



First Day of School Checklist

CHECKLIST	
<input type="checkbox"/> Complete and sign Payment Preference Form .	
<input type="checkbox"/> Enroll in FACTS e-cashier to make monthly tuition payments (if NOT paying directly to Acacia).	Access the electronic enrollment form via www.acaciaacademy.org e-cashier link on admissions tab. (\$45 enrollment fee)
<input type="checkbox"/> First tuition payment should be paid by end of August (depending on payment type)	
<input type="checkbox"/> Student's cumulative school records to be forwarded from the previous school(s) attended	Download the Authorization for Release of Student Records form under the Admissions tab at our website www.acaciaacademy.org
<input type="checkbox"/> Procure uniforms.	The uniform policy is posted on the Acacia Academy website on the Acacia Handbook tab
<input type="checkbox"/> Obtain school supplies and backpack.	See letter from teachers August 1
<input type="checkbox"/> Obtain lunch container and cooling pack.	
<input type="checkbox"/> Establish carpool plan	
<input type="checkbox"/> Complete Student Health and Emergency Information Form	
<input type="checkbox"/> Complete Release form for pictures, Blanket Permission Slip for Local Area, and Parental Commitments (available at orientation)	
<input type="checkbox"/> Copy of the student's birth certificate	
<input type="checkbox"/> Copy of student's immunization record , as well as any other pertinent health records	
<input type="checkbox"/> (If applicable) Copy of any divorce/custody decision as it pertains to the student	
<input type="checkbox"/> Completed and signed Handbook Agreement Signed Internet Acceptable Use Agreement Form	A copy of the student handbook is on www.acaciaacademy.org under the Acacia Handbook tab.
<input type="checkbox"/> Establish accounts in ParentsWeb and HotLunchOnline.com .	Links are on the Acacia website www.acaciaacademy.org . School code is AA-IN.
<input type="checkbox"/> Register your students withdrawal from public school using the DOE website (optional): https://homeschool.doe.in.gov/HomeSchoolEnrollment.aspx	
<input type="checkbox"/> Review the school calendar and plan to see us for orientation night August 7, 6:30PM and August 9, 2023, 8:15AM for the first day of school.	

Important Points to Ponder

Activity Calendar

Link to school activity calendar: [Acacia Academy \(google.com\)](https://www.google.com)

Chapel

Thursdays, 8:30 – 9:00AM. Starts late AUG. Parents welcome.

Communication

School phone: 765-457-5545. School e-mail: acacia@acaciaacademy.org

Mrs. Taflinger: taflinger@acaciaacademy.org

Mrs. Weirauch: jweirauch@acaciaacademy.org

Mrs. Huffman: ehuffman@acaciaacademy.org

Mr. Pollard: dpollard@acaciaacademy.org

Mrs. Neer: mneer@acaciaacademy.org

Mr. Greeley: ngreeley@acaciaacademy.org

Mrs. Waters: cwaters@acaciaacademy.org

Mrs. Pugh: npugh@acaciaacademy.org

Mrs. White: jwhite@acaciaacademy.org

Mrs. Williams: cwilliams@acaciaacademy.org

Mrs. Singleton: esingleton@acaciaacademy.org

Mr. Hoshaw: rchoshaw@acaciaacademy.org

Daily schedule

8:30AM	Start (8:15AM drop-off)
Noon	Lunch
3:00PM	End (pick-up before 3:15PM)
4:00PM	End of Elective time (pick-up before 4:15PM)

Discipline Policy/Conflict Resolution

See Handbook ([Acacia Families — Acacia Academy](#))

Please pray for, build up, and protect the unity of our school.

Drop-off/Pick-up

Please enter the parking lot from Main Street. Children may be dropped off at the door or you may park next to the building and escort your child to the appropriate classroom.

Please refrain from entering the classroom for the first two weeks.

Pick-up will be divided alphabetically so we can dismiss from both the north and south exits.

Authorized drivers should be registered with the office. Please report absences and tardiness to the school office.

Fundraisers

Since 70% of our students receive financial assistance, we have the privilege and challenge of facing this reality together. Each year Acacia will host events and fundraisers to provide the resources necessary to sustain the school. Participation is expected and required for these to be successful. The following events are currently being planned:

Bike-a-thon	SEP 30	Art in Bloom	MAR 9
Fall flower sale		Spring flower sale	
End of year donor letter	DEC		

Lunches/Snacks

A snack time will be provided in each class between 10:00 and 10:30AM. Healthy, non-messy snacks may be packed in your student's lunch box for this time. Nutritious lunches (vegetables, fruit, and other natural foods with minimal salt, sugar, and processing) should be brought from home. Refrigeration is not convenient, so insulated containers may be required. Microwaves are not readily available at the school. Special lunches will be provided on a periodic basis (stay tuned for further details).

HotLunchOnline.com will be used to publish menus and manage lunch orders on a weekly/monthly basis.

Parent Teacher Fellowship

Our school is blessed to have a Parent Teacher Fellowship (PTF) organization. The Acacia PTF is an organization of volunteers engaging families, teachers, and staff in fostering a school community that actively supports Acacia's mission and enriches the students and the school. Any and all current Acacia parents, guardians, and staff are considered members. Look for future communications defining special opportunities to serve our school.

After school elective time

Monday thru Thursday 3:00 – 4:00PM Study hall optional. Activities will be determined at a later date.

RenWeb/Parent Web/FACTS SIS

Link may be accessed from Acacia website: www.acaciaacademy.org ('For Parents' tab)
After establishing an account, one will be able to view student records and some school communications.

Kroger Card/Amazon Smile

Families may register their **Kroger** cards at the customer service desk so benefits are directed toward Acacia.

Amazon Smile (just like Amazon but linked to charities) will credit Acacia with a percentage of every dollar spent if families link their accounts to the school.

Tuition Payments, e-Cashier

Tuition payments made directly to Acacia Academy should be made before the 20th of the month. Tuition payments made through FACTS should follow the plan for which you enrolled using e-Cashier (see link on 'Admissions' tab of Acacia web page).

Uniforms

See uniform policy ([uniform+policy+2020.pdf \(squarespace.com\)](#)). Two preferred providers: Lands End (use preferred school code: 900134172 AND accepts Scrip cards) and French Toast. Embroidered logos may be purchased from Lands End or Expressions.
Periodically, used uniforms will be available for sale. You may call for an appointment over the summer or visit the sale during the Family Orientation gathering.
Gently used uniforms may be donated to the school throughout the year.

Habits

We are what we repeatedly do. Excellence, then, is not an act, but a habit. Aristotle

- Habit of Attention
 - o The habit of attention requires that one fix mind and body steadily of the matter at hand.
- Habit of Obedience
 - o Obedience is demonstrated by responding immediately and completely to authority, as well as accepting consequences willingly.
- Habit of Respect
 - o Showing respect involves using good manners and self-control in words and actions.
- Habit of Responsibility
 - o Responsibility is shown when care is given to personal belongings and school property, and tasks are completed.
- Habit of Reverence
 - o Reverence is demonstrated by one's awe and respect for things of God.
- Habit of Reflection
 - o The habit of reflection requires purposeful thinking and contemplation about the matter at hand.
- Habit of Thoroughness
 - o Thoroughness involves completing whatever task is at hand to the very best of one's ability, leaving nothing undone.
- Habit of Punctuality
 - o To be punctual, one's obligations must be met in a timely manner.
- Habit of Service
 - o In serving, one must think of helping others and meeting their needs in a cheerful manner.
- Habit of Self-control
 - o To be self-controlled is the ability to delay gratification and have mastery over one's actions and speech.
- Habit of Integrity
 - o Integrity involves always being honest and allowing one's words and actions to be above reproach, so that one is seen as trustworthy.
- Habit of Reconciliation
 - o Reconciliation seeks to humbly restore any relationship that has been negatively impacted by unkind behavior. Reconciliation should be honest, sincere, quick, and complete.