



Student & Family Handbook 2026-2027

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Building Information

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Building Information

Administrators

- Sarah Frank Principal, sfrank@wps.org
- Julian Proctor, Assistant Principal, jproctor@wps.org
- Erin Ohm, Dean of Students, eohm@wps.org

Staff

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

Office Hours

- 7:45 am-3:45 PM

Student Learning Day

Grades	Monday (Early Release)	Tuesday-Friday
K-8	8:05 AM-2:10 PM	8:05 AM-3:20 PM
Preschool	8:15 AM-2 PM	8:15 AM-2:40PM

*****NOTE:** Building doors will open at 8:00 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 8:00 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

Grades PK-5

Tops:

Students may wear shades of blue, black, gray, teal, and white button-up shirts (polo or full button), along with any Hodgkins or WPS-related t-shirts. Students may wear sweatshirts and hoodies in the same color shades stated above. Hodgkins and WPS sweatshirts/hoodies are allowed as well. No logos are allowed, unless they are Hodgkins or WPS related.



Bottoms:

Khaki, black, navy-blue pants (docked style or carpenter okay), shorts, or skirts/skort. Students may only wear plain black, navy blue, white, or tan leggings under skirts, dresses, or shorts. 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 not:



Uniform Expectations

Grade 6

Tops:

Students may wear shades of blue, black, gray, teal, and white button-up shirts (polo or full button), along with any Hodgkins or WPS-related t-shirts. Students may wear sweatshirts and hoodies in the same color shades stated above. Hodgkins and WPS sweatshirts/hoodies are allowed as well. No logos are allowed, unless they are Hodgkins or WPS related. Crop tops are not permitted, even when worn under a sweatshirt or jacket.



Bottoms:

Khaki or black pants/jeans, shorts or skirts/skorts. Jeans may not have holes or tears on them. Pajama bottoms or sweats will not be permitted. Students may only wear plain black, navy blue, white, or tan leggings under skirts, dresses, or shorts. No leggings or tights may be worn as pants. Shorts and skirts/skorts must be an appropriate length.



Shoes:

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 not:



Uniform Expectations

Grades 7-8

Tops:

Students are allowed to wear t-shirts, polos, button-ups, sweatshirts, and hoodies of any color with logos. Logos need to be appropriate and cannot include references to drugs, alcohol, tobacco, violence, gang affiliations, or anything sexually explicit. Logos are subject to staff and administration discretion. All undergarments need to be fully covered. Tops must also cover the chest, stomach, back, and sides. No mesh or sheer tops are allowed that expose undergarments or private body parts.



Bottoms:

Students may wear jeans and sweatpants. Sweatpants must be plain. Pajama bottoms are not allowed. Bottoms are not to sag, and must cover the thighs, buttocks, and undergarments. Shorts and skirts must be an appropriate length.



Shoes:

Shoes should be appropriate for the season, such as boots in the winter. Shoes must be closed-toe. Students may not wear flip-flops, slides, or slippers.



Important:

Please note that these are guidelines and subject to administrative discretion.

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 call a parent/guardian to bring their standardized dress to school; **or** students may choose to change into a school-provided uniform (if available)

2nd offense: Parent/guardian will be called and the student will wait in the office until a standardized dress is available

3rd & 4th offense: Lunch/recess detention on the 4th offense, a parent meeting will be held with school administration to clarify the Standardized Uniform Policy

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

At Hodgkins, we believe students learn best when they're present, on time, and engaged every day. Regular attendance builds strong routines, keeps learning on track, and helps students succeed.

Attendance Expectations

- Students should attend **Monday–Friday**, for the **entire school day**.
- **Arrive on time** and avoid early pickups.
- Schedule appointments **after 3:25 PM** (Tuesday-Friday) whenever possible.
- If your child is vomiting, has a fever, flu-like symptoms, or is contagious, please keep them home.

Excused Absences

Absences may be excused for:

- Illness or injury
- Pre-approved appointments or family emergencies (must be serious and unable to occur outside school hours)
- Mental, physical, or emotional disability
- School-sponsored events or educational activities (with prior approval)
- Suspension or expulsion
- Court-related activities (for students in out-of-home placement, verified by a social worker)

Note: The school may request written documentation (such as a doctor's note) to excuse an absence.



Student Attendance

Unexcused Absences

An absence is considered **unexcused** if it doesn't meet the criteria for an excused absence.

- All unexcused absences are recorded in the student's attendance record.
- Families will be notified by phone or in writing when an unexcused absence occurs.
- Unexcused absences may result in consequences related to the missed class time.
- Families may request an exception from the Board of Education, but the student must follow all conditions for the exception to be granted

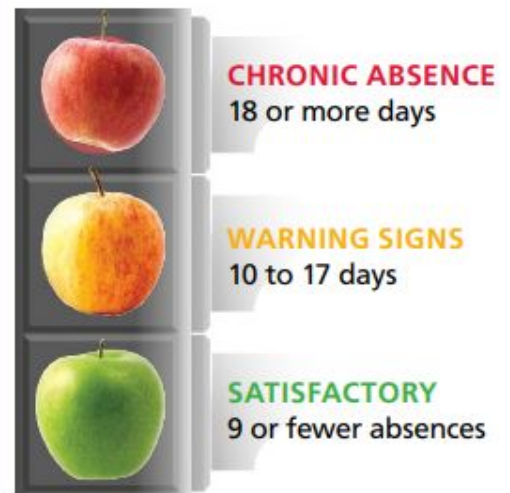
Tardiness

- School starts at **8:05 AM**. Any student arriving after this time is marked **tardy**.
- **Tardies count toward total absences** and may impact truancy reporting.
- For middle school students, attendance is taken **each period**. Being late to any class will also be marked as a tardy.
- Families will be notified when their student is tardy.

WHAT YOU CAN DO

- Set a regular bedtime and morning routine.
- Lay out clothes and pack backpacks the night before.
- Keep your child healthy and make sure your child has the required shots.
- Introduce your children to their teachers and classmates before school starts.
- Develop backup plans for getting to school if something comes up. Call on a family member, a neighbor, or another parent.
- Try to schedule non-urgent related medical appointments and extended trips when school isn't in session.
- If your child seems anxious about going to school, talk to teachers, school counselors and other parents for advice on how to make your child feel comfortable and excited about learning.
- If you are concerned that your child may have a contagious illness, call your school or health care provider for advice.
- If your child must stay home due to illness, ask the teacher for resources and ideas to continue learning at home.

When Do Absences Become a Problem?



Note: These numbers assume a 180-day school year.

Student Health

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

Health Guidelines

Please **keep your child home** if they:

- Have a fever of **100.4°F or higher**
- Show **flu-like symptoms** (cough, sore throat, chills, fatigue, etc.)
- Are feeling ill for any other reason



Let the school know about **any medical conditions or ongoing treatments** your child is receiving.

If your child becomes sick at school:

- You (or a listed emergency contact) will be called to pick them up.
- Please arrive within **one hour** or a time agreed upon with the nurse.

In the case of a **medical emergency**, 911 may be called and your child may be transported by ambulance. **Families are responsible for all related medical costs.**

Medication Policy

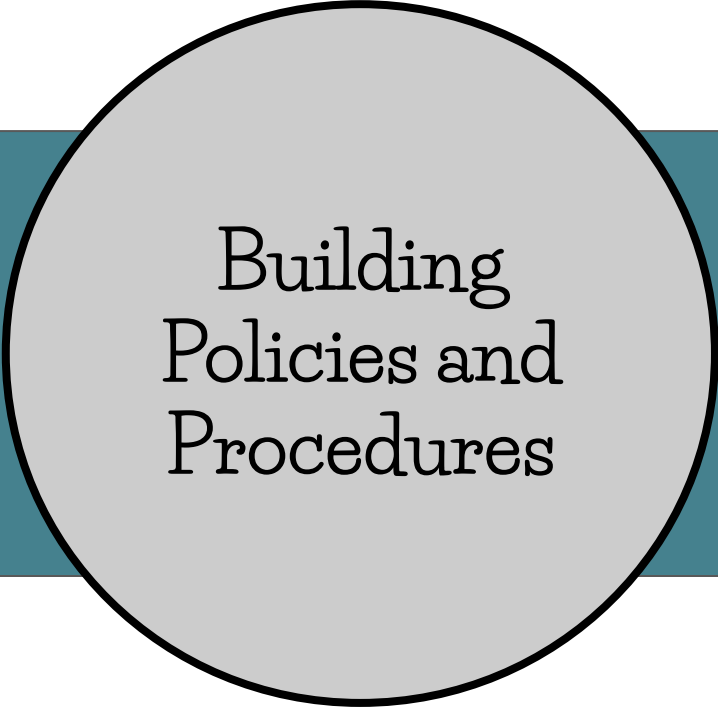
To keep all students safe, please follow these rules:

- Whenever possible, give medications **at home**.
- **Do not send cough drops, cough syrup, or other over-the-counter medicine** to school with your child.
- Only **physician-prescribed medication** may be given at school.

If medication must be given at school, you must provide:

1. A **written request** from a parent/guardian
2. Medication in the **original container** with the child's name, dosage instructions, and doctor's contact
3. A **physician's signed instructions** matching the label

Any medication sent without permission will be **confiscated**, and a parent/guardian will be contacted.



Building Policies and Procedures

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Building Policies and Procedures

Cell Phone Policy

Beginning with the 2026-2027 school year, Westminster Public Schools will enact a new [Student Cell Phone Policy](#) which requires students to power down and secure their personal devices during the entire school day (also known as *bell-to-bell*).

What this looks like at Hodgkins

- During the school day, cell phones and other personal communication devices will need to be turned off and kept in backpacks. If your student does not have a backpack, join us at the WPS Backpack Giveaway on August 8 at WHS.
- How families can support from home: For this to be fully effective, we need family support. You can help by explaining the benefits of this change: improved student mental health, improved engagement, reduction in cyberbullying and discipline issues, and increased connection and community. Your support of these objectives will go a long way in student success as we make this transition!



Phones and personal electronic devices must be powered off and stored away.

At Hodgkins, cell phones will be stored in backpacks for the duration of the day.



Bell-to-Bell = first morning bell to final dismissal bell

This includes instructional time, passing periods, recess, and lunch.



This policy includes smart devices

For example: tablets, wireless earbuds, and wearable technology or accessories.



Parents/guardians may contact students during the school day

Parents/guardians can call the school office, and urgent messages will be relayed to students.



Exceptions are allowed

Personal communication devices may be allowed for medical, disability, or specific instructional purposes with written approval.

Building Policies and Procedures

Cell Phone Policy Continued

Note: Taking photos/videos of others without permission is not allowed and violates privacy rules. Phones **may not** be used in restrooms or private areas.

If the Policy Is Broken:

1st Offense:

- Phone is taken by administration and returned to the student **at the end of the day**.

2nd Offense and Beyond:

- Phone is taken and returned **only to a parent/guardian**.

Further misuse may result in disciplinary action per district policy.



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.

Building Policies and Procedures

Drop Off and Pick Up Procedures

- Students should not come to the building prior to 8:00 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 8:05 am, will only be permitted into the building through the main doors (south side).

Teachers	Location
Kinder	West side, near the playground and cafeteria
1st Grade	West side, on the court yard outside of the gym
2nd Grade	South side, near the main doors
3rd Grade	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 our Community Education Specialist for support.
- [K-8 & ASD Supply List English](#)
- [K-8 & ASD Supply List Spanish](#)
- [PK Supply List English](#)
- [PK Supply List Spanish](#)

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

Student Planners

- All students in grades 4-8 will be required to use a Student Planner (provided by the school) daily.
- Replacement planners will be available to purchase for \$5.
- Students will use their planner to document daily learning and homework, therefore this will be a very important supply for them to have and be responsible for.

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.

Building Policies and Procedures

- **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.

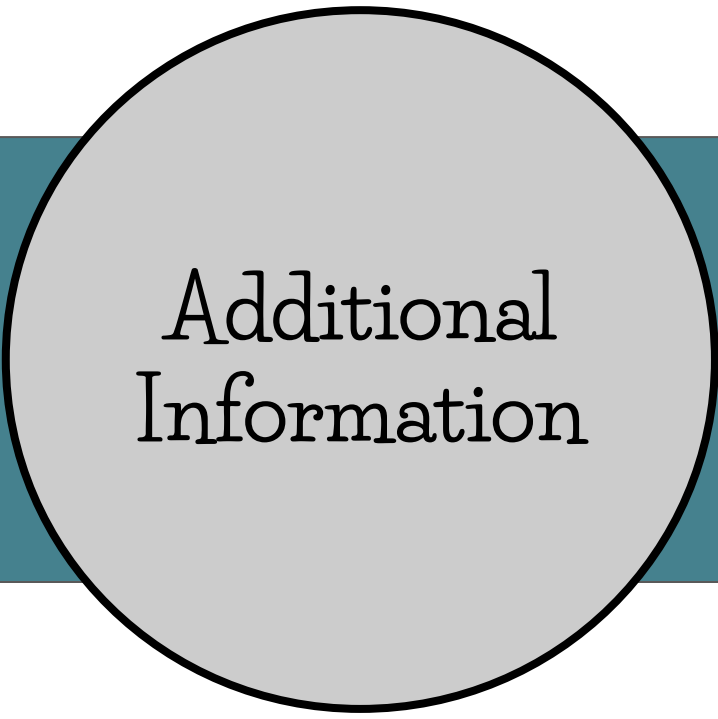
- **Westminster Education Foundation**

- 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.

Coffee with the Principal

- Coffee with the Principal
 - a. These meeting are an excellent opportunity for parents/guardians to stay connected to the school and take an active role in their child's education.
 - b. Meetings will take place on the first Wednesday of every month from 9-10am.
 - c. Discussion topics will include but not limited to:
 - i. Competency Based education
 - ii. School budget updates
 - iii. School safety report
 - iv. Parent reports from district committees
 - d. Translation will be provided.





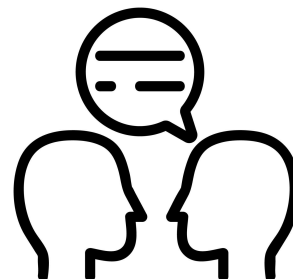
Additional Information

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Additional Information

Staff Meeting Requests/Emails/Phone Calls

At Hodgkins, we value strong partnerships with families while keeping student learning as our top priority. Please keep the following in mind when requesting communication with staff or administrators:



- Staff will respond to emails and calls within 24 business hours.
- Teachers are unavailable for meetings or calls during instructional hours.
- Administrators may not be immediately available, but we will schedule a meeting or call as soon as possible to address your concerns.

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.
- **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, Kickboard or via Empower when necessary.

Additional Information

Meals

- All students receive free breakfast and lunch every day.
- Students in grades K–5 also get a healthy afternoon snack like fruit or veggies.
- Students are welcome to bring lunch from home.
- For safety and allergy reasons, students may not share food.
- Please avoid sending candy, soda, or large bags of chips to school.

If a Child Goes Missing

If a child cannot be located on school grounds:

- All classes will return to their classrooms and close their doors (we'll announce this over the intercom).
- Teachers will take attendance right away.
- The office will be given the child's name and description, and a search will begin immediately.
- If the child is not found quickly, we will contact local authorities and district support.
- Families will be contacted as soon as possible.

Showing Patriotism

We say the Pledge of Allegiance each morning and display the U.S. flag in every classroom. Please take a moment to pause and show respect when the flag is raised or lowered.

Registration & Emergency Contacts

It's very important that your contact information is up to date.

Please use the Infinite Campus Parent Portal to make any changes to phone numbers, emergency contacts, or daycare details. This helps us reach you quickly when needed.



Additional Information

School Calendar

- [2026-2027 Calendar](#)

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.

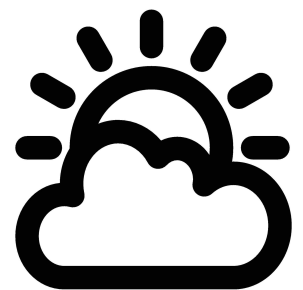
Withdrawal/Transfer: Please inform the school office as soon as possible if you will be moving. Early notification will enable your child's new school to receive his/her records more promptly. Please call the school office at 303-428-1121.

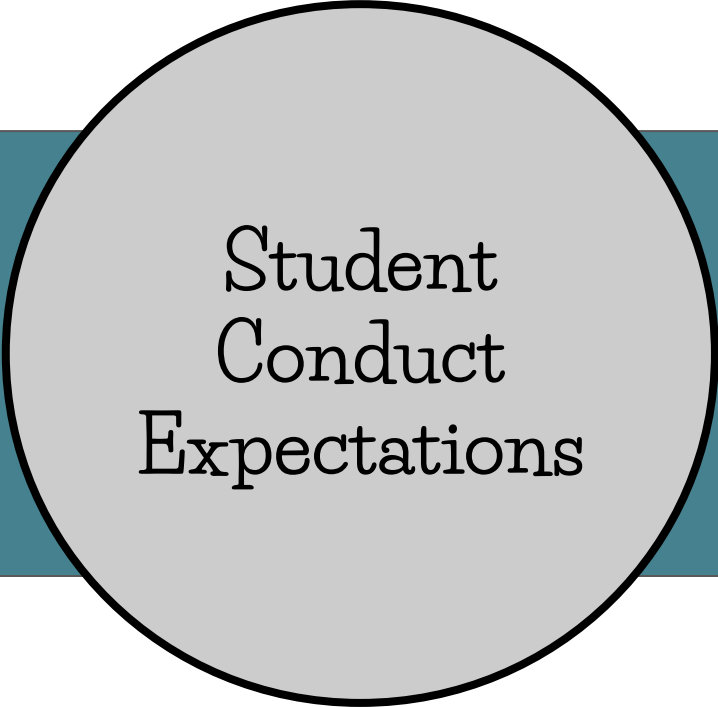
Student Conduct Code and Notification of Student and Family Rights and Responsibilities

- 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

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.





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 every student is a leader. We expect all students to take responsibility for their actions and follow our school's Code of Conduct: **LEAD** – Listen, Empathize, Achieve, Dream.

Bullying

We celebrate diversity and believe every child deserves respect and kindness. Bullying of any kind will not be tolerated—from students, staff, or families. Everyone has the right to feel safe, both physically and emotionally, at school.

What Is Bullying?

Bullying is repeated, aggressive behavior involving a power imbalance that causes harm. It can be:

- **Physical:** hitting, kicking, tripping
- **Verbal:** name-calling, teasing
- **Social:** spreading rumors, excluding others
- **Damage to property**

Our mental health team and classroom teachers teach students how to recognize and prevent bullying through regular social-emotional lessons. Students also sign a “No Bullying” contract as part of our commitment to a safe, supportive school.

Please note: A single incident is not considered bullying—but repeated actions that belittle or target someone are.

Consequences will be given based on the severity and frequency of the behavior.



Student Conduct Expectations

Behavior Response Process

At Hodgkins, we take a consistent approach to student behavior. Minor issues are first addressed by the teacher, and more serious or repeated behaviors involve administration.

Step 1 – Redirect 1 (Teacher-led):

- Verbal reminder

Step 2 – Redirect 2 (Teacher-led):

- Hallway conversation
- Alternate assignment or Think Sheet
- Time-out in a buddy classroom
- Restorative conversation or mental health support
- Parent phone call

Step 3 – Redirect 3 (Admin-led):

- Office referral may lead to:
 - Parent contact
 - Detention or suspension
 - Remedial Discipline Plan (for ongoing behavior)

Serious or Repeated Behaviors

These require an office referral and a call home:

- Ongoing defiance/disrespect
- Property damage (may include repair costs)
- Repeated disruptions
- Physical assault or threats
- Drugs, tobacco, or alcohol (**zero tolerance**)
- Weapons (including toys or replicas) (**zero tolerance**)
- Bullying (**zero tolerance**)

Student Conduct Expectations

Repeat or severe behaviors are handled case-by-case and may result in:

- **In-school detention:** Student works with an admin or monitor for the day.
- **Out-of-school suspension:** Student stays home for a set number of days.

Before returning to class, a re-entry meeting will be held with the student, parent/guardian, administrator, and teacher to support a successful return.

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 Information and Expectations

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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 will check out a Chromebook for the school year.
 - a. 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 is part of the registration process.
 - b. 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.

Student Dismissal: During the event of a drill, students will not be allowed to leave at that time. Visitors coming to the building will have to stay outside of the building while the drill is being conducted.

Communication to Families: A communication will be sent to families (via email) at the conclusion of all practice drills. In the event that a “real” emergency takes place, a notification will be sent by the building principal and/or a district personal after the incident has been cleared.

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

bit.ly/4e868B7

to complete and submit you and your child's acknowledgment that you have read through and understand the expectations set forth in the handbook.



bitly