



Parent-Student Handbook 2023-2024

This handbook provides deeper insight into the philosophy and implementation of the Espinosa Method™ for educating children. It provides the essentials for the efficient functioning of the full day each of our children experiences. It should be read thoroughly and kept for future reference.

Our children need time, motivation and support to take full advantage of our philosophy and to properly channel their time and energy on family and school life.

Table of Contents

| | |
|---|-----------|
| SCHOOL HISTORY | 4 |
| GENERAL GUIDELINES | 5 |
| OUR PHILOSOPHY | 5 |
| CEA MISSION STATEMENT | 5 |
| ACCREDITATION | 6 |
| NON-DISCRIMINATION POLICY | 6 |
| BASIC GUIDELINES | 6 |
| ARRIVAL AND DEPARTURE | 7 |
| PARKING LOT SAFETY..... | 8 |
| ATTENDANCE | 9 |
| TARDINESS | 9 |
| EARLY DISMISSALS | 9 |
| HOMEWORK AND MAKE-UP WORK..... | 9 |
| ACADEMIC PROCEDURES | 10 |
| PROGRESS REPORTS | 10 |
| REPORT CARDS..... | 10 |
| CONTACTING TEACHERS | 10 |
| DISCIPLINE | 10 |
| PHILOSOPHY | 10 |
| STUDENT RIGHTS AND RESPONSIBILITIES..... | 11 |
| INSPECTION POLICY | 11 |
| WEAPONS | 12 |
| VIOLENCE..... | 12 |
| HARASSMENT..... | 12 |
| RACIAL/ETHNIC/DISABILITY SLURS | 12 |
| SWEARING/VULGAR/INAPPROPRIATE LANGUAGE..... | 12 |
| STEALING | 12 |
| PROPERTY DAMAGE | 12 |
| DISRESPECT | 13 |
| ELECTRONIC SMOKING DEVICES | 13 |
| MISCELLANEOUS..... | 13 |
| PARENT INTERVENTION | 13 |
| UNIFORMS | 13 |
| REGULAR SCHOOL UNIFORM..... | 13 |
| WINTER DRESS..... | 14 |
| PHYSICAL EDUCATION, FITNESS, AND MOVEMENT/DANCE UNIFORMS..... | 14 |
| GALA UNIFORM..... | 16 |
| ENFORCEMENT OF DAILY DRESS CODE | 16 |
| FORMAL SCHOOL DANCES | 16 |
| TECHNOLOGY USE | 17 |

| | |
|---|-----------|
| INTERNET POLICY | 17 |
| COMPUTER AND DEVICE ETIQUETTE | 17 |
| CONSEQUENCES OF VIOLATIONS | 18 |
| SOCIAL MEDIA | 18 |
| MISCELLANEOUS..... | 19 |
| LUNCH..... | 19 |
| FIELD TRIPS | 20 |
| BIRTHDAYS | 20 |
| CHANGE OF ADDRESS AND TELEPHONE | 20 |
| MEDICATION | 20 |
| LOST AND FOUND | 21 |
| EMERGENCY SCHOOL CLOSINGS..... | 21 |
| FORGOTTEN ITEMS..... | 21 |
| COLLECTIONS | 21 |
| SOLICITATIONS | 21 |
| CONCHITA ESPINOSA CONSERVATORY OF THE ARTS..... | 21 |
| PARENT INVOLVEMENT | 22 |
| AMENDMENTS | 22 |
| PARENTS, THE FIRST PARTNERS | 23 |
| STUDENT RESPONSIBILITIES..... | 24 |
| 2023-2024 STUDENT/PARENT AGREEMENT | 25 |

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 minds. She believed that a true academic education included the arts. Her visionary concept of the interconnectedness of the arts and traditional academic subjects and the importance of the development of character was the basis of the school's curriculum in 1933 and continues to be at the core of the Espinosa Method™ today.

CEA began as a musical kindergarten in 1933. Each subsequent year a grade was added until the school went through the 8th 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 500 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 Zubieta 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 must work with the greater environment of the time. The school remains in the hands of the Espinosa family, with two generations of leaders, Diaz and her daughters, Carol Diaz-Zubieta, CEA Director, and Ana Diaz-Zubieta, Ph.D., Licensed Psychologist and Conservatory Director, strengthening and working towards an educational ideal that, in Espinosa's words, each day strives to be "mejor, mejor y mejor."

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 nurturing environment, and fundamental human values and principles, while respecting the sacred years of childhood.

CEA is more than a school. It is a place where students learn more about more. Students 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 grow as confident, creative, and kind individuals ready to take on the joys and challenges of life and 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 developing and empowering technology-literate students who are skillful communicators, independent thinkers, and lifelong learners who are responsible and contribute positively to our global community.
- 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 children by educating them to be disciplined in their studies and passionate about their individual talents, to be aware of their 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 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), Cognia (formerly the Southern Association of Colleges and Schools), and the Association of Independent Schools of Florida (AISF). We are also members of the Independent Schools of South Florida (ISSF). The Spanish program is accredited by the Instituto Cervantes.

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. **Phones and Electronic Devices**: We understand the need for cell phones because of their convenience and safety they provide your child. Therefore, cell phones and other devices of communication are to be kept in the off position and out of sight upon arrival to school and until the end of that student's day and he/she is off campus. All electronic devices not approved by the School (including, but not limited to cell phones, smart watches, iPods or portable music players and video game devices) must be switched off and out of sight during the full day—including Conservatory of the Arts programs and extracurricular activities. The School discourages students from bringing electronic devices and is not responsible for any lost, damaged, or stolen devices. Should a student receive a phone call, text, or other notification, during the school day that disrupts the class, or if the student is seen "playing" with or using the device while in school, the device shall be confiscated and given to an administrator. It shall be kept until the end of the school day (or returned at the discretion of the Director). On the 2nd occurrence, the phone will be kept in the office and returned to a parent at the end of the school year. If a student needs to communicate with a parent, he/she is must to come to the Main Office and ask permission to use the office phone.
4. The School strongly discourages students from bringing any valuables to school. This includes, but is not limited to, valuable jewelry, toys, and/or games. The School disclaims any liability for the loss or theft of any item. These items will be kept in the office and returned directly to a parent. On the 2nd occurrence, the item(s) will be kept in the office and returned to a parent at the end of the school year
5. Students must adhere to the school uniform code at all times.
6. Students remaining after 3:30 (K – 4th Grade) or 4:00 (5th – 8th Grades) will report to after-school care. Parents are to use PikMyKid for dismissal. Parents are to pick up their children no later than 6:00 p.m. There is a fee for after-school care. Students remaining

after 6 p.m. (unless waiting for a sibling in a Conservatory class) will incur an additional fee of \$5.00 every 10 minutes thereafter.

7. 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.
8. Name-calling, profane, abusive, or slang language is strictly forbidden.
9. Student work is to be his/her own. Plagiarism (using someone else's ideas and words without clearly acknowledging the source of the information) and the use of Open AI or ChatGPT resources will not be tolerated. Work created through AI resources will be considered plagiarism, as it is not the student's original thought. Work that is plagiarized will be given a 0. The student will have the opportunity to make the work up and receive a 69%.

Arrival and Departure

The school hours are as follows:

- K3 and K4 students begin promptly at 8:30 a.m. and students are dismissed at 2:30 p.m.
- Pre-Primary students begin promptly at 8:30 a.m. and are dismissed at 2:45 p.m.
- 1st and 2nd grade students begin promptly at 8:30 a.m. and are dismissed at 3:00 p.m.
- 3rd and 4th grade students begin promptly at 8:30 a.m. and are dismissed at 3:15 p.m.
- 5th and 6th grade students begin promptly at 8:00 a.m. and are dismissed at 3:35 p.m.
- 7th and 8th grade students begin promptly at 8:00 a.m. and are dismissed at 3:50 p.m.

The school will open each morning at 7:30 a.m. Students are to enter the building through the green gate at the front of the school. Students are not to enter through the west entrance or the front door. These entrances are for staff and deliveries.

Students should be in class and ready to work no later than 7:50/8:20 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.

After-school care is available until 6:00 p.m. for an additional fee. Students that are waiting for a Conservatory or Sports activity are not charged for after-school for the time period before the activity begins. Students may remain in after-school for 30 minutes after their Conservatory class or sports activity without incurring a fee.

If a student is tardy, parent is to call the Main Office (305-227-1149) when they are at the Green Gate. Please do not leave until school personnel has picked up your child. Students arriving after their class start time are tardy and will be given an "admit to class" pass. A \$5.00 fee will be assessed for each tardy

For all other Arrival and Dismissal questions, please refer to the PikMyKid manual.

Please note:

The students attending the regular school schedule must leave the school by 3:30 (Grades K3- 4) / 4:00 p.m. (5th – 8th) at the latest; otherwise, you will be charged \$20.00 to cover the cost of after-school care.

If someone else needs to pick up the child, you must delegate on the PikMyKid app before 2:00 p.m. In case of an emergency and you cannot delegate before this time, call the office to let us know. Make sure that the person that has been delegated brings a form of ID.

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.

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 work on 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 and can be found on the Conservatory website, www.conchitaespinosaconservatory.com. Information on our sports programs is distributed prior to the beginning of each sport season and can be found in the “Cougar Athletics” section of the school website. Links to both Conservatory and Cougar Athletics information can be found in the Student Life section of the CEA 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.
- 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 6th Street.
- Respect the handicapped and designated spaces. 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 genuinely 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 10 absences a semester may be dropped from the school enrollment or required to make up the time, as determined by the Director and 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 5th – 8th 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 6th, 7th, and 8th 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 to class after 8:00 a.m. (students in Grades 5-8) or 8:30 a.m. (students in grades Kinder – 4th Grades) are tardy and must report to the school office for Tardy Slip. A \$5.00 fee will be assessed at the time of the tardy.

Early Dismissals

Children may be excused from the school before regular dismissal time for valid reasons only. **Early dismissals must be made before 2:00 p.m. No early dismissals will be granted after 2:00 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 8th 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.

Academic Procedures

Students are responsible for their conduct and schoolwork. We encourage parents and children to maintain open lines of communication about their progress with their teacher(s).

Progress Reports

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

Parents are encouraged to contact the teacher(s) at any time during the year to check on their child's progress.

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 under the "About Us" tab in the "Faculty and Staff" section. Parents wishing to contact a teacher can either write an e-mail or call the school office and leave a message. Teachers will attempt to respond at their earliest convenience and/or within 24 hours, not including weekends and scheduled vacation days.

Discipline

Philosophy

Discipline, respect, responsibility, and self-control are integral and fundamental to our students' education. The first 14 years represent an intensive time for development in cognitive, social-emotional, and physical growth, thus we believe in utilizing all learning to facilitate this growth. Living, learning, and growing in an environment that promotes principles such as those stated in our philosophy are fundamental to our school's mission. All humans make mistakes, and we believe that this is the time to help our students learn to do what is right, what is best, and what is honorable.

Hence, we are committed to a learning environment that is clear and firm in its age-appropriate expectations of student behavior yet always accompanied with affection and understanding. We believe in reinforcing good actions and assisting students understand mistakes are the first step towards becoming 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 competence. The process of becoming an integral, dynamic, constructive and unique part of the CEA community is directly related to a student's ability to become an integral, dynamic, constructive, and unique part of the larger world community.

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 Gmail, Yahoo, Instagram, Snapchat, TikTok 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 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 Director and/or 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

Hair accessories for the girls must be white, pink, grey or burgundy except for Conservatory bun accessories. Students are not to wear any make-up or nail polish, including French manicures and inappropriately long nails or acrylic nails. The School will determine what is appropriate. 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 smart 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, such as dance or sports. Students should not wear earrings on the day they have dance class. The

teacher will request that the earrings be removed and they are easily lost. Girls' socks (gala) are to be folded down, not rolled. Blouses and polo shirts are to be tucked in.

BOYS

Regulation gray trousers (to be worn at the waist and sized appropriately)
Regulation polo shirt
Black belt
Regulation shoes
Regulation socks
Regulation vest, jacket, sweater or sweatshirt

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 smart 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:

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

Boys (Kinder -3rd 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 that are sold at the uniform store, or they must be solid colored items in either burgundy or grey. 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 Movement/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 1st through 8th grades participate in physical education.

Boys in K3 – 8th grades and girls in K3 - 3rd grades participate in fitness classes.

Boys and girls in K3 – 3rd Grades participate in movement classes.

Girls in 4th – 8th Grades participate in dance classes.

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

P.E./Fitness Uniform

Girls

K3 through Pre-primary - No separate PE uniform needed for these grades. Girls may wear burgundy, pink, or grey “spankies” underneath their dresses on PE/Fitness days.

1st & 2nd Grades - Regulation pink polo, burgundy skort, black sneakers.

3rd – 8th Grades - Regulation pink polo, burgundy mesh shorts (worn under jumper/skirt), black sneakers.

Boys

K3 through 8th grade – Regulation grey polo, burgundy mesh shorts, black sneakers.

Movement – K3 through 3rd Grades

Girls

Regulation Burgundy Leotard (sold at the school’s Little Store)

Pink Ballet slippers

Pink school socks – NO TIGHTS

2nd and 3rd Grades – Spankies (sold at the school’s Little Store)

Boys

PE shorts

PE polo

Regulation socks

Regulation black unisex jazz shoes, dance sneakers, or black sneakers to be used exclusively for this class (should be kept in school.)

Dance - 4th Grade (Girls)

Regulation Burgundy Leotard (sold at the school)

Pink tights

Pink Ballet Slippers

Dance – 5th – 8th grades (Girls)

Regulation Burgundy Leotard (sold at the school)

Pink tights

School jazz shorts (sold at the school)

Black jazz shoes

K3 -2nd grade boys come to school dressed in their PE Uniform (including PE sneaker) on days where they have PE, fitness, and creative movement. For creative movement, they will bring their movement shoes in their backpack and change right before class.

3rd – 8th grade boys come to school wearing their PE Polo, regular uniform pants with their PE shorts underneath their regular uniform pants, and their regular school shoes. They will need to bring their PE or creative movement shoes in their backpack with them to change into right before class.

On PE/Fitness days, 1st and 2nd grade girls come to school dressed in their complete PE uniform. Girls in 3rd -8th grade come to school in their regular jumper dress or skirt, PE polo, the PE shorts underneath their jumper or skirt, and their regular school shoes. They will bring their PE sneakers in their backpack and change into them right before class.

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 or slacks 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 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 and Device 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.
- 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 pictures of any activities deemed inappropriate by the school including 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. Consequences of violations include but are not limited to:

- Instructor may assign a failing grade.
- Suspension or revocation of Internet access
- Suspension or revocation of computer or iPad 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

Social media is a great way to keep up with school and Conservatory activities and events. We encourage all parents to follow the CEA and Conservatory social media pages to stay up to date with what is happening at CEA/CEC.

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)

Books and Supplies

Students are responsible for the care of their books and school supplies. Notebooks and workbooks should be kept clean and up to date. Teachers will check all books and notebooks periodically, 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. 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.

Students are expected to have all of the supplies in their grade's school supply lists. Failure to have the appropriate supplies in school is disruptive to the class order and will affect their grades. This includes special supplies for DREAMS classes (instruments, rosaries, notebooks, etc.). If an instrument is required during a music class, the student must have the assigned instrument on the day of their music class or during other days and events as required by the teacher.

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 and supplies. 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. The monthly lunch menu is available with our monthly newsletter on the web site at 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. Field trips are not family outings. Chaperones will be picked from those who sign up on the field trip forms. All children are expected to participate in local field trips. These trips are not optional.

On the bus students are to

- 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 grey jacket is the only jacket that may be worn on field trips.

Birthdays

Birthdays are cause for celebration. K3, K4, and Pre-Primary students may celebrate with classroom parties under the direction of the classroom teacher. The birthday child is allowed two adults to attend the classroom party. We ask that these be kept simple – no balloons or decorations. Students in 1st through 8th grades may celebrate their birthdays by bringing something to share with all of their classmates at lunchtime. Parents should drop these items off in the morning when dropping off the students. 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, etc. No balloons, 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 Mrs. Martinez at vmartinez@conchitaespinoza.com 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. Please contact the Main Office with any changes.

Medication

Only Lisette Mederos in the Main Office 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 Lisette Mederos. 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

In the case of an emergency school closure, we will inform our families.. We will also notify you when we will reopen. .

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/she will not go unfed. We will provide him/her 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/she 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/her 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, and percussion. The visual arts, martial 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. For registration information, visit conchitaespinosaconservatory.com.

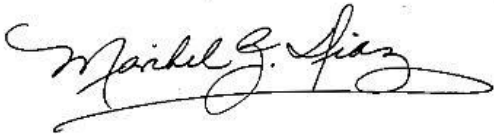
Parent Involvement

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 afterschool 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 principal and/or Director.

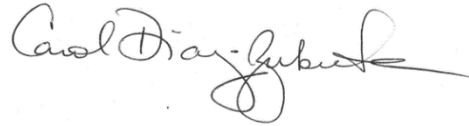
The partnership between the school and parents is sacred. Mutual support is a must to offer our students the stability necessary to grow and blossom. Conflicts, doubts, suggestions, and comments are to be addressed with the school administration.

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 abide by CEA's regulations and policies.
- * I will do my best to the maximum of my abilities.

Student Name _____

Grade _____

2023-2024 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