



September 11, 2023

Dear Cottonwood Families,

It's hard to believe we have been back in school for a month already! Please review the following information for some important policy reminders and after-school opportunities.

Attendance Reminders:

Absences/Late Arrivals - K - 5 parents must leave a message on the attendance line (720) 554-3295 by 7:50 AM if your student will be absent or late. Please note that you need to include the reason for the absence or late arrival. If a reason is not provided, it will be considered unexcused. Please refer to pages 9 -11 of the [Student Conduct and Discipline, Rights and Responsibilities](#) for the District's policy on student absences and excuses.

Tardy Arrivals - Cottonwood does track the number of times a student arrives late. Although we understand that sometimes life circumstances are unavoidable, we ask that parents do their best to have students arrive on-time. The school day entails a tight schedule for both teachers and students so we need your help to reduce classroom interruptions. If possible, please try to keep your student's unexcused late arrivals under 10 occurrences over the course of the school year. Please reach out to the front office if there is a special circumstance we need to be aware of or can assist with.

Late Pick-Ups: Like tardy arrivals, we also track late pick-ups. After dismissal, teachers and staff continue a busy schedule. Again, we are asking for your help by assuring that your student(s) are picked up on time. If you have conflicts that regularly prevent you from picking up on time, you might want to look into after school care. Cottonwood has a [Before & After School Program](#) and there are a number of private child care centers in the area that offer after school programs.

From the Cottonwood Creek Nurse:

When students go back-to-school we unfortunately start to see an increase in illnesses. To help stop the spread of germs, please remind your students about the need for proper handwashing, covering coughs/sneezes, and not sharing food or drinks during lunch and snack/recess. Additionally, you can refer to the attached guidance from the Colorado Department of Public Health to help you determine when your child is too sick for school.



Items dropped off for Students:

When dropping off items for students during the day (including lunches), please make sure they are labeled with their name and their teacher's name. Items should be placed on the table in the front vestibule for delivery. Please note, items are delivered only once or twice during the school day depending on staff availability. If there are items your student absolutely needs by a specific time, it is best to remember to send it to school with your child in the morning. If you think your child can go without the item for the day, it might be a great teachable moment. Remember, we do have water cups in the front office and lunch is free this year:)

Building Visitors:

Just a reminder that all building visitors must come through the main entrance and obtain a security badge from the front office. Do not enter the building through the playground doors. For safety, we do not want students or staff to get used to visitors walking around the building without a badge.

STEAM-A-Palooza VIII:

The 8th annual [STEAM-A-PALOOZA](#) will take place on October 7th this year at the Cherry Creek Innovation Campus. Registration opens on Saturday September 23rd at 10:00 am.

Specials:

In an effort to provide parents information about what is happening during your student's specials time, the Specials Team will be publishing monthly updates that can be found at the following [LINK](#).

Battle of the Books:

Calling all parents of 4th and 5th grade students! Registration for Battle of the books is open. We will be meeting from 2:45-3:35 on Mondays, starting Oct. 23, 2022. To register please complete [this](#) Google Form. By completing the form, you give your child permission to participate in Battle of the Books. We will take the FIRST - 40 students that sign up. Please sign up by Friday, Sept. 22.

Running Club:

The Running Club at Cottonwood Creek is BACK! A huge thank you to Jason Mondragon, who has volunteered to sponsor the club again this Fall, and to Principal Francis and the front office



staff for all they do to support the club. [Here is what you need to know:](#)

Future Bruins Night:

5th grade parents, mark your calendar for this year's Future Bruins Night at Cherry Creek High School, Thursday November 16, 2023. The details of the event can be found [here](#).

Sincerely,

Drew Francis - Principal [Cottonwood Creek](#) Elementary School

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