

# 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 may not be visible<sup>1</sup>, 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

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<sup>1</sup> For a detailed copy of the CAP policy on tattoos/Brands/Body Markings, contact the Dean of Instruction.

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, such as “Civil War Day”. 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 action 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 PLAGERISM**

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 STUDENTS**

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 any 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 laws regarding students with disabilities.

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

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

Insert policy here.

## **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.

## **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.