



“Home of the FARMERS”

Secondary Student Handbook 2026-2027

**Sargent School District
7090 N. Road 2 E.
Monte Vista, CO 81144**

**District Office: (719) 852-4023
Secondary School: (719)852-4025**

SARGENT SECONDARY LEADERSHIP

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Dear Students and Families,

Welcome to the 2026–2027 school year at Sargent Middle and High School! Sargent has a rich tradition of academic excellence, strong community values, and spirited student involvement, and I am excited to continue building on that legacy together.

As we begin this year, our focus will be on creating a learning environment where every student feels supported, challenged, and inspired. Our dedicated staff is committed to helping each student reach their full potential through rigorous academics, meaningful relationships, and opportunities to grow both in and out of the classroom.

Communication, collaboration, and community are at the heart of everything we do. Whether you are a returning family or new to Sargent, I encourage you to get involved, stay connected,

and reach out if you have any questions or ideas. My door is always open, and I look forward to working together to make this an exceptional year for all.

Jennifer Pierce

K-12 Principal

Sargent School District RE-33J

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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.

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SECTION 1: Graduation Requirements

Graduation requires successful completion of 28 credits across core and elective areas:

- English: 4 credits
- Mathematics: 3 credits
- Science: 3 credits (must include 2 lab-based classes)
- Social Studies: 3 credits
- PE: 1 credit
- World Language: 1 credit
- Personal Finance: 1 credit
- Electives: 12 credits

In addition to the above credits, students must complete at least one of the following pathways:

- CTE Agriculture Business
- CTE Animal Science
- CTE Business Marketing
- CTE Aviation
- Bi-lingual Seal of Literacy
- College General Education Fast Track (4 college courses/12 credits)

Note: Adjustments to credit requirements apply for transfer students. Students must also meet College & Career Readiness benchmarks as defined by the Colorado Department of Education.

Additional information about graduation requirements and pathways can be found [here](#) and the [Sargent 26-27 Registration Guide](#).

SECTION 2: College & Career Readiness

To prepare students for postsecondary life, all students enrolled at Sargent are expected to be enrolled into a full-time schedule. Even if a student has met the required number of credits, they may be required to take additional courses to meet the full-time requirement. Exceptions may be granted with counselor and principal approval.

In addition to Sargent RE-33J credit requirements, to graduate, students must demonstrate readiness in English and Math through one or more of the following:

English (choose one):

- SAT: 470
- ACT: 18
- ASVAB: 31
- District Capstone Project
- AP Exam (score of 3 or higher)
- Concurrent Enrollment (Grade C or higher)

Math (choose one):

- SAT: 480

- ACT: 19
 - ASVAB: 31
 - District Capstone Project
 - AP Exam (score of 3 or higher)
 - Concurrent Enrollment (Grade C or higher)
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Work Study Program

The Work Study Program offers seniors the opportunity to earn high school credit for approved on-the-job training and real-world work experience. To be eligible, students must maintain a minimum GPA of “C” or higher and demonstrate excellent classroom behavior. Students with a failing grade or an incomplete in any class are not eligible to participate. Per district policy, seniors may participate in work study for up to half of the academic school day.

Eligibility Requirements & Expectations

- Approval Required-All work study placements must be approved by the student’s parent/guardian, the associated teacher, Secondary Counselor, and the Secondary Principal.
 - Check-In / Check-Out Procedure-Students must sign out in the front office before leaving for work each day and sign back in upon returning, if school is still in session.
 - Attendance & Conduct-Consistent attendance and punctuality at the work site are required. Unexcused absences or tardiness may lead to school disciplinary action and removal from the program.
 - Work Responsibilities Continue When School is Out-Students are expected to attend their work study jobs even when school is not in session (e.g., teacher workdays, spring break), unless otherwise arranged with the employer and approved by administration.
 - Monitoring-School staff may make random contact with employers to confirm attendance and performance. Failure to be present or responsible at the work site may result in termination of the work study privilege.
 - Monthly Reporting-Students must submit a monthly work study log to the front office by the last school day of each month. Logs must be neat, legible, and signed by the student’s supervisor.
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SECTION 3: Concurrent and Online Learning

Concurrent Enrollment

Sargent offers robust offerings through partnerships with Adams State University (ASU), Trinidad State Junior College (TSJC), and the University of Northern Colorado (UNC). Students in grades 9-12 have the opportunity to take concurrent courses through one of the above institutions of higher learning alongside their high school coursework. Below is a recommended course load by grade. Concurrent enrollment is generally not recommended for 9th grade students, however exceptions may be made for strong students.

- 10th Grade: 1-2 courses
- 11th Grade: 2-3 courses
- 12th Grade: 3-4 courses

Students who are enrolled in a concurrent course are expected to remain on campus in a designated area. The only exception is for students who start or end the day with a concurrent course, meaning they do not have an in-person course either before or after their concurrent one.

A 3 credit hour college class is equivalent to one semester high school credit.

Additional information on concurrent courses, agreements, and information can be found in the counselor's office.

Online Learning

Sargent offers flexible learning opportunities for students and families, up to a full-time learning program that students can complete online. Edgenuity is the platform used for online learning, with Sargent staff members serving as teachers of record. For courses that are not in the Edgenuity catalog, Colorado Digital Learning Solutions (CDLS) will be used with CDLS staff members serving as teachers of record. Students that are fully online or hybrid will still need to regularly meet with the counselor, either in person or virtually, to review course loads and graduation requirements.

Students that are in-person at Sargent who wish to take online courses in addition to their course load will need to meet with the counselor and principal to review academic goals. Courses that are offered in-person may not be taken online, unless the student has a hybrid schedule.

SECTION 4: Grading & Academic Recognition

Grading Scale:

- A (90–100%) = 4.0 GPA (5.0 weighted)
- B (80–89%) = 3.0 GPA (4.0 weighted)

- C (70–79%) = 2.0 GPA (3.0 weighted)
- D (60–69%) = 1.0 GPA (2.0 weighted)
- F (<60%) = 0.0 GPA

Weighted Grades:

Only AP and designated advanced courses are weighted. Students must be enrolled in 7 or more graded classes per semester to qualify.

Honor Cords (Graduation):

- Gold: GPA 3.76+
- Silver: GPA 3.50–3.75

Academic Recognition:

- Principal's List: 3.5–3.99 GPA
- Superintendent's List: 4.0+ GPA
- Academic Letter: 3.5+ GPA across full year

Class Ranking & Valedictorian Policy:

Rank is based on cumulative GPA using the weighted scale. Students must attend Sargent for at least 2 years to qualify for valedictorian or salutatorian.

SECTION 5: Attendance Policy

Colorado Compulsory Attendance Law:

Students aged 6 to 17 must attend school. Parents are responsible for ensuring attendance.

Excused Absences Include:

- Illness/injury
- Medical/dental appointments
- Religious observances
- Funeral of immediate family member
- Court appearances
- School-sponsored activities

Unexcused Absences Include:

- Family vacations
- Babysitting or transportation issues
- Failure to notify school within 48 hours

Chronic Absenteeism:

- 5+ unexcused absences per semester (10+ in a school year) = student considered habitually truant
- Attendance contracts will be implemented
- Attendance Policy

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) 852-4025.

Make-Up Work Policy:

- The number of days absent plus 1 day to make up work that missed
- Late work policy: 10% off 1 day late; 20% off 2 days late; 0 after 2 days

Tardy Policy:

- 3 tardies = warning
- 4+ tardies = detention/community service

Tardies are processed weekly on Monday, along with the eligibility report. Warning notices will be sent to students and detention/community service will be served the following day. Middle School and High School detention or community service will be completed during lunch or after school at the discretion of the school administrator.

Chronic Absenteeism:

- 5+ unexcused absences per semester (10+ in a school year) = student considered habitually truant
- Attendance warnings/contracts will be implemented as needed, with the first to occur after a student has accrued 5+ unexcused absences.

Checking Out of School

- Students **must have permission** from their parents/guardians to leave school. Students must get authorization to leave the building from the administrative assistant, counselor or principal. Parent permission does not automatically mean that the absence will be excused.
 - Use the signout form in the office, indicate destination, purpose and the time leaving. Those who fail to check out in the proper manner will have an unverified absence recorded. This will be considered an unexcused absence. Parents may not call to "excuse" students who fail to abide by this policy ([Policy JL1B/JL1B-R](#)).
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SECTION 5: Student Conduct & Discipline

Dress Code Highlights:

- No clothing with offensive or inappropriate imagery
- Drug/alcohol references are not acceptable
- Slippers and Pajama bottoms are not allowed
- No sagging, see-through, or revealing clothes
- Other items deemed to be a substantial disruption to the educational environment, including headphones, earbuds, or other related electronic devices ([JICJ](#)).
- Hats allowed Mon–Thurs (not in other buildings or on field trips)

Prohibited Behaviors:

- Violence, threats, or aggression
- Drug/alcohol/tobacco possession/distribution/use (Policy [JICH-R](#))
- Bullying/cyberbullying (Policy JICDE)
- Sexual harassment or PDA

Discipline: Consequences for misconduct range from detention and community service to suspension or expulsion, depending on the severity.

Behavior and Discipline Matrix

Secondary School Career Impacted Offenses: (By School Law and School Board [Policy JICH-R](#) - Immediate or Mandatory Suspensions or Expulsions)

- 1) Purchase, sale, distribution and exchange of drug and/or alcohol and/or paraphernalia on campus.
 - a) 1st offense: Five days of out of school suspension (OSS) + mandatory drug awareness course (parent responsible for payment). May be recommended for expulsion.
 - b) 2nd offense: 10 days of OSS and recommendation for expulsion.
- 2) Possession use and/or being under the influence of drugs and/or alcohol and/or controlled substances.
 - a) 1st offense: Three to five days of out of school suspension (OSS) + mandatory drug awareness course (parent responsible for payment).
 - b) 2nd offense: 10 days of OSS and recommendation for expulsion.
- 3) Dangerous Weapons (includes knives with a blade that exceeds three inches in length. Colorado School Law 22-33-102.4.c.d). (Measurement is from the hilt to the tip of the blade CRS 18-12-101(1)(F)).
 - a) 1st offense: 1-5 days of OSS or expulsion.
- 4) Violation of [Policy JICDA](#)
- 5) ANNUAL DISCIPLINE INFRACTIONS: May include Restorative Justice (apologies, via speech, letter, phone call, etc.; community service; restitution for damaged or stolen goods, classes, repairs).

6-12 Discipline Matrix-

A PARENT CONFERENCE MAY BE REQUIRED FOR EACH OFFENSE

OFFENSE	CONSEQUENCES
1. Aiding/Abetting other infractions on this discipline matrix: -Passive: a) 1st offense b) 2nd offense c) 3rd + offense(s)	a.) 3-5 days Detention/Community service b.) 1-3 days ISS c.) 1-3 days OSS
-Active: a) 1st offense b) 2nd offense c) 3rd + offense(s)	a.) 1-3 days ISS b.) 3-5 days ISS c.) 1-3 days OSS
2. Alteration/Tampering/Misuse of: -School Records: a) 1st offense b) 2nd offense c) 3rd + offense(s)	a.) 3-5 days Detention/Community service b.) 1-3 days ISS c.) 3-5 days OSS
-Computer Records: a) 1st offense b) 2nd offense c) 3rd + offense(s)	a.) 1-3 days ISS b.) 3-5 days OSS and Loss of Privilege c.) 5-9 days OSS and Loss of Privilege
3. Assault/minor aggression: -Student to Student: a) 1st offense b) 2nd offense c) 3rd + offense(s)	a.) Restriction and 1-3 days ISS b.) Restriction and 3-5 days ISS/OSS c.) Restriction and 5-9 days OSS with possibility of Long Term Suspension
-Student to Teacher/Staff: a) 1st offense b) 2nd offense c) 3rd + offense(s)	a.) Restriction and 1-3 days OSS b.) Restriction and 3-5 days OSS c.) Restriction, OSS 5-9 days, with recommendation for expulsion Severity may result in immediate recommendation for expulsion, see below.
4. Aggravated Assault (serious bodily harm): -Student to Student: a) 1st offense b) 2nd offense	a.) Restriction and Long Term Suspension b.) Restriction and Expulsion
5. Aggravated Assault of School Employee: a) 1st offense b) 2nd offense	a.) Restriction and Long Term Suspension and/or Expulsion b.) Restriction and Expulsion
6. Arson/False Alarms/Bomb Threats, (includes a false 911 call): a) 1st offense b) 2nd offense c) 3rd + offense(s) *Will contact Law Enforcement, fine \$250 for false 911 call.	a.) Short Term OSS b.) Long Term OSS c.) Expulsion
7. Attendance Policy Violations: -Tardiness (habitual) a) 3rd offense b) 4th-9th c) 10th + offense(s) *Attendance meeting will occur.	a.) Warning b) 1-3 days Detention/Community Service c.) 1-3 days ISS

-Leaving Campus without Authorization/Ditching: a) 1st offense b) 2nd offense c) 3rd + offense(s) *Parent notification will occur.	a.) 1-3 days Detention b.) 3-5 days Detention c.) 1-3 days ISS
-Truancy a) 1st offense b) 2nd offense c) 3rd + offense(s) *Truancy meeting will occur.	a.) 1-3 days Detention b.) 3-5 days Detention c.) 1-3 days ISS
8. Breaking and Entering School Premises/Trespassing: a) 1st offense b) 2nd offense c) 3rd + offense(s) *Restitution required.	a.) 1-3 days ISS b.) 3-5 days OSS c.) 5-9 days OSS
9. Bus Safety Rules Violation: a) 1st offense b) 2nd offense c) 3rd + offense(s)	a.) Bus suspension 1-3 days b.) Restriction and Bus suspension 3-5 days c.) 1-3 days ISS and loss of bus privileges
10. Controlled Substance (alcohol, tobacco, vape/vape juice, e-cigarettes, inhalants, over the counter prescription drugs, illicit drugs: ecstasy, cocaine, marijuana, meth., hallucinogens, heroin, etc.)	*See above: Policy JICH-R
-Usage and/or Possession a. 1 st offense b. 2 nd offense c. 3rd + offense(s) *Parent conference for all the above	a.) 3-5 days OSS + mandatory drug awareness course (parents responsible for payment) b.) 10 days of OSS and recommendation for expulsion c.) See b.
-Paraphernalia a. 1 st offense b. 2 nd offense c. 3rd + offense(s) *Parent conference for all the above	a.) 5 days OSS + mandatory drug awareness course (parent responsible for payment). May be recommended for expulsion b.) 10 days of OSS and recommendation for expulsion c.) See b.
-Sale and/or Distribution a. 1 st offense b. 2 nd offense c. 3rd + offense(s) *Parent conference for all the above	a.) 5 days OSS + mandatory drug awareness course (parent responsible for payment). May be recommended for expulsion b.) 10 days of OSS and recommendation for expulsion c.) See b.
-Use and/or Possession of Tobacco a. 1 st offense b. 2 nd offense c. 3rd + offense(s) *Parent conference for all the above	a.) 3-5 days OSS + Completion of Second Chance program b.) 10 days of OSS and recommendation for expulsion c.) See b.

11. Cheating/Plagiarism/Forgery/Falsification /False Information/Lying: a) 1st offense b) 2nd offense c) 3rd + offense(s)	a.) 1-3 days ISS - loss of assignment credit b.) 3-5 days ISS - loss of assignment credit c.) 1-3 days OSS - loss of assignment credit
12. Confrontations/Altercations: a) 1st offense b) 2nd offense c) 3rd + offense(s) *Conflict resolution/mediation on all offenses.	a.) 1-2 days detention/community service b.) 3-5 days in school detention c.) 1-3 days of OSS
13. Defiance/Disrespect/Insubordination/ Non-compliance/refusal to do school work: a) 1st-3rd offense b) 4th-5th offense c) 6th + offense(s)	a.) 1-3 days detention/community service b.) 1-3 days ISS c.) 3-5 days OSS
14. Disruption of the Educational Process: a) 1st-3rd offense b) 4th-5th offense c) 6th + offense(s) *Restrictions can be put into place.	a.) 1-3 days detention/community service b.) 1-3 days ISS c.) 3-5 days OSS
15. Student in Unauthorized Area: a) 1st-3rd offense b) 4th-5th offense c) 6th + offense(s) *Restrictions can be put into place.	a.) 1-3 days detention/community service b.) 1-3 days ISS c.) 3-5 days OSS
16. Ethnic/Racial/Sexual Slurs: a) 1st offense b) 2nd offense c) 3rd + offense(s)	a.) 1-3 days detention b.) 3-5 days ISS c.) Restrictions and 3-5 days OSS
17. Dress Code Violation: a) 1st offense b) 2nd offense c) 3rd + offense(s)	a.) Reprimand and Change of Clothes b.) Detention 1-5 Days and Change Clothes c.) 1-3 days ISS
18. Fighting (mutual participation with physical violence): a) 1st offense b) 2nd offense c) 3rd + offense(s)	a.) 1-3 days ISS b.) 3-5 days ISS and Restrictions c.) 3-9 days OSS and Restrictions
19. Hazing: a) 1st offense b) 2nd offense c) 3rd + offense(s) *Restitution required.	a.) 3-5 days Detention and Restrictions b.) 1-3 days ISS and Restrictions c.) 3-5 days OSS
20. Injury Prone Behavior (Horseplay/rough- housing/Recklessness - Endangerment: if results in substantial physical injury): a) 1st-3rd offense b) 3rd-4th offense c) 3rd + offense(s)	a.) Reprimand - Detention 1-3 days b.) 3-5 days Detention with Restrictions c.) 3-5 days ISS with Restrictions

21. Intimidation/Threats/Harassment (non-sexual)/Bullying/Cyber Bullying: a) 1st offense b) 2nd offense c) 3rd + offense(s)	a.) 1-3 days Detention with Restrictions b.) 1-3 days ISS with Restrictions c.) 3-5 days OSS
22. Inappropriate Website including, but not limited to: pornography/unauthorized downloads/bypassing filters/unauthorized video games/etc: a) 1st offense b) 2nd offense c) 3rd + offense(s)	a.) 2 weeks can not take device home (check in and out for each class as needed with teacher note) b.) 1 quarter can not take the device home (check in and out for each class as needed with teacher note) and 3-5 days of ISS. c.) 1-3 days of OSS/loss of computer privileges for remainder of year
23. Parking/Driving Violations: a) 1st offense b) 2nd offense c) 3rd + offense(s) *Written ticket from SRO	a.) Verbal warning b.) 1-2 days Detention/Community Service c.) 3-5 days Detention/Community Service
24. Possession of a combustible (lighter, matches, firecrackers, gasoline, etc.): a) 1st offense b) 2nd offense c) 3rd + offense(s)	a.) 3-5 days detention with Restrictions b.) 3-5 days ISS with Restrictions c.) 1-3 days OSS
25. PDA (Public Display of Affection): a) 1st offense b) 2nd offense c) 3rd + offense(s)	a.) Reprimand b.) 1-3 days Detention c.) 3-5 days Detention with Restriction
26. Rudeness/Slandorous, Derogatory, and/or Disrespectful comments in person or on video or social media on school grounds: a) 1st offense b) 2nd offense c) 3rd + offense(s)	a.) 1-3 days Detention b.) 1-3 days ISS c.) 3-5 days OSS
27. Sexual Offenses: -Obscene/Pornographic materials: a) 1st offense b) 2nd offense c) 3rd + offense(s)	a.) Confiscation, restrictions, 1-3 days ISS b.) Confiscation, restrictions - 3-5 days ISS c.) Confiscation, restrictions - 3-5 days OSS
-Indecent Exposure: a) 1st offense b) 2nd offense c) 3rd + offense(s)	a.) 3-5 days Detention b.) 1-3 days ISS with restrictions c.) 1-3 days OSS
-Sexual Harassment: a) 1st offense b) 2nd offense c) 3rd + offense(s) *Parent notification on all 3 levels.	a.) 1-3 days ISS with Restrictions b.) 3-5 days ISS with Restrictions c.) 1-3 days OSS

-Sexual Harassment w/contact and/or inappropriate contact: a) 1st offense b) 2nd offense c) 3rd + offense(s) *Parent notification on all 3 levels.	a.) Restriction - 5-9 days ISS b.) Restriction - 3-5 days OSS c.) Expulsion
-Sexual misconduct w/ a minor/child molestation: a) 1st offense b) 2nd offense *Parent notification on all levels.	a.) Restriction - 5-9 days OSS b.) Restriction - Expulsion
-Sexual Assault (rape): a) 1st offense b) 2nd offense *Parent notification on all levels.	a.) Restriction - 5-9 days OSS b.) Restriction - Expulsion
28. Social Media while in school (Snapchat, Facebook, Instagram, etc., texting, videoing) involving threats/harassment, rudeness/slandorous, derogatory, sexting, and/or disrespectful comments: a) 1st offense b) 2nd offense c) 3rd + offense(s)	a.) Restriction - 1-3 days ISS b.) Restriction - 1-3 days OSS c.) Restriction - 3-5 days OSS
29. Theft: a) 1st offense b) 2nd offense c) 3rd + offense(s)	a.) Confiscation - 1-5 days detention b.) Confiscation - 1-3 days ISS c.) Confiscation, restriction - 5-9 OSS
30. Use of unauthorized cell phone/smart watches with texting, calling and/or emailing capabilities during class/instructional time and/or organized school activities: a) 1st offense b) 2nd offense c) 3rd + offense(s) *Parents will be notified.	a.) Device taken to the office. May be returned at the end of the day. b.) Device taken to the office. Letter sent home and returned signed. c.) Device taken to the office. Parents must pick up. d) Device taken to the office. Consequences given for insubordination.
31. Vandalism/Destruction of school property and/or other personal property: a) 1st offense b) 2nd offense c) 3rd + offense(s)	a.) 3 days of ISS (clean-up, repair, expenses, etc.) b) 3-10 days of OSS and possible charges (Also, all clean-up, repair, expenses, etc.) c.) See b
32. Vulgarity/Profanity/Inappropriate use of language (written, verbal, profanity, gestures, etc.) -Student to student and/or in general: a) 1st offense b) 2nd offense c) 3rd + offense(s)	a.) Reprimand and 1-3 days Detention b.) 3-5 days Detention c.) 1-3 days ISS

-To Teacher/Substitute: a) 1st offense b) 2nd offense c) 3rd + offense(s)	a.) Reprimand - 1-3 days detention b.) 1-3 days ISS c.) Restriction - 1-3 days OSS
33. Weapons/Dangerous Objects: (laser pointers, mace, razor blade, knife (blade that exceeds 3 inches in length, explosive device): -Possessions/use: a) 1st offense b) 2nd offense c) 3rd + offense(s)	a.) Confiscation - 1-5 days OSS suspension b.) Confiscation - 5-9 days OSS c.) Confiscation - Long term OSS - expulsion
-Firearms/Destructive Devices: a) 1st offense b) 2nd offense	a.) Long term suspension b.) Expulsion

***Note:**

- There will be a **ZERO TOLERANCE** for threats, harassment and/or bullying. The incident will be investigated and if found to be valid, will be reported to the student's parents/guardians and to law enforcement authorities.
- *The principal has discretion to determine the level that consequences may need to go depending on the severity and details of the situation.*
- Violations not listed above will be handled through administrative investigations and consequences will be determined by the administration. Parents will be notified about inappropriate behavior by phone, email, or in person.
- Official documentation of investigations are confidential to protect student privacy. A summary of findings related to a specific student is available to a parent/guardian upon request.
- No electronic devices will be allowed to be in use with the student during the period of detention, in school suspension or community service.
- Any ten (10) days out of school infraction could lead to an expulsion hearing. The Principal can suspend a student from school a maximum of ten (10) days. An infraction that warrants an expulsion hearing requires the Principal to recommend expulsion to the Superintendent of Schools. The Superintendent can extend the suspension beyond the original 10 days to include the date for an expulsion hearing.

SECTION 6: Health & Wellness

Medical Services:

- Health screenings in grades 7 and 9
- Emergency medical forms required
- Staff trained in CPR/first aid

Medication:

- Requires physician and parent permission
- Must be administered by trained personnel

Medical Marijuana:

- Must be administered by the parent in the designated area
- Not permitted to be held by staff or student

Mental Health Supports:

- Students can access counseling services for academic, emotional, or social needs
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SECTION 7: 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
-

SECTION 8: Technology & Devices

District-Issued Devices:

- Must be used responsibly and in compliance with district policy
- One loaner device/charger per student while under repair

Cell Phone/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.

SECTION 9: Extracurricular & Eligibility

Eligibility Requirements:

- Eligibility lists will be given to teachers and coaches by noon on Monday. A student who has 1 F or 2 D's will be considered ineligible. All student work is due to the teacher by the end of school day on Thursday in order to be included in the eligibility period. The eligibility period runs from Monday through Sunday night for the designated week or period. Students who are ineligible cannot participate in an event until they are reassessed for the next eligibility period which begins on the following Monday. 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 week quarter, the eligibility period is 2 weeks, and Thanksgiving and Spring Break 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](#)).

- 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, school-sponsored activities/trips, or other competitions.
- 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 half the day (4) class periods on the day of the competition in order to compete ([Policy JJJ](#)).

Online Class Eligibility

- Students taking classes with either Colorado Digital Learning Solutions (CDLS) or Edgenuity; grades will be pulled according to Sargent eligibility rules and requirements.
- **NOTE:** Students taking CDLS courses will be notified of their course grades when grades are released from CDLS (usually not the same timeframe as Sargent). These grades typically are posted by CDLS the last week of Sargent's school year. All grades and/or fees related to CDLS must be released and/or paid before a Sargent diploma will be handed out. Students will not be allowed to check out if the above is not complete. This timeline does not apply to Edgenuity courses.
- Online students who are on-campus must remain in a designated area.

Closed Campus Policy:

- Students may not leave campus during lunch
- Concurrent and online students may not leave campus unless their class is either first or last period.
- Exceptions only with prior administrative and parent approval

SECTION 10: Transportation & Parking

Student Drivers:

- Must register vehicle with the office
- Seniors park in designated senior lot
- No loitering in parking lot during school hours
- Underclassmen will park only in the student parking lot on the west side of County Road 2 East.
- Seniors will obtain an official parking permit for the north parking lot between Senior Parking Signs. NO PARKING on the roadside (east of the fence).
- Please use designated crosswalks. Students driving on or around the campus must do so in a safe and prudent manner in order to maintain a safe environment for other students.
- Students are not allowed to park in the bus loop, preschool parking lot, visitor parking or in front of the high school during school hours.

- No student will be allowed to be in the student parking area during the regular academic day. Students must bring class work, lunches and athletic gear into the school at the beginning of the day.

Bus Conduct:

- Riding the bus is a privilege
- Students must follow safety rules or risk suspension from transportation

Parking Lot Searches:

- The privilege of bringing a student-operated motor vehicle onto school premises is conditioned on consent by the student driver to allow search of the vehicle when there is a reasonable suspicion that the search will yield evidence of illegal and/or school prohibited items. Refusal by a student, parent or guardian, or owner of the vehicle to allow access to a motor vehicle on school premises at the time of a request to search the vehicle shall be cause for termination without further hearing of the privilege of bringing the vehicle on to school premises. Routine patrolling of parking lots and inspection of the outside of student automobiles shall be permitted at all times ([Policy JIHB](#)).

SECTION 11: Student Rights & Responsibilities

FERPA Rights:

- Parents and eligible students have the right to access and request correction of their own child's education records.
- Confidential information is not shared to protect the rights of individual students.

Non-Discrimination Statement:

- Sargent School District does not discriminate based on race, color, national origin, sex, disability, or age in its programs and activities

SECTION 12: Staff Directory

Middle School

Pierce, Jennifer	Principal	jpierce@sargent.k12.co.us
Flores, Eric	MS English	eflores@sargent.k12.co.us
Hefner, Heather	K-8 Music	hhefner@sargent.k12.co.us
Hodgson, Catherine	Secondary P.E/ AD	chodgson@sargent.k12.co.us
Lane, Kristin	School Nurse	krlane@sargent.k12.co.us

Martinez, Richard	MS Math	rmartinez@sargent.k12.co.us
McBartlett, Stephanie	Secondary Business	smcbartlett@sargent.k12.co.us
Ruebush, Taryn	Secondary Administrative Assistant	tjruebush@sargent.k12.co.us
Paulson, Terri	MS Science	tpaulson@sargent.k12.co.us
Rockey, Nichole	Special Education Director	nrockey@sargent.k12.co.us
Rumley, Ryan	MS History	rrumley@sargent.k12.co.us
Butler, Linda	Secondary Counselor	lbuter@sargent.k12.co.us
Troncoso, Annie	Art, SPED, & Interventionist	atroncoso@sargent.k12.co.us
Woolsey, Dianne	Teacher Assistant	dwoolsey@sargent.k12.co.us
Wright, Kadi	504 Coordinator	kwright@sargent.k12.co.us

High School

Pierce, Jennifer	K-12 Principal	jpierce@sargent.k12.co.us
Cobb, Kacie	HS History	kcobb@sargent.k12.co.us
Guerrero, Mary Ann	HS Math	mguerrero@sargent.k12.co.us
Hodgson, Catherine	Secondary P.E/ AD	chodgson@sargent.k12.co.us
Lane, Kristin	School Nurse	krlane@sargent.k12.co.us
McBartlett, Stephanie	Secondary Business	smcbartlett@sargent.k12.co.us
Ruebush, Taryn	Secondary Administrative Assistant	tjruebush@sargent.k12.co.us
Paulson, Rafe	HS Science/Math	rpaulson@sargent.k12.co.us
Rockey, Nichole	Special Education Director	nrockey@sargent.k12.co.us
Schaller, Sarah	Secondary Ag	sschaller@sargent.k12.co.us
Butler, Linda	Secondary Counselor	butler@sargent.k12.co.us
Stickler, David	Secondary Aviation	dstickler@sargent.k12.co.us
Troncoso, Annie	Art, SPED, & Interventionist	atroncoso@sargent.k12.co.us
Sewell, Page	Secondary Spanish Teacher	psewell@sargent.k12.co.us
Woolsey, Dianne	Teacher Assistant	dwoolsey@sargent.k12.co.us
Wright, Kadi	504 Coordinator, HS English	kwright@sargent.k12.co.us

Zimmerman, Nathan	HS Science	nzimmerman@sargent.k12.co.us
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SECTION 13: 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.

- **[Community Service Plan in Place of Detention:](#)** Sargent School District encourages students to participate in community service to learn the value of contributing to their community. Students assigned detention will complete supervised community service tasks on school grounds with district staff. Detention/Community Service will be held after school from 4:00–5:00 PM.
 - **[Opt-out Form for Disclosure of Information to Military Recruiters:](#)** Federal law allows military recruiters access to student directory information (name, address, phone number) unless a parent or eligible student (18 or older) opts out. Parents/guardians or students 18+ may complete an Opt-Out Form to prevent this information from being shared. The form is available from the school office and must be signed and returned.
 - **[Drug Testing For Students Involved in Extracurricular Activities:](#)** All students participating in extracurricular activities at Middle School and High School must comply with the district's drug policies (JICH, JICH-R, JJIH & JJIH-R).
 - **[Concurrent Enrollment College Agreement:](#)** Students have the opportunity to earn both high school and college credit through concurrent enrollment. Eligible students may take approved college-level courses at no cost for tuition, helping them get a head start on their postsecondary education. For more information about eligibility, course options, and enrollment deadlines, please contact the school counselor.
 - **[Work Study Agreement:](#)** Students applying for work-study opportunities must meet the criteria described in the handbook. All work-study programs must be pre-approved by the Counselor, and K-12 Principal.
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SECTION 14: [Student Fees](#)

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.

SECTION 15: Board Policy

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.
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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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SECTION 16: Important Links

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

- Nutrition Menus: [Click Here](#) (Submit your Free and Reduced-Price Meal Application by September 30 to qualify for reduced school fees)

SECTION 17: Handbook Acknowledgment

Students and parents/guardians must sign and return the acknowledgment page confirming they have reviewed and understand the policies in this handbook.

Handbook Acknowledgment

Parents/guardians are asked to review the 2025-2026 Secondary 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 secondary 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 secondary office at (719) 852-4025.