



# Parent-Cadet Handbook

2020-21

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

*Colorado Military Academy (CMA) was founded to assist parents in educating their children in an environment with strong military emphasis. Our founders included retired military officers and community leaders with a strong commitment to education. Our values include leadership, honor, love of country, and duty. CMA provides character education with monthly traits and draws on role models past and present.*

*Colorado Military Academy's unique academic model utilizes the Core Knowledge sequence, long recognized for its rich content and academic rigor. The school has a strong component of STEM (science, technology, engineering, and math) education and PBL (project-based learning).*

*We recognize that parents must "choose in" to attend our school. With a highly qualified and well-trained staff, a rigorous academic environment, and a commitment to character training, CMA is a great place to be. Welcome!*

THIS HANDBOOK IS DESIGNED TO ACQUAINT YOU WITH COLORADO MILITARY ACADEMY AND PROVIDE YOU WITH INFORMATION ABOUT YOUR CADET'S ENROLLMENT HERE. THE HANDBOOK IS NOT ALL-INCLUSIVE BUT IS INTENDED TO PROVIDE YOU WITH A SUMMARY OF MANY 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.

NO PARENT-CADET HANDBOOK CAN ANTICIPATE EVERY CIRCUMSTANCE OR QUESTION. AFTER READING THE HANDBOOK, IF YOU HAVE QUESTIONS, PLEASE TALK WITH A MEMBER OF OUR ADMINISTRATIVE TEAM.

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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  
C360 Command View  
Colorado Springs, CO 80915

## PHONE

719-576-9838

## 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 8<sup>th</sup> 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> through 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.

# 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 in rooms 121 & 122 and their offices are located upstairs in rooms 2328-2336.

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 you have any questions, please contact Mrs. Stahnke.

# GOVERNANCE

## SCHOOL GOVERNANCE

CMA is governed by a board of military and community leaders. In the future, a parent representative will be added to the Board. Requirements for the candidate are:

- Be the custodial parent or guardian of a cadet who has attended CMA for at least one year
- Be in good standing with regard to parent involvement, required fees paid, and attendance at parent teacher conferences and other CMA events
- Be active in serving on a committee or project that supports the school and its staff, preferably for at least one year.

The current Board of Directors are:

- Joyce Schuck, Chair; a former CSI Board member and prominent community member known for her active role in school choice opportunities
- Brigadier General Randy Cubero, PhD (ret.); Had a distinguished military career spanning 37 years as an Air Force Officer, which culminated in his selection to Brigadier General and Dean of the Faculty at the United States Air Force Academy.
- Brigadier General Douglas Murray, PhD (ret.), Member, also a Board member of New Mexico Military Institute. His major awards include the Defense Superior Service Medal, Legion of Merit with two oak leaf clusters, and the Meritorious Service Medal with one oak leaf cluster.
- Lieutenant Colonel Eric Tucker, PhD, Member; is an Assistant Professor in the Department of Management at the United States Air Force Academy.
- Dr. Robert Applegate PhD: Secretary & Treasurer is a research scientist and analyst who currently serves on multiple Boards of Directors.
- Mr. Mark Hyatt, CFO, Board Liaison; is the past President of The Classical Academy, past director of CSI.

## BOARD OF DIRECTORS MEETINGS

Board meetings are held approximately once per month, usually the second Tuesday from 4-6 PM. Meetings are open to the public and posted at the school and on our website. Occasional Executive Sessions to discuss personnel matters, confidential cadet matters, contract negotiations and the like are closed to the public.

## BOARD COMMITTEES

A number of standing committees will be meet during the 2020-21 school year. Openings will be posted in the Main Office and on the website.

- Parent Advisory Committee
- Fund-Raising Committee

## **GOVERNING DOCUMENTS**

The Board is given direction through the vision and mission statements, through evaluation of Charter School Institute and CMA assessment trends, and through its established goals and philosophy. Additionally, the board implements the vision through establishment of policies and procedures for the administration, staff, and cadets.

All corporate documents (e.g. by-laws, articles of incorporation, Board policies) are in the school offices and are available for public review.

## **SCHOOL ADMINISTRATION**

### **Dean of Instruction**

Linda Stahnke is the Dean of Instruction of CMA. She is tasked with overall school administration and academic excellence. She has a background in homeschooling grades K-12 for 17 years, 3 years teaching in private schools and charter schools, and 17 years in community activism, media work, and legislative journalism. She is also the founder and first CEO of Rocky Mountain Classical Academy.

She has provided leadership for several organizations including Colorado Springs Homeschool Support Group, Monument Academy Homeschool Connection, Society for Independent Teachers and Parents, and Colorado Club for Growth. Her work in promoting homeschooling has reached into many states through the publishing of Pikes Peak Library District's *Homeschooling 101*, and several other video series.

Linda has worked extensively in media, appearing on many radio and TV programs, including as co-host on Fridays for *On the Carpet* with Chuck Baker (KVOR radio) for seven years. She served on a focus group for *The Newshour with Jim Lehrer* for ten years and has appeared on numerous *Focus on the Family* short topics and several radio programs. Linda has been featured by the *Gazette* as a "Woman of Influence."

She and her husband, George, have been married 43 years and have 5 children and 16 grandchildren.

### **Dean of Students**

Mark Gleason is a retired active duty Marine Master Gunnery Sergeant (28 years). Throughout his military career, he spent many years teaching in formal military schools to include a tour as a Marine Corps Drill Instructor. He also spent many years in senior enlisted billets influencing and counseling young Marines. After retiring from the military, Mr. Gleason became the Deputy Director for the Hawaii Youth Challenge Academy. The purpose of this National Guard funded academy was to reclaim the lives of Hawaii's at risk youth (Age 16-18).

Mr. Gleason decided to return to his native Colorado and began working at CMA in the 2018/2019 school year. His primary responsibility is for student conduct and discipline. As a senior member of the Civil Air Patrol (CAP), he also assists the Military Science Department with the CAP cadets.

Mark has been married to his wife Lisa for 30 years. They have two daughters and two grandsons.



### **Military Commandant**

Lt Col (Retired) Nicole Roberts was a Security Forces officer serving in the enlisted as well as the officer ranks in the Army and Air Force. She spent 28 years on active duty with 14 deployments and 17 different duty locations. Lt Col Roberts held various positions from drill sergeant to the Commandant of the USAF Preparatory school. She absolutely loves working with cadets and youth in general but is very passionate about the value the Civil Air Patrol and the military brings to the table when developing leaders of character.

### **Chief Financial Officer**

Dr. Doug Hering is our new CFO working part time overseeing the Finance and HR staff. He is a graduate of the UCCS Business School with an MBA in Strategic Management. He also holds a Ph.D. in Social Ethics from the University of Southern California. Doug has been a Certified Management Accountant since 1995. Prior to working at CMA, Doug was a consultant to a number of charter schools and still maintains a few long time clients. He spent five years at the largest brick and mortar charter school in Colorado where he cut his teeth on school finance and left as their CFO in 2009. He has been married 35 years and has three grown children. He loves sports, currently plays disc golf, and practices Vee Arnis Ju Jitsu. He is also a Certified Personal Trainer.

### **Special Ed Program Manager**

Amanda Varbel is our Special Education Program (SPED) Manager. She oversees the administrative needs of the SPED program and assist the Special Education team with case management, training and development, and Individual Education Plan (IEP) needs. Amanda holds a Bachelors of Arts degree in Psychology from U.C.C.S, a Masters in Organizational Management from U.O.P, and is presently in pursuit of her Ed.D in Educational Leadership from G.C.U. She is a certified Special Education Generalist, Elementary Teacher, and Gifted and Talented Teacher with the Colorado Department of Education. Over the past thirteen years, Amanda has worked with elementary, middle, and high school students with diverse needs. Her leadership experience as a Student Services Specialist cultivated a passion to build Student Services programs that support all teachers as they strive to meet the diverse educational needs of children. Her role is to ensure that the SPED team and the teachers at C.M.A have the right tools and supports to engage all students within a safe learning environment that respects the dignity of families, students, and their teachers.

# PARENT INFORMATION

## PARENT COMMITMENT FORM

Parents are asked to agree to and sign the CMA Parent Commitment form (sample at back of handbook) when enrolling their cadet. This identifies parents' support of and cooperation with all CMA policies and guidelines, especially in the areas of dress, discipline and academics. Parents should encourage cadets in all their academic endeavors and should give assistance when deemed necessary without doing the work for the child. Special attention should be given with support activities such as oral reading at home and math facts practice.

The responsibility for good behavior rests on the individual cadet and his/her parents. It is critical that parents assist the school in promoting, developing and maintaining good behavior from each child.

While the Parent Commitment form is not a legal requirement for enrollment at CMA, we believe it identifies a moral commitment to CMA's principles and direction and to its community.

## PARENT CONTACT INFO

Please make sure your address, phone and email information are current so that the school can easily keep you informed and contact you in case of an emergency. If you need to inform us of changes, please contact the main office.

## PARENT / TEACHER COMMUNICATION

Teachers will communicate with parents on a regular basis through classroom newsletters, the Google Classroom app, and through the *CMA Family Briefing* (newsletter) published weekly. Look for classroom news in your child's folder or backpack every Thursday. Information will also be posted on our website.

In addition, parents are encouraged to communicate with teachers frequently, through notes, emails, and personal visits. You may call our main number (719-576-9838) and leave a message for any teacher. The standard email address format is [lastname.firstinitial@cmacs.org](mailto:lastname.firstinitial@cmacs.org).

Your communication is welcomed as we assist your cadet in the learning process. Your participation is vital to your child's success.

## CONFLICT RESOLUTION PROCESS

CMA asks that the following protocol for cadet concerns be followed:

- Take the concerns to the supervising teacher first. Note: a parent may NOT approach another parent's cadet to address an issue. The teacher must be involved.
- If assistance is further needed, a parent/guardian may take the concerns to the following:
  - Academic concerns - Dean of Instruction
  - Behavior concerns – Dean of StudentsA joint meeting may be scheduled.
- If resolution is not reached, parent may take the problem to the CMA Board of Directors.

- Issues that are not resolved may be taken 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)

The staff and Board of Colorado Military Academy are committed to this process and will remind parents or other individuals who try to circumvent the steps listed above.

## **PARENT / TEACHER CONFERENCES**

Parent-teacher conferences are held in October and January. **At least one parent from each family MUST attend.** Both are welcome. If you cannot be there during the requested time frame, another time may be scheduled within a day or two. If no time is arranged, the teacher(s) and an administrator will come to visit you at your home.

**CMA encourages the attendance of cadets at Parent-Teacher conferences as well.** This is an opportunity to complete the loop of conversation and ensure that all parties are hearing the same reports, affirmations, and concerns. Cadets' participation is encouraged.

## **CPATS – PARENTS AND TEACHER ORGANIZATION**

The purpose of CMA's CPAT (Patriots) is to:

- Expand the community feeling among the parents and faculty
- To promote working together and volunteerism for the education and general welfare of the cadets
- To give financial support to school projects chosen by the membership, in cooperation with the officers, teachers, and committees
- To be an advocate for the school's mission, vision, and goals

Examples from other schools include raising funds for playground equipment, hosting a teacher appreciation potluck, assisting with Field Day festivities.

## **PARENT VOLUNTEERS**

Parent volunteers are appreciated at CMA. While volunteer hours are not a requirement for your child's enrollment, assistance in the classroom and in the office can help the school stretch its finances just a bit farther. Speak to your child's classroom teacher, to the office manager, or to the Dean of Instruction about volunteer opportunities.

## **CONFIDENTIAL PARENT SURVEY**

As a part of CMA's commitment to quality education, a confidential survey is distributed to parents each spring. Information gathered will assist the Board and administration in evaluating and improving school operations and productivity. Your participation is appreciated.

# GENERAL INFORMATION

***For the most up-to-date information, see the Colorado Military Academy website at [www.ColoradoMilitaryAcademy.org](http://www.ColoradoMilitaryAcademy.org).***

## **SCHOOL HOURS**

Grades K-6                      Monday – Friday: 8:15 AM – 3:20 PM  
Grades 7-11                    Monday – Friday: 7:55 AM – 3:35 PM

Classrooms are open 10-15 minutes before and after school. If your cadet needs extra help, please contact and schedule it with the appropriate teacher at least 24 hours in advance when possible.

## **ATTENDANCE PROCEDURES**

If your cadet will be, absent from school, please call the office and leave a message for the attendance clerk. Alternatively, you can email us at [attendance@cmacs.org](mailto:attendance@cmacs.org). If you do not inform us of an excused absence, we will mark your student “unexcused.” This in turn means that schoolwork cannot be made up for credit. (Further information in the Academic Section on make-up work.) You can check on your cadet’s attendance information through the Power School portal.

## **HEARING AND VISION SCREENING**

CMA will conduct hearing and vision screen each year in the fall. If abnormalities are noticed, the school nurse will conduct a second screening and parents/guardians will be notified.

## **ILLNESS AT SCHOOL**

CMA employs a part-time School Nurse and a full-time Health Aide, whom the nurse supervises. Basic first aid is available if needed. All medications must be left with the Health Aide or front office’s trained workers by a responsible parent or guardian. The school will administer medications that need to be taken during school hours. Children may not carry medication to or from school.

If a child becomes ill at school, a parent will be called to come and pick the cadet up. If a parent cannot be reached, the school may call 911 for transportation to the nearest medical facility. If the illness is mild, the child may rest in the health room and be returned to class later.

Please do not send your cadet to school if any of the following is present:

- A temperature of over 100.0 degrees F or higher, with no other symptoms present, prior to fever-reducing medications being taken. The cadet’s temperature must be normal for 72 hours without the aid of fever-reducing medications (such as Tylenol) before returning to school.
- Abnormal color or abnormal consistency of nasal or eye discharge.
- Persistent, uncontrolled cough or unusual cough.
- Vomiting or diarrhea in the last 48 hours with other symptoms. Symptoms must be resolved for 48 hours before a cadet may return to school.

- If antibiotics are prescribed for an illness, the cadet must have been taking them for 24 hours before the cadet may return to school.
- Undiagnosed skin rashes and/or open lesions

## **TARDIES**

Cadets are to be in line to meet their teachers at the above start times, ready to begin “Bellwork”. A cadet who is 5 minutes late each day loses over 15 hours of instructional time each year. Teachers will not allow the cadet to make up the “Bellwork” at another time.

Additionally, if your cadet is late you will be required to sign your cadet in at the front desk before they may go to class. Cadets who are tardy more than 4 times per quarter will lose a portion of their recess or lunch period or may be given detention. Parents of habitually tardy cadets will receive a call from the Dean of Students.

## 2020/21 School Calendar - Colorado Military Academy

July-20							August-20							September-20							October-20						
Su	Mo	Tu	W	Th	Fr	Sa	Su	Mo	Tu	W	Th	Fr	Sa	Su	Mo	Tu	W	Th	Fr	Sa	Su	Mo	Tu	W	Th	Fr	Sa
			1	2	3	4						1			1	2	3	4	5					1	2	3	
5	6	7	8	9	10	11	2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10
12	13	14	15	16	17	18	9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17
19	20	21	22	23	24	25	16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24
26	27	28	29	30	31		23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31
							30	31																			
November-20							December-20							January-21							February-21						
Su	Mo	Tu	W	Th	Fr	Sa	Su	Mo	Tu	W	Th	Fr	Sa	Su	Mo	Tu	W	Th	Fr	Sa	Su	Mo	Tu	W	Th	Fr	Sa
1	2	3	4	5	6	7			1	2	3	4	5						1	2		1	2	3	4	5	6
8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9	7	8	9	10	11	12	13
15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16	14	15	16	17	18	19	20
22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23	21	22	23	24	25	26	27
29	30						27	28	29	30	31			24	25	26	27	28	29	30	28						
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March-21							April-21							May-21							June-21						
Su	Mo	Tu	W	Th	Fr	Sa	Su	Mo	Tu	W	Th	Fr	Sa	Su	Mo	Tu	W	Th	Fr	Sa	Su	Mo	Tu	W	Th	Fr	Sa
	1	2	3	4	5	6					1	2	3							1			1	2	3	4	5
7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12
14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19
21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26
28	29	30	31				25	26	27	28	29	30		23	24	25	26	27	28	29	27	28	29	30			
														30	31												

  

KEY		
<span style="background-color: red; color: white;">■</span> CMA Closed	<span style="background-color: #f0f0f0;">■</span> Parent/Teacher Conference <b>NO STUDENTS</b>	<span style="background-color: #90ee90;">■</span> Beginning of Quarter/Semester
<span style="background-color: #add8e6;">■</span> All Teachers - Work Day (no students)	<span style="background-color: #ffff00;">■</span> Professional Development Day (no students)	<span style="background-color: #ffa500;">■</span> End of Quarter/Semester
<span style="background-color: #0000ff;">■</span> 1st/Last School Day	<span style="background-color: #800080;">■</span> Back to School Nights, 4:00-7:00pm A-L / M-Z	<b>182 Instructional Days</b>

\* 10 COVID-19 days added. Possible early dismissal. This calendar reflects the addition of a week on the beginning of the school year and a week at the end in case of potential COVID-19 closures. If we do not need the days, we will get out 2 weeks early.

**\*\*Due to possible COVID-19 shutdown, we have added 2 weeks to the academic calendar. One week to the beginning of the year and one week at the end. If these days are not used then the students will be released 2 weeks early.**

## **SNOW DAYS**

CMA observes the same snow days as District 11. Please check local news sources and the CMA website early in the morning. In addition, families can sign for FlashAlert. There is a free iOS/Android app called FlashAlert Messenger, this allows you to receive push notification of emergency messaged.

## **EMERGENCY SCHOOL CLOSURE**

In case of loss of utilities or other safety emergency, parents will be called to pick up cadets. Please be sure to keep your emergency contact information current with our Main Office.

## **DRESS CODE / UNIFORMS**

See “Cadet Discipline and Code of Conduct” section in this handbook.

## **BUS / TRANSPORTATION**

CMA does not offer bus service. Occasionally, bus service may be contracted for a field trip. Costs will be divided among cadets attending as part of the field trip fee.

## **CARPOOL / TRAFFIC SAFETY**

The building is open for drop-off at 7:30 AM. Pick-up must be completed within 15-20 minutes of the end of school activities. If you need to drop your student off earlier or pick them up later than 20 minutes after the end of the school day, please contact Rocket Club for on-site before or after school care. A fee will be charged.

Please note the low speed limit and traffic directions during carpool drop-off and pick-up. Cars enter from the east side of the building, circle the building to drop cadets off at the south entrance, and exit the east side of the building. Staff will be present to assist cadets as needed.

***NO cell phones, please, in carpool line. If you are on an urgent call, please park to finish your conversation, and then return to the carpool line.***

## **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



## **EARLY RELEASE**

Please do not come to the office seeking to pick your child up just prior to carpool. This is a busy time for the office staff, and they will decline to go retrieve students during the hour prior to cadet release unless you have proof of a planned medical appointment or such.

## **INCLEMENT WEATHER RELEASE**

- If weather is 20 degrees or less (with chill factor), cadets will be released from indoors.
- Form carpool line as with normal pick up. Please allow extra time (15-20 minutes) compared to our normal carpool procedures.
- Grades K-3 cadets will line up in the lobby to be picked up by parents in the entryway. Older students will exit from the cafeteria (south) entrance.
- Please do not come to the office asking staff to get your children from their classes.

## **CADETS WHO WISH TO WALK HOME**

Due to safety concerns, please do not instruct your cadet to walk home without notifying the school in writing. We are responsible for turning them back over to you and will not allow them to walk away from the premises without your prior consent or our notification of the authorities. Please fill out and return the permission slip available from the office.

## **PETERSON TURNSTILE**

The Peterson Turnstile on the south side of the building will be open and manned by Air Force personnel

- 7:30 AM to 8:30 AM
- 3:15 PM to 4:15 PM

Be advised that all students who enter the base must have military ID. The turnstile will not be open on Delayed Start days (such as snow days) or the base's "Family Days" (usually the Friday before a 3-day weekend).

## **HAVING SOMEONE ELSE PICK UP YOUR CADET**

Due to safety concerns, only approved persons may pick up cadets. If you wish to have a friend, relative, or other CMA parent pick up your child, arrangements must be made in advance with our office.

## **BEFORE AND AFTER SCHOOL CARE**

Colorado Military Academy has its own on-site before and after school care called Rocket Club. Fees are on a sliding scale if proof of income is provided. For more information, see the link on our FAQ section on the school website or contact our Rocket Club Director.

## **LUNCHES**

CMA offers lunch service through District 11's services. See the link on the FAQ page to sign up. Several microwave ovens are available to cadets.

## **RECESSES**

Kindergarten through Fourth Grade cadets will be given a morning and an afternoon recess by their teachers. These are not scheduled exactly, but may be determined by the teacher and what activities are being accomplished.

Fifth Grade cadets should have approximately one Encore (“specials”) class and one recess during the day. These may be offset—one in the morning and one in the afternoon.

Please be sure your cadet wears a warm coat on cold days – recess and outdoor carpool happen as long as the temperature and wind chill factor are 20 degrees or above.

## **MIDDLE SCHOOL / HIGH SCHOOL SCHEDULE**

Grades 7<sup>th</sup> – 11<sup>th</sup> Monday – Friday

A/B Days

Period 1/2 7:55 – 9:37

Period 3/4 9:42 – 11:17

Lunch 11:20 – 12:10

Period 5/6 12:15 – 13:52

Period 7/8 13:57 – 15:35

## **CELLPHONE USE**

The Board of Directors of CMA acknowledges that parents may wish to be able to get in touch with their child at pick up time or in case of an emergency. Cadets may carry cell phones or other types of electronic communication devices for emergency or after school purposes. They may not be used in the classroom without the permission of the teacher. Staff may seize items used inappropriately to be picked up by parents at a later time. Cadets may not text message, chat, or communicate via electronic means during school or take photos of other cadets.

## **SCHOOL-TO-HOME COMMUNICATION**

CMA’s teachers post assignments and announcements in the Google Classroom App. Please check for this info each week.

*The CMA Briefing* (newsletter) is published weekly via email. If you do not have access to email, contact the front office to receive regular print versions of the newsletter. It contains information and news about events and policies. If you do not receive it, contact our office to place your email on the LISTSERVE.

## **WEB-BASED GRADE INFORMATION**

*Power School*, our web-based grade book program is accessible for parents & guardians with a password obtained through the front office. Cadets may access their own information as well.

Teachers post attendance (current as soon as attendance is taken in the classroom), assignments, homework information, and grades for assignments completed. CMA asks teachers to post this information within 3-7 days of the assignment, with extra time allowed for grading major projects or large writing assignments.

Please contact our Power School administrator to receive a login for the program at [registrar@cmacs.org](mailto:registrar@cmacs.org). There is also a phone app version.

## **PARENTS' RIGHT TO KNOW**

As a parent of a student at Colorado Military Academy, you have the right to know the professional qualifications of the classroom teacher who instructs your child. This is a requirement for all districts that receive Title I funds. Federal law allows you to request certain information about your student's classroom teacher. The law also requires the school to give you this information in a timely manner upon request. Listed below is the information about which you have the right to ask for regarding each of your student's classroom teachers.

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

Please contact the office if you wish to receive such notification.

## **PARENT VISITS AND CLASSROOM OBSERVATIONS**

We know that sometimes parents would like to visit or observe their cadet's classroom. Please arrange that with the front office and with the classroom teacher at least 24 hours in advance. The Dean of Instruction must approve all visits.

For security, all visitors must wear a badge. We reserve the right to delay your visit if the teacher has plans that are not conducive to visitors (such as testing) or if other parents are already slated for that day / time.

## **COUNSELING SERVICES**

Colorado Military Academy employs a Counselor/Social Worker who is available to cadets on an as-needed basis. Students may request to speak with the Counselor and an appointment will be scheduled. By law, these services are confidential.

Peterson Air Force Base also provides a Military Family Life Counselor who works with cadets from military families. She may assist them with emotions or provide various activities to recognize the unique challenges these children experience, such as moving to various parts of the world, losing friends as they move, or having a deployed parent.

## **FIELD TRIPS**

Field trips occur several times throughout the year. There may be some cost involved, to be shared by students. Parents will receive at least 2 weeks' notice of activities. A signed permission slip will be required. Students on Free and Reduced Lunch status will attend without charge based on that status.

## **SPORTS AND EXTRA CURRICULAR ACTIVITIES**

Fees are charged for participation in sports teams, and may be charged for extra-curricular activities. This varies by sport, and information will be available at the beginning of each season.

## **BAD CHECK FEES**

Parents whose checks returned by our bank, as "not sufficient funds" will be charged a \$35.00 NSF fee. No further checks may be written to the school until the matter is cleared up.

A second bad check will require that all financial matters are handled in cash for the rest of the school year. This includes field trip fees and activities.

## **REPLACING LOST TEXTBOOKS OR MATERIALS**

Textbooks are signed out to each cadet by name and book number. Your cadet is responsible to keep a book cover on the book at all times and to return it in good condition. Teachers will explain to cadets how to cover books using paper bags or other sturdy paper. Covers need not be purchased. Replacement costs for books can be obtained through the purchasing office.

For information on replacement costs of computers, see below.

## **FUND-RAISING**

CMA does a few fund-raising school-wide projects per year, less than one per quarter. We encourage your support in these efforts and do our best to choose projects that pay high levels of profitability to the school.

While there are many worthwhile causes, fund-raising for outside events is not permitted at school.

**Thank you for your support!**

## **MIDDLE SCHOOL & HIGH SCHOOL LOCKERS AND BACKPACKS**

Lockers with locks are available for secondary students (grades 7-11). A deposit of \$5.00 is required (\$2.50 for those on Free & Reduced Lunch). Lockers must be kept clean. Pictures may be posted, but lockers must be in good condition for the next user at the end of the year. Stickers are not allowed. Fines may be charged to repair damages.

School staff will have master keys to all locks, and contents will be monitored through random searches. Occasional random checks may also be made of cadet's backpacks to ensure safety of entire school population. Contraband will be seized and not returned.

## **PETS AT SCHOOL**

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

## **LOST AND FOUND**

Lost and found is kept near the front office. Please check periodically for any items you might be missing. Items left more than one month will be donated to a local charity or to our Uniform Sharing closet. (We recommend you label your cadet's sweaters, jackets, and other items.)

## **PROHIBITED ITEMS**

While we are teaching our cadets high levels of honesty and integrity, it is unwise to put temptation in the path of someone. Do not bring MP3 players, I Pods, or other valuable items to school unless they are part of an academic project. Large sums of money should be left at home as well. CMA will not be held responsible for loss, damage, or theft. Prohibited items may be seized and not returned.

State law prohibits the use of any tobacco products (cigars, cigarettes, e-cigarettes, vaping, chew, etc.) on school property. Students who bring such things to school will be subject to discipline, up to and including suspension.

Possession or use of drugs, whether over-the-counter, prescription, or illegal is prohibited. Medication is to be kept and administered by the main office.

Possession or use of alcohol is prohibited.

Weapons or any item that might be construed as a weapon is prohibited.

## **COMPUTER/INTERNET USE POLICY**

The smooth operation of computers, networks and the internet depends on users agreeing to and adhering to standards of proper conduct. These guidelines are necessary for the efficient, ethical, and legal utilization of all computer resources. If a CMA user violates any guidelines, he/she will be held responsible for the violation and could face disciplinary action and/or lose access to computer, network and internet resources. The use of computer, network, and internet resources is a privilege not a right.

Cadets and parents will be required to sign a “User Agreement” when enrolled in programs that require computer access. Be advised that internet safety firewalls are in place at the school, but if your cadet brings home their Chromebook for studying at home, that becomes your responsibility. We recommend you consider Parental Controls systems such as Net Nanny, Safe Kids, or other products that will screen, filter, and inform you of dangers your child may be exposed to.

Parents will be responsible for Chromebooks their children use. Here is a list of current costs for repairs and replacements:

- Elementary Chromebooks - \$250
- Secondary Chromebooks - \$550
- Screen only for Chromebooks - \$55
- Cord only for Chromebooks - \$30

## **LIBRARY**

CMA has a new library. Cadet ID cards also serve as a library card for use in checking out books. Books may be checked out for two weeks. If returned late, cost is \$.10 per day. Fines and replacement costs will be charged if books are unreturned, or damaged. No additional books may be checked out until fines are paid.

## **CHILD ABUSE AND MOLESTATION POLICY**

CMA staff, volunteer and 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.

Law prohibits inappropriate interaction with cadets. CMA requires that its staff, volunteers, and contract workers follow the following guidelines as well:

- Staff may not transport cadets other than their own, or those with whom they have carpool agreements.
- Windows in classroom doors are not to be blocked out, except in the case of lockdown drills or similar emergencies.
- 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.
- Staff should 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.

If complaints of child abuse arise, staff will contact the school counselor and Dean of Students who will report it to the county Department of Human Services or law enforcement. All our staff are mandatory reporters.

## **ATHLETIC PROGRAMS**

CMA athletics programs include:

- Cross Country
- Football (extension)
- Soccer
- E-Sports
- Girls' Volleyball
- Boys' and Girls' Basketball
- Bowling
- Golf
- Drone Racing
- Ultimate Frisbee
- Landsharks Running Club
- Air Rifle
- Cheer

Contact the Athletic Director to get dates and to sign up.

Participation in athletics will require maintaining at least a C average in all academic classes and have no behavior referrals. Students will be required to obtain a weekly sign-off from all their teachers.

Beginning of the year information meetings, tournaments, and fundraisers are being scheduled. Check the CMA website for news after August 1. Be watching for announcements about VIP guest speakers.

## **AFTER SCHOOL CLUBS**

CMA offers a number of after school clubs such as E-Sports, Science Olympiad, Chess, and more. Check the bulletin boards near the elevator and outside room 206 for more information.



# ACADEMIC INFORMATION

## INSTRUCTIONAL GOALS

Core Knowledge is the foundation of our academic program. It is a content-rich body of knowledge. We use “real books,” project-based learning, and group activities to carry out that learning.

In Reading and in Math, homogeneous groupings of cadets will be utilized. Cadets will learn, beginning at their ability level, in groups across grade levels. Periodic assessment will allow cadets to move to higher or lower groups as needed.

CMA’s staff is trained in differentiating instruction. Assignments to enrich the gifted and talented cadet or to strengthen the weaker cadet are a part of the classroom experience. Our NWEA Measure of Academic Progress is an electronic testing system that aids us in determining cadets’ needs and projected growth.

## HOMEWORK

The Dean of Instruction recommends the homework load be no more than 15-20 minutes per grade level. For example, a 3<sup>rd</sup> grader could have 45-60 minutes homework per night. When there are multiple teachers for a cadet, teachers communicate with one another in order to share the available homework times. Often assignments are given at the beginning of the week and not due until the end of the week. Parents are encouraged to assist cadets in learning good time management skills in these instances.

**Homework is the responsibility of the cadet.** It is not the parent’s job to remind the cadet to do the homework. Young cadets may need help at first but encourage cadets to take initiative in doing homework shortly after school or after dinner. Homework slips and notes home for parent signatures are cadets’ responsibility. Cadets should ask parents to sign paperwork, rather than parents carrying the responsibility to remember. A good prompt for an inexperienced cadet would be, “Do you have anything for me?” rather than the parent rummaging through the backpack or folder to find the item and then sign it. This will assist in promoting responsibility and capability.

Cadets who have learning “gaps” or need help in areas in which they struggle may have additional homework to help them catch up. Parents are encouraged to communicate with and coordinate efforts with the classroom teacher.

## HOMEWORK TURNED IN LATE

Teachers explain to cadets at the beginning of the year what their policy is on homework turned in late (other than for excused illness). Consequences may include grade reduction, or loss of credit for the assignment. Repeat offenses may result in Detention. (See page 49 for more on Detention).

## **MAKE-UP WORK**

If a child is absent from school, it is the family's responsibility to contact the school office to request make-up work for the day(s) missed. Please call no later than 9:00 a.m. to request make-up work on the day of absence. You may pick up the make-up homework at the school office at the end of the school day or we can send it home with a sibling or carpool cadet.

## **READING AT HOME**

Cadets who are learning to read need time to re-read the stories and selections they have read at school during the day. This improves fluency and comprehension. All student should have 15-20 minutes reading time in the evening after school. Family reading time is a joy! Try a continued story or a cliffhanger to get your child hooked on reading. Read aloud while traveling or use audio books to help engage imagination and creativity.

## **REPORT CARDS AND MID-QUARTER PROGRESS REPORTS**

CMA is on a 9-week quarter. Report cards will go home or be picked up at Parent-Teacher conferences as scheduled on CMA's yearlong calendar. Mid-quarter progress reports are also sent in order to keep parents well informed about cadets' progress and give opportunity for improvement well before report card time arrives. Grades can be checked in Power School at any time. Please let us know if you need assistance with being connected to Power School or the phone app.

## **PARENT-TEACHER CONFERENCES**

Parent-teacher conferences are held each quarter by scheduling an appointment with the teacher. **At least one parent from each family MUST attend.** Both are welcome. Please bring your cadet to participate in the discussion. If you cannot be there during the requested time frame, another time may be scheduled within a day or two. If no time is, arranged teachers will come to visit you at your home.

**CMA welcomes the attendance of cadets at Parent-Teacher conferences as well.** This is an opportunity to complete the loop of conversation and ensure that all parties are hearing the same reports, affirmations, and concerns. Cadets' participation is encouraged.

## **GRADING SCALE**

CMA uses the following grading scale.

90 – 100%	A	
80 – 89%	B	
70 – 79%	C	
60 – 69%	D	
Below 60%	F	
Incomplete	I	no grade given until work is completed

Although a 70% might appear to be passing, test scores under 80% will require additional work to be determined by the teacher. Projects might include correcting missed work, covering a weak area over again, or similar activities designed to ensure cadets do not continue in subject matter and create "gaps" in their learning.

Kindergarteners will be graded using E (Excellent), G (Good), S (Satisfactory), and N (Needs Improvement).

## **SPECIALS OR ENCORE CLASSES**

CMA offers “Specials” classes such as Art, PE, Music, Spanish, and STEM Lab for grades K-6. Middle school and high school electives include foreign language lab (Spanish, Russian, Arabic, Mandarin), Art, PE, Music, Keyboard and Coding. 9<sup>th</sup> and 11<sup>th</sup> graders will be required to take a 1-semester Career Education class. This class is also required for graduation

## **ASSESSMENTS**

Colorado Military Academy administers several tests including NWEA MAP (North West Evaluation Association Measure of Academic Progress), a nationally normed instrument that helps us track how our cadets are doing. We are required by law to administer the CMAS (Colorado Measure of Academic Success), the PSAT, and the SAT tests.

We encourage families to participate and assist the school in managing academic growth. We understand that a test is a snapshot in time, and just like a photo, sometimes we have a bad one. Yet taken together over several tests and years, we can tell how cadets (and our staff) are doing.

CMA does not “teach to the test,” but seeks a clear understanding of growth. Students may do some practice activities in advance to prevent test-taking fear or misfires with our computers.

## **PRE-ARRANGED ABSENCES**

Occasionally family events or medical procedures necessitate a pre-arranged absence. Parents are encouraged to plan such times for regularly scheduled school vacation days when possible. A form must be filled out at the office, and parents may request homework three or more days in advance. Teachers may provide it if it is available. If it is not available in advance, work will be given upon return to school, with one school day allowed for each school day missed before work is due back to the teacher. Absences or work spanning the end of a quarter may not be counted after that quarter is closed out and report cards issued.

Absences during CMAS Testing will not be excused except for illness. A doctor’s note may be required. Testing dates will be announced in the parent newsletter.

## **PLACEMENT, RETENTION AND PROMOTION**

Incoming students may be tested for placement. High school students will take the Accuplacer test. CMA Administration and staff will decide on placement in math and reading groups, and on promotion and retention of cadets through the use of various assessment tools, some nationally standardized and some teacher-created.

Promotion to a higher-grade level is viewed and determined on two areas: academic performance and emotional and social readiness. Cadets who show decided and documented deficiencies in both areas will be considered for retention. Retention decisions will be based upon:

- Teacher documentation and anecdotal information
- Parent anecdotal information
- Developmental and achievement test scores.

Retention concerns will be discussed beginning no later than third quarter by staff and with parents. CMA reserves the right to determine final placement of any cadet. “Social promotion” of cadets who have not completed academic work is not allowed. We recognize the social and emotional pressures created by retention, but affirm the priority of academic success for each cadets’ future well-being.

## **CONTROVERSIAL TOPICS**

From time to time topics may arise in class or coursework that parents may find controversial. Teachers will make every effort to inform parents ahead of time so that they may discuss the material with the cadet. If a parent / guardian wishes to have a cadet opt out of that content, CMA asks that he/she make the request in writing. An alternative assignment may be suggested by the parent that would satisfy state content standards for that lesson.

## **VIEWING OF MOVIES**

CMA has approved no movies for viewing with stronger than a PG rating. Parents will be notified 24 hours in advance of scheduled viewing. Content must be pertinent to academic subjects and objectives and align with school standards in all other areas.

## **GIFTED AND TALENTED PROGRAM**

CMA offers a new program that provides enrichment material and projects for our Gifted & Talented cadets. Placement in the GT program is based on test scores and other evidence, including, but not limited to teacher observation.

This material is not graded and does not constitute additional homework. It is designed to stretch and broaden cadets learning opportunities. If you have questions, please contact Dean of Instruction.

## **SPECIAL EDUCATION**

Colorado Military Academy has an in-house Special Education program that can provide many services. If your student already has, an IEP please let us know as soon as possible. Our staff includes resource teachers, an occupational therapist, a speech therapist, and a psychologist.

For students with a “504,” the counselor and Dean of Instruction will assist teachers in making adjustments for these students’ plans.

## GRADUATION REQUIREMENTS

This year’s 11<sup>th</sup> graders will be graduating in 2022. The following chart shows comparisons of other districts and what Colorado universities require for enrollment. If you go to college without the proper requirements already met, you will be required to take remedial courses, for which you will pay.

To receive a high school diploma from CMA, student must:

1. Meet or exceed the state and school academic standards by completing the school’s minimum course and credit requirements, **AND**
2. Complete an Individual Career and Academic Plan (ICAP), **AND**
3. Demonstrate College and Career Readiness through one of the following: a.) meet or exceed the cut score or criteria on a state-approved measure of College and Career Readiness in English and Math, OR b.) Complete the requirements and goals as listed on a student’s Individual Education Plan (IEP), English Language Development Plan (ELDP), or Advanced Learning Plan (ALP), which may include modified content standards.

### Graduation Requirements

Content Area	Course Requirements		
	Annual Credits	CO Higher Ed Requirements	CMA
<b>English Language Arts</b>			
ELA 9	1	4	4
ELA 10	1		
ELA 11	1		
ELA 12	1		
<b>Social Studies</b>			
World History 9 or 10	1	3	4
US History	1	<i>At least 1 credit</i>	<i>World Hist 1 (ancient to Renaissance)</i>
US Government *new CDE requirement for 2022 grads	0.5		
		<i>must be US or</i>	<i>World Hist 2 (Renaissance to present)</i>
		<i>World History</i>	<i>US History</i>
Social Studies Elective	0.5		<i>Government/Civics (.5)</i>
			<i>Economics &amp; Personal Finance (.5)</i>
<b>Mathematics</b>			
Algebra I	1	4	4
Geometry	1	<i>Must include Algebra I,</i>	

	Algebra II (or equivalent)	1	<i>Geometry, Algebra II, or equivalents</i>	
	Course code 400 or above	1		
<b>Science</b>				
	Biology	1	3	3
	Chemistry or Physics	1	<i>(2 credits must be lab-based)</i>	
	Science Elective	1		
<b>Military Science</b>				
	Civil Air Patrol	1		4*
<b>World Language</b>				
	WL courses (same language)	1	1 <i>at 2nd year level or greater</i>	1
<b>Career Technical Education</b>				
	CTE Course Offerings/JROTC	1		<i>Career Choices (.5) Keyboarding/MS Office (.5) Coding</i>
	0.5 credit Computer Technology CTE course	1		
<b>Physical Education</b>				
	Lifetime Sports 0.5 credits	0.5	0	1.5
	Personal Fitness 0.5 credits	0.5		
	Activity & Nutrition, or equivalent 0.5 credits	0.5		
<b>Fine Arts</b>				
	Visual arts, Music, Theater, Humanities,	1		1
<b>Health Education</b>				
	1 course Health Education course offering	1	0	0.5
<b>Core Electives</b>				
	Add'l courses in English, world language, mathematics, sciences, social sciences, fine arts	1	2	2
<b>Minimum Total Credits</b>			17	26
	<b>Required Courses</b>		17	22
	<b>Elective Courses</b>		0	4
<b>Minimum GPA</b>				

**\*Civil Air Patrol requirements are pro-rated for students who enter CMA later than 9th grade.**

Adopted by the Board of Directors 8-6-19

**Credit from other institutions and home-based programs**

Students entering from outside the school must meet the school’s course requirements. The Dean of Instruction or Dean’s designee shall determine whether credit toward course requirements shall be granted for courses taken outside CMA.

**Individual Career and Academic Plan (ICAP)**

ICAP is a multi-year process beginning in 9th grade that includes a career planning, guidance and tracking component, and portfolio with postsecondary and career goals. Students are required to participate in and successfully complete the ICAP process.

**College and career readiness demonstrations**

The Colorado State Board of Education has adopted state graduation guidelines that identify college and career readiness measures in English and Math. The Board has selected its own measures from these state graduation guidelines.

Students must complete at least one of the following measures and meet or exceed the measure’s corresponding cut score or criteria to demonstrate college and career readiness in each of the content areas: English and Math.

Measure (Assessment Tool)	English Cut Score/Criteria	Math Cut Score/Criteria
<b>Accuplacer</b> computerized test that assesses reading, writing, math and computer skills. The results of the assessment, in conjunction with a student’s academic background, goals and interests, are used by academic advisors and counselors to place students in a college courses that match their skill levels.	Score of at least 62 on Reading Comprehension	Score of at least 61 on Elementary Algebra
<b>ACT</b> national college admissions exam. It measures four subjects - English, reading, math and science. The highest possible score for each subject is 36.	Score of at least 18 on ACT English	Score of at least 19 on ACT Math
<b>ACT WorkKeys</b> assessment that tests students’ job skills in applied reading, writing, mathematics and 21st century skills. Scores are based on job profiles that help	Score of at least 3 (Bronze level) on Locating Information and Reading for Information	Score of at least 3 (Bronze level) on Applied Mathematics

employers select, hire, train, develop and retain a high performance workforce. Students who score at the bronze level in applied mathematics, mapping and reading earn the ACT's National Career Readiness Certificate.		
<b>Advanced Placement (AP)</b> AP exams test students' ability to perform at a college level. AP exams which will fulfill this menu option are identified on the accompanying exhibit.	Scores range from 1 to 5 (highest).	Score of at least 2 Score of at least 2
<b>Armed Services Vocational Aptitude Battery (ASVAB)</b> comprehensive test that helps determine students' eligibility and suitability for careers in the military. Students who score at least 31 are eligible for service (along with other standards that include physical condition and personal conduct). Students who take the ASVAB are not required to enlist in the military.	Score of at least 31	Score of at least 31
<b>SAT</b> college entrance exam that is accepted or required at nearly all four-year colleges and universities in the U.S. The current SAT includes sections on reading, writing and math. The highest possible score for each section is 800.	430 on Evidence-Based Reading and Writing	460 on Math
<b>Concurrent enrollment course</b> courses that allow students to simultaneously earn high school and college credit. A passing grade is determined by School Board and higher education policy for concurrent	Grade of at least a C	Grade of at least a C



<p>enrollment. An eligible concurrent enrollment course is 1) the pre-requisite directly prior to a credit-bearing course or 2) a credit-bearing course. Courses which will fulfill this menu option are identified on the accompanying exhibit. Grade of at least a C.</p> <p><i>Note: CMA plans to add Concurrent Enrollment course in 2020-21.</i></p>		
<p><b>Industry certificate</b> CSI and School approved industry certificates that demonstrate competency in an approved Career and Technical Education Program offered by the school.</p> <p><i>Certificates which will fulfill this menu option for a career and technical education pathway will be identified on by the Board in 2020-21.</i></p>		

<p><b>CMA capstone project</b> multifaceted body of work that serves as a culminating academic and intellectual experience for students. CSI and School team are developing Capstone criteria to be approved beginning 2018-2019 school year.</p>	<p>CSI and School Team developed criteria to be approved.</p>	<p>CSI and School Team developed criteria to be approved.</p>
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**Exceptions to the Board’s required measures**

If a student has demonstrated college and career readiness by completing an assessment or other measure that is not included in this policy but is included in the state graduation guidelines, the Dean of Instruction or the Dean’s designee may determine that such assessment or other measure is acceptable and meets the school’s graduation requirements.

## **Early Graduation**

The Board of Education believes that most students benefit from four years of high school experience and are encouraged not to graduate early. However, in some cases, students are ready for postsecondary education or other opportunities at an earlier age. Therefore, the Dean of Instruction may grant permission to students wishing to graduate early, provided the student has met all district graduation requirements in accordance with this policy.

### Graduation requirements adopted by the CMA Board 8-6-19

#### LEGAL REFS.:

C.R.S. 22-1-104 (teaching history, culture and civil government)

C.R.S. 22-32-109 (1)(kk) (board to establish graduation requirements that “meet or exceed” state graduation guidelines)

C.R.S. 22-32-132 (discretion to award diploma to honorably discharged veterans)

C.R.S. 22-33-104.5 (home-based education law)

C.R.S. 22-35-101 et seq. (Concurrent Enrollment Programs Act)

C.R.S. 22-30.5-525 (ICAP)

C.R.S. 22-2-136 (ICAP)

# MILITARY PROGRAM INFORMATION

## **THE IMPORTANCE AND DISTINCTION OF CMA'S MILITARY PROGRAM**

Colorado Military Academy uses Civil Air Patrol as the core foundation of its military program. Cadets in 7<sup>th</sup> grade and up are encouraged to join CAP. (Some 6<sup>th</sup> graders may earn early enrollment.) Go to the CMA website, click on Civil Air Patrol, then click on "Cadet Squadron Website." From there click on "Helpful Links", then CAP Members Home. You will see the "Join" tab. Scholarships are available for membership costs for those who need assistance.

Civil Air Patrol is a year-round program where Cadets fly, learn to lead, hike, camp, get in shape and push themselves to new limits. All students will benefit from the values and discipline taught through this program.

## **CAP PROGRAMS & SQUADRON MEETING INFO**

Cadets in Civil Air Patrol meet during school and attend "Military Studies" classes, during which they learn about military history, aerospace and flight, cyber security, emergency rescue procedures, and other facets of CAP service. (For more information go to <https://www.gocivilairpatrol.com/> and click on "Programs.") The military commandant and military studies instructor assist cadets in making rank and gaining promotions. Parent involvement is encouraged. Parents can join as senior members and assist with managing various parts of the program.

## **CIVIL AIR PATROL UNIFORMS**

CMA endeavors to provide one to two free CAP uniform for each cadet. These are used uniforms which have been donated and in good shape. This does not include boots, belts and hats (required). For smaller cadets, some tailoring may be needed. Parents are encouraged to purchase at least one additional uniform. Cadets are responsible for regular laundering of uniforms. For CAP grooming standards, refer to Code of Conduct section of this handbook.

## **PREPARING FOR POST-GRADUATION MILITARY OPPORTUNITIES**

Special events such as Military Academy Night and ASVAB (military entrance exam) Prep will be offered at various times to assist cadets in preparing for careers in the military. Students who are making good grades and advancing in CAP rank may be matched up with a mentor to assist them in their path for the future.

## **STUDENTS WHO CHOOSE NOT TO PARTICIPATE IN CAP**

7<sup>th</sup> and 8<sup>th</sup> grade students who choose not to join Civil Air Patrol will be assigned to a different homeroom. They will not be eligible to participate in CAP activities including flights and aerospace education.

# CADET INFORMATION

## **PERMANENT RECORDS**

Report cards, assessment results, conference data and other information about our cadets are maintained in a secure file. This information is for internal use. If you wish information released to others we must have your written permission.

## **MEDICAL CONDITIONS**

Please inform us of any medical conditions that might affect your child's performance or safety. Staff who will work with your cadet is notified of any concerns including severe allergies or acute conditions that would require an adjustment of classroom activities.

## **SHOT RECORDS & SCHEDULE**

Colorado Law does not allow us to enroll cadets who do not have up-to-date immunizations. The law does allow waivers to be signed. Please check with the front office or the El Paso County Health Department for the most current requirements.

## **CONFIDENTIALITY**

Information regarding cadet performance and family information is confidential. CMA reserves the right to discuss your information internally with those who work with your cadet. Information and records will only be shared otherwise with your written permission.

The **Family Educational Rights and Privacy Act (FERPA)** allows the use of your child's name and or "directory information" to be used in publishing school events (such as in drama playbills, yearbooks, and honor roll listings. If you do not wish your child's information to be included, you must notify the office in writing by Sept. 1 or upon enrollment. Parents and students may review their records and may request changes or amendments to those records. Please contact the Dean of Instruction for assistance with this.

## **STUDENTS WHO DRIVE**

All students who wish to drive must display a parking permit on all vehicles driven to school. Student parking is allowed only in the West designated area. Parking permits are \$40 and must be paid for. Permits will be issued at the front office once the permit request form is completed. If it becomes necessary for a student to drive another vehicle to school, the student must transfer the parking permit to the temporary vehicle and inform the front office of the new vehicle information (make, model, plate #). It is the student's responsibility to inform the front office if there is a change in status with their permanent vehicle, i.e. a change in vehicles, a change in license plates, or a change from a temporary tag to permanent plates.

School administrators may make other reasonable parking and driving regulations as deemed necessary. There has been a growing concern for the safety of our students that drive to and from school. Inappropriate driving can result in a loss of parking/driving privileges. Careless or reckless driving is

prohibited and could result in school discipline. Students may park only in designated areas and between the white lines. Students should not park in visitor spaces, reserved spaces, and/or designated handicapped areas. Violators will be issued CMA citations and will be required to move their vehicle to an appropriate parking space. If deemed necessary, El Paso County Sheriff's Department will be called and a ticket may be given.

Consequences for normal parking/driving violations:

- 1st parking/driving offense will be a verbal warning and documented
- 2nd parking/driving offense will be parent contact by front office
- 3rd parking/driving offense will be an office referral

\*Further offenses will result in additional administrative action. Excessive violations can result in termination of student driving/parking privileges.

These are baseline guides and may be increased by the administration based on extenuating circumstances, such as severity of the incident, damage resulting from the incident, and safety concerns for all parties involved.

Reporting of Accidents on CMA school grounds: It is the responsibility of the student to report any accidents that occur on school campus. Accidents should be reported to the school through the main office, Administration and/or front office, so that the proper authorities can be contacted. The role of the school in any accident is to ensure safety and the proper notification of authorities and exchange of necessary information. The school is not responsible for investigating accidents.

Student vehicles are subject to search in accordance with local laws.

The privilege of bringing a student-operated motor vehicle on to school premises is conditioned on consent by the student driver to allow search of the vehicle when there is reasonable suspicion that the search will yield evidence of contraband. Routine patrolling of student parking lots and inspection of the outside of student automobiles shall be permitted at all times. Students may not return to or hang out in cars during the school day.

Refusal by a student, parent/guardian, or owner of the vehicle to allow access to a motor vehicle on school premises at the time of a request to search the vehicle shall be cause for termination without further hearing or appeal of the privilege of bringing the vehicle onto school premises. In such cases, there will be no refund of the parking fees paid. Refusal to submit to search also may result in disciplinary action and notification of law enforcement officials.

# CADET DISCIPLINE & CODE OF CONDUCT

## PHILOSOPHY

The Founders and Board of Colorado Military Academy have created our school with an emphasis on character education and development as contained in our mission statement:

*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.*

## CHARACTER EDUCATION

Our character education programs includes, but is not limited to, 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 are taught, discussed, modeled, and practiced. We value them as the **over-arching standard of behavior** at our school and in our daily lives.

## STATEMENT OF COMPELLING INTERESTS

The Board of CMA recognizes that an atmosphere conducive to learning and high achievement must be promoted at the classroom level and throughout the school. That environment should be safe, encouraging, challenging, and have minimal distractions. While learning does not have to take place in silence, disruptive behaviors harm the learning of others. Priority will be given to maintaining the learning environment for all cadets. An individual cadet's behavior will not be allowed to dominate or disrupt the learning environment for others. Misbehavior will not be ignored.

It is in the best interests of the school, its staff and cadet body to help cadets develop skills and behaviors necessary for healthy social interaction, both present and future. Cadets must learn how their decisions affect the quality of their lives and the lives of others.

CMA recognizes that the most effective way to teach cadets character requires the cooperation and participation of parents/guardians. Cooperation and consistency between the school and home, between teachers, administrators and parents is important for cadets to truly value good behavior.

CMA and its Board reserve the right to set its own policies for cadet and school-wide conduct, and to enact disciplinary strategies on an individual basis. Behavior on or off school property that is considered detrimental to the school community, reputation, or safety may be cause for disciplinary action, up to and including referral for Expulsion.

## **UNIFORM DRESS CODE**

The uniform dress code is an important part of the culture of CMA. We acknowledge that this choice is not for everyone, but the CMA Board believes there are comprehensive benefits to this policy.

- Uniforms set a tone for disciplined learning.
- Uniforms minimize socio-economic differences and place all cadets on a level playing field, giving them the opportunity to prove themselves through performance and demonstration of character.
- Research has shown that learning increases in schools that use uniforms.

Uniforms must be worn during school hours, including field trips, except under special circumstances or as announced.

CMA uniform tops will be purchased with French Toast by following this link:

<https://www.frenchtoastschoolbox.com/schools/colorado-military-academy-QS5WGEN>

For **grades K-6**, our uniforms include CMA's logo on all polo shirts (required). Other items such as pants, jumpers and skirts may be purchased from French Toast or elsewhere. Some retailers offer pants with double knees for young children.

White undershirts with short or long sleeves may be worn under a CMA polo for added warmth.

Uniforms for **grades 7-8** students are as follows:

- Students in Civil Air Patrol wear ABUs/BDUs on Monday, Wednesday, and Friday. On Tuesday and Thursday, they wear the light blue CMA polo and navy slacks. Girls may wear skirts or skorts with polo.
- Students who are not in Civil Air Patrol wear the light blue CMA polo and navy slacks. Girls may wear skirts or skorts.

Uniforms for **grades 9-11** are Civil Air Patrol uniforms daily. Dress blues may be worn for promotions. French Toast shirts are not needed.

PE Uniforms are required for grades **7-11**. Shorts and shirt are required. Sweatpants are optional. These items may be obtained from the athletics office or from French Toast.

**It is the student /family's responsibility to see that all uniforms are laundered regularly.**

## **OUTERWEAR**

Students may wear plain navy sweaters or sweatshirts indoors. All other prints or colors must be removed upon entering the building.

## **SHOES & ACCESSORIES**

Students may wear black dress shoes (closed toe) or black tennis shoes (mostly black) with black socks with CMA uniform. There can be no characters, lights, or wheels. Girls may wear light blue, navy or white tights.

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

Females in elementary school (grades K-5) may wear non-spherical earrings of conservative shape and color. Such earrings will be approximately 4mm in size and present a neat and orderly appearance. One earring per ear. Males will not wear earrings or jewelry in any piercings.

Belts (black, navy or brown) are required with CMA uniform except for kindergarteners.

For Civil Air Patrol, boots must be worn with ABUs/BDUs. A black belt and appropriate CAP hat is also required. Appropriate high-gloss shoes must be worn with dress blues.

## **BACKPACKS**

Backpacks should be age/school appropriate. While there are no color and style, guidelines for grades K-6, backpacks should be selected for their purpose and suited to the environment. For 7-8<sup>th</sup> grade students, backpacks must be solid color (black or navy). Students who are in Civil Air Patrol must meet the following guidelines for backpacks:

### **CAP Uniform Manual 39-1 regarding authorized accessories while in uniform**

6.3.1.4.3. Back Packs. Black backpacks may be worn with any uniform combination. Only solid-color black backpacks will be worn with blue uniform combinations. BDU patterned backpacks, olive drab and Air Force sage green may be worn with the BDU. Small logos are authorized. Members may wear a backpack on the left shoulder or both shoulders (not to interfere with rendering the proper salute). Backpacks will not have ornamentation, a high-gloss, designs, or hanging/dangling objects. Small gold or silver clasp authorized, but chains are not authorized

## **GENERAL UNIFORM GUIDELINES**

1. Skirt hemlines may be no more than 2" above the knee.
2. Low-riding or baggy pants are not allowed.
3. No leggings or skinny-fit pants.
4. Appropriate undergarments must be worn and may not be visible.
5. Make-up may be worn beginning in 7<sup>th</sup> grade



6. Tattoos and body piercing, other than girls' earrings are not allowed. Large dangling or hoop-type earrings are not allowed. Earrings must be limited to 1 earring per ear.
7. Jewelry other than watches and small earrings on girls may not be worn. Necklaces/chains are not allowed.
8. Hairstyle and hair color must be conservative in nature. Boys' hair must not extend below the top of the shirt collar in the back, the bottom of the ears on the sides or the eyebrows in front.
9. Shirts must be worn tucked inside the pants, skirt or shorts. Pants may not have holes in the knees.
10. No pocket chains or hats may be worn in the building.
11. Vests are not allowed.
12. Light-colored nail polish may be worn as long as it is in good repair.

#### Violations:

- First time: note home to parents. Must be returned with signature.
- Second offense: Parent will be called to bring cadet appropriate clothing.
- Third offense: Cadet will serve after school detention. Parent will be notified, and detention will be served the following day. Detention may include community service.

#### Rule of Thumb:

Parents, have your cadets look in the mirror and ask, "Where is attention drawn first? If I bend over, will I be showing something inappropriate?" Please help prevent embarrassment for your cadet and for others.

## **Grooming Standards – Civil Air Patrol**

### **CIVIL AIR PATROL GROOMING STANDARDS**

The following guidelines have been adopted in conjunction with Air Force standards.

#### **Personal Care**

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

#### **Male Grooming Standards**

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

Hair will not be worn in an extreme or fad style (A "Mohawk" style, for example, is not allowed) or in such a way that exceeds length or bulk standards or violates safety requirements. Hair will not touch the ears and only closely cut or shaved hair on the back of the neck may touch the collar. Hair will not

exceed 1 1/4 inches in bulk, regardless of length and not exceed 1/4 inch at the natural termination point. Hair will not contain or have any visible foreign items attached.

Facial hair is not allowed for students.

### **Female Grooming Standards**

Hair will be clean, well groomed, and neat. If dyed, hair will look natural. Hair will not contain an excessive amount of grooming aids or touch eyebrows when groomed. Hair will be styled to present a professional appearance. Plain and conservative pins, combs, headbands, elastic bands, and barrettes similar to the individual's hair color permitted to keep hair in place. Bows are not allowed. Any interpretation, and the final review of such, shall be the sole responsibility of the Commandant or her designated representative.

Hair will not be worn in an extreme or fad style or violate safety requirements. Hair will not extend in length on all sides below an invisible line drawn a parallel to the ground at the bottom edge of the shirt collar at the back of the neck. Will not exceed 3 inches in bulk. If hair is pinned-up, it is to be styled in a manner that prevents loose ends from extending upward on the head. For example, when using a clip or hairpins, hair will not present the appearance of a rooster tail. When hair is in a bun, the bun must be a single bun; no wider than the width of the head and all loose ends must be tucked in and secured. When hair is in a ponytail, it must be a single ponytail. The ponytail cannot exceed bulk and length standards and does not extend below the bottom of the collar. As with all hairstyles, a neat and professional image is essential. Hair will not include ornaments such as ribbons or jeweled pins.

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

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

### **Cosmetic and Nail Polish Standards**

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

Males may not wear nail polish or makeup in uniform.

Females may wear a single color of nail polish that does not distinctly contrast with the female cadet's complexion or detract from the uniform. Extreme colors are prohibited. Some examples of extreme colors include, but are not limited to purple, gold, blue, black, bright (fire engine) red and fluorescent colors. Do not apply designs to nails or apply two-tone or multi-tone colors; however, white-tip French manicures are authorized. Fingernails must not exceed ¼ inch in length beyond the tip of the finger and must be clean and well groomed. Fingernails must not interfere with the performance of assigned

duties. Fingernails must not hinder proper fit of prescribed safety equipment or uniform items. Cosmetics must be conservative and in good taste.

### **DRESS CODE FOR SPECIAL DRESS DAYS**

From time to time, CMA has special dress days such as “Western Wear Day,” “Hawaiian Shirt Day”, or special historical days coordinated with Core Knowledge learning. The following general rules apply at those times, unless otherwise published by the Dean of Instruction.

- Picture Days: “Sunday Best”. For other events, minimum standard equal to uniform dress code.
- No jeans unless it is a designated jeans day.
- No sleeveless tops. Midriffs, halter tops, spaghetti straps, backless clothing, tube tops, tank tops, or camisoles may not be worn. No visible lingerie.
- Skirts may be no more than 2” above the knee
- No sheer, tight or low-cut clothing. No immodest or provocative clothing.

Cadets who choose not to be in compliance with these guidelines will be sent home for a change of clothing. Administration reserves the right to make the final judgment call on all clothing selections for the day.

### **APPROPRIATE ATTIRE FOR SPECIAL EVENTS**

Cadets may be asked to wear dress shirts and ties for boys or dresses for girls in honor of athletic competitions. Those in Civil Air Patrol may be required to wear “dress” uniform.

Particular dress for music concerts or plays may also be required. Please note – general rules for special days dress applies.

### **CLOSED CAMPUS**

CMA has a closed campus. Cadets are not allowed to leave unless accompanied by an approved adult.

### **APPROPRIATE PLAYGROUND & LUNCHROOM BEHAVIOR**

Cadets must follow guidelines expressed by staff in the lunchroom and on the playground. No rough-housing play fighting is allowed. Cadets must play in a way that includes others and is thoughtful.

### **INAPPROPRIATE LANGUAGE**

Disrespectful, crude or vulgar language, swearing, or use of gang-style expressions is prohibited.

## **PUBLIC DISPLAY OF AFFECTION**

Hand-holding, kissing, hugging, or other public displays of affection by cadets is prohibited. As an academic institution, CMA encourages cadets to build friendships as a foundation to successful future life. Statistics show that cadets who delay physical involvement experience a much lower rate of teen pregnancy, STD's, and the emotional complications associated with teen relationships.

## **FREQUENT TARDIES**

See also policy in Office Procedures section.

Cadets who are tardy to school in the morning may be given after-school detention for each tardy after the first two tardies of a quarter. Cadets who are tardy when changing classes (middle school and high school) may be given lunch recess or after-school detention.

## **DETENTION**

When Detention is issued by a teacher or the Dean of Students, a form will be sent home for the parent's signature. That form is to be returned to the front office the next morning before school starts. If the form is not returned, parents will be called to come to the school to sign the form.

Detention time will be served by the cadet on that (second) day for thirty minutes after school. During Detention, cadets may be required to pick up trash on the school grounds, sweep walks, write essays on character topics or other improving activities as designated by the Dean of Students or the Dean of Instruction.

## **PROHIBITED ITEMS**

No weapons or other items that can cause physical harm may be brought to school. No drugs or alcohol, or other controlled substances are allowed. Prescription and non-prescription medicine must be turned in by parents at the Main Office and will be administered by trained CMA personnel. Any other items deemed to be unsafe will be confiscated and may not be returned. The police may be notified. Other disciplinary actions may include suspension or expulsion.

## **SEARCHES OF SCHOOL GROUNDS OR PROPERTY**

Use of a CMA locker or parking on school property by a student grants the school permission to search any and all such places. It includes vehicles, lockers, backpacks, computers, phones or other personal items.

## **MISUSE OF SCHOOL EQUIPMENT**

Misuse of school equipment that causes damage will require its replacement by parent / guardians.

Misuse of computers or internet may cause cadet to be prohibited from using such equipment for up to one year.

## **TRUANCY**

Unexcused absence, or truancy, is cause for suspension. Repeated or prolonged truancy may be cause for expulsion from CMA.

## **CMA COUNSELORS**

CMA has two social worker/counselors, one of whom is specifically assigned to children of the military service available to assist your social/emotional needs or concerns.

## **BULLYING**

The Board of CMA wants a safe and secure learning environment. Harassment, repeated teasing, gestures, intimidation, threats, or other action, whether written or verbal, are cause for disciplinary actions, including suspension or expulsion. This includes school grounds and events, before and after school, and at school-sponsored activities.

Aggressive or violent behavior, including that made over the internet or through electronic apps, which threatens another cadet's safety or security is not allowed. All CMA staff and cadets will treat one another with respect and kindness. If differences of opinion or disagreements arise, cadets will work through them with calmness and kind expression. If an adult is needed to mediate, the Dean of Students or another administrator is available to assist.

Cadets found to be bullying will be placed on a behavioral contract for improvement.

## **GANG INVOLVEMENT OR ASSOCIATION**

Involvement, association, or identification with an illegal gang or violent group or other group that advocates illegal activity is prohibited and cause for suspension or expulsion.

## **THEFT, CHEATING OR PLAGIARISM**

Cadets found to be guilty of theft, cheating, or plagiarism may be suspended or expelled.

## **HARASSMENT**

Harassment concerning ethnicity, sexual or gender orientation, or religion are prohibited by State and Federal law. Suspension and/or expulsion may result.

## **SEXUAL HARASSMENT**

Jokes, innuendoes or comments of a sexual nature, whether made to staff or cadets of either gender are not permitted.

## **HABITUALLY DISRUPTIVE SSTUDENTS**

Students who cause a disruption on school grounds, in a school vehicle or at a school activity or sanctioned event are subject to disciplinary action, including removal from the classroom. Upon a third such removal from a teacher's class, the teacher may request the student be removed for the remainder

of the semester. The Dean of Students or Dean of Instruction will develop and implement a behavior intervention plan for that student.

A behavior plan may be developed after the first such removal from class and shall be developed after the second removal from class. Parents/guardians will be contacted as soon as possible after a ny student is removed from class and a parent conference will be requested. Any additional action shall comply with applicable federal and state laws, including but not limited to law regarding students with disabilities.

If physical restraint of a student is necessary for the safety of others, a staff member certified in CPI restrain will perform that duty. Other conditions of CMA’s physical restraint policy will be applied.

### **FALSE ACCUSATIONS AGAINST A TEACHER OR SCHOOL EMPLOYEE**

The CMA Board affirms the importance of safety in our school for all persons. Should there be any instance of the following directed against any CMA teacher or school employee:

- assault upon
- disorderly conduct toward
- harassment of
- making a knowingly false allegation of child abuse against
- damage occurring on school premises to personal property of
- other offense under the “Colorado Criminal Code”

If any of the above occurs, the teacher or employee shall file a complaint with the school administration and the CMA Board.

Upon finding proof of the allegation, the administration shall suspend the student for three days and shall initiate procedures for further suspension or expulsion.

School administration shall also report the offense to the district attorney or appropriate local law enforcement who shall determine the appropriateness of filing criminal charges or initiating delinquency proceedings.<sup>1</sup>

### **SUSPENSIONS**

A suspension of one to five days may be instituted for a severe behavior problem. **No schoolwork is allowed to be made up.** A re-entry conference with cadet, parent, and administration is necessary before returning to class. The conference may also include others as administration deems necessary.

When 10 days total suspension has been accumulated in one year, whether during a school year or a calendar year, the CMA Board will refer the cadet to the Board’s designee for expulsion proceedings.

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<sup>1</sup> Reference: C.R.S. 22-32-109.1

## **EXPULSION**

A cadet who has been suspended a total of 10 days in 12 months will be automatically referred to the Board's designee for Expulsion proceedings. Due process shall include parent letter of notification of a hearing to be presided over by a hearing officer. The parent/student may have an attorney present at the proceeding. CMA's attorney will attend.

Serious infractions, such as violence, drug possession, or possession of weapons for other than lawful purposes may be cause for immediate expulsion.

Potential expulsion procedures are handled in conjunction with the state Charter School Institute and follow their due process systems, as per CMA's contract with CSI.

A student who is expelled will be offered other educational services, not including school attendance. Students who have been expelled may not be eligible to attend any public school in the area for up to 12 months.

# OFFICE PROCEDURES

## ENROLLMENT

The enrollment process begins when a parent submits a signed Letter of Intent to Enroll to our office. Forms may be obtained from the office or from our website: [www.ColoradoMilitaryAcademy.org](http://www.ColoradoMilitaryAcademy.org). CMA accepts cadets from all districts.

## LOTTERY

Following commitments by currently enrolled cadets, remaining seats will be filled through an annual lottery held in March.

Preference is given in the following categories:

- 1 – Founding Families and children of staff (up to no more than 10% of available seats).
- 2 – Siblings of enrolled cadets.
- 3 – Cadets in our homeschool program who have expressed a wish for full-time enrollment.
- 4 – Previously enrolled cadets whose families left due to military service.
- 5 – Remaining cadets, beginning with older grades. Drawing is by family and includes siblings as long as space is available in each grade.

## KINDERGARTEN REQUIREMENTS

Any child who is five years of age on or before October 1 is eligible to enter Kindergarten at CMA. Special considerations may be made for gifted cadets to start early as Colorado Law has recently changed on this.

“Readiness” tests may be given to determine if a cadet is ready for the academic nature of the CMA program. It is usually advisable for cadets who are not truly ready for school to wait a year for enrollment. It is better to be the oldest cadet in the next class than to be the youngest, least mature cadet the present class.

Here are some skills we recommend that parents work on in preparation for kindergarten:

- Know the alphabet, such as the ABC song or other
- Begin writing some letters
- Able to write own name
- Count to 10
- Begin to write some numbers
- Be able to sit still



## **WAITING LIST**

CMA maintains a waiting list by grade. As soon as openings become available, the next family on the list will be called. Families who decline to enroll their cadet at that time must resubmit their Letter of Intent to Enroll and move to the bottom of the waitlist.

## **CLASS PLACEMENT**

Class placement and teacher choices are at the discretion of the administration. Parent-provided information about cadet learning styles and needs is requested in the registration process, and will be considered.

Students entering from homeschooling or other schools may be given a placement test to determine grade level.

## **LEAVING SCHOOL EARLY**

Parents needing to pick cadets up early for medical appointments or other occasional events must arrange with the office and with their cadet's teachers to do so. Please give the office at least 24 hours notice. The parent must come in and sign out the cadet. Parents are encouraged to schedule such appointments on Friday afternoons or other times when the cadet will not have to miss class.

Please do not ask the office to release your cadet 20 minutes prior to carpool as that is a very busy time for the staff. Cadets will be released instead at carpool.

## **ABSENCES**

Please call our office when your cadet is absent due to emergency, illness, or other excused situation. You must call by the end of the school day, or your cadet will be mark as "absent – unexcused."

Cadets with unexcused absences will automatically be given detention. Cadets with more than 10 absences annually, excused or unexcused, may be considered for retention (not passed on to the next grade.) Cadets with more than four unexcused absences per month or 10 days per school year will be termed "habitually truant" under Colorado law.

## **PARENT VOLUNTEERS**

Parent volunteers must sign in and sign out at the office. An identifying badge must be worn. Confidentiality of all cadet and internal school matters must be maintained.

## **VISITORS**

Visitors must sign in and sign out using picture ID at the office. Tours may be scheduled in advance. Visitors unaccompanied by a staff member are not allowed.

## **CHANGE OF ADDRESS OR PHONE**

If you move, please notify our office of your new contact information as soon as possible. Our office must be able to contact you in case of emergency.

## **TRANSFER OR WITHDRAWAL**

You may fill out the transfer / withdrawal form at our office. All fees and/or fines must be paid and materials checked out to your cadet returned. Permanent cadet records will be forwarded to the new school at your written request.

## **PERMANENT RECORDS**

Permanent cadet records are confidential and kept secure. Parents or guardians may request copies or transfer of records in writing. Records may not be withheld due to unpaid fines or fees.

# PARENT LETTER OF COMMITMENT

*All parents who enroll their children at Colorado Military Academy will be expected to read and sign the following letter:*

We believe that by taking shared responsibility for learning, we can ensure that the children enrolled at Colorado Military Academy will be successful learners and members of our community.

At CMA the Board of Directors, staff, parents and cadets pledge to work together to meet the school's mission, which is to:

- Provide an academically challenging, content-rich curriculum that holds high expectations for all cadets.
- Train military leadership and character
- Offer opportunities for STEM and aerospace education.
- Provide a safe environment where all cadets are known, respected, and valued as individuals of great potential.
- Establish a community that models and encourages character development, and a sense of responsibility towards self and others.

Specifically, parents agree to:

- Ensure that their child(ren) are in school every day, except for illness or other legitimate reasons. Parents agree to make every attempt to schedule appointments after school whenever possible.
- Ensure that their child(ren) come to school each day on time, neatly dressed in their uniform, and prepared to learn.
- Provide a regular time and quiet atmosphere for child(ren) to complete homework.
- Monitor homework completion on a nightly basis.
- Support learning at home by reading at least 15 minutes with their child(ren) every night.
- Assist their child(ren) with projects and attend cadet presentations and performances whenever possible.
- Attend all parent-teacher conferences each year.
- Support the school's programs by volunteering when possible.
- Purchase the school supplies required by the teacher and agree to pay, on time, any fees associated with field trips, the before/after school program, full-day kindergarten, or other fees \*. Parents unable to pay these fees should contact the Dean of Instruction to discuss financial assistance.
- Pay the yearly activity fee of \$70.00 per child, with a maximum of \$140.00 per family.
- Support the rigorous Core Knowledge curriculum by regularly asking their child(ren) about their activities at school.
- Discuss classroom concerns or conflicts with the teacher(s) before going to the Dean of Instruction or an administrator.
- Support CMA's policies, procedures and philosophy.

## Parent Commitment:

By signing this Letter of Commitment, I \_\_\_\_\_ (parent/guardian) acknowledge that my family is committing to CMA and that CMA is committing to my family. I understand that this is not a legally binding document for my family or CMA, but does represent an understanding of the information presented above.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Please list the names and grades (in fall of 2008) of all children you have enrolled at the school:

\_\_\_\_\_

\*If you qualify for free or reduced lunch per federal guidelines, your fees will be waived. \*\* Waived for deployed families, families with serious illness, or other exemptions through meeting with Dean of Instruction.

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