



## **Parent-Student Handbook 2019-2020**

**This handbook has been compiled to provide deeper insight into the philosophy and implementation of the Espinosa Method for educating children. It provides the essentials for the smooth running of the rigorous day each of our children experiences and should be read thoroughly and kept for future reference.**

**Please remember that our children need time, motivation and support in order to take full advantage of our philosophy and focus their time and energy in their family and school life.**

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## School History

Conchita Espinosa, a classically trained musician, opened the doors of Conchita Espinosa Academy (CEA) in Havana, Cuba in 1933. Conchita's vision of education was formed through her belief in the power of music and the arts in general to transform, enhance, and stimulate. She believed that a true academic education included the arts. Her visionary concept of the interconnectedness of the arts and traditional academic subjects was the basis of the school's curriculum in 1933 and continues to be at the core of the Espinosa Method today.

The school began as a musical kindergarten in 1933 and each subsequent year a grade was added until the school went through the 8<sup>th</sup> grade. Hundreds of students benefited from the guidance and instruction offered them in the CEA environment and family atmosphere. By 1959 what began as a musical kindergarten with only seven students, had become a K-8 school with over 450 students.

In 1963, history was repeated in Miami, and Conchita Espinosa, along with her sister Alicia, reopened the school once more as a kindergarten, each year subsequently adding a school grade until becoming a K-8 school, which today houses over 600 students. From the garage of her home, to the first campus in Little Havana, to the state-of-the-art 10-acre facility in southwest Miami-Dade, which is home to the school today, Conchita's legacy has carried on for generations and Conchita Espinosa Academy has continued to thrive over the years.

Maribel Z. Diaz, Conchita's daughter and the school's and conservatory's Director Emeritus, took her mother's dream and enhanced it with her own . . . .from expanding the arts and sports curricula to envisioning and implementing the Mastery program to reinforcing the idea that the teaching-learning process is dynamic, interdependent and in constant change, to name a few. Carol Diaz-Zubieta, Conchita's granddaughter, is the current Academy Director, and Dr. Ana Diaz-Zubieta is the Conservatory's Director. The school and conservatory have continued into the 21<sup>st</sup> century as a strong educational community that has grown from the Espinosa women's talents and visions.

Times and books have changed; technology has evolved, but the essence of CEA has always remained the same: a school that offers an excellent academic program, multifaceted arts education for all children, a safe and nurturing environment, and fundamental human values. CEA is more than a school. It is a place where students learn more about more. They are empowered to look for the best in other people and themselves and are shaped into young men and women who actively explore interests, hone talents, and advocate ideas. CEA is proud to see its students become more fully realized human beings who, upon graduation, shine in the best high schools across Miami and not only follow their dreams, but live them.

## **General Guidelines**

### **Our Philosophy**

- We believe in the strength of a well-rounded education.
- We believe the arts stimulate self-awareness, creativity, self-confidence, communication and thinking skills, and energize all other areas of the curriculum.
- We believe a strong and demanding academic foundation provides students with the skills and knowledge necessary to succeed in life.
- We believe the development of a strong, healthy body, mind and spirit is an essential component in a child's education.
- We believe in technology working for man, not man working for technology.
- We believe in the power of character.
- We believe discipline, respect, empathy and compassion are an integral part of a child's education.
- We believe in the sacred partnership between the home and the school.

### **CEA Mission Statement**

Our mission is to bring out the extraordinary in every child by educating him to be disciplined in his studies and passionate about his individual talents, to be aware of his social responsibility and to develop a knowledge of and appreciation for the arts.

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, self-awareness, self-fulfillment, and discipline through participation in the arts (music, dance, visual arts, theater and writing);
- fosters and promotes the importance of self-discipline and teamwork through participation in sports;
- fosters appreciation and respect for cultural, religious 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 internationally, nationally and regionally by Accreditation International (Ai), National Council for Private School Accreditation (NCPSA), the National Independent Private School Association (NIPSA), the Middle States Association (MSA), the Southern Association of Colleges and Schools (SACS), and the Association of Independent Schools of Florida (AISF). We are also members of the Independent Schools of South Florida (ISSF).

## **Non-Discrimination Policy**

Admission to Conchita Espinosa Academy is based on recommendations and grades from the school previously attended, assessments, family interview, 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, iPods, portable video games, skateboards, toys, expensive jewelry, Apple watches or the equivalent, and electronic games are not permitted at the school. These items will be kept in the office and returned directly to a parent. On the 2<sup>nd</sup> occurrence, the item(s) will be kept in the office and returned to a parent at the end of the school year.
4. Students remaining after 3:30 (K – 4<sup>th</sup> Grade) or 3:45 (5<sup>th</sup> – 8<sup>th</sup> Grades) will report to after-school care. Parents will pick up their children 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 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. which carry inappropriate pictures or slogans are not permitted. The school has the right to determine what is inappropriate.
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 clearly acknowledging 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.
10. We recognize that cell phones have become a common tool for communication. However, they have also become a major distraction to the learning environment. We ask that you allow your child to carry a cell phone only if absolutely necessary. Phones must be turned off and stored out of sight during school hours. Phones may not be used to talk, take pictures, play games, record or text while at school, including recess or bathroom breaks, Conservatory and after-school. If a student violates the cell phone policy, he/she will have the following consequences: the cell phone will be kept in the office and returned directly to a parent. On the 2<sup>nd</sup> occurrence, the phone will be kept in the office and returned to a parent at the end of the school year. If a parent needs to contact his/her child, please call the school office at 305-227-1149.

## Arrival and Departure

The school hours for the Kindergarten classes (3- and 4-year-olds) 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 2<sup>nd</sup> grade students attend from 8:30 a.m. to 3:00 p.m. for regular classes, 3<sup>rd</sup> and 4<sup>th</sup> grade students attend from 8:30 a.m. to 3:10 p.m., and 5<sup>th</sup> through 8<sup>th</sup> grade students begin promptly at 8:00 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 7:50/8:15 a.m. depending on their schedules. The students who must 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 to enter through the west entrance or the front door. These entrances are 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.” A \$5.00 fee will be assessed for each 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> and 2<sup>nd</sup> grades will begin at 3:00 p.m. followed by 3<sup>rd</sup> and 4<sup>th</sup> grades at 3:10 p.m. Students are to be picked up in their classrooms. Students in 5<sup>th</sup>-8<sup>th</sup> grades will be dismissed at 3:35 p.m. from their classrooms. Students are released only to those adults authorized to pick them up. (Authorized persons must be at least 18 years of age.) Teachers will ask for identification. This is for the safety of your children.

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 \$20.00 to cover the cost of after- school care.

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, or you may contact the teacher via email.

**Students are only released to those adults (18 years or older) whose names are on the list of authorized persons.** (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 or email at [dismissal@conchitaespinosa.com](mailto:dismissal@conchitaespinosa.com) 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 3:30 p.m. – 6:00 p.m. students (Grades 1-8) participating in this program will complete homework supervised by a teacher.

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.

Conservatory classes and the sports programs incur additional costs. Information regarding conservatory classes may be obtained in the school office or by contacting Maria Ofelia Armas at 305-227-1149, ext. 323, or emailing [mgarmas@conchitaespinosa.com](mailto:mgarmas@conchitaespinosa.com) and can be found on the Conservatory website, [www.conchitaespinosaconservatory.com](http://www.conchitaespinosaconservatory.com). Information on our sports programs is distributed prior to the beginning of each sport “season” and can be found on the school website.

Parents are to pick up their children no later than 6:00 p.m. A late fee will be assessed. Students attending Conservatory classes after 6:00 p.m. will not incur a late fee.

### **Parking Lot Safety**

- Hold your young child by the hand and have older students stay with you as you walk through the parking lot. Students should not be in the parking lot by themselves.
- Park parallel on the right of way so as not to block the sidewalk. County ordinance mandates that no vehicles should block the sidewalk or street traffic. When the sidewalk is obstructed, students, parents, and neighbors are forced to walk on the busy street with oncoming traffic. See Appendix A.
- Keep exits free and clear of parked cars. A parked car at the exit obstructs the view of those drivers who are trying to exit on to 6<sup>th</sup> Street.
- Respect the handicapped and designated spaces. Even if you have a handicapped permit that belongs to a relative, we ask that if you are not actually handicapped that you please do not park there. We have parents/family members who really are handicapped and need these spaces.
- Keep fire hydrants accessible to fire rescue personnel for the safety of our school and neighborhood. County ordinance prohibits vehicles from parking within 15 feet of a fire hydrant.

### **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 make up the time, 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 legitimate reasons for being absent.

In 5<sup>th</sup> – 8<sup>th</sup> Grades, 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.

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**

It is important that we begin our day promptly. This requires all students to be prepared to begin classes at their designated start time. Students arriving after 8:00 a.m. (students in Grades 5-8) or 8:30 a.m. (students in grades Kinder – 4<sup>th</sup> Grades) are tardy and must report to the school office for an “admit to class.” A \$5.00 fee will be assessed at the time of the tardy. 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 provide an opportunity to practice new skills. Homework allows teachers to assess the student’s ability to do the work independently; therefore, parent involvement should be minimal. Questions about homework will be addressed the following day.

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 emailed home in addition to the quarterly 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.

## **Report Cards**

Report cards are issued every nine weeks. Grades indicate progress for a particular child. 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 DREAMS(Dance, Religion, Español, Art, Music, Sports, i.e. PE/Fitness) subjects are all considered when determining students deserving of honors.

## **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 and/or within 24 hours, not including weekends and scheduled vacation days.

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 our students' education and grow from within them, extending to their relations in their environment. Living, learning and growing in an environment that promotes principles such as those stated in our philosophy are fundamental to our school's mission.

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 CEA 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

### **Student Rights and Responsibilities**

CEA'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.

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.

### **Inspection Policy**

The School has the right to inspect and conduct a search of any place or item on School campus or at a School-related event including, but not limited to, a student's locker, book bag, backpack, iPad, or personal electronic devices. Inspections and searches may be conducted on a routine or random basis or as deemed necessary. Students must provide any passwords or other access required to inspect such places or items upon request by a school administrator. Inspection of electronic devices includes laptops, phones, cameras, and any other electronics, including the contents of same (texts, emails, photos, images, address books, etc. whether such message or information was sent over the school's system or any personal account such as Yahoo, AOL, Gmail, Instagram, Snapchat, or social media pages, etc.) Further, the parents authorize the School to seize and permanently retain property disclosed by an inspection or search which is considered potentially harmful, dangerous, illegal, or inappropriate, or the possession of which is a violation of the School's rule, community standards, and/or local, state, or federal law.

### **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/she 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 disciplinary action 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 disciplinary action.

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

Students using racial, ethnic or disability slurs will be subject to disciplinary action.

### **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 disciplinary action.

### **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 disciplinary action.

### **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 disciplinary action.

### **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 disciplinary action, depending on the seriousness of the situation.

### **Electronic Smoking Devices**

Sale, distribution, use, or possession of electronic smoking devices is prohibited on any school property, facility, or at any school -sponsored event, or school activity off campus. Electronic smoking devices include, but are not limited to electronic cigarettes, vapes,

vaporizers, vape pens, hookah pens, JUUL products, and e-pipes. The electronic smoking device and accessories will be confiscated and will not be returned to the student or family.

### **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.

### **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 appropriately sized.

#### **GIRLS**

- Regulation dress, jumper, or skirt (one inch above the knee)
- Regulation pink blouse
- Regulation vest, jacket, sweater or sweatshirt
- Regulation shoes and socks

#### **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, grey or burgundy except for Conservatory bun accessories. 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 or hoop earrings, bracelets and necklaces are not permitted. A religious medal on a thin chain and watches with no alarms are accepted. (No Apple watches or their equivalent.) Only one earring may be worn in the lobe of each ear. For the safety of our students, teachers may require that no jewelry be worn during a specific class. Girls' socks (gala) are to be folded down, not rolled. Blouses and polo shirts are to be tucked in.

Boys' hair must be neatly trimmed and clearly away from the eyes. No designs or unconventional hairstyles including haircuts using 0 and 1 blades will be accepted. Unconventional hairstyles will be determined by the administration. 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 Apple watches or their equivalent.) 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.

### **Winter Dress**

Students have the following option for winter dress:

Sweater: Regulation burgundy cardigan

Jacket: Regulation burgundy, snap front/flannel lined.

Vest

Sweatshirt: Regulation school or conservatory sweatshirt

Burgundy leggings or tights for girls may be worn under the uniform on days with the temperature below 60 degrees

Boys (Kinder -3<sup>rd</sup> Grade) 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. The CEA, Conservatory and Athletics logos are trademarked and should not be printed anywhere outside of official CEA and Conservatory gear.

### **Physical Education, Fitness, and Dance Uniforms**

The physical education program (movement, dance, 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.

Boys and girls in 1<sup>st</sup> through 8<sup>th</sup> grades participate in physical education.

Boys in K – 8<sup>th</sup> grades and girls in K, Pre-Primary, and 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> Grades participate in fitness classes.

Boys and girls in K3 – 3<sup>rd</sup> Grades participate in movement classes.

Girls in 4<sup>th</sup> – 8<sup>th</sup> Grades participate in dance classes.

Students in Kindergarten – 4<sup>th</sup> grades come to school dressed in P.E./fitness uniforms. Girls in 5<sup>th</sup> Grades wear their skorts and polo shirts to school. Girls in 6<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 5<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. Girls in Kinder and Pre-Primary wear the CEA shorts under their dresses on fitness days.

For P.E., students are to wear regulation black sneakers and appropriate socks, gray for boys and pink for girls. (In grades 6 – 8 sneakers are to be worn for P.E. only. Students in grades 6-8 come to school in the regular school shoes and change to sneakers for P.E. and fitness only.)

The physical education, dance, and fitness uniforms are part of the uniform code.  
Movement – Kinder, Pre-Primary, 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> Grades

Girls

Regulation Burgundy Leotard (sold at the school)

Pink Slippers

Pink school socks – NO TIGHTS

2<sup>nd</sup> and 3<sup>rd</sup> Grades – Spankies (to be sold in Little Store)

Boys

PE shorts

PE polo

Regulation gray socks

Regulation sneakers

Dance - 4th Grade

Regulation Burgundy Leotard (sold at the school)

Pink tights

Pink Ballet Slippers

Dance – 5<sup>th</sup> – 8<sup>th</sup> grades

Regulation Burgundy Leotard (sold at the school)

Pink tights

School jazz shorts (sold at the school)

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 (Grades 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 who do not come 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 Daily Dress Code**

Students failing to comply with the uniform code:

1. will receive a notice for parent signature to be returned.
2. will be sent to the office and parents will be called.

## **Formal School Dances**

Boys	Girls
Dress shirt & tie	Appropriate party dress or skirt ensemble
Dress slacks	No strapless or low-cut dresses
Dress shoes	No halter tops, bare midriff or slits/holes in bodice
No sneakers	No slits in skirts above the knee
	Skirts must be of appropriate length as discussed in assembly

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

## **Technology 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.

### **Digital Citizenship**

Students are required to take a course in digital citizenship and have it completed by Monday, September 30. Mrs. Rajo, our technology coordinator, will give instructions regarding the course on the first day of school. If you have questions, please feel free to contact our technology coordinator, Christina Rajo at [crajo@conchitaespino.com](mailto:crajo@conchitaespino.com).

### **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.
- 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/or pictures of students in school uniform on social media
- Conduct commercial or private/personal business enterprises
- Play games through the school network
- 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 will be handled between the principal, teacher and the student.

### Social Media

To follow the CEA and Conservatory social media pages, look for:

#### **Facebook**

@Conchita Espinosa Academy

@Conchita Espinosa Conservatory of the Arts

@Conchita Espinosa Alumni Association (for alumni and parents of alumni)

**Instagram**

@ConchitaEspinosaAcademy

@ConchitaEspinosaConservatory

@SummeratCEA

@CEA\_Alumni (for alumni and parents of alumni)

**Twitter**

@CEAcademy1933

@CEConservatory

## **Books and 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, inappropriate slogans or stickers are 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.

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 they take care of their books. 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 beverage 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.

MySchoolBucks is an online payment service that provides a quick and easy way to add money to your student's meal account using a credit/debit card or electronic check. You can also view recent purchases, check balances, and set-up low balance alerts. Our cafeteria will be completely cashless. All purchases for lunch, snack, etc. will be done through this service. All students must have an account.

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 and it may be paid the following day.
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. Lower school chaperones are picked from those who sign the classroom volunteer list on Orientation/Back to School Night. If you do not sign this list, your name will not be in the chaperone selection pool. Upper school chaperones will be picked from those who are available for each individual field trip. 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.

On cold days the regulation burgundy jacket is the only jacket that may be worn on 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 – no balloons or decorations. 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 – only one item. No balloons or decorations.

Children may also donate a book for our school library. We will place a nameplate inside the book noting the child's name and date of birth and place his/her name and the title of the book donated outside the library. This is wonderful way to leave behind a significant memory of the birthday boy or girl for others to enjoy. Contact Ms. Jolliff for book suggestions.

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

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

address and phone number. Many of our school communications are emailed to parents, and if the email address on file is not updated, there will be important notifications you will not receive.

### **Medication**

Only Mrs. Recio or an assigned school personnel in her absence can 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, Epi Pens, 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. PLEASE, check your child's book bag 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 email.

### **7th and 8th Grade Dances**

Students are allowed to bring an age-appropriate guest to the 7<sup>th</sup> and 8<sup>th</sup> Grade dances unless otherwise stated. If a student is bringing a guest from another school, the CEA student's parents are responsible for the guest. All guests should adhere to our dress code for dances. Students are not allowed to arrive or depart a school party in a limousine. Parents should arrive 15 minutes before the scheduled end of the event.

In order to attend any 7<sup>th</sup> and 8<sup>th</sup> Grade dance, students must be in attendance the day of the party.

### **Forgotten Items**

An education involves more than learning the 3 R's; it involves learning responsibility. We want our students to learn to be responsible and care for their things and that our actions have consequences. If your child forgets his lunch at home, he will not go unfed. We will provide him with school lunch. It will be paid through the myschoolbucks account.

If your child forgets his/her lunch, homework, P.E. things, dance bags, art supplies etc., he needs to learn that not being prepared has consequences; therefore, we will not accept forgotten items. We want this to develop habits that will serve him through life.

### **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. Parents are not to ask parents for monies for individual teachers or events that are not sponsored by the school (i.e., teachers' gifts, parties, etc.)

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

The Conservatory functions jointly but independently from the school. The dance program includes offerings in ballet, Spanish dance, tap, lyrical, contemporary, hip hop, and Cuban dance. The music department offers piano, voice, guitar, flute, violin, viola, cello, clarinet, trumpet, saxophone, cuatro, ukulele, and percussion. The visual arts and theatre departments offer classes for a variety of age groups. 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.

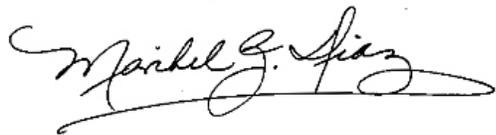
### **Parent Involvement**

Our school functions better when parents are actively involved. We encourage all of our parents to participate in Team Conchita, sign up to attend field trips, help out in our after school sports program, 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.

### **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 Emeritus**



**Carol Diaz-Zubieta**  
**Director**

## **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 your children every day about school and events.
2. Read with your children or encourage them to read for fun and discuss what they read.
3. Monitor screen time. Be informed about programs being watched and games being played as well as the impact of time spent in front of screens.
4. Be affectionate with your 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 your 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 and model appropriate behaviors.
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 children's.

12. Make sure your children have time for “free play.” Unstructured play time can greatly enhance the emotional, social, and intellectual development of your child.
13. Good communication is important. Take some time each day to discuss your day with your child and allow you to let him/her tell you about his/hers. What was your favorite part of the day? What did you learn? How did you make things better?

## 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, school, and community 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.

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

Grade \_\_\_\_\_

**2019- 2020 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 CEA 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