All students and a parent/guardian must read and acknowledge agreement with the policies outlined in this handbook. Please click here to electronically sign the acknowledgment agreement.
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Northfield High School

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

Northfield High School, an International Baccalaureate School, offers a progressive, challenging and exciting academic program. In addition to the core curriculum, the school offers a full array of electives, including four Career Connect Pathways in addition to a comprehensive athletic and activity program. 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 2019-2020 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 2020, 2021, 2022, and 2023! 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
*some exceptions apply

Who To Go To When.....

<table>
<thead>
<tr>
<th>ACADEMIC CONCERNS</th>
<th>Extension</th>
</tr>
</thead>
<tbody>
<tr>
<td>Individual Teachers</td>
<td>See Website</td>
</tr>
<tr>
<td>School Counselor, Julie Deguire (Students last name A-G)</td>
<td>38094</td>
</tr>
<tr>
<td>School Counselor, Jared Lewis (Students last name H-O)</td>
<td>38081</td>
</tr>
<tr>
<td>School Counselor, Ashley Odekirk (Students last name P-Z, Concurrent Enrollment)</td>
<td>38137</td>
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<tr>
<td>IB Coordinator, Peter Wright</td>
<td>38041</td>
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<table>
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<tr>
<th>ACTIVITIES/CLUBS</th>
<th>Extension</th>
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<tbody>
<tr>
<td>Activities Coordinator, Courtney Wickham</td>
<td>38070</td>
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<tr>
<td>CAS Coordinator, TBD</td>
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<table>
<thead>
<tr>
<th>ATHLETICS</th>
<th>Extension</th>
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<tbody>
<tr>
<td>Assistant Principal/AD, Corey Carter</td>
<td>38036</td>
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<table>
<thead>
<tr>
<th>ATTENDANCE</th>
<th>Extension</th>
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<tr>
<td>Office Support, Candace Eckels</td>
<td>38007</td>
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<table>
<thead>
<tr>
<th>COUNSELING, MENTAL HEALTH</th>
<th>Extension</th>
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<tbody>
<tr>
<td>School Counselor, Julie Deguire (Students last name A-G)</td>
<td>38094</td>
</tr>
<tr>
<td>School Counselor, Jared Lewis (Students last name H-O)</td>
<td>38081</td>
</tr>
<tr>
<td>School Counselor, Ashley Odekirk (Students last name P-Z)</td>
<td>38137</td>
</tr>
<tr>
<td>Psychologist, Meghan O'Connor</td>
<td>38092</td>
</tr>
<tr>
<td>Social Worker, Sierra Dawkins</td>
<td>38139</td>
</tr>
<tr>
<td>School Health Partner, Dina Zainy</td>
<td>38138</td>
</tr>
<tr>
<td>Category</td>
<td>Name and Title</td>
</tr>
<tr>
<td>---------------------------------------</td>
<td>-----------------------------------------------------</td>
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<tr>
<td><strong>Site Based Therapist</strong></td>
<td>Jamie Doak</td>
</tr>
<tr>
<td><strong>Student Mentors</strong></td>
<td>Brizai Gomez, Naya Sanford</td>
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<tr>
<td><strong>DISCIPLINE</strong></td>
<td>Restorative Coordinator, Jermaine Jones, Ang Ocon, Tony Lim</td>
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<tr>
<td><strong>LIBRARY</strong></td>
<td>Library Para, Nadia Ceniceros</td>
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<tr>
<td><strong>MEDICAL CONCERNS</strong></td>
<td>Nurse, Kelly Smith</td>
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<tr>
<td><strong>LIBRARY</strong></td>
<td>Health Tech Para, Shelanda Minaya</td>
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<tr>
<td><strong>REGISTRAR</strong></td>
<td>Registrar, Candace Eckels</td>
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<tr>
<td><strong>SAFETY CONCERNS</strong></td>
<td>Assistant Principal, Corey Carter</td>
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<td><strong>SCHOOL FEES/FINES</strong></td>
<td>Account Technician / Treasurer John Calderwood</td>
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<td>School Counselor, Julie Deguire</td>
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<td><strong>STUDENT SCHEDULES, POST SECONDARY PLANNING</strong></td>
<td>School Counselor, Jared Lewis</td>
</tr>
<tr>
<td><strong>STUDENT SCHEDULES, POST SECONDARY PLANNING</strong></td>
<td>School Counselor, Ashley Odekirk</td>
</tr>
<tr>
<td><strong>STUDENT SCHEDULES, POST SECONDARY PLANNING</strong></td>
<td>Denver Future Center, Zach Montez</td>
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<tr>
<td><strong>STUDENT SHADOWS/ PARENT TOURS</strong></td>
<td>Communications Director, Melinda Pearson</td>
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<tr>
<td><strong>STUDENT TRANSCRIPTS/RECORDS</strong></td>
<td>Registrar, Candace Eckels</td>
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<tr>
<td><strong>TRANSPORTATION</strong></td>
<td>For RTD Passes – John Calderwood</td>
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<td></td>
<td>DPS Transportation</td>
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</table>
SCHOOL ARRIVAL AND DEPARTURE

School Hours and Breakfast
School hours are 8:00 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. Students who are not meeting with a teacher or in an after school activity must be off campus by 3:30 pm. See bell schedule below.

Student Drop-Off and Pick Up
Students are to be dropped-off and picked-up in the student drop off zone located in the south parking lot off Central Park Blvd. 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. Due to ongoing construction and congestion, it is recommended that pick up and drop off occur east of the school on Dallas. Student parking is located in the south lot and visitor parking is on the north side of the building off 56th Avenue. All students parking on campus must register their care in the main office.

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 2 mile radius. Students who live within 2 miles are eligible to purchase and RTD monthly pass at a student rate.

DPS provides transportation for our MI Center Based Students only and 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 SCHEDULES

<table>
<thead>
<tr>
<th>Monday</th>
<th>T/TH Gold/Odd</th>
<th>W/F Navy/Even</th>
<th>Late Start</th>
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<td>8:00-8:43</td>
<td>Period 1</td>
<td>Period 1</td>
<td>7:20-9:45 Staff PD</td>
</tr>
<tr>
<td>8:48-9:31</td>
<td>Period 2</td>
<td>Period 3</td>
<td>10:00-10:30 Period 1</td>
</tr>
<tr>
<td>9:36-10:19</td>
<td>Period 3</td>
<td>Lunch</td>
<td>10:35-11:05 Period 2</td>
</tr>
<tr>
<td>10:24-11:07</td>
<td>Period 4</td>
<td>Period 5</td>
<td>11:10-11:40 Period 3</td>
</tr>
<tr>
<td><strong>11:12-11:55 Lunch</strong></td>
<td></td>
<td>Lunch</td>
<td>11:45-12:15 Period 4</td>
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<tr>
<td>12:00-12:43</td>
<td>Period 5</td>
<td>Period 7</td>
<td>12:20-12:50 Period 5</td>
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<tr>
<td>12:48-1:31</td>
<td>Period 6</td>
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<td>12:55-1:30 Lunch</td>
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<tr>
<td>1:31-1:39</td>
<td>HR/News</td>
<td></td>
<td>1:35-2:05 Period 6</td>
</tr>
<tr>
<td>1:44-2:27</td>
<td>Period 7</td>
<td></td>
<td>2:10-2:40 Period 7</td>
</tr>
<tr>
<td>2:32-3:15</td>
<td>Period 8</td>
<td></td>
<td>2:45-3:15 Period 8</td>
</tr>
</tbody>
</table>
MyTech Policies/Procedures

All students will be receiving a MyTech Chromebook during the school year. Chromebooks are meant to be an instructional tool in the teaching and learning cycle. Each Northfield student will be given a Chromebook and it is expected that their MyTech device is used while in the building. Students may not use their own device. It is the student’s responsibility for what is on their Chromebook. All Chromebook history can be viewed by DPS staff, even if it is deleted. Students need to have their Chromebook with them each day and they need to come to school with it fully charged. If student’s Chromebooks are not charged, they will need to get a loaner from Building 3 between 7:30 and 7:50 am and will need to offer collateral (cell phone) for loaner Chromebook. Collateral will be given back to student when loaner Chromebook is returned. The loaners will be marked with a MyTech sticker and say “Loaner”.

- Students ARE NOT allowed to charge their Chromebooks or any other devices during class. In addition, students are not allowed to charge other devices (cell phones, headphones, etc.) on their Chromebook.
- If a student’s Chromebook is broken or not functioning, they will need to go to Ms. Ceniceros in Building 3 from 7:30-7:50 am to exchange their Chromebook for a new one. Fees may be assessed.
- If students are consistently not coming to school with a charged Chromebook (3 instances), they will be issued an after school detention.

Chromebook Damage

If a student damages their Chromebook they will have the following fines added to their account.

1st CB Damage- $0
Following Incidents - $50

*If intentional damage is obvious to device, administration reserves the right to charge $25 on the first offense to the student’s account.
*If damage persists past 3 instances, students will no longer be able to take their CB’s home and will need to checkout from Mr. Creapo, Assistant Principal each morning and return before leaving for the day.

Chromebook Loss

Students who lose their device will need to notify Nadia Ceniceros immediately. She will then notify DoTS to try and track the device. Students will be assessed the following fees for losing a device or charger:

Chromebook loss - 1st Incident-$50; 2nd Incident-$250
Charger/Case Loss - All Incidents-$20

*If loss persists past 3 instances, students will no longer be able to take their CB’s home and will need to checkout from Mr. Creapo, Assistant Principal each morning and return before leaving for the day.
### ACADEMICS

**Graduation Requirements**

#### Class of 2020

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

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

#### Class of 2021 and Beyond

Northfield High School is an Innovation School and has additional graduation requirements above the District requirements. In concert with Northfield High School's mission and vision and in line with our goal of 100% of students leaving with college credit, 11th and 12th graders at Northfield are required to complete the following as part of the requirements for graduation:

- 2 units IB Language and Literature (2 years: All of 11+12 grade)
- .5 unit Civics OR CU Succeed Political Science (1 semester)
- 1-2 units of another IB course (students must complete the full course. Courses last 1 or 2 years OR 1 unit of other concurrent enrollment courses (2 semesters))

Students are also required to take two years of a World Language and complete 30 hours of community service or the full IB Diploma CAS requirements. Non IB Diploma students will track their hours in our volunteer tracking system, X2VOL. Students who complete 150 hours or more will be inducted into the Neighborhood Nighthawks club.

**Per DPS Graduation Requirements, Students must complete 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.
Minimum Requirements for a High School Diploma through Northfield High School:

<table>
<thead>
<tr>
<th>Department</th>
<th>Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>4 units</td>
</tr>
<tr>
<td>Math</td>
<td>4 units</td>
</tr>
<tr>
<td>Science</td>
<td>3 units</td>
</tr>
<tr>
<td>Social Studies</td>
<td>3 units (to include .5 unit of Civics)</td>
</tr>
<tr>
<td>Physical Education</td>
<td>1 unit</td>
</tr>
<tr>
<td>Arts or eligible CTE</td>
<td>1 unit</td>
</tr>
<tr>
<td>Approved Electives</td>
<td>5 units</td>
</tr>
<tr>
<td>World Language (Northfield Specific)</td>
<td>2 units</td>
</tr>
</tbody>
</table>

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; 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 and Northfield specific 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.
**IB Diploma Programme Enrollment and Disenrollment Policy**

During the course selection process, sophomore students are expected to consult with their parent(s)/guardian(s), counselor, teachers, and IB Coordinator around their future plans, interests, and skills. These conversations should give students the necessary perspective to make a decision about whether they will pursue the IB Diploma or IB Course option.

Students who choose to enroll in the IB Diploma Programme will receive targeted academic and emotional support through the Theory of Knowledge course. If a student decides they no longer want to pursue the IB Diploma meeting, a meeting with the IB Coordinator, principal, and parents is required. The purpose of this meeting is to ensure all possible supports are in place before a student makes the significant decision to leave the Diploma Programme. If a student does leave the IB Diploma program, all fees that have been paid by the school to support the student in the programme must be reimbursed to the school.

**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, 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 your Guidance Counselor or visit [www.ibo.org](http://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 NHS School Assessment Leader, Cirila Jones. **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](http://www.collegeboard.org).
**Concurrent Enrollment:**
Northfield offers a variety of Concurrent Enrollment options on our campus. Any student who wishes to take an off-site Concurrent Enrollment course must get it approved by their counselor as well as Principal Amy Bringedahl. Please keep in mind any CE course that receives equivalent credit to an IB, AP, or CE course offered on campus will not be approved. Please refer to CDE for a guide to course equivalencies.

[https://highered.colorado.gov/Academics/Transfers/Get%20Credit/Colorado_Standard_IB_Exam_Credit_and_Cut_Scores.pdf](https://highered.colorado.gov/Academics/Transfers/Get%20Credit/Colorado_Standard_IB_Exam_Credit_and_Cut_Scores.pdf)

[https://highered.colorado.gov/Academics/Transfers/Get%20Credit/Colorado_Standard_AP_Exam_Credit_and_Cut_Scores.pdf](https://highered.colorado.gov/Academics/Transfers/Get%20Credit/Colorado_Standard_AP_Exam_Credit_and_Cut_Scores.pdf)

Any student who is interested in earning an Associate degree must complete the application process. Please see Ms. Odekirk for more information.

**Honors**
The Northfield Community believes that all students can learn at high levels in an Honors Program. At the start of each year, students will automatically be placed in Honors courses for core classes in 9th and 10th grade and select non-IB core classes in 11th and 12th grade. Students who do not earn the Honors credit during the semester will not receive the weighted grade. The following are the guidelines from the district handbook for academic honors 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

**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.

**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.
Academic Dishonesty / Cheating

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

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 RA Coordinator and counselor. In the event that the assignment is for an IB course, the IB coordinator shall also be notified.
- The student (s) will receive a zero (0) on the assignment.
- The student completes assignment for no credit.

Second Offense:
- Same steps as above with the addition of the following:
- Conference with grade level assistant principal, counselor, parent, IB coordinator (if applicable) student and teacher.
- The student may receive additional consequences as determined by the grade level assistant principal.

Third Offense:
- Same steps as above with the addition of the following:
- Conference with grade level assistant principal, counselor, parent, IB coordinator (if applicable) student and teacher.
- The student may receive additional consequences as determined by the grade level assistant principal which may include a failing grade for the course for the semester.

Grades
In all courses and grade levels, a student’s final grade is allocated between Product and Process with 80% Academic Product and 20% Academic 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.
<table>
<thead>
<tr>
<th>Traditional vs. Weighted Grades (AP, Honors, IB classes)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Grades</strong></td>
</tr>
<tr>
<td>A (93% - 100%)</td>
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<tr>
<td>A- (90% - 92%)</td>
</tr>
<tr>
<td>B+ (88% - 89%)</td>
</tr>
<tr>
<td>B (83% - 87%)</td>
</tr>
<tr>
<td>B- (80% - 82%)</td>
</tr>
<tr>
<td>C+ (78% - 79%)</td>
</tr>
<tr>
<td>C (73% - 77%)</td>
</tr>
<tr>
<td>C- (70%-72%)</td>
</tr>
<tr>
<td>D (60% - 69%)</td>
</tr>
<tr>
<td>W/F or F</td>
</tr>
</tbody>
</table>

**Semester Final Exams**
Students will have final exams in all courses at the end of each semester. The exam will be a min of 20% of the students final semester grade.

**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 one week 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.
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.

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.

Make-up Work for Excused and School-Related Absences
The student or family is responsible for initiating make up 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, 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.

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 School Counselor.

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 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.

Nighthawk Recognition
- IB Champions

Each month, teachers will have the opportunity to 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.

**ATTENDANCE**

Regular attendance has a direct correlation to high levels of student learning and we encourage students to be in every class, on time, every day of the school year. At Northfield High School and in Denver Public Schools, students are expected to maintain:

- Higher than 93% attendance and all seniors must have a 92% attendance rate in order to walk at Graduation.
- Less than 3% tardies

Over the course of the school year this equates to a student attending 170/180 school days (or missing fewer than 100 class periods). If a student is absent from school, whether excused or unexcused, more than 10 days total in a school year, that student will not be meeting Northfield High School attendance expectations. This goal is in place as we have talked to colleges and employers who shared they expect their students and workers to have at least this attendance percentage.

Please note that school activities do not count in this number as students are considered present for school activities. If a student is late to more than one class per week (during a typical five day week), they will have more than the 3% threshold for tardies and will not be meeting Northfield High School expectations. This is especially important given that many students struggle to get to school on-time in the morning or return from lunch late. Families and students have consistent access to see attendance and tardy percentages using parent and student portal. Please check the attendance of your student at least once a week, if not every day.

**Compulsory* School Attendance & Truancy:**

According to Colorado State Law (Colorado Revised Statutes Sections 22-33-104 to 22-33-?: School Attendance Act of 1963):

Children between the ages of 6 (on August 1 of each year) and 16 must attend school. Each school district will have at least one attendance officer designated to enforce compulsory education law. The school board for each
district will adopt and implement policies and procedures for addressing habitually truant students and their guardians. The goal is to help children stay in school.

Penalties for student truancy can include, but are not limited to, guardians being summoned to appear in court and face penalties as decided by an assigned judge, students being mandated to wear an ankle monitor, placement in juvenile detention, intervention of a Department of Child Services case worker. [http://www.cde.state.co.us/choice/homeschool_attendancelaw](http://www.cde.state.co.us/choice/homeschool_attendancelaw)

*Compulsory -- Required by law*

According to the Denver Public School Board, (Policy JHB, linked below):

If a student is absent without an excuse signed by the parent/guardian or if the student leaves school or a class without permission of the teacher or administrator in charge, the student shall be considered truant. “Habitually Truant" shall be defined as a student of compulsory attendance age who has four total days of unexcused absences from school in any one month or 10 total days of unexcused absences during any school year.

- **Habitually Truant - 4 Unexcused-Absent Days in a Month (28 Class Periods in a Mo.)**

- **Habitually Truant- 10 Unexcused-Absent Days in a School-Year (70 Class Periods / Yr.)**


<table>
<thead>
<tr>
<th>Threshold</th>
<th>Intervention / Action</th>
<th>Intervention / Action</th>
<th>Intervention / Action</th>
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</thead>
<tbody>
<tr>
<td>&gt;93% Attendance</td>
<td>Students are eligible for PBIS (Positive Behavior Intervention Systems) Incentives: Examples Include: Monthly Ice Cream, Raffles, Field-trips, Gift Certificates, etc</td>
<td>Parents are Informed of Student Absences via Twice-Daily Autodialer and Teacher Contact</td>
<td>Mentor Check-in with Students Around Attendance and Communicate with Families and Other School-based Supports as Necessary</td>
</tr>
<tr>
<td>0-34 Unexcused/ Truant Class Period Absences (per semester)</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>&lt;5 Unexcused/Truant Missed School Days (per semester)</td>
<td></td>
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</tr>
<tr>
<td>@ 35 Unexcused/ Truant Class Period Absences, or 5 Days of Missed Instruction (per semester)</td>
<td>Families Receive Truancy Warning Letter</td>
<td>6 or more unexcused period absences will receive the following After the initial referral to the Engagement Team, successive unexcused absences will result in an increase in the level of consequence.</td>
<td>First Referral and Interventions are Documented in Student’s Infinite Campus Account-</td>
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</table>

First Referral and Interventions are Documented in Student’s Infinite Campus Account-
| Class Period Absences (per semester) | Full-Day Guardian Shadow is Scheduled | Attendance Contract  
- Loss of Off-Campus Privileges (including lunch and all other periods)  
- After School Detention  
- In-School Suspension or Alternative (Community Service)  
- Saturday School  
- Parent Conference/Home Visit  
- Loss of Privilege to Attend School Athletic and Social Functions  
- Schedule Freeze, Parent conference with Administration | Second Discipline Referral is Entered, Student is Assigned ½ day of ISS for Reflection |
<table>
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</thead>
<tbody>
<tr>
<td>@ 50 Unexcused/ Truant Class Period Absences (per semester)</td>
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</tbody>
</table>
| @ 70 Unexcused/ Truant Class Period Absences (per semester) | Truancy is Filed with State of Colorado  
School Team Considers Educational Neglect Report | Loss of Off-Campus Privileges (including lunch and all other periods)  
- In-School Suspension or Alternative (Community Service)  
- Saturday School  
- Loss of Privilege to Attend School Athletic and Social Functions  
- Schedule Freeze, Parent conference with Administration  
- Referral to Appropriate Agency for Support  
- Truancy Notice  
- Filing in Juvenile Attendance Court | Third Discipline Referral is Entered, Student is Assigned Full-day of ISS |
### >70 Unexcused/ Truant Class Period Absences (per semester)

- Continued Family Meetings with Guardian Shadow, Attendance Tracker, and Adjusted Contract Discussion with Family, Student, and Transitions Liaison
- Referral to Additional School and Community Resources & Partners
- Escalation of Discipline Referrals and Consequences

<table>
<thead>
<tr>
<th>Absence Reason</th>
<th>IC Code</th>
<th>Policy &amp; Thresholds</th>
<th>Additional Info</th>
</tr>
</thead>
<tbody>
<tr>
<td>Illness or Injury</td>
<td>ILL</td>
<td>10 Unverified ill/injury days per school year. (doctor’s note required)</td>
<td>10 days absent due to unverified illness equals 70 class period absences, or legal limit for truancy</td>
</tr>
<tr>
<td></td>
<td>FLU</td>
<td>&gt;10 Ill/Injury days require a doctor’s note- without verification, absences will be coded “unexcused”</td>
<td>A doctor’s note is required to return in order to ensure the student is not contagious</td>
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<tr>
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<td></td>
<td>3 or more consecutive days absent due to illness require a doctor’s note to return to school</td>
<td>Nurse will be notified so they may follow up with the family regarding school-based support</td>
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<td>School Nurse will be notified at 3 days consecutive absences due to illness</td>
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<tr>
<td></td>
<td></td>
<td>School Nurse will be notified at 10 days of Illness</td>
<td></td>
</tr>
<tr>
<td>Medical</td>
<td>MED</td>
<td>Medical coding means there has been verification of illness, injury, hospitalization, or appointment, and written documentation has been provided</td>
<td>When possible, attempts should be made to schedule appointments in the morning or afternoon and the student should attend school outside of the appointment</td>
</tr>
<tr>
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<td>At 15 days Medical, or 10 days Illness + 5 Days Medical, school nurse will be notified</td>
<td>Families should contact their students’ grade level counselor to schedule the re-entry meeting</td>
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<td></td>
<td></td>
<td>A re-entry meeting with the appropriate staff member is required following any hospitalization of a student</td>
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<tr>
<td>Family Business</td>
<td>FAM</td>
<td>Guardians may excuse their student for a total of 3 school days per year for family business</td>
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<td></td>
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<td>Reasons include:</td>
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<td>● Death of family member</td>
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<td>● Housing emergency / moving</td>
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<td>● Other as determined eligible by staff</td>
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<td>Beyond 3 days, absence needs to be discussed and approved by an administrator in order to be excused</td>
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<td>Beyond three days, absences will be coded as unexcused unless discussed with and approved by an administrator- see “extended absence” below in OTX section.</td>
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<tr>
<td></td>
<td></td>
<td>Administrators will also support with connections to additional resources at school for student and families</td>
<td></td>
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<tr>
<td>Transportation</td>
<td>TRN</td>
<td>Families are permitted to excuse a student from school 3 times per school year for transportation issues</td>
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<tr>
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<td>Whether the student misses the full day or just first period, this will count as 1 time</td>
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<td></td>
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<td>Examples of transportation issues:</td>
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<tr>
<td></td>
<td></td>
<td>● Car won’t start</td>
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<td></td>
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<td>● Bus did not show</td>
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<td></td>
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<td>● Missed Bus</td>
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<td></td>
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<td>● Car in shop</td>
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<td>● Lost keys</td>
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<td>● Stolen Bike</td>
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<td>● Weather</td>
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<td>If students need temporary or long-term support with transportation to or from school, families and students should take proactive action and communicate with the grade-level admin or counselor</td>
<td></td>
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<tr>
<td>Legal</td>
<td>LGL</td>
<td>Reasons for LGL coding:</td>
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<tr>
<td></td>
<td></td>
<td>● Court appointments</td>
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<td>● Immigration</td>
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<tr>
<td></td>
<td></td>
<td>● Probation Appts</td>
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<td>Must be verified with proper documentation</td>
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<td>Coding will remain unexcused until absence is verified with proper documentation</td>
<td></td>
</tr>
<tr>
<td>Other- Excused</td>
<td>OTX</td>
<td>Extended Absences- must be approved by school administration</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>Religious Observances- absences must be called in by a guardian day of or prior, and will not be post-coded</td>
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<tr>
<td></td>
<td></td>
<td>Students and guardians must speak with a school administrator no less than 3 weeks prior to an extended absence, with the exception of extenuating circumstances, in order to verify absence and receive approval.</td>
<td></td>
</tr>
</tbody>
</table>
| Early-Release Excused | ERX | Guardians may early-release students up to 3 times per school year, no earlier than 12:00pm. Reasons for Early-Release may include:  
- Inclement weather  
- Sibling pick-up  
- Unanticipated schedule conflict | This must be communicated before a student leaves the building. Absences will not be post-excused. |
<table>
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</thead>
<tbody>
<tr>
<td>Other Unexcused</td>
<td>OTU</td>
<td>If we have verified that a student’s guardian is aware their student is not in school, but the students’ absence is not approved per Northfield or DPS policy. OTU is the equivalent of truant- the difference is that the guardian is aware of the student’s absence.</td>
</tr>
<tr>
<td>Truant</td>
<td>TRU</td>
<td>If a student is not in their scheduled class, and the school has not received notification of the student’s absence from a guardian. Any absence that has not been excused or otherwise coded by 3pm each school day will be changed to Truant.</td>
</tr>
</tbody>
</table>
| School Business / School Activity | SCH ACT | Student attendance will be coded by school staff when students is:  
- On a fieldtrip (ACT)  
- Released for athletics (ACT)  
- At school-based appointment (SCH)  
- Meeting with a staff member (SCH)  
- Participating in non-disciplinary reflection or restoration (SCH)  
Northfield staff members accept responsibility for properly coding and communicating about student appointments and activities, when not in their scheduled class. Appointments and activities must always be verified with the appropriate staff member when coding a past absence |
| Suspension | INSS SUS | In-school suspension (INSS) and out-of-school suspension (SUS) will be coded by a member of our discipline office when assigned for discipline situations. A reinstatement meeting is required following all out-of-school suspensions. Depending on circumstances, a family meeting may also be required for in-school suspensions. Families should always be notified of suspensions- questions or concerns should be communicated with Deans. |

**NOTE:** The teacher’s record is considered the official legal document.
To Excuse an Absence

- Leave a message on the Northfield attendance line: (720) 423-8001 by 7:45 am each and every day the student is absent.
- Email the Northfield Attendance Office at northfield_attendance@dpsk12.org
- Write a note within 48 hours of the absence, to be delivered to the main office

When possible, communicate excused absences to the main office prior to the absence or the day of the absence. Absences will remain “unexcused” if the request for an excuse is not accepted within two days of the absence.

All “excuses”, either written or verbal must include:
- Parent/Guardians name
- Student’s full name (please spell last name) and ID number
- Date(s) of the absence
- The reason for the absence
- Telephone number where the guardian can be contacted during the day.

The following reasons constitute an excused absence:
- Illness
- Medical/dental appointment
- Court date
- Funeral
- Religious Holiday
- Personal reasons/Extenuating circumstances

If a student is absent for three or more days, a doctor’s note must be provided within 48 hours of the student’s return to school.

Partial Day Absences

Please provide 24-hours notice. All partials must be confirmed by a parent/guardian before a student can be dismissed. Students returning from a partial must check back in with the attendance office. Students must sign in and out of the main office when they leave and when they return. Leaving school without checking out through the main office is considered an unexcused absence.

Excessive Absences

Excused
When a student has five or more excused days of absence during a 6-week time period, the Attendance Secretary shall complete an Attendance Referral to the Engagement Team.

Unexcused
An Attendance Referral may be made for one or more periods of unexcused absence (truancy), and will always be made in response to more than five unexcused absences in any 6 week period. Any student with more than 20 unexcused period absences, tardies or combination of both per semester could lose the privilege to participate in extracurricular activities, including athletics, dances, and/or after-school functions.

Students with excessive absences may face several interventions which vary based on the severity of the concern.
When the truant student is under 16 years of age and has accumulated 15 absences during the school year the School Social Worker will automatically evaluate the initiation of judicial proceedings under the Compulsory Attendance Law.

Students who are 16 years and older, who have been absent from school 20 or more consecutive days and who cannot be located, and students who are enrolled in an alternative placement such as day treatment, may be withdrawn from Northfield High School.

Any student who is found off campus while their privileges have been withdrawn will be required to attend the Restorative Center for the remainder of that day. The parent will be contacted and the Engagement Team may decide to revoke the student’s off-campus privilege.

**Ditching**

Students who make the choice to ditch class will receive one day of lunch detention for each of their first 2 infractions. After their 3rd infraction, the student will receive after-school detention and be referred to the Engagement Team for further intervention.

**Tardy Policy**

Being punctual is necessary for both college and career. A student is considered tardy if they are not in the classroom at the time of the bell. Students will not be admitted tardy with a pass from the office. Teachers will mark the student tardy in IC upon their entry with an approved pass.

Tardies will be excused with a note or phone call from the parent/guardian at the time of arrival. Please check in with the Attendance Office. Excessive excused tardies (seven within a six-week period) may result in a referral to the Engagement Team. Tardy counts and consequences reset every 6 weeks.

**Unexcused Tardies:**

- Three (3) unexcused tardies - lunch detention the next day and parent notification.
- Four (4) unexcused tardies – after school detention and will be scheduled into a mandatory study hall (in the Restorative Center) during their free period for one week.
- Five (5) or more tardies – Saturday school, scheduled into study hall as above, and loss of all off campus privileges.

**Major Tardies** - any student who is more than 15 minutes late for a class will be considered excessively tardy (same as ditching) unless excused by a parent. Major tardies will carry the following consequences:

- 1-3 major tardies - lunch detention the next day and parent notification.
- Four (4) major tardies – after school detention and will be scheduled into a mandatory study hall (in the Restorative Center) during their free period for one week.
- Five (5) or more major tardies – Saturday school, scheduled into study hall as above, and loss of all off campus privileges.

Skipping Lunch Detention immediately results in After-School detention.

**PARENT COMMUNICATION**

**Appointment Requests**

Parents who want to make an appointment to see an administrator, counselor or 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
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. Northfield will also be utilizing the Schoology platform for real-time grades. Parents can create a Schoology account through the apps Section of Parent Portal.

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

February Parent-Teacher Conferences will be invite only conferences scheduled on Friday, February 14 and Thursday, February 27.

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.

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 an Engagement Team 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 Engagement Team helps students navigate interpersonal and behavioral challenges. Students having difficulty communicating with peers or school personnel are encouraged to notify one of the Restorative Approach Coordinators, Jermaine Jones, Ang Ocon, or Tony Lim.

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 DPS Student Discipline Policy J-K.
Restorative Approaches/Discipline Policy
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.

Disciplinary action will result in consequences which are determined by the Denver Public Schools Discipline Matrix.

Classroom Removal
Behavior that results in disruption of the learning environment may result in the student being removed from class by a member of the Engagement Team. If a student is removed from the classroom, the following interventions may occur:

- Restorative Conversation
- Parent Contact
- After School Detention
- Referral to Mental Health Team
- Enter into MTSS
- In-School Suspension
- Saturday School
- Parent Conference
- Behavior Contract
- Out-of-School Suspension
- Possible Referral to Transition Specialist

After School Detention
Assigned after school detention will occur every day from 3:20pm to 4:20pm. There are no adjustments or exceptions. Refusal to attend will result in increased intervention according to the discipline ladder.

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, or the rights of other students or to avoid a disruption of the school program. The student may not re-enter the school community 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 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 Main 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.

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. An overarching expectation is that chosen clothing must cover the body from shoulders to mid-thigh. Chest, back, midriff, and buttocks must be covered. Students 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:

- Shorts, dresses, skirts or other similar clothing that reveal major body parts such as buttocks, breasts, and midriffs.
- Sunglasses, hats, paisley bandanas, visors, hair bonnets, night caps, or do-rags worn inside the building
- Blankets used as wraps or coats
- Bare midriffs - tops must meet bottoms, have a back and not show any undergarments such as bras, sports bras, bra straps, boxers.
- Sagging – pants that do not sit at the waist and expose undergarments or athletic shorts.
- Spaghetti straps, strapless tops, halter tops, low cut tank tops, sleeveless t-shirts, and tops/jerseys with large armholes are not allowed (such tops are allowed if there is a regular shirt worn underneath, straps must be two fingers in width)
• Inappropriately sheer or low-cut clothing (For example, the following items are prohibited under this section: garments made of fishnet, mesh, or similar material)
• Inappropriate footwear such as bedroom slippers
• Pants with large rips/tears (no larger than fist-sized)
• Clothing and accessories that are profane, obscene, libelous, targeting, references gang activity or drug, alcohol, tobacco representation.

Students will be asked to change to acceptable clothing and parents will be notified. Continued violations will result in an increase of school consequences up to and including ISS, OSS, and Saturday School

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 including ISS and/or OSS, and Saturday School.

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 including ISS and/or OSS.

**Fighting**

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 may be suspended. Students involved in the act of agitating a fight or posturing to fight may also be suspended. 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 and referred to the expulsion process 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.

**Bicycles/Skateboards**
Bicycles and skateboards must be locked on the racks located on the east side near the main entrance. The school is not responsible for 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.

**Electronic Devices/Cell Phones**
Students are permitted to use electronic devices, such as cell phones, 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 Restorative Center.

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.

**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.

**Insubordination/Disrespect for Staff**
When any adult in the building, on school grounds, or at any school activity makes a 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.

**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.

**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 unless prior arrangements have been made with the front office. The only exception is if the student is attending an extracurricular event which is open to the public. 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.

**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, Ms. Wickham, 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 21.
  - They provide a photocopy of their I.D.
- NHS students may not exceed 5 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, Ms. Wickham, 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. Students are to strictly follow all directions given by the teachers, administration or other supervising adult. Failure to do so may result in disciplinary action up to and including out of school suspension.

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: DPS Safety and Security or NHS Administration will direct the building be secured and safely shelter all students, staff and visitors inside the school building. School business and classroom activities continue as normal, however students will remain in their class until the lockout has been lifted. A school will go on a lockout 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:** DPS Safety and Security or NHS Administration will direct the building be secured and safely shelter 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 of 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 who wish to transport themselves during school hours must have written parent permission. 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.

**Free Period**
Students may go to the following areas during their free period:

- Library
- Designated STUDY areas (number of students is dependent on available seating – in these areas there is to be no food, feet on furniture, etc.. this is a study area)
- Locker areas in building 2 (no voice above 1, no sitting, lounging on the counter)
- Courtyard
- Main lobby (number of students dependent on available seating, study area only, no food)
- Front hallway of building 2 (only two at a table, no food, voice at level 1)

Students may not be in the following areas:

- Hallways of building 2 and 3
- Vestibule of building 2 and 3
- Under the stairwells
- In building 3
- Hanging in the bathrooms
- On the competition field

Students may leave campus during their free period as long as they are consistently returning to campus on time.
Fines and Fees

All financial obligations must be taken care of 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 will not be allowed to attend Prom if they have $100.00 or more in outstanding school fees/fines. Students are to check their fees/fines at the end of each quarter.

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 – i.e. textbooks, chromebook, etc..
- Return any athletic equipment and/or uniforms
- Parent/Guardian must check out with the nurse if applicable.

Please be advised, lost or missing textbooks, damage or loss of the school issued chromebook, 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, 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 waitlist.

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.
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.

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.

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.

Hall Passes
Students will receive 3 hall passes every 6 weeks per class, which they can use at their own discretion. Once students use all available hall passes, they will no longer be permitted to leave the classroom until renewal of passes or unless extenuating circumstances warrant it. Release of students from the classroom is a matter of teacher discretion. Students who are found abusing their hall pass privilege will be added to the “no pass list”. 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.
Identification Card
Each student is provided a Northfield student I.D. card free of charge during picture day. 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 main office to replace a lost I.D. within 24-hours. There is a charge of $5.00 per I.D. replacement.

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.

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 Ms. Cirila Jones. 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.

Lunch
Northfield HS has a closed campus policy for 9th 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.

Students are to eat lunch in Building 1 or in the center courtyard. Buildings 2 and 3 are closed to students for lunch

Students may not bring their lunch into building 2 or 3 – even if they are running late to class from lunch. Classroom snacks are at the discretion of the teacher and no food, outside of approved snacks, is allowed in the classroom. Students who violate this policy will either have to throw away their food or incur lunch detention.

Off-Campus Lunch
10th - 12th grade students will have off-campus lunch privileges, provided they are responsible and treat neighbors and merchants with courtesy and respect.

Lunch Account
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.

Food and Drink/School Store
Drinks and snacks are allowed in instructional areas at the discretion of the individual teacher. Students may not
purchase items from the school store during class time. Students can only purchase during their off-period and they must have their student ID available at all times in order to purchase items from the school store.

**Messages**

Only parents/guardians may contact the main office to deliver EMERGENCY messages to students. During the hours of 8:00 am - 3:15 pm, students cannot be paged.

**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.

**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 any loss of such items.

**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 [theDenverChannel.com](http://theDenverChannel.com), [9News.com](http://9News.com), [KDVR.com](http://KDVR.com) and [denver.cbslocal.com](http://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](http://dpsk12.org)
- Announcements to close or delay school will also be posted to the district’s [Facebook](http://Facebook) and [Twitter](http://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.

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 permit hanging from the rearview mirror.

Parking Lot
Student parking is limited to the student parking lot, and students are not permitted to park in the staff or visitor parking lot, off 56th avenue. Students who display inappropriate behavior such as littering, loitering around or sitting in vehicles during the school day, speeding or driving recklessly, cruising in 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 Office Manager with questions.

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. Stay tuned for Athletics specific handbook.

Current Athletic Teams:

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<tr>
<th>FALL</th>
<th>WINTER</th>
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<tr>
<td>Cross Country</td>
<td>Boys Basketball</td>
<td>Baseball</td>
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<td>Football</td>
<td>Girls Basketball</td>
<td>Girls Golf</td>
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<td>Boys Golf</td>
<td>Girls Swimming/Diving</td>
<td>Girls Lacrosse</td>
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<td>Volleyball</td>
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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
  - 1D= ½ 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 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. Fee assistance is available upon qualification.

**Clubs and Activities**
All school sponsored clubs and activities are under the direction of the Activities Coordinator. 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.

**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/](http://communications.dpsk12.org/languages/)

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 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 August 31, 2019. 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.

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