



Sargent Schools
Established 1917

Welcome from the Principal

Dear Sargent Elementary Families,

Welcome to the 2025–2026 school year at Sargent Elementary School! I am honored to join this incredible community as your new K–12 Principal. With a strong foundation of academic excellence, community spirit, and student involvement, Sargent is truly a special place and I'm excited to continue building on that tradition together. I have extensive secondary experience, but my first teaching position was a 3rd to 5th grade classroom in Seoul, Korea. Since then, one thing has remained clear: a strong foundation built in elementary school sets the stage for future success in middle school, high school, and beyond.

These early years are where students develop the habits, curiosity, and confidence that will shape their learning journey for years to come. That's why our focus at Sargent Elementary will be on creating a safe, nurturing, and engaging environment where every child is supported and challenged to grow—academically, socially, and emotionally. This handbook serves as a guide to help you understand our procedures, expectations, and the resources available to support your child's success. Please take time to review it together as a family.

We believe that strong relationships between home and school are key to student achievement. If you ever have questions, concerns, or ideas to share, our doors are always open.

Warmly,

Dr. Mark Fritzenschaft

K–12 Principal

Sargent School District RE-33J

mfritzenschaft@sargent.k12.co.us

Mission Statement

The Sargent School District RE-33J shall strive to provide a safe environment for all students and staff and meaningful opportunities and innovative educational programs for all students so that they reach their learning potential, including the attainment of the district's academic standards, through partnerships between home, school and the community.

Disclaimer

Please note: District policies are currently being updated. Families will be notified promptly if any changes impact this handbook.

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Enrollment & Attendance

District Calendar

Click the link above to see the official Sargent School District calendar. It shows all school days, holidays, breaks, and teacher workdays.

Daily Schedule

- 7:30 AM- Cafeteria Opens
 - 7:40 AM – Office Opens
 - 7:45 AM – Playground Opens & Student Supervision Begins
 - 7:55 AM – School Begins
 - 10:45–12:00 AM – Lunch Period
 - 3:55 PM – Dismissal (K–6)
 - 4:10 PM – Office Closes
-

Attendance Expectations

Regular attendance is important for student success. According to Colorado Compulsory Attendance Law, all students ages 6 to 17 are required to attend school unless officially excused. Notify the office by 8:30 AM if your child will be absent: (719) 852-4024.

Excused Absences Include:

- Illness or injury
- Medical appointments (with note)
- Death in the family
- Religious holidays
- School-sanctioned educational activities

Unexcused Absences Include:

- Vacation or travel
- Babysitting or transportation issues
- Failure to notify the school within 48 hours

Tardiness

Students are allowed two tardies per semester without penalty. Beginning with the third tardy, students will receive lunch detention. After the fifth tardy, a parent conference with administration will be held to create an attendance improvement plan.

Make-up Work

Students have the number of days they were absent plus one to complete make-up work. For unexcused absences, make-up credit is at the teacher's discretion.

Academic Program & Support Services

Curriculum

Sargent Elementary follows the Colorado Academic Standards in reading, writing, math, science, social studies, music, PE, and technology. Instruction is designed to meet individual developmental needs.

Student Progress Monitoring

- Grades K–2: Standards-based report cards
 - Grades 3–5: Letter grades (A–F)
 - Report cards issued quarterly
 - Parent-teacher conferences held twice yearly
-

Multi-Tiered Systems of Support

Students not making adequate progress academically or struggling with behavior may receive an MTSS plan developed by the Student Study Team that includes parent input. A plan will be developed and monitored to ensure that students are making progress. Strategies will target the deficit area and could include tutoring, after-school programs, or summer school.

Assessment

Students in grades 3–5 take CMAS assessments. Other formative assessments (NWEA, DIBELS, iReady, etc.) are used throughout the year.

Student Fees and Payments

All student academic fees are due at the time of registration unless prior arrangements have been made. A **10% discount** will be given for fees **paid in full at the time of registration**.

| FEE | AMOUNT | DESCRIPTION |
|---------------------------|---------|---|
| Swim Program | \$25.00 | Pool contract costs, transportation costs |
| Technology | \$25.00 | Chromebook repairs |
| TOTAL K-5th grades | \$50.00 | |

Health & Safety

Health Services

- Annual vision and hearing screenings (grades K, 1, 2, 3, 5)
- Health records maintained confidentially
- Parents notified of any concerns

Medication Policy

- Prescription and [OTC medications](#) require a signed authorization form
 - Medical marijuana may only be administered by a caregiver per district policy
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Illness & Injury

- Students who become ill will be sent home after contacting parents
 - For emergencies, 911 will be called and parents contacted immediately
-

School Operations & Nutrition

School Meals

- Breakfast and lunch are available daily
 - Meal charges are tracked; families will be notified of low balances
 - Submit your Free and Reduced-Price Meal Application by September 30 to qualify for reduced school fees
 - Menus can be found on the [district website](#) and on the SSD app
-

Lunchroom Guidelines

- Students must remain in designated lunch areas
- Outside food must be delivered only during designated times

Weather Closures

- Families will be notified via text, call, Facebook, and district website
 - In emergencies, remote learning plans may be implemented
-

Behavior & Discipline

Code of Conduct Students are expected to be respectful, responsible, and safe. The school uses age-appropriate [behavior matrices](#) and restorative practices when appropriate.

Cell Phones/Personal Technology Devices (Policy [JICJ](#))

Students are not allowed to use or access cell phones, smartwatches, or other devices with the ability to call, access apps, or text to school, on Sargent District Campus during the school day (7:45 a.m. - Final class bell of the day) except as provided in the Sargent Cell Phone/Electronic Device Agreement. Students with

medical conditions that require monitoring will have the ability to use or access these devices with restrictions as written into their individual agreement. 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. Teachers may give permission for specific learning activities that require use of a cell phone or personal technology device with prior approval of the principal.

Students using or accessing a cell phone, smartwatch, or other device with the ability to call, access apps, or text during school hours that is not in compliance with the Sargent Cell Phone/Personal Technology Device Agreement are given the following warnings and consequences:

***First Offense:** The student will be sent to the office with their cell phone and/or electronic device(s) where the student will place their phone in the lockbox. If the student voluntarily does so, they will return to class. The behavior event will be documented in Infinite Campus as a 1st Cell Phone violation. The student can retrieve the device at the end of the school day.

***Second Offense:** The student will be sent to the office with their cell phone and/or electronic device(s) where the student will turn the phone into the lockbox and the student will receive the technology violation letter that will require a signature from a parent/guardian. The signed form will need to be returned at the start of the next school day. The behavior event will again be documented in Infinite Campus.

***Third Offense:** The student will be sent to the office with their cell phone and/or electronic device(s) where the phone will remain until the parent/guardian arrives at the school to take the device(s) from campus. Once the parent arrives, a short conference with the student and parent will be held with administration to communicate that the student will receive consequences that may include in-school or out-of-school suspension in line with defiance/insubordination in the discipline matrix if another technology violation occurs. The behavior event will be documented in Infinite Campus.

***Subsequent Offenses:** Once cell phone/electronic device(s) violations surpass three offenses, the behavior is no longer construed as a cell phone/electronic device(s) violation. Rather, the continued behavior events rise to the degree of insubordination and a significant violation of Student Conduct Code outlined in Sargent School Board Policy JIC and JICDA.

****Coaches/sponsors** will administer and monitor the policy at their discretion and based on the staff/coaching handbook recommendations for activity trip supervision. Cell phones/electronic device(s) will not be allowed to be used on the bus without coach/sponsor permission or in locker rooms while traveling.

***Please note that insubordinate, non-compliant, dishonest, and disrespectful behaviors associated with confiscation of the phone will result in more significant disciplinary action.

Parents are requested to relay all important messages for their children through the office due to students' inaccessibility to their cell phones throughout the school day. This information will then be forwarded to your child at the most appropriate time.

Dress Code

- No clothing that promotes drugs, violence, or inappropriate content
- No hats inside the building
- Administration has final say on appropriateness

Bullying Prevention

Bullying in any form is not tolerated. Incidents should be reported immediately to a staff member.

Promotion, Retention & Acceleration

Students must meet district academic standards to be promoted. Those who are significantly behind may be considered for retention, particularly in reading (K–3) per the Colorado READ Act. Retention and acceleration decisions are made by the principal in consultation with parents and staff.

Parent Communication & Legal Notices

Communication

- Teachers and staff will use district approved communication tools to share class updates
- School updates via email/text
- Access student grades via the [Parent Portal](#)
- Parent involvement is encouraged at all levels

Legal Notices

- FERPA Rights
 - Non-Discrimination Statement (Title IX, ADA, 504)
 - Custody and Records Access: Court documents must be on file if applicable
-

2025–2026 Asbestos Notification

In accordance with Colorado Regulation 8, Section IV, this serves as the annual notification to parents, guardians, and employees of Sargent School District RE-33J regarding asbestos-related activities.

- The district's asbestos management plans are available in the principal's office of each school and in the Superintendent's office for all buildings.
- Buildings with asbestos are inspected every six months to monitor material condition. Any necessary corrective actions are taken to ensure safety.
- David Strank, the designated asbestos coordinator, conducts biannual inspections of visible asbestos-containing materials.
- Maintenance staff and custodians are scheduled for an awareness training update.
- All buildings and asbestos programs are currently in good and safe condition.

If you have questions regarding asbestos management, please contact the Superintendent's Office at 719-852-4023.

Scott Hodgson

Superintendent of Schools

Appendix

Policy Reference

This appendix lists all referenced board policies mentioned throughout the Elementary Handbook. Each entry provides a brief explanation to help families understand what each policy means and how it applies to students. To request the full version of any district policy, please contact the district office

Academic Policies

- [IKC](#) – Grading and Reporting: Describes how student progress is reported through quarterly report cards and conferences. K–2 uses standards-based reporting; grades 3–5 use letter grades.
 - [IKE](#) – Academic Standards: Outlines expectations for student growth and academic performance. Includes development of individual learning plans for students not meeting grade-level standards and procedures for retention.
 - [IC / ICA](#) – School Year and Instructional Time: Explains how the school calendar is developed and instructional time requirements as mandated by state law.
 - [JEA](#) – Compulsory Attendance: Requires all children between ages 6 and 17 to attend school regularly, with some exceptions.
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Attendance Policies

- [JH](#) – Student Attendance: Defines excused vs. unexcused absences and outlines reporting, consequences, and intervention strategies for chronic absenteeism and tardiness.
 - [JLIB](#) / [JLIB-R](#) – Student Dismissal Precautions: Provides safeguards for student release during school hours, including custody documentation and early dismissal protocols.
 - [KBBA](#) / [KBBA-R](#) – Custodial and Noncustodial Parent Rights: Clarifies how custody and parental rights are handled regarding school access and educational records.
-

Extracurricular and Student Conduct Policies

- [JJJ](#) – Eligibility for Extracurricular Activities: Establishes weekly academic eligibility requirements and restrictions on student participation based on grades and attendance.
 - [JICA](#) – Student Dress Code: Sets guidelines for appropriate dress at school to support a positive, distraction-free learning environment.
 - [JICDD](#) – Violent and Aggressive Behavior: Prohibits behaviors that threaten the safety of students and staff; includes consequences and possible law enforcement referrals.
 - [JICDE](#) – Bullying Prevention and Education: Defines bullying and cyberbullying and outlines disciplinary measures to address these behaviors.
 - [JICDA](#) – Code of Conduct: Covers general expectations for student behavior and consequences for violations (see Discipline Matrix).
 - [JICH-R](#) – Drug and Alcohol Policy: Addresses mandatory suspension/expulsion for possession, use, or distribution of drugs, alcohol, or paraphernalia.
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Visitor and Transportation Policies

- [KI](#) – Visitors to Schools: Requires all visitors to check in and wear a badge; student guests need principal approval.
 - [EEA](#) – Transportation Services: Details rules for bus safety, drop-off/pick-up protocols, and changes in transportation.
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Health & Wellness Policies

- [JLC](#) – Student Health Services: Sets goals for school health programs and describes maintenance of student health records.
 - [JLCD-R](#) – Administering Medications: States that school staff may administer prescription/nonprescription medications under specific conditions.
 - [JLCDB](#) – *Administration of Medical Marijuana**: Allows a parent/caregiver to administer non-smokeable medical marijuana to a qualified student under strict guidelines.
 - [JLCE](#) – First Aid and Emergency Medical Care: Describes how school personnel respond to injuries or medical emergencies, including calling 911 when necessary.
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Technology Policies

- [JICJ](#)- Student Use of Cell Phones and Other Personal Technology Devices
 - [JS / JS-E – Student Use of Technology and Internet Safety](#): Addresses appropriate use of electronic devices and consequences for misuse.
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Nutrition Services Policies

- [EF-E-1](#) – Meal Charge Policy: Ensures all students receive meals regardless of ability to pay. Details how charges are handled and communicated.
 - [EFC](#) – Free and Reduced-Price Food Services: Explains eligibility and application process for meal assistance.
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Complaint & Public Concerns Policies

- [JII](#) – Student Grievance Procedures: Provides a way for students to appeal decisions or report discrimination.
 - [KE](#) / [KE-R](#) – Public Concerns and Complaints: Establishes a step-by-step process for resolving concerns raised by community members.
 - [KEC](#) – Complaints About Instructional Materials: Explains how parents may request alternative resources and how the district handles challenged materials.
 - [KEF](#) – Complaints About Teaching Methods: Provides procedures for challenging teaching methods or content used in the classroom.
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Contact Information

- **Address:** 7090 N. Road 2 E., Monte Vista, CO 81144
 - **Elementary Office:** (719) 852-4024
 - **District Office:** (719) 852-4023
 - **Website:** www.sargent.k12.co.us
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Staff Directory

| | | |
|--------------|-----------|--|
| Behil, Jamie | 3rd Grade | jbehil@sargent.k12.co.us |
|--------------|-----------|--|

| | | |
|---------------------|-------------------------------------|--|
| Brown, Katie | 5th Grade | kabrown@sargent.k12.co.us |
| Castillo, LaVonda | Interventionist/ 504 Coordinator | lcastillo@sargent.k12.co.us |
| Consaul, Kelsey | Special Education Teacher | kkimberling@sargent.k12.co.us |
| Davis, Barbara | Elem. Paraprofessional | bdavis@sargent.k12.co.us |
| Fritzenschaft, Mark | K-12 Principal | mfrizenschaft@sargent.k12.co.us |
| Garcia, Rachel | Elementary Administrative Assistant | rgarcia@sargent.k12.co.us |
| Hefner, Heather | K-8 Music | hhefner@sargent.k12.co.us |
| Hodgson, Scott | Superintendent | shodgson@sargent.k12.co.us |
| Kimberling, Jen | Kindergarten | jkimberling@sargent.k12.co.us |
| Lane, Kristin | School Nurse | klane@sargent.k12.co.us |
| Lanford, Dave | School Resource Officer | rg0044@riograndecounty.org |
| Mattive, LaRae | Teacher Assistant | lmattive@sargent.k12.co.us |
| Miller, Mary | 2nd Grade | mmiller@sargent.k12.co.us |
| Miner, McKinley | 1st Grade Teacher | mcminer@sargent.k12.co.us |
| Pena, Jazmine | 3rd Grade Teacher | jpena@sargent.k12.co.us |
| Pierce, Jennifer | Assistant Principal | jpierce@sargent.k12.co.us |
| Price, Danielle | K-12 Social Worker | dprice@sargent.k12.co.us |
| Rice, Diana | Paraprofessional/Technology | drice@sargent.k12.co.us |
| Rockey, Nicole | 5th Grade Teacher | nrockey@sargent.k12.co.us |
| VanBibber, Terry | 4th Grade Teacher | tvanbibber@sargent.k12.co.us |

Parent Responsibilities & Required Forms

- **Handbook Acknowledgment:** Sign and return the form at the end of this handbook.
- **Google Workspace Parent Consent:** Sargent School District uses Google Workspace for Education (Gmail, Docs, Classroom, etc.) to help students complete assignments, communicate with teachers, and learn digital skills.
 - Parents/guardians must give permission for the school to create and manage their child's Google account.
 - Google collects only the personal information needed to provide these services and does **not** use student data for advertising.
 - If parents do not give consent, their child will need to use other software for assignments.

- **Parents receive a full notice with details about privacy and data use when signing the permission form.**
- **[Student Use of the Internet and Electronic Communications:](#)** All students must use school technology responsibly.
 - Using district devices, the Internet, and electronic communications is a privilege, not a right.
 - Misuse (such as visiting inappropriate sites, cyberbullying, or damaging devices) may result in:
 - Loss of technology privileges
 - Disciplinary action
 - Possible legal action

By signing the Acceptable Use Agreement each year, students and parents confirm they understand and will follow these rules.

- **[McKinney-Vento Homeless Students:](#)** If your family is experiencing homelessness, your child has the right to stay in their school and receive transportation. Contact the district's Homeless Liaison, Danielle Price at (719) 852-4024.
 - **[School Counseling/Social Work Informed Consent Form:](#)** Sargent School District provides free counseling and social work services to help students succeed in school and build positive relationships.
 - **[Opt-Out Form for Student Image Publishing:](#)** If you DO NOT want your child's photograph, video and/or electronic image to be published for news media or school publicity purposes, please complete this form and return it to your child's school at the time of registration.
 - **[Parent Permission Form for OTC Medications:](#)** In order for your child to receive medications while at school there must be a medical providers order in place as well as parent permission on file.
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Important Links

- District Calendar: [Click Here](#)
- Parent Portal (Infinite Campus): [Click Here](#)
- Board Policies: [Click Here](#)
- Nutrition Menus: [Click Here](#)

Handbook Acknowledgment

Parents/guardians are asked to review the 2025-2026 Sargent Elementary Student Handbook with their child. After reviewing, both the parent/guardian and student should sign the Handbook Acknowledgment Form to confirm they understand and agree to follow the expectations and procedures outlined.

The handbook is available online at www.sargent.k12.co.us under the “Schools” tab. Printed copies are available upon request from the elementary office.

PARENT/GUARDIAN/STUDENT MEMO OF UNDERSTANDING

I, _____ and
my Sargent

(Printed Parent/Guardian Name)

Student, _____,
have read,

(Printed Sargent Student Name)

reviewed and understand all the requirements and procedures of Sargent School District as outlined in this student handbook.

_____/_____
(Parent/Guardian Signature) (Date)

_____/_____
(Sargent Student Signature) (Date)

For questions or clarifications, contact the elementary office at (719) 852-4024.