

Principal: Mrs. Katie Francisco (518) 565-5700 Dean of Students: Mr. Dan Carter, (518) 565-5752
School Counselors: Mrs. Amanda Carter Mrs. Janet Hankins (518) 565-5648
School Nurse: Mrs. Sarah Hart · (518) 565-5650 · School Psychologist: Mrs. Deena Ott · (518) 565-5665

SARANAC MIDDLE SCHOOL

70 Picketts Corners Rd., Saranac, New York 12981 Fax (518) 565-5706
e-mail: kfrancisco@saranac.org
website: www.saranac.org

TO: Middle School Parents and Students
FROM: Katie Francisco
DATE: August 2023
RE: Back to School Information

Welcome to Saranac Middle School! Please see important information below:

- School begins for students on September 7th, 2023. Please join us for MS Open House on September 14th at 5:30! More info to follow.
- Your child's 2023-2024 Schedule will be viewable live in Schooltool as well as the physical copy provided by mail. Lockers, numbers, counselor and combinations are listed on student schedules.
 - Please contact your child's counselor should you have any questions about their schedule at 565-5648.
- Schooltool Directions are available at <http://schooltool.saranac.org/>
 - If you do not have a Schooltool account set up, please contact Daisy Filion ASAP to get that set up at 565-5676 or dfilion@saranac.org This is your direct link to your child's grades, attendance, and profile information and grades and assignments will be updated weekly.
- 2023-2024 Bell Schedule – link below
- School Supply List – link below
- Student Parent Contact Information Form (Limit emergency contacts to two contacts) – mailed separately. Return by September 29th, 2023
- Medical History Form – link below - Return by September 29th, 2023
- FERPA Form – link below
- Free and Reduced Lunch Form – link below
- Parents Bill Of Rights for Data Privacy and Security – link below
- Directions For Opening A School Locker – link below
- District Calendar – link below
- Device Protection Plan – link below – Return by September 29th, 2023
- Building Calendar – All events are live on the middle school website. Please check this regularly.
- Breakfast and Lunch Menu – viewable on the district website.
- Middle School Dance Contracts – link below and due September 22nd, 2023. These must be completed and returned to the Main Office in order to have permission to attend dances. The first dance is being planned for September 29th, 2023.
- Please review the **Student Handbook** on the school website <http://www.saranac.org> A printed copy will also be available to your child at school. Some other items to note:
- Due to employee summer schedules and maintenance and cleaning of the building, please call the Main Office before coming to school. This will allow you to be sure the building is open and someone is here for your visit.

- In an ongoing effort to ensure a safe and secure learning environment at Saranac Middle School, all doors are locked throughout the day. Parents and visitors who come to school during the day must ring the bell for admittance and should check directly in at the office.
- Middle School students who are dropped off early must wait in the café until 8:20 a.m., at which time all buses unload. Please note, students may not be dropped off in the morning before 7:45 a.m. as we do not have staff supervision until that time. Students dropped off early **MUST** be dropped off at the High School side entrance to avoid congestion and safety concerns with arriving and departing school buses and staff arrivals.
- If you have any questions regarding Middle School procedures and practices, please contact the Main Office at 565-5700.