

NORTHGLENN MIDDLE SCHOOL



Student and Parent Handbook 2025-2026

(updated 6.5.25)

Northglenn Middle School
1123 Muriel Dr. Northglenn, CO

720.972.5080

Attendance Line: 720.972.5117

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

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SCHOOL INFORMATION

Important Phone Numbers

Main Office (Hours 8:00 a.m. - 4:15 p.m) 720-972-5240

Attendance Line (available 24 hours a day) 720-972-5278

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

Cafeteria: 720-972-5260

Library: 720-972-5099

School Hours

8:40 am - 3:50 pm

First bell: 8:35 am Tardy bell: 8:40 am

If you arrive after 8:40 am, you are considered tardy. If you arrive 10 minutes after the start of class you are considered partially absent.

Breakfast is served in our cafeteria daily from 8:05 am to 8:35 am. Students having breakfast can enter through the doors on the south side of the school at 8:10 am. Only students who are eating breakfast should be in the cafeteria unless there is inclement weather.

School Calendar

Throughout the year, there will be many additions to our calendar. Please visit our [school website](#) for a current list of events

Parent Teacher Conferences

- Fall Conferences
 - 10/7/24 from 5:00 pm-7:15 pm
 - 10/8/24 from 5:00 pm-7:15 pm
- Spring Conferences
 - 2/10/26 from 5:00 pm-7:15 pm
 - 2/11/26 from 5:00 pm-7:15 pm

No School Days

8.11 6th Grade Orientation 8:40 am - 11:50 am

8.12 First Day of School for 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

Bell Schedule

2025-2026

Normal Bell Schedule

6 th Grade		7 th Grade		8 th Grade	
Period	Time	Period	Time	Period	Time
1	8:40-9:49 (69 min)	1	8:40-9:49 (69 min)	1-Elective	8:40-9:34 (54 min)
2	9:51-11:00 (69 min)	2	9:51-11:00 (69 min)	2-Elective	9:38-10:32 (54 min)
Lunch	11:02-11:32 (30 min)	3-Elective	11:04-11:58 (54 min)	3	10:36-11:45 (69 min)
4	11:34-12:43 (69 min)	Lunch	12:00-12:30 (30 min)	4	11:47-12:56 (69 min)
5	12:45-1:54 (69 min)	5-Elective	12:32-1:26 (54 min)	Lunch	12:58-1:28 (30 Min)
6-Elective	1:58-2:52 (54 min)	6	1:30-2:39 (69 min)	6	1:30-2:39 (69 min)
7-Elective	2:56- 3:50 (54 min)	7	2:41-3:50 (69 min)	7	2:41-3:50 (69 min)

WIN Bell Schedule

6 th Grade		7 th Grade		8 th Grade	
Period	Time	Period	Time	Period	Time
1	8:40- 9:41 (61 min)	1	8:40- 9:41 (61 min)	1-Elective	8:40-9:29 (49 min)
2	9:43 -10:44 (61 min)	2	9:43 -10:44 (61 min)	2-Elective	9:33-10:22 (49 min)
Lunch	10:46-11:16 (30 min)	3-Elective	10:48-11:37 (49 min)	3	10:26-11:27 (61 min)
4	11:18 -12:19 (61 min)	Lunch	11:39-12:09 (30 min)	4	11:29-12:30 (61 min)
5	12:21-1:22 (61 min)	5-Elective	12:11-1:00 (49 min)	Lunch	12:32-1:02 (30 Min)
6-Elective	1:26-2:15 (49 min)	6	1:04-2:05 (61 min)	6	1:04-2:05 (61 min)
7-Elective	2:19-3:08 (49 min)	7	2:07-3:08 (61 min)	7	2:07-3:08 (61 min)
WIN	3:10-3:50 (40 min)	WIN	3:10-3:50 (40 min)	WIN	3:10-3:50 (40 min)

Late Start Schedule (in case of inclement weather)

6 th Grade		7 th Grade		8 th Grade	
Period	Time	Period	Time	Period	Time
1	9:40-10:20 (40 min)	1	9:40-10:20 (40 min)	1-Elective	9:40-10:18 (38 min)
2	10:22-11:02 (40 min)	2	10:22-11:02 (40 min)	2-Elective	10:22-11:00 (38 min)
Lunch	11:04-11:34 (30 min)	3-Elective	11:06-12:00 (54 min)	3	11:04-12:00 (56 min)
4	11:36-12:44 (68 min)	Lunch	12:02-12:32 (30 min)	4	12:02-12:58 (56 min)
5	12:46-2:04 (68 min)	5-Elective	12:34-1:28 (54 min)	Lunch	1:00-1:30 (30 Min)
6-Elective	2:08-3:02 (54 min)	6	1:32-2:40 (68 min)	6	1:32-2:40 (68 min)
7-Elective	3:06- 3:50 (54 min)	7	2:42-3:50 (68 min)	7	2:42-3:50 (68 min)

Academic Information

Northglenn Middle School offers a diverse curriculum designed to promote intellectual growth and meet the needs of all students. Our school offers a comprehensive middle school experience that goes beyond the classroom. Here are some of the additional opportunities and resources available to our students:

Extracurricular Activities: Our school believes in the importance of a well-rounded education. We offer a wide range of extracurricular activities, including sports teams, clubs, and organizations. Students have the opportunity to explore their interests, develop leadership skills, and build friendships outside of the academic setting.

Fine Arts Programs: We value the arts as an integral part of a student's education. Our school provides a vibrant fine arts program, including visual arts, music, and choir. Students can participate in art classes, band, choir, and further explore other creative endeavors in extracurricular school clubs and productions, fostering self-expression and artistic development.

Technology Integration: We recognize the significance of technology in the modern world. Students are issued Chromebooks for school and home use. Please see our [student commitments and expectations](#) for Chromebooks. Our school is equipped with up-to-date technology resources, including computer labs, interactive whiteboards, and access to educational software. Students have the opportunity to develop digital literacy skills and utilize technology for research, collaboration, and project-based learning.

We also offer a computer science curriculum and information technology elective classes.

Field Trips and Educational Excursions: To enhance the learning experience beyond the classroom, our school organizes field trips and educational excursions. These outings provide students with real-world experiences, hands-on learning opportunities, and exposure to new environments and cultures. Field trips are carefully selected to align with the curriculum and offer enrichment across different subject areas.

Counseling and College Readiness: Preparing students for future academic endeavors is a priority. Our school offers guidance and resources to support students in their college and career exploration. Counselors provide guidance on course selection, college applications, and career pathways. Workshops and seminars are organized to equip students with the necessary skills for success beyond middle school.

Student Leadership and Involvement: We believe in empowering our students to take on leadership roles and make a positive impact within the school and community. Various student leadership opportunities, including Latinos in Action leadership class, Sources of Strength, clubs, teams, and committees, allow students to develop leadership skills, promote school spirit, and contribute to decision-making processes. Students in the Latinos in Action Leadership Class and Club are part of a national organization that focuses on empowering youth to lead and strengthen their communities by providing curriculum and activities that focus on: Community development, Personal development, Professional development, and Multicultural development. They also grow as leaders by regularly tutoring elementary school students, and they engage in planning and hosting school and community events designed to bring the NGMS family closer together.

Academic Honesty

It is our duty as educators to provide students with the tools to identify and avoid plagiarism and cheating, identify responsible and open collaboration, and value the importance of academic honesty. Academic honesty is taught in all subject areas in order for students to take responsibility for the processes and product they create.

Important Terminology

- **Academic Honesty (Integrity)** can be defined by honest academic work where (1) the ideas and the writing of others are properly cited; (2) students submit their own work for tests and assignments without unauthorized assistance; (3) students do not provide unauthorized assistance to others; and (4) students report their research or accomplishments accurately. (School for Ethical Education)
- **Copyright** is a legal right that grants the creator of an original work exclusive right to its use and distribution, usually for a limited time, with the intention of enabling creators to receive compensation for their intellectual effort.

- **Fair Use** is the use of copyrighted material in a limited or “transformative” way. The four factors of fair use are guidelines and should be considered when using copyrighted material, both by staff and students. The four factors to consider are:
 - the purpose and character of your use
 - the nature of the copyrighted work
 - the amount and substantiality of the portion taken, and
 - the effect of the use upon the potential market.

Academic misconduct includes:

- **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.)
- **Collusion** is supporting academic misconduct by another student, as in allowing one’s own work to be copied or submitted for assessment by another.
- **Cheating** is supplying, receiving or using devices (examples: looking at/using someone else’s work; using crib notes/stolen notes; or using disallowed equipment, etc.). If unclear, always ask the teacher.
- **Unauthorized Collaboration** is talking to or sharing work with other students on assignments or tests when the teacher does not allow it.
- **Duplication of work** is the presentation of the same work for different assessment components.

Our students are given opportunities to make mistakes and learn from them so that they are well prepared for further studies after middle school. At Northglenn Middle School, consequences for academic dishonesty (cheating) will include actions in accordance with the following steps:

- Phone call home.
- May include receiving a zero on the assignment or the use of an alternative assignment to measure the student’s knowledge.
- Additional issues involving academic dishonesty may be referred to the administration via a discipline referral.

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

Absences must be reported on the school’s attendance line, even if the student’s teacher(s) have been informed of the absence. The school’s attendance line may be called at any time to report an absence or tardy. Attendance is taken at the beginning of each class period.

Parents may excuse up to five (5) absences per semester without documentation. Absences beyond five (5) will be considered unexcused unless proper documentation (such as a doctor’s note) is provided.

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. Staff in those circumstances will administer consequences 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 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

Fighting

We have a zero-tolerance policy regarding fighting or encouraging fighting among students. Engaging in physical altercations not only poses a risk to the safety of individuals involved but also disrupts the learning atmosphere and can have lasting negative effects on the school community.

To ensure the safety and well-being of everyone, we have established clear guidelines and consequences for fighting incidents:

Automatic Suspension: Any student found involved in a physical altercation will face an automatic suspension. This means that immediate disciplinary action will be taken, and the student will be temporarily removed from school. The duration of the suspension will be determined based on the severity of the incident and the school's disciplinary policies.

Conflict Resolution: We strongly encourage students to resolve conflicts peacefully and seek alternative solutions to disagreements. Our school provides resources and support for conflict resolution, including counseling services and mediation programs. Students are encouraged to communicate openly, listen to each other's perspectives, and find mutually acceptable resolutions.

Reporting and Intervention: It is important for students, staff, and parents to promptly report any incidents or potential fights to the appropriate school personnel. We prioritize early intervention to prevent fights from occurring and to address underlying issues that may contribute to conflicts. By reporting incidents, we can maintain a safe and supportive school environment.

Education and Prevention: Our school is committed to promoting positive behavior and teaching students alternative ways of resolving conflicts. We provide ongoing education on conflict management, empathy, and respectful communication. Through proactive prevention strategies, we aim to foster a culture of understanding, tolerance, and peaceful coexistence.

We strongly discourage any form of violence or aggression among our students. It is our collective responsibility to create a safe and inclusive environment where everyone can learn and thrive. By adhering to these guidelines and actively promoting peaceful resolution, we can ensure the well-being and success of all members of our school community.

Encouraging a Fight

At our school, we firmly condemn any form of behavior that encourages or promotes fighting among students. Encouraging a fight not only goes against our core values of respect, empathy, and cooperation but also jeopardizes the safety and well-being of individuals involved. It is crucial for all members of our school community to understand the serious consequences of engaging in or encouraging such behavior.

Encouraging a fight can manifest in various ways, including but not limited to:

Provocation: Deliberately provoking or taunting another student in an attempt to incite a physical altercation.

Spreading Rumors or Gossip: Spreading false or harmful information about individuals to incite conflict or encourage others to engage in confrontations.

Peer Pressure: Pressuring or coercing peers to engage in physical altercations or supporting and glorifying violence as a means of resolving conflicts.

Social Media Influence: Using social media platforms to instigate or promote fights, such as sharing videos, images, or messages that incite violence or ridicule others.

Consequences for encouraging a fight:

Encouraging a fight is a serious violation of our school's code of conduct. The following consequences may be implemented:

Disciplinary Action:

Students found encouraging fights may face disciplinary action, which could include but is not limited to detention, suspension, or even expulsion, depending on the severity of the behavior and the school's policies.

Parental Involvement:

Parents or guardians of students who engage in encouraging fights may be notified, and a meeting may be arranged to address the behavior and discuss appropriate interventions.

Education and Counseling:

Students involved in encouraging fights may be required to participate in educational programs, counseling, or restorative justice practices to understand the impact of their behavior and learn more constructive ways of resolving conflicts.

Community Service:

As a way to promote accountability and reflection, students may be assigned community service hours related to conflict resolution, anti-bullying initiatives, or other activities that foster a positive school climate.

We believe that fostering a culture of empathy, understanding, and peaceful conflict resolution is essential for the well-being of our students. It is our collective responsibility to create a safe and supportive environment that encourages positive interactions and discourages any behavior that may harm others physically or emotionally.

By raising awareness about the consequences of encouraging fights and promoting alternatives such as communication, empathy, and conflict resolution skills, we can create a school community that thrives on mutual respect and cooperation.

In-School Suspension (ISS)

For certain infractions, a student may be assigned to in-school suspension (ISS) instead of being assigned out-of-school suspension. In this case, the student will be expected to complete all assignments that are provided by teachers. Students assigned to ISS may not attend nor take part in any extracurricular or after school activities on days of suspension, unless special arrangements are made. Staffing and supervision availability may impact the administration's ability to offer ISS.

Cellular Phones/Electronic Devices (Personal Electronic Device Procedure)

Our goal is for students to be responsible digital citizens with their personal electronic devices (PED). This means understanding and working within the parameters of the school expectations in regards to use and allowance of electronic devices while on school property or at a school sponsored activity.

We ask all students to adhere to the following school expectations.

- All teachers and staff have the authority to collect electronic devices from any student immediately upon request.
- Electronic devices may be used during morning entry before storing the device in the backpack and while exiting the building after the last period. No cell phones during lunch.
- Students not feeling well should report to the nurse's office and call parents if needed from there – not from a personal electronic device.
- Parents/guardians needing to communicate with a student should contact the main office.
- Students are only allowed to use wired earbuds/headphones with their chromebooks.
- Students with a 504 plan/health care plans are permitted to have access to their cell phone in accordance with their plan.
- Smart watches are no longer allowed and fall under the Personal Electronic Device policy.
- Northglenn Middle School is not responsible for any lost, stolen or destroyed personal electronic devices on district property or at a school sponsored activity away from campus. School administration, teachers, or staff will not investigate incidents.

1st Offense - Phone, watch, or wireless earbuds are confiscated, brought to the office and returned to students at the end of day. Documented at the school level.

2nd Offense - Phone, watch, or wireless earbuds are confiscated and brought to the office. Administration contacts parent/guardian to pick up the device at the end of day. Documented at the school level.

3rd Offense - Phone, watch, or wireless earbuds are confiscated and brought to the office. Administration contacts parent/guardian to pick up the device at the end of day. Parents/guardians are advised that students must either leave a phone (regardless of whether the offense is for watch, phone or earbuds) at home or check the phone in/out of the office each day. Documented at the school level.

4th Offense - Phone, watch, or wireless earbuds are confiscated and brought to the office. Admin contacts parent/guardian to pick up the device at the end of day. Parent/guardian is advised that the student is required to check the phone (regardless of whether the offense is for phone or earbuds) in/out of the office each day. Students will be called to the office at the start of the day if the phone is not turned in. Parent/guardian is advised that any further offense with a phone or earbuds will be considered defiance and will be officially written up with additional consequences. Documented at the school level.

5th Offense - Student receives an official referral and consequences for defiance.

STUDENT USE OF CELL PHONES AND OTHER PERSONAL ELECTRONIC DEVICES

1.0 For purposes of this policy, “Personal Technology Device” (PTD) includes any privately-owned portable technology device, including but not limited to cell phones and wearable technology such as smart watches, smart glasses, wireless earbuds, and wireless headphones.

2.0 Cell phones and other personal technology devices as defined by this policy are prohibited as follows:

2.1 For students in grades K-8, PTDs must be in the “off” or “silent” position and stored out of sight at all times during the school day.

2.2 For students in grades 9-12, PTDs are prohibited in academic settings. During class time, PTDs must be stored out of sight and in the “off” or “silent” mode.

2.2.1 High school students may use PTDs during non-academic time – lunch, open periods, and passing periods.

2.3 Examples of devices which may be permitted for instructional purposes under staff supervision include but are not limited to calculators, tablets, laptop computers, wired head phones and voice recording devices.

2.4 In non-academic settings outside the school day, including before or after school activities or on school transportation, PTDs may be used in “silent mode” provided the use of the PTD, as determined by the supervising staff member or bus driver, in no way disrupts, poses a safety concern or otherwise violates the District’s Student Code of Conduct.

3.0 PTDs may not be used in a manner which is potentially unsafe, illegal or otherwise might violate the District’s Student Code of Conduct. Prohibited uses include but are not limited to:

3.1 Using the PTD to create video or audio recordings of students and/or staff, without permission of the student and/or staff member;

3.2 Using the PTD to take photographs of students and/or staff, without permission of the student and/or staff member;

3.3 Using the PTD for academic dishonesty or cheating;

3.4 Using the PTD in any manner that disrupts the academic environment, or otherwise disrupts school activities or functions;

3.5 Using the PTD to send, receive or possess text or e-mail messages reasonably interpreted to violate the District's Student Code of Conduct while at school, on school transportation, or at a school-related function;

3.6 Using the PTD to threaten, harass, intimidate, or bully; or

3.7 Departing a class to activate or operate the PTD.

4.0 Under all circumstances students shall be personally and solely responsible for the security of their PTDs. Adams 12 Five Star Schools shall not assume responsibility for theft, loss, or damage of any PTD and will not be responsible for investigation of such incidents.

5.0 Students who require access to technology that may include a PTD to access a free appropriate public education will have their needs addressed as part of their Section 504 plan or Individual Education Program (IEP) that will supersede this policy. Students seeking an accommodation related to a temporary health condition may have their needs addressed through a student support plan developed through a team process at the school with the final decision regarding the requested use of the PTD to be made by the school, unless otherwise required by law. If other unique circumstances (e.g. required academic support) exist warranting the need for a student to use a PTD during school hours, such requests shall be submitted to the Principal or designee in writing. The Principal's or designee's decision shall be final in responding to such requests.

6.0 A building administrator may, at the administrator's discretion, impose further restrictions upon student use of PTDs during school hours, including but not limited to rules prohibiting the possession of PTDs in classrooms, hallways, and other locations on school property. A teacher may, upon mutual agreement with the Principal, impose further restrictions upon classroom use of PTDs than have been imposed by the building administrator.

7.0 Typical progression of interventions for violations of this policy, except as otherwise noted in District Policy shall be addressed as follows:

7.1 1st Offense. The student will receive a warning and the PTD will be properly secured by the student.

7.2 2nd offense. The PTD shall be confiscated, secured and transferred to the appropriate school administrator. The student's parent/guardian shall be notified and the PTD may be released to the student at the end of the school day, upon review of this policy with the student.

7.3 3rd offense. The PTD shall be confiscated, secured and transferred to the appropriate school administrator. The student's parent/guardian shall be notified and the PTD may be released only to the parent/guardian, upon review of this policy with the parent/guardian.

7.4 4th offense. The fourth offense shall be considered disruptive behavior and defiance of authority, and may result in a minimum of one day of suspension to be served in or out of school at the discretion of school administration. Subsequent violations may result in increasing suspensions of up to three (3) days. The PTD shall be confiscated, secured and transferred to the

appropriate school administrator. The student's parent/guardian shall be notified and the PTD may be released only to the parent/guardian, upon review of this policy with the parent/guardian. At the discretion of school administration, a fourth or subsequent offense may also result in the student losing the privilege of bringing the PTD to school.

8.0 Depending upon the nature and the severity of the violation, as determined by school administration, any violation of this policy may result in disciplinary sanctions up to and including expulsion from school.

Chromebook Policies

Responsible Use

Your Chromebook belongs to Adams 12 Five Star Schools, which means that you are expected to keep the Chromebook and charger in good condition.

- You have Chromebook insurance that protects you from **accidental** Chromebook damage. Here are the fines, if you accidentally break your Chromebook.
 - 1st time = \$5
 - 2nd time = \$50
 - 3rd time = \$75
 - 4th time or more = \$250
- Intentional damage is not covered by insurance. Intentional damage includes picking off keys, punching a screen, drawing on your Chromebook, peeling off the barcode, etc. If you intentionally damage the Chromebook, you could be charged the full cost of replacing the Chromebook, or \$280
- Lost Chromebook? Tell the library immediately. It's \$150 to replace the Chromebook.

Device Care

- Charge your Chromebook every night.
- Shut it down at least once a week. Just pressing the power button on your Chromebook is not enough. You need to shut down by clicking on the power button in the clock menu.
- Wipe the screen and body down with a soft cloth regularly. You can use a little bit of water if it's really dirty, but don't get the Chromebook too wet or you could damage it.
- Keep food or drinks away from your Chromebook.
- Don't put stickers or gum wrappers on your Chromebook. Don't write on your Chromebook.

Privacy & Safety

- You must respect the privacy of others and not record, photograph, or share personal information about other people unless you have their permission
- The District uses filtering features such as GoGuardian. This extension is installed on all district devices, and filters content that might be inappropriate or harmful. You are expected to abide by the restrictions and filtering on your district Chromebook and not attempt to bypass any limits set by the district, your school, or your family. You are expected to use the district network to access the Internet while on school property.
- Students are expected to use their Chromebook for school work, and may be asked to remove any content from the device that is not school-related.
- Adams 12 filters internet content on district-managed devices at all times in a similar way that they would experience at school, even when the computer is being used at home.

Core Information

A student's schedule contains six classes, four of which are considered "Core" classes. These classes consist of math, language arts, science, and social studies. The teachers of these four classes work together as a team, called a core, to ensure that student needs are being met. The core teachers meet together regularly to discuss issues and plan together. It is important that if a student or parent/guardian begins to have concerns about any of these classes, the core teachers should be contacted immediately to make the proper interventions. Core plus classes include: band, choir, art, P.E. (Physical Education), Spanish, Tech, etc.

Counseling

Your counselors are interested in helping students in any way they can. They will listen to concerns and guide students in making decisions regarding school, classes, home, or relationships involving other students. If a student is having a problem with student(s), the student should come to the office to discuss and seek resolution to the problem. Students must have written permission from their teacher or from their counselor in advance (in the form of a pass) to be in the counseling office for any reason. Students are expected to fill out a blue contact slip for their designated counselor. Students reporting to a counselor must check in with the registrar.

Bicycles/Skateboards/Scooters

Students riding bikes to school must store them at the specified bike rack area (front of the Building) and leave them there until they are ready to return home. Students riding scooters will store them in the back of the building by the cafeteria (Door number 10). Students who arrive late with scooters will turn them into the main office, and they will be brought to the storage unit in the back of the building. Students will pick up the scooter at the end of the day.

For safety reasons, students are not permitted to ride their bikes or scooters on school grounds. Once they arrive, they must walk their bikes or scooters to the designated areas. A lock is required to secure bikes. Bicycles and scooters will not be guarded by the school at any time, so it is the student's responsibility to lock them up safely. Scooters turned into the storage unit will be locked.

Communication

Please make sure to keep your email address updated through Infinite Campus so you receive important messages.

Students will not be allowed to use the office phone to make after school social arrangements. Students will be allowed to use the phone only in the following situations:

- when requested by their teacher
- when requested by an administrator
- when requested by the health aide, nurse or office staff

School office staff will only deliver emergency messages to students. Please assist us by arranging for after school pick-up prior to your child leaving for school in the morning. Response to parent phone calls/emails will be made within one business day.

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 have been asked to check voicemail before and after school, and over their lunch break.
- 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.

Detention

After school detention for middle school students is a disciplinary measure implemented to address and correct inappropriate behavior or rule violations. It is a supervised period of time that takes place from 3:55 pm to 4:25 pm, immediately following the regular school day. During this period, students who have been assigned detention are required to remain in a designated location, perform beautification of the school under the supervision of a staff member.

Displays of Affection

Students are not allowed to express affection through holding hands, hugging, kissing, inappropriate embracing or walking in the halls with arms around each other's waist or shoulders.

Drop off and pick up

Students should not be dropped off more than 20 minutes before the official school start time and should leave campus immediately after school unless meeting with a teacher or participating in a school-sponsored club or activity. There is no supervision outside of these times and this is when students tend to get into trouble.

Please know that we have several students whose families need to utilize the limited number of handicapped parking spots we have available. We implore you not to park in those spots unless needed.

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 his or her classroom until someone has signed the student out. Students cannot be released to leave school alone, unless authorized by the principal in accordance with District Policy. Students are involved in instruction until the end of the school day.

Field Trips

Though limited in number, field trips serve as an extension of the learning going on within the classroom. In order for a student to be eligible to attend a field trip, he/she must be in good standing behaviorally at school. In addition, a parent/guardian permission slip must be signed and returned to school prior to the day of the field trip. Behavior while on the field trip must meet or exceed the expectations already established at Northglenn Middle. Any student absent from regular classes will be responsible for **any** assignment or assessment due for the next regularly scheduled class.

Grading

Northglenn Middle School grading tenets for the 2025/26 school year will have one aggregate grade that will be reported for each class. This grading approach focuses on assessing students' mastery of specific learning standards or objectives according to the district grade reporting criteria (GRC). The following percentage scale will be used for the aggregate grade: **A (100-89.5%), B (89-79.5%), C (79-69.5%), D (69-59.5), F (below 59.5%).**

- **A= Demonstrates mastery of the standard**
- **B=Meets the standard**
- **C=Approaching the standard**
- **D= Below standard**
- **F= Insufficient Data to determine a grade**
-
- Grades will be calculated by averaging a student's performance on grade reporting criteria (GRC) aligned to the standards in each subject area.
 - For example, in science, the GRCs are life, physical, earth and science/engineering practices. If only 3 are covered in semester one then these three GRC will be used to determine the student's aggregate grade.
- All assignments/assessments that are entered into Infinite Campus must be scored using a rubric with four scoring criteria. The lowest score a student may receive a completed assignment/assessment is 50%. All rubrics will be scored using a 10 point scale. For end of the unit assessments teachers may use a multiplier of up to 10 to increase the weight of an assessment. Scoring needs to be consistent within grade level common course teams at each school. Rubric scores will be converted as follows:
- All rubrics will be scored using a 10 point scale. For end of the unit summative assessments teachers may use a multiplier of 5 (making summative assessments worth 50 points compared to 10 points). Or... All formative assignments/assessments will be based on a 10 point rubric and Summative assessments will be scored on a 50 point rubric. Summative assessment rubric scores will be converted as follows:
 - A = 44.5-50 points
 - B = 39.5-44.49 points
 - C = 34.5-39.99 points
 - D = 29.5-29.99 points
 - Corresponding 10-point scale equivalents:
 - A = 8.95-10 points
 - B = 7.95-8.94 points
 - C = 6.95-7.94 points
 - D = 5.95-6.94 points
 - No student will receive below a 6 on completed assignment/assessment and below a 5 for missing assignment/assessment.
 - If an assignment/assessment is not completed, it will be scored as a missing assignment (M). M converts to 50%. In order to run the missing assignment report educators must enter the (M) for missing assignments.
 - All assignment/assessment scores will be reported in Infinite Campus using the number of points earned, points possible and percentages.
 - No extra credit will be allowed.
 - All assignments/assessments will be aligned to standards in the district's guaranteed and viable curriculum.

- Before a grade can be calculated at least three assessments must be included in the Infinite Campus.
- Formative feedback practices will be used repeatedly during instruction in alignment with instructional best practices (e.g. written and/or verbal comments, student exemplars, peer modeling, self-assessment, peer assessment, etc.) to inform students about their attainment of Standards.
- In order to utilize formative 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 formative work, etc.).
- Multiple opportunities will be given to retake or correct an assessment before final grade has been determined for the GRC(s).
- Teachers may make a professional judgment that an assessment is not valid and can exempt/exclude that score from grading calculations because it is no longer representative of student performance.
- Non-academic factors (e.g. participation, 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.

Focus on Learning Standards:

Our teachers design assessments and evaluate student progress based on clearly defined learning standards or objectives. These standards outline what students should know and be able to do within a specific subject area or skill set. Assessments are aligned with these standards to provide a comprehensive and accurate representation of student learning. Grades and assessment scores must be based solely on achievement of standards. Factors such as effort, growth, attendance, behavior, and attitude will be reported separately.

Formative and Summative Assessments:

Assessments are categorized as either formative or summative:

Formative Assessments: These assessments occur throughout the learning process and provide ongoing feedback to guide instruction. Formative assessments are not factored into final grades but serve as valuable tools for student growth and understanding.

Summative Assessments: These assessments occur at the end of a learning unit or grading period and are used to evaluate student proficiency. Summative assessments contribute to the final grades and provide a comprehensive measure of student learning.

Focus on Growth and Progress:

One of the key benefits of a standards-based grading system is its emphasis on growth and progress over time. Students have multiple opportunities to demonstrate their understanding and improve their performance. The focus is on mastering the learning standards rather than solely on one-time assessments.

Clear Communication and Feedback:

Teachers provide regular feedback to students and parents to communicate progress and areas for improvement. This feedback may include specific comments on strengths, areas of growth, and suggested strategies for improvement. Clear communication ensures that students and parents understand where students excel and where additional support may be needed.

What about students who are English Language Learners? How will their progress be represented through criterion related grading? Grading principles and tenets are equally as applicable and appropriate for students who are learning English as they are for their native English-speaking peers. English Language Learners may have **modified** grade-level expectations for any oral language and/or communication standard within various content areas. The modification within these criteria should be adjusted based on the student's current placement along the language acquisition continuum.

Hall Passes

If a teacher feels that it is necessary for a student to leave class, the student must sign out using the digital hall pass, Minga. It is encouraged that students bring a personal water bottle. Students should not gather in large groups (more than 3) in the restrooms.

Health Services

A health aide staffs the School Health Office and is responsible for providing minor first aid to those students who become sick or injured while at school, administering prescribed medications, and maintaining health records. Other designated staff provide coverage in the health office when the health aide is not on duty.

Illness or Injury at School

You will be seen in the health office if ill or injured at school. Students should not call or text a parent to come to school to pick them up without going to the health office first. The health aide, or office staff, will determine if you need to go home for illness or injury. If you need to go home, you will be contacted as soon as possible. The school has no facility to keep ill children for long periods. Therefore, **it is essential that parents/guardians keep the school informed of any change in address and/or telephone numbers.**

For questions and information about immunizations, administration of medications, food allergies, or other health-related issues, please contact the Health Aide or visit the [District Health Services website](#).

Inclement Weather/School Closure

Information on emergency school closures due to severe overnight storms or other emergencies 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.

The best way to receive information about late starts or closures is to sign up for the district text alerts.

- Text "YES" to 68453*
*Your cell phone number must be up-to-date in the Infinite Campus System
- With this free service, you will receive text messages notifying you of safety alerts, or other important information affecting the Adams 12 Five Star Schools system.
** Message and/or data rates may apply.
- You can opt-out from alerts at any time.
- Reply with HELP if you need assistance

Major television and radio stations will also broadcast closures and late start information.

Infinite Campus

Parents and students have up-to-date access to class marks, attendance and fees through the Infinite Campus Parent Portal. You may access the log-on by going to the school's website,

select “Useful Links”, then select “Infinite Campus Student and Parent Portal.” Please contact the school registrar with any questions or concerns.

Logging onto the Infinite Campus Parent Portal is critical to keeping up-to-date on your student’s attendance and academic progress. Please plan on checking it at least once per week.

Clubs and Middle School Sports 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.

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.

Adams 12 is thrilled to offer some middle school sports starting this fall. We know that many of you and your students are excited and are eager for more information. With that in mind, here are some important details we want to share with you. For the most current information, forms, schedules, and handbooks, please see our school [website](#).

Sports offered

- 2025-2026 sports seasons-
 - Fall August 18th-October 10th
 - 6th, 7th and 8th grade [cross country \(coed\)](#)
 - Fall August 18th-October 10th
 - 7th and 8th grade [girls soccer](#)
 - Fall/Winter October 20th-December 19th
 - 7th and 8th boys basketball
 - Winter January 12th-March 6th
 - 7th and 8th girls volleyball
 - Spring March 11th-May 8th
 - 7th and 8th girls basketball
 - Spring March 10th-May 8th
 - 7th and 8th grade [boys soccer](#)
 - 6th Grade intramurals
 - Girls soccer, boys basketball, girls volleyball, girls basketball, boys soccer

Eligibility and Registration

Registration will be online. You can go the [English Registration Form](#) or the [Spanish Registration Form](#)

- **Fees for athletics:** \$60 student participation fee (per sport). **Any student who qualifies for free- or reduced-price lunch will have these participation fees waived or reduced.**
- Spectator fee is \$3 for an adult and \$2 for a student. These funds will support the ongoing costs of middle school sports programs. Participating in athletics is a privilege and we want our student-athletes to demonstrate great character both in sports and in the classroom. Student-athletes are expected to be respectful and participate in the classroom.
 - Attendance
 - A student-athlete with 3 or more unexcused absences (per class period) or 6 or more unexcused tardies (per class period) will not be eligible for the next scheduled competition day. Attendance will be pulled between competition dates and if a student is found to have more than the number of unexcused absences or tardies listed above, they will be ineligible for the next scheduled competition date.
 - Behavior
 - If a student-athlete is suspended (ISS or OSS) at any time during the season, they will be ineligible for the next scheduled competition day.
- Sports physicals will be required for any student interested in participating in middle school sports.
 - Students may be cleared to play sports through an annual sports physical completed by their primary care physician or through a third party such as the Little Clinic at King Soopers or Urgent Care if they offer sports physicals.

Other important information

- There will be an athletic fee to participate in middle school sports. This fee will be added to your student's Pay For It account.
- Students are responsible for returning their school-issued uniform in clean and good condition. If they are not returned, a \$100 fee will be added to their account that will need to be paid if the jersey/shorts are not returned.

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.

Students must complete retakes no later than two weeks following the receipt of summative assessment results and/or within two weeks of unit completion. The score on a retake will not

replace the original score; however, it will be used as another piece of data when analyzing the body of evidence before assigning an overall mark on the report card.

Make-up Work and Tests: It is the student's responsibility to contact the teacher to receive missed work.

During an excused absence:

- Students shall be allowed to make-up work missed during excused absences for full credit.
- Students will be given the same number of days they were absent plus one additional day to make up assignments, which were assigned on the day of the absence. The make-up period begins on the next school day following an absence. Individual teachers may grant extra time for make-up in hardship cases and will plan with students to set up appropriate due dates for work.
- Projects that are assigned prior to a student's absence are to be turned-in on the due date or upon the student's return date to school. Students can work with individual teachers to receive an extension if needed.

During a truancy (unexcused absence):

- Students with unexcused absences shall **NOT** receive credit for class work missed. However, they will be held responsible for the content and the completion of class work covered during their unexcused absence.

During an out-of school suspension:

- Students will be allowed to make-up work during an out-of-school suspension in order that they may reintegrate into the educational program.

Library Media Center Services

- The Library Media Center (LMC) collection provides a wide variety of materials; fiction and nonfiction, which present different points of view that are appropriate for a broad range of ability and maturity levels.
- Books can be checked out for two weeks. Students may bring their books to the library to be renewed for another two weeks. Books not returned will be marked as lost and students will be charged the replacement value of the lost book, but fines are removed once books are returned.
- All checked-out materials should be returned to the library before a student withdraws from Northglenn Middle School.
- All students must have a pass from classroom teachers to use the LMC, except when scheduled with a class.
- Students are encouraged to share any reading materials they would like to have added to the collection.
- The library staff can assist students in finding information for their assigned projects or suggest books that spark imagination and creativity.
- The library staff can assist students with issues related to the device (Chromebook) that is checked out to them.
- Chromebook chargers that are lost or damaged are not replaced by the school library. A charger can be purchased from the library for \$35. Chargers can be purchased in other places. The requirement is for an HP Chromebook charger 45-watt USB C. This Amazon charger is compatible. <https://bit.ly/3Dz7CTk>

- Device Checkout and student commitment and expectations including ownership, privacy, device care, responsible use, content, and Internet filtering can be found here <https://bit.ly/AD12DeviceCommitmentExpectations>
- Information about damaged, lost, or stolen Chromebooks can be found on the district website. <https://www.adams12.org/resources/edtech-chromebooks>
- The district's required Chromebook Insurance Program explains the fines assessed when Chromebooks are damaged, lost, or stolen. Find the Insurance Program details here <https://bit.ly/AD12ChromebookInsurance>

Lunch and Breakfast

Thanks to Colorado voters passing proposition FF, *all* students are eligible for a free breakfast and lunch. We still need eligible families to fill out the applications for free or reduced priced meals. Visit the school's [website](#) for the application process and information.

- Line up appropriately, keep hands to self, and have a reasonable amount of people per table
- No running or wandering from table-to-table,
- When a student is done eating, he or she should make sure to have removed all of his/her trash (including anything under the table), wiped down his/her table area with the provided cloth, and raised his/her hand to be dismissed by an adult.
 - Students caught leaving without cleaning are assigned one lunch detention
 - Any students refusing to go outside will be assigned cleaning duty
- No more than 2 students will be dismissed to restroom at one time
- No students will be allowed to go to their lockers, under any circumstances
- No food or drinks are to be taken outside
- Follow the directions given by Supervisors in the cafeteria and outside
- When the whistle blows, line up to return into the building. Limit talking and voice levels as you go to your next class.

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 Parent Groups, etc. If you are looking for ways to become more involved and engaged, please contact the Principal.

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. District Policy requires prior authorization from the principal to have a therapy dog on school property. We ask that all other pets remain off school grounds during school hours. We appreciate your cooperation with this request.

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, halls and restrooms clean. You can help make the school a pleasant place to be by respecting students 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 lost and found in the commons and any unclaimed items will be donated to a local charity.

Lost and Found

Every year, NGMS students lose thousands of dollars' worth of personal items. There are several ways to avoid losing your things:

- Put your name on **all** personal belongings (coats, hoodies, P.E. clothes, school supplies, musical instruments, etc.)
- Do not bring unnecessary or very valuable items to school
- If you lose something, immediately retrace your steps
- Check the lost and found for lost items.
- Do NOT store items in the lost and found when you are in the gym or cafeteria
- Check with the main office for lost valuables.

Unclaimed items are periodically donated to a charitable organization.

Safety Information

Student Safety

Please help us keep students safe:

- Remind your child to use sidewalks and crosswalks.
There is NO parking in the fire lane.
- 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.
- Remind students that they should NEVER open a secured door in the school for any person or individual without the permission of a staff member.

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.
- In order to enter the building, you will need to press the button located inside the main foyer next to the doors on the left hand side.
- An office member will release the doors, allowing access to the building.
- Once entering the building, ALL visitors must check in at the office, show ID, and obtain a visitor pass.
- If you would like to wait with your child before school or wait for your child after school, you will need to wait outside.

Safe2Tell:

[Safe2Tell.org](https://www.safe2tell.org), 1-877-542-7233 (SAFE), Reports also may be made using the anonymous Safe2Tell Colorado mobile app available on the [Apple Store](#) and [Google Play](#).

Safe2Tell is an anonymous reporting system designed to allow students to report bullying, self-harm, or threats to others that a student has been made aware of. The system sends a report to both the school and the appropriate law enforcement agency and should be used for serious situations.

Safe2Tell CO is for serious reports only. False reports and blatant misuse of the Safe2Tell CO resource will be investigated.

Substitute/Student Teachers

Substitute teachers and/or student teachers are guests in the building and are to be given the same respect as regular teachers. Students need to make sure they continue to follow classroom and core rules. Students who mistreat substitute teachers or have inappropriate behaviors will receive appropriate consequences from administration.

Suicide Prevention

Protecting the health and well-being of all students is of utmost importance to the Adams 12 Five Star School District. District Policy 5520 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.

The following steps have been taken to help protect all students:

1. Students will learn about recognizing and responding to warning signs of suicide in friends, using coping skills, using support systems, and seeking help for themselves and friends.
2. When a student is identified as being at risk, he or she will be assessed by a District mental health professional that will work with the student and help connect the student to appropriate local resources.
3. Students will have access to national resources which they can contact for additional support, such as:
 - **The National Suicide Prevention Lifeline phone number 988**
 - **www.suicidepreventionlifeline.org**
 - **The Trevor Lifeline – 1.866.488.7386 - www.thetrevorproject.org**
4. All students will be expected to help create a school culture of respect and support in which students feel comfortable seeking help for themselves or friends. Students are encouraged to tell any staff member if they, or a friend, are feeling suicidal or in need have help.
5. Students should also know that because of the health and safety impacts of these matters, the confidentiality and privacy rights of individuals will be respected but concerns are secondary to seeking help for students in crisis.

Tardies

- As per Policy 5020, a tardy is defined as the student entering or departing a class within 10 minutes of the scheduled start or end time. Excessive tardies may result in consequences at the discretion of school officials. Students are expected to be seated with

all appropriate materials and assignments and ready for instruction at the end of the passing period. Consequences for tardies are as follows:

- Tardies will be monitored by the office consequences will be issued when a student has 3 or more tardies. A tardy plan will be issued for excessive tardies.

If my attendance does not improve, the following consequences may be used:

- 1st warning-Loss of Minga Passes and parent called
- 2nd warning-Escorts to class and parent called
- 3rd warning-Out of School suspension and parent called

Transportation

Waiting at the Bus Stop:

- Arrive on time, but not too early (five minutes before scheduled time).
- Stay off private property. Nearby homes and yards are not part of the bus stop. Please do not throw trash or papers on the nearby lawns. Impress the neighbors with good behavior!
- Do not roughhouse near or stand in the street.
- Remember, no matter how late the bus is, all stops will be made. Sometimes, buses are late because of mechanical failure or weather, but the bus will complete its route.

Getting on the Bus

- When crossing the street to or from a stopped bus, cross at least ten feet in front of the bus. (NEVER rush behind the bus.)
- Wait in line for an approaching bus at least six feet from where the school bus is to come to a complete stop. NEVER *rush toward a moving vehicle or crowd and push to board the vehicle*. If you are not going to cross the street after leaving the bus, move back from the curb to allow the bus to continue on its route without danger to you. Bus stops are scheduled and students assigned to that particular stop based on the number of students expected to ride the bus from that neighborhood, therefore **STUDENTS MAY LOAD AND UNLOAD THE BUS ONLY AT THE LOCATION TO WHICH THEY HAVE BEEN ASSIGNED**. Otherwise, our buses could become overcrowded.
- A student ID is required of every middle school student for every ride in order to identify students who are eligible to ride on that bus route, both for protection of the student and for capacity control on the bus. Each ID is coded to indicate which route the student is eligible to ride. Failure to show a student ID consistently can result in the loss of riding privileges. Temporary bus passes may be obtained in the school office or from your bus driver.

Riding on the Bus

- Obey the directions of the driver.
- Did you know it is a state regulation, when crossing railroad tracks, and upon signal from the driver, all passengers are to be quiet and remain quiet until all railroad tracks are crossed?
- Students need to remember not to damage district vehicles. Students and their parents are financially responsible for the damages they cause on the district vehicles, so writing on, damaging seats or walls of the bus is unacceptable, and it could be expensive.
- No exiting through windows, emergency hatches or emergency doors without permission.
- Flame or spark-producing devices are not allowed on the school bus.

- Due to limited bus capacity, a student may not ride another bus to and/or from school without prior permission. A written notice from a parent/guardian of both parties is required 24 hours prior to the change and approved by an Administrator.
- ***The following items may NOT be transported on the bus:***
 - Animal/pets, living or otherwise.
 - LARGE ITEMS (i.e., band instruments, science projects. “Rule of Thumb”—items that protrude into the aisle, extend above the seat back, or occupy the space of another student cannot be transported.
 - NO SKATEBOARDS, SCOOTERS, OR ROLLER BLADES may be transported at any time.

Additional information is available in the *Resource Guide for Parents & Students* booklet available at your school. **Transportation Office Hours: 4:45 am-6:00 pm - 720-972-4299**

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.

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.
- 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.

INFORMATION AVAILABLE ON DISTRICT WEBSITE

STUDENT CODE OF CONDUCT

A summary of the Student Code of Conduct for Adams 12 Five Star Schools 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](#) (district policy 5060)
- 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 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