



Sargent Schools

Established 1917

Sargent School District
Employee Handbook
2025–2026

Welcome & Mission

Welcome Letter from Superintendent Scott Hodgson

Dear Sargent Staff,

Welcome to the 2025–2026 school year! We're thrilled to have you as part of the Sargent School District family.

Whether you are joining us for the first time or returning for another year of service, know that you are valued and appreciated. Our district thrives because of the dedication, heart, and hard work of people like you—professionals who care deeply about students and who are committed to making a difference every single day.

At Sargent School District RE-33J, we are grounded in a culture of continuous growth. We strive to provide a safe, inclusive, and caring environment where all students can succeed—and we believe that starts with strong staff who feel supported and inspired in their work.

We're proud of our students, our programs, our staff, our schools, and the greater Sargent community. As we move forward together this year, we ask each of you to join us in embracing the following values:

- **Lead with kindness and professionalism.**

- **Create supportive learning environments for every student, every day.**
- **Listen to understand—assume positive intent and foster strong relationships.**
- **Promote a culture of safety, equity, and respect for all.**
- **Give your best effort, always—and encourage the same in others.**

If you ever feel someone isn't upholding these expectations, I encourage you to connect with me. Our success depends on clear communication, mutual respect, and a shared belief in doing what's best for kids.

Remember: the work you do matters. You are shaping lives, and your impact is felt in every classroom, hallway, office, and playground. At Sargent, we measure progress one student at a time—and every small step forward is a step toward meaningful success.

This handbook was created to provide you with clear guidance and helpful information to support you in your role. We're excited about the journey ahead and grateful to have you on our team.

Let's make this a year to remember—together.

Scott Hodgson
Superintendent
Sargent School District RE-33J

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District Mission

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.

Strategic Plan

For more details, refer to the [District Strategic Planning Document](#).

General Employment Information

[Work Hours and Attendance Expectations](#)

At Sargent School District, we value reliability, professionalism, and respect for one another's time. Being on time and present each day is essential to creating a positive and productive work environment for our students and team.

Your required work hours may vary depending on your position and whether you are classified as exempt or non-exempt. Please refer to the Employee Work Year Calendar for your designated workdays.

If you're running late or unable to report to work, please communicate with your building administrator or direct supervisor as soon as possible. Regular attendance matters, and frequent unexcused absences or chronic tardiness may lead to further review.

We're here to support your success, so don't hesitate to reach out if you have questions or need clarification about your schedule.

Contact: Mark Fritzenschaft, Jennifer Pierce or Direct Supervisor

Dress Code

Sargent School District employees are expected to maintain a professional appearance that reflects the values of the district and sets a positive example for students. Staff should dress neatly and appropriately during the workday and at all work-related activities.

Professional attire may include:

Collared shirts, dress slacks, jeans, ties, dresses, and coordinated separates.

Unacceptable attire includes:

- Clothing shorter than mid-thigh
- Hats or sunglasses worn indoors
- Revealing or sheer clothing (e.g., midriffs, halter tops, backless tops)
- Tank tops with straps less than 1.5 inches
- Clothing or accessories that reference drugs, alcohol, weapons, gangs, violence, or contain obscene or offensive content

Exceptions:

Athletic wear is permitted for physical education instruction or coaching. Other job-related attire may be worn as appropriate to specific work duties.

The **building principal** has final authority on what constitutes professional attire. School-specific dress expectations may be developed in collaboration with the School Accountability Committee.

Notification of Absence – Sargent School District

If you are going to be absent from work, please follow the steps below to ensure proper communication and coverage:

1. **Notify Your Supervisor:**

Always notify your direct supervisor **as early as possible** when you are taking sick, personal, or vacation time.

- **Personal and vacation time require prior approval.**
- **For emergency absences** (night before or morning of), contact Rachel Garcia in the Elementary or Maggie Osmon in the Secondary in addition to your supervisor.

2. **Enter Absence in Frontline (AESOP):**

All absences must be recorded in **Frontline/AESOP**, which is used for absence tracking and substitute management.

- This includes both **sick and personal leave**.
- If a substitute is needed, Frontline will help assign one automatically.
- You can also check your available leave balances within the system.

3. **Need Help?**

If you have questions or need assistance with Frontline/AESOP, please contact: **Kelli Lister**, klister@sargent.k12.co.us

Visitors

All visitors must check in at the **front office** and present a **valid photo ID** to receive a visitor badge. Anyone without a badge should be politely directed to the office.

Itinerant special service providers are also required to check in and out and must wear proper identification or a visitor badge while on campus.

Compensation & Benefits

Paydays

Per Board Policy DKA, employees are paid on the **28th of each month**. If the 28th falls on a weekend, payday will be the **last workday before the weekend**.

All employees are required to use **direct deposit**. On payday, a district pay statement is provided, showing the deposit amount and a breakdown of deductions.

[Employee Benefits Guide](#)

Sargent School District is proud to offer a comprehensive benefits package designed to support the health and well-being of our employees and their families. Please take time to review the full scope of benefits available to you, which includes:

- **Health Insurance**
- **Dental Insurance**
- **Vision Insurance**
- **Life Insurance**
- **Teladoc Services**
- **Mental Health (Counseling & Mental Health Support)**
- **Prescription Plan**
- **Section 125 Flex Account**

👉 **View the full Sargent Benefits Guide here:**
<https://online.flippingbook.com/view/898075639/>

Worker's Compensation

Employees injured on the job may be eligible for worker's compensation benefits through Pinnacol Assurance. Benefits may be reduced by 50% if the injury results from a safety violation.

All work-related injuries or illnesses must be treated by the district's designated provider:

Regional Occupational Medical Program (ROMP)
2115 Stuart Street, Alamosa
Phone: 719-589-8110

The district contributes a portion of each employee's salary (based on employee category) toward worker's compensation coverage.

Leave Days

Employees receive leave days based on their employment status and applicable district policies. Part-time employees earn leave on a prorated basis. Accumulated leave days beyond 35 days (or 47 days for 12-month employees) may be compensated at the certified substitute teacher's daily rate, with payment issued on August 28th.

Critical Days

To ensure instructional continuity and adequate staffing, certain days are designated as **Critical Days** during the school year. These are days when instructional staff presence is essential and leave is generally not permitted unless due to an emergency or extenuating circumstance.

Examples of Critical Days include:

- First and last weeks of each semester
- State testing periods (CMAS, PSAT/SAT, AP)
- Parent-teacher conference days

- Professional development/collaboration days
- Days before and after major holidays or breaks

Important Notes:

- Medical appointments should be scheduled outside of these periods.
- Leave on critical days requires approval from the Principal and Superintendent or designee.
- Approved exceptions include: medical emergencies, bereavement, legal obligations, or other administrative-approved circumstances.

The list of critical days is communicated at the start of each year, posted on the district website, and reviewed annually by the Board and administration.

2025–2026 Critical Days:

- Aug 11–15
- Sept 5
- Oct 20, 22
- November 20
- December 1, 15–18
- January 5–8, 16
- February 20th
- March 9–12, 23
- April 6–24 State Testing Window
- May 18–22

Sick Leave Bank

The **Sick Leave Bank**, outlined in **Board Policy GBGH**, is designed to support employees facing long-term illness or disability by protecting their earning power.

Open enrollment occurs each **September**, and participation is voluntary. The policy details membership requirements, application procedures, and available benefits.

Colorado PERA – Public Employees’ Retirement Association

One of the most valuable benefits of working for **Sargent School District** is participation in the **Colorado Public Employees’ Retirement Association (PERA)**. PERA provides a **lifetime retirement benefit**, and in many cases, this benefit can be passed on to a dependent or designated family member.

Participation in PERA is required by law for all eligible public school employees. The investment in your retirement includes:

- **District Contribution:** 21.4% of your monthly salary
- **Employee Contribution:** 11.0% of your monthly salary (pre-tax)

This represents a substantial long-term investment in your future. Be sure to review your pay stubs regularly to track your contributions and understand your growing retirement benefit.

Manage Your PERA Account on the Go

Download the free **Colorado PERA mobile app** from the [App Store \(iOS\)](#) or [Google Play Store \(Android\)](#). The app allows you to:

- View account balances and service credit
- Update beneficiaries
- Access retirement planning tools
- Receive important notifications

For more information, visit www.copera.org.

If you have any questions about PERA or your retirement contributions, please contact: Kelli Lister, klister@sargent.k12.co.us

Professional Standards

Workplace Health, Safety, and Nondiscrimination

Sargent School District is committed to maintaining a safe and respectful work environment for all employees. Staff are encouraged to report any reasonable concerns about workplace safety or violations of health regulations using the district's complaint or grievance procedures.

The district strictly prohibits discrimination, retaliation, or adverse action against any employee who raises safety concerns in good faith, participates in investigations, or chooses to wear additional personal protective equipment recommended by public health authorities—so long as it does not interfere with job performance.

This policy is included in the employee handbook and is available in both digital and printed formats.

Please see the link to the full policy: [GBAB- Workplace Health and Safety Protection](#)

Technology & Electronic Communications

Sargent School District encourages the use of the **Internet and electronic communications** to support teaching, learning, and professional collaboration. Staff are expected to use technology responsibly and in alignment with district policy.

Use of district devices and networks should enhance instruction, support research, and promote communication. Employees are responsible for avoiding inappropriate content and ensuring their use complies with **Board Policy GBEE**.

All technology requests must be submitted using the **Sargent School District Technology Request Form**, available online through Google Forms.

Access the form here:

[Technology Request Form](#)

Technology Contact:

Patrick Sewell

Technology & Communication Systems

Email: psewell@sargent.k12.co.us

Auditorium Use & Booking

The Auditorium Manager for this school year is Nathan Zimmerman.

If you would like to book or use the auditorium, please complete the ([Auditorium Sign Up Form](#)) at least one week in advance.

Once your request is submitted, you will be contacted to confirm details.

Questions? Contact Nathan Zimmerman, nzimmerman@sargent.k12.co.us.

Training & Development

Professional Development

[Mandatory Training – Vector](#)

Sargent School District uses **Vector Solutions** to deliver all required employee training. At the start of each school year, all staff must complete assigned mandatory training. The required modules include:

- **Bloodborne Pathogen Exposure Prevention**
- **Bullying: Recognition and Response**
- **Conflict Management: Staff-to-Staff**
- **Mandatory Reporting**

- **School-Wide Positive Behavioral Interventions and Supports (PBIS)**
- **Sexual Harassment: Student Issues and Response**
- **Title IX Compliance Overview**
- **Cyber Awareness for Educational Institutions: Security Awareness Essentials**

Staff will receive login instructions and deadlines via email. Completion of all assigned modules is mandatory. If you have questions or need assistance, please contact the district office.

Questions?

Contact: **Kelli Lister**, klister@sargent.k12.co.us

Attending Conferences

Staff must complete a **Conference Request Form** prior to attending any conference. The form is available on the **district website** under “**Staff Forms.**”

Evaluations – [RANDA](#)

Sargent School District uses **RANDA**, the Colorado Department of Education’s performance management system, to evaluate all certified staff, including teachers, SSPs, and administrators.

Key components include:

- **MSLs (Measures of Student Learning):** School-wide student growth goals set by the administrator.
- **Professional Growth Plan:** Individualized goals set by each certified employee.

Questions?

Contact: **Stephanie Klecker**

Email: srklecker@sargent.k12.co.us

Classified Staff Evaluations

Sargent School District evaluates all **classified staff** to ensure high-quality service to students, staff, and the community. Evaluations are based on the employee's **position description** and measured against **district-defined performance indicators**. The evaluation process helps both supervisors and employees understand expectations and support ongoing growth.

For more information, refer to **Board Policies GDO & GDO-R**.

Operations & Procedures

[Infinite Campus](#)

Sargent School District uses **Infinite Campus** as its student information system. Staff can access student and parent contact details, schedules, attendance, discipline records, and behavior history through the platform.

Questions?

Contact: **Stephanie Klecker**

Email: srklecker@sargent.k12.co.us

Transportation & Field Trips

All transportation requests should be submitted at least **four weeks prior** to the start of the activity.

Requests must include the following details:

- Date and time of the trip
- Departure and return time
- Destination
- Number of passengers
- Purpose of the trip

- Contact information for the trip organizer

Please note: **Regular bus routes take priority over activity routes.**

Planning templates are available for both **Day Trips** and **Overnight Trips** to assist with preparation.

Transportation Contact:

Alex Mondragon, Transportation Director

Email: amondragon@sargent.k12.co.us

Maintenance Requests

All maintenance requests must be submitted using the **Sargent School District Maintenance Request Form**, available online through Google Forms.

Access the form here:

[Maintenance Request Form](#)

Safety & Emergency Procedures

[Safety & Emergency Procedures](#)

The Sargent School District prioritizes the safety and well-being of students, staff, and visitors. The district follows the **Standard Response Protocol (SRP)** and maintains a detailed **Emergency Response Plan**, which includes training for all staff and coordination with local emergency services.

Emergency Drills

- **Fire Drills:** Conducted **monthly** as required by law. Staff must evacuate students using designated routes, take roll, and display a **green card** if all students are accounted for or a **red card** if anyone is missing.
- **Lockdown Drills:** Used when there is a threat **inside** the building. Staff and students must shelter silently in locked rooms. All drills are **announced in advance** and practiced regularly.

- **Secure (Lockout) Drills:** Used when there is a threat **outside** the building (e.g., wildlife or law enforcement activity nearby). All exterior doors are locked, and movement between buildings is restricted.
- **Evacuation Drills:** Conducted for threats such as **bomb threats** or **hazardous material spills**. Staff lead students to designated evacuation zones for reunification or transport to the district transportation facility.
- **Utility Disruption Protocols:** In cases of extended loss of water, heat, or electricity, the district may dismiss school early. Communication will be provided through the parent notification system.
- **Crisis Support:** In the event of a death or traumatic event, Sargent's Crisis Response Team provides counseling and communicates with students and families as appropriate.

All drills and real events include a follow-up debrief and may involve law enforcement, fire department, or public health officials as needed. Staff are expected to keep rosters on hand, carry keys, and follow all protocols as trained.

For full procedures, please refer to the **Sargent Emergency Response Plan** or contact your building administrator.

Fiscal Responsibility

Fiscal Responsibility & Procedures

All employees are expected to follow district financial procedures to ensure accountability, transparency, and compliance with board policy. Below is an overview of key responsibilities:

Purchase Orders

- All purchases must be **pre-approved** by a principal or director.
- A [Purchase Order \(PO\)](#) must be completed and submitted before ordering or purchasing.

- Use of **district credit cards** requires detailed receipts and entry into the PO system under **First USA Bank**.
- The district is **sales [tax-exempt](#)**; tax will not be reimbursed.
- PO approvals follow a chain of authorization and are processed **every other Thursday** (see Google calendar).

Reimbursements

- For approved out-of-pocket purchases, submit a [Travel Request & Reimbursement Form](#) with original receipts.
- Reimbursement for **meals and mileage** must follow IRS rates and include detailed documentation.
- **\$50 reimbursement limit** for supplies; must be pre-approved.
- **Per diem** must be submitted two weeks in advance using a PO form.

Credit Card Use

- Cardholders are **responsible** for all charges on their cards.
- Unauthorized or late documentation may result in **loss of card privileges**.
- Cards should **not be used for meals or fuel**, except by transportation staff.
- All purchases require detailed receipts and must be entered in the PO system.

Cash Handling

- Cash should be counted and received by **two people** whenever possible.
- No money should be stored in classrooms—use the **school safe**.
- Employees are **personally liable** for missing funds stored improperly.

Club & Fundraising Accounts

- All funds must go through the **school activity fund**—no outside accounts allowed.
- Sponsors may not cash checks personally or have checks made out in their name.
- **Raffles are not allowed** unless conducted by an authorized, licensed external group. Games of skill are permitted with approval.

👉 [Activity Deposit Form](#)

Field Trips & Hotel Stays

- Request POs early—especially for events or hotel reservations.
- Some hotels may require **school checks** for tax exemption—verify in advance.

Security

- Staff must **not loan keys or fobs**. Lost fobs will incur a **\$20 replacement fee**.
- All employees must sign a **building access agreement**.

Athletic & Event Cash Handling

- Gate receipts must be verified by **two school employees**.
- Gate workers are paid **at season's end**; officials are paid through **Arbiter weekly**.

Reminder:

Failure to follow fiscal procedures—including those related to purchases, credit cards, cash handling, keys, and fundraising—may result in disciplinary action, up to and including termination, in accordance with district policy.

Appendices & Resources

District Policies

All employees are encouraged to review the Sargent School District Policy Handbook, which outlines the policies governing district operations. While the handbook is available on the district website and in the district office, please note that the online version may not reflect the most recent updates.

The Board of Education is currently completing a CASB Policy Overhaul. If you need a copy of the most up-to-date policies, please contact Stephanie Klecker. Staff will be notified once the full set of updated policies has been formally approved and adopted.

👉 [Sargent School District Policy Handbook](#)

Frequently used Policy Links:

- Safe Schools (ADD)
- Equal Employment Opportunity (AC, AC-R-1, GBA)
- Non-Discrimination/ Title IX (AC-R-2)
- Snow Days/Delayed Start (EBCE)
- Sexual Harassment/Discrimination (GBAA)
- Ethics and Professionalism (GBEA, GBEA-E, GBEB, GBEB-R)
- Insurance Benefit Plans (GBBD-N, GBBD-R)
- Family and Medical Leave (GBGF)
- Workers' Compensation (GBGD)
- Alcohol/Drug-Free Work Space (GBEC)
- Teacher Evaluation (GCO)
- Evaluation of support staff (GDO)
- Maternity/Paternity Leave (GBGE-N)

The link above provides access to the official Sargent School District calendar, showing all student attendance days, holidays, breaks, and professional development days. Please ensure your personal or classroom calendar is updated annually to reflect these dates.

Questions?

Contact: **Stephanie Klecker**

Email: srklecker@sargent.k12.co.us

[District Calendar](#)

The link above provides access to the official Sargent School District calendar, showing all student attendance days, holidays, breaks, and professional development days. Please ensure your personal or classroom calendar is updated annually to reflect these dates.

Questions?

Contact: **Stephanie Klecker**

Email: srklecker@sargent.k12.co.us

Staff Resources & Information

All Sargent School District staff can access important procedures, forms, links, and employee benefit information through the **Sargent Staff Padlet**. This centralized resource is updated regularly and includes everything you need to support your role throughout the year.

  [Click here to access the Staff Padlet](#)

If you have questions or need help navigating the site, please reach out to **Kelli Lister** at klister@sargent.k12.co.us.

Staff Directory

For the most current contact information and staff assignments, please refer to the district's online Staff Directory. This directory is regularly updated to reflect personnel changes and new hires.

Access the directory here: [2025-2026 Staff Directory](#)

If you notice any discrepancies or need assistance, please contact Stephanie Klecker at srklecker@sargent.k12.co.us

[Website, Facebook, and SSD App](#) Post Requests

To streamline communication and ensure consistency across platforms, staff must use the **Website, Facebook & SSD App Post Request Form** to submit content for the district website, Facebook page, and SSD mobile app. This form helps route your request to the appropriate person and ensures timely, accurate messaging.

Please submit your request **at least 2 business days prior** to the desired posting date.

- **Website and App Posts:** Handled by Stephanie Klecker
- **Facebook Posts:** Handled by Maggie Osmon
- **Parent Notifications:**
 - **Middle School & High School:** Maggie Osmon
 - **Elementary School:** Rachel Garcia
 - **District-Wide Messages:** Stephanie Klecker

All requests should be clear, complete, and submitted through the form. Attachments or images must be emailed separately as instructed on the form.

👉 [Click here to complete the Website, Facebook, and SSD App Post Requests Form](#)

✅ **Action Required: Employee Handbook Verification**

Please confirm that you have received and reviewed the **2025–2026 Sargent School District Employee Handbook** by completing the short verification form at the link below:

👉 [Click here to complete the Handbook Verification Form](#)

This step is required for all employees. Thank you!
