

NORTHGLENN HIGH SCHOOL



Student and Parent Handbook 2025-2026

Northglenn High School
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Northglenn, CO 80260

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Attendance Line: 720-972-4736

Attendance Email: NGHS-attendance@adams12.org

Visit our website: <http://northglennh.adams12.org>

Northglenn High School Administrative Team

Dr. Elizabeth Russell, Principal 4603
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Mr. JP Sampson, Asst. Principal – Athletics, Activities & Facilities 4606
Mrs. Maryjel Cochrane Asst. Principal – Curriculum & Instruction 4614
Mrs. Katie Lyons – Office Manager 4601
Ms. Koni McCracken – Bookkeeper 4604
Mrs. Holli Greening – Secretary 4602
Mrs. Rae Jones - Secretary 4624

Student Relations

Mr. Bart Barnard – Dean of Students 4610
Mrs. Molly Huffman – Dean of Students 4611
Ms. Jordan Messer – Dean of Students 4609
Mrs. Sheri Porquis – Secretary 4617
Patrick Toelle - SRO 4634
Mrs. Cynthia Rodriguez – Family Liaison 4615
Ernesto Medina - Transition Facilitator 4605
Mrs. Teresa Delvo - Attendance Secretary 4616
Attendance Line: 720-972-4736
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Campus Security

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Mr. Anthony Garcia
Mr. Chris Mann
Ms. Katie Roche
Mr. John Rule
Mr. Joshua Torres

Counseling

Ms. Janene Peralta – A-Caj 4675
Mrs. Josette Alvarado – Cal – Dun 4607
Ms. Kami McNeil – Duq-Gut 4663
Mr. Wade Clause – Guz-Lon 4630
Mr. Michael Stelling – Lop-Mora 4627
Ms. Ana Pinedo – More-Rami 4631
Mr. Dexter McNabb – Ramo-Sh 4628
Ms. Maddie Gallegos – Si-Z 4618
Mrs. Amy Holton – Registrar 4621
Ms. Leyla Corral -Secretary 4625

The information contained in this handbook is designed to provide students and parents/guardians with school and district policies and information pertaining to academics, behavior standards and student services. These policies are critical in establishing a positive learning environment and maximizing learning opportunities for all students. Information regarding important dates throughout the school year is provided, as well.

Calendar activities and events published may not represent a total listing due to changes, deletions and additions that may occur throughout the year. Please listen to daily announcements and consult parent newsletters for updates.



Northglenn High School Mission

To engage and inspire all students to innovate, achieve, and succeed in a safe and supportive environment by ensuring high quality instruction in every classroom, every day.

Norse Tradition

Northglenn High School Est.

1965 School Colors: Red & Gold

School Motto: Commitment to
Excellence

Northglenn High School Fight Song

Fight on for Northglenn,
Norsemen, and Fight on!
Fight on for Red and Gold!

We'll be with you at every
game, cheering in the strongest
way!
Rah! Rah! Rah!

Fight on for Norsemen,
Noble and true!
Fight in everything you do!

And we will GO!
(Fight) Win! (Fight)
Never shall we yield!
And we will win this game!

Notice of Non-Discrimination Under Title VI, Title VII, Title IX, Section 504, Age Discrimination Act, Title II of the Americans with Disabilities Act (District Policies 4140, 8400, 8410)

The District is committed to non-discrimination in relation to race, color, sex (including pregnancy, childbirth and related medical conditions), age, religion, creed, national origin (including ancestry), genetic information (including family medical history), marital status, sexual orientation, transgender identity, gender identity, gender expression, or disability ("Protected Classes") in its educational programs, activities, operations and employment decisions. Anyone engaging in discrimination shall be subject to discipline in accordance with this and other District Policies.

Any student or staff member who believes they have been discriminated against, or who witnesses discrimination (including bullying or harassment) will promptly make a report to an administrator or supervisor, or the Title IX/Non-Discrimination Coordinator.

The District's Interim Title IX/Non-Discrimination Coordinator is:

Michaela Bland
Educational Support Center
Adams 12 Five Star Schools
1500 East 128th Avenue
Thornton, CO 80241
720-972-4179
bla031189@adams12.org



**Northglenn High School
Bell Schedule**



Monday	Tuesday	Wednesday	Thursday	Friday
		Academic Support 7:40-8:30 (50)		
1 7:40– 8:30 (50)	1 7:40– 8:30 (50)	1 8:35 – 9:20 (45)	1 7:40– 8:30 (50)	1 7:40– 8:30 (50)
2 8:35 – 9:25 (50)	2 8:35 – 9:25 (50)	2 9:25 – 10:10 (45)	2 8:35 – 9:25 (50)	2 8:35 – 9:25 (50)
3 9:30– 10:20 (Announcements) (50)	3 9:30– 10:20 (Announcements) (50)	3 10:15 - 11:00 (45)	3 9:30– 10:20 (Announcements) (50)	3 9:30– 10:20 (Announcements) (50)
4 10:25 – 11:20 (55) 4A Norse Academy 10:25-10:45 Lunch 10:50-11:20 4B Lunch: 10:25-10:55 Norse Academy 11:00-11:20	4 10:25 – 11:20 (55) 4A Norse Academy 10:25-10:45 Lunch 10:50-11:20 4B Lunch: 10:25-10:55 Norse Academy 11:00-11:20	4 11:05-11:50 (45) 4A Norse Academy 11:05-11:15 Lunch 11:20-11:50 4B Lunch: 11:05-11:35 Norse Academy 11:40-11:50	4 10:25 – 11:20 (55) 4A Norse Academy 10:25-10:45 Lunch 10:50-11:20 4B Lunch: 10:25-10:55 Norse Academy 11:00-11:20	4 10:25 – 11:20 (55) 4A Norse Academy 10:25-10:45 Lunch 10:50-11:20 4B Lunch: 10:25-10:55 Norse Academy 11:00-11:20
5 11:25 – 12:20 (55) 10 th , 11 th & 12 th Lunch	5 11:25 – 12:20 (55) 10 th , 11 th & 12 th Lunch	5 11:55 - 12:40 (45)	5 11:25 – 12:20 (55) 10 th , 11 th & 12 th Lunch	5 11:25 – 12:20 (55) 10 th , 11 th & 12 th Lunch
6 12:25 – 1:20 (55) 6C Norse Academy 12:25-12:45 Lunch 12:50-1:20 6D Lunch: 12:25-12:55 Norse Academy 1:00-1:20	6 12:25 – 1:20 (55) 6C Norse Academy 12:25-12:45 Lunch 12:50-1:20 6D Lunch: 12:25-12:55 Norse Academy 1:00-1:20	6 12:45 - 1:30 (45) 6C Norse Academy 12:45-12:55 Lunch 1:00-1:30 6D Lunch: 12:45-1:15 Norse Academy 1:20-1:30	6 12:25 – 1:20 (55) 6C Norse Academy 12:25-12:45 Lunch 12:50-1:20 6D Lunch: 12:25-12:55 Norse Academy 1:00-1:20	6 12:25 – 1:20 (55) 6C Norse Academy 12:25-12:45 Lunch 12:50-1:20 6D Lunch: 12:25-12:55 Norse Academy 1:00-1:20
7 1:25 – 2:15 (50)	7 1:25 – 2:15 (50)	7 1:35 - 2:20 (45)	7 1:25 – 2:15 (50)	7 1:25 – 2:15 (50)
8 2:20 – 3:10 (50)	8 2:20 – 3:10 (50)	8 2:25 - 3:10 (45)	8 2:20 – 3:10 (50)	8 2:20 – 3:10 (50)

DAILY BUILDING HOURS

Classes begin at 7:40 a.m. each school day. Parents/Guardians should drop students off no earlier than 30 minutes prior to classes – 7:15 a.m. Students should be picked up, or need to exit the building no later than 30 minutes after the conclusion of classes. On Regular Bell Schedule (Monday, Tuesday, Wednesday, Thursday, and Friday) classes end at 3:10 p.m.

Cafeteria Schedule

Breakfast:

M, T, TH, F: 7:10 AM - 8:25 AM

Wednesday

7:10-9:25 AM

Lunch:

M, T, TH, F: 10:25 AM - 1:20 PM

Wednesday: 11:05-1:30PM

Late Start - 1 hour delay

1 8:40 – 9:20

2 9:25 – 10:10

3 10:15 – 11:00

4 11:05 – 11:50

4A Norse Success 11:05-11:15

4A Lunch 11:20-11:50

4B Lunch 11:05-11:35

4B Norse Success 11:40-11:50

5 11:55 – 12:40

6 12:45 – 1:30

6C Norse Success 12:45-12:55

6C Lunch 1:00-1:30

6D Lunch 12:45-1:15

6D Norse Success 1:20-1:30

7 1:55 – 2:20

8 2:25 – 3:10

Assembly Schedule

Period	Time
1	7:40 - 8:30
2	8:35 - 9:20
Assembly	9:25 - 10:10
3	10:15 - 11:00
4	11:05 - 11:50 4A Norse Academy 11:05 - 11:15 (4A Lunch 11:20 - 11:50) (4B Lunch 11:05 - 11:35) 4B Norse Academy 11:40 - 11:50
5	11:55 - 12:40
6	12:45 - 1:30 6C Norse Academy 12:45 - 12:55 (6C Lunch 1:00 - 1:30) (6D Lunch 12:45 - 1:15) 6D Norse Academy 1:20 - 1:30
7	1:35 - 2:20
8	2:25 - 3:10

Wednesday Assembly Schedule

Period	Time
Opportunity Time	7:40 - 8:30
1	8:35 - 9:10
2	9:15 - 9:50
Assembly	9:55 - 10:40
3	10:45 - 11:20
4	11:25 - 12:10 4A Norse Academy 11:25 - 11:35 (4A Lunch 11:40-12:10) (4B Lunch 11:25 - 11:55) 4B Norse Academy 12:00 - 12:10
5	12:15 - 1:00
6	1:05 - 1:50 6C Norse Academy 1:05 - 1:15 (6C Lunch 1:20 - 1:50) (6D Lunch 1:05 - 1:35) 6D Norse Academy 1:40 - 1:50
7	1:55 - 2:30
8	2:35 - 3:10

Adams 12 Five Star Schools

2025-2026 SCHOOL CALENDAR

AUGUST 2025

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

SEPTEMBER 2025

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

OCTOBER 2025

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

NOVEMBER 2025

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

DECEMBER 2025

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

- 8.4-8.8 Staff Workdays
- 8.11 Orientation - 6th & 9th Graders
**This does not apply to K-8 schools.*
- 8.12 First Day of School - All students
- 9.1 NO SCHOOL - Labor Day
- 9.2 NO SCHOOL - Staff Workday
- 9.29 NO SCHOOL - Staff Workday
- 10.10 End of Quarter 1
- 10.13-10.17 NO SCHOOL - Fall Break
- 11.3 NO SCHOOL - Staff Workday
- 11.24-11.28 NO SCHOOL - Thanksgiving Break
- 12.18 End of Quarter 2
- 12.19 NO SCHOOL - Staff Workday
- 12.22-1.2 NO SCHOOL - Winter Break
- 1.5 NO SCHOOL - Staff Workday
- 1.19 NO SCHOOL - Martin Luther King Jr. Day
- 2.16 NO SCHOOL - President's Day
- 2.17 NO SCHOOL - Staff Workday
- 3.9 NO SCHOOL - Staff Workday
- 3.13 End of Quarter 3
- 3.23-3.27 NO SCHOOL - Spring Break
- 4.13 NO SCHOOL - Staff Workday*
**High schools may pick a different day in April*
- 5.4 NO SCHOOL - Staff Workday*
**High schools may pick a different day in May*
- 5.21 Last Day of School / End of Quarter 4
- 5.22 Staff Last Day

○ = End of quarter

DISTRICT STAFF:

Please visit staff portal for schedules
staff.adams12.org/calendars

JANUARY 2026

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

FEBRUARY 2026

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

MARCH 2026

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

APRIL 2026

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MAY 2026

S	M	T	W	T	F	S
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						



www.adams12.org



2025-2026 NGHS STAFF

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Rinderle	Nicholas	Nicholas.s.rinderle@adams12.org	Math
Riter	Amy	amy.riter@adams12.org	Science
Robinson	Mary	Mary.e.robinson@adams12.org	SPED
Roche	Katie	katie.roche@adams12.org	Campus Security
Rodriguez	Cynthia	cynthia.rodriguez@adams12.org	Family Liaison

Rost	Cheyenne	Cheyenne.i.rost@adams12.org	English
Rule	John	John.w.rule@adams12.org	Campus Security
Russell	Elizabeth	Liz.M.Russell@adams12.org	Principal
Sampson	JP	JohnPaul.sampson@adams12.org	Asst. Principal
Sanchez	Jamie	jamie.sanchez@adams12.org	Special Education
Sebo	Jamie	Jamie.f.sebo@adams12.org	Special Education
Shea	Terra	terra.l.shea@adams12.org	PTECH/Photography
Shock	Nathan	Nathan.n.shock@adams12.org	Social Studies
Smith	Alice L.	alice.l.smith@adams12.org	English
Srouji	Evette	Evette.B.Srouji@adams12.org	Drama
Stehle	Eric	eric.r.stehle@adams12.org	Fine Arts
Steinbach-Ball	Sarah	sarah.steinbach@adams12.org	English
Stelling	Michael	michael.stelling@adams12.org	Counselor Lop-Mora
Suits	Matthew	matthew.s.suits@adams12.org	Math
Swets	Micah	micah.swets@adams12.org	Math
Swisher	Krystina	Krystina.swisher@adams12.org	Math
Teags	Ellen	ellen.teags@adams12.org	Science
Thibault	Debbie	Debra.thibault@adams12.org	Special Education
Tipton	Nora	nora.f.tipton@adams12.org	Fine Arts
Toelle	Patrick	Optoelle@adams12.org	Resource Officer
Tracy	Megan	Megan.tracy@adams12.org	Wraparound Facilitator
Triffo	Jeff	Jeffrey.R.Triffo@adams12.org	Special Education
Trujillo	Margaret	Margaret.m.trujillo@adams12.org	Special Education
Valdez	Rebecca	Rebecca.r.valdez@adams12.org	Special Education
Vartabedian	Andrew	andrew.vartabedian@adams12.org	Credit Recovery
Walls	Todd	Todd.E.Walls@adams12.org	Science
Warren	Brandon	Brandon.R.Warren@adams12.org	Math
Weisz	Stephanie	stephanie.a.weisz@adams12.org	Secretary
Wendorff	Alexandra	Alexandra.A.Wendorff@adams12.org	Math
Worth	Keelyann	Keelyann.w.worth@adams12.org	English
Woody	James	james.p.woody@adams12.org	Para
Yeager	Rachael	Rachael.r.yeager@adams12.org	Math
Zaleski	Kathryn	kathryn.n.zaleski@adams12.org	Social Studies
Zandell	Lesa	Lesa.zandell@adams12.org	Special Education

Mission, Vision, & Commitments

Mission

To engage and inspire all students to innovate, achieve, and succeed in a safe and supportive environment by ensuring high quality instruction in every classroom, every day.

Vision

Adams 12 Five Star Schools exist so the students it serves are well-prepared for the next stage of their lives and obtain the skills, knowledge, and expertise to thrive in our world.

Core Beliefs

As a STEM K-12 community of students, staff, parents, and partners, we are committed to...

Giving Students a Compass

- focusing each student's plan of study on achieving essential learning outcomes.
- assessing students' progress and guide their learning with academic and life opportunities to achieve post-secondary/workforce readiness.

Teaching the Arts of Inquiry and Innovation

- immersing all students in analysis, discovery, problem solving, communication, and creativity in meaningful content and context.

Guaranteeing Relevant, Engaging, and Transferable Experiences

- Teaching beyond the curriculum to far-reaching issues— both contemporary and enduring— in science and society, culture and values, global and local interdependence, politics and economics, and human dignity and freedom.

Fostering Civic, Intercultural, and Ethical Learning

- Emphasizing personal and social responsibility in every field of study and promoting mutual respect, thoughtfulness, and courage.

We fundamentally believe in the educability of all students. All students deserve to have access and opportunity to STEM education and demonstrate their learning in varied, challenging ways each day. We believe school systems can be better. We recognize the complexity of the learning process and strive to be intentional and responsive to all stakeholders' needs. As committed and strategic educators, we embrace and celebrate each student's history and future. We have an obligation to our communities and to our families to teach well and nourish the human spirit with a love of learning and inquiry.

Beliefs in Practice

STEM Schools...

- Bring relevance to student work and make connections to society and the global world we live in by establishing partnerships (P20 and industry).

Observable indicators...

- *Students in the field working alongside industry and field-based experts*
 - *Mentorships, externships, and internships*
 - *Industry and partnerships providing authentic problems for students to solve*
 - *Work collaboratively with students and teachers to solve authentic problem*
 - *Experts in the field co-teaching with STEM teachers.*
- Include a fully integrated arts curriculum that teaches the arts standards through mathematical, technological, scientific, engineering, or social science lenses to support the STEM instructional model.

Observable indicators:

- o Students may apply mathematical concepts to their musical compositions*
- o Students may apply historical and cultural understandings and contexts through artistic expression*
- o Students may apply scientific concepts and processes to the creation of artistic works*
- o The artistic design process is aligned to the engineering design process*

STEM Learning Environments...

- are problem-based and solution driven. Students, teachers, industry, and community come together to facilitate and participate in culturally relevant and academically rigorous learning.
- are most effective in collaborative, cooperative groups with authentic, relevant problems that span content areas in a transdisciplinary, problem-solving approach.
- are student-centered environments rich in questioning and inquiry, where students have frequent opportunities to apply the engineering design and problem-solving processes to authentic, contextual problems.
- are places of discourse and idea development, applied programming and curriculum.
- are flexible in design.
- serve as transformative teaching and learning communities, linked to the network of innovative opportunities both locally and globally.
- Are technologically diverse and develop students' ability to choose and use appropriate tools to engage in authentic learning and solve problems.

STEM Students...

- realize the value of collaboration with peers and resources.
- seek to apply and transfer knowledge to a range of problems and projects.
- understand that failure and tenacity are part of the innovation process.
- are self-directed, prepared to learn, and ready for the next step.
- approach difficult problems with ingenuity.
- generate questions independently, and question the common or unusual.
- are stewards of peace within the community and the environment.
- are technologically literate.
- are able to relate their own culture and history to their present and future education.
- are dynamic learners and take advantage of extended learning opportunities.

STEM Educators:

- facilitate learning in and out of their classroom using a variety of internal and external resources such as industry partnerships, authentic field experiences, and technology to connect with the world outside of the classroom.
- are intellectual and reflective practitioners who engage in professional learning experiences.
- have a deep understanding of the content and concepts they are teaching.
- demonstrate innovation daily in their teaching and see themselves as researchers about the integration of theory and practice.
- they provide authentic feedback and constant opportunities for students to apply their knowledge and skills to authentic situations.
- seek critical feedback about their pedagogy and content knowledge from peers, administrators, and students.

Leadership

Student leadership

The goals of student leadership are to 1) provide multiple opportunities for students to hone their leadership and communication skills, 2) provide students with ownership of their school community, and 3) develop quality feedback loops between students and adults within the school community.

Each Adams 12 STEM school will support and sustain a student leadership cadre. Student members are representative of the entire student community and represent expertise in varied components of the model (technology, robotics, inquiry, communication, etc.). Student members provide feedback to school administrators on current policies and practices, curriculum, and extra-curricular offerings. They hear student concerns and develop plans for addressing or responding to those concerns in a professional and inquiry-based manner.

Student ambassadors represent each classroom. They provide visitors with a brief overview of the current work they are doing in class and the goals for that work.

Parent/Community Group or Teams

Adams 12 STEM schools believe in partnership with parents and community groups to enhance the educational experience of all students. Parental involvement is essential and fostered in numerous ways in each school. Our STEM parent groups promote involvement among students, parents, families, teachers, administrators, and the community to build a supportive, safe, fun, and empowering learning community and leverage resources to enhance the educational experience of STEM student's k-12.

STEM advisory committee (teachers & staff)

Adams 12 STEM schools each have a leadership cadre of teachers and administrators who continue to develop and support the vision of the Adams 12 STEM model. This cadre provides feedback on STEM professional development and curriculum and instruction, as well as, facilitates and builds capacity among their colleagues. The committees across the three schools commit to a working relationship that benefits their own school but also unites the three schools with common professional development opportunities, resources, and problem-based learning experiences.

Problem-Based Learning

Problem-based learning is based on the educational theories of Vygotsky (1978), Dewey (1938), and others, and is related to social-cultural constructivist theories of learning and instructional design.

Characteristics of Problem-Based Learning (PBL):

- Learning is driven by challenging, open-ended, loosely-defined and loosely-structured, practical problems worthy of the most elite team in a particular field of study.
- Problems that students encounter and attempt to solve are significant and important to the world around them.
- Students generally work in collaborative groups.
- PBL environments may be designed for individual learning.
- Teachers take on the role as facilitators of learning.
- PBL can be used to enhance content knowledge and foster the development of communication, problem-solving, and self-directed learning skills.
- Students use varied learning strategies to explore and identify the nature of a problem, identify variables and constraints, discover differing perspectives and viewpoints of the problem, and develop solutions for the problem by negotiating the complex sociological nature of the problem.
- By seeing multiple solutions to the same problem, students can advocate for the feasibility of their solution by comparing it to solutions of experts in the field and their peers.
- Problems can be solved through various methods and students work collaboratively to identify the strengths and flaws of their ideas, and ultimately choose to put forth the strongest idea.

- PBL includes engagement with experts in the field and may be accompanied by authentic field experiences that correspond directly to the content of the problem.

Transdisciplinary Learning

What sets transdisciplinary studies apart from the others is a particular emphasis on engagement, investigation, and participation in addressing present-day issues and problems in a manner that explicitly connects various disciplines across the unit of study. PBL experiences are built around three key concepts: transformative process, constructive problem-solving, and real-world engagement

PBL in practice...

PBL experiences engage students with an authentic problem rooted in content (science, social science, engineering) and have them analyze, research, study the problem with a cultural, social, political, economic, historical, scientific lens. The PBL can come from media sources, your own thinking, your students thinking, and business and industry partnerships. The PBLs are directly aligned and correlated to state standards across the content areas. One well-developed PBL will cover multiple disciplines and standards and develop conceptual understanding. Students, through authentic experiences (video conferencing with specialists, researching, interviewing, surveying, etc.) and collaboration propose solutions to the problem(s) presented. Through a digital lens, they present their findings and solutions to an authentic panel of experts and receive critical feedback to be able to rethink and redesign their solutions, findings. Some PBL units of study take a few weeks while others may last several. The goal of each is to immerse students in real world, contextual problems and employ strategies and knowledge to seek solutions, find evidence to support their thinking, and collaborate and share and engage with experts in the field.

ACADEMIC LETTER

Maintaining a grade point average of 3.7 for two consecutive semesters in a given school year at Northglenn High School will entitle a student to an Academic Letter. Students must be enrolled in a minimum of three credit hours per semester in courses where academic grades are awarded.

ACTIVITIES / CLUBS

Student involvement in activities is highly recommended. Through participation, students form many friendships, develop a greater sense of identity and ownership in school, practice time management skills, and build self-esteem. We believe these activities promote positive behaviors and develop life-long skills. Activities may include, but are not limited to:

STUDENTS MUST ATTEND SCHOOL THE DAY OF A SCHOOL SPONSORED ACTIVITY (ATHLETICS, PERFORMANCES, ETC.) SUSPENDED STUDENTS MAY NOT PARTICIPATE IN ACTIVITIES FOR THE DURATION OF THE SUSPENSION AND UNTIL ONE FULL DAY OF CLASS PARTICIPATION HAS BEEN ACHIEVED (DAY AND EVENING).

ACTIVITY CARDS

Complimentary activity cards for senior citizens are available for individuals 62 years or older. For more information, call the District Athletic Office at 720-972-5921.

Activity cards may be purchased for home sporting events (*excluding district, regional or state playoff games.*) They may not be used at away games. Student cards are \$30 (unlimited admissions,) family cards are \$70 and contain 24 admissions; one admission per family member is required.

Game Admission:

Adults	\$6
Students K – 12 th grade with ID Card\$4
Students K – 12 th grade without ID Card....	\$6
Senior Citizens	\$4
Under 5 years free	

ANNOUNCEMENTS

The Pledge of Allegiance and minimal important announcements will be broadcast daily at the beginning of 3rd period by our Head Norse. Weekly we will have video announcements that will be shown on Wednesday’s during a rotating class period. Announcements can be found on the webpage. Go to Our School and the Daily Announcements are there. A hard copy of the announcements will be posted at the Bollman Technical Education Center and Future Forward.

ATHLETICS

Any questions concerning a specific sport, practice, lettering requirement, etc. should be discussed with the head coach of that sport. Eligibility, financial, and athletic registration questions should be discussed with the Assistant Secretary and Athletic Director.

All athletes participating in high school sports must register online from our Northglenn High School Online Athletics Registration Platform. This can be found on the Athletics and Activities tab. A current physical must be uploaded or brought into the school. For the 25/26 school year, only approved physicals through CHSAA will be accepted. The form can be found on the athletics page when registering for sports. Payment can be made at PayForIt.net or in the main office. All athletes must comply with the following 13-point checklist before participating in the high school athletic program.

1. Must be currently enrolled at NHS.
2. Must not have turned 19 before August 1.
3. Must not have dropped out of school.
4. Must be enrolled in the attending classes which offer a minimum of 2.5 Carnegie Units of credit during the semester he/she is participating and the previous semester. If an athlete drops his/her course load to less than the equivalent of 2.5 credits, he/she **immediately** becomes ineligible.

5. Must not be failing more than the equivalent of .5 credits at the end of each week. A student who receives more than .5 credit of failure (one "F") will be ineligible for the next full week (Monday-Sunday). **Students receiving an "F" in more than .5 units of credit at the end of the semester will be ineligible for approximately the next six weeks (per CHSAA guidelines).**
6. Summer school courses taken after the close of the second semester may be used to replace any Carnegie Units failed. Equivalent summer school classes must be completed by the first day of school to participate in contests in that sport. Credits completed through summer school should be in the same curricular area and be accepted to meet graduation requirements of classes failed.
7. Must have read and signed the authorization for athletic participation forms, including the Adams 12 High School Athletic Code of Conduct.
8. Must have a physical examination from a licensed health care practitioner (M.D., D.O., physician's assistant or nurse practitioner) within the last calendar year using the approved CHSAA physical form.
9. Must have a permission form signed by parent/guardian giving authorization to participate in the athletic program. This includes a statement indicating coverage by an insurance plan or agreement to assume financial responsibility for costs incurred due to injury or accident occurring during athletic participation.
10. Must not play more than four seasons in any one sport during their high school career. The period of eligibility for a high school athlete shall be limited to eight consecutive semesters (if he/she began high school as a ninth grader), except that a student otherwise eligible may complete a season's participation in a winter sport begun in the eighth semester.
11. Players certified to participate as members of a Northglenn High School sport team may compete on any other team, in any non-school activity or event in that sport during that sports season with the express written permission of the principal. Permission will be granted if:
 - a. The student's class attendance is not compromised and
 - b. The student is in good academic standing under the school's eligibility policy applicable to all students.
12. All student athletes must attend all classes the day of an athletic activity (game or practice) in order to participate. Absences due to a doctor appointment, court appearance, or other legitimate reasons need to be cleared by the Athletic Director. ***Any unauthorized absence from any class by the end of the school day makes the participant ineligible to participate on that day.***
13. If a student is serving a discipline suspension, he/she shall not participate in athletics until he/she has regained status as a student. (A student suspended on Friday from school, cannot participate in athletics until he/she regains student status on the next scheduled school day.) Athletes may also be suspended from the next contest based on the infraction according to the AD12 Athletic Code of Conduct.

It is the athlete's responsibility to know and understand all rules regarding eligibility. If an ineligible player participates on a Northglenn High School team in any athletic contest(s), the contest(s) must be forfeited according to league and state association rules.

NCAA Eligibility Center

College-bound student/athletes who would like to participate in NCAA Division I or II athletics must register with the NCAA Eligibility Center at eligibilitycenter.org to ensure they have met amateurism standards and are academically prepared for college coursework. Athletics should plan to begin their registration/certification process early (by the end of the junior year). If preparing to participate in college athletics, athletes should communicate their intention to the Northglenn High School Athletic Director.

Northglenn High School Athletic Teams

FALL	COACH	EMAIL
Cross Country (Girls) V	Coach Tate	0btate@adams12.org
Cross Country (Boys) JV	Coach Goeken	Robert.goeken@adams12.org
Flag Football (G)	Coach Gutierrez	gut028827@adams12.org
Football V, JV, F	Coach M. Dean	Matthew.p.dean@adams12.org
Golf (B) V, JV	Coach Oliver	Jonathan.s.oliver@adams12.org
Gymnastics	Contact Thornton High School	
Boys Soccer V, JV, F	Coach Medina	Med022484@adams12.org
Softball (G) V, JV, F	Coach Huffman	Molly.huffman@adams12.org
Tennis (B) V, JV	Coach Corn	Todd.Corn@adams12.org
Volleyball (G) V, JV, Soph, F	Coach J. Dean	Jessica.M.Dean@adams12.org

WINTER	COACH	EMAIL
Basketball (B) V, JV C	Coach Knudson	Kevin.knudson@adams12.org
Basketball (G) V, JV, C	Coach Neal	nea030958@adams12.org
Swimming (G) V, JV	Coach Reese	ree007186@adams12.org
Wrestling (B) V, JV	Coach Hufford	Brian.hufford@adams12.org
Wrestling (G) V, JV	Contact Thornton High School	

SPRING	COACH	EMAIL
Baseball V, JV, F	Coach Mann	Christopher.h.mann@adams12.org
Golf (G) V, JV	Coach Oliver	Jonathan.s.oliver@adams12.org
Lacrosse (B)	Contact Mountain Range High School	
Lacrosse (G)	Contact Horizon High School	
Soccer (G) V, JV, F	Coach Churchill	kristina.churchill@adams12.org
Swimming (B) V, JV	Contact Horizon	
Tennis (G) V, JV	Lilly Bushong	bus030615@adams12.org
Track (co-ed) V, JV	Coach Long	Stacy.a.long@adams12.org
Volleyball (B)	Contact Thornton High School	

ELIGIBILITY

Students involved in athletics, Cheer/Dance, and other extra-curricular activities must meet academic and attendance standards in order to gain and retain their eligibility. Students must not be failing more than the equivalent of .5 credits at the end of each week. A student who receives two or more F's will be ineligible from that Monday through the next Sunday.

Once eligibility is initially established, participating students will have their academic grades verified on a weekly basis in the following manner:

Thursday: Teachers submit student grades.

Friday: Information is collated and coaches/sponsors are notified.

That Monday: Ineligible students may not participate in games/contests beginning Monday through Sunday night. Athletes will still be expected to attend practices.

Students receiving an "F" in more than .5 units of credit at the end of the semester will be ineligible for approximately the next six weeks (per CHSAA guidelines).

Students may not have any absences on the day of a school-sponsored activity (athletics,

performances, etc.) to be eligible for participation. School approved activities will be considered excused absences.

ATHLETIC BEHAVIOR – NORSE FANS

In order for school athletic programs to be positive educational experiences, spectators need to be aware of the necessity for good sportsmanship and the means by which it is attained. All fans viewing high school contests are asked to:

- Show respect for the opponents at all times and treat them as guests.
- Show respect for the officials and judges. Good sportsmanship is the willingness to abide by and accept the decisions of the officials.
- Know, understand and appreciate the rules of the contest.
- Maintain self-control at all times. Keeping a proper perspective on the environment, the event and the level of competition is important.
- Recognize and appreciate skill and performance, regardless of the team. The ability to recognize quality performance and to acknowledge it without regard to team membership is one of the highest gestures of good sportsmanship.
- Observe league and state rules prohibiting signs and noisemakers and help focus on the positive benefits of high school athletics and activities.
- Cheer for your team; not against your opponent.

The way to influence the behavior of other spectators is to be a model of excellent behavior. We appreciate your support and involvement.

ATHLETIC CODE

Prior to participating in an athletic program, students and parents must sign the District Athletic Code. The code applies to the student athletes 365 days a year, 24 hours a day for his/her entire high school career. Parents/guardians acknowledge that they have read and understand the District Athletic Code when they register their student for the athletic program.

STUDENT TRANSPORTATION TO AND FROM ATHLETIC CONTESTS

Adams 12 will offer bus transportation to and from athletic contests over 10 miles from Northglenn High School. Contests that occur within 10 miles of Northglenn High School will require students to provide their own transportation. Students may not carpool with other students to and from the contest. No district transportation is provided on Saturdays. Due to transportation constraints, students may be pulled from class early to attend contests over 10 miles. More information on district transportation can be found by clicking on this link. [ADAMS 12 Athletic transportation policy.](#)

ATHLETIC FEE REFUND POLICY

Criteria	Amount
a) Cut from the squad by coach	100%
b) Quits the quad or declared ineligible for semester:	
• Day 1 – 5 of practice	100%
• Day 6 of practice to first sanctioned, competitive contest (scrimmage)	50%
• After the first sanctioned competitive contest (scrimmage)	0%
c) Injuries or illness (serious) that will eliminate the athlete for the entire season A written diagnosis by a physical will be required.	
• Day 1 of practice to the day of first sanctioned, competitive contest (scrimmage)	100%
Criteria Amount	
• After the first sanctioned, competitive contest to the	50%

middle of the competitive season	
• After the mid-season contest	0%
d) Sports with special shortened seasons (golf/tennis) if the student is injured or quits the squad:	
• Day 1 -5 of season	100%
• Day 6 through the end of season	0%
e) Dropped for disciplinary reasons: (No exceptions)	0%
f) Transfers out of the building:	
• Day 1 of practice to the day of the first sanctioned, competitive contest (scrimmage)	50%
• After the first sanctioned, competitive contest (scrimmage)	0%

To request a refund, please contact the Athletic Secretary. If participation fees were previously waived or reduced, refunds will be adjusted accordingly. ***Requests for refunds must be completed prior to the completion of that season.***

ATTENDANCE GUIDELINES

Phone: 720-972-4736

In order to maximize academic achievement, students must attend class. Students must be present in class to fully assimilate the content. For these reasons, please schedule appointments for students after 3:30 p.m. Northglenn High School believes that students are responsible for their actions. We also understand that parents/guardians need to be kept informed about their students. Consistent participation in the education program is expected of all students. Regular school attendance is the single most important determining factor in student achievement and success. ***The most common cause of academic failure is absence.*** Because of the aforementioned beliefs, we have implemented the following attendance policy and procedures, which are in accordance with the [District's Policy on student attendance](#).

Student Responsibility

The student's responsibility is to attend school for all the days of the established School District 12 School Calendar. The student needs to appear in class on time, prepared for academic endeavor. The student should contact his/her teachers immediately upon return from absences to arrange to complete all make-up work assigned, and establish when this make-up work shall be completed. All assigned work needs to be completed in an acceptable manner. The work should be completed as assigned by the teacher when a prearranged absence is requested. The student must follow the established school procedure(s) when enrolling in or withdrawing from class. **No early finals will be given at the end of the grading period.**

It is the student's responsibility to obtain make-up work. Students have the number of days absent plus one additional day to make up any missed work for absences. **It is highly recommended that the student email teachers to get work, if the absence is unplanned. If it is planned, please give teachers 48 hours to gather work.**

If a student becomes ill during the day they must report to the clinic and sign in. The health aide will then determine if the student can return to class or needs to leave school.

Parent/Guardian Responsibility

Parents/guardians need to recognize that any absence, regardless of cause, may have a detrimental influence on student achievement. Therefore, they should contact the school regarding student attendance via the established school procedure(s); and in the case of extended home confinement, request make up assignments. **Please note that it is the parents' responsibility to call the school within twenty-four hours to inform the school about a student's absence. It is the school's responsibility to identify**

each absence as excused or unexcused. The teacher's record is the official attendance record. **Per Colorado State Statute, a school has the authority to accept or deny requests to excuse absences.** The parents/guardians need to maintain communication with his/her student regarding attendance and monitor the assigned make-up work of a student who has missed class. The parents/guardians should contact the school and request a conference with the appropriate administrator upon notification from the school of an attendance concern. This policy will enable them to work cooperatively with the teacher and administrative personnel to resolve attendance concerns. The parents/guardians should recognize that the school depends upon them for their support to address attendance concerns.

The parents/guardians should ensure compliance with the compulsory attendance statute when a pupil is expelled by a school district for the remainder of the school year.

According to Northglenn High School's policy, parents/guardians need to call within twenty-four hours to excuse their student's absence. Documentation is required to excuse absences, including single period absences for any reason. Any absence reported after twenty-four hours must be accompanied with proper documentation. **Proper documentation must have the times and dates of the absences identified and be on paperwork with office heading. Proper documentation may be accepted from the courts, military, or medical notes. (These have to be signed by a doctor that has prescriptive privileges, (doctors) M.D., D.O. (dentists) D.D.S., D.M.D., Psychiatrist or those who work directly under a specific doctor's license such as a PA or Nurse Practitioner.)** For prearranged absences, the parents and students must get prior approval from the school.

Please do not plan family trips during the school year and especially during finals week, as your student may not have the time or opportunity to make up finals by the grading deadline.

Parents/Guardians should also monitor the student's attendance to ensure that the student is not excessively absent from school. Computer access, through Infinite Campus, is available to parents in order to check student attendance and class progress. **It is the school's expectation that parents/guardians use this tool to monitor their student's attendance.**

We want to remind you as part of our continuing effort to ensure the safety of all students, students will only be released to parent(s)/legal guardian(s) prior to the end of the school day. If your child will be checked out before the end of the day by someone other than a parent/legal guardian you must contact the school office prior to the child being released. If we have not heard from you in advance we will attempt to contact you. If we are unable to contact you, the child will not be released and will remain at school until the end of the day.

Thank you for your understanding and cooperation.

It is the parent/guardian responsibility to update all contact information so that they can receive messages from the auto caller.

Teacher Responsibility

The teacher's responsibility in regards to a student's attendance is to maintain accurate daily attendance records and to record and report attendance to the school office on a class period basis per the guidelines established in the school. The teacher's record is the official attendance record. The teacher will make their best attempt to contact students who have three or more unexcused absences in a grading period. After five or more unexcused absences, the teacher will notify parents. Once students have accrued ten or more unexcused absences, the teacher will refer the student to Student Relations. This contact will be documented and the student will be made aware of his/her academic progress in regards to graduation and athletic requirements. The teacher needs to support and administer the make-up work procedures in a fair and timely manner to allow students the opportunity for completion of work. The teacher will notify Student Relations or Counseling of those students in need of attendance intervention and participate, as necessary, in conferences to address attendance concerns. The teacher will develop a

tardy policy and publish it in their classroom procedures or syllabus. Students arriving more than 10 minutes late will be considered Unexcused Partial Absent (UPA). The teacher will also provide positive recognition to students who attend school regularly.

In accordance with Northglenn High School's attendance policy, the teacher will keep accurate records regarding students' attendance. The teacher will make appropriate changes regarding student attendance if a student is late to class or leaves class early.

Counselor Responsibility

The Counselor will aid the Administrator/Dean who is handling the attendance issues of students; help in providing assistance to students who have been identified as having attendance problems; and provide positive recognition to students who attend school on a regular basis. Options for students who are not experiencing academic success will be provided. The Counselor and Administrator will monitor students' unexcused and excessive excused absences, and contact students in accordance with the school policy when students are not meeting school requirements, are in jeopardy of not graduating, or are falling behind in credits in their grade level.

Any contact by the Counselor will be documented and the student will be made aware of his/her academic progress in regards to graduation and athletic requirements. The Counselor will check the student's schedule and make sure it is academically appropriate and help the student understand the ramifications of further absences.

Administrator Responsibility

The Administrator will supervise the attendance policy and procedures. This will include monitoring individual attendance to ensure implementation of procedures developed in accordance with the District's Student Attendance Policy when any student is absent on a regularly scheduled school day. The parents or guardians, and student will be provided information about the school and district attendance policy and procedures, as well as information about their student's attendance record when requested. The school will require from parents, guardians or legal custodians written acknowledgment of having received school and district attendance policies/procedures. The Administrator will follow through with consequences for unexcused absences and excessive excused absences. Assistance will be provided to students who have been identified as having attendance problems and positive recognition will be given to students who attend school on a regular basis.

This attendance policy also addresses students who are excessively absent from class. Ten absences in a school year (unexcused and excused combined) will require the Administrator to review the student's attendance. Further absences will only be excused by the appropriate Administrator. The parents/guardians will need to provide appropriate documentation to have any further absences excused.

Attendance Policy

- Teachers will take attendance within the first 15 minutes of every class.
- Student absences are authorized (excused) or unauthorized (unexcused) by Northglenn High School. **Parents must call the attendance office line, 720-972-4736, within 24 hours to inform the school of a student's absence. It is the school's responsibility to identify each absence as authorized (excused) or unauthorized (unexcused).** Parents/Guardians are required to provide the school with an explanation of why a student is missing class. The appropriate administrator will decide if the absences are authorized or unauthorized.
- Parents/guardians may call the school within twenty-four hours and ask for absences to be excused without documentation for up to five days.
- **Examples of excused absences (with documentation)**
 - A doctor's appointment
 - Family emergencies (i.e. death in the family, etc.)

- o Absences required by a legal body (court, juvenile authorities or police)
- o Military obligations
- **Examples of unexcused absences**
 - o Alarm clock failure or getting up late
 - o Taking a family member to work or school
 - o Traffic
 - o Car trouble
 - o Doing work for another class
 - o Babysitting
 - o Weather
 - o Student employment hours
- **After five absences in a semester, the school will require proper documentation for any absence the student might have. Without documentation the absence will be marked unexcused. Proper documentation (see previous explanation of proper documentation) must be turned in within 24 hours of the absence to be considered.**
- The Auto-Caller will call home on any unexcused absence (UNX) and/or **three or more** unexcused tardies (TTT) for the day. After ten minutes, the student is considered absent. Parents will be encouraged to follow up and monitor the attendance of their student. If an UNX needs to be excused, the parent should call to excuse the absence immediately. **Single period absences will not be excused without proper documentation.**
- Students will have two days per excused absence to complete make-up work. It is the student's responsibility to obtain make-up work from the teacher on the day of return.
- The Counselors and Administrators will meet to discuss students who may be in violation of the attendance policy.
- The Administrator will contact the parents/guardians and put the student on an attendance contract when deemed appropriate. Students will be assigned appropriate consequences following the discipline matrix. Parents may initiate a contract in which case they will be responsible for monitoring student's progress.
- Students who are habitually absent, and are 17 or older, may be withdrawn from Northglenn High School due to ongoing attendance issues violating the attendance policy. Students who are under 17 may be referred to a district attendance hearing and/or social services. This referral may result in being referred to Adams County Truancy Court.
- Students being withdrawn from school, due to ongoing attendance issues, may appeal the decision. The appeal must be in writing and filed to the appropriate Administrator by the student, parent/guardian and/or teacher. All appeals must be filed within three school days of being notified they are being withdrawn from Northglenn High School.
- Any student may be suspended or assigned appropriate consequences for continued unexcused absences, which is considered defiance of authority and truancy.

Pre-Arranged Absences

- o Absences due to family vacations, educational experiences not sponsored by the district and non-emergency appointments will be reviewed on an individual basis. The student's attendance and academic record will be taken into consideration in making a determination. The student and the parent/guardian should pre-arrange these absences. *Pre-Arranged Absence* forms can be obtained from an Assistant Principal. However, these absences may be determined excessive and may affect the student's grade(s). Thus, a parent, student, and Administrator conference may be requested.
- o Parents/guardians and students should carefully consider their decision to participate in any extended prearranged absence. For an extended prearranged absence, students must:
 - Obtain a pre-arranged absence form from the Assistant Principal.
 - Obtain a parent signature.

- Present the form to teachers for advanced recommendation and assignments.
- Obtain an administrator signature. The administrator will take the student's grades, attendance, discipline, and reason for absence into consideration before authorizing any absences.
- Submit the signed form to the attendance office at least two days prior to the absence.
- Students who need to leave class during the day should wait until a passing period. If a student needs to leave during a class, a parent/guardian must contact the attendance office and request an exit pass be sent to the student.
- Upon returning to school (that school day or the next day the student attends) the student must go directly to the Attendance Office and provide the school with a copy of the required documentation needed to excuse a student from school (a doctor's note, court documentation, military documentation, etc.).

Excessive Absences

- Excessive excused absences will impact the student's academic progress and require school intervention. Northglenn's policy for excessive excused absences is:
 - Counselors and administrators will meet to discuss these students.
 - Four absences in a month will qualify as excessive absence from a class.
 - Ten absences in a year will qualify as excessive absence from a class and put the student in violation of the attendance policy. The student may be referred to a district hearing.
 - No early finals will be given at the end of the school year. All students are expected to be in attendance through the last school day as established by the published district calendar.

Students may not have any absences on the day of a school-sponsored activity (athletics, performances, etc.) to be eligible for participation. School approved activities will be considered excused absences.

NORTHGLENN HIGH SCHOOL WILL HAVE VARIOUS ATTENDANCE CHALLENGES THROUGHOUT THE SCHOOL YEAR. STUDENTS MUST MAINTAIN A MINIMUM ATTENDANCE PERCENTAGE IN ORDER TO ATTEND EVENTS SUCH AS HOMECOMING, PROM, ETC. This information will be published in the monthly Newsletter, in the Student Announcement, and on the School's Website.

Tardy Policy

Northglenn High School has a strict tardy policy to help reduce disruptions to classrooms caused by students coming in late. In an effort to reduce disruptions and numbers of unsupervised students in halls, and to increase building safety, the following policy is in effect.

- Toward the end of the passing period is a warning bell that rings two minutes before the tardy bell.
- Students out of class must have accountability. Ex: hallway passes issued by a teacher, counselor, administrator or office staff.
- Teachers are encouraged to use their own classroom policies for tardies, so your student may also have teacher issued consequences for tardies.
- If a student is arriving to school late, and has documentation for their tardy, they need to report to the Attendance Office. Documentation will need to be on official paperwork with an office heading on it. The documentation must have the time and date on it with a short explanation. **Without** documentation the student will be considered an **unexcused** tardy. (Please see the Attendance section for what qualifies as an excused or unexcused reason.)
- Excessive tardies will result in school-level Attendance Contract, and possible district-level truancy referral.

- Northglenn High School will be using a program called Minga for tardies and hall passes. Students will be directed to a Minga station to get a Minga tardy pass if they are in the halls after the bell. Staff members are responsible for closing their door when the bell rings and checking Minga to ensure students do have a Minga pass before being admitted to class. Students will make their own bathroom or water passes. Staff members will make any other pass a student might need using Minga. Campus security will be checking all students in the halls have the required Minga passes.
 - What is a tardy? If you are outside of the classroom when the bell rings, you are tardy.
 - What must I do if I am tardy? Report to a Tardy station to be issued a pass to class. There is one outside of attendance and one upstairs near the 2000 wall.
 - Are there consequences? Yes. 1-5 student warning. 6-10 parent/guardian warning. 11-15 lunch detention. 16-20 turn phone into student relations. 21 mandatory parent/guardian meeting.

BOOKKEEPER OFFICE

Telephone: 720-972-4604

The bookkeeper office collects all fees and fines from students. You can also pay your fees and fines at payforit.net. Students will be able to purchase optional items, such as year books, parking permits, and Activity passes. **This office will not be available for cashing checks or making change.** Students are only allowed to come pay fees during their off hours, their lunch, or after school. If students are in the office when they should be in class, they will get sent back to class and asked to come back during their off hours, during their lunch, or after school.

Business office hours for paying fees are during lunches 10:25 am - 1:20pm. If you have difficulty paying the student fees, please contact the Bookkeeper for assistance.

CAMPUS SECURITY

The role of the campus security officers is to be aware of and to assist school personnel in maintaining security, safety, and discipline as they relate to the students and our campus.

COMMUNICATIONS

The staff at Northglenn High School has made a commitment to openly and proactively communicate with parents regarding their sons/daughters academic progress as well as non- academic concerns. A positive partnership between school and home is the best arrangement for students. We encourage parents to stay in contact with their son's/daughter's teachers regarding academic progress. In order to facilitate these lines of communication, parents will be able to access teachers through the following methods:

*Infinite Campus Portal
*Voice mail

*Email
*School Web Site

Parents/guardians will be able to access the counselors, deans, and administrators through voice mail and email. Voice mail and email addresses are posted on the Northglenn High School website and in the newsletter. The Northglenn High School website may be accessed at <https://northglennh.adams12.org/> Parents may access attendance and grades through Infinite Campus. The link for Infinite Campus is found on our website. Personal conferences will be arranged as needed.

CONCERNS/QUESTIONS

Students or parents who have concerns/questions regarding academic issues can resolve these issues in the following manner and order:

- a) Speak directly with the teacher. If unresolved:

- b) Confer with student's counselor. If unresolved:
- c) Speak to a school administrator.

If the concern is a peer issue involving another student:

- a) Speak directly with the student's counselor or dean. If unresolved:
- b) Speak to a school administrator.

In accordance with Board Policy regarding the Treatment of Students, their Families, and Community Members, students and parents should not fear retribution for non-disruptive expression of dissent or concern.

CONTROVERSIAL ISSUES

See District Policy (www.adams12.org) **CRIME STOPPERS/SAFE 2 TELL**

Telephone: 720-972-6755

Toll Free Hotline: 1-877-542-7233

Safe 2 Tell: This link is on the NHS website

Crime Stoppers and Safe 2 Tell are internationally recognized programs that allow students to provide tips to the administration regarding crimes. The students may receive a monetary reward if the tip proves instrumental in solving the crime.

Students who commit crimes at Northglenn High School will be required to pay restitution, referred to legal authorities, and disciplined as per the Northglenn High School matrix.

DANCES

The following guidelines will be in effect at all Northglenn High School sponsored dances. These guidelines will help ensure safety, security, and guarantee an enjoyable time for all.

- Dress must be appropriate for a high school dance. Determination is subjective to the discretion of school administration. Those students not complying will be allowed to go home and change into more appropriate attire. If you would like to have your outfit approved ahead of time, do not hesitate to contact Student Relations prior to the dance.
- We will still follow Adams 12 Student Dress Code and Northglenn High School Rules and Regulations during dances
- Guests must be approved and will be allowed to attend at the discretion of the Northglenn High School Administration. Forms can be picked up in the Student Relations office up to 10 days before the event and **MUST be returned to the Student Relations office no later than two days prior to the dance.** Guests must also provide their school/Colorado IDs. Students who bring guests are responsible for their guest's behavior during the dance/activity. The Northglenn student and guest are expected to arrive together and remain together for the entire activity.
- All guests of NHS students must be high school age, up to and including 20 years of age. Middle school students are not allowed to attend.
- **Any student who is suspended or expelled during the time of a scheduled dance will not be allowed to attend the event and will receive no refunds.**
- Students and their guests who leave the dance will not be allowed to return.
- Parents are welcome to stop by and enjoy the event or volunteer to be chaperones. Please bring government issued photo identification.
- Students will be required to show their school ID as they enter the dance.
- Dance moves need to be appropriate for a high school dance.
- Attending a school dance is a privilege and students may lose such privileges due to behavior or attendance issues.

DEAN'S OFFICE

Telephone: 720-972-4617

The Deans/Administrators primary role is to monitor student attendance and discipline as well as address problems regarding the security and safety of the campus. Students experiencing problems with other students, or in the classroom, should consult with their Counselor, Administrator or Dean for help in resolving those issues.

DELIVERIES

In order to create and maintain an educational setting which values learning and to cause the least disruption to the school day, **we ask relatives/friends NOT TO send deliveries to students at school.** These deliveries would include balloons, flowers, teddy bears, etc.

Items that are delivered will remain in the main office until the end of the school day at which time a student may claim the item to take home. Classes will **not** be interrupted nor will students be allowed to carry items with them throughout the day and into the classroom. Please help us in maintaining an academic environment by celebrating important family events at your home.

DISCIPLINE AND STUDENT CODE OF CONDUCT

In order to ensure a positive and safe learning environment that helps facilitate self-discipline, encourage academic success and promote school wellness, school staff will enforce District policies and school rules related to expected student behavior. Every student must consider the effect the student's behavior has on others and the school climate. If the effect is detrimental or otherwise offensive to others, the behavior may be subject to disciplinary consequences. The intent of the Northglenn High School staff is to be corrective in most disciplinary actions and to help students modify unacceptable behavior in accordance with school rules and District policies

A summary of the District's Student Code of Conduct is available on the District's website. For complete information, please refer to the latest version of each District policy on the District's website (www.adams12.org).

This summary includes information such as:

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

Note: Attending field trips and extra-curricular events (such as dances, homecoming activities, prom, graduation, assemblies and other such events) is a privilege and students may lose such privileges due to behavior or attendance issues.

Suspensions: A student will not be allowed to participate in or attend any school- sponsored activity during the time of suspension. The Northglenn Police Department will issue a trespassing ticket to any suspended or expelled student on school grounds or at a school-sponsored activity. When a student has been suspended for two days or longer, the parent and student are required to have a conference with the student's dean when the student re-enters school.

DRESS CODE POLICY

District Policy 5060 Page 1 of 2
STUDENT DRESS CODE

1.0 Students and their parents/guardians hold the primary responsibility in determining a student's personal attire, hairstyle, jewelry, and personal items (e.g. backpacks, book bags). Schools are responsible for ensuring that student attire, hairstyle, jewelry, and personal items do not interfere with the health or safety of any student and do not contribute to a hostile or intimidating environment for any student. Students and staff are responsible for managing their own personal distractions and reactions.

2.0 The District believes all students have the right to an equitable education and should be able to dress, and style their hair, for school in a manner that expresses their individuality without fear of unnecessary discipline or body shaming. Enforcement of this universal dress code shall not create disparities, reinforce stereotypes or increase marginalization of any group, nor will it be more strictly enforced against students because of racial identity, ethnicity, gender identity, gender expression, gender nonconformity, sexual orientation, cultural identity, religious identity, household income, body type/size, or body maturity.

3.0 Mandatory and Allowable Dress.

3.1 Students must wear a top (shirt, blouse, sweater, sweatshirt, tank, etc.), bottom (pants, shorts, skirt, dress, etc.) and footwear while on school premises;

3.2 Some courses may require adjustments to attire and hairstyle to ensure safety during academic activities (i.e. science labs, PE, electives, CTE, etc.); and

3.3 Some courses (PE, science lab, CTE, electives, etc.) and school-sponsored extracurricular activities may require specific attire (safety gear, athletic attire, uniforms, hair tied back, etc.).

4.0 Students may not wear clothing, jewelry, or personal items that:

4.1 Are pornographic, contain threats, or promote illegal or violent conduct, such as student use or possession of drugs, tobacco, drug paraphernalia, or weapons.

4.1.1 Display of non-violent U.S. Military symbols or insignias displaying weapons is permitted.

4.2 Promote harassment and/or discrimination of individuals or groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation or other protected classes;

4.3 Intentionally show private parts (nipples, genitals, buttocks). Clothing must cover private parts in opaque (not able to be seen-through) material;

4.4 Cover the student's face to the extent that the student is not identifiable (except clothing/headgear worn for a religious or medical purpose);

4.5 Could readily be used as a weapon or might otherwise injure the wearer, including items with spikes or loose hanging chains;

4.6 Demonstrate gang association/affiliation as defined in District Policy 5080; or

4.7 Facilitate the concealment of drugs, weapons, or other contraband.

5.0 Students are prohibited from wearing hoods of sweatshirts or hoodies.

6.0 Attire worn in observance of a student's religion may qualify for an exception to this policy.

District Policy 5060 Page 2 of 2

7.0 All middle and high school students are required to carry on their person an unaltered school issued photo identification card (ID) during school hours, or at such times, locations, and activities specifically identified by the building principal; provided however, that the building principal shall have the discretion to impose a stricter requirement regarding student wearing of school issued photo ID cards based upon safety and/or related concerns.

8.0 Uniforms may be required with Superintendent approval.

9.0 For a first offense, students shall not be disciplined as a consequence for wearing attire in violation of this policy unless the attire creates a substantial disruption to the educational environment, poses a hazard to the health or safety of others, or when other contributing policy violations exist. Further, no student shall be referred to as "a distraction" due to their appearance or attire. Typical consequences for a first offense violation of this policy include parent/guardian contact or conference and the directive to cover, change, or remove the non-complying attire. A student may be instructed to leave their classroom briefly to change clothes. The principal or

their designee should notify a student's parent/guardian of the school's response to violations of the student dress policy. Subsequent violations may be addressed through the Student Code of Conduct.

10.0 The Superintendent authorizes the applicable Executive Directors of Schools to grant written waivers to this policy as appropriate.

LEGAL REFERENCE:

C.R.S. 22-32-109.1

CROSS REFERENCES:

Policy 5000

Policy 5010

Policy 5080

Adams 12 Five Star Schools Most Recent Adoption: June 27, 2024

Effective: July 1, 2024

EMERGENCY PROCEDURES

In the event of an emergency during the school day, students need to follow the directions provided to them from their teachers and/or other appropriate Northglenn High School staff members. Information will be provided via the intercom as deemed necessary.

FINALS

Finals are given at the end of each semester in December and May. No early finals will be given at the end of either semester. Students must make arrangements to take the final no later than the end of May if they miss the regularly scheduled May finals due to an excused absence. All students will participate in a final exam or culminating project in every class.

FOOD AND DRINK POLICY

The goal of the food and drink policy is to maintain a clean school. Students are strongly discouraged from having food or drink outside of the student commons area/cafeteria. Water is permitted in the classroom, as long as it is in a *closed container*. Food and drink should only be consumed in the classroom in conjunction with an academic lesson activity. Food and drink are

NEVER allowed in the STEM Presentation Rooms, LMC, Auditorium or Computer Labs.

If a student has ordered food to be delivered to the school, they must do so at their own risk. The school is not liable for the food and will not sign for delivery. If the student is not present to sign, the delivery will be denied.

GIFTED AND TALENTED (GT)

Northglenn High School's GT program evaluates students who have been nominated for identification. The program assures that all teachers of identified Gifted and Talented students are notified of each student's identification and areas of giftedness. We aid teachers in writing

Advanced Learning Plans for students who are identified GT. We give financial assistance to advanced classes and enrichment activities that are offered through the school. We also help fund staff development in GT education for teachers.

GRADING POLICY

It is the responsibility of teachers to maintain accurate and consistent grading records for all students in all classes. The district grading scale is listed below. Grading scales will be published on class cover sheets.

District Grading Scale

90 – 100% = A

- 80 – 89% = B
- 70 – 79% = C
- 60 – 69% = D
- Below 60% = F

Schoolwork must be the equivalent of that missed, and must be completed within the time frame provided in District Policy.

SYLLABUS

During the first week of class, teachers will review the course syllabus and their expectations for their students.

WEIGHTED GRADES

Weighted grades will be assigned to courses with the Advanced Placement (AP) designation. Students enrolled in the Advanced Placements courses must complete the end of year AP assessment. Failure to complete the assessment will result in loss of weighted status for the course and a student’s GPA will be recalculated. Students transferring to Northglenn High School may have that grade weighted if the course was an Advanced Placement course. Weighted credit must be requested upon transferring the grades and approved by the administrator in charge of curriculum and instruction.

GRADUATION REQUIREMENTS

Graduation requirements have been established by Northglenn High School and the Board of Education, along with the Colorado Department of Education, to ensure a well-balanced program to meet the challenges of our society. These requirements allow and encourage a wide range of electives to prepare for post high school work, training, and advanced study. All students must register for a minimum of 6 credits for the 2022-2023 school year. All students should be enrolled in a minimum of 3 credits each semester and 2 of the 3 credits must be core classes. Core classes include math, science, social studies, English, STEM, and world language.

Class of 2021 and Beyond:

Graduation includes two parts:

1. Completion of credits and coursework
2. Demonstration of College and Career readiness in English and math*

Part 1

Graduation Requirements Content Categories	Credit Total
English	4.0
Math	3.0
Science	3.0
Social Studies	1.5
U.S. Government / Civics	.5
U.S. History	1.0
Physical Education	1.0
Fine or Practical Arts	2.0
Electives	7.0
TOTAL	23.0

For more information, please visit the CDE website:

Part 2

Students must receive a minimum score in English and math in order to demonstrate College & Career Readiness. Students may use different assessments to show demonstration in English and math.

Assessment (see details below this table)	English	Math
ACCUPLACER	62 Reading or 70 Sentence Skills	61 Elementary Algebra
ACT	18	19
Work Keys	Bronze or higher	Bronze or higher
Advanced Placement (AP)	2	2
ASVAB	31	31
Concurrent Enrollment	Passing Grade	Passing Grade
District Capstone	District Determined	District Determined
Industry Certificate	District Determined	District Determined
International Baccalaureate (IB)	4	4
SAT	470	500
Collaborative Developed Assessment	In Process	In Process

These demonstrations of proficiency should be viewed as a minimum. It is the student's responsibility to see that requirements for graduation are met. The high school staff will keep students and parents informed about the status of progress toward compiling the necessary coursework for graduation requirements. However, it is the student's responsibility to be acquainted with the necessary requirements to meet this goal. We do encourage all students to meet periodically with their counselor, to make sure they are on track to graduate and are enrolled in courses each year that will keep all their options open for career planning and education after high school.

Explanation of Assessments

The following College and Career Readiness demonstrations, as explained by the Colorado Department of Education, may be used to demonstrate competency in English and Mathematics for the graduating class of 2022 and beyond. Students are not required to achieve a minimum score for English and mathematics in the **same** assessment demonstration.

ACCUPLACER

ACCUPLACER is a computerized test that assesses reading, writing, math and computer skills. The results of the assessment, in conjunction with a student's academic background, goals and interests, are used by academic advisors and counselors to place students in a college course that matches their skill level.

ACT

ACT is a national college admissions exam. It measures four subjects - English, reading, math and science. The highest possible score for each subject is 36.

ACT WorkKeys - National Career Readiness Certificate

ACT WorkKeys is an assessment that tests students' job skills in applied reading, writing, mathematics and 21st century skills. Scores are based on job profiles that help employers select, hire, train, develop and retain a high-performance workforce. Students who score at the bronze level (at least 3) in applied mathematics, mapping and reading earn the ACT's National Career Readiness Certificate.

Advanced Placement (AP)

AP exams test students' ability to perform at a college level. Districts choose which AP exams will fulfill this menu option. Scores range from 1 to 5 (highest).

ASVAB

The Armed Services Vocational Aptitude Battery (ASVAB) is a comprehensive test that helps determine students' eligibility and suitability for careers in the military. Students who score at least 31 are eligible for service (along with other standards that include physical condition and personal conduct). Students who take the ASVAB are not required to enlist in the military.

Concurrent Enrollment

Concurrent enrollment provides students the opportunity to enroll in postsecondary courses, simultaneously earning high school and college credit. School districts and institutions of higher education each determine passing grades for credit. A passing grade is determined by district and higher education policy for concurrent enrollment. An eligible concurrent enrollment course is 1) the prerequisite directly prior to a credit-bearing course or 2) a credit-bearing course.

District Capstone

A capstone is the culminating exhibition of a student's project or experience that demonstrates academic and intellectual learning. Capstone projects are district determined and often include a portfolio of a student's best work. The capstone class offered at Northglenn is called Big Ideas.

Industry Certificate

An industry certificate is a credential recognized by business and industry. Industry certificates are district determined, measure a student's competency in an occupation, and they validate a knowledge base and skills that show mastery in a particular industry.

International Baccalaureate® (IB)

IB exams assess students enrolled in the official IB Diploma Program. Courses are offered only at authorized IB World Schools. Scores range from 1 to 7 (highest).

SAT

The SAT is a college entrance exam that is accepted or required at nearly all four-year colleges and universities in the U.S. The current SAT includes sections on reading, writing and math. The highest possible score for each section is 800.

Collaboratively-Developed, Standards-Based Performance Assessment (in development)

English: Statewide scoring criteria (in development)

Math: Statewide scoring criteria (in development)

GRIEVANCE PROCEDURES

- 1) Attempt to resolve the grievance with the Dean of Students involved in the disciplinary action within one school day.
- 2) If there are still questions, take the grievance, in writing, to the Assistant Principal in charge of Attendance and Discipline within 24 hours. This administrator will review the situation, document the results, and contact the student and/or parent.
- 3) Further grievances must take place within three school days and must be put into writing; addressed to the building principal.
- 4) District Policy 8400 addresses grievance procedures related to non-discrimination.

GUEST/VISITORS

We do *not* allow students to bring guests to class. Please call the main office and ask for a campus supervisor to escort any guests to the main office. Student guests disrupt the learning environment and increase our safety concerns.

Visitor/Guest Policy 1200

Parents and visitors are welcome in Adams 12 Schools. Student and staff safety will be prioritized in our school. All visitors during regular business hours must check in at the main entrance/secured vestibule. Visitors may not access other doors to enter our school (schools may reference specific doors or locations here). A valid ID must be presented at the time you arrive at school and will be used in the Raptor visitor tracking system. Classroom visits by parents or guardians should be approved 24 hours prior to the visit to avoid disruption of the learning environment. Students who permit friends or siblings to attend school and/or who violate District policy by attending a school where they are not enrolled will be subject to discipline and may be referred to law enforcement.

PROFESSIONAL SCHOOL COUNSELING SERVICES

Telephone: 720-972-4625

The developmental nature of the curriculum framework is intended to provide students with a wide continuum of learning experiences so they can develop an understanding of their role as a student, worker and citizen in the 21st century. Northglenn High School will provide opportunities, expectations, and support for each student to achieve academic excellence.

The partnership of staff, students, families, and the community will encourage individual integrity, personal growth, and enthusiasm for the future. The counseling curriculum framework will address the following content standards as outlined by the American School Counselor Association.

To enhance the partnership between parents, students, and counseling, Northglenn High School supports the use of Naviance. Naviance is a post-graduate planning tool that provides the student with opportunities to complete the Colorado Department of Education required Individual Career and Academic Plan (ICAP). The intent of ICAP is to guide and motivate students to achieve their life-career goals.

Assessments

- The Assessments will be administered to all 9th, 10th and 11th grade students to determine individual level of competencies as well as to identify strengths and weaknesses in core curriculum areas.
- Counselors will assist with identifying academic needs as it relates to the ACT and the SAT.
- More information in regards to PSAT, SAT and ACT tests can be obtained in counseling.
- Assistance will be provided to students regarding course selections, schedule concerns, credit counts, college and scholarship information and interpersonal needs.
- The ACT will be administered at Northglenn High School and the PSAT will be administered at the NGHS during the school year. Test dates at other area high schools are available in counseling. See your counselor for additional information.

Individual Counseling:

Students may schedule an appointment to see their counselor. Students are encouraged to make appointments during free periods or lunch. Parent/Guardian initiated conferences will be acknowledged and scheduled as soon as possible.

Progress Grades and Attendance:

Parents may access student grades and attendance daily through the parent portal of Infinite Campus.

HOMEWORK/MAKE-UP WORK

Homework refers to tasks assigned by teachers and intended for completion outside the classroom or class period. Homework offers additional practice of academic skills, prepares students for upcoming lessons, and/or elaborates on introduced material. Completing homework is ESSENTIAL for academic success.

Student Responsibilities:

- Ask for clarification if an assignment or its due date is not understood
- Complete homework assignments thoroughly, thoughtfully and neatly
- Submit homework assignments on time

Parent Responsibilities

- Realistically assess the time required to meet the needs of their student's education, being mindful that other activities may infringe on time available for academic success
- Encourage and motivate their students to complete both class work and homework to the best of their abilities
- Assist their students in setting aside a time(s) and place in which to complete homework assignments
- Contact their student's teacher(s) via email, voice mail, letter, or in person regarding any questions or concerns about homework

Teacher Responsibilities

- Clarify the specifics of homework assignments, including purpose, connection to in-class instruction, and due date
- Provide clear, timely feedback regarding student performance on homework

Students have the number of days absent plus one additional day to make up any missed work. Exceptions to the above will be noted in the class syllabus. Students and parents may request make-up work for emergency or pre-approved absences of three days or longer by calling or emailing the teacher directly. Teacher's email address and direct extensions can be found on the school website or in the newsletter.

Note: A minimum of two days' notice is encouraged to acquire all homework. Parents should request that makeup work be delivered to the Attendance Office for pickup.

HONOR ROLL

Students who achieve a semester grade point average of 3.0 or higher and who are enrolled in at least the equivalent of 3.0 Carnegie units shall be designated as Honor Roll students.

INCLEMENT WEATHER/SCHOOL CLOSURES

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

INCOMPLETE CREDIT

Students who withdraw from Northglenn High School prior to the end of the grading term will receive no credit. Extenuating circumstances which are pre-arranged with the administrator in charge of curriculum and instruction will be reviewed.

LIBRARY MEDIA CENTER

School Issued students IDs are required for book checkout, however books can be held at the circulation desk for up to three days until a student can return with his or her ID. Students must have a school ID or a temporary ID to come in to the library. All students must sign-in using their student ID at the circulation desk.

Circulation Policies:

- All students must have a student ID to checkout library materials and their library account must be in good standing.
- Books can be checked out for three weeks, with one renewal.
- Back issue magazines may be checked out for three days, with one renewal.
- Reference materials may be checked out for one day, with two renewals.
- Interlibrary Loan (ILL) is a service that allows students to check out materials from other Adams 12 libraries. ILL is not guaranteed and borrowers must follow lending library policies.

Overdue books: Students will receive a phone call from the school notifying them of overdue items. After three weeks, the book is marked as lost and must be returned or paid for at the replacement value of the item. Fines up to the cost of replacement will be assessed on damaged items.

Students in the LMC: We strive to maintain an academic atmosphere in the library. During their free periods, students are welcome to study, check out games (chess, checkers, jenga, etc.), or read quietly on a space-available basis. If a student is sent to the library by a teacher, he or she must bring a pass signed by that teacher. If the LMC is full, students may go to the Resource Room. To maintain a clean and comfortable environment, food and drink is not allowed in the library. Inappropriate use of furniture is also prohibited.

Northglenn LMC Online Services (See the NHS LMC webpage):

- Internet access is permitted if the student has an Internet contract on file
 - Google Email: limited use for academic purposes – permission needed
- On-Line Databases Available at school and at home (with passwords):

<i>Database</i>	<i>User ID</i>	<i>Password</i>
ABC Clio	northglennhs	northglennhs
Destiny	Universal Login	Universal password
EBSCO	northglenn	northglenn
Follett Shelf	Universal Login	Universal password
Gale Virtual Reference Library	northglennhs	northglenn
MackinVia	northglenn	northglenn
Science in Context	Library ID: northglennhs	
Student Resources in Context	Library ID: northglennhs	
Worldbook OnLine	Adams12	5star
Bloom's Literature	TBD	TBD

Use of Technology:

According to district policy and the signed Internet License, students shall use the system during school time in ways consistent with the curriculum. District access to the internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The use of your account during school

hours MUST be in support of educational objectives. Computers in the school may be monitored at any time using software designed for that purpose.

Available Technology:

Microsoft Office 2013 Products (Word, PowerPoint, Publisher, Excel) and select software to support curriculum Internet: Students must have a signed contract from parents on file per district policy. Access to World Wide Web searching is allowed for academic purposes only. The internet should not be used for games, chat, or other non-academic purposes during school hours. Students will be asked to leave if found in violation of internet use policy.

Email: Google Email is limited to academic purposes; i.e. to correspond with teachers or retrieve emailed assignments.

LOCKERS

ANY STUDENT INTERESTED MAY BE ASSIGNED A NEW LOCKER BY SIGN UP ONLY!!!

Please come to the Student Relations office if you would like a locker for the 2024-2025 school year.

Each student is assigned an individual locker and will be expected to maintain it and be responsible for all contents. Lockers should not be shared.

- The display of pornography, nudes, gang or offensive materials is not permitted. These items will be taken and destroyed and the student may face disciplinary consequences.
- Lockers are school property and are intended for storage of books, clothing and other school related material. Therefore, the school reserves the right to search lockers at any time. Locker searches may include the use of trained dogs.
- Misuse or damage to lockers (including writing or using lockers as a message board) will result in a fine for repairs and/or loss of locker privileges.
- Padlocks are not allowed on lockers.
- Suspicious activity, thefts, or damage of lockers should be reported to Student Relations.

STUDENTS ARE DISCOURAGED FROM BRINGING LARGE AMOUNTS OF MONEY OR VALUABLE ARTICLES TO SCHOOL. THE SCHOOL ASSUMES NO RESPONSIBILITY FOR LOST OR STOLEN ARTICLES ON SCHOOL GROUNDS OR AT SCHOOL ACTIVITIES.

LOST AND FOUND

The lost and found is located in Student Relations. Items left in lost and found for more than one month will be donated to charities.

LUNCHES

There will be two lunch periods during the 2024-2025 school year. Lunch for 9th grade will be from 10:25am-11:20am or 12:25pm-1:20pm and Lunch for 10th, 11th & 12th will be from 11:25pm-12:20pm. On Wednesdays 9th grade lunch will be from 11:05am-11:50am or 12:45pm-1:30pm. Lunch for 10th, 11th & 12th will be from 11:55 pm-12:40 pm.

MTSS (Multi-Tiered System of Supports)

Any person who has an educational concern about a student may bring the concern to the attention of the student's counselor. The counselor will then refer the concern to the Multi-Tiered System of Support (MTSS.) The purpose of the MTSS is to problem-solve situations in which students are having problems in the classroom. Once a person shares a concern about a student's performance in the classroom, the MTSS will (a) explore different strategies to help the student, (b) assign responsibilities, (c) establish a timeline to implement and evaluate the strategies.

In the event that documented strategies and interventions have been attempted and fail to help the student's

educational performance, stronger interventions will be reevaluated and implemented, with the consent of parents.

OFF CAMPUS PRIVILEGES

Northglenn High School is a CLOSED CAMPUS for all 9th grade students.

- Students should not be loitering in the neighborhood, on the bike path south of the school, or on neighbors' property.

Privileges may be revoked by the Dean/Administrator and/or parents for misuse, tardies, absences, discipline issues at school or in community, etc.

STUDENTS MAY NOT LEAVE CAMPUS UNLESS SIGNED OUT BY A PARENT FOR AN ABSENCE. Students with off hours are encouraged to remain on campus during their off hour. Off hours may be spent in the library, cafeteria, courtyard commons area or working with a teacher (with prior approval of the teacher.) Students must be in possession of their plastic ID while off campus to indicate off campus privileges. Students who are off campus without the appropriate ID or ID designation will be subject to disciplinary consequences.

OFFICE HOURS

The Main Office, Attendance, Deans, and Guidance/Counseling offices will be open from **7:15a.m. – 3:30 p.m.** for students, parents, and community members.

Parents/Guardians should drop off students no earlier than **7:15 a.m.** Classes end every day at **3:10 p.m.** (Except designated testing days). Students should be picked up or need to exit the building by **3:30 p.m.** unless they are in a school-related function. In this case, students need to be supervised by the coach or sponsor at all times or leave campus until the event starts. For security reasons, students should not arrive before supervision is provided.

PARENT/TEACHER CONFERENCES

Parent/teacher conferences are important communication opportunities and times to interact one- on-one with teachers, students and parents/guardians. Conferences will be held October 8, 2024, 3:30-6:30 pm, and February 12, 2025, 3:30pm-6:30 pm. Location TBD.

PARKING

At Northglenn High School, we have provided ample parking for students, staff and the community. Areas for each of these groups have been identified. Areas have been separated to create the best traffic flow patterns.

All vehicles parked on campus must be registered through campus security. Upon approval, students may purchase a parking permit from the Bookkeeping Office according to the fee schedule below. To register your vehicle, you must provide a current registration form, a current proof of insurance form, a copy of your driver's license, and a completed registration form with all information complete and accurate. No permits will be refunded. If you lose your permit, you must purchase a replacement permit at the current price for the rest of the school year.

Students will park in the west student parking lot. Students who park in other lots will be ticketed. Parking is a privilege and can be revoked for any detrimental or offensive behavior at any Northglenn event or during the regular school day or if a student has one or more F's at the end of a grading period. Although this action would normally be temporary, it could become permanent if the student does not choose to modify unacceptable behavior patterns.

School-Year Parking Permit \$50
Anytime during 2nd semester..... \$25

The administration reserves the right to search any vehicle driven on school grounds at any time. Northglenn High School assumes no liability for damage to or theft from vehicles parked on school grounds. Students will not be allowed access to their vehicles during class time. Access to the parking lot will be during passing periods only. Students may not sit in parked vehicles or loiter in the parking lots during school hours or at school activities. Visitors may not loiter in the parking lots. The driver and/or owner of a vehicle is responsible for anyone in the vehicle at any time.

Students will be ticketed and may lose their parking privileges for the following violations or any violations listed on the parking permit contract signed when you purchased your permit:

- Blocking traffic
- Parking in handicapped spaces (may also subject students to fines by the police department)
- Having an unregistered vehicle on campus or not displaying the assigned parking permit
- Littering
- Unsafe use of vehicle while on school grounds

Violations will result in tickets of \$10, \$20, \$30 and \$40 respectively. Following that, the vehicle may be immobilized, the parking permit will be revoked for the remainder of the year or until all fines are paid. In addition, students could face disciplinary consequences ranging from work detail to suspension and/or a ticket from the Northglenn Police Department.

Parking on campus is a privilege that may be revoked for inappropriate or dangerous behavior. Permission to park on school property is made pursuant to the following conditions:

- Parking stickers/hangers must be visible at all times. Avoid placing permit in tinted areas. Do not place in an area that blocks the driver's view in any way.
- Parking will be confined to designated student parking areas only and must be parked within the confines of a single parking space. Student's car may be towed from the staff or visitor lots.
- It is suggested that vehicles be locked as a safeguard. NHS assumes no responsibility for losses to the vehicles or contents, including parking permits.
- Loitering in the parking lot or sitting in cars before, during, after or between classes is not permitted.
- Drivers must park cars in parking areas while waiting for passengers.
- Drivers are responsible for passenger(s) behavior.
- Serious violations of reckless or careless driving that endanger student safety will result in loss of parking privileges the remainder of the school year.
- Please remember all driving laws are in effect: for example: many of the traffic lanes are one way, the speed of the parking lot is 10 mph, everyone in the car must be wearing a seatbelt, etc.
- NHS assumes no responsibility for any loss or damages.
- Replacement permits are \$50. If lost, the driver is responsible for purchasing another permit. It is the responsibility of the student to report lost or stolen permits immediately. The lost permit will be invalidated and not usable on campus.
- Permits will not be refunded for any reason.
- Violators of these regulations are subject to suspension, revocation of permit, fine, and/or towing at owner's expense.

Administration reserves the right to search any vehicle driven on District property at any time. Please remember, you may not park in the neighborhood without a city permit. You will be ticketed by Northglenn Police.

PLAGIARISM/CHEATING

Plagiarism means to present, as one's own, the work, writing, words, ideas, or computer information of someone else. (Sources could be published or unpublished.) Cheating is supplying, receiving or using devices. (Examples: looking at or using someone else's work, using crib notes/stolen notes, or using disallowed equipment, etc.) If unclear, always ask the teacher. Consequences for plagiarism and cheating cover all classes.

Student Integrity Oath - I agree to conduct myself with integrity in all regards. I commit to presenting my own work, writing, words, and ideas at all times, unless otherwise attributed. In addition, I will not copy, use communication devices during test, post assessments for public access, falsely identify myself, or use inappropriate materials. Engaging in any of these activities represents a breach of this oath and subjects me to the disciplinary code of Northglenn High School and the Adams 12 Five Star School District. It is my honest intention to uphold this oath.

REFUND POLICY

Refunds will be given for the following items if the following criteria are met:

Athletic Fees will be refunded if the student does not make the team. All other refunds will be made according to the District Athletic Fee Refund Policy, which is included in the athletic packet. See the Athletic Secretary in the main office for a refund form.

Course fees will be refunded only if the class is dropped within the first week of that scheduled class.

Textbook replacement fines will be refunded only if the book is returned within the current school year. (First school day through July 1.)

REPORT CARDS/MID-TERM REPORTS

Report cards will be posted on Infinite Campus Parent Portal at the end of each semester. Midterm (quarter) grades are posted in Infinite Campus in the Parent Portal. Parents and students are encouraged to monitor grades using Infinite Campus.

SCHEDULE ADDITIONS/CHANGES

Student schedules are made for the full year based on their requests. Appointments for considering schedule changes can be made during the **first five days** of the semester in the counseling office. Students should not request a change during class time. Students may request a change because they:

1. Failed a class or have not taken the prerequisite
2. Have previously earned credit in the same class

Note: A "withdrawal" from class after five days is a "WF" (withdrawal failing) and is computed into the cumulative grade point average. Until a schedule change is approved, the student must continue to attend all classes on schedule.

SCHOOL RESOURCE OFFICER

The position of the School Resource Officer has been established to provide for the assignment of police officers within the City's elementary schools, middle schools, and high schools. These officers provide a variety of educational opportunities to the school community, provide informal information and advice to students, parents, and faculty, and provide a positive law enforcement presence in the school community. The School Resource Officer program is a cooperative program between the Northglenn Police Department, Adams 12 Five Star Schools, and Northglenn High School. When students engage in behavior that may be against the law, the School Resource Officer will be notified and will make a determination as to possible charges.

SCHOOL SAFETY

In an effort to ensure safe and secure schools, Adams 12 has developed numerous crisis intervention plans. Students and staff participate in drills related to most of these concerns: fire, tornado, bus evacuation,

lockdown, Secure, etc.

District personnel and area law enforcement are always involved in the decision process when any of these actions are implemented.

In addition, it is imperative that any threats against the school, the staff, or the students be taken seriously. Please remember the importance of choosing words carefully when angry or stressed.

SKATEBOARDS/ROLLER BLADES/SKATES/BIKES, ETC.

These items cannot be used in school or on school grounds. They may be confiscated and made available for parent/guardian pick-up if used inappropriately.

There are 2 skateboard/scooter racks located near exterior doors. Please bring a lock as you are not allowed to carry your skateboard/scooter around the building.

STUDENT ASSISTANTS

Students may sign up to be a teacher's assistant or an assistant in one of the various school offices during one of their free periods. Students may not drop a class in order to become a student assistant. Interested students may sign up in the counseling office during the first week of each quarter. Students will earn .25 credits for being a student assistant and will be graded on a pass/fail basis. Students may sign up for an unlimited amount of student assistantships; however, only one of the six elective credits may be earned through student assistantship.

STUDENT COMMONS/COURTYARD

The following rules apply to the student commons and courtyard for **ALL** students throughout the day.

- Only students with an off hour are allowed to study and congregate in these areas.
- Littering may result in consequences or loss of privileges for the individual or the group. Please clean up after yourself!
- Please do not sit or stand on the tables, sit on the backs of chairs, or put feet on the tables.
- All rules of conduct as listed in the Student Handbook will be enforced.

STUDENT IDENTIFICATION CARDS

Campus security is a high priority at Northglenn High School and Adams 12 Five Star Schools.

All district high school students are required to have their school issued photo ID card with them at all times. Repeat violators of the ID policy will be subject to discipline sanctions.

Student IDs help to identify students on school grounds, allow students to check out materials from the LMC, serve as bus passes, are needed for food services, etc. Northglenn High School and other Adams 12 schools issue different color ID badges to students who have earned a variety of privileges.

Students who are in violation of this ID policy are subject to consequences and discipline as per the NHS discipline matrix.

Northglenn High School provides to every student, a school lanyard and ID free of charge at the beginning of the year. New IDs or lanyards should be purchased from the Attendance Office. Replacement costs: NHS Lanyard: \$2, NHS ID: \$3

Expectations

- IDs must be used as they ***enter*** the building.
- IDs must remain in good condition and may not be altered. (new ID will need to be purchased)
- IDs must be in the student's possession during all evening school sponsored events.
- If a student does not have a current ID, the student should immediately go to the Student Relations Office to obtain an ID.

STUDENT LETTERS OF RECOMMENDATION

Students who request a recommendation from a staff member are asked to provide a two-week turn-around time.

SUICIDE ASSESSMENT

Protecting the health and well-being of all students is of utmost importance to the Adams 12 Five Star School District. District Policy addresses suicide assessments as a priority to protect all students.

Adams 12 will treat all threats or attempted suicides as serious regardless of the degree of lethality involved. When a student threatens or attempts suicide, the Adams 12 personnel will follow District Policy and respond accordingly.

TELEPHONE/EMERGENCY MESSAGES

Telephones are located in the main office and the counseling office for student use during their free time. Other office telephones are for business use only. **Personal messages will not be delivered to students unless it is an emergency.**

TOBACCO USE

No tobacco use is allowed on campus, by students or visitors.

See District Policy (www.adams12.org)

TRANSCRIPT REQUESTS

The records office of Northglenn High School will provide unofficial transcripts at no cost to students. The transcripts of student grades are usually required with applications for college admission, scholarship, employment, etc. Official transcripts may be purchased for a one-time fee of \$5. Official transcripts must be sent directly to the agency or college by Northglenn High School. We will mail the application materials with the transcript when needed; please turn in all appropriate application forms when you fill out your transcript request. All transcripts must be requested in writing. See a counselor for more details. Please note: Transcripts will not be released if the student has an outstanding balance on the student's account.

TRANSLATION SERVICES

Schools are responsible for arranging translation services for discipline actions, parent/teacher conferences, back to school/open house events, communication regarding routine or non-emergency medical health, attendance, or academic performance questions. Please contact the school office if you have any questions regarding this district service.

VISITORS

Northglenn High School takes every opportunity to help keep our school safe and secure. We have joined other schools in Adams 12 in purchasing the Raptor Technologies V-Soft visitor tracking system. This equipment scans a visitor's driver license/identification card and compares it to a law enforcement database. This system monitors registered sex offenders and should a visitor be identified, school security is immediately notified. All visitors are required to present a government issued photo ID as soon as they arrive on campus. The Attendance Office will issue a visitor pass. Visitors will be escorted to their destination with appointment. Student visitors, including younger siblings, are not allowed. Visitors must also sign out in the attendance office upon completing their business. Should a student encounter an individual on campus, who does not have a school ID or visitor's badge, the student should immediately notify any available adult.

Northglenn High School MAP

