



***Student/Parent Handbook
2018-19***

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Northfield High School

*Northfield High School is home of the “Nighthawks.”
The school colors are Navy Blue and Maize.*

Northfield High School, an International Baccalaureate Candidate School, offers a progressive, challenging and exciting academic program. In addition to the core curriculum, the school offers a full array of electives, athletics, clubs and activities. We promote an inclusive school community that encourages student creativity, self-awareness, independence, and collaboration among students with different interests.

Our Mission

Northfield High School engages students in a rich and challenging academic program, empowering them to discover their own strengths and pursue areas of personal interest. Our teachers inspire students to become enthusiastic lifelong learners, creative problem solvers, and effective communicators. The focus on collaborative and global learning ensures that our graduates are prepared to be fully informed, principled, and engaged citizens of the world.

Welcome from the administration, faculty and staff:

The Northfield School Community welcomes you to the 2018-19 school year. We have a passionate and committed faculty and staff dedicated to the academic success of every student.

As a school community, we are committed to:

- Inspiring all students to engage in meaningful learning and reach beyond their potential.
- Providing every student with a strong academic foundation and mindset required to successfully complete the IB curriculum.
- Ensuring that every student has the opportunity to earn college credit prior to graduation.
- Encouraging students to question, create, communicate, problem solve, be open-minded, take risks, be reflective, collaborate with peers, and struggle productively to grow and learn.
- Creating a community of respectful, compassionate, life-long learners

WELCOME to our Nighthawk classes of 2019, 2020, 2021, and 2022! Together we will create tradition.

IMPORTANT CONTACTS / WHERE TO GO FOR INFORMATION

MAILING ADDRESS:

Northfield High School
5500 Central Park Blvd
Denver, CO 80238

School Website: <http://northfield.dpsk12.org/>
District Website: <http://www.dpsk12.org/>
Staff E-mail Addresses: firstname_lastname@dpsk12.org

Office Hours: Monday-Friday 7:30 am to 4:00 pm

MAIN OFFICE- 720-423-8000
ATTENDANCE LINE – 720-423-8001
KITCHEN – 720-423-8002

ACADEMIC CONCERNS		
	Individual Teachers	
	School Counselor, Jared Lewis	Ext. TBD
	School Counselor, Ashley Odekirk Guidance Counselor, Julie Deguire	Ext. TBD Ext. TBD
	IB Coordinator, Peter Wright	Ext. TBD
ACTIVITIES/CLUBS		
	Activities Coordinator, Courtney Wickham	Ext. 8036
	CAS Coordinator, Briana Wright	Ext. TBD
ATHLETICS		
	Assistant Principal/AD, Polica Houston	Ext. 38006
ATTENDANCE		
	Main Office	Ext. 38000
	Educational Counselor, Attendance/Discipline, Zeke Ocansey	Ext. 38006
COUNSELING, MENTAL HEALTH		
	School Counselor, Ashley Odekirk	Ext. TBD
	School Counselor, Julie Deguire	Ext. TBD
	School Counselor, Jared Lewis	Ext. 38092
	Psychologist, Meghan O'Connor	
	Social Worker, Sierra Dawkins	Ext. 38016
	School Health Partner, Dina Zainy	Ext.
DISCIPLINE		
	Educational Counselor, Attendance/Discipline, Zeke Ocansey	Ext. 38064
	Restorative Coordinator, Briana Wright	
LIBRARY		
	Library Para, Nadia Cenicerros	
MEDICAL CONCERNS		
	Nurse, Julie Ethier	Ext. 38028
	Health Tech Para, Sherlanda Mitchell	Ext. 38028
REGISTRATION		
	Secretary Brenda Delgado	Ext. 38007
SAFETY CONCERNS		

	Assistant Principal, Polica Houston	Ext. 38006
SCHOOL FEES/FINES		
	Secretary Brenda Delgado	Ext. 38001
STUDENT SCHEDULES, POST SECONDARY PLANNING		
	School Counselor, Julie Deguire	Ext. TBD
	School Counselor, Jared Lewis	Ext. TBD
	School Counselor, Ashley Odekirk	Ext. TBD
	Denver Future Center, Zach Montez	
STUDENT SHADOWS/PARENT TOURS		
	Communications Coord, Analisa Romano	Ext. 38016
STUDENT TRANSCRIPTS/RECORDS		
	Secretary, Brenda Delgado	Ext. 38004
TRANSPORTATION		
	For DPS Transportation - Brenda Delgado	Ext. 38007
	Fort RTD Passes – John Calderwood	
	DPS Transportation	(720) 423-4699

SCHOOL ARRIVAL AND DEPARTURE

School Hours and Breakfast

School hours are 7:45 am to 3:15 pm. Students may arrive to school as early as 7:00 am. There is no supervision provided prior to 7:15 am when breakfast service begins in the Commons, Building 1.

7:30 am - 8:10 pm	Tutoring in the Academic Building (Monday, Tuesday, Thursday)
8:15 am – 3:15 pm	Monday, Tuesday, Wednesday, Thursday
7:45 am – 3:15 pm	Friday

Student Drop-Off and Pick Up

Students are to be dropped-off and picked-up in the student drop off zone. To move traffic through this area as quickly and safely as possible please have your student ready to exit the vehicle with backpack and personal belongings ready to go. At this time there is no student parking. Visitor parking is on the **north** side of the building off 56th Avenue.

Transportation

Northfield High School uses Denver RTD for transportation to and from school. For additional information about services and scheduling, contact RTD at 303-299-6000. Vouchers will be provided for students who live outside a 3.5 mile radius. Students who live within 3.5 miles are eligible to purchase and RTD monthly pass at a student rate.

Contact the main office or visit the Northfield website to learn about current DPS bus routes. Bus routes are set by the DPS Transportation Department. Any questions concerning this service should be directed to the transportation office. For information regarding late buses, or any other bus inquiries, please call the Parent Hotline at (720) 423-4699.

Students who ride DPS transportation must be on their bus by 3:20 pm for departure.

NHS BELL SCHEDULE

Monday/Wednesday	Tuesday/Thursday	Start	End	Length
Tutoring: Monday, Tuesday and Thursday - 7:30am - 8:10am				
Period 1	Period 2	8:15am	9:43am	88 Minutes
Period 3	Period 4	9:50am	11:19am	89 Minutes
Lunch	Lunch	11:19am	12:04pm	45 Minutes
Period 5	Period 6	12:09pm	1:38pm	89 Minutes
Period 7	Period 8	1:45pm	3:15pm	90 Minutes

Friday – All courses

PERIOD	START TIME	END TIME	LENGTH
Period 1	7:45am	8:32am	47 Minutes
Period 2	8:36am	9:23am	47 Minutes
Period 3	9:27am	10:14am	47 Minutes
Period 4	10:18am	11:05am	47 Minutes
Lunch	11:05am	11:50pm	45 Minutes
Period 5	11:54am	12:41pm	47 Minutes
Period 6	12:45pm	1:32pm	47 Minutes
Period 7	1:36pm	2:23pm	47 Minutes
Period 8	2:27pm	3:15pm	48 Minutes

NORTHFIELD CODE OF CONDUCT

It is the expectation that students demonstrate “school appropriate behavior” whenever they are on school property, during school hours, on the way to or from school and at any school-sponsored activity wherever it might occur. Northfield has the discretion to respond to a student’s behavior no matter where or when it occurs if detrimental to the health, safety or welfare of other students.

In order to create a culture of responsibility and personal accountability, NHS has a restorative justice program to address disciplinary issues. Students and staff will make mistakes, but what matters most to the NHS learning community is how these mistakes are addressed and become learning opportunities. The common expectation surrounding all disciplinary issues will require that the student/staff member 1) acknowledge and accept

responsibility for his or her mistake, 2) apologize and make restitution to the parties affected by the mistake, 3) do everything in his/her power to make sure that a similar transgression does not take place again.

The NHS Restorative Justice team helps students navigate interpersonal and behavioral challenges. Students having difficulty communicating with peers or school personnel are encouraged to notify the Restorative Justice Coordinator.

Denver Public Schools Discipline Ladder

In order to provide a safe and orderly learning environment, Northfield follows all procedures regarding student discipline as outlined by the district in Policy JK and JK-R. Complete copies of District Policies are available at <http://communications.dpsk12.org/languages/>

Academic Dishonesty

Plagiarism, cheating, collusion, and other acts of intellectual and scholastic dishonesty are violations of both the district policy and school policy and will not be tolerated. Parents will be notified and academic sanctions related to the infraction may be imposed.

Cheating

Students should understand that, among other things, cheating includes communicating with another student during an exam, copying material during an exam, allowing another student to copy from their exam paper, using unauthorized notes or devices, submitting falsified information for grading purposes, obtaining and supplying a copy and/or information about an exam without the knowledge and consent of the teacher, submitting work written by another person (except as outlined below *), submitting work written by the student for another assignment without the instructor's knowledge or consent (self-plagiarism), copying another person's assignment(s), allowing another student to copy his or her assignment, or taking home exams without the knowledge and consent of the instructor.

* When a student submits an assignment, that assignment should be only his or her own work unless the teacher has specifically set up the assignment as a group project or other collaborative assignment. In such cases, the names of all students involved in the group process should be listed on the assignment. If the teacher has not designated the assignment as a group project, submitting an assignment written by more than one person is **plagiarism**.

First Offense:

- Teacher informs the parent.
- Referral to the dean and counselor.
- The student (s) will receive a zero (0) on the assignment.
- The student completes assignment for no credit.
- The student may receive in-school suspension.

Second Offense:

- Conference with assistant principal, counselor, parent, student and teacher.
- The student will receive no higher than a 50% grade in the 9-week grading period for the second cheating infraction.
- The student may receive in-school suspension.

Third Offense:

- The student will receive a failing semester grade for the third cheating incident.
- Conference with assistant principal, counselor, teacher, student, and parent.
- The student may receive in-school suspension.

Plagiarism

Plagiarism is stealing another writer's work or ideas and claiming them as your own. Plagiarism can be both intentional and unintentional. Students who plagiarize another person's work are subject to failing the assignment, the project, and possibly the course, as well as disciplinary consequences.

Dress Code Standards

Northfield High School strives to maintain an environment that is safe for all students and is conducive to learning. The purpose of the Northfield dress code is to create a professional and respectful environment in preparation for the future. Student attire is an outward indication of one's desire for success and as such, Northfield has developed a Dress Code within District guidelines to support a safe and disruption-free, appropriate learning environment for all. Student are encouraged to wear approved shirts and NHS gear to promote school spirit.

Improper Dress

The following items are not acceptable on school grounds or at school functions. Students will be asked to change to acceptable clothing or will be sent home for inappropriate attire and parents will be notified. Continued violations will result in an increase of school consequences up to and including ISS and OSS.

- Shorts, dresses, skirts or other similar clothing shorter than mid-thigh length
- Sunglasses, hats or headscarves worn inside the building
- Blankets used as wraps or coats
- Bandanas as apparel and/or accessories may not be worn or displayed at any time
- Strapless tops or spaghetti straps, top or dresses without a covering like a jacket or sweater
- Inappropriate footwear such as bedroom slippers
- Inappropriately sheer, tight or low-cut clothing that bares or exposes the stomach, back, breasts, or buttocks. (For example, the following items are prohibited under this section: garments made of fishnet, mesh, or similar material, and midriffs, halter-tops, backless clothing, tube tops, muscle tops, revealing tank tops or sundresses, etc.)
- Sagging – pants that do not sit at the waist and expose undergarments or athletic shorts.
- Pants with rips/tears must have additional clothing underneath. No exposed skin.
- Clothing that is profane, obscene, libelous, references gang activity or drug, alcohol, tobacco representation.

For additional information, refer to DPS School Board policy: JICA-Student Dress

NHS Administration reserves the right to prohibit any clothing that disrupts the learning environment. ANY student who refuses to cooperate and comply with this policy will face disciplinary actions and possible school suspension.

Fighting

Students will promote non-violent solutions to problems that arise on or off-campus. Students involved in fighting that endangers other students before, after, or during school hours on school property, at school activities, bus stops, or off campus areas will be suspended. Students involved in the act of agitating a fight will also be suspended. Posturing to fight can also result in suspension. Acts of assault, battery, and extortion will result in immediate suspension and the possibility of a police report being filed.

Students who attend a fight on or off campus involving Northfield students-including weekends and vacations- may receive consequences up to and including suspension or expulsion depending on the nature of the fight and the impact on the learning environment at Northfield.

Bullying

Definition: Any written, verbal or pictorial expression, physical or electronic act or gesture, or a pattern thereof by a student that is intended to coerce, intimidate or cause any physical, mental, or emotional harm to any student. This includes the creation of an intimidating, hostile, or significantly offensive environment that interferes with the learning or performance of school-sanctioned activities of any student.

Examples of Bullying:

- Derogatory written or pictorial communication in any media (e.g., letters, notes, cellphones, social networks voicemail, text messages, pager messages, newspaper articles, invitations, posters, photos, cartoons).
- Derogatory verbal comments (e.g., name-calling, taunting, hostile teasing spreading rumors, epithets, jokes or slurs).
- Threats of force or violence against a person's body, possessions or residence (e.g., obtaining food or money by threats or force).
- Physical conduct (e.g., provocative gestures, overly rough horseplay, restricting freedom or action of movement, violence, defacing or destructing property).

Any student engaged in bullying will face disciplinary action. All concerns of threats or rumors must be reported to a staff member as soon as possible.

Cyberbullying

Definition: Being cruel to others by sending or posting harmful material using the Internet, cell phone, or any social media. Spreading or forwarding rumors or threats or photos via social media is a serious offense. Any students engaged in cyberbullying will face disciplinary action. All concerns of threats or rumors must be reported to a staff member as soon as possible. Cyberbullying is a criminal offense and police will be notified.

Gangs - DPS Definition/Zero Tolerance

Both the laws of Colorado and DPS School Board prohibit students from belonging to ANY gang. School Board policy defines "gang" as a group of individuals with a common interest, bond or activity characterized by criminal, delinquent or disruptive conduct. No activities associated with these organizations, including pledging, hazing, initiations, or any other acts disruptive to school operation, are permitted on school grounds or at school activities.

Students whose on or off grounds activity warrant a police citation will more than likely be suspended from school up to ten (10) days (expulsion hearing) based on seriousness of activity.

Harassment

Continued unwanted written or verbal expression based on race or color, national origin, sexual orientation, disability, religion, or age is specifically prohibited. If the school district determines that such harassment occurred, it will be promptly investigated and appropriately discipline any student, teacher, administrator, or other school personnel who is found to have violated this policy, and/or appropriate action reasonably calculated to end the harassment.

Sexual Harassment

Northfield High School has an obligation to discipline those who engage in sexually harassing behavior. The school must strive to balance the interest of those making sexual harassment complaints and those accused of sexually harassing behavior.

Northfield defines sexual harassment as actions that have a negative impact upon an individual's academic performance or create an intimidating educational environment. Sexual harassment can include comments about one's body; sexual remarks, jokes or innuendoes; personally intrusive conversations; obscene gestures; inappropriate and unwelcome touching; lifting up skirts or pulling at clothing; whistling or catcalling; pressing for dates or sexual activity; cornering or blocking the victim's passage; intentional brushing against someone's body; molestation; and rape. Sexual Harassment also takes the form of sexting, obscene graffiti, displays, or pornographic pictures or offensive sex-related objects such as condoms and sexual gossip about a victim.

Students, acting in a group or gang, who are determined to have engaged in sexual harassment of one or more

students, will be subject to suspension and/or expulsion as defined by Board of Education Policy GBAA. Students who perceive that they have been sexually harassed can report their perceptions to a teacher, counselor, student advisor, or administrator.

Weapons

Safety is the right of every student and Denver Public Schools is clear in its resolve to have a weapon free environment. The possession or use of ANY weapon shall require that proceedings for the suspension AND expulsion of the student(s) involved will immediately be initiated pursuant to the provisions of DPS Policy 1214F. This "weapon" definition is not limited to the obvious list of guns and knives, but also includes any item that can be construed as a weapon. DPS students have been expelled for possession of such items as Ninja stars, screw drivers, ball bats, mace, water and toy guns that resemble the real things, items used in a fight against another person, starter pistols, and more. Firecrackers, knives, chains, and similar items are considered weapons according to the Board of Education Policy. Students bringing these items to school will face school suspension/expulsion and police charges for possession. The incident will result in the appropriate law enforcement authorities being notified and charges being filed.

Serious Infractions

Some of the more serious infractions could result in expulsion for up to one calendar year:

- Behavior, on or off school property, which is detrimental to the welfare or safety of pupils or school personnel
- Declaration as habitually disruptive student
- Defiance of authority, use of profanity, obscenities
- Destruction or defacing of school property
- Ethnic intimidation; harassment - sexual or other
- Fighting or assault
- Gambling or possession of gambling items if used for gaming
- Gang activity
- Habitual truancy or tardiness
- Possession of a weapon or any object that looks like or is used as a weapon (includes mace, stun gun, laser pen, etc.)
- Possession of pager if used for drugs, gang, or disruptive activity
- Shoplifting at any neighborhood merchant
- Starting a fire (arson) or pulling a fire alarm
- Theft, larceny, burglary
- Use, possession, or sale of illegal or dangerous substances (drugs or alcohol)
- Use of tobacco products in the school building, on the campus, or at school sponsored activities

Drugs & Alcohol

The use or possession of alcohol or any other harmful substances, or the illegal use of narcotics, and habit-forming drugs is forbidden. Disciplinary and/or court action will be taken against any student involved in the use, possession, distribution, or sale of alcohol or narcotics. Contacting a community assistance agency may also be required. DPS Policy JK applies in these situations.

OTHER SCHOOL RULES

Bicycles/Skateboards

Bicycles must be locked on the bicycle rack, which is located on the eastside near the main entrance. The school is not responsible for the theft or damage to bicycles or skateboards. Skateboards may be used as transportation, but are not to be used on campus. Students are not permitted to ride skateboards on school property.

Ditching

Students who make the choice to ditch class will receive one day of in-school suspension, and consequences for additional violations will be determined by the administrative team.

Electronic Devices

Students are permitted to use electronic devices, such as cell phones, tablets, music players and personal gaming devices during passing period, at lunch, and before and after school. Students are not permitted to use electronic devices (phones, listening devices) in the classroom. Students who choose not to follow the expectation will have item(s) confiscated for the remainder of the day. Students who repeat the offense will be placed on a no device list or will be asked to leave the device at home. Students who do not comply with the request of the teacher will be sent to the In-School Intervention room.

By bringing a cell phone or electronic device on campus, the student gives Northfield administration or designee the right to search the device if they have a reasonable suspicion that such a search will provide information concerning school safety, evidence of a violation of board policy, school policy, gang affiliation, drug or alcohol use, or any violation of the law. **The school is not liable for personal items that are confiscated, lost, or stolen.**

Fines and Fees

All financial obligations must be taken care annually or the student may not be able to register the following year. Seniors will not be permitted to participate in graduation ceremonies unless all financial obligations are paid in full. Transcripts may be held if a student has unpaid financial obligations (student fees and fines). Students cannot purchase event tickets (dances, plays, games, etc.) if you have \$100.00 or more in outstanding school fines.

Food and Drink

Water bottles are permitted in the instructional area or classrooms. Snacks are allowed at the discretion of the individual teacher.

Gambling

Gambling and possession of gambling materials (dice, cards when used for gambling) are not permitted at Northfield High School activities, events, or on school transportation. Violation may lead to suspension and citation by police.

Hall Passes

Students should not be in the hallways without a pass. Release of students from the classroom is a matter of teacher discretion. No hall passes will be issued the first 10 min or last 10 minutes of the class period. Only one student at a time will be allowed to leave the classroom.

Insubordination/Disrespect for Staff

When any adult in the building, on school grounds, or at any school activity makes a reasonable request of a student, i.e. asking student to identify himself/herself, the student should comply. Failure to do so will be considered defiance, and subject the student to disciplinary action, including suspension.

Insubordination is the following:

- Continued, willful disobedience or open, persistent defiance of a proper authority.
- Willful destruction or defacing of school property.
- Behavior that is a threat to the welfare, safety, or morals of other students or staff.

Identification Card

Each student is provided a Northfield student I.D. card free of charge when they register. Every student is required to have their I.D. at all times while on school property during the academic day. Students must also have their I.D.

with them when attending any school event on or off campus. Students must go to the office of the Activities Coordinator Mr. Porter, to replace a lost I.D. within 24-hours. There is a charge of \$5.00 per I.D. replacement.

Lockers

Locker use is optional for all students and they will be distributed during registration on a first come first serve basis. Students should not share their locker combinations with others or switch lockers without approval from Activities Coordinator, Mr. Porter. Nothing should be placed in the locker that cannot be easily removed. Lockers are not to be decorated on the outside.

The school is not responsible for the loss or theft of items from lockers and reserves the right to search lockers if there is suspicion of a threat to the health and safety of students and staff.

Messages

Only parents/guardians may contact the main office to deliver EMERGENCY messages to students. During the hours of 7:45 am 3:15 pm, students cannot be paged.

Profanity

As part of the responsibility to the school and the community, students are expected to exercise discretion in their use of language. Abusive language or writing, belligerent behavior and the use of obscenities and vulgarities (including gestures) will be subject to disciplinary action.

Public Displays of Affection

Gestures of congratulations such as embraces and handshakes are examples of appropriate behavior. Gestures of an intimate nature between students such as sitting on the lap, kissing, and embracing are not acceptable at Northfield.

Re-occurring Type One Behavior Incidents in the Classroom

A student who is removed three (3) times from the same class, during a semester, for Type One Behavior incidents will receive a day of In-School suspension, and a meeting with the teacher, student, parent, and administrator will be required prior to the student being readmitted to the learning environment.

Smoking

Smoking is not allowed on campus at any time. Students, staff, and visitors are not permitted to use tobacco in any form in the school building, on the school grounds, at school activities, in school vehicles, or within 1000 feet of the school campus. The school grounds include any playground, athletic field, recreation area, and parking areas. "Use" means the carrying of tobacco, whether lit or unlit, and includes the lighting, chewing, smoking, and vaping of any tobacco product. This policy is in compliance with state law (25-14-103.5).

Trespassing

Non-Northfield students are not allowed on campus with the exception of extracurricular events which are open to the public or unless prior arrangements have been made with the front office. Non-students found on campus may be ticketed for trespassing. If a Northfield student is asked to leave campus and refuses to do so, that student will be in violation of the City of Denver trespassing law and may be ticketed.

VEHICLE REGISTRATION AND PARKING

For safety reasons, ALL students parking on or near campus must register their car(s). A non-refundable registration fee of \$25 will be due during August registration. License plate number, make, model, and color must be provided along with a copy of the vehicle registration, proof of insurance, and a valid Colorado Driver's License.

Parking Lot Permits

Parking permits will be issued to qualified students whose vehicles have been registered. Vehicles without parking permits will be towed at the owner's expense. All vehicles must be registered and display the appropriate stickers.

- Registration Sticker- Lower right front window
- Parking Lot Permit- Hanging on rearview mirror

Parking Lot

Student parking is limited to the student parking lot, and are not permitted to park in the staff or visitor parking lot, off 56th avenue. Students are not allowed to loiter around or sit in vehicles during the school day. Students who speed, drive recklessly, cruise the parking lot or park in unauthorized areas, may lose their parking privileges. The school cannot be held responsible for stolen or defaced property.

Parking tickets will be issued to cars that are not in an authorized space, do not have a parking permit and/or registration sticker, are parked in more than one parking space or occupy a reserved space. Fine for parking violations will be as follows:

- First Offense: Warning issued
- Second Offense: \$10 fine
- Third Offense: \$15 fine and possible loss of parking privileges
- Fourth Offense: \$20 fine, possible loss of parking privileges, and possible suspension

Contact the Assistant Principal with questions

BEHAVIOR EXPECTED IN SPECIAL AREAS OR SITUATIONS

Assemblies

All students will be expected to attend school assemblies and display appropriate behavior. Assemblies are held so students may view performances, listen to guest speakers, and/or to promote school spirit. During performances or school assemblies, students should treat the performers and presenters with respectful attention and polite response. Organizations are encouraged to submit ideas to the Activities Coordinator about assemblies that may be of benefit for Northfield students. During the playing of the National Anthem, all students are expected to stand and demonstrate respect.

Dances

The Student Council and the grade level class may sponsor various dances during the school year.

In an attempt to ensure a positive, harmonious, and safe environment at all Northfield High School dances, the following policy has been established:

- Dances require that one of the individuals of a couple be a current Northfield High School student. Only current Northfield High School students are allowed to purchase tickets to dances. Purchasing tickets to a school dance requires a current and valid student ID card.
- Non-Northfield students may attend provided:
 - They provide notice of good standing at their current high school. A Guest Student Form must be completed by the administration of the school they are attending. Completed form is submitted to the Activity Coordinator, Mr. Porter for approval to attend.
 - They receive Northfield High School administrator approval if they are not currently enrolled in school.
 - They are under the age of 2.1
 - They provide a photocopy of their I.D.
- NHS students may not exceed 10 unexcused period absences/tardies (six weeks prior to dance).
- Students and guests must provide current identification to enter a Northfield High School dance.
- Tickets may be sold at the door except for homecoming and prom.
- If tickets are bought at the door, students may not bring a date/guest who is not a Northfield High student.

- Any student caught at a school function under the influence of drugs or alcohol will be subject to disciplinary action, including, but not limited to, assignment to suspension, and /or legal prosecution. Parents/Guardians will be notified to escort the student home and further dance privileges may be revoked.

The Activities Coordinator, Mr. Porter, must approve all student related activities that involve the use of the building or fundraising.

Emergencies

Denver Public Schools has developed clear guidelines for schools/classrooms to follow in the event of possible threat, immediate threat, and/or weather emergencies. All staff within the building are trained to follow the specific DPS guidelines throughout the emergency.

Fire Drill: Alarms will sound throughout the building. Students should move quickly in an orderly manner out of the building, according to the exit plan posted in each classroom. Students will stand away from the building in designated areas. Students should remain in the area until directed by staff to return to the building

Lockout: Administration will direct the building be secured and safely shelters all students, staff and visitors *inside* the school building. **School business and classroom activities continue as normal.** A school will go on modified lockdown if a threat is in their neighborhood and does not endanger the occupants of the school. **NO** person is allowed to enter or leave the building.

Lockdown: Administration will direct the building be secured and safely shelters all students, staff and visitors *inside* the school building. **School business and classroom activities cease.** A school will go on lockdown if a threat is in their building or their neighborhood and endangers the occupants of the school.

Shelter in Place: Severe weather is any weather condition that may cause injury to students and staff or damage to structures. Different types off weather call for different types of actions. Schools will go into shelter-in-place if the threat of severe weather is in the area.

Field Trips

Students and parents sign a general excursion permission form when they register. This form covers excursions within the metropolitan area defined as regular excursions that are a part of the school program. A student may be denied permission to go on an excursion if the performance in other classes is not satisfactory.

Teachers will notify parents in advance when an excursion is planned. Students are expected to follow all NHS and DPS rules and regulations while on the excursion. Overnight excursions must be approved through both principal and the assistant principal and require completed district extended excursion forms including a notarized medical release before a student may participate in trips of this nature.

Students may not transport themselves or other students on an excursion that takes place during school hours (7:45 am – 3:15 pm). District-approved carriers, parents, will either provide transportation or sponsor supervised public transportation. Adult (teacher sponsors or parent chaperone’s) will supervise students at all times when students are on excursions. When excursions require student pick-up by parents students must be picked up within 15 minutes of the conclusion of the event.

ATTENDANCE

Regular attendance has a direct effect on student progress and achievement. Northfield High School attendance goal, as part of the School Improvement Plan, is to reach a 95% school-wide attendance rate. Denver Public school and Northfield High School defines good attendance as 95% attendance in a school year. This percentage is equal to five (5) absences per semester.

Colorado Revised Statutes, 22-33-102, provides that school districts will establish policies for attendance. The Denver Public Schools board policy JE directs that schools develop specific guidelines and policies around student attendance. Northfield aligns to district policies.

Northfield High School allows five (5) excused absences per class for whatever reason the family chooses without documentation. All absences, thereafter, require appropriate documentation in order to be considered excused. Documentation may include:

- Medical or Ill- not from doctor
- Legal appointments- notice of appointment of required appearance

A student will be marked absent if s/he is 15 minutes late class. Missing 3 ½ or more hours of any school day constitutes an absence.

Parents/Guardian Notification

Inform the school by calling the attendance office voicemail, (720) 423-8001 by 7:45 am each and every day the student is absent. Message must include: Parent/Guardians name, student's full name (please spell last name), grade, the date(s) of the absence, the reason for the absence and a telephone number where the guardian can be contacted during the day.

Notification must be provided when the student returns to school by a written note, doctors note, or other documentation within 24 hours of the absence. If a student is absent for three or more days, a doctor's note must be provided.

School Notification

The IC System will make an e mail/phone contact 2x's daily to notify to alert parents/guardians of student absences.

Partial Day Absences

If a student arrives late or leaves school early due to an appointment or other outside obligation, a **parent/guardian must come to the main office to check the student in/out. Parents must present a valid ID in person prior to the student leaving the building.** If this is not done, the student will be marked as having an unexcused absence.

If the student is over 16 and driving to an appointment, a call must be made to the school attendance line 24-hours prior to the partial absence and the **student must check-in/out through the main office.** Partial absences for illness will be handled through the School Nurse or an Assistant Principal Mr. Houston when the nurse is not available. The student will still need to be checked out through the front office by a parent/guardian.

Lateness due to undocumented reasons is considered a tardy and not a partial absence.

DPS Policy Information

For detailed descriptions of DPS policies regarding attendance, conduct, discipline, health-safety, and interscholastic activities please download the DPS Parent Handbook at:
<http://communications.dpsk12.org/languages/>

Tardy Policy

Unexcused tardies will result in lunch detention the next day. Being punctual is necessary for both college and career. Students who accrue more than five unexcused tardies in a class will be required to select from community service options that include:

- **Academic Presentation**
- **Assist with cleaning cafeteria**
- **Clean tables after lunch**
- **Pick-up spot trash from school grounds during lunch or after school**
- **Pick-up spot trash in hallways during lunch or after-school**
- **Serve food during lunch**
- **Set-up/Tear Down for events**
- **Other:** _____

A student that enters class after 15-minutes will be marked absent from that class.

Make-up Work for Excused and School-Related Absences

It is the student’s responsibility to contact each teacher regarding missed work when absent. For each excused absence or school activity absence, students will be permitted two-days (48 hours) to complete and submit course work unless other arrangements are made with the teacher. Teachers may decide to give equivalent work, not necessarily identical assignments, given to students who were present in class. It is up to the teacher’s discretion whether or not an unexcused student is allowed to make up any missed work. Students who are attending a school activity may make arrangements with teachers to turn in work before their absences.

If a student is unable to participate in a physical education class due to an injury, a note signed by the parent must be given to the class teacher in advance. If a student fails to participate in a class two or more consecutive times, a doctor’s note is required. If non-participation becomes excessive, a doctor’s note may be required for each day of non-participation.

Unexcused Absences and Missing Assignments

It is the student’s responsibility to meet promptly with the teacher to discuss a plan-of-action to resolve missing coursework. If late assignments are accepted by the teacher, coursework will only be accepted within one week of the assignment due date. All missing coursework will be recorded in the teacher’s grade book as a “zero” or “m” until the agreements of the action plan has been met. If the agreements of the action-plan are not met, the coursework grade will permanently reflect the grade of zero in the grade book.

Homework Request for extended absences

Students who will be on an extended absence, more than three days, from school due to illness or other approved reasons may request make-up work from the Guidance Counselor. The administration, will establish a due date for all makeup work aligned to the attendance policy.

Habitual Attendance Concerns

Students with habitual attendance issues may be placed on an attendance contract, have legal intervention through State attendance laws, or may be referred to an alternative school. Students who fail courses and do not earn credits will be required to attend credit recovery courses or summer school. A habitually truant student over the age of 17 may be withdrawn from school by an administrator. The Assistant Principal will notify the parent/guardian by phone and U.S. mail.

ACADEMICS

Graduation Requirements

In addition to DPS requirements, all NHS students must complete IB Community Action Service (CAS) requirements and two (2) years of a foreign language.

For a complete list of DPS Graduation options, please visit www.dpsk12.org .

DPS Graduation Requirements (class of 2019 and 2020)

A total of 240 credit hours (24 Units) will be required for graduation. The minimum requirements are:

Department	Number of Years	Credits/Units
English	4 years	40 Credits / 4 Units
Mathematics	4 years	40 Credits / 4 Units
Social Studies	3 years	30 Credits / 3 Units
Science	3 years	30 Credits / 3 Units
Physical Education/Dance/Marching Band/ROTC	1 year	10 Credits / 1 Unit
Fine Arts or CTE (Music, Art, Drama or CTE)	1 year	10 Credits / 1 Unit
Academic Elective (Career Ready / Vocation)	1 year	10 Credits / 1 Unit
Other Electives		70 Credits / 7 Units

DPS Graduation Requirements (class of 2021 and beyond)

Successful completion of 24 units of credit (in the prescribed categories listed below, including and in addition to successful completion of any school or program-specific requirements which have been approved by the District). A Unit of Credit is defined as the amount of credit earned toward graduation following demonstration of district identified competencies. Successful completion is defined as a passing grade or score.

Achievement in the Colorado Academic Standards as demonstrated by mastery of appropriate grade-level courses or competencies;

Minimum Requirements for a High School Diploma:

Department	Unit
English	4 units
Math	4 units
Science	3 units
Social Studies	3 units(to include .5 unit of Civics)
Physical Education	1 unit
Arts or eligible CTE	1 unit
Approved Electives	8 units

- 1. Demonstration of College and Career Readiness in English and Math** through one or more of the approved options in the DPS approved Menu of Options as illustrated below; and
- 2. Completion of the requirements and goals as listed on a student's Individual Career and Academic Plan (ICAP) and /or Individualized Education Plan (IEP)**, which may include modified standards.

Participation in Graduation Ceremony

It is the students' responsibility to monitor their progress toward graduation requirements. A student may only participate in the Northfield High School graduation ceremony if he/she has completed Northfield High School graduation requirements and earned the minimum credit hours including all required courses. Students must also meet the NHS attendance requirement of a minimum of 92% and positive behavior expectations. **Students are urged to stay in close contact with their counselor for current progress status information.**

Years of Attendance

The Board of Education believes that most students benefit from four years of high school experience. However, in some cases students require differentiated lengths of time to meet the graduation requirements. Therefore, in accordance with the High School Procedures Guide, a student may graduate early provided the student has met all district graduation requirements. In addition, the district will support students who may require more time to meet graduation requirements up to age 21, as well as allow students to remain enrolled to pursue ASCENT. [Reference IKE, IKE-R]

Academic Programs

International Baccalaureate Programme

Northfield is an IB school and all 11th and 12th grade students will have the option to pursue the IB Diploma or enroll in IB courses. The mission of IB is to develop inquiring, knowledgeable, and caring young people who help create a better and more peaceful world through intercultural understanding and respect. The rigor, well-roundedness, and focus on the whole student builds college readiness, persistence and success. Students may receive college credit for their IB Diploma Program coursework.

Requirements for the IB Diploma (candidate diploma as final scores will not return until July)

- Pursue coursework in groups 1-5, plus 1 more
 - 3 or 4 courses at the Higher Level (HL)
 - 2 or 3 courses at the Standard Level (SL)
- Score a total of 24 on IB exams/assessments. Scores range from 1-7.
- Complete the Theory of Knowledge (TOK) course with a passing grade (D or higher).
- Complete the 7 learning outcomes of Creativity, Action, and Service (CAS).
- Complete the required Extended Essay (EE) with a passing grade (D or higher).

Students who receive a score of 4,5,6,7 on each test may be awarded college credit by a college or university. Each college and university has its own IB policy, which dictates how IB test scores translate to college credit. See individual school websites for additional information.

In the 9th and 10th grades, all students take core classes in Math, Science, History and Literature, plus a foreign language (Spanish, French, or Mandarin), and electives that foster development of skills to prepare students for IB courses during Junior and Senior years. For additional information, contact the Guidance Counselor or visit www.ibo.org.

Advanced Placement Courses

Multiple advanced placement courses are offered to Northfield students. In order to receive weighted credit for an AP class, students must be enrolled in the course for two semesters and must complete the national AP exam in May. Failure to complete the exam will result in an alteration of the transcript to reflect enrollment in a regular course of study.

Students are required to pay for the AP exam. The cost per AP exam is \$93 (subject to change). Fee waivers, which reduce the cost, are available through the Student Support Coordinator, Mrs. Bencomo or the Assistant Principal, Mr. Houston's Office. **All fee exams will need to be paid in full by the designated College Board deadline.**

Students who receive a score of 3, 4, or 5 score on the test may be awarded college credit by a college or University. Each college and university has its own advanced placement policy, which dictates how AP scores are handled in allowing credit toward graduation. For additional information, contact the Guidance Counselor or visit www.collegeboard.org.

Students with Individualized Education Plans

Students with disabilities will be provided access to all graduation pathways and will have the opportunity to earn a diploma. The Individualized Education Plan (IEP) will describe the course of study, the specially designed instruction, the accommodations and the modifications that will enable the student to demonstrate proficiency of the standards and achieve their post-secondary goals.

Word Processing (Microsoft Word, etc.)

Use easy-to-read fonts such as Times New Roman, Arial, Garamond, Palatino Linotype, Courier New, and Calibri. Script-style fonts such as *Freestyle Script*, are not acceptable. Size 12 font should be used for the entirety of your work. Margins should be 1" on all sides.

Formatting and Citations

See [MLA \(Modern Language Association\)](#) or [APA \(American Psychological Association\)](#) Stylebooks for current use of citations.

- www.EasyBib.com is a great way to ensure proper formatting of citations.

When you use another writer's insight or information, you must give that writer credit through the use of parenthetical citations. Even if the information you present is in your own words, if it is not common knowledge, you must cite your sources.

Student Withdrawals

Mid-year school withdrawals

A parent/guardian must inform the Registrar of their child's withdrawal at least two days in advance. Once notified, the student may then pick up the required withdrawal form from the Registrar for the parent/guardian to complete, sign, and return to the Registrar on the day prior to withdrawal.

On the student's final day of attendance, the student must complete the following steps:

- Clean out his/her locker(s) – Academic, PE and Athletic as appropriate
- Return any school issued materials
- Return any athletic equipment and/or uniforms
- Parent/Guardian must check out with the nurse if applicable.

Please be advised, lost or missing textbooks, and any outstanding fines or fees must be paid for before withdrawal documents will be provided.

Once the above steps have been completed, withdrawal documentation, including the student's unofficial report card/transcript will be provided so that the student may register at his/her new school.

End of Year/Summer Withdrawals

Students who choose to leave Northfield at the end of the school year must have their parent notify the Registrar, Mrs. Montanez and include in the email the new school of attendance. For a student moving out of district, the student's withdrawal documentation and cumulative file is made available to the student's new school upon the authorized request of the new school after all fees are paid. There is no formal withdrawal process with the school's registrar when a student leaves at the end of the school year or during the summer.

Withdrawal from Admission

A student can be withdrawn for not completing fall registration, scheduled in August of each school year. Families will have until the Thursday prior to the first official day of school to complete the registration process or their slot may be filled from students on the wait list.

Transcripts

Official Transcripts may be requested through the Registrar.

Unofficial Transcripts are available through each student's Infinite Campus Account and can be accessed by either Parent or Student Portal.

Grades

In all courses and grade levels, a student's final grade is allocated between Progress and Process with 80% Academic Progress and 20% Process. Teachers record a minimum of two grades each week on IC to show your progress mastering the course goals. The following chart shows the meaning of the grades and the point value used to compute the Grade Point Average (GPA) at Northfield High:

The student's grade point average (GPA) is calculated by multiplying the number of semester credit hours of each of the student's courses (usually 5 hours per course) by the point value for the grade earned in each course. Sums are added together then divided by the total point value by the total semester hours. The resulting sum is the GPA. For more information on calculating GPA, see the Counseling Office.

Traditional vs. Weighted Grades (AP, Honors, IB classes)		
	Traditional	Weighted
A (93% - 100%)	4.0	5.2
A- (90% - 92%)	3.67	4.77
B+ (88% - 89%)	3.33	4.33
B (83% - 87%)	3.0	3.9
B- (80% - 82%)	2.67	3.47
C+ (78% - 79%)	2.33	3
C (73% - 77%)	2.0	2.6
C- (70%-72%)	1.67	2.17
D (60% - 69%)	1.0	1.3
W/F or F	0	0

Final Exam Make-up

In order to take finals early the parent/guardian must provide written notice to the Principal no later than **November 16th** during the first semester, and **May 1st** during the second semester. The Principal will schedule a meeting with the parent/guardian and student to discuss the reason for absence before granting permission to take final exams prior to scheduled exam days. **Early vacation will not be a valid reason for being excused from final exams.**

Students with an excused absence from finals must make up their finals when they return to school. (This includes students who are ill). Students must make up first-semester exams within two weeks of their return from an excused absence and make up second-semester exams within one week of the end of the school year. Until the exam is made up, students receive a zero for the exam, which is included when calculating the semester grade. Northfield does not permit a grade of incomplete. After students complete missed finals, teachers will submit a Grade Change Form. Students with an unexcused absence from finals receive a zero on the exam. Students who do not take the final may fail the course, but that is not automatic or required.

Student Support

During the final exam window, select students will be provided additional time to gain mastery in core content areas. Teachers will identify and inform parents/guardians of eligible students for student support two weeks prior to final exams.

Traditional vs. Honors

Many academic classes at Northfield feature Traditional and Honors options. The following are the guidelines from the district handbook for academic honors and AP credit:

Instructional-Delivery Criteria that Provides Necessary Course Rigor

- Coursework must include at least one major research paper/project per semester.
- Coursework must include intensive reading and writing in the content area.
- Instruction must include the use of higher-order thinking skills during questioning and discussion periods.
- A significant amount of rigorous homework, beyond that of a regular class, must be required.
- Instructional materials selected for use must reflect the challenging nature of the course.
- Level of instruction must reach greater depths of understanding, including self-directed learning, peer collaboration and establish higher expectations of the student.
- High level of technology implementation and deeper real-world application

In order for a course at Northfield to qualify for academic honors credit, it must meet the above criteria. The requirements for academic honors credit will be clearly explained to the students and be available to parents at the start of the school year. If interested in pursuing honors credit, students and parents must sign a contract and submit the contract to the teacher within the first three weeks of the semester. No contract will be accepted after August 31, 2018

Homework

Teachers publish their own homework expectations within the course syllabus. Students should schedule time at home each evening to complete their work. It is reasonable to expect homework every night. Teachers will communicate homework assignments through a variety of methods for each class.

Gifted and Talented

All identified Northfield gifted and talented middle school students are serviced through a variety of enrichment activities and are supported with their learning goals (ALP) by the Northfield GT Coordinator. Gifted and talented oriented activities will be provided after school. No specific gifted and talented programs are provided to high school students in DPS. High school GT students are challenged through accelerated courses and both course specific enrichment opportunities and outside enrichment opportunities.

Textbooks

Textbooks are issued to students by the main office at the beginning of the year. Books which are lost, damaged, or destroyed, must be paid for before a replacement can be issued. Students are strongly encouraged to cover their books. The price of lost textbooks is the replacement cost. Students withdrawing from Northfield are responsible for turning in their textbooks. Students turning in books belonging to another student are still responsible for the original textbooks issued to them. Students who do not continue a class second semester are expected to return books to the classroom teacher.

Transfer Students

A transfer student from outside Denver Public Schools must meet the requirements to receive a diploma from Denver Public Schools. Graduation requirements must be met prior to graduation, including attendance in Denver Public Schools for at least two semesters, with a minimum of 50 semester hours (5 units) of credit.

Tutoring

Teachers provide tutoring during each week on a set schedule at lunch, before or after school.

All students who are earning a D or an F in any class are expected to attend tutoring on Monday, Tuesday, and Thursday, 7:30 – 8:10.

Nighthawk Recognition

- **IB Champions**
Each month, teachers will have the opportunity nominate a boy and a girl who represent one of the International Baccalaureate learner profile traits. We celebrate these students as “Northfield Nighthawk IB Champions”. The IB profile traits are: Inquirers, Knowledgeable, Thinkers, Communicators, Open-minded, Caring, Principled, Risk-taker, Balanced and Reflective.
- **Principal’s Honor Roll**
Recognizes students who earn all A grades in their classes.
- **Gold Level Honor Roll**
Recognizes students who earn A and B grades and whose semester grade point average is 4.0 or higher
- **Silver Honor Roll**
Recognizes students with NO D or F grades and whose semester grade point average is 3.5 or higher.
- **Perfect Attendance** is recognized at the semester and at the end of the school year.
- **Honor Athletes**
Recognizes student-athletes with a 3.5 GPA or better during the active season.

ATHLETICS & ACTIVITIES

Northfield Athletics will provide opportunities for participants as an extension of academics in a competitive and wholesome environment. Northfield Athletics will emphasize the promotion of life skills, citizenship, cooperation and work ethic in an interscholastic environment. Current Athletic Teams:

FALL

Cross Country
Football
Boys Golf
Boys Soccer
Softball
Volleyball

WINTER

Boys Basketball
Girls Basketball
Girls Swimming

SPRING

Baseball
Girls Golf
Girls Lacrosse
Boys Swimming
Boys Track
Girls Track

General Expectations

From the day a student first participates in a Denver Public Schools/Northfield High School sponsored athletic or activity until that student graduates from high school, these rules are in effect, throughout the school year, including weekend, vacations, and holidays and regardless if the student is on or off school district property.

Students are representatives of themselves, fellow team members, coaches, sponsors, teachers, the school, its student body and the Denver Public Schools/Northfield High School. For these reasons, the participating student is expected to display the highest form of character, behavior and sportsmanship. If at any time, a student’s actions bring harm or discredit to the organization of which the student is a member or to the school, the student may be subject to disciplinary action, including suspension and/or removal from the team/group.

Each student will conduct himself/herself as a representative of Northfield High School and will uphold the high standards of the school. Students are responsible for picking up assignments in a timely fashion prior to any missed classes and for making up all assignments due to activity participation.

Use or possession of tobacco (smoking, chewing or snuff), use or possession of other harmful substances, or possession of narcotics or habit-forming drugs is forbidden. A student who violates any of these policies will be subject to procedures put forth by CHSAA.

Eligibility

All athletes must meet CHSAA and DPS eligibility requirements.

- Academic eligibility is determined by a weekly check of grades. Certification period of ineligibility will be from Monday through Saturday of each week.
- Students must be enrolled in a minimum of 25 unique Carnegie units each semester
- Students may not have more than 1 F
- Student grades should be changed only if one of the following conditions is met:
 - A teacher has made a mistake and submits paperwork via e-mail to the AD confirming their posted grade was inaccurate.
 - If a student has an excused absence and makes up missed work within the school approved guidelines for submission of that make up work.
- Specific semester, recertification and weekly grade details and requirement are available in the Athletic Coordinators office.
- Athletes must attend a minimum of 50% of their academic schedule the day of a contest or the Friday before a Saturday contest unless otherwise excused by the principal or his/her designee.
- Athletes failing to do so are ineligible until reinstated by the principal or his/her designee. Unexcused absences may also result loss of playing time.

Extracurricular Activities

Northfield High School offers a wide variety of clubs and activities for all students. Students are encouraged to join school clubs and activities. Getting involved in activities such as student council, clubs, volunteer and community organizations, fine arts, and athletics often translates to higher academic and personal success for students. Students must attend a minimum of 50% of their academic schedule the day of an activity or the Friday before a Saturday activity in order to be eligible to participate.

Activity Fees

Activity fees in the amount of \$25.00 are charged to all freshman, sophomore, and junior students at fall registration. These fees help cover the cost of class activities, class luncheons, dances, homecoming activities, instructional support programs, student travel, and reduced admission to certain school related events.

Clubs and Activities

All school sponsored clubs and activities are under the direction of the Activities Coordinator, Mr. Porter. School sponsored clubs usually meet after school or during lunch to organize their events. A few clubs require that members enroll in that club's class.

Every club must complete an Activity Proposal form and have a faculty sponsor to operate. The club members usually determine, within certain parameters, the rules for membership, the frequency of meetings, and the activities to take place. Students interested in forming a new club must find a sponsor, and complete an Activity Proposal form. The Activity Proposal form is turned into the Activities Coordinator. Upon approval, the new club / activity group may begin operation.

PARENT COMMUNICATION

Appointment Requests

Parents who want to make an appointment to see an administrator, counselor or support student support staff should contact the Secretary in the main office. Often times these individuals are not available, as they are in meetings on-site or out of the building, and in classrooms. It is always best to set an appointment before arriving at the school. Parents who want to make an appointment with the teacher will contact the teacher directly via email or phone call. It is important that parents communicate with the teacher on any classroom concern prior to contacting administration.

Parent Portal

Parents and students can have immediate access to student records through the Infinite Campus Parent Portal. In order to gain access the parent must sign up at <https://myportal.dpsk12.org> Attendance history, current class grades, health records, student schedules, and standardized test scores are all available through this portal. Parents are welcome to use Northfield computers to access this service.

Parent Teacher Conferences

School-wide parent teacher conferences will be scheduled for two days in both October and February from 4:30 – 7:30 each evening. Parent-Teacher Conferences will be arena style and teachers will meet with parents on a first come first serve basis for 5 minutes. If you would like more with the teacher, please contact the teacher directly to set up an appointment outside of the evening events.

October 17-18 4:30-7:30 pm
February 27-28 4:30- 7:30 pm

You may also schedule conferences with teachers and counselors at any time to discuss progress. To schedule a conference, call the school's main office or visit the website for teacher contact information. To contact a teacher directly, please contact them via email or phone call.

DISCIPLINE POLICIES

Northfield High School is committed to maintaining an engaging and orderly academic learning environment. In the words of Principal Bringedahl, "Teachers have the right to teach and students have the right to learn." Northfield students are expected to uphold the rules established by Denver Public Schools, the Northfield Community Handbook, and classroom teachers. Student behavior that is dangerous, disruptive or unruly or that interferes with the teacher's ability to teach or the ability for students to learn will not be tolerated. Students who engage in this type of behavior will be subject to removal from class.

Students are to contribute in a positive manner to the learning environment and proper behavior is expected. Students who are frequent behavior disruptions in the classroom will be eligible for heightened disciplinary procedures. All Northfield High School Students have the right to a safe learning experience uninterrupted by negative behavior. Learning is at the core of the educational experience and the foundation of empowering Students to college and/or career opportunities. Students are expected to follow the policies, procedures and rules of each classroom teacher. Teachers are expected to follow the DPS Student Discipline Policy J-K: http://www.dpsk12.org/pdf/Policy_JK-R_Student_Conduct_Discipline_Procedures_English.pdf

Discipline Ladder

F: Additional Suspension Option
E: Suspension Option
D: Administrative Referral
C: Teacher/Student/Parent/Support Staff
B: Teacher/Student/Parent
A: Teacher/Student

Level A – Teacher/Student

- The student is provided an opportunity to tell his/her version of the incident.
- The teacher or designated staff counsels with the student.
- One or more interventions are initiated as appropriate.
- Any interventions will be documented.

Level B – Teacher/Student/Parent

- The student is provided an opportunity to tell his/her version of the incident.
- The teacher or designated staff notifies the student’s parent/guardian.
- The teacher counsels with the student and, if possible, the parent/guardian.
- One or more interventions are initiated as appropriate.

Level C – Teacher/Support Staff/Student/Parent

- If intervention at Level B has not been successful, the teacher or designated staff can determine whether to involve a social worker, nurse, guidance counselor, psychologist, or any other member of the school’s support staff.
- The student is provided an opportunity to tell his/her version of the incident.
- The parent/guardian is notified.
- The teacher and any member of the support staff who has been involved will conference with the student and, if possible, the parent/guardian to provide support for correcting the misbehavior. If possible, all of the student’s teachers will be included in the conference.
- One or more interventions are initiated as appropriate.
- Any referrals or interventions will be documented.

Level D – Administrative Level Referral

- The student is referred to the appropriate administrator or designated staff person.
- Documentation of the steps taken to intervene and change the student's behavior is provided.
- The student is provided an opportunity to tell his/her version of the incident.
- The administrator or designated staff person schedules a conference with the parent/guardian and determines if further consultation with support personnel is necessary.
- One or more interventions are initiated as appropriate.
- If necessary, in-school suspension of up to three days may be utilized (see Section 6-2 of this policy for more details).
- School officials should consider developing a behavior intervention plan for the student (in some cases, such a plan might be mandatory; see Section 5-3 of this policy).
- Referrals and interventions will be documented.

Level E – Suspension Options

- The student is referred to the appropriate administrator or designated staff person.
- Documentation of the steps taken to intervene and change the student's behavior is provided.
- The student is provided an opportunity to tell his/her version of the incident.
- The administrator or designated staff person schedules a conference with the parent/guardian and determines if further consultation with support personnel is necessary.
- One or more interventions are initiated as appropriate.
- If previous interventions have not been successful, the principal or principal's designee may consider the use of an in-school suspension of 1-3 days or a one-day out-of-school suspension (see Sections 6-2, 6-3, and 6-4 of this policy regarding the use of suspensions).
- School officials should consider developing a behavior intervention plan for the student (in some cases, such a plan might be mandatory; see Section 5-3 of this policy).
- Upon return to school after suspension, further steps to encourage positive behavior are to be considered.

Level F – Additional Suspension Options

- The student is referred to the appropriate administrator or designated staff person.

Search & Seizure

Searches within the school or on school grounds will be authorized by the principal or designee when there are circumstances which would cause a reasonable person to believe that the search of a particular person, place, or thing (including cell phones and other electronic information storage devices). In some cases, the search will lead to discovery of evidence of a violation of the student conduct standards contained in the policies of the Board of Education and this handbook, or a violation of Federal, State, or local laws. Any items found in the search will be seized.

Searches can be made of lockers, desks, electronic devices, storage areas, and motor vehicles on school grounds. Personal searches of students could include the pockets of the student, or any object in the possession of the student (i.e., backpack, purse, etc.), and a "pat down" of the exterior of the student's clothing. These searches will be conducted in a private room, by a person of the same sex as the student being searched, and witnessed by one other staff member.

Searches of the person that requires removal of clothing other than a coat, jacket or footwear shall be referred to and conducted by a law enforcement officer and school personnel will not participate in such searches.

Anything found in the course of a search conducted in accordance with the above guidelines, which is evidence of a violation of student conduct standards may be:

- Seized and admitted as evidence in any suspension or expulsion proceeding.
- Under certain circumstances, the evidence may be destroyed if it has no significant value.
- Turned over to a law enforcement officer in accordance with established DPS Board Policy and Procedures.

The Principal or a designee may request the assistance of a law enforcement officer to:

- Search any area of the school premises, any student, or any motor vehicle on the school premises.
- Identify or dispose of contraband found in the course of a search conducted in accordance with this policy.

Suspension

The principal or a designee may suspend a student when necessary to protect the safety, morals, or rights of other students or to avoid a disruption of the school program until a conference can be held involving the principal or a designee, teacher, and parent/guardian.

A student who is suspended or expelled from school shall be subject to the penalties provided under Article 824 (Loitering) of the Municipal Code if he/she comes to the school grounds, building or to school activities without

permission from the principal or a designee.

- Suspension is a disciplinary means of controlling unacceptable behavior in the school environment. Suspension is used to point out to the student the seriousness of the misconduct, to inform the student's parent/guardian of the misconduct, and to ensure parental cooperation in dealing with the problem. Suspension is a temporary measure for the purpose of protecting staff and students, school property, and the orderly functioning of the school.
- The length of suspension is determined by school authorities and reflects the seriousness of the offense committed. In addition, the student may be referred to the appropriate law enforcement agency. A suspended student may not loiter, be on school property, or attend any school-sponsored activities during the days of suspension.

Alternatives to Suspension

As an alternative to suspension, the student may remain in school if a parent/guardian attends classes with the student for a period of time specified by the Principal or a designee. This alternative to suspension can only be considered with the consent of the student's teachers and when the Principal does not recommend to the Superintendent that expulsion proceedings be initiated. If the parent/guardian does not agree to or fails to attend class with the student or the continued presence of the student and/or parent/guardian is disruptive, the student will be suspended in lieu of this option.

For more information about any disciplinary guidelines and procedures, please see any student advisor or the Assistant Principal in charge of Discipline. A copy of the Denver Public Schools Policy JK--Student Conduct and Discipline, is also available in the Dean's Office.

Habitually Disruptive

A habitually disruptive student is one who has been suspended multiple times during the course of the school year for causing a disruption in the classroom, on school grounds, vehicles, or at school activities or events. Such behavior could lead to expulsion from the Denver Public Schools.

Due Process - Student Rights

Due process is a procedure, which the courts of law recognize as a necessary responsibility of the school for all students. Due process is of primary importance because it recognizes the right of individuals to recourse within a decision-making process. Due process assures the student of the following steps:

- Rules, regulations and penalties are available in writing.
- The student has a right to be informed of the specific reasons for action.
- All members of the school community are obligated to work out difficulties at the level at which they occur, if possible.
- The student has the right to present a defense against charges and to produce information in his/her parents'/guardians' presence.
- The student, administrator, and/or teacher have the right to request the presence of the parent/guardian.
- Proper consideration should be given to the student's right to privacy.
- Disciplinary action shall be reasonable and related to the infraction.

Before considering suspension, the student will be given oral or written notice of the allegations, an explanation of the evidence the administrator has, and an opportunity to present his or her version of the events. However, notice and conference will follow as soon as possible if the student's presence endangers persons or property, or threatens disruption of the academic process, and so necessitates immediate removal from the school.

GENERAL INFORMATION

Campus Cleanliness

The Denver community has provided us with a beautiful setting and facility with some outstanding equipment to enhance your educational opportunities. We ask that you share in community pride by taking care of your books, classroom equipment, furniture, and by keeping the grounds free of litter. Students will be held financially responsible for any damages to school property caused by reckless, careless, or negligent acts.

Our school's reputation in the neighborhood, with visitors and with potential donors is largely determined by our campus appearance. All students are expected to help keep the campus clean. While eating, students must stay within the designated lunch areas and deposit all trash in the proper containers.

Student responsibilities for campus cleanliness:

- Pick-up all trash, recyclables, and place in the proper receptacle.
- Move tables and chairs to the necessary set-up for the next group.
- Clean all work surfaces prior to dismissal.
- Place all student chairs on top of tables at the end of the instructional day; all rolling chairs should be pushed in under their work surface.

Change of Address, Email or Telephone

It is very important that parents report any change of address, email contact, or telephone number to the Main Office. It is imperative that we have up-to-date contact information in case of illness or emergency. To change this information, you may call the main office directly.

Counseling Services

The school counselors are available to work with students and their families regarding class schedules, academic plans, and general concerns. Students and parents should make appointments to meet with the counselors. The counselors hold a number of after school and evening sessions that address academic planning, college admission processes, college searches, etc. that are great opportunities for parents and students to get valuable information.

Elevator Usage

Students are not allowed to use the elevator during school hours unless an elevator pass had been issued for a verifiable medical condition or you are with a staff member. To obtain an elevator pass, bring medical documentation to the Nurse's Office, located near the Main Office.

Fee Waivers

Students requesting fee waivers for AP courses and IB fees must complete the "Request for Fee Waiver Application" located in with The Site Assessment Lead.

Infinite Campus Auto Messenger

Beginning September 4th, IC will automatically notify parents on a weekly basis of any content area that has a grade lower than a "C". These notifications will continue until the student earns a grade of "C" or higher. Please contact the individual teacher about content grades.

Internet Use

Each parent and student must sign an internet contract at registration. Students will lose computer privileges for violations of this contract.

Lost and Found

Lost and found items are held in a bin located in Building 2, on the first floor, of the north hallway. Unclaimed items will be given to a charity twice each semester. Lost valuable items will be taken to the main office.

Lunch

Northfield HS has a closed campus policy for 9th and 10th grade students. All students are expected to eat in designated areas on the campus. Students are to bring sack lunches or purchase lunch in the cafeteria. No food deliveries will be allowed and parents who bring food for their student must do so during the lunch period and drop off the lunch to building 1, Commons. If lunch is eating in the classroom for tutoring, students can only have sack lunches, no trays from the cafeteria. **Students are NOT allowed to eat or gather in the vestibule during lunch.**

11th grade students will have off-campus lunch privileges, provided they are responsible and treat neighbors and merchants with courtesy and respect.

The DPS food services site, located at <http://foodservices.dpsk12.org/> provides links to your account information, making payments, menu options, meal price and charge policy and the application for Free and Reduced Meals.

Media Release

Parents will be asked to sign a media release, or opt out, annually during registration.

Medical

It is imperative that parents inform the school nurse of any medical condition(s) that could affect their student's school day. The nurse and/or his designee will dispense all medications. Students are not allowed to carry or administer their own medication. If a student experiences a life threatening injury or illness, 911 will be called first, then the parents will be called. If the situation is not life threatening the parent will be called to determine the course of action.

School Issued Devices

Students who are issued devices for use in class are expected to bring that device to school fully charged each day. These devices should be used as learning tools to complete school related tasks and should not be used as a replacement for personal electronic devices. Students should not tamper with or otherwise attempt to bypass device controls installed by the school.

Valuables

Students should not bring large amounts of money or valuables such as rings, bracelets, electronics etc. to school. The school is not liable for loss

Visitors

Visitors during the school day will be limited to individuals who have official school business. Parents are welcome to visit the school and the classrooms of their children. Arrangements must be made with the Principal prior to the day of the classroom visit .

All visitors, including parents, must sign in at the main office and present a photo ID. All visitors to the building are reminded to abide by all Northfield school rules and policies. Parents are also reminded that classroom visitations are not the time for parent-teacher conferences; appointments should be made with teachers for this purpose.

Students are not allowed to have friends from other schools or siblings visit at any time.

Weather Related Delays/Cancellations/Closures

On severe storm days, the Superintendent will decide as soon as possible whether to close all schools.

If school is cancelled, this information will be communicated in the following ways:

- The Communications Office will notify local television and radio stations, which will broadcast regular announcements of school closures. You can also visit [the DenverChannel.com](http://theDenverChannel.com), 9News.com, KDVR.com and denver.cbslocal.com. Notifications in Spanish will be made on radio newscasts on 1150 AM, 1280 AM and 1090 AM.
- Emergency school closures are posted on dpsk12.org
- Announcements to close or delay school will also be posted to the district's [Facebook](#) and [Twitter](#) pages.
- A message denoting the closure will also be left on the school districts closure hotline at (720)423-3200, as well on the DPS Transportation hotline at (720)423-3600.

Work Permits

Applications are available in the Main Office, for students between 14 and 18 years of age. Work permits must be renewed at the start of each new school year or at the time the student obtains a new job.

NORTHFIELD HIGH SCHOOL ACKNOWLEDGEMENT FORM

Parent/Student Handbook Acknowledgement form

See NHS website for a complete handbook
<http://northfield.dpsk12.org>

Northfield Parents/Guardians:

The Northfield policies, procedures, rules, and behavior expectations are stated in this handbook. This very important information allows our school to operate smoothly. We are asking you and your student to read the Northfield Parent/Student Handbook. After you have read the handbook, please complete, sign and **have your student return the bottom portion of this page to his/her first period teacher by September 1, 2017.** This will acknowledge that both your child and you have read the handbook and understand the policies, procedures, and expectations.

Your support and cooperation are greatly appreciated. Please contact the school if you have any questions.

(Complete and return to Northfield High School)

NORTHFIELD HIGH SCHOOL Parent/Student Handbook

My student(s) and I have reviewed the Northfield Student/Parent Handbook including the school expectations and dress code. We have read and understand the parent pick-up and drop-off procedures and understand that students should not arrive or be dropped off at school before the designated time. We understand the dress code and the consequences for dress code violations. We understand the school discipline policies and procedures and the dress code requirements. We understand that if school items are lost or property is damaged by our child(ren) we are responsible for payment of items/ property.

Student's Printed name

Student's Grade Level

Student's Signature

Date

Parent's/Guardian's Signature