



## **Stetson Academy Student-Parent Handbook**

### **Stetson Academy Contact Information**

*ADDRESS*            1949 Peabody Rd Vacaville, CA 95687

*PHONE/TEXT*    (707) 471-5101

*EMAIL*                [office@stetsonacademy.com](mailto:office@stetsonacademy.com)

*PTO Email*    president@stetsonpto.org

*Office Hours*        7a-5p Monday- Friday

## **2026-2027**

### **Welcome to Stetson Academy!**

Dear Parents,

Welcome to Stetson Academy! This Parent Handbook is your guide to our procedures and policies for the coming school year. We ask that you read and observe the operating procedures outlined in this handbook and utilize the information on the school website, your parent dashboard, newsletters, and other notices you receive. We urge you to take an active role in the school, offer suggestions, comments, and constructive criticism, and participate in school activities whenever possible.

Notice of Nondiscriminatory Policy: Stetson Academy admits students of any race, color, national and ethnic origin, or gender and grants equally all the rights, privileges, programs, and activities generally accorded or made available to the students at the school. Stetson Academy does not discriminate on the basis of race, color, national and ethnic origin, or gender, and does not discriminate in the expression in administration of its educational policies or admissions policies.

Please take a moment to review the following pages carefully.

Thank you,

The Stetson Academy Team

## **Enrollment Information**

In order to comply with those laws and/or to protect the health and safety of our students, the following items must be presented before the first day of school:

1. 2026-2027 Enrollment Agreement (completed online)
2. Medical Information (questionnaire on the pre-enrollment checklist)
3. Immunization Records/Updates
4. Accurate Emergency Contact Information
5. Student Birth Certificate
6. Government Issued Identification from Parent(s) / Guardian(s)
7. Completion of Pre-Enrollment checklist ([www.stetsonacademy.com/checklist](http://www.stetsonacademy.com/checklist))

\*Please update your records if information changes or medical records are updated.

## **School Hours, Holidays & Closures**

Full-Day Classes: Class begins at **8:00** am. School ends at **2:45** pm. The doors will unlock at 7:55a each morning and lock again at 8:05a. Early drop-offs and late pick-ups are subject to additional charges.

\* Please visit [www.stetsonacademy.com/legal/fees](http://www.stetsonacademy.com/legal/fees) for a current fee schedule.

## **Absences and Tardies**

Tardies: Please plan to have your student arrive on time each morning. Arriving 10 or more minutes late will result in your student(s) being considered tardy.

Reporting absences: Report full-day absences, late arrivals, early pickups, and appointments on your Stetson Academy account. Use Report an Absence from School Resources, My Calendar, or [www.stetsonacademy.com/absences](http://www.stetsonacademy.com/absences). The office is notified automatically, and the notice appears on your family calendar. Phone or email is only for true last-minute emergencies when you cannot use the account. Please provide at least 24 hours' notice in advance of any planned partial or full-day absence. For any absence 3 days or longer, please provide at least 7 days' notice so teachers have time to prepare makeup work. Illness absences of more than 3 school days require a doctor's note to be excused; you may submit the absence first and upload the note when you have it. We excuse up to 5 vacation days per year; additional vacation days are unexcused.

## **Teachers**

To maximize instructional efficiency, Stetson Academy organizes students by ability rather than age or grade. This means that your student will likely have different teachers depending on the subject. Your student's teachers will be listed on your parent dashboard. Office hours are M-F 7a-4p.

## **Inquiries**

All school related inquiries should be routed through the school office at [office@stetsonacademy.com](mailto:office@stetsonacademy.com).

## **Lockers**

Students will be assigned a locker. Please encourage your student to keep their locker clean and organized.

## Morning and After School Care

**Morning Care:** Morning Care begins at 7:00 am. Students may bring breakfast.

**After School Care:** The after-school care hours are from 2:45pm until 5:00pm.

| Care                        | Drop-in         | Monthly (prepaid) |
|-----------------------------|-----------------|-------------------|
| <b>Morning Care</b>         | <b>\$15/day</b> | <b>\$9/day</b>    |
| <b>After Care</b>           | <b>\$18/day</b> | <b>\$11/day</b>   |
| <b>Morning + After Care</b> | —               | <b>\$12/day</b>   |

Sign up for drop-in care on the Calendar (light-blue school days) in your account. You can change or cancel a session until 15 minutes before it starts. Monthly care already covers those sessions, so no drop-in signup is needed for covered periods. For last-minute help, contact the office by email, text, or phone. Monthly care is billed at the beginning of the month and drop-in care is automatically applied to your account and billed at the end of the week. Students enrolled in half-day programs during the morning are only eligible for morning care. Students enrolled in half-day programs during the afternoon are only eligible for afternoon care. Monthly care requires a 30-day notice to withdraw.

Please visit

<https://www.stetsonacademy.com/school/checklist/care-options>

for a current tuition schedule and to signup for monthly childcare.

### **2026-2027 Academic School Year: 8/20/26 - 6/3/27**

Please refer to the table below for notable dates and school closures:

## 2026-2027 School Year Calendar

| Date                                                                                                              | Event                               | Day(s)             | Closure |
|-------------------------------------------------------------------------------------------------------------------|-------------------------------------|--------------------|---------|
| 8/20                                                                                                              | First Day of School!!               | Thursday           |         |
| 9/7                                                                                                               | Labor Day                           | Monday             | Y       |
| 9/15                                                                                                              | Picture Day                         | Tuesday            |         |
| 10/7 - 10/9                                                                                                       | Fall Conferences*                   | Wednesday - Friday | Y*      |
| 10/12                                                                                                             | Teacher Workday/Columbus Day        | Monday             | Y       |
| 11/11                                                                                                             | Veterans Day                        | Wednesday          | Y       |
| 11/13                                                                                                             | End of Trimester 1                  | Friday             |         |
| 11/23 - 11/27                                                                                                     | Thanksgiving Break                  | Monday - Friday    | Y       |
| 12/17                                                                                                             | Holiday Performance                 | Thursday           |         |
| 12/18 - 1/1                                                                                                       | Winter Break                        | Friday - Friday    | Y       |
| 1/18                                                                                                              | Martin Luther King Jr. Day          | Monday             | Y       |
| 2/11 - 2/12                                                                                                       | Spring Conferences*                 | Thursday - Friday  | Y*      |
| 2/15 - 2/19                                                                                                       | Presidents' Week Break              | Monday - Friday    | Y       |
| 3/5                                                                                                               | End of Trimester 2/Teacher Work Day | Friday             | Y       |
| 3/26 - 4/2                                                                                                        | Spring/Easter Break                 | Friday - Friday    | Y       |
| 4/23-4/26                                                                                                         | Teacher Training                    | Friday-Monday      | Y       |
| 4/27                                                                                                              | Spring Pictures                     | Tuesday            |         |
| 5/27 - 5/28                                                                                                       | Science Camp (School closed)        | Thursday - Friday  | Y       |
| 5/31                                                                                                              | Memorial Day                        | Monday             | Y       |
| 6/3                                                                                                               | Last Day of School/Awards Night     | Thursday           |         |
| <b>Note: Dates are subject to change. Please refer to the school website for the most up-to-date information.</b> |                                     |                    |         |

\*childcare available 7a-5p \$40/day

### Stetson Academy Account

The Stetson Academy Account is your central hub for managing school-related information and resources. Accessible at [www.stetsonacademy.com/account](http://www.stetsonacademy.com/account), it offers the following features to keep you informed and connected:

- **School Resources: Explore a consolidated collection of academic and extracurricular resources in the School Resources section at [www.stetsonacademy.com/account#schoolresources](http://www.stetsonacademy.com/account#schoolresources).**

**Use Report an Absence there, on My Calendar, or at [www.stetsonacademy.com/absences](http://www.stetsonacademy.com/absences) to notify the office of full-day absences, late arrivals, or early pickups.**

- **Personalized Calendar:** View your family's upcoming events, reported absences, and important dates on the Calendar tab at [www.stetsonacademy.com/account#mycalendar](http://www.stetsonacademy.com/account#mycalendar). You can also sync events with your personal calendar. Please visit <https://www.stetsonacademy.com/webcal/info> for more information.
- **Billing Information:** Monitor upcoming charges, applied discounts, and payment methods in the Billing tab at [www.stetsonacademy.com/account#billing](http://www.stetsonacademy.com/account#billing). View all account transactions and receipts by clicking the Transactions link in the Billing tab or visiting [www.stetsonacademy.com/billing/transactions](http://www.stetsonacademy.com/billing/transactions).
- **Student Profiles:** Manage student information by visiting the Students tab at [www.stetsonacademy.com/account#students](http://www.stetsonacademy.com/account#students).
- **Authorized Guardians:** Update emergency contact details in the Profile tab at [www.stetsonacademy.com/account#profile](http://www.stetsonacademy.com/account#profile). Please ensure all information is current to facilitate timely communication.
- **Website Search:** We've provided a comprehensive search function near the top right corner of the website. It provides hundreds of direct links across the site. Please let us know if you have trouble finding something and we can add it to the search index.
- **Chatbot:** We've created a specialized chatbot that can answer common questions. You can access the chatbot by clicking the purple message icon on our website. That chatbot has access to a wide breadth of information, including recent newsletters. Please be aware that it may

sometimes make mistakes. We're always striving to improve user experience, so please don't hesitate to provide your valuable feedback.

We value your feedback! If you encounter issues, find features difficult to use, or have suggestions for improvement, please contact us at [office@stetsonacademy.com](mailto:office@stetsonacademy.com). Your input helps us enhance the experience for our entire community.

## **Nutrition - Snack & Lunch**

### **Snack**

Snacks are served two times per day (~9:45 am and ~1:15 pm). Afternoon snacks are provided if the student has finished their lunch. Students are welcome to bring healthy snacks from home or receive snacks provided by Stetson Academy. Snacks provided by Stetson Academy may include, but are not limited to crackers, cheese, yogurt, vegetables, or fresh fruits. Please be sure to inform your teacher of any food allergy your student(s) have. Please note that school policy prohibits students from consuming foods with high sugar content, except for fruits, prior to finishing their lunch.

### **Lunch**

Students in full-day programs will eat lunch at school. Parents should pack nutritious lunches brought from home. Half-day students are expected to eat outside of school hours. To reduce waste, students are asked to eat what they can and bring uneaten food home so parents can see what was consumed. For guidance on packing balanced lunches or to discuss dietary needs, please contact the school office at [office@stetsonacademy.com](mailto:office@stetsonacademy.com).

\*Please note that certain foods may be prohibited depending on the allergies of enrolled students. If your student has a food allergy, please let us know as soon as possible.

\*Please note that you may be charged a fee for failing to provide your student with a lunch. Visit



[www.stetsonacademy.com/legal/fees](http://www.stetsonacademy.com/legal/fees) for an up to date schedule of fees.

## **Clothing**

Please ensure your student wears school-appropriate clothing each day. Students will be active throughout the day playing, learning, gardening, using art supplies, etc. Please keep this in mind as they get ready for the day. Shirts must cover the student's mid-section when their arms are raised. Shorts, skirts, and dresses should extend to at least the middle of the thigh. Shorts or tights must be worn under short dresses or skirts. 'Tube top' style shirts and dresses are prohibited. Please also pack a change of clothes for your student to keep at school in case of emergencies. Please reach out to [office@stetsonacademy.com](mailto:office@stetsonacademy.com) for any questions.

Please be aware that a fee may be applied if your student needs to borrow clothing due to their own not being available. Please visit [www.stetsonacademy.com/legal/fees](http://www.stetsonacademy.com/legal/fees) for an up to date schedule of fees.

## **Electronic Devices**

Students are not permitted to bring electronic devices to campus without express permission for an educational purpose.

## **Belongings From Home**

Toys and other personal belongings are not allowed at school unless expressly permitted (i.e., show-and-tell). Stetson Academy will not be responsible for the safekeeping of any personal property brought to school.

## Field Trips

Field trips are a vital part of our commitment to providing hands-on, experiential learning opportunities that enrich students' education. Participation in field trips is a privilege tied to positive student behavior. For our complete field trip policy, including chaperone selection, please visit [www.stetsonacademy.com/policies/field\\_trips](http://www.stetsonacademy.com/policies/field_trips). As field trip costs are often paid in advance, we require at least 14 days' notice if your student will not attend to avoid charges. We rely on parent volunteers to assist with transportation and will seek your permission before assigning your student to another parent's vehicle. During field trips, you can track our location at [www.stetsonacademy.com/track](http://www.stetsonacademy.com/track) (login required). Volunteer drivers must be licensed, insured, and operate safe, well-maintained vehicles while adhering to all traffic laws. Chaperone's must sign the [Field Trip Chaperone and Driver Agreement](#) prior to participating. We welcome parent questions and encourage collaboration to ensure safe and meaningful field trip experiences. Please note that only Stetson Academy students are permitted to attend field trips.

## Health & Safety

### Sick Policy

**\*Please Report All Illnesses to the School Immediately\***

Please remember that when children are put into any school setting, they are often more susceptible to colds and infection. They usually build up their immune system within the first year in a school setting, so the incidence of colds and/or infection is reduced in subsequent years. While Stetson Academy maintains high standards for health, sanitation, and safety, this susceptibility is very common among young children. Please refer to the following table for guidance regarding student illness.

| ILLNESS                                                                                  | Is your child too ill to attend or remain at school?                                                                                                                     |
|------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Chicken Pox</b>                                                                       | Once all sores have dried and crusted over and no new sores have appeared, the child is no longer infectious and may go back to school. This can take around 5-7 days.   |
| <b>Cold, CLEAR Runny Nose</b> (Without any of the other signs of illness)                | Can attend as long as the child has enough energy and is comfortable.                                                                                                    |
| <b>Croup</b>                                                                             | When he or she is fever- and symptom-free for 24 hours. This means 24 hours without a barking cough, stridor or fever.                                                   |
| <b>Conjunctivitis (Pink Eye)</b>                                                         | Must stay home until 24 hours after treatment has begun. There must be no eye discharge.                                                                                 |
| <b>Diarrhea</b> (2-3 times) and/or <b>Vomiting</b>                                       | Must stay home until 24 hours after symptoms stop.                                                                                                                       |
| <b>Fever</b><br>Any fever 100.4°F or greater                                             | Must stay home until the fever is gone. Child must be fever free for 24 hours (without being on any fever reducing medication) before returning to school                |
| <b>Flu/COVID</b><br>(Aches, fever, vomiting/diarrhea, chills, etc.)                      | Must stay home for at least 24 hours after all symptoms have stopped (no vomiting, diarrhea, fever, chills, body aches, upset stomach).                                  |
| <b>Hand, Foot &amp; Mouth Disease</b><br>(Rash/blisters)                                 | After contact with HFMD, children come down with symptoms in 3-6 days. Can return to child care or school after the fever, blisters, AND scabs are completely gone.      |
| <b>Haemophilus influenzae type B</b> (HIB)                                               | Once the child has been treated with antibiotics and feels well enough to participate in their regular activities, they may return to school.                            |
| <b>Impetigo</b>                                                                          | Must stay home until no longer contagious – about 24 hours after the start of treatment with antibiotics. Without treatment, it can remain contagious for several weeks. |
| <b>Lice</b>                                                                              | Children diagnosed with live head lice will be sent home immediately and can return to school after appropriate treatment has begun.                                     |
| <b>Running nose with green or discolored discharge</b><br>(May be a bacterial infection) | Must stay home for at least 24 hours after receiving doctor prescribed medication or with doctor's authorization.                                                        |
| <b>Skin infection</b><br>(Roseola and other rashes, blisters, etc.)                      | Your child can return to school once the rash is gone. Do not send a child to school with an unidentified rash.                                                          |
| <b>Strep Throat</b>                                                                      | Must stay home for at least 24 hours after                                                                                                                               |

|                                                                                                                    |                                                                                                                                                                    |
|--------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| (Or other streptococcal infection <i>until 24 hours after</i> initial antibiotic treatment and cessation of fever) | receiving doctor prescribed antibiotics.                                                                                                                           |
| <b>Thrush</b><br><b>(White patches inside the mouth)</b>                                                           | Must stay home for 24 hours after being prescribed antifungal medication.                                                                                          |
| <b>MISC</b>                                                                                                        | Please keep your child at home if there is any condition deemed contagious in any way. If you have any questions or concerns, please don't hesitate to contact us. |

If your child is ill, please do not bring him/her to school. Report the absence on your account as soon as possible, including an expected return date when you know it. Always notify the school immediately of any contagious illness so that the school can send out the appropriate notice.

If your child becomes ill while at school, you will be notified and asked to pick them up, which you must do within one hour. Please ensure you have a plan to ensure that someone is always available to pick your student up should the need arise.

## Allergies

If your child has allergies or any specific medical condition of which the school should be aware, please inform the school.

## Medication

It is understood that Stetson Academy is not legally required to dispense any medication to its students. As a service to our school families, we will dispense medication that needs to be taken while at school, if a written statement from the physician is presented in compliance with California Education Code 49423 and all the following guidelines are met.

Stetson Academy cannot dispense Tylenol or any other fever-reducing medication without a note from the child's physician.

Prescription medication must be in its original container labeled by the pharmacy with all the following information:

- Child's full name
- Name of medication
- Name of physician prescribing this medication
- Schedule of administration
- Amount given per dose
- Pharmacy name
- Date medication was sold and expiration date

Over the counter medications (i.e. cough drops, Benadryl) can only be administered if accompanied by a written authorization from the physician that includes all of the information listed above for prescription medications.

## **Student Safety**

### **Cleaning**

Stetson Academy focuses on long-term illness prevention through encouraging regular hand-washing and effective cleaning and sanitizing of school equipment, materials, and toys.

### **Emergency Procedures**

Throughout the year, all the students take part in drills that help them prepare for various types of emergency situations. These include fire, earthquake, and evacuation drills. Water, first aid equipment, and supplies are checked regularly and are available for use if such an emergency should arise. Please note that while the staff will train and prepare for security incidents, we have made the deliberate decision to not require that students participate in "lockdown" drills. Please note that the safety and

security (both mental and physical) is the highest priority for the staff at Stetson Academy. If you have any questions or concerns about our established procedures, please don't hesitate to ask.

## **Disaster Preparedness**

In the event of a major earthquake or other emergency, children will be evacuated through the parking lot or designated outdoor areas as soon as it is safe to do so. Stetson Academy staff members will remain at school until all parents and children are reunited, unless evacuated by rescue workers to a designated safe shelter area. Children will be released to authorized persons only.

In the event of a disaster, an emergency where there is a need for evacuation, or the school needs to be closed, emails, texts/phone calls will be sent if possible and, if appropriate, information will be posted on Facebook.

## **Visitors and Volunteers**

Stetson Academy encourages family involvement! We truly appreciate your commitment to work with us as partners in your child's education. We do understand however, that life gets busy and not everyone can volunteer in the classroom. The amount of your participation is based upon classroom needs, your time availability, and what is most beneficial for all the children. Please notify the school of your desire to volunteer at least 24 hours prior to the availability.

## **Behavior Policy**

Stetson Academy students are expected to put forth their best effort and to conduct themselves in a manner that will promote a safe, orderly, learning environment at all times. Excessive

teasing, physical aggression/fighting or using inappropriate language is never okay at school.

At Stetson Academy, we strive to use a positive approach in helping each child to behave constructively. Our aim is to partner with families to help each child develop self-regulation. The teachers at Stetson Academy help children to develop problem solving skills, a positive self-image, and learn to be responsible for their actions. Our guidelines for promoting appropriate, constructive school behavior include:

1. Recognition and encouragement of specific appropriate behavior.
2. Discussion and development of classroom rules.
3. Rules that are clear and consistent.
4. Whenever possible, children are encouraged to evaluate a problem and reach solutions together rather than have staff members impose solutions.
5. When rules are broken in school, there are consequences. Consequences may consist of losing a privilege or finding a remedy to the situation.
6. If a child repeatedly has difficulty behaving in an appropriate manner, a meeting may be held between the parent(s) and teacher(s) to discuss additional behavior modification strategies to help resolve the issue.

Our behavior policy is designed to help children develop self-control, self-esteem, resilience, and respect for each other. It shall be fair, consistently applied, timely, and appropriate to the situation and age of the child.

## **Class Bank System**

Our Class Bank System promotes positive behavior, recognizes academic effort, and enhances communication between school

and home. Students earn rewards for demonstrating good behavior and strong academic performance, while deductions may occur for behaviors needing improvement. Parents can view real-time updates on their child's progress through the parent dashboard and may receive notifications with teacher comments for significant deductions to support collaboration. Students who lose a substantial amount of 'money' within a rolling 7-day period may be placed on the '7-day warning.' During this period, students may have reduced recess time, be assigned simple tasks like classroom organization, or face temporary restrictions on participating in special activities or events. Students may have to purchase a bathroom pass to use the bathroom during class time and are encouraged to utilize recess, snack, and lunch times. If your student has a medical condition that requires them to use the bathroom more frequently, please reach out to request an exemption from this policy. We encourage parents to contact teachers with any questions or concerns, as partnership is essential to fostering student success.

## **Reading Lab**

Reading Lab is our school program for comprehension checks on books students have read. It encourages a love of reading and tracks progress toward grade-level word count goals. Reading Lab does not provide the books themselves. Students may check out books from the school or local library, purchase them, or read books they have at home. Search by title or author in Reading Lab before finishing a book to confirm it has a check.

## **Accessing Reading Lab**

Students open Reading Lab from the student portal and search by title or author. Younger students hear questions and tap answers; older students take a short written check. Checks are taken at school after the student is marked present. Home testing is allowed only when a teacher or the office grants it.



## Check Guidelines

Students should select books at or near their reading level, as determined by their teacher. Checks on books significantly below a student's reading level will not earn credit. To receive credit, students must score 80% or higher, independently. Parents may help with reading the book and discussing it, but not with the check itself. Students may not take checks on books they have not personally read. Audiobooks and books that are only read aloud do not earn credit, because oral comprehension is a distinct skill from reading comprehension. Upon passing, the book's word count is added to the student's total, which is viewable on the student portal and parent dashboard and reflected on report cards. Totals update as checks are passed.

## Grade-Level Reading Goals

The table below outlines the minimum and achievement word count goals for each grade level. The minimum goal represents the expected reading benchmark, while the achievement goal recognizes exceptional reading effort. Students who meet the achievement goal by the end of the school year will be honored at Awards Night.

| <b><i>Grade</i></b> | <b><i>Minimum Goal</i></b> | <b><i>Achievement Goal</i></b> |
|---------------------|----------------------------|--------------------------------|
| <b><i>K</i></b>     | <i>25,000 words</i>        | <i>50,000 words</i>            |
| <b><i>1st</i></b>   | <i>75,000 words</i>        | <i>150,000 words</i>           |
| <b><i>2nd</i></b>   | <i>175,000 words</i>       | <i>350,000 words</i>           |
| <b><i>3rd</i></b>   | <i>300,000 words</i>       | <i>600,000 words</i>           |
| <b><i>4th</i></b>   | <i>500,000 words</i>       | <i>1,000,000 words</i>         |
| <b><i>5th</i></b>   | <i>600,000 words</i>       | <i>1,200,000 words</i>         |
| <b><i>6th</i></b>   | <i>700,000 words</i>       | <i>1,400,000 words</i>         |
| <b><i>7th</i></b>   | <i>750,000 words</i>       | <i>1,500,000 words</i>         |
| <b><i>8th</i></b>   | <i>800,000 words</i>       | <i>1,600,000 words</i>         |

For additional resources or support with Reading Lab, please visit <https://www.stetsonacademy.com/school/resources/learning>. Students with fluency scores well below grade level may have their word targets manually adjusted by teachers to help them achieve their recommended goals. Reading plays a vital role in expanding vocabulary, enhancing comprehension, and sharpening critical thinking skills, all of which lay the foundation for lifelong academic and personal growth. Additionally, cultivating good independent study habits empowers students to take ownership of their learning, building confidence, resilience, and the self-reliance needed for future success.

## **Defacement or Destruction of School Property**

Any deliberate defacement, damage, or loss of school property will result in disciplinary action, as well as said party or parent being responsible for any necessary repair or replacement fees. Repeated defacement, damage issues, or a major incident of damage could result in a student being asked to leave the school.

## **Birthdays**

If you would like to provide birthday treats for your child's special day, treats can be delivered or provided for morning or afternoon snack time. Please notify your child's teacher 24 hours in advance.

## **Invitations**

If you would like to hand out invitations for any party or event you may only discriminate by age or gender. For example, you can choose to hand out invitations to only the boys, or only the girls. Invitations must be to an event that you are hosting. Invitations to a third-party event cannot be distributed at school.

## Parent-School Communication

At Stetson Academy, we believe that teaching children is a team effort between the parents and teachers. Open communication between our families and teachers helps to provide a positive atmosphere for growth for our students. We always encourage you to reach out with any questions or concerns you have.

Parents will be informed of the latest developments, announcements, and upcoming events related to the school through email, newsletters, flyers, and conferences. Information can be found on the school bulletin board, the school website/Facebook/Instagram and through emails. Please check these sources daily. Please read all the information that is sent home.

We strive to make ourselves available to answer parents' questions in a timely manner. When reaching out to teachers or staff, please refer to the table below to determine the appropriate communication channel.

|                                         | Teacher<br>Email | Office Email<br>office@stetsonacademy.com | School<br>Phone<br>Text Line | Clever |
|-----------------------------------------|------------------|-------------------------------------------|------------------------------|--------|
| Questions/<br>comments from<br>students |                  |                                           |                              | ✓      |
| Questions /<br>Statements               | ✓                | ✓                                         | ✓                            |        |
| Concerns                                |                  | ✓                                         |                              |        |

|                    |  |   |   |  |
|--------------------|--|---|---|--|
| Reporting Absences |  | ✓ | ✓ |  |
|--------------------|--|---|---|--|

Please refrain from using social media or personal phone numbers for school related communications.

Parents are encouraged to reach out to teachers or staff with any concerns they may have so they can be addressed promptly.

**Newsletter:** A bi-weekly newsletter is emailed to the email addresses listed on your account. The newsletter has a calendar of important dates, upcoming special events and announcements, and will provide you with a window into your child's activities and events in their classroom. Occasionally, special flyers, forms, or invitations will be emailed or sent home. These may announce specific events such as holiday performances, permission slips for special events, picture days, etc. We need time to coordinate reservations, transportation, parent helpers, or set up for events. Most questions about upcoming events can be answered by referencing the most recent school newsletter. A link to the newsletter will be emailed weekly or you can visit <https://www.stetsonacademy.com/school/newsletter>.

**Social Media:** Follow us on Facebook [www.facebook.com/StetsonAcademy](https://www.facebook.com/StetsonAcademy) and Instagram [www.instagram.com/stetson\\_academy](https://www.instagram.com/stetson_academy). We will routinely post pictures, reminders about upcoming events, and announcements. Please refrain from asking school related questions via social media channels.

**School Email Announcements and Notifications:** School emails will be sent with calendar updates, special events, and due date reminders. If an emergency issue should arise, a notice will be sent from the school through this school email address notification system.

**Conferences and Progress Updates:** These are important communication links between the school and family. Progress is updated regularly by your student's teacher and can be found on your Parent Dashboard. Parent/teacher conferences may be requested at any time. These conferences can be scheduled at a mutually convenient time with the understanding that the school may need some advance notice to arrange for this. Parent/teacher conferences are scheduled twice a year to talk more in depth about your child's progress and performance.

## **Grading Policy**

The intent of our grading policy is to provide a useful metric to students, parents, and teachers that accurately describes a student's academic performance. TK-1<sup>st</sup> Grade students are evaluated on the 'Effort Grading System.' Students will receive a grade of (U)nsatisfactory, (S)atisfactory, or (O)utstanding. Starting in 2<sup>nd</sup> grade, students will receive standard letter grades on progress reports and report cards. Grades are calculated automatically using the scores of graded assignments in the given term. Grades may be curved based on several factors, including student age and overall class performance. For a detailed summary of our grading policy, please visit our grading policies page at [www.stetsonacademy.com/policies/grading](http://www.stetsonacademy.com/policies/grading).

## **Skill Tracks**

Starting in third grade, students may be offered the opportunity to participate in a 'Skill Track.' Skill Tracks are long-term electives available to students performing at or above grade level and enrolled in the Academic Support Program. Skill Tracks expand

student learning beyond the core subjects to foster specialized skills, creativity, and personal growth through in-depth exploration of a chosen discipline. These programs are designed to nurture students' unique talents, encourage collaboration, and develop expertise in areas of interest.

The following Skill Tracks are currently offered for eligible students:

- **Coding/Robotics:** Focuses on computer programming and robotics, where students learn to code in languages like Python, HTML, Javascript, and CSS and build functional robots. Projects may include designing simple games, programming microcontrollers, or competing in robotics challenges.
- **Spanish:** Emphasizes Spanish language acquisition and cultural studies through immersive activities. Students engage in conversational practice, cultural projects, and activities like storytelling or presentations to build fluency and cultural awareness.

Changing a skill track mid-year is typically not permitted.

## **Study Support Program (SSP)**

The Study Support Program (SSP) program is designed to assist students in 2<sup>nd</sup> grade or higher in developing strong study habits and fostering greater independence, ensuring they are well-prepared for academic challenges and future success. This supportive program takes place during the second recess period, providing targeted guidance for those who have fallen below their minimum reading requirements or failed spelling, vocabulary, or other self-study assessments. Even when enrolled in this program, our students enjoy approximately 60 minutes of free time and recess daily—significantly more than the roughly 35 minutes typically offered in traditional public schools—allowing ample opportunity for play and relaxation. For students who are

chronically enrolled in SSP, additional enrollment in the Academic Support Program may be recommended to offer more comprehensive assistance. By emphasizing independence and effective study practices, SSP not only addresses immediate academic needs but also equips students with essential skills for lifelong learning and achievement.

## **Academic Support Program (ASP)**

Students performing below grade level in core subjects or reading below the minimum word count for their grade will be enrolled in the Academic Support Program. This program provides approximately 30 minutes of daily instruction focused on addressing academic challenges and building essential skills. The goal is to help students achieve grade-level proficiency and foster confidence in their learning journey. The ASP occurs during Skill-Track/Electives period.

## **Parent Dashboard**

As part of our mission to encourage collaboration, Stetson Academy provides parents with a comprehensive dashboard to view key metrics about your students' progress. You can view the parent dashboard by visiting [www.stetsonacademy.com/parent-dashboard](http://www.stetsonacademy.com/parent-dashboard). The dashboard aggregates important information about your student including:

- Grades/GPA
- Student Assignments
- Teacher skill/trait ratings
- Student Groups/Teachers
- Key metrics
- Reading Progress
- Class bank activity
- Testing Activity
- Grade level standards completion

- Auto-generated indicators
- Teacher notes about your student
- Attendance history
- Report Cards
- Documents/Pictures
- Teacher Concerns (if applicable)

## **Student Portal**

The student portal is a single-sign-on page for students to log in to online resources. Students can practice spelling words, open Reading Lab, and track reading progress for the year. Students can access their portal by visiting [www.stetsonacademy.com/student/login](http://www.stetsonacademy.com/student/login). Their default credentials are firstname.lastname and their password is their birthday in MMDDYY format (e.g. January 1st 2015 would be 010115). Students should use their real name (not nickname) to sign in. Additionally, students can access credentials for other resources like IXL, Clever, Kids A-Z (RAZ Kids), and more.

Visit <https://www.stetsonacademy.com/school/resources/learning> for more information about specific learning resources and login methods.

## **Teacher Concerns**

To support student progress and foster collaboration, teachers may document 'Concerns' for students requiring additional attention. These Concerns highlight areas where a student may benefit from focused support and provide a structured way to track improvement while partnering with parents. Concerns will be noted on progress reports and report cards to keep families informed and must be acknowledged by a parent. We encourage parents to discuss any Concerns with teachers to work together in promoting student success.



## Parent Teacher Organization (PTO)

The Stetson Academy Parent Teacher Organization (PTO) plays an essential role in supporting our school's mission to provide an exceptional education. The PTO organizes engaging community events, strengthens our school's sense of connection, and raises critical funds to ensure students have access to high-quality learning resources. Monthly meetings offer opportunities to get involved, but attendance is not required to participate. We invite all parents and guardians to contribute to this vital organization in ways that suit your schedule, whether through volunteering, event support, or other forms of participation. To learn more or join, please contact the PTO at [president@stetsonpto.org](mailto:president@stetsonpto.org)

## Additional Information

**Supplies:** Stetson Academy encourages every student to bring a backpack and water bottle to and from school each day. The school will provide most other materials needed for daily class activities. Donations of supplies are always welcome! Visit our Amazon wishlist

[https://www.amazon.com/hz/wishlist/ls/292ZQJLI45W0B?ref\\_=wl\\_share](https://www.amazon.com/hz/wishlist/ls/292ZQJLI45W0B?ref_=wl_share). During outdoor field trips or activities parents are encouraged to send their student(s) with sunblock. Please ensure all clothes and personal belongings are labeled with the student's name.

**Homework:** Students may have activities sent home to complete with their family. Students will be given reading practice activities throughout the week. All students are expected to do at least 10-20 minutes of reading at home each evening. All assigned homework will consist of concepts explained in class. Please help your student develop good study habits by ensuring that homework is completed in a timely manner. Older students (typically

**those in higher reading groups) use a nightly planner to build responsibility and organization. They write down their own tasks and plan the evening so the work gets finished. Parents may prompt, but should not fill in the planner for the student. Teachers check planners daily. See [www.stetsonacademy.com/school/resources/nightly-planner](http://www.stetsonacademy.com/school/resources/nightly-planner) for details.**

### **Student Data Privacy Rights (FERPA and COPPA)**

Stetson Academy complies with FERPA, protecting student education records. Your rights include inspecting/reviewing records, requesting amendments, consenting to disclosures (with exceptions), and filing complaints with the U.S. Department of Education. This serves as your annual FERPA notice; contact us for details. We also comply with COPPA for online data from children under 13. The school may consent on your behalf for educational tools (non-commercial uses only). Review our Privacy Policy for practices; you can request data review/deletion.

**Something Missing?** If you feel like we've missed something in this handbook please do not hesitate to reach out to [office@stetsonacademy.com](mailto:office@stetsonacademy.com) to let us know!