



VISION

DREAM IT, BELIEVE IT, DO IT!

MISSION

We cultivate a diverse culture of imagination, exploration, and discovery, where students are inspired to excel. We empower students to ask questions, take risks and persist in the pursuit of being their best. We challenge students to leave their individual marks in service to our school, our community and our world.

VALUES: WE RISE!

Responsibility

- We will
- honor and respect those who serve our community
 - take ownership of our behavior, choices, and words
 - have the courage to think and act independently
 - contribute to the greater good

Integrity

- We will
- do the right thing even when no one is watching
 - stay true to our beliefs while respecting others
 - always tell the truth even when it is difficult
 - never give up

Service

- We will
- take pride in our school, community, and world
 - help others around us be the best they can be
 - share time and passions with others
 - lead with kindness and charity

Empathy

- We will
- understand the feelings of those around us
 - celebrate the success of others
 - value and honor differences
 - forgive others and ourselves

BELIEFS ABOUT STUDENT LEARNING

The following statements reflect our beliefs about how students learn:

- All students can learn.
- Students learn in a positive, safe environment that encourages risk taking, exploring, and decision-making.
- Students learn best when self-esteem is high and are motivated.
- Students learn best by doing and practicing.
- Students learn at different rates.
- Students learn from each other.
- Students learn when experiences address different learning styles.
- Students learn best when skills are taught with meaningful context.
- Students need to have ownership and responsibility for their learning.
- Students learn best when knowledge is related to life experiences.

SCHOOL HOURS

PreK School Hours are AM session 8:00am to 10:55am and PM session 11:50am to 2:45pm M-T-W-TH. Students enrolled in enrichment sessions are 8:00-2:45 PM M-T-W-TH.

K-5 School Hours are 8:00am to 2:45 pm, except on Wednesdays – dismissal is at 1:45pm.

ATTENDANCE

The importance of regular school attendance cannot be overemphasized. If your student will be absent, please call the attendance line at 720-886-4395. If you do not leave a reason for the absence, it will remain unexcused. Children should be in school when physically able. Although some assignments can be made up, the interaction between students and teachers is irreplaceable. Students may enter the building beginning at 7:40am and are expected to head straight to their classroom (If they are getting breakfast, they must check in at their classroom first). The first bell rings at 7:55am. Classes begin promptly at 8:00am. Students should not arrive before 7:40am since there is no supervision. **Students are not allowed to play on the playground before school.** Students need to enter through the outside door closest to their grade level and walk directly to their classroom. A map is provided. Checking in and learning will begin as soon as the student enters the classroom. Students arriving at school after 8:00am should report to the office before going to class. School dismisses at 2:45pm (1:45pm on Wednesdays). Students should go directly home or to their daycare facility after school. If a student is not picked up after school, office staff will reach out to emergency contacts. **It should be noted that our Before and After Care program uses our playground until 6pm, so it is not available to the public until that time.**

REPORTING AN ABSENCE

Please call the **Attendance Line at 720-886-4395** to report your child's absence, or that they will be late arriving to school, by 8:15am. **If you do not leave a reason for the absence, it will remain unexcused.** A phone call will go out at 8:30am and 9am to parents of students who have not been reported. **This is done to ensure your student's safety.** If your student is absent, late or leaves early due to a doctor's appointment or illness, please bring in or email tharkner@cherrycreekschools.org a doctor's note to excuse the absence. Without a doctor's note, the absence will remain unexcused after the 10th day missed.

REQUEST TO LEAVE SCHOOL EARLY

If it becomes necessary to pick up your child from school during the school day, please send a note to the teacher informing him/her of the time you plan to pick the child up. **Please also notify the office at 720-886-4300 at least 10 minutes before arrival.** Teachers are instructed not to release a child from the teaching areas unless notified by the office. You will need a state issued ID to enter the building, and you must sign your student out at the front office. **Students may only be picked up by someone who is on their parent pick up list.** Students will not be dismissed after 2:30pm (1:30pm on Wednesdays) since we will be preparing for regular dismissal. Please check students out before 2:30pm (or 1:30pm on Wednesdays), if needed. These procedures are followed to protect the child and to hold classroom interruptions to a minimum.

DRESS CODE

School clothing should be functional and reflect the attitude of the students toward their learning. School personnel have confidence in the judgement of the parents in the selection of clothing that is appropriate for school. Any students whose attire is so "extreme" as to cause a disturbance to the regular learning process will be asked to change. **During changing and cold weather, children should have warm clothing since they spend part of everyday outside playing as long as the temperature is above 20 degrees.** During physical education classes, tennis shoes are required. We ask that you label sweatshirts, jackets, and coats with your student's name. Every year, we donate an abundance of unclaimed lost and found items.

CELL PHONE POLICY

Altitude students are expected to use all electronic communication devices (ECDs – cell phones and smart watches) appropriately at school and in accordance with applicable Board Policy. Students are responsible for the safekeeping of their devices. **The school and district are not responsible for the loss or damage of personal property brought to school.** Lost devices should be turned in or reported to the Main Office.

- Cell phones and all mobile devices shall be turned off or in silent mode when entering the school building.
- Cell phones and all mobile device/smart watches shall be kept in the student's backpack. Smart watches used for medical reasons need to be verified by the school nurse.
- Cell phones and other mobile devices like smartwatches/Apple watches are not to be used at any time during the school day (8:00 am – 2:45 pm) unless specifically instructed by a teacher for instructional purposes.
- If a student needs to make an emergency call during the day, they may ask their teacher to use a phone located in the classroom, the Main Office, or the Counselor/School Psychologist's office.
- Parents/guardians may call the Main Office at 720-886-4300 to relay urgent and important messages to students. If the message relates to different dismissal procedures, please call by 2:30 pm if possible.

If students are caught breaking this policy, their device may be confiscated by staff and given to their teacher or front office. Devices will be returned at the end of the day. Further refusal of this policy may result in the family retrieval of the device from the main office and/or the device being tuned in at the beginning of the day. Please help us keep our focus on instruction by not trying to call or text your student during the school day.

MEDICATION & CLINIC INFO

Clinic Phone: 720-886-4304

If your child has any health concerns such as asthma, severe allergies, seizures, or any condition that may require care during the school day, please contact the nurse before the beginning of the school year. This helps us plan for a safe and smooth start.

Most medications (prescription or over the counter) can be administered before or after school. The medicine must be brought to school, by an adult, in the original container, labeled with the student's name, the name of the medication, the dosage, and the time and number of days it must be administered. All medications must be stored in the health clinic. If your child needs medication at school (including inhalers, EpiPens, ADHD medication, medication for frequent headaches, etc.), a physician's order is required. Please contact the clinic if you plan to store medication. We will provide the correct form for your doctor to sign. Your cooperation will be greatly appreciated.

Updated immunization records are due the first week of school. Please bring a copy to the clinic or email it to ablakeney@cherrycreekschools.org.

How Sick Is Too Sick to Come to School?

According to the Colorado Department of Public Health and Environment:

- **Fever:** 100.4°F or higher. Students may return to school after **being fever free for 24 hours without fever-reducing medication.**
- **Diarrhea:** Students may return 24 hours after the last episode.
- **Vomiting:** Students may return 24 hours after the last episode.
- **Flu-like symptoms** (fever, sore throat, runny nose, congestion): Students may return once they are fever free for 24 hours without medication.

For full guidelines, visit: **How Sick Is Too Sick?**

<https://cdphe.colorado.gov/communicable-diseases/infectious-disease-guidelines-schools-childcare>

SCHOOL VISITORS

In accordance with district policy, all doors to Altitude Elementary will remain locked throughout the school day. The safety and security of our students and staff is our top priority. To help keep our students and staff safe, all visitors and volunteers must check in at our Verkada guest management kiosk. **Please make sure you have a government issued ID with you every time you visit the school. We also require anyone listed as an emergency contact or authorized pickup person for your student(s) to have their photo ID with them when picking up your child.** Visitors **must** wear a visitor badge I.D. or badge/sticker while in the school. Students from other schools or friends of Altitude students are not allowed to visit during the school day unless specifically prearranged. Please also note there are no dogs allowed on campus (unless they are service dogs) during school hours.

SCHOOL VOLUNTEERS

All volunteers must register through the Verkada visitor management system before volunteering in any Cherry Creek School District building. **Volunteer registration typically takes 5–10 minutes and will need to be completed once each school year.** Links for registration may be found on the Altitude website (<https://altitude.cherrycreekschools.org/parents/volunteering>) as well as the CCSD website.

During registration, you will be asked to enter your contact information, upload or take a photo of yourself, upload or take a photo of your driver's license or other government-issued ID, agree to the CCSD Volunteer Confidentiality and Conduct Agreement. Registration is easiest to complete on a mobile device (smartphone or tablet), since you can quickly take and upload photos.

Please register at least one day before your planned volunteer activity. Registrations are reviewed and approved by CCSD Security and may take up to 24 hours to process. Once your registration is reviewed, you will receive an email with next steps.

PARKING

When visiting the school, please use the school parking lot. Parents are asked not to stop or park directly in front of the school, the crosswalk, or fire lanes. Parking or dropping students off is not allowed in the service drive or bus lane. Continuous traffic flow is required in the “kiss and go” zone when dropping students off in the morning and picking up in the afternoon. Please follow the direction of staff if they are moving you forward. Remember to “DO THE LOOP” until a spot opens up along the pick-up lane.

BICYCLES/ SCOOTERS

Bikes and scooters must be walked on school grounds. Students are required to wear a bike helmet when riding a bike to school. Bikes/ scooters must be placed in the bike racks and locked. Please make sure student names are on their helmet. Students may not ride bikes during recess and/or playground activities. Skateboards, shoes with wheels, and rollerblades should not be brought to school. The school is not responsible for bikes and other items brought to school.

SUPERVISION

Crosswalk Coverage begins at 7:40am. Coverage begins within the school at 7:40am, so please do not send students to school before this time, as they may be unsupervised. After school crosswalk coverage is from 2:45pm (1:45pm on Wednesdays) to 3pm (2pm on Wednesdays). Students should leave school grounds promptly after dismissal. **The playground is supervised during recess time only.**

PARTIES/CELEBRATIONS

Altitude Elementary will celebrate Fall and Winter Break with simple parties. Other celebrations will be handled by grade levels. Not all grades participate.

PROGRESS REPORTS AND CONFERENCES

The Altitude staff is committed to communication between students, teachers, and parents. Pupil progress will be monitored through goal setting conferences, formal parent conferences twice a year, and three progress reports provided on a trimester schedule. Additional conferences, either in person or over the phone, may be initiated as needed by parents or teachers throughout the year.

CAFETERIA – “THE MOOSE CAFÉ”

School breakfast and lunch are free to students for the 2026-2027 school year. Families that might qualify for free and reduced meals under the National School Lunch and Breakfast Program should still complete a meal application (families who qualify may receive discounted school fees, class materials, bus passes, utility support, and more). Please visit the CCSD website for additional information.

Breakfast is served between **7:40am and 7:55am** in the cafeteria. Breakfast cards will be provided for each student. Students will be dismissed from breakfast at 7:55am to return back to class by 8:00am. If they are not back to class by 8:00am, they will be marked unexcused/tardy. Included are juice, cereal, toast, sweet rolls, etc. No advance ordering is necessary. Students may get a hot lunch, which includes milk, or bring a home lunch. Children who prefer to bring their own lunches may buy milk. Breakfast and lunch are served on all regular school days. No meals are served on shortened days or over school breaks.

Buying drinks and snacks: Please prepay on-line (<https://www.myschoolbucks.com>) or send money to pay for meals in advance of need. You may send a check to the kitchen made payable to Cherry Creek Schools at the beginning of the year and each time your child’s credits run short. Please include the child’s name and PIN# on each check. You may also check menus on the website listed above.

PARENT ORGANIZATION

When you enroll your children in Altitude Elementary, you automatically become a member of the Parent-Teacher Community Organization (PTCO). The purpose of the organization is to promote the welfare of the children and promote understanding among parents, teachers, and school staff. The business of the PTCO is conducted in monthly board meetings. There will also be PTCO general meetings that all parents and teachers are welcome and encouraged to attend. Please contact info@altitudeptco.com if you have any questions or suggestions and watch for updates on our school website.

PARTNERS IN EXCELLENCE

Parents and schools share the same goal: helping ALL children succeed at learning. To reach that goal, it is important to work in a partnership with the school.

- Make a point of visiting your child’s class early in the year.
- Participate in the goal setting conference and other conferences.
- Do not be reluctant to ask questions about school policy or about your child’s progress.
- Read and respond to school newsletters and announcements.
- Follow the school via the Altitude website, Instagram, and Twitter pages
- Support the conduct policy plan at home.
- Volunteer to help with school programs and projects.
- Contact the school about any problem you think you might be affecting your child’s learning or behavior.

Together, we can do what neither of us can do alone.

LOST AND FOUND

A lost and found is maintained in the large drawers as you enter the Moose Cafe. Items that accumulate will be displayed during the course of the year. Unclaimed items will be given to charitable organizations. We ask that you label sweatshirts, jackets, and coats with your student’s name. Every year, we donate an abundance of unclaimed lost and found items.

DISCIPLINE

We believe the entire school staff is responsible for developing an atmosphere that facilitates a safe, cooperative, and emotionally secure learning environment. Parents, students, and the entire staff need to work cooperatively to teach the students to be self-disciplined and responsible for their own behavior. Bully-proofing skills, Positive Behavior Supports, Body Basics, and our School Values are integral characteristics at Altitude Elementary.

NEWSLETTER – “THE MOOSETRAX”

The official school communication bulletin is a bi-monthly newsletter sent home via-email, and it is also on our school website. The newsletter contains important dates and information about the activities of the school and parent organizations. Be sure to look for your issue every other Friday. A paper copy is available by request at the office.

HOMEWORK

You child’s homework will depend on his/her grade level. We believe in 10 minutes of homework per grade level as a general rule. There are several reasons for homework:

- A direct line of communication is established between home and school which helps parents to be involved with the student's progress on a first-hand basis.
- All of our students need the development of study habits and self-discipline.
- Intermediate age students will use their Student Planners on a daily basis to organize their assignments.
- Learning is a lifelong habit that should occur in a variety of situations including both home and school.
- Please address any concerns with homework with your child’s teacher. Homework is practice and practice makes us better. It is important to scaffold this expectation to be successful in middle school, high school, and college.

WEATHER EMERGENCIES

Inclement Weather: Any weather-related schedule changes in the Cherry Creek School District will be posted on the district website (www.cherrycreekschools.org) by 6:00 am. You may want to bookmark this address for easy access. **Please do not call the school.** Weather related schedule decisions are made by geographic area. Please call the CCSD Hotline 720-554-4701 for available information. When early morning weather and road conditions or other emergencies are deemed hazardous, the district will announce closures of school through the media.

DELAYED START: One hour (1 hour), starting at 9:00am. Dismissal time remains 2:45pm (1:45pm on Wednesdays). In the event of a closure, all field trips, Before and After School Daycare programs, and special school events will be cancelled.

Please take a few minutes with your child and develop an emergency plan of your own. Make sure he or she knows how to get into your house if you are not at home, or which neighbor’s house your child might go.

FIRE/LIGHTNING/TORNADO/LOCKDOWN SAFETY

Altitude Elementary has periodic fire drills, secured perimeter/lockdown, and tornado drills. In the event of a weather emergency during the school day, please remember that our concern is the safety of your children, and we need your cooperation. During dangerous weather conditions, children may be held past dismissal time to ensure their safety.

BEFORE AND AFTER SCHOOL CARE

Altitude offers a Before and After School Program, "The Mickey Moose Club." Hours are 6:30am - 7:40am and 2:45pm (1:45pm on Wednesdays) to 6:00pm. Tuition is charged for this program. There are full day services provided during school breaks. Reservations are required to participate in the Before and After School Program. **Drop ins are NOT allowed.** Contact Mark Brown in the Before and After School Program at 720-886-4363 for more information.