



Student and Parent Handbook 2023-2024

Northglenn Middle School
1123 Muriel Dr.
Northglenn, CO 80233
720-972-5080

Attendance Line: 720-972-5117

Visit our website: <https://northglennm.adams12.org/>



MISSION STATEMENT

WE ARE COMMITTED TO CREATING A SAFE, INCLUSIVE LEARNING ENVIRONMENT AND EQUITABLE LEARNING EXPERIENCES THAT CHALLENGE AND PREPARE STUDENTS TO BE CAPABLE AND CONFIDENT INDIVIDUALS, WHILE DEVELOPING RESPECT, RESPONSIBILITY, AND COMPASSION WITHIN OUR SCHOOL COMMUNITY.

VISION STATEMENT

OUR VISION IS EMPOWERING STUDENTS TO ACQUIRE AND DEMONSTRATE SKILLS THAT WILL SUPPORT THEM AS LIFE-LONG LEARNERS, AND TO PARTICIPATE IN AND CONTRIBUTE TO THEIR COMMUNITY.

CORE VALUES

- COMPASSION
- PERSEVERANCE
- RESPECT
- RESPONSIBILITY

SCHOOL INFORMATION

Important Phone Numbers

Main Office (Hours 7:45 a.m. - 4:15 p.m.): **720-972-5080**

Fax Line: **720-972-8330**

Attendance Line (available 24 hours a day): 720-972-5117

***Please call before 8:40 a.m. if your student will be absent or tardy.**

Cafeteria: 720-972-5102

Library: 720-972-5099

School Hours

First Bell 8:35 am Tardy Bell 8:40 am

Monday – Friday: 8:40 am – 3:50 pm

If you arrive after 8:40 a.m., you are considered tardy.

Students are to enter the building at the following locations:

6th grade – east side of building – 6th grade hall entrance

7th grade – west side of building - 7th grade hall entrance

8th grade – rear of building – entrance near cafeteria

Delayed Start: 9:40 am (end times remain the same)

Northglenn Middle School provides breakfast every morning between 8:10 a.m. – 8:40 a.m. during the school year. Students may grab a breakfast upon entering and proceed to their first period class.

School Calendar

2023-2024 IMPORTANT DATES

Throughout the year, there will be many additions to our calendar. Please visit our school website for a current list of events: [<https://northglennm.adams12.org/>]

NORTHGLENN MIDDLE SCHOOL

2023-2024



Normal Bell Schedule

6 th Grade		7 th Grade		8 th Grade	
Period	Time	Period	Time	Period	Time
1	8:40-9:48 (68 min)	1	8:40-9:48 (68 min)	1-Elective	8:40-9:32 (52 min)
2	9:52-11:00 (68 min)	2	9:52-11:00 (68 min)	2-Elective	9:36-10:28 (52 min)
Lunch	11:04-11:34 (30 min)	3-Elective	11:04-11:56 (52 min)	3	10:32-11:40 (68 min)
4	11:38-12:46 (68 min)	Lunch	12:00-12:30 (30 min)	4	11:44-12:52 (68 min)
5	12:50-1:58 (68 min)	5-Elective	12:34-1:26 (52 min)	Lunch	12:56-1:26 (30 Min)
6-Elective	2:02-2:54 (52 min)	6	1:30-2:38 (68 min)	6	1:30-2:38 (68 min)
7-Elective	2:58- 3:50 (52 min)	7	2:42-3:50 (68 min)	7	2:42-3:50 (68 min)

Late Start Schedule *(in case of inclement weather)*

6 th Grade		7 th Grade		8 th Grade	
Period	Time	Period	Time	Period	Time
Per 1	9:40-10:18 (38 min)	Per 1	9:40-10:18 (38 min)	1-Elective	9:40-10:15 (35 min)
Per 2	10:22-11:00 (38 min)	Per 2	10:22-11:00 (38 min)	2-Elective	10:19-10:54 (35 min)
Lunch	11:04-11:34 (30 min)	3-Elective	11:04-11:56 (52 min)	Per 3	10:58-11:53 (55 min)
Per 4	11:38-12:46 (68 min)	Lunch	12:00-12:30 (30 min)	Per 4	11:57-12:52 (55 min)
Per 5	12:50-1:58 (68 min)	5-Elective	12:34-1:26 (52 min)	Lunch	12:56-1:26 (30 Min)
6-Elective	2:02-2:54 (52 min)	Per 6	1:30-2:38 (68 min)	Per 6	1:30-2:38 (68 min)
7-Elective	2:58- 3:50 (52 min)	Per 7	2:42-3:50 (68 min)	Per 7	2:42-3:50 (68 min)

NGMS Grading Proposal

Summary and Supporting Documentation

Purpose:

The Grading System for NGMS is being proposed to better communicate information about student learning to students, parents, and school staff.

Key Proposal Components:

- This proposal will be implemented for the 2023-2024 school year in all grade levels and content areas.
- Students will be given a numerical value grade in Infinite Campus for each class on an A, B, C, D, F scale with no + or - designations.
- The following percentage scale will be used for the aggregate grade:
 - A (100-90%)
 - B (89-80%)
 - C (79-70%)
 - D (69-60)
 - F (59-50%).
- Grades will be determined using a weight of 80% for summative assessments (*an assessment that takes place after all of the teaching for that particular standard or benchmark: this can take place during or at the end of the unit*) and 20% for formative assessments (*an assessment that checks for understanding along the learning process*). Prior to the administration of an assessment, students will be told whether the assessment is formative or summative.
- The lowest score a student may receive on a **completed** formative/summative assessment is 50%.
- All assignments that are Missing will be marked as Missing (M) at the end of the semester. At the end of the semester all Missing (M's) will be valued at a point value of 0 (zero).
- All assessment scores will be reported in the grading system using the number of points earned and points possible (percentages) rather than rubric scores. Prior to entry into the grading system, rubric scores will be converted to points earned and the points possible.
- No extra credit will be allowed.
- No penalties for late work.
- All assessments will be aligned to standards in the district's guaranteed and viable curriculum.
- Summative: minimum 1-2 per unit with a point value of 50 points.
 - Students have 2 weeks to take or retake the summative from the previous unit
 - For any missing summative assessments, teachers need to notify students and parents/guardians (PLP).
- Formative: minimum of 1 per week with a point value of 10 points.
 - Students have until the end of the unit to turn in formatives from the current unit
- In order to utilize feedback, students will be offered multiple opportunities to either correct or retake assessments within a reasonable time period provided that students meet reasonable expectations prescribed by the teacher (e.g. attend a help session, complete any missed work for the unit, etc.).
- When multiple opportunities are attempted on a summative assessment, the highest score will be recorded in the grading system.
- Non-academic factors (e.g. attendance, effort, behavior, etc.) will **not** be factored into the grading system.
- All other district grading policies including, but not limited to, absences, awarding incomplete grades, and parent communication, will be followed.



Attendance - Reporting Absences Attendance Line: 720-972-5117

It is important that students attend school on a regular basis. To excuse an absence, please call (720) 972-5117. You may leave a voicemail and our attendance clerk will retrieve your message and excuse your child. If you need to take your child out of school during operating hours, come to the main office with a valid ID and sign your child out. Office staff will check all adults' identification for safety reasons. The person taking the child from school must be listed in your computer system for the school to release the child. Please call ahead (720) 972-5080 if there are any special circumstances.

For more information about the District's attendance expectations and requirements, view the Adams 12 Five Star School District School Attendance Policy [here](#).

Behavior Expectations, Disciplinary Action 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. Consequences will be administered by staff in those circumstances where a student exhibits behavior contrary to these policies/rules. Each teacher/staff member will have a set of specific guidelines of acceptable behavior, in addition to the school rules and District policies.

A summary of the Student Code of Conduct for Adams 12 Five Star Schools (the District) is available on the District's [website](#). For complete information, please refer to the latest version of each District policy, available [here](#).

This summary includes information such as:

- Student conduct
- Student attendance
- Cell phone and personal electronics
- District technology and internet usage
- Student dress code
- Bullying and harassment

Bicycles/Skateboards/Scooters

All bikes should be locked in the racks on the South side of the school grounds. Bikes should not be locked to trees on or near school property. Scooters and skateboards may be stored in one of the Administrators offices.

Due to safety concerns, bicycle/scooter riding and skateboarding are prohibited on school property. The school does not assume liability for bicycles, skateboards or scooters.

Lockers

We currently do not offer student lockers

Cell Phones

Not permitted in class: Students will be allowed to use their phones at lunch.

Earbuds

Not permitted in class: Students will be allowed to use ear buds at lunch

Books, Materials and Equipment

All text books are provided by the school. Lost or damaged books must be paid for by the student before another book will be issued. If a lost book has been paid for and then found, the student will be given a refund. School equipment damaged by a student because of carelessness will be paid for at the time it occurs.

Communication with your student's teacher

Although teachers have telephones located in their classrooms, they have been directed to keep their ringers turned off during instructional time. If you want to reach your child's teacher, you may do the following:

- Call the classroom teacher and leave a voicemail. Teachers regularly check their voicemails
- You may call the office, and they will deliver messages to your student's teacher at the end of the day.
- You may call the classroom teacher before or after school.

You may also reach your student's teacher via email. Your student's teacher will provide you with the teacher's email address, and you may email them at your convenience. You may expect to hear back from them within one business day.

Early Departure/Late Arrival

Students who must leave school during regular school hours must be signed out through the office by a parent or legal guardian. A student may not be dismissed from their classroom until someone has signed the student out. Students cannot be released to leave school alone. Students are involved in instruction until the end of the day.

Hall passes

If a teacher feels that it is necessary for a student to leave class, the student must have a hall pass. Students in the halls during class time without a pass will be sent back to the classroom. Students must make visits to the restrooms and drinking fountains during the passing periods and not expect to use class time for these purposes.

Homework

Homework should be used for practicing skills learned in class or preparing for the next class, not for teaching new material or as motivation. Therefore, while homework is not calculated in the final grade, it is critical in helping teachers drive their instruction and identify student weaknesses. This could be compared to sports in that practice (homework) prepares the athlete for the game, but does not count toward the final outcome of the game. Homework is any assignment given by the teacher that is required to be completed outside of class. Homework is not an assignment that is done in the classroom. Homework is in addition to class work.

Types of homework:

- Practice – The goal is to master a skill, not to acquire new information;
- Preparation – The goal is to access prior knowledge about a new topic;
- Elaboration – The goal is to require students to engage in activities that extend their knowledge.

Inclement Weather/School Closure

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: <https://www.adams12.org/>. Please note that school is rarely canceled.

Infinite Campus

Infinite Campus is the student database that stores all information about students. The Parent Portal allows parents to have access to pertinent student information including grades and attendance. This information is real time. As soon as a grade is posted you will be able to see this. Teachers will post Grades for assignments within seven school days of the due date. Also, teachers will post assessments one week prior to the due date.

Students will also get their own access to Infinite Campus at the beginning of the 2021-22 school year. We expect students to access their grades at home or at school so they are continuously aware of their grades and missing assignments.

Sports

We are proud to be offering after school sports once again here at NGMS. Every sport requires a registration form as well as a sports physical. For 6th, 7th, and 8th grade we offer Cross Country (August – October). For **JUST** 7th and 8th we offer Girls Basketball (October – December), Girls Volleyball (December – January), and Boys Basketball (March-May).

Intramurals, Clubs and Co-Curricular Information

The school is proud to offer a variety of student activities outside the regular school program. Students are encouraged to become involved in such activities. Involvement fosters school pride, a stronger sense of belonging at school and better appreciation of the total school program.

Because of this, we encourage every student to participate in at least one activity outside of the regular classroom. These activities are held before or after school and may require parents to sign permission forms or provide transportation to and from the activity. For safety and supervision reasons, it is important that students arrive and be picked up promptly at prescribed times. To contact club sponsors, visit our school website at <http://northglennm.adams12.org/>.

School-sponsored clubs are designed based upon student interest. A student must attend at least four full classes during the school day to take part in student activities. Any student with an unexcused absence will not be permitted to appear at or in a school activity of any type. A suspended student may not attend or participate in any student activities during the period of suspension. See school website for updated list of clubs.

Late/Missing Work/Retakes

Whenever possible/practical, students should be given multiple opportunities to demonstrate their current level of understanding and mastery of standards. Multiple opportunities may mean the retaking of a summative assessment on which the student has not demonstrated proficiency. However, it may also mean that a particular concept can be reassessed later in the unit or another unit as part of a spiraling learning process without the actual retaking of an assessment.

Retakes

Students are eligible for a retake on most assessments*, provided they meet the following: 1. The student participates in a form of relearning decided upon by the teacher. Additional learning may be required of the student, as well as possible additional instruction from the teacher. 2. The student has

completed all required and associated formative coursework.

*Students will not be allowed to “redo” or “retake” a summative assessment such as products, projects, extended writing assessments, etc. that have periodic formative checkpoints leading to the summative assessment.

Lunch

Students may purchase a lunch or bring lunch from home. Milk and water is available for purchase for students who prefer to bring their own lunch. If you would like to apply for free or reduced priced meals, visit or school’s website <http://www.adams12.org/nutrition>.for the application process and information.

Money can be deposited into lunch accounts in the cafeteria or lunches may be purchased via the internet at www.payforit.net. Assorted ala carte items will be made available during lunch time as well as additional items for purchase.

Parent Involvement and Engagement

Parent and family involvement are critical to the success of our students and our school. Families can be involved and engaged by reviewing their child’s work and assignments, talking with their child about their day and learning, volunteering, attending school events and functions, belonging to the School Accountability Team, etc. If you are looking for ways to become more involved and engaged, please visit the school’s website.

Pets on School Property

In an effort to keep our school feeling safe for all students and families and in accordance with District Policy, only service animals are permitted on school property. We ask that all other pets remain off school grounds during school hours. We appreciate your cooperation with this request.

Reporting Student Progress

Your student’s progress will be reported at individual parent conferences at least twice a year. Report cards are sent home at the end of each grading period. Academic progress can also be found via the Infinite Campus Parent Portal.

School and Personal Property

We are proud of our school and show our pride by taking care of our building. You can add to our pride by keeping classrooms, lockers, halls and restrooms clean. You can help make the school a pleasant place to be by respecting student’s and staff’s personal property.

Large amounts of money, expensive jewelry or watches and other valuable possessions should not be brought to school. At no time will the school assume responsibility for valuables. All lost and found items (other than clothing) are to be turned in to the school office. Clothing items should be placed in the box in the cafeteria and any unclaimed items will be donated to a local charity.

Safety Information

Student Safety

Please help us keep students safe:

- Remind your child to use sidewalks and crosswalks.
- Drop off and pick up of students is along the curb only, so they don’t have to cross traffic other than at the crosswalk.
- Avoid picking up or dropping off students in the parking lots.
- Avoid parking within 15 feet of school crosswalks.
- Parents should encourage children to adhere to all safety rules established for pedestrians. This emphasis

on safety is also a concern of the school's staff, and is an important part of the instructional program.

- Students are expected to go directly to and from school. They are to respect the rights and property of all people in the neighborhood.

Reminders for Parents

Please keep the following traffic safety information in mind as you are driving near our school:

- Refer to the map of our school for designated drop-off locations.
- Watch for children running into the street, particularly from between parked cars.
- Be alert for children at designated school crossings and other crosswalk locations.
- Obey speed limits, especially school zone speed limits during school hours. Take your time!
- Do not stop or park on or near crosswalks or other designated "NO PARKING" zones.
- Do not block school bus loading zones, crosswalks, intersections, or traffic lanes while waiting to pick up your child.
- Respect the "NO PARKING" and "NO STOPPING OR STANDING" signs. They are there to ensure the safety of your children.
- Do not make U-turns in school zones or within crosswalks.
- Consider carpooling to reduce the amount of congestion around the school

Safety Concerns

In any event where you have safety concerns for yourself or others, you can:

- Contact school Administration
- Contact a member of the school's Social Emotional Learning Team
- Contact a trusted adult
- Submit a Safe2Tell report

School Security System

In our ongoing efforts to provide the safest and most secure environment for our students, an additional security measure has been installed, which requires the following safety measures.

- ALL exterior doors will be locked at all times.
- Please do not open the door or hold the door open for others.
- An office member will release the doors, allowing access to the building.
- If you would like to wait with your child before school or wait for your child after school, you will need to wait outside.
- Once entering the building, ALL visitors must check in at the office, show ID, and obtain a visitor pass.

Visitor/Parent Check-In

District Policy requires that all parents and visitors must present a driver's license/I.D. at the front desk and sign in at the office upon entering the building. Your license will be scanned through our Raptor system and a visitor's badge/sticker will be provided. You will be asked to wear a visitor's badge/sticker at all times.

Please note we are no longer a uniform school

District Dress Code

- 1.0 Students and their parent(s)/guardian(s) are primarily responsible for determining the student's personal appearance (clothing, hairstyle, jewelry, headgear, book bags, etc.). Schools are responsible for ensuring that a student's personal appearance does not interfere with the health or safety of any student and does not cause disruption to the education process.
- 2.0 Students are expected to abide by the following general guidelines while on school premises or at school

activities:

- 2.1 Students must wear a top, bottom and footwear;
 - 2.2 Inappropriately sheer, tight, short, or low-cut clothing that bares or exposes traditionally private parts of the body, including but not limited to, the stomach, buttocks, upper thigh, back and breasts is prohibited;
 - 2.3 Some courses may require adjustments to attire and hairstyle to ensure safety during academic activities (i.e. science labs, PE, electives, career & Technical Education (CTE), etc.); and
 - 2.4 Some courses (i.e. science labs, PE, electives, CTE, etc.) and school-sponsored extracurricular activities may require or allow specific attire (safety gear, athletic attire, uniforms, hats, hair tied back, etc.)
- 3.0 Restrictions upon freedom of student dress will be imposed, at the discretion of school administration, whenever the mode of dress in question is potentially unsafe for the student or others, or is likely to be disruptive or cause interference with the educational environment of the school. As determined by the building principal, individual exceptions may be made for clothing/headgear worn for religious and/or medical purposes. The following items of clothing are specifically prohibited.
- 3.1 Items worn in a manner that makes a student's face difficult to identify;
 - 3.2 Exposed undergarments;
 - 3.3 Pajamas and house slippers;
 - 3.4 Hoods of sweatshirts or hoodies;
 - 3.5 Sunglasses worn indoors (unless previously approved by the building principal for medical purposes);
 - 3.6 Clothing or accessories that promote drugs, alcohol or tobacco either by brand or message;
 - 3.7 Clothing or accessories with sexually suggestive language or messages;
 - 3.8 Clothing or accessories that have pictures of guns or other weapons, promote violence, criminal activity, intimidation or intolerance of others (based on religion, ethnicity, gender or lifestyle);
 - 3.9 Clothing or accessories that could readily be used as a weapon or might otherwise injure the wearer, including items with spikes or loose hanging chains;
 - 3.10 Clothing or accessories that by virtue of color, arrangement, trademark, or other attribute denote membership in gangs which advocate drug use, violence or disruptive behavior as defined in District Policy 5080;
 - 3.11 Trench coats and other like jackets capable of easily concealing weapons;
 - 3.12 Clothing or accessories that cause or are likely to cause disruption of the educational process.
- 4.0 Dress guidelines for special events or school-sponsored purposes, including but not limited to dances, extra-curricular activities, and fundraisers shall be at the discretion of school administration based upon the nature of the particular event. Students may avoid the risk of being asked to leave or change clothing at an event by having attire approved in advance by an administrator
- 5.0 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.
- 6.0 Uniforms may be required with Superintendent Approval.
- 7.0 Except when other contributing policy violations or safety concerns exist in combination with violations of this policy, the typical progression of sanctions and intervention for violations of this

policy shall be as follows:

7.1 **1st Offense** – warning and education about the policy and the student being provided an opportunity to correct the violation.

7.2 **2nd Offense** – sanctions up to one (1) day out-of-school suspension and requirement that parent and student review and sign a statement indicating their understanding of the “Student Dress Code” policy.

7.3 **3rd Offense** – sanctions up to three (3) days out-of-school suspension and required parent meeting as a condition of re-entry for the purpose of reviewing the “Student Dress Code” policy and discussing the consequences of future violations.

8.0 The Superintendent authorizes the 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: August 13, 2021

INFORMATION AVAILABLE ON DISTRICT WEBSITE

STUDENT CODE OF CONDUCT

A summary of the Student Code of Conduct for Adams 12 Five Star Schools (the District) is available on the District’s [website](#). For complete information, please refer to the latest version of each District policy, available [here](#).

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

COMMONLY REQUESTED INFORMATION

A summary of commonly requested information is available on the District’s [website](#). For the most complete information, please refer to the latest version of each District policy (if applicable), available [here](#).

“Commonly requested” information includes topics such as:

- Complaints or grievances
- consolidated billing
- Service animals on District property
- Student transportation
- Video and audio monitoring
- Visitors to schools

STUDENT HEALTH INFORMATION

Information about student health and wellness, including immunizations, health screenings, COVID-19, and when to keep your child home from school, is available on the District's [website](#).

LEGAL NOTIFICATIONS

The District's legal notifications/annual notices are available on the District's [website](#).

These notices include information concerning:

- Non-discrimination (including Title IX)
- rights under the Family Educational Rights and Privacy Act (FERPA)
- Directory information under FERPA
- rights under the Protection of Pupil Rights Amendment (PPRA)
- other opt-out provisions