose names are listed on the appropriate application. (Parents must have their names on the list also.) If someone else needs to pick up the child, you must notify the office in writing prior to dismissal time.

Students are not allowed to call home during the day to make arrangements to leave with someone else. Arrangements need to be made before school. Students are not to ask other parents to call for them or use their cellular phones.

Our after-school program is provided as a service to working parents. From 3:15 p.m. – 6:00 p.m. students (Grades 1-8) participating in this program will complete homework supervised by a teacher and/or participate in Conservatory or sport programs.

Students participating in the after-school program are expected to follow all school rules. Students are to report to their after-school classes even if parents have told them they will be picked up early.

Parents are to pick up their children **no later than 6:00 p.m.** A late fee of \$5.00 for every 15 minutes or portion thereof will be assessed after that time.

**Attendance**

A student’s success at school is dependent upon regular and consistent attendance. Students exceeding 6 absences a semester may be dropped from the school enrollment or required to attend summer school, as determined by the Director and appropriate principal. This policy will be strictly enforced. FLORIDA STATE LAW allows absences due to illness or death in the immediate family. Vacations, extended weekends, doctor’s appointments, etc., do not constitute an excused absence.

In the middle school, attendance is taken for each period. Classes missed due to late arrival or early dismissal are counted towards the student’s attendance. Example: If a student misses first period due to a doctor’s appointment, he/she is absent 1/8 of a day. If a student leaves at 1:00 p.m. and misses 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> periods, he/she is absent 3/8 of a day.

Every absence requires a note from the parent or guardian stating the reason for the absence. Students having a communicable disease require a note of clearance from a medical doctor upon returning to school. If your child is absent more than a day, please telephone the school (305-227-1149).

If your child is absent, written work may be made up. However, please note that class discussions and idea interchanges are impossible to recreate. We learn daily from each other, and believe that all students benefit from these classroom exchanges.

### **Tardiness**

Students arriving after 8:15 a.m. (students in grades 6-8) or 8:30 a.m. (student in grades K-5) are tardy and must report to the school office for an “admit to class.” A \$5.00 fee will be assessed for each tardy. Tardiness will be reflected on your child’s report card in the effort and citizenship areas.

Children may be excused from the school before regular dismissal time for **valid reasons** only. A note requesting such dismissal must state the reason and be approved in the office at the start of the school day. **Early dismissals must be made before 2:45 p.m. No early dismissals will be granted after 2:45 p.m.** Students will not be dismissed from class until the person picking them up is at the school.

### **Homework and Make-up Work**

Students in kindergarten through the 8<sup>th</sup> grade are assigned homework. At the beginning of the year the teacher will explain when homework will be assigned and how it will be checked. Homework is given to review material presented in class and to give practice for skills. Homework allows teachers to assess the student’s ability to do the work independently; therefore, parent involvement should be minimal.

After an excused absence, the teacher will provide the student make-up assignments and establish a reasonable deadline for the completion of assignments and tests. As a general rule, the teacher allows one day for each day the student is absent. Each teacher will use discretion depending on the individual situation. While both the teacher and the student are involved in make-up work, the **student** has the major responsibility.

To receive work for a day’s absence, a parent must call the school office by 10:00 a.m. of the day missed. These work assignments may be picked up after 3:30 p.m. of the day missed.

## **Academic Procedures**

### **Progress Reports**

Four (4) progress reports a year are sent home in addition to the report cards.

Parents are encouraged to contact the school at any time during the year to check on their child’s progress.

Students are to be responsible for their conduct and school work. Parents should talk to their children about their progress in school. Children, however, need to feel free to ask for help and advice. Understanding must be provided by the home and school so as to encourage the child to accept his responsibilities and be able to request assistance with his work, should the need arise. Do not nag or criticize; listen and offer reassurance.

Children should be tutored only when there is a gap in his foundation of a particular area. Once the gap is bridged the child should be able to function in a classroom setting without further intervention. Tutoring for the sole purpose of “better grades” is discouraged. After-school tutoring with teachers must be arranged through the school office and requires the approval and recommendation of the Director.

## Report Cards

Report cards are issued every nine weeks. Grades indicate progress for a particular child. Careful attention is directed to the EFFORT and CONDUCT columns of the card. Citizenship, attitude, and self-discipline go hand in hand with academic scholarship to produce a well-rounded student and individual. **An honor student is not someone who just makes good academic grades.** Conduct, citizenship, work habits, effort, and grades in academic and arts subjects are all considered when determining students deserving of honors.

## Grading Scale

### Fourth through Eighth Grade

100 – 98	A+	87 – 85	B-	74 – 73	D
97 – 95	A	84 – 82	C+	72 – 70	D-
93 – 94	A-	81 – 79	C	69 or below	F
92 – 90	B+	78 – 77	C-		
89 – 88	B	76 – 75	D+		

### Kindergarten through 3<sup>rd</sup> Grade

The primary emphasis in school is on learning and a child's progression in his/her learning, not on grades. In Kindergarten through 3<sup>rd</sup> grade your child's report card denotes his/her general progress in specific skills that need to be mastered. These do not equate to grades; they merely inform you of progress.

- S – Satisfactory progress. This is what is expected of your child.
- I – Needs to improve a particular skill or area.
- N – Not meeting grade level standards.

### WORK HABITS

Success in an academic setting and in life depends on efficient, consistent and quality work habits. Work habits include

- \* having school supplies – including having books covered
- \* neat work
- \* work completed in the allotted time
- \* personal appearance
- \* working independently
- \* working well in a group
- \* neat and organized work space
- \* being prepared for class
- \* paying attention
- \* following directions
- \* completing classwork and homework
- \* taking part in class discussions
- \* using time wisely

S -- A work habit grade of “S” reflects satisfactory work habits. Student work habits are generally acceptable according to established standards.

N -- A work habit grade of “N” reflects a need for improvement in that area. The student does not consistently exhibit the stated work habit. If giving an “N”, recommendations for improvement should be noted in the teacher’s comments.

U – A work habit grade of “U” reflects unacceptable work habits. Students unable to develop work habits consistent with our policies and philosophy may be asked not to return the following semester or year.

#### CITIZENSHIP GRADES

Many believe a good citizen is one who follows the rules, but at CEA we have higher standards than just following the rules. We expect our students to be active citizens, supporting and uplifting those around them. Citizenship encompasses

- \*accepting responsibility for one’s words and actions
- \*respecting the rights and property of others
- \*understanding and obeying school rules
- \*courtesy to adults and peers
- \*practicing self-control
- \*being helpful and considerate
- \*being polite
- \*being self-confident
- \*contributing to the betterment of the class, the school, and our community by words and actions
- \*participating in school-sponsored events and activities

O -- A citizenship grade of “O” reflects excellent citizenship. The student consistently demonstrates outstanding citizenship that is documented with specific examples.

S -- A citizenship grade of “S” reflects satisfactory citizenship. The student’s overall citizenship is generally acceptable. He/She does not break the rules and participates according to established standards of conduct.

U -- A citizenship grade of “U” reflects unsatisfactory citizenship. The student violates established classroom and/or school standards of citizenship or does not participate.

Please pay particular attention to teacher comments. These inform you of how you may help your child in his/her weak areas and support him/her in his strong areas.

#### **Graduation Requirements**

In order to receive a diploma from Conchita Espinosa Academy each eighth grader must meet the following requirements.

1. Grades – Students must maintain a C- or above average in all subjects, including special classes.
2. Conduct - Students must maintain an S or above average in all subjects.
3. Absentees – Students in 8<sup>th</sup> grade are allowed 6 excused absences per semester; no more that 12 absences a year are permitted unless a serious illness occurs.

### **Academic Probation**

After the 1<sup>st</sup> quarter report card, any student in 4<sup>th</sup> – 8<sup>th</sup> grade receiving a grade below C- in any subject will be warned of possible academic probation. If grades are not raised to a C- or better, the student will be placed on academic probation the following quarter. If during academic probation a student receives any quarter grade below a C-, he/she may not be accepted for the following school year.

### **Summer School**

**In order to make arrangements for vacations and/or summer camp, parents will be notified by March 1 of the possible need for a child to attend a summer reinforcement program. Students having difficulty, struggling, or working at a slower pace will be required to attend. These summer weeks make the difference in success in the following grade. Some children do need more time to process and acquire knowledge and skills.**

### **Athletic Eligibility**

In order to participate on any interscholastic sports team, a student must maintain a C- academic average, have satisfactory conduct in all classes, and receive his/her principal's and homeroom teacher's recommendation. Failing to do so renders the student ineligible for competition until the next reporting period and grades have met the standards. Students must be in school on game days in order to participate in the game.

### **Contacting Teachers**

Please respect the right of teachers and students to an instructional day free of unexpected visits and interruptions. All teachers are listed on the school website: [www.conchitaespinosa.com](http://www.conchitaespinosa.com). Parents wishing to contact a teacher can either call the school office and leave a message or write an e-mail. Teachers will attempt to respond at their earliest convenience (usually not until a planning break or lunch time) and/or within 24 hours.

Please refrain from questioning the teacher at arrival or dismissal times. Teachers are busy preparing for the day and monitoring students.

## **Discipline**

### **Philosophy**

Discipline, respect, responsibility and self-control are an integral part of a student's education and grow from within him, extending to his relations in his environment. Living, learning and growing in an environment that promotes principles such as those delineated above are foundational in our school's mission and philosophy.

We believe in firmness accompanied by affection and understanding. We believe in rewarding good actions and helping students understand that mistakes can become positive learning experiences.

At Conchita Espinosa Academy we strive to provide a learning environment that is respectful, orderly, supportive and safe. In such an environment students learn, feel valued, and develop responsibility for their own behaviors and academic processes. The process of becoming an integral, dynamic, and constructive part of the CEA school community is directly related to a student's ability to become an integral, dynamic, and constructive part of the larger world community.

To achieve this, we have developed the following:

- A school plan which emphasizes the behaviors necessary for maintaining a positive learning environment as noted in our citizenship and conduct areas
- A charter of student's rights and responsibilities
- A range of consequences to assist students in developing positive behavior patterns (Code of Conduct)

### **Student Rights and Responsibilities**

**C.E.A.'s Student Rights and Responsibilities are based on the 3 R's –**

- Respect for self
  - Respect for others
  - Responsibility for one's actions
1. I have the RIGHT to learn.  
It is my RESPONSIBILITY to  
Be on time  
Be prepared  
Do my best
  2. I have the RIGHT to be safe.  
It is my RESPONSIBILITY to  
Move in an orderly manner throughout the school campus  
Behave in a way that does not threaten or harm anyone
  3. I have the RIGHT to have my personal property respected.  
It is my RESPONSIBILITY to  
Respect the property of others
  4. I have the RIGHT to hear and be heard.  
It is my RESPONSIBILITY to  
Communicate respectfully in a way that does not disturb or hurt others
  5. I have the RIGHT to be treated with respect.  
It is my RESPONSIBILITY to  
Act in a way that does not tease, bother others or hurt their feelings  
Solve conflicts peacefully through discussion.

### **Code of Conduct**

This Code of Conduct applies to any student who is

- on school property
- in attendance at school
- at any school sponsored activity; or
- whose conduct at any time or place has an effect on maintaining school order and discipline, protecting the safety and welfare of others, or damaging the reputation of our school.

### **Weapons**

Students are not permitted to carry any weapon or object that may be used as a weapon, on his/her person or in his/her desk, book bag, a purse, sports bag, etc. Carrying such a weapon or threatening to use an ordinary item such as a pencil to harm, intimidate, or frighten another student is grounds for immediate expulsion. If a student is aware of another student having a weapon, he must report it immediately to the office. Failure to do so may result in the student being expelled.

### **Violence**

Physical or verbal abuse of others, destruction of property, disruption of the classroom and any conduct detrimental to the image of the school are considered unacceptable behavior and grounds for detention, suspension, or expulsion based on the seriousness of the offense.

### **Harassment**

Harassment is the behavior of one person that makes another person uncomfortable. Harassment of any kind is a serious violation of the school's code of conduct and will be grounds for detention, suspension, or expulsion.

### **Racial/Ethnic/Disability Slurs**

Students using racial, ethnic or disability slurs directed toward another student or adult will be subject to detention, suspension, or expulsion.

### **Swearing/Vulgar/Inappropriate Language**

Language used by all students is to be appropriate at all times. Swearing, vulgar and/or inappropriate/offensive language, name-calling, etc. will not be tolerated. Use of such language will result in detention, suspension, or expulsion.

### **Stealing**

Students are to respect the rights and property of other students and staff. A student who takes someone else's property must replace or return the item and is subject to immediate suspension or expulsion.

### **Property Damage**

Students who willfully damage or cause damage to school property or the property of another person will be expected to pay for the damage caused and are subject to detention, suspension or expulsion.

### **Disrespect**

Students are expected to respect the authority of all staff. Students who talk back to any staff member or show any other form of outward disrespect (i.e. facial expressions, tone of voice, body language) are subject to detention, suspension or expulsion, depending on the seriousness of the situation.

### **Miscellaneous**

Inappropriate student behaviors not listed above will be dealt with by teachers and administrative staff.

**Conchita Espinosa Academy reserves the right to dismiss any student, at any time, whose behavior is deemed unacceptable, perceived as dangerous or disturbing to self or others, or noted as repeatedly interfering with the teacher's right to teach and other students' right to learn.**

### **Detention**

Detention is considered an integral part in the discipline process of our Academy; therefore, a detention will not be excused for any reason. Students missing detention will not be admitted to class upon returning to school. Detentions may be assigned for tardiness to class in middle school after the start of the day, disregarding school personal appearance and uniform regulations, disrupting the classroom program, not completing assigned homework or class work, inappropriate conduct at school functions, in the cafeteria, hallways, and recess and any other infractions of school policy and regulations. Many minor infractions in the school may not in themselves warrant a detention. However, an accumulation of these small offenses may result in detention.

### **Parent Intervention**

If a parent has a problem or concern regarding another child, he or she should contact the appropriate principal. At no time should a parent approach or reprimand another student or discuss the student with another parent.

## **Uniforms**

### **Regular School Uniform**

Students are to attend school in complete uniform from the first day of class. School is a student's "business," and we encourage students to come to school in this frame of mind. Uniforms must be appropriate sized.

#### **GIRLS**

Regulation dress, jumper, or skirt (one inch above the knee)

Regulation pink blouse

Regulation vest, jacket, sweater or sweatshirt

Regulation shoes

Regulation pink bobby socks. Socks are not to be rolled down.

#### **BOYS**

Regulation gray trousers (to be worn at the waist and sized appropriately)

Regulation burgundy polo shirt – burgundy collar (K-5)

Regulation burgundy polo shirt – gray collar (6-8)

Black belt

Regulation shoes

Regulation gray socks

Regulation vest, jacket, sweater or sweatshirt

Hair accessories for the girls must be white, pink or burgundy. Girls with long hair must wear it tied back and bangs must be short in order that they do not interfere with their vision. Students are not to wear make-up or nail polish, including French manicures. Dangling earrings, bracelets and necklaces are not permitted. A religious medal on a thin chain and watches with no alarms are accepted. Only one earring may be worn in the lobe of each ear. Girls' socks are to be folded down, not rolled. Blouses and polo shirts are to be tucked in.

Boys' hair must be worn above the ears, clearly away from the eyes, and must not come in contact with the shirt collar. No designs or unconventional hairstyles will be accepted. No haircuts using 0 or 1 blades will be accepted. Unconventional hairstyles will be determined by the administration. Middle school boys must be clean-shaven. Thick chains and bracelets are not permitted. A religious medal on a thin chain and watches with no alarms are accepted. No earrings will be permitted on boys. Shirts are to be tucked in.

No body piercing or tattoos will be permitted on boys or girls.

### **Students have the option for winter dress:**

Sweater: Regulation burgundy cardigan

Jacket: Regulation burgundy, snap front/flannel lined.

Vest

Sweatshirt: Regulation school or conservatory sweatshirt

Sweat pants for girls: Burgundy (may be worn under the uniform on days with the temperature below 60 degrees)

Boys (K-3) on physical education and fitness days may wear the regulation sweats in lieu of shorts on days the temperature is below 60 degrees.

All coats, jackets, sweater, sweatshirts and sweatpants are to be regulation Conchita Espinosa Academy items.

### **Physical Education & Fitness Uniform**

Boys and girls in 1<sup>st</sup> through 8<sup>th</sup> grades participate in physical education. Only boys (K-8<sup>th</sup> grade) participate in fitness.

Regulation polo shirt and shorts – (Students in Kindergarten -3<sup>rd</sup> grades come to school dressed in P.E./fitness uniforms. Girls in 4<sup>th</sup> – 8<sup>th</sup> grades wear the P.E. polo in lieu of the blouse and wear the shorts under their uniforms. Boys in 4<sup>th</sup> – 8<sup>th</sup> grades wear the P.E. polo in lieu of the regular school polo and wear the shorts under their trousers.)

Regulation black sneakers and socks, gray for boys and pink for girls. (Sneakers are to be worn for P.E. only in grades 4 - 8. Students in grades 4-8 come to school in the regular school shoes and change to sneakers for P.E. and fitness only.)

The physical education program (ballet and fitness included) is an integral part of our entire school program. State law requires that no child be excused from physical education unless there is a physical exemption form (completed and signed by a physician) on file.

The physical education, dance, and fitness uniforms are part of the uniform code.

## **Dance**

Creative Movement – K and Pre-Primary

Regulation Burgundy Leotard

Pink Slippers

Pink school socks – NO TIGHTS

Beginning Ballet – 1<sup>st</sup> and 2<sup>nd</sup> Grades

Regulation Burgundy Leotard

Pink Slippers

Pink school socks – NO TIGHTS

Ballet – 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> grades –

Regulation Burgundy Leotard

Pink tights

Pink Ballet Slippers

Jazz – 6<sup>th</sup> – 8<sup>th</sup> grades

Regulation burgundy leotard

Pink tights

School P.E. shorts

Black jazz shoes

## **Gala Uniform**

On special days (assemblies, picture day, etc.) the students will wear their gala uniforms.

### **GIRLS**

Regulation gray dress or skirt and blouse

Burgundy socks

Regulation black school shoes (K-2)

Penny loafers (3-8)

### **BOYS**

Regulation white shirt

Regulation burgundy tie

Regulation gray pants (These are different from their daily uniform pants.)

Gray socks

Regulation school shoes

Students not coming to school in the appropriate uniform on assigned gala days will not be admitted to class. Parents will be called to bring the appropriate uniform or to pick the child up from school.

## **Enforcement of Dress Code**

Students failing to comply with the uniform code will:

1. will receive a verbal warning from the teacher
2. will receive a notice for parent signature to be returned
3. will be sent home for failing to comply

## **Formal School Dances**

Boys	Girls
Dress shirt & tie	Appropriate party dress or
Dress slacks	skirt ensemble
Dress shoes	No strapless dresses, halter,
No sneakers	bare midriff or slits in skirts above the knee

If at any time you have a question, please contact the principal. Students will be sent home if they are not dressed appropriately.

## **Computer Use**

### **Internet Policy**

Internet access at school is intended solely for education purposes. Students and employees of this school respect human dignity, privacy, and sensitivity of each other and the general public while using the technological tools that are available (which includes the Internet tools for email, file transfers, participating in newsgroups and world wide web browsing.) The school reserves the right to review all information and exercise editorial or censorship control of all documents and Internet resources on the school's network.

### **Computer Etiquette**

Students are expected to abide by the generally accepted rules of computer etiquette. These include, but are not limited to, the following:

- Documents are not to be saved on the hard drive or network.
- Students are to provide their own CD or USB drives.
- Do not send abusive messages to others.
- Use appropriate language
- Do not swear, use vulgarities or any other inappropriate language.
- Do not reveal your or anyone else's personal address or phone number.
- Do not access anyone's files or disturb anyone else's work except your own.
- Follow all other rules set up by your teacher.

### **Definition of unacceptable behavior**

Inappropriate uses of technology include, but are not limited to the following:

- Conduct or participate in any actions which are illegal (city, state, federal)
- Violate any of the Academy's policies

- Threaten or harass others
- Advocate racial, ethnic, religious, or gender-biased slurs
- Purposely view, display, store, or transmit any obscene or discriminatory material or material of terrorists, gangs, hate groups, etc.
- Posting of the school name and pictures of students in school uniform on internet bulletin boards such as My Space, Facebook, or other similar site. This is for the safety of your children.
- Access any instant messaging programs, such as AOL Instant Messenger, Yahoo Pager, WinPopup, or other such programs
- Conduct commercial or private/personal business enterprises
- Play games of any sort
- Send/receive email to persons on or off campus not directly related to the coursework being done
- Promote private businesses, product advertisement or political lobbying
- Send unauthorized bulk or random messages (e.g., junk mail, ads, etc.)
- Solicit for organizations that are unrelated to our mission or purpose
- Destroy the integrity of computer based information
- Maliciously install or invoke a computer virus or other disruptive mechanism
- Alter system files or configuration to disrupt computer or network functions
- Seek or gain unauthorized access to network resources
- Attempt to breach security mechanisms
- Other actions defined by individual faculty members for a specific course

### **Consequences of Violations**

Cases involving misuse of technology by students will be referred to the principal. In cases involving misuse of resources allocated for a particular course, the instructor may assign a failing grade. Other consequences of violations include but are not limited to:

- Suspension or revocation of Internet access
- Suspension or revocation of computer access
- Suspension or expulsion from school

The School has the right to restrict or terminate network and Internet access at any time to protect the integrity of the Network. The School further has the right to monitor Network activity in any form that it sees fit to maintain the integrity of the Network. In cases where individuals have had their access denied, both the individual involved and the principal are to be informed of the action taken and reasons so that the situation can be resolved.

Each violation will be handled on an individual basis. The principal may request more immediate limited access privileges to meet particular needs for coursework. First violations or violations of misunderstanding may be handled between the principal, teacher and the student.

### **Books and Supplies**

## **Books & Supplies**

Students are responsible for the care of their books and school supplies. All books must have regulation book covers. Notebooks and workbooks should be kept clean and up-to-date. Teachers will check all books and notebooks on the first Monday of each month, and parents will be notified if they are not kept in satisfactory condition. Students are not allowed to remove the cardboard out of the hardcover books. No graffiti is permitted on any part of the book or workbook. Notes taken or problems worked in the book should be done in pencil. No White-out should be used. Neatness, handwriting and cleanliness affect the grades shown in the report card. Books that are abused will be collected, and students will have to purchase new ones.

Trapper Keepers are not acceptable. **Book bags on rollers are not permitted.** All book bags should be able to be folded and stored. Book bags must be labeled with the student's name and grade only. Book bags are not to be decorated or have graffiti.

Students learn better when their books are taken care of. Parental support is needed in helping them learn the value of money and the value of books.

## **Miscellaneous**

### **Lunch**

A healthy, well-balanced hot lunch, including milk and dessert, is offered at CEA. "A la carte" items are available. The monthly lunch menu is available with our monthly newsletter on the web site at [www.conchitaespinosa.com](http://www.conchitaespinosa.com) and posted in the cafeteria.

Students forgetting their lunch or lunch money may charge a lunch. The charge should be repaid the next day.

Cafeteria rules:

1. There will be no loud talking in the cafeteria.
2. Proper eating manners are expected from everyone.
3. Paper goods are to be disposed of properly.
4. Students are not allowed to leave the cafeteria area without the approval of the cafeteria monitor or teacher.
5. Students are responsible for bringing their own lunches or purchasing one from the cafeteria.
6. Parents are not permitted to bring lunch if a student leaves his/her lunch at home. He/She will eat lunch from the cafeteria menu.
7. Keep the cafeteria clean. It is our collective responsibility to keep our areas neat and attractive for ourselves and others.

### **Field Trips**

Our field trips are educational and designed to enhance the curriculum your child is studying at the time. These trips are not family outings. Chaperones are picked from the names of those who return the form stating they would like to chaperone field trips. If you do not fill out the form, your name is not on the list. All children are expected to participate in local field trips. These trips are not optional.

On the bus students are to:

- ✓ remain seated;
- ✓ speak only in conversational tones (no yelling or shouting);
- ✓ keep hands and objects inside the bus;
- ✓ follow the directions of the teachers, chaperones, and bus driver; and
- ✓ behave in an appropriate manner at all times.

Students not following the bus-riding guidelines will not be permitted to participate in school field trips.

### **Birthdays**

Birthdays are cause for celebration. Kindergarten and Pre-Primary students may celebrate with classroom parties under the direction of the classroom teacher. We ask that these be kept simple. Students in 1<sup>st</sup> through 8<sup>th</sup> grades may celebrate their birthdays by bringing something to share with all of their classmates at lunchtime. Since we are asking that you provide for all of the students within the grade, you might want to consider bringing cookies, donut holes, popsicles, pencils, stickers, etc., instead of cupcakes or doughnuts.

Parents may also donate a book for our school library. The librarian, Mrs. White, will place a nameplate inside the book noting the child's name and date of birth. This is wonderful way to leave behind a significant memory of your child for others to enjoy.

### **Change of Address and Telephone**

IT IS VITAL that we are notified of any change of address and/or telephone number. There are times that an emergency necessitates our having an exact current address and phone number.

### **Medication**

School personnel cannot administer medication. If a student needs to take a medication during a school day, the medicine must be kept in the school office (this includes Tylenol, aspirin, etc.) under the supervision of Mrs. Irene Recio. All medication must be in a labeled pharmacy container with the student's name, current date, drug name, name of prescribing physician and dose to be given. **We will not administer any drugs or medication if these procedures are not followed.**

### **Lost and Found**

Please write your child's name on all his or her belongings! Many articles are lost and unclaimed each year.

Students are expected to respect the property of others. If they find money or articles of clothing belonging to other children, they are to bring them to the office promptly.

Items lost are returned to students who then pay \$1.00. This money is used for the recycling program run by our elementary Civics group. Items that have no name are donated to a charity or disposed of.. PLEASE, occasionally check your child's bookbag and clothing to be sure he or she has his or her own belongings. If you find an item that does not belong to your child, return it to the office promptly.

### **Emergency School Closings**

If the Miami-Dade County Schools close due to hurricane or other inclement weather, Conchita Espinosa Academy will also close. We will notify the local radio and television stations. We will reopen when the Miami-Dade County Schools open or you will be notified by a Parents Partnership Association member via our telephone tree.

### **Middle School Parties**

During the year there are up to four social functions sponsored by the Student Council and/or school. The first, the Back to School Sock Hop, is held on a Friday afternoon. This event is for 6<sup>th</sup> through 8<sup>th</sup> grades. The second function is the Halloween Party. This party is also for 6<sup>th</sup> through 8<sup>th</sup> grades only. No outside students are allowed at these functions. The Graduation Dance in June is also for 7<sup>th</sup> and 8<sup>th</sup> graders only. Students are allowed to bring an appropriate guest to the Graduation Dance. If a student is bringing a guest from another school, the C.E.A. student's parents are responsible for the guest. Students are not allowed to arrive or depart a middle school party in a limousine. Parents should arrive a 15 minutes before the scheduled end of the event.

In order to attend any middle school party, students must be in attendance the day of the party.

### **Collections**

We ask parents to refrain from collecting money for teacher gifts. If you want to speak with a few of your friends and pool your money to purchase a teacher gift, it is, of course, appreciated. Letters and phone calls should not be made to the entire class. This makes some parents feel uncomfortable and coerced into contributing.

Our teachers and staff do work very hard and deserve to be thanked. But the best gifts are those that you and your child decide upon, look for, and give as an expression of your true gratitude.

### **Solicitations**

Students are not allowed to collect monies or sell outside fund-raising items without authorization of the Director.

### **Conchita Espinosa Conservatory of the Arts**

The Conservatory functions jointly but independently from the school; therefore, we can offer our students an excellent academic program combined with the arts. The dance program includes offerings in ballet, Spanish dance, tap, lyrical, jazz, and Cuban dance. The music department offers piano, voice, ensemble, guitar, percussion, and brass instruments. The visual arts department offers painting, sculpture, and graphic arts.

To participate in the Conservatory it is not required to be a student of the school. In addition, the Conservatory offers music, dance, and exercise classes for adults.

### **Parent Involvement**

Our school functions better because parents are actively involved. We encourage all of our parents to participate in our Parents' Partnership Association, sign up to attend field trips, help out in our after school sports program, participate in our annual Bookabration, etc. If you have a question or concern, it is important that someone at the school know about it. The best method is to contact the appropriate person first, usually the teacher, and if need be, the appropriate principal and/or Director.

The partnership between the school and parents is sacred. Mutual support is a must to offer our students the stability necessary to grow and blossom. Conflicts, doubts, suggestions, and comments are to be addressed with the school administration, Maribel Zubieta Diaz, Carol Diaz-Zubieta, Cassandra Jolliff, Loriana Novoa, Ed.D., or Ana Diaz-Zubieta, Ph.D.

### **Amendments**

The Academy reserves the right to modify, amend, delete, or add to this handbook as it deems necessary in its sole discretion and at any time.

Maribel Z. Diaz  
Director

Cassndra Jolliff  
Elementary Principal

Carol Diaz-Zubieta  
Middle School Principal

Ana Diaz-Zubieta, Ph.D.  
Licensed Psychologist

Loriana Novoa, Ed.D  
Educational Advisor

## **PARENTS, THE FIRST PARTNERS**

Children whose parents take an active interest in school are more successful students. Here are eleven tips on how you can help.

1. Talk with children every day about school and events.
2. Read with children or encourage them to read for fun and discuss what they read.
3. Monitor television viewing, computer use and video games. Be informed about programs being watched and games being played.
4. Be affectionate with children and express interest in their school progress and development.
5. Supervise homework, making sure that children have a place to work and that assignments are completed. Promote independence and self-assurance by allowing them to do their homework on their own.
6. Encourage plenty of exercise and good nutrition.
7. Encourage children to write.
8. Provide learning experiences outside of school at parks, museums, libraries, zoos, and historical sites. Play games that offer good learning experiences.
9. Communicate an attitude that education is important, and encourage children to do well in school.
10. Promote good discipline. Children don't know intuitively how to behave; parents must teach them.
11. Expose your children to a variety of artistic endeavors. Dance, music, and theatrical productions, as well as visual arts exhibits enrich your life as well as your child's.

## **STUDENT RESPONSIBILITIES**

Each student will comply with the following statements:

**My behavior in and out of CEA reflects who I am: my character and my values. I am part of the CEA family and my actions will be a positive influence on my family and school reputation. If my behavior is inappropriate and causes concern for the school, it may result in disciplinary actions, including suspension or expulsion.**

- \* I will be law-abiding. I will be responsible for my actions.**
- \* I will be honest and trustworthy. I will refrain from all dishonest actions, including cheating, lying, and taking what is not mine.**
- \* I will treat others with respect, kindness, care, consideration, and as I would like to be treated. I will avoid all forms of violence, including physical and verbal.**
- \* I will take care of my books, my supplies, my desk, my classroom, and my school environment. I will keep my things and areas neat and clean.**
- \* I will complete my class work and homework neatly, accurately, and on time. My work is a reflection of me, and I will utilize my talent to present work I can take pride in.**
- \* I will wear the appropriate uniform to school and bring all necessary supplies for the day.**
- \* I will deliver letters, notes, progress reports, report cards, newsletters, etc. to my parents and return them signed to my teacher.**
- \* I will abide by CEA's regulations and policies.**
- \* I will do my best to the maximum of my abilities.**

**Conchita Espinosa Academy**

**2008-2009 Calendar**

<b>August 20</b>	<b>Back to School Kindergarten – Pre-Primary – 7:00 p.m.</b>
<b>August 21</b>	<b>First Day of Classes (K-3<sup>rd</sup>)</b>
<b>August 22</b>	<b>First Day of Classes (K-8<sup>th</sup>)</b>
<b>August 28</b>	<b>Welcome to School Assembly (No Gala Uniform)</b>
<b>August 29</b>	<b>Back to Books Sock Hop–Middle School noon –3:00 p.m.</b>
<b>September 1</b>	<b>Labor Day - No Classes</b>
<b>September 2</b>	<b>Conservatory Classes Begin</b>
<b>September 2</b>	<b>Back to School 1<sup>st</sup> and 2<sup>nd</sup> Grades – 7:00 p.m.</b>
<b>September 3</b>	<b>Back to School 3<sup>rd</sup> and 4<sup>th</sup> Grades – 7:00 p.m.</b>
<b>September 4</b>	<b>Back to School 5<sup>th</sup> and 6<sup>th</sup> Grades – 7:00 p.m.</b>
<b>September 10</b>	<b>Back to School 7<sup>th</sup> and 8<sup>th</sup> Grades – 7:00 p.m.</b>
<b>September 22</b>	<b>Progress Reports go home</b>
<b>September 30</b>	<b>September Monthly Assembly – Gala Uniform</b>
<b>October 1</b>	<b>Wacky Hat Day</b>
<b>October 17</b>	<b>Teachers’ Work Day – No classes</b>
<b>October 24</b>	<b>Report Cards Go Home</b>
<b>October 29</b>	<b>October Monthly Assembly – Gala Uniform.</b>
<b>October 31</b>	<b>Halloween Activities (Regular School and Conservatory Hours) Parade K - 3<sup>rd</sup> Special Activity for 4<sup>th</sup> &amp; 5<sup>th</sup> grades Halloween Party – 6<sup>th</sup> – 8<sup>th</sup> Grades noon – 3:00 p.m.</b>
<b>November 6 - 9</b>	<b>Advisory Dance goes to Gainesville</b>
<b>November 18</b>	<b>Progress Reports go home</b>
<b>November 22</b>	<b>Family Affair</b>
<b>November 25</b>	<b>November Monthly Assembly (Gala Uniform)</b>
<b>November 26</b>	<b>Thanksgiving Celebration (Regular School and Conservatory Hours)</b>
<b>November 27-28</b>	<b>Thanksgiving Holiday</b>
<b>December 1</b>	<b>Classes Resume</b>
<b>December 9</b>	<b>2<sup>nd</sup> Grade Christmas Play</b>
<b>December 10</b>	<b>2<sup>nd</sup> Grade Christmas Play during school hours</b>

<b>December 18</b>	<b>Last Day before Christmas Holiday – Regular school and Conservatory Hours</b>
<b>December 19 – Jan. 5</b>	<b>Christmas Holiday</b>
<b>January 6</b>	<b>Classes Resume</b>
<b>January 13</b>	<b>Report Card Night – Kindergarten, Pre, 1<sup>st</sup> and 2<sup>nd</sup> Grades</b>
<b>January 14</b>	<b>Report Card Night - 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> Grades</b>
<b>January 15</b>	<b>Report Card Night – 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> Grades</b>
<b>January 19</b>	<b>Martin Luther King, Jr. – Holiday (No classes)</b>
<b>January 24</b>	<b>Kindergarten Open House – for all parents interested in enrolling their child for the 2009-2010 school year</b>
<b>January 30</b>	<b>January Monthly Assembly – Gala Uniform 100<sup>th</sup> Day of School</b>
<b>February 7</b>	<b>Entrance Exam for students entering pre-primary – 7<sup>th</sup> Grades</b>
<b>February 16</b>	<b>Presidents’ Day – No Classes</b>
<b>February 17</b>	<b>Progress Reports go home</b>
<b>February 27</b>	<b>February Monthly Assembly – Gala Uniform</b>
<b>March 6</b>	<b>AISF Conference – No School</b>
<b>March 20</b>	<b>Report Cards go home</b>
<b>March 31</b>	<b>March Monthly Assembly – Gala Uniform</b>
<b>April 9 -19</b>	<b>Easter Holiday</b>
<b>April 20</b>	<b>Classes Resume</b>
<b>April 21 - 30</b>	<b>Standardized Testing</b>
<b>April 30</b>	<b>April Monthly Assembly (Gala Uniform)</b>
<b>May 1</b>	<b>Progress Reports go home</b>
<b>May 20</b>	<b>Teachers’ Meeting</b>
<b>May 25</b>	<b>Memorial Day – No School</b>
<b>May 29</b>	<b>May Monthly Assembly – Gala Uniform</b>
<b>June 5</b>	<b>Teacher Work Day</b>
<b>June 5</b>	<b>Graduation Dance 7:00 – 11:00</b>
<b>June 6</b>	<b>Graduation</b>
<b>June 9</b>	<b>Last Day of School</b>

**2008 – 2009 STUDENT/PARENT AGREEMENT**

Student Name \_\_\_\_\_

Grade \_\_\_\_\_ Teacher \_\_\_\_\_

Having carefully read the Conchita Espinosa Academy Student/Parent Handbook, I understand that the successful implementation of the school’s program depends on all members of the C.E.A. family assuming their responsibilities.

I am prepared to support the philosophy, uphold the standards, and abide by the consequences described in this handbook.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date