

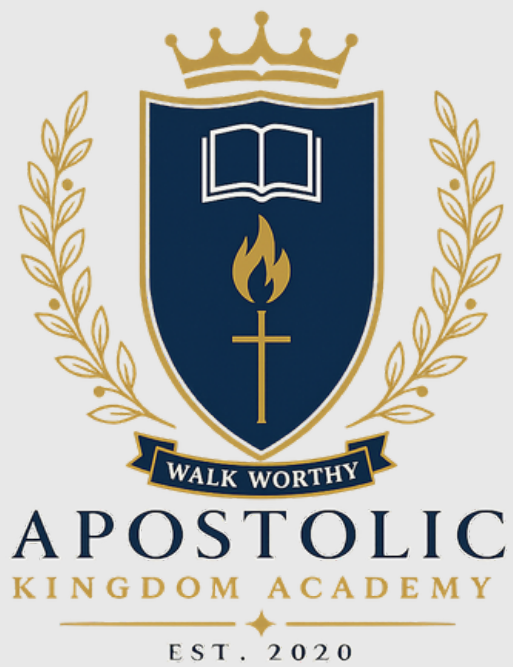


Apostolic Kingdom Academy

STUDENT & PARENT HANDBOOK

Raising disciples and scholars grounded in Apostolic truth, academic excellence, and Kingdom purpose.

2026-2027



Walk Worthy

Ephesians 4:1 (KJV)

“I therefore, the prisoner of the Lord, beseech you
that ye walk worthy of the vocation
wherewith ye are called.”



Welcome

A Letter from the Head of School

Dear AKA Families,

Welcome to Apostolic Kingdom Academy.

It is both an honor and a privilege to partner with your family in the education and spiritual development of your child. What began as a small Bible study with a handful of students has grown, by the faithfulness of God, into a thriving learning community committed to raising disciples and scholars grounded in Apostolic truth, academic excellence, and Kingdom purpose.

At Apostolic Kingdom Academy, we believe education is about far more than mastering subjects or earning grades. Our desire is to help every student discover who God has created them to be while cultivating a love for learning, a heart for serving others, and a life that reflects Christ in every area.

Our theme, “Walk Worthy,” taken from Ephesians 4:1, serves as a daily reminder that we are called to live lives worthy of the calling God has placed upon us. We strive to create an environment where students are challenged academically, encouraged spiritually, and loved intentionally.

Thank you for entrusting us with one of God’s greatest gifts—your children. We consider it a sacred responsibility and are committed to walking alongside your family as together we prepare the next generation to impact their homes, churches, communities, and the Kingdom of God.

Welcome to the AKA family. We are grateful to that you are here.

With gratitude,

Jennifer Shelton
Founder & Head of School
Apostolic Kingdom Academy

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SECTION I

OUR FOUNDATION

Our Beginning



“Every great story has a beginning. This was ours.”

SECTION I

OUR FOUNDATION

Our Story

“Every ministry has a beginning. Ours began with prayer.”

Apostolic Kingdom Academy was never part of a carefully crafted plan. It began in the living room of a home with a small group of mothers, most of them ministers' wives, who simply desired to grow closer to God. A few times each month we gathered together to study God's Word, pray, and encourage one another in our pursuit of God.

While we met, our children filled the home with laughter and play. Every now and then they would quietly stop what they were doing, peek into the room, and watch as we prayed. Sometimes they would even come and sit with us. Looking back, it seems God was already planting seeds in hearts long before we realized what He was doing.

As our children approached school age, our conversations naturally shifted. We shared the same desire: to provide our children with an education firmly rooted in biblical truth while surrounding them with Christian friendships and families who shared that vision.

With willing hearts and a simple faith that God would guide us, we took the first step.

A few mothers began helping one another teach their children. Some worked with the older students while others created a small kindergarten and preschool class for the younger ones. We met a couple of days each week for academics and spent another day learning together through field trips, hands-on activities, and fellowship. It was simple, but it was exactly what our families needed.

As the months passed, God continued opening doors. What began as families helping families slowly grew into a homeschool co-op, and eventually into a more structured learning center. Classrooms replaced the single shared space, parents stepped forward to serve, and each year the ministry continued to grow.

None of this happened because of large budgets or elaborate plans. For many years, the mothers and teachers who served gave sacrificially of their time, talents, and resources. They volunteered and served because they believed God was building something worth investing in. Their faithfulness became part of the foundation upon which Apostolic Kingdom Academy stands today.

Throughout every season, God has faithfully provided. We have never had to build this ministry on debt. Instead, He has supplied every need through generous families, faithful supporters, and countless answered prayers. Looking back, we see His hand guiding every step.

Today, what once began with a handful of children has grown into a thriving Christian learning community serving dozens of students each year. We have celebrated our first graduating class, watched students discover their God-given purpose, and witnessed lives transformed by the power of Jesus. Although much has changed since those early days in a living room, the heart of Apostolic Kingdom Academy remains the same.

Every school day still begins with prayer and the Word of God. Before lessons begin, students gather together to seek God, worship, and grow in their relationship with Him. We believe these moments are not an addition to education, they are the foundation of it.

Many families come to us searching for more than academics. They are looking for hope, purpose, community, and a place where their children will be genuinely known and loved. It is our privilege to partner with those families as we strive to raise young men and women who will faithfully serve God in every area of their lives.

As we look toward the future, our prayer is the same as it was in the beginning, that God would continue to use Apostolic Kingdom Academy to shape lives, strengthen families, and advance His Kingdom for generations to come.

Raising disciples. Developing scholars. Advancing His Kingdom.

SECTION I

OUR FOUNDATION

Mission, Vision & Core Values

MISSION

Raising disciples and scholars grounded in Apostolic truth, academic excellence, and the Kingdom purpose.

VISION

To cultivate a Christ-centered learning community where students are academically prepared, spiritually mature, and equipped to influence their homes, churches, communities, and the world for the Kingdom of God.

OUR CORE VALUES

Biblical Truth

We teach every subject through the lens of God's unchanging Word.

Academic Excellence

We pursue excellence because giving God our best honors Him.

Christian Character

We cultivate integrity, humility, respect, and servant leadership.

Kingdom Purpose

We prepare students to fulfill God's calling for their lives.

Parent Partnership

We believe parents are the primary educators of their children and value a strong partnership between home and school.

Servant Leadership

We encourage students to lead by serving others with compassion and Christlike love.

Lifelong Learning

We inspire curiosity, wisdom, and a love for learning that extends beyond the classroom.

SECTION I

OUR FOUNDATION

Statement of Faith

Apostolic Kingdom Academy is a ministry of The Pentecostal Church and operates in accordance with the church's Statement of Faith. The Statement of Faith of The Pentecostal Church is incorporated into the identity, mission, and ministry of Apostolic Kingdom Academy by reference.

As a ministry of The Pentecostal Church, all instruction, chapel services, student activities, policies, standards, and school programs are conducted in harmony with the biblical doctrine, values, and spiritual direction of The Pentecostal Church and the United Pentecostal Church International (UPCI).

While families are not required to attend The Pentecostal Church specifically, enrollment is reserved for students whose families faithfully attend a UPCI congregation and who willingly support the Apostolic doctrine, Christian values, spiritual environment, and standards of Apostolic Kingdom Academy.

By enrolling a student at Apostolic Kingdom Academy, parents acknowledge their understanding of and support for the school's biblical beliefs, mission and spiritual distinctives.

SECTION I

OUR FOUNDATION

The AKA Graduate

At Apostolic Kingdom Academy, our goal is far greater than preparing students for graduation. We seek to partner with families in developing young men and women whose lives reflect Jesus, whose minds pursue truth, and whose character demonstrates the values of God's Kingdom. While every student is uniquely gifted and called by God, these qualities represent the heart of the graduate we prayerfully strive to cultivate.

Loves God First

Maintains a personal relationship with God and seeks to honor Him in every area of life.

Grounded in Truth

Knows and values the Word of God, allowing biblical truth to shape convictions, decisions, and daily living.

Walks Worthy

Lives with integrity, humility, and holiness, reflecting Jesus in both word and deed.

Pursues Faithfulness

Approaches every responsibility with diligence, discipline, and a desire to honor God through faithful work.

Demonstrates Christlike Character

Shows kindness, respect, honesty, self control, compassion, and forgiveness towards others.

Thinks Biblically

Evaluates ideas, culture, and challenges through the lens of Scripture rather than public opinion.

Serves Others

Uses God-given gifts to bless others and joyfully contributes to the church, family, school, and community.

Leads with Humility

Influences others through servant leadership, courage, wisdom, and a heart to glorify God rather than self.

Loves Learning

Remains curious, teachable, and committed to growing intellectually, spiritually, and personally throughout life.

Lives with Kingdom Purpose

Recognizes that education is preparation for God's calling and seeks to faithfully serve wherever He leads.

“Walk Worthy”

EPHESIANS 4:1

SECTION I

OUR FOUNDATION

Our Educational Philosophy

“We educate for eternity.”

At Apostolic Kingdom Academy, we believe education is far more than the transfer of knowledge. True education shapes the whole person; heart, mind, character, and spirit. Our desire is to partner with parents in cultivating students who love God wholeheartedly, pursue academic excellence, and faithfully fulfill the unique calling God has placed upon their lives.

Biblical Foundation

Everything begins with God’s Word.

We believe all truth originates with God. Every subject, from reading and history to science and mathematics, is taught with the understanding that creation reflects the wisdom, order and glory of its Creator.

Parents as Partners

Parents are a child’s first teachers.

We believe God has entrusted parents with the primary responsibility of raising and disciplining their children. Our role is to come alongside families, supporting and reinforcing the biblical values taught at home.

Academic Stewardship

Faithfulness honors God.

We encourage students to pursue their very best, not for recognition, but as an act of worship and faithful stewardship of the gifts God has given them.

SECTION I

OUR FOUNDATION

Our Educational Philosophy

Christlike Character

Who students become matters as much as what they know.

Knowledge without character is incomplete. We intentionally cultivate integrity, humility, respect, responsibility, perseverance, and compassion within every student.

Purposeful Learning

Education prepares students for God's calling.

Every lesson, skill, and opportunity is intended to equip students to faithfully serve God in their families, churches, communities, and future vocations.

Lifelong Growth

Learning is a lifelong pursuit.

We desire to inspire curiosity, wisdom, creativity, and a love for learning that extends far beyond graduation, encouraging students to continue growing spiritually, intellectually, and personally throughout their lives.

“Education is not merely preparation for a career; it is preparation for a life lived faithfully before God.”



SECTION II

ACADEMICS

SECTION II

ACADEMICS

Our Academic Program

“Learning is a gift. Faithfulness is our response.”

At Apostolic Kingdom Academy, we provide a Christ-centered educational experience through a unique learning center and collaborative co-op model. By combining qualified classroom instruction with intentional parent partnership, we create an environment where students are challenged academically, encouraged spiritually, and known as individuals. Our approach allows families to remain actively involved in their child’s education while benefiting from structured classroom learning, meaningful relationships, and a supportive Christian community. Together, we seek to cultivate students who pursue excellence, love truth, and faithfully live out God’s calling on their lives.

Christ-Centered Learning

Every subject is taught from a biblical worldview, helping students recognize God’s truth throughout every area of learning.

Small Class Environment

Every student is known, encouraged and challenged.

We recognize that each student learns differently. Our small class environment allows teachers to provide personal encouragement, individualized support, and opportunities for every student to grow.

Academic Stewardship

We pursue our very best because excellence honors God.

Students are encouraged to develop strong work habits, critical thinking skills, and a love for lifelong learning while pursuing excellence in all they do.

Parent Partnership

Home and school work together. Parents remain an essential part of the educational process. We value open communication and believe students thrive when families and educators work together with shared goals and mutual trust.

ACADEMICS

Curriculum

“Truth learned with diligence becomes wisdom lived with faithfulness.”

At Apostolic Kingdom Academy, we believe a strong education begins with a strong foundation. Since our beginnings, we have chosen to build our academic program around the **Abeka Curriculum and Master Video Program**, a trusted Christian educational system that has been serving schools and families for more than 50 years. Abeka’s proven approach combines rigorous academics with a biblical worldview, helping students develop both strong academic skills and Christian character.

Why We Chose Abeka

- **Proven** - More than 50 years of Christian educational experience
- **Structured** - Teacher-directed lessons provide consistency and clear expectations.
- **Comprehensive** - A complete curriculum from K4 - high school.
- **Biblical** - Every subject is taught from a Christian worldview.
- **Teacher Guided Learning** - Abeka’s structured instructional program provides our teachers with a proven roadmap for teaching. By following an established scope and sequence, our teachers are able to deliver consistent, high-quality instruction while investing personally in every student’s academic and spiritual growth.

Rather than relying on constantly changing educational trends, Abeka provides a structured, teacher-directed approach that emphasizes clear instruction, daily practice, consistent review, and gradual mastery of concepts. It’s spiral learning method intentionally revisits previously learned material, reinforcing understating and helping students retain knowledge with confidence over time.

Through the **Abeka Master Video Program**, our students benefit from instruction presented by experienced Christian educators who have spent decades refining their teaching methods. Lessons are carefully organized and delivered in a traditional classroom setting, allowing students to learn from expert teachers while also receiving the encouragement, accountability, and individualized support of our on-site classroom teachers each day.

This partnership allows Apostolic Kingdom Academy to provide a consistent, high quality educational experience across every grade level while maintaining the close relationships and personal attention that define our learning center. Students receive academically rigorous instruction, parents gain confidence in a proven educational model, and our teachers are able to focus on mentoring, encouraging, assessing, and supporting each student’s individual growth.

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ACADEMICS

School Day

Apostolic Kingdom Academy follows a structured school day designed to provide students with a balanced rhythm of academic instruction, Bible education, enrichment, fellowship, and fun. While individual classroom schedules may vary according to grade level and instructional needs, each class follows a carefully planned daily routine that supports consistent learning and student success.

School Schedule

Monday-Thursday

Doors Open at 8:45 a.m.

Instruction: 9:00 a.m. - 2:00 p.m.

A Typical Day Includes

Morning Arrival & Classroom Preparation

Prayer & Devotion

Bible Instruction

Core Academic Subjects

Snack & Break

Lunch

Afternoon Instruction

Enrichment Activities

Dismissal

Classroom schedules are developed by each teacher to meet the instructional and developmental needs of their students while remaining within the academy's established school hours. Teachers will communicate individual classroom routines and schedules at the beginning of each school year.

SECTION II

ACADEMICS

Attendance

“Faithfulness is often found in simply showing up.”

Attendance is encouraged not simply to fulfill a requirement, but because classroom participation strengthens learning. Discussions, demonstrations, teacher instruction, Bible lessons, enrichment activities, and collaborative learning experiences are valuable parts of the AKA program.

Attendance

Because Apostolic Kingdom Academy operates as a **Christian learning center in partnership with homeschooling families**, attendance serves a unique purpose. While parents remain the primary educators, our on-campus instructional days provide essential teacher guidance, classroom instruction, accountability, class discussion, collaboration, and encouragement that cannot be fully replicated at home.

For this reason, families are **strongly encouraged to attend each scheduled learning day** whenever possible. Regular attendance allows students to remain on pace with instruction, participate in classroom activities, build meaningful relationships with teachers and peers, and receive the greatest benefit from the learning center experience.

Although occasional absences may be necessary, students are responsible for completing assigned work and remaining current with classroom expectations. Families should communicate with their teacher regarding missed instruction and any assignments that need to be completed.

Absences

Parents should notify the learning center as soon as possible if a student will be absent from a scheduled learning day. Open communication allows teachers to provide guidance, collaborative learning, and fellowship with their peers.

SECTION II

ACADEMICS

Attendance

Planned Absences

Whenever possible, families should notify the school in advance of planned absences, including appointments, educational travel, or family events. Advance notice allows teachers to communicate upcoming assignments and classroom expectations.

Illness

Students experiencing a fever, vomiting, or other contagious illnesses should remain at home until they are fever-free, no longer contagious and well enough to participate in the school day. This helps protect the health and well-being of our entire school community.

Make-Up Work

Families are responsible for ensuring that missed assignments are completed in a timely manner. Teachers will communicate reasonable expectations for make-up work and provide guidance as needed. Because classroom discussions, demonstrations, Bible instruction and collaborative activities cannot always be replicated outside the classroom, students are encouraged to attend consistently whenever possible.

Communication

Parents are encouraged to maintain regular communication with their child's teacher regarding extended absences, ongoing illnesses, or circumstances that may affect attendance. We value our partnership with families and will work together to support each student's continued academic progress.

SECTION II

ACADEMICS

Homework & Student Responsibilities

*“Whatever you do, work heartily, as for the Lord and not for men.”
– Colossians 3:23*

At Apostolic Kingdom Academy, we believe learning should be purposeful both inside and outside the classroom. Homework is assigned with intention, not simply to fill time. Because our learning center partners with homeschooling families, some learning naturally continues at home through review, practice, reading, and the completion of classroom assignments.

Purposeful Homework

Homework is assigned to reinforce learning, strengthen foundational skills, encourage responsibility, and help students develop consistent study habits. We strive to assign meaningful work that supports classroom instruction rather than unnecessary or repetitive assignments.

Completing Classwork

Students are expected to use classroom time wisely. Work that is not completed during the school day may be assigned to finish at home. Completing assignments on time helps students remain current with instruction and prepared for future lessons.

Reading at Home

Reading is one of the greatest contributors to long-term academic success. Students in the elementary grades are strongly encouraged to read with a parent or family member each evening. Regular reading builds fluency, strengthens comprehension, expands vocabulary, and nurtures a lifelong love of learning.

Practice Builds Mastery

Some skills require consistent practice beyond the classroom. Families are encouraged to regularly review spelling words, math facts, multiplication tables, and other foundational skills that benefit from repetition and daily reinforcements. These short, consistent practice times help students develop confidence and long-term retention.

SECTION II

ACADEMICS

Homework & Student Responsibilities

Student Responsibility

Students are expected to:

- Complete assignments on time and to the best of their ability.
- Bring completed work and required materials to class.
- Ask questions when they need help.
- Take responsibility for their learning through consistent effort and preparation.

When assignments are repeatedly incomplete or missing, parents may be notified so that home and school can work together to support the student's academic success. Repeated patterns of incomplete work may affect academic progress and eligibility for certain school activities or special events.

Parent Partnership

Parents play an important role in reinforcing learning at home. Encouraging good study habits, providing a quiet place to work, listening to daily reading, and reviewing foundational skills are valuable ways families can support their child's academic growth.

We value family time and believe evenings should allow opportunities for worship, conversation, rest and meaningful time together. For this reason, homework is assigned thoughtfully and with purpose.

"Small acts of faithfulness shape a lifetime of character."

ACADEMICS

Organization & Communication

Communication Folders

Students in **Pre-K through 4th Grade** will receive an official **AKA Communication Folder** to strengthen daily communication between home and school. This folder serves as an important organizational tool and should travel between school and home each school day.

Parents are encouraged to review the folder each evening, as it may include:

- Homework or unfinished classwork
- Completed assignments and graded work
- Teacher notes or classroom communication
- Permission slips and school forms
- School announcements and upcoming events
- Important reminders and information

After reviewing the contents, parents should remove completed papers as appropriate, sign and return any requested forms, and send the folder back to school the following learning day.

Why We Use Communication Folders

The AKA Communication Folder is one of the primary ways we partner with families. By reviewing the folder each evening, parents remain informed about their child's academic progress, classroom activities, and important school communications.

Student Planners

Students in **5th Grade through 12th Grade** are expected to maintain and use a daily student planner. The planner serves as an important organizational tool, helping students organize homework assignments, upcoming tests, long-term projects, and important due dates.

Students are responsible for updating their planner each school day and using it to manage their academic responsibilities. Parents are encouraged to review the planner regularly, particularly in the middle school years, to support good study habits, organization, and time management.

SECTION II

ACADEMICS

Organization & Communication

Learning to effectively manage assignments and deadlines is an important life skill that prepares students for success in high school, college, the workplace, and lifelong learning.

Communication

Open communication between home and school is essential to student success. Parents are encouraged to review communication folders or student planners regularly and to communicate with teachers whenever questions or concerns arise. Together, we can provide the encouragement, accountability, and support that helps each student thrive.

As students mature, we intentionally shift greater responsibility to them, helping develop habits of ownership, responsibility, and faithful stewardship of their work.

“Education is strongest when home and school walk together.”

SECTION II

ACADEMICS

Student Progress & Assessment

At Apostolic Kingdom Academy, assessment is more than assigning grades. It is an ongoing process that helps teachers, students, and parents understand academic progress, celebrate growth, and identify opportunities for continued learning. Our goal is to provide meaningful feedback that encourages students to faithfully develop the gifts God has given them.

Daily Assessment

Teachers regularly assess student understanding through classroom participation, daily assignments, quizzes, tests, projects, and observation. These assessments help guide instruction and provide timely feedback throughout the school year.

Student Progress

Student progress is measured by consistent effort, mastery of academic concepts, completion of assignments, classroom participation, and overall growth. We recognize that students develop at different rates and seek to encourage continual progress rather than comparison with others.

Report Cards

Report cards are issued at the conclusion of each grading period and provide a summary of each student's academic performance and progress.

A+ 99-100	C- 77-78
A 96-98	D+ 74-76
A- 94-95	D 70-73
B+ 91-93	F 0-69
B 88-90	
B- 85-87	
C+ 82-84	
C 79-81	

SECTION II

ACADEMICS

Student Progress & Assessment

ThinkWave Student Information System

AKA utilizes ThinkWave, our online student information system, to communicate academic progress throughout the school year. Parents receive a secure login that allows them to access their child's grades and academic progress throughout the school year.

As teachers record grades throughout each grading period, parents may monitor their child's academic progress in real time rather than waiting until report cards are issued. We encourage families to review ThinkWave regularly and communicate with teachers whenever questions or concerns arise.

ThinkWave also serves as the official system for generating student report cards and maintaining academic records.

Parent Communication

We believe parents should never be surprised by a student's academic progress. Teachers will communicate concerns regarding academic performance, missing assignments, or learning challenges as they arise so that families and teachers can work together to support student success.

Parent Conferences

Parent-Teacher conferences will be scheduled throughout the school year as needed or upon request. We value open communication and believe collaboration between home and school best supports each student's growth.

Academic Support

When a student experiences academic difficulty, our teachers will work alongside families to identify areas of concern and develop strategies that support continued academic progress and build confidence.

SECTION II

ACADEMICS

Student Progress & Assessment

State Assessment

As a participating Arkansas Education Freedom Account (EFA) learning center, Apostolic Kingdom Academy complies with applicable state assessment requirements for eligible students. Families participating in the EFA program are expected to complete all required state-approved assessments in accordance with current Arkansas Department of Education guidelines.

The school will communicate testing dates, approved assessment options, and any additional instructions as they become available each school year.

State assessment results provide one indicator of academic progress and are used alongside classroom performance, daily assignments, teacher observations, and other assessments to support each student's educational growth.

"Every step of growth is worthy of celebration."

SECTION II

ACADEMICS

Promotion and Graduation

Apostolic Kingdom Academy is committed to preparing students for successful advancement through each grade level and to graduation. Student promotion and graduation are based upon demonstrated academic progress, successful completion of required coursework, and readiness for the next level of instruction.

Grade Promotion

Students are promoted to the next grade level upon satisfactory completion of the academic requirements for their current grade. Promotion decisions are based on academic performance, demonstrated mastery of essential skills, classroom participation, teacher evaluation, and overall readiness.

High School Graduation

Students seeking to graduate from Apostolic Kingdom Academy must successfully complete all graduation requirements adopted by AKA in accordance with the Arkansas Department of Education.

AKA follows the Arkansas Department of Education's graduation requirements for the applicable graduating class, including required credits, coursework, and any additional state graduation requirements in effect at the time of graduation.

Families will receive a detailed graduation planning guide outlining current state graduation requirements and recommended course sequencing.

Diploma

Upon successful completion of all graduating requirements, students will be awarded an Apostolic Kingdom Academy High School Diploma.

Graduation Participation

Participation in commencement exercises is reserved for students who have successfully completed all academic and financial obligations required for graduation.

SECTION II

ACADEMICS

Academic Integrity

At Apostolic Kingdom Academy, integrity is a reflection of Christian character. We believe honestly, personal responsibility, and faithfulness should be evident in every area of a student's life, including academic work. Our desire is not simply to produce knowledgeable students, but young men and women whose character honors Christ both inside and outside the classroom.

Honest Work

Students are expected to complete their own assignments and assessments unless collaboration has been specifically permitted by the teacher. Academic work should reflect each student's own effort and understanding.

Academic Honesty

Cheating, plagiarism, copying another student's work, using unauthorized resources, or presenting another person's work as one's own is inconsistent with the values of AKA and will be addressed through appropriate disciplinary and restorative measures.

Responsible Use of Technology

Technology is a valuable educational tool when used responsibly. Students are expected to use digital resources honestly, ethically, and in accordance with teacher expectations.

The use of artificial intelligence (AI) or other digital tools to complete assignments without teacher permission or without proper acknowledgment is considered inconsistent with the principles of academic integrity. AI tools may be used only when specifically authorized by the teacher and when their use aligns with the learning objectives of the assignment.

Accountability

When concerns regarding academic integrity arise, teachers will work with students and parents to address the situation with the goal of restoring trust, reinforcing responsibility, and promoting personal growth.

“Character is revealed by what we choose when no one is watching.”



SECTION III

STUDENT LIFE

“Walk in a manner worthy of the calling to which you have been called.”

SECTION III

STUDENT LIFE

Campus Culture

At Apostolic Kingdom Academy, our culture is intentionally shaped by our commitment to God and our desire to walk worthy of the calling He has placed upon our lives. We believe education extends beyond the classroom, and that every interaction, every challenge, and every opportunity contributes to the development of Christian character. Our goal is to cultivate an environment where students are known, encouraged, challenged, and equipped to grow in wisdom, faith and responsibility.

Students are expected to:

- Honor God through their words and actions.
- Treat others with kindness respect and dignity.
- Demonstrate honesty and integrity.
- Accept responsibility for their choices
- Encourage and support fellow students.
- Care for school property and materials.
- Contribute positively to the school community.

“Culture is built one choice at a time.”

STUDENT LIFE

Chapel & Spiritual Life

Spiritual growth is an important part of life at Apostolic Kingdom Academy. Students participate in Bible instruction, prayer, chapel services, and opportunities to apply God's Word in their daily lives.

Bible Class

Each school day begins with God's Word. Together, we study Scripture, discuss how God's Word applies to everyday life, memorize Bible verses, and encourage students to develop a personal relationship with God.

Chapel Services

Students participate in regular chapel services that include leading worship, biblical teaching, prayer, and opportunities for spiritual growth.

Scripture Memory

Students are encouraged to hold God's Word in their hearts through Scripture memorization. These scriptures are quoted daily as a school body. Age-appropriate memory work helps students build a biblical foundation that extends beyond the classroom.

Student Leadership

Students are encouraged to take an active role in chapel through leading worship, Scripture reading, leading prayer, leading devotionals, and other opportunities to minister to their classmates. These experiences help students develop confidence, servant leadership, and a deeper understanding of God's calling on their lives.

"Let the word of Christ dwell in you richly." ~ Colossians 3:16

STUDENT LIFE

Student Discipline

At Apostolic Kingdom Academy, discipline is intended to teach, correct, and restore. When behavior concerns arise, we work with students and parents to encourage growth, personal responsibility, and Christlike character.

Discipline Process

When behavior concerns arise, school staff will address the situation in a manner that is appropriate for the student's age, the nature of the behavior, and the circumstances involved. While not every situation requires each step, the discipline process may include:

Verbal Correction

Most concerns are addressed through a private conversation with the student, providing guidance, correction, and an opportunity to make better choices.

Parent Communication

If additional support is needed, parents will be contacted to discuss the concern and partner in helping the student succeed.

Conference

A meeting with student, parents, teacher, and/or administration may be scheduled to develop a plan for improvement when appropriate.

Behavior Plan

For ongoing concerns, a behavior plan may be implemented to establish clear expectations, goals and accountability.

Loss of Privileges

Students may temporarily lose certain privileges when necessary to encourage responsibility and appropriate behavior.

STUDENT LIFE

Student Discipline

Suspension

Serious or repeated misconduct may result in a suspension from school or school activities.

Dismissal

In rare cases, when all reasonable efforts have been exhausted or when a serious violation occurs, a student may be dismissed from Apostolic Kingdom Academy.

Student Accountability

To encourage personal responsibility and consistent growth, Apostolic Kingdom Academy may use behavior and academic accountability forms to communicate with parents regarding student progress.

Behavior concerns and incomplete assignments may affect a student's eligibility to participate in certain field trips, special events, celebrations, or other extracurricular activities. These activities are considered privileges that students earn through responsible behavior, academic effort, and cooperation with school expectations.

Students who consistently demonstrate positive behavior, responsibility, and growth may also receive positive recognition and encouragement. Positive behavior may be considered when reviewing a student's overall conduct and eligibility for special activities.

Our goal is not simply to correct behavior but to encourage students to develop character, responsibility, and self-discipline while recognizing and celebrating positive choices.

We believe discipline is most effective when students, parents, and school staff work together to encourage growth, accountability, and restoration.

"No discipline seems pleasant at the time, but painful. Later on, however, it produces a harvest of righteousness and peace for those who have been trained by it."

~ Hebrews 12:11 NIV

SECTION III

STUDENT LIFE

Dress Code

At Apostolic Kingdom Academy, we believe a modest and well-groomed appearance reflects respect for God, ourselves, and others. Our dress code is designed to promote an environment that supports learning, honors biblical principles, and encourages students to represent Christ with dignity.

Girls

Girls are expected to dress modestly and neatly.

- Dresses and skirts must be below the knee. (including splits)
- Tops and dresses must have sleeves.
- Necklines should be modest.
- Clothing should not be tight, sheer, or revealing.
- Offensive or inappropriate graphics, words or images are not permitted.
- In keeping with our Apostolic beliefs, students should not wear makeup or jewelry.

Boys

Boys are expected to dress neatly and modestly.

- Pants must be worn. (no shorts)
- Clothing should fit appropriately and should not be tight or excessively baggy.
- Offensive or inappropriate graphics, words, or images are not permitted.
- In keeping with our Apostolic beliefs, students should not wear jewelry.
- Hair should be clean, neatly groomed, and remain above the collar.

Additional Guidelines

The administration reserves the right to determine whether a student's appearance reflects the intent of the dress code. Parents may be contacted if a student's attire does not comply with these expectations.

“And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus...” ~ Colossians 3:17

STUDENT LIFE

Technology & Electronic Devices

Technology can be a valuable learning tool when used appropriately. To help maintain a focused and respectful learning environment, students are expected to use electronic devices responsibly and in accordance with school guidelines.

Personal Electronic Devices

Unless authorized by a teacher or administrator:

- **Cell phones must remain turned off/silenced and stored in backpacks during the school day.**
- Smartwatches should not be used for texting, calling, gaming or internet access during class.
- Personal tablets, laptops, earbuds, and headphones should not be used during the school day unless specifically approved for instructional purposes.
- Students needing to contact a parent during the school day should do so through the school office unless otherwise directed by a teacher.

Misuse of Technology

Improper use of electronic devices or technology may result in:

- Loss of device privileges
- Parent notification
- Confiscation of the device until the end of the school day or until it is picked up by a parent, if necessary
- Additional disciplinary action when appropriate

Social Media

Students are expected to use social media in a manner that reflects Christian character and demonstrates respect for others. Content that is inappropriate, offensive, bullying, threatening, or inconsistent with values of AKA may result in disciplinary action when it substantially impacts the school environment or the well-being of students.

We encourage parents to actively monitor their child's online activity and to help them use technology wisely and responsibly.

STUDENT LIFE

Health & Medication

Health

The health and well-being of our students is important to us. Parents are asked to keep students home when they are ill to help prevent the spread of illness and promote a healthy learning environment.

Medication

Whenever possible, medications should be administered at home. If medication must be given during the school day:

- All medication must be brought to the school office by a parent or guardian.
- Medication must remain in the school office and may not be kept by students.
- Prescription medications must be in their original labeled container.
- A signed medication authorization form may be required before medication can be administered.

Emergency Care

School staff receive CPR and emergency response training appropriate to their roles and will respond appropriately in the event of a medical emergency.

STUDENT LIFE

Safety and Security

The safety of our students and staff is a top priority. Apostolic Kingdom Academy maintains security measures to provide a safe learning environment.

Campus Security

- Exterior doors remain locked during the school day.
- Visitors must check in through the school office upon arrival.
- Security cameras monitor campus throughout the day.
- Emergency procedures are practiced regularly to prepare students and staff for unexpected situations.

Student Safety

Parents should ensure that emergency contact information remains current throughout the school year. Student safety is a shared responsibility between home and school.

Weapons

To maintain a safe learning environment, **weapons of any kind are strictly prohibited on school property or at any school-sponsored activity.** This includes, but is not limited to:

- Firearms
- Pocket knives
- BB guns, pellet guns, or airsoft guns
- Tasers
- Pepper spray or similar self-defense devices
- Any item determined to be used as a weapon
- Toy or replica weapons that could be mistaken for real weapon

Any student found in possession of a weapon will be subject to immediate disciplinary action, which may include suspension or dismissal from Apostolic Kingdom Academy. Law enforcement may be contacted when appropriate.

STUDENT LIFE

Field Trips & Special Events

Field trips and special events provide opportunities for students to extend learning beyond the classroom while building friendships and creating meaningful experiences.

Participation in field trips and special events may require:

- A signed parent permission form
- Compliance with the school's behavior and dress code expectations
- Any applicable participation fees

Students are expected to represent Apostolic Kingdom Academy with Christlike character and respect while participating in off-campus activities.

School rules and expectations remain in effect during all school-sponsored activities whether on or off campus.



SECTION IV

PARENT PARTNERSHIP

"Two are better than one, because they have a good reward for their labor."
~ Ecclesiastes 4:9

PARENT PARTNERSHIP

Parent Communication

We believe that open, respectful communication between home and school is essential to a student's success. We encourage parents to stay informed, ask questions, and partner with teachers throughout the school year.

- ThinkWave for grades and academic progress
- Communication folders (PreK-4th)
- Planners for 5th - 12th grades
- Email and phone communication
- Parent conferences
- School announcements and newsletters
- The AKA website for official information (calendars, handbook, forms, policies)
- Official AKA social media accounts for announcements, reminders, celebrations, photos, upcoming events, and highlights of school activities

We encourage families to regularly check these communication channels to stay informed about school events and important announcements.

PARENT PARTNERSHIP

Volunteer Opportunities

Parents are an important part of the AKA community. We welcome volunteers who are willing to share their time and talents in support of our students and school programs.

Opportunities Include:

- Assisting in classrooms
- Helping with field trips and special events
- Preparing or serving meals for school fundraisers or special activities
- Coaching or assisting with athletic programs and after-school activities
- Assisting with campus improvement projects
- Supporting school fundraisers and family events
- Sharing professional skills or special talents as opportunities arise

Depending on the volunteer role, a background check or additional screening may be required.

We believe that every family has something valuable to contribute, and we encourage parents to become involved in the life of our school whenever possible.

Parent-Teacher Association (PTA)

Apostolic Kingdom Academy hopes to establish a Parent-Teacher Association (PTA) as our school continues to grow. A PTA provides parents with meaningful opportunities to support our teachers, encourage students, and strengthen our school community.

Potential areas of involvement may include:

- Teacher appreciation events
- Class parties and celebrations
- Family events
- School Fundraisers
- Hospitality for special programs
- Volunteer coordination

We encourage parents who are interested in helping establish and serve in a future PTA to contact the school office.

PARENT PARTNERSHIP

Family Expectations

The success of each student is strengthened when parents and school work together. We ask every AKA family to support our mission by partnering with us in the following ways:

- Support the mission, values, and policies of Apostolic Kingdom Academy
- Encourage consistent attendance and punctuality.
- Support learning at home by encouraging reading, completing assignments, and reinforcing classroom instruction.
- Ensure students arrive prepared and ready to learn.
- Reinforce respectful behavior and Christian character at home.
- Communicate openly and respectfully with teachers and staff.
- Stay informed by checking ThinkWave, communication folders, email and school announcements.
- Support your child's academic progress by encouraging effort and completing assignments.
- Meet financial obligations according to the school's tuition and payment policies.
- Pray for our students, families, teachers, and school community.

We are grateful for the opportunity to partner with your family and believe that students thrive when home and school work together with a shared commitment to faith, learning and character.

*"Above all these put on love, which binds everything together in perfect harmony."
~ Colossians 3:14 (ESV)*

PARENT PARTNERSHIP

Conflict Resolution

At Apostolic Kingdom Academy, we believe that healthy communication strengthens relationships and helps us serve students well. When questions or concerns arise, we encourage parents and staff to approach one another with grace, respect, and a shared desire to find a positive resolution.

Our Process

To promote clear communication and mutual understanding, we ask families to follow these steps:

Speak with the Teacher

Most questions or concerns can be resolved through a respectful conversation with your child's teacher. We encourage parents to communicate directly with the teacher first allowing an opportunity to clarify concerns and work toward a solution.

Meet with Administration

If a concern remains unresolved, parents may schedule a meeting with the school director. We are committed to listening carefully and working together to determine the best path forward.

Work Together in a Christlike Spirit

Our goal is not simply to resolve disagreements, but to preserve relationships. We ask all members of our school community to communicate with kindness, honesty, and respect as we seek solutions that are in the best interest of our students.

Biblical Principle

We encourage families to address concerns privately and respectfully, following the biblical principle found in Matthew 18:15, which teaches us to speak directly with one another in the spirit of reconciliation.

We are committed to maintaining a school community marked by unity, mutual respect, and a shared commitment to honoring Christ in our words and actions.

PARENT PARTNERSHIP

Tuition & EFA Information

Apostolic Kingdom Academy participates in Arkansas's Education Freedom Account (EFA) program for eligible families. Families receiving EFA funding will use ClassWallet to submit tuition payments. Parents are responsible for completing all required EFA documentation and maintaining compliance with program requirements.

Tuition

- \$500 per month per student (\$1500 per quarter, per student)
- Tuition will be invoiced through ClassWallet for families participating in the EFA program.
- Tuition payments are due promptly upon receipt of EFA funding in your ClassWallet account.
- Prompt payment helps ensure the school can meet its financial obligations, including teacher salaries and operating expenses.

Late Payments

A late fee of \$25 will be assessed on tuition not paid within 10 days of invoice due date unless prior arrangements have been approved by the director. Families experiencing delays or unusual circumstances should contact the school office as soon as possible so we can discuss available options.

Families without EFA Funding

Families who do not qualify for or receive EFA funding are encouraged to speak with the school administrator regarding tuition payment options and potential financial assistance.

EFA & ClassWallet Resources

For Assistance with your EFA account or ClassWallet, please use the following resources:

ClassWallet

- Email: help@classwallet.com
- Phone: (877) 959-5176
- Monday-Friday: 7AM - 7PM (CST)
Saturday: 9AM - 3 PM (CST)

Education Freedom Account (EFA)

- Email: ade.efa@ade.arkansas.gov
- Monday-Friday 9AM - 4PM (CST)



SECTION V

POLICIES

“Let things be done decently and in order. ~ I Corinthians 14:40 (NKJV)

SECTION V

POLICIES

Arrival & Dismissal

To ensure a safe and orderly start and end to each school day, families are asked to follow established arrival and dismissal procedures.

- Students may arrive on campus beginning at **8:45 a.m.**
- Students should not be dropped off before supervision begins.
- Parents should follow designated traffic patterns during arrival and dismissal.
- Students will be released only to parents or individuals authorized by the parent unless prior arrangements have been made with the school office.
- Please notify the office of any changes to your child's dismissal plans before the end of the school day.

Prompt arrival and pickup help ensure the safety of all students and allow school operations to run smoothly.

Late Pick-Up Policy

Students should be picked up promptly at the designated dismissal time. To ensure the safety of our students and to respect the time of our faculty and staff, parents are expected to arrive on time for dismissal.

If an unexpected delay occurs, please notify the school office as soon as possible.

Students who remain on campus **15 minutes after dismissal** without prior arrangements may be subject to a late pick-up fee of **\$10**, with an additional fee every ten minutes.

SECTION V

POLICIES

Inclement Weather

The safety of our students and families is our highest priority. In the event of severe weather or other emergencies, Apostolic Kingdom Academy may delay opening, close early, or cancel classes.

Families will be notified through:

- Email
- Text message
- The AKA website
- Official AKA social media accounts

Parents are encouraged to ensure their contact information remains current so they receive timely notifications.

SECTION V

POLICIES

Photography & Media

Throughout the school year, photographs and videos may be taken during school activities and events.

These images may be used for:

- School publications
- The AKA website
- Official social media pages
- Promotional materials
- News releases

Parents who do not wish for their child's image to be used should notify the school office in writing at the beginning of each school year.

School Contact Information

Apostolic Kingdom Academy at TPC Fort Smith

Physical Address

3700 Kelley Hwy
Fort Smith, AR 72904

Mailing Address

1331 Waterfront Rd.
Alma, AR 72921

Phone

(479) 430-3728

Website

www.apostolickingdomacademy.com

Email

admin@apostolickingdomacademy.com
or
jennifershelton@apostolickingdomacademy.com

Instagram

[@apostolickingdomacademy](https://www.instagram.com/apostolickingdomacademy)

Facebook

facebook.com/apostolickingdomacademy

Office Hours

Monday-Thursday
9:00AM - 2:30PM

Handbook Acknowledgement

This handbook is intended to provide families with the policies, procedures, and expectations of Apostolic Kingdom Academy. Enrollment at AKA indicates a willingness to support the mission, values, and policies outlined in this handbook.

The school reserves the right to revise or update policies as needed. Families will be notified of significant changes.

Parents and students are expected to read this handbook and become familiar with its contents. Questions regarding school policies should be directed to the school office.

Thank you for partnering with Apostolic Kingdom Academy.

“Together, let us build a generation that knows God, loves truth, serves others, and walks worthy of HIS calling.”