



***“Home of the FARMERS”***

## **Substitute Handbook 2024-2025**

<b>Sargent School District</b> <b>7090 N. Road 2 E.</b> <b>Monte Vista, CO 81144</b>	<b>Superintendent: (710) 852-4023</b> <b>Elementary School: (719)852-4024</b> <b>Jr. / Sr. High School: (719)852-4025</b>
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### ***Sargent School District:***

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

**Vision: Dig deeper by placing students first while creating experiences that lead to lifelong learning and success.**



*Sargent Schools*  
*Established 1917*

Dear Valued Substitute,

Sargent, as you may not know, is going on its 104rd 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.

Within this document, you will find important information on 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; hats are allowed as long as they are school appropriate, 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](mailto:sdavid@sargent.k12.co.us) or call me at 719-852-4025.

Thank you,

Michelle (Shelley) David  
K-12 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 excuse for 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 are allowed as long as it is school appropriate. When going into other buildings or on

school functions, on campus or off, please remove your hats to follow that building/activities hat rule. Students must follow the dress code on all school sanctioned dress up days. In cases of questionable dress, the administration will decide what is appropriate.

Inappropriate apparel must be changed. Students may use an office phone to contact parents to bring appropriate clothing.

### **CELL PHONE USE**

For students, the Board recognizes that cell phones and/or smart watches can often play a vital communication role during emergency situations. However, the ordinary use of all types of cell phones and/or other personal electronic communication devices can be disruptive to the educational process and is not acceptable. Students may possess and use cell phones during passing periods, breaks, and the lunch period. These devices must be turned off during class time and those times when organized activities are being held by a teacher(s) (e.g. assemblies, field trips) without expressed teacher permission. If a student desires to exit the class during the class period, the student must surrender the electronic device to the teacher. Upon return to the classroom, the device will be returned. Violations of the above rule will result in confiscation of the electronic device and its subsequent transfer to the school office.

Electronic communication devices with cameras are prohibited in locker rooms, bathrooms, or other locations where such operation may violate the privacy rights of another person. It is the student's responsibility to ensure that the device is turned off and out of sight during unauthorized times. Violation of this policy and/or use that violates any other district policy shall result in disciplinary measures and confiscation of the electronic communication device. Confiscated devices shall be returned to the student only after a conference with the parent/guardian, student and school personnel. The building principal or designee may also refer the matter to law enforcement, as appropriate. The district shall not be responsible for loss, theft or destruction of electronic communication devices brought onto school property.

### **ELECTRONIC DEVICES**

Use of electronic devices is a privilege and may be revoked if abused. Unauthorized use (disabling filters, unauthorized downloads, etc.) will result in the device being confiscated. (see Behavior Matrix for consequences). The Sargent School District is not responsible for lost or stolen personal items, including (but not limited to) electronic devices. It is the recommendation of the Sargent School District that students not bring such devices to school or leave them locked in the student's locker during the day.

### **LUNCH**

Students may go outside to designated areas; i.e. cafeteria and patio area during lunch. Staff may release students to the football field and bleachers after eating with supervision. In inclement weather, students may be released to the gym after eating with supervision. The south doors and east hallway doors will be open. Failure to stay within a designated area will result in detention or community service.

Students **will not** be called down to collect food, which is delivered to students except during lunch and breaks.

### **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 the 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.

### **BULLYING/CYBERBULLYING**

Bullying in any form including: physical, verbal (can be heard), social (heard by others or exclusion), intimidation (look, gesture or comment) or electronically are in violation of Policy JICDE. See behavior and discipline matrix for consequences.

### **SEXUAL HARASSMENT**

Sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, sex-oriented verbal “kidding”, repeated remarks to a person with touching, patting, pinching, or repeated brushing against another’s body. It is a violation of policy for any student or member of the district staff to harass another student or staff member through conduct or communications of a sexual nature. If you feel that you have been a victim of sexual harassment, please see the counselor or principal regarding appropriate reporting procedures.

### **STAFF PROTECTION**

Students who assault and/or harass teachers or other school employees are in violation of the Criminal Code of the State of Colorado and will be suspended or expelled and prosecuted to the fullest extent of the law. This also applies to substitute teachers as well. Substitute teachers are guest teachers in our building. **NOTE:** Guest teachers deserve the same respect as all other adults in the building. Students who are disrespectful to our guest teachers will be sent to the office with a referral and if the student is found guilty of lack of cooperation, defiance, insubordination, or disruptive behavior, he/she will receive appropriate discipline.

## **Sargent School District Emergency School Procedures**

### **LOCKDOWN: (THREAT INSIDE)**

#### **Teacher Responsibilities:**

1. Sweep the hall and lock the door.
  - a. Any students in hallway should be escorted into your room, even if they are not on your roster.
2. Keep students quiet and away from windows. Have students sit on floor next to cabinets. Turn off lights and equipment.
3. Take attendance. Make sure your cell phone and student cell phones are on silent! Text or email attendance in a way that is very quiet and without giving away your position. Stephanie M. (580-3512) Shelley (850-1004)
4. In the event that students are outside for PE or any other activity; LOCKDOWN (threat inside) proceed to administration building. LOCKOUT (threat outside) proceed to the nearest safe room. Teachers that are on lunch duty are to move students to the appropriate location. If an incident occurs during the passing period, all staff and students should move inside to their classroom if possible or to the nearest indoor teaching area.

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

### **HOLD: (THREAT OUTSIDE)**

#### **Teacher Responsibilities:**

1. In your room or area. Clear the halls.
2. Business as usual. Continue educating students as normal.

3. Be attentive to your email as much as you can for updates from administration.

**SECURE: (THREAT OUTSIDE)**

**Teacher Responsibilities:**

1. Get inside and outside doors will be locked.
2. Increase situational awareness.
3. Account for students; do business as usual.

**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

## Substitute Teacher Feedback Form

Substitute: \_\_\_\_\_ Date: \_\_\_\_\_

Substitute teacher for: \_\_\_\_\_ Grade: \_\_\_\_\_

### HOW WAS YOUR DAY?

1. Did you find lesson plans, materials, and copies that you needed for your day?

YES    NO

Explain: \_\_\_\_\_

2. Were lesson plans written/typed in complete detail with information to help you get through your day?    YES    NO

Explain: \_\_\_\_\_

3. Were you able to locate information on school, classroom and emergency procedures?

Procedure:	YES	NO
Attendance using Roster		
Dismissal Procedure		
Lunch Procedures		
Duties		
Classroom Rules/Routines		
Discipline Procedures		
Emergency Procedures		

4. Did you have problems with any students? If so, please explain below:

YES    NO

Explain: \_\_\_\_\_

5. Please list students and/or teachers that went above and beyond to make your day easier:

\_\_\_\_\_

\_\_\_\_\_

### Other Comments or Suggestions



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Thank you for coming in for us today. Your feedback is important to us. You are appreciated!