



# **Colorado Military Academy**

## **Employee Handbook**

*2020-21*

## ***Welcome to Colorado Military Academy***

*Colorado Military Academy was founded to assist parents in providing a STEM education combined with project-based learning in a military environment that trains character development and leadership.*

*We realize that this is not possible without dedicated teachers and staff. You are essential to our success – and that of our cadets and their families. You bring skills to use in training young minds that will become future leaders.*

*Welcome to CMA.*

THIS EMPLOYEE HANDBOOK IS DESIGNED TO ACQUAINT YOU WITH COLORADO MILITARY ACADEMY AND PROVIDE YOU WITH INFORMATION ABOUT WORKING HERE. THE HANDBOOK IS NOT ALL-INCLUSIVE, BUT IS INTENDED TO PROVIDE YOU WITH A SUMMARY OF SOME OF OUR GUIDELINES.

THIS EDITION REPLACES ALL PREVIOUSLY ISSUED EDITIONS. IN ADDITION, THE NEED MAY ARISE TO CHANGE THE GUIDELINES DESCRIBED IN THIS HANDBOOK. CMA THEREFORE RESERVES THE RIGHT TO INTERPRET THEM OR TO CHANGE THEM WITHOUT PRIOR NOTICE.

EMPLOYMENT WITH COLORADO MILITARY ACADEMY IS AT-WILL. EMPLOYEES HAVE THE RIGHT TO END THEIR WORKING RELATIONSHIP WITH THE ORGANIZATION, WITH OR WITHOUT ADVANCE NOTICE FOR ANY REASON. THE SCHOOL HAS THE SAME RIGHT.

THE LANGUAGE USED IN THIS HANDBOOK AND ANY VERBAL STATEMENTS MADE BY MANAGEMENT ARE NOT INTENDED TO CONSTITUTE A CONTRACT OF EMPLOYMENT, EITHER EXPRESS OR IMPLIED, NOR ARE THEY A GUARANTEE OF EMPLOYMENT FOR A SPECIFIC DURATION. NO REPRESENTATIVE OF COLORADO MILITARY ACADEMY HAS THE AUTHORITY TO ENTER INTO AN AGREEMENT OF EMPLOYMENT FOR ANY SPECIFIED PERIOD AND SUCH AGREEMENT MUST BE IN WRITING, SIGNED BY THE DEAN OF INSTRUCTION AND THE EMPLOYEE.

NO EMPLOYEE HANDBOOK CAN ANTICIPATE EVERY CIRCUMSTANCE OR QUESTION. AFTER READING THE HANDBOOK, IF YOU HAVE QUESTIONS, PLEASE TALK WITH YOUR IMMEDIATE SUPERVISOR OR THE DEAN OF INSTRUCTION.

Approved by CMA Board of **Directors** \_\_\_\_\_

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# SCHOOL CONTACT INFORMATION

Kindergarten – 11<sup>th</sup> Grade (adding 12<sup>th</sup> Grade next year)

## LOCATION

Colorado Military Academy  
360 Command View  
Colorado Springs, CO 80915

## PHONE

719-576-9838

## FRONT OFFICE HOURS

Monday – Friday: 7:30 AM – 4:30 PM

## SCHOOL HOURS

Grades K-6  
Monday – Friday: 8:15 AM – 3:20 PM

Grades 7-11  
Monday – Friday: 7:55 AM – 3:35 PM

**BREAKFAST & LUNCH SERVICE PROVIDED BY D-11 AND SERVED 30 MINUTES BEFORE SCHOOL STARTS.** Go to <https://www.myschoolbucks.com/>

## WEBSITE

[www.ColoradoMilitaryAcademy.org](http://www.ColoradoMilitaryAcademy.org)

## EMAIL

[info@CMACS.org](mailto:info@CMACS.org)

## UNIFORMS

See the FAQ page on the CMA website

***Please note: For safety all parents and visitors to CMA's building must enter through the front door and be processed through the Raptor system. Please do not open side or cafeteria doors to allow non-students to enter.***



# PHILOSOPHY & GENERAL INFORMATION

## WHAT IS A CHARTER SCHOOL?

Colorado Military Academy (CMA), a tuition-free public school chartered by the Colorado Charter School Institute. Charter schools were created in Colorado to offer parents the chance to create innovative schools and run them. They are public schools and receive the state Per Pupil Revenues (PPR) based on number of cadets served. Charter schools are tuition-free public schools. By law they may not discriminate on the basis of race, socio-economic status, gender, or ability.

CMA is authorized under the Charter Schools Act (C.R.S. 22-30.5 et seq.), a law passed in 1993 by the State Legislature. A public charter school operates via a contract, or charter, with the local Board of Education or with the State Charter School Institute. The charter stipulates authority and responsibilities given to the charter school's governing board. Charter schools operate with autonomy while being held accountable for results. Cadets in charter schools take the same required academic tests (CMAS and others) and School Performance Framework for each school are available on the Colorado Department of Education website. Periodically, typically during a renewal period, charter schools undergo an external evaluation. Additionally, charter schools are ultimately responsible to their consumers—the parents and cadets who choose to attend. A charter school must earn and keep its “customers”.

Public charter schools are mission-led schools with a specific emphasis. CMA's military emphasis includes the Civil Air Patrol program for 7<sup>th</sup> through 11<sup>th</sup> graders, blended with Core Knowledge curriculum in grades Kindergarten through 8th Grades along with STEM and Project-Based Learning. Emphasis on Character Education and its integration into real life is a priority.

## A BIT OF HISTORY

CMA was founded by a group of veterans from the Armed Forces and several community leaders in the education field. They consulted with leaders from successful military schools in other states. They believed that the Colorado Springs area offered a unique opportunity for military education with its five military bases and large retired military community. With a desire to serve active-duty military families and to prepare cadets for future military service, they created this unique school. STEM (science, technology, engineering, and math) education was a natural fit for college prep and future military careers.

The school received its charter from the Charter School Institute and opened in the fall of 2017.

## 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.

## **HONOR CODE**

"A Colorado Military Academy cadet will not lie, cheat, steal nor tolerate such actions."

## **OUR COMMITMENT *and* STATEMENT OF COMPELLING INTERESTS**

Colorado Military Academy recognizes that while there are other school models available in the Colorado Springs region, we are committed to the military emphasis we have chosen. We will ensure academic excellence within our chosen framework. This model is not for everyone, but it is at the core of what we do.

The statements and purposes that follow here define the identity of Colorado Military Academy. They inform the community of what we are about. They guide those who would enroll cadets in our school and those who would seek employment with us. They are central to our mission and activities. They will define and be the measures of our success.

Colorado Military Academy has a compelling interest in maintaining the integrity of the school and its mission. This includes an insistence that persons associated with the school are committed to its educational principles and maintain lives that model strong moral character. This alignment is congruent with and complementary to the statements above that guide our work.

## **PRINCIPLES THAT GUIDE OUR SCHOOL**

**EDUCATION IS, FIRST OF ALL, A RESPONSIBILITY OF PARENTS.** We recognize that parents are education consumers and must choose the product and delivery method that they determine is best for their child and family. We operate as a business that respects that duty of parents.

**RIGOROUS ACADEMICS** through the use of the ***Core Knowledge*** sequence and other curricular tools that challenge cadets is a priority. We will not waste our cadets' time with meaningless busywork or mediocre content. We will not be a warehouse of children or a mere babysitting service.

**STEM EDUCATION** is an emphasis on science, technology, engineering and math. We will accomplish this through a variety of tools and activities. Our cadets are one-to-one with Chromebooks and other computers. We offer coding classes and a STEM discovery lab.

**PROJECT-BASED LEARNING** provides hands-on experiences. In conjunction with Core Knowledge, cadets will connect to core subjects through activities that make learning come alive.

**MILITARY EDUCATION** is provided through Civil Air Patrol, which takes place during the school day for grades 7 through 11. (Optional but recommended for 7<sup>th</sup> and 8<sup>th</sup> grade. Required for 9<sup>th</sup> and 11<sup>th</sup> grades.) CAP curriculum provides aerospace education and STEM projects. Cadets learn and abide by military

customs and courtesies, obtain rank and promotion and learn to lead other cadets. They participate in flight opportunities and aerospace events. CAP membership is not mandatory, but CAP classes and events are restricted to CAP members only.

CHARACTER EDUCATION for the development of the whole child will include many traits or Core Virtues such as:

Respect	Gratitude	Leadership
Responsibility	Curiosity	Determination
Generosity	Alertness	Perseverance
Obedience	Discernment	Joyfulness
Orderliness	Friendliness	Enthusiasm
Thriftiness	Sincerity	Patience
Honesty	Loyalty	Endurance
Compassion	Initiative	Self-Discipline
Citizenship	Kindness	Gentleness

These traits will be taught, discussed, modeled, and practiced. Several community service projects will be performed each year. Real-life heroes who exemplify the traits will be invited to speak to our cadets. Emphasis will be placed on living the things we talk about and making our lives reflect them. Staff will model these traits as well. We know that what we are matters more to children than what we say.

MILITARY LIFE is an integrated part of our school. Presently about 50% of our cadets are from active-duty families. Peterson AFB provides a Military Life Counselor for these cadets. A similar percentage of active-duty and retired military is represented in our staff.

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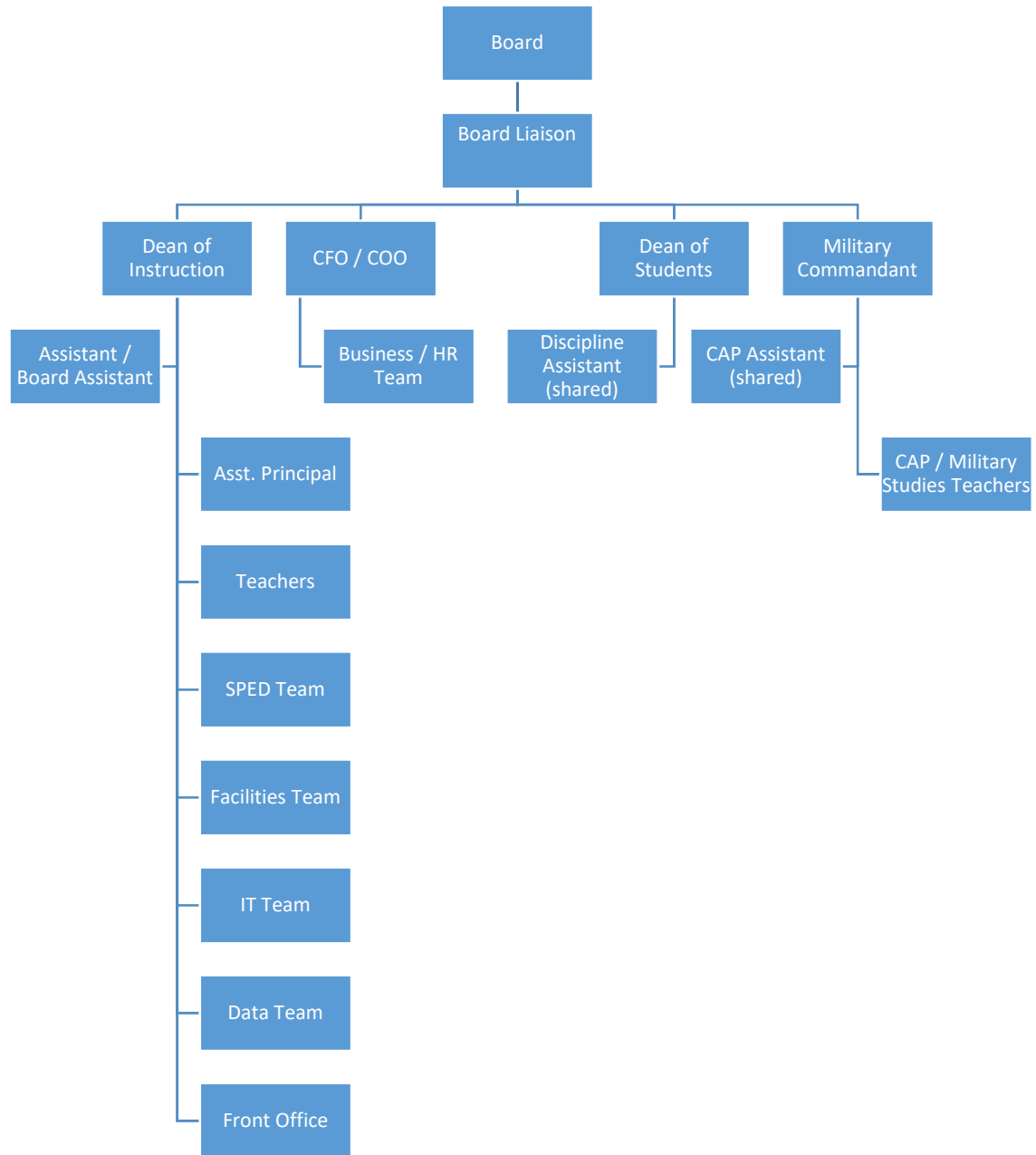
Colorado Military Academy has a compelling interest in maintaining the integrity of the school and its mission. This includes an insistence that persons associated with it are committed to its educational principles and maintain lives that model strong moral character. This alignment is congruent with and complementary to the statements above that guides our work.

## **GENERAL PHILOSOPHY**

Colorado Military Academy is a Colorado nonprofit educational organization founded on strong principles. It is of utmost importance to the proper functioning of CMA that our parents and cadets be committed to these principles as described above. Children believe what we do more than what we say. We encourage personal commitment to strong moral character and participation in the educational process with individual loyalty to these guiding principles.

Colorado Military Academy views each enrolled family as a member of the CMA community. Each of us, no matter what our role, must represent our school well whether at the school, at school-sponsored activities elsewhere, or in our lives outside of school hours.

# ORG CHART



# A SPECIAL WELCOME

Colorado Military Academy would like to extend a special welcome this year to Orton Academy, a new charter school that is renting space in our building. This school specializes in helping students in grades 3-6 who have dyslexia.

Orton Academy is located in the downstairs west wing and their offices are located upstairs.

They may, on occasion, use the West Commons. They will have their own lunch period and recess periods during which they will use our playground.

CMA is committed to being a good neighbor to Orton Academy and its staff and students. We will have a welcoming spirit. We will notify one another of building use or events that might impact the other. We will extend kindness and consideration to one another. We will exhibit patience and caring when they need assistance.

If any problems arise, please contact Mrs. Stahnke.

# EMPLOYMENT

## EMPLOYMENT CATEGORIES AND CLASSIFICATIONS

For administrative purposes and in order to determine eligibility for various benefits, Colorado Military Academy classifies employees as follows:

### 1. Non-exempt or hourly

Non-exempt employees are entitled to overtime pay for work in excess of 40 hours in a workweek. Typically, non-exempt employees are paid on an hourly basis.

### 2. Exempt or salaried

Exempt employees will not be paid for overtime. (Hours worked in excess of 40 hours in a workweek.) Exempt employees are typically paid on a salaried basis.

### 3. Full-time Employee

A full-time employee is normally scheduled to work at least 40 hours per week and is eligible for benefits as outlined in this handbook.

### 4. Part-time Employee

Part-time employees are normally scheduled to work less than 40 hours per week. A part-time employee is not eligible for benefits as outlined in this handbook.

### 5. Temporary Employee

A temporary employee is hired on a temporary basis for the completion of a specific task or project or for a specific period of time. This includes Substitutes. Temporary employees are not eligible for benefits, whether they are full-time or part-time.

## EMPLOYMENT OF RELATIVES

Colorado Military Academy wishes to give any qualified applicant the opportunity for employment with us whether related to present employees or not. However, the following situations are avoided.

1. Relatives being in the position to supervise another relative.
2. Relatives having access to confidential information including payroll and personal records.
3. Relatives auditing, verifying, receiving or being entrusted with money handled by another relative.

In cases of marriage between two employees, if the above guidelines apply, one party must transfer to another position where the guidelines will no longer apply.

These guidelines apply to all categories of employment including full-time, part-time and temporary classifications. They also apply to all relatives and to individuals who are not legally related but who reside with another employee.

## **EQUAL OPPORTUNITY EMPLOYER**

It is our policy as an employer to strive for equal employment opportunities in all Human Resource actions and procedures, including but not limited to, recruitment, hiring, training, transfers, promotions, compensation, benefits and all other terms and conditions of employment.

Our equal opportunity policy is at all times subject to the principles and purposes upon which the organization was founded. It is of utmost importance, for the proper functioning of Colorado Military Academy, that our employees be committed to the statements and principles that guide our work listed at the beginning of this employee handbook.

Each employee hired and promoted shall be selected solely on the basis of qualifications deemed essential to job performance. This is done without regard to race, color, sex, age, national origin, military status, religion, or disability.

CMA will make reasonable accommodation for qualified individuals with known disabilities unless doing so would result in an undue hardship to CMA. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

## **STAFF ASSIGNMENTS, PROMOTIONS, AND INTERNAL TRANSFERS**

Colorado Military Academy strives to promote from within whenever possible and to allow qualified employees to transfer to other positions that become available. All requests for transfers must have supervisor acknowledgement.

It is in CMA's best interest to always hire the "best fitting" person for every opening. With that in mind it is CMA's intent to give qualified employees preference over others when filling opening within the school. However, because of the experience, skills, and educational requirements of many jobs, promotions from within the school are not always possible. Your past performance, experience, qualifications, and potential are all-important factors that will be considered in making promotion and transfer decisions. The administration assigns employees to specific positions within CMA. In determining teacher assignments, the Dean of Instruction will consult with the supervisor of the departments involved. Assignments may be changed at any time when it is believed that the best interests of the educational program will be served. CMA strives not to unlawfully discriminate against any employee because of race, sex, age, religion, disability, pregnancy, or national origin.

Current open positions may be made known to employees through Internet, email and bulletin board postings. You may also obtain a copy of open positions in the Human Resources Office.

To be eligible to apply for an internal transfer, you must meet the following criteria:



1. Have completed a minimum of one year of continuous service in your present position.
2. Have not received any type of formal disciplinary action within 60 days prior to applying (Unless approved by the employee's supervisor and a member of staff development).
3. Have a satisfactory performance and attendance record.

You must submit a written request, have your supervisor complete a Supervisor Evaluation, and turn both in to the Human Resources office. The Human Resources office will coordinate the testing and interview process, notify you of the decision and if you are hired, establish your new start date.

Employees who transfer to another department will begin a new orientation period and will not be eligible for another transfer for one year.

### **AT-WILL EMPLOYMENT**

Colorado is an at-will employment state. This means that you can choose to leave our employment at any time. A two-week notice is appreciated. We can also end your employment at any time. As a reminder, employment is at the mutual consent of the employee and Colorado Military Academy. Accordingly, either the employee or Colorado Military Academy can terminate the employment relationship at will, at any time, with or without cause or advance notice.

### **PERFORMANCE EVALUATIONS**

Throughout the course of each year, several forms of evaluations will be done for each employee. Some will be formal and others will be informal. Generally, you will receive a written copy in order to provide a basis of discussion between you and your supervisor in terms of accomplishments, improvement needs and setting of performance goals for the following evaluation period. Teachers should receive a copy of the Teacher Evaluation Process, which details the series of observations and evaluations that will be performed throughout the year.

The purpose of observations and performance reviews is to:

- Serve as the basis of improvement in instruction and other services at CMA
- Enhance the implementation of curricular programs
- Serve as a measurement of professional growth and development
- Serve as a measurement of satisfactory performance or documentation of unsatisfactory performance
- Align merit pay bonus systems to performance rubrics.

Other Non-teaching staff will be evaluated no less than once per year. A written copy will be placed in the employee's personnel file.

### **PERSONNEL RECORDS**

Colorado Military Academy requires that you provide up-to-date personal information for your personnel files. Promptly notify the Human Resources office of any changes regarding name, address, marital status, emergency contacts and other relevant information. You may make an appointment with Human Resources to view your personnel file.

# COMMUNICATION

## **OPEN DOOR POLICY**

As a member of the Colorado Military Academy team, an “Open Door” Policy has been established for all employees who need information, help in resolving conflict or feel there has been a violation of the Equal Employment Opportunity Policy or the Harassment Policy. Colorado Military Academy expects employees to address their concerns in a timely manner so the organization can promptly and appropriately respond.

If you believe there has been a violation of the Equal Employment Opportunity Policy or the Harassment Policy, please report the incident to your direct supervisor or the Human Resource office that will investigate the matter and take appropriate corrective action. Your complaint will be kept as confidential as practicable. If you feel you cannot go to either of these sources with your complaint, you should report the incident to the Dean of Instruction.

If you are involved in a personal conflict, you are encouraged to speak directly with the person involved in the conflict. If all attempts to solve the conflict fail, involve the Dean of Instruction.

You may file a formal complaint with the HR department. If management is unable to help you attain a satisfactory solution, you may take it to the Board Liaison and then the CMA Board. If a satisfactory solution is not reached, you may go to the Charter School Institute CMA’s authorizer.

Charter School Institute  
1600 N. Broadway, Suite 1250  
Denver, CO 80202  
(303) 866-3299  
[www.csi.co.state.us](http://www.csi.co.state.us)

## **BOARD VISITS TO THE CLASSROOM**

From time to time CMA Board members will enter and visit the classroom for the purpose of observation, encouragement and communication. CMA Board members serve in a volunteer capacity and are charged with policy-making and oversight of the school and its operations. Being in the classroom is a joy that helps leaders stay focused on learning rather than business operations.

## **ADMINISTRATION VISITS TO THE CLASSROOM**

Administrators will visit classrooms from time to time. Formal observations will take place at least once per year. A write-up of the observation will be provided to the teacher. For more information see “Teacher Observation Process” packet.

## **STAFF MAILBOXES**

Mailboxes for notes and school messages are located in the upstairs copy room. You should check these boxes as frequently as possible during the day to assure timely communications. Voice mail and e-mail should also be checked on a daily basis throughout the school year. In the case of absence, voice and e-mails should be checked.

## **E-MAIL**

The E-mail system is maintained for the benefit of Colorado Military Academy interests as an internal communication tool. Email is designed to facilitate relevant information regarding all aspects of the organization. E-mail messages should generally pertain to Colorado Military Academy business.

E-mails sent to all staff members must be approved in advance by the Dean of Instruction, or his/her appointee, before releasing the E-mail school wide.

Remember that as a public school, our systems are not private. Publicly funded schools may not engage in political activities or use its resources to do so.

## **COMPUTER SYSTEMS**

All computer files, documents and software created or stored on the organization's computer system are subject to review and inspection at any time. Documents or files created on the organization's computer system are the property of Colorado Military Academy.

It is a breach of security for you to do any of the following:

1. Give out your password to another individual
2. Operate a workstation under someone else's password
3. Gain access or attempt to gain access, for any purpose, to a file to which you are not authorized or gain access to the network without proper authorization.
4. Remove computer equipment not assigned to you from the campus without prior written consent from that person's supervisor.

This list merely identifies some examples of impermissible conduct. Any questions regarding the operation of your computer workstation should be directed to your supervisor. Abuse of the computer system in management's opinion may result in disciplinary action up to and including termination.

## **COMPUTER UPDATES**

Please accept updates when your computer asks about them. This will keep your computer operating at a good level. If you continually refuse updates, your computer may require downtime for repair.

## **INTERNET USE AND OTHER INFORMATION TECHNOLOGY**

Our IT staff has protocols in place that protect our system. Please do not install applications on your school computer without prior approval by IT Department. If you have installed unauthorized

applications on our computer, it will be wiped clean and completely reinstalled with original software. Your personal files may not be saved.

Passwords are not to be shared. They are keyed to your account, and your use may be monitored. Family members or other unauthorized users are not to use your school computer. Any damage or inappropriate use will be your responsibility.

## **TIPS FOR EFFECTIVE USE OF A NETWORK**

A computer network is for sharing information and resources such as data storage, printers, email, etc. You have several shared Google drives at your disposal via your school computer. Ask our IT team for assistance with this.

## **PARENT COMMUNICATION**

CMA'S identified purpose is to assist parents in meeting their responsibilities to educate their child. We, therefore, make it a priority to respond to parent phone calls, emails, or other inquiries within 24-36 hours (not to include weekends or holidays). If a meeting is requested, a meeting should occur within 1-2 days or as soon as possible.

We encourage the use of Google Classroom for all students. The school publishes an electronic newsletter every week, called the CMA Briefing. Please check for field trip and event information.

When there is a concern, it is the policy of the Administration to have parents first go to the teacher or supervisor responsible for oversight when an incident occurs. If additional assistance is needed, the Dean of Instruction may be drawn into subsequent meetings. The Board is available for further discussion only after this process has been followed.

Concerns by or conflicts with parents will be treated with the utmost care and respect. We "seek first to understand, then to be understood." (Stephen Covey) When we make mistakes we will own up to them, even if we are only 10% in the wrong. While we do not hold to "the customer is always right," we do believe that the customer/parent has the primary responsibility for choosing the means for their child's education, and safeguarding its outcome.

Teachers are required to provide at least weekly communication with parents through a classroom newsletter or personal discussion. Emails and phone calls home to keep parents informed and involved in cadets' progress and any needed problem solving is required. By the time report cards arrive parents should have **no surprises**.

## **CMA SPOKESPERSON GUIDELINES**

Colorado Military Academy understands that there are a variety of levels of public contact and opportunities for speaking on behalf of the school. Such contacts can range from a casual constituent or media inquiry such as, "What does Colorado Military Academy think about the new Secretary of Education?" to a formal request for a press release or position paper on a particular topic. However, it is important to guard against the very real possibility that an error in judgment or in ill-informed

statement could do great damage to Colorado Military Academy if released to the media or general public.

All staff members are required to remain sensitive to the misperceptions formed by those outside Colorado Military Academy who are not always able to discern when an individual employed by Colorado Military Academy is merely expressing a personal opinion. The official clearinghouse for position statements and press releases is the office of the Dean of Instruction. If there is any question as to the wisdom or the protocol of discussing an issue with an outside contact, it should be immediately referred to that office. Only those individuals, who are trained and authorized to discuss certain topics upon which the organization has made a public statement, can reiterate that position in response to an inquiry.

### **USE OF SOCIAL MEDIA**

There are so many kinds of social media and so many opportunities to share the positive things going on in our lives. It can also be an opportunity for venting to our friends about a bad day or some incident. Be advised that any negative comments about CMA or its staff, leadership, or direction may be cause for disciplinary action up to and including termination. Breaking confidentiality, especially concerning student information is a violation of FERPA (the federal law governing privacy in education, sort of like HIPPA).

# TIME AWAY FROM WORK

## DURING THE DAY

If you need to leave the campus during the day, please let your supervisor and the front office know. (See sign-out board). This serves the purpose of informing anyone who comes to visit or is looking for you that you are away and when you will return. It also prevents alarm if an emergency occurs and you cannot be found. (Think surprise fire drill.) This includes your “free” and plan periods.

## VACATIONS AND HOLIDAYS

Vacations and Holidays are determined by the school’s calendar year adopted by the Colorado Military Academy Board.

Reporting dates vary by job category and are stated in your employment agreement. For further information, consult the school calendar.

Hourly employees receive the following school holidays off with pay:

- Labor Day
- Veterans Day
- Thanksgiving Day
- Christmas Day
- New Year’s Day
- Martin Luther King Day
- President’s Day

12-month full-time employees will receive six (6) days of vacation per year, accrued at .5 day per month to take in coordination with the employee’s supervisor to ensure minimal impact to work requirements. If a 12-month employee’s duties require working during school holidays that will be considered flex-time, to be taken off at another time in exchange. 12-month part-time employees will receive a pro-rated amount of vacation per year.

Vacation days can be carried over for 1 year.

## SNOW DAYS

Hourly employees will be paid for snow days.

## PAID TIME OFF (PTO)

***You must submit a leave form to account for any hours more than one hour that you are absent from work. This includes whether or not you need a substitute. The Employee Leave Request form can be obtained from the HR office, or printed off from the CMA staff drive. If you are away for training, please fill out the same form and mark it “training” so that your PTO account will not be charged.***

Full-time employees receive ten paid PTO (Personal Time Off) days per year, accrued one day per month for a total of ten. Part-time exempt from August through May employees will receive a prorated amount of PTO. For example, a .4FTE exempt employee will receive 4 days (32 hours) of PTO per school year.

If an employee has used up all accrued leave, leave days will be deducted from that pay period's paycheck.

Colorado Military Academy depends on the professionalism of its staff to use these days wisely. If an employee is out due to illness, he/she must contact the Front Office Manager before the start of the school day. (Between 5:45 a.m. and 9:00 p.m. 928-502-0457) You can contact them by text or school email. The sooner we are notified the sooner we can get a replacement for you. This procedure must be followed on the first and each subsequent day of an unscheduled absence. The employee must indicate the reason and probable duration of the absence.

The following periods are considered critical and must be discussed with your supervisor in advance if you must request leave.

1. The two weeks before the start of school and the two weeks prior the end of the cadet school year
2. Teacher checkout day (usually the day after cadets' last day)
3. During CMAS testing
4. The day before or the day after a scheduled school holidays or breaks.

A physician's verification may also be requested for an employee who has a serious health condition or whose period of illness lasts beyond three working days. A physician's verification may also be requested for an employee who requests sick leave frequently.

Personal leave days must be approved in advance by your supervisor as defined by CMA's organizational chart. Qualifying reasons for this benefit are many and varied; however, the time taken should be necessary for the well-being of an employee, their family or the running of their household.

At the end of the school year, up to three days PTO may be carried over to the next school year. (Prorated for part-time employees.) No days may be carried over more than one year. Any remaining PTO days will be paid out on the June paycheck at the rate of \$100 per day.

## **SICK LEAVE BANK**

Colorado Military Academy has established a Sick Leave Bank program. One or two days may be contributed at the beginning of the year. When a need arises for an employee with a serious illness or other approved leave, those who have donated to the leave bank may apply for up to ten additional leave days if available. Paid leave will be awarded at the same pay rate for the receiving employee. Days unused may not be refunded.

## **JURY DUTY**

Serving on a jury is a civic duty all of us should observe. If you are called for jury duty, you will be paid your regular daily rate of pay for each full workday missed. Documentation from the court is required and will be placed in the employee's file. Employees are expected to report any compensation received from the court (except mileage reimbursement) to the payroll office to offset salary paid by Colorado Military Academy.

## **BEREAVEMENT LEAVE**

Those who experience the loss of an immediate family member may take up to three (3) days of paid leave in order to assist with making arrangements, paying respects, dealing with the deceased's possessions or other matters that arise when a loved one dies. Time will be pro-rated for part-time employees. Additional unpaid days may be allowed if necessary by making arrangements with your supervisor.

Immediate family members are defined as an employee's spouse, parents, stepparents, sisters, brothers, children, stepchildren, grandparents, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, or grandchild.



# LEAVES OF ABSENCE

*You must submit a leave form to account for any hours that you are absent from work. This includes whether or not you need a substitute. The Employee Leave Form can be obtained from the HR office, or printed off from the CMA staff drive.*

## **LEAVES OF ABSENCE**

Circumstances may arise that require you to request an extended leave of absence. A leave of absence is designed to accommodate employees in time of personal stress, medical/family needs or in order to fulfill military duties. An employee ordinarily must provide a 30-day advance notice when the leave is foreseeable.

In most cases, employees will be restored to their original positions upon returning from leave; however, there may be circumstances that would necessitate placing a returning employee in a different but equivalent position with equivalent pay, benefits, and other employment terms, including terminating the employee if no position is available.

## **PERSONAL LEAVE OF ABSENCE**

Regular employees are eligible for a personal leave of absence after having been employed for at least 90 days. Personal leave is normally for a time period lasting no longer than 4 weeks and is not intended for casual time off or for seeking other employment. Personal leaves can also be used for personal medical reasons if the employee does not qualify for Family Medical Leave of Absence (see below).

Requests must be submitted in writing and must be approved by the employee's supervisor. An employee may elect to use any accrued personal/sick leave pay during a personal leave.

## **UNIFORMED SERVICE LEAVE OF ABSENCE**

Eligible employees are granted a leave of absence to fulfill their military duties. An employee has the option to use accrued leave time to fulfill all or part of his military obligations.

## **FAMILY OR MEDICAL LEAVES OF ABSENCE**

Eligible employees may take up to 12 weeks per rolling calendar year of Family or Medical Leave for:

- The employee's serious health condition
- The serious health condition of the employee's spouse, child or parent
- Childbirth, childcare following birth or adoption and foster care placement

To be eligible, the employee must:

- Have worked at Colorado Military Academy for at least 12 months, and
- Have worked at least 1,250 hours in the preceding 12 months.

If you take a leave of absence covered under the Family Medical Leave Act, you are eligible to continue your benefits with no change in the employer premium portion for up to 12 weeks. The employee portion would have to be paid to the Business Office. FMLA is unpaid leave.

### **CANCELLATION OF A LEAVE OF ABSENCE**

There are five instances that may cancel the leave of absence and terminate employment if the individual is placed on permanent disability, moves out of state, informs Colorado Military Academy that he/she does not intend to return to work, takes another job, or fails to return to work on the designated date.

# PAYROLL

## WORK WEEK

CMA's full workday is 8½ hours per school day, which includes 30 minutes unpaid time for lunch. Employee hours are 7:30 AM to 4:00 PM with the exception of staggered hours for front office personnel. In addition, you will be required periodically to attend staff meetings and school-sponsored events scheduled at other times, such as evenings and Saturdays, in keeping with the educational objectives of CMA.

## TIME KEEPING

All hourly employees will clock in on entry and departure using the Raptor system. Computers are located in the main office and near the west entrance for that system. If you forget to clock in or out, a signed note from your supervisor will be required for our business office. Correction provided after the end of the month may not be paid out until the next month.

## PAY INFORMATION

Payday is the last business day of each month. For hourly employees, payroll is calculated through the cut off days listed below.

Cut off day	Pay Day
July 24	July 31
August 20	August 31
September 18	September 30
October 16	October 30
November 13	November 30
December 16	December 31
January 20	January 29
February 17	February 26
March 17	March 31
April 21	April 30
May 14	May 28
June 16	June 30

This allows our business office time needed for creating the pay spreadsheet, making sure it is accurate, and setting up bank direct deposits.

12-month employees are paid 1/12 of their salary per month

10-month employees (such as teachers) are paid 1/12 of their salary over 12 months beginning with August including June and July.

Employees who are hired mid-school year will be paid over the number of months remaining until August 1. For example, an employee who begins working for CMA in January will receive 1/7 of their agreed-upon salary each month (January, paid Feb. 5, through July, paid Aug. 5) – spread over the course of 7 months.

Hourly employees will be paid for number of actual hours worked during the month plus paid holidays and snow days. A two-hour delayed start constitutes two hours pay. No summer pay is given if you are not working during the summer.

Pay documents, such as Raptor reports, substitute timesheets, and leave information must be submitted by the end of the month or the adjustment will be made the following month.

## **PAYROLL DEDUCTIONS**

By law, items such as federal and state income tax require various payroll deductions. In place of social security taxes, CMA participates in the Public Employees Retirement Association (PERA). You must authorize any other deductions from your paycheck in writing. CMA complies with applicable state and federal laws regarding the garnishment and assignment of wages.

Pay statements will itemize amounts that have been withheld. It is important that you keep this information for tax purposes. Questions about deductions and pay in general should be directed to the HR Department.

## **OVERTIME**

All overtime work must be authorized by your supervisor before the work is done. Non-exempt (hourly) employees receive overtime pay at one and one-half times their base rate for all hours worked in excess of 40 hours per week. Holidays, vacation days, sick time, funeral leave, and civic duties performed on behalf of CMA will be considered as time worked for the purpose of calculating overtime. A Leave of Absence and Worker's Compensation time will not be considered as time worked for the purpose of calculating overtime.

## **MEAL AND (BREAK) REST PERIODS**

Colorado Military Academy grants 10-minute break periods for every four hours worked sometime during the morning and sometime during the afternoon for each staff member. For regular teachers these times are provided when cadets go to specials classes or by rotating recess duty with other staff members. Specials teachers and other staff are to take these times as provided in the schedule.

These break periods cannot be accumulated, used to come to work late, to lengthen a lunch, or to leave work early.

Unpaid meal periods of at least 30 minutes are arranged in the schedule as well.

Occasions arise where you could be asked to work through lunch, or when you do so for personal reasons. This occurs only on an exception basis and with prior approval by your supervisor.

# Chart of Employee Categories

Category	Salary / Hourly	Positions	10-month/12-month	Hours	Days off*
Leadership Team	Salary	Dean of Instruction Chief Financial Officer Dean of Students Military Commandant	12-month	7:30 AM to 4 PM	School holidays + 6 days (Pro-rated if part-time)
Managers	Salary	Business Manager Office Manager PowerSchool –Registrar ELL Coordinator / Assistant Principal	12-month	7:30 AM to 4 PM	School holidays + 6 days (Pro-rated if part-time)
Assistants to Administration	Salary	Assistant to Dean of Instruction Assistant to Dean of Students IT Assistant	12-month	7:30 AM to 4 PM	School holidays + 6 days (Pro-rated if part-time)
Assistants to Managers	Hourly	Business Assistant Assistant to PowerSchool-Registrar	12-month	Varies	School holidays + 6 days (Pro-rated if part-time)
Teachers	Salary	Teachers SPED Teachers School Counselor Speech Language Pathologist	10-month	7:30 AM to 4 PM	School Holidays
Military Studies Teachers	Salary	Military Studies Teachers	10-month plus some additional summer days as requested by Commandant	7:30 AM to 4 PM	School Holidays
Special Category 1	Salary	Rocket Club Director Facilities Manager Facilities Tech/Custodial Manager	12-month	Varies	May work during School Holidays – 2 weeks off

					at other times
Aides	Hourly	Teacher's Aides Paraprofessionals ELL Aides Nurse's Aide Office Assistant	10-month	7:30 AM to 4 PM	School Holidays
Rocket Club Aides	Hourly	Rocket Club Aides	12 month	Varies to meet the seasonal hours as requested by Director	2 weeks (pro-rated)
Special Category 2	Stipend	Athletics Director School Assessment Coordinator	Varies depending on the work required	As needed	n/a

\*PTO for full-time employees is 10 days. For part-time employees it is pro-rated.  
Effective 7-1-2020

# BENEFITS

## **MEDICAL / DENTAL / VISION HEALTH PLAN / GROUP LIFE INSURANCE / LONG-TERM DISABILITY**

Colorado Military Academy currently offers a group health plan benefit to regular full-time and three-quarter time employees. Medical, dental, vision, life insurance and long-term disability coverage may be elected and start date chosen by the employee. Additional family members may be covered at the employee's expense.

For details on CMA's coverage, please contact Barb Ireland, our Business Manager.

## **PUBLIC EMPLOYEES' RETIREMENT ASSOCIATION (PERA)**

PERA is a mandatory retirement benefit for public school employees in lieu of Social Security. There is no Federal Social Security coverage on public employees in the state of Colorado.

A mandatory deduction of a percentage of taxable gross pay is withheld for retirement purposes from each monthly paycheck, and CMA contributes an additional percentage of taxable gross pay. For current rates, contact the CMA HR Department. Upon leaving public employment or leaving the state of Colorado, you may, upon demand, be refunded the amount of your contribution plus interest as well as some portion of CMA's contribution.

Current deductions for PERA (2020-21) are:

- 10.0% - Employees portion deducted and sent to PERA
- 20.9% - School's portion, paid on top of salary and sent to PERA

Change and refund forms are available from the CMA HR Office. It is your responsibility to keep your name, address, and beneficiary information current with PERA.

## **CONTINUATION OF INSURANCE (COBRA)**

When your employment with CMA ends, Colorado Law provides a continuation privilege (C.R.S. 10-16-108) for a period of eighteen months if you choose to pay for the coverage. You must have been covered for at least six months under CMA's medical, dental, or vision insurance, and you must file a request within 60 days of the end of your employment. Please see the HR office for more information and necessary forms.

# WORK PERFORMANCE AND CONDUCT

## **WORK PERFORMANCE AND CONDUCT**

As a Colorado Military Academy employee you are expected to have a working knowledge of the organization, its purposes, and principles. You are expected to understand and abide by employment guidelines as outlined in this handbook. You are expected to attend staff meetings, professional development, group meetings and other requested functions. You are expected to keep current on CMA's growth and development.

As a CMA employee you are a representative of our organization in both your work and private life. You are expected to be sensitive to how others see you as a model for our school community. All employees should strive to live a life that exemplifies our character ideals and the shared principles that define our work.

As a CMA employee you are expected to perform your work with a high degree of professionalism; maintaining an attitude conducive to good relationships among parents, cadets and co-workers; accepting reasonable direction and criticism; and promptly following through on work assignments.

From its inception, Colorado Military Academy has defined itself as an organization fostering high character standards and principles as well as rigorous academics. That view is explained further in the statements, general philosophy, statements of compelling interest, and employee expectations outlined throughout this handbook.

CMA's goal is to achieve coherence and unity within the organization, creating a sense of community, and to assure that the work of its employees is conducted in compliance with these principles. To this end, CMA evaluates prospective and current employees according to his willingness to subscribe, embrace, and actively live these principles in his day-to-day life, both on and off work premises.

## **DECORATING YOUR CLASSROOM**

Decorating your classroom is part of creating a joyful learning environment. Please use pushpins or staples rather than "tacky" as it damages the drywall when removed. We encourage teachers to display posters and information regarding classroom rules, unit studies, and other activities. Display of a "100s Board" or other excellent accomplishments is encouraged.

## **FIRE MARSHAL RESTRICTION**

The Fire Marshal has informed us that we may not hang items from the ceiling. Extension cords must be of the "surge protector" type. We may NOT connect multiple cords to reach around the room. ("Daisy chain"). Contact the Facilities department if you need assistance with this.



## **MORAL BEHAVIOR**

Colorado Military Academy is committed to the Core Virtues and positive character values. Acts that violate these principles are inconsistent with our foundational principles and constitute a breach of the commitment signed by each employee. Such acts include, but are not limited to, the following: theft, lying, use of pornography, child or spousal abuse, assault, battery, or murder.

The education of children is a solemn charge. In order to maintain the credibility of our organization, its mission and its principles, it is imperative that our employees be accountable to a higher standard of conduct, fidelity, and character than in some other work environments.

CMA's Administrators are obligated to interpret actions by employees, to discuss behaviors with employees, and to weigh those behaviors against the organizations aforementioned statements and principles. These statements are found in this employee handbook for reference. Since the morality of our workforce has everything to do with the integrity of our mission, acts of immorality could become grounds for discipline up to and including termination.

It is the intention of the CMA Administration and Board of Directors to offer these guidelines and to have them applied consistently for all employees. Disciplinary plans, which may include formal meetings with the employee, required counseling, recovery plans, probationary periods, and other actions, may be instituted, as well as immediate termination. CMA reserves the right to determine what is in the best interest of the school and cadets. While CMA endeavors not to be arbitrary with its employees, no action taken with one employee may be assumed to establish precedent in other circumstances.

## **TARDINESS AND ABSENCE**

It is important that you are faithful working your assigned schedule. Regular attendance and punctuality are two very important considerations in reaching our objectives as a school.

Excessive absenteeism and tardiness are grounds for disciplinary action up to and including termination. However, CMA understands that, because of illness or emergency, you may be unable to come to work.

If you are unable to report to work for any reason, you must contact your supervisor. It is your responsibility to communicate ahead of time, to keep CMA informed on a daily basis during a short-term absence, and to provide medical verification when asked to do so. If you do not call in or report to work for two consecutive workdays, you may be terminated.

Non-exempt and part-time employees: you are expected to be at your workstation ready to begin work at the beginning of your scheduled shift and the end of your scheduled breaks and meal period. Except in an emergency, you must have your supervisor's permission to leave work before you are regularly scheduled to do so.

CMA considers “unexcused” tardiness and absence to be a serious problem. If you are tardy or absent excessively or show a consistent pattern of absence, whether “excused” or “unexcused,” you will be subject to disciplinary action up to and including termination.

## **PLANNING FOR SUBSTITUTE TEACHERS**

Instructional staff must file an emergency plan to assist a substitute teacher with the front office. This plan should cover five days unexpected absence. These plans should be refreshed by the classroom teacher each quarter. Plans should include at a minimum:

- Attendance and seating charts
- Emergency information for fire drills and such
- Schedule information, including “Specials” classes
- Keys or where to obtain them
- Information on where to get substitute time sheet form
- Academic teaching plan for each class. The time planned should be relevant and productive, not “fluff” materials that do not relate to the curriculum, or that only serve to pass the time. Five days of emergency plans must be on file with the front office in case of emergency. Regular lesson plans can be supplied if you know you will be out. This helps to keep your cadets on track.

The courtesy of 24-48 hours’ notice is appreciated. In case of a sudden emergency, please contact the front office as soon as possible. Teachers may request a particular substitute teacher if plenty of notice is given.

## **LESSON PLANS**

Prior to the beginning of each week, weekly lesson plans are to be turned in to Mrs. Stahnke. A copy is also to go to Mrs. Watson and to the SPED teacher for your grade. This information will also be utilized by Administration for observation and accountability purposes.

Coordination with grade teams and content requirements must be included. Alignment with Core Knowledge requirements and state standards must be covered throughout the span of the year. Primary instructional staff must also submit checklists as requested for the Riggs curriculum, including orthography test charts. Failure to do so may result in disciplinary action up to and including termination.

## **PROGRESS MONITORING**

Monthly Progress Monitoring reports for ELA, Math, Science and Social Studies is required. The format for this is covered in the beginning of the year training. Reports are due at the end of each month, including interventions planned for struggling students.

## **NWEA GROWTH REPORTS**

CMA uses NWEA testing to monitor student academic growth. Periodic reports involving this will be required.

## **GRADING INPUT – POWER SCHOOL**

Power School is CMA’s electronic attendance and grade book program. Staff is required to post assignments with explanations for parents as soon as possible. This enables parents to check instructions and dates due for homework via the web.

Grades must be recorded within 3-7 days for daily classroom work and homework. Teachers may request an extended grading period for major projects or large writing assignments.

## **HOMEWORK COORDINATION**

Part of the Colorado Military Academy philosophy is that cadets should have time in the evenings and on weekends to spend quality time with their families, and to enjoy just being children. Parents are told to expect 15-20 minutes per grade level per evening in homework for an average cadet. Teachers are required to consider that estimate and coordinate with Specials teachers and other Ability-Group teachers to meet that standard.

Middle School and High School staff will post major assignments and tests on the calendar in the staff training room with the purpose of spreading the workload out for cadets in significant ways.

This continued partnership helps foster parent cooperation, especially when cadets complain or try to make teachers “the bad guy.” Administration can easily support teachers who try their best to observe this policy.

It goes without saying that homework, as classroom work should be meaningful and productive. Busywork just creates more for teachers to grade and sends a bad message about the importance of learning.

## **CONTROVERSIAL TOPICS IN THE CLASSROOM**

The Core Knowledge sequence includes topics some parents may be uncomfortable with:

- World Religions – we teach these topics as part of world history, geography, and culture. Issues concerning faith should be covered at home by parents or guardians.
- Evolution – this topic is a part of Colorado state content standards, and must be taught at certain grade levels. It is to be addressed as a hypothesis or theory, not accepted fact.
- Sex Education – this topic is part of Colorado state content standards for some grade levels, and should be taught from a biology standpoint (some call it “a plumbing lesson”), not from a standpoint of boyfriends and girlfriends.

In these topics, and others that may arise, CMA requires teachers to:

- Give parents advance notice that the topic is coming up.
- Offer to let them peruse materials you will be using in advance.
- Encourage parents to continue the discussion after the class to address concerns, family beliefs, and to give parental guidance.

This is one of the most important areas in which we partner with parents. If a parent chooses to remove a cadet from a particular lesson, please ask the parent to provide a suggestion for an alternate project that would cover the content knowledge requirement.

## **SUPERVISORY DUTIES**

Supervisory duties for carpool, lunch, detention, and other necessary matters will be shared by all CMA instructional staff. Assignments will be clearly stated by administrators. Failure to report for assigned duty may result in disciplinary action up to and including termination.

## **ENFORCEMENT OF SCHOOL POLICIES**

All CMA staff will assist in the enforcement of CMA policies regarding cadet behavior. It is unfair to leave the burden corrective action to others. If a cadet is in violation of policy such as uniform dress code or inappropriate behavior, supervisory staff must confront the matter immediately. Please make your presence known in the hallways during passing periods in the secondary school. Permissiveness of bad behavior or disregard for school policies may result in disciplinary action up to and including termination.

## **STAFF DRESS CODE**

Staff members project an image to the community and to students about the professionalism of CMA. Our example is a significant teaching opportunity and is especially important to maintaining a military culture. During the workday and at all work-related activities, employees shall adhere to professional standards of dress and appearance. The Dean of Instruction has the final authority on whether attire and appearance are professional.

### **Specifics:**

Professional dress and appearance meets the following requirements (list not inclusive):

- Clean, pressed, and free of holes, tears, and frays.
- Must not advertise tobacco, alcohol, drugs, etc.
- Pants may not be excessively tight or baggy; no stretch/yoga pants, or footless tights; no jeans or denim. Leggings and footless tights may be worn under long tops that cover the hips or under dresses/skirts.
- Blouses/shirts: no T-shirts, V-neck T-shirts, tanks, spaghetti straps, strapless shirts, unless worn under a blazer, dress jacket, or sweater (not sheer or lace); no cleavage showing; no skin showing between top of pants and bottom of shirt.
- Women may wear skirts no shorter than 2 inches above the knee.
- Hair must be a natural color.
- Visible body piercings must be removed.
- Outdoor wear, hats, and sunglasses may not be worn in the building.
- Women's hair and make-up must be a natural and conservative color.
- Jewelry must be conservative, i.e. presenting a professional image consistent with clothing.
- Footwear must be professional. Flip-flops, athletic shoes, and heels over 3 inches are prohibited. Dress sandals with a strap around the heel are permitted for women.

### **Exceptions:**

If your work requires that you perform physical activity, (PE teachers and custodians, for example), you may wear appropriate casual attire that is in good repair, including jeans and closed-toe casual shoes such as tennis shoes. The Dean of Instruction can make exceptions for classroom teachers for such things as field trips. You should always consider safety in choosing appropriate work attire.

CMA's dress code will be strictly enforced. A supervisor may direct him/her to return home to change, and then return in appropriate attire. Repeated infractions may be cause disciplinary action up to and including termination of employment.

### **CMA PROPERTY**

It is important that the Board of Directors, Dean of instruction, and appropriate staff have approved access to CMA property. Those individuals will also have access on a "need to know" basis to other records, documents, and files. CMA reserves the right to access teacher classrooms, workstations, filing cabinets, desks, and any other school property at its discretion, with or without advance notice or consent.

You are responsible for the proper use and safekeeping of CMA property issued for your work. This includes computers, books, tools, copiers, fax machines, supplies, and other items. You are responsible for using these items in a way that prevents waste, misuse or damage. Upon your departure from CMA, you are responsible to return all items in good condition.

You should receive training for the proper use of all office machines and tools used in your job. Please observe the rules and guidelines for such use.

All materials created by you on CMA time – or, in the summer with CMA funds – belong to CMA (e.g., lesson plans, resource kits, documents, and databases), and must remain intact and available after you leave employment. It is professional courtesy to leave copies of any materials developed outside of CMA time, so those hired to replace you may utilize them.

### **CONFLICT OF INTEREST**

#### **A. Outside Employment**

CMA employees are expected to devote their full work time to their duties with the School. Employees may not hold any jobs outside the school and may not enter into any agreement with or to accept any pay, salary, retainer, commission or consulting fee from any other charter school or any other educational institution, company, or individual without first making full disclosure to and obtaining the prior written approval of CMA's Dean of instruction or appropriate member of the Leadership Team. CMA generally will permit the Employee to hold jobs outside of the Employee's employment with CMA which do not create a conflict of interest or compete with CMA, are unrelated to CMA's operations, that do not unreasonably interfere with the Employee's performance for CMA, and that are not inconsistent with CMA's foundational principles. No outside work may be done during the Employee's work hours for CMA, and none of the school's facilities, equipment, labor or supplies may be used for any outside activity.

## **B. Improper Influence/Prohibition on Acceptance of Gifts**

Colorado Military Academy practices the highest ethical standards of honesty and integrity in its business dealings. Therefore, it is imperative that employees refrain from taking part or exerting influence in any transaction or relationship where personal interest may conflict with the best interest of CMA. Examples include; an employee accepting or giving gifts or personal favors for the purpose of improperly influencing either party while performing CMA duties; owning a financial interest in any business that does or seeks to do business with CMA (unless approved by the CMA Board of Directors); conducting business on behalf of CMA with members of an employee's family or with any business organization in which the employee or a member of his/her family has a significant association.

An exception to this would be the acceptance of minor items that are generally distributed by companies or organizations through their public relations programs. Discounts offered to all employees through CMA's approved programs are appropriate.

Employees are expected to act legally and ethically without any consideration of personal preference or advantage.

## **CLASSROOM SUPPLIES**

For paper, toner, and other office supplies, contact Dean of Students' Assistant or the Purchaser. A sign-out is required.

To access the classroom supply closet for extra tissues, markers, post-its, etc. contact Dean of Students' Assistant.

To request items for lessons such as art supplies or materials for dissections, or for curriculum supplements, please fill out a Purchase Request form and turn it in to the Dean of Instruction for approval. An email with a link to the supplier is also requested for the Purchaser.

## **GRANT OF AUTHORITY FOR PURCHASING**

Based on CMA's financial position, management may carry out its responsibilities by granting or denying approval and/or purchasing authority. A written Purchasing Request form (see CMA Staff Drive) must be submitted to the Dean of Instruction prior to making purchases. Receipts for all purchases are required. Tax-exempt purchasing is required when possible and taxes may not be reimbursable.

## **PHONE USE**

From time to time it may be necessary for you to make and receive personal calls on school phones. However, these calls should be limited and should be made, whenever possible, during schedule break and meal periods. You are expected to use good judgment and common sense when it comes to personal calls. **Personal long distance calls must be pre-approved and paid for by you.** If you violate this policy, you may be subject to disciplinary action up to and including termination.

As a courtesy to the learning environment, staff cell phones may not be used during class times. Cadet cell phones are not to be used until cadets are off school grounds, except in the case of an emergency.

The “DO NOT DISTURB” feature on our phones is recommended for use during class time. Messages can be left on your individual voicemail without the disturbance of hearing the phone ring during class time. This feature can be over-ridden by the office in case of emergency. Contact the IT team for assistance with your phone.

## **ANNOUNCEMENTS AND BELL SYSTEM**

Announcements for drills will be made over the PA system. Bells for class changes in the upstairs will come through the phone system. Please do not turn the volume down on your phone.

## **HARASSMENT POLICY AND INVESTIGATION PROCEDURE**

To make CMA a safe and enjoyable place to work, employees are expected to treat each other with courtesy and respect. Jokes and humor are acceptable only if they are not demeaning, insulting, or offensive. Humor or comments that are directed at employees because of physical characteristics, sex, appearance, ethnicity, age, religion, disability or similar characteristics are not acceptable.

Colorado Military Academy is committed to providing a work environment that is free of illegal discrimination. In keeping with this commitment, unlawful harassment, including sexual harassment, by employees is strictly prohibited. Harassment is considered an act of misconduct and will subject an individual to disciplinary action up to and including termination.

Harassment is defined as unwelcome or unsolicited verbal or physical conduct that interferes with an employee’s job performance or that creates an intimidating, hostile or offensive working environment.

The following, dependent upon the facts and circumstances, may be considered harassment:

Verbal Harassment: Threats of physical harm; derogatory or vulgar comments regarding a person’s race, sex, religion, ethnic heritage, or physical appearance; or the distribution of written or graphic material having such an effect.

Physical Harassment: Any intentional physical contact to which the person impacted did not consent.

Sexual Harassment: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term and/or condition of an individual’s employment; or
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or

3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Any employee who believes he has been harassed by a co-worker, supervisor, or agent of CMA must promptly report the facts of the incident and the names of the individuals involved either to his or her supervisor or to the HR department. Of course, you are not required to report the facts to someone who is harassing you, but you must report the facts to someone in authority at CMA so they can forward your concerns to the appropriate entity.

The Dean of Instruction and/or the CMA Board of Directors will investigate all harassment claims and take appropriate corrective actions, including discipline, without undue risk and without expense to you. If you are not satisfied with CMA's handling of the matter, you may contact the Equal Employment Opportunity Commission, which is charged with the responsibility for implementing Title VII of the Civil Right Act of 1964.

## **CHILD MOLESTATION POLICY**

CMA staff, volunteers, contract workers are placed in a position of trust, therefore, must act with the highest standards of moral conduct. CMA is committed to the safety of children under its care.

Fingerprinting and background checks on CMA and contract staff are conducted through the Colorado Bureau of Investigation and the Colorado Department of Education.

Inappropriate interaction with cadets is prohibited by law. CMA requires that its staff, volunteers, and contract workers follow the following guidelines as well:

- Do not transport cadets other than your own, or those with whom you have carpool agreements.
- Windows in classroom doors are not to be blocked out, except in the case of lockdown emergency or drills.
- Staff and volunteers are encouraged not to meet privately with cadets unless another adult is nearby or present.
- All field trips will be conducted with multiple adult chaperones present at all times.
- Use good judgment to avoid situations that might be questionable or leave room for accusations of misconduct.

Complaints or concerns are to be reported immediately to the Dean of Instruction or Dean of Students who will investigate and document the allegations. Under state law, this is a mandatory reporting situation. Law enforcement will be called. The Dean of Students will maintain records of all complaints.

Annual training for prevention of child molestation will be conducted during the review of the Staff Handbook at the beginning of the year. Signed acknowledgement of staff handbook page constitutes knowledge of this policy.



## **ALCOHOL AND DRUGS**

CMA prohibits the manufacture, distribution, dispensation, possession, or use or working under the influence of drugs, narcotics, or alcoholic beverages while on Colorado Military Academy time or property.

To enforce this guideline, employees should be aware that CMA may require random drug and alcohol testing without cause. Employees may also be required to submit to drug and alcohol testing upon request when, in CMA's judgment such testing is appropriate and permitted by law. Refusal to submit to such requests may be considered an act of insubordination and is grounds for termination.

Colorado Military Academy is committed to a safe, healthy, and productive work environment for all employees free from the effects of substance abuse. Abuse of alcohol, drugs, and controlled substances impairs employee judgment resulting in increased safety risks, injuries, and faulty decision-making.

This policy applies to all employees.

To ensure a safe and productive work environment CMA prohibits the use, sale, dispensation, manufacture, distribution, or possession of alcohol, drugs, controlled substances, or drug paraphernalia on any CMA premises or worksites. This prohibition includes CMA owned vehicles, or personal vehicles being used for company purposes or parked on CMA property.

Reporting for work, conducting CMA business, or being on company property under the influence of alcohol or with a detectable amount of drugs in the employee's system is also prohibited.

An employee shall, when drugs are prescribed by a medical professional, inquire of the prescribing professional whether the drug prescribed has any side effects which may impair the employee's ability to safely perform the employee's job duties. If the answer from the medical professional is yes, the employee shall obtain a statement from the medical professional indicating any work restrictions and their duration. The employee shall present that statement to his/her supervisor prior to going on duty.

Illegal use of drugs off duty and off CMA premises or work sites is not acceptable. It can affect on-the-job performance and the confidence of the public and our customers in CMA's ability to meet its responsibilities.

**Any violation of this policy is subject to disciplinary action up to and including termination.**

## **SMOKING, E-CIGARETTES AND VAPING**

CMA's Board of Directors believes that as an educational organization, we should provide both effective programs regarding the dangers of the use of tobacco and positive examples of healthy lifestyles. **State law prohibits the use of any tobacco product on school property.** This includes cigarettes, cigars, chewing, vaping, e-cigarettes and all other types of tobacco products.

For purposes of this guideline, the following definitions shall apply:

1. "School property" shall mean all property owned, leased, rented or otherwise used by a school, including, but not limited to the following:
  - a. All interior portions of any building or other structure used for instruction, administration, support services, maintenance, or storage. The term shall not apply to buildings used primarily as residences.
  - b. All school grounds over which the school exercises control, including areas surrounding any building, playgrounds, athletic fields, recreation areas, and parking areas.
  - c. All vehicles used by CMA for transporting cadets, staff, visitors, or other persons.
2. "Tobacco" shall include cigarettes, e-cigarettes, cigars, pipe tobacco, snuff, chewing tobacco, vaping, and all other kinds and forms of tobacco prepared in such a manner as to be suitable for chewing, smoking or both. "Tobacco" shall include cloves or any product packaged for smoking.
3. "Use" shall mean light chewing, inhaling, or smoking any tobacco product.

If you are found to be in violation of this policy, you shall be subject to disciplinary action up to and including termination. Any member of the public will be asked to cease the violation. If the banned behavior continues, the individual shall be instructed to leave school property.

## **PERFORMANCE STANDARDS AND CORRECTIVE ACTION**

Employment is with the mutual consent of you and CMA. Consequently, both you and the school have the right to terminate the employment relationship at any time, with or without cause or advance notice.

When performance issues are identified with respect to an employee, or instances of unacceptable conduct occur, for any reason CMA perceives there is a problem in the employment relationship, CMA may take any of a variety of steps up to and including immediate suspension or termination. In some cases, the employee might be given written warning. In other cases, suspension (with or without pay), demotion, probation, or other action might take place.

While efforts will be made to help employees improve, CMA reserves the right to determine what it believes is an appropriate response and to implement it in the best interest of the school and its learning environment. Because the particular facts and circumstances may vary widely and are often unique, the action taken in an individual case should not be assumed to establish a precedent in other circumstances.

## **CONFIDENTIALITY**

Federal law (FERPA which is like HIPPA for education) requires the careful handling of cadet information and respect for privacy. School staff may not discuss publically, or with other individuals, information concerning cadets or their families. Teachers and other staff members must carry on conversations for educational purposes, but CMA encourages caution about speaking in open areas where others might overhear.

## **CONFLICT RESOLUTION PROCESS**

CMA observes a particular conflict resolution policy when parents or cadets have problems. (See Parent-Cadet Handbook.) Similarly, we expect our employees to observe an appropriate pattern to resolve conflicts with other staff.

- First, speak privately to the person with whom the difficulty has occurred. Calmly explain the problem, offense, hurt, or issue from your viewpoint. The person approached should listen fully and humbly. Avoid an accusing tone or sweeping terms such as, “You always...,” or “You never...”
- Give time for the response by the other person. There should be no interruptions, but humble listening by both.
- Seek the help of a supervisor (for example the Dean of Instruction) if the issue is not resolved satisfactorily. The Dean of instruction will be available if still more help is needed.
- Respect the “Chain of Command” by working up the Organizational Chart rather than skipping straight to the Dean of Instruction or Board. Our teachers ask for this consideration with parent problems, and need to give the same consideration to fellow employees.
- If a satisfactory resolution is not reached, contact the HR department.
- Do not discuss the problem with other employees, while avoiding dealing directly with the offending party. This is destructive gossip, not conflict resolution.
- Be willing to accept a compromise result. Sometimes a win-win resolution can be achieved, rather than an all-or-nothing win-lose.
- Give the other person room to grow and change. None of us stays the same forever. We are all learning and growing.

If you feel the problem is not resolved by school administration, you may take your concerns to the Board of Directors. If that is not sufficient, you may take your concerns to the Charter School Institute, CMA’s authorizer.

Charter School Institute  
1600 N. Broadway, Suite 1250  
Denver, CO 80202  
(303) 866-3299  
[www.csi.co.state.us](http://www.csi.co.state.us)

## **ADDITIONAL POLICIES**

**Please read and be familiar with the school’s policies as communicated to parents and cadets in the Parent-Cadet Handbook. You will find additional information pertinent to staff requirements not fully described here.**

**Additional information and requirements will be discussed in training sessions, staff meetings, and in one-on-one meetings with Administration. Please ask your supervisor if additional explanation is needed at any time.**

# HEALTH AND WELLNESS

## **SAFETY**

The personal safety and health of each employee at this organization must remain a constant consideration of every phase of our operation. In doing this, CMA complies with applicable federal, state, and local statutes concerning safety regulations, while providing a healthy work environment for all of our employees.

Periodic safety training and disaster preparedness drills are conducted for every employee's protection as well as that of our cadets. Ensure that you are familiar with the procedures to follow in event of an emergency and report any unsafe conditions to your supervisor immediately upon discovery.

Working safely is a condition of continued employment at Colorado Military Academy and you are the only person that can ensure your safety on the job each day. Willful noncompliance with any established safety rule may warrant discipline, including immediate termination.

## **INJURY AT WORK / WORKERS' COMPENSATION**

In the event you are injured on the job, you may be entitled to benefits under provisions of the State Worker's Compensation benefits. Benefits help pay for your medical treatment and may supplement income you may lose while recovering. Detailed information is given to you if you are injured on the job or suffer an occupational illness.

Any injury, no matter how minor, must be reported as soon as possible and before you seek treatment. The report must be made within four days after the injury, to your supervisor and to the HR department.

All work-related injuries must be treated by a workers' compensation designated medical provider and not the employee's personal medical physician. A workman's compensation form listing providers is available from the HR office and on the CMA Staff Drive.

If you have questions about how to make a workers' compensation claim, visit an approved provider, or any other work comp need, please see the HR department.

## **CARDIOPULMONARY RESUSCITATION (CPR) GUIDELINES**

CMA always has several staff members who are certified in CPR. Please be aware of the identity of those trained staff.

Kimberly Nowland (if here)  
Paul Crandall  
Todd Hall  
Mark Gleason  
Marilyn Gomez  
Amanda Stergion

## **DISPENSING CADET MEDICATION**

Except in emergency, only designated Health Aides and Nurses should dispense cadet medication. Forms requiring documentation from health care professionals and parent or guardian signatures are retained in the Health Office. If you have questions about a particular situation, please consult with that office. Special trainings are given to prepare staff members who may deal with cadets with special needs.

## **WEATHER POLICY**

Generally, Colorado Military Academy will only close when School District 11 does. Otherwise, we expect every employee to make an effort to get to the school. However, if road conditions in your area are dangerous or impassable, causing you to arrive at work late, leave work early, or miss a day of work, it is your responsibility to contact your supervisor to inform him or her of your situation. PTO days may be used for compensation; otherwise, the day will be unpaid. If CMA is closed due to inclement weather, you will receive your normal pay.

Information will be sent by CMA email, text alerts, and available on local news stations as soon as the District informs Administration, usually starting no later than 5:30 AM. The school website will display the information. Parents and staff may also sign up for Flash Alert notifications.

FlashAlert Messenger delivers those messages to subscribers via email, and push notifications through the FA Messenger app for iOS and Android. You can find this application in your App Store on your phone.

# SECURITY

## **PHYSICAL SECURITY**

Staff is allowed access to the building at any time. Please be sure all doors are locked behind you when entering and exiting. If you are the last one exiting the building, be sure the crash bars are popped out into the locked position.

## **FIRE & EMERGENCY PROCEDURES**

CMA practices periodic fire drills, lockdown drills, tornado and other types of emergency drills. Procedures are contained in the Emergency Procedures handbook. Employees will familiarize themselves with the buildings and locations of all emergency equipment and procedures.

## **IDENTIFICATION BADGES**

CMA identification badges serve as a name badge, security access, and picture identification all in one. For security purposes, the badge must be worn at all times, above the waist, when you are on school premises, before, during, and after regular work hours. Visitors should be wearing Raptor identification stickers.

Note: It is recommended that you do not keep your fob with your ID, so that if it is lost, the finder will not have access to the building.

## **CONFIDENTIALITY**

### **Employee Information:**

Information regarding any medical condition or history of an employee or an applicant for employment must be collected and maintained on separate forms and treated as confidential information. CMA will seek to preserve confidentiality regarding such information except to the extent that disclosure is appropriate in order to accommodate work restrictions or other accommodations regarding the work duties of the employee. Such disclosures will be authorized in advance by the employee in coordination with the Dean of Instruction. A custodian of such records shall be designated to limit and monitor access to such information in accordance with this policy.

Medical information received by CMA employees through assisting in the filing and processing of insurance forms or in obtaining other benefits shall be strictly confidential and shall not be disclosed except as authorized in accordance with this policy or in writing by the employee.

### **Cadet Information:**

You are expected to respect and obey the highest principles of confidentiality in all matters involving cadets and CMA organizational matters. (FERPA – Federal law regarding educational privacy) Information concerning grades, academic performance, and behavior is not to be disclosed to persons other than CMA staff involved in the matter and the parents or guardians of the cadets. This non-

disclosure applies during and after your employment. Any requests, calls or other inquires for the above confidential information must be referred to a supervisor immediately.

Misuse, unauthorized removal, or improper disposal of employee lists, business records, donor data, cadet information or other sensitive information by an employee will not be tolerated. Shredders are available in the office for trash disposal of this nature.

## **LOST AND FOUND**

You should not bring large sums of money, jewelry, or other valuable items to work. CMA will not be responsible for personal property that is lost, damaged, stolen, or destroyed.

If an item is found, it will be turned in to the main office and retained in our "Lost and Found" one month. If the item is unclaimed for more than one month, it will be donated to a local charity. (Cadet uniform items will be placed in our Uniform Sharing Closet.)

## **INFORMATION PRIVACY**

All information and/or data created and/or stored on Colorado Military Academy computer equipment becomes the property of the organization. Although state and federal laws require secure systems for cadet records, CMA is a public entity and other information and belongs to the public. As such, there is no guarantee that information stored on the system will be kept confidential. Because of the nature of computer systems, management will have access to any and all information, as it deems necessary. This applies to e-mail, data base management systems, or any other software on CMA computer equipment.

All information on the CMA computer system may be accessed and monitored by Management at any time. Management reserves the right to review, copy, archive, delete, restrict access to, and use any information created and/or found on the CMA computer systems, regardless of original source, except where copyright or licensure agreements would be violated.

## **PARKING**

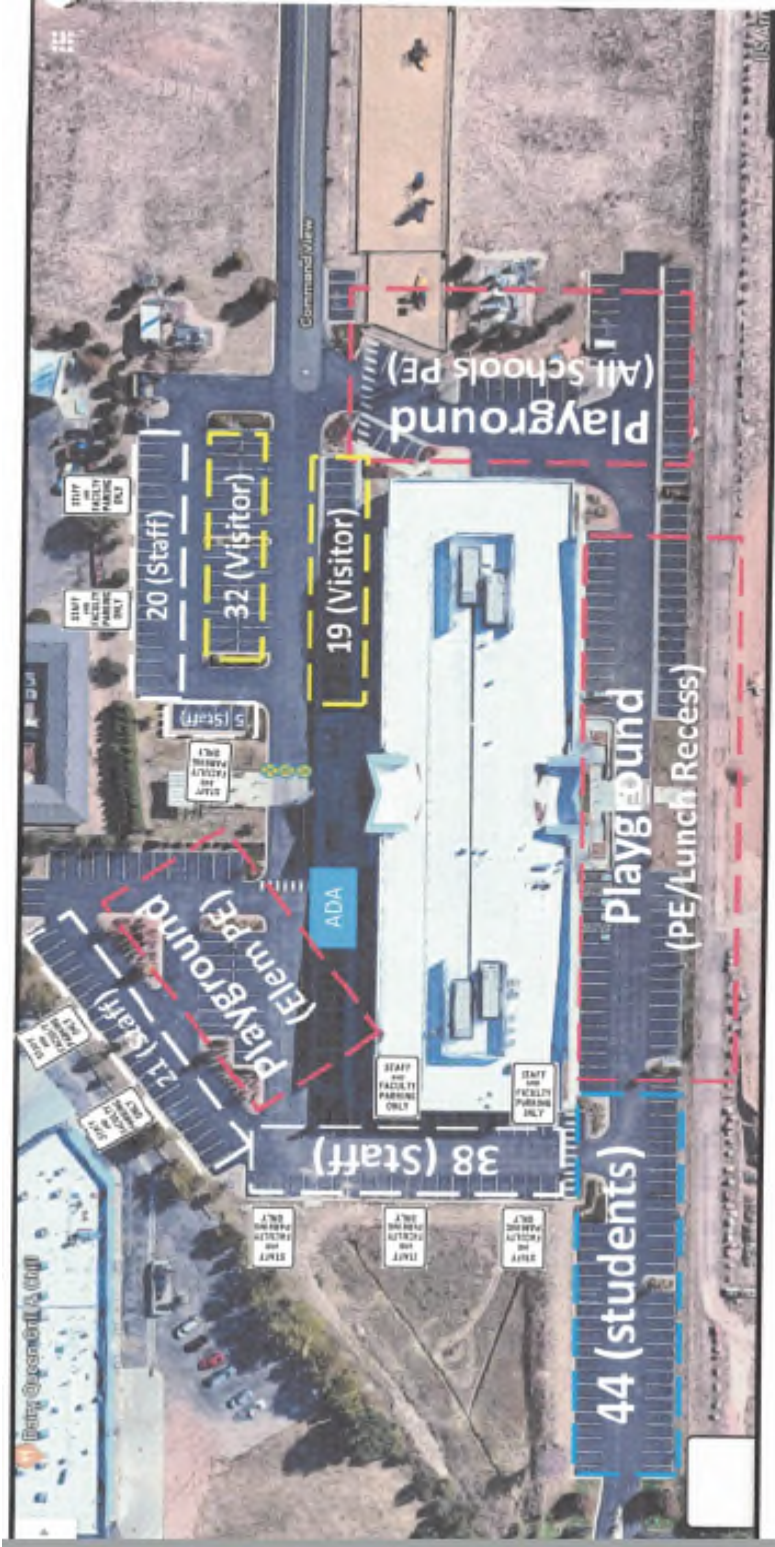
Unless otherwise marked, all parking spaces are available on a first-come, first-served basis. Park your vehicle at your own risk. CMA will not be responsible for theft or damage to any vehicle parked on or near CMA property. CMA will not be responsible for personal property left in vehicles that is lost, damaged, stolen, or destroyed.

## **TRAFFIC RULES**

Observe all posted traffic signs in the neighborhood in which CMA is located. Be familiar with and observe requested traffic patterns during carpool times. Extra caution is needed for small cadets and their quick movements.

CMA is not responsible for loss or damage to vehicles or for personal injuries occurring on the premises as a result of negligence or noncompliance with posted requirements.

**PARKING LOT MAP**





# GENERAL GUIDELINES

## **BUSINESS EXPENSE REPORTING**

You will be reimbursed for all pre-approved business-related expenses upon submission of accurate expense reimbursement forms and original receipts to CMA. You are requested to submit these reports within 72 hours to ensure proper business and prompt reimbursement.

For those issued a CMA credit card, receipts must be turned in within 7 days. Misuse of credit card or failure to report expenditures may be cause for disciplinary action up to and including termination.

## **NSF CHECKS**

A service charge of \$35 will be assessed for any check returned to CMA as “Non-Sufficient Funds” or any other cause of check return. This applies to all checks deposited to any CMA account. Repayment is required within three business days from the time of notification. Unless arrangements are made in advance, failure to comply will result in being placed immediately on a “cash only” basis for one year.

## **BULLETIN BOARDS**

CMA provides a bulletin boards to notify employees of management decisions and other business-related matters. They are located in the staff lounge and copier room. Postings on these boards or leaving info in the Staff lounge or one of the info tables by the front office must be approved by the Dean of Instruction.

Posting on the Club or Athletics bulletin boards is managed by the Dean of Instruction’s office and must be approved.

## **PARTIES**

Birthday parties and “going away” parties are permitted during work hours as long as they are conducted in a brief, appropriate manner and with Dean of instruction’s approval.

Wedding and baby showers or other events may be considered for before or after hours only.

Parties for the purposes of sales should be carried out in employees’ homes, and not at school. Sharing of catalogs, etc. may be done among friends, but cannot be distributed through staff mailboxes.

Classroom parties may be celebrated. Holiday parties should not emphasize a single religion but draw in traditions of multiple groups. If you are unsure, contact the Dean of Instruction.

## **ASSEMBLIES AND SPECIAL EVENTS**

Unless given special permission, all staff is required to attend assemblies and other special events if they are scheduled to work during this time. These events are important to developing and maintaining a

sense of community at CMA. Employees are expected to be well informed about the part these events play in our educational programs.

Staff should also attend all school events at which their cadets perform, such as art shows, music concerts, and so on. Permission to not attend such events should be obtained from your Dean of Instruction. For sports teams, we ask that you attend at least one of the season games or meets in which your cadets participate.

## **TRAINING AND PROFESSIONAL DEVELOPMENT**

Staff meetings will take place on Wednesdays after school at 4 PM on these days:

- First Wednesday of the month – Kindergarten through 3<sup>rd</sup>
- Second Wednesday of the month – 4<sup>th</sup> through 6<sup>th</sup>
- Third Wednesday of the month – 7<sup>th</sup> through 11<sup>th</sup>
- Fourth Wednesday of the month – all staff

Other events such as grade group, progress monitoring, and other “as needed” meetings are mandatory.

Professional Development times will also be scheduled on Fridays or other In-Service days as seen on the school calendar (cadets dismissed). Unless documentation is available that an employee has previously attended the same training and permission given by the Dean of Instruction, attendance is mandatory.

## **COLLECTIONS AND SOLICITATIONS**

In order to avoid disruptions in the workplace, unauthorized sales, solicitations and collection of contributions, or distribution of literature on CMA premises during work hours will not be permitted. This does not include lunch and break periods.

Persons who are not employed by Colorado Military Academy must receive approval before distributing literature on the premises for any purpose.

## **TELEPHONE AND VOICEMAIL ETIQUETTE**

As a representative of CMA, utmost courtesy and professionalism is required in dealing with the public. Please be sure all communication reflects our commitment to excellence and character, even when dealing with difficult constituents.

If messages are taken for another person, be sure a written note is delivered to the individual.

If the office must contact you, your courtesy toward them is a must. They deal with hundreds of parent requests and calls. Rudeness to the office staff may result in disciplinary action.

## **DISCOUNTS**

As a “thank you” for your service to the community, discounts may be given at various merchants. You may be asked to show your CMA identification badge. Please be sure to thank them for their kindness and support of our organization when you use these discounts.

## **PETS**

Personal pets are not allowed at CMA. See the Dean of Instruction for exceptions for service animals.

## **TRAVEL POLICY**

See the Business Office for guidelines on travel for school purposes. This applies to distances greater than 50 miles.

## **ROOM DECORATIONS**

Fire Department regulations prohibit decorating walls more than 60% and items may not be affixed to the ceiling. Items stacked on bookshelves, etc. may not come higher than 18 inches from ceiling. No decorating is allowed on doors.

# TERMINATION OF EMPLOYMENT

## **CALENDAR YEAR EMPLOYMENT**

Employment at CMA is based on a 12-month calendar, beginning with August 1 and ending July 31. While that employment primarily falls during 10 months of the year, teachers may be required to assist with summer activities such as changing rooms or attending training.

## **VOLUNTARY TERMINATION**

You are free to end your employment with Colorado Military Academy whenever you wish, with or without cause. However, because your resignation would normally leave open a position, you are asked to submit a letter of resignation to your immediate supervisor two weeks before your final day in order to prepare for your departure. Your letter should include your last day of employment and the reason you are resigning. Termination dates cannot be extended with holiday, sick, or vacation pay.

## **FINAL PAY**

In the event of termination, the employee will receive compensation on a pro-rated basis through the date of such termination for that month/year. If the employee resigns with an effective date prior to the last day of school or is terminated prior to the last day of school, no proportional amount of “summer pay” for June or July will be paid.

In the event of termination, you will be paid the balance of wages for that month. A check will be issued in a timely manner on or before the next scheduled pay date.

## **EXIT INTERVIEW AND OUTPROCESSING**

Employees leaving CMA for any reason are invited to participate in an exit interview with the Dean of Instruction. These conversations enable the organization to gather important information that may be of benefit to other employees. Although exit interviews are not mandatory, employees are encouraged to participate in them and to speak frankly about their employment experience with CMA.

An out-processing checklist will be completed and signed by both the employee and a supervisor. This includes checking equipment and materials that have been issued and returned, as well as information on benefits, final pay, COBRA (You will have the opportunity to continue your group health coverage for a period of time at your own expense), and any forwarding addresses.

# EMPLOYEE HANDBOOK

## SIGNATURE PAGE

I, \_\_\_\_\_ (print name) certify that I have read and understand the contents of the Colorado Military Academy Employee Handbook.

I acknowledge my own personal commitment to supporting and modeling the character traits and principles contained in the Employee Handbook.

I agree to abide by the guidelines and information described. I acknowledge that failure to do so may result in disciplinary action up to and including termination.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

(Original to be placed in employee's HR file.)