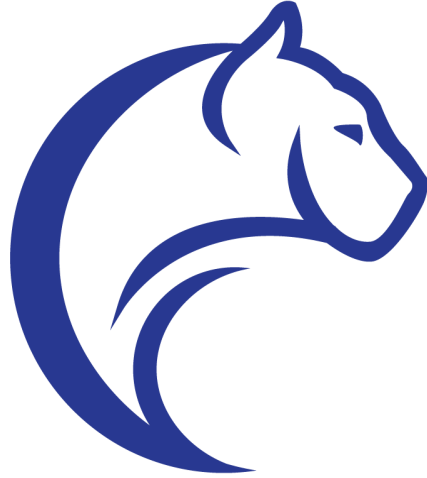


# **COTTON CREEK ELEMENTARY SCHOOL**



## **Student and Parent Handbook 2023-2024**

Cotton Creek Elementary School  
11100 Vrain St, Westminster  
720-972-5340

**Attendance Line:** 720-972-5358

Visit our website: [cotton.adams12.org](https://cotton.adams12.org)

# SCHOOL INFORMATION

## Important Phone Numbers

Main Office (Hours 7:00 a.m. - 3:00 p.m.): 720-972-5340

Fax Line: 720-972-5355

Attendance Line (available 24 hours a day): 720-972-5358

\*Please call before 7:40 a.m. if your student will be absent or tardy.

BASE Program: 720-972-5357

Cafeteria: 720-972-5350

Library: 720-972-5349

## School Hours

### Kindergarten – Grade 5

First Bell 7:45 am Tardy Bell 7:50 am

Monday-Friday: 7:50 am – 2:35 pm

Delayed Start 8:50 a.m. (end time remains the same)

If you arrive **after** 7:50 a.m., you are considered tardy.

Please ensure that your child knows the daily plan for pick up. If someone is responsible for meeting them, please remind them to be on school grounds no later than 2:35 pm at the designated pick up location.

Staff is present to assist with the supervision of our students starting at 7:45 am. Staff will be available to assist with dismissal procedures at the end of each day for a period of 5 – 10 minutes. If it is prior to the end of the school day, please make sure to bring your driver's license to pick up your child. Anyone other than the designated parent/guardian must be listed on a Student Authorization Pick Up Form and bring their driver's license to pick up your child.

Breakfast is served in our cafeteria daily from 7:30 to 7:50 a.m. Breakfast students can enter the doors on the east side of the school at Door 12. Breakfast will be eaten in the Cafeteria and then students will be sent to class to be on time at 7:45 unless arriving off of a bus.

## B.A.S.E. HOURS

Before School 6:30 am – 7:50 am

After School (M, T, Th, F) 2:35 pm – 6:00 pm

Delayed Start 7:30 am

## **Attendance - Reporting Absences \*\*Attendance Line: 720-972-5358**

Absences must be reported on the school's attendance line, even if the teacher has been informed of the absence. The school's attendance line may be called at any time to report an absence or tardy. If your student is late to school after 7:50, a parent will need to walk the child into the building and sign him/her in at the office.

### **Before and After School Enrichment (BASE)**

The BASE Program serves elementary students beginning at 5 years of age. BASE is an extracurricular, optional, fee-based program. Space is limited and there is often a list of families waiting for an opportunity to enroll in BASE.

Students in the BASE Program engage in a wide variety of activities and choices providing students with opportunities to create, learn and grow through arts, physical activity and academic enrichment activities during out of school time. All BASE activities allow students opportunities critical to their social emotional development. For more information about our school's BASE program, contact the BASE Site Director at 720-972-5357 or [click here](#). For more information about the District's BASE programs, please visit the following [link](#).

### **Bicycles and Scooters**

Students riding a bike or scooter to school must take it directly to the specified bike rack area and leave it there until the student is ready to return home. For safety reasons, students are not permitted to ride their bike/scooter on school grounds. They must walk their bike/scooter to the designated bike rack area once they arrive at school. A lock is required to be used to secure bikes and scooters to the bike rack. Bicycles and scooters will not be guarded by the school at any time, so it is the student's responsibility to lock the bike/scooter up safely.

### **Birthdays and Celebrations**

In support of the District's Policy on School Wellness, we strive to help our students make healthy lifestyle choices. Simple steps can help children continue making healthier choices as adults. In addition to healthier lunch choices and increased physical activity during our school day, we have implemented a "Non-food birthday treats" policy. Classroom teachers will share their non-food birthday celebration information with parents.

The policy at Cotton Creek is that there will be no birthday celebrations within the classroom for individual students. Please do not send snacks, balloons, flowers, etc. Thank you in advance for your understanding! We understand that school is the easiest place to distribute birthday invitations; however, doing so can cause many hurt feelings which disrupt the learning environment. Please have students pass out any party invitations after school is dismissed.

### **Birthday Invitations**

We understand that school is the easiest place to distribute birthday invitations; however, doing so can cause many hurt feelings which disrupt the learning environment. Please have students pass out any party invitations after school is dismissed. Phone numbers and addresses, by law, cannot be given out.

### **Communication**

An email and phone message each Sunday afternoon will remind parents of important dates and events. Please make sure to keep your email address updated through Infinite Campus so you receive these important messages. We try to send all other communication home in daily or Friday Folders each week, but on occasion, it may be necessary to send home other notes and memos. Please check with your child each day to see if there are any additional notes that came

home that day. Several teachers utilize Dojo as well as a communication tool. We also have access to several translation apps or services should your family desire assistance with English translation.

Students will not be allowed to use the office phone to make after school social arrangements. Students will be allowed to use the phone only in the following situations:

- When requested by their teacher
- When requested by an administrator
- When requested by the health aide, nurse or office staff

School office staff will only deliver emergency messages to students. Please assist us by making arrangements for after school pick-up and daycare prior to your child leaving for school in the morning. Response to parent phone calls/emails will be made within one business day.

### **Communication with your student's teacher**

Although teachers have telephones located in their classrooms, they have been directed to keep their ringers turned off during instructional time. If you want to reach your child's teacher, you may do the following:

- Call the classroom teacher and leave a voicemail. Teachers have been asked to check voicemail before and after school, and over their lunch break.
- You may call the office, and they will deliver messages to your student's teacher at the end of the day.
- You may call the classroom teacher before or after school.

You may also reach your student's teacher via email. Your student's teacher will provide you with the teacher's email address, and you may email them at your convenience. You may expect to hear back from them within one business day.

### **Early Departure/Late Arrival**

Students who must leave school during regular school hours must be signed out through the office by a parent or legal guardian. A student may not be dismissed from their classroom until someone has signed the student out. Students cannot be released to leave school alone. Students are involved in instruction until the end of the school day.

We request that you do not pick your students up early unless it is extremely necessary. Students who arrive late to school must check in at the office. If the student arrives after 7:50 a.m., a parent/guardian must sign them in at the front desk.

### **Field Trips**

Field trips to nearby points of interest may be scheduled by various classroom teachers throughout the school year. These trips are designed to supplement different aspects of the classroom curriculum and to introduce students to resources within the community. Parents will receive notice of scheduled field trips well in advance.

Parents must sign a permission form for all field trips. Students without a permission slip will not be allowed to accompany their class on the field trip. Younger siblings may not attend Field trips with the class. Students must ride the bus to and from the Field trips, unless an emergency arises, and is approved by administration.

### **Inclement Weather/School Closure**

Information on emergency school closures due to severe overnight storms or other emergency situations is available on local television stations. Please listen for announcements concerning Adams 12 Five Star Schools. Information on closures may also be obtained by calling the District information number at 720-972-4000, then press 7 for school closure information or check the District website: [www.adams12.org](http://www.adams12.org). Please note that school is rarely canceled.

Indoor Recess will be called if:

- snow, rain or sleet is falling
- temperature with the wind chill is 20 degrees or less
- playground conditions are poor (mud, snow or standing water)

Students must be prepared for all types of weather. They should bring warm coats, gloves or mittens, hats, weatherproof footwear and an extra pair of shoes for PE.

### **Lost and Found/Valuables at School**

If your child misplaces an item, we encourage you to look in the lost and found by the main office. Often it is difficult to identify what they have lost. Please label coats, jackets, mittens, etc. Remaining articles are donated to a local charity several times a year.

We highly discourage students from bringing valuables and toys to school. Items having value for one individual usually have an attractive appeal for others and unfortunately sometimes disappear. The school cannot be responsible for these items. Teachers may have a special celebration which allows students to bring in a favorite game, stuffed animal, etc. but please remember, at no time is it appropriate for students to bring toy guns, toy knives, or toy weapons of any kind.

### **Lunch with Students**

Parents are always welcome to join their children for lunch in our cafeteria. We ask that you sit with your child at their regular lunchroom table. Due to various food allergies, if you choose to bring in lunch please provide lunch for your child only. This helps us keep all of our students safe. If you have any questions please feel free to contact the office.

### **Pets on School Property**

In an effort to keep our school feeling safe for all students and families and in accordance with District Policy, only service animals and therapy dogs are permitted on school property. District Policy requires prior authorization from the principal to have a therapy dog on school property. We ask that all other pets remain off school grounds during school hours. We appreciate your cooperation with this request.

### **Physical Education**

Students will be provided opportunities to engage in physical education (P.E.) classes. If a student is unable to participate in P.E., the student must present to the principal or principal's designee a statement from a licensed health care practitioner stating the reason for the student's inability to participate. A licensed health care practitioner means a physician (MD, DO), nurse practitioner or physician assistant who has prescriptive authority and is licensed to practice in Colorado.

### **Reporting Student Progress**

Your student's progress will be reported at individual parent conferences at least twice a year. Report cards are sent home at the end of each grading period. Academic progress can also be found via the Infinite Campus Parent Portal.

### **Safety Information**

Your child's safety is of utmost importance to us. It is imperative that students are dropped off no earlier than 7:45 a.m. and picked up at 2:35 p.m. Adult supervision is only available at 7:45 and for 5-10 minutes after school.

Student Safety- Please help us keep students safe:

- Remind your child to use sidewalks and crosswalks.
- Drop off and pick up of students is along the curb only, so they don't have to cross traffic other than at the crosswalk. Hug and Go lanes are located on the south and west sides of the school and are marked with banners & signs. Please **do not get out of your vehicle or park** in the Hug and Go lanes.
- Avoid picking up or dropping off students in the parking lots. Our lots are closed during arrive/dismissal unless a special pass is obtained via Administration. Please inquire if needed.
- Avoid parking within 15 feet of school crosswalks.
- Parents should encourage children to adhere to all safety rules established for pedestrians. This emphasis on safety is also a concern of the school's staff, and is an important part of the instructional program.
- Students are expected to go directly to and from school. They are to respect the rights and property of all people in the neighborhood.

**School Security System** - In our ongoing efforts to provide the safest and most secure environment for our students, an additional security measure has been installed, which requires the following safety measures.

- ALL exterior doors will be locked at all times.
- Please do not open the door or hold the door open for others.
- In order to enter the building, you will need to press the button located on the brick wall inside the main entrance front doors.
- An office member will release the doors, allowing access to the building.
- Once entering the building, ALL visitors must check in at the office, show ID and, and obtain a visitor pass. This pass is for volunteering in your child's classroom or visiting them for lunch/event. Please allow your child to walk to class on their own, our staff is there to help. If you need to deliver something to your child throughout, the office will bring it down to them.
- If you would like to wait with your child before school or wait for your child after school, you will need to wait outside.

### **Visitor/Parent Check-In**

District Policy requires that all parents and visitors must present a drivers license/I.D. at the front desk and sign in at the office upon entering the building. Your license will be scanned through our Raptor system and a visitor's badge/sticker will be provided. You will be asked to wear a visitor's badge/sticker at all times.

If you would like to spend time with a teacher, please call and make arrangements prior to visiting. Also, if anyone other than a parent or legal guardian will be visiting the school (such as a grandparent coming for lunch) you must call the office ahead of time to let us know.

## **INFORMATION AVAILABLE ON DISTRICT WEBSITE**

### **STUDENT CODE OF CONDUCT**

A summary of the Student Code of Conduct for Adams 12 Five Star Schools (the District) is available on the District's [website](#). For complete information, please refer to the latest version of each District policy, available [here](#).

This summary includes information such as:

- student conduct
- student attendance
- cell phones and personal electronics
- District technology and Internet usage
- student dress code
- bullying and harassment

### **COMMONLY REQUESTED INFORMATION**

A summary of commonly requested information is available on the District's [website](#). For the most complete information, please refer to the latest version of each District policy (if applicable), available [here](#).

“Commonly requested” information includes topics such as:

- complaints or grievances
- consolidated billing
- service animals on District property
- student transportation
- video and audio monitoring
- visitors to schools

### **STUDENT HEALTH INFORMATION**

Information about student health and wellness, including immunizations, health screenings, COVID-19, and when to keep your child home from school, is available on the District's [website](#).

### **LEGAL NOTIFICATIONS**

The District's legal notifications/annual notices are available on the District's [website](#).

These notices include information concerning:

- non-discrimination (including Title IX)
- rights under the Family Educational Rights and Privacy Act (FERPA)
- directory information under FERPA
- rights under the Protection of Pupil Rights Amendment (PPRA)
- other opt-out provisions

# Families at CCE



## Our Commitment to Families

Cotton Creek is committed to developing a collaborative working relationship between parents and staff . We want to involve parents to the fullest extent possible. There are several options for parents to address concerns, including calling the school, writing an email (see our website for addresses), or sending a note with your child to the teacher. Concerns are addressed in a professional and timely manner with all of the appropriate personnel.

## Cotton Creek PTO

Cotton Creek derives much of its support from the PTO. Our parents provide many family activities throughout the school year. Through a series of fundraisers, PTO supports many opportunities and resources that our students and staff would not otherwise have. All Cotton Creek families are welcome! PTO holds monthly meetings on the second Tuesday of each month beginning at 6:30 pm in the school library.



## Translators and Interpreters

School District Twelve maintains an in-district translators and interpreters resource bank list, which provides us with the name of several district employees with bilingual skills who are willing to translate or interpret for building or program needs. If the translator or interpreter services are needed, please contact the school office. We also can use a phone service called Telelanguage easily to support families as well.

## School Accountability Committee

The Cotton Creek School Improvement Team meets four times yearly, to refine and update the School Accountability Plan as required each year. Parents and community members are cordially welcome to be a part of this team. School Improvement is an on-going process of goal setting and problem-solving to bring about increased student achievement. It involves local school administrators, school staff, parents, non-parent community members, and students where appropriate, interacting in a collaborative model.



# Medical Information at Cotton Creek Elementary School

## Administration of Medication at Schools

Occasionally children need to take medicine during the school day. When a medication has been prescribed by a doctor to be taken at school, the following procedure must be followed for the safety of your child and other children in school. This policy is a Colorado State Law.

1. All medicine given at school must have a [medication request form](#) signed by both a parent/guardian and a physician. It must provide information stating the name of the medication, dosage, when it needs to be taken, and why it is being given. These forms are available at school. This policy applies to prescription and all over-the-counter medications such as aspirin, Tylenol, cough syrup, eye drops, ointments, etc.
2. Medication will be provided by the parent in an individual pharmacy labeled container for the student or in the original over-the-counter container.
3. All medication is to be kept in the clinic. Students are not allowed to keep medication with them in backpacks, desks, lunch boxes, etc.

## Immunizations

For more information about district policy and resources in regards to immunization please [click here](#).

## Screening Programs

Vision and hearing screening is mandated for all students in kindergarten, first, second, third, fifth, seventh, and ninth grade levels; for children new to the district; and for any child with a suspected deficiency. This screening does not include extensive testing, but if a deficiency is found, the parents are contacted and advised to arrange for a more complete examination by a doctor.

# Monitoring Student Progress at CCE

Communication between parents and teachers is a key to success at school. Parent-teacher conferences are held twice a year, once in the fall and once in the spring. We look forward to visiting with each of our families at these times! Cotton Creek is on a semester attendance/grading period. Report cards are completed twice a year.

## Standards-Based Grading:

Adams 12 Five Star School District uses a standards-based grading. Below you will find some general information about Standards-Based Grading taken directly from the Adams 12 website [linked here](#).

**What is standards-based grading?** In a standards-based system, teachers report what students know and are able to do in relation to the Colorado and District Standards. The system includes:

- The improvement of student achievement of required learning outcomes in all content areas,
- The mastery of defined learning outcomes instead of the accumulation of points,
- The reporting of student achievement toward meeting learning outcomes at a given time by analyzing recent trend information based on various forms of evidence,
- A record-keeping system that provides teachers with information that allows them to adjust learning practices to meet the needs of students,
- A system that encourages student reflection and responsibility

**What are the purposes of standards-based grading?** The purpose of standards-based grading is to raise student achievement by clearly communicating students' progress towards learning outcomes in a timely, accurate, fair, and specific manner. SBG accurately communicates student achievement to students, parents, and educators. The influence of work habits on student learning is reported separately from academics.

**How does standards-based grading work?** Traditional grading averages a student's achievement data with other characteristics, such as work habits. SBG removes extraneous factors and focuses solely on a student's academic achievement and continued mounting evidence that indicates a true assessment of the student's present attainment of learning. Other characteristics are reported separately.

**How is standards-based grading different?** The student's grade more accurately represents the progress toward proficiency of standards than traditional grading does. Subject areas are subdivided into big ideas related to standards and their respective learning outcomes that students need to learn or master. Each target is assessed. Scores from activities that are provided solely for practice will not be included in the final assessment of the learning outcome.

# Monitoring Student Progress at Cotton Creek Elementary School

## Assessments used at Cotton Creek

### Kindergarten:

- TS Gold-Kdg. Readiness Assessment
- Language Arts Assessments
- Math Assessments
- Writing Samples
- Reading Assessment (Dibels 8)
- MAP (Measure of Academic Progress)

### Third Grade:

- Reading Assessment (Dibels 8)
- MAP (Measure of Academic Progress)
- CMAS (English Language Arts & Math)
- District Math Assessments
- Writing Samples

### First Grade:

- Language Arts Assessments
- Math Assessments
- Writing Samples
- Reading Assessment (Dibels 8)
- MAP (Measure of Academic Progress)

### Fourth Grade:

- Reading Assessment (Dibels 8)
- MAP (Measure of Academic Progress)
- CMAS (ELA, Math & Social Studies)
- District Math Assessments
- Writing Samples

### Second Grade:

- Language Arts Assessments
- Math Assessments
- Writing Samples
- Reading Assessment (Dibels 8)
- MAP (Measure of Academic Progress)

### Fifth Grade:

- Reading Assessment (Dibels 8)
- MAP (Measure of Academic Progress)
- CMAS (ELA, Math & Science)
- District Math Assessments
- Writing Samples



# Additional Information for

Cotton Creek Elementary School

## **Student Phone Calls, Cell phones, and Texting During the Day**

Students are asked to use the classroom or the office phone if it is important to communicate with a parent/guardian during the day.

**Cell phones and smartwatches that have the ability to text/message parents/guardians are not to be used independently during the school day until after dismissal at 2:35. These devices can be distracting to the learning environment. Phones and watches should be off and stored in the students' backpack. If you have extenuating circumstances or a medical reason for the device, please contact administration. Please pass along any needed messages during the day, through the office.**

You are welcome to call anytime and messages can be given to students during appropriate times to avoid interruptions to instruction. Please make all after school play arrangements in advance. Also note, it is against Superintendent Policy for students to use their cell phones to take photographs, videos, or audio recordings without asking permission of staff to do so.

## **Library-Media Program**

**Late or Lost Books** - Students will be notified of overdue materials, the library does not charge overdue fines, but we do expect patrons to pay for damaged or lost materials. If an item is returned that has been paid for, the money will be refunded.

## **Student Programs**



### **Adams 12 Five Star Schools Gifted & Talented Program**

Cotton Creek offers extension activities to those students identified as Gifted and Talented (GT). We also will have a halftime GT teacher and coach this year. These activities are offered in a small group setting at various times throughout the school year. Students are referred to the GT program by their teacher or parent based on observable GT characteristics or behaviors. Students exhibiting such characteristics are tested at the beginning of the second semester. Please contact our Gifted & Talented Program coordinator Christine Parkes for more information.

### **Extracurricular Activities**

Many of our staff members host after school clubs and co-curricular activities this year. Please watch for details as the school year progresses through our weekly email and Dojo.