



# CARMEL COMMUNITY SCHOOL STUDENT HANDBOOK 2023-2024

**Office**                    **719-579-3210**  
**Attendance**           **719-579-3215**

Principal	Kellie Moore
Assistant Principal	Marisa Murphy
Assistant Principal	Candice Oliver
Counselor	Lindsey Byers
Counselor	Trevion Dixon
Counselor	Selena Pruitt

## **Bell Schedule**

Monday 9:45 am - 3:35 pm  
Tuesday-Friday 8:15 am - 3:35 pm

## **Harrison School District 2 School Board**

Mrs. Michelle Wills-Hill, President  
Ms. Janice “JJ” Frazier, Vice President  
Ms. Joyce Salazar, Treasurer  
Mr. Corey Williams, Secretary  
Mrs. Pamela Robinson, Director

**School Website:** [ccs.hsd2.org](https://ccs.hsd2.org)

# GENERAL INFORMATION

## STUDENT HOURS

### **Monday (Late Start)**

School Day: 9:45am-3:35pm

### **Tuesday-Friday**

Breakfast: 8:00am-8:15am

School Day: 8:15am-3:35pm

### **Arrival**

- We ask that parents/guardians drop students off between 9:30-9:45 am on Mondays and between 8:00-8:15 am Tuesday through Friday. **Staff supervision does not begin until 15 minutes prior to the start of the instructional day (Mondays: 9:45am/Tuesday-Friday: 8:00am)**
- Upon arrival, all middle school students will go to their advisory classroom for breakfast. All elementary students will go to the cafeteria for breakfast. Students will not be permitted to wait outside on campus.
- Middle school students will enter through the Eastside entrance by the bus lane. Elementary students will enter through the cafeteria through the basketball courts at the front of the building.
- A warning bell will ring five minutes prior to the instructional bell, signaling the beginning of class. The tardy bell will ring at 9:45am on Mondays and 8:15am Tuesday through Friday.
- **Students are expected to remain on school grounds once they have arrived.** Carmel Community School operates as a closed campus. Students must stay on the school grounds from the time they arrive, even if the first period has not yet started, until dismissal or until they are picked up to leave school.
- Students arriving at school after 9:45 am on Monday and 8:15 Tuesday through Friday will report to the main office with a parent/guardian to sign in and receive a pass to class. School attendance policies will be enforced. See **Attendance** section below for further details.

### **Dismissal**

- **Elementary students will exit the building with their teacher at 3:25. Middle school students will exit the building with their teacher and will be released by grade level beginning at 3:35.**
- Students walking home must leave campus immediately at dismissal.
- Students missing the bus need to return to the school office and call parents for pick-up.
- Students need to wait respectfully at the pick-up locations.
- Students will politely board their bus on time.

### **Parent Pick Up**

- All students being picked up in a vehicle will exit the front of the building. Parents must utilize the carpool lane in the front of the school to pick up and drop off students.
- No vehicles should wait or park in the East side bus lane.

**There is no staff supervision after 3:50 p.m. Students need to leave school grounds promptly unless they are involved in staff sponsored after-school activities! School sponsored activities will have supervision until all students are picked up/leave campus. Please pick up your students promptly at the stated dismissal time.**

## ATTENDANCE

<b>ATTENDANCE REPORTING LINE: 579-3215 (24 HOURS A DAY)</b>
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### **District Policy: J-JH: Student Absences and Excuses**

**Consistent school attendance is an important element for success at Carmel**

Inconsistent attendance often results in poor achievement. Colorado State law states that students are expected and required to attend school every day school is in session. There are exceptions such as

when the school has been notified that the student is ill or in the event of a family emergency. It is the parent/guardian's responsibility to contact the school when a student is absent. **Authority to excuse or to not excuse a student's absence rests with the school administration.**

It is not the district's intent to force students to attend school when ill; however, chronic absences, unless under extreme circumstances, are not appropriate.

- At 3 unexcused absences students will receive a phone call from teachers reminding families of the attendance policy.
- At 5 unexcused absences students will be placed on an Attendance Contract.
- At 7 unexcused absences parent/guardian will receive a letter of concern.
- At 10 unexcused absences a Student Attendance Plan will be implemented with the family.
- Over 10 unexcused absences students will be referred for Truancy.

### **ILLNESS AND EMERGENCY ABSENCES**

When a student is absent from school, a parent/guardian should call the school as soon as possible, prior to the start of school, on the morning of the absence. Written documentation is also an acceptable manner in which the student's absence may be verified. A student will be unexcused if notification from parent/guardian has not been received. **An absent student is still required to make up the classwork that is missed!**

### **DISMISSAL DURING THE SCHOOL DAY**

All students are expected to remain on campus for the entire day. Parents/guardians need to personally sign their student out from the office if leaving early. *Due to an increase of office traffic, we will not release students early during the last 15 minutes of the school day. Please avoid signing students out during this time.*

### **PRE-ARRANGED ABSENCES**

Notify the office in writing of absences involving religious holidays, medical or dental appointments, and family trips.

### **TARDINESS**

The instructional bell rings at 9:45am on Mondays and 8:15am Tuesday through Friday. Students should be in class, in their seats and ready for instruction prior to the instructional bell. In the event that a student arrives late, it is expected that he/she signs in with the main office to receive an admit pass. **Unexcused tardiness can result in disciplinary action, up to and including Saturday School.**

### **TRUANCY/EXCESSIVE ABSENCES**

#### **District Policy-JHB-Truancy**

Students absent without parent/guardian consent are truant. This is an unexcused absence. Students are required to make up missed work. Truancy is cause for district disciplinary and/or legal action.

### **MAKE-UP WORK**

**It is the student's responsibility to make up any work that has been missed because of any absence or tardy.** Upon return to school, two days are granted for each day of absence to make up work except for long-term projects that have been pre-assigned.

### **SCHOOL VISITATION**

Parents/guardians are welcome, and encouraged to visit and observe instruction.

- As a courtesy to the teachers, we request 48-hour notice prior to your visit.
- Staff members are easily reached by email or call the school for contact information.
- As a visitor to CCS, please sign in at the main office and present photo ID.
- All visitors will be escorted by a CCS administrator at all times.
- Students not enrolled at Carmel Community School will not be allowed to visit during the school day and will be escorted off campus.

## **WINTER WEATHER POLICY**

Student safety is always HSD2's first priority in determining whether to close or delay schools. If a school closure or delayed start is called, announcements will be made on local radio stations, TV stations, HSD2 website, CCS Facebook, HSD2 Facebook, Parentlink messaging, and notifications through the HSD2 app between 5:30am and 6:00 am.

On bad weather days the Superintendent receives a call from the Director of Operations informing her of the road conditions. In collaboration with the Superintendents of Widefield and Fountain-Fort Carson (nearest school districts), the Superintendent will make the decision to close schools or announce a two-hour delayed start.

If a two-hour delayed start is called, the following will occur:

- No breakfast will be served
- Buses will run two hours later in the morning and run at the regularly scheduled dismissal time in the afternoon
- Classes will begin two hours later and end at the usual time at the end of the day

If a two-hour delayed start is called and parents/guardians feel weather conditions are a threat to their child's well-being, they may notify the school and those absences or late arrivals will be excused. The students are our priority, and we feel strongly that any change in procedure be thoroughly communicated to avoid confusion and difficulty for our students, parents/guardians and staff.

## **TWO HOUR DELAY-MONDAYS**

Should the District call a two-hour delay on a Monday, **school will begin two hours later based on a Tuesday-Friday schedule, so school would start and end at 10:15am-3:35pm.**

# **STUDENT SERVICES**

## **GUIDANCE AND COUNSELING**

The counselors are an integral part of the school program. In addition to working with students individually, the counselors meet with groups of students, conduct classroom and other small-group activities, and work with individual teachers and teaching teams. Appointments to see the counselors may be requested through teachers or with the counselors. Every student has a right to meet with a counselor; conversations remain confidential unless required by state law to be reported.

Counselors, Social Workers, and Administrators support students when there is a report of self-harm or harm against others through a district created risk or threat assessment. Parent/Guardians will be notified any time an assessment is conducted.

## **FIRST AID AND MEDICATIONS**

The Health Office is open to students who need first aid treatment or who become ill during the school day. The health aide is available during the school day. Teachers can issue a pass for a student to see the health clerk in the event that the student becomes sick or there is a medical emergency.

School Board policy (JLCD) and State Law mandate that all medications, prescription and nonprescription, given in the school setting must be in properly labeled containers, accompanied by a form with parent/guardian's and physician's written permission. Prescription medications are required to be in a bottle with the current pharmaceutical label on it. Non-prescription (over the counter) medications must be provided to the health clerk in the original containers. Medications are kept secure in the health office. **Medications cannot be carried by the student.** Students may carry an inhaler after written permission by the parent/guardian and physician has been provided to the health clerk. All medical information will be kept securely on file in the health office. Students may carry a one-day supply of cough drops or lozenges with a note from your doctor or medical provider.

# STUDENT GUIDELINES & GENERAL EXPECTATIONS

## GENERAL EXPECTATIONS

Students of Carmel Community School are expected to conduct themselves at all times in such a way that each student contributes to a school atmosphere that is safe, conducive to learning, healthy and happy. Students should take it upon themselves to comply with the behavioral principles of the SOAR matrix.

- S-Safety
- O-Organization
- A-Attitude
- R-Respect

(See Page 11 for more details)

## STUDENT APPEARANCE

### District Policy-JICA-Student Dress Code

The District recognizes that students have a right to express themselves through dress and personal appearance and should be able to style their hair for school in a manner that expresses their individuality without fear of unnecessary discipline or body shaming, in compliance with the Crown Act of 2020. Students shall not wear apparel that is deemed disruptive or potentially disruptive to the classroom environment or to the maintenance of a safe and orderly school. **Student appearance in the form of dress or hygiene, which is distracting to the learning environment, will be addressed on an individual basis with the school administration.**

## CARMEL UNIFORM DRESS POLICY

*The faculty and staff of CCS reserve the sole right to interpret and enforce the student dress code. Students who violate the dress code will be required to take off the item and/ or change into and wear school provided clothing for the day or call home for appropriate clothing to be brought to school for them. Repeat dress code violations may result in further discipline consequences.*



### Carmel K-8 Uniform Guide 2023-2024

**Carmel Dress Code Policy:** Students will no longer be required to wear traditional school uniform. We want students to feel comfortable at school while still maintaining a professional setting. Below are the district guidelines for student dress code.

**Students are permitted to wear the following items during school hours:**

The following items are acceptable in school buildings, on school grounds, or at school activities:

1. Clothing that covers private parts of the body including but not limited to the stomach, buttocks, back, chest and undergarments.
2. Head coverings (except bandanas of any color as explained below) that do not impede the view of or disrupt the learning environment may be worn inside the building.

**Students are NOT permitted to wear the following items during school hours:**

Clothing, paraphernalia, grooming, jewelry, accessories, or body adornments that are or contain any advertisement, symbols, words, slogans, patches, or pictures that are free from:

1. References to drugs, tobacco, alcohol, or weapons.
2. References to or images of a sexual nature.
3. Attributes that by virtue of color, arrangement, trademark, or other aspects denote membership in gangs (e.g., bandanas of any color), or that advocate drug use, violence, or disruptive behavior.
4. Obscene, profane, vulgar, lewd, or legally defamatory messaging.
5. Threats to the safety or welfare of any person.
6. Promotion of any activity prohibited by the student code of conduct.
7. Pajamas are not acceptable school attire unless outlined by a school approved spirit day.

## All-Weather Clothing

All students should come to school prepared for rain or shine. At times, outdoor activities can be a major part of the daily schedule. Please encourage your student to wear multiple layers (within dress code), coats when weather is damp or chilly (coats will be removed when in doors).

## **STUDENT BEHAVIOR**

### **District Policy-JICDA: Code of Conduct**

#### **BEHAVIOR TO/FROM SCHOOL**

We need to earn and keep the respect and good will of homeowners, community members, and businesses around our school. The following principles should be observed:

- stay on public property
- walkers should stay on the sidewalks and use appropriate pedestrian crosswalks for crossing streets, including use of the traffic light at South Chelton Rd
- walkers, bicyclists, skateboarders, non-motorized scooter riders should obey traffic rules and use caution around busses and cars, whether moving or parked
- Bicycles should be locked on the bike racks located outside of the school. Skateboards and non-motorized scooters can be placed in the front office and picked up at the end of the day. The school is not responsible for stolen or damaged skateboards, scooters, and bikes. To ensure the safety for everyone, riding bicycles, skateboards, or scooters on the CSS campus is not acceptable. No motorized bikes or scooters permitted.
- bus riders are subject to transportation department rules
- **Students are expected to demonstrate SOAR behavior from door-to-door. From the moment students leave their home to go to school to the moment they walk back into the door after school, they are to follow school and district rules and expectations or consequences will be put into place.**

#### **CLASSROOM BEHAVIOR**

Each class period is intentionally designed for instruction to improve content skills, proficiency, and knowledge for each student. The teacher has organized the instructional activities to ensure that each student can learn in the most conducive environment as possible.

Students should follow the SOAR matrix for the classroom setting (see page 11). The learning environment should be stimulating yet supportive; providing the means where every student can experience academic success with the confidence to verbally participate. Students should also be prepared to work cooperatively with other classmates.

#### **Internet & Technology Behavior** **District Policy-JS, JSE, JSR**

Students will be using the Internet and other forms of technology for research, projects, and instructional activities. Technology use permission forms will be handed out during registration. Laptop agreement forms are also handed out during registration. Appropriate use of all technology programs and “apps” is expected. Limited use or loss of privilege could be possible for any misuse under administration discretion. **Lost or damaged laptops, chargers, and/or cases are the responsibility of the student and parent/guardian. A fee will be assessed and mailed home. Students are responsible for the laptops that are assigned to them. Laptops may not leave school grounds!**

#### **Cell Phones**

At Carmel Community School a safe learning environment is our number one priority. Cell phones are a huge disruption to maintaining that safe environment. NO student cell phones, ear buds, air pods, Bluetooth headphones or speakers will not be allowed to be in use on campus during the school day, for ANY reason. Cell phones must be on silent or turned off and checked in at the beginning of each class or stored inside backpacks. If a student requests to use the bathroom during class, they must show that their cell phone is not leaving class with them.

- 1- Earphones that are wired and plug in to their laptop, may be used, if needed, for coursework.
- 2- Students may use their cell phones when given explicit instruction from teachers to use them for academics in the classroom under teacher supervision.
- 3- If there is a medical reason to use a cell phone, that will be allowed per a 504 or health plan. (Please contact the school to arrange a meeting with the necessary documents to create a plan)

Some of the reasons for this policy:

- Students taking videos and pictures of other students and staff and posting on Snapchat, TikTok, Instagram, etc., without their permission.
- Students continually taking out their phone during instruction.

- Cyberbullying on sites that allow the user to remain anonymous.
- Taking bathroom breaks as an excuse to use cell phones.
- Messaging friends or foes to meet up in the bathrooms at an appointed time. (Fights are often preplanned)
- Students blatantly disrespect staff by refusing to put away their phones or listening to music in class.

The process if a student phone is not put away: the teacher will send the student and their phone to the office immediately. Administrators will call parent/guardian to retrieve the phone, as phones will not be returned to the student.

We understand the importance of parent/guardian communication.

- ❖ If your child becomes ill or has a health-related emergency at school, you will be notified by the building health tech.
- ❖ If you need to get in contact with your child, you may call the front office and the message will be relayed.
- ❖ If your child needs to get in touch with you, they may come to the front office to call home.

### **Academic Dishonesty**

Academic honesty and integrity in schoolwork is an essential component to student achievement. Copying another student's work, plagiarizing the work of another author or cheating on academic tasks and assessments is prohibited. Students who commit acts of dishonesty in the academic area are subject to academic penalty such as, retaking a test during detention, Saturday School, etc.

### **Non-Educational Materials**

Non-educational items are prohibited at school. Some examples of non-educational items are laser pointers, cameras, toys, games, trading cards, silly putty, and stickers. These are to be left at home according to school board policy. **We are not responsible for lost or stolen items.**

### **Hall Pass**

Students are to remain in class unless they are provided with a hall pass from the office or their teacher permitting them to be in the halls.

### **CAFETERIA BEHAVIOR**

Students should guide their actions by personal rules of courtesy, cleanliness, and proper manners. Students are asked to appropriately dispose of their tray and flatware, clean their eating area, and to place trash in the proper receptacles. "Cutting" in the lunch line or throwing food is not appropriate. Students may not leave their seat, the cafeteria or enter academic hallways before dismissal without a pass. Please see the SOAR matrix for cafeteria behavior on page 12.

### **School Breakfast & Lunch Program**

CCS offers a before-school breakfast program for our students Monday through Friday. Tardy students will have access to a grab and go breakfast until 10 minutes after the instructional bell. Attendance and tardy consequences will be tracked.

At lunch, middle school students will have 30 minutes, including recess. Elementary students will have 20 minutes for recess and 20 minutes for lunch. Students will be offered 2-4 different food options with fruit, vegetable, and salad choices.

Students may bring their own breakfast and lunch items from home. We ask that all food have a nutritional value. "Energy Drinks" (Red Bull, Monster, Rock Star, etc), Hot Cheetos (like chips) and candy are highly discouraged. Food items will be confiscated until breakfast and/or lunch time. Besides breakfast (8:00am-8:15am Tuesday-Friday), eating food in class is not permitted.

**Door dash and other food delivery services are permitted. However, meals must be delivered before or during lunch period. Students will not be permitted to miss class to eat a lunch that arrives after lunch or eat in their classrooms.**

**All students are encouraged to bring a refillable water bottle!**

## **PLAYGROUND/BLACKTOP/TRACK BEHAVIOR**

While outside, students will:

- remain on the school grounds
  - respect the outside environment and any landscaping
  - Remain on sidewalks and designated walking paths, utilize crosswalks
  - dispose of any trash in the appropriate containers
  - refrain from horseplay which may cause injuries to self or others
  - Tag, in any form, is not permitted
  - properly use approved activity equipment
- See SOAR matrix on page 12

## **BEHAVIOR DURING ATHLETIC ACTIVITIES**

In order to participate and/or attend an athletic activity or school sponsored event, the student must attend classes on the day of the event. If the student is assigned an in-school or out-of-school suspension, the student may not participate or attend any after-school activities during the time of suspension. Students who get an office referral or are absent from one or more class periods on the day of a sports event will not be permitted to attend as a spectator. **Students are encouraged to attend after-school athletic events. Whether you are a participant or a spectator, always observe these rules of good sportsmanship:**

- recognize all opponents as guests to our campus
- show compassion for an injured opponent
- accept all decisions of the officials without complaint
- always use appropriate language.
- treat players, coaches, officials and visitors with respect
- cheer for the Falcons, not against the opponent – hissing and booing does not show good sportsmanship
- play fair – observing the rules of the game
- **All spectators must remain in the spectator area/bleachers and off the playing field/court during games and breaks (i.e. half time, timeouts, between games, etc.)**

**Carmel Community School strives to be known for its good sportsmanship.**

## **BEHAVIOR ON FIELD TRIPS**

A field trip is a learning experience away from the school. Students participating on field trips need to keep in mind that they are representing Carmel Community School and the entire Harrison School District when they are away. School pride and spirit may be demonstrated by good SOAR behaviors. Students are expected to remain with their assigned groups at all times and follow the directions of the group leader. Unacceptable behavior will result in restriction from future trips/activities. For severe behaviors, parents/guardians may be required to pick up their student from the field trip location.

## **ENCOURAGING APPROPRIATE BEHAVIOR**

Praise, encouragement, and effective instruction are the cornerstones of Positive Behavioral Interventions and Support (PBIS). Although negative consequences are sometimes necessary to change inappropriate behavior, we believe students are more likely to learn and demonstrate appropriate behavior in an encouraging and supportive learning environment. Appropriate behavior will be modeled, encouraged, and reinforced at every opportunity in all school settings. In addition to praise and encouragement, the Carmel Community School staff will recognize and reward appropriate SOAR behavior (see page 12) in the following ways:

- Verbal praise
- Team/ grade level displays
- Awards for academic excellence
- Acknowledgement in school publications
- Notes of encouragement
- Positive phone call home
- Post cards
- Positive office referrals
- Awards assemblies for citizenship and honor roll



- Class/ team rewards
- Achievement celebrations
- PBIS REWARDS?

### **TEACHING APPROPRIATE BEHAVIOR**

All staff, in an effort to help students meet or exceed academic, social, and behavioral expectations, will teach those expectations in a clear and concise manner. Classroom teachers will provide ongoing behavioral instruction to all students.

### **DISCOURAGING INAPPROPRIATE BEHAVIOR**

As a staff, we are committed to using consistent correction procedures and appropriate consequences to discourage students from engaging in inappropriate behavior. Inappropriate behavior will be viewed as an opportunity to teach appropriate behavioral skills and to motivate students to behave in a mature and responsible manner. Consequences for inappropriate behavior will increase in severity based on the number of previous offenses.

### **PUBLIC DISPLAYS OF AFFECTION**

Students are not to engage in public displays of affections which, in the judgment of the school administration, can disrupt the learning environment.

### **DISCIPLINE/CONSEQUENCE**

#### **NOTICE TO STUDENTS AND PARENTS**

Students and parents/guardians, please read and be familiar with the Harrison School District 2 Code of Conduct.

English & Spanish: <https://ccs.hsd2.org/families/studentfamily-handbook>

Violation of student expectations will lead to such consequences as conferences, alternative discipline, community service, detention, Out-of-School Suspension, or Expulsion.

PBIS (Positive Behavior Interventions and Support) is the program being used to recognize the accomplishments of ALL students.

MTSS (Multi-Tiered System of Supports) provides the appropriate measures of support enabling all students to demonstrate behavioral and academic success.

#### **COLORADO STATE LAW**

According to Colorado Revised Statutes 22-33-106, 1(a-e) and 3(e), the following shall be grounds for suspension or expulsion from a public school:

- Continued willful disobedience or open and persistent defiance of proper authority
- Willful destruction or defacing of school property
- Behavior which is detrimental to the welfare, safety, or morals of pupils or of school personnel
- Declaration as a "habitually disruptive student" for which expulsion shall be mandatory
- Serious violations in a school building or in or on school property... expulsion shall be mandatory for the following violations: carrying, bringing, using, or possessing a deadly weapon... the sale of a drug or controlled substance, or the commission of an act which if committed by an adult would be robbery
- Repeated interference with a school's ability to provide educational opportunities

Students' suspended out-of-school will not be allowed to remain at school and must be picked up by their parents immediately. **Parents/guardians will be required to attend a re-entry conference before their child will be re-admitted to school. See HSD2 Code of Conduct.**

#### **BULLYING**

##### **District Policy-JICDE**

**Definition of Conflict:** Conflict is a serious disagreement, argument, or clash between multiple people. Conflict is typically a short term, isolated disagreement that is usually resolved through conversation or separation.

**Definition of Bullying:** Bullying is verbal or physical behavior that is intentional and targeted towards an individual or group. Bullying is usually ongoing, not an isolated incident. Any student, who commits an act of harassment or bullying, is subject to disciplinary action.

If you believe your child is being bullied, call the front office and ask to speak to a counselor or one of the administrators. Students should report bullying to any CCS staff.

## SCHOOL ACTIVITIES/SERVICES

### **GRADE REPORTING**

Updated grades and progress for CCS students can be accessed through Infinite Campus (IC) on a weekly basis. Halfway through the grading period progress reports will be sent home and at the conclusion of the grading period report cards will be sent home with your student.

Please expect to see progress reports and report cards on the following dates:

- Qtr 1: Progress Report: 9/8  
Report Card: 10/10
- Qtr 2: Progress Report: 11/10  
Report Card: 1/5
- Qtr 3: Progress Report: 2/21  
Report Card: 3/22
- Qtr 4: Progress Report: 4/26  
Report Card: 5/22

**Parents/Guardians may sign up in person or call Ms. Watkins for their Infinite Campus (IC) parent/guardian portal login/password information at the CCS office.**

### **GRADING SYSTEM**

- 100%-90% = A = Mastery
- 89%-80% = B = Proficient
- 79%-70% = C = Partial Proficient
- 69%-60% = D = Low Partial Proficient
- 59% or below = F = Unsatisfactory

### **INTERSCHOLASTIC SPORTS**

Carmel Community School offers a variety of middle school sports for all students.

#### **Fall Sports:**

- Football, Cross-country, Volleyball, Girls' Soccer, Boys' Basketball

#### **Winter Sports:**

- Girls' Basketball, Co-ed Wrestling

#### **Spring Sports:**

- Boys' Soccer, Softball, and Track

Carmel elementary students have the opportunity to participate in the following sports.

#### **Fall Sports**

- 4/5 co-ed basketball

#### **Spring Sports:**

- 4/5 co-ed soccer
- 4/5 co-ed volleyball

A current physical form and signed participation form are required for participation of all student athletes prior to the first practice. All athletic forms should be submitted to the Health Clerk in the CCS office. Academic eligibility is reported weekly.

**Students planning to participate in CCS activities are expected to be at school on the day of the event/activity.**

### **ATHLETIC LOCKERS**

Athletic lockers will be the only lockers provided this school year for student athletes. Lockers are a privilege and may be revoked. **To ensure the safety and security of personal property, locker**

**combinations should be kept private. When people know your combination, there is a greater likelihood of someone getting into your locker without your permission.**

- Lockers are to be kept in good condition.
- Report any problems to the athletic coach, athletic director, or school administrator.
- **The school may legally search your locker, if necessary, to maintain the integrity and safety of the school environment and to protect all students.**
- Each student is assigned a locker.
- For safety and security, use the locker that has been assigned to you.
- Do not give out locker combination to others.
- Only one student per locker.
- Students may not access sports locker during the instructional day.
- Lockers are a privilege and the use of a locker may be revoked in the event that the student does not follow school policies and behavioral expectations.

### **LOST AND FOUND**


The "LOST AND FOUND" box is located outside the front office for items that students have left throughout the building. Smaller items such as jewelry, cell phones, and eyeglasses may be claimed in the main office. "Lost and Found" items may be cleared out at the end of each six-week grading period and donated to local charities. The school is not responsible for the safekeeping of items on the "Lost and Found" table.

### **SAFETY AND SECURITY**

Safety is a priority at Carmel Community School. All exterior doors, excluding the main entrances to our schools, remain closed during school hours and our staff is equipped with a personal Harrison School District photo ID. Harrison School District believes the best security any school district can provide is the active participation of its employees and the willingness of students to communicate possible danger to an adult. See page 12 for the link to the Standard Response Protocol used for safety drills and circumstances that can arise during the year.

*D2 has developed an emergency response plan that aligns with the National Incident Management System (NIMS) in 2008 and updated it in 2019.*

## SOAR Behavior Matrix

	Cafeteria	Hallway	Playground /Outside	Restrooms	Classrooms	Auditorium	Mindfulness
<u>Self-Control/Safety</u>	<p>Quiet voices</p> <p>Follow seating expectations</p> <p>Practice good table manners</p> <p>Appropriately respond to calls for attention</p> <p>Raise hand for permission before getting up from seat</p> <p>Keep hands and feet to self</p>	<p>Always walk</p> <p>Walk quietly, facing forward</p> <p>Quiet voices, quiet feet</p> <p>Move to destination in the most direct route</p>	<p>Line up when whistle is blown</p> <p>NO tag</p> <p>Follow directions and rules</p> <p>Take care of self and equipment</p> <p>Walk on blacktop</p> <p>Stay in designated area</p>	<p>Keep voices quiet</p> <p>Keep hands and feet to self</p> <p>Keep walls clean</p>	<p>Be on time</p> <p>Use appropriate voice level</p> <p>Follow seating expectations</p> <p>Turn in assignments</p> <p>Be ready to learn</p> <p>Use supplies safely</p>	<p>Enter and exit quietly</p> <p>Keep hands and feet to self</p>	<p>Respond vs. React</p> <p>Stop to breathe</p>
<u>Ownership</u>	<p>Maintain my own belongings</p> <p>Get everything you need</p>	<p>Manage personal belongings as I walk in the hallway</p> <p>Honest about where I am going</p>	<p>Line up correctly</p> <p>Put equipment away in proper place</p>	<p>FLUSH!</p> <p>Wash hands</p> <p>Keep area clean</p>	<p>Come prepared</p> <p>Use your planner/folder</p> <p>Advocate for self</p> <p>Manage my belongings</p>	<p>Stay in order</p> <p>Stay in seat</p>	<p>Organize (identify) my emotions</p>
<u>Attitude</u>	<p>Be patient in line</p> <p>Kind and respectful in all interactions</p> <p>Listen to adults</p>	<p>Listen to adults</p> <p>Show planner/hall pass when asked</p> <p>Demonstrate kindness in all interactions</p>	<p>Take turns</p> <p>Share equipment</p> <p>Play fair</p>	<p>Take turns</p> <p>Be as quick as possible</p>	<p>Follow directions</p> <p>Work together</p> <p>Listen to others with an open mind</p>	<p>Sit properly</p>	<p>Consider (why) my emotions</p>
<u>Respect</u>	<p>Have positive conversations with others</p> <p>Pick up after self</p> <p>Respect all school equipment and property</p>	<p>Be polite and courteous</p> <p>Respect others' boundaries</p> <p>Respect decorations, posters, and bulletin boards</p>	<p>Be a good sport</p> <p>Include others</p> <p>Use kind words and help others</p>	<p>Respect each other's privacy</p>	<p>Use kind words</p> <p>Respect others' boundaries</p> <p>Help others</p> <p>Respect classroom materials</p>	<p>Use appropriate applause</p> <p>Sit quietly</p>	<p>Know your feelings and the feelings of others are okay</p>

## Student & Parent/Guardian Resources

D2 Website: [www.hsd2.org](http://www.hsd2.org)

D2 Instructional Calendar:

[https://resources.finalsite.net/images/v1697476743/hsd2org/fjbtvzjquffvrkq8xgm/Student\\_Instructional\\_Calendar\\_2023-2024.pdf](https://resources.finalsite.net/images/v1697476743/hsd2org/fjbtvzjquffvrkq8xgm/Student_Instructional_Calendar_2023-2024.pdf)

Infinite Campus: <https://harrisonco.infinitecampus.org/campus/portal/harrison.jsp>

District Policy: <https://go.boarddocs.com/co/hsd2/Board.nsf/Public>

District Support & Resources: <https://ccs.hsd2.org/families/resources-support>

Breakfast & Lunch Menus: (Carmel):

<https://www.schoolnutritionandfitness.com/index.php?sid=1624298492062&page=menus>

Carmel Community School: [ccs.hsd2.org](http://ccs.hsd2.org)

Standard Response Protocol:

[https://resources.finalsite.net/images/v1695843881/hsd2org/s1pafn0ox3flvt5dock/SRP\\_Parent.pdf](https://resources.finalsite.net/images/v1695843881/hsd2org/s1pafn0ox3flvt5dock/SRP_Parent.pdf)