



Stephens Opening Letter & FAQs for Families

Dear Stephens Parents and Students --

Welcome back to Stephens Middle School! Our staff is excited for the 2021-2022 school year, following a year that presented many challenges, and also led us to many innovations to benefit students and families.

As Principal, I am excited to welcome all of our students to Stephens safely all five days of the week, and I am committed to supporting the continuous success of all of our academic, athletic, and performing arts programs. Our success at Stephens is an outcome of a partnership -- between relational staff providing rigorous and relevant instruction to the whole student, and our parents providing personal, social, and emotional support to every Stephens Scholar. We truly believe that *Stephens Scholars Grow Stronger Together*, and encourage you to partner with us in making Stephens a place where students, staff, and families are courageous, caring, and connected; where all of our scholars are inspired to grow together and develop their individual determination for lifelong success.

To be ready for the opening of school this September, here are some *Taking Care of Business* items that need to be completed, information to assist you in planning for the school year, and some *Frequently Asked Questions* about returning to school this year at Stephens.

Welcome back!

David Wood
Principal
Stephens Middle School

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1. **REQUIRED Completed Registration -- please verify your student's information online Registration for Returning Students**

1. Please go to <https://salkeiz.k12.or.us/parentvue-studentvue/> to register online.
2. Choose "I am a Parent".
3. Login to your ParentVUE account. If you have forgotten your password, there is a "forgot password" link.
4. Please complete the Online Registration (upper right corner).

If you do not have a ParentVUE account, but your student has attended Stephens or any other Salem-Keizer public school, please contact our Registrar, Leticia Salas, through the Main Office at (503) 399-3442 or salas_leticia@salkeiz.k12.or.us to obtain an activation key.

New Student Registration

1. Please go to <https://salkeiz.k12.or.us/parentvue-studentvue/> to register online.
2. Choose the blue box "New to the District? Set Up a ParentVUE Account".
3. Once the ParentVUE account is set up, you will be directed to complete the student's registration information.
4. After registration is completed, our Registrar will approve the registration, or reach out via email to collect any other necessary information.

If you have questions about registration, please contact our Registrar, Leticia Salas, through the Main Office at (503) 399-3442 or salas_leticia@salkeiz.k12.or.us

2. **Return to School Dates & Information**

Sep 2, 2021 **6th grade Families only - Open House** for incoming 6th grade parents and students to visit the Stephens building, and get more familiar with the things that are new about middle school! 6pm-7:30pm

- (replaces cancelled Spring Open House from May 2021)

Sep 7, 2021 **6th Grade only - Bulldog Blastoff!** First Day of School for 6th grade

Sep 8, 2021 First Day of School for **All Students** / first Late-Start Wednesday

- (classes start at 10:20am on Wednesdays)

Sep 16, 2021 **Back-to-School Night** (6pm-7:30pm) Open House for ALL parents and students to visit the Stephens building in-person, meet teachers, and see and hear about great programs & opportunities at Stephens! More to come.

Stephens Bell Schedules 2021-22

- All Salem-Keizer middle schools have a new bell schedule this year, which has shifted the school day to **9:20am-4:00pm** on Mondays, Tuesdays, Thursdays, and Fridays.
- On Late-Start Wednesdays, the school day is **10:20am-4:00pm**. Stephens staff will be able to take full advantage of this time for collaboration and planning.
[District start times for all schools](#)

3. What should students bring with them to school?

- Face covering
 - **Students will wear a face covering while they are inside the Stephens building, but will not be required to wear a face covering when they are outside.**
 - [Face covering guidance from ODE and Salem-Keizer](#)
 - Remember face coverings go up over the nose, down below the chin, they hook securely around the ears and they are two-ply.
- Backpack
 - Lockers are not available this year.
- Chromebook (personal devices are allowed) and charge cord
 - Chromebooks will be checked out to students at the beginning of school. There is no need to visit the office to check out a device prior to the start of school.
- Water bottle
- Materials for class as instructed by teacher
 - Examples include: math workbook; composition notebook; etc.
- Pencils, pens, highlighters, etc., in a personal pencil pouch
- Students do NOT need to bring a 3-ring binder
 - Chromebooks (or personal device) that access Canvas will serve as the primary organization tool for students
- Bikes may be locked in the bike rack. Students provide their own bike lock.
- If students have required items that need to be secured (example: band instruments) a secure location will be available (example: in the band classroom).

4. What are the expectations for students?

- Students are expected to adhere to all federal, state, local, and Salem-Keizer School District safety guidelines.
- Students will wear a face covering while they are inside the Stephens building, but will not be required to wear a face covering when they are outside.
- Students will remain three feet apart for appropriate physical distancing, to the greatest extent possible
- Students will use the Main Entrance and, upon entering, go immediately to a structured activity (8:15-9:00am), or their 1st period classroom (9:00-9:20am)

- Students will have the opportunity to wash their hands, or use hand sanitizer, every time they enter a new classroom, and before eating.
- Students will keep their belongings with them in their backpack and place their belongings in the designated spot determined by their teacher.
- When the school day has ended at 4:00pm, students will either proceed to athletic practice, a structured activity (such as Power Hour), or depart the building and campus by 4:15pm.

5. How will arrival work?

- Students will wear a face covering while they are inside the Stephens building, but will not be required to wear a face covering when they are outside.
- Car drop-off happens at the front of the school (please watch for adult guidance and signs including detours for construction) and students walk to the Main Entrance.
- Only school buses are allowed in the East parking lot by the gyms.
- Due to construction, all students, including bus riders, will enter the building through the Main Entrance.
- How families can help:
 - One recommended tool for keeping students safe and healthy is to maintain social distancing, and reduce the amount of time that students are gathered together in unstructured groups. One way parents can support Stephens' efforts to keep all students safe and healthy is by **dropping off students between 9:00am-9:20am** -- which allows students to proceed directly to their 1st period class.
 - The Stephens building will open at 8:15am. Students who arrive between 8:15am-9:00am will be directed to the Main Gym. In the near future, there will be choices available for "0 period" clubs and activities for students to participate in on Mondays, Tuesdays, Thursdays and Friday. No "0 period" on Wednesdays.
- Any student who arrives after 9:20am (10:20 on Wednesdays) needs to enter through the front door and check in at the Attendance window.
- Visitors/Parents have limited building access -- only for required meetings or pre-scheduled appointments, please. All visitors will need to check-in/check-out in the Main Office. At this time, Visitors may not walk students to class or join them for lunch.

6. What will bus transportation look like?

Transportation is available for secondary students attending their resident school who live more than 1.5 miles from their school. <https://salkeiz.k12.or.us/parents/rider-registration/>

Families can confirm eligibility for bus service by using the **Bus Finder tool on the district website** and typing in their address. If families are eligible they will be given a link to complete the rider registration form. Rider registration is required to receive transportation services.

- Students will be three feet apart to the greatest extent possible.
- Everyone on the bus will wear face coverings (passengers and drivers), per federal guidelines.

- The windows might be open to promote improved ventilation.

*If you need assistance to register for the bus, call the Stephens Main Office (503.399.3442).

7. Food Service

- Meals will again be provided free for all students.
- Breakfast will be available before school.
- A warm lunch will be available for all students.
- Students may still bring their own lunch. They need to keep it in their backpack during their morning classes.
- Lunch will be eaten in common areas, including the Commons and the gyms.
- Students may remove their face coverings, during lunch, while eating but will put their face covering on again when not eating.
- During the 30 minute lunch, students will also have the opportunity to move, run, and play with other students, either in a gym or outside.
- Students will be able to wash their hands or use hand sanitizer before eating lunch and before returning to class.
- Students will have the option to pick up a bagged supper meal at dismissal.

8. Athletic Participation -- NO Participation fees this year

- In order to participate in athletics at Stephens, please complete the athletic registration using FamilyID <https://www.familyid.com/organizations/stephens-middle-school>
- 7th and 8th graders need a current physical on file (good for 2 years from date of exam)
- Fall Athletics seasons:
 - Football -- 7th and 8th grades
 - Volleyball -- 8th grade September/October; 7th grade November/December
 - Cross-Country -- 6th, 7th, and 8th graders are eligible!
- Winter Athletic seasons:
 - Wrestling -- 6th, 7th, and 8th graders are eligible!
- Spring athletic seasons:
 - Track & Field -- 6th, 7th, and 8th graders are eligible!

Frequently Asked Questions

Q: What happens when a student is sick and misses a school day?

A: All teachers are using Canvas as the primary learning platform at Stephens. Chromebooks (or personal device) that access Canvas will serve as the primary organization tool for students.

This means that all course work on Canvas that was available to students in-person can also be accessed asynchronously by students who are absent. Students carrying a backpack containing their chromebook, their 5-subject notebook, and any other teacher-identified materials (such as math workbook) allows students to access their learning at any time.

Q: Can my child bring their own water bottle?

- Yes, students may bring their own water bottle (and are encouraged to do so)
- We now have multiple water fountains/water bottle filling stations

2021-2022 Bell schedule

Period 1 9:20am - 10:14am	
Stephens Strong 10:18am - 10:40am	
Period 2 10:44am - 11:38am	
Lunch A 11:38am - 12:08pm	Period 3A 12:12pm - 1:06pm
Period 3B 11:42am - 12:36pm	Lunch B 12:36pm - 1:06pm
Period 4 1:10pm - 2:04pm	
Period 5 2:08pm - 3:02pm	
Period 6 3:06pm - 4:00pm	

**2021-2022 Late Start
WEDNESDAYS ONLY**

Period 1 10:20am - 11:08am	
Period 2 11:12am - 12:00pm	
Lunch A 12:00pm - 12:30pm	Period 3A 12:34pm - 1:22pm
Period 3B 12:04am - 12:52pm	Lunch B 12:52pm - 1:22pm
Period 4 1:26pm - 2:14pm	
Period 5 2:18pm - 3:06pm	
Period 6 3:10pm - 4:00pm	

Stephens Middle School
2021 - 2022

School Supply List

1. _____
5 subject notebook
2. _____
Pencil pouch
3. _____
#2 Pencils and erasers
4. _____
Blue/Black ballpoint Pens
5. _____
Hiliters (suggested: 4 colors)
6. _____
Black shirt, black shorts/pants, and
athletic shoes for PE**



First day for **ONLY 6th graders** -- Tuesday, Sept. 7th
9:20am - 4pm

First day for **ALL** students -- Wednesday, Sept. 8th
10:20am - 4pm

** PE Clothes: PE clothing items can be purchased at Stephens Middle School.