

Francis Howell School District
SAEGER MIDDLE SCHOOL



*Be Respectful * Be Responsible * Be Safe*

PARENT – STUDENT
HANDBOOK

5201 Highway N
Saint Charles, MO 63304-7120

Phone: 636.851.5600

Fax: 636.851.4138

<https://saeger.fhsdschools.org>

SAEGER MIDDLE SCHOOL

Be Respectful ★ Be Responsible ★ Be Safe

Principal
Dr. Kandy Worley

Assistant Principal
Kelly Barber

Administrative Intern
Dr. Katie Robson

Counselors

Nanette Bratton – 7th grade

Dionne Smith – 8th grade

Samantha Schoonover – 6th grade

Nurse

Crystal Wheeler

Office Secretaries

Angie Guinn - Attendance Secretary

Chrissy Pagnotti – Discipline Secretary

Arica Gonzalez - Administrative Assistant to the Principals

Cindy McDaniels - Guidance Secretary / Building Information Specialist

Address: 5201 Highway N.
Saint Charles, Missouri 63304

Telephone: 636-851-5600

Fax: 636-851-4138

Website: <https://saeger.fhdschools.org>

School Hours: 8:15 AM – Classes Begin
3:15 PM – Classes End
2:15 PM – Classes End on Early Release Wednesdays
8:15 AM – 12:20 PM Half Days

Office Hours: 7:30 AM – 4:00 PM

Detention Hours: Afternoons— Monday, Tuesday & Thursday
3:20 PM – 4:20 PM

Visit our website for key information

<https://saeger.fhdschools.org>

Francis Howell Administrative Staff

(636-851-4000)

Dr. Nathan Hoven

Superintendent

Dr. Kenneth Roumpos

Deputy Superintendent

Kevin Supple

Chief Financial Officer

Lisa Simpkins

Chief Human Resources Officer

Jennifer Jolls

Chief Communications and Community Relations Officer

Francis Howell School Board of Education

(636-851-4000)

Mary Lange

President

Mike Hoehn

Vice President

Michelle Walker

Treasurer

Patrick Lane

Director

Chad Lange

Director

Janet Stiglich

Director

Doug Ziegemeier

Director

Board Meetings are regularly held on the first and third Thursdays of the month at 6:30 PM.

Meetings are always open to the interested parents and citizens of the District.

Saeger's Staff

Admin. **Kandy Worley – Principal 7**

Kelly Barber 6

Katie Robson 8

BIS/Registrar Cindy McDaniels

Comp. Tech David Worley

Counselors Nanette Bratton 7

Samantha Schoonover 6

Dionne Smith 8

ESC Kristin Ahlemeier-Olfe

Compass Matthew Koszyk

Librarian Laura Long

Library Para TBD

Nurse Crystal Wheeler

Secretaries Angela Guinn

Arica Gonzalez

Chrissy Pagnotti

SRO Jerry Gentry

ITS Laura Long

Café Aides Christine Coyne

Liz Moore

Custodians Tekedem Assefa

Andrew Ette

Eunice Evans

James LaMar (*Lead*)

TBD

TBD

Department Chairs

Encore – Sherry Fichtinger

ELA – Renee Muckerman

Math – Kristin Luparell

PE – Casey Zuniga

Science – Rachel Neff

Social Studies – Joe Shirley

Special Education – Michelle Hoffmann

Core

Mariah Bohnenstiehl - Math

Sarah Browne – Math

Kara Burgess – ELA

Eric Chilcoat – Social Studies

Melissa Corey – ELA

Andrew Davis – Math /PE

Tiffany Heggemann – ELA

Stacey Hilker – Science

Patrick Kreidler – ELA

Charles Lott - Math

Kristin Luparell – Math

Brianna McCarter - Science

Renee Muckerman – ELA

Rachel Neff – Science

Dan Pezold – Social Studies

Jennifer Rinesmith – Science

Joe Shirley – Social Studies

Carol Sparks – Social Studies

Kari Wilhite– Science

Physical Education

Bob Breuer

Andrew Davis

Kyle Janssen

Derek Phillips

Casey Zuniga

Encore

Alex Amo – French/Math 180/ITD

Rafael Arrijos – Spanish/WC

Stacy Bright – FACS/MPT

Kathy Carron – S&D/ITD/EBD

Shannon Crepps – Band

Melissa Dumas – German/WC/EBD

Sherry Fichtinger – Art /EBD

Patrick Keller- Choir/MPT/EBD

Andy Messerli – Band/Read 180

Paul Otto – IT/EBD

Lauren Rougely – FACS/ITD/EBD

Alternative Learning

Cathy Andrews

Amanda Beck

Ashley Hoeft

Michelle Hoffmann

Leif Johnson

Sheila Turner

Paraprofessionals:

James Annala

Michelle Beyerbach

Linda Grimes

Dainta Jacobi

Laurie Jilek

TaWanda Keling

Cathering Page

Codi Schierbaum

Alexandria Sullivan

Jordan Bucher – Behavior Support

Karen Flood – Spectra

Tamara Fridrich – ESOL

Jennifer Jorel – Lang. Live

Andy Harris - Visual

Debbie Kuntzman – Lang.Live/Rd 180

Theresa Maher – ELA

Karen Thambyrajah – ESOL Para

Deborah Wachter- Speech

Saeger Middle School Calendar

(Dates and cancellations could change due to additional snow days and COVID protocols)

Check the web page for updates to yearly calendar and activities at <https://saeger.fhdschools.org>

Interested in becoming an approved volunteer?
Contact Arica Gonzalez, principals' secretary, at 636-851-5459

A FEW DATES WORTH NOTING:

August 12	Incoming 6 th Grade Parent Night 6:00 – 7:00
August 17	BIS and Nurse available, turn in forms, pick up and walk schedule 9:00 – 2:00
August 19	Middle School Transition Day – 6 th grade – NO BUS TRANSPORTATION 8:15-12:00
August 23	First Day of School – Release 3:15
August 26	Open House 6:00 – 7:30
September 28	Fall Conferences 4:00 - 7:30
September 30	Fall Conferences 4:00 – 7:30
October 14	SMS Variety Show at FHC
November 11	Veterans' Day Brunch (during the morning)
November 15	Instrument Selection Night 5:30-9:00 (Café, Room 300, Band Room)
December 6	Band Concert (7 th and 8 th grade) – 7:00
December 14	Choir Concert – 7:00
January 11	Band Concert – 7:00
February 24	Spring Conferences 4:00 – 7:30
March 1	Spring Conferences 4:00 – 7:30
March 10	SMS Play at FHC
March 14	Community Band Concert – 7:00
April 8	8 th Grade Dance 6:00 – 8:00
May 2	Howell of Fame - <i>District Event not held at Saeger</i>
May 5	Band Concert (Beginning) - 7:00
May 10	Choir Concert - 7:00
May 13	8 th Grade Level Activity Day (<i>during the day</i>)
May 17	Band Concert (7 th , 8 th , and Jazz) – 7:00
May 23	Spartan Celebration - 7:00 (Awards ceremony)

Mission Statement

“All for Learning and Learning for ALL!”

Vision

Saeger Middle School is a safe environment where students and staff experience personal and academic growth through respect, communication, and high expectations.

Pillars of Honor

- ❖ Be Respectful
- ❖ Be Responsible
- ❖ Be Safe

At SMS we will . . .

- ❖ create a climate of responsibility among students and staff through strong, clear, ethical expectations and accountability.
- ❖ make collaborative decisions by openly sharing ideas and concerns with colleagues.
- ❖ seek ways to create collaborative time during the day.
- ❖ provide opportunities for students to experience academic success while continually assessing and responding to their needs.
- ❖ model respect.

BELL TIMES

BLUE Schedule

Spartan	8:15	8:30				
1st	8:34	9:24				
2nd	9:28	10:18				
3A	10:22	10:45	3A	1st	10:22	10:45
3B	10:49	11:12	3B	2nd	10:49	11:12
4A	11:16	11:39				
4B	11:43	12:06	4A	3rd	11:16	11:39
4C	12:10	12:33	4B	4th	11:43	12:06
5A	12:37	1:00				
5B	1:04	1:27	4C	5th	12:10	12:33
6th	1:31	2:21	5B	6th	1:04	1:27
7th	2:25	3:15				

SILVER Schedule

1st	8:15	9:03				
2nd	9:07	9:53				
			Lunches			
3rd	9:57	10:20	3A	1st	9:57	10:20
3rd	10:20	10:42	3B	2nd	10:20	10:42
4th	10:42	11:05	4A	3rd	10:42	11:05
4th	11:05	11:28	4B	4th	11:05	11:28
4th	11:28	11:51				
5th	11:51	12:14	4C	5th	11:28	11:51
5th	12:14	12:37	5B	6th	12:14	12:37
6th	12:41	1:26				
7th	1:30	2:15				

12:20 Early Release

8:15-12:20

Finals will be given on last full day and on early release days.

SUCCESS

Those students who strive to be a success will be more likely to do so than those individuals who merely take life as it comes. Students at Saeger will find the following points useful in their pursuit of success.

- 1 Always perform at your very best giving your very best effort.
- 2 Be in class on time with the required materials.
- 3 Be well organized.
- 4 Plan ahead.
- 5 Make an effort.
- 6 While in class, be alert and attentive at all times.
- 7 Keep daily notes about the important matters.
- 8 Be sure you clearly understand each lesson assignment and that the assignment is completed and handed in on time.
- 9 Homework usually counts for a significant portion of your grade.
- 10 While in class, do not hesitate to ask questions about the assignment or discussion of some topic.
- 11 Good, intelligent questions are welcomed by the teacher.
- 12 Learn to respect the adults in the school.
- 13 School will be more worthwhile if you are involved in clubs and other after school activities.
- 14 Set goals.
- 15 When beginning to study at school or at home, be sure to have all the necessary materials on hand.
- 16 Establish a regular study time and study in a quiet, well-lighted and ventilated room, which will add to the span of concentration.
- 17 Strive to always do your best.
- 18 Learn from your mistakes.

In an attempt to encourage the success for all students, teachers may use a variety of interventions to encourage work completion. Teachers may work with students and parents by using such interventions as: daily parental signed planners, counselor check-in sheets, weekly reports, incentives, contracts, etc. Our Spartan Shield Team may specifically address attendance, behavior, and academic issues for those students who are require additional assistance.

We are dedicated to our mission: “All for learning and learning for all.”

ACTIVITY FEE

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. Students will be assessed one fee regardless of how many sports/activities/clubs they participate in during the school year. An application for financial assistance/waiver will be available for students, as needed. Unpaid fees will result in students not being able to participate in future clubs/activities and could result in the holding of schedules until the fee is paid.

*Additional team and club assessments will still apply.

Activity Fee Structure*		
	Yearly Fee	Yearly Maximum per Level per Family
Elementary	\$5.00	\$10.00
Middle	\$20.00	\$40.00
High	\$40.00	\$80.00

ADDITIONAL CLASS COSTS

In some classes after requirements are met, students may wish to do additional work. Materials in these instances must be paid for by the student. Art, FACS, and Industrial Arts are examples of classes in which additional class costs may apply.

AFTER – SCHOOL ACTIVITIES PROCEDURES

All students who stay after school are to be with a staff member. Any students roaming the campus after 3:20 p.m. without supervision may receive consequences such as: parent conference/or denial of the privilege to stay after for after school activities, and detention, to name a few. Students waiting for late rides are to wait in the front entrance.

ANNOUNCEMENTS

Student announcements will be shared regularly with students. Students are responsible for checking to see what they missed in the announcements due to late arrival or absence. Announcements will be posted on Saeger's E-News.

ASSEMBLIES

Assemblies may be scheduled throughout the year. Attendance for students is usually required. Students not attending will be assigned a place for supervision. Students are expected to show respect for those leading the assembly or performing. Proper audience behaviors are expected. Assembly attendance may depend upon the students' behavior and other requirements. Students who cannot conduct themselves as responsible members of an audience will be removed from assemblies and consequences may include loss of assembly privileges up to and including suspension.

ATTENDANCE & ABSENCES

See the District Attendance Regulation on the FHSD Website

The Board of Education believes that regular attendance is essential to achieving success in school. Education is a total process based upon continual communication and shared responsibilities among parents, students, teachers, and school. As students mature and progress through the educational system, they should increasingly assume responsibility for regular attendance. However, parents have a legal and moral responsibility to require regular attendance at school. Missouri School Law under the Compulsory School Attendance subsection places the burden of responsibility for school attendance on the parent/guardian. (R.S.MO.167.031)

Parents/Guardians have a responsibility for requiring and promoting their child's regular and punctual school attendance. The purpose of the attendance policy of Saeger Middle School is to encourage regular and punctual attendance to enhance all of our students' ability to succeed in school.

An integral part of the learning experience is the interaction between students and teachers. Students who are absent from school are not able to participate in class discussions, small-group activities, or class experiments. They miss out on explanations of concepts and ideas that will appear on homework assignments and tests. Missing school results in poor work habits, lower grades, lower self-esteem, and a lack of self-discipline. In the event of an attendance problem, parents and the school shall cooperatively work to resolve the situation.

Since there is a direct relationship between attendance, grades, and success in school, Saeger believes that students must maintain a good attendance record. This attendance policy has attempted to establish reasonable standards regarding absences with the purpose of encouraging and supporting students toward achieving the highest possible academic success. We have implemented a process for attendance that uses a three tier system. We want your student to strive for 95% attendance or better. Daily email notifications are automatically generated if your student's attendance falls below 95% (based on hours of attendance). If you have had contact with us via phone, email, or written documentation for extended illness or other acceptable reason for the absence, you will not be contacted by the school. If your student's attendance falls below 95% and the school has reservations or concerns about your student's attendance, you will be contacted by a teacher, counselor, and/or an administrator.

Tier I: Students at or above 95% are considered "in the green" and we will continue to monitor their attendance.
Tier II: Students ranging between 90% - 94.99% are considered "in the yellow" and will receive a variety of interventions.
Tier III: Students that drop below 90% are considered "in the red" and will receive more intensive interventions. If your student's attendance falls below 90%, we may request that a physician's written note be brought to the office. The level of interventions the school uses will increase as student's attendance decreases, so we can help ensure the student and family have the appropriate support.

Absences

➤ Unexpected Absences

If a student is to be absent from school *unexpectedly due to illness, etc.*, the parent is requested to call school and give notice of absence and reason before 9am the morning of absence.

➤ Pre-Arranged Absences

If a student will be absent from school due to a *pre-arranged event*, the parent is requested to call school and give notice and reason before the day of absence.

You may call our Attendance Secretary directly at (636) 851-5471. If we do not hear from a parent/guardian by 11am, our automated system will call and/or email home, with the contact information given in our SchoolMessenger system, when a student is marked absent unknown.

Francis Howell School District uses the SchoolMessenger Notification System to provide timely communication to parents on matters such as attendance, weather related closures, and school or district-wide emergencies. In order for us to deliver that information, please create and/or update as needed your contact information and preference using [SchoolMessenger's Contact Manager website](#).

Written documentation is required for all absences. Upon return to school the student must submit a signed note to the attendance secretary with the following information:

- Student's full name
- Date of absence (s)
- Reason for absence (s)
- Parent/Guardian signature

➤ Make-Up Work During Absences

Students are required to make up missed work.

It will be the responsibility of the student, on his/her own initiative, to contact the teacher(s) involved to determine make-up assignments and establish mutually agreeable times for daily and test make-up. When a student has been absent only one day, he/she will be required to take any missed test that was scheduled in advance on the day of his/her return. All work that was due prior to the absence is to be turned in on the day of his/her return.

Please check Canvas or email your child's teacher when making homework requests for an upcoming absence or if your child has been out.

Attendance At After School Activities

Students **MUST** attend school during the school day hours to participate in any after school or evening activity. Students may **NOT** miss more than two hours of a school day to attend/participate in any after or evening activity.

Students who have been unable to schedule dentist or doctor appointments on another day may be excused from this policy as long as they provide the principal with a WRITTEN doctor's note stating that the student may participate in the activity. Students who have been assigned ISAP or OSS will **NOT** be allowed to attend after school or evening activities for the days they are suspended. This policy will be strictly enforced.

➤ **Absence On A Day Of An Activity (Athlete, Club Member, etc.)**

All students who represent the school in activities or expect to attend activities must meet in full all scholastic and organizational requirements for participation. They must be in regular full day attendance the day the activity is scheduled unless the activity is in another city and it is necessary that the student is absent due to travel, or unless the activity is scheduled on a day when school is not in session.

➤ **Sign-Out or Sign-In Procedures**

Sign-Out: Leaving School

Students who leave the campus during the day **MUST** be signed out at the attendance desk. The student **MUST** be signed out in person by the **parent/guardian** and proof of identification, driver's license, etc. must be provided with reason for leaving.

If someone other than a **parent/guardian** is needed to pick up a student, a parent must call the office and provide the full name of the person that will be picking up, reason and an approximate time of pick up or send a note with their student regarding the same pick up information with parent signature.

(Grandparents, neighbors, other relatives on your 'Emergency Contacts' are not allowed to pick up your student unless we receive notification from the parent/guardian. These Emergency Contacts are for when we are unable to contact either parent or guardian in an emergency or student illness.)

Sign-In: Arriving to School

When a student arrives late to school due to a morning appointment, they may sign themselves in with an appointment note from the doctor. If they do not have a note, a parent signature or parent signed note is required to excuse the tardy.

➤ **Tardies**

Tardiness to School--Being on time is a habit that should be encouraged and practiced by everyone. If a student is tardy to school, he/she must report to the attendance desk and sign in to obtain a pass to class and the tardy may be dealt with the same as tardies to class.

Tardiness to Class--Tardiness can be defined as a student not being in an assigned seat at the time of the tardy bell without a proper excuse.

Tardies:

1st tardy—Teacher/Staff confers with student

2nd tardy—Teacher/Staff notifies student that the next tardy will result in a detention

3rd tardy—Teacher/Staff assigns a detention

4th tardy—Teacher/Staff assigns a detention

5th tardy—Teacher/Staff assigns a detention

6th tardy—Teacher/Staff assigns a detention

7th tardy & Subsequent tardies within a semester teacher/staff assigns a principal's referral

Students who come late to class disrupt that class in session. Therefore, students are expected to arrive on time. If a teacher, staff or an administrator detains a student, the student should ask that person to provide him/her with a written pass. Students will begin each semester with no tardies assessed to them.

BICYCLES AND BIKE PASSES

It is recommended that all students ride the bus to and from school.

Any Saeger student who wants to walk/bike ride to and from school **MUST HAVE** a parent-signed — "Walker Permit" on file with the office. Walker permit forms are available in the main office or on Saeger's website under PARENTS tab.

Walkers/bike riders will report to the cafeteria at the end of the school day. Walkers/bike riders will be supervised by a

teacher and will be dismissed AFTER all busses leave the parking lot. This applies to whether walking home, to FHC, or to a nearby business.

Saeger Middle School has a bicycle rack for those students who do ride to school. All bikes must be secured with a bike lock on the rack. Students must supply their own bike lock. Saeger is not liable for vandalism and/or theft. Helmets are to be worn for safety.

Parents, please make sure that you are “in the know” if your child decides to walk home. It is important that you know with whom your child is walking and to where he/she is going after school hours. Please discuss with your child the expectations to follow the traffic signals, roadway rules, and appropriate behavior while walking and when frequenting nearby businesses. Remember there is NO Adult supervision for walkers/bike riders. Parents who permit students to walk/bike ride on do so at their own risk.

BIRTHDAYS

Birthdays are a special time, however, without a few parameters at school, they can become disruptive. Balloons, treats, bouquets of flowers, large stuffed animals, etc. are not allowed as your child will not be able to carry it safely home on the bus or carry them around during the day.

BOOK BAGS / BACKPACKS

Students may bring backpacks/book bags of reasonable size to and from school. Back packs/bookbags with wheels or those that appear to be luggage are not allowed. Students may carry draw string bags. The administration reserves the right to review and restrict bags that are determined to cause disruption or concern.

BULLYING

See the District Code of Conduct on the FHSD or Saeger Website.

Saeger’s Pillars of Honor are: Be Responsible, Be Respectful and Be Safe. Saeger will not tolerate any form of bullying. There are ways in which students, staff, parents and guardians can help to address concerns. For students, if you see another student being picked on and you don’t feel comfortable telling the person to stop, there are things you can do to help get the situation addressed, tell a friend, tell your parents, tell a teacher, tell a counselor, tell the School Resource Officer (SRO), tell a principal, or drop a note in one of the care and concern boxes located around the school.

The Francis Howell School District takes a strong stand against bullying. Bullying defined in Board of Education Policy 2655 as the intentional action by an individual or group of individuals to inflict intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; substantially disrupts the orderly operation of the school. Bullying may consist of physical actions, including gestures, or oral, cyberbullying, electronic, or written communication, and any threat of retaliation for reporting acts of bullying.

Students and parents are encouraged to report any instances of bullying. Our care and concern boxes are one avenue to report such instances. The boxes are checked frequently and are a way for students to place a note in the care and concern box letting the Administration/ SRO know of any bullying or safety concerns. Saeger has also placed a cyber care and concern box on Saeger’s website. Students and parents may email any bullying / safety concerns directly to our Administrators / School Resource Officer. Let someone know what is going on. Whether you have seen the situation first hand or know that is taking place, it is the responsible and safe choice to let someone know who can help address the situation. Doing nothing is not an option.

BUS EXPECTATIONS & PROCEDURES

See the District Middle School Code of Conduct on the FHSD or Saeger Website.

If students or parents have a serious bus problem, they should check with the administrators and/or Francis Howell Transportation Office.

Saeger’s policy gives students enough time at the end of the day to go to their lockers and board the bus on time.

- ➔ Doors will close and buses will depart shortly after the daily dismissal bell.
- ➔ Students who miss the bus will need to arrange alternate transportation to and/or from school.

Francis Howell Bus Transportation does NOT allow students to ride any bus other than their regularly assigned bus. Students trying to ride home on another bus will be removed and escorted to their assigned bus or directed to call home for a parent/guardian to pick him/her up at school. Students are not to get off at any other stop than their designated bus stop.

Only students enrolled at Saeger Middle School will be permitted to ride the bus. Students trying to ride home on a bus other than their designated route are subject to bus referrals and consequences. The school bus is an extension of the school, therefore, the same expectations apply as in the classroom.

EXPECTED BEHAVIORS

See the District Middle School Code of Conduct on the FHSD or Saeger Website.

CAFETERIA

The cafeteria offers balanced lunches to students at a reasonable price. Free and Reduced lunch information and applications are available on the Francis Howell School District website and applications need to be filled out on a yearly basis. The rules listed below are to be followed by each student. *See Spartan Shield*

1. Students are to enter and exit the cafeteria in an orderly fashion.
2. Students are to be seated at tables in the cafeteria and remain seated during the lunch period. Seating is limit to a certain number both at the round and rectangle tables.
3. Tables will be dismissed to get into the lunch lines. No cutting in line.
4. Have pin # or money ready when the cashier is reached. Money should be available in students account. Please monitor in order to ensure funds are available.
5. Students using the microwaves should be respectful of others and monitor the warming of their food to avoid overcooking, burning, or spilling. Please wipe up any messes that are the result of your use.
6. Help keep the cafeteria neat and clean. Make certain to leave the table and the floor beneath it ready to be used by the next person. Put trash in waste cans. Recycle appropriate items.
7. The privilege of eating in the cafeteria may be denied a student for misconduct.
8. Because of the large number of students in the cafeteria, all students are encouraged to converse in a normal speaking tone and volume.
9. The students eat their lunches in the cafeteria. Food is not to be taken from the cafeteria without special permission. This includes bags of chips, fruit, drinks, etc.
10. Students are to respect cafeteria workers and supervisors.
11. Each student is responsible for providing his/her lunch or the money to purchase it and should not ask others for money. Students must pay for all items.
12. Free and reduced lunch forms may be picked up in the counseling office any time during the year.
13. Parents/Guardians are not to drop off pizzas, fast food lunches or large meals for any student as this causes a huge disruption in the cafeteria.
14. Food deliveries (i.e. doordash, grubub, etc.) are not allowed.

CARE & CONCERN BOXES

The Care and Concern Boxes are an effort to provide students an additional way they can bring issues to the attention of Saeger teachers and staff. There are three care and concern boxes located throughout the building; one in the encore hallway, one in the 400 hallway and one upstairs near the elevator. There also is a cyber care and concern box on Saeger's website that is directly linked to our Administrators and School Resource Officer.

Students may use the boxes to report actions that they have experienced or witnessed and would like addressed. Students also may report a concern that they have for a fellow student. The student simply drops a note in the box or use the cyber care and concern box. Be sure to include specific information when making a report. The more details that are included, that better the teachers, principals, counselors, or the SRO can respond. The boxes are checked frequently and the reports are shared with the appropriate staff member.

CELL PHONES/ELECTRONIC DEVICES

As parents, we get a great deal of comfort knowing our children are easily accessible by phone. Although, cell phones can be used as a learning tool, they also are a source of distraction and disruption to the learning environment and can become a source of stress for students. You can help contribute to a positive and safe learning environment by reiterating with your child that phones are to remain off during school hours. Work with your child to develop a routine to check text messages or voice mails from you before or after school only. Should you need to contact your child during school hours, please call the main office and a staff member will deliver the message to your child. Activated phones may be taken to the office to be returned to the student and/or parent. The district is not liable for damage, loss or theft of device.

- **Cell phones MUST be turned on silent and put away (lockers/book bag/purse/pockets) during the school day.** Students will be asked to silence and put away their phones as they enter the school in the mornings and will be able to access them when they get back on the bus in the afternoon.
- **Call phones/electronic devices will NOT be allowed during lunches or passing times.**
- Should you need to get in touch with your child during the school day or get a message to him or her, please call the main office at 636-851-5600. Administrators will share messages with students during their lunch period or later in the school day.
- Should your child be sick, he/she needs to first report to the nurse and the nurse will contact you regarding possible pick up.
- Phones in use may be taken to the office to be returned to the student and/or parent. The only exception to this would be for academic purposes at teacher discretion.

SMS has implemented the following practice with regard to cell phone offenses:

(Cell phone offenses is a level one offense in the District Code of Conduct.)

- **First Offense**—Cell phone will be “bagged and tagged” and brought to the main office. The student will be able to pick up the phone at the end of the day / dismissal from school.
- **Second and Subsequent Offenses**—Cell phone will be “bagged and tagged” and brought to the main office. The parent will need to pick up the phone in the main office.
- **Subsequent offenses**—the student will be subject to disciplinary action and will lose the privilege to have the item at school. When other issues accompany cell phone use, there are other consequences which may be assigned.

CLASSROOM DISCIPLINE GUIDELINES

Teachers, Guest Teachers and Staff have the authority to assign detentions.

Offenses

Classroom disruptions including, but not limited to: excessive talking, out of seat, throwing objects, disturbing others, improper use of electronic devices, note passing and/or other actions which interfere with the educational process are not acceptable.

Disciplinary Action

Initial Problem	Teacher confers with student
Continued Problem	Teacher gives student a warning Teacher contacts parent(s) / guardian(s)
If problem is not resolved after warning	Teacher assigns detention
If problem is not resolved after assigning detention	Teacher refers the student to the principal’s office

CLOSING OF SCHOOL / DISMISSAL OF SCHOOL

In case of bad weather, due to snow or ice, or other emergency, school will be dismissed. When school is called before the start of the day, begin listening and watching for information on the closing of the Francis Howell School District between 5:00 a.m. and 7:00 a.m. Local TV and Radio stations will have updates. FHSD website, Twitter, Facebook as well as the School Messenger System are other ways information is communicated.

CLUBS AND ACTIVITIES

Saeger offers students a variety of clubs and after school activities throughout the year that meet before or after school. Some activities require parent-signed permission slips for student participation. Information can be found on our website and enews. *See Activity Fees*

CODE OF CONDUCT

See the District Code of Conduct on the FHSD or Saeger Website.

The Francis Howell School District has adopted a Code of Conduct that is utilized as a guide for handling student discipline matters. The Code of Conduct is available to all students on our website. At the beginning of each semester it is reviewed with students so that they are aware of the expectations, various disciplinary offenses, and the possible consequences if an offense is committed. The Code of Conduct is designed to foster student responsibility, respect for the rights of others, and to insure the orderly operations of district schools and school sponsored events. All rules and regulations listed in the Code of Conduct are applicable and enforced at Saeger. Please visit our website to review the District Code of Conduct.

COMPLAINT RESOLUTION PROCESS FOR ESSA

See Appendix 2

CONGREGATING – STUDENTS

Students in groups who create an unsafe environment, are disruptive, or impede the smooth flow of student traffic may be disciplined. Students who choose not to comply will be assigned consequences.

CURRICULUM

See Guidance Section Courses are offered through Ed Options/Edmentum. Students must attend the Francis Howell School District for one semester prior to taking an online course. Parents should call their child's counselor if they are interested in taking an online course in place of the FHSD curriculum.

DANCES

Some basic information:

1. Our 8th grade dance is for current 8th grade Saeger students.
2. Only current Saeger Middle School students may attend the parties or dances.
3. Dating is not encouraged at school dances.
4. Tickets must be purchased in advance. Students will not be allowed to attend the dance on the day or night of the activity without the ticket unless arranged in advance with the sponsor or principal(s).
5. Students attending the dance/activity may NOT leave the dance/activity. Students are not permitted to attend after 30 minutes past the scheduled starting time unless written permission is granted by the office beforehand.
6. If students are absent on the day of a dance or activity, they may not attend the activity unless special permission is granted.
7. Students may **NOT** miss more than two hours of a school day to attend/participate in any after school or evening activity.
8. Students who have been unable to schedule dentist or doctor appointments on another day may be excused from this policy as long as they provide the school with a WRITTEN doctor's note stating that the student may participate in the activity. The excuse should be given to the principal on the day or night of the activity.
9. Students who have been assigned ISAP or OSS will **NOT** be allowed to attend/participate in after school or evening activities for the day of the incident and the days that they are suspended.
10. All school and district policies and rules apply.

DETENTION PROGRAM / DETENTION SCHEDULE

The art of discipline is the teaching of positive and appropriate student behaviors. It is a process that enables students to make right choices when given clearly defined expectations and classroom limits. When home, school and community work together, every Saeger student can be assured of a safe and positive environment in which to learn.

Students may be assigned detention for school or classroom misconduct, excessive tardiness, truancy or for other infractions. Parents are responsible for transportation to morning and from afternoon detentions. Students **MUST** arrive on time to detention.

☞ DETENTION PROGRAM

Afternoons - Mon / Tue / Thur (3:20 PM – 4:20 PM)

Detention Rules

- Students must use parent transportation to and from school when serving a detention.
- Students must make transportation arrangements prior to the day the detention will be served.
- Students are to report to the detention classroom. Students arriving late will may be allowed to serve at that time.

- Students are expected to follow the detention supervisor's directives the first time, every time.
- Students asked to leave detention for NOT following the above rules will be asked to call a parent to be picked up. The detention may need to be served at a later date.

Removal or Truant from Detention

Removal from detention is considered a level one offense. Students are expected to be prepared and follow all rules while in detention. Those unable to follow the rules will be removed from detention. Removal from detention may result in the detention needing to be served at a later date.

Late pick up from detention/after school activities

For safety and supervision reasons, students are to be picked up by 4:20 from after school detention. Should a student be picked up after 4:30 the following actions may apply.

Disciplinary Action

1 st offense	Warning to parent
2 nd and subsequent offenses	Student will not be allowed to stay after for future detention(s)/activities. Other arrangements will need to be made for the student to serve detention. Before school detention, Saturday detention, ISAP or OSS may be future consequences.

MULTIPLE DETENTIONS/REFERRALS

- ❖ Students who have received multiple detention/referrals may no longer be assigned before or after school detentions. Future consequences may result in Saturday detentions, In-School Suspensions and/or Out-of-School Suspensions.

DRESS CODE AND PERSONAL APPEARANCE

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.),

We follow the district expectations in the Code of Conduct with regard to school dress. We recognize that school clothes shopping can be a challenge for many parents. Today's fashions that are reflected in videos and TV may not always be appropriate for creating an environment conducive to learning. We ask as parents that you pay careful attention to what your child is wearing.

The following are NOT allowed:

- Bare backs
- Bedroom Wear
- Bellies and above exposed
- Bottoms exposed
- Boxers & other under garments exposed
- Bad language, beer, and other bad taste promoted
- Blankets
- **For safety reasons, we also do not allow hoodies on the head or hats to be worn.**

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.

If after a student has been asked to change to clothing that meets the dress code a student is later found to be in violation of the dress code again, additional discipline may be imposed. *See FHSD Code Conduct*

DRIVING TO SCHOOL

No middle school students may drive to school or park on campus.

DROP-OFF / PICK-UP LOCATIONS

Students may not be dropped off before 7:45. Students must be picked up by 4:20. Parents may drop off and pick up students at the start and end of the day at the Student Drop-Off/Pick-Up Lane located behind the school. For after school activities pick up, parents should circle the building and park facing the building in an effort to alleviate traffic congestion and confusion. Please comply with these procedures so that we can provide for the safety of all students. The front parking lot is reserved for bus traffic and emergency vehicles only. Park in the spaces facing FHC.

EARLY ARRIVALS

Students are not allowed before 7:45, unless attending a sponsored before school activity. Students are to remain with their sponsors until the 8:10 bell rings.

Students are not allowed to roam or loiter in the hallways before classes begin. Once the busses have unloaded, students may report to the lockers. A two-minute warning bell will ring at 8:13 a.m. Shortly thereafter an 8:15 bell rings for first period. Tardies are counted after 8:15 a.m.

EARLY DISMISSAL

If a student must leave before the end of the school day, a parent/guardian must sign the student out at the attendance office. A reason for the early dismissal should be provided. Parents/guardians will not be allowed to go directly to the classroom. The parent/guardian should send a note to the main office in advance regarding an early dismissal.

ELECTRONIC DEVICES: CELL PHONES / TABLETS

Electronic devices may be permitted at teacher discretion for academic purposes. Electronic items in use or displayed during school hours, when they are not teacher/administrator permitted, may be confiscated. Confiscated devices may be searched for improper messages and/or images. The district is not liable for damage, loss or theft of device.

See Cell Phones for usage procedures at Saeger.

EMERGENCY PROCEDURES

☞ Earthquake Procedures

If you are indoors, stay indoors. If you are outdoors, stay outdoors. Most injuries occur as people are entering or leaving a building.

Indoors: Take cover under heavy desks or tables, in doorways, or against inside walls. Stay away from windows or other glass. Avoid high bookcases, cabinets, chimneys, or other furniture or structures that might topple or collapse.

Outdoors: Move to an open area, away from buildings and utility wires. The greatest danger from falling debris is just outside of doors and close to outer walls.

In a Vehicle: Stop as quickly as safety permits and remain in the vehicle away from buildings and wires.

☞ Fire Procedures

As a safety measure, and in accordance with Missouri State School Law, fire drills will be conducted at regular intervals during the school year. In case of a fire alert, an alarm will sound and a possible announcement will be made over the intercom or bullhorn. A fire evacuation plan will be placed in each classroom.

When the signal sounds, teachers will instruct students to leave by the nearest exit. Leave quietly, but quickly, without pushing or crowding, and go far enough from the building so those behind you will not be crowded.

☞ Tornado Procedures

In case of a tornado alert, an announcement will be made over the intercom or, in the case of a power failure, the principal or assistant principal will use a bull horn. A tornado evacuation plan will be placed in each classroom.

Students are to be evacuated to the designated “safe” area. Note the following:

1. Students should assemble along the walls of the halls away from any windows.
2. Physical Education classes outside should take cover in a low level area.

PROTECTIVE POSTURE - The recommended method for protecting oneself is to sit facing the wall with your head between your knees and your hands covering your head.

EQUAL OPPORTUNITY POLICY

See Appendix 3

FIELD TRIPS

Students taking part in school trips or other school activities including those off school premises are under the authority of duly assigned school personnel. All policies of the District are in effect during these activities and whenever on school district property. Any student leaving campus to go on a school-sponsored field trip must turn in a signed parent permission form. Failure to do so will result in the student remaining at school. Students are not to ride in private transportation unless proper district driver and rider permission forms have been completed and approved.

FOOD, DRINKS, DELIVERIES, ETC.

Drinks, gum, candy, and other food may not be consumed during class time unless by teacher permission. Any food or drink purchased in the cafeteria must be consumed in the cafeteria. No food or drinks are allowed on the bus. We highly suggest that high energy/sugar drinks not be consumed at school or on the bus as to not impede the student learning and focus. Food and drinks brought into school are not to be shared.

Parents/Guardians are not to drop off pizzas, fast food lunches or large meals for any student as this causes a huge disruption in the cafeteria. We share this information with our students as well. Food deliveries (i.e. doordash, grubub, etc.) are not allowed.

Be sure to remind your child to grab his/her lunch bag/box when heading off to school each day to help avoid the middle of the day call to you requesting lunch to be brought to school. Periodically checking your child's lunch account balance also is helpful so he/she knows that money is available when in the checkout line.

FREE AND REDUCED LUNCH PROGRAM

Please contact our BIS/Registrar at 851-5509 for forms or questions concerning the Free and Reduced Lunch program. Families must reapply ANNUALLY for the Free and Reduced Lunch Program.

GRADES AND GRADING SYSTEM

Grade cards are for the information of the parent, as well as the student. Students are issued on-line computerized grade cards reflecting all subject areas four times in a school year. Parents are encouraged to attend Parent-Teacher Conferences to monitor student progress. Parents expecting the use of a student planner, combined with parental establishment of a homework routine and monitoring of homework completion usually results in success. The "academic grade" is the teacher's evaluation of scholastic progress based upon homework, reports, tests, and class participation. Citizenship, conduct, and effort may be evaluated and commented on separately.

The marking system is:

A - Excellent / Superior (90 - 100)

B - Above average (80 - 89)

C - Average (70 - 79)

D - Below average / Inferior (60 - 69)

F - Failure (0 - 59)

Addressing Concerns/Questions

Remember, your child's teachers are certified experts in their field and are committed to educating young people. They work with children on a daily basis and therefore have a wealth of knowledge and understanding of a student's performance. Your support and trust of our professional teachers is imperative. Should you have a question or concern, please visit with the teacher personally. While a student's perceptions and input are important, remember that the teacher is the responsible adult in the classroom and shares your goal of your child being successful. When you have a concern, approach the teacher in a spirit of teamwork and seek workable solutions. Your reaching out as a parent is crucial. While you have a child or two or three to be responsible and accountable for, teachers are charged with up to 150 students. Any initiative on the part of the parent helps facilitate shared responsibility for their education. Should you still feel that you have concerns, your child's guidance counselor and grade level administrator may be a resource for you, your child, and your child's teacher. Please use their expertise. Again, we are all here to see your children succeed.

GUEST TEACHER BEHAVIOR

Exemplary behavior is expected from students at all times, especially during visits from guest teachers. All students MUST be courteous and respectful toward anyone substituting for a regular teacher. Any student who has been reported as having been disruptive to the learning environment or disrespect toward a guest teacher may be referred to the office. Teachers may also follow up with appropriate disciplinary consequences upon their return.

GUIDANCE

The Saeger Guidance Department, consisting of counselors and a building information specialist (BIS), provides many varied and important services to the students, teachers and parents in the school. Each counselor works primarily with one grade level, although all may contribute expertise if a situation demands it. Counselors often engage in one-on-one counseling with students, provide group counseling (as needed for support and skill building), and work closely with district and community agencies to assist students in crisis situations. In addition to their counseling services, Saeger counselors aid in the enrollment of students, create schedules and discuss academic planning with individual students. Counselors also monitor student grades and work closely with parents, teachers, and administrators to ensure that each school year progresses as efficiently as possible.

The Francis Howell Guidance Program is a comprehensive model that incorporates four programmatic components.

Curriculum: Consists of structured developmental experiences presented systematically through classroom and group activities, kindergarten through grade twelve. The curriculum is organized around three major areas:

Career Development
Academic Development
Personal / Social Development

Individual Planning: Consists of activities that help all students plan, monitor, and manage their own learning as well as their personal and career development. Individual planning is implemented through such strategies as advisement, appraisal (analysis of student ability and achievement), and team meetings.

Responsive Services: Consists of activities to meet immediate needs and concerns of students whether these needs or concern require counseling, consultation, referral, or information.

System Support: Consists of management activities that establish, maintain, and enhance the total guidance program. This component is implemented and carried out through activities in the following areas:

Professional Development Consultation with Teachers Community Outreach
Advisory Councils Staff and Community Relations

Topics Directly Related to the Guidance Department:

☞ Request for Student Records

Within two business days of enrolling a new student, the Superintendent/designee will request copies of the new student's transfer and discipline records, from all schools in which the new student attended at any time within a twelve (12) month period preceding enrollment in the District.

☞ Schedule Change Request / Procedures

Requests for schedule changes may not be honored once the master schedule has been completed. Changes may only be made at the discretion of the counselor/administrator as needed. Schedule changes may be allowed at the end of a natural grading period (i.e., quarter or semester), when appropriate.

☞ School Records

The school keeps a folder for each student that shows attendance, grades, citizenship, and activities from the time the student enters school. A copy of this record is sent to other schools attended, to employers, and to colleges. Because it reveals the progress of a student, everyone should attempt to build a record that shows the student's best capabilities and interests. Parents may review their child's records by making an appointment with the principal or counselor.

Access to records and information pertaining to a minor child, including, but not limited to medical, dental, and school records, will not be denied to a parent because the parent is not the child's custodial parent. Any parent or legal guardian will have the right to inspect and review any and all official records, files, and data directly related to their children intended for school use or to be available to parties outside the school or school system including, but not necessarily limited to, identifying data, academic work completed.

Whenever an employer, college admissions office, or other agency requests a record of a student's schoolwork, the student should contact the building information specialist (BIS) and ask that a copy of his/her school records be forwarded to the individual or agency. School records will not be sent until the principal's office has a request in writing. Record release forms are available in the guidance office.

Under laws governing “directory information,” certain information about a student can be released without parental permission. If you do not wish to have such information released, you must provide written notification expressing the information that you do not want released. If you have any questions regarding the District’s directory information, please contact the guidance secretary/building information specialist.

➞ **Testing Program**

The testing program is viewed as a tool that is used to gain more information about the student’s ability and achievement. This information is filed in the student’s permanent records and is used in a confidential manner by the teachers and counselors. A variety of assessments will be administered during the school year. Please encourage your child to do his/her very best.

➞ **Transferring**

Please allow a full school day for your student to check out and return books before departure. When transferring, parents must notify the guidance office in writing of the student’s last day of attendance. Those students planning to transfer from Saeger Middle School to another school must obtain a checkout sheet from the guidance office. Books should be returned to each teacher. After each teacher has signed this checkout sheet, the student will return the checkout sheet to the guidance office. The student is responsible for returning all materials that belong to the classroom and school. This would include textbooks and novels, independent reading materials in Communication Arts, as well as any library books or other school equipment that was loaned to the student. Yearbook and student pictures will be forwarded for a mailing fee.

HALL CONDUCT & EXPECTATIONS

See Spartan Way

To avoid confusion, students are to observe the following expectations:

1. Always WALK on the right side of the corridor.
2. Keep hands to self.
3. Use normal conversation tone and volume while in the building.
4. Move directly to your next class and be seated in the classroom when the bell rings.
5. Be on time for all classes.
6. Students in the corridors during class time must have a Saeger Uniform Hall Pass or a hall pass signed by a school official.
7. Students needing to work on assignments, etc., in the halls should be respectful of other classes.
8. COOPERATION WITH ALL SCHOOL PERSONNEL IS EXPECTED AT ALL TIMES.

➞ **Hallway Disruption/Violations**

Violation of hallway rules is considered a level one offense. Students are to act appropriately when in the hallway.

➞ **Hallway Pass Violations**

A student out of class without a Saeger uniform hallway pass and/or legitimate hall pass, who fails to comply with the limits of the hall pass, or who takes advantage of the hall pass privileges is subject to the loss of hall pass privileges (except in emergency circumstances). Hallway restrictions, or disciplinary action up to and including out-of-school suspension may be applied.

➞ **Hallway Restrictions**

Students may be placed on hall restriction. Hall restrictions are coordinated by the administrators, counselors and/or teachers. Conditions of individual hall restrictions are made available to teachers.

HARASSMENT

See the District Code of Conduct on the FHSD or Saeger Website.

HOMEBOUND

Homebound instruction is available to students who, because of the nature of their condition, are unable to attend school. Please refer to the District Website for more detailed information regarding Homebound.

When a student will be out of school for more than three weeks, the parent should contact Alternative Learning at the Administration Building, 851-4007, to request a Homebound Application form, eligibility information and guidelines.

Once a Homebound Application has been completed, a homebound consideration meeting is held with the student’s educational team and parent. Communication between the classroom teacher and the homebound teacher is essential to help that the student progress satisfactorily with his/her studies.

INAPPROPRIATE MATERIALS

Any material or object(s) deemed inappropriate by a teacher or administrator will be confiscated. Some materials may be held and returned only to parents. Additional disciplinary action may be taken.

INTERROGATIONS, INTERVIEWS OR REMOVAL OF STUDENTS FROM SCHOOL

Policy 2160

Interrogations, Interviews, or Removal of Students from School

The School District has legal jurisdiction over students during the school day and hours of approved extracurricular activities. The school administration is responsible for making an effort to protect each student's rights with respect to interrogations by law enforcement officials. When law enforcement officials find it necessary to question students during the school day or periods of extracurricular activities, the school principal or designee will be present and the interview will be conducted in private.

The principal will verify and record the identity of the officer or other authority and request an explanation of the need to question or interview the student at school. The principal ordinarily will make reasonable efforts to notify the student's parents/guardians.

Removal of Students from School

Before a student at school is arrested or taken into custody by a law enforcement or other legally authorized person, the principal will verify the official's authority to take custody of the student. The school principal will attempt to notify the student's parent/guardian that the student is being removed from school.

INTRAMURALS

The intramural program at Saeger Middle School is offered to all Saeger students who wish to compete in various sports activities. Its purpose is to get everyone involved, not just the best athletes. We have at one time or another included these sports. Offerings vary from year to year.

Soccer
Softball
Flag Football

Golf
Volleyball
Basketball

Weight Training
Track and Field
Wrestling

Intramurals are held afternoons after school. They begin promptly at 3:20 p.m. Students are dismissed at approximately 4:20 p.m. and should be picked up promptly. There are some district-wide intramurals during the year. See a physical education teacher for intramural information.

☞ Late pick up from intramurals

For safety and supervision reasons, students are to be picked up by 4:20 from after school intramurals. Should a student be picked up after 4:20 the following disciplinary action will apply.

Disciplinary Action

1st offense

Warning to parent

2nd and subsequent offenses

Student will not be allowed to stay after for future intramural sessions.

LATE ARRIVALS

Students arriving after the 8:15 bell **MUST** sign in at the attendance office. Students **MUST** obtain a pass to be admitted to class. Students who arrive late during standardized testing and/or finals may not necessarily be admitted to class.

LEARNING COMMONS

The main purpose of the school Learning Commons is to meet the information needs of the school population. We strive to help students and staff effectively find and utilize information as their educational and personal needs require.

Students visiting the Learning Commons during class time should have a Saeger hall pass and have signed out with their classroom teacher.

Students may check out up **to** five physical (5) books for two (2) weeks at a time. Students may also check out up **to** two (2) e-books for two (2) weeks at a time. Exceptions to this guideline can be made as needed (i.e.- student is working on a project, going on vacation, etc.). Inquire with the Learning Commons Specialist about any special circumstances that may require more than 5 books out at a time.

Physical books may be renewed as many times as needed, for an additional two (2) weeks per renewal. Renewals may be conducted online, through the student's personal library account on Destiny Quest, or in person at the Learning Commons. E-books are automatically returned at the end of their check out period, unless renewed prior to that date. Students may reserve a book if the copy they want is not currently available.

Students with overdue books are given regular reminders. Parents are notified of overdue books once per quarter, via email. Students who fail to return books following the reminders may lose their library privileges until the books have been returned.

FHSD middle schools charge 5¢ per school day per overdue book with a maximum fine of \$5.00 per book (except for lost or damaged books). Students will not be allowed to check out when fines reach \$1.00. Fines will be assessed for lost and damaged books.

Serious or chronic misbehavior in the learning commons will result in disciplinary action based upon the Student Code of Conduct as well as the possible suspension privileges in the learning commons.

LEAVING SCHOOL

Once a student arrives on the school grounds, he/she must have permission from the office to leave **DURING THE SCHOOL DAY**. Under no condition may a student leave without notifying the office. If a parent calls for a student during the school day, the parent must report to the attendance office first and sign the student out **IN PERSON**.

If a student is authorized to leave Saeger for educational reasons, he/she is to come by the attendance office and sign the checkout form. If he/she returns the same day, the student will sign in on the same form that he/she previously signed. Failure to do so will be an unexcused absence and may result in disciplinary action.

LOCKERS

Sixth graders will be assigned a locker. Lockers are to be used for books and personal belongings. Seventh and eighth graders may request a locker with their Spartan Time teacher.

Only the person assigned to the locker will have the combination or access to the locker. Do not keep personal items of value in the locker. School locks and lockers are property of the Board of Education and are provided for the convenience of students, and as such, are subject to period inspection without notice. Lockers may be searched by school administrators who have a reasonable suspicion that the lockers contain drugs, alcohol, material of a disruptive nature, stolen property, weapons, or other items posing a danger to the health or safety of students and staff.

Locker Usage Expectations

1. Students must use the “built-in” lock.
2. Students should keep lock secured at all times. Students should not “pre-set” their lock for easy access.
3. Problems or concerns with lockers should be reported to the office immediately.
4. Students are to use only the locker assigned to them.
5. Students are NOT to share their lockers or locker combination with any one.
6. Students are responsible for EVERYTHING that is in his/her locker.
7. Students are to respect locks and lockers assigned to other students and are not to tamper with them.
8. Lockers must be kept clean of stickers, markings, labels, and leftover food and drink. If markings cannot be removed by a student a fine will be assessed.
9. Stickers should not be used in lockers as they leave a residue. Students are encouraged to use magnets when hanging pictures and postings in their lockers.

Failure to follow these expectations may result in loss of locker privileges and possible disciplinary action.

LOST AND FOUND

All lost and found items will be placed in the lost and found labeled bins near the cafeteria. Students should check this area frequently if they have lost an item. Unclaimed items will be donated prior to fall break, Christmas break, spring break and summer break.

Students may complete a form indicating a description and listing of item(s) lost, along with any information that may help in locating lost items. Lost and found forms can be obtained in the main office. Valuable items will be locked in the office. If you wish to claim a valuable item (i.e. jewelry, cell phone, wallets), you will need to give the office your name and the description of the item you are claiming. The office may verify the ownership of the item with a parent prior to returning the item.

NURSE / HEALTH SERVICES

Saeger Middle School has a registered nurse assigned to the building. The nurse's office is located in room 004.

The role of the school nurse is to provide health services that will appraise, protect, and promote the health of district students. The nurse will work with students, teachers, and parents for the purpose of improving the students' health and wellness.

1. Feeling Ill or Injured - Reporting to Nurse

In case of illness or injury during school, students must obtain a pass from their teacher to admit them to the nurse's office. In case of emergency and a pass from a teacher cannot be obtained, the student will go directly to the nurse's office.

2. Need to Leave School

When the nurse determines that the student is ill and should go home, she will verify that a parent or responsible relative is at home to care for the student. Otherwise, the student will be cared for at school.

3. A Student Unconscious or Seriously Injured

Do not move the student. Get help from a teacher, send for the nurse, and advise the office.

Guidelines for Parents

There are several guidelines that parents/guardians should follow to assist in maintaining a healthy school environment.

- **FEVER GUIDELINES** - Any student with a temperature of 100 degrees or higher will be sent home. Students must remain at home until they are fever free without the use of fever reducing medications, IE Acetaminophen, Ibuprofen, for 24 hours.
- A child diagnosed with strep infection must be treated with antibiotics for a full 24 hours before returning to school.
- It is highly recommended that a child with a rash of unknown origin should be checked by a physician* before attending school to assure that the rash is not contagious.

We would like to ensure that this school year gets off to a good start for all children and are requesting your cooperation in adhering to the following:

1. Return a completed health inventory form during schedule pick up.
2. If your child has special health care needs, please notify the nurse.
3. Take note of the following FHSD School District medication procedure.

ADMINISTRATION OF MEDICATION TO STUDENTS

It is the policy of the Board of Education that the giving of medicine to students during school hours be discouraged and restricted to medication that cannot be given on an alternative schedule. The Board of Education does recognize that some students may require medication for chronic or short-term illness/injury or disabling condition during the school day to enable them to remain in school and participate in their education.

Students are not allowed to bring in controlled substance medication bottles to the nursing office, unless PROPERLY PACKAGED. All controlled substances must be placed in a “sealed” envelope with the number of pills written on the outside of the envelope OR another option is to send the pills in a “locked bag”, which the school will provide. Contact the nurse if you have any questions.

I. Prescription Medicine/Medication Control

Should your child need to have medication to be taken at school. Please contact the school nurse.

- All medication must be accompanied by a label affixed by a pharmacy or a physician showing:
- Name of student
- Total daily dosage and schedule of administration; number of pills enclosed
- Date purchased
- Physician’s name
- Name of medication
- Must have a written physician’s order
- Must be accompanied by a written request from parent/guardian
- If a student needs to carry an inhaler, a separate asthma packet needs to be completed and returned to the nurse’s office.
- All medication authorization must be renewed each school year.
- Changes in medication dosage must be accompanied by a written request from a parent, a written physician order and be accompanied by an updated Rx label. No outdated Rx labels will be accepted. New medication must have a new Rx label and vial
- All medication will be discarded at the end of each school year, unless it is picked up or sent home with the student, with written parent/guardian permission.

II. Over-the-Counter Medications

The student’s physician must provide a written request that the student be given medication during school hours. The request must state the name of the student, name of drug, dosage, frequency of administration, route of administration, and the name of the physician. The diagnosis/indication for the use of the medicine must be provided. When possible, the physician should state adverse effects and applicable emergency instructions.

Over-the-counter medications must be brought to school in their original container and kept in the health room in the possession of the nurse. Any over-the-counter medication that is brought, such as cough medicine, Tylenol, etc. must be accompanied with a doctor’s order, parent signature and the medicine needs to be in its original, unopened container.

The prohibition against the possession and use of the over-the-counter medication on school property and at school-sponsored activities on or away from school property does not apply to products containing sunscreen and sun blocking agents, including lotions, creams, lip balm, and other similar products, so long as such product (1) contains no other substances prohibited under this or any other Board policy and (2) is in the original, clearly labeled manufacturer’s container.

III. Acceptable Dosage

Per Francis Howell District medication policy, acceptable dosage ranges will be determined by the dosages recommended in the *Physician’s Desk Reference (PDR)*. Any medication dosage that is above the recommended dosage range will require the nurse to consult with the prescribing physician.

IV. Acetaminophen/Ibuprofen Administration

Acetaminophen or Ibuprofen may be administered to students on the secondary level. The administration is restricted to dosages prescribed by the FHSD consulting physician. This may be administered to the student eight (8) times during the school year, with written parental/guardian permission. If the student requires more than the allowed dosage per year, the parent will be required to supply the medication and a written physician order.

V. Nurse's Right to Question

It is the right and obligation of the nurse to question medication orders the nurse deems potentially inappropriate, and to verify the validity of any medication order. It is also the right of the nurse to refuse to give any medication that he/she feels does not meet the criteria established in the Nursing Policy for the Francis Howell School District for giving medication. Such cases to question may include, but are not necessarily limited to, situations in which the District is being asked to administer medication in a dosage that exceeds the highest recommended dosage listed in the current annual volume of the *Physician's Desk Reference* or other recognized medical or pharmaceutical text.

VI. Field Trip Medications

In most cases, routine medications will not be given on field trips and will be given on an alternative schedule, i.e. when the student returns. Exceptions may be made for seizure medication, diabetes and for students with an Individualized Education Plan.

Students with severe sting allergies and/or asthma may carry an epi-pen auto injector/inhaler with them while on outdoor trips. If the student is not responsible because of age or other factors, the auto-injector/inhaler may be carried by the teacher, after the teacher has been trained by the school nurse. If the parent wishes their student to receive medications while on a field trip, they will be given first priority to attend.

Please note: Per Francis Howell School District policy, any parent who will have contact with other district students on a school bus or field trip, **MUST** have an approved volunteer application on file.

Please contact our school nurse if you have any questions regarding this policy.

VII. Parent/Guardian Administration

In situations where the above requirements are not met, or any time the parent/guardian chooses, the parent/guardian may come to school to administer medicine to his/her child. The parent should report to the office to have the child summoned to meet the parent in the nurse's office.

VIII. Over-the-Counter Medications

Various over the counter medication are used in the in the nurse's office. If you would like a list of these over the counter medications, please contact the school nurse.

☛ Doctor's Notes for PE (Physical Education)

During an absence from PE due to a medical condition or situation, the student **MUST** bring in a signed note from his/her doctor with regard to the absence. The original signed doctor's note is to be given to the nurse. The nurse will approve the absence and an excused note will be given to the student to take to his/ her PE teacher.

PHYSICAL EDUCATION AND HEALTH

The PE department's objective is to provide a positive learning environment with sequential skill development in order to maintain a healthy body, mind and character. The program is designed to promote participation and a lifelong commitment to a healthy lifestyle through physical activity.

Students are required to have athletic shoes for PE. They are not required to change into a PE uniform. However, students may bring a shirt and shorts to change if they prefer.

CELL PHONES AND CAMERAS ARE NOT PERMITTED IN THE LOCKER ROOMS. Our locker rooms are no cell phone and no camera zones. Cell phones, cameras, and other recording devices are not to be displayed, used or on in the locker rooms.

Illness/Injury:

A parent note may be written to the school nurse to excuse a student from PE due to illness or injury for up to 3 days. Students may have no more than 2 parent notes per semester. All notes must be taken to the nurse for her records when arriving at school. Any student excused from P.E. with a doctor's note or parent note will complete alternate assignments during class to earn their points for any days missed.

Health Class Information:

Health classes will be imbedded with lessons throughout the year. More information will be given to students as health lessons begin.

Intramurals:

The intramural program offers various sports and activities after school to encourage and promote physical fitness in a recreational environment. Some examples of activities offered throughout the year are soccer, volleyball, basketball, Ultimate Frisbee, cross country and weight room/conditioning. Specific information regarding individual activities will be shared with students via Enews and announcements.

PLAGIARISM / ACADEMIC HONESTY

Saeger recognizes that honesty in academic endeavors is essential and the basis for true success. Saeger, therefore, will not tolerate any form of academic dishonesty including plagiarism or “the taking of ideas or writings from someone else and presenting them as one’s own” (Webster’s New World, 1996). In order to deal appropriately with issues of academic honesty, the District uses the following definitions:

Plagiarism is defined as “the adoption and/or reproduction of another person’s ideas, words, or statements without appropriate acknowledgement.” Adoption and/or reproduction include, but are not limited to:

1. Quotation of another person’s actual words, either oral or written;
2. Paraphrasing another person’s words, either oral or written;
3. Using another person’s idea, opinion, or theory;
4. Borrowing facts, statistics, or other illustrative material, unless the information is common knowledge.
5. If a student uses the exact words of another, he or she must place the phrase in question in quotation marks and include an appropriate citation to indicate its origin.

Requirements:

1. All academic work submitted by a student must be the result of his or her own thought and/or research.
2. If a student has a question regarding plagiarism in his or her work, it is the student’s responsibility to consult the teacher before submission of work.
3. If a student has a question or is unsure of whether discussion of the assignment among other students is allowed, it is his or her responsibility to ask the teacher. Unless a teacher explicitly tells his or her students that collaboration on an assignment is permitted, all work submitted must be a student’s own.
4. When a student’s assignment involves research, the student must acknowledge outside sources or information as references.
5. If a student uses the exact words of another, he or she must place the phrase in question in quotation marks and include an appropriate citation to indicate its origin.

Enforcement:

In addition to the traditional forms of detecting plagiarism, the District may utilize computer programs that scan student’s written product to determine whether it contains unauthorized passages from prominent works of literature.

Discipline/Consequences:

Any student who engages in plagiarism shall be subject to disciplinary action. Plagiarism is considered a level one offense. It also carries a zero on the assignment / test and notification of the parent/guardian of initial problem, (includes electronic cheating).

PUBLIC NOTICE

See Appendix 4

RECOGNITION PROGRAM

We recognize, reinforce, and reward students for their attendance, academics and behavior in a variety of ways.

RIGHTS UNDER FERPA

See Appendix 1

RIGHTS UNDER PPRA

See Appendix 5

SEARCHES BY SCHOOL PERSONNEL

School lockers and desks are the property of the Board of Education and are provided for the convenience of students. As such, they are subject to periodic inspection without notice, without student consent, and without a search warrant. The lockers and desks may be searched by school administrators or staff who have a reasonable suspicion that the lockers or desks contain drugs, alcohol, material of a disruptive nature, stolen property, weapons, items posing a danger to the health or safety of students and school employees, or evidence of a violation of school policy. The school administration may, with or without prior specific notice, use the services of a trained dog and its handler to assist in the detection of the presence of drugs, explosives, and other contraband in vehicles parked by students on school property, lockers or other school property. Such searches may be conducted with or without individualized, reasonable suspicion.

Students or student property may be searched based upon reasonable suspicion of a violation of District rules, policy or state law. Reasonable suspicion must be based on facts known to the administration, credible information provided or reasonable inference drawn from such facts or information. The privacy and dignity of students shall be respected. Searches shall be carried out in the presence of adult witnesses, if such witnesses are available. Students may be asked to empty pockets, remove jackets, coats, shoes and other articles of exterior clothing for examination if reasonable under the circumstances. No employee shall perform a strip search of any student.

Law enforcement officials shall be contacted if the search produces a controlled substance, drug paraphernalia, weapons, stolen goods or evidence of a crime, in any case involving a violation of law when a student refuses to allow a search, or where the search cannot safely be conducted. Parents will also be contacted. A student who refuses to submit to a search may be appropriately disciplined by school official.

SKATEBOARDS

Skateboards are not to be ridden or brought onto the school campus. They may be taken from students and will be held until parents can pick them up.

SPARTAN SHIELD

Saeger has adopted and implemented the positive behavior support system. Our pillars are Be Respectful, Be Responsible and Be Safe. Below is the matrices by which we model our pillars school-wide, on the bus, in the cafeteria and in the hallway. Students also will have ways in which they can demonstrate how it looks to be respectful, responsible and safe in each of their classrooms.

What Does That Look Like at Saeger?

	Be Respectful	Be Responsible	Be Safe
School-Wide	<ul style="list-style-type: none">• Treat others how you would like to be treated• Be an active listener• Use polite and kind words using your inside voice• Dress properly for school• Value our differences	<ul style="list-style-type: none">• Be on time and prepared to learn• Complete all work on time• Keep our school clean• Keep your belongings organized• Use technology for its intended purposes when permitted• See something, say something• Always report bullying	<ul style="list-style-type: none">• Walk• Sign out, have a hall pass, and be where you are supposed to be• Notify adults of visitors without ID• Follow emergency drill procedures• Keep hands, feet, and all other objects to yourself (KAHFOOTY)
Bus	<ul style="list-style-type: none">• Listen to your bus driver• Share your seat with others• Keep your bus clean	<ul style="list-style-type: none">• Ride your assigned bus• Sit in your assigned seat• Take your belongings• Exit at correct stop	<ul style="list-style-type: none">• Sit facing forward, seat—to –seat and back-to-back• Keep your body and belongings out of aisle• Keep your body and belongings inside the bus• Maintain a low noise level

Cafeteria	<ul style="list-style-type: none"> • Listen to instructions • Wait patiently in line • Keep your table area clean 	<ul style="list-style-type: none"> • Bring money or a lunch • Pay back charges promptly • Turn in your lunch money before school • Finish all food and drink before leaving • Throw trash away and recycle 	<ul style="list-style-type: none"> • Notify an adult of major spills • Chew food completely • Remain at assigned table and in appropriate areas
Hallways	<ul style="list-style-type: none"> • Allow others to reach their lockers • Keep our hallways clean • Protect our walls and bulletin boards 	<ul style="list-style-type: none"> • Always have a pass • Be where you are supposed to be • Keep your locker clean 	<ul style="list-style-type: none"> • Keep traffic moving • Walk on right side of stairwells and hallways • Use only your assigned locker • Be aware of others and help as needed
Assemblies	<ul style="list-style-type: none"> • Keep your eyes and ears on presenter • Cheer at appropriate times • Talk at appropriate times • Electronic devices should be turned off 	<ul style="list-style-type: none"> • Sit in assigned section • Food, drink, and belongings should be left in classrooms or lockers 	<ul style="list-style-type: none"> • Walk up and down bleachers using stairs • Refrain from stomping and standing
Restrooms	<ul style="list-style-type: none"> • Keep our restrooms clean 	<ul style="list-style-type: none"> • Hush, flush, wash, and rush 	<ul style="list-style-type: none"> • Report any concerns

STUDENT COUNCIL - STUCO

STUCO gives students an opportunity to learn leadership and governing skills through various monthly activities. Certain criteria must be met for participation. Please see the sponsors for details. Student Council will meet on a regular basis. This will be announced after the school year begins. Student Council Officers must be exemplary models for the rest of the student population.

STUDENT PICTURES

Student pictures will be taken during the school day for their files, identification cards, and the yearbook. All students will have pictures taken but are not required to buy them. Students may purchase pictures if desired. Different packets will be offered. The amount is payable in advance for those who purchase pictures. After receiving them, if pictures are not acceptable due to imperfections they may be returned and a re-take may be made during picture retakes. Students who were not able to have their pictures taken during the initial picture day will be able to have pictures taken during re-take day.

STUDENT PROBLEMS

Students having problems in hallways, restrooms, or anywhere on campus should report the incident to a teacher, counselor, or administrator as soon as possible with student names, time, and date of the incident.

SUSPENSION

➡ In-School Alternative Program – ISAP

In some instances students will need to be removed from the mainstream in lieu of suspension from school. They will be assigned to in-school suspension (ISAP). It is a structured classroom environment in which students are expected to follow all directions and complete all work assigned by teachers.

Expectations of the program are discussed when a student is assigned. Some general information is:

1. Students are to report directly to the main office upon arrival to school on the day(s) they are assigned.
2. Misconduct in the program may result in an additional day(s) or out-of-school suspension.
3. Work not completed may be grounds for an additional day(s) in the program
4. Lunch will be eaten at an assigned time.
5. A student in the in-school suspension will not be allowed to participate in extra-curricular activities on the same day or evening as ISAP.
6. Students will complete a reflection sheet.

☛ **On Campus While Assigned ISAP**

A student who has received an in-school suspension may be at the school housing the in-school suspension only during regular school hours. Students may serve before/after school detentions while assigned to ISAP. No in-school suspended student may be on any other District property or at a school related activity (at home or away) during the time of the suspension. Students who violate this regulation may face further disciplinary action.

☛ **Out of School Suspension - OSS**

Out-of-School Suspension (OSS) removal from attendance at school. A parent/guardian conference may be required prior to the student's return to school. Students who receive OSS will have the opportunity to make up their missed work for 100% credit except in circumstances indicated below. OSS will be assigned by an administrator when the presence of the student constitutes a threat to other students or has a negative effect on the learning environment. It may also be assigned when lesser consequences have failed to correct the situation. Board policy allows students to earn credit during suspension.

A student's grade during suspension time will be based on the work that was provided for the student to complete outside of class during the suspension period. If a student is offered an alternative setting and this setting is declined, the parent(s)/guardian(s) will assume responsibility for the student's education for the duration of the suspension.

NO MAKE UP WORK WILL BE ALLOWED IF:

1. OSS return work not submitted
2. ISS/ISAP work not completed
3. Student/Parent(s)/Guardian(s) opts not to take AIP (Alternative Intervention Program)
4. Suspension is greater than 55 school days

Any student who is suspended from school may not be present on school property or any other District property during the time of the out-of-school suspension. Furthermore, a suspended student may not participate in nor attend any extracurricular activity either on or off campus. However, a student is allowed on District property to attend a Committee on Conduct meeting and to attend an assigned alternative program.

Any student returning to school following an out-of-school suspension must attend a re-entry meeting involving a principal or designee and the student's parent(s)/guardian(s).

☛ **Statement of Prior Suspension, Expulsion or Criminal Offense**

In addition, parents/guardians of students new to the District will be required to complete and sign a "Safe Schools Act" form informing the District concerning suspension or expulsions incurred at schools previously attended.

☛ **Suspended or Expelled from Another District**

No student may enroll in a school in the District during a suspension or expulsion from another District if it was determined upon attempt to enroll that the student's conduct would have resulted in a suspension or expulsion in this District. The parent, guardian or student may request a conference with the Superintendent or designee to consider if the conduct of the student would have resulted in a suspension or expulsion in this District, the Superintendent or designee may make such suspension or expulsion from another District effective. If it is determined that such conduct would not have resulted in a suspension or expulsion in this District, the Superintendent or designee shall not make such suspension or expulsion from another District effective. Prior to enrollment of any student who is under suspension or expulsion from another District, a conference will be held.

TARDIES

☛ **Tardies**

Students who come late to class disrupt that class in session. Therefore, students are expected to arrive on time. If, for some reason, a teacher or an administrator detains a student, the student should ask that person to provide him/her with a written pass. Students will begin each semester with no tardies assessed to them.

Tardiness to School Being on time is a habit that should be encouraged and practiced by everyone. If a student is tardy to school, he/she must report to the office to obtain an admission slip before reporting to class. Tardiness to first hour may be dealt with the same as other hours.

Tardiness to Class Tardiness can be defined as a student not being in an assigned seat without a proper excuse.

Excessive tardiness may result in consequences determined by the building administrators.

1st tardy Teacher confers with student	2nd tardy Teacher notifies student that the next tardy will result in a detention	3rd - 6th tardy Teacher assigns detention (s)	7th tardy & subsequent tardies within a semester Teacher refers to the principal's office
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TECHNOLOGY

See the District Middle School Code of Conduct on the FHSD or Saeger Website.

With the privilege to use technology comes the expectation that students will use it responsibly and respect the equipment. Student use of computers, computer hardware, software, networks, and files contained therein that are property of the District is restricted to course-related work unless prior approval is received from authorized staff.

Possible disciplinary action for violating the District's Network and Internet Usage Policy (Policy 6320) include, but are not limited to, one or more of the following: 1) suspension or revocation of network privileges; 2) suspension or revocation of Internet access; 3) suspension or revocation of computer access; 4) school suspension; or 5) expulsion.

Legal authorities may also be contacted. *See also electronic devices / cell phones*

TELEPHONES – CLASSROOM

The office and classroom telephones are for school business ONLY. Students may not make telephone calls from the office or classroom without permission from a staff member, nor may they receive phone calls unless it is an emergency and/or pertains to school-related business. Students are not to answer phones except in cases of emergency.

TEXTBOOKS

Textbooks are furnished by the District. They are loaned to the student and become his/her responsibility. If the student loses a book, the student must pay the replacement price for the book. Students should check books for any damages at the time the books are issued. The teacher and student should check the book number together at the time it is checked out. That SAME book is to be turned in. All books should be checked in before the close of school and all fines paid. If the books are returned in good condition, there will be no charge for the use of the books.

TRUANCY

Truancy is defined as deliberate absence from school, class, lunch or mandatory academic intervention on the part of the pupil with or without knowledge of the parent/guardian and for which no justifiable excuse is given. When a pattern becomes evident, the principal will investigate and take such action as circumstances dictate. Notification of appropriate authorities also may be made. Chronic absenteeism may result in a referral to the Truancy Officer.

VALUABLES

Valuables, large sums of money, etc., should not be brought to school. Students are strongly discouraged from having large amounts of money at school and the school cannot be held responsible for money that is lost, misplaced, or stolen. There is no reason for having large amounts of money at school. Large sums of money may be removed from the student and kept in the office for safekeeping until a conference can be held with the parent/guardian. Saeger is not responsible for a student's personal property.

VIDEO SURVEILLANCE

The Francis Howell School District reserves the right to utilize video surveillance on any Francis Howell District property or bus under contract to the Francis Howell School District. Areas with an expectation of privacy, i.e. locker rooms and restrooms, will not be subject to camera surveillance, but all other areas may be subject to surveillance. Any actions captured by surveillance measures that violate Revised Statutes of Missouri, or any applicable federal law, will be cause for disciplinary or legal actions consistent with Francis Howell School District policy or applicable law.

VIOLATIONS OF THE CODE OF CONDUCT

See the District Code of Conduct on the FHSD or Saeger Website.

Students are expected to follow the Code of Conduct as set forth by the Francis Howell School District. Failure to follow and comply with the rules and expectations will result in the following consequences as set forth by the Code of Conduct.

VISITORS AND GUESTS

During the school day we are not allowing guests or visitors into school due to COVID guidelines. Guests will be allowed at some of our evening events abiding by guidelines and protocols. Students are NOT allowed to bring other students/visitors to school.

Saeger does adhere to the Visitors to District Policy 1430 which states:

Parent(s)/guardian(s) of District students are welcome to visit District schools and events. Parent(s)/guardian(s) may visit the classroom for the purpose of observing their children at school; however, the District does not permit others to conduct such an observation.

The District will deny access to any parent(s)/guardian(s) if the District has been directed to do so by a valid court order or have been restricted by the Superintendent of Schools.

Also, any parent(s)/guardian(s) listed on the sex offenders list will be denied access.

In order to maintain a climate that is conducive to student success, observations are subject to the following conditions:

- All observations by parent(s)/guardian(s) must be arranged at least 72 hours in advanced with the building principal/designee. The purpose of the observation shall be discussed prior to the observation. The duration of the observation will also be established and shall not exceed 2 hours.
- The District reserves the right to refuse any request for an observation that it deems inappropriate, excessive, or detrimental to the instructional process.
- The principal/designee may be present throughout any and all observations conducted by parent(s)/guardian(s).
- The use of tape recorders, video cameras and/or any device capable of recording audio/video/still pictures is not permitted.
- Parent(s)/guardian(s) MUST complete and sign the observation agreement to protect the rights to privacy of all students.
- Parent(s)/guardian(s) who violate this policy may be declined future visits to the classroom for any purpose.

All visitors must sign in at the attendance office and receive a visitor's badge to wear while in the building. Upon leaving, visitors will sign out and return their badge in the attendance office.

WALKERS AND PASSES

It is recommended that all students ride the bus to and from school.

Any Saeger student who wants to walk/bike ride to and from school MUST HAVE a parent-signed — "Walker Permit" on file with the office. Walker permit forms are available in the main office or on Saeger's website under PARENTS tab. Walkers/bike riders will report to the cafeteria at the end of the school day. Walkers/bike riders will be supervised by a teacher and will be dismissed AFTER all busses leave the parking lot. This applies to whether walking home, to FHC, or to a near by business.

Parents, please make sure that you are "in the know" if your child decides to walk home. It is important that you know with whom your child is walking and to where he/she is going after school hours. Please discuss with your child the expectations to follow the traffic signals, roadway rules, and appropriate behavior while walking and when frequenting nearby businesses. Remember there is NO Adult supervision for walkers/bike riders. Parents who permit students to walk/bike ride on do so at their own risk.

WATER GUNS/TOY GUNS/GUN REPLICAS AND OTHER WEAPON REPLICAS

Any student who is in possession of a water gun, toy gun, gun replica or weapon replica any of which can be mistaken for a real gun or weapon or is responsible for such being brought to school, will be suspended from school for up to 10 days. To use such toy gun or weapon replica in a way as to threaten or intimidate someone will result in a 10 day suspension and Committee on Conduct.



Be Responsible ✧ Be Respectful ✧ Be Safe

NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY SCHOOLS

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older (“eligible students”) certain rights with respect to the student’s education records. These rights are:

1. The right to inspect and review the student’s education records within 45 days after the day the school receives a request for access.

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.

Parents or eligible students who wish to ask the school to amend a record should write the school principal (or appropriate school official), clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing process will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school will disclose education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student’s enrollment or transfer.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington, DC 20202

The Francis Howell School District has designated certain information contained in the educational records of its students as directory information for the purposes of FERPA. The following information regarding students is considered directory information: the student’s name, student’s address, student’s phone number, photograph, grade point average, dates of attendance, grade level, participation in officially recognized activities and sports, height and weight of members of athletic teams, diplomas and awards received and the most previous school attended by the student.

See the list below of the disclosures that elementary and secondary schools may make without consent.

FERPA permits the disclosure of PII from students’ education records without the consent of the parent or eligible student if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that conditions listed in §99.31 (a)(1)(i)(B)(1) – (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student’s enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student’s State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system’s ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. (§99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the school has designated as “directory information” under §99.37. (§99.31(a)(11))

COMPLAINT RESOLUTION PROCESS FOR ESSA

Missouri Department of Elementary & Secondary Education
Every Student Succeeds Act of 2015 (ESSA)

This guide explains how to file a complaint about any of the programs ¹ that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA)².

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<ol style="list-style-type: none"> 9. How will appeals to the Department be investigated? 10. What happens if the complaint is not resolved at the state level (the Department)? 	

1. What is a complaint under NCLB?
For these purposes, a complaint is an allegation that a local education agency (LEA) or the Missouri Department of Elementary and Secondary Education (the Department) has violated a federal statute or regulation that applies to a program under ESSA.
2. Who may file a complaint?
Any individual or organization may file a complaint.
3. How can a complaint be filed?
Complaints can be filed with the LEA or with the Department.
4. How will a complaint filed with the LEA be investigated?
Complaints filed with the LEA are to be investigated and attempted to be resolved according to locally developed and adopted procedures.
5. What happens if a complaint is not resolved at the local level (LEA)?
A complaint not resolved at the local level may be appealed to the Department.
6. How can a complaint be filed with the Department?
A complaint filed with the Department must be a written, signed statement that includes:
 1. A statement that a requirement that applies to an ESSA program has been violated by the LEA or the Department, and
 2. The facts on which the statement is based and the specific requirement allegedly violated.
7. How will a complaint filed with the Department be investigated?
The investigation and complaint resolution proceedings will be completed within a time limit of fifty calendar days. That time limit can be extended by the agreement of all parties.

The following activities will occur in the investigation:

1. **Record.** A written record of the investigation will be kept.
 2. **Notification of LEA.** The LEA will be notified of the complaint within five days of the complaint being filed.
 3. **Resolution at LEA.** The LEA will then initiate its local complaint procedures in an effort to first resolve the complaint at the local level.
 4. **Report by LEA.** Within forty-five days of the complaint being filed, the LEA will submit a written summary of the LEA investigation and complaint resolution. This report is considered public record and may be made available to parents, teachers, and other members of the general public.
 5. **Verification.** Within ten days of receiving the written summary of a complaint resolution, the Department will verify the resolution of the complaint through an on-site visit, letter, and/or telephone call(s).
 6. **Appeal.** The complainant or the LEA may appeal the decision of the Department to the U.S. Department of Education.
8. How are complaints related to equitable services to private school children handled differently?
If the complaint is an LEA is not providing equitable services for private school children, in addition to the procedures listed in number 7 above, the complaint will also be filed with the U.S. Department of Education, and they will receive all information related to the investigation and resolution of the complaint. Also, appeals to the United States Department of Education must be filed no longer than thirty days following the Departments' resolution of the complaint (or its failure to resolve the complaint).
9. How will appeals to the Department be investigated?
The Department will initiate an investigation within ten days, which will be concluded within thirty days from the day of the appeal. The investigation may be continued beyond the thirty-day limit at the discretion of the Department. At the conclusion of the investigation, the Department will communicate the decision and reasons for the decision to the complainant and the LEA. Recommendations and details of the decision are to be implemented within fifteen days of the decision being delivered to the LEA.
10. What happens if the complaint is not resolved at the state level (the Department)?
The complainant or LEA may appeal the decision of the Department to the United States Department of Education.

1 Programs include Title I, A, B, C, D, Title II, Title III.A.

2, Title IV.A, Title VI, Title VII. C Revised 7/15 2 In compliance with NCLB Title IX Part C. Sec. 9304 (a)(3)(C)

Local education agencies are required to disseminate, free of charge, this information regarding NCLB complaint procedures to parents of students and appropriate private school officials or representatives.

EQUAL OPPORTUNITY POLICY

The District is committed to maintaining a workplace and educational environment that is free from discrimination, harassment, and retaliation in admission or access to, or treatment or employment in, its programs, services, activities and facilities. The District is committed to providing equal opportunity in all areas of education, recruiting, hiring, retention, promotion and contracted service. In accordance with the law, the District does not discriminate in its programs or activities on the basis of race, color, sex, national origin, age, ethnicity, disability, religion, sexual orientation, perceived sexual orientation, genetic information, or any other characteristic protected by law. In addition, the District provides equal access to the Boy Scouts of America and other designated youth groups. Further, no person shall be excluded from participation in, be denied the benefits of, or otherwise be subject to discrimination based on the above-listed characteristics under a school nutrition program for which the District receives federal financial assistance from the U.S. Department of Agriculture (USDA) Food and Nutrition Service.

The following individuals have been designated as the District's non-discrimination compliance officers:

Title VI Officer

Dr. Will Vanderpool

Director of Alternative Learning

4545 Central School Road, St. Charles, MO 63304

636-851-4060

Title VII Officer

Lisa Simpkins

Chief Human Resources Office

4545 Central School Road, St. Charles, MO 63304

636-851-4024

Title IX Officer

Mark Delaney

Director of Human Resources

4545 Central School Road, St. Charles, MO 63304

636-851-6193

504 Officer

Dr. Jennifer Patterson

4545 Central School Road, St. Charles, MO 63304

636-851-4076

For information on how to report a claim of discrimination, harassment, or retaliation, see Regulation 1300. Policy and Regulation 1300 shall govern all complaints and concerns by parents, patrons, employees, or students of the District related to discrimination, harassment, or retaliation on the basis of race, color, sex, national origin, age, ethnicity, disability, religion, sexual orientation, perceived sexual orientation, genetic information or any other characteristic protected by law.

PUBLIC NOTICE

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, children who live outside the district but are attending a private school within the district, highly mobile children, such as migrant and homeless children, children who are wards of the state, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The Francis Howell School District assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, intellectual disability, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

The District assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.

The Francis Howell School District assures that personally identifiable information collected, used, or maintained by the agency for the purposes of identification, evaluation, placement or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/guardians may request amendment to the educational record if the parent/guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents/guardians have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

The Francis Howell School District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed at the Francis Howell School District Alternative Education Department from 8:00 a.m. to 4:30 p.m. each school day.

This notice will be provided in native languages as appropriate.

**Director of Alternative Learning
Francis Howell School District
4545 Central School Road
Saint Charles, MO 63304
Phone: 636-851-4060
Fax: 636-851-4094**

NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

PPRA affords parents/guardians and students who are 18 or emancipated minors (“eligible students”) certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- Consent before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED) –
 1. Political affiliations or beliefs of the student or student’s parent(s)/guardian(s);
 2. Mental or psychological problems of the student or student’s family;
 3. Sex behavior or attitudes;
 4. Illegal, anti-social, self-incriminating, or demeaning behavior;
 5. Critical appraisals of others with whom respondents have close family relationships;
 6. Legally recognized privileged relationships, such as with lawyers, doctors or ministers;
 7. Religious practices, affiliations, or beliefs of the student or parent(s)/guardian(s); or
 8. Income, other than as required by law to determine program eligibility.
- Receive notice and an opportunity to opt a student out of –
 - 1 Any other protected information survey, regardless of funding;
 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
 3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- Inspect, upon request and before administration or use –
 1. Protected information surveys of students;
 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 3. Instructional material used as part of the educational curriculum.

Francis Howell School District will develop policies, in consultation with parents/guardians, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Francis Howell School District will directly notify parents/guardians and eligible students of these policies at least annually at the start of each school year and after any substantive changes. Francis Howell School District will also directly notify parents/guardians and eligible students, such as through U. S. mail or email, at least annually at the start of each school year of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents/guardians or eligible students who believe their rights have been violated may file a complaint with:

**Family Policy Compliance Office
U. S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4605**

Student Meal Charges – Policy 5550

Purpose

The purpose of this Policy 5550 is to maintain consistent meal account procedures throughout the District. Unpaid charges place a financial strain on District finances. The District's contracted food service vendor is responsible for maintaining food charge records and for notifying the District's accounting department of outstanding balances.

Administration

1. Student Groups:

- ☐ Elementary students will be allowed to charge a maximum of fifteen (\$15.00) dollars.

- a) These meals will include only the menu items of the reimbursable meal.

- b) After the balance exceeds fifteen (\$15.00) dollars, the student may be given a designated menu alternate.

- ☐ Middle and High School students will be allowed to charge a maximum of three meals.

After this maximum has been met, no additional charges will be accepted.

2. Elementary students will be allowed to charge up to one dollar (\$1.00) for à la carte foods and beverages. Middle and High School students will not be allowed to charge à la carte foods and beverages.

3. Various methods of communication may be used to notify parent(s)/guardian(s) of students with negative balances, including electronic communication, written correspondence, or phone call by the appropriate party.

4. On May 15 annually, all charging will be cut off.

- ☐ Parent(s)/guardian(s) will be sent a written request for "payment in full."

- ☐ All charges not paid before the end of the school year will be carried forward into the next school year.

- ☐ Graduating seniors must pay all charges in full. Failure to do so may result in the delinquent student being denied participation in graduation ceremonies.

5. If a financial hardship is suspected, families will be encouraged to apply for free/reduced meals at any time during the school year. Buildings may also establish special funds to assist students with meal purchases.

6. Each building principal will send a letter to all parent(s)/guardian(s) on or before the first day of school notifying them of the requirements of this Policy. This Policy will also be published on the District's website.

Required State Assessment Participation

Francis Howell School District **Board Policy 6440** states that all students will participate in statewide assessments or alternative assessments as determined by a students' Individualized Education Program (IEP) team. The District has developed a list of assessments to be administered annually, and the grade level of students that will be administered each test or assessment instrument. A copy of this policy and the assessment schedule will be available to the public on the District's website and in the District's website and in the District office during normal business hours.