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# Hodgkins

LEADERSHIP ACADEMY

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## Family Handbook 2020-2021

Josephine Hodgkins Leadership Academy  
3475 W. 67th Avenue  
Denver, CO 80221  
[School Website](#)

**Office Business Hours:**  
8 am-4:30 pm

**Contact Us:**  
303-428-1121  
[hodgkinsacademy@westminsterpublicschools.org](mailto:hodgkinsacademy@westminsterpublicschools.org)

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# **COVID-19 Protocols**

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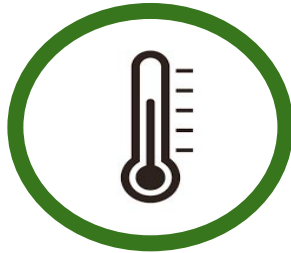
# COVID-19 Protocols

At Hodgkins we have established a number of protocols and safety precautions to lower the chance of spreading the virus. All families that choose to return to the building are agreeing to following these protocols. If you have any questions, please contact the main office.



## Type of Instruction:

All students will return to the building, 5 days a week for in person instruction for the 2020-2021 school year.



## Health Screening:

All students and staff will be required to have their temperature taken daily. Any person who is demonstrating [COVID symptoms](#) and/or a temperature of 100.4°F or higher will be sent home.



## Health Precautions:

All staff and students will be required to wear masks while in the building. Frequent handwashing will occur throughout the day. Wiping down of surfaces will happen frequently throughout the day by staff members.



## Recess and Mask Breaks:

Students will not be required to wear masks during recess and outside breaks. Each cohort will only attend these breaks with their cohort. There will be no mixing of cohorts. Special consideration will be given for students with specific limitations or health needs.



## Food Services:

All students will pick up their lunch at the cafeteria. They will then go back to their classroom or to a designated area outside (when possible) to eat their lunch. Lunch will be in cohorts and there will not be any mixing of cohorts.



## Physical Environment:

All students will be assigned to a cohort. They will be with their cohort throughout the day and cohorts will not mix. Students and staff will also adhere to social distancing whenever possible. Each cohort will have limited access to the building to prevent cross contamination.

# COVID Protocols (cont.)

## Social Distancing

- We will observe social distancing to the fullest practicable level based on each area's and classroom's unique space and infrastructure.

## Masks

- Students and staff will be required to wear masks at all times, including in common areas (hallways, bathrooms, etc.), in classrooms, and while at their desks. Traveling staff members (interventionists, specials, substitute teachers, etc.) will be required to wear masks at all times.
- Guidelines around wearing masks will allow for certain medical, 504, and IEP accommodations or modifications as the need arises. Exceptions will be made based on medical need with additional precautions.
- The only times that students will be permitted to remove their masks will be while they are outside, eating breakfast in the classroom, and while eating lunch.
- Masks should be washed daily at home.
- Students are encouraged to have an extra mask in their backpack everyday.

## Face Shields

- Staff and students may request to use a face shield, but a mask must be worn underneath the shield to offer proper protection.
- Face shields will not be provided for students
- In situations where a teacher, counselor, administrator or other designated person needs a face shield to enhance communication with a student (i.e. speech language, phonics instruction, SEL/trauma-informed counseling, medical necessity, etc.) a face shield will be allowed. However, face shields cannot be used as a substitute for masks in common areas.

## Handwashing

- Students will have regularly scheduled handwashing throughout the day and will be encouraged to use hand sanitizer.
- Students will be taught the importance of washing hands and minimizing touching their faces.

## Water Fountains

- Students will not be allowed to drink water directly from the water fountains.
- They are encouraged to bring a water bottle they can fill at the water filling stations, and the school will provide individual water bottles for any student who cannot bring their own.

## WPS In-Person Acknowledgment

- All families that will be returning to the building for in-person learning must sign and return the [WPS In-Person Acknowledgement](#).

# **Student Attendance and Health**

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# Student Attendance and Health

## 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.

### 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 3:50 pm whenever possible.

### Student Drop Off Procedures

- If a student is sick, he or she should not come to school.
- Students should not come to the building prior to 8:25 am as there will be no adult supervision before 8:25 am.
- 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. Drop offs will not be permitted in the west parking lot.
- Be aware of the crosswalks when driving to and from the school.
- Treat staff with kindness and courtesy.
- Due to social distancing, all students are asked to arrive at school at their assigned time and to enter the building through their assigned door. The same assigned door will be used for dismissal. (see [page 9](#) for assignments)
- Students that arrive at school after 8:35 am, will only be permitted into the building through the main doors (south side). They will need to wait outside of the main doors (south side) until a staff member meets them at the door. There they will proceed with the health screening ([COVID symptoms check in and temperature check](#)).

### Dismissal

- Due to social distancing, all students will exit the building through their assigned door at their assigned time. (see [page 9](#) for assignments)

# Student Attendance and Health (cont.)

## Student Absences

- Students with excused or unexcused absences 4 times in one month or 10 times in a school year are non-compliant with the Colorado Compulsory Attendance Laws. Excessive absences will result in an attendance meeting with administration. All families are encouraged to provide a doctor's note for any medical appointment that your child may have. Please note that ***considerations on the impact of COVID-19 will be taken into account when enforcing Colorado compulsory attendance law.***
- In the event of an absence, please call the main office at 303-428-1121 as soon as possible to notify our staff.
- Students must be signed out from the building by a documented person in our IC program. This individual must also be 18 years or older.
- Due to social distancing, all students are asked to arrive at school at their assigned time and to enter the building through their assigned door. The same assigned door will be used for dismissal.

## Parent Responsibilities

- Parents will be responsible for determining if their child is healthy and able to attend school by asking the following:
  - Does your child, or anyone in your household have a fever of 100.4°F or above?
  - Does your child, or anyone in your household have diarrhea, vomiting, or any other flu like symptoms?
  - Does your child, or anyone in your household have a cough?
  - Does your child, or anyone in your household have a sore throat, chills, muscle aches, or a new loss of taste or smell?
  - Does your child, or anyone in your household have shortness of breath or difficulty breathing?
  - Has there been any close contact with someone who has (or has been exposed to) COVID-19?



# Student Attendance and Health (cont.)

## Doors:

**A:** West side of the building, outside of the cafeteria

**B:** West side of the building, on the court yard outside of the gym

**C:** North side of the building, on the bus loop

**D:** East side of the building, next to the preschool playground

**E:** South side of the building, main entrance

## Assignments, Arrival and Exit Times:

Groups	Arrival Time	Assigned Door
Carbajal, Lankutis, Duran	8:20 am	Exit A
Puckett, Sanchez	8:25 am	Exit B
Rivera, Thorstad, Bullman	8:20 am	Exit D
Sutton, Townley, Cornella	8:30 am	Exit D
Pearson	8 am 12 pm	door outside of the classroom
Lawless	9 am	door outside of the classroom
Banda, Corbett	Will vary	Exit E
McGillicuddy, Navarrette, Gregg, Sandos	8:20 am	Exit C
Baxter, Barone, Goewey, Levesque	8:25 am	Exit C
Zook, Slemmer, Coccia, Proctor, Everhart	8:30 am	Exit C

**Dismissal:** In order to maintain social distancing, students will be dismissed on a staggered schedule (please see below). Students will exit the building through their assigned door (same as arrival).

Car Pick Up	Walkers	Bus Riders
3:45 pm	3:45 pm	3:50 pm

## Student Health

We ask that families do not send students to school if they have a temperature of 104 °F or higher or are experiencing any [COVID 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.



# **Adapted School Policies**

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# Adapted School Policies for 2020-2021

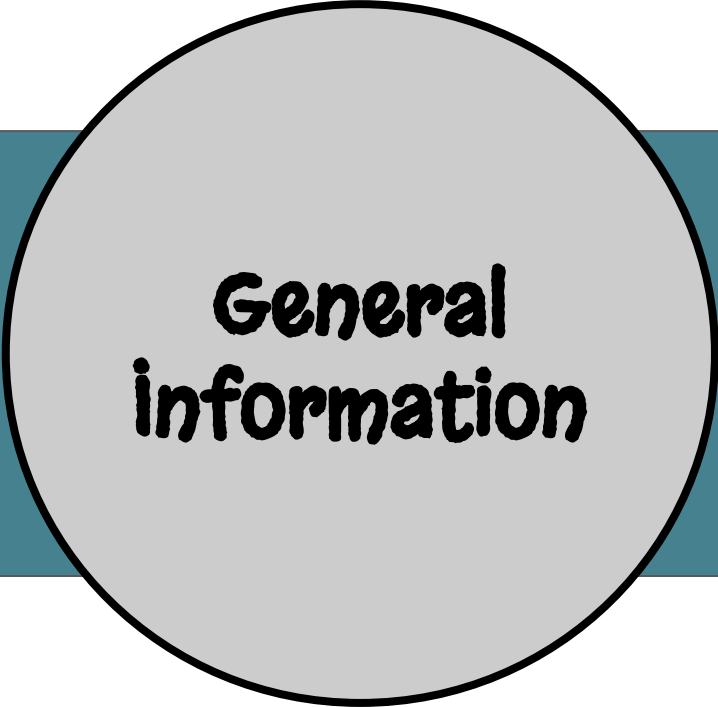
Due to present health precautions, there are a few policies and changes that will be implemented for the 2020-2021 school year. *Non-compliance with Westminster Public Schools' and Hodgkins' health orders and safety expectations may result in transfer to the online education option if registration is available.*

The following activities or procedures will *not take place* this year:

- Assemblies
- Students Eating in the Cafeteria
- Field Trips
- Parties/Celebrations
- In person parent classes/meetings (i.e. PTO, Coffee with the Principal)
- Volunteering
- Non-edible items being sent to school for classroom celebrations
- Middle school students will not choose their electives this year.

The following activities or procedures will be *modified* this year:

- **Parent classes/meetings:** Parent classes/meetings (i.e. Coffee with the Principal) will be held virtually.
- **Visitors:** Visitors will be asked if they are demonstrating any COVID related symptoms prior to being admitted to the main office. There will be no more than 2 visitors in the office at a time. Others will be asked to wait outside until it is their turn. At that time, they will be notified by staff via cell phone that it is their turn in the office. As always, visitors will not be allowed beyond the main office. If necessary, a parent or guardian may ask for their child to come to the office.
- **Fire and Tornado drills:** Drills will be conducted by cohort and not as an entire building. This will allow cohorts to maintain social distancing.
- **School Supplies:** Students will use their own school supplies and will not share these with their cohort peers. Supplies should be labeled and each student should have a container to hold their items. If families need support with the school supplies, they should contact the main office or Claudia Ortega (community specialist).
- **Specials:** All K-5th grade aged students will attend specials (Art, Music, PE) in those designated classrooms. A period of time has been built into the schedule for these rooms to be sanitized prior to the cohort's arrival.
- **Elective Classes:** Middle school aged students will attend elective classes in those designated classrooms. A period of time has been built into the schedule for these rooms to be sanitized prior to the next cohort's arrival.
- **Recess:** All students will participate in recess by cohorts and not by grade levels. Student cohorts will not mix. Some playground equipment will be provided that encourage social distancing and no touch play.



# **General information**

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# General information

- **Bullying:** Bullying is an **UNACCEPTABLE** attitude and behavior at Hodgkins and **will not** be tolerated in any form. Bullying is not to be confused with an one time incident. Bullying is an ongoing belittling or threatening behavior towards another person. 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 from everyone.
- **Cohorts:** All classes and staff members will be assigned to a cohort. The members of a cohort will not mix with other cohorts in the building. We have also limited the number of adults that will come into contact with the students in the cohort. Specials teachers will see classes in a cohort for 20 school days. After this time, the classes will have a different specials teacher for 20 days and so on. The creation of cohorts was to help minimize the virus spreading.
- **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. masks worn, students exit the classroom in an orderly fashion). Teachers will take their cohort outside, or to a designated area until the situation is resolved. Cohorts will not be allowed to wait in the hall or another cohort's classroom.
- **Classroom Removal:** In the event a child needs to be removed from the classroom, the teacher will call the school psychologist and/or administration to inform about the situation and possible resolution. The WPS Behavior and Discipline Matrix will guide for behavioral responses and interventions.

# General information (cont.)

- **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**
  - **WPS App:** The WPS app is available in the App Store for iOS users and at Google Play for Android. Notifications, District information, and district school related news items can be found within the app.
  - **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 weekly building newsletter.

# General information (cont.)

- **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.
- **Library:** Students will visit the school libraries once a week virtually or in person. Students will be allowed to only choose books that have been designated for their classroom. E-books will also be an option for students to check out an access using their Chromebooks.
- **Lunch:** Cohorts will be eating breakfast and snacks in their classrooms, and lunch in the cafeteria, classroom, or outside. We will have two cohorts eat lunch in the cafeteria at a time following this Lunch Schedule. Once seated and ready to eat, students may remove their masks. The following lunch procedures will be adhered to:
  - When eating in the cafeteria, tables will be set up on opposite sides of the cafeteria to promote social distancing.
  - Tables will be disinfected by
  - Culinary will move lunch card scanners to the kitchen window hallway for scanning cards.
  - Students must have their ID for scanning (no typing of numbers will be allowed).
  - Cohorts will pick up lunch at the kitchen window.
  - Lunch options will include both hot and cold choices.
  - Lunches will be prepackaged in environmentally friendly disposable clamshell containers.
  - Condiments, napkins and silverware will be included in the clamshell.
  - There will be no salad bars or self-serve items.
  - Students may bring lunch from home.
  - Under no circumstances are children allowed to share food.
  - Share tables are not allowable.
  - No candy, soda, or chips in bags larger than a single serving are allowed at school at any time.



# General information (cont.)

- **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.
- **Medications:** The school is permitted to give medications only under the following conditions according to HIPPA regulations
  - A doctor prescribes the medication, even including any over the counter medication.
  - The medication is sent to school in the original labeled container. Medication sent to school in baggies, envelopes, etc. will not be given.
  - A parent and the prescribing doctor have completed, signed, and submitted to the school office a medication permission form. This form is to be filled out before medication is given.
  - Medications are stored in the school office. **Students** are responsible for coming to the office to get their medications.
  - **NO** aspirin, cough drops, cough syrup, etc. are to be sent to school with your child.
- **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.
- **Recess:** Students will be taught safety playground expectations by our physical education teacher. These are to be followed at all times. All students are expected to follow the safety guidance of the supervising staff at recess. Cohorts will not mix during recess.

# General information (cont.)

- **Registration and Emergency Information:** Student information should be filled out in detail and updated when the 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. Any disability and allergy of the student should be noted.
- **School Closure and Delayed Start:** On occasion, the school will be closed or delayed two hours due to weather conditions. In the case of a delayed start, school will begin two hours later, busses will arrive two hours later, and dismissal will end at the regular time. There will be no breakfast served and AM Preschool only will be canceled. Families will receive a phone call from the district notifying of a school closure or delay. You may always check the District web-site at [www.westminsterpublicschools.org](http://www.westminsterpublicschools.org)
- **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.
- **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).
- **Student Behavior Intervention:** If necessary, students will receive consequences and/or reprimand for their poor choices. At that time we follow the building’s behavior protocol:

## Classroom Intervention Procedure

**Step 0: Classroom Management**

**Step 1: Behavior Warning**

**Step 2: Classroom Intervention**

**Step 3: LEAD Reflection Form**

**Step 4: Phone Call Home & Class Referral**

# General information (cont.)

- **Student Devices:** 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. Click [here](#) to complete the agreement online. This year, families will have access to **OPTIONAL** technology insurance.
- **Telephones:** Students will not be permitted to use the office phone. All plans concerning after school activities must be arranged before coming to school.
  - Cell phones are not allowed to be on during the school day as they may disrupt learning. If your student must bring a cell phone, Hodgkins is not responsible if it is lost or stolen. Cell phones are to remain in backpacks during the learning day.
  - The following consequences will be followed for irresponsible cell phone use:
    - If the cell phone goes off in class, the teacher will hold until the end of the day
    - 2<sup>nd</sup> time cell phone goes off, student may pick up phone from administration
    - 3<sup>rd</sup> time, a parent must pick up from administration
  - Parent cell phones should be turned off or to vibrate when visiting the classrooms. Ringing cell phones disrupt classroom learning.
- **Weather Policy:** On occasion, Hodgkins' staff may have to restrict outdoor play due to adverse weather conditions. Those decisions are made on a case to 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.



# **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!

## Hodgkins Leaders Wear:

**MASKS:** All students must have a mask that will always be worn when in the building. Masks that have ear loops, ties behind the head, or a neck gaiter are appropriate. Students are not allowed to wear bandanas or similar styles as masks while at school. Patterns on masks should be appropriate for school and do not need to be a uniform color.



### TOPS:

**All students (Pre-K-Level 6):** may wear shades of blue, black, gray or white plain, button up shirt (polo or full button). Students may also wear plain blue, black, or white sweaters or hoodies over shirts.

**Level 6 students (ONLY):** May also wear teal tops.

Shirts must be tucked in if they are longer than pants pockets; otherwise, belts and tucking in are not required.



### PANTS:

Khaki, black or navy-blue pants (docked style or carpenter okay), shorts or skirts/skort. Girls 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. Sweats and pajama pants are not part of the uniform.



### 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; no flip-flops or sandals are allowed. Items can be purchased at Walmart, Target, Old Navy, Burlington Coat Factory, secondhand stores, thrift stores and most discount and department stores. Many great deals can also be found on-line.





# Uniform Expectations (cont.)

## Vestimenta de los líderes de Hodgkins

**MÁSCARAS:** Todos los estudiantes deben tener una máscara que se usará en todo momento cuando estén en el edificio. Las máscaras que tienen ganchos para las orejas, se atan detrás de la cabeza o una polaina para el cuello son apropiadas. Los estudiantes no pueden usar pañuelos o estilos similares como máscaras mientras están en la escuela. Los patrones en las máscaras deben ser apropiados para la escuela y no deben ser de un color uniforme.



### CAMISAS:

**Todos los estudiantes (Pre K-Nivel 6):** pueden usar tonos de azul, negro, gris o blanco liso, camisa abotonada (polo o botón completo). Los estudiantes también pueden usar suéteres o sudaderas azules, negros o blancos sobre camisas.

**Estudiantes de nivel 6 (SOLO):** También pueden usar tops verde azulado.

Las camisas deben estar metidas si son más largas que los bolsillos de los pantalones; de lo contrario, no se requieren cinturones ni pliegues.



### PANTALONES:

Pantalones, shorts, faldas o faldas /pantalón en caqui, negro, o azul marino (estilo *Docker* o carpintero). Las niñas pueden usar pantalones mallas negras, azul marino, blancas, o canela debajo de las faldas, vestidos, o shorts solamente. En ningún momento pueden usar mallas como pantalones. Los shorts y las faldas/pantalón deben tener el largo apropiado. Pantalones de sudadera, y de pijamas no son parte del uniforme.



**ZAPATOS:** Se requieren zapatillas deportivas para participar en Educación Física y se recomienda para cualquier actividad al aire libre. Los zapatos deben ser apropiados para la temporada, tales como botas en el invierno. Los zapatos tie- nen que ser cerrados, no se permiten chanclas o sandalias. **Estos artículos e pueden comprar en Walmart, Target, Old Navy, Burlington Coat Factory, tiendas de segunda, y en la mayoría de las tiendas de descuento y tiendas por departamento En línea pueden encontrar muchas ofertas baratas.**

- The uniform policy is mandated for ALL students.
- Please contact Claudia Ortega (Community Specialist) for help in obtaining uniforms.
- PTO also has gently used uniforms to purchase for \$1. Contact them at [hodgkinspto@gmail.com](mailto:hodgkinspto@gmail.com) for additional information.



# **Emergency Drill Procedures**

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# Emergency Drill Procedures

## Fire

- Hodgkins conducts monthly fire drills to help children and staff be prepared for emergency situations. Due to social distancing, these drills will be conducted by cohorts.
- The office will make an announcement to the individual classrooms that they are participating in a fire drill. 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 cohorts may return to regular activity once the fire drill has been completed.
- Records of all fire drills are kept in the school office.

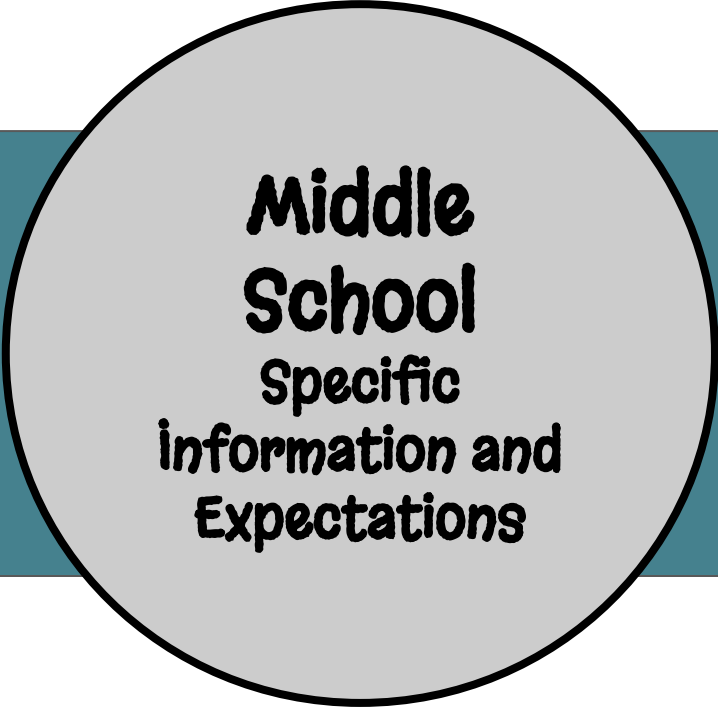
## Tornado

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

## 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.





**Middle  
School  
Specific  
Information and  
Expectations**

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# Middle School Specific Information and Expectations

Our middle school students are the student leaders and role models at Hodgkins Leadership Academy. 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).

## Attendance

- Students will be expected to be in attendance every day that school is in session and on time.
- Middle school students are expected to enter the building at 8:30 am and they will exit the building at 3:45 pm if they are walking home or are being picked up or 3:50pm if they ride the bus.
- In the morning and afternoon, middle school students will use the door on the northside of the building (field side).

## Behavior

- All students are expected to conduct themselves as leaders with respect and kindness for others. Middle school students are the role model leaders for all the other student leaders at Hodgkins.
- All students will follow our L.E.A.D. initiative. L-listen, E-empathize, A-achieve, D-dream. Leaders Listen for understanding and direction; Empathize with others and celebrate their differences; Achieve with effort, determination, and meeting their learning goals; and Dream of the person they want and can be and plan the goals to get there.

## 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 from everyone.
- Bullying is an unacceptable attitude and behavior at Hodgkins and will not be tolerated in any form.
- Bullying is not to be confused with a one time incident.
- Bullying is an ongoing belittling or threatening behavior towards another person.

# Middle School Specific Information and Expectations (cont.)

## Behavior Intervention

- Discipline issues listed below will require at the very least a referral and a call home to the parent.
  - Defiance/Disrespect to a staff member
  - Destruction of property (May be a cost involved for replacement of property)
  - 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 either an in- or out-of-school suspension. An in-school suspension will require a student to spend the day with an administrator accomplishing classwork while an out-of-school suspension will require the student to remain home for an assigned amount of time and will return after a re-entry meeting with an administrator.

## Dress

- All students are required to be in uniform.
- All 6<sup>th</sup> grade students will receive their first Hodgkins Leadership Academy polo and will be teal which will be a color worn by middle school students only.
- This will distinguish them as the leaders of our school.
- Middle school students will also be required to wear their ID badge at all times during the school day.

## Breakfast and lunch

- Breakfast remains free for middle school students and will be served in the classroom.
- Middle school lunch offers more choice. There will always be two main entrée choices.
- Due to COVID-19 restrictions, self-serve items and a-la-carte items will not be available.
- Middle school lunch is \$2.50 and there is no afternoon snack provided.
- If you qualify for free or reduced lunch through the lunch application process, your student's lunches will be charged accordingly.

# Middle School Specific Information and Expectations (cont.)

## Telephones

Students will not be permitted to use the office phone. All plans concerning after school activities must be arranged before coming to school.

- Cell phones are not allowed to be on during the school day as they may disrupt learning. If your student must bring a cell phone, Hodgkins is not responsible if it is lost or stolen. Cell phones are to remain in backpacks during the learning day.
- The following consequences will be followed for irresponsible cell phone use:
  - If the cell phone goes off in class, the teacher will hold until the end of the day
  - 2<sup>nd</sup> time cell phone goes off, student may pick up phone from administration
  - 3<sup>rd</sup> time, a parent must pick up from administration
  - Parent cell phones should be turned off or to vibrate when visiting the classrooms. Ringing cell phones disrupt classroom learning.

## Fees

The following fees will be charged to all middle school students:

- Instructional Materials Charge - \$50 full-pay and \$25 if qualified for free/reduced lunch (covers classroom materials for science and subject projects)
- Technology Use Charge - \$40 all students
- Photo ID - \$5 (replacement cards are also \$5)
- Replacement of student planner - \$5

Other fees that could be assessed are determined by student electives/activities:

- Elective classes (Art, Music, P.E.)
- After school clubs
- Westy Futures sports
- Textbook/Library book replacement cost

Any fees that are outstanding at the end of the school year may be sent to collections.

# Middle School Specific Information and Expectations (cont.)

## After-school opportunities

### Clubs:

- Boys and Girls Club. This free to district students and transportation is available to the Hidden Lake High School site. The club is open until 8:00 p.m. and a light dinner is served if students are there after 5:00 p.m. An application and meeting is required with the Boys and Girls Club staff before participation can begin.

### Sports:

- Westy Futures Sports. This is a district-wide sports opportunity and try-outs will be conducted for each sport. Multiple team opportunities will be available. Teams will compete as a district team with local district middle school teams. There will be a charge to participate.
- Please visit the [Westy Futures website](#) for further information.



**Remote  
Learning  
Transition/  
Considerations**

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# Remote Learning Transition/Considerations

## Cohort Coverage

- In the event that three or less teachers are out sick, the school will assign an available substitute teacher and/or school personnel to cover that cohort's classroom for the day.
- If a specials teacher is absent or being used to cover a cohort class, the specials class will be canceled. The cohort teacher will remain with the cohort and be paid for their time.

## School Closure Due to Teacher Absence

- In the event that we have 4 or more cohort teachers absent, Hodgkins will be forced to close in-person schooling and move to remote learning.
- Parents will be notified by 6:30am via robocall, email, and the school's website, the same as when Snow Days are called.

## Emergency Remote Learning

In the event that Hodgkins must temporarily close, all classroom instruction will migrate immediately to a Anytime/Anywhere Learning format.

- Teachers will be required to design all of their classroom face-to-face instruction using Empower Playlists throughout the school year.
- Students will be instructed on how to use the Empower learning management system and associated Playlists during the first few weeks of school.
- All parents will be asked to provide a valid email address and phone number for timely communication about student responsibilities during emergency remote learning.

## Staff schedule

- Hodgkins will develop consistent Anytime/Anywhere Learning daily schedules, including minimum expectations and required technology use (Zoom) with teacher input in August of 2020.

## Student Schedule

- All sessions will be hosted via video conferencing, using Zoom.



**Frequently  
Asked  
Questions**

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# Frequently Asked Questions

## Will students receive the same education they have had in the past?

We are working diligently to plan for a safe and effective reopening in August. While we recognize that school will look different, our students will still have the opportunity for regular interactions with peers and teaching staff.

## How will we take care of the social emotional well-being of our children?

We recognize that students need to feel safe, respected, significant, and related when they come to school. In partnership with our mental health interventionist, teachers will provide daily social emotional support to all students. In addition, teacher training will be provided throughout the school year to support the mental and emotional well-being of our students. Parents are encouraged to communicate regularly with their student(s) teacher and the school psychologist to help ensure every student feels happy, healthy, and safe.

## Is it possible that my child would need to quarantine for a period of time?

Yes. In the event that we have students or staff in a given cohort exposed to COVID-19, we may need to move to remote learning. Parents will be notified by 6:30am via robocall, email, and the school's website, the same as when Snow Days are called.

## Is it possible that Hodgkins could close for a period of time?

In the event that Hodgkins must temporarily close, all classroom instruction will migrate immediately to a Anytime/Anywhere Learning format. Teachers will be required to design all of their classroom face-to-face instruction using Empower Playlists and Zoom throughout the school year. This will ensure a seamless transition to remote learning if or when the school is required to go remote for extended periods of time due to COVID-19, or daily inclement weather. Students will be instructed on how to use the Empower learning management system and associated Playlists during the first few weeks of school. All parents will be asked to provide a valid email address and phone number to our main office for timely communication about student responsibilities during emergency remote learning. This will be part of the Chromebook Agreement form.

# Frequently Asked Questions (cont.)

**What if a child doesn't want to wear a mask or has health related problems when wearing a mask?**

Westminster Public Schools and Hodgkins are following mandates and recommendations from the Tri-County Health department who voted in favor of a public health order in which masks are required in any public space. Students and staff will be permitted to remove masks when outdoors or when eating while practicing social distancing.

**What are some things parents can do to help prepare students for these changes?**

Work with students on the importance of wearing masks and hold practice sessions so students become used to wearing masks throughout the day. Maintaining a positive attitude about these changes will go a long way to help our students feel comfortable upon return.

**If I have additional questions, what should I do?**

Please call us at 303-428-1121 and your question will be directed to the appropriate staff member. We are here to help and want you to feel safe and comfortable when school opens in August.



**Signature  
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# Hodgkins

LEADERSHIP ACADEMY

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## Family Signature Page

I acknowledge that my child and I have read through the Family Handbook. I understand that it is the responsibility of my child and family to follow the guidelines and protocols in the handbook. Any questions that we have we will direct to the staff at Hodgkins.

Student Name (print): \_\_\_\_\_

Student Signature: \_\_\_\_\_

Parent/Guardian Name (print): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Today's Date: \_\_\_\_\_