

Saeger Middle School



Your Guide to Saeger Middle

All For Learning



Learning For All

Saeger Middle School
5201 Highway N
Cottleville, MO 63304
Phone: 636-851-5600

Welcome to Saeger Middle School. We are thrilled to have you join the Saeger community and hope your time with us is filled with positive growth and development!

We are pleased to present you with this informational guide in an effort to better inform you about happenings at Saeger Middle School. We want you to know that we all work together to support your child and we believe it takes a village to raise a child. We are here to help you and your child throughout your middle school journey. Please feel free to contact us with any questions you have at any time. To access the complete Francis Howell Middle School Student Handbook, please visit our website at: <http://fhdsdm.sharpschool.net/>

Dr. Kandy Worley – Principal (6th Grade)
Ms. Kelly Barber – Assistant Principal (8th Grade)
Ms. Susan Boctor– Assistant Principal (7th Grade)

Principal	Email
Dr. Kandy Worley	Krisandra.worley@fhdschools.org
Ms. Kelly Barber	Kelly.barber@fhdschools.org
Ms. Susan Boctor	susan.boctor@fhdschools.org

Contacting the Counselors and Office Staff

Counselors	Email	Phone
Stephen Bourke	Stephen.bourke@fhdschools.org	851-5489
Nanette Bratton	Nanette.bratton@fhdschools.org	851-5456
Dionne Smith	Deandre.smith@fhdschools.org	851-5506

Office Staff	Responsibilities	Email	Phone
Arica Gonzalez	Administrative Assistant to the Principals	Arica.gonzalez@fhdschools.org	851-5459
TBD	Attendance, Lockers, eNews, Buses		851-5471
Chrissy Pagnotti	Discipline	Chris-tine.pagnotti@fhdschools.org	851-5488
Crystal Wheeler	School Nurse	Crys-tal.wheeler@fhdschools.org	851-5510
Cindy McDaniels	Guidance Department, Enrollment, Withdraws, Demographic Changes	Cyn-thia.mcdaniels@fhdschools.org	851-5509
Officer Jerry Gentry	School Resource Officer	jerry.gentry@fhdschools.org	851-5462



The following are just some of the resources that can be found at Francis Howell Middle School's website: <http://fhdsfhm.sharpschool.net/> Check out the website soon!



Access instant, online, timely and secure student information. More information on the Parent Portal can be found on the following page.

Grade Level Websites

Each grade level has their own page on the Saeger website. You will find it under the tab **"Grade Level"**. Some teachers utilize Schoology, Google Classroom and/or Remind for homework. Check with individual teachers for information.



eNEWS

Weekly news announcements can be accessed through the **school** website. Sign up for e-news by clicking the district News link and then click on eNEWS subscription at the **district** website (<http://fhds.sharpschool.net/>). Parents may also go to the school website and click on **News** and then on **eNEWS**.
http://fhds.sharpschool.net/news/enews_subscription



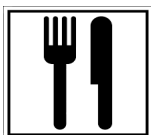
Enrolling
Students

For information on enrollment and school boundary information, on the district website, click **For Parents** and then **Online Enrollment**.



Menus

Click the **Food Services** link and then click **Meal Menus** or upcoming lunch menus.



To access your student's account and use the online payment system for school lunches, click the **Food Services** link near the bottom of the main Saeger webpage and follow the directions



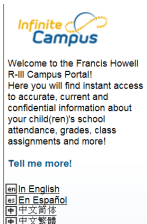
To locate and get contact information for the staff at Saeger, click **Contact Us** and then **Staff Directory** on the school's website.

Resources to Support Your Student

As a parent, you have an opportunity to support your child and help them be successful in middle school. We provide numerous resources to help you help your student navigate their way to success:

PARENT PORTAL

Frequently Asked Questions (FAQ):



First time using Campus Portal?

If you have been assigned a Campus Portal Activation Key, [click here](#)
If you do not have an Activation Key, [click here](#)

Already have a Campus Portal account?

User Name

Password

[Log In](#) [Problems logging in?](#)

What is the Campus Portal?

Campus Portal is our tool for parents and students to access instant, online, timely and secure student information: class schedule, assignments, attendance, discipline, course registrations for next year, report cards and transcripts.

Campus Portal is a means to further promote educational excellence by enhancing our program of communication with parents and students.

Who is eligible to have a Campus Portal account?

Parents of current students are eligible to activate a Parent Portal account, after agreeing to the terms and conditions of use. An activation key is provided by the office to set up your account.

What kind of software or computer is needed to use the Campus Portal?

Computer - any computer capable of running the browser Internet Explorer 5.0 or higher, Macintosh or Windows.

Software - Internet Explorer 5.0 or higher. It is a free download from www.microsoft.com

Internet connection - 56k modem speed or higher is recommended.

A monitor with at least 800x600 resolution is recommended.

How much does the Campus Portal cost?

Nothing. It is a free service to parents, and actually saves the district money by reducing paperwork and labor costs.

Call 851-HELP for help with the Parent Portal (Infinite Campus) site or if you are locked out of the system. The HELP desk can unlock the site.

FOLLOW US



<https://www.facebook.com/SaegerMiddleSchool>

<https://twitter.com/saegermiddle>



Follow the Principals!



@DrKWorley

@susanschneids

BOOK RECOMMENDATION



The Middle School Makeover

*Improving the Way You and
Your Child Experience the Middle School Years*
by Michelle Icard

Technology Information

Teachers at Saeger use multiple platforms to communicate classroom objectives, resources and homework information with students and their families.

Canvas

1. Go to **fhsd.instructure.com**
2. Use your log in information.
3. Courses appear on your Dashboard.

Google Classroom

1. Go to **www.google.classroom.com**
2. To join a course, the teacher will provide you with a course code or invite to view your student's information

Remind 101

Teachers may ask their students and families to join their Remind 101 account. Here you can receive text messages about upcoming due dates for homework and exams.

Your Child's Middle School Day

SPARTAN TIME

Spartan Time is a homeroom type class students attend each day which allows our 6th, 7th, and 8th graders an opportunity to receive extra help, make up work, monitor goals, and improve themselves. They also receive lessons in character, behavior, and social/emotional skills. It is approximately 23 minutes in the morning and the student will have the same teacher throughout the year.

COLLABORATION WEDNESDAYS

Most Wednesdays throughout the school year end at 2:30pm to allow our teachers to collaborate and work together to provide the best learning opportunities for our students. Please check your school calendar for Collaboration Wednesday dates throughout the year.

CAFETERIA ONLINE—MEAL PAYMENTS

Students have a lot more choices and decisions to make at lunch time in middle school! You can help them manage those choices and monitor their spending through the FHSD Web Store online payment system. Student meal payments can be made through the Cafeteria Online link located on the district website. Features of the system include:

- Make online deposits to accounts
- View current account balances
- Set low balance notifications
- Check deposit history
- Set spending limits

The online payment site requires a username and password. **The username and password for SDS system is your child's student ID number.** The system accepts Visa, MasterCard or Discover (credit or debit cards). Cash and checks can still also be sent with your child to school to be added to their lunch account. The system will be able to accept electronic checks. Check the website for current prices. You can access the site using the "Cafeteria" Quick Link on the district or the Francis Howell Middle website under the heading **Parents and then Online Meal Payment.**

ARRIVAL AND DISMISSAL

By Car: Students arriving by car will unload at the parent pick up/drop off area in the back of the school near the library. Cars are not allowed in the bus-unloading zone in the front of school. Students are not to leave school property after morning arrival. Upon dismissal each day, students are to proceed directly to the Parent Pick-Up designated area.

Walkers: Students may walk at their parents' discretion.

Bus: Students will pull up to the front of the building in the morning and drop students off near the main entrance of the building. In the afternoons, buses will remain in slots until completely loaded. Students may not ride buses they are not assigned to; please contact the main office if you have an emergency.

Dressing for Success at FHMS

Saeger Dress Code

Mode of dress or appearance in violation of the school's dress code, inappropriate for school activities and/or disruptive to the educational process include, but not limited to: sagging/revealing clothing, exposure of undergarments, wearing of spikes and/or chains, inappropriate print on garments (e.g. sexual connotations, drugs, intoxicating beverages, firearms, illegal activities, etc.), wearing hats, bandanas or other head apparel.

In addition, Saeger prohibits the seven B's (bras, breasts, bottoms, bare backs, bellies, boxers, or bedroom wear). If there is a question as to whether or not any student's apparel or appearance is inappropriate for school, school officials will make the determination. Students will be asked to adjust their appearance or attire (change or turn inside out) if it interferes with the instructional climate or violates the dress guidelines.

BACKPACKS AND LOCKERS

Students are allowed to carry backpacks. Lockers will be assigned to 6th graders only. Lockers will be assigned to 7th and 8th graders by request. Lockers will be distanced to every extent possible. Please do not use rolling backpacks or pieces of luggage.



Attendance & Academics

REPORTING AN ABSENCE

Parents are asked to call our Attendance Office (851-5471) to report any student absences or late arrivals. Notes from doctor/dentist/orthodontist and other professional offices are encouraged and will be placed in student files. Letters will be sent to students who miss 5, 10, and 15 days during the school year. Excessive absences without explanation will be reported to juvenile authorities. Please remember that when students arrive late or leave early from school, this creates a classroom interruption and a loss of valuable instruction time, not only for your child, but for all students in the classroom. Please require your child to remain in school for the entire day. If you must pick-up your student during the school day, please come into the Main Office with your I.D. to sign your child out. Your child will be called to the office promptly when you arrive.

HOMEWORK REQUESTS

Parents may request homework when a student has been absent for two or more days. Please call the Main Office to make the request. In most cases, homework will be ready for you to pick-up by 3:30 p.m. that day. For a one-day absence, please check with your teachers.

Contacting Your Student During the School Day

CELL PHONE GUIDELINES

Students may use their cell phones before school (until 8:15 a.m.) and after school (3:15 p.m.). Students will not be allowed to use cell phones during passing periods or during lunch. Cell phones are to be kept out of sight. Student devices that are used inappropriately or during school hours will be confiscated. (Please note that students are responsible for any electronics that they choose to bring to school and the school is not responsible for lost or stolen items).



GETTING IN TOUCH WITH YOUR STUDENT AT SCHOOL

If you need to contact your student during the day, please call the Saeger office at 636-851-5600 so that we can get a message to your student. Also let your student know that they may call you from the office when they need to reach you.

How Can We Contact You?

SCHOOL MESSENGER; HOW WE CONTACT YOU

Francis Howell School District now uses the School Messenger Notification System to provide timely communication to parents on matters such as attendance, weather related closures, and school or district-wide emergencies. In order to enhance our ability to accurately deliver that information, we request that you create your own contact preference profile using School Messenger's Contact Manager website.

The Contact Manager feature allows you to control ways in which you prefer to be contacted. It also works like a mailbox, giving you a place to review messages you may have missed. In order to utilize this feature, simply follow the steps to create an account through the secure Contact Manager website by clicking on the School Messenger Instructions. A quick link is located on the district website or in the "For Parents" tab on the Saeger website.

In addition, if you have any changes to your contact information please contact the main office so we can make the changes in Infinite Campus.

Club & Activity Information

CLUBS & ACTIVITIES

A detailed list of each club and activity can be found in the complete Student Handbook, however Saeger Middle School offers the following extracurricular clubs and activities for students:

Drama Club
Intramurals
Jazz Band
National Junior Honor Society (3.8 GPA requirement, application and selection process)
Spartan Shield Club
Spirit Team
Robotics
Yearbook Staff

ACTIVITY FEES

Students participating in a sport, activity, or club in which a sponsor or coach is paid a stipend, will be required to pay a yearly activity fee. The yearly fee is \$20 with a yearly maximum per family of \$40. Payment can be made in two ways: Online at the WebStore – Go to <https://fhdschools.revtrak.net/> and log into the web store with your student's ID number and date of birth. You can also find the web store link under the "For Parents" tab on the District and individual school websites. You may also bring cash, check, or money order to Mrs. Gonzales in the Main Office.

All following Saeger Middle School clubs/activities will require this one-time district fee:



Parent Opportunities

PACK TEAM: FAMILY AND COMMUNITY ENGAGEMENT

The Parents Actively Caring for Kids Team, better known as the PACK Team, leads out family engagement for Saeger Middle School. Parent education and engagement are two key facets of the team. All parents are encouraged and welcome to attend meetings and to join the PACK Team. To learn more about how you can be a part of PACK, contact us in the Office.



We look forward to seeing you at school!