

Parent Opportunities

P.A.C.K. Parents Actively Caring for Kids, is Saeger's parent support organization. We welcome and need parents actively involved in our school. Let's work together to build a strong community at Saeger, and to support our students and staff! There are many ways to get involved.

All district volunteers must complete the required background check and volunteer training per district policy.

The Volunteer Handbook, training videos, and forms can be found online at fhsdschools.org/community/volunteer.

Completed forms must be turned in to Arica Gonzalez in the Saeger office, or sent to the district office as listed on the volunteer checklist. If you need to check your volunteer clearance, or have any questions about this process, contact Arica Gonzalez at 851-5459.

How to Stay Informed

- ❖ Sign up for Saeger Enews at fhsdschools.org/news/eneews_subscription. Saeger Enews is sent out twice weekly. Enews contains school wide information, including PACK updates.
- ❖ Like us on Facebook at "Saeger PACK". Facebook is one of the easiest and quickest ways we have to communicate. You can also view photos of PACK events here.
- ❖ Sign up to receive PACK emails, contact sturgesjn@gmail.com
- ❖ If you have any questions, contact sturgesjn@gmail.com

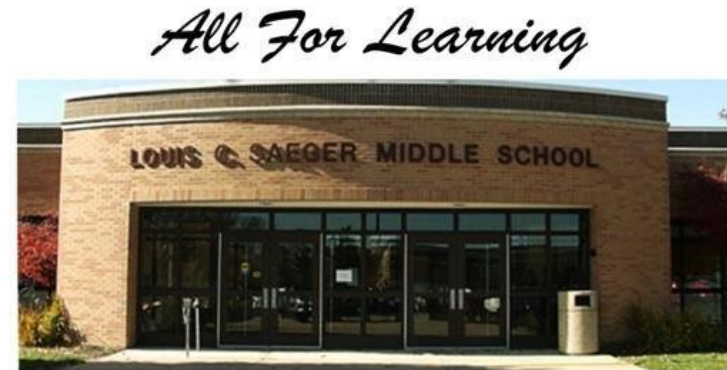
PACK Contacts

Chair-Nealy Sturges

Please contact Nealy Sturges sturgesjn@gmail.com if you are interested in being a part of PACK or have any questions.



Your Guide to Middle School



Saeger Middle School

5201 Highway N

St. Charles, MO 63304

Phone: 636-851-5600

<https://saeger.fhsdschools.org>

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

We are pleased to present you with this guide in an effort to better inform you about the happenings at Saeger Middle School. We want you to know that we all work together to support your child and we believe it takes a village to raise a child. We are here to help you and your child throughout your middle school journey.

To access the complete Saeger Middle School Student Handbook, please visit our website at: <https://saeger.fhdschools.org/>

Please feel free to contact us with any questions you have at any time.

Principals		Email
Dr. Kandy Worley	Building Principal 7th grade	Krisandra.Worley@fhdschools.org
Kelly Barber	Assistant Principal 6th grade	Kelly.Barber@fhdschools.org
Dr. Katie Robson	Administrative Intern 8th grade	Kathrine.Robson@fhdschools.org

Office Hours 7AM—4PM
School Hours 8:15AM—3:15PM



Bell Times

BLUE Schedule

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

3A	1st	10:22	10:45
3B	2nd	10:49	11:12
4A	3rd	11:16	11:39
4B	4th	11:43	12:06
4C	5th	12:10	12:33
5B	6th	1:04	1:27

SILVER Schedule

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

Lunches

3A	1st	9:57	10:20
3B	2nd	10:20	10:42
4A	3rd	10:42	11:05
4B	4th	11:05	11:28
4C	5th	11:28	11:51
5B	6th	12:14	12:37

Club & Activities

CLUBS & ACTIVITIES

Saeger Middle School offers a variety of extracurricular clubs and activities for students. These may change throughout the years. A few below are the ones that are commonly offered.

- Cross Country
- Drama Club
- Intramurals
- Jazz Band
- JSA — Junior Spartan Ambassadors
- National Junior Honor Society (3.8 GPA requirement, application & selection process)
- Robotics
- Singing Sensations
- Spartan Shield
- Student Council
- Yearbook Staff

ACTIVITY FEES

FHSD Activity Fees

Students participating in a sport, activity, or club in which a sponsor or coach is paid a stipend will be required to pay a yearly district activity fee. Students will be assessed one fee regardless of how many sports/activities/clubs they participate in during the school year.

Students will not be able to participate if fees are not paid.

Please note that outstanding activity fees will carry over and prevent participation in activities, picking up schedules, etc.

All student fees must be paid by September 13.

Please use the [web store](#) for payments. Log into the webstore with your Infinite Campus Parent Portal username and password.

Activity Fee Structure *		
	Yearly Fee	Yearly Maximum
		per Level per Family
Middle	\$20.00	\$40.00

<https://fhdschools.revtrak.net>

Additional team and club fees may apply.

Contacting the Counselors & Office Staff

Counselors	Email	Phone
Nanette Bratton <i>7th Grade</i>	Nanette.Bratton@fhdschools.org	851-5456
Samantha Schoonover <i>6th Grade</i>	Samantha.Schoonover@fhdschools.org	851-5489
Dionne Smith <i>8th Grade</i>	Deandre.Smith@fhdschools.org	851-5506

Office Staff	Responsibilities	Email	Phone
Arica Gonzalez	Administrative Assistant to the Principals	Arica.gonzalez@fhdschools.org	851-5459
Angie Guinn	Attendance, eNews, Buses	Angie.Guinn@fhdschools.org	851-5471
Chrissy Pagnotti	Discipline, Lockers	Christine.pagnotti@fhdschools.org	851-5488
Crystal Wheeler	Nurse	Crystal.wheeler@fhdschools.org	851-5510
Cindy McDaniels	BIS, Enrollment, Withdraws, Demographic Changes	Cynthia.mcdaniels@fhdschools.org	851-5509
Officer Jerry Gentry	School Resource Officer	Jerry.gentry@fhdschools.org	851-5462

The following are just some of the resources that can be found on Saeger's Middle School's website: <https://saeger.fhdschools.org>



Access your student's secure information on the Parent Portal, which can be found on the following page.

CANVAS

Canvas is our district-wide learning management system. To obtain more information on how to access Canvas visit the district website. Under the Depts/Programs tab select the Technology tab.
<https://www.fhdschools.org/departments/technology/canvas>



Weekly news announcements can be accessed through the **school** website. Sign up for e-news by clicking the district News link and then click on eNEWS subscription at the **district** website <https://www.fhdschools.org> Parents may also go to the school website and click on **News** and then on **eNEWS**.



Visit the district website for information on enrollment and school boundaries.



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



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



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

- ⇒ **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.



GETTING IN TOUCH WITH YOUR CHILD AT SCHOOL

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

How Can We Contact You?

SCHOOL MESSENGER; HOW WE CONTACT YOU

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

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

In addition, if you have any changes to your contact information please contact the guidance office (636-851-5509) so we can make the changes in Infinite Campus.

Staying in Touch

CELL PHONE GUIDELINES

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 the source of stress for our kiddos. Our cell phone/electronic device procedures are designed to help students focus on academics instead of the drama associated with social media.

We ask your help in reviewing these expectations at home and support us with our efforts.

- **Cell phones MUST be turned on off and put away (lockers/book bag/purse) during the school day.** Students will be asked to turn off 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.
- **Cell phones/electronic devices will NOT be allowed during lunches or passing times.**
- Should your child be sick, they FIRST need to 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.)

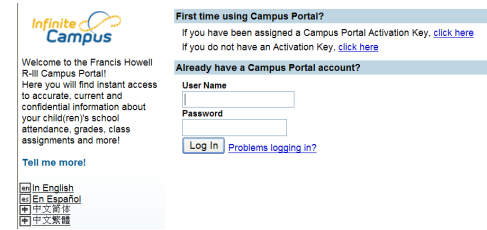
- ⇒ **First Offense**—Cell phone will be “bagged and tagged” and brought to the main office. The student will be able to pick up the phone at the end of the day / dismissal from school.
- ⇒ **Second and Subsequent Offenses**—Cell phone will be “bagged and tagged” and brought to the main office. **The parent will need to pick up the phone in the main office.**

Resources to Support Your Child

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

PARENT PORTAL

Frequently Asked Questions (FAQ):



What is the Campus Portal?

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


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

Who is eligible to have a Campus Portal account?

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

How do I access Campus Portal on my phone?

Download the Campus Parent App on your phone.



How much does the Campus Portal cost?

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

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

Staying Informed

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

Canvas

1. Go to <https://www.fhdschools.org/departments/technology/canvas>
2. Use your log in information.
3. Courses appear on your Dashboard.

Google Classroom

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

Remind 101

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

SPARTAN TIME

Spartan Time is a homeroom type class that meets everyday except Wednesdays. It allows our students an opportunity to receive extra help, make up work, monitor goals, and work on team building activities. Students also receive lessons in character, behavior, and social/emotional skills.

Your child will have the same Spartan Time Teacher for the year. The Spartan Time Teacher is another great resource to reach out to during the school year,

COLLABORATION WEDNESDAYS

Most Wednesdays throughout the school year end at 2:15 pm to allow our teachers to collaborate and work together to provide the best learning opportunities for our students. Please check our school calendar for Collaboration Wednesday dates throughout the year.

Walkers & Bike Riders

WALKERS & BIKE RIDERS

The district provides transportation for students within the school's attendance boundary. 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. **Walkers/bike riders will report to the cafeteria at the end of the school day. Walkers/bike riders will be supervised by a staff member and will be dismissed AFTER all busses leave the parking lot.** This procedure applies to whether walking home, to FHC, or to a nearby business. Walker permit forms are available in the main office or on Saeger's website under PARENTS tab.

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. Skateboards are not allowed and we encourage bike riders to always wear a helmet.

Remember that there is NO Adult supervision for walkers/bike riders. Parents who permit students to walk/bike ride do so at their own risk. We will encourage students to social distance when they leave our building— but know that there is no adult monitoring their walk home, to FHC, or to a nearby business.



Dressing for Success at SMS

SAEGER'S DRESS CODE

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

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.



Food & Forgotten Items

CAFETERIA ONLINE—MEAL PAYMENTS

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

Features of the system include:

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

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

Please be sure your child brings a lunch and/or keep your child's lunch account up to date. Money can be put in electronically or your child can bring in money to deposit into their account. Student's whose lunch account goes below -\$15.00 may not be able to charge a lunch/breakfast. *Board Policy 555*

Food Deliveries (i.e. doordash, grub hub, etc.) are NOT allowed.

Dropping off fast food lunches is highly discouraged and causes disruptions during lunches.

FORGOTTEN ITEMS

There are times when your child will forget an item and you find yourself rushing up to school to drop it off. Necessary school items can be placed on the drop off table in the vestibule at the front doors. Your child will be notified of the item later in the day.

Absences & Homework

REPORTING AN ABSENCE

Parents are asked to call our Attendance Office (851-5471) to report any student absences or late arrivals. Notes from doctor/dentist/orthodontist and other professional offices are encouraged and will be placed in student files.

Letters will be sent to students who miss 5, 10, and 15 days during the school year. Excessive absences without explanation will be reported to juvenile authorities.

Please remember that when students arrive late or leave early from school, this creates a classroom interruption and a loss of valuable instruction time, not only for your child, but for all students in the classroom. Please require your child to remain in school for the entire day. If you must pick up your student during the school day, please come into the Attendance Office at the front of the building near the main office with your I.D. to sign your child out. Your child will be called to the office promptly when you arrive. We will not call a student out of class until a parent/guardian ID is shown.

If anyone other than a parent/guardian is picking up a student, you must call ahead and give permission to the attendance secretary. 636-851-5471

HOMEWORK REQUESTS

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

BACKPACKS AND LOCKERS

All 6th graders will be assigned a school locker. Please be sure to note the size so that your child's backpack and belongings will fit. Lockers are equipped with our combination locks. Lockers will be distanced to every extent possible. Please do not use rolling backpacks or pieces of luggage.

All 7th and 8th graders may request a locker through their Spartan Time Teacher at the beginning of the year if they would like a locker.



Arrivals & Dismissals

PARENT DROP OFF & PICK UP PROCEDURES

ARRIVAL: Parent Pick-up is at door #11 in the back of the building. Doors remain locked until 7:45. Do NOT park in parking slots to wait to drop off your student. It is not safe for students to then walk across the flow of traffic. Students are to report to their Spartan Time class upon arrival. They may purchase/obtain a grab-n-go breakfast if they choose and then head to Spartan Time .

Students may NOT be dropped off before 7:45.

DISMISSAL: Parent pick-up kids will exit through door #11 and wait on the sidewalk until their parents' car pulls forward. Parents will need to wait in the parent pick up line. Parents may NOT park at FHC and meet their Saeger children there.

Procedures for end of day parent pick-up:

**** Do NOT park in parking slots as students will be walking across the flow of traffic.**

**** Parents line-up along the curb closest to the building in the back of the building and follow Saeger staff directions to pull forward or stop at all times.**

**** Students are allowed to go to the cars once they reach the sidewalk in back, following staff instructions.**

Students wait by the sign at the sidewalk with teacher/staff member until their car reaches the sidewalk and then will be allowed to walk to the car. Once that group of cars is loaded and pulls off, the cars will move up (staff directed) and the next group of students will be loaded into cars, etc.

Students are not allowed to cut across the grass or walk to their cars on the side of the building, or towards the front of the building, etc. This is a safety hazard and creates problems with cars pulling out and around other cars.

If any students are not picked up after the buses leave and all cars are gone out back, students will walk to the front of the building to wait for their ride. So if you arrive late, please pull around to the front of the building and pick-up your students there. The rear doors will be locked and secured.