



A few things to know about the school God has blessed us with...

- ◆ The Kingdom Academy (KA) website is www.kingdomacademy.us where many documents and more information about the school can be found.
- ◆ Every family desiring to have their children attend KA is interviewed by the school board to go over the school handbook (found on the website under Documents) and answer any questions. The board then discerns if the family is a fit for KA.
- ◆ Tuition only covers about 1/3 of the actual cost to educate a student at KA. The other 2/3 comes from the Fall auction, rental income and donations made throughout the year.
- ◆ Please mark checks payable to Kingdom Academy with "Tuition" or "Donation" on the memo line so the treasurer knows how to apply the funds. Please include Attention:Treasurer on envelopes mailed to the school containing checks.
- ◆ A picnic is held at the beginning of each school year for all KA families. At the picnic, a list of volunteer opportunities for the school year will be provided for parents to sign up for, including the Fall auction, school parties, etc. (This list can also be found on the website under Documents.)
- ◆ New Student and Returning Student admission packets should be turned in to the administrator or school nurse at the school picnic or before. (Please remember to include copies of birth certificates with the admission packets.)
- ◆ Preschool students going into kindergarten should complete the New Student admission packet.
- ◆ During the school picnic, medical forms included in Admission Packets can be discussed and filled out with the school nurse if you have any questions.
- ◆ During the busier rental months of November, December and into January when there are back-to-back rentals, a Cleaning Calendar will be emailed for KA families to take turns monitoring cleaning after rentals. Renters should complete a Cleaning Checklist so this rotation is to make sure everything is done on the checklist make sure the school is presentable for the next renters. This is for the cafeteria, gym, restrooms and kitchen only.
- ◆ After 3 or more days of a student being absent due to illness, please provide a doctor's note to the student's teacher. This is for documentation if we are ever questioned by the state on absences.

(more information on back)

- ◆ If planning an unexcused absence, such as a vacation, please have the Unexcused Absence Form filled out, which is provided on the website under Documents
- ◆ Every dad of KA who is a brother in the Apostolic Church will be put on a Prayer Calendar and asked to pray (and share a short story or Bible reading if you want) during morning assembly every day. This list is emailed every month. If you can't make it on your day, please trade with another dad or find a replacement.
- ◆ Lunches are prepared by the school cook and are not financed through KA. Please pay the cook directly. She will email invoices to show your balance each month. The cook records when students (and parents) eat each day (students can pack, too).
- ◆ If students are disciplined with ISS (in school suspension), they will be required to pay for the substitute teacher to oversee them for that day. Subs are paid \$65 per day.
- ◆ Carissa Studabaker volunteers to clean the school during the week so families do not need to clean on weekends as was done in the past. (Please thank her!)
- ◆ KA has security cameras throughout the building to provide added protection. Alerts are sent to the administrator if there is activity after normal hours. These cameras can also be used to watch past activities if any events occur that require attention.
- ◆ Along with internet filters on the routers, computer usage is monitored with a screen shot program, keeping students accountable to use computers for their intended purpose by taking random pictures of what is on computer screens. This is monitored by a KA teacher.
- ◆ The school board consists of brothers who are dads of KA students or have a special interest in the school. It is a 5 year term and nominations/votes are cast by KA families each June/July. The board has the positions of president, vice-president, secretary, treasurer and maintenance coordinator. One brother rotates off every year when his 5 year term is complete.
- ◆ The school administrator is a part time position (he has a full time position elsewhere) but is in the school as much as possible to meet with students and teachers. He is available via phone/text/email anytime though (see info below).
- ◆ KA is an accredited school with the State of Indiana, meaning graduates receive a state recognized diploma as they would from a public school. Our accreditation also helps students with scholarship opportunities.
- ◆ Along with receiving midterm and report cards, parents can check their children's grades daily online under Websites, then gradebook. Please request a username and password from Mr. Fiechter for access.
- ◆ Students will be required to take a Career Assessment test toward the end of their 8th grade year to help them plan classes for high school that will follow their career choice.

If you have any questions, please contact a board member or

Brian Steffen-Administrator

260-273-2323

brianesteffen@yahoo.com