



Joe Stefani Elementary School

## **Parent/Student Handbook 2025-2026**

### **INTRODUCTION**

Joe Stefani Elementary School staff are committed to helping students achieve their fullest intellectual, ethical, social, and emotional growth. To achieve that, we believe that cooperation and support between home and school are essential. We therefore expect that all students will understand and comply with all rules, procedures, and dress code protocols. We hope that this student handbook, which is available at the school office and online at the Joe Stefani website, will clearly delineate the expectations for students while attending our school.

Parents, it is important that you find time to review the student handbook with your child so that together, we can make this year a phenomenal year!

### **SCHOOL SCHEDULE**

<b>OFFICE HOURS:</b>	<b>7:30 A.M. - 4:30 P.M.</b>
<b>BREAKFAST:</b>	<b>7:50 A.M. - 8:15 A.M.</b>
<b>INSTRUCTIONAL HOURS:</b>	<b>8:20 A.M. - 2:45 P.M.</b>
<b>TEACHER HOURS:</b>	<b>7:45 A.M. - 3:00 P.M.</b>

**Please remember that children are not to be at school until 7:50 when there is adult supervision. Your child's safety is of utmost importance.**

### **DISMISSAL PROCEDURES**

ALL students are expected to leave the campus upon dismissal unless they are to be picked up by parents or they are staying for a supervised after-school program/activity. Please ensure to pick your child up from school on time.

**CARS ARE NOT TO ENTER THE BUS DROP OFF/PICK UP AREA. THIS AREA IS ONLY FOR STUDENTS WHO RIDE THE BUS.**

**Bus Riders** Regular Bus transportation is available daily to and from school. A bus schedule will be available in the school office. Please call the Transportation Department at 209-385-6690 if you have any questions.

**RELEASING CHILDREN BEFORE DISMISSAL TIME**

It is important for your child to be at school at all times. We therefore discourage parents from removing their children from school unless it is an emergency or your child is seeking medical treatment. If such a request is necessary, parents may be asked to identify themselves before the child is released. No child is permitted to leave the school with any person other than the parents, guardians or people listed on the students' AERIES platform unless we received a prior written notice from the parents. **EARLY DISMISSALS SEVERELY IMPACT YOUR CHILD'S INSTRUCTION. WE THEREFORE ASK THAT YOU DO NOT PICK UP YOUR CHILD BEFORE THE END OF THE SCHOOL DAY.**

If you need to pick up your child during the school lunch hour, please notify the office at least 30 minutes prior to 11:45 AM. Doing so will help alleviate the need for our noon supervisors to be pulled away from their supervisory jobs to look for your child. If you do not give sufficient notice, you will have to wait until students are back in class.

**STOP BY THE OFFICE PRIOR TO ENTERING THE SCHOOL.** Parents and all visitors are required to check in at the school office in order to enter the campus. Any parent who enters the campus will need to follow district protocols, which include checking in and signing in at the main office. Please call or visit the office if you have any questions.

All students must be signed out through the office before they are allowed to leave the school. **DO NOT REQUEST A RELEASE BY TELEPHONE UNLESS THERE IS AN VERIFIABLE EMERGENCY. UNLESS THERE IS AN EMERGENCY, PARENTS WHO NEED TO GET A MESSAGE TO THEIR CHILD MUST CALL THE OFFICE at 209-724-2500 NO LATER THAN 2:00 EACH DAY. PLEASE UNDERSTAND AND HELP FACILITATE US GETTING THE MESSAGE TO YOUR CHILD BY DOING SO EARLY IN THE DAY.**

**IF YOU PICK UP YOUR CHILD BY CAR, PLEASE OBSERVE THE FOLLOWING:**

IF PICKING UP A STUDENT AFTER SCHOOL, YOU MUST PULL UP ALONGSIDE THE CURB. IF YOU ARE PARKED AWAY FROM THE SCHOOL'S MAIN GATE, PLEASE WALK YOUR CHILD TO & FROM YOUR CAR USING THE HIGHLIGHTED CROSSWALK. STUDENTS MAY NOT WALK THROUGH THE PARKING LOT UNESCORTED. PLEASE DO NOT DOUBLE-PARK OR BLOCK OTHER PARKED CARS WHILE WAITING FOR YOUR CHILD.

**As a matter of safety, parents are asked NOT to enter the campus to pick up their child.**

Unless specific arrangements are requested in writing by the parent, students will be dismissed in the normal daily routine (manner). We cannot accept a child's word for a change.

Arrangements for alternate dismissal procedures by phone **CAN ONLY BE MADE IN THE EVENT OF AN EMERGENCY!** If there are any court orders that the school needs to enforce, please bring a copy so the school can have it on file. All information is kept in strict confidence.

### **VISITORS**

**As posted by law:** *All visitors must check in the office to obtain a Visitors' pass. Anyone entering these premises between 7:30 A.M. and 4:00 P.M. without registering, even for lawful school business, is subject to arrest and prosecution. P.C. 627.2, 627.6, 627.7.*



### **PARENT VOLUNTEERS**

We love to have classroom volunteers. Here again, we will follow District and State guidelines for classroom volunteers. Be on the lookout for specific details on any restrictions that may be in place.



## The Stefani Stallion RISE UP Challenge

**Safety, Safety, Safety!** This is Stefani School's number one concern. In order to have a successful learning environment, we must start with a safe, supportive, and fun campus where everyone feels comfortable and safe. To maintain this environment all students must follow these simple rules:

**R= (Respect)** Being respectful is the key ingredient for success, whether you are at school, at work, or just with friends and family. Remember, "a little bit of respect goes a long way".

**I= (Integrity)** Having integrity will motivate you to continue to be at your best, even when things are not at their best. We don't quit but move forward, looking at the cup as half full instead of half empty.

**S= (Self Control)** Having self-control allows you to think about the situation before you act on it. Remember that every action comes with a reaction. We would like all reactions to be positive.

**E= (Effort)** Giving your best (110%) each and every single day. Success is built on persistence and perseverance.

### **MORNING BREAK**

Any student with a personal snack must walk to the cafeteria, eat their snack at a table, and must exit no later than halfway thru break (within the first ten minutes). Fresh fruit snacks are available inside the cafeteria during morning break. **ATTENTION: A full breakfast WILL NOT be available during morning break. We encourage all students to eat before school and before going to class.**

Ball games need to be played in designated areas. Dodgeball needs to be played in the circle area. Never kick a ball unless you are out in the field.

### **ACTING RESPECTFULLY AND USING GOOD MANNERS IN THE CAFETERIA.**

Be respectful and promptly follow all directions given by school staff. Use proper manners, speak softly, stay in your seat, stand in line quietly, raise your hand for help and dismissal, and keep your area clean. Food may not be traded or shared. Students are expected to walk inside the cafeteria. All food must be eaten in the cafeteria only; do not take it outside.

## **TEACHER EXPECTATIONS/CLASSROOM RULES**

*TEACHERS WILL SEND HOME THEIR CLASSROOM BEHAVIOR EXPECTATIONS, HOMEWORK PROCEDURES, AND ANY OTHER RELEVANT INFORMATION FOR SUCCESS. PLEASE READ AND DISCUSS WITH YOUR STUDENT IN ORDER FOR THEM TO RECEIVE THE BEST EDUCATIONAL EXPERIENCE.*

## **STUDENT BEHAVIOR MANAGEMENT**

*As part of our PBIS and Conscious Discipline protocols, we encourage relationship-building between the staff and students. We believe that it "takes a village" to raise a child. With that mindset, students will be afforded chances (steps) to redirect behavior and correct any ill behaviors prior to receiving an office referral. An office referral is warranted when a student has reached the 4th step for minor violations within a quarter.*

*NOTE: Students may be immediately referred to the office for severe disruptions, such as fighting, blatant defiance, property misuse, etc. Consequences will be directly related to the behavior exhibited, the education laws of the State of California, and the policies of the Merced City School District.*

## **STUDENT DISCIPLINE (CONSEQUENCES)**

Stefani School believes in a positive approach to student discipline. A progressive system is implemented to ensure fairness and consistency in accordance with the District Policies and California Education Code. In an effort to maintain effective communication and a cooperative partnership between school and home, Stefani uses the following:

- ❖ **Progressive Discipline Process (minor offenses: an infraction that doesn't violate Education Code)**
  - **Step 1: Student given verbal warning, redirections. re-teaching of rule(s). Teachers may contact parents.**
  - **Step 2: Student redirected, moved seats, student conference, parent conference, etc. Teachers may contact parents.**
  - **Step 3: Student redirected, moved seats, student conference, parent conferences, sent to "buddy teacher," etc. The teacher will contact the parents.**
  - **Step 4: Administrative Consequences / Parent Conference/ Visitation**

**Progressive Discipline protocols allow students to know immediately when they have broken a rule and are afforded opportunities to correct/modify their behaviors in order to become more productive within the classroom setting.**

## ED CODE ON OFFENSES SUBJECT TO SUSPENSIONS (major offenses: an offense that violates Ed. Code)

School suspensions may be given as a last step in the discipline system at Stefani School. Students will be given multiple opportunities to create a success plan with administration and the staff prior to a Suspension. The items below are examples of suspendable offenses:

- *Possession of cigarettes, vape pens, alcohol, drugs, and weapons is against the law for students. Students are not to bring any drugs or weapons to school. This includes alcohol, tobacco, knives, guns (play guns, too), or any dangerous objects, including, but not limited to, pocket knives, lighters, or imitation weapons of any kind.*
- *Fighting or threatening to hurt or kill another person - There is no problem that cannot be solved with words. **If a student gets into a fight, there is a very good possibility that he/she will be suspended.** Verbal arguments can also be considered fighting if it is evident that he/she is using words to hurt instead of using words to solve a problem. This includes any type of **cyberbullying** using platforms such as Instagram, Facebook, or Twitter, for example. Kicking, hitting someone as a student passes by, hitting /kicking/pushing another student or adult in retaliation or as "self-defense" - considered mutual combat, are all examples of assault and/or battery and will be **punishable to the fullest extent of the District Policy, California Ed. Code, and/or Penal Code.***

Note: Encourage your child to talk to their teacher, and/or administrator, if they are having a hard time solving a problem, are afraid they may get into a fight, or need to report any issues of bullying or concerns in general. If they do not feel comfortable telling a school adult, we ask that parents make the report to us.

- ***Blatant defiance** toward a teacher or other school staff member - Just as the adults on campus are expected to treat students respectfully, students are to treat the adults respectfully. Not following directions, speaking rudely and/or arguing with an adult are examples of defiance*
- ***Use of profanity is not acceptable under any circumstances.***
- ***Improperly touching** someone or acting in an inappropriate or vulgar way*
- ***Damaging, defacing, or stealing** school or private property*
- ***Bullying.** No one likes to be around a bully. If your child chooses to tease or pick on other students verbally or in writing, he/she will lose privileges. If that does not work, suspension will be the next consequence. If your child is being teased in a mean way or bullied, encourage him/her to tell you parents and/or a school adult right away.*

## ITEMS NOT ALLOWED AT SCHOOL

The following items can distract students and/or may be lost, damaged, or stolen, so students are **NOT TO BRING: headphones, electronic games, trading cards, and toys to school.** These items will be confiscated and only given to the parent/guardian. **The school will do its best to return confiscated items when confiscated. However, the school is not responsible for lost items. It is best not to bring such items to school.** Gum, hard candy, and lollipops (candy with sticks) are not allowed for student safety and school environment reasons. Healthy snacks are encouraged. Due to allergies, students may NOT share such snacks.

### CELL PHONES/WIRELESS EARBUDS/SMART WATCHES

*Cell phones, wireless earbuds, and smart watches are discouraged but allowed. We understand that some students need a phone in order to communicate with their parents before and after school. However, cell phones must be off and put away in a Yondr bag while students are on campus (required for grades 5/6). All students are to put their phones away and not use them during the school day. We are not responsible for lost or stolen cell phones, earbuds, or smart watches. Here is the text from the MCSD School Board policy:*

Inclusive of, "Cellular telephones or other mobile communication devices including, but not limited to, MP3 players, wireless earbuds, smartwatches, and/or any other device capable of transmitting and/or receiving data in the form of a voice, text message, and/or capable of accessing the Internet Such devices shall be turned off and stored away while on campus. Cellular telephones or other mobile communication devices may instead be placed into locked and sealed bags provided by a school if the school adopts usage of such a program to control and deter device usage during the school day."

Yondr bags will be assigned to students in the same way as library books and/or Chromebooks. Lost, Damaged, or Stolen Yondr bags may need to be replaced at the expense of the family.

### Cell Phone Policy Violation Procedures

#### Violation #1

- Staff gives the student a warning to turn off their device and put their device in their Yondr bag.
- Staff will document the violation accordingly.

#### Violation #2

- Student will take their device to the school office to turn it into the administrator or designee.
- Staff will document the violation accordingly.
- Student can pick up their device at the end of the school day.

### **Violation #3**

- Student and device will be escorted to the front office by Staff. Office staff will hold the device until the end of the school day.
- The administration will speak with the student and impose additional consequences.
- Staff will make parent contact and document the violation accordingly.
- The administrator will add the student to the check-in list at the beginning of the school day.
- The administrator will use their discretion regarding who picks up the device.

### **Violation #4 & Beyond**

- Student and device will be escorted to the front office by Staff. Office staff will hold the device until the end of the school day
- ONLY the parent/guardian can pick up the device.
- If the parent/guardian cannot pick up the phone at the end of the school day, they can pick it up anytime the next day during office hours.
- The administration will speak with the student and impose additional consequences.
- Staff will make parent contact and document the violation accordingly.
- The administrator will require the student to check the device into the office for a set period as determined by the site administrator.

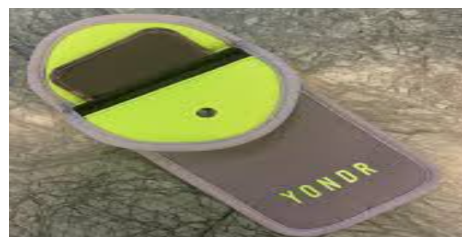
FULL CELL PHONE POLICY EXPLANATION ATTACHED AT THE END OF THIS HANDBOOK

### **SEXUAL HARASSMENT**

Sexual Harassment is against the law and is a very serious offense. The Merced City School District has determined that students in 3<sup>rd</sup> through 6th grade are old enough to know when an action is considered sexually harassing. All allegations will be thoroughly investigated by the school administration and dealt with accordingly. **If your child feels he/she is being harassed, please encourage him/her to bring it to the attention of a staff member.**

### **EXPULSION**

It is your child's job as a member of the **Stefani Community** to help keep our campus a safe place. Possession of any drugs, alcohol, tobacco, or weapons may be a cause for expulsion. **If your child knows of a student who has something that is not legal on campus, let a staff member know immediately!** We will talk in school about ways to let us know anonymously if students are uncomfortable talking to us personally.



## **DRESS AND GROOMING**

A student's dress and general appearance should not be of such extremity that it draws undue attention to the student, nor should the outfit and appearance distract or interfere with the teaching and learning in the classroom. As a general rule, all shoes and clothing should be appropriate for physical education activities and must fit comfortably.

**The following are some specific dress and grooming guidelines that specifically relate to the safety and/or a learning environment that promotes high achievement:**

- Flip-flops, slides, and platform shoes are **NOT PERMITTED**. Sandals are discouraged, as they could be a safety issue for exposed toes. Crocks (sprocs) are allowed, but straps (sports mode) must be on at all times. All shoe back straps must be worn.
- Shorts and skirts **MUST BE** at mid-thigh length when standing with arms down at the sides. If pants/shorts have holes in them, they must wear black tights underneath. Leggings must meet the aforementioned mid-thigh expectation.
- **NO** Baggy pants/shorts - Pants must be no more than two sizes larger and snug.
- **NO** clothes of any type that advocate or advertise alcohol, tobacco, drugs, violence or which is profane and disruptive of the learning environment. No more than one clothing item of a single red or blue color may be worn at any time.
- **NO** "spaghetti" strap, halter or tube tops, bare midriffs - All shirts (boys & girls) must have straps/shoulder covering a minimum of 2 inches or 3 "fingers" wide
- Attire that is worn in such a way as to identify students with gangs is **NOT ALLOWED**
- Sunglasses, other than prescription, are not to be worn inside school buildings.
- Sports jerseys may **ONLY** be worn on JERSEY DAY spirit days!
- Only Stefani Elementary hats (bills worn forward) and visors will be allowed at school
- Hats and hoodies are only to be worn outdoors (exceptions made for religious beliefs or practices)

## **GUIDELINES FOR TEACHERS**

In assigning homework, teachers should:

1. Clearly explain the objectives and materials to be covered in the assignment. Help students understand not just what is to be done, but why and how it should be done.
2. Be sure that assignments are reasonable and suggest appropriate study techniques.
3. Evaluate and grade completed homework assignments promptly and return them to the students with corrections.
4. Vary the type of homework assigned, sometimes designing assignments which require parental participation and feedback, and which clearly explain the parent/guardian's role.

## **GUIDELINES FOR PARENTS/GUARDIANS**

To help their child, parents/guardians should:

1. Provide a suitable place to study, distraction-free and, if possible, separate.

2. Encourage and assist their child, but insist that the student do his/her own work.
3. Participate eagerly in assignments that call for active parental involvement.
4. Check to see that the homework assignments are completed.
5. Express interest when your child talks about school and ask specific questions about the child's day. For example, parents may ask what they learned at school each day..
6. Assist in balancing schoolwork with other activities.
7. Talk with teachers if assignments seem to cause their child continuing problems.
8. Share ideas with their child on topics of common interest.
9. Stay connected through calls, visits, and participation on school committees.
10. Insist upon the proper use and care of books and materials.

### **GUIDELINES FOR STUDENTS**

To do a good job on homework, students should:

1. Write down all instructions regarding homework.
2. Ask questions if the assignment is not clear.
3. Have a set time and place to study, free from interruptions.
4. Budget time wisely and maintain a consistent schedule.
5. Begin assignments promptly and turn them in when due.
6. Strive for the best results, rather than the minimum.
7. Study independently unless a group or family project is assigned.
8. Read daily (whether assigned as HW or not).

### **GUIDELINES FOR TIME SPENT OF HOMEWORK**

1. Students are expected to spend up to 30 minutes in grades 3, and up to 60 minutes in grades 4-6, four nights a week (Mon. - Thurs.), on homework and/or reading.
2. Homework assignments in 3<sup>rd</sup> grade should promote the development of skills and encourage family participation.
4. In grades 4<sup>th</sup> through 6<sup>th</sup>, homework should continue to reinforce skill development and encourage family participation. Assignments should help develop good personal study habits and may include occasional special projects. Teachers should instruct students on how to develop good study techniques and habits.

### **HOMEWORK IN RELATION TO REPORT CARD GRADES**

1. Homework is graded and given a separate effort grade on the report card.
2. Each teacher is responsible for notifying parents of their homework grading policy.

## HOMWORK POLICY

To increase student achievement and help students develop self-discipline and good study skills, homework may be assigned daily and must be brought back completed by the assigned date. Please refer to the teacher's syllabus and/or communication on this matter.

## STUDENT SUCCESS TEAM

It is the intention of the Stefani Staff to manage all students' academic programs to ensure achievement. A Joe Stefani **Student Success Team (SST)**, including the Resource Specialist, School Psychologist, Administrator, Classroom Teacher, and Parent, will work together with your child to monitor and modify a student's academic program as needed. Communication with the parent will be ongoing during this process. Testing for learning disabilities will only take place after interventions have been put in place and have failed to help students make academic growth.

## ACADEMIC PROGRESS

*In accordance with Ed. Code and Merced City School District Board Policy, a student must demonstrate mastery or adequate progress toward meeting each grade level standard in order to be promoted to the next grade.*

If your child is at risk of failing any subject area during the quarter, the teacher will inform you at mid-quarter via a phone call or a progress report.

Quarter 1 - ends October 17<sup>th</sup>, 2025

Quarter 2 - ends January 9<sup>th</sup>, 2026

Quarter 3 - ends March 27<sup>th</sup>, 2026

Quarter 4 - ends June 5<sup>th</sup>, 2026

If your child is at risk of failing or having social/emotional problems, you have the right to request that an SST meeting be held to discuss their child's academic and/or social/emotional progress. Simply submit a letter to the Principal addressing your concern.

## SCHOOL LUNCH PROGRAM

Carefully planned lunches are served in the school cafeteria to provide a nutritionally balanced diet for growing children. Stefani offers a self-serve breakfast/lunch program. Students will serve themselves, but they need to eat whatever they take. Breakfast is served from 7:50 A.M. - 8:15 A.M. **If your child is eating breakfast at school, please have him/her at school NO LATER than 7:50 A.M. SECOND-CHANCE (DURING MORNING BREAK) BREAKFAST WILL NOT BE OFFERED.**

## **ATTENDANCE AND ABSENCE NOTES**

Students' success in school is linked to positive attendance. You are strongly encouraged to have your student in school on time every day, except when he/she is sick. It is important that parents/guardians **CALL THE OFFICE** and **SEND A WRITTEN NOTE** each time that the student is absent. Every effort is made by the Stefani Office Staff to ensure that all children are accounted for every day. A pre-recorded message will be sent via Parent Square informing parents/guardians of a student's absence and requesting verification.. If your student is absent frequently or for an extended period of time, you may be required to produce a doctor's written note. Excessive unexcused absences and/or excessive tardiness to school will be reported to the School Attendance Review Board (SARB).

**Any student returning from an absence MUST check in at the office before going to class.**

Make-up work for students will be given when they return to school for each time that they are absent. If your student is absent for more than one day, you may request make-up work for them to complete at home. PLEASE do not request make-up work unless your student has been absent from school for two consecutive days. In such cases, you may call the office before 10:00 A.M. and pick up the make-up work between 3:00 P.M. and 4:00 P.M.

Tardiness to class is harmful to the individual student and a disruption to the classroom environment. The passing bell rings at 8:15 A.M. A student who arrives at the classroom after 8:20 A.M. will be considered tardy and must come to the office to pick up a tardy slip. All tardies will be recorded throughout the school year.

You will be notified in writing when your child has 3, 5, and 10 excused or unexcused tardies and/or absences have been accumulated. Excessive tardiness and/or absences may result in referrals to the School Attendance Review Board (SARB), as stated above.

**NOTE: PLEASE REMEMBER TO NOTIFY THE SCHOOL OF ANY ABSENCE: (209) 724-2500.**

Quarterly and annual "Perfect Attendance" Awards will be awarded to those students who have been continuously enrolled at Stefani since the beginning of the year with no absences or tardies. **Perfect Attendance means that they are here every minute of every day.**



## **HEAD LICE**

Because head lice are common and easily spread, students will be checked for lice after the school year starts and periodically thereafter. Any evidence of live lice will result in the child being sent home for treatment.

*The Governing Board requires that the responsibility for the treatment of head lice rests with the parent/guardian. When lice or nits are found, the student shall be excluded from school with proper parental notification. Three school days of excused absence will be allowed for the communicable condition to be resolved. Failure to comply may result in legal action. The student shall not be allowed to return to school until free of lice.*

## **INDEPENDENT STUDY**

If you find out that you are going out of town and will miss 5-10 days (1 to 2 weeks) of school, please contact the school office at **least two weeks before you leave** to make arrangements for an **Independent Study Plan**. No approval will be given without a minimum of 2 weeks' notice.



## **ILLNESS AND INJURIES AT SCHOOL**

Occasionally, a student may become ill or be injured at school. If your child becomes ill or injured, he/she should report this immediately to a staff member. Students must speak with an adult if they are feeling sick at recess so the nurse can be notified.

In the event your child is injured and their injury requires more than just minor first-aid (band-aid, icepack, etc.), you will be notified, and the Nurse or Health Assistant will check the injury. In the event of a major injury, the school will call 911.

If your child becomes ill, the health assistant or office staff will evaluate and follow current guidelines, which may include sending the child home for a specified number of days. If this is the case, you will be notified accordingly.

## **MEDICATION AT SCHOOL**

If your child needs to take medication at school, even for one or two days, Form A-73 must be filled out by the parent and signed by the doctor. The medication must be in the original container and kept in the office. **Please do not allow your child to carry medication on campus. This includes cough drops, Tylenol, etc.**

## **EMERGENCY CONTACT INFORMATION**

We hope your student never gets sick or injured at school, but if he/she does, or there is another major emergency, we need to be able to contact someone in your family or a family friend. It is very important that the numbers on your child's registration card are current. Parents/guardians will be contacted first. **However, if parents cannot be reached, we need to know of at least two relatives or friends who can be reached by phone at all times.**

## **CHANGE IN STUDENT INFORMATION**

Because your child might get sick or injured in school, it is imperative that the school office be notified immediately of a change of address, home/work/cell telephone number, babysitter, or of a change in emergency information during the school year.

## **SCHOOL PROPERTY**

Our library and classrooms have wonderful books, technology, and other materials for your child to use. If they are not properly cared for, there might not be enough for everyone. Students are responsible for caring for their textbooks, PE equipment, computers, classroom equipment, furniture, and other school materials. Students will be disciplined for purposeful stealing and/or damaging school or private property.

## **PERSONAL ARTICLES**

All students are responsible for their own clothing, money, and personal articles. Please **MARK ALL PERSONAL ARTICLES, COATS, ETC.** that your child brings to school so that they may be identified and returned should they be lost or found. **NEVER SEND MORE MONEY THAN YOUR CHILD NEEDS FOR THE DAY.** Stefani School is not responsible for replacing stolen or damaged personal property.

**Lost and found clothing racks are located inside the cafeteria. If your child has lost an item, have them check the rack frequently. Students may have a much better chance of finding their item if it is clearly labeled with their first and last names.**

**All unclaimed items will be removed and donated at the end of each quarter.**

## **COMMUNICATION AND PARENT INVOLVEMENT**

One very important part of a successful school experience is **Parent Participation**. Research shows that students who have parents who are actively involved in their education are academically successful and socially happier. We encourage you to be a part of your child's learning by maintaining consistent communication with teachers and staff and reviewing their homework each night.

**Communication** between the home and school is essential. Parents and students are encouraged to ask questions or express any concerns with their teacher or the office staff. In addition, Parent Square will be used to inform you of school activities and important events each week via voice, text, the app, and email. **Make sure the school office knows your correct phone number(s) and email(s). Make sure you are connected and receive Parent Square messages.**

## **PARENT-TEACHER CLUB (PTC)**

All parents are encouraged to join Stefani's Parent Teacher Club (PTC). The PTC supports all children at Stefani School through organizing activities, programs, and providing funding to purchase equipment and incentives. The PTC meets approximately once each month. Dates will be announced regularly.

## **ELAC & SSC**

The English Learners' Advisory Committee and School Site Council are important components of our site governance. These advisory councils help to review the school's academic progress, make modifications to our program, and give valuable input regarding the school-aligned plan and budget. We encourage all parents to attend.

## **CHARACTER EDUCATION**

The rules at Joe Stefani School are simple, easy to remember, and very important for a safe and productive campus. **All students are expected to be on time, to do their best work, and to be good citizens.** Students who demonstrate these qualities in an exceptional manner will be recognized at our monthly **Student of the Month Assemblies**. These students:

- Are **Trustworthy** and follow all adult directions
- Treat themselves and others with **Respect**
- Are **Responsible** for their actions
- Are **Caring** and supportive of their classmates & community
- Are **Fair** and kind to others
- Practice good **Citizenship** at school and in their community

## **STUDENT RECOGNITIONS**

Students will be honored at the monthly Stefani Stallions Awards Assembly in the areas of Accelerated Reader, Perfect Attendance, Stellar Stallion Behavior, English Language Arts, and Math.

## **STAY CONNECTED WITH US**

Finally, current information about our school is available on our Joe Stefani website.

URL: <https://www.mcsd.k12.ca.us/Stefani>

Extra copies of the handbook are also available in the office or online at:

<http://www.mcsd.k12.ca.us/Stefani/Portal/student-handbook> in both English and Spanish.

Please call the school anytime for further information. We are committed to working really hard so that your child's educational experience at Joe Stefani Elementary School is successful.

If you have any questions or concerns, please call our office at (209) 724-2500 from 7:30-4:30 p.m. Monday through Friday. You may also stop by and talk to us as needed.

**PLEASE MAINTAIN A COPY OF THIS HANDBOOK FOR REFERENCE.**



Joe Stefani Elementary School

**LET'S WORK TOGETHER TO MAKE IT A GREAT SCHOOL YEAR!**