

KNIGHTS

NORTHGLENN MIDDLE SCHOOL



2018-2019

Parent Handbook



Adams 12 Five Star Schools

1500 E. 128th Avenue
Thornton, Colorado 80241

BOARD OF EDUCATION

Ms. Kathy D. Plomer	President, District 3
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Chris Gdowski	Superintendent



NORTHGLENN ADMINISTRATIVE TEAM

Mr. Grant Underwood	Principal	(720) 972-5080
Mrs. Teresa Barajas	Assistant Principal	(720) 972-5094
Mr. Matt Oehlert	Assistant Principal	(720) 972-5085
Mr. Benito Espinoza	Dean of Students	(720) 972-5084

COUNSELING OFFICE

Ms. Meghan Welsh	6 th grade Counselor	(720) 972-5090
Mrs. Teresa Biller	7 th grade Counselor	(720) 972-5093
Mrs. Jill Martinez	8 th grade Counselor	(720) 972-5091

OFFICE STAFF

Ms. Dalia Spinoso	Office Manager	(720) 972-5081
Mrs. Nadine Cordova	Secretary	(720) 972-5082
Mrs. Lorraine Nichols	Registrar	(720) 972-5103
Mrs. Ivonne Anzures	Attendance Clerk	(720) 972-8319
Mrs. Elizabeth Nemeth	Family Laison	(720) 972-5088
Mrs. Andrea Kramer	Health Aide	(720) 972-5089
Mr. Eduardo Lara Chavez	Campus Supervisor	

CONTACT INFORMATION

Phone Numbers

NGMS Attendance Line	(720) 972-5117
Bussing/Transportation	(720) 972-4300
NGMS Kitchen	(720) 972-5102

2018 – 2019 School Hours

Regular Day: 8:30 a.m. to 3:45 p.m.
Early Release Day (Wednesday): 8:30 a.m. to 2:15 p.m.

School Web Site: <http://www.northglennm.adams12.org/>

Contacting NGMS Staff via e-mail

All District 12 Employees have access to and use of e-mail.
To e-mail any employee, use the following script for address contact:

First Name.Last Name@adams12.org

i.e. – Tom Jackson has the address:

tom.jackson@adams12.org

To report a bullying incident, go to the NGMS website and click Safe to Tell button. Follow the directions from there.

CONFERENCING WITH TEACHERS

Parent/Teacher Conferences are scheduled for:

Fall:

October 10, 2018 4:00 p.m. to 7:00 p.m.

October 11, 2018 4:30 a.m. to 7:30 a.m.

Spring:

February 12, 2019 4:30 p.m. to 7:30 p.m.

February 13, 2018 4:00 p.m. to 7:00 p.m.

If you wish to meet with any of our team of professionals outside of these dates and times, please show our staff the professional courtesy they deserve by scheduling appointments in advance. Meetings with staff can either be scheduled individually, or through the Counseling/Administration Offices. Teachers are able to meet with community members or parents with prior scheduling. All parents and visitors to NGMS are required to check in with the Main Office upon campus arrival for safety purposes.

ARRIVAL AND DISMISSAL

The school doors open at 8:00 a.m. before our first class at 8:30 a.m. Plans should be made so that students are not dropped off nor should they arrive at school before that time, as they cannot be supervised and they may have to remain outside during inclement weather. Any student in the building prior to 8:10 a.m. must have a written pass from a staff member. Students are to enter the building at the following locations:

- 6th grade – east side of building – 6th grade hall entrance
- 7th grade – front of building – counseling office door
- 8th grade – rear of building – entrance near cafeteria

Northglenn Middle School provides ALL students with free breakfast every morning during the school year. For the 2016-2017 school year students must go into the cafeteria between 8:00 a.m. - 8:25 a.m. time to obtain and eat their breakfast as we will no longer be serving and eating breakfast in the classroom.

ATTENDANCE PROCEDURES

It is important that students attend school on a regular basis. More information on attendance guidelines is located in the Policy Notification section of this handbook. To excuse an absence, please call (720) 972-5117. You may leave a voice mail 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.

CHECKING GRADES AND ATTENDANCE

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 2018-19 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.

CLUBS

The following is a list of clubs and athletics offered at NGMS. This is not an inclusive list as clubs will be planned by student interest.

Art Show	Intramurals Sports	Running Club
Battle of the Books	Jazz Band	Scrapbook
Book Club	Marachi	Show Choir
Challenge Seekers	Math Counts	Spanish Club
Chess Club	MineCraft	Spelling Bee
Cooking Club	National Junior Honor	Student Ambassador
Creative Writing	Society	Yearbook
Green NGMS Club	Pokemon	

CONTINUATION POLICY

The following criteria and methods shall be used to determine if middle school students should be retained:

A middle school student shall be considered for retention in the following circumstances:

The student has not been enrolled on a full-time basis for each semester, unless the student's disability, medical condition, or other circumstance beyond the student's reasonable control is present and prevented the student's full time attendance.

When a student fails one or more semesters of two or more academic core courses (language arts, social studies, math and science), he or she may be considered for retention in the current grade.

At the end of the 3rd quarter, the principal shall notify the parent/guardian in writing if the student's enrollment or academic performance to that date indicates a reasonable possibility that the review committee will consider retention of the student.

To determine whether retention is appropriate, a body of evidence shall be compiled. The body of evidence should include but not be limited to:

- A. District and State assessments
- B. Attendance
- C. Attainment of content standard evidence outcomes based on course assessments
- D. Age
- E. Social and emotional functioning
- F. Progress in achieving IEP goals and objectives (if applicable)
- G. The types of interventions, accommodations, modifications and differentiated instruction provided
- H. Teacher recommendations
- I. Parent recommendations

The body of evidence shall be reviewed by a committee consisting of an administrator, counselor(s), and teacher(s), including any staff members making the retention recommendation. For special education students, the student's special education case manager shall be a member of the review committee.

Retaining a student will be the decision of the principal based upon the recommendation of the review committee described in above. All retention decisions shall be reported to the Executive Director for Secondary Schools prior to or at the same time the parent is notified of the decision. The parent shall receive written explanation from the principal describing the procedures followed and the grounds supporting the student's retention.

EMERGENCY INFORMATION

Northglenn Middle School has a security and camera system throughout the building. We comply with district mandates for security and emergency drills. If you have questions, please contact your grade level administrator. If you or your student has information that is important to the safety of our students or school, please contact a school or district representative. Our web site offers a Safe to Tell button to report bullying in a safe manner. All visitors to the school will be required to have a valid state issued ID/Driver's License. It will be scanned and reviewed.

GRADING POLICY

Northglenn Middle School uses Standards Based Grading and the Standards Based Report Card in 2014-2015. We will follow the guidelines below when reporting out grades. Please be aware that grades will be reported using a 1-2-3-4 scale rather than through letter grades (A-B-C-D-F). The 1 through 4 scale is as follows:

- 1=below standard
- 2=progressing towards
- 3=meets
- 4= exceeds

Our Philosophy - What are the district's beliefs regarding SBG?

Adams 12 Five Star Schools believes in the following guiding principles and tenets of standards-based grading. These guide our daily work as we assess where students are in their progress toward meeting pre-determined expectations – standards.

Standards-Based Grading Guiding Principles

- The primary goal of grading and scoring is communication.
- Grading and scoring are evaluations of what a student knows and is able to do based on clearly established standards.
- Grading and scoring should be timely, accurate, specific, and fair.
- Grading and scoring are key in the instructional process so that teachers and parents can provide the appropriate support.
- Grading and reporting are one of the educator's most important responsibilities.
- Grading and scoring need to provide information and evidence that students can use for self-evaluation.

Remember that guiding principles should serve as a basis for reasoning and action. Guiding principles should lead and direct the actions of our organization.

Standards-Based Education Assessment and Grade Reporting Tenets

1. 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.
2. Student learning for the identified report card criteria will be evaluated based on district rubrics, proficient/advanced student work samples, and checklists.
3. In order to make valid, reliable judgments, multiple varied assessments will be used to grade on a standard/essential outcome. Written responses, oral responses and performance-based assessments are all considered acceptable forms of assessment.

4. A student's level of achievement of a standard/essential outcome at any given time is best approximated by trends evident in his/her most recent assessments. In order to determine the student's current level of proficiency with respect to the standard, teachers use professional judgment based on evidence (Wormeli, 2009). Grades then are not the results of the mean of all assessments.

5. The use of zeroes for missing or incomplete assignments is misleading. In the context of a standards-based grading system, a zero indicates the lack of any knowledge or skills. Therefore, a zero for missing or incomplete assessments/assignments does not accurately represent a student's level of knowledge in regard to the standards. A symbol such as INC or M(missing) should be used instead.

6. Multiple opportunities allow students to demonstrate their level of competence with respect to a standard. This requires additional learning on the part of the student, and possibly additional teaching by the teacher before another opportunity. In these situations, teachers need to be aware of what needs to be quickly reassessed or if a particular concept can be reassessed later as part of a spiraling learning process. Wherever possible/practical, students should be given multiple opportunities to demonstrate their current level of understanding and mastery of standards.

7. Homework, when used as practice, is not calculated into trend data that is used to formulate a student's overall understanding of a standard. This is not to say that all formative work will not be included in the calculation of a student's score. Care should be taken by the teacher to ensure that any evidence gathered to assess a student's achievement is valid and accurately addresses the standard.





School Dress Code Policy



Dress Code Guidelines (Examples Above):

- Students must wear a plain shirt with a collar at all times
- Shirts must be blue, grey, white or black and cannot have any writing, logos, graphics or patterns on them
- Students can wear jeans or khaki pants or jeggings, or leggings
- Jeans cannot have holes or tears in them of any kind
- Students can wear shorts or skirts
- Shorts and skirts must be denim or khaki and cannot be higher than 3 inches above the knee

Restrictions:

- No red clothing or accessories of any kind (including belts, shoes, socks and shoe laces)
- Students are not allowed to wear any outerwear to class including jackets, coats, sweatshirts or hoodies
- Students are not allowed to wear sweatpants or joggers
- All clothing and accessories must be free of any writing, logos, graphics, patterns or holes
- No earbuds or headphones allowed

Why School Uniforms?

1. School uniforms create an enhanced climate for learning. Research shows that uniforms help students focus on their most important task, learning. By eliminating the daily distractions on unregulated school clothing, as well as the peer pressure associated with clothing, uniforms set the tone for a proper work attitude in the classroom, reduce behavior problems, and improve student performance.

2. School uniforms increase school safety and security. A safe school environment is essential for learning. School uniforms help to make the campus safer by eliminating clothing used to intimidate or conceal contraband. In addition, uniforms make it easier for school officials to identify any non-students and outsiders.

3. School uniforms are cost-effective. Comparisons show that school uniforms cost significantly less than what most parents pay for unregulated school clothing. School uniforms are less expensive than other types of clothing. A student can easily be outfitted with easy-care, long-lasting uniforms for about \$150.00 a year. This includes 10 to 12 items. The durability, reusability and the year-to-year consistency also cut costs.

4. School uniforms boost school unity and pride. A standard of dress enhances school spirit, good self-image and school unity. Just as an athletic team's uniforms promote unity and spirit, so can a school uniform. Research shows there is a link between student appearance and teachers' expectations. Higher expectations mean higher achievement.

***Students who are not dressed appropriately will be sent home and may return dressed in the appropriate clothing or parents may bring appropriate clothing for them to change. The decision of the building administration will be final in determining proper dress.**

LOCKERS

Lockers are the property of the school district. The school may search student lockers on a periodic basis to protect the health, safety, and welfare of all students. Lockers are supplied to you free of charge to store books, coats, backpacks/bags school supplies and school related items. Students are free to decorate their lockers with appropriate pictures, mirrors, shelves, magnets, etc. as long as such items can be easily removed without permanent damage to the locker. Writing in or on the locker is not permitted. In order to avoid claims of sexual harassment, all pictures and posters hung in lockers must meet district standards. Students having troubles with lockers should report problems to Mrs. Cordova in the main office before or after school. Switching lockers without the consent of Mrs. Cordova, will lead to disciplinary action.

It is suggested that you do not keep valuable items in your locker. Your combination should be sacred and should remain private. Moving to another locker without permission of the office staff is prohibited and will result in assignment of consequences. Private locks are prohibited and will be cut off the locker. The school is not responsible for items contained in lockers. Items found in lockers not assigned to students will be discarded.

SCHOOL COMMUNICATION

If a matter arises regarding a concern with the school, we ask that parents/guardians initially directly contact the party with whom he/she has an issue. If the concern/issue is not resolved the next step is to contact a school administrator. If the issue is still a concern even after meeting with an administrator then the appropriate next step is to contact the district. We appreciate your assistance with following this policy.