



Parent-Student Handbook 2025-2026

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.

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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 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. 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 a 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 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, confidence, discipline, communication and thinking skills, and energize all other areas of a 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 critical 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**: 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, AirPods, wireless earbuds, iPods or portable music players and video game devices) must be switched off and out of sight during the full day—including during 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 using the device while on campus, the device shall be confiscated and given to an administrator. It shall be kept until the next day (or returned at the discretion of the Director). On the second occurrence, the device 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 must 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.
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 they have a Conservatory class or are waiting for a sibling taking 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. Water bottles with straws (Stanley water bottles and equivalent) are not allowed in school.
9. Name-calling, profane, abusive, or slang language is strictly forbidden.
10. 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 partial credit.

Arrival and Departure

Grade Level	Class Start Time	Dismissal Time
K3 and K4	8:30 a.m.	2:30 p.m.
Pre-Primary	8:30 a.m.	2:45 p.m.
1st and 2nd	8:30 a.m.	3:00 p.m.
3rd and 4th	8:30 a.m.	3:15 p.m.
5th and 6th	8:00 a.m.	3:35 p.m.
7th and 8th	8:00 a.m.	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. Classrooms are open at 7:45 a.m. for Upper School (5th-8th) and 8:00 a.m. for Lower School (K-4th). Students arriving at 7:30 a.m. are to wait quietly in the cafeteria or designated area under the supervision of school personnel.

If a student is tardy, a 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.

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. Make sure that the person that has been delegated brings a form of ID. In case of an emergency, call the office to let us know. 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.

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

After-school Care and Program Offerings

After-school care is available until 6:00 p.m. for an additional fee. 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 under the supervision of school personnel.

After-school care is available until 6:00 p.m. for an additional fee. Parents are to pick up their children no later than 6:00 p.m. from after-school care. Anyone remaining after 6:00 p.m. will incur a late fee. However, in the event a Conservatory class ends after 6:00 p.m., the students (and their siblings) will not incur a late fee, but we do request that those students are picked up promptly upon the completion of their class.

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.

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.

Conservatory classes and the sports programs incur additional costs. Information regarding Conservatory classes can be found on the Conservatory website, www.conchitaespinosaconservatory.com, by contacting Maria Ofelia Armas at 305-227-1149,

ext. 323, or emailing mgarmas@conchitaespinosa.com or cecadministration@conchitaespinosa.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.

Conservatory of the Arts	Cougar Athletics
www.conchitaespinosaconservatory.com	www.conchitaespinosa.com/athletics
<p>Contact Information</p> <p>Maria Ofelia Armas, Conservatory Administrator (305) 227-1139 Ext. 323 mgarmas@conchitaespinosa.com or cecadministration@conchitaespinosa.com</p> <p><i>Information on the Conservatory of the Arts programs and offerings can be found on the website.</i></p>	<p>Contact Information</p> <p>Carlos Salvat, Athletic Director csalvat@conchitaespinosa.com</p> <p><i>Information on our sports programs are distributed prior to the beginning of each sport's season and can be found on the website.</i></p>

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) or email records@conchitaespinosa.com.

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. (Grades 5-8) or 8:30 a.m. (K3 – 4th Grades) are tardy and must report to the school office for a Tardy Slip. Tardy slips are issued to students in 5th through 8th grade after 8:00 a.m. and to students in K3 through 4th grade after 8:30 a.m. Crossing the gate at 8:00 / 8:30 a.m. will be considered tardy. 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, character, 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 email 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 in understanding 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 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.

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.

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, school-issued 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 other social media pages or apps, 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 disciplinary action or expulsion.

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.

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

Our uniform policies aim to promote a sense of unity, discipline, and professionalism among students while ensuring a consistent standard of appearance across our school community. Neatness, cleanliness, and overall appearance are necessary. All uniform items must be clean and in good repair. If the personal grooming habits of a student become a distraction to the education process or make a statement contrary to the mission and philosophy of the school, parents will be contacted.

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.

Jewelry/Makeup: Bracelets, rings, and dangling earrings may not be worn. Girls are limited to one post of conservative size and style per ear. Only religious necklaces on a small link (or thin chain) are allowed. Watches with no alarms are acceptable (Smart watches or their equivalent are not allowed). Makeup of any kind is not permitted in any grade. **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. Body piercing or tattoos will not be permitted.

Hair: Hair must be neat, clean, well groomed, and above the eyebrows. Extremes of any kind (Mohawks, razor cuts, steps, spiked, etc.) are not permitted. Unconventional hairstyles will be determined by the administration. Boys must be clean-shaven. Hair accessories for the girls must be white, pink, gray, or burgundy (except for Conservatory bun accessories). Boys must be clean-shaven.

Regular School Uniform		
All uniforms and shoes can be purchased at lbiley Uniforms .		
	GIRLS	BOYS
K3-Pre-Primary	DRESS: Burgundy/Pink Dress with embroidery SOCKS: Pink logo sock SHOES: Black Mary Jane (Maya, Claire)	TOP: Burgundy Polo with embroidery PANTS: Grey Flat Front Twill Pants BELT: Black SOCKS: Burgundy or Grey Logo sock SHOES: Black Velcro Shoe (Gavin)
1st-2nd Grade	DRESS: Burgundy/Pink Dress with	TOP: Burgundy Polo with embroidery

	embroidery SOCKS: Pink logo sock SHOES: Black Mary Jane (Maya, Claire)	PANTS: Grey Flat Front Twill Pants BELT: Black SOCKS: Burgundy or Grey Logo sock SHOES: Black Velcro Shoe (Gavin)
3rd-5th Grade	BLOUSE: Pink Puff Sleeve Blouse JUMPER: Burgundy Split Front with embroidery SOCKS: Pink logo sock SHOES: Black Mary Jane (Claire, Prodigy)	TOP: Burgundy Polo with embroidery PANTS: Grey Flat Front Twill Pants BELT: Black SOCKS: Burgundy or Grey Logo sock SHOES: Black Velcro Shoe (Gavin)
6th-8th Grade	TOP: Pink Short Sleeve Oxford Blouse with embroidery SKIRT: Burgundy Skirt SOCKS: Pink logo sock SHOES: Black Mary Jane (Claire, Prodigy)	TOP: Burgundy Polo with embroidery PANTS: Grey Flat Front Twill Pants BELT: Black SOCKS: Burgundy or Grey Logo sock SHOES: Black Slip-on (Bogan, Proposal)
ALL	SWEATERS: Burgundy Cardigan or Vest with embroidery JACKET: Charcoal Full Zip Performance Style with embroidery SWEATPANTS: Burgundy open bottom – for cold days TIGHTS (Girls): Burgundy – for cold days, to be worn under uniform dress only	

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 and Girls (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 gray. 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

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 can be easily lost.

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

P.E./Fitness Uniform (K3-8th Grade)			
Girls	K3-PP	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 Grade	TOP: Pink Polo with embroidery SKORT: Burgundy Skort SHOES: Black Sneaker (Cooper)	Girls come to school dressed in their complete PE uniform. 1st and 2nd grades will have PE/Fitness 2 times per week
	3rd-5th Grade	TOP: Pink Polo with embroidery SHORTS: Burgundy	Girls come to school in their regular jumper dress or skirt, PE polo, the PE shorts underneath their jumper

		<p>Mesh-worn under skirt</p> <p>SHOES: Black Sneaker (Cooper)</p>	<p>or skirt, and their regular school shoes. They will bring their PE sneakers in their backpack and change into them right before class.</p> <p>3rd grade will have PE/Fitness 2 times per week.</p> <p>4th and 5th will have PE 1 time per week.</p>
	6th-8th Grade	<p>TOP: Pink Polo with embroidery</p> <p>SHORTS: Burgundy Mesh-worn under skirt</p> <p>SHOES: Any ALL Black lace running/performance sneaker</p>	<p>Girls 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.</p> <p>They will have PE 1 time per week.</p>
Boys	K3-2nd Grade	<p>TOP: Grey Shirt Sleeve Polo with embroidery</p> <p>SHORT: Burgundy Mesh with logo</p> <p>SHOES: Black Sneaker (Cooper) (For P.E. and Fitness)</p> <p>SOCKS: Burgundy or Grey Logo sock</p>	<p>Boys come to school dressed in their PE Uniform (including PE sneakers) on days where they have PE and Fitness.</p> <p>They will have Fitness 1 time per week.</p>
	3rd-5th Grade	<p>TOP: Grey Shirt Sleeve Polo with</p>	<p>Boys come to school wearing their PE</p>

		embroidery SHORT: Burgundy Mesh with logo SHOES: Black Sneaker (Cooper) (For P.E. and Fitness) SOCKS: Burgundy or Grey Logo sock	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 and Fitness shoes in their backpack with them to change into right before class. They will have PE/Fitness 1 time each per week.
	6th-8th Grade	TOP: Grey Shirt Sleeve Polo with embroidery SHORT: Burgundy Mesh with logo SHOES: Any ALL Black lace running/performance sneaker SOCKS: Burgundy or Grey Logo socks	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 and Fitness shoes in their backpack with them to change into right before class. They will have PE/Fitness 1 time each per week.
Movement Uniform (K3-3rd Grade)			
Girls	K3-1st Grade	Burgundy CEA Leotard Burgundy Ballet Skirt Pink Ballet Slippers	These items are not sold at Ibiley Uniform. <i>Leotards, jazz shorts, ballet slippers, tights, skirts, and jazz shoes</i> should be purchased from Dancing Supplies
Boys	K3-2nd Grade	TOP: Grey Short Sleeve Polo with embroidery	

		<p>SHORT: Burgundy Mesh</p> <p>SHOES: Any ALL Black dance sneaker for Creative Movement, in addition to the PE/Fitness sneaker. (Not sold at Ibiley Uniform - Can be similar to: https://a.co/d/ctVMjbw)</p> <p>SOCKS: Burgundy Logo sock</p>	<p>Depot.</p> <p>Girls will have movement/dance/jazz class 1 time per week. On these days, girls come to school dressed in their regular uniform, with the leotard and tights underneath. They will bring their ballet slippers/jazz shoes in their backpack and change into them right before class.</p>
	3rd Grade	<p>TOP: Grey Short Sleeve Polo with embroidery</p> <p>SHORT: Burgundy Mesh</p> <p>SHOES: Any ALL Black dance sneaker for Creative Movement, in addition to the PE/Fitness sneaker. (Can be similar to: https://a.co/d/ctVMjbw)</p> <p>SOCKS: Burgundy Logo sock</p>	<p>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 Creative Movement shoes in their backpack with them to change into right before class.</p> <p>Boys will have Creative Movement 1 time per week.</p>
Dance Uniform (4th-8th)			
Girls	4th Grade	<p>Burgundy CEA Leotard</p> <p>Pink Tights</p> <p>Jazz Shorts</p> <p>Pink Ballet Slippers</p>	<p>These items are not sold at Ibiley Uniform. <i>Leotards, jazz shorts, tights, and jazz shoes</i> should be purchased from Dancing Supplies</p>
	5th-8th Grade	Burgundy CEA	

		Leotard Pink Tights Jazz Shorts Black Jazz Shoes	Depot. Girls will have movement/dance/jazz class 1 time per week. On these days, girls come to school dressed in their regular uniform, with the leotard and tights underneath. They will bring their ballet slippers/jazz shoes in their backpack and change into them right before class.
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Gala Uniform

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

	Girls	Boys
K3-2nd	DRESS: Grey Dress with Burgundy trim on flounce SOCKS: Burgundy Roll Socks (4-855) SHOES: Black Mary Jane (Maya, Claire)	TOP: White Long Sleeve Oxford with embroidery PANTS: Grey Flat Front Twill Pants TIE: Striped tie BELT: Black SOCKS: Burgundy or Grey Logo sock SHOES: Black Velcro Shoe (Gavin)
3rd-5th	BLOUSE: Grey Short Sleeve Blouse with embroidery SKIRT: Grey Skirt	TOP: White Long Sleeve Oxford with embroidery PANTS: Grey Flat Front Twill Pants

	<p>TIE: Burgundy</p> <p>SOCKS: Burgundy Roll socks (4-855)</p> <p>SHOES: Burgundy Penny Loafer (Colton, Ivy)</p>	<p>TIE: Striped tie</p> <p>BELT: Black</p> <p>SOCKS: Burgundy or Grey Logo sock</p> <p>SHOES: Black Velcro Shoe (Gavin)</p>
6th-8th	<p>BLOUSE: Grey Short Sleeve Blouse with embroidery</p> <p>SKIRT: Grey Skirt</p> <p>TIE: Burgundy</p> <p>SOCKS: Burgundy Roll socks (4-855)</p> <p>SHOES: Burgundy Penny Loafer (Colton, Ivy)</p>	<p>TOP: White Long Sleeve Oxford with embroidery</p> <p>PANTS: Grey Flat Front Twill Pants</p> <p>TIE: Striped tie</p> <p>BELT: Black</p> <p>SOCKS: Burgundy or Grey Logo sock</p> <p>SHOES: Black Slip-on (Bogan, Proposal)</p>

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. Parents will receive a notice.
2. Student 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	Dress shoes
No sneakers	No strapless or low-cut dresses
	No halter tops, bare midriff or slits/holes in bodice
	No slits in skirts above the knee
	Skirts must be of appropriate length

Students will be asked to send a picture wearing their dress/outfit three weeks before the event for approval. The administration reserves the right to determine if an outfit is appropriate for said event. 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 email, file transfers, and appropriate 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 information (i.e. passwords, address, phone number, etc.)

- Do not access anyone's files or disturb anyone else's work.
- Follow all other rules set up by your teacher.
- Do not photograph, take video, or share images of other people without their knowledge and consent and the approval or request of a faculty member for a specific purpose.

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 the use of 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 without supervision and without approval from the teacher during that particular class time.
- Watch any kind of videos, movies, TV shows, sports games, or non-educational material on the iPad.
- 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. Please do not “tag” CEA/CEC in posts that are not directly related to CEA/CEC, including solicitations and/or promotional posts. However, we welcome you to “check in” on campus and tag our accounts with pictures of CEA/CEC events and “share” posts made by 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.

No water bottles with straws are permitted (NO STANLEY OR STANLEY-TYPE BOTTLES). Any water bottles brought to school must close and seal completely.

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 under the "Student Life" section of the CEA website, 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 is completely cashless. All purchases for lunch, snack, etc. is 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.

Only the regulation CEA jackets 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.

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@conchitaespinosa.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 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 (reading, writing, and arithmetic); 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/her lunch, homework, P.E. uniform, 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.

We will only accept dance/sports bags or supplies to be used in after-school Conservatory or sports. Said items will be given to the child immediately before the after-school activity or class.

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 your child's "myschoolbucks" account.

Solicitations

Students are not allowed to collect monies or sell outside fund-raising items without authorization of the Director. Parents are not to ask other parents for monies for individual teachers or events that are not sponsored by the school.

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 and martial arts 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 www.conchitaespinosaconservatory.com.

Parent Involvement and Communication

Our school functions better when parents are actively involved. We encourage all of our parents to participate in Team Conchita (our parent partnership association), sign up to attend field trips, help out in the Conservatory, sports program, special events, 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.

Administration Contact List		
Director Emerita	Maribel Zubieta Diaz	mzubietadiaz@conchitaespinosa.com
Director	Carol L. Diaz-Zubieta MS.Ed.	cdiazzubieta@conchitaespinosa.com
Conservatory Director and Licensed Psychologist	Ana Diaz-Zubieta, Ph.D.	adiazzubieta@conchitaespinosa.com
Principal	Noris Frades	noris.frades@conchitaespinosa.com
Educational Advisor	Loriana Novoa Ed.D.	lnovoa@conchitaespinosa.com
Communications Director	Elisabela A. Valls, Ed.D., M.B.A.	evalls@conchitaespinosa.com
Technology Coordinator	Christina Rajo	crajo@conchitaespinosa.com
Athletic Director	Carlos Salvat	csalvat@conchitaespinosa.com

Quick View Contact List		
CEA Tuition, Payments/Fees, and Cougar Athletic Fees	Adrian Izquierdo	aizquierdo@conchitaespinosa.com
Step Up Information	Lizzy Mesa	CEAStepUp@conchitaespinosa.com
Admission Tours	Cecilia Blanco	admissions@conchitaespinosa.com
Cafeteria/Lunch Information	Lisette Mederos	lmederos@conchitaespinosa.com
Immunizations and Medicine	Lisette Mederos	lmederos@conchitaespinosa.com
PikMyKid Account	Christina Rajo	crajo@conchitaespinosa.com

Dismissal	Dismissal Team	dismissal@conchitaespinosa.com
CEA Event Information	Veronica Castillo	events@conchitaespinosa.com
Mastery Information (Grades 3rd-8th)	Elisabela Valls, Ed.D.	evalls@conchitaespinosa.com
Cougar Athletic Department	Carlos Salvat	csalvat@conchitaespinosa.com
iPad Program and/or Online Textbook Information (Grades 5th-8th)	Christina Rajo	crajo@conchitaespinosa.com
Spanish Department	Loriana Novoa, Ed. D.	lnovoa@conchitaespinosa.com
Conservatory of the Arts Tuition Information	Isabel Chao	ichao@conchitaespinosa.com
Conservatory of the Arts General Information	Ana Diaz Zubieta, Ph.D. Elisabela Valls, Ed.D.	cecadministration@conchitaespinosa.com
Conservatory of the Arts Uniform, Costumes, and Group Class Schedules	Maria Ofelia Armas	mgarmas@conchitaespinosa.com
Conservatory of the Arts Music Department Questions	Yamilka San Emeterio (Pochi)	ysanemeterio@conchitaespinosa.com
All Ticket Sales School & Conservatory	Veronica Castillo	vcastillo@conchitaespinosa.com
Summer at CEA (Cougar Camp and Cougar Strong) Information	Veronica Castillo	summer@conchitaespinosa.com
Summer of the Arts Intensives (Dance, Music, and Musical Theater) Information	Ana Diaz Zubieta, Ph.D.	adiazzubieta@conchitaespinosa.com
Conchita Espinosa Academy Faculty	https://www.conchitaespinosa.com/about-cea/faculty-and-staff/	
Conchita Espinosa Conservatory of the Arts Faculty	https://www.conchitaespinosaconservatory.com/faculty/	

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 _____

2025-2026 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