



INTEGRITY ♦ HIGH EXPECTATIONS ♦ MUTUAL RESPECT

Welcome back to school! We recently finished our first four weeks of school, and things seem to be progressing as everyone gets acclimated to the start of the school year. A couple of things as reminders:

Safety/Security

Doors will be locked all day except from 7:30 – 8:00 a.m., and 3:20 – 4:00 p.m. Students can remain in the vestibule until 7:40 a.m. when staff supervision begins and students may enter the building. Any student entering the building after 8:00 a.m. needs to sign in and will be given a pass to go to class.

After School Pickup

Steffen does not require notification of a student's after school transportation unless a student wishes to take a bus home that they do not ordinarily ride. They will then need a note from a parent/guardian indicating whom they are to ride home with, and the note must be brought to the office for a signature and date.

Messages/Deliveries

Messages will be delivered during passing time in order to minimize the number of interruptions during instructional class time. It is the student's responsibility to check in the office if they want materials before the delivery time.

Scheduled Appointments

Students needing to meet their parent in the office during the day should inform their teacher at the beginning of the class and quietly leave at the appropriate time. Students should not wait for the office to call them down. This will help reduce the interruption to the classrooms.

Deborah L. Anderson, Ph.D.
Principal

Mission

Steffen Middle School fosters students' intellectual, emotional, and social growth by promoting mutual respect, high expectations, and personal integrity. As a community, our staff, students, and families cultivate lifelong learning and responsible citizenship in today's global society.