



“Home of the FARMERS”

Substitute Handbook 2020-2021

Sargent School District 7090 N. Road 2 E. Monte Vista, CO 81144	Superintendent: (710) 852-4023 Elementary School: (719)852-4024 Jr. / Sr. High School: (719)852-4025
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Superintendent – Mr. Brian Crowther – bcrowther@sargent.k12.co.us
 Executive Administrative Assistant – Mrs. Stephanie Klecker – srklecker@sargent.k12.co.us
 Business Manager – Mrs. Rebecca Quintana – rquintana@sargent.k12.co.us
 Administrative Assistant – Mrs. Kelli Lister – klister@sargent.k12.co.us
 JH/HS Principal – Mrs. Michelle (Shelley) David – sdavid@sargent.k12.co.us
 JH/HS Administrative Assistant – Mrs. Stephanie McBartlett - smcbartlett@sargent.k12.co.us
 Counselor – Mrs. Janae Naranjo – jnaranjo@sargent.k12.co.us
 Athletic Director – Mr. Greg King – gking@sargentk.k12.co.us
 District Nurse – Mrs. Gina Stephens – gstephens@sargent.k12.co.us
 Technology – Mr. Patrick Sewell – ptsewell@sargent.k12.co.us
 Transportation Director – Mrs. Rebecca Sykes – rskyes@sargent.k12.co.us
 Food Service Director – Mrs. Val Bonsall – veichner@sargent.k12.co.us
 Facilities Director – Mrs. Michelle Garcia - mgarcia@sargent.k12.co.us

Sargent School District:

Mission: *To inspire students to care more, learn more, and experience more in a safe and engaging learning environment.*

Vision: *To dig deeper to explore passions that lead to lifelong learning and success.*

Goals: *Students – attain high levels of achievement while developing a love of learning through exploration of curriculum that addresses social, emotional, academic, and physical needs of the student.*

Parents – actively engage in the school community by volunteering in the classroom, participating in school programs, attending extracurricular activities, participating in conferences, helping with school fundraisers, and supporting the needs of your student.



Dear Valued Substitute,

Sargent, as you may not know, is going on it's 103rd year of being in existence. We have a deep and grounded foundation of preparing students for the world outside our walls.

My vision is to create and follow a rigorous curriculum whereby all students will know and understand that once they graduate from Sargent School District that they will be prepared for the world that they will live and engage in.

The changes that have occurred this past March are a demonstration of how all of us must be willing to face the technological age that will continue to press the envelope of education.

There are many unknowns that we are facing in today's world. COVID-19 has made the educational process and school districts take a look at what cleaner and safer schools need to be. Please understand, we at Sargent have put into place many protocols and procedures to make sure that all staff, students, visitors, and parents are safe and clean.

Within this document, you will find important information on COVID - 19 processes, what to expect in classrooms with dress code and behavior. I have also included the emergency procedures in case we have a fire drill, lockdown drills, etc.

Expectations include: **1. Student dress code** - do a quick glance at clothing and send students to the office to make adjustments; no hats (except on Thursdays), no up-hoodies, no midriffs, tank tops thinner than 2 inches (three fingers), shorts shorter than arm's length. **2. Language** - do not allow students to use profanity of any kind around you. **3. Confidentiality** - any and all information discussed in school and/or outside the school pertaining to our students need to be appropriate as to not break any confidentiality lines. **4. Unattended students** - do not leave any student and/or students unattended. If you need assistance, ask your hall partner and/or call the office to help cover. **5. High conduct/behavior expectations for students** - expect students to sit in their seats, not sit or lie on top of desks, no feet on desks, etc.

Thank you for coming in to substitute for us today. If you have any questions, please feel free to come see me in my office, email me at sdavid@sargent.k12.co.us or call me at 719-852-4025.

Blessings,

Michelle (Shelley) David
Junior/Senior High Principal

ATTENDANCE/TARDIES:

TARDINESS

Tardiness is defined as a student reporting to class without proper excuse after the scheduled time that a class begins. Because tardiness is disruptive to the teaching/learning process, and can present considerable challenges for teachers, appropriate penalties may be imposed for excessive tardiness. A tardy is normally unexcused unless the student can produce an appropriate note/documentation to support the excusing to the late entry.

Tardies are tracked for accumulation throughout the school day, not just in individual classes.

*Students will be allowed four (4) tardies in a quarter.

*A tardy following the lunch period will result in an automatic detention or community service on the following day.

*A student is considered tardy if they are not across the threshold of the classroom before the tardy bell rings. **The tardy bell is not a suggestion. It is a requirement.**

*Students will be considered tardy during the first 15 minutes of the class period and absent after 15 minutes of the class period.

*In an unavoidable situation, a student detained by another teacher/administrator will NOT be considered tardy, provided that the teacher/administrator gives the student a pass to enter his/her next class. Teachers will honor legitimate school approved passes.

Individual classroom policies and consequences regarding tardiness may also apply in addition to the rules stated in the student handbook.

STUDENT CONDUCT:

STUDENT DRESS CODE

An individual's grooming and the way he/she dresses have a direct bearing on how others react to that individual and therefore affect one's behavior. If a style is disruptive to the educational process or constitutes a threat to the safety and/or health of the student or others, or how others react to the student, the offending clothing will not be permitted in school. Examples of inappropriate apparel include, but are not limited to clothing or accessories that express obscene language, tobacco, alcohol and drug symbols, satanic graphics, gang affiliation; chains or spikes; clothing which exposes the body inappropriately which includes skimpy, see-through, fish-net tops, tube tops, backless clothing, muscle shirts or athletic mesh shirts/half shirts, exposing of undergarments; short shorts or bicycle-type shorts (length must be palm length from knee); gang related apparel; ripped or shredded or "sagging" clothing that bare or expose traditionally private parts of the body including, but not limited to, the stomach, back, buttocks, and breasts. Hats of any kind will not be permitted Monday – Wednesday; Thursdays you may wear a hat as long as it is school appropriate. When going into other buildings, on campus or off, please remove your hats to follow that buildings hat rule. Students must follow dress code on all school sanctioned dress up days. In cases of questionable dress, the administration will decide what is appropriate.

CLOSED CAMPUS

Safety and the quality of education are of paramount concern in the Sargent School District. The nearest eating establishments are 5+ miles from the campus and it is impossible for students to travel this distance, obtain and consume food, and return to campus in a safe and orderly manner in time for class after lunch. Therefore, Sargent secondary school has established a **closed campus** policy. This means that no student is permitted to leave the school premises to eat lunch. Students **will not** be allowed to check out of school for the **sole purpose** of eating out at local establishments. Students that are taking online college (not online high school) courses are allowed to leave campus during this period only with parent approval. This approval must be via phone conversation and/or email for every requested leave to school secretary. Students must check out through the office and must return in time for his/her next class or tardies/absences will be documented.

The principal reserves the right to grant special requests at his/her discretion.

HALLS

Halls should be free of books, bags and athletic gear. Students are expected to keep books, notebooks, and backpacks in their lockers. Gym bags and athletic gear must be stored in PE lockers.

FOOD AND DRINKS

Students are expected to help keep the building clean. Please ALWAYS place your trash in trash cans. It is the teacher's prerogative to permit food and/or drink within their own classrooms.

TOBACCO, DRUGS, AND ALCOHOL

Use, possession, distribution and/or selling of tobacco, illegal drugs or alcohol **ON** or **OFF** school will not be tolerated and is in violation of the law. Violation of this policy, JICH-R, will result in appropriate disciplinary measures to be assessed. These measures will include Second Chance (an on-line, interactive and self-directed curriculum) and also may include suspension and/or expulsion and notification of law enforcement officials. It is best to keep our campus tobacco, drug, and alcohol free!

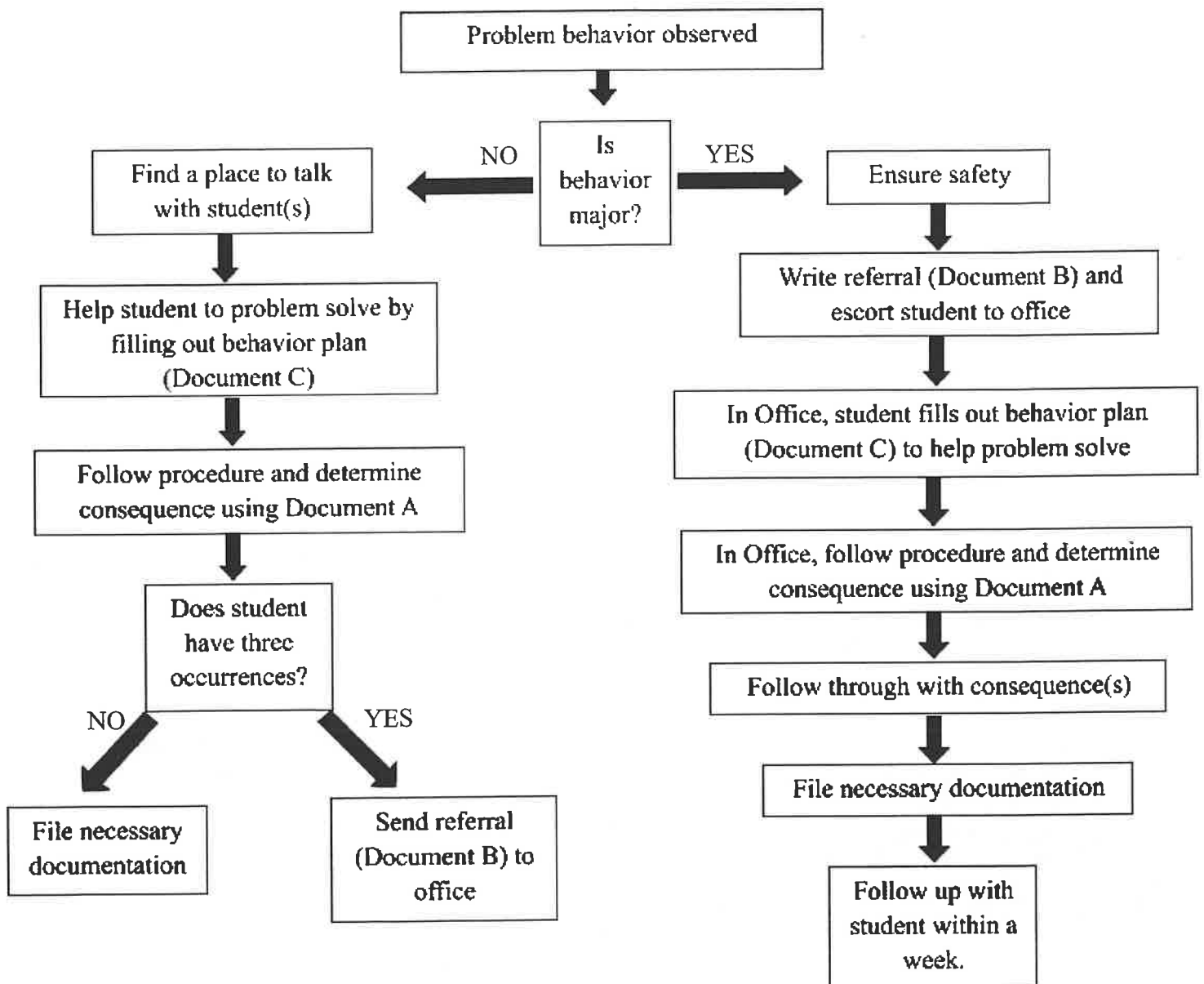
***Note: Drug testing for students involved in extracurricular activities will be carried out in accordance with Policy JJIH.**

PUBLIC DISPLAY OF AFFECTION

Students are permitted to hold hands, but no other display of affection will be allowed. Students displaying affection will be referred to the principal. If students continue to display inappropriate behavior, the parent(s)/guardian(s) will be contacted, and a meeting will be scheduled between the students, parent(s)/guardian(s), and principal. If behavior does not change, then the act will be considered defiance and the students will receive disciplinary consequences.



GENERAL PROCEDURE FOR DEALING WITH PROBLEM BEHAVIORS





DOCUMENT A

BEHAVIOR	OCCURRENCES OF BEHAVIOR & CONSEQUENCES		
LEVEL 1 – Behaviors that do not require administrator involvement, do not significantly violate the rights of others, and do not appear habitual.	1 st	2 nd	3 rd A
Disruption of school/class activity. Examples include but are not limited to: <ul style="list-style-type: none"> ✓ Arriving tardy to class ✓ Being unprepared for class ✓ Being outside of designated areas ✓ Refusing to follow directions or complete class work ✓ Crying or yelling ✓ Using inappropriate language ✓ Talking to or distracting others from learning ✓ Being disrespectful to the teacher or other students 	Classroom or School Procedures Followed		
LEVEL 2 – Behaviors that do not require administrator involvement, may significantly violate the rights of others, and may appear as habitual Level 1 infractions.	1 st	2 nd	3 rd
Deliberate defiance of school rules and/or school personnel. Examples include but are not limited to: <ul style="list-style-type: none"> ✓ Repeating Level 1 behaviors ✓ Arguing with teacher/talking back ✓ Throwing materials in class ✓ Talking on a regular basis/insubordination ✓ Refusing to follow directions on a regular basis 	A	A/B	A/B/C/D/E
LEVEL 3 – These are the “ absolutes ” that Sargent School has established as removable offenses from the classroom . These behaviors require the intervention of the school principal, significantly violate the rights of others, put others at risk or harm , or have been deemed as chronic Level 1 or Level 2 infractions .	Students will receive a mandatory in-school or out-of-school suspension of 1-5 days for all Level 3 infractions. Students will not be allowed to return to school from a suspension until they have completed an improvement plan with the principal, and a parent conference has been held. For certain offenses, expulsion of the student from the district will be recommended to the superintendent.		
Deliberate acts that violate state law or threaten the wellbeing of teachers or students. Examples include but are not limited to: <ul style="list-style-type: none"> ✓ Drawing pictures that illustrate violent behavior towards others ✓ Harassing others (verbal, physical, sexual) ✓ Bullying others ✓ Possessing alcohol, drugs, tobacco, or weapons ✓ Willfully disregarding the safety of others ✓ Habitually disrupting class ✓ Willful insubordination 	KEY: A = The student documents a behavior incident by signing the Behavior Sheet. The classroom teacher, at a later point, will record the intervention/accommodation that he/she will make an effort to best support the student. B = Parent contact is made by a student and/or classroom teacher. C = Classroom teacher will submit documentation form to the office/student support team (IC). D = Student will lose privileges and/or receive detention. E = Conference will be scheduled with a parent and behavior plan may be implemented for the student (RTI).		

SARGENT SECONDARY SCHOOL STUDENT BEHAVIOR PLAN

Student Name: _____ Date: _____

Please answer each question in detail.

1. What are you doing that is causing a problem for you or others?
2. Why is this a problem?
3. What is your plan for solving this problem?
4. Describe your steps on how you are going to follow this plan that will allow you to rejoin your class.

Adopted: 09/25/00
Revised: 06/23/03, 03/30/15

CROSS REFS IJ, Instructional Resources and Materials
 KEC, Public Concerns/Complaints about Instructional
 Resources
 KEF, Public Concerns/Complaints about Teaching Methods,
 Activities or Presentations

Sargent School District RE-33J, Monte Vista, Colorado

Reporting Child Abuse/Child Protection

It is the policy of the Board of Education that this school district comply with the Child Protection Act.

To that end, any school official or employee who has reasonable cause to know or suspect that a child has been subjected to abuse or neglect or who has observed the child being subjected to circumstances or conditions which would reasonably result in abuse or neglect, as defined by statute, shall immediately upon receiving such information report or cause a report to be made to the appropriate county department of social services or local law enforcement agency. Failure to report promptly may result in civil and/or criminal liability. A person who reports child abuse or neglect in good faith is immune from civil or criminal liability.

Reports of child abuse or neglect, the name and address of the child, family or informant or any other identifying information in the report shall be confidential and shall not be public information.

The Board shall provide periodic inservice programs for all teachers in order to provide them with information about the Child Protection Act, to assist them in recognizing and reporting instances of child abuse and to instruct them on how to assist victims and their families.

School employees and officials shall not contact the child's family or any other persons to determine the cause of the suspected abuse or neglect. It is not the responsibility of the school official or employee to prove that the child has been abused or neglected.

The superintendent shall submit such procedures as are necessary to the Board for approval to accomplish the intent of this policy.

Adopted: 02/25/85
Revised: 03/25/91, 05/21/01, 10/28/02

LEGAL REFS.: C.R.S. 19-1-103 (1) (*definition of child abuse or neglect*)
C.R.S. 19-3-102 & 103 (*definition of neglected or dependent child*)
C.R.S. 19-3-304 (*persons required to report abuse*)
C.R.S. 19-3-307 (*reporting procedures*)
C.R.S. 19-3-309 (*immunity from liability for persons reporting*)
C.R.S. 22-32-109 (1)(z) (*providing inservice for teachers*)

CROSS REFS.: GBEB, Staff Conduct
GBGB, Staff Personal Security and Safety

- vii) A parent, guardian or legal custodian has subjected another child or children to an identifiable pattern of habitual abuse and the parent, guardian or legal custodian has been the respondent in another proceeding in which a court has adjudicated another child to be neglected or dependent based upon allegations of sexual or physical abuse or has determined that such parent's, guardian's or legal custodian's abuse or neglect caused the death of another child; and the pattern of habitual abuse and the type of abuse pose a current threat to the child.

2. Reporting requirements

Any school employee who has reasonable cause to know or suspect that any child is subjected to abuse or to conditions that might result in abuse or neglect must immediately upon receiving such information report such fact to the appropriate county department of social services, local law enforcement agency, or through the statewide child abuse reporting hotline system. The employee must follow any oral report with a written report sent to the appropriate agency.

In cases where the suspected or known perpetrator is a school employee, the report should be made to the law enforcement agency. (Reports made to social services will be referred to law enforcement.)

If a child is in immediate danger, the employee should call 911. "Immediate" refers to abuse that occurs in the employee's presence or has just occurred.

The employee reporting suspected abuse/neglect to social services or law enforcement officials must inform the school principal as soon as possible orally or with a written memo. The ultimate responsibility for seeing that the oral and written reports are made to social services or law enforcement agencies lies with the school official or employee who had the original concern.

NOTE: The Colorado Child Abuse and Neglect Hotline is 1-844-CO-4-kids or 1-844-264-5437. The main purpose of the hotline is to quickly route callers to the appropriate county. To ensure proper routing through the hotline, each county must have a dedicated line for child abuse and neglect reporting. Calls made directly to a county's dedicated line will also be routed through the hotline for data collection purposes.

3. Contents of the report

The following information should be included to the extent possible in the initial report:

- a. Name, age, address, sex and race of the child.
- b. Name and address of the child's parents, guardians and/or persons with whom the student lives.

- a. Make home visits for investigative purposes.
- b. Take the child for medical treatment. (This does not preclude taking action in an emergency situation.)
- c. Convey messages between the agency and the parents/guardian.

Authorized school and district personnel may make available to agency personnel assigned to investigate instances of child abuse the health or other records of a student for such investigative purposes.

5. Guidelines for consideration

- a. If any school employee has questions about reasonable cause of child abuse and the need for making a report, the employee may consult with appropriate building principal or superintendent. If neither is available, a direct call to the county department of social services about concerns is advisable.

Note that consultation with another school official or employee will not absolve the school official or employee of the responsibility for reporting child abuse.

- b. In an emergency situation requiring retention of the child at the school building due to fear that if released the child's health or welfare might be in danger, it should be observed that only law enforcement officials have the legal authority to hold a child at school. Otherwise a court order must be obtained to legally withhold a child from his or her parent or guardian.

Adopted: Date of Manual Adoption
Revised: 01/25/83, 05/21/01, 10/28/02, 08/24/15

Sargent School District RE-33J, Monte Vista, Colorado

NOTE: There are posters of the LOCKDOWN procedures in every room/area of the school.

LOCKOUT: (TREAT OUTSIDE)

Teacher Responsibilities:

1. Business as usual. Continue educating students as normal.
2. Be attentive to your email as much as you can for updates from administration.

FIRE DRILL:

Teacher Responsibilities:

1. Grab rosters for classes taught and usher and escort students to the nearest exit.
 - a. You will either be East or West of the high school. On the West side (across the road and in the student parking lot) or East (on the football field), please take attendance quickly and quietly.
 - b. You will go east if you are east of the bathrooms; go west classrooms across and west from bathrooms. JH Gym/Shop/Weight room east.
 - c. If someone is missing from your roster, hold up the RED side of emergency card.
 - d. If you have every student in your class with you, hold up the GREEN side of the emergency card.

Policies to be Aware of:

1. Teaching about Controversial Issues and use of Controversial Materials - Policy IMB
2. Teaching about Controversial Issues and use of Controversial Materials Parent Permission Form - Policy IMB-E
3. Reporting Child Abuse/Child Protection - Policy JLF
4. Reporting Child Abuse/Child Protection - Policy JLF-R
5. Supervision of Students - Policy JLIA

Teaching in COVID - 19 Times:

Teach - To's:

1. Hallways - keep to the right
2. 3 to 6 feet distancing
3. 7th-9th grade enter building at the east doors (junior high hall)
4. 10th - 12th grade enter building at the west doors (main entrance)
5. Cafeteria - 7th and 8th lunch at 12:02-12:27. Exit main cafeteria doors and walk around the back of the building to re-enter the junior high hall doors on the east. 9th and 10th lunch at 12:28-12:53. Exit main cafeteria doors and walk around the back of the building to re-enter the junior high hall doors on the east and go up the stairs to high school hall. 11th and 12th lunch at 12:53-1:20. Tables can only have three people per table. Sit between the X's.
6. Be in the hallway to help usher in the keep right and distancing protocols.

SUBSTITUTE COVID - 19 HEALTH ASSESSMENT

The following is a requirement prior to entry to any District building.

Please review the health assessment questions below.

Scan the appropriate QR Code and complete the process prior to entering.

1. Are you experiencing any symptoms such as a cough, shortness of breath, or difficulty breathing?
2. Have you been in close contact (within 6 feet for 15 minutes or longer) with anyone who has been diagnosed with COVID-19 in the last 14 days?
3. Have you been in close contact (within 6 feet for 15 minutes or longer) with anyone, including family members, that are currently experiencing symptoms of COVID-19?
4. Have you traveled internationally in the last 14 days?
5. Have you had a fever greater than 100.4 degrees in the last 3 days?

If you answered **NO** to **ALL** these questions, please scan this QR Code to acknowledge that you qualify for entrance.



If you answered **YES** to any of these questions, please scan this QR Code. **DO NOT** enter the school. Contact the front office for assistance.

