

Colorado Military Academy Colorado Springs

Cadet/Parent Handbook 2017-2018

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Table of Contents

School Overview	6
History	6
Vision	6
Mission	6
Letter from the Administration	7
A Note from the Commandant	8
General School Information	9
Arrival at School / School Hours	9
Release of Cadets	9
Before and After School Care	9
Attendance Procedures	10
CMA Assessments	11
Class Parties	12
Field Trips	12
Homework Responsibility	13
Report Cards and Conferences	13
Lost and Found	13
Meals	14
LUNCHROOM RULES	14
Pets at School	14
Recess	14
School Delays, Closings/Cancellations, and Early Releases	14
School Health Services	15
First Aid/Illness at School	15
Health Concerns	15
Illness Guidelines	16
Medication at School	16
Security	17
Child Abuse and Neglect	17
Entering the School/Visitors	17
Parent Contact Information	17
Safety Drills	17
Confidentiality of Records	17

Smoking	18
Fees	18
Military Program	19
Core Values	19
Dress and Appearance	20
Personal Care	20
Male Grooming Standards	20
Female Grooming Standards	20
Accessory items	21
Uniform Standards	22
CMA Uniform	22
Civil Air Patrol (CAP) Uniform	22
Physical Training (PT) Uniform	23
Shoes	23
Cyber Security	24
COMPUTER/INTERNET/NETWORK USE BY CADETS	24
Personal Electronic Communication Devices (e.g. Cell Phones, Tablets, etc.)	24
Cadet Use of the Internet and Electronic Communications	25
Consent to Monitoring	25
Blocking/Filter	26
Security	27
Vandalism	27
Unauthorized Software	27
Blocking/Filtering Obscene, Pornographic and Harmful Information	28
Cadet Behavior	29
Cadet Discipline	29
Suspension/Expulsion	29
Bullying Prevention and Education	31
Drug and Alcohol Use by Cadets	31
When and Where Policy Applied	31
Definitions	32
Penalties for Possession, Use, or Under the Influence of Alcohol or Drugs	32
Penalties for Possession of Drug Paraphernalia	33
Penalties for Distribution, Selling, Purchasing or Exchanging Alcohol or Drugs	33

Due Process Requirements	33
Records	33
Gangs and Related Activities	33
Cadet Interrogations, Searches, and Arrests	34
Interviews by School Administrators	34
Search of School Property	34
Search of a Cadet's Person or Personal Effects	35
Detection Canines	35
Seizure of Items	35
Law Enforcement Officers' Involvement	36
Interrogations and Interviews	36
Search and Seizure	36
Custody and/or Arrest	36
Tobacco-Free School	36
Weapons in School	37
Recordkeeping	38
Referral to Law Enforcement	38
Physical Intervention	38
Disciplinary Removal from Classroom	39
Grievance Policy	40
Step 1, Address Issue with Those Directly Involved	40
Step 2, Address Issue with a School Leader	40
Step 3, Prepare a Written Grievance for the Board of Directors	40
Step 4, Submit a Written Grievance to the Colorado Charter School Institute (“the Institute”) Executive Director	41
Involvement at CMA	42
Parent/Guardian Participation at CMA	42
School Accountability Committee (SAC)	42
Volunteer Information	42
Becoming a Volunteer at CMA	42
Are You Connected?	43
Monitor grades, attendance, assignments, and schedules:	43

School Overview

History

Colorado Military Academy was founded with strong ties to the military community. Our founders and our Board consist of veterans of the Armed Forces, as well as leaders in Colorado's education community. Our programs are designed to bring military and civilian leaders together to mentor our cadets on success in STEM and military endeavors, as well as leadership built on strong character. CMA is grateful for the support of community leaders who helped establish this school.

Vision

The vision of Colorado Military Academy is to be the premiere military academy in the region recognized for STEM excellence and developing strong leaders of character.

Mission

CMA's mission is to prepare cadets for today's colleges and tomorrow's careers by engaging cadets in a rigorous and high-tech curriculum in science, technology, engineering, and math (STEM) while building strong moral character through an environment of military leadership development.

Letter from the Administration

We are excited about our first year and are ready to be involved with devoted Parents/guardians, dedicated staff and capable cadets. Colorado Military Academy will provide a positive, supportive learning community. Staff members will be wholeheartedly engaged as a team exploring ways of improving cadet learning while providing an environment where all children feel safe and happy. We encourage cadets to do their best, and we celebrate their academic growth and leadership development.

Our teachers and support staff will work cooperatively with parents/guardians to provide cadets exceptional instructional experiences in a safe, positive environment. The talents of each cadet and staff member alike will be fostered, so learning is maximized. In addition to the core classroom instruction, cadets attend classes in Spanish, art, music, and physical education.

This Handbook is designed to introduce you to the school by explaining programs and guidelines to help create a positive learning environment. Be sure to review the information on Colorado Military Academy with your child.

Toni Schone and Amos Velasquez
Principal and Assistant Principal

A Note from the Commandant

Colorado Military Academy offers a new model of education that blends classroom and real-world experiences through the Civil Air Patrol (CAP) Cadet Program. The CMA leadership team selected the CAP program as the military model for Colorado Military Academy because of its 70-year record of excellent service to the United States in Cadet Programs, Emergency Services and Aerospace Education. Based on this record of excellence, CMA strongly urges all cadets (11 years old to 18) and adults working with cadets to become CAP members. Membership in this volunteer organization opens tremendous opportunities including the full range of hand-on leadership and educational opportunities, including advancing in rank. (See the CMA Squadron Handbook for a more detailed description of CAP.) Cadets can sign up at any time.

For cadets K-6th grade military Customs and Courtesies are introduced and personal character will be held to high standards. STEM education will be the primary focus, so when these young cadets reach middle and high school grades they will be ready for increased academic challenges, and ready to take on additional CAP duties and responsibilities.

Your Commandant is prepared to provide the military environment crucial to ensuring this type of educational environment is available for all cadets.

Lee Ann Wade, Lt Col, CAP
Commandant
PhD, Education

General School Information

Arrival at School / School Hours

No adult supervision is available to cadets prior to 8:00 am. Please do not permit your children to arrive before 8:00 am unless he/she is involved in a specific school activity, before school care or eating breakfast.

The parking lot will be supervised daily from 8:00 - 8:30 am as well as from 3:15-3:45 pm. Cadets arriving after the bell, must check-in at the front office and the tardy must be excused by a parent/guardian. Parents/Guardians are not allowed to walk their child(ren) to their classrooms after the first bell.

Release of Cadets

Cadets will only be released to a parent/guardian or authorized pick-up person. CMA must have written authorization from the parent or guardian to release a child to an individual not listed in the Parent Portal. Exceptions will be made for emergencies, when the CMA office will accept phone authorization by a parent/guardian. Please remember to update your cadet's contact information with any changes. Late pick-up parents/guardians should have a back-up plan in case they are unable to pick-up their child on time. If a parent or an authorized person does not arrive to pick up a child within ten minutes after the school closing time, the staff will attempt to contact the parent. If the staff member is unable to speak with the parent by phone, staff will contact the authorized person listed on the registration form. Children will never be left unattended at the school or taken home by a staff member.

At dismissal time, we encourage parents/guardians to park in the south parking lot to decrease traffic. All parents/guardians must pick up their cadets outside the building in the dismissal area (south parking lot area). Parents/guardians have the option of getting out of their car and escorting their child back to their car, or they may opt to use the carpool lane. Older siblings may pick up their kindergarten siblings with parent permission. Parents/guardians are discouraged from checking their cadets out prior to their dismissal time.

When a cadet is required to depart school early, such as for a medical appointment, the parent/guardian picking-up the cadet will go to the office to meet and sign out the cadet.

Before and After School Care

Before and after school care is provided at CMA. Before care will begin at 6am. After care will end at 6pm. Please contact the school to sign up and pay fees.

Attendance Procedures

It is our policy to notify parents/guardians regarding any cadet about whom we have had no report of either a late arrival (tardy) or excused absence. Parents/guardians must call our attendance line the day of the cadet absence or tardy. Parents/guardians may also call any time before the absence or tardy to notify our office staff or to leave a message on the school answering machine. If a cadet has an “unverified” absence, our office staff will contact parents/guardians to verify the absence. This policy is for your child’s protection, ensuring the school and Parents/Guardians are informed of the cadet’s whereabouts and well-being.

Under the attendance accountability policies within the State of Colorado, all absences are marked either excused or unexcused. Please note that if you leave a voicemail on our attendance line, please be specific with the reason for the absence (please let us know what it is), doctor appointments/illness/family emergency/etc., teacher name, and the cadet(s) it impacts. To keep our attendance records accurate, follow-up phone calls and/or emails will be made to determine the reason for an absence. Any cadet who is taking more than 3 days off, parents/guardians will need to come into the front office and fill out a “Prearranged Absence Notification” form. Any unreported absences will be left unexcused after three days.

Attendance is a key factor in cadet achievement. When absences do occur, they will be treated as either excused or unexcused.

Excused absences are as follows:

- Absences approved by the principal or his/her designee.
- Absences due to temporary illness or injury.
- Absences for an extended period due to physical, mental, or emotional disabilities.
- Absences due to being in the custody of the court or law enforcement authorities.

Absences not meeting one of the above categories will be considered unexcused. If a cadet is absent without a parental excuse or if the cadet leaves school or class without permission of the teacher or administrator in charge, the cadet shall be considered truant.

Colorado’s compulsory school attendance law requires that students must attend school for a certain number of hours. In accordance with state law, “a child who has attained the age of six years on or before August 1 of the year in question and is under the age of seventeen years and who has four unexcused absences from public school in any one month or ten unexcused absences from public school during any school year” is habitually truant.

When a cadet becomes habitually truant, the school shall require a meeting between the cadet's parent and appropriate school personnel to review and evaluate the reasons for the cadet being habitually truant. Such meeting shall be arranged by appropriate

administrative personnel. Excessive unexcused absences may result in referral to the truancy court system.

CMA Assessments

CMA recognizes that state and federal law requires students to take standardized assessments in English language arts, math and science. State law also requires students to take standardized assessments in social studies. Accordingly, CMA shall administer standardized assessments pursuant to these state and federal legal requirements.

State law also requires schools to adopt policies and/or procedures concerning the use of pencil and paper on the computerized portion of state assessments; parent requests to excuse their children from taking state assessments; and, the school's assessment calendar. This policy and its accompanying regulation represent CMA's processes to address these requirements.

Technology is an integral part of CMA and each cadet will be provided a Chromebook while in school. Many of the new assessments are interactive and are designed for online administration. CMA will use the computerized format to complete all or any portion of state assessments.

Colorado Alternate Assessment (CoAlt), covering English language arts, mathematics, science and social studies, are administered to cadets with significant cognitive disabilities who are instructed and assessed on alternate achievement standards. A cadet's IEP team determines if a cadet qualifies for the alternate assessment following criteria provided by the Colorado Department of Education Exceptional Student Services Unit via the eligibility worksheet. This is the only group that may be excused from the computerized tests. For cadets with disabilities, the use of pencil and paper instead of a computer to complete a state assessment shall be determined by the cadet's Individualized Education Program (IEP) team or Section 504 team, in accordance with applicable law.

The Colorado Department of Education is required to provide diagnostic academic growth information for each cadet and for each public school based on the state assessment results for the preceding school years. This information shall be included in each cadet's individual cadet record. Appropriate school personnel, including those who work directly with the cadet, shall have access to the cadet's state assessment results and available longitudinal academic growth information and shall share with and explain that information to the cadet's parent/guardian.

In accordance with state law and this policy's accompanying regulation, CMA shall develop an assessment calendar and related information for parents/guardians on an annual basis to inform them about the state and school assessments that the school plans to administer during the school year. This information shall also be posted on the

school's website. At a minimum, the school assessment calendar shall include:

- an estimate of the testing hours required on each testing day;
- whether the assessment is required by federal and/or state law or was selected by CMA;
- the purpose of the assessment; and,
- the manner in which the assessment results will be used by the school and by the Colorado Department of Education (if applicable).

CMA will strongly encourage families to participate in all school assessments as part of the military culture and expectations. A parent/guardian who wishes to exempt his or her child from a particular state assessment may request that his or her child be exempt from participating in one or more state assessments.

1. The request for exemption must be submitted in writing to the principal. Parent refusal notices will be maintained by the School Assessment Coordinator
 2. The parent/guardian will not be required to state the reason for asking for the exemption.
 3. The request for exemption may apply to all or specific state assessments administered to the cadet during the school year.
 4. A request for exemption will be valid for one school year. Requests for exemption from state assessments in subsequent school years require a new written request.
 5. Parents/guardians are encouraged to submit their requests for exemption at the earliest possible date each school year so that the school may plan accordingly.
- In accordance with state law, CMA shall not impose a negative consequence upon a cadet whose parent/guardian has requested an exemption from a state assessment.

This policy's exemption process shall apply only to state assessments and shall not apply to school or classroom assessments.

Class Parties

There are several parties per school year that are sponsored by the room Parents/Guardians/guardians in coordination with the teacher. Birthday treats are acceptable as long as they are coordinated in advance with the classroom teacher. PLEASE CHECK WITH YOUR CHILD'S TEACHER TO ENSURE THERE ARE NO ALLERGIES IN THE CLASSROOM.

Field Trips

Class field trips are scheduled periodically to extend classroom learning. Parents/Guardians must sign a permission slip for each field trip. Specific instructions for the field trip will be listed on the permission form. If a child requires medication while on a field trip or other activity that will take place away from school, a parent/guardian and an appropriate medical provider must complete a cadet medication permit (see CMA website).

Homework Responsibility

The staff at Colorado Military Academy view homework as an important piece of the school curriculum at all grade levels. Homework contributes to effective learning by providing opportunities to practice and extend skills learned at school. Regular homework assignments also help cadets learn responsibility, self-discipline, and time management. Cadets discover that learning takes place all the time, in school and at home.

To function well in the classroom cadets must do homework as required by the teacher. CMA's homework policy is summarized as follows:

- Homework assignments teach students to be independent learners by providing cadets experience in following directions, making judgments and comparisons, raising additional questions for study, and developing responsibility and self-discipline.
- Cadet achievement rises significantly when teachers regularly assign homework and cadets conscientiously complete it.
- Well-designed homework assignments relate directly to class work and extend cadets' learning beyond the classroom.
- Homework is most useful when teachers carefully prepare the assignment, thoroughly explain it, and give prompt comments and criticism when work is completed.

Report Cards and Conferences

Report cards are issued twice a year at the end of each semester. Progress reports will be issued at the ends of 1st and 3rd quarters. Twice a year CMA will host parent/teacher/cadet conferences. This is time when parents/guardians and teachers talk with cadets about their progress in school and their individual needs. At CMA, we view parents/guardians as partners in education, and we strongly recommend parents/guardians join teachers in finding the best way to help cadets learn. In support of CMA's leadership education goals, as well as teaching self-awareness, cadets will lead some aspects of the conferences. Additionally, teachers will have information to share with parents/guardians. As time for conferences is limited, CMA encourages parents/guardians to develop questions for teachers in advance. Your cadet is also an important part of this process and should be included in your discussions. You may ask for more conferences anytime during the year. In addition, if you ever have a question, your child's teacher is no further away than an email or phone call.

Lost and Found

Please ensure that your cadet's name is on all his/her personal items. Lost items are kept in the "Lost and Found" box located in the main lobby. Small items such as watches, glasses, jewelry, and money are kept in the office. Cadets and Parents/Guardians may inquire about personal missing items during the day or before

and after school. Unclaimed items will be donated to a local charity.

Meals

Breakfast and lunch are provided by D11 Food & Nutrition Services. Cadets may bring snacks for scheduled breaks.

To pay for meals go to <http://www.d11.org/FNS/Pages/pay-for-meals.aspx>. Free or reduced price meals are available to those who qualify based on family size and income. Forms are available on-line at www.d11.org. Families that don't qualify now can apply any time during the school year if circumstances change.

Cadets may not walk home or to a restaurant for lunch. CMA has a CLOSED CAMPUS for lunch.

LUNCHROOM RULES

1. Use soft voices at all times.
2. Keep your hands and feet to yourself in line and at the table.
3. Finish eating before leaving the lunchroom.
4. Walk at all times.
5. Be polite to cadets and adults.
6. Use good manners while eating.
7. Clean up your own space before you leave.
8. Remain seated until dismissed.

Pets at School

For the safety of cadets and staff, no personal pets (dogs, cats, birds, reptiles, rodents, etc.) are allowed inside the school building or on school grounds. If you use a service animal, please check-in at the front office.

Recess

All recesses are supervised by staff members. If adverse weather conditions exist (outside temperature **under** 20°F, actively snowing/raining, high winds, etc.) recess will be held inside the school.

School Delays, Closings/Cancellations, and Early Releases

Since CMA is located in Colorado Springs School District 11 (D11), CMA will abide by D11 decisions to cancel or delay school due to inclement weather or unsafe road conditions. Please watch/listen to local news outlets, or the D11 web site, for updates on status. Additionally, we sincerely ask and urge parents/guardians to help with the

decision regarding their own children are concerned. If a parent's judgment is that road conditions are too hazardous to send his/her child to school, please keep the child at home and notify the school. When school is delayed, both morning and afternoon kindergarten will be held with a delayed start.

School Health Services

The CMA nurse will be at CMA on specified days. The health services that the nurse offers for you and your child are: consultation on general health problems, counseling, referrals to community agencies, complete health histories for special education students, and communicable disease monitoring. The administration of medication and first aid is delegated to trained school personnel. If you have any questions about your child's health and/or medical condition, please contact the school.

First Aid/Illness at School

Only basic first aid is performed at school. In case of a serious injury, CMA will notify Parents/Guardians to pick-up their child from school. If a parent cannot be reached, CMA will call 911 for transportation to the nearest medical facility. If a child becomes ill at school, he/she can rest in the health room for a brief time and is then encouraged to return to class. Parents/Guardians will be contacted to pick-up their child if he/she is exhibiting any of the following symptoms:

1. Too sick/not feeling well enough to participate in the regularly scheduled day
2. Temperature of 100.5 Degrees F or higher
3. Excessive coughing
4. Vomiting
5. Diarrhea

Please ensure your phone number and other contact information are current in Power School. If your child is sick in the morning before school, please do not send him/her to school.

Health Concerns

Parents/guardians of cadets with specific health concerns, such as asthma, allergies, diabetes, seizures, etc. should ensure the school is aware of the concerns. Health care plans are completed on cadets with specific health needs. In certain circumstances, the nurse will meet with parents/guardians privately to gather the needed health information. This information is especially important for cadets who have recently been diagnosed with a health condition. The CMA nurse has an active confidential health concerns list that is shared with staff members on a "need to know" basis only. **Please make it your responsibility to keep the school informed of any health concerns regarding your cadet.** With effective communication between home and school, we will be able to stay informed about the health needs of our cadets and provide a safe environment for them while at school.

Illness Guidelines

Cadets with the following symptoms will be excluded from school (kept at home) until all symptoms have resolved for at least 24 hours:

- Temperature of 100.5 Degrees F or higher with other symptoms. The cadet's temperature must be normal for 24 hours **WITHOUT** the aid of fever-reducing medications (such as Tylenol) before returning to school.
- Abnormal color or consistency of nasal or eye discharge.
- Uncontrolled cough or unusual cough.
- Vomiting or diarrhea in the last 24 hours with other symptoms. Symptoms must be resolved for 24 hours before a cadet may return to school.
- If antibiotics are prescribed for an illness, the cadet must receive the antibiotics for 24 hours before the cadet may return to school.
- Undiagnosed skin rashes and/or open lesions.

Medication at School

Only parents/guardians can bring medications to school and leave them with office personnel who will administer all medications. For safety reasons, no medications will be sent home with children.

When at all possible, please try to schedule medications to be administered **at home**. Medications ordered for dosage three times a day should be administered before school, after school, and at bedtime. If medications must be administered at school, please arrange the schedule so that the medication is administered around the lunch hour to avoid disruption of the instructional program.

Over-the-counter medications must be brought to school in the bottle or box in which they were purchased. **THE FOLLOWING PROCEDURE MUST BE FOLLOWED FOR PRESCRIPTION MEDICATION TO BE ADMINISTERED AT SCHOOL:**

CMA must receive written parental permission to give any medication at school. Additionally, CMA requires physician written authorization to give any medication at school, including all other over the counter medications. All medication must be in original containers.

If your child needs to self-carry emergency medications, please contact the CMA nurse. The cadet needs to demonstrate appropriate maturity, knowledge and responsibility to self-administer emergency medication. A contract provided by the CMA nurse and signed by the cadet, parent/guardian, health care provider, and CMA nurse is required.

Any time your child receives immunizations, please send a written copy of this information to the CMA office. State law requires schools to maintain student immunization records and to exclude students with incomplete records unless they are in "process." Parents may sign a personal or religious exemption if desired.

SCREENING – CMA will conduct a general vision and hearing screening program for all new cadets and those in grades K, 1, 2, 3 and 5 each Fall. If abnormalities are noted,

the CMA nurse will conduct a second screening, and CMA will notify parents.

Security

Security at CMA is of utmost importance. School leadership is dedicated to providing a safe environment for our cadets. CMA's complete set of security processes are maintained in our Site Safety Plan. Our basic security procedures are outlined below.

Child Abuse and Neglect

In accordance with Colorado statute, CMA policy requires the staff to report suspected child abuse, child neglect, or other child safety concern to the appropriate government office or local law enforcement agency. It is the intent that, as a result of such reports, protective social services shall be made available in an effort to prevent further abuses and to safeguard and enhance the welfare of such children.

Entering the School/Visitors

The main entrance is kept locked at all times. To access the building, come into the breezeway and check-in with the front desk receptionist at the window.

All visitors must report to the school office prior to their visit and may be escorted while in the building. All visitors will sign-in upon arrival and sign-out before leaving the building. School guests must wear a visitor's pass while in the building.

Parent Contact Information

Please be sure that your Parent Portal account in Powerschool is current with contact and emergency numbers, including the names of people who may check your child out of school. Cadets will only be released to individuals listed in the Power School.

Safety Drills

Safety drills include fire, tornado, and lockdown procedures and are conducted on a regular basis. During these drills, faculty practices moving all cadets into their classrooms or other secure areas as quickly as possible. Teachers are instructed where to gather cadets, how to maintain a safe position, and how to alert administrators of their needs.

Confidentiality of Records

At Colorado Military Academy, we take cadet records and their confidentiality very seriously and have a policy of not disclosing any cadet records to anyone outside of the School except in strict accordance with state and federal law. Records of cadets are only released to another school upon request from that school or from a signed release by the parent/guardian or as otherwise required by law. (See the CMA website for the school's data privacy policy.)

Smoking

State law prohibits smoking in the building or on the grounds of Colorado Military Academy.

Fees

There are no tuition costs required to attend Colorado Military Academy. However, there are cadet fees. Please refer to the cadet fee schedule. (For more information on the CMA Fees policy, please see the policy section of the CMA website.)

	FEE	Time Period	Discount if qualify for Free and Reduced Meals	Discount for 3rd child+
Before School Care	\$250	monthly	50%	50%
After School Care	\$280	monthly	50%	50%
Combined Before/After Care	\$340	monthly	50%	50%
Cadet Fees (consumables)	\$200	Annual	100%	50%
Extended Day kindergarten Monthly Payments (10 payments)	\$300	monthly	50%	50%
Extended Day kindergarten Paid in full in August	\$2500	Annual	50%	50%
Lunch/Breakfast	Refer to D11 Food Services for information www.d11.org			

Military Program

Core Values

As the Civil Air Patrol (CAP) Cadet Program is the foundation of CMA's military program, CMA has adopted the Core Values of the CAP. All cadets and faculty at CMA will adhere to these core values regardless of CAP membership. The following excerpts are taken from CAP Pamphlet 50-2 (E):

"The core values of Civil Air Patrol establish a common set of behavioral expectations as well as a set of standards to assess member conduct.

"1. Integrity: This is the very fiber of all core values; without it all other core values cannot prevail. It is the cornerstone for all that is moral and just in our society. It is more than simple honesty. It embraces other attributes such as courage, responsibility, accountability, justice, openness, self-respect, and humility. Lastly, this core value means ... members must practice the highest standards of self-discipline.

"2. Volunteer Service: This core value ... reflects the very essence of the organization—service to humanity. All volunteers willingly give of their time, energy, and personal resources... As a minimum, this core value implies a commitment on the part of all ... members to place the organization's purposes first and foremost. This process starts with the member's agreement to obey the rules and regulations... In this regard, self-discipline is an absolute must.

"3. Excellence: This core value reflects ... continuous effort to be the very best, and to consistently improve ... humanitarian service to America. From personal appearance to resource management, excellence must be the goal of all ... members.

"4. Respect: Members come from all walks of life. Therefore, it is extremely important that members treat each other with fairness and dignity, and work together as a team. To do otherwise would seriously impair ... capability to accomplish the [CMA] mission

Dress and Appearance

Personal Care

A CMA cadet is easily recognizable as an individual whose outward appearance reflects his/her inward attitude. Cadets understand they represent CMA at all times. Pride in personal appearance and hygiene shows respect to self, classmates, and CMA.

Male Grooming Standards

Hair will be clean, well-groomed, and neat. If dyed, hair will look natural. Hair will not contain an excessive amount of grooming aids or touch eyebrows when groomed. Hair style will have a tapered appearance on both sides and back. A tapered appearance is one that when viewed from any angle outlines the individual's hair so that it conforms to the shape of the head, curving inward to the natural termination point. A block cut is permitted with tapered appearance.

Hair will not be worn in an extreme or fad style or in such a way that exceeds length or bulk standards or violates safety requirements. Hair will not touch the ears and only closely cut or shaved hair on the back of the neck may touch the collar. Hair will not exceed 1 1/4 inches in bulk, regardless of length and not exceed 1/4 inch at the natural termination point. Hair will not contain or have any visible foreign items attached.

Sideburns will be neatly trimmed and tapered in the same manner as the haircut. Sideburns will be straight and of even width (not flared) and end in a clean-shaven horizontal line. They will not extend below the lowest part of the exterior ear opening. (This does not apply to individuals with shaving waivers.)

Mustaches will not extend downward beyond the lip-line of the upper lip or extend sideways beyond a vertical line drawn upward from the corner of the mouth. (This does not apply to individuals with shaving waivers.) Beards are not permitted.

Males in elementary school (grades K-5) may let their hair grow to the middle of the ear, as long as it presents a neat and orderly appearance.

Female Grooming Standards

Hair will be clean, well-groomed, and neat. If dyed, hair will look natural. Hair will not contain an excessive amount of grooming aids or touch eyebrows when groomed. Hair will be styled to present a professional appearance. Plain and conservative pins, combs, headbands, elastic bands, and barrettes similar to the individual's hair color permitted to keep hair in place.

Hair will not be worn in an extreme or fad style or violate safety requirements. Hair will not extend in length on all sides below an invisible line drawn a parallel to the ground at the bottom edge of the shirt collar at the back of the neck. Will not exceed 3 inches in bulk. If hair is pinned-up, it is to be styled in a manner that prevents loose ends from extending upward on the head. For example, when using a clip or hairpins, hair will

not present the appearance of a rooster tail. When hair is in a bun, the bun must be a single bun; no wider than the width of the head and all loose ends must be tucked in and secured. When hair is in a ponytail, it must be a single ponytail; that does not exceed bulk and length standards and does not extend below the bottom of the collar. As with all hairstyles, a neat and professional image is essential. Hair will not include ornaments such as ribbons or jeweled pins.

While wearing the Physical Training (PT) uniform, long hair will be secured, but may have loose ends and may extend below the bottom edge of the collar.

Females in elementary school (grades K-5) may wear up to two pony tails, ribbons, and barrettes in their hair. Ribbons and berets will be a conservative color, and present a neat and orderly appearance.

Accessory items

Jewelry: Both males and females may wear necklaces only if they are not visible in uniform. A single watch with a black, brown, gold, or silver band is permitted. One bracelet may be worn on the opposite wrist of a watch. Bracelets will be gold or silver, conservative in nature, and not be wider than ½ inch. POW/MIA bracelets may be worn. All watches and jewelry must be conservative and not detract from the appearance of the uniform.

A maximum of three rings on both hands combined may be worn. Necklaces may be worn if concealed under a collar or undershirt. Women are authorized to wear one small (no larger than 4mm diameter) spherical, conservative, diamond, gold, white pearl, or silver pierced or clip earring per earlobe. Matching earrings must be worn and should fit tightly without extending below the earlobe, except for the connecting band on clip earrings. Jewelry is not permitted in any other piercings.

Females in elementary school (grades K-5) may wear non-spherical earrings of conservative shape and color. Such earrings will be approximately 4mm in size and present a neat and orderly appearance. One earring per ear.

Males will not wear earrings or jewelry in any piercings.

Glasses/Sunglasses: Eyeglasses and sunglasses must be free of ornamentation on both the frames and the lenses. When indoors or in formation, eyeglasses must be conservative with clear, slightly tinted, or photosensitive lenses. When outdoors, sunglasses must have conservative lenses and frames; faddish styles and mirrored lenses are prohibited. Sunglasses are not permitted in formation. Eyeglasses and sunglasses must not be worn around the neck.

Cosmetic and Nail Polish Standards

Tattoos and Henna designs must not be visible while in uniform.

Males may not wear nail polish or makeup in uniform.

Females may wear a single color of nail polish that does not distinctly contrast with the female Airman's complexion, detract from the uniform. Extreme colors are prohibited. Some examples of extreme colors included, but are not limited to, purple, gold, blue, black, bright (fire engine) red and fluorescent colors. Do not apply designs to nails or apply two-tone or multi-tone colors; however, white-tip French manicures are authorized. Fingernails must not exceed $\frac{1}{4}$ inch in length beyond the tip of the finger and must be clean and well-groomed. Fingernails must not interfere with the performance of assigned duties. Fingernails must not hinder proper fit of prescribed safety equipment or uniform items. Cosmetics must be conservative and in good taste.

Uniform Standards

CMA uniforms will be purchased and distributed via the CMA Uniform Supply Section.

CMA Uniform

All cadets will wear navy blue pants, black belt, CMA light blue "polo" shirt, black socks, and black shoes with black soles and black laces. Females may wear the navy blue skirt.

The bottom button of the polo shirt, must be buttoned. Pants must rest at the cadet's natural waist no more than 2 inches below the navel. Pants must have at least 1 inch of free play (without pulling) in the garment at the hips and legs.

Shirts must be worn tucked in. A plain white undergarment may be worn under the polo shirt. No long sleeve shirts may be worn under the polo shirt.

Navy blue (matching pants/skirt) sweater, blazer or sweatshirt garments may be worn over the polo shirt. These garments will be removed for uniform inspections.

Pants, skirt, and polo shirt will be purchased from the CMA Uniform Supply Section. Other items will be purchased independently by families.

In inclement weather, cadets may wear any cold weather or rain gear. Inclement weather items will not be worn indoors.

Headgear will not be worn with the CMA uniform.

Civil Air Patrol (CAP) Uniform

Cadets in grades 6 – 12 who are enrolled in CAP, may wear CAP uniforms on pre-announced school days. CAP uniforms will be required for CAP activities. All CAP uniform standards apply and will be enforced. CMA will have a CAP uniform supply section, although CAP uniforms may be procured from other authorized sources.

Physical Training (PT) Uniform

Only the CMA PT Uniforms are authorized for all physical activities, including physical education classes for grades 6-12. These must be purchased in the CMA Store. Cadets must wear athletic shoes and visible white socks. Cadets with unsafe shoes for PE will not be allowed to participate in PE and will sit out.

Shoes

The following footwear is prohibited in all uniform combinations: "heelie" shoes, crocs, sandals, flip flops, etc.

Cyber Security

COMPUTER/INTERNET/NETWORK USE BY CADETS

Use of the Internet and electronic communications demands personal responsibility and an understanding of the acceptable and unacceptable uses of such tools. Cadet use of the Internet and electronic communications is a privilege, not a right. Failure to follow the use procedures contained in this policy shall result in the loss of the privilege to use these tools and restitution for costs associated with damages, and may result in school disciplinary action, including suspension or expulsion, and/or legal action. The school may deny, revoke or suspend access to school technology or close accounts at any time. Cadets who damage computers or networks or other technology will be held financially responsible for repair. If you have any questions regarding this policy, please contact the school technology manager.

A parent or guardian shall be required to electronically sign the school's Technology Use Agreement, as well as acknowledgment of this Handbook, annually before Internet or electronic communications accounts shall be issued or access shall be allowed.

Personal Electronic Communication Devices (e.g. Cell Phones, Tablets, etc.)

CMA administration recognizes that personal electronic communication devices can play a vital role; however, unless expressly permitted by a teacher for instructional purposes, the use of electronic communication devices within the classroom is not permitted. For purposes of this policy, an "electronic communication device" is any device which records, replays, transmits, receives or otherwise conveys information electronically between the cadet and another person or entity. Any electronic devices not turned off or found with the cadet outside of the request of an instructor will be kept with the classroom teacher until the end of the school day. If devices are lost or stolen there is no recourse.

Cadets may carry electronic communication devices approved by the principal, but these devices must be turned off and put away during instructional time, unless they are being used for instructional purposes and with approval of the teacher. Regarding non-instructional time, school staff members have the authority to restrict cadets' use of such devices in school buildings, at school-sponsored activities and on field trips, if in the judgment of a staff member, the use of the device interferes with the educational environment. Use of electronic communication devices with cameras is prohibited in locker rooms, bathrooms, or other locations where such operation may violate the privacy rights of others. Use of cameras to record all or part of any classroom instruction is permissible only with the approval of the teacher.

It is the cadet's responsibility to ensure that the device is turned off and out of sight during unauthorized times.

Violation of this policy and/or use that violates any other school policy may result in disciplinary action and confiscation of the electronic communication device. A conference between the parent/guardian, cadet and faculty may be required in the event an electronic communication device is confiscated. The school shall not be responsible for loss, theft or destruction of electronic communication devices brought onto school property.

Cadet Use of the Internet and Electronic Communications

The Internet and electronic communications (e-mail, moderated chat rooms, wikis, blogs, and other forms of electronic communication) have vast potential to support curriculum and cadet learning. The CMA Board of Directors and school administration believe these tools should be used in schools as a learning resource to educate and to inform.

Use of the Internet and electronic communications require cadets to think critically, analyze information, write clearly, use problem-solving skills, and hone computer and research skills that employers demand. Use of these tools also encourages an attitude of lifelong learning and offers an opportunity for cadets to participate in distance learning activities, asking questions of and consulting with experts, communicating with other cadets and individuals, and locating material to meet educational and personal information needs.

The Internet and electronic communications are dynamic environments in which cadets may access materials and information from many sources, including some that may be harmful to cadets. While it is impossible to predict with certainty what information cadets might locate or come into contact with, the school shall take reasonable steps to protect cadets from accessing material and information that is illegal, obscene, pornographic, or otherwise intentionally harmful to cadets. Cadets shall take responsibility for their own use of school computers and computer systems to avoid contact with material or information that may be harmful.

Parents/guardians and cadets agree to treat all school property and technology, including Chromebooks, with care and concern. Chromebooks are to be turned in to the correct place and plugged in as instructed. Cadets who damage a Chromebook will incur a replacement cost of \$200.

Consent to Monitoring

School computers and computer systems are owned by the school and are intended for educational purposes at all times. Cadets shall have no expectation of privacy when

using the Internet or electronic communications. All material and information accessed/received through school computers and computer systems shall remain the property of the school. The school reserves the right to monitor, inspect, copy, review and store (at any time and without prior notice) all usage of school computers and computer systems, including all Internet and electronic communications access and transmission/receipt of materials, computer files and information. All user of CMA computers and computer systems consent to monitoring.

Blocking/Filter

The school will make reasonable efforts to see that the Internet and electronic communications are used responsibly by cadets. Administrators, teachers and staff have a professional responsibility to work together to monitor cadets' use of the Internet and electronic communications, help cadets develop the intellectual skills needed to discriminate among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use information to meet their educational goals.

Unauthorized and Unacceptable Uses

Cadets shall use school computers and computer systems in a responsible, efficient, ethical and legal manner. Because technology and ways of using technology are constantly evolving, every unacceptable use of school computers and computer systems cannot be specifically described in policy. As such, the below list of unacceptable uses is not all inclusive.

No cadet shall access, research, create, transmit, retransmit or forward material or information:

- that is not related to school education objectives.
- that promotes violence or advocates destruction of property including, but not limited to, access to information concerning the manufacturing or purchasing of destructive devices or weapons.
- that contains pornographic, obscene or other sexually oriented materials, either as images or text.
- that harasses, threatens, demeans, or promotes violence or hatred against another person or group of persons in violation of the school's nondiscrimination policies.
- for personal profit, financial gain, advertising, commercial transaction or political purposes.
- that plagiarizes the work of another.
- that uses inappropriate or profane language likely to be offensive to others in the school community.
- that is knowingly false or could be construed as intending to purposely damage another person's reputation.
- in violation of any federal or state law or school policy, including but not limited to copyrighted material and material protected by trade secret.

- that contains personal information about themselves or others, including information protected by confidentiality laws.
- using another individual's Internet or electronic communications account, with or without written permission from that individual.
- that impersonates another.

Security

Security on school computer systems is a high priority. Cadets who identify a security problem while using the Internet or electronic communications must immediately notify a system administrator. Cadets should not demonstrate the problem to other users.

Additionally, cadets shall not:

- use, capture, or reveal another person's password or any other identifier.
- use a computer that the cadet has not logged into personally.
- encrypt files or network traffic unless authorized in writing.
- gain or attempt to gain unauthorized access to school computers or computer systems either through:
 - vandalizing (as defined below).
 - disrupting or attempting to disrupt service.
 - exposing or researching vulnerabilities of otherwise damaging technology systems or possessing software that is designed to do the same.
- alter, delete or copy electronic communications of other system users.
- attempt to bypass the filtering system or other security controls.
- disconnect or modify the network connection to any school computer or install wireless access points or switches.
- Use unauthorized software as described below.

Any user identified as a security risk, or as having a history of problems with other computer systems, may be denied access to the Internet and electronic communications.

Vandalism

Vandalism is defined as any malicious or intentional attempt to harm, destroy, modify, abuse or disrupt operation of any network within the school or any network connected to the Internet, operation of any form of electronic communications, the data contained on any network or electronic communications, the data of another user, usage by another user, or school-owned software or hardware. This includes, but is not limited to, the uploading or creation of computer viruses and the use of encryption software.

Unauthorized Software

Cadets are prohibited from using or possessing any software that has been downloaded or is otherwise in the user's possession without appropriate registration and payment of any fees owed to the software owner. Cadets may not install software on school computers without written authorization from the Director of Finance and Operations.

Blocking/Filtering Obscene, Pornographic and Harmful Information

CMA will install a system that blocks or filters material and information that is obscene, pornographic or otherwise harmful to minors, as defined by the CMA Board. In the event that inappropriate material is accessed, cadets shall inform the supervising staff member. If a cadet becomes aware of other cadets accessing such material or information, he or she shall report it to the supervising staff member.

Cadet Behavior

Cadet Discipline

Effective pupil discipline is a major contributor to the creation of a positive and productive learning environment for all cadets. The prime objectives of the discipline program should be to:

- Create and maintain within the school an environment that safeguards the rights and privileges of those cadets who are not subject to disciplinary action.
- Create within the school an atmosphere of respect for all employees, volunteers, cadets, and parents/guardians; and
- Assist cadets in the development of the ability to discipline themselves; and
- Assist cadets in the development of behavior which is socially acceptable and respectful of others.

This policy, all policies and administrative procedures approved by the Board of Directors shall constitute the discipline code of CMA. All school policies, administrative procedures, and individual school rules governing cadet discipline shall be distributed at regular intervals to cadets and their parents/guardians and to each new cadet and his or her parents/guardians upon enrollment, and shall be placed in conspicuous places within the school throughout the year.

Disciplinary information may be shared with individuals and organizations which have a legitimate need to know without permission of the parties involved. When such information is transmitted, the cadet and the cadet's parent/guardian shall be notified and given a copy of the disciplinary information. The cadet and/or cadet's parent/guardian may challenge the accuracy of the disciplinary information.

The administration shall develop and disseminate procedures which are designed to achieve these broad objectives and maintain necessary order in the school. All such procedures must be approved by the CMA Board of Directors and conform with the requirements of law.

Discipline of students with disabilities will be in accordance with state and federal laws and regulations, including the Individuals with Disabilities Education Act, Section 504, and the Exceptional Children's Educational Act.

Suspension/Expulsion

The principal or designee may suspend or recommend expulsion of any cadet who engages in one or more of the following activities while on school property, when being transported in vehicles dispatched by the school, during a school-sponsored activity or event and off school property when the conduct has a nexus to school or any curricular or non-curricular event.

1. Causing or attempting to cause damage to school property or stealing or attempting to steal school property.
2. Causing or attempting to cause damage to private property or stealing or attempting to steal private property.
3. Commission of any act which if committed by an adult would be robbery or assault as defined by state law.
4. Committing extortion, coercion or blackmail, i.e., obtaining money or other objects of value from an unwilling person or forcing an individual to act through the use of force or threat of force.
5. Engaging in verbal abuse, i.e., name calling, ethnic or racial slurs, or derogatory statements to others that precipitate disruption of the school program or incite violence.
6. Engaging in "hazing" activities, i.e., forcing prolonged physical activity, forcing excessive consumption of any substance, forcing prolonged deprivation of sleep, food, or drink, or any other behavior which recklessly endangers the health or safety of an individual for purposes of initiation into any cadet group.
7. Violation of the school's policy on bullying prevention and education.
8. Violation of criminal law which has an immediate effect on the school or on the general safety or welfare of cadets or staff.
9. Violation of school policy or building regulations.
10. Violation of the school's policy on weapons in the schools. In accordance with federal law, expulsion shall be mandatory for using or possessing a firearm.
11. Violation of the school's alcohol use/drug abuse policy.
12. Violation of the school's tobacco-free school policy.
13. Violation of the school's policy on sexual harassment.
14. Violation of the school's policy on nondiscrimination.
15. Violation of the school's dress code policy.
16. Throwing objects, unless part of a supervised school activity, that can cause bodily injury or damage property.
17. Directing profanity, vulgar language or obscene gestures toward other cadets, school personnel or visitors to the school.
18. Lying or giving false information, either verbally or in writing, to a school employee.
19. Scholastic dishonesty which includes but is not limited to cheating, plagiarizing or unauthorized collaboration with another person in preparing written work.
20. Making a false accusation of criminal activity against a school employee to law enforcement or to the school.
21. Behavior on or off school property which is detrimental to the welfare or safety of other cadets or school personnel.
22. Repeated interference with the school's ability to provide educational opportunities to other cadets.
23. Continued willful disobedience or open and persistent defiance of proper authority including deliberate refusal to obey a member of the school staff.
24. Videotaping and/or publicizing or posting on social media activities that violate school policy.

25. Habitually disruptive cadet who has caused a material and substantial disruption two times during the school year on school grounds, in a school vehicle or at school activities.

Bullying Prevention and Education

In order to ensure every cadet has a safe and nurturing environment, CMA supports a school climate that is free from threats, harassment and any types of bullying behavior. All types of bullying are unacceptable. "Bullying" is defined in state law as "any written or verbal expression, or physical or electronic act or gesture, or a pattern thereof, that is intended to coerce, intimidate, or cause any physical, mental, or emotional harm to any cadet." Bullying is prohibited against any cadet for any reason. Bullying does not necessarily include all conflicts between cadets. A cadet who engages in an act of bullying and/or a cadet that takes retaliatory action against a person who in good faith reports an incident of bullying, is subject to appropriate disciplinary action, including suspension, expulsion and/or referral to law enforcement authorities. The school cannot respond to allegations of bullying unless it knows about them. CMA strongly encourages all cadets to tell an adult in the building if you have been bullied or if you have witnessed bullying. SAFE2TELL® is a way to anonymously report any threatening behavior that endangers you, your friends, your family or your community. To make a report using SAFE2TELL®, call 877-542-SAFE (877-542-7233).

Drug and Alcohol Use by Cadets

CMA shall promote a healthy and safe learning environment by providing education to equip cadets with the skills and strategies they need to resist alcohol and drug use, to understand the negative effects of drug and alcohol abuse and to improve decision making skills. In order to accomplish this goal, a cooperative effort must be made among the school, parents/guardians, the community and local agencies.

It shall be a violation of school policy and considered to be behavior which is detrimental to the welfare or safety of other cadets or school personnel for any cadet to possess, use, sell, purchase or exchange or to be under the influence of alcohol, drugs or other controlled substances. Cadets violating this policy shall be subject to discipline, which may include suspension and/or expulsion from school and referral to law enforcement for prosecution.

When and Where Policy Applied

This policy shall apply to any cadet on school property, at school-sponsored activities or events, and when cadets are being transported in vehicles dispatched by the school, and off-school property when such conduct has a nexus to school or any curricular or non-curricular event, or whose conduct at any time or place interferes with the operations of the school or the safety or welfare of cadets or employees.

Definitions

“Being under the influence” means when a cadet’s behavior, condition, speech, or appearance is affected by or suggests use of alcohol or drugs, or there is a detectable level of alcohol or drugs in the cadet.

“Drugs” mean substances that impair behavior or pose a serious health threat if used inappropriately and include, but are not limited to narcotic drugs, hallucinogenic or mind-altering drugs or substances, amphetamines, barbiturates, stimulants, depressants, marijuana, anabolic steroids, inhalants and any other controlled substances as defined in law, or any prescription or nonprescription drug, medication, vitamin or other chemical substances not taken in accordance with school policy on administering medications to cadets. This definition also includes substances that are represented by or to the cadet to be any such controlled substance or what the cadet believes to be any such substance, as well as prescription medication not prescribed to the particular cadet.

“Distribute” means to provide the drug or alcohol, whether by selling or giving.

“Drug paraphernalia” means any equipment, product or material of any kind which is primarily intended or designed for use in manufacturing, compounding, converting, concealing, producing, processing, preparing, ingesting, inhaling or otherwise introducing a drug into the human body.

An “offense” is a violation of this policy.

“To possess” or “to be in possession” means to have alcohol or drugs and/or drug paraphernalia on one’s person, in one’s personal property, automobile, or other vehicle, or locker, desk or other school-provided storage area.

Penalties for Possession, Use, or Under the Influence of Alcohol or Drugs

Cadets who use or possess alcohol or drugs or are under the influence of alcohol or drugs in violation of school policy will be disciplined in the following manner:

First Offense: the cadet will be suspended for up to five school days, the Executive Director may extend the suspension an additional five days. If the cadet agrees to complete an appropriate program, which may include an alcohol and/or drug education/treatment/counseling program and/or community service, details of which shall be agreed to between principal and parent the suspension will remain at 5 days. Otherwise, the suspension will extend to the full 10 days. Costs of the program shall be borne by cadet and parent (subject to a Manifestation Determination for cadets with an IEP or 504 plan). Failure to provide documentation of completion of the program within the prescribed time limits will result in the imposition of the additional days of suspension.

Based on circumstances of individual cases, including but not limited to situations involving particularly pernicious, harmful, or addictive illegal drugs, such as felony class

controlled substances, the principal or designee, at his or her discretion, may recommend to the Executive Director additional suspension or expulsion.

Second Offense: for all subsequent offenses occurring within three years the principal or designee will recommend to the Executive Director expulsion of the cadet for up to one calendar year.

Penalties for Possession of Drug Paraphernalia

Cadets who possess drug paraphernalia at school, on school transportation, or at school sponsored events will be disciplined in the following manner:

- First Offense: the cadet will be suspended for three school days.
- Second Offense: the cadet will be suspended for five school days and the principal may recommend expulsion to the Executive Director.

Penalties for Distribution, Selling, Purchasing or Exchanging Alcohol or Drugs

Cadets who distribute, sell, purchase or exchange alcohol or drugs for anything of value may be expelled. In some circumstances, the purchase or exchange of over-the-counter drugs may be limited to a suspension at the discretion of the principal. **NOTE: It is against school policy for a cadet to distribute prescription medication to another cadet.**

Due Process Requirements

School employees applying this policy shall comply with due process and state law by following the procedures for suspension or expulsion. To determine whether a cadet is under the influence of or in possession of alcohol or drugs, the school may use available technology or other means, including but not limited to breathalyzers, and other forms of drug testing and drug dogs.

Records

CMA will maintain records of alcohol/drug offenses, noting date, type of offense, other relevant data and disciplinary action taken. Such records shall be forwarded to the appropriate administrator at the next school the cadet attends. Offenses confirmed from schools prior to the cadet's enrollment at CMA may count as a subsequent offense within a three-year total.

Gangs and Related Activities

Gang activities at school impose a threat to the welfare and safety of cadets and others in the school community and cause substantial disruption to the educational process.

The term "gang" as used in this policy refers to two or more individuals who share a common interest, bond, or activity characterized by criminal, delinquent, or otherwise disruptive conduct engaged-in collectively or individually. CMA strives to keep cadets free from the threats of harmful influence of any groups or gangs which advocate drug

and/or alcohol use, violence, or disruptive behavior. School personnel shall maintain supervision of school premises, school vehicles, and school-related activities to deter gang intimidation of cadets and confrontations between members of different gangs. The Executive Director or designee shall establish open lines of communication with local law enforcement authorities to share information and provide mutual support in this effort. The Executive Director or designee shall provide periodic in-service training to help staff members identify gangs and gang symbols, recognize early manifestations of disruptive activities and respond appropriately to gang behavior.

Any apparel or manner of grooming which by virtue of its color, arrangement, trademark, or any other attribute denotes membership in or affiliation with any gang is prohibited on school premises, in school vehicles, and at school-related activities. Any gestures, signals, or graffiti which connote gang membership or activities are also prohibited.

Incidents involving initiations, hazing, intimidations, and/or related activities of such group affiliations which are likely to cause bodily danger, physical harm, personal degradation, or disgrace resulting in physical or mental harm to cadets or staff will result in suspension and/or expulsion. Gangs or individuals who initiate, promote, or participate in activities which threaten the safety or well-being of persons or property on school grounds or at school-related activities, or which disrupt the school environment will be suspended and/or expelled.

Cadet Interrogations, Searches, and Arrests

The CMA Board of Directors and school administration seek to maintain a climate in the school which is conducive to learning and protects the safety and welfare of staff and cadets. To achieve this goal, school personnel may need to conduct the actions described below.

Interviews by School Administrators

When a violation of school policy or school rules occurs, the principal or designee may question potential cadet victims and witnesses without prior consent of the cadet's parent/guardian. When an administrator has determined there is a reasonable belief that child abuse has occurred, communications with potential victims will cease immediately. If the suspected perpetrator is a staff member, no contact will be made with the staff member until consultation with law enforcement.

Search of School Property

School lockers, desks and other storage areas are school property and remain at all times under the control of the school. All such lockers, desks and other storage areas, as well as their contents, are subject to inspection at any time, with or without notice. Cadets shall assume full responsibility for the security of their lockers and/or other storage areas in the manner approved by the administration. Cadets shall be

responsible for whatever is contained in desks and lockers assigned to them by the school, as well as for any loss or damage relating to the contents of such desks and lockers.

Search of a Cadet's Person or Personal Effects

The principal or designee may search the person of a cadet or a cadet's personal effects, such as a purse, backpack, book bag, or briefcase on school property or at school-sponsored events or activities if the principal or designee has reasonable grounds to suspect that the search will uncover:

- Evidence of a violation of school policies, school rules, or federal, state, or local laws.
- Anything which, because of its presence, presents an immediate danger of physical harm or illness to any person.

Search of the person shall be limited to the cadet's pockets, any object in the cadet's possession, and a "pat down" of the exterior of the cadet's clothing. The extent of the search of a cadet's person or personal effects, as well as the means to conduct the search, must be reasonably related to the objectives of the search and the nature of the suspected violation. Additionally, school officials conducting the search shall be respectful of privacy considerations, considering the gender and age of the cadet. Searches of the person shall be conducted out of the presence of other cadets and as privately as possible by a person of the same gender as the cadet being searched. At least one person of the same gender as the cadet being searched shall witness but not participate in the search.

Searches of a cadet's person and/or personal effects may be conducted without the prior consent of the cadet's parent/guardian; however, the parent/guardian of any cadet searched shall be notified of the search as soon as reasonably possible. Searches of the person which may require removal of clothing other than a coat or jacket shall be referred to a law enforcement officer. School personnel shall not participate in such searches.

Detection Canines

Searches of school facilities, lockers, personal property, cars, and parking lots may be conducted by authorized persons using trained detection canines under the direction of the school principal or designee.

Seizure of Items

Anything found during a search conducted by school officials which is evidence of a violation of law, school policy, or which by its presence presents an immediate danger of physical harm may be:

- Seized and offered as evidence in any disciplinary proceeding. Such material shall be kept in a secure place by the principal until it is presented at the

- hearing.
- Returned to the cadet or the parent/guardian.
- Turned over to a law enforcement officer in accordance with this policy.

Law Enforcement Officers' Involvement

Interrogations and Interviews

When law enforcement officials request permission to question cadets when cadets are in school or participating in school activities, the principal or designee shall ascertain that the law enforcement officer has proper identification. Such interrogations and interviews are discouraged during cadets' class time, except when law enforcement officers have a warrant or other court order, or when an emergency or other exigent circumstances exist.

It is the responsibility of the law enforcement officer interviewing cadet witnesses or interrogating cadet suspects to ensure compliance with all applicable procedural safeguards.

Upon request by law enforcement to interview a cadet witness or interrogate a cadet suspect, school officials shall make an effort to notify the cadet's parent/guardian, except in cases involving investigation of reported child abuse where the suspected perpetrator is a member of the cadet's family, when law enforcement has a court order directing that the cadet's parent/guardian not be notified, or when an emergency or other exigent circumstances exist. The law enforcement officer decides whether or not to postpone the interview or interrogation until the parent/guardian arrives.

Search and Seizure

The principal or designee may request a search on school premises be conducted by a law enforcement officer. When law enforcement officers respond to such a request, no school employee shall assist or otherwise participate in the search. It is expected that searches by law enforcement will be conducted in accordance with the requirements of applicable law.

Custody and/or Arrest

cadets will be released to law enforcement officers if the cadet has been placed under arrest or if the cadet's parent/guardian and the cadet consent to such release. When a cadet is removed from school by law enforcement officers for any reason, school officials will make reasonable efforts to notify the cadet's parent/guardian.

CMA expects all procedural safeguards prescribed by law will be followed by law enforcement officers conducting cadet arrests; however, school staff is not responsible for an officer's legal compliance when arresting a cadet.

Tobacco-Free School

To promote the general health, welfare and well-being of cadets and staff, smoking,

chewing or any other use of any tobacco product by staff, cadets and members of the public is prohibited on all school property. Possession of any tobacco product by cadets is prohibited on school property. For purposes of this policy, the following definitions apply:

- "Tobacco product" means:
 - Any product that contains nicotine or tobacco or is derived from tobacco and is intended to be ingested, inhaled, or applied to the skin of an individual, including but not limited to cigarettes, cigars, pipe tobacco, snuff and chewing tobacco; and
 - Any electronic or other device that can be used to deliver nicotine to the person inhaling from the device, including but not limited to an electronic cigarette, cigar, cigarillo, pipe, hookah, vape pen or vape MODS (mechanical modified delivery systems), which produce vapor from an electronic cigarette or other similar device.
 - "Tobacco product" does not include any product that has been approved by the appropriate federal agency as a tobacco use cessation product.
- "Use" means lighting, chewing, smoking, ingesting or applying any tobacco product.

Any member of the general public considered by the Executive Director or designee to be in violation of this policy will be instructed to leave school property. Disciplinary measures for cadets who violate this policy will include in-house detention, revocation of privileges and exclusion from extracurricular activities. Repeated violations may result in suspension from school. In accordance with state law, no cadet will be expelled solely for tobacco use.

Weapons in School

Possession or use of a dangerous weapon by cadets is detrimental to the welfare and safety of the cadets and school personnel. Possessing dangerous weapons on school grounds, in a school vehicle, or at a school activity or sanctioned event is prohibited, unless authorized by the school, and may result in suspension or expulsion.

As used in this policy, "dangerous weapon" means:

- A firearm
 - A firearm is any weapon (including a starter gun) which will or is designed to or may be readily converted to expel a projectile by the action of air or an explosive;
 - The frame or receiver of any weapon described above;
 - Any firearm muffler or firearm silencer; or
 - Any destructive device, i.e., any explosive, incendiary, or poison gas including a bomb, grenade, or rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or device similar to the devices described above.
- Any knife or cutting instrument possessed without authorization of school officials;
- Any device capable of temporarily immobilizing a person by the infliction of an electrical charge, including stun guns or taser guns; or
- Any object, device, instrument, material, or substance, whether animate or

inanimate, that is used or intended to be used to inflict death or serious bodily injury.

In accordance with federal law, a cadet who is determined to have brought a firearm to a school, or to have possessed a firearm at a school, shall be expelled for not less than one year, except that the Executive Director may modify this requirement in writing on a case-by-case basis.

Recordkeeping

The school shall maintain records which describe the circumstances involving expulsions of cadets who bring weapons to school including the name of the school, the number of cadets expelled and the types of weapons involved as required by law.

Referral to Law Enforcement

In accordance with applicable law, school personnel shall refer to law enforcement any cadet who brings the following to school:

- a firearm as defined above; or
- a fixed blade knife with a blade that exceeds three inches in length; or
- a spring-loaded knife; or
- a pocket knife with a blade exceeding three and one-half inches in length.

Physical Intervention

Corporal punishment shall not be administered to cadets by anyone at CMA.

In some circumstances, staff may need to physically restrain a cadet. To assure the physical safety of the cadet, whenever possible, physical restraints will be administered only by staff who have been trained in accordance with the Crisis Prevention Institute's Non-Violent Crisis Interventions protocol.

Physical restraint shall only be used in an emergency and with extreme caution and is limited to situations where there is serious, probable and imminent threat of bodily harm by a cadet with the present ability to cause such harm. In all other situations, less restrictive alternatives including but not limited to positive behavior supports, constructive, non-physical de-escalation and restructuring of the environment (e.g. removal of others from the setting) shall be used.

Physical restraint will never be used as a punitive form of discipline, as a threat, or in an effort to get a cadet to comply when an emergency does not exist. A person administering the physical restraint must use only the amount of force necessary to stop the dangerous or violent actions of the cadet.

A cadet shall be released from physical restraint within fifteen minutes after initiation of the restraint except when precluded for safety reasons. A restrained cadet must be continuously monitored.

If restraints are used, a written report must be submitted within one (1) school day to

school administration. The school principal or designee shall verbally notify the parents/guardians as soon as possible but no later than the end of the school day that a restraint was used. A written report shall be provided to the parents/guardians within thirty-six (36) hours following the use of restraint and a copy placed in the cadet's confidential file.

"Physical restraint" means the use of bodily, physical force to limit an individual's freedom of movement. Physical restraint does not include holding of a cadet for fewer than five minutes by a staff person for protection of the individual or other persons. Holding, appropriate to the cadet's age, may only be used if the purpose and intent is to provide safety and/or comfort and support to the cadet.

"Emergency" means serious, probable, imminent threat of bodily harm to self or others within the education environment. Emergency situations may exist when a cadet is destroying property which could lead to harm of the cadet or of others. Property damage by itself does not qualify as an emergency.

Disciplinary Removal from Classroom

Teachers will maintain classrooms in which cadet behavior does not interfere with the ability of the teacher to teach effectively or the ability of other cadets to participate in classroom learning activities.

Cadets shall be expected to abide by this Handbook and any other appropriate classroom rules of behavior established by the classroom teacher, and approved by the principal, for the purpose of maintaining order and a favorable academic atmosphere. Any cadet who violates the code of conduct or other classroom rules may be subject to removal from class and/or disciplinary removal.

Formal cadet removal from class is a serious measure and should not be imposed in an arbitrary, casual, discriminatory or inconsistent manner. Behavioral expectations are always more constructive and more likely to be followed when they are communicated as clearly as possible to cadets. However, it is neither possible nor necessary to specify every type of improper or inappropriate behavior, or every circumstance that would justify removal from class under this policy. Teachers are expected to exercise their best professional judgment in deciding whether it is appropriate to formally remove a cadet from class in any particular circumstance. All instances of formal removal from class shall be documented.

Grievance Policy

Step 1, Address Issue with Those Directly Involved

The grievant must first bring the concern to the attention of the individual(s) directly involved. A meeting should be scheduled where the concerns can be expressed in private and in an environment conducive to resolution. If the grievant brings the concern directly to the attention of a school leader without first attempting to address the issue at the lowest level, the school leader may re-direct the grievant to the appropriate level in the process.

Step 2, Address Issue with a School Leader

If a satisfactory resolution is not reached at the lowest possible level, or where the complaint directly involves a school leader, the concern may then be brought to the attention of the appropriate school leader (e.g. Principal, Commandant, Director of Finance and Operations, or Executive Director). To do so, the grievant must contact the school leader within 10 days in writing (email is acceptable) of the above meeting. Within five days from receiving notification from the grievant, the school leader will schedule a time to discuss the issue with the grievant either by phone or an in-person meeting to address the situation, facilitate ongoing communication, and develop goals for conflict resolution. The school leader will continue to monitor the issue until either a resolution or an impasse is reached.

Step 3, Prepare a Written Grievance for the Board of Directors

In cases when the concern has not been addressed at Steps 1 and 2 to the satisfaction of the grievant, the grievant may file a formal written grievance to the School's Board of Directors. The written grievance must detail (i) the date of the incident (if applicable); (ii) the CMA staff member involved; (iii) a description of the incident, decision, or practice that gave rise to the issue; (iv) the conflict resolution strategies that have been attempted thus far; and (v) the grievant's requested resolution. Current contact information for the Board can be found on the CMA website, under the "Board of Directors" page. Within 10 days from receipt, the Board Chair, or his/her designee, will review the written grievance and provide a written response to the grievant either determining that the grievance warrants full review by the Board or declining to review the written grievance. If the Board Chair, or his/her designee, determines that the grievance warrants full review by the Board, the Board shall review the grievance at a time determined by the Board and issue a written decision to the grievant within 10 days of the meeting. If declining review, the Board Chair, or his/her designee, will send written response to the grievant explaining the reasons for the determination.

Step 4, Submit a Written Grievance to the Colorado Charter School Institute (“the Institute”) Executive Director

The following is in accordance with Institute policy. If the grievant is not satisfied with the CMA Board’s determination not to review the written grievance or the written resolution reached by the CMA Board after reviewing the grievance, the grievant may submit its concerns in written format to the Institute within five business days from receiving the written decision of the CMA Board. After review, the Institute’s Executive Director will publish his/her conclusions in writing within 15 calendar days from receipt of the written concern. The decision of the CMA Board will not be overturned unless there are compelling grounds that the CMA violated an applicable law, regulation, policy, or contract provision. The Institute can be contacted at (303) 866-3299 or csi_info@csi.state.co.us.

Involvement at CMA

Parent/Guardian Participation at CMA

Colorado Military Academy (CMA) is committed to providing a high-quality education for every cadet and fully preparing each cadet for success. CMA recognizes the essential role of parents/guardians, the value of parental input and the importance of teachers, cadets and parents/guardians working together. Parents/guardians are our greatest asset! We are fortunate to have an active and supportive community. We will be successful if families are involved. Our school programs can only happen with the time and talent of our numerous volunteers. These programs are a necessary component to make great things happen at CMA!

School Accountability Committee (SAC)

The CMA SAC has been created to:

- Act as a face-to-face communication link between the community and the school personnel, promoting community involvement and ownership.
- Serve as a sounding board for the administration.
- Provide recommendations for the school's plan for improvement, as well as a parent satisfaction survey.

Volunteer Information

Volunteers are an integral part of CMA's program, and we recognize and appreciate the time, expertise, support, and assistance they provide. While volunteer support is critical in many aspects of CMA, information and documents exist that may not be seen or handled by anyone other than the appropriate school personnel. This information includes the following:

- Teachers' grade books or records
- Child abuse reports
- DHS reports
- 504 Evaluations
- Disciplinary files
- SPED records
- Cadets' permanent school records
- Free and reduced lunch data
- Other confidential data

Becoming a Volunteer at CMA

1. Come to the front office and ask for a volunteer application/background check form. There is a charge for background checks.
2. The classroom teacher or faculty activity sponsor will notify volunteers once their background is checked and approved.

3. Volunteers wishing to help with PTO-sponsored activities should contact the PTO Volunteer Coordinator.

Please remember to always sign in/out at the office, and wear a visitor/volunteer badge provided by the school.

Parent's Right To Know

Based on federal law, parents/guardians have the right to know the professional qualifications of the classroom teachers who instruct their cadet. The law also requires the CMA to provide this information in a timely manner upon request. Here is a list of the information about which you have the right to ask for each of your cadet's classroom teachers.

- Whether the Colorado Department of Education has licensed or endorsed the teacher for the grades and subjects taught.
- Whether CDE has decided that your student's teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.
- The teacher's college major; whether the teacher has any advanced degrees, and, if so, the subject of the degrees.
- Whether any teachers' aides or similar paraeducators provide services to your child and, if they do, their qualifications.

Please contact the CMA office at (719)576-9838, if you would like to receive any of this information.

Are You Connected?

Monitor grades, attendance, assignments, and schedules:

Parents/guardians and cadets should sign-up on the Cadet and Parent Portal in order to monitor daily attendance and grades. To do this, please visit the CMA school website.

School website: www.coloradomilitaryacademy.org

Check individual teacher's pages for additional information and classwork.

School calendar: Please see our CMA website.

CMA Facebook page: <https://www.facebook.com/coloradomilitaryacademy>

