

## 2022/2023 Elementary Student Fees

Fee	Amount	Description
Swim Program	\$25.00	Pool contracts costs, transportation costs
Technology	\$25.00	Smart Board, Ipad, and laptop repairs
Activities	\$30.00	Field Trips, special guests/speakers, class celebration, etc.
Library	\$10.00	Supplies to fix damaged books and replace old/worn out books
5 <sup>th</sup> & 6 <sup>th</sup> Grade Science Fee	\$5.00	Supplies for Science Labs
Total for K - 4 <sup>th</sup> Grade	\$90.00	
Total for 5 <sup>th</sup> - 6 <sup>th</sup> Grade	\$95.00	

- Student fees that are **paid in full** on or before the Open House/BBQ on August 17<sup>th</sup> will receive a **10% discount**.
- OR**
- 50% of student fees can be paid before or during the week of August 16<sup>th</sup> and the other 50% of student fees can be paid before or during the week of January 10<sup>th</sup>. However, **not paying in full** will mean that you will have to **pay the full \$90/\$95 without a discount**.

# Sargent Elementary



August 15, 2022  
3:00-6:00 P.M.

- ☐ Drop off School Supplies
- ☐ Meet your Teacher and Learn their Routines and Procedures

*We can't wait to see you!*



*Sargent Schools*  
Established 1917

A decorative border of small, dark-colored apples with green leaves, arranged in a rectangular frame around the text.

First Day of School

August 16, 2022

ELEMENTARY ONLY

Sargent Elementary School will have a staggered start. Listed below is the only day that your child will have to come in during the very first week. This is determined by your child's last name.

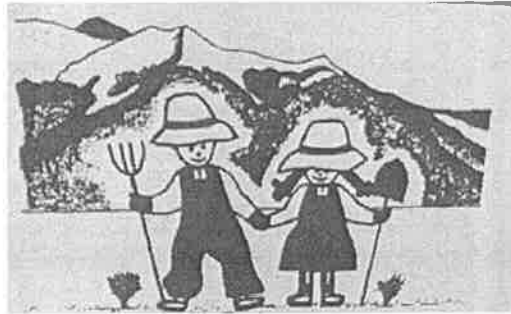
L - Z ~ Tuesday, August 16<sup>th</sup>

A - K ~ Wednesday, August 17<sup>th</sup>

Everyone Starts Together ~

Thursday, August 18<sup>th</sup>

Sargent Elementary School  
Student Handbook  
2022-2023



7090 North Road 2 East  
Monte Vista, CO 81144

Joni Hemmerling, Principal  
[jhemmerling@sargent.k12.co.us](mailto:jhemmerling@sargent.k12.co.us)

(Phone) 719.852.4024

(Fax) 719.852.0399

Home of the Little Sargent Farmers  
"Growing the Seeds of Excellence"

*C* haracter

*R* esponsibility

*O* wnership

*P* ride

*S* afety

## SARGENT ELEMENTARY STAFF

2022-2023

Brian Crowther	Superintendent
Joni Hemmerling	Principal
Danielle Price	Counselor
Shayla Tighe	Secretary
Kristin Lane	Nurse
Sami Cotten	Physical Education
Heather Hefner	Music
Diana Rice	Librarian
Kadi Wright	Special Education
Page Sewell	ELL Coordinator
Kristin Stambaugh	Interventionist
Barbara Davis	Paraprofessional (3rd Grade)
Terry VanBibber	Sixth Grade
LaVonda Castillo	Sixth Grade
Katie Brown	Fifth Grade
Kendra Durre	Fourth Grade
Terri Phillips	Fourth Grade

Jamie Behil	Third Grade
Devi Jardon	Second Grade
Kaci Cobb	Second Grade
Kelsey Kimberling	First Grade
Nicole Rockey	First Grade
Jen Kimberling	Kindergarten
McKinley Miner	Kindergarten
Michelle Garcia	Maintenance Director
Val Bonsall	Food Services Director
Kelli Lister	Food Services Accounts
Arturo Ochoa	Custodian/Maintenance
Rebecca Sykes	Transportation Director

The Sargent School District does not unlawfully discriminate on the basis of race, color, sex (which includes marital status), sexual orientation, religion, national origin, ancestry, creed, age, genetic information, disability or need for special education services in admissions, access to, treatment or employment in educational programs or activities which it operates. Specific complaints or alleged discrimination under Section 504/ADA

(handicap or disability) or Title VI (race, national origin) Title IX (sex, gender) or Title II (disability) should be referred to:

Superintendent of Schools

Sargent School District

7090 North Road 2 East

Monte Vista, CO 81144

Phone: 719.852.4023

Complaints may also be filed with:  
Title V

Office of Civil Rights

U.S. Department of Education, Region VII

Federal Office Building  
Commission

1244 Speer Blvd. Suite 310

Denver, CO 80204  
Commission

CO 80202

Complaints regarding violations of

VII (Employment) and ADEA (age) may be

filed directly with the Federal Office of

Equal Employment Opportunity

301 E. 17<sup>th</sup> Ave., Suite 510, Denver CO

08202 or Colorado Civil Rights

1560 Broadway St 1050, Denver

## 2022-23 Asbestos Notification

To all Parents, Guardians and Employees of

Sargent RE-33J Schools

Colorado Reg. 8 section IV requires a yearly notification of related asbestos activities that have occurred in the past year or will occur before the next notification.

The asbestos management plan is located in the principal's office of each school and plans for all buildings are located in the Superintendent's office.

The buildings which contain asbestos are checked every six months for any changes in condition of materials. If necessary, actions will be taken to keep buildings in a safe condition.

Richard Quintana, the designated person, has checked all visible asbestos containing materials every six months for changes.

The maintenance director and custodians are due for awareness training update.

The buildings and asbestos program are in good and a safe condition.

Brian Crowther

Superintendent



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## **THE ACADEMIC PROGRAM**

Academic content standards and grade level benchmarks have been established for reading, writing, mathematics, music, physical education, science, and technology. These standards and benchmarks clearly spell out what we want students to “know and be able to do” at each grade level. Our instructional program is designed to provide students with a rich variety of learning experiences. We offer a program of instruction that will meet the developmental needs of each individual student, and promote a year or more of academic growth in mathematics, reading and writing for all students. The instructional program also includes regular instruction in general music, physical education and technology. We also provide a range of support services (ELL, gifted and talented, literacy support, and special education) to assist students with special needs.

## **GRADING AND REPORTING PROGRESS**

Students receive report cards at the close of each academic quarter as a means of informing them and their parents of the progress they are making in school.

When letter grades are given, the following grading scale will be utilized for assigning letter grades to percentile correct scores:

100-90%=A	80-89%= B
70-79%= C	60-69%= D
59% and Below= F	

In addition to the four report cards, student progress will be reported at scheduled student-parent-teacher conferences during the year. Students are encouraged to participate in each of the scheduled conferences. Policy IKC

<https://sargentsd.wengine.com/wp-content/uploads/2022/02/POLICY-IKC.pdf>

## **ASSESSMENTS**

A variety of assessment instruments are used to measure student progress toward attainment of the established district and state standards and benchmarks.

Students in grades 3, 4, 5, and 6 each complete components of the Partnership for Assessment of Readiness for College and Careers (PARCC). Students in grades 4 and 5 each complete Colorado Measures of Academic Success (CMAS). The Colorado Department of Education has developed these tests as a means of providing parents, the

public, and educators a uniform source of information on how well students and schools are achieving. (See CMAS schedule)

We also use a variety of other assessments with students at all grade levels. The information from these assessments is used both to measure student progress and to assist us in designing and implementing a quality instructional program.

## **HOMEWORK**

The amount and type of homework your child has will vary across grade levels. As a general rule, you should anticipate some homework every school night (Monday through Thursday). Homework assignments will include activities that are designed to provide your child with independent practice opportunities. For example:

- Spelling activities designed to help them learn their weekly word lists.
- Independent reading. Please plan to read with and to your child each night in order to help them reach their individual reading goal.
- Games and activities to help your child learn the basic math facts.
- Journaling activities designed to help your child develop his/her writing skills.

Homework activities may also include enrichment or extra-credit opportunities. If you have concerns about the amount of homework your child is completing, please visit with his/her teacher. Policy IKB

<https://sargentsd.wpengin.com/wp-content/uploads/2022/02/POLICY-ICK.pdf>

## **EXTRA-CURRICULAR ACTIVITIES**

The school provides a number of extra-curricular opportunities each school year (All Valley Track Meet, student council, science fair, Missoula/drama productions etc.) in which students may elect to participate. Students must sustain course grade averages of "C" or better, must demonstrate evidence of attainment of

established reading and mathematics goals, and must be in good standing in the school-wide discipline plan to be eligible to participate in any of these programs.  
Policy JJA-2-R

<https://sargentsd.wpengine.com/wp-content/uploads/2022/02/POLICY-JJA-2-R.pdf>

## **ATTENDANCE POLICIES**

Our school day officially begins at 7:55 a.m. We ask that students not arrive before 7:45 a.m. This is a matter of safety. NO ADULT SUPERVISION WILL BE PROVIDED BEFORE 7:45 a.m.

Attending class regularly, successfully completing assigned work, and class participation are directly related to success in school. *There is no way to duplicate the classroom experience after a student has been absent.* The basic responsibility for regular attendance of the student lies with the student and parent(s)/guardian(s).

As per attendance policy JH, the maximum number of unexcused absences a student may occur before judicial proceedings are initiated to enforce compulsory attendance is ten (10) during any school year. In addition, the school administrator may deny grade promotion if the student has accumulated ten (10) or more absences for the school year.

Policy JEA & JJJ

<https://sargentsd.wpengine.com/wp-content/uploads/2022/02/POLICY-JEA.pdf>

<https://sargentsd.wpengine.com/wp-content/uploads/2022/02/POLICY-JII-R.pdf>

## REPORTING ABSENCES

If a student is unable to attend school, a parent or guardian must call the school at (719) 852-4024 (elementary) (719) 852-4025 (secondary), and/or send a written note or e-mail to the school secretaries to notify us of the absence. Any doctor's excuse or other documentation must be submitted to the office within two (2) school days after the return of the student to school.

A call or parent note does not automatically give the student an excused absence. Please see excused absences below.

The following information should be included in a written notice/email to the school secretary.

- a. Student's name
- b. Student's grade level
- c. Date of absence
- d. Reason of absence
- e. Parent/guardian signature (if written note)

If a student is not in attendance, and the front office has not been notified, a school official may call or notify the parents of such absence. Without parent notification, a student may be deemed truant, and be subject to disciplinary actions.

## EXCUSED ABSENCES

Reasons that will be "excused" include:

1. Illness
2. Injury
3. Funeral/Death of a family member
4. Medical/Dental appointment with note
5. Court appearance
6. Religious Purposes
7. Out of school suspension

## UNEXCUSED ABSENCES

Reasons that will be considered unexcused include:

1. Vacationing
  2. Trips out of town
  3. Transportation issues
  4. No communication regarding absence with school
  5. Reasons other than those mentioned under excused absence.
- Policy JHB

## CONSEQUENCES PER UNEXCUSED ABSENCES PER SEMESTER

Second Unexcused Absence- A letter will be sent to parent/guardian

Third Unexcused Absence- A meeting will be held with the principal/classroom teacher and parents.

Fourth Unexcused Absence- A second meeting with the principal will be held and an attendance contract will be put into place.

Fifth Unexcused Absence- After a cumulative of five (5) unexcused absences, the student will be considered habitually truant, and the administration may pursue judicial proceedings to enforce Colorado's Compulsory Attendance Laws. Excessive unexcused absences could also result in the student being retained.

As a reminder, students may not accumulate more than five (5) absences in any one semester or more than ten (10) in an entire school year, per Colorado Compulsory Attendance Law.

We no longer honor discretionary days in order to be compliant with the Colorado Compulsory Attendance Law.

Policy JH, JH-R, JHB

### Make-Up Work

Make-Up work shall be provided for any class in which a student has an excused absence unless determined by the building administrator. It is the responsibility of the student or parent to pick-up any make-up assignments. There shall be two (2) days allowed for make-up work for each day of absence.

### LEAVING SCHOOL EARLY (EARLY RELEASE)

School officials will not grant permission for a student to leave the school for any reason during the school day until a parent/guardian or approved adult has personally checked out the student. Leaving the building without permission is considered truancy. Students coming/returning to school must be signed in by an adult.

## TARDINESS

A student entering a class after it has started disrupts the orderly learning process and interferes with instruction time. Students are tardy if they are not present and/or seated by the bell signaling the start of the class.

### CONSEQUENCES FOR TARDINESS

A student may have a total of two (2) tardies each semester without penalty.

After the 2nd tardy a letter of notification will be sent to the parent(s)/guardian(s).

After the 3rd tardy and each subsequent tardy, the student will be assigned lunch detention.

After the 5th tardy a conference will be held with the student's parent(s) and the principal.



## PREARRANGED ABSENCES

While acknowledging that a variety of learning experiences take place outside of the classroom, the faculty at Sargent believes that regular attendance is vital to student success. Families should avoid scheduling vacations, college visits or travel while school is in session. However, the school understands that occasions may arise where a pre-arranged absence is unavoidable. Assignments requested for a prearranged absence will be provided to the student if requested four (4) school days prior to the absence. The prearranged absences form can be picked up in the secondary office.

**Please note:** these absences will count as unexcused unless it follows the excused reasons stated above.

Policy JEA and JHB

<https://sargentsd.wpengine.com/wp-content/uploads/2022/02/POLICY-JHB.pdf>

<https://sargentsd.wpengine.com/wp-content/uploads/2022/02/POLICY-JEA.pdf>

<https://sargentsd.wpengine.com/wp-content/uploads/2022/02/POLICY-JH.pdf>

## DAILY SCHEDULE

7:45	Breakfast and playground open
7:55	School Begins
10:45 - 11:45	Lunch
3:55	Dismissal for grades K-6
4:10	School office closes

Please note that the school office is closed before 7:40 a.m. and after 4:10 p.m., and no one will be available to receive phone calls outside of the scheduled staff duty day.

## DISCIPLINE

The Sargent School District Policies Important to Students and Parents publication addresses issues of student conduct and discipline more in depth, and you are encouraged to carefully read through this resource and to review it with your child.

We are committed to providing a safe and orderly learning environment for all our students. To attain the high academic standards we have established for our school, our teachers must be allowed to teach, and students must be prepared to learn. Our school-wide discipline plan has been designed to support these important goals.

We have identified five basic behavioral qualities that we focus on as a school:

- Character
- Responsibility
- Ownership
- Pride
- Safety

These qualities will be carefully reviewed in each classroom and with the

principal. Students will be involved in identifying specific behaviors that support these qualities.

These productive behaviors will then be taught, practiced, and reinforced.

Once

we have completed these training opportunities; we will expect students to be responsible for consistently applying them.

We recognize that our students are going to occasionally act in ways that are inconsistent with established expectations. When this happens, we will make every effort to use the experiences as an opportunity for learning. Our goal is to assist our

students in becoming more knowledgeable and skillful through active problem-solving.

We also want to preserve the dignity of the child throughout this process.

We have developed a progressive sequence of disciplinary interventions that we will employ when students misbehave. We have also developed an objective discipline matrix to ensure equality in the way students receive consequences when they make

poor choices. Although the consequence may be the same for specific infractions, the

the way we deal with each child may look a little differently. Following are the leveled

consequences as outlined on our discipline matrix. "Community Service" a form of restitution will be replacing detention for inappropriate behavior. We believe when a student makes a mistake, it's important to repair what they've done through a form of community service.

## LEVEL 1

Each staff member will develop a system that will allow students to self-monitor

and self-correct their behavior. These classroom systems will vary by teacher, but they are all designed to provide students with regular feedback on the appropriateness of their actions. Your child's teachers will provide you with detailed explanations of the procedures they use in their classrooms for Level 1. At this level our focus is on providing students who are misbehaving with a signal indicating they need to immediately change their behavior.

## LEVEL 2

If the inappropriate behavior continues, and a staff member determines that it is interfering with her/his ability to teach, the student's ability to learn or compromises the learning of others, the student will be asked to leave the classroom or go to a designated area in the room for a time out. At the first available opportunity, the teacher will review the appropriate behaviors for the classroom with the child. If the behavior continues the teacher will help the student fill out an improvement plan. This

"Improvement Plan" asks students to answer four essential questions:

1. What are you doing that is causing a problem for yourself or others?
2. Why is this a problem?

3. What is your plan for solving this problem?
4. Can you follow this plan and rejoin your class?

A copy of the improvement plan will be sent home to parents/guardians and must be

returned to school with their signature. Copies will also be kept on file with the teacher and the principal. Level 2 interventions represent an informal removal of students from class. However, if a student has three or more informal removals from

class in a single school year, he or she will move to Level 3.

### **LEVEL 3**

We have established a set of absolutes for our building. These represent behaviors

we consider to be so serious as to require a formal removal of the student from class. These behaviors include:

- Possession of alcohol, drugs, or tobacco
- Possession of a non-deadly weapon (including pocket knives)
- Willful theft or destruction of school property
- Physical acts of violence resulting in personal injury, or the threat of physical violence
- Sexual or other forms of harassment
- Willful disregard for the safety of self or others
- Any pattern of repeated inappropriate behavior (3 informal removals in a school year)

Students will receive a mandatory suspension—in-school or out of school—of 1 to 5 days for these behaviors.

Notification of a formal removal from class and accompanying suspension will always be provided to parents/guardians. This notice will include a copy of the disciplinary referral stating the reason for suspension, and a designated time for meeting with the principal to review the improvement plan.

When students receive an out-of-school suspension, they must leave the school grounds immediately following notification and they may not return to the school grounds at any time during the suspension. This includes participation in Sargent Youth Sports and any other extra-curricular activity sponsored by the School.

**\*\*Habitually disruptive students will be referred to the Superintendent for expulsion.\*\***

Serious violations of the student conduct code, or a pattern of habitually disruptive behavior (C.R.S. 22-133-106 and School Board Policy JKD/JKE-E), will automatically result in a recommendation for a mandatory expulsion from school. These include:

- Carrying, bringing, using, or possessing a deadly weapon. (C.R.S. 18-1-901)
- Selling of a controlled substance. (C.R.S. 12-33-303)
- Commission of an act, which if committed by an adult would be robbery or an assault. (C.R.S. Part 3, Article 3 and 4, Title 18)

**Appropriate law enforcement agencies will be contacted for any of the above violations.**

If a student is recommended for expulsion, written notification will be provided to you as parents/guardians. This notification will include a statement of the reasons for the recommendation. You may also request a hearing on the question of the expulsion within 10 days of the receipt of this written notification.

It is important for students and parents/guardians to understand that this plan applies to all areas of the school campus—classrooms, lunchrooms, playground, etc. and on our school buses.

It will also be enforced any time that a student is participating in or observing a school event, including all extra-curricular activities (sporting events, musical performances, etc.).

Students will be expected to respond appropriately to the directives they receive from any adult working in our school. This includes any certified staff member (classroom teachers, support teachers, and the principal), any member of our classified staff (secretaries, custodians, bus drivers, paraprofessionals, cooks, etc.), and any adult volunteers serving in an official capacity in our building.

## **Student Discipline Changes for Preschool through Second Grade**

HB19-1194 (eff. 7/1/20) makes changes to discipline for students in preschool through second grade effective **July 1, 2020**. C.R.S. 22-33-106.1.

HB19-1194 places restrictions on discipline for students in preschool through second grade. School districts, charter schools, and public schools operated by a

BOCES may impose out-of-school suspensions or expel a student enrolled in preschool, kindergarten, first grade, or second grade **only if**:

- The student has engaged in conduct on school grounds, in a school vehicle, or at a school activity or event that involves the possession of a dangerous weapon; the use, possession, or sale of a drug/controlled substance; or endangers the health or safety of others; and
- The failure to remove the student from the school building would create a safety threat that cannot otherwise be addressed; and
- On a case-by-case basis, the school district, charter school, or BOCES considers the factors set forth at C.R.S. 22-33-106(1.2) (age of student; disciplinary history; if a student with a disability; seriousness of the violation; whether the violation threatened the safety of students/staff; and whether a lesser intervention would properly address the violation) before suspending or expelling the student. The school district, charter school, or BOCES must document any alternative behavioral and disciplinary interventions that it employed before suspending or expelling the student.

If an out-of-school suspension is imposed, it **cannot exceed 3 school days** unless it is determined by the chief administrative officer or executive director, or designee, of the school district, charter school, or BOCES that a longer period is necessary to resolve the safety threat or recommends that the student be expelled.

School districts, charter schools, and BOCES must update their student conduct and discipline code to reflect these new requirements and limitations on discipline for students in preschool through second grade. The requirement that the conduct and discipline code must be provided to students upon enrollment now includes preschool students as well. C.R.S. 22-32-109.1(2)(a).

For more policy information please reference Policy Files JKD, JKE-R and JKE.

<https://sargentsd.wpengine.com/wp-content/uploads/2022/02/POLICY-JK-R.pdf>



<http://www.sargent.k12.co.us/wp-content/uploads/2022/02/POLICY-JICDE-1.pdf>

<https://sargentsd.wpengine.com/wp-content/uploads/2022/02/POLICY-JLC.pdf>

It is very important that student and parents/guardians know and understand this information.

Policy JK-R and JKBA

## HEALTH AND MEDICATION POLICIES

### ACCIDENTS AND ILLNESSES

In the event that your child experiences an accident or becomes ill at school, our staff will immediately try to contact you as parents. If you cannot be reached, others that you designate on the emergency form will be called. Please assist us by providing the names and current phone numbers of at least two emergency contacts. **It is very important that this information be kept up-to-date. Please notify the school immediately of any changes. It is district policy that an updated phone number be kept on file. We are required by law to be able to contact you at all times.**

When your child is obviously not feeling well or has an elevated temperature of 99 and above, please keep them at home. Your children need the care and comfort that only you can provide them. This also reduces the potential for exposing other students to illnesses. We encourage you to contact your physician or dentist when a recurring health problem is impeding your child's attendance or learning at school. We believe that if a child is too ill to go outside in good weather, then the child is too ill to be in school.

### HEALTH SERVICES

Our part time school nurse is available to assist children who become ill or injured. She is also available to consult with parents regarding health-related concerns they might have. Appointments may be scheduled by contacting the school office at 852-4024.

General vision and hearing screenings are conducted as a part of our comprehensive health services program in Grade K, 1, 3, and 5 (C.R.S. 22-1-116).

We maintain health records on each of our students and would appreciate your assistance in keeping these up-to-date. Please keep us informed of changes such as updated immunizations and any diagnosed health conditions that may affect your child's performance at school.

## **MEDICATIONS**

**No over-the-counter medications will be administered at the school.**

Long-term medications and prescription medications require a written order from your physician that must include:

1. The name of the medication
2. The exact dosage amount to be administered
3. The exact times when it is to be given

Pharmacy labels cannot be used as your physician's written order. All prescription medications administered at school must be sent to the school nurse in their original container. Ask your pharmacist to make an extra labeled container when filling a prescription so that the medicine can be divided between home and school. **All medications must be taken directly to the nurse's office or school office before the beginning of the school day.**

### **Policy JLC**

<https://sargentsd.wpengine.com/wp-content/uploads/2022/02/POLICY-JLC.pdf>

<https://www.sargent.k12.co.us/student-health/>

**Students may not have any medication in their personal possession.**

## **PARENT INVOLVEMENT AND OTHER IMPORTANT INFORMATION**

### ***PARENT-TEACHER ORGANIZATION***

The Sargent School Parent-Teacher Organization (PTO) will meet once a month. The exact dates and times will be determined at the first meeting. The Sargent Elementary PTO maintains a working philosophy of "doing great things for kids." They annually sponsor the school's swimming instruction program and co-sponsor a variety of other enrichment programs. We hope all parents will consider becoming active members.

### ***HOW PARENTS CAN HELP THE SCHOOL***

- Help your child get adequate rest and nutrition. Learning is hard work, and having a good night's rest and a healthy breakfast can make a big difference.
- See that your child is dressed properly for the extreme changes in weather that can occur during a school day. A layer system is ideal. Please label all of your child's personal clothing items in a permanent ink. Check the "Lost and Found" for missing items as soon as possible.
- Set a time each day to read to and with your younger readers, and have your older readers share with you about the books they are reading.
- Take time to review the completed work your child's teacher sends home. If you're not receiving regular examples of your child's completed work, please contact his or her teacher.
- **Please make plans for after school activities ahead of time. Sorry, we cannot allow students to use the school telephones to make these arrangements.**
- Don't allow your child to bring personal items of value or money to school. Remember that toys (including electronic games, CD players, I-pods, etc.) are not permitted at school.
- Notify the school office ahead of time if your child is going to be leaving the school with anyone other than you.

## **VISITORS**

Requests for visits by children will be limited to the lunch hour and accompanying recess. We cannot honor requests for school attendance by visiting family members and friends.

Parents are always welcome as visitors at our school. We ask that you please register at the office where you will be provided a visitor pass prior to going to the classrooms. As a courtesy, we request that you contact your child's teacher and the principal 24 hours prior to visiting to schedule a specific time. Special classes, testing, and certain activities occasionally limit visiting opportunities.

## **DISTRICT ACCOUNTABILITY COMMITTEE**

The Sargent School District's Accountability Committee serves as an advisory group for the superintendent and the school district and receives its charge from the Board of Education. The committee monitors the progress of the district toward reaching the goals specified in the school district's state accreditation contract and unified improvement plan. Meeting dates and times for the committee will be published in both the monthly and weekly calendars. Interested parents are encouraged to attend these meetings.

## **CONFERENCES**

Parent-teacher-student conferences will be held twice this school year. We believe that these conferences provide an important opportunity for you as a parent to confer with the school staff regarding your child's academic and social progress. Conference request forms will be sent home prior to the actual conference dates and you will be provided written confirmation of your personal conference time the week before. Informal conferences may be scheduled any time you have questions or concerns. Please call your child's teacher or the school office to schedule one.

## **FIELD TRIPS and END-OF-THE-YEAR CLASS TRIPS**

Field trips and end-of-the-year class trips are special events and will be treated as a privilege and not a right for all our students. All special trips are also expected to be an integral part of the academic curriculum. Therefore, every trip will be aligned to the Common Core and Colorado Model Content Standards. If this does not happen, the trips will not be scheduled. Students will lose the privilege of attending these trips if they have received five detentions and/or community service, in the school year or been suspended—in-school or out-of-school—more than once in the school year. Teachers in all classrooms will have a formal system set up in the final quarter of the school year that will

also determine eligibility for all end-of-the-year class trips. If a student loses the privilege of attending the scheduled field trips or end-of-the-year class trip, the student fees associated with those trips will not be reimbursed. Policy IJOA

<https://sargentsd.wpengine.com/wp-content/uploads/2022/02/POLICY-IJOA.pdf>

### **DRUG-FREE CAMPUS**

Parents/guardians are reminded that the use of tobacco products on any part of the school campus (buildings, playgrounds, athletic fields, recreation areas, parking areas, etc.) is strictly prohibited.

Policy IHAMA

<https://sargentsd.wpengine.com/wp-content/uploads/2022/02/POLICY-IHAMA.pdf>

### **DRESS CODE**

Students are expected to dress properly for the current weather conditions. Please wear clothing that fits properly. Skirts, dresses and shorts must be fingertip length when the arms are at the side. No "spaghetti straps" of any kind, and the two finger rule will be applied to tank top straps. No hats will allowed in the building with the exception of special events determined by the school. Any apparel advertising tobacco, alcohol products or anything of a distractive nature to the educational process is strictly prohibited. Consistent with school board policy, the building administration shall have authority in determining appropriateness of dress and enforcement of the dress code.

Policy JICA

<https://sargentsd.wpengine.com/wp-content/uploads/2022/02/POLICY-JICA.pdf>

### **Athletics for 6th graders playing Jr. High Athletics** ***EXTRACURRICULAR ACTIVITY RULES AND WEEKLY ELIGIBILITY***

A student's ability to participate in any district-sponsored extracurricular activity is a privilege, not a right. Those district students who participate in extracurricular activities serve as role models to other students.

Eligibility lists will be given to teachers and coaches by *Noon on Tuesday*. A student who has

*1*

*F or 2 D's will be considered ineligible. All student work is due to teacher by noon on*

*Monday in order to be included in the eligibility period. The eligibility period runs from Wednesday through Tuesday night for the designated week or period, one-week or longer.*

Students who are ineligible cannot participate in an event until they are reassessed for the next eligibility period which begins on the following Wednesday. Students receiving "Incomplete" are eligible to compete when the "I" is converted to a passing grade prior to the competition (and is passing 3.5 Carnegie units). Period exceptions: At the end of the nine weeks the eligibility period is 2 weeks, and Thanksgiving week stays the same as the previous week. At the beginning of each nine weeks the eligibility period is 2 weeks based on the final grades for the previous nine weeks (Policy JJJ).

Students who are not eligible cannot participate in an event until grades are reassessed for the new period, which begins the following Wednesday after new eligibility is determined.

Ineligible students will not be allowed to miss class for any extra-curricular activity held during the school day. (This does not include curricular activities). Ineligible students will be allowed to practice with the team but will not be allowed to travel with the team or sit on the team bench. Ineligible students will not participate in any other school functions such as Knowledge Bowl, Spelling Bee, or other competitions or school sponsored activities.

If a student misses school the day of an extracurricular activity, he/she will not be allowed to participate in the activity. Exceptions will only be allowed through parental contact and prior approval from the principal. A student must attend at least three (3) class periods on the day of the competition in order to compete (Policy JJJ).

## BOARD OF EDUCATION

The Sargent School District RE-33J School Board meets on the fourth Monday of each month. Agendas and times for all meetings are posted on the front door of the school at least 24 hours before the meeting time.

Meetings will be held in the High School library.

Interested parents are encouraged to attend. Patrons who wish to share a concern and/or comments are invited to submit a *Patron Contact Form* which can be obtained by request from the Superintendent's office.

## PERSONAL ITEMS

Students may bring personal playground equipment items to school for use during recesses. Cell phones, electronic games, etc. may not be used on campus during school hours unless they are used with the teacher's permission. These items must be kept in students' backpacks. Students assume all associated risks for bringing these items to school (loss or damage), and the school will not provide a remedy for any loss of these items. Students are not permitted to use skateboards or roller blades anywhere on the school campus.

## CELL PHONE POLICY

Cell phones are not allowed to be seen, heard or used from 7:45 - 3:55. If a staff member sees one, they will take it and turn it into the office. Parents will be contacted, and arrangements can be made from the parent to pick up. A cell phone will not be given back to a student to take home.

## FOOD SERVICE

Our breakfast and hot lunch programs are available to all Sargent Elementary students. Menus for both programs are distributed weekly on the Sargent web page. Lunch will cost \$3.00 for students. All breakfasts cost \$2.00. Families may apply for free or reduced

breakfasts and lunches. Students who qualify for reduced lunch will get breakfast free of charge as well as those who qualify for free lunch. Milk may be purchased separately for those students wishing to bring a sack lunch from home or wanting to buy extra milk with their hot lunch. The cost is 75 cents. Students may also purchase a la carte items after they have finished their meals. In order to be able to do this, parents must sign an authorization form stating that their students can use their lunch money on additional snack purchases. Parents may join their children for breakfast or lunch. Please notify the school office ahead of time so adequate preparations can be made for your participation.

**\*\*Please note that all lunch items are now on a prepay schedule only. You may not charge your meals any longer! \*\***

Free and Reduced applications will be accepted all year long. However in order for your fees to be considered as reduced or free your application must be received by September 30th of the school year. If there is a change in income or any life event after September 30th you can submit a new one for a new qualification, but for fees your first one must have been submitted by the September 30 deadline.

Please do not hesitate to contact Kelli Lister, our food services account manager, at 852-4023 if you have any questions.

Policy EF

<https://sargentsd.wpengine.com/wp-content/uploads/2022/02/POLICY-EF.pdf>

[https://sargentsd.wpengine.com/wp-content/uploads/2022/02/POLICY-EF\\_E\\_1.pdf](https://sargentsd.wpengine.com/wp-content/uploads/2022/02/POLICY-EF_E_1.pdf)

## **SAFETY DRILLS**

Fire drills and emergency drills are carried out throughout the school year. These are designed to develop the proper procedure to be followed in the event of an actual building emergency. We want our staff and students to know the quickest and safest ways to respond. In the unlikely occurrence of a crisis in which the building would have to be evacuated, students will be assembled by classrooms on the football field. In extreme circumstances, students may be transported to another location. Parents will be contacted at their specified phone numbers as a means of notifying them where to pick up their children. Students will be released only to parents or to a person designated by the parent on their emergency card. Any person picking up a student will be required to sign



the child out of school supervision. Teachers will continue to be responsible for the students in their classes until a student is signed out or until all students have officially been dismissed.

## **COLD WEATHER AND RECESSES**

Students will go outside for recess every day with the exception of when it is raining heavily or when we are experiencing extreme wind chill conditions. Please assist us by making sure your child is properly dressed for recess each day. We strongly recommend a layered system of clothing that can be used to keep your child comfortable regardless of the weather conditions. Students are required to wear a long-sleeve sweatshirt, fleece jacket, or coat when the temperature outside falls below 45 degrees. Students will be restricted to the blacktop areas of the playground when it snows heavily unless they are wearing boots. Recesses are a wonderful opportunity for students to expend energy, to play with their friends, and to revitalize themselves for learning. Please be prepared! In wet or extremely cold conditions students will have recess indoors. Students may enter the school on mornings when we signal that they will be remaining indoors.

## **CHECKS**

Please make any checks written to the school payable to "Sargent School District". Checks for book orders should be written directly to the specific book club vendors, e.g., "Scholastic Books".

## **SCHOOL CANCELLATIONS AND DELAYED STARTS**

If school is canceled or if a delayed start is required, the decision will be announced early. If a delayed start is implemented, actual school starting times will be announced. School bus stops will be delayed by the same number of minutes. For example, if school is starting an hour late, bus pick-ups will also be moved back approximately one hour allowing for the possibility of slower bus travel.

The Sargent web site will have a link to a list of school closures. Also, the following radio and television stations will be given information regarding school closures, delayed starts, and early dismissals:

**Radio:** KSLV, KYDN, KGIW, and KOA

**TV:** KOA TV and KKTV

**School Message** will also be used to reach families.

If no report is given, it can be assumed that school will be held at its normally scheduled time. Please do not call the school or district offices. Telephone lines must be kept open for emergencies

## **BUS RIDERS**

Students riding the bus to school are required to practice safety both at the bus stop and while on the bus. Please review the established safety rules very carefully with your child.

Students will not be permitted to ride on a bus other than their own or to ride the bus as a guest unless the school office receives in advance written request from a parent/guardian for them to do so.

Please make transportation arrangements with your child before school each day. In the event of an emergency, try to notify the school office before 2:30 p.m. of any changes in transportation plans for your child.

Students being dropped off from a bus at designated locations must be met by a family member or designated care provider. Students who are not met will be returned to the school. We will not leave a student unattended at any stop.

## **MORNING ROUTINE**

### **School Buses:**

The school buses will unload students on the bus loop near the sidewalk that goes directly to the cafeteria. Elementary students not eating breakfast should go to the playground using the same sidewalk and remain on the playground until the morning whistle signals that it is time to line up with their classes. Students who are eating breakfast should proceed to the cafeteria using the west doors.

### **Automobiles:**

Parents who bring their children to school will unload their elementary children in front of the elementary school (south side). Students should proceed to the playground and remain there until the morning whistle signals that it is time to line up with their classes. If parents need to park, they must park across the road in the south parking lot. There can be NO PARKING in the drop off driveway or in the area between the elementary school fence and the highway. Junior High and High School students may be dropped off in front of the HS gym.

Policy EEA

<https://sargentsd.wpengine.com/wp-content/uploads/2022/02/POLICY-EEA.pdf>

### **AFTERNOON ROUTINE**

The buses will be parked in the bus loop to load all students. Parents picking up elementary children will park in the south parking lot across from the elementary school. Parents must cross the street to pick up their children. A reminder that there is NO PARKING in the drive. We appreciate your cooperation in following these procedures. If you have any questions, please contact the transportation department or the elementary principal at 852-4024.

<https://sargentsd.wpengine.com/wp-content/uploads/2022/02/POLICY-EEAA.pdf>

### **PARENT CONCERNS**

At Sargent, we are eager to resolve any concerns that a family might have. We believe in following the chain of command to ensure the most accurate and efficient response to parent and student concerns. Please use the form (attached) to help resolve any concerns you might have.

# PARENT CONCERN: ACTION STEPS

Student Name: \_\_\_\_\_

Parent Name: \_\_\_\_\_

Our concern is with: \_\_\_\_\_

Details of the concern: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Steps to alleviate concern: (BY APPOINTMENT ONLY.)

1. Addressed concern with classroom teacher. \_\_\_\_\_ via \_\_\_\_\_ on \_\_\_\_\_

Outcome: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Teacher Signature: \_\_\_\_\_

2. Addressed concern with building principal. \_\_\_\_\_ via \_\_\_\_\_ on \_\_\_\_\_

Outcome: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Principal Signature: \_\_\_\_\_

3. Addressed concern with superintendent. \_\_\_\_\_ via \_\_\_\_\_ on \_\_\_\_\_

Outcome: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Superintendent Signature: \_\_\_\_\_

We feel that the issue has been resolved agreeably. ☐ Yes ☐ No Date: \_\_\_\_\_ Parent Signature: \_\_\_\_\_

☐ No further action is necessary. ☐ We would like to follow-up by: \_\_\_\_\_



*Sargent Schools*  
Established 1917

# Sargent 2022-2023 Student Handbook

## Signature Page

The Parent/Guardian is to review the handbook with their student and sign for both stating that they have read the Sargent School Student Handbook, which is available online at <http://www.sargent.k12.co.us/sargent-elementary-school> . Paper copies are also available in the elementary office.

### Student/Parent/Guardian Memo of Understanding

I, \_\_\_\_\_ (Printed Parent/Guardian Name) **and my**  
**student,** \_\_\_\_\_ have read, reviewed and understand all the  
rules and procedures of Sargent School District as outlined in the student handbook.

---

(Parent/Guardian Signature)

(Date)

# Media Coverage

The district anticipates that public interest in its one-to-one computing initiative will be substantial and that there will be instances when media representatives may request opportunities to interview students, take photographs, and film or video within the classroom. We are requesting that media representative not utilize the names of students or other identifiers when publishing photographs or running news stories.

\_\_\_\_ I hereby give permission for my child to participate in interviews, photographs sessions, film or video session schedule through the school district for the purpose of facilitating media coverage of the school district's one-to-one computing initiative.

\_\_\_\_ I hereby DO NOT give permission for my child to participate in interviews, photographs sessions, film or video session schedule through the school district for the purpose of facilitating media coverage of the school district's one-to-one computing initiative.

---

Parent/Guardian's Name (Printed)

---

Parent/Guardian Signature

Date

## Home Language Questionnaire

Our school needs to know the language(s) spoken and heard at home by each child. This information is needed in order for us to provide the best instruction possible for all students. Please answer the following questions and have your child return this form to his/her teacher. Thank you for your help.

Name of child: \_\_\_\_\_

Grade \_\_\_\_\_ Age \_\_\_\_\_

1. Which language did your child first learn to speak?

\_\_\_\_\_

2. What language does your child use most often at home?

\_\_\_\_\_

3. What language do you most often use to speak to your child?

\_\_\_\_\_

4. In what country was your child born? \_\_\_\_\_

5. If your child was not born in the USA, what date did they enter the USA?

\_\_\_\_\_

Signature of Parent or Guardian Date

\_\_\_\_\_

\_\_\_\_ Preguntas del Lenguaje Hablado en Casa Escuela:

\_\_\_\_ Profesor/a: \_\_\_\_\_

Nuestra escuela necesita saber el lenguaje y oído en casa por cada niño/a. Esta información es necesaria para proveer la mejor instrucción posible para todos los alumnos. Por favor de contestar las siguientes preguntas y regrese esta forma con su hijo/a al profesor. Gracias por su ayuda. Nombre del alumno:

\_\_\_\_\_

Apellido Primer nombre segundo Grado Edad

1. Que idioma comenzó su hijo/a hablar primero?

\_\_\_\_\_

2. Que idioma usa más su hijo/a en la casa?

\_\_\_\_\_

3. Que idioma usa usted con más frecuencia para hablar con su hijo/a?

\_\_\_\_\_

4. En que país nació su hijo?

\_\_\_\_\_

5. Si no nació en los EEUU en qué fecha entró su hijo/a a los EEUU?

\_\_\_\_\_



## Colorado MEP Occupational Survey

Your child/children may qualify to receive supplemental educational services at no cost, such as tutoring, transportation, school supplies, and other services. Please answer the following questions to assist in determining your child's/children's eligibility. Once completed, please return this form to the school or your Regional MEP Office listed below.

CHILD'S FIRST NAME:	CHILD'S LAST NAME:	BIRTHDATE:
SCHOOL:		GRADE:
PARENT/GUARDIAN NAME:		Do you have more than one child? <input type="checkbox"/> YES <input type="checkbox"/> NO

- 1) In the past three years, has your family moved to another state, city, school district, and/or county?  
☐ YES ☐ NO
- 2) Do you or anyone in your immediate family currently work, or have worked, in the past three years, in any of the following occupations related to agricultural or fishing work?

Mark **YES** and **CIRCLE** all that apply even if the work was only for a short period of time.

☐ YES ☐ NO



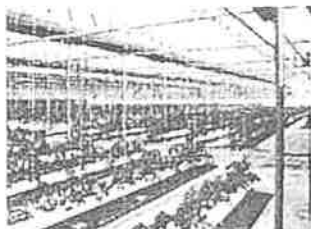
**Processing & Packing**  
(fruit, vegetables, chicken, eggs, pork, beef, lamb or other livestock, etc.)



**Agriculture or Field Work**  
(planting, picking, sorting crops, soil preparation, irrigation, fumigation, etc.)



**Dairy & Cattle Raising**  
(feeding, milking, rounding up, etc.)



**Nursery or Greenhouse**  
(planting, potting, pruning, watering, harvesting, etc.)



**Forestry**  
(soil preparation, planting, growing, cutting trees, etc.)



**Fishing & Fish Processing**  
(catching, sorting, packing, transporting fish, etc.)

*If you answered "yes" to the questions above, please continue below. Otherwise, your form is complete.*

HOME ADDRESS:	TODAY'S DATE:	
CITY:	STATE:	ZIP:
TELEPHONE (WITH AREA CODE):		
BEST DAY AND TIME TO CALL:	PREFERRED LANGUAGE:	

*This form and the data recorded within protected to maintain family and child confidentiality. If you have any questions, please contact:*  
**Southwest Migrant Education Program**  
 1424 2<sup>nd</sup> street  
 Alamosa CO, 81101  
 719-587-7612



## Student Housing Questionnaire

Determine of Services under the McKinney-Vento Act

Your answers help determine the free services the student(s) may be eligible to receive, such as free breakfast & lunch, school supplies, community resource information, basic needs, an advocate, etc.

**\*\*\*All information will be kept confidential!\*\*\***

Student's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Contact Number: \_\_\_\_\_ How many family members live in this household? \_\_\_\_\_

**Present Housing Situation: (Please check the box(es) that apply)**

☐ In owned or rented housing

☐ My current address is temporary living arrangement – explain situation –  
\_\_\_\_\_

☐ Living with friends or extended family members due to lack of housing or hardship

☐ In a motel, a camper, bus, car, park or campsite

☐ Moving from place to place

☐ Inadequate housing (lacks kitchen, bathroom facilities, no heat or electricity, in need of extensive repairs, not enough space)

☐ Unaccompanied youth (not in the physical custody of parent or guardian) who are in crisis or unstable housing

☐ Awaiting foster care placement

☐ In a shelter, ie. LaPuente, Tu Casa

**Check all that apply:**

☐ student stays with friends or away from home over 50% of the time

☐ school-aged mothers or pregnant girls staying with friends

☐ runaway or youth without adult supervision

☐ families staying in safehouses because returning to their permanent homes would mean returning to a situation involving domestic violence

What (if any) services/assistance could you benefit from if the student qualifies?

☐ school supplies; ☐ clothing; ☐ glasses/emergency medical/dental

☐ food; ☐ other: \_\_\_\_\_

## ACCEPTABLE USE CONTRACT

### Student

My student has read, understands and will abide by the district's policy on Student Use of the Internet and Electronic Communications. Should they commit any violation or in any way misuse their access to the school district's technology devices including use of the Internet and electronic communications, they understand and agree that their access privileges may be revoked and disciplinary and/or legal action may be taken.

If they are 18 years or older, they hereby release the school district from all costs, claims, damages or losses resulting from their use of district technology devices, including use of the Internet and electronic communications, including but not limited to any user fees or charges incurred through the purchase of goods or services.

\_\_\_\_\_  
Student's Name (printed)

\_\_\_\_\_  
Date

### ***A parent or guardian must sign this Agreement.***

I promise to support the Sargent School District administration and faculty in developing students who accept responsibility for their own learning and actions.

As the parent or guardian of this student, I have read the district's policy on Student Use of the Internet and Electronic Communications. I understand that access to the Internet and electronic communications is designed for educational purposes and that the school district has taken reasonable steps to block or filter material and information that is obscene, child pornography or otherwise harmful to minors, as defined by the Board. I also recognize, however, that it is impossible for the school district to prevent access to all materials or information I might find harmful or controversial and I agree not to hold the district responsible for any such materials and information accessed by my child. Further, I accept full responsibility for supervision if and when my child's Internet or electronic communications use is not in a school setting.

I hereby release the school district from all costs, claims, damages or losses resulting from my child's use of district technology devices, including use of the Internet and electronic communications, including but not limited to any user fees or charges incurred through the purchase of goods or services.

I hereby give permission to issue an Internet and electronic communications account for my child and certify that the information contained on this form is true and correct.

***Your signature on this Acceptable Use Agreement is binding and indicates you and your student has read the district's policy on Student Use of the Internet and Electronic Communications carefully and understand its significance.***

\_\_\_\_\_  
Parent/Guardian's Name (printed)

\_\_\_\_\_  
Parent/Guardian's Signature

\_\_\_\_\_  
Date