



**CMA**

*Aerospace & Leadership*

# Parent-Cadet Handbook

2023-24

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

*Colorado Military Academy (CMA) was founded in 2018 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 ADMINSTRATIVE TEAM.

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# SCHOOL CONTACT INFORMATION

## LOCATION

CMA  
360 Command View  
Colorado Springs, CO 80915

## PHONE

719-576-9838

## OFFICE HOURS

Monday – Friday, 7:30 AM – 4:00 PM | Closed from 3:15 PM - 3:30 PM M-Th and 1:15 PM - 1:30 PM Fri

## SCHOOL HOURS

Pre-K  
Full day Pre-K, Monday – Friday, 8:00 AM – 3:30 PM

Grades K-6  
Monday – Thursday, 8:00 AM to 3:30 PM  
Breakfast, 7:30 AM to 7:50 AM | Transition to Class, 8:00 AM | Tardy at 8:05 AM  
Friday, 8:00 AM – 1:30 PM

Grades 7-12  
Monday – Thursday, 7:50 AM – 3:30 PM  
Breakfast, 7:30 AM to 7:50 AM | Formation 7:50 AM – 8:00 AM | Tardy at 8:00 AM  
Friday, 7:50 AM – 1:30 PM

## BREAKFAST & LUNCH SERVICE PROVIDED BY D-11

<https://www.myschoolbucks.com/>

## WEBSITE

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

## EMAIL

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

**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.**

**ENTRY DURING SCHOOL HOURS BY APPOINTMENT ONLY OR FOR SPECIAL EVENT.**

# PHILOSOPHY & GENERAL INFORMATION

## WHAT IS A CHARTER SCHOOL?

CMA is 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 based on 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 from their authorizer. Additionally, charter schools are ultimately responsible to their consumers—the parents and cadets who choose to attend.

Public charter schools are mission-led schools with a specific emphasis. CMA's military emphasis includes the Civil Air Patrol program for seventh through 12<sup>th</sup> graders blended with Core Knowledge curriculum in grades Kindergarten through 8th Grades along with STEM and Project-Based Learning. Emphasis on Character Education and its integration into real-life is a priority.

## A BIT OF HISTORY

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

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

## VISION

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

## MISSION

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



## **CORE VALUES**

Colorado Military Academy Core Values:

P- Positivity, R – Respect, I – Integrity, D – Discipline, E – Excellence (PRIDE)

## **HONOR CODE**

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

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

CMA 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 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 CMA is 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 define and are 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 lifelong learners and must choose the product and delivery method that they determine is best for their child and family.

**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.

**STEM EDUCATION** is an emphasis on science, technology, engineering and math. This is accomplished through a variety of tools and activities. Our cadets are one-to-one with chrome books. We offer a STEM discovery lab where young learners are introduced to STEM concepts. 7 – 12<sup>th</sup> grades offer a robust catalog of STEM classes.

**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 (CAP), which takes place during the school day for grades 7 through 12. (Optional but recommended for 7<sup>th</sup> and 8<sup>th</sup> grade. Required for 9<sup>th</sup> through 12<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.

**CHARACTER EDUCATION** for the development of the whole child will include many traits or Core Virtues (on a two-year rotation) 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. We have cadets that are from active-duty families. Peterson AFB provides a Military Life Counselor for these cadets. We also employ a percentage of active-duty and retired military as staff.

The statements and purposes above 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 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.

# GOVERNANCE

## SCHOOL GOVERNANCE

CMA is governed by a board of military and community leaders.

The current Board of Directors are:

- Brigadier General Douglas Murray, PhD (ret.): Board President, 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.
- Dr. Robert Applegate PhD: Secretary & Treasurer, is a research scientist and analyst who currently serves on multiple Boards of Directors.
- Chris Bender, Board Member
- Cindy Schaefer, Board Member

## 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. Meetings are also on Google Meets. Occasional Executive Sessions to discuss personnel matters, confidential cadet matters, contract negotiations and the like are closed to the public.

## BOARD COMMITTEES

There are a number of standing committees. Openings will be posted in the Main Office and on the website.

- School Advisory Committee
- Finance Committee

## SCHOOL ACCOUNTABILITY COMMITTEE

This committee can be comprised of parents, teachers, administrators, and community members. The School Accountability Committee meets three to four times per year to review the budget, school growth and staffing needs, and the Unified Improvement Plan. For more information, please email [sac@cmacs.org](mailto:sac@cmacs.org).

## GOVERNING DOCUMENTS

The Board gives direction to the program 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 upon request.

## SCHOOL ADMINISTRATION

### Executive Director (Interim)

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 of 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.

### **Principal**

Ms. Cynthia Lucero joined Colorado Military Academy in August 2020. She was hired as the K-6 Assistant Principal/ELL Coordinator. In January 2022, she was promoted to Principal. Ms. Lucero is from New Mexico, but has lived in Colorado Springs for the last 7 years. Ms. Lucero has two bachelors degrees from New Mexico Highlands University in Elementary Education and Special Education. She proceeded to obtain an additional two masters degrees, TESOL (Teaching English to Speakers of Other Languages) from University of Colorado at Colorado Springs and Educational Leadership from Western Colorado University. In her 7 years of teaching experience, she has successfully added the following endorsements to her Colorado Professional teaching license; K-6 Elementary Education, ages 5-21 Special Education Generalist, K-12 CLDE/ESL/ELL, and grades 7-12 Secondary English Language Arts. She spent 6 years in the classroom and 1 year as a middle school Dean of Students. Most recently, Ms. Lucero obtained her K-12 initial Principal license. She is also qualified to obtain a Colorado K-12 Administrators license, all through the Colorado Department of Education. Prior to making a career change, Ms. Lucero had 15 years of experience in the areas of HR, Accounting, and Business Office Management.

# 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 there are any changes that need to be made to a guardian's contact information to include address, phone, emergency contacts, please log into the PowerSchool parent portal to submit changes electronically. Changes submitted through the portal will be reviewed by the PowerSchool admin and approved if there is no additional information required. If a parent or guardian needs assistance accessing this portal, please contact [enrollment@cmacs.org](mailto:enrollment@cmacs.org).

## PARENT / SCHOOL COMMUNICATION

Teachers and Admin staff will communicate with parents on a regular basis through classroom newsletters, Google Classroom, Class Dojo (Elementary), BAND App (CAP), CMA Facebook page, direct messaging via email/text to student contacts on file, and through the *CMA Family Briefing* (newsletter) published weekly.

In addition, parents are encouraged to communicate with teachers frequently, through notes, voicemails, emails, and personal visits (by appointment). Each teacher has a virtual voicemail extension and email that can be found in the staff directory on the CMA Website. The standard email address format for CMA is lastname.firstinitial@cmacs.org. You may also contact the front office (719-576-9838) to leave a message for a staff member.

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

# PARENT INVOLVEMENT at CMA

Parent involvement at CMA is important to having a strong, healthy school. We ask parents to attend Parent-Teacher conferences for their student, especially if a cadet is failing one or more classes. These conferences are held at different times of day so that all can attend, whether working or not. Also at these meetings, teachers share students' results for NWEA testing and what students will be working on. Parents can help close academic gaps by working on math facts or helping student practice work in weak areas. Teachers will offer suggestions for parent involvement in this process.

Parents can access their cadet's assignments, grades, attendance, progress reports, report cards and more through the PowerSchool portal. Please contact our enrollment team at [enrollment@cmacs.org](mailto:enrollment@cmacs.org) if you have not yet connected to this resource. This is an extremely important tool for parents. It provides knowledge parents can leverage to help kids be successful and accountable.

CMA offers parents meeting several times throughout the year to include Town Halls, Back to School Night and more. CMA uses Title 1 funds to host these meetings. Watch for announcements in the weekly *CMA Family Briefing*.

## CONFLICT RESOLUTION PROCESS

CMA asks that the following protocol for cadet concerns be followed. (If needed, a translator will be provided by the school):

- Take the concerns to the supervising teacher or appropriate staff member first. Note: a parent may NOT approach another parent's cadet to address an issue. The teacher or staff member must be involved.
  - It would be best if issues were addressed within two weeks of the occurrence.
  - Both parties / sides will be given the opportunity to express their perceptions of the situation or experience.
- If assistance is further needed, a parent/guardian may take the concerns to the following staff within 10 days of the first meeting:
  - Academic concerns – Executive Director (Interim)
  - Behavior concerns – Dean of Students/Commandant

The complaint shall be in writing and shall detail (i) the date of the incident (if applicable); (ii) the School staff member involved; (iii) a description of the incident, decision, or practice that gave rise to the issue; (iv) the conflict resolution strategies that have been attempted thus far; and (v) the grievant's requested resolution. The School Leader will either issue a written response to the grievant or contact the grievant to schedule a time to discuss the issue within three business days.

- If resolution is not reached, parent/grievant may take the problem to the CMA Board of Directors. You may contact the board at [board@cmacs.org](mailto:board@cmacs.org).
- If the grievant is not satisfied with the School Board's determination not to review the written grievance or the written resolution reached by the School Board after reviewing the grievance,

the grievant may submit its concerns in written format to the Institute within five business days from receiving the written decision of the School Board.

Charter School Institute  
1600 N. Broadway, Suite 1250  
Denver, CO 80202  
(303) 866-3299  
[legalandpolicy\\_csi@csi.state.co.us](mailto:legalandpolicy_csi@csi.state.co.us)  
[Csi.info@csi.co.state.us](mailto:Csi.info@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.

In extreme situations, the CMA Board and staff reserve the right to deviate from the standard policy depending on the nature and severity of the complaint (e.g., a sexual harassment complaint, serious safety issue, discrimination complaint, etc.).

### **CMA BOOSTER CLUB – PARENTS AND TEACHER ORGANIZATION**

The purpose of CMA's Booster Club 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

Members can be parents, employees, volunteers or community members. Examples from other schools include raising funds for playground equipment, hosting a teacher appreciation potluck, assisting with Field Day festivities. For more information on CMA's Booster Club, please contact the Executive Director (Interim).

### **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 Executive Director (Interim) about volunteer opportunities. Please note: parent and family information is confidential. If a volunteer is found to be discussing school information, their volunteer opportunity may be forfeited. All volunteers are required to do a background check at \$5.00 a person.

CMA would like to continue the military image even with volunteers. Anyone coming into CMA needs to follow all dress codes that CMA staff and cadets follow. When in the building please wear business attire, the following is not allowed.

#### **Specifics:**

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

- Clean, pressed, and free of holes, tears, and frays.
- Must not advertise tobacco, alcohol, drugs, etc.

- Pants may not be excessively tight or baggy; no stretch/yoga pants, or footless tights. Leggings and footless tights may be worn under long tops that cover the hips or under dresses/skirts.
- Blouses/shirts: No tanks tops, spaghetti straps, strapless shirts, unless worn under a blazer, dress jacket, or sweater (not sheer or lace); no cleavage showing; no skin showing between top of pants and bottom of shirt.
- Women may wear skirts no shorter than 2 inches above the knee.
- Outdoor wear, hats, and sunglasses may not be worn in the building.
- Women's hair and makeup must be a natural and conservative color.
- Jewelry must be conservative, i.e. presenting a professional image consistent with clothing.

## **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**

Breakfast	Monday – Friday, 7:30 AM – 7:50 AM Doors open at 7:30 AM
Pre-K	Monday – Friday, 8:00 AM – 3:30 PM
Grades K-6	Monday – Thursday, 8:00 AM – 3:30 PM / Fridays, 8:00 – 1:30 PM
Grades 7-11	Monday – Thursday, 7:50 AM – 3:30 PM / Fridays, 7:50 – 1:30 PM

Doors open at 7:30 AM and close at 4:00 PM except for after school activities. Classrooms are open 10-15 minutes before and after school. If your cadet needs extra help, please contact and schedule a meeting with the appropriate teacher at least 24 hours in advance when possible.

## **ROCKET CLUB BEFORE & AFTER CARE**

Rocket Club Before and After Care is a licensed childcare service for children ages 5+. It is open on school days from 6 AM to 7:30 AM, at which time students are released to go to their classes. After school, it is open until 6 PM, with extra charges occurring for late pickup. For more information and fees (sliding scale), see the Rocket Club Handbook posted on our website.

## **MAKING PAYMENT FOR PRE-K AND ROCKET CLUB**

You may make your payment through the electronic system on the CMA Web Store using a debit or credit card. Payment is due by the first of every month.

- Pre-K - paid per month, August-May, due by the end of the preceding month.
- Rocket Club – sliding scale, see payment schedule and information in Rocket Club Handbook Payment is due for the upcoming month by the end of the month.
- If payment is not made by the 5<sup>th</sup> of the month, students may not attend beginning the 6<sup>th</sup>. Your student will be dropped and in order to continue you will need to sign up again online.

## **ATTENDANCE PROCEDURES**

Colorado Military Academy is dedicated to working with parents to assist families with attendance difficulties. Student absences are lost opportunities for learning. Students who attend school regularly are more likely to achieve at higher levels than students who do not have regular attendance.

The CMA Board of Director's Attendance Policy can be found at <https://coloradomilitaryacademy.org/board-policies/>.

## **ABSENCES**

CMA parents must notify the school of a student's absence or provide requested documentation concerning the absence or the absence will be considered "Unexcused."

To excuse your cadet 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). You can check on your cadet's attendance information through the PowerSchool parent portal.

If a cadet is absent more than 3 days in a row, the front office will attempt to contact the parent/guardian.

## **TARDIES**

Cadets are to be in line to meet their teachers at the start times, ready to begin "Bell work". 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 "Bell work" 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 may be given detention. Parents of habitually tardy cadets will receive a call from the Executive Director (Interim).

## **SCHOOL BREAKFAST and LUNCH**

CMA offers breakfast lunch service through District 11's services. All families must complete a Free and Reduced Lunch (FRL) application regardless of household income. Those who qualify for FRL will also receive discounts for field trips and other services. This also helps with CMA's funding from the Federal Government. Go to <https://www.myschoolbucks.com/> to sign up.

## **IMMUNIZATIONS**

CMA follows the Colorado Department of Public Health & Environment requirements for immunizations. See more at <https://cdphe.colorado.gov/schoolrequiredvaccines>. For exemption, information see <https://cdphe.colorado.gov/vaccine-exemptions>. There will be a deadline after which those without documentation will not be able to attend school. We do NOT require COVID vaccinations.

## **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.

## **ADMINISTRATION OF MEDICINES AND HEALTH CARE PLANS**

The school nurse or her trained designee can give medicine to students during the school day. All medications need to have a medication form signed by a doctor. Please register medicines and leave a supply with the nurse. Any over the counter medications need to be new and sealed. Older students may be allowed to carry inhalers if appropriate forms are signed and students show the mature ability to manage it.

For students who have Individual Health Care Plans or health care conditions, please see the nurse and communicate your student's needs and concerns. Teachers will be trained to watch for warning signs of particular conditions or need for medical attention.

## **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 100.4 degrees F or higher, with no other symptoms present, prior to fever-reducing medications being taken. The cadet’s temperature must be normal for 24 hours without the aid of fever-reducing medications (such as Tylenol) before returning to school.
- Abnormal color or 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

Please see the Department of Public Health & Environment’s ‘How Sick is Too Sick?’ document here: <https://drive.google.com/file/d/1RcdCmU4SYXwmVhJrA3Pyk0gP0MTDClkF/view>.

## STUDENT FEES SCHEDULE

All mandatory fees, fines, and charges shall be waived for indigent students. For purposes of student fees, an indigent student is defined as any child who is eligible for a free or reduced price lunch under the federal poverty income guidelines, including homeless and foster children. Waivers for non-indigent students may be requested by contacting the Executive Director (Interim).

It is the cadets’ responsibility to report any lost or damaged school technology items to the IT Department as soon as possible. Do not repair or replace lost or damaged Chromebooks, chargers or other school technology devices. Doing so could void the devices warranty and is the responsibility of the CMA IT Department.

Charges may apply if a cadet intentionally or habitually damages school property.

Please see details of possible student fees below:

Item or Activity	Amount of Fee	Purpose of Fee	Participation	Voluntary/Mandatory
Preschool Tuition	Varies based on UPK Approved Funding Rates	Preschool Tuition for non-UPK or partial-UPK students	Required for participation in CMA Preschool program	Mandatory for participation in CMA Preschool program
Rocket Club	Varies based on income and number of children	To cover the operational costs, supplies, and staffing of the Rocket Club Program	Required for participation in the Rocket Club program	Participation in Rocket Club is voluntary; however, if participating in Rocket Club, payment is mandatory

Replacement Fees for Lost or Damaged Technology – Chromebook Replacement	\$350	To cover the costs to replace or repair lost or damaged technology items	Required for students who intentionally or habitually damage school technology items	Payment is mandatory before another technology item will be issued to the student
Replacement Fees for Lost or Damaged Technology – Screen Replacement	\$75	To cover the costs to replace or repair lost or damaged technology items	Required for students who intentionally or habitually damage school technology items	Payment is mandatory before another technology item will be issued to the student
Replacement Fees for Lost or Damaged Technology – Charger Replacement	\$35	To cover the costs to replace or repair lost or damaged technology items	Required for students who intentionally or habitually damage school technology items	Payment is mandatory before another technology item will be issued to the student
Replacement Fees for Lost or Damaged Technology – Case Replacement	\$35	To cover the costs to replace or repair lost or damaged technology items	Required for students who intentionally or habitually damage school technology items	Payment is mandatory before another technology item will be issued to the student
Replacement Fees for Lost or Damaged Technology – Other	Varies based on cost of parts to repair damages	To cover the costs to replace or repair lost or damaged technology items	Required for students who intentionally or habitually damage school technology items	Payment is mandatory before another technology item will be issued to the student
Replacement Fees for Lost or Damaged Textbooks or Classroom Materials	Varies based on cost of replacement textbooks	To cover the costs to replace or repair lost or damaged textbooks or classroom materials	Required for students who intentionally or habitually damage textbooks or classroom materials	Payment is mandatory before another textbook or additional classroom materials will be issued to the student
Parking Fee	\$40	To allow licensed students to park on school property	Required for students to park on school property	Parking on school property is voluntary, however, if students want to park on school property, the fee is mandatory

Young Guns Club	\$30	To cover the costs of the rifle rentals, ammo, use of the range at American Legion Post 209, and other operational costs	Required for participation in the Young Guns Club	Participation in the Young Guns Club is voluntary; however, if participating in Young Guns Club, payment is mandatory
Theater Club	\$25	To cover the costs of costumes, makeup, set materials and other operational costs	Required for participation in the Theater Club	Participation in the Theater Club is voluntary; however, if participating in Theater Club, payment is mandatory
Dreamworks Drama Club	\$30	To cover the costs of costumes, makeup, set materials and other operational costs	Required for participation in the Dreamworks Drama Club	Participation in the Dreamworks Drama Club is voluntary; however, if participating in Dreamworks Drama Club, payment is mandatory
Landshark Running Club	\$68	To cover the costs of Landshark registration	Required for participation in the Landshark Running Club	Participation in the Landshark Running Club is voluntary; however, if participating in Landshark Running Club, payment is mandatory
Landshark Running Club T-Shirt	\$16	To cover the cost of the Landshark Running Club T-Shirt	Required to receive a Landshark Running Club T-Shirt	Voluntary
Voluntary Field Trip Fees	Varies depending on the cost of the field trip	To cover the costs of the field trip, for example: admissions, meals, transportation, and other operational costs	Required to attend voluntary field trips	Participation is voluntary; however, if participating, payment is mandatory

Yearbook Sales	Varies depending on the quote from Jostens	To cover the costs of printing, binding, artwork, shipping, and other production costs	Required to receive a yearbook	Purchase of a yearbook is voluntary; however, to receive a yearbook, payment is mandatory
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\*Students qualifying for free or reduced price lunch under the federal poverty income guidelines, including homeless and foster students, are eligible to receive waiver of all mandatory fees, fines and charges upon request. Transportation fees will be waived for students qualifying for free or reduced price lunch, homeless and foster students, and students with transportation as a related service on their IEP. Teachers and principals will make every effort to ensure that no student is denied the right to participate in field trips or other enrichment activities because of lack of funds. Families who believe they qualify for a fee waiver must contact the School Leader to make such request.

# ACADEMIC CALENDAR



## 2023-2024 Academic Calendar

August 2023  
 9-11 All **New** staff (Or hired midway 22/23)  
 14/15- All staff/(All teachers-11am-7pm)  
 Back to school nights 5pm-7pm  
 16-1st day of school

AUGUST 2023						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JANUARY 2024						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

January 2024  
 1-CMA closed  
 2-Teacher work day/grades  
 3-Cadets Return to School/Qtr 3 ▲  
 15-CMA Closed

September 2023  
 1-Teacher PD  
 4-CMA Closed

SEPTEMBER 2023						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

FEBRUARY 2024						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	

February 2024  
 16-Teacher PD  
 19-CMA Closed

October 2023  
 17-Beg of qtr 2 ▲  
 20-Teacher work day/grades  
 26/27-(11am-7pm)(8am-3pm) Parent Teacher conferences

OCTOBER 2023						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

MARCH 2024						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

March 2024  
 8-Start qtr 4 ▲  
 15-Teacher work day/grades  
 21/22-(11am-7pm) (8am-3pm) Parent teacher conferences  
 25-29 CMA closed (Spring Break)

November 2023  
 10-CMA Closed  
 20-24 Thanksgiving break/CMA Closed

NOVEMBER 2023						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

APRIL 2024						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

April 2024  
 19-Teacher PD

December 2023  
 11/12 Finals for 7-12/1/2 day school/0 lunch  
 13-Finals makeups if needed  
 15-End of qtr 2 ▲  
 18-29 CMA closed/Winter break

DECEMBER 2023						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

MAY 2024						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

May 2024  
 13/14 Senior Finals (final grades due 15 by end of day) ½ day school for 12th/0 lunch  
 15-Makeups for finals if needed  
 18 Graduation (Rehearsal 17)  
 20/21 Finals (7-11 grade) ½ day school for 7-11/0 lunch  
 21-End of qtr 4 ▲  
 22 Grades Due by end of day  
 22 Kinder graduation 9am  
 22-PreK/6th completion ceremony 10am  
 24-Teacher workday/signout  
 27-31 CMA Closed

Student contact days:167  
 Teacher contact days:183

**Color Legend:**

- Brown=Professional Development (No students)
- Blue=Teacher Workday (No students)
- Green=Conferences (No students)
- Pink=Holidays/CMA Closed
- ▲ =Beginning or end of quarter

## **SNOW DAYS**

CMA usually observes the same snow days as District 11. CMA will send delay information through direct messaging via email and text message to student contacts on file. Delay information will also be sent to local news sources and posted on our Facebook page. See the 'Change of Address or Phone' section of this handbook for instructions how to update your contact information. In addition, families can sign up for FlashAlert. There is a free iOS/Android app called FlashAlert Messenger, this allows you to receive push notification of emergency messages.

## **EMERGENCY SCHOOL CLOSURE**

In case of loss of utilities or other safety emergency, CMA will send updates through direct messaging via email or text message to the student contacts on file. See the 'Change of Address or Phone' section of this handbook for instructions how to update your contact information.

## **CARPOOL / TRAFFIC SAFETY**

The building is open for drop-off at 7:30 AM. Pick-up must be completed within 10 minutes of the end of school activities. If you need to drop your student off earlier or pick them up later than 10 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.

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

***If drivers are aggressive or dangerous to our staff, CMA will report the license plate numbers to the sheriff's department. If the issue persists, charges will be filed.***

## **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.

## **STUDENTS WHO DRIVE**

All students who wish to drive to school must be legally licensed and insured. Proof of such must be submitted to the secondary office. Students must display a CMA parking permit on all vehicles driven to school. Student parking is allowed where marked. Parking permits are \$40 and must be paid. Permits will be issued at the front office of the secondary administration 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 secondary front office of the new vehicle information (make, model, plate #). It is the student's responsibility to inform the 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. Students must be in good standing to get a parking permit.



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.

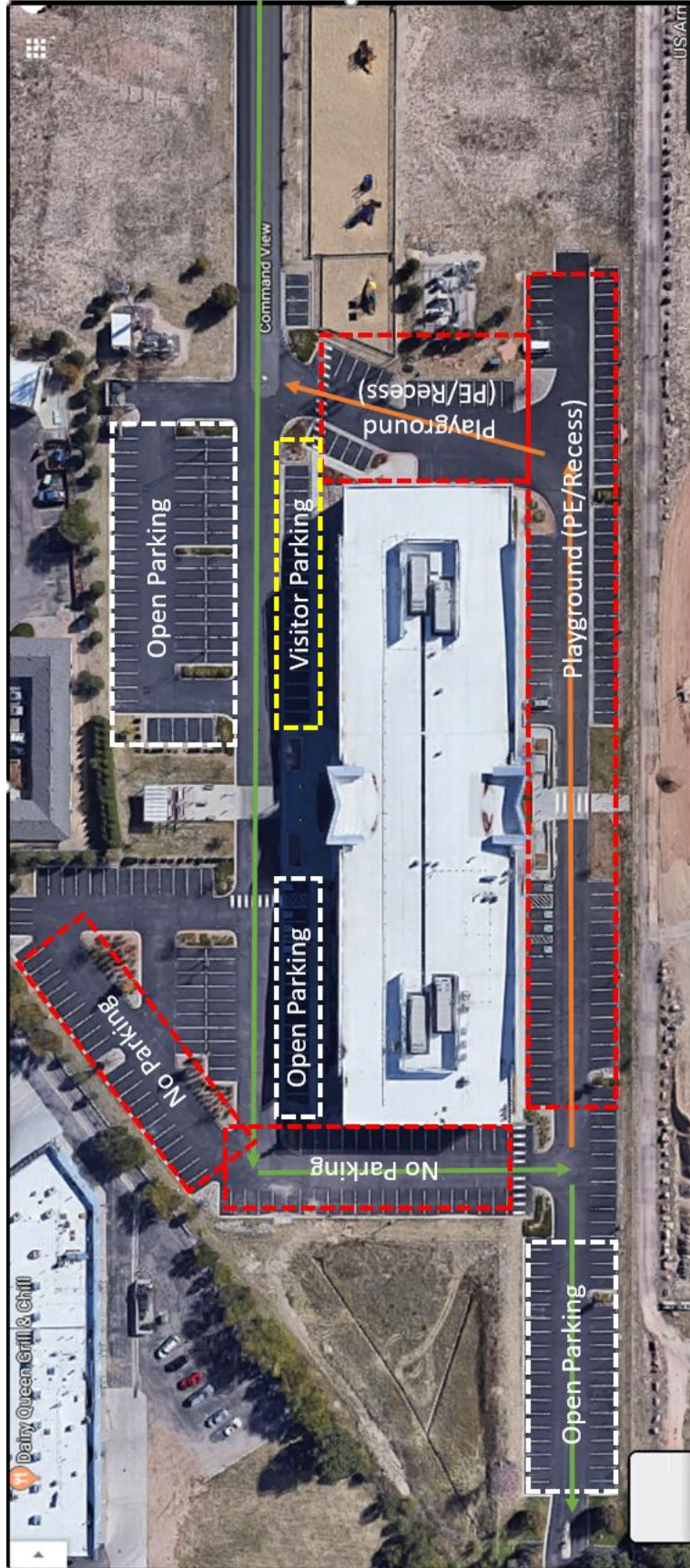
Refusal by a student, parent/guardian, or owner of the vehicle to allow access to a motor vehicle on school premises at the time of a request to search the vehicle shall be cause for termination without further hearing or appeal of the privilege of bringing the vehicle onto school premises. In such cases, 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.

Even if a cadet is 18, CMA reserves the right not to allow a cadet to leave campus without parent permission.

## **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.

# PARKING LOT MAP



Open during Pickup and Drop-off ONLY      ONE WAY - Open All Day

## **EARLY RELEASE**

Please do not come to the office seeking to pick your child up between 30 minutes and 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.
- All students will exit from the cafeteria (south) entrance once it is known their ride is in the carpool lane.
- 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 your student's teacher (elementary age). 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.

## **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
- Fridays the turnstile will open at 1:30 to 2:00 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. To make arrangements, please contact the front office at [frontoffice@cmacs.org](mailto:frontoffice@cmacs.org).

## **RECESSES**

Pre-K through 4<sup>th</sup> grade cadets will be given a morning and an afternoon recess by their teachers. These are not scheduled, but may be determined by the teacher and what activities are being accomplished.

Fifth/sixth grade cadets should have approximately one 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 CLASS SCHEDULES  
GRADES 7-12**

**Monday-Thursday**

Formation 7:50- 8:00  
 8:05-8:50 1st Period  
 8:55-9:40 2nd Period  
 9:45-10:30 3rd Period  
 10:35-11:20 4th Period  
 11:25-12:10 5th Period  
 12:15-1:00 Lunch  
 Formation 12:55-1:00  
 1:05-1:50 6th Period  
 1:55-2:40 7th period  
 2:45-3:30 8th Period  
 3:30 Dismissal

**Friday**

Formation 7:50-8:00  
 8:05-9:05 1/2 Period  
 9:10-10:10 3/4 Period  
 10:15-11:15 5/6 Period  
 11:20-12:20 7/8 Period  
 12:20-1:00 Lunch  
 1:05-1:30 Homeroom (study hall)  
 1:30 Dismissal  
 \*HS will have recess  
 first from 12:20 to 12:40  
 then lunch until 1pm. MS  
 will have lunch at 12:20 then  
 Recess from 12:40-1:00

***All students dismissed at 1:30 PM on Fridays to allow staff time for meetings, training, grading and planning.***

**CELL PHONE 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. Cell phones may not be carried during class time or in the classrooms. They may remain in lockers (middle school & high school) or in backpacks (elementary). They may be used after school. Staff will seize phones present in classrooms and parents will be notified to pick up the phone.

The school is not responsible for cadets who communicate by phone, text or other social media outside of school hours.

**STUDENT INFORMATION SYSTEM**

*PowerSchool*, our student information system, is accessible for parents/guardians and cadets. Contact [enrollment@cmacs.org](mailto:enrollment@cmacs.org) to get access.

Parents can access their cadet's assignments, grades, attendance, progress reports, report cards and more through the PowerSchool portal. Please contact our enrollment team at [enrollment@cmacs.org](mailto:enrollment@cmacs.org) if you have not yet connected to this resource. This is an extremely important tool for parents. It provides knowledge parents can leverage to help kids be successful and accountable.

## **PARENTS' RIGHT TO KNOW**

As a parent of a student at CMA, 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.

Additionally, if a school employee is charged with certain crimes that may put children at risk, parents will be notified. When school is not in session, an email bulletin will go out to the families of all registered students.

## **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 Executive Director (Interim) must approve all visits and visitors will have to pay \$5.00 for a quick background check.

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. You may not visit a classroom without a set meeting time.

## **COUNSELING SERVICES**

Colorado Military Academy employs School Counselors who are available to cadets on an as-needed basis. Students may request to speak with a 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. They 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. A parent permission form is required to access the services of the MFLC and found on the CMA website.

## **FIELD TRIPS**

Field trips occur several times throughout the year. There may be a cost involved. 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 FRL eligibility.

## **REPLACING LOST TEXTBOOKS, LIBRARY BOOKS OR OTHER 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.

## **FUNDRAISING/DONATIONS**

CMA does a few school-wide fundraising projects per year. We encourage your support in these efforts. As a non-profit, CMA is allowed to accept donations at any time. Donations can be made on the CMA Web Store.

While there are many worthwhile causes, fundraising for outside organizations 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 7-12) and are explicitly considered school property. 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. The school may search a cadet's backpack where there is a reasonable suspicion that the search will reveal evidence that the student has violated or is violating the law or school rules, and the search is reasonably related in scope of the circumstances that justified the search. 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, iPods, game consoles, ear buds 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.

State law prohibits the use of any tobacco products (cigars, cigarettes, e-cigarettes, vaping, chew, etc.) on school property by adults. It is illegal for students under 18 to possess or use such items. Students who bring such things to school will be subject to discipline, up to and including suspension.

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

## **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, the cadet 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” each year to be granted computer access. Be advised that internet safety protocols are in place at the school, but not all of these protocols reach a cadet using a school Chromebook on your home WiFi. We recommend you consider Parental Control products at home for internet safety.

## **LIBRARY**

CMA’s library has a wide range of books for cadet use. Cadets can use their Student ID number to check out books for two weeks. Late fees of \$.10 per day and replacement costs will be charged if books are lost 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 Executive Director (Interim) or Commandant/Dean of Students (Interim) who will investigate and document the allegations. Under state law, this is a mandatory reporting situation. Law enforcement will be called. The Commandant/Dean of Students (Interim) will maintain records of all complaints.

Annual training for prevention of child molestation and mandatory reporting responsibilities will be conducted annually.

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.

### **AFTER SCHOOL CLUBS**

CMA offers a number of after school clubs such as Lil' Pats Athletics, Pokémon, Chess, Drama, and more.



# ACADEMIC INFORMATION

## INSTRUCTIONAL GOALS

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 classroom teachers determine homework loads. 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. Classwork may become homework if not completed in class.

**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.

## 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 Cadet's responsibility to contact the classroom teacher to request make-up work for the day(s) missed. You may pick up the make-up homework at the school office at the end of the school day after contact has been made with the classroom teacher.

## 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.

## PARENT-TEACHER CONFERENCES

Parent-teacher conferences are scheduled in fall and spring. See the school calendar for specific dates. **At least one parent from each family should attend.** Please bring your cadet to participate in the discussion. If you cannot be there during the requested period, another time may be scheduled with classroom teachers.

## GRADING SCALE

CMA uses the following grading scale. Grades are visible to parents through our PowerSchool parent portal. Every parent or guardian should have their own login to see their student's grades and work turned in. Contact the enrollment office for assistance with this at [enrollment@cmacs.org](mailto:enrollment@cmacs.org).

90 – 100%	A
80 – 89%	B
70 – 79%	C

60 – 69%	D	
Below 60%	F	
Incomplete	I	no grade given until work is completed

Pre-K will be graded using a S (Satisfactory) or U (Unsatisfactory) grading scale.

## **SPECIALS CLASSES**

CMA offers “Specials” classes such as Art, PE, Music, and STEM Lab for grades PreK-6.

## **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. READ and ACCESS tests are also given. CMA uses electronic formats for test taking in most cases. COGAT testing to determine Gifted and Talented status is also administered to all 2<sup>nd</sup>, 6<sup>th</sup>, and 9<sup>th</sup> graders as well as students who tested in the 95<sup>th</sup> percentile in any area on the NWEA assessment.

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.

If a student is absent during testing, a make-up time will be planned when the student returns to school. Testing dates are published on the school website.

If parents wish to opt out of one or more state assessments (CMAS, PSAT or SAT), they may contact the Executive Director (Interim) in writing, either by email or regular mail, to request the exemption. By state law, no negative consequences of electing to opt out can occur. We cannot require that student remain at home during testing.

## **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.

## **CREDIT RECOVERY FOR HIGH SCHOOL**

Students who have failed courses or received grades of “Incomplete” will be enrolled in a credit recovery course to make up credit. This may be one semester or two semesters depending on the terms failed. In some cases, students will be required to do credit recovery during summer school or in place of elective courses.

## **PLACEMENT, RETENTION AND PROMOTION**

Incoming students may be tested for placement. 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 requests are made 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 individualized programs that provide enrichment materials 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 the Principal.

## **SPECIAL EDUCATION**

Colorado Military Academy will serve the needs of students with disabilities as required by law. Upon enrollment, please let us know as soon as possible if your child has an existing IEP so that our staff can convene an IEP meeting. Our staff includes resource teachers, an occupational therapist, a speech therapist, and a psychologist.

For students with a "504 plan" the school counselor and Principal will assist teachers in making reasonable accommodations for these students' to ensure that they have equal access to their education.

CMA will additionally identify students as required by law who may have a disability. Parents who suspect their child may have a disability are encouraged to contact the school.

## **ENGLISH LANGUAGE LEARNERS**

CMA provides ELL services to those cadets that have been identified. Parents can refuse services and the acquisition for the English language is monitored yearly with the ACCESS exam.

## **GRADUATION REQUIREMENTS**

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 a Capstone projects as developed by CMA's staff and guidelines.

Graduation requirements can be found on our website at

<https://coloradomilitaryacademy.org/college-career/>

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

Students entering from outside the school must meet the school's course requirements. The Executive Director (Interim) 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 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.

These can be found on our website at <https://coloradomilitaryacademy.org/college-career/>

## **Valedictorian/Salutatorian**

Due to the introduction of early graduation, students graduating early will compete alongside students graduating on time for the honorary titles of valedictorian and salutatorian. These titles will be determined using cumulative GPAs at the end of Semester 1 of the student's graduation year. The student with the highest cumulative GPA will be Valedictorian, and the student with the second highest will be Salutatorian. In the event of a tie, CMA will allow for a co-valedictorian and/or salutatorian. Students must continue to demonstrate excellent performance and attendance through Semester 2 in order to maintain their titles; therefore, they will not be announced until close to the end of the semester. The students awarded these titles will be asked to give speeches at the graduation ceremony.

## **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 Executive Director (Interim) 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 Executive Director (Interim) 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 5-5-2022  
Revised 4-22 per CSI requirements.

### 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)

# CADET DATA PRIVACY

## **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 Executive Director (Interim) for assistance with this.

## **STUDENT RECORDS**

Report cards, assessment results, conference data and other information about our cadets are maintained in a secure file. Records can be requested by emailing [records@cmacs.org](mailto:records@cmacs.org).

# CIVIL AIR PATROL (CAP) INFORMATION

## THE IMPORTANCE AND DISTINCTION OF CMA'S CAP 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 in second semester.)

CAP 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 has used uniforms, which have been donated and are 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.

## CAMP CURRY

CMA holds a mini-boot camp for 3-4 days for new cadets several times per year. Cadets can apply for Camp Curry once they have joined Civil Air Patrol. This three-day experience will teach them how to wear and respect the uniform, customs and courtesies, marching, CAP background, and in most cases, earn their first rank. Contact Col. Roberts for more information.

## 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.

## STUDENTS WHO ARE ON PROBATION OR SUSPENSION FROM CAP

In some cases of disciplinary action, a student may be placed on probation or suspension from CAP. Steps will be laid out for the cadet's restoration to be able to participate in CAP. Until the cadet regains their CAP participation, they may be retained in the present grade. CAP membership and participation is required for graduation.

# CADET DISCIPLINE & CODE OF CONDUCT

## 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.

## Grades Pre-K through 6th grades and for 7th and 8th graders not in CAP

CMA uniform polo must be baby blue with the CMA logo on the left chest worn with navy blue slacks. The uniform polo's can be purchased on the CMA Webstore at <https://cmacs.revtrak.net/> or French Toast at <https://www.frenchtoast.com/schoolbox/schools/Colorado-Military-Academy-QS5WGEN>.

Pants, skirts, and jumpers can be purchased from any retailer. Some retailers offer pants with double knees for young children. Shorts and skorts are not a part of CMA's uniform and may not be worn. Pants will be a loose fit, straight leg Chino style. No jeans, leggings, or yoga pants are allowed.

Parents/guardians are responsible to keep cadet's uniforms clean and in good repair. Items that are ripped, torn, or dirty will be considered uniform violations. Students will be sent home for a change to appropriate clothing. If finances are a challenge for replacing worn or torn items, contact the front office for assistance.

Proper hygiene is also required. Students need daily showers and fresh undergarments and socks daily. Students who arrive at school with body odor or other uncleanliness will be at a disadvantage with other students. Parents will be called to pick up the student and remedy the situation.

## 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 one earring per ear.
7. Jewelry other than watches and small earrings on girls may not be worn. Necklaces/chains are not allowed for safety reasons.

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



8. Hairstyle and hair color must be conservative in nature. See details that follow.
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. Hoodies, sweaters or sweatshirts other than CMA or plain navy ones are not allowed. If worn to school, they must be removed before class begins.
13. Furry boots are not allowed while wearing the uniform. These are only allowed during non-uniform or jean days.
14. 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 Friday. Detention may include community service.

## **Hair Guidelines**

CMA uses military guidelines for hair length and appearance.

Boys: When hair is pulled straight, it must not extend below the top of the shirt collar in back, the tops of the ears on the sides or touching the eyebrows in front. Hair on top may not be more than 1 ¼" in length. If hair is dyed, it must be conservative in style and a natural color.

Girls: Those in grades K-6<sup>th</sup> may wear hair down. In 7<sup>th</sup> grade and up, girls whose hair is longer than shoulder-length must either wear it up in no more than two ponytails, in a bun, or in a clip. Ribbons and barrettes will be conservative in style and present a neat and orderly appearance. If hair is dyed, it must be conservative and of a natural hair color.

## **Jewelry**

Boys are allowed to wear a watch on their wrist. No other jewelry is authorized. If a boy has a visible piercing, no jewelry will be allowed in the piercing during any CMA activity. Cadet may wear one ring on one hand.

Girls are allowed to wear a watch on their wrist and may wear a single small earring of conservative shape and color in the lobe of each ear. Earrings will be approximately 4mm in sized and present a neat and orderly appearance. No hoop or dangly type earrings are allowed. If a girl has visible piercings, no jewelry will be allowed to be placed in the piercing during any CMA activity. Cadet may wear one ring on one hand.

## **Cosmetic and Nail Polish Standards**

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

Males may not wear nail polish or makeup in school uniform. Nails will be clean and trimmed.

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.

### **Undergarments**

Age appropriate undergarments will be worn under the uniform and will not be visible. White T-shirts (either long or short sleeved) are acceptable as undershirts, but not required.

### **Shoes, Socks, and Belts**

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 navy or white tights if they are wearing a skirt, skort, or jumper.

Belts (black, navy or brown) are required with CMA uniform except for Pre-K and Kindergarteners. Belts will be of a plain, conservative style with no large belt buckles or excessive length left hanging down.

To ensure student safety, all students will be required to change to tennis shoes for PE.

### **Guidelines for 7th & 8th graders who are in CAP**

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 with polo. See above guidelines.

Uniforms for **grades 9-12** are Civil Air Patrol uniforms daily. Dress blues may be worn for promotions. French Toast shirts are not needed.

For Civil Air Patrol, boots must be worn with ABUs/BDUs. A black belt and appropriate CAP hat is required. Appropriate high-gloss shoes must be worn with dress blues. CMA requires a \$50 uniform fee for Civil Air Patrol. The first uniform is provided, not including boots, hat, belt, and undershirt. CAP staff can advise parents of best supplier of those other items.

### **PE Uniforms**

PE uniforms are required for grades **7-12**. All middle and high school students will change into the CMA PE uniform for PE class. Students who do not dress out for PE class will not be able to participate in class and will receive a zero for the day. The only authorized CMA Shorts and shirt are required. Sweatpants are optional. These items may be obtained from the CMA WebStore at <https://cmacs.revtrak.net/> or from French Toast. <https://www.frenchtoast.com/schoolbox/schools/Colorado-Military-Academy-QS5WGEN>.

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

### **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

# 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-UP DAYS**

From time to time, CMA has special dress days such as "Western Wear Day," "Hawaiian Shirt Day", or special historical days coordinated with learning, such as "Civil War Day". The following general rules apply at those times, unless otherwise published by the Executive Director (Interim).

- Picture Days: Business casual. For other events, minimum standard equal to uniform dress code or nicer.
- Jeans (regular or skinny) are ok for non-uniform days, but absolutely no holes or tears. **No sweats or yoga pants.**
- No sleeveless tops. Midriffs, halter-tops, spaghetti straps, backless clothing, tube tops, tank tops, or camisoles may not be worn. No visible lingerie. No tops that can be offensive or that could potentially cause certain "triggers" for others, or that might make others feel uncomfortable.
- Skirts may be no more than 2" above the knee
- No sheer, tight or low-cut clothing. No immodest or provocative clothing.
- **Spirit days** - The only thing allowed on a spirit day is jeans and a CMA shirt ONLY. If you do not have a CMA shirt, you can wear a solid blue or solid yellow shirt without any kind of wording or photos. Solid means plain.

Cadets who choose not to comply 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.

## **OPEN CAMPUS – SENIORS ONLY**

CMA has a closed campus. Cadets are not allowed to leave unless accompanied by an approved adult. The exception to this policy is that seniors in good standing with a “C” average and no detention will qualify for off-campus lunch privileges. Students may travel to nearby restaurants or shops on foot. No driving is allowed. All bell schedules must still be observed. Tardies will not be excused. A student who is repeatedly tardy may lose this privilege. Those who receive this privilege will be assigned a pass to leave and enter school grounds.

## **APPROPRIATE PLAYGROUND & LUNCHROOM BEHAVIOR**

Cadets must follow guidelines expressed by staff in the lunchroom and on the playground. No roughhousing or 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**

Handholding, kissing, hugging, or other public displays of affection by cadets are prohibited. As an academic institution, CMA encourages cadets to build friendships as a foundation to successful future life.

## **DETENTION**

When Detention is issued by a teacher or the Dean of Students/Commandant, 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 Friday for thirty minutes after school. During Detention, cadets may be required to pick up trash on the school grounds, sweep walks, and write essays on character topics or other improving activities as designated by the Dean of Students/Commandant.

## **PROHIBITED ITEMS**

No weapons or other items that can cause physical harm may be brought to school. No drugs or alcohol, tobacco, vape nicotine, marijuana, THC vape, 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 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. The search will take place where there is reasonable suspicion that the search will reveal evidence that the student has violated or is violating the law or school rule, the search is reasonably related in scope to the circumstances that justified the search. 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. Notification via email will be sent the parent/guardian.

## **CHRONIC ABSENTEEISM, TRUANCY, AND HABITUAL TRUANCY**

'Chronic Absenteeism' is defined as missing 10 percent or more of a school year approximately 18 days a year, or just two days every month.

If a student is absent without a valid and verifiable excuse from the parent/guardian or if a student leaves school or class without permission, this is truancy. Truancy is synonymous with "Unexcused absence."

A habitually truant student is one who accrues 4 total days of unexcused absence in a calendar month or 10 total days of unexcused absence during a school year (not including suspension).

Daily, Weekly and Monthly Attendance reporting submitted to the Executive Director by CMA Office staff will identify students who are or are at risk of becoming Chronically Absent, Truant, or Habitually Truant.

- Students who are unexcused for 3 days within a given month without reason will be contacted by the CMA office staff and a letter will be sent home to the parent/guardian.
- Students who are unexcused for 5 days not within a given month will receive a notice in writing.
- Students who are unexcused for 7 days not within a given month will receive an invitation to meet with a member of the CMA Administration to discuss non-compliance. CMA will also file a notice of non-compliance with our attorney and the El Paso County courts.
- Students who are unexcused for 4 days in a given month or 10 total days in a school year will be identified as 'habitually truant.' CMA will file a petition with our attorney and the El Paso County courts, which will result in a mandated court appearance.

Consequences of chronically absent, truant, and habitually truancy will be determined on a case-by-case basis and can include the following:

- Retention in current grade
- Withdrawal and coded as a drop out (after 10 days of absences and no successful attempts to reach the family)

## **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 may be placed on a behavioral contract for improvement. If the behavior continues, disciplinary action up to and including expulsion may result.

## **CMA INCLUSION POLICY**

Colorado Military Academy is committed to ensuring that every member of our school community is treated with dignity and respect, regardless of their background or personal attributes. We seek to foster a community where diversity is revered and celebrated, as it is critical for academic and social-emotional success. Educational inclusion at CMA means equal opportunities for all learners, while scaffolding materials and experiences to account for individual needs and situations. The environment at CMA is one where all members should feel safe, welcome, and valued. No member of the CMA community shall ever be discriminated against due to their actual or assumed gender, race, ethnicity, religion, national origin, age, sexual orientation, gender identity, citizenship status, education, socioeconomic status, disability, or any other identity. For these reasons, discrimination, harassment, and/or bullying will not be tolerated at Colorado Military Academy under any circumstances.

## **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 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/Commandant 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.

## **SUSPENSIONS**

A suspension of one to five days may be instituted for a severe behavior problem for students. Suspension time may be served at home (Out-of-school suspension – OSS) or at school (In-school Suspension- ISS). The Executive Director (Interim) will make the determination for which type of suspension. ISS may include separation from other students at lunch time or doing schoolwork in a separate room from other students.

A re-entry conference with cadet, parent, and administration is necessary before returning to class following suspension. The conference may also include others, as administration deems necessary.

In cases of students in Pre-K-second grade, no more than 3 days suspension is allowed. Suspension may only be for the following infractions:

- a. Involves the possession of a dangerous weapon without the authorization of the school;
- b. Involves the use, possession, or sale of a drug or controlled substance, as defined in C.R.S. 18-18-102(5); or
- c. Endangers the health or safety of others.

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

In cases of Special Needs students, a Manifestation hearing will be held to determine if the behavior is due to disabilities named in the cadet's IEP or if it is a "choice" behavior.

## **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 sales, 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 the period of the expulsion, which may be up to 12 months.

# OFFICE PROCEDURES

## **ENROLLMENT**

Colorado Military Academy is a Colorado Choice School requiring all students to re-enroll every year. As such, currently enrolled CMA students will be required to complete an Intent to Return form electronically through the PowerSchool Parent Portal informing the school whether the student will be returning to CMA or attending another school for the following school year. All students who are returning to CMA the next school year will have guaranteed seating if an Intent to Return form has been submitted notifying the school of that student's returning enrollment. If a student's form is not completed and submitted within the deadline provided by the school, the student's guaranteed spot will be forfeited to allow enrollment for new incoming students. Paper copies of the Intent to Return are not available. For assistance with obtaining guardian access to a student's PowerSchool profile, please contact [enrollment@cmacs.org](mailto:enrollment@cmacs.org).

### **Pre-K Requirements**

The CMA Pre-K program is a full day program for tuition-based students. Preschoolers enrolling under the UPK program will be a half day program with the option of extending to a full day program with a reduced tuition cost added. Any child who is four years of age on or before October 1 is eligible to enter Pre-K at CMA. Pre-K may also be a good choice for younger 5-year-olds. Student's must be fully potty-trained before enrolling in the program.

### **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 kindergarten a year early or first grade a year early. See our Early Access information on our website.

A "readiness" evaluation 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 for 10-15 minutes at a time

### **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 30 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. Truancy court proceedings will be instituted with El Paso County.

## **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 there are any changes that need to be made to a guardian's contact information to include address, phone, emergency contacts, please log into the PowerSchool parent portal to submit changes electronically. Changes submitted through the portal will be reviewed by the PowerSchool admin and approved if there is no additional information required. If a parent or guardian needs assistance accessing this portal, please contact [enrollment@cmacs.org](mailto:enrollment@cmacs.org).

## **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.

# 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, or other fees \*. Students who are on Free and Reduced Lunch, including homeless and foster students, do not pay these fees.
- 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 Executive Director (Interim) 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 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 Executive Director (Interim).

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# Notification of Rights under FERPA for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day Colorado Military Academy receives a request for access.

Parents or eligible students who wish to inspect their child's or their education records should submit to the Executive Director (Interim) a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask Colorado Military Academy to amend their child's or their education record should write the Executive Director (Interim), clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest must be set forth in the school's or school district's annual notification for FERPA rights. A school official typically includes a person employed by the school or school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school or school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Colorado Military Academy to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

See the list below of the disclosures that elementary and secondary schools may make without consent.

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, § 99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency (SEA) in the parent or eligible student's State. Disclosures under this provision may be made, subject to the requirements of § 99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf, if applicable requirements are met. (§§ 99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes as to determine eligibility for the aid,



determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))

- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to § 99.38. (§ 99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction, if applicable requirements are met. (§ 99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena if applicable requirements are met. (§ 99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
- Information the school has designated as "directory information" if applicable requirements under § 99.37 are met. (§ 99.31(a)(11))
- To an agency caseworker or other representative of a State or local child welfare agency or tribal organization who is authorized to access a student's case plan when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student in foster care placement. (20 U.S.C. § 1232g(b)(1)(L))
- To the Secretary of Agriculture or authorized representatives of the Food and Nutrition Service for purposes of conducting program monitoring, evaluations, and performance measurements of programs authorized under the Richard B. Russell National School Lunch Act or the Child Nutrition Act of 1966, under certain conditions. (20 U.S.C. § 1232g(b)(1)(K))

# Family Educational Rights and Privacy Act (FERPA)

## Notice for Directory Information

**[Note: Per 34 C.F.R. § 99.37(d), a school or school district may adopt a limited directory information policy. If a school or school district does so, the directory information notice to parents and eligible students must specify the parties who may receive directory information and/or the purposes for which directory information may be disclosed.]**

*The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Colorado Military Academy, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Colorado Military Academy may disclose appropriately designated "directory information" without written consent, unless you have advised the **Colorado Military Academy** to the contrary in accordance with Colorado Military Academy procedures. The primary purpose of directory information is to allow the Colorado Military Academy to include information from your child's education records in certain school publications. Examples include:*

- *A playbill, showing your student's role in a drama production;*
- *The annual yearbook;*
- *Honor roll or other recognition lists;*
- *Graduation programs; and*
- *Sports activity sheets, such as for wrestling, showing weight and height of team members.*

*Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965, as amended (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. **[Note: These laws are Section 9528 of the ESEA (20 U.S.C. § 7908) and 10 U.S.C. § 503(c).]***

*If you do not want Colorado Military Academy to disclose any or all of the types of information designated below as directory information from your child's education records without your prior written consent, you must notify the Colorado Military Academy in writing within 30 days after your child's enrollment. Colorado Military Academy has designated the following information as directory information:*

- **Student's name**
- **Address**
- **Telephone listing**
- **Electronic mail address**
- **Photograph**
- **Date and place of birth**
- **Major field of study**
- **Dates of attendance**

- **Grade level**
- **Participation in officially recognized activities and sports**
- **Weight and height of members of athletic teams**
- **Degrees, honors, and awards received**
- **The most recent educational agency or institution attended**
- **Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user**
- **A student ID number or other unique personal identifier that is displayed on a student ID badge, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user.**