



COLORADO
SPRINGS
GRADES 6-12

BACK TO SCHOOL FALL 2022



Welcome to the 2022-23 School Year!

We are excited to have students and staff back on-campus **Monday through Friday** this year. We will no longer implement remote Fridays.

Day Zero: Wednesday, August 3rd (ID's/Schedules/Textbooks)

- Middle School Students: 9:00am-11:00am
- High School Students: 11:00am-4:00pm

This is a new **mandatory** event for ALL 6th-12th grade students, **including Select Only (off-campus) students***. It has been scheduled to support school safety, help ensure students are prepared for the first day of school and keeps the focus on connection and community-building. This is a **come & go event**. For planning purposes expect to spend approximately 1 to 1.5 hours to complete the required tasks.

Bus transportation will not be provided on Day Zero.

Attention "Select Only" Students (all college courses off-campus): It is very important to attend the Day Zero event to get your required CECCS student ID, verify your off-campus schedule, complete any needed textbook requests and schedule an advising appt if needed.

Important Note: All student ID's must be visible at all times when on CECCS campus for security and safety. Students will be required to buy a new ID for \$5.00 if they do not have one when they arrive at school.

First Day of School: Wednesday, August 10th 7:55am - 3:15pm

All on-campus students must arrive prior to 7:55am.

- 6th-8th grade students** will gather in the Middle School Basecamp event room.
- 9th-12th grade students*** will gather in the Summit Courtyard for instructions.

All students will participate in important preparation activities, including but not limited to attending an abbreviated course schedule to meet assigned teachers, attending targeted grade level and skill preparation workshops, community building and learning about new school-wide campus initiatives and procedures.

STUDENT EMAIL, TEAMS & INFINITE CAMPUS ACCESS

All students should prioritize setting up their email and student Infinite Campus accounts BEFORE August 10th. Essential information from teachers, advisors and administrators will be communicated via email and Microsoft teams so it is vital to a successful school start for all students to have access to these communication platforms and to check them regularly. Detailed set up instructions and additional support resources are also located below.

Office 365/Email Set Up:

Step 1: Go to <https://www.office.com>

Step 2: Click Login. Your username is your firstname.lastname@cecstudents.org (Example: dirk.calloway@cecstudents.org)

Step 3: Your temporary student password is "Student.123" (Student dot 123 no quotes)

Step 4: After you have logged in successfully to your e-mail account you can go to the Infinite Campus Student Port allocated at <https://cec914.infinitecampus.org/campus/portal/students/cec.jsp>

Step 5: Click on the "Sign in with Office 365 button at the top of the login page. You will automatically be logged into your Infinite Campus account using your Office365 e-mail address and password. Congrats!

Detailed instructions with screenshots HERE [FIRST TIME LOGIN INSTRUCTIONS](#)

Family & Student Webpage: <https://coloradoearlycolleges.org/families-students/>

Need Help? <https://coloradoearlycolleges.org/support/>

NOTE TO PARENTS: Parent/Guardian Infinite Campus Account access and login information will be emailed directly to parents/guardians from the CEC I.T. Department in early August. This is a CEC network wide process that will take additional time to support. Contacting the IT Department is **not** necessary prior to the start of the school year. Thank you for your patience as we work to create an accurate, user-friendly practice.

TRANSPORTATION

Bus transportation begins August 10, 2022. All scheduled routes will arrive and depart from assigned stops promptly. <https://coloradoearlycolleges.org/bus/> **Students MUST have their 2022-23 school ID to ride the bus. No exceptions.**

There is no cost to use the CECCS buses. Students planning to use the bus at any time during the school year must complete a transportation registration form: [Microsoft Forms](#)

Transportation Point of Contact: Director of Transportation- Michelle-Sears Ward
michelle.searsward@coloradoearlycolleges.org

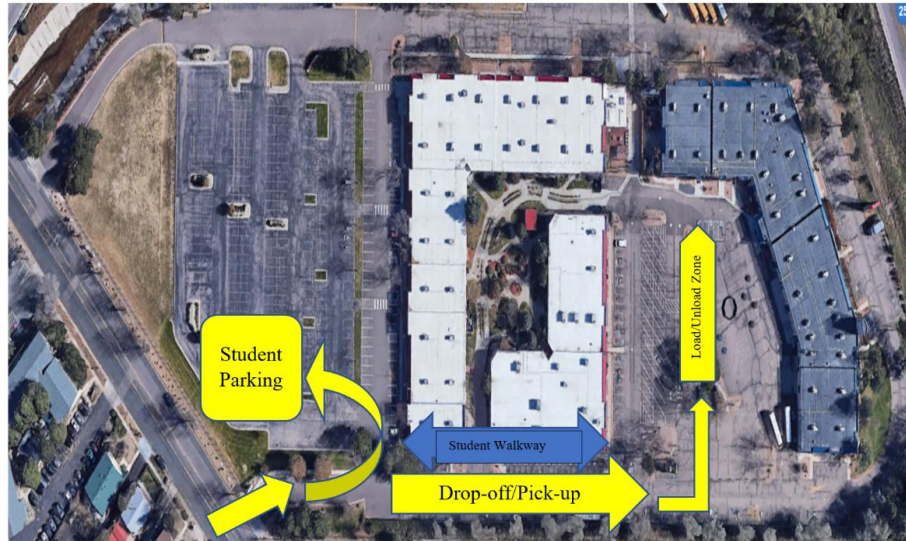


Microsoft Forms

CECCS CAMPUS PARKING

- Reminder: CECCS will be a **modified closed campus** for the 22-23 school year. Details are available in the Student Handbook.
- Please see the map below for parking and drop-off/pick up directions.
- Student parking passes will be available during the **Day Zero** event and throughout the year in the front office as needed.
- Please note that student parking is located on the west side of the 100 building, closest to Chestnut St.
- For safety students who park on campus will need to walk on the sidewalk along the middle school to get to campus.
- For increased safety all parking lots will be patrolled regularly.

- For the safety of our students, we ask all drivers to use extra caution in the CECCS campus parking lots.



FOOD SERVICES

SCHOOL LUNCH PROGRAM

Colorado Springs District 11 is the Food Service Provider for CECCS. Families who would like to take advantage of the Free and Reduced Lunch opportunity can follow the link below to fill out the application. The application is processed by Colorado Springs District 11 as part of our Food Service Provider partnership.

Please remember that qualifying families receive additional benefits above and beyond school lunch. We encourage you to apply for Free and Reduced lunch service as quickly as possible to make sure your student is charged the appropriate amount for their meals.

BREAKFAST & LUNCH will be available for purchase for all students.

COST: MS & HS Breakfast \$1.90/ MS Lunch \$3.10 and HS Lunch \$3.35

Students are welcome to bring a sack lunch. Microwaves are available as well.

Free & Reduced Lunch Application 2022-23 <https://www.myschoolapps.com/Application>

Note: To access the accurate FRL application you will be prompted to first enter the following information:

- Zip code =**80907**
- State =**Colorado**
- School District =**Colorado Springs District 11**



HEALTH SERVICES

NURSES INFO: All Emergency Medical and Immunization Forms **MUST** be submitted **complete with all necessary parental signatures and updated contact information by August 10, 2022**. Parents will be notified and required to come in to complete any missing information. If your student has a medical condition that requires them to carry an emergency medication, like an inhaler, Epi-pen, etc., their Health Care Plan is due **before** your student's first day on campus. All forms are available on our website under [documents and forms](#) (Scroll down and select Colorado Springs) for you to print out and take with you to your doctor appointment. If you have any questions, please email maria.agostini@coloradoearlycolleges.org

Required documents:

- ▢ Emergency Medical Information Form
- ▢ Immunizations Record or signed Exemption Form
- ▢ Health Care Plan for any medical condition

SCHOOL SUPPLIES

The following is a brief general supply list. Students should be prepared to have their first full day of classes. Additional supplies may be requested from individual teachers when class syllabi are distributed.

- 6 Subject Notebook
- 2" 3-Ring Binder
- (6) Packs of College Rule Loose Leaf Paper
- Pack each of Black, Blue and Red Ball Point Pens
- Pack Pencils
- Pack Erasers
- Pack of 5- or 8-tab subject dividers (as needed)

If you are willing and able to donate, we are grateful for the following items anytime:

- Copy Paper
- Kleenex
- Hand Sanitizer
- Dry-erase markers

CECCS CAREER OPPORTUNITIES

Are you or someone you know interested in a career at CECCS? The following positions are currently open:

- Middle School Front Desk Assistant
- High School Front Office Assistant
- Paraprofessional/Academic Assistant
- Bus Driver
- Substitute Teachers
- MS Social Studies Teacher

Click this [link](#) for more information or to begin an application today!

ADVISING INFORMATION & SCHEDULES

Q: When and how do I get my fall schedule?

A: Hard copies of final schedules will be distributed to all students on **“DAY ZERO August 3rd”**. This is a NEW MANDATORY student event to support school safety and expedite student access to schedules, textbooks, and school I.D.s to focus the first day of school activities on connection and success strategies. Students may also view their schedules in infinite campus between July 26th-August 1st. If a student does NOT have any courses scheduled in Infinite Campus, please contact the advising department prior to August 3rd.

(victoria.phelps@coloradoearlycolleges.org)

Q: What do the following notations mean on my schedule?

- **“Advising Studio”:** This is a **required** “micro-workshop” for first time college students. It will be led by advisors once a week for the first five weeks to support a successful start to the “early college” experience.
- **“Report to Advisor:** This is on your schedule because your advisor needs you to answer an important question or complete an undone task that can impact your schedule or graduation progress. In other words, GO to the advising department during the specified period on the first full day of classes. (Thursday, August 11th)
- **“Advlockper”** – this is just a place holder, so your schedule does not get moved around in the course leveling process. Most often used when students have off-campus courses that need to be accommodated.
- **“Extra-curricular”** - this is for students who have identified participation in a sport or other academic activity, band, orchestra etc.

Q: I am taking an off-campus course and my CECCS schedule shows the course is listed every night from 7:00-11:00pm?

A: Infinite Campus has a standard holding place for All “Select” (off-campus) courses and the time frame listed has **nothing** to do with the ACTUAL time of the course. Students with off-campus courses must check their college student portal Detailed Student Schedule to confirm class times, location and specific drop and withdraw deadlines.

Q: I received an email from PPSC (Pikes Peak State College) that my college bridge (on-campus) class does not start until the week after August 10th. Is that true?

A: NO. All Monday–Friday or MWF CECCS college Bridge courses will **begin Wednesday, August 10th**. Any Tues/Thurs courses will begin on Thursday, August 11th. If you receive a message from PPCC regarding a later start than August 10th it is in reference to the first day of open access to D2L (Desire to Learn platform) for your assigned course. This is the portal through which students submit assignments. Your instructor will have alternative methods of assignment submission prior to this access date, and it is a normal process for all Bridge (on-campus) college courses. There can be holds on student accounts that temporarily impede access. (Ex: If you have not applied to PPCC and received an S#, wrong address, selective service hold or missing Accuplacer scores). Messages are sent to students prior to school start if they might have a hold on their account. Students, please check your PPCC email regularly to help us correct any missing information so we can help expedite your access for a smooth class start.

Q: Can I change my schedule? Is there a deadline?

A: Schedule changes are VERY LIMITED, must be academic in nature, AND require a **Change Request Form signed by both student AND parent**. Changes will primarily be for error in course placement. (Example: Tested into Math 090A -Algebra 1 but enrolled in Math 099A Algebra 2 by mistake).

- **Non-Academic Requests** (Example: changing periods to have free period during lunch or class with a friend) will not be processed.
- **Full Classes:** If your first-choice class was full or unavailable, you can work with your advisor during your ICAP meeting this fall to plan ahead for next semester. The best approach to getting first choice of classes is to sign up early when it's time to meet with your advisor. Please read the school newsletter and check your email regularly for announcements to save the dates for academic advising.
- **DEADLINE TO SUBMIT ACADEMIC-RELATED SCHEDULE CHANGE REQUESTS: MONDAY AUGUST 15th**. LINK HERE. [Course Change Form](#) Hard copies in Advising Dept. Parent & Student signatures required.
- **IMPORTANT REMINDER:** The beginning of the school year is a very high-volume time for advisors. If a schedule change request is being processed it is important for students to continue attending courses on their current schedule until the changes have been approved and confirmed.

Q: Who is my assigned academic advisor?

A: Listed in the upper right-hand corner of your schedule is the name of your **2022-23 academic advisor**. This may or may not have changed from last year. To serve students optimally, each advisor's student caseload must be leveled evenly. This does require occasional modifications with new enrollment and when staffing changes. The CECCS Advising department is welcoming two new advising team members this fall. Please welcome Mrs. Jennifer Dilger and Ms. Tera Finely.

Here is what you can expect if you have a new advisor this year:

1. We are committed to maintaining your records, so nothing is lost in the transition.
2. We collaborate frequently as a team to support every student.
3. We value the student and family relationships we have built. While you are welcome to contact and ask questions of any advisor, your academic planning meetings (ICAP), course changes etc... **must** be processed through your assigned advisor.
4. If you have any concerns, please feel free to contact the Dean of Advising, Laura Carter. Laura.carter@coloradoearlycolleges.org

Q: When do I meet with my Advisor?

A: Academic planning and course registration appointments (ICAP) are scheduled during assigned grade-level windows each semester. The dates for these windows will be announced by email and in the school newsletter. Sign up links will be sent directly to each grade-level group approximately one week prior to the designated window opening. It is important to sign up quickly to secure a spot. Students/Families must sign up using the **student's name** during either a "free period" or if no free period is available, during an elective course if possible. Students should not schedule during a college course period. We highly encourage parent(s) to attend these important planning meetings with their student. **NOTE: Attending advising ICAP appointments is the ONLY way to schedule and authorize future courses.**

IMPORTANT DATES, DEADLINES & EVENTS

Check CEC student email, the weekly Basecamp newsletter and school announcements for updates regularly.

- **August 3rd** Day Zero (Mandatory All 6-12 students)
- **August 10th** First day of School Grades 6-12/Attendance taken
- **August 15th** Deadline for HS students to submit signed Course Change Requests. (Academic reasons only)
- **August 17th** PPSC College Bridge Course D2L Access Opens
- **August 29th** First Day of PPCC Select Classes
- **August 26th** PPSC "No Show" Date
- **Sept. 2nd** PPSC & CSU-Pueblo **Bridge** Course Drop Deadline (Advisor & Parent Approval Required)
- **Sept. 13th** PPSC **Select** (Off-Campus) Course Drop Deadline. (Advisor & Parent Approval Required)
- **Sept. 15th** **Student Career Day**
- **Sept. 29th** **Graduation Success Night:** ALL 2023 Grads REQUIRED to attend SAVE THE DATE! Time is TBD. Date & Time Subject to Change
- **November 18th** College Bridge Withdraw Deadline