

**HODGKINS
LEADERSHIP ACADEMY**



**HODGKINS
LEADERSHIP ACADEMY**

Student & Family Handbook 2022 - 2023

Main Office:
303-428-1121

Email Address:
hodgkinsacademy@westminsterpublicschools.org

Address:
3475 W. 67th Avenue
Denver, CO 80221

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Building Information

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Building Information

Administrators

- Amber Swieckowski, Principal, aswieckowski@mywps.org
- Meredith Borden, Assistant Principal, mborden@mywps.org
- Doug Kurzawski, Dean of Students, dkurzawski@mywps.org

Staff

- For staff contact information, click [here](#).

Office Hours

- 7:30 AM-3:30 PM

Student Learning Day

- Monday-Friday
- Start Time: 7:55 AM
- End Time: 3:10 PM
- NOTE: Building doors will open at 7:45 AM for students to enter the building. Prior to this time, there will be no supervision outside, so **please do not send students to the building any earlier than 7:45 AM.**

Early Release Student Learning Days (1st and 3rd Wednesdays of the month)

- Start Time: 7:55 AM
- End Time: 2:00 PM
- NOTE: Building doors will open at 7:45 AM for students to enter the building. Prior to this time, there will be no supervision outside, so **please do not send students to the building any earlier than 7:45 AM.**

School Calendar and Website

Please review the school calendar and website frequently for up-to-date information on events and notifications.

- [Josephine Hodgkins Leadership Academy Website](#)
- [Josephine Hodgkins Leadership Academy Calendar](#)

Title One

As a Title One school Hodgkins receives federal funds to provide extra academic supports for all students at Hodgkins.

- The amount of money we receive depends on the number of students who receive free or reduced lunch.
- In order to be eligible for title one funds, it is critical that all families complete and submit a [Free/Reduced Lunch application](#).
 - This application must be submitted yearly by all families



Uniform Expectations

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Uniform Expectations

Success and leadership start with how we are dressed. At Hodgkins, our uniform policy gives all of our students their best chance at being safe and successful. Most professions as adults require a uniform or dress code. Sports teams, policemen, firemen, health professionals, lawyers, even clerks dress to accomplish their jobs. Uniforms identify members as a team or to reflect well on themselves, their employer/firm, and the public. Our Hodgkins student leaders dress as the leaders they are!

Levels K-5

- **TOPS**

- Students may wear shades of blue, black, gray or white plain, button up shirts (polo or full button). Students may also wear blue, black, or white sweaters or hoodies that are plain or have a small logo on the upper left or right shoulder. Shirts must be tucked in if they are longer than pants pockets; otherwise, belts and tucking in are not required. Students may **not** wear shirts and/or hoodies with large logos.

- **PANTS**

- Khaki, black or navy-blue pants (docked style or carpenter okay), shorts or skirts/skort. Students may wear plain black, navy blue, white or tan legging under skirts, dresses, or shorts only. No leggings or tights may be worn as pants. Shorts and skirts/skort must be an appropriate length. Students may **not** wear jeans, sweatpants, or pajama pants.

- **SHOES**

- Tennis shoes are required for participation in P.E. and are recommended for any outside activity. Shoes should be appropriate for the season such as boots in the winter. Shoes must be closed toe. Students may **not** wear flip-flops, sandals, or slippers.

The Uniform Is:



Uniform Expectations

Levels 6-8

- **TOPS**

- Students may wear shades of blue, black, gray or white plain, button up shirts (polo or full button). Students may also wear blue, black, or white sweaters or hoodies that are plain or have a small logo on the upper left or right shoulder. Shirts must be tucked in if they are longer than pants pockets; otherwise, belts and tucking in are not required. Students may **not** wear shirts and/or hoodies with large logos, unless the logo is representing Hodgkins or Westminster Public Schools.

- **PANTS**

- Khaki, black or navy-blue pants, black or blue jeans without rips that show skin, shorts or skirts/skorts. Students may wear plain black, navy blue, white or tan legging under skirts, dresses, jeans, or shorts only. No leggings or tights may be worn as pants. Shorts and skirts/skorts must be an appropriate length. Students may **not** wear sweatpants or pajama pants.

- **SHOES**

- Tennis shoes are required for participation in P.E. and are recommended for any outside activity. Shoes should be appropriate for the season such as boots in the winter. Shoes must be closed toe. Students may **not** wear flip-flops, sandals, or slippers.

The Uniform Is:



The Uniform Is Not:



Uniform Expectations

The dress code regulations are equally enforced for all students. If students choose not to follow the Standardized Uniform Policy, any of the following actions may result:

1st offense: Students will be asked to call a parent to bring their standardized dress to school; **or** students may choose to change into a school-provided uniform (if available)

2nd offense: Parent conference will be held with school administration to clarify the Standardized Uniform Policy

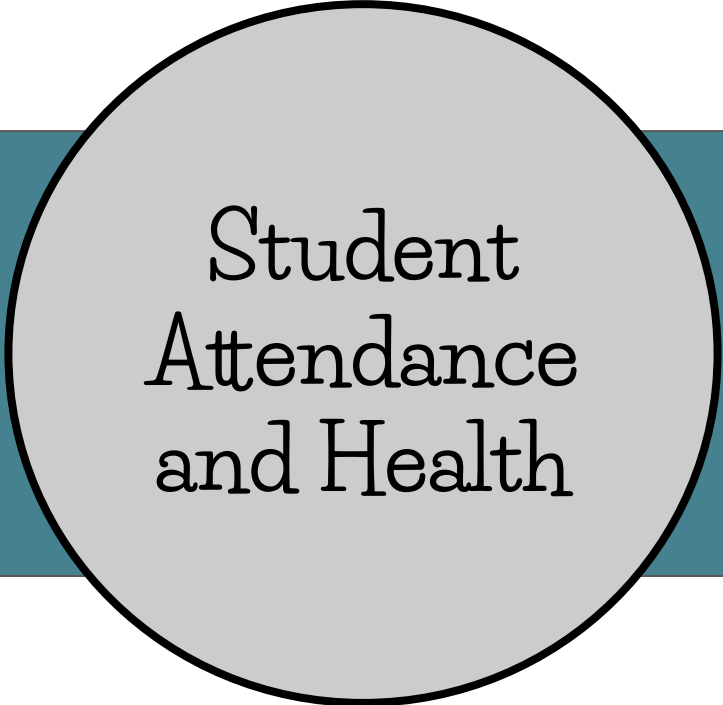
3rd & 4th offense: Lunch/recess detention

5th offense and beyond: In-school suspension

If a parent objects to the dress code policy because of religious, philosophical, or economical circumstances, please contact the main office and we will be happy to assist you and inform you of your options in accordance with BOE Policy JICA.

Uniform Free Day Regulations

- Students may earn uniform free day rewards for positive behavior, attendance, and for achieving other classroom goals. All families will be notified of uniform-free days at least one day in advance.
- Student clothing must be in compliance with BOE Policy JICA and JICF, outlining student dress code expectations.
- The decision of building administration will be final in all disputes concerning student dress.



Student Attendance and Health

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Student Attendance

Student Attendance

The staff at Hodgkins expect students to be in school and ready to learn each day that school is in session. This expectation is founded upon the beliefs that students learn best when they are actively engaged in learning, when there is continuity in the presentation of new ideas, when students share their ideas with one another, and when they can see the progress they are making. It is very important that students attend school daily and arrive promptly. We value the instructional time we have at Hodgkins and would like to limit disruptions to our students learning time. Students arriving late to class disrupts the learning environment and tardiness does not give the late student a smooth beginning to their day.

Student Attendance Expectations

- Students are expected to attend school Monday-Friday for the entire school day. This means they should be on time and should not leave school early.
- Families are asked to schedule appointments after 3:10 pm whenever possible.
- If a student is throwing up, has a fever, is experiencing [COVID/Flu](#) Symptoms, or otherwise infectious, he or she should not come to school.

Excused Absences: The office staff shall grant excused absences in compliance with the Compulsory Attendance Law for the following reasons:

- 1. A student who is temporarily ill or injured or whose absence is approved by the administrator of the school of attendance on a prearranged basis. Prearranged absences shall be approved for appointments or circumstances of a serious nature only which cannot be taken care of outside of school hours.
- 2. A student who is absent for an extended period due to physical, mental or emotional disability.
- 3. A student who is pursuing a work-study program under the supervision of the school.
- 4. A student who is attending any school-sponsored activity or activities of an educational nature with advance approval by the administration.
- 5. A student who is suspended or expelled.
- As applicable, the district may require suitable proof regarding the above exceptions, including written statements from medical sources.
- If a student is in out-of-home placement (as that term is defined by C.R.S. § 22-32-138(1)(e)), absences due to court appearances and participation in court-ordered activities shall be excused. The student's assigned social worker shall verify the student's absence was for a court appearance or court-ordered activity.

Student Attendance

Unexcused Absences:

An unexcused absence is defined as an absence that is not covered by one of the foregoing exceptions. Each unexcused absence shall be entered on the student's record. The parents/guardians of the student receiving an unexcused absence shall be notified orally or in writing by the district of the unexcused absence.

In accordance with law, the district may impose appropriate penalties that relate directly to classes missed while unexcused.

Students and parents/guardians may petition the Board of Education for exceptions to this policy or the accompanying regulations provided that no exception shall be sustained if the student fails to abide by all requirements imposed by the Board as conditions for granting any such exception.

Student Attendance

Student Tardiness

- School starts promptly at 7:55am. Any student who arrives after this time will be documented as tardy. Tardies accumulated throughout the year count towards student absences and truancy reporting.
- Middle school students change classes frequently throughout the day, and class attendance is taken at the start of each period. If a student is late, they will be marked tardy. Notification of the tardy will be sent to the student's family and count towards student absences and truancy reporting.

Bell Schedule

Reg. Schedule
7:55-8:27
8:30-9:12
9:15-9:57
10:00-10:42
10:45-11:27
11:30-12:12
12:15-12:57
1:00-1:42
1:45-2:27
2:30-3:10

Student Health

It is our goal to provide a safe, healthy environment that promotes learning for all students.

We ask that families do not send students to school if they have a temperature of 100.4 °F or higher or are experiencing any [COVID/Flu Symptoms](#). In addition, we ask that students who are filling ill with any other ailment, are kept home as well. We will ask that a doctor's note is given to the office upon their reentry into the building. If a student has been diagnosed with COVID, he or she must be released by their physician. A doctor's note will need to be received before the student will be permitted to stay at school.

- Please notify school personnel of any illness or medical condition for which your child is being treated or monitored.
- A parent, guardian or designated contact will be notified immediately to pick up a child from school who presents any [COVID/Flu Symptoms](#).
 - the child must be picked up within an hour or a reasonable time agreed upon with the nurse or school personnel.
- In the event of a student medical emergency, school personnel may call 911, and the student may be transported to a medical facility via ambulance. The cost of services provided by ambulance, private physician, clinic, hospital, or dentist remain the responsibility of the parent/guardian and **will not** be assumed by Hodgkins, Westminster Public Schools or school district personnel.

Medications

- Whenever possible, necessary medicine should be taken at home. Non-prescription drugs, such as aspirin, cough drops and cough syrup, cannot be given to students by school personnel.
- Please do not send these items to school with your child. Only medication which is currently prescribed by a physician may be given at school.
- If a student has a prescription or non-prescription medication, the medication will be confiscated and the parent or guardian will be notified.

To give prescribed medication at school requires:

1. a written request from the parent/guardian;
2. medication in the original container, properly labeled with the date, name of the child, name of the medicine, directions for administration, and name and phone number of prescribing physician; and
3. physician's signed directions matching those on the container.



Building Policies and Procedures

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Building Policies and Procedures

Cell Phones

Hodgkins Leadership Academy has a strict no cell-phone policy during school hours for the safety of students and staff. What was once a minor disruption has become a significant interruption to the learning day. The use of cell phones during the school day has led to pictures and videos posted of students by their peers without their knowledge and permission. In addition to this disruptive behavior, it is also a breach of confidentiality for our students and staff.

- Students may not carry electronic devices at any point during the school day. Cell phones must be turned off and stored in the student's backpack, or safely locked and stored by their homeroom teacher.
- It is the student's responsibility to ensure the device is turned off and stored appropriately at the start of the day.
- Students may access telephones in the front office if and when they need to contact family members.
- All family members are to contact the main office with important/emergent messages for their child.
- Electronic communication devices with cameras are prohibited in bathrooms or other locations where such operation may violate the privacy rights of another person.
- Violation of this policy and/or use that violates any other district policy shall result in disciplinary measures and confiscation of the electronic communication device.
 - **Confiscated Device Procedure:**
 - 1st offense: device taken by administration, device given back at the end of the school day
 - 2nd offense and beyond: device taken by administration, device given back to the student's parent/guardian

The school is not responsible for loss, theft or destruction of electronic communication devices brought onto school property.

Building Policies and Procedures

Celebrations

- Winter and Valentine's Day will be celebrated in the classroom with students.
- Families will be invited to Student award and graduation/continuation ceremonies throughout the school year.

Drop Off and Pick Up Procedures

- Students should not come to the building prior to 7:45 am as there will be **no adult supervision before this time**.
- Please remember the importance of driving slowly and carefully around the school. Please be kind, respectful, follow the laws of the road, and practice safe driving habits.
- All student drops offs must take place in the east parking lot.
- Be aware of the crosswalks when driving to and from the school.
- Treat staff and fellow families with kindness and courtesy.
- All students are to enter and exit the building through their assigned building door (see below)
- Students that arrive at school after 7:55 am, will only be permitted into the building through the main doors (south side).

Teachers	Location
Carbajal, Hurley, Duran	West side, near the playground and cafeteria
Puckett, Perez, Sanchez	West side, on the court yard outside of the gym
Bullman, Hayes, Rivera	South side, near the main doors
Britt, Murray, Sutton	South-west side, near preschool playground
Levels 4 - 8	North side, near the field

Food in the Classroom

- Due to various student allergies and dietary needs, families will not be permitted to send cupcakes, cakes, candy or any other sweets for building recognized celebrations and/or student birthdays.

Building Policies and Procedures

School Supplies

- Students will use their own school supplies and will not share these with their peers.
- Supplies should be labeled and each student should have a container to hold their items.
- If families need support with school supplies, they should contact the main office or contact Ms. Myrian Nowosad, Community Education Specialist for support.
- [2022-2023 School Supply List](#)

Student Birthdays

- Student birthdays will be recognized within the classroom.
- Due to various student allergies and dietary needs, families will not be permitted to send cupcakes, cakes, candy or any other sweets for building recognized celebrations and/or student birthdays.
- Families may send small party favor bags or items such as pencils, eraser ect.

Student Fees

- Westminster Public Schools may charge fees for specific classes, use of instructional materials, rental of equipment and participation in activities. The Board of Education has approved the following fee schedule for the school year.
 - [Charges & Fee Schedule](#)
- Student fees can be paid on Infinite Campus
- For additional information on student fees, please click [here](#).

Visitors

At Hodgkins we take all necessary measures to protect our students' learning days. This means that we limit the number of interruptions to classrooms throughout the day.

- Visitors will not be allowed access to the student learning environments without an appointment.
- Requests:
 - **To see their child:** The child will be asked to come to the office.
 - **To meet with a staff member:** If an appointment has been made with the staff member, that staff member will be notified by the office staff that their visitor is here. That staff member will then meet the visitor in the main office.
 - Families must contact the staff member directly for an appointment

Building Policies and Procedures

Volunteers

We welcome parent/guardian volunteers to the building! Volunteer opportunities will be available throughout the year in a number of different capacities (i.e. reading with students, prepping materials for staff, chaperoning field trips).

- In accordance to our district's volunteer policy, all interested parties must complete a [school/building volunteer application](#).
 - The application must be completed yearly
 - Completed applications should be submitted to the main office
 - Once cleared, applicants will be permitted to volunteer in the building.
- Additional volunteer opportunities
 - **Parent teacher Organization (PTO)**
 - The purpose of the PTO at Hodgkins is to promote the welfare of students by acting as advocates for them, by linking home and school in “intelligent cooperation”, by increasing skills parents need to nurture their children effectively, and by joining the teachers in a united effort to promote excellence in academics.
 - The Hodgkins PTO raises money for the purchase of programs, materials, supplies and equipment that benefit Hodgkins students.
 - If you are interested in joining PTO, please contact a representative at: hodgkinspto@gmail.com
 - Meeting dates and times will be shared at the beginning of the school year.
 - **Building Advisory Accountability Committee (BAAC)**
 - The Building Advisory Accountability Committee consisting of parents, teachers, classified staff members, community patrons, and the principal, assist in determining yearly building goals, monitoring progress of goals and reporting progress of goals to the school community, district and state.
 - Contact the office if you are interested in joining the Hodgkins BAAC.
 - Meeting dates and times will be shared at the beginning of the school year.
 - **District Accountability Advisory Committee (DAAC)**
 - The purpose of the District Accountability Advisory Committee is to monitor the District's accountability process and to review and certify each school's accountability plan. The DAAC also serves in an advisory capacity for the Board of Education. Members are appointed by the Board of Education each year and the committee meets quarterly.

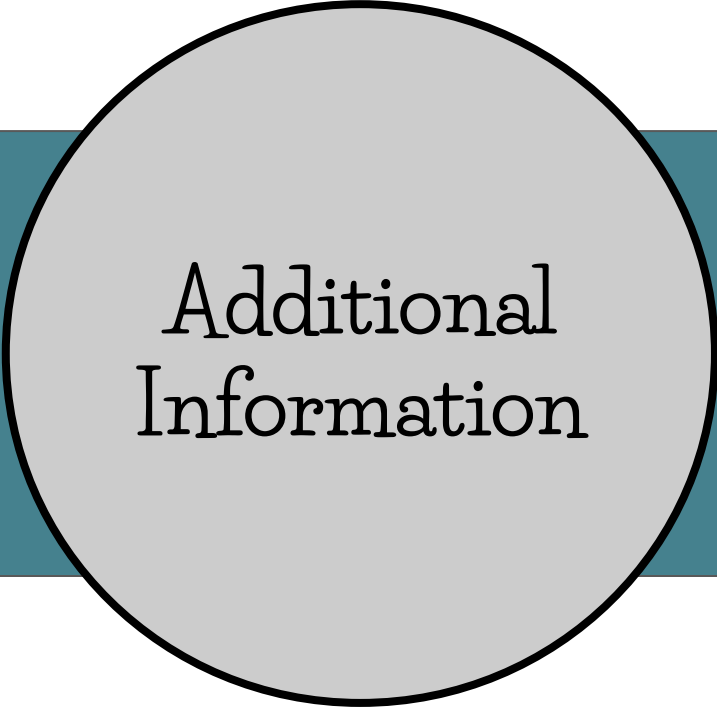
Building Policies and Procedures

- **Westminster Education Foundation**

- The Westminster Public Schools Foundation is a not-for-profit charitable organization established for the express purpose of providing support for the students, faculty and citizens of the District. It is a legally separate entity created to secure and distribute contributions from individuals and organizations to programs and activities of Westminster Public Schools. Persons interested in supporting the Westminster Public Schools Foundation may call the Foundation office at (720) 542-4592.

Parent Classes/Meetings

- Parent Meetings with the Principal
 - These meetings are an excellent opportunity for parents/guardians to stay connected to the school and take an active role in their child's education.
 - Meetings will take place in-person with an option for families to attend virtually (via Zoom) on the last Friday of each month from 8:30-9:30AM.
 - Discussion topics will vary but will be focused on building information with an emphasis on student achievement and well-being.



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Additional Information

Staff Meeting Requests/Emails/Phone Calls

Hodgkins is committed to partnering with our families to ensure the highest level of success for our students. The school is also a busy and fast-paced community where student learning is our top priority. Please anticipate the following when requesting in-person, phone, or email communication from an administrator or staff member:

- All administrators, teachers, and staff will work to respond to telephone and email messages within 24 business hours of receipt.
- Classroom teachers will not be available to meet or speak on the phone with families during instructional hours. All meetings with classroom teachers should be scheduled outside the hours of 7:55am - 3:10pm.
- Administrators may not be immediately available to meet with or speak to a parent and/or guardian when requested. Please know we will work quickly to schedule a meeting or phone call to discuss any questions/concerns at the earliest opportunity to do so.

Communication: Hodgkins uses many different forms of communication to get information home to families. This communication will be available in English and in Spanish.

- **Website:** The Hodgkins website can be found [here](#). On our website you will find our school calendar, upcoming events, school news, closures or delays, staff contacts, supply lists, uniform policy, and information about our school.
- **Facebook:** Like Hodgkins on Facebook and keep up to date with happenings at our school.
- **Twitter:** Follow us @ **Academy Hodgkins**
- **Robo-calls:** Hodgkins sends out a weekly phone call to all families and staff on Sunday nights. Upcoming events for the week and any important information can be heard in the call. It is very important that we always have up to date phone numbers and email addresses as we also use the robo-call system for emergency notifications to parents and guardians.
- **Weekly Newsletter:** All parents and guardians will receive a bi-weekly building newsletter.
- **Classroom Communication:** Parents and guardians will receive a classroom newsletter every two weeks. Communication will also be sent via Class Dojo or via Empower when necessary.

Additional Information

Meals:

- With our Title 1 funding, students receive free breakfast.
- Lunch is free for all elementary school students.
- The full cost of lunch for Middle School is \$2.50 (If families qualify for free or reduced lunch students will not pay anything this year.)
- Students in grades K-5 will receive an afternoon snack consisting of fresh fruits or vegetables.
- Students may bring lunch from home.
- Under no circumstances are children allowed to share food.
- No candy, soda, or chips in bags larger than a single serving are allowed at school at any time.

Lost Child: If a child is lost while on school grounds, the following procedures will be in place:

- All classes will return immediately to their classrooms and close their doors. (This will be done via an all-call over the school intercom).
- Teachers will take attendance immediately.
- The classroom teacher will provide the child's name and description to the main office. This information will be put out over the school intercom.
- Office staff, the classroom teacher, and any other available adults will immediately search the school grounds for the missing child.
- In the event the child is not found, the local authorities and Learning Services will be contacted.
- Parents/Guardians will immediately be contacted and informed of the situation.

Patriotism: It is important for us to remember how fortunate we are to enjoy the privilege of our country. The United States flag will be displayed in each classroom and the Pledge of Allegiance will be said each morning. Please stop and give attention when the flag is raised and lowered.

Registration and Emergency Information

- Student information should be completed in detail and updated when information changes.
 - These changes should be made online through the Infinite Campus Parent Portal.
- Providing correct work telephone numbers, after school daycare provider names and numbers, and emergency contacts will help the staff at Hodgkins maintain good communication with families, especially in times of an emergency.

Additional Information

School Calendar

- [WPS 2022-2023 Calendar \(English\)](#)
- [WPS 2022-2023 Calendar \(Spanish\)](#)

Special Education: Westminster Public Schools provides support services for students in the following areas: Specific Learning Disabilities, Speech/Language, Counseling, Psychology, Severe/Profound Needs, and Limited English Proficiency.

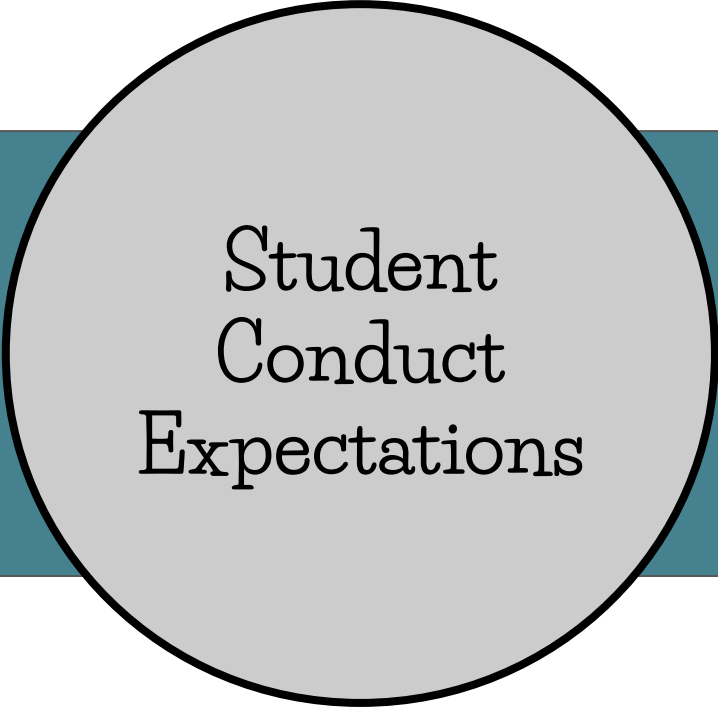
Weather Policy: On occasion, Hodgkins' staff may have to restrict outdoor play due to adverse weather conditions. Those decisions are made on a case by case basis, following these guidelines:

- **Heat:** If the temperature outdoors exceeds 90 degrees, children's activities will be limited and extra water will be made available. If the temperature exceeds 95 degrees, children will remain inside. It is at the discretion of the staff of Hodgkins to determine whether children should be prohibited from outdoor play due to extreme heat.
- **Cold:** If the temperature outdoors drops below 20 degrees, children will not be allowed on the playground. If there is snow or ice covering the majority of the playground, children will remain indoors. It is at the discretion of the staff of Hodgkins to determine whether children should be prohibited from outdoor play due to extreme cold.

Withdrawal/Transfer: Please inform the school office as soon as possible if you will be moving. Early notification will enable your child's new school to receive his/her records more promptly. Please call the school office at 303-428-1121.

Student Conduct Code and Notification of Student and Family Rights and Responsibilities

- This handbook includes information regarding access to student records, discipline policies and procedures and information regarding discipline of students.
- Click [here](#) to review this document



Student Conduct Expectations

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Student Conduct Expectations

Our expectations for learning and leadership are very high and the attributes of a good leader should become a life skill. They are our ambassadors for L.E.A.D. (Listen, Empathize, Achieve, Dream).

Student Behavior: At Hodgkins we believe that “every student is a leader” and therefore we expect our students to behave as leaders do. All students are to be responsible for their own actions and follow our building’s Code of Conduct, LEAD (Listen, Empathize, Achieve, Dream).

Bullying: As a leadership school, we believe and celebrate diversity of all types. Every student is unique and has his/her own genius and deserves respect and kindness. Bullying will not be tolerated in any form.

It is the right of all students, staff and visitors to be safe both physically and emotionally while at Hodgkins. Bullying of any sort, from any stakeholder (i.e student, staff, parent/guardian) will not be tolerated.

- CDC defines bullying as any unwanted aggressive behavior(s) by another youth or group of youths, who are not siblings or current dating partners, that involves an observed or perceived power imbalance, and is repeated multiple times or is highly likely to be repeated.
- Bullying may inflict harm or distress on the targeted youth including physical, psychological, social, or educational harm.
 - **Common types of bullying include:**
 - Physical such as hitting, kicking, and tripping
 - Verbal including name-calling and teasing
 - Relational/social such as spreading rumors and leaving out of the group
 - Damage to property of the victim
- Students are taught about the different forms of “bullying” through our Social Emotional lessons taught by our mental health team and classroom teachers.
- Any student who engages in any form of “bullying” will be dealt consequences in accordance to the behavior.
- Bullying is not to be confused with a one time incident; it is an ongoing belittling or threatening behavior towards another person of less power.


Student Conduct Expectations

- **The below process will be followed by staff members in response to minor disruptions and behavior infractions:**
 - **Level 1** (teacher led)- Verbal Redirection, Curricular Adjustment/Alternate Task, Hallway Conversation to Discuss Behavior, Think Sheet, Time-Out/Buddy Classroom, Restorative Conversation, Mental Health Support, Parent Phone Call
 - **Level 2** (administration led)- Formal Office Discipline Referral, Parent Contact, Think Sheet/Processing Time, Peer Mediation, Teacher Mediation, Daily Check-Ins, Classroom Behavior Contract, Temporary Suspension from Leadership Role
 - **Level 3** (administration led)- Detention, Suspension, District Remedial Discipline Plan (for behaviors considered habitually disruptive)
- Significant and/or repeated discipline issues listed below require at the very least an office referral and a call home to the parent.
 - Repeated defiance/disrespect to a staff member
 - Destruction of property (May involve a repair cost for replacement of property)
 - Repeated disruptive behavior
 - Physical assault/Threat of physical assault
 - Drugs/Tobacco of any kind (zero-tolerance)
 - Alcohol (zero-tolerance)
 - Weapons of any kind including replicas/toys (zero-tolerance)
 - Bullying (zero-tolerance)
- Repeat or zero-tolerance offenses will be addressed on an individual basis and will result in an in-school detention or out-of-school suspension. An in-school detention will require a student to spend the day with an administrator or campus monitor accomplishing classwork while an out-of-school suspension will require the student to remain home for an assigned amount of time. A re-entry meeting between the student, administrator, parent/guardian, and teacher must occur to return to school successfully.

Student Conduct Expectations

Digital Citizenship: Student's are responsible for their use of Chromebooks, use of the internet, and electronic communications. Unauthorized and unacceptable uses may result in loss of technology privileges and/or other disciplinary action.

Social Media/Cyber-Bullying: The use of social media to harass, intimidate, or bully students either during school outside school hours is harmful behavior that can have lasting impact on the health and well-being of students. Therefore, social media is not allowed during school hours. We advise that parents monitor their student's social media usage closely. Cyber-bullying can be considered a crime. Law enforcement will be involved, as appropriate, to help determine the appropriate consequence. Students and parents should know that nothing in social media remains private. The school will take action when alerted that cyberbullying and/or harassment has occurred. We encourage JHLA Panthers to avoid social media. We also welcome students and parents to report concerns of cyberbullying to the school or directly to law enforcement.



Technology
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Technology Information and Expectations

At Hodgkins we believe that technology is a tool that our students can utilize to expand and enhance their learning. Devices in the school are to be used for learning purposes only.

- Students who do not demonstrate digital citizenship while using school issued devices and/or personal device (i.e. cell phones) during school hours, will lose the privilege of using devices at school.
- In addition, the student may face administrative assigned consequences.

Digital Citizenship Definition

- A person who develops the skills and knowledge to effectively use the internet and other digital technology, especially in order to participate responsibly in social and civic activities.

Student Devices

- All students at Hodgkins will have access to and receive instruction in the use of computer technology.
- WPS technology charge of \$40 will be for all students in levels K-12.
- All students have the opportunity check out a Chromebook for the school year.
 - If a family chooses to take this opportunity, a signed Chromebook Contract must be received by the classroom teacher prior to the device being assigned to the student. The agreement can be submitted online [here](#). Or, families may download the agreement [here](#).
 - Families will have access to purchase Chromebook Protection Plan. This is **OPTIONAL** but highly recommended. Click [here](#) (page 5) to read more information about the **OPTIONAL** plan.

A device will not be checked out to the student until a completed Chromebook Contract has been received by the school.

Emergency Procedures

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Emergency Procedures

Throughout the year, a variety of emergency drills will be conducted. We have emergency drills in order to practice what we will do in case of an actual emergency. The following drills will be practiced by students and staff:

FIRE DRILL – every month

TORNADO DRILL – twice a year

HAZARDOUS SPILL – once a year

SECURE – twice a year

LOCKDOWN – twice a year

HOLD – once a year

Fire

- Hodgkins conducts monthly fire drills to help children and staff be prepared for emergency situations.
- The alarm will go off and teachers will move the students in their classroom to the nearest posted exit and at least 50 feet away from the building.
- Teachers will take attendance, and raise a green sign to indicate that all of their children are accounted for. In the event that a child is missing, a red sign will be raised.
- The students may return to regular activity once the fire drill has been completed.
- Records of all fire drills are kept in the school office.

Tornado

- Tornado drills are practiced once per semester.
- This drill begins with an announcement into the classroom from the office.
- At this time, the students will move to the main inner corridor, and kneel against the wall in a crouched position. Students will not be permitted to go back to their classrooms until a completion announcement has been made signaling all clear.

Emergency Procedures

Lockdown/Lockout Drill

- Lockdown drills are conducted once a semester in conjunction with the Adams County Sheriff's Dept.
- A sign will be posted at the main entrance that a lockdown drill is being conducted and no entry will be allowed until completed.
- Teachers will close their blinds and lock their doors until such time that either administration or a sheriff unlocks their door. No one will be allowed in any common areas until they have been released.
- Students are gathered in a tight group and sit in a non-visible area from the door in the classroom and remain with the teacher until their room has been released.
- In the case of an actual emergency lockdown situation, authorities and District Operations will be contacted as quickly as the situation allows. Hodgkins is equipped with a panic button to be used in extreme emergencies. Emergency phone calls will go out to all parents with information and instructions of how to pick up your child.

Classroom Clear: In the event that a student presents as a danger to themselves or others, a classroom may need to be cleared following all proper safety measures (i.e. students exit the classroom in an orderly fashion).

- Teachers will take their class outside, or to a designated area until the situation is resolved.

Classroom Removal: In the event a child needs to be removed from the classroom, the teacher will call the mental health team and/or administration to inform about the situation and possible resolution.

- The WPS Behavior and Discipline Matrix will guide for behavioral responses and interventions.

Emergency Procedures



STANDARD RESPONSE PROTOCOL

INFORMATION FOR PARENTS AND GUARDIANS

Our school has adopted The "I Love U Guys" Foundation's Standard Response Protocol (SRP). Students and staff will be training, practicing, and drilling the protocol.

COMMON LANGUAGE

The Standard Response Protocol (SRP) is based on an all-hazards approach as opposed to individual scenarios. Like the Incident Command System (ICS), SRP utilizes clear common language while allowing for flexibility in protocol.

The premise is simple - there are five specific actions that can be performed during an incident. When communicating these, the action is labeled with a "Term of Art" and is then followed by a "Directive." Execution of the action is performed by active participants, including students, staff, teachers and first responders. The SRP is based on the following actions: Hold, Secure, Lockdown, Evacuate, and Shelter.

HOLD

"In Your Classroom or Area"

Students are trained to:

- Clear the hallways and remain in their area or room until the "All Clear" is announced
- Do business as usual

Adults and staff are trained to:

- Close and lock the door
- Account for students and adults
- Do business as usual



SECURE

"Get Inside. Lock outside doors"

Students are trained to:

- Return to inside of building
- Do business as usual

Adults and staff are trained to:

- Bring everyone indoors
- Lock the outside doors
- Increase situational awareness
- Account for students and adults
- Do business as usual



LOCKDOWN

"Locks, Lights, Out of Sight"

Students are trained to:

- Move away from sight
- Maintain silence
- Do not open the door

Adults and staff are trained to:

- Recover students from hallway if possible
- Lock the classroom door
- Turn out the lights
- Move away from sight
- Maintain silence
- Do not open the door
- Prepare to evade or defend



EVACUATE

"To a Location"

Students are trained to:

- Leave stuff behind if required to
- If possible, bring their phone
- Follow instructions

Adults and staff are trained to:

- Bring roll sheet and Go Bag (unless instructed not to bring anything with them, dependent on reason for evacuation.)
- Lead students to Evacuation location
- Account for students and adults
- Report injuries or problems using Red Card/Green Card method.



SHELTER

"State Hazard and Safety Strategy"

Hazards might include:

- Tornado
- Hazmat
- Earthquake
- Tsunami

Safety Strategies might include:

- Evacuate to shelter area
- Seal the room
- Drop, cover and hold
- Get to high ground

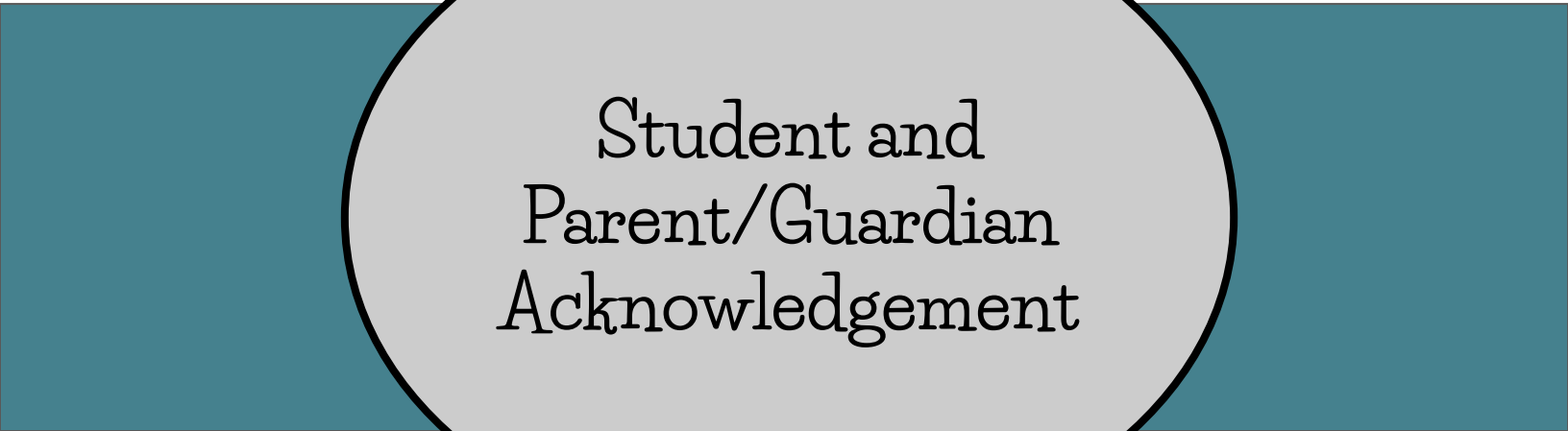
Students are trained in:

- Appropriate Hazards and Safety Strategies

Adults and staff are trained in:

- Appropriate Hazards and Safety Strategies
- Accounting for students and adults
- Report injuries or problems using Red Card/Green Card method.





Student and
Parent/Guardian
Acknowledgement

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Hodgkins

LEADERSHIP ACADEMY

Acknowledgment of Review and Understanding

Please scan the QR code below or visit <https://bit.ly/2V51waL> to complete and submit you and your child's acknowledgment that you have read through and understand the expectations set forth in the handbook.

