

2025-2026 Community Handbook_ Northfield

NORTFIELD HIGH SCHOOL **STUDENT AND COMMUNITY** **HANDBOOK 2025-2026**

Por Espanol [Haga](#) Clique Aqui

Jessica Rodriguez-Bracey, Principal
Calarri Cox, Assistant Principal
Brad Kizer, Assistant Principal/CTE Pathway Director
Aoi Jackson, Assistant Principal
Bonnie Martin, Assistant Principal/Activities Director
Ezekiel Ocansey, Assistant Principal/Athletic Director
Reina Cruz, Assistant Principal/IB Coordinator

*Northfield High School is home of the Nighthawks.
Our school colors are Navy and Gold.*

****Northfield High School Administration reserves the right to update this Handbook as circumstances change****

All students and parents/guardians must read and comply with the policies outlined in this handbook.

[Welcome from the Administration, Faculty and Staff](#)

[Northfield High School Mission and Vision](#)

[Academic Policies](#)

[Academic Dishonesty / Cheating](#)

[Course Enrollment and Off Period](#)

[Graduation Requirements](#)

[Participation in Graduation Ceremony](#)

[Eligibility for Valedictorian and Salutatorian](#)

[Cum Laude](#)

[Grading Policies](#)

[Review the grading policy here.](#)

[Honors](#)

[Schedule Repair](#)

[Textbooks](#)

[Attendance Policies and Procedures](#)

[Excused and Unexcused Absences](#)

[Partial Day Absences and Early Release](#)

[Compulsory* School Attendance & Truancy](#)

[Ditching Class/Truancy](#)

[Tardy Policy](#)

[Behavior Policies and Expectations](#)

[Suspension](#)

[Behavior Expectations in Special Situations](#)

[Bullying](#)

[Cyberbullying](#)

[Dress Code](#)

[School Issued ID Card](#)

[Drugs & Alcohol](#)

[Electronic Devices/Cell Phones](#)

[Fighting](#)

[Gambling](#)

[Gangs - DPS Definition/Zero Tolerance](#)

[Harassment](#)

[Insubordination/Disrespect for Staff](#)

[Loitering](#)

[Profanity](#)

[Public Displays of Affection](#)

[Search & Seizure](#)

[Sexual Harassment](#)

[Smoking and Vaping](#)

[Theft](#)

[Weapons](#)

[General Information and Policies](#)

[Bicycles/Skateboards](#)

[Campus Cleanliness](#)

[Chromebook Policies/Procedures](#)

[Communications](#)

[Internet Use](#)

[Contact Information](#)

[Drop-Off and Pick Up](#)

[Elevator Usage](#)

[Emergency Protocols](#)

[Secure](#)

[Lockdown](#)

[Evacuate](#)

[Shelter](#)

[Financial Obligations](#)
[Food on Campus](#)
[Off-Campus Lunch](#)
[Lunch Account](#)
[Hall Passes](#)
[Lost/Stolen Items](#)
[Lockers](#)
[Medical](#)
[Posters and Flyers](#)
[School Bus Information and RTD](#)
[Translation and Interpretation Services](#)
[Vehicle Registration and Parking on the Sandoval Campus](#)
[Visitors](#)
[Weather-Related Delays/Cancellations/Closures](#)
[Withdrawals, Transfers](#)

Welcome from the Administration, Faculty and Staff

The Northfield High School Community welcomes you to the 2025-2026 school year. We have a passionate and committed faculty and staff dedicated to the academic success of every student.

As a school community, we are committed to:

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

WELCOME to our Nighthawk classes of 2026, 2027, 2028 and 2029!

Northfield High School Mission and Vision

Mission

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

Vision

Learning about ourselves and the world. Setting the standard for educational equity and academic excellence.

Academic Programing: IB for All

- All students engage in rigorous courses through the International Baccalaureate (IB) Program.
- IB courses prepare students to be critical consumers of information who can read, write, and navigate the world with confidence and compassion.
- IB students are more likely to succeed in and complete college.

Educational Approach

- A common thread across all courses is a global perspective and community-oriented mindset.
- Emphasis on critical, creative, ethical, and analytical thinking.
- These concepts permeate all courses—IB and pre-IB—creating a holistic approach to education.

Access for All Students

- All 9th and 10th graders take IB-preparatory courses.
- All Student takes IB courses
- Every student completes at least:
 - 2 years of IB Language and Literature.
 - 1-2 years of IB Math.
- Ensures every student has access to college-level classes with high school support.

Academic Policies

Academic Dishonesty / Cheating

Plagiarism, cheating, collusion, and other acts of intellectual and scholastic dishonesty are violations of district, school, and IB policies, and will not be tolerated.

Parents/guardians will be notified and academic sanctions related to the infraction may be imposed. For a detailed description of what constitutes cheating and the consequences, please review Northfield's [Academic Dishonesty Policy](#).

Course Enrollment and Off Period

Northfield follows an eight period day and there is a minimum number of courses that are required at each grade level:

- 9th grade - 8 periods
- 10th grade - 8 of 8 periods (on track students may be in 7)
- 11th grade - 7 of 8 periods (on track students may be in 6)
- 12th grade - 6 of 8 periods

Off period: Students may go to the following areas during their off period:

- Library in Building 3.
- Great Hall in Building 3.

Graduation Requirements

Northfield High School is an Innovation School (Please see our innovation plan [here](#)) and has additional graduation requirements above the District requirements including 30 hours of community service. Please see [Graduation Requirements on our website](#).

Participation in Graduation Ceremony

It is the students' responsibility to monitor their progress toward graduation requirements. This can be done in the [Parent/Student Portal](#) using the On Track to Graduate tool. A student may only participate in the Northfield High School graduation ceremony if they have completed graduation requirements (see above), met DPS Competency requirements, and earned the minimum 24 unit hours, including all required courses and completed 30 hours of community service.

Students must also meet the Northfield requirement of being in good standing both academically and behaviorally to participate in the Commencement Ceremony. Students are urged to stay in close contact with their counselor during the course of their time at Northfield for current progress status information.

Eligibility for Valedictorian and Salutatorian

Graduation Top 10, including Valedictorian and Salutatorian, are determined in late spring of second semester. If the date happens to be on a weekend, then it is determined by the previous school day. The Top 10, including Valedictorian and Salutatorian, are determined based on the highest weighted GPA in their graduating class.

Class Placement

Northfield's mission is for our students to be able to fulfill the required four years of high school mathematics and World Language with rigorous International Baccalaureate (IB) implementation. To better advance individual potential around mathematical disciplines for college and career readiness, the Northfield Math and World Language Departments offer a wide-selection of courses, IB pathways, and STEM CE/CT electives for enrichment.

All incoming freshmen are placed into Pre-IB Honors Integrated Math 1, the default math class for freshmen and either French, Spanish, or Mandarin 1. **Any student who wishes to be placed into a higher math or World Language class is required to take and pass a Northfield course placement assessment, as well as meet the criteria for such placement.** This placement test is designed to meet the needs and expectations of Northfield's IB for All expectation, which sets us apart from the rest of the district.

Cum Laude

Students who earn a cumulative 3.8 or above unweighted GPA will also be determined in late spring of second semester. If the date happens to be on a weekend, then it is determined by the previous school day. Cum Laude recipients will be revealed at the Senior Awards in May.

Letters of Recommendation

Requests for letters of recommendation are common as students apply for scholarships, college admissions, internships, and other opportunities. Northfield faculty are more than happy to assist students with these requests; however, as the school has grown and demand for such letters has increased, we have a [policy](#) to help ensure we are able to support students.

Final 30

The Final 30 minutes are built into each school day from 3:25–3:55 PM. This time is designated for teachers, staff, and administrators to provide targeted support for students. This may include academic interventions, assignment make-up or retakes, extended time on assignments, parent or student meetings, 1:1 check-ins, phone calls home, restorative conversations, club meetings, and more.

Student athletes' practices do not begin until after final 30. It is expected that all teachers and staff are on

campus with students until 4:00 unless the teacher has competition coaching duties: this does not include practice.

Monday Late Starts

On Mondays that are not designated as full-day staff professional learning, we will use the late start time for staff collaboration. This time may be used for staff meetings, department collaboration, professional learning, or other tasks such as Extended Essay support, P/SAT training, and more.

Grading Policies

Review the grading policy [here](#).

Honors

All students are placed in Honors courses as identified in the [Northfield Course Guide](#). Students who complete the Honors coursework will receive the weighted credit and those who do not will receive the traditional credit. Credit determinations are made by each teacher during the final week of the semester.

Schedule Repair

Schedule repair is completed as needed during the first week of school. The process and procedure for schedule repairs is located on [this document](#) / [schedule repair form](#).

Textbooks

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

Attendance Policies and Procedures

Northfield High School is committed to providing quality educational experiences to all of our students to ensure they are achieving at their highest potential. Absences, whether excused or unexcused, are detrimental to the learning process because classroom experiences, such as class discussion, peer collaboration, and student-teacher interaction cannot be replicated outside the classroom. Northfield is committed to high attendance rates through a supportive, thorough and systematic attendance process. At Northfield, all students are expected to maintain a 90% attendance average during the course of the school year. This equates to approximately 18 days of absence.

If a student is absent from school, whether excused or unexcused, more than 10% of days in a school year, that student does not meet Northfield High School attendance expectations. Students who accumulate excessive excused absences are required to provide the school with documentation to verify the absence. Parents/guardians are informed of absences via daily communication. Please check the attendance of your student at least once a week, if not every day through the [Parent/Student Portal](#). Additionally, the teacher's record is considered the official legal document.

Students must meet the Northfield requirement of being in good standing both academically and behaviorally to participate in activities, excursions, and athletic events.

Excused and Unexcused Absences

An absence is defined as non-attendance in class. An absence is either “excused” or “unexcused” as outlined below. It is a parent/guardian’s responsibility to update any absence in the Parent/Student Portal on the day of each absence. To report an absence, within two days of a student returning to school, a parent/guardian must excuse the absence in the Parent/Student Portal using the [directions provided \(Spanish directions\)](#). Alternatively, a parent/guardian can call and leave a message on the Northfield Attendance Line (720) 423-8001.

All excuses must include:

- Parent/Guardian’s name.
- Student’s full name (please spell last name) and ID number.
- Date(s) and reason of the absence.
- Telephone number where the parent/guardian can be contacted during the day.

The following reasons constitute an excused absence:

- Illness ([How Sick is Too Sick Guidance](#))
- Medical/dental appointment
- Court date
- Funeral
- Religious holiday
- Personal reasons/Extenuating circumstances approved by the alpha administrator

College Visits

Students are allowed up to seven days for college visits per academic year.

- These absences are considered a “school-related activity.”
- Students must provide proof of college visit to their counselor or Dean prior to or within two days of returning from the visit.
- Proof of college visit should be turned into main office attendance personnel.
 - Proof of visit can include but not be limited to:
 - Letter from college
 - Reservation confirmation from college
 - Email confirmation from college personnel

Absences that are reoccurring or prolonged must be approved by the student’s alpha administrator to be marked excused.

Any other absences are considered unexcused. An absence becomes unexcused after two days without an acceptable excuse from a parent/guardian. **Only the school principal or alpha administrator can excuse an absence.** Utilizing the Parent/Student Portal to report the absence or calling the attendance line does not automatically excuse an absence. Please see what constitutes an excused absence above.

Partial Day Absences and Early Release

Students who arrive late or leave for an appointment during the school day must sign in and out of the Main Office in Building 5, when they leave and when they return. Leaving school without checking out through the main office is considered an unexcused absence. Partial absences must be excused the day they occur. All partials must be confirmed by a parent/guardian before a student can be dismissed. Please provide 24-hours notice.

For early release, parents/guardians may call the main office in advance or submit a request through the Parent Portal app. However, it is important to follow up with a phone call at the time your student is expected to be dismissed to ensure the office can release the student from class.

The latest a student can be released from class is 3:00 p.m. There will be no early dismissals at the end of the school day unless it is for athletic reasons, an emergency, or a prior arrangement approved by the school. If a pattern of early dismissals is identified, a member of the school's culture team will contact the family to discuss the matter.

Compulsory* School Attendance & Truancy

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

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

· Habitually Truant - Four Unexcused-Absent Days in a Month (16+ Class Periods in a Month)

· Habitually Truant- 10 Unexcused-Absent Days in a School-Year (40+ Class Periods / Year)

<http://www.boarddocs.com/co/dpsk12/Board.nsf/goto?open&id=A6JQSL6A56C>

A student who arrives to class after the start time and within the first 50 percent of the class period will be marked tardy. **A student who is absent more than 50 percent of any Attendance Period during a scheduled school day shall be considered absent for that entire period.**

Ditching Class/Truancy

Students who habitually make the choice to ditch class will work with the Whole Child team to find the root cause of skipping class. Parents/guardians will be notified of the student skipping with the goal to get the student back into class. If students are found to continue to skip any class (does not need to be the same class) they will receive consequences up to and including supervised study, referral to the Denver Youth Program, and possible Truancy filing.

Tardy Policy

Being punctual is necessary for both college and career success. A student is considered tardy if they are not physically in the threshold of the classroom at the time of the bell. Teachers will mark the student tardy in Infinite Campus after the bell sounds at the start of class. **If a student leaves class without permission for any amount of time between bells, they will be marked absent.** When a student accumulates an excessive number of unexcused tardies, the teacher will contact the student's parent/guardian to discuss the tardy concern. Should there continue to be an issue with tardies, the student will be contacted by the dean or a student engagement advocate.

A student will be **marked tardy** if:

- They are not physically in the threshold of the classroom at the time of the bell.
- They abuse the use of a hall pass beyond 20% of the class period (approx 10 min stripe; 20 mins block).

Community Service Hours

All Northfield High School students are required to complete 30 verified volunteer hours to graduate. We use x2Vol, an online platform, to track, approve, and verify service hours.

Students may begin earning volunteer hours on the first day of their 9th-grade year. Hours completed before the start of high school—including over the summer prior to 9th grade—will not be accepted.

Transfer students are also required to complete the full 30 hours. They may submit hours completed on

or after the date they began high school, even if the service was done at a previous school. All hours must be entered in x2Vol, meet the required criteria, and be verifiable.

Students are responsible for logging their hours in x2Vol and ensuring each entry includes accurate dates, a description of the service, and contact information for verification. Only approved hours count toward the graduation requirement. Failure to complete the required 30 hours of community service will result in the student being ineligible to participate in the graduation ceremony.

For questions about qualifying activities, how to use x2Vol, or what documentation is needed, please visit the Volunteer Hours page on our website or contact Liz Ritter at liz_ritter@dpsk12.net.

Behavior Policies and Expectations

Northfield students are expected to demonstrate “school appropriate behavior” whenever they are on school property, during school hours, on the way to or from school and at any school-sponsored activity wherever it might occur. Northfield High School bases all discipline decisions on a restorative model in conjunction with the [DPS Discipline Matrix](#).

All students should uphold the rules established by Denver Public Schools, the Northfield Community Handbook, and classroom teachers. The behavior system is designed to provide prompt and effective consequences for students who choose to interfere with the rights of either the teacher or other students.

To provide a safe and orderly learning environment, Northfield follows all procedures regarding student discipline as outlined by DPS Student Discipline Policy J-K.

Northfield has the discretion to address a student’s behavior no matter where or when it occurs if detrimental to the health, safety or welfare of other students. Behavior expectations apply to all school-sponsored activities, including dances, athletic events, field trips and performances.

Suspension

Suspension is a disciplinary measure used to point out to a student the seriousness of their misconduct, to inform the student’s parent/guardian of the misconduct, and to ensure parental/guardian cooperation in dealing with the problem. Suspension is not a punishment in and of itself. Use of Supervised Study in particular is intended to be restorative in nature. Students who break school and district policies may be subject to out-of-school suspension for a period of up to 10 days. The length of suspension is determined by school leaders and reflects the seriousness of the offense committed according to the discipline matrix. In addition, a parent/guardian conference is required prior to any out of school suspended student returning. A suspended student may not loiter, be on school property, or attend any school-sponsored activities during the days of suspension.

Behavior Expectations in Special Situations

In an attempt to ensure a positive, harmonious, and safe environment at school-sponsored activities and events, the following policy has been established. This applies to athletic events, dances, field trips, performances and other school-sponsored events. For specific *behavioral* expectations for different activities, [please see this document](#).

- Northfield students must be in good standing behaviorally and academically at the time of the event. Students and Guardians who may not attend the event will be notified prior to the event by their dean or admin.

Bullying

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

Examples of Bullying:

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

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

Cyberbullying

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

Dress Code

Northfield High School strives to maintain an environment that is safe for all students and is conducive to learning. The purpose of the Northfield Dress Code is to create a professional and respectful environment. Student dress is an outward expression of personality and we encourage students to express themselves under structured guidelines.

Students Must Wear:

- Opaque shirt that covers the torso through the top of chest.
- Bottoms: pants, sweatpants, shorts, skirt, dress, leggings.
- Shoes.
- Northfield ID on a lanyard worn around the neck

Students May Wear:

- Hats that do not cover/hide the student's face.
- Ripped jeans as long as underwear is not exposed.
- Religious or cultural headwear and accessories.
- Clothing or accessories explicitly named in their 504 or IEP

Students May Not Wear

- Hoods
- Hoodie with a mask/mask of any kind.
- Balaclavas (garment covering the whole head and neck except for parts of the face).

- Clothing and accessories that are or contain language or images that create a hostile or intimidating environment based on any protected class, are violent, profane, obscene, libelous, targeting, pornographic, references gang activity, drug, alcohol, tobacco representation.

School Issued ID Card

All students must have a current Northfield-issued ID at all times. Each student is provided a free Northfield student ID at the beginning of the school year. **Per District requirement, all DPS high school students must wear identification badges on school property during school hours.** Students must have their ID to conduct school business, such as check out library books, purchase tickets for a school dance or athletic event. **Students must wear their ID around their neck.** Failure to wear a current Northfield ID card may result in disciplinary action and fees for replacement.

Drugs & Alcohol

The use or possession of alcohol or any other harmful substances, or the illegal use of narcotics, and habit-forming drugs is forbidden. Disciplinary and/or police action is taken against any student involved in the use, possession, distribution, or sale of alcohol or narcotics. Any student caught at a school function (including sporting events and activities) in possession of or under the influence of drugs or alcohol is subject to disciplinary action, including, but not limited to, assignment to suspension, and/or legal prosecution. Parents/Guardians will be notified to escort the student home and further dance, sports, or club attendance privileges may be revoked. Students will be referred to drug and alcohol prevention specialists for further support.

Electronic Devices/Cell Phones

Students are not permitted to use cell phones or electronic devices in the classroom at any time for any reason (unless specifically stated in an IEP or 504 plan). This includes the use of AirPods, other headphones, or similar electronic devices. Each teacher will have a clearly communicated system for managing cell phones to ensure they are put away and do not distract from learning.

Students are permitted to use electronic devices—such as cell phones, music players, and personal gaming devices—before and after school, during passing periods, off-periods, and at lunch. Once the instructional bell has rung, phones are not permitted to be used on campus. Students not following these rules will be at risk of having their phones confiscated by staff.

If a staff member instructs a student to put their device away, the student must comply immediately. Refusal to comply will result in the phone being confiscated to be picked up after school. Repeated violations will lead to further consequences in accordance with the DPS discipline ladder and matrix.

Students who need to make contact by cell phone may do so before school, between classes, during lunch or after school. This does not excuse students being late or absent to class because they are on a phone call. Students are not permitted to take phone calls during instructional time. Families who need to contact their student urgently should contact the main office.

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

Fighting

Students involved in fighting before, after, or during school hours on school property, at school activities, or bus stops will face disciplinary action. This also includes an off-campus fight that disrupts on-campus culture. Students involved in the act of agitating a fight or posturing to fight may also face disciplinary

action. Acts of assault, battery, and extortion will result in immediate suspension and the possibility of a police report being filed.

Gambling

Gambling and possession of gambling materials (dice, cards when used for gambling) are not permitted at Northfield High School activities, events, or on school transportation.

Gangs - DPS Definition/Zero Tolerance

DPS School Board policy defines “gang” as a group of individuals with a common interest, bond or activity characterized by criminal, delinquent or disruptive conduct. No activities associated with these organizations, including pledging, hazing, initiations, or any other acts disruptive to school operation, are permitted on school grounds or at school activities. Gang membership and gang-related activity is not tolerated in the schools, on the school grounds, in school district vehicles, or at school activities or events. Students whose on or off grounds activity warrant a police citation may be suspended from school up to 10 days and referred to the expulsion process based on seriousness of activity.

Harassment and Discrimination.

Continued unwanted written or verbal expression based on race or color, national origin, sexual orientation, disability, religion, or age is specifically prohibited. If the school determines that such harassment occurred, the individual(s) involved will receive disciplinary action. If you have concerns about harassment or discrimination, contact your Dean or Counselor to make a report. The school Title IX/Discrimination Prevention Officer is Calarri Cox who oversees all of these concerns. Northfield High School and DPS do not discriminate in enrollment, course selection, or any aspect of our education program or activity. Please review our full [Notice of Nondiscrimination](#) to learn more.

Insubordination/Disrespect for Staff

When any adult in the building, on school grounds, or at any school activity makes a request of a student, parent/guardian and/or visitor, i.e. asking a student/guardian/visitor to identify himself/herself, they must comply. Failure to do so is considered defiance, and subjects the student to disciplinary action and parent/guardian to removal from campus.

Insubordination is the following:

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

Loitering

Northfield students are not permitted to loiter on campus after the school day. Students have 15 minutes to leave the building and campus at the end of the school day, unless they are being actively supervised by an adult. The end of the school day is 3:55pm. You must be under the supervision of an adult or off campus no later than 4:10pm. If a student is not utilizing the “Final 30” time at the end of each day, the end of the school day is 3:25pm and the student must leave campus at that time. Non-Northfield students are not allowed on campus. The only exception is if the student is attending an extracurricular event which is open to the public. Any person not a Northfield student or a member of the staff found loitering on school grounds will be asked to immediately leave and may be cited by the police and removed from the premises.

Profanity

As part of the responsibility to the school and the community, students are expected to exercise discretion in their use of language. Abusive language or writing, belligerent behavior and the use of obscenities and vulgarities (including gestures) are subject to disciplinary action. This includes all derogatory language regarding a community member’s race, religion, sexual orientation, gender, or country of origin.

Public Displays of Affection

Gestures of congratulations, such as embraces and handshakes, are examples of appropriate behavior. Gestures of an intimate nature between students, such as sitting on the lap, kissing, and embracing, are not acceptable at Northfield High School. Students will be asked to separate if the display is deemed inappropriate.

Search & Seizure

Searches within the school or on school grounds will be authorized by the principal or designee when there are circumstances which would cause a reasonable person to believe that the search of a particular person, place, or thing (i.e. locker, desks, electronic devices, motor vehicles) is warranted. The principal or designee may request the assistance of a law enforcement officer to:

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

Personal searches of students could include the pockets of the student, shoes, or any object in the possession of the student (i.e., backpack, purse, etc.), and a "pat down" of the exterior of the student's clothing. These searches will be conducted in a private room, by a person of the same sex as the student being searched, and witnessed by one other staff member. [See board policy JIH.](#)

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

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

Sexual Harassment

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

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

Students, acting in a group or gang, who are determined to have engaged in sexual harassment of one or more students, are subject to suspension and/or expulsion as defined by [Board of Education Policy AC.](#)

Title IX Coordinator for Northfield High School is Assistant Principal Calarri Cox. Ms. Cox can be reached at 720-423-8000 or calarri_cox@dpsk12.net.

Vandalism

Any action involving deliberate destruction of and/or intentional damage to public or private property of the school or its occupants is considered vandalism. Vandalism applies to not only events on school property but to any school sanctioned events (i.e. sporting events, field trips etc....). Students who commit acts of vandalism will be subject to disciplinary action ranging from community service up to, but not limited to 3-days of In School or Out of School suspension.

Smoking and Vaping

Smoking and vaping are not allowed on campus at any time. Students, staff, and visitors are not permitted to use tobacco or vape products in any form in the school building, on the school grounds, at school activities, in school vehicles, or within 1,000 feet of the school campus. This includes school-sponsored events, like dances, athletic events and field trips. The school grounds include athletic fields and parking areas. "Use" means the carrying of tobacco, whether lit or unlit, and includes the lighting, chewing, smoking, and vaping of any tobacco product. This policy is in compliance with state law (25-14-103.5). Students will be referred to the prevention specialists for further evaluation in addition to any consequences per the [DPS Discipline Matrix](#).

Theft

Theft, larceny, or breaking and entering will result in disciplinary action, restitution, and citation by police. Northfield is not responsible for the loss of personal property.

Weapons

Safety is the right of every student and staff member, and Denver Public Schools is firm in its commitment to maintaining a weapon-free environment. The possession or use of ANY weapon shall require proceedings for the suspension AND expulsion of the student(s) involved.

The definition of "weapon" is not limited to the obvious list of guns and knives but also includes any item that can be construed as a weapon. DPS students have been expelled for possession of items such as ninja stars, screwdrivers, baseball bats, mace, water and toy guns that resemble real weapons, items used in a fight against another person, starter pistols, and more. Firecrackers, knives, chains, and similar items are considered weapons under Board of Education policy.

Fake or Imitation Weapons

In addition to real weapons, **fake, imitation, or look-alike weapons are strictly prohibited** on school grounds, at school-sponsored events, and on school transportation. This includes but is not limited to pellet guns, BB guns, Nerf guns, water guns, and any toy or replica that could be mistaken for a real weapon. Even if these items are not functional, they can cause fear, disruption, and potential safety concerns. Students found in possession of such items will face disciplinary action, which may include suspension or expulsion, and may be referred to law enforcement.

Students bringing any prohibited items to school will face school suspension/expulsion, and police charges for possession. The incident will result in the appropriate law enforcement authorities being notified and charges being filed.

General Information and Policies

Activities

Northfield High School offers a wide variety of student clubs and organizations designed to support diverse interests, promote student engagement, and build community. Participation in these activities provides opportunities for leadership, collaboration, and personal growth. All students involved in clubs and organizations are expected to uphold the school's values and follow Northfield High School expectations, both during meetings and at all related events. These guidelines help ensure a positive and respectful environment for all members. For more information, including current club information, please visit our website.

Athletics

Northfield High School is proud to offer students 24 CHSAA-certified athletic options to choose from. Each is designed as an integral component of the Northfield educational experience by providing meaningful learning opportunities outside of our International Baccalaureate classroom curriculum, including sportsmanship, teamwork, commitment, loyalty, self-discipline, pride, responsibility, and leadership. EVERY

student at Northfield High School has the opportunity to try out for a team, if they meet school, DPS and CHSAA requirements.

Bicycles/Skateboards

Bicycles and skateboards must be locked on the racks located on the east side near the main entrance of Buildings 2, 3 and 5. Bikes are not to be locked around trees, light polls, or fences and may be cut off and removed if done so. The school is not responsible for theft or damage to bicycles or skateboards. Students may travel to school on bicycles or skateboards but are not permitted to ride them on school property.

Campus Cleanliness

The Denver Community has provided Northfield with a beautiful setting and facility with outstanding equipment to enhance students educational opportunities. We ask that students share in community pride by taking care of all school-issued materials, classroom equipment, and furniture. Students will be held financially responsible for any damages to school property caused by reckless, careless, or negligent acts.

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

Student responsibilities for campus cleanliness:

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

Chromebook Policies/Procedures

All DPS students receive a MyTech Chromebook at the beginning of the school year. Students should have their Chromebooks fully charged and with them each day. Use of any other device beyond a DPS-issued Chromebook is at the discretion of individual classroom teachers. Students are responsible for any information that is accessed on the Internet and/or stored on their Chromebook. Chromebook history can be reviewed by DPS staff, even if it is deleted. [Please refer to this document](#) for details about tech support, damage fees and more.

Communications

School-to-home communication is key, no matter the grade. Northfield provides effective, consistent and unified messages through the use of a variety of internal and external communication platforms, including phone calls, email, text, the school's website, Schoology and social media. A comprehensive approach to overall communication helps ensure greater impact.

All Northfield emails come from 'noreply@dpsk.org,' text messages come from 98900; and phone calls from 720-423-3000 or Northfield's office phone number (720-423-8001). Email Northfield's Communications Office at nhscommunications@dpsk12.net, or call 720-423-8001 and ask for the Communications Specialist, with any questions related to school communications.

Please note, when contacting a teacher or staff member at Northfield High School, please expect a **response within a 24-48 business hour window.**

Internet Use

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

Contact Information

Please see [this document](#) to find out whom to contact for what at Northfield. Our [website](#) has contact information for all current teachers and staff as well.

Drop-Off and Pick Up

Students are to be dropped-off and picked-up in the student drop off zone located in the north parking lot off 56th Ave, and within the south parking lot off Central Park Blvd. and 54th Ave. Due to traffic congestion, it is recommended that drop-off and pick up occur east of the school on Dallas St. Students can walk through the Northfield Athletic Complex to get on or off campus. Student parking and very limited visitor parking is located in the **north** lot and the rest of the visitor and staff parking is on the **south** side of the building off Central Park Blvd. All students must register their car regardless of if they park on campus or on surrounding neighborhood streets.

Elevator Usage

Students are not allowed to use the elevator during school hours unless an elevator pass is issued for a verifiable medical condition. To obtain an elevator pass, bring medical documentation to the SchoolNurse's Office, located near the Main Office in Building 5.

Emergency Protocols

Denver Public Schools has developed clear guidelines for schools/classrooms to follow in the event of possible threat, immediate threat, and/or weather emergencies. All staff on campus are trained to follow the specific DPS guidelines throughout the emergency and emergency procedures for Hold, Secure, Lockdown, Evacuate, and Shelter. These trainings are conducted periodically during the school year. Teachers will review all procedures and expectations in the beginning of the school year and throughout the year, as needed. Students are to strictly follow all directions given by the teachers, administration or other supervising adult. Students who do not follow directions during all procedures may face disciplinary consequences.

Field Trips

Students may participate in school-sponsored field trips if they have no failing grades and at least 90% attendance in the five weeks before the trip, confirmed by the organizing teacher. A signed parent/guardian permission form is required, and additional forms may be needed for overnight, out-of-state, or high-risk activities, or if private vehicles are used. Trips will be approved in advance, and students must follow school behavior expectations during their time outside of the school building. Transportation is typically by school bus; however, **If determined by the teacher**, students may arrange their own transportation, including carpooling with one another, as long as these arrangements are made independently by students and families—DPS does not organize or facilitate student carpools. Financial assistance is available for trip-related costs when needed.

Final “30”

Final “30” is a designated time at the end of the day for students to:

- Receive academic support/tutoring
- Clarify assignments or complete missing work
- Make up or retake assignments/assessments
- Participate in parent/student/teacher intervention meetings

Student-athletes are expected to use this time to stay on top of their academics and seek help when needed. All athletic practices are scheduled to begin (at 4:15) after Final “30” to ensure athletes have access

to academic support. Final “30” should never be used as a reason to arrive late or miss practice, nor should attending practice be used as an excuse to miss Final “30.”

Emergency Information

Hold

Holds will be implemented when the hallways or specific area need to be cleared. School business will continue as normal.

Secure

DPS Safety and Security or Northfield administration will direct the building to be secured and safely shelter all students, staff and visitors inside the school building. There will be both an internal and external announcement. School business and classroom activities continue as normal; however, students will remain in their class until the secure perimeter is lifted. A school will go into a secure perimeter if a threat is in the neighborhood and does not endanger the occupants of the school. NO person is allowed to enter or leave the building during a lockdown.

- If your student happens to be outside of the school building at this time, we ask that they leave campus.

Lockdown

DPS Safety and Security, NHS administration or faculty, will direct the building to be secured and safely shelter all students, staff and visitors inside the school building. There will be both an internal and external announcement with blue flashing lights outside Building 5 and in the Quad indicating the school is on a lockdown. School business and classroom activities cease. A school will go on lockdown if a threat is in the building or neighborhood and endangers the occupants of the school.

- If your student happens to be outside of the school building at this time, we ask that they seek safety away from campus. Should a Reunification be required, reunification will be at either Dick’s Stadium or Inspire Elementary. Communication will be shared by Denver Public Schools identifying which location.
 - Reunification occurs when students are not allowed back into the building and need to be reunited with their families.

Evacuate

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

Shelter

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

Financial Obligations

All financial obligations must be taken care of annually. Fees are paid through [MySchoolBucks app](#) located in the Parent/Student Portal. Seniors are not permitted to participate in graduation ceremonies unless all financial obligations are paid in full. If students have outstanding fees associated with participation in an athletic team or a school-sponsored club or organization, they may become ineligible to participate in all associated activities with that athletic team or school sponsored club or organization. Students are not allowed to attend homecoming, Prom or other events, if they have outstanding school fees/fines. Students are to check their fees/fines at the beginning and end of each semester. Reduced fees are available for families who qualify for Free or Reduced Lunch (FRL) and submit the required verification to the school treasurer **VANESSA PIRIA**.

Food on Campus

All students are expected to eat in designated areas on the campus, which include the Cafetorium in Building 1, the Great Hall in Building 3 and the center quad. Students can bring sack lunches or eat lunch in the Cafeteria. Classroom snacks are at the discretion of the teacher. **No food deliveries from UberEats, DoorDash, etc, are allowed during class time and parents/guardians who bring food for their student must do so during the lunch period.**

Breakfast is available for students in Building 1 from 7:45 - 8:15 a.m.

Off-Campus Lunch

Northfield has one lunch period and an open campus for students; however, students in grades 9 and 10 **are strongly encouraged to stay on campus for lunch**. Being late to class following lunch will result in consequences per the NHS/DPS matrix just as any other period. Tardiness due to waiting for food at food trucks, off-campus eateries, food delivery, etc. will not excuse a tardy.

Northfield administration supports the strict enforcement of shoplifting, jaywalking, loitering, and other ordinances that are applicable to our students as they participate in the community. Failure to adhere to community rules, such as loitering or trespassing, may result in an issuance of a city citation by the Denver Police Department (DPD) and the school reserves the right to revoke the privilege of off-campus lunch to any student who does not act in a mature and responsible fashion.

Students may not bring food and/or their lunch into any classrooms in Buildings 1, 2, 3, or 5 – even if they are running late to class from lunch. This also means that students cannot take out off campus food or lunches from their backpacks. Students who violate this policy will have to throw away their food and may be assigned to an on-campus location for lunch to ensure that they have adequate time to eat their food prior to the start of class.

If students choose to go off campus for lunch at one of the local restaurants, the wait time can become long and students may not be able to order their food and eat it within the scheduled lunch time before class begins. Tardy policies as mentioned above will be in effect.

Lunch Account

A complete Breakfast and Lunch will be offered free of charge to students during the 2025-2026 school year.

If your student would like to enjoy a second lunch or a la carte items, items may be purchased with cash or using a student's [MySchoolBucks](#) account. Please visit the [DPS Food Services site](#), this provides links to student account information, making payments, menu options, meal price and charge policy. Complete the [You Benefit! Form](#) each year. This allows for students who qualify to receive discounted school fees, class materials, and more. If you have any questions please email Denver Public Schools, Meal Applications Department, at mealapps@dpsk12.org or call 720 423-5600.

Hall Passes

Release of students from the classroom is for emergency situations only and students who receive a hall pass have **five minutes** to return to class. If a student doesn't return within that time they will be marked tardy. Students will not be issued a hall pass during the first 10 min or last 10 minutes of the class period. Students who loiter in the hall when they are supposed to be in class are considered truant. Northfield leadership has the ability to revoke hall pass privileges for students who abuse hall pass privileges.

Lost/Stolen Items

Lost and found items are held in the Main Office (Building 5). Unclaimed items are given to a charity periodically.

It is not the responsibility of Northfield High School to investigate the loss or potential theft of personal valuables, such as cell phones, headphones, airpods, watches, or expensive jewelry, cash, etc. Students who bring such items to school are expected to treat these items as they would in any public place, keeping them closely supervised and in a safe place or on their person. Students who choose to bring these items to school accept personal responsibility for their whereabouts. Students have the right to file a report with DPD regarding potentially stolen items.

Lockers

Locker use is optional for all students and they are distributed during the beginning of the school year on a first-come, first-serve basis. Students should not share their locker combination with others or switch lockers without approval from their alpha dean. Nothing should be placed in the locker that cannot be easily removed. Lockers are not to be decorated on the outside. The school is not responsible for the loss or theft of items from lockers and reserves the right to search lockers, if there is suspicion of a threat to the health and safety of students and staff. Students who wish to use a locker must reach out to Northfield Deans, [Eno Ocansey](#) or ; student-athletes should contact NHS Athletic Director and Assistant Principal, [Ezekiel Ocansey](#) to obtain a locker for bags and athletic equipment.

Medical

It is imperative that parents/guardians inform the school nurse of any medical condition(s) that could affect their student's school day. The nurse and/or their designee will dispense all medications. Students are not allowed to carry or administer their own medication. If a student experiences a life-threatening injury or illness, 911 is called first, followed by the parents/guardians. If the situation is non life-threatening, the parent/guardian will be called to determine the course of action. If you need to contact the Northfield school nurse regarding medication or medical services, please contact [Kate Marshall](#).

Posters and Flyers

Before any poster or flier may be hung or circulated anywhere on campus, they must be approved and initiated by an assistant principal or Northfield's communications specialist.

School Bus Information and RTD

DPS provides transportation for Center Based Students only and bus routes are set by the DPS Transportation Department. Any questions concerning this service should be directed to the Transportation Office. For information regarding late buses, or any other bus inquiries, please call the Parent Hotline at (720) 423-4699.

Northfield High School students are able to ride the Denver RTD for transportation to and from school free of charge with an ID. Students riding on RTD are expected to follow the directions of the driver for the safety of all passengers. For additional information about services and scheduling, contact RTD at 303-299-6000.

Students who ride RTD must be on the 65 bus route by 3:40 p.m. for departure. Students are not allowed to wait in any buildings for the bus past 4pm. Click on the link [here](#) for route information for the 65 route that services Northfield High School. **THIS WILL BE UPDATED WITH RTD ROUTE CHANGES.**

Translation and Interpretation Services

Please contact Northfield's Main Office at 720-423-8000 for interpretation services.

Vehicle Registration and Parking on the Sandoval Campus

To improve the equity of limited parking availability on the Paul Sandoval Campus, Northfield and DSST High Schools have reallocated parking designations. Effective immediately and in line with parking trends, the student parking lot (located on the north side of building 3) is now reserved for Seniors only with valid Paul Sandoval Campus parking permits. These spots are available on a first come, first serve basis. The lot closest to Northfield Athletic Complex is now open to all students and staff, as well as the public. Parking spots in both lots, unless otherwise marked, are available on a first come, first serve basis.

Seniors will receive a white permit; others are given a black permit. Parking permits are available during the Final 30 (3:25-3:55 p.m.) the first week of school in the Great Hall. Students may not park in any reserved spots in these lots or in the faculty/staff lot on the southeast side of campus. Members of Northfield's Engagement Team, Campus Safety Officers and DSST will monitor the parking lots in the morning and for the first 15 minutes following lunch. If students park on campus in designated lots without a valid parking permit, they will receive one warning and will be towed thereafter followed by a conversation with the Culture team and school resource officer; a parent/guardian must be present for this conversation. Students without a campus parking permit can park on surrounding neighborhood streets.

All students are asked to register their car with Northfield High School regardless of if they park on campus or on surrounding neighborhood streets. Please complete [car registration](#) immediately. **Students must obey all street signs, as well as refrain from blocking alleys, driveways or fire hydrants; these parking violations are strongly enforced by the Denver Police Department.** Students are not allowed to park in the Shops at Beeler parking lot. Parking violations on and off campus may result in towing of a vehicle.

Students who display inappropriate behavior, such as littering, loitering around or sitting in vehicles during the school day, speeding or driving recklessly, cruising in the parking lot or park in unauthorized areas, may lose their parking privileges. The school cannot be held responsible for stolen or defaced private property.



- X Campus Drop Off/Pick Up Areas
- X Neighborhood Drop Off/Pick Up Areas
- # No Parking/Stopping Areas
- Driving Path - No Stopping/Parking



Please note that you must travel all the way around the parking lots on the drive paths and into campus if dropping off inside campus - you may not drop off before the designated drop off points marked on the map.

Visitors

Students are not allowed to have friends from other schools or siblings visit at any time. All adult visitors, including all visiting DPS staff, must check in with the Main Office (building 5) ,present identification and receive a visitor's badge. Visitors will be given an orange sticker that they must wear during the entirety of their visit. Visitors who are disruptive to the school environment will be escorted from campus by campus security. Visitors are expected to sign out in the Main Office upon departure.

Though we greatly appreciate parent partnerships and enjoy having visitors, due to student privacy and building safety needs, parents are **not permitted** to observe in classrooms during instruction without preapproval by administration and with a staff member present throughout the duration of the visit.

Unknown persons on campus will be immediately reported to the Campus Security Office and/or school resource officer, and may potentially face trespassing charges.

Weather-Related Delays/Cancellations/Closures

On severe weather days, the DPS superintendent will decide as soon as possible whether to close all schools. If school is canceled, communication will occur in the following ways:

- The DPS Communications Office will notify local television and radio stations - You can also view [the DenverChannel.com](#), [9News.com](#), [KDVR.com](#) and [denver.cbslocal.com](#) stations. Notifications in Spanish will be made on radio newscasts at 1150 AM, 1280 AM and 1090 AM.
- Posted on [dpsk12.org](#), the district's [Facebook](#) and [Twitter](#) pages.
- A message denoting the closure will also be left on Denver Public Schools' hotline at (720) 423-3200, as well on the DPS Transportation hotline at (720) 423-3600.

Withdrawals, Transfers

[Please review this document](#) for information on student withdrawals and transfers.

****Northfield High School Administration reserves the right to update this Handbook as circumstances change****

All students and parents/guardians must read and comply with the policies outlined in this handbook.