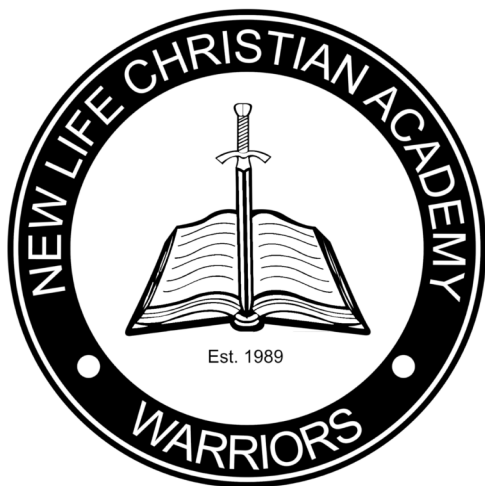


NEW LIFE CHRISTIAN ACADEMY
**PARENT & STUDENT
HANDBOOK**



2026-2027

Our Responsibility is Education;
Our Priority is Ministry.

TABLE OF CONTENTS

Foundational Statements & Values..... 3

Statement of Faith
Mission Statement
Vision Statement
Purpose Statement
Philosophy of Education
Guiding Values
Student Spiritual Formation Goals
Church Attendance

General School Information..... 5

Admission Procedures
Student Withdrawal
School Hours
Extended Care
Family Communication

Attendance Policies..... 7

Excused/Unexcused
Partial
Make-Up Work
Late Work
Parent & Student Responsibility
Missed Assignments or Assessments
Missed Instruction
Tardiness
Consequences & Eligibility

Campus Procedures

& Guidelines.....12

Leaving Campus
Office Sign-In and Sign-Out
Approved Pickup List
Driving Students
Illness or Emergency During School
Early Release
Senior Off-Campus Lunch Policy
School Closings
Locker Rules
Drinks In the Classrooms
Electronics At School

Academic Information.....15

Academic Responsibility
Homework
Academic Integrity and AI
Academic Probation Policy (Grades 6-12)
K5-12 Grade Scale
Honor Roll Policy
Promotion/Retention
Communication, Concerns, and Appeals
Graduation Requirements
Credits
College And Concurrent Credit Courses
High School Course Load
Course Duration and Schedule Changes
High School Final Exam Exemptions
High School GPA Scale
Academic Records

Uniform & Appearance

Guidelines.....22

General Uniform Standards
Boys' Uniform & Appearance
Girls' Uniform & Appearance
Special Dress Guidelines
Sports Program Dress Code
After-School / School Functions
Free Dress Days
Game Day Guidelines
School T-Shirt Day

Student Behavior & Discipline.....27

Common Infractions and Consequences
Bullying and Harassment
Cell Phone and Electronic Device Policy
Public Displays of Affection
Inappropriate Language
Disciplinary Actions
Demerits, Detention, and Friday School
Punch Card Policy

Health Procedures & Guidelines.....32

Communicable Diseases (Flu, Strep, Etc.)
Head Lice
Illness and Injury at School

Student Recognition.....34

FOUNDATIONAL STATEMENTS & VALUES

STATEMENT OF FAITH

New Life Christian Academy affirms that the Bible is the infallible Word of God and the final authority for salvation and Christian living. We believe in one God, who has revealed Himself as Father, Son, and Holy Spirit, and that Jesus Christ is God manifested in flesh.

We believe that all people have sinned and are in need of salvation, which is received by grace through faith in the atoning work of Jesus Christ. The gospel is the death, burial, and resurrection of Jesus Christ, which is obeyed through repentance, water baptism in the name of Jesus Christ, and the baptism of the Holy Spirit with the initial evidence of speaking in tongues.

We believe Christians are called to love God and others, to live lives of holiness, and to worship God joyfully. We affirm that the gifts of the Spirit, including healing, are active in the Church today. We believe that Jesus Christ will return for His Church and that there will be a final resurrection and judgment, resulting in eternal life for the righteous and eternal separation from God for the unrighteous.

This Statement of Faith provides the spiritual foundation for all instruction, policies, and practices of New Life Christian Academy. The full Statement of Faith is available on the school website.

MISSION STATEMENT

To foster an Apostolic environment where academic achievement and Christian service both excel, equipping students for the work of ministry, building up the body of Christ, and investing in the future of our communities as lifelong learners. (Ephesians 4:12)

VISION STATEMENT

To train students for Apostolic leadership with a world-wide impact, whether that be in vocational ministry or in a professional field or trade. We endeavor to cultivate local expertise with a global footprint.

PURPOSE STATEMENT

At New Life Christian Academy, we understand that the two most vital areas of human development are education and spirituality. With these as our focus, students and parents alike can expect a friendly learning atmosphere that is rooted in Christian education and Bible truths.

PHILOSOPHY OF EDUCATION

New Life Christian Academy is committed to providing an education rooted in a Biblical worldview, believing this foundation leads to a higher standard of academic excellence. Through Biblical principles, students gain wisdom, develop intellect, and are equipped for a lifelong pursuit of learning. The academy seeks to guide students in reflecting the qualities of world-changing figures such as the Apostle Paul, whose education prepared him to impact the world for Christ. Faculty and staff strive to develop each student's character, conduct, and mindset for future success, while helping students recognize and grow in their unique God-given potential.

GUIDING VALUES

Calling - leads us into relationship.

Consecration - draws us closer.

Character - forms Christlikeness within us.

Compassion - expresses Christ's heart through us.

Commission - sends us to fulfill God's purpose.

These core principles reflect our commitment to Christ-centered education and serve as a foundation for character, conduct, and purpose. By embracing these values, students are equipped to grow in faith, integrity, and leadership both inside and outside the classroom.

STUDENT SPIRITUAL FORMATION GOALS

New Life Christian Academy is committed to developing students who live out Apostolic faith with purpose, integrity, and spiritual maturity.

1. **Apostolic Identity**
Students develop a personal relationship with Jesus Christ grounded in Apostolic doctrine, worship, holiness, and a strong Biblical worldview.
2. **Apostolic Authority**
Students learn to walk in spiritual authority through daily prayer, the Word of God, and the application of the armor of God.
3. **Apostolic Ministry**
Students model a lifestyle of ministry marked by compassion, humility, and obedience to the Great Commission.
4. **Apostolic Future**
Students are equipped to discern and pursue their God-given calling—whether in ministry, profession, or trade—while influencing the world with Apostolic values.

CHURCH ATTENDANCE

Spiritual growth is an important part of a student's education at NLCA. We encourage every family to be actively involved in a Bible-believing church and expect students to attend weekly. Our desire is for the home, church, and school to work together to help students develop a lifelong relationship with Jesus.

GENERAL SCHOOL INFORMATION

ADMISSION PROCEDURES

- To apply, complete an application online at www.nlcawarriors.com
- Once an application is submitted, the school will schedule a family interview and entrance exam.
- Upon acceptance, a notification email will be sent from the school.
- The acceptance email will include the instructions to complete the enrollment process.

STUDENT WITHDRAWAL

All students who wish to withdraw from New Life Christian Academy are asked to notify the administration office several days before their last day of attendance. Textbooks should be turned in to the administration office. A parent or guardian's signature is required on the withdrawal form if the student is under eighteen (18) years of age.

Students planning to transfer should notify the school administration office as soon as possible before the transfer.

If a student is withdrawn, asked to withdraw, or expelled from school for any reason, no tuition or fees will be refunded unless decided otherwise by the administration.

SCHOOL HOURS

- Doors Open: 8:00 a.m.
- First Bell: 8:25 a.m.
- Classes Begin: 8:30 a.m.
- Dismissal: 3:30 p.m.

EXTENDED CARE

Before-school care is available beginning at 7:30 a.m. for an additional fee. After-school care is available from 3:30–5:00 p.m. for an additional fee. Registration and current pricing are available through the school office. After-school care is not available on early dismissal days.

FAMILY COMMUNICATION

FACTS FAMILY PORTAL

FACTS is a secure online platform that provides parents and students with access to important school information. Through FACTS, families may view attendance records, grades, report cards, assignments, announcements, billing information, and other student-related information.

Parents are responsible for keeping all contact information, emergency contacts, and student medical information current in FACTS. Promptly updating this information helps ensure that school

communications are received in a timely manner and that school personnel have accurate information available in the event of an emergency.

REMIND APP

NLCA uses the Remind app to communicate important announcements, school closings, emergency notifications, and event reminders. Parents are expected to maintain current contact information and monitor communications regularly.

EMAIL COMMUNICATION

Email is the primary method of communication between the school and families for billing and academic records. Parents should ensure that the school has a current email address on file and should regularly review school communications.

COMMUNICATION EXPECTATIONS & ETHICS

To promote healthy boundaries and maintain professionalism, families are asked to observe the following communication expectations:

- School communication should take place through approved channels, such as FACTS, Remind, and school email.
- Parents should allow reasonable time for responses from teachers and staff. Faculty and staff are not expected to respond to messages outside of normal school hours, on weekends, or during school breaks unless the matter is urgent.
- Students and teachers should not engage in private, one-on-one messaging through personal social media accounts, personal phone numbers, or other non-school-approved communication platforms. Communication between students and teachers should occur through school-approved methods and should maintain appropriate boundaries.
- Families should respect the privacy of students, staff members, and other families by avoiding the sharing of personal information, photographs, or conversations without proper permission.
- Communication should always be conducted with kindness, respect, and a spirit of cooperation.
- Concerns or questions should be addressed directly with the appropriate teacher, staff member, or administrator in an effort to seek understanding and resolution.

ATTENDANCE POLICIES

Regular attendance is essential to student success. Parents and students are expected to make every effort to schedule appointments, vacations, and other activities outside of school hours.

WHAT TO DO WHEN YOUR CHILD IS ABSENT

- On the first day of an absence, call or email the school office by 9:00 a.m.
- On the first day back, send a note or email to school explaining the absence.
- Email: zaida@nlcawarriors.com

ATTENDANCE MONITORING

The school office will contact a parent or guardian when a student is absent and the school has not received notification of the absence.

- Upon a student's fourth (4th) and ninth (9th) absence, an email will be sent to the custodial email address informing parents/guardians of the student's attendance status.

EXCUSED ABSENCE DEFINITION

An absence will be considered excused when it meets one of the following criteria and proper documentation is provided:

- Illness with doctor's note
- Illness verified by a parent, with administrative approval
- Family death
- Family emergencies approved by the administration
- Limited educational or ministry-related activities that receive prior administrative approval

EXCESSIVE EXCUSED ABSENCES

- Students who accumulate nine (9) or more excused absences during the school year may be required to meet with the Head of School to review attendance concerns and possibility of probation.
- Excessive excused absences may impact academic performance, participation grades, extracurricular eligibility, and school-sponsored activities.

UNEXCUSED ABSENCE DEFINITION

An absence will be considered unexcused when it does not meet the criteria for an excused absence or lacks required documentation.

Examples of unexcused absences include:

- Personal days
- Transportation issues
- Parent or sibling illness
- Relatives visiting from out of town
- Family vacations

- Staying home to complete schoolwork, projects, or homework
- Any absence without written communication from a parent or guardian

EXCESSIVE UNEXCUSED ABSENCES

Excessive unexcused absences may result in:

- Parent conferences
- Academic probation
- Attendance contracts
- Friday School
- Loss of privileges
- Notation in the student's permanent record
- Review of continued enrollment status

PARTIAL ABSENCES

Two (2) half-day absences equal one (1) full-day absence and will count towards all attendance-related policies and eligibility requirements.

Three (3) unexcused tardies will be recorded as one (1) full-day unexcused absence and will count towards all attendance-related policies and eligibility requirements.

GRADES K-8

A half-day absence will be recorded when a student:

- Arrives after 11:00 a.m.;
- Leaves before 1:00 p.m.;
- or misses three (3) or more hours of instructional time during the school day

HIGH SCHOOL

- A half-day absence will be recorded when a student misses three (3) or four (4) class periods during a school day.
- 1–2 periods = no half-day absence (though individual class absences are recorded)
- 3–4 periods = half-day absence
- 5–7 periods = full-day absence

MAKE-UP WORK

Students will be allowed one (1) school day for each day absent to complete missed assignments.

LATE WORK

Assignments submitted after the established deadline may receive reduced credit or no credit.

MISSED MAJOR ASSESSMENTS

- Students will be allowed one (1) school day for each day absent to complete missed quizzes and tests; however, if an assessment was assigned prior to the absence and administered during the absence, the student should be prepared to complete the assessment on the first day back at school.

- Students who are absent on the day of a quiz, test, presentation, project due date, or other graded assessment without prior notification and/or a reasonable excuse may be denied the opportunity to make up the missed work. In such cases, the student may receive a zero for the assignment or assessment at the discretion of administration.

MISSED INSTRUCTION DUE TO ABSENCE

NLCA teachers are committed to helping students succeed and will provide reasonable assistance when students miss school. However, classroom instruction cannot always be replicated outside of class.

Students are responsible for obtaining missed notes, assignments, and instructional materials, and parents are encouraged to support students in completing missed work. While teachers may answer questions, provide clarification, and offer guidance as needed, they are not expected to re-teach entire lessons or provide individual instruction for material missed due to an absence.

Students who miss multiple days of school may need to invest additional time outside of class to review and master missed content.

During absences, it is the responsibility of the parent and/or student to:

- Check FACTS for assignments and announcements.
- Communicate with teachers regarding missed work.
- Request all missed assignments upon returning to school.

TARDINESS

All students arriving after the tardy bell (8:30 a.m.) will report to the front desk to receive a tardy pass.

- Tardies will be classified either as unexcused or excused.
- The determination of excused or unexcused tardiness is made by the school office and administration.
- Three (3) unexcused tardies will be recorded as one (1) unexcused absence and will count toward all attendance-related policies and eligibility requirements.

EXCUSED TARDY DEFINITION

A tardy will be considered excused when it meets one of the following criteria and is verified by parent communication or administrative approval:

- Illness or medical appointment with parent or doctor confirmation
- Family emergency approved by administration
- Delays verified and approved by the school office (including documented transportation disruptions or emergencies)

UNEXCUSED TARDY DEFINITION

A tardy will be considered unexcused when it does not meet the criteria for an excused tardy or lacks appropriate communication or documentation. Examples include:

- Oversleeping or alarm failure

- Traffic delays not verified
- Running errands or non-school related appointments
- Personal transportation issues without verification
- Any arrival without parent communication or approval when required

CONSEQUENCES OF EXCESSIVE TARDINESS—PER QUARTER

- Upon the fourth (4th) tardy, an email will be sent to all custodial email addresses.
- Upon the ninth (9th) tardy, parents will be asked to meet with the Head of School.
- Habitual tardiness may result in dismissal from school.
- For high school students, upon the fifth (5th) tardy, students will receive early morning detention.

The administration may waive or adjust tardy consequences on days of documented widespread inclement weather or system-wide transportation disruptions.

ATTENDANCE CONSEQUENCES & ELIGIBILITY

ATTENDANCE PROBATION

Students who accumulate nine (9) unexcused absences during a school year will be placed on Attendance Probation for the remainder of the school year.

Students on Attendance Probation must demonstrate exemplary attendance to:

- Receive academic credit
- Advance to the next grade level
- Continue enrollment at NLCA

Failure to comply with an attendance contract may result in further disciplinary action or review of continued enrollment.

FRIDAY SCHOOL REQUIREMENT

Students in grades K5-12 who accumulate:

- More than five (5) absences in a quarter, or
- More than ten (10) absences during the school year

will be required to attend Friday School as assigned by administration. This includes unexcused absences only.

HIGH SCHOOL FINAL EXAMS REQUIREMENT

High school students who accumulate:

- More than five (5) absences in a quarter, or
- More than ten (10) absences during the school year

will be required to take all final exams, regardless of Honor Roll status. *See the High School Final Exam Exemptions policy of this handbook for more details.*

ASCEND STUDENT CONVENTION ELIGIBILITY

Students in grades 7-12 who accumulate:

- More than five (5) absences in a quarter, or
- More than ten (10) absences during the school year

will not be eligible to attend Ascend Student Convention. This includes unexcused absences only.

ATHLETIC PARTICIPATION

Students who are absent for more than one-half of the school day, as defined by the Partial Absences Policy, may not participate in athletic competitions, games, or school-sponsored sporting events on that day.

PARTICIPATION GRADES

Certain courses include a participation grade. Attendance may be a component of that participation grade and may affect the student's overall course average.

CAMPUS PROCEDURES & GUIDELINES

LEAVING CAMPUS

NLCA operates as a closed campus during the school day. Once a student arrives on campus or checks in at school, they are considered present and under school supervision until officially checked out through the school office.

Students may not leave campus at any time during the school day without prior office approval and parent authorization.

All students must follow official office checkout procedures before leaving campus. Teacher or staff permission to leave a classroom does not replace the requirement to be signed out through the school office.

Leaving campus without authorization, including failure to complete proper checkout procedures or leaving without parent and office approval, will be considered an unexcused absence.

Leaving campus without authorization is also considered a serious violation of school safety and supervision procedures and will result in disciplinary action in addition to attendance consequences.

OFFICE SIGN-IN AND SIGN-OUT

NLCA tracks student arrival and departure for safety and attendance record-keeping. The following procedures must be followed by all families and students:

- Students arriving after the start of the school day must sign in at the school office.
- All students leaving campus during the school day must be signed out through the school office by a parent/guardian or an approved designee.
- Parents must notify the office in advance whenever possible and receive approval before a student is released.
- Students leaving for appointments must follow all sign-out procedures through the office.
- Medical or professional appointments should be documented when possible.
- If documentation is not provided at the time of dismissal, it must be submitted by the next school day for the absence to be considered excused.
- All documentation should be given or emailed to Sis. Zaida Woodham (zaida@nlcawarriors.com)
- Students must sign back in at the office upon returning to campus.

APPROVED PICKUP LIST

- Only individuals listed on the student's approved pickup list may check a student out unless prior authorization is given by a parent or guardian to the office.

DRIVING STUDENTS

- Students with driving privileges must still sign out through the office before leaving campus.
- Written or verbal parent permission must be provided when required.
- All students who drive to school must obtain permission from the administration office.
- Students must have full insurance coverage to drive cars to school.
- Students may not go to cars in the parking lot during regular school hours.
- Students may not sit in their cars with other students before or after school. Students must enter the building when arriving to school grounds and must leave the campus after school.
- Students should always lock cars parked on the school grounds. The school is not responsible for stolen items.

Students violating the school regulations regarding the use of cars may be denied permission for car use.

ILLNESS OR EMERGENCY DURING SCHOOL

Any student who becomes ill or needs to leave campus for an emergency must report to the school office.

- The office will notify the parent or guardian and arrange for student pickup if necessary.
- Students may not leave campus without office authorization.
- All illness-related dismissals must be processed through the school office to ensure proper supervision and documentation.

ATHLETIC EARLY RELEASE / SCHOOL-SPONSORED EVENTS

Students who leave early for athletic competitions, games, practices, or school-sponsored events must have prior approval from a parent/guardian and the supervising coach or sponsor.

All students must check out through the school office before leaving campus, regardless of permission granted by a teacher or coach. Teacher or coach permission to leave class does not replace the requirement to sign out through the office.

Students who fail to properly check out through the office will be considered absent and may receive an unexcused absence for that portion of the school day.

Failure to follow proper checkout procedures for athletic or school-sponsored release is also considered a violation of school attendance and supervision procedures and may result in disciplinary action in addition to attendance consequences.

SENIOR OFF-CAMPUS LUNCH POLICY

Seniors may be granted permission to leave campus during their assigned lunch period, provided written parent/guardian approval is on file with the school office and the student maintains A/B Honor Roll status.

This privilege is limited to the student's designated lunch period and is contingent upon ongoing academic performance. Students who fall below A/B Honor Roll status will temporarily or permanently lose off-campus lunch privileges, as determined by administration.

All students must sign out through the school office before leaving campus and sign back in upon return, if applicable.

Failure to follow sign-out procedures, leaving campus outside of the approved lunch period, or loss of academic eligibility will result in disciplinary action and/or suspension of off-campus lunch privileges in addition to attendance consequences.

SCHOOL CLOSINGS

School cancellations, two-hour delays, or early dismissals will be communicated through the Remind app.

NLCA may use Pulaski County Special School District (PCSSD) decisions as a general guideline for inclement weather closures; however, NLCA reserves the right to make independent decisions regarding school closures, delays, or schedule adjustments based on campus conditions and local safety considerations.

In the event of questionable weather conditions, families are encouraged to monitor local news sources such as THV11 and the Remind app for updates regarding both PCSSD and NLCA.

STUDENT LIFE

LOCKER RULES

NLCA reserves the right to inspect lockers, per state law. Students are expected to keep their lockers reasonably clean and neat, with all backpacks inside and the doors fully closed. Students may decorate the inside of their locker, but decorations must be fully removed (including adhesives) at the end of the year. The outsides of lockers are not allowed to be decorated.

DRINKS IN THE CLASSROOMS

Students are allowed to have water in clear, screw-lid bottles at school. Other beverages and containers are not allowed.

ELECTRONICS AT SCHOOL

Refer to the Cell Phone and Electronic Device Policy of this handbook.

ACADEMIC INFORMATION

New Life Christian Academy is committed to providing a Christian, college-preparatory education that equips students academically, spiritually, and personally. Academic policies are designed to promote excellence, integrity, responsibility, and lifelong learning while meeting or exceeding the graduation requirements established by the Arkansas Department of Education.

This section outlines NLCA's academic expectations, grading practices, graduation requirements, and policies related to coursework and student progress

ACADEMIC RESPONSIBILITY

Students are expected to attend class prepared, complete assignments on time, participate in classroom activities, maintain academic honesty, and communicate proactively with teachers regarding missed work or academic concerns.

HOMEWORK

Homework is an important part of the learning process and is assigned to reinforce classroom instruction, provide additional practice, and encourage independent responsibility.

Homework assignments are expected to be completed and submitted by the deadline established by the teacher. Late assignments may result in a grade reduction or no credit, according to the teacher's classroom policies.

Homework expectations and late work procedures may vary by teacher. Students and parents should refer to individual classroom guidelines for specific requirements.

For homework missed due to an absence, please refer to the Make-Up Work section of this handbook.

ACADEMIC INTEGRITY AND ARTIFICIAL INTELLIGENCE (AI)

New Life Christian Academy is committed to developing students of honesty, integrity, and Christian character. Students are expected to complete all assignments, projects, assessments, and examinations honestly and submit work that represents their own learning and effort.

Academic dishonesty includes, but is not limited to:

- Cheating on assignments, quizzes, or tests
- Plagiarism or presenting another person's work as one's own
- Unauthorized collaboration on individual assignments
- Copying or allowing another student to copy work
- Falsifying information, data, or sources
- Using artificial intelligence (AI) or other technology in a manner not approved by the teacher

Artificial intelligence tools, including ChatGPT and similar AI platforms, may not be used to generate original student work, including essays, summaries, responses, analyses, projects, or other assignments.

When permitted by the teacher, AI may be used only for approved purposes, such as brainstorming, proofreading, and grammar suggestions. Students remain responsible for the accuracy, originality, and integrity of all work submitted and may not submit work that has been substantially created, organized, rewritten, or materially influenced by AI.

Violations of this policy may result in one or more of the following consequences:

- A zero on the assignment or assessment
- Loss of the opportunity to redo the assignment
- Parent notification
- Academic probation
- Additional disciplinary action, including detention, suspension, or expulsion, depending on the severity or repeated nature of the offense

Suspected violations may result in an authorship review before consequences are assigned. The administration reserves the right to determine whether an assignment reflects unauthorized assistance and to assign appropriate academic and disciplinary consequences.

ACADEMIC PROBATION POLICY (GRADES 6-12)

Students experiencing academic difficulty may be placed on academic probation to provide additional accountability, intervention, and support toward successful academic progress.

PROBATION TRIGGERS

Academic probation will be utilized when a student falls below a GPA threshold—2.0—at the end of a quarter or semester. If a student has an F in one class, or a D/F in more than one class, they can be at risk for academic probation. If it's been determined a student has cheated either through traditional plagiarism or using AI, they will immediately be placed on academic probation. Finally, students with excessive absences may be placed on probation.

NOTIFICATION & COMMUNICATION

Families will be notified in writing, followed by a meeting with an administrator to explain the student's probation status, expectations, and required steps for improvement.

PROBATION CONDITIONS

These may include:

- Signing of an academic contract outlining performance expectations
- Mandatory tutoring or monitored study hall
- Restrictions on sports, extracurricular activities, and/or school leave (field trips, lunches, etc.)
- Reduced course load or dropped electives (if necessary and possible)

MONITORING PERIOD & GOALS

Students are given till mid-quarter (4.5 weeks) to:

- Improve GPA to a designated level (e.g., 2.0+)
- Show consistent progress in core academic subjects
- Follow through with intervention plans and staff support

OUTCOMES FOR NON-COMPLIANCE

If expectations are not met, the school may:

- Extend the probation
- Enforce academic suspension (temporary withdrawal)
- Choose non-renewal of enrollment or permanent dismissal

These cases will first be reviewed by the Director of Academics in concordance with the Academic Success Committee, with final decisions coming from the Head of School.

GRADING AND ACADEMIC PROGRESS

K5-12 GRADE SCALE

Letter Grade	Percentage Range	Letter Grade	Percentage Range
A+	97% – 100%	C	73% – 76%
A	93% – 96%	C-	70% – 72%
A-	90% – 92%	D+	67% – 69%
B+	87% – 89%	D	63% – 66%
B	83% – 86%	D-	60% – 62%
B-	80% – 82%	F	59% and Below

HONOR ROLL POLICY (K5-12)

Refer to the Student Recognition page of this handbook.

PROMOTION/RETENTION (K-8)

Students must pass at least 70% of their core academic subjects (Reading, Language, Mathematics, Spelling, Science, or Social Studies) to be promoted to the next grade. Students who receive final failing grades in two or more core subjects may be retained.

Students who fail one core subject and demonstrate significant academic weakness in another may be required to attend summer tutoring, participate in academic interventions, or repeat the grade.

Promotion decisions may also consider academic progress, standardized test results, and teacher recommendations.

Students promoted with academic concerns may be required to participate in tutoring or other academic interventions. If the school is unable to adequately meet a student's educational needs, the administration may recommend a transfer to a more appropriate educational setting.

COMMUNICATION, CONCERNS, AND APPEALS

NLCA values open, respectful communication and seeks to resolve concerns in a manner consistent with the Biblical principles of Matthew 18. Parents and students are encouraged to communicate directly with the teacher or individual most closely involved whenever questions or concerns arise. Most concerns can be resolved through open communication.

If a concern remains unresolved, parents should follow the appropriate administrative chain of communication. Classroom concerns should first be discussed with the teacher. Academic concerns may then be directed to the Director of Academics, and student life or administrative concerns may be directed to the Head of School.

Formal grade appeals are considered only in limited circumstances, such as clerical errors, calculation errors, or the inconsistent application of established grading policies. NLCA maintains formal procedures for grade appeals and parent/student concern resolution, which are available through the school administration upon request. The Head of School's decision on any formal appeal is final.

HIGH SCHOOL ACADEMICS

GRADUATION REQUIREMENTS (24 CREDITS)

NLCA's graduation requirements meet or exceed the standards established by the Arkansas Department of Education. Students must successfully complete a minimum of twenty-four (24) credits to be eligible for graduation.

Subject Area	Credits Required	Courses
English	4.0	English 9, English 10, English 11, English 12
Mathematics	4.0	Algebra I, Algebra II, Geometry, Precalculus/Approved Math
Science	3.0	Physical Science, Biology, Chemistry/Approved Science
Social Studies	3.5	World Geography (.5), World History (1), U.S. History (1), American Government (.5), Economics (.5)
Bible	4.0	Bible 9, Bible 10, Bible 11, Bible 12/Approved electives for transfer students
Electives	5.5	Health (.5), Oral Communications (.5), Personal Finance (.5), Fine Arts (1), and three (3) additional elective credits

Total Credits Required	24.0	
------------------------	------	--

For graduating seniors to participate in the graduation ceremony and receive a diploma, the following requirements must be met:

- All the required credits for graduation must be completed by the last day of school or before the graduation ceremony.
- The student's account balance must be paid in full.

CREDITS

One (1.0) credit is awarded for the successful completion of a full-year course.

One-half (0.5) credit is awarded for the successful completion of a semester course.

A minimum grade of D- is required to earn course credit.

In limited circumstances, one-quarter (0.25) credit may be awarded with administrative approval.

Any student receiving an F can receive credit toward graduation by successfully repeating that subject the following year. Other alternatives include repeating the course in summer school or taking an online course from an approved academic institution. Such a course must correspond closely to the subject failed and must be approved by the administration.

All courses attempted are included in the computation of a student's grade point average (GPA), except for classes that only receive a "P" for passing credit.

COLLEGE AND CONCURRENT CREDIT COURSES

Students may substitute an approved high school course with an approved college course and receive both high school credit and college credit. All college courses must receive prior administrative approval and must be taken on campus, online, outside of school hours, or in a manner that does not interfere with the student's high school schedule.

For credit purposes, one (1) semester college course will be awarded one (1) full high school credit. To receive dual credit and satisfy a high school graduation requirement, the college course must be approved by the administration as an equivalent replacement for the corresponding high school course.

College courses taken solely for enrichment, personal interest, or to earn additional college credit that do not fulfill an approved NLCA graduation requirement will remain on the student's official college transcript and will not be recorded on the NLCA high school transcript or applied toward graduation requirements unless specifically approved by the administration prior to enrollment.

HIGH SCHOOL COURSE LOAD

Students in grades 9–11 must be enrolled in a minimum of six (6) courses each school year. Seniors must be enrolled in a minimum of five (5) courses each school year, unless an exception is approved by the administration for participation in approved vocational programs, concurrent college courses, or other educational opportunities.

COURSE DURATION AND SCHEDULE CHANGES

Most high school courses are designed as full-year courses. Students are expected to remain enrolled in courses for the entire academic year unless a schedule change is approved by the administration.

HIGH SCHOOL FINAL EXAM EXEMPTIONS

NLCA believes that consistent academic achievement and regular attendance should be recognized.

Students who meet the following requirements may earn an exemption from final exams. To qualify for final exam exemptions, students must:

- Earn only A's and B's in all classes for each quarter.
- Have no more than five (5) absences during one quarter.
- Have no more than ten (10) absences during the school year.

Students who earn A's and B's in some courses but have a grade below a B in another course will be required to take the final exam only in the course(s) with a grade below a B.

Attendance requirements apply both to overall school attendance and attendance in individual class periods.

Students who exceed five (5) absences in a quarter or ten (10) absences during the school year will be required to take all final exams. Students who exceed five (5) absences in a quarter or ten (10) absences in a specific class period will be required to take the final exam for that class only, regardless of their full-day attendance record.

Final exam exemptions are considered a privilege earned through consistent academic performance and attendance. The administration reserves the right to make final determinations regarding eligibility in unusual circumstances.

HIGH SCHOOL GPA SCALE

Letter Grade	Regular Courses	Honors / Concurrent Courses
A	4.0	5.0
B	3.0	4.0
C	2.0	3.0
D	1.0	2.0
F	0.0	0.0

GPA Calculation: Grade Point Average (GPA) is calculated using semester grades earned in high school courses. Honors and concurrent credit courses receive one additional quality point as reflected in the weighted GPA scale above.

ACADEMIC RECORDS

- Grades are available through FACTS.
- Report cards are issued quarterly.
- Transcripts are available upon request.

Final report cards are sent when all fees and payments are up to date.

To request transcripts or student records, email info@nlcawarriors.com. Please allow 2–3 business days for processing.

UNIFORM & APPEARANCE GUIDELINES

NLCA believes that student dress and appearance should reflect modesty, neatness, and respect for the learning environment. Students are expected to maintain a clean, well-groomed appearance and comply with all dress code requirements.

GENERAL UNIFORM GUIDELINES

- All uniform tops, girls' skirts, and girls' jumpers must be purchased from The Toggery.
- Boys' pants may be purchased from other vendors provided they meet NLCA uniform requirements.
- Clothing must be appropriately sized and may not be excessively loose, tight, or undersized.
- Short-sleeve shirts must extend at least halfway between the shoulder and elbow.
- Only approved uniform sweaters and sweatshirts may be worn during the school day, except as authorized for outdoor activities.
- A uniform polo shirt must be worn at all times, including underneath approved sweaters or sweatshirts.
- Hats are not permitted during the school day.
- Jewelry and smart watches are not permitted.
- Permanent or temporary tattoos are prohibited.
- Students may not draw on themselves or other students.

FOOTWEAR

- Students may wear casual or athletic shoes that fully cover the foot and are safe for school activities.
- Crocs, sandals, open-toed shoes, and similar footwear are not permitted except as specifically allowed under Game Day Guidelines.
- Footwear that is distracting, unsafe, or inconsistent with school standards may not be permitted.

DRESS CODE ENFORCEMENT

Students who arrive at school out of dress code may be required to change clothing, obtain corrective items, contact a parent, or receive disciplinary consequences. Repeated violations may result in additional disciplinary action.

The administration reserves the right to make final determinations regarding clothing, hairstyles, accessories, footwear, or appearance issues not specifically addressed in this policy.

BOYS' UNIFORM & APPEARANCE GUIDELINES

GROOMING

- Boys must maintain a neat haircut above the ears and off the collar.
- Faces must be clean-shaven.
- Sideburns may not extend below the earlobe.

SHIRTS

- Short-sleeve or long-sleeve polo shirt with school logo purchased from The Toggery.
- Acceptable colors: white, gray, and maroon.
- Performance polo shirts are available in maroon (wine).

PANTS

- Khaki pleated or plain-front pants (chinos/twill) with belt loops.
- A black or brown belt is required for students in grades K5–12.

Not Permitted:

- Cargo pants or cargo pockets
- Dress pants
- Khaki jeans
- Joggers
- Low-rise pants
- Skinny-fit or trim-fit pants

SOCKS

- Socks are required and must be visible above the shoe
- Acceptable colors: black, white, or gray

Not Permitted:

- No-show socks
- Patterned socks

GIRLS' UNIFORM & APPEARANCE GUIDELINES

GROOMING

- Hair should be neat and well-groomed.
- Hair dye or unnatural hair coloring is not permitted.
- Makeup and nail polish is not permitted.

SHIRTS

- Short-sleeve or long-sleeve polo shirt with school logo purchased from The Toggery.
- Acceptable colors: white, gray, and maroon.
- Performance polo shirts are available in maroon (wine).

SKIRTS AND JUMPERS

- Pleated skirts or jumpers purchased from The Toggery.
- Acceptable colors: khaki or NLCA plaid.

Length Requirements:

- Grades K4–6: Skirts and jumpers should be purchased so they reach the bottom of the kneecap at the beginning of the school year and remain no shorter than the top of the knee throughout the year.
- Grades 7–12: Skirts and jumpers must always cover the kneecap.

SOCKS AND HOSIERY

- Socks are required and must be visible above the shoe
- Leggings or tights are permitted.
- Acceptable colors: black, white, or gray

Not Permitted:

- No-show socks
- Patterned socks, tights, or leggings
- Lace, fishnet, or jean-style hosiery

SPECIAL DRESS GUIDELINES

SPORTS PROGRAM DRESS CODE

Students participating in NLCA athletics may change into approved practice attire after school.

Girls

- Athletic skirts that cover the knee
- Tights, leggings, or shorts worn underneath
- School-approved t-shirts

Boys

- Athletic pants
- School-approved t-shirts
- Shorts or sleeveless shirts are not permitted

AFTER-SCHOOL AND WEEKEND SCHOOL FUNCTIONS

Students attending NLCA-sponsored events outside of school hours must adhere to the general dress guidelines and standards of modesty.

- Girls must wear modest dresses or skirts below the kneecap.
- Shorts are not permitted.
- Sleeveless shirts are not permitted.

Students dressed inappropriately may be sent home to change before participating.

FREE DRESS DAYS

On approved free dress days, students are not required to wear uniforms but must continue to dress modestly and appropriately.

- Girls may wear dresses, jean skirts, or other casual or athletic skirts.
- Boys may wear jeans, casual pants, or athletic pants.
- Clothing may not contain holes, inappropriate wording, or inappropriate images.
- Shirts and blouses may not expose the midriff.
- Sleeves must extend at least halfway between the shoulder and elbow.
- Pajama-style pants are not permitted.
- All other appearance standards regarding hair, jewelry, makeup, tattoos, and modesty remain in effect.

Students who violate free dress guidelines may lose recess, receive detention, and/or forfeit future free dress privileges.

GAME DAY GUIDELINES

Student athletes are encouraged to wear their team uniform on game days to promote school spirit. Athletic slides or crocs may be worn to protect soles of sporting shoes. All regular dress code and appearance standards remain in effect.

SCHOOL T-SHIRT DAY

The last Thursday of each month is designated as School T-Shirt Day. Students may wear an NLCA approved school t-shirt or sweatshirt that was designed and purchased through the school.

- Girls may wear casual or athletic skirts.
- Boys may wear casual or athletic pants.

STUDENT BEHAVIOR & DISCIPLINE

NLCA seeks to maintain a safe, respectful, and Christ-centered learning environment. Students are expected to demonstrate self-discipline, respect for authority, respect for others, and conduct consistent with Christian values.

Disciplinary consequences may include verbal warnings, loss of privileges, detention, Friday School, behavioral contracts, suspension, expulsion, or other consequences deemed appropriate by the administration. See the disciplinary actions section of this handbook for additional information.

COMMON INFRACTIONS AND CONSEQUENCES

MINOR INFRACTIONS EXAMPLES:

- Classroom disruption
- Excessive talking
- Failure to follow classroom procedures
- Dress code violations
- Unauthorized food or drink
- Horseplay
- Minor disrespect
- Failure to bring required materials
- Leaving class without permission

MODERATE INFRACTIONS EXAMPLES:

- Repeated classroom disruptions
- Repeated dress code violations
- Dishonesty
- Cheating or plagiarism
- Inappropriate language or cursing
- Public displays of affection (PDA)
- Unauthorized cell phone or electronic device use
- Disrespect toward staff or students
- Insubordination

MAJOR INFRACTIONS EXAMPLES:

- Bullying, harassment, intimidation, or threats
- Fighting or physical aggression
- Leaving campus without permission
- Vandalism or destruction of property
- Theft
- Possession of tobacco, vaping devices, alcohol, drugs, or drug paraphernalia
- Possession of weapons or dangerous objects
- Serious insubordination

- Repeated violations of school policies
- Conduct that endangers the safety of others

The examples listed above are representative but are not intended to include every possible situation. The administration reserves the right to determine the severity of an infraction and assign appropriate disciplinary consequences based on the circumstances of each situation.

BULLYING AND HARASSMENT

NLCA prohibits bullying, harassment, intimidation, cyberbullying, and threatening behavior.

Bullying includes repeated actions, words, electronic communications, or behaviors intended to intimidate, humiliate, threaten, exclude, or harm another student.

Reports of bullying will be investigated by administration. Confirmed incidents may result in consequences ranging from detention to suspension or expulsion, depending on the severity and frequency of the behavior.

CELL PHONE AND ELECTRONIC DEVICE POLICY

NLCA maintains a bell-to-bell, no-cell policy to promote student engagement, minimize distractions, and maximize instructional time.

Students may use cell phones before the first bell at 8:25 a.m. and after the final bell at 3:25 p.m. During the school day, including class changes, lunch, study halls, restrooms, and other school activities, cell phones must remain powered off or silenced and stored out of sight.

This policy also applies to personal laptops, tablets, smart watches, earbuds, headphones, and other personal electronic devices unless specifically authorized by a teacher or administrator for educational purposes.

CONSEQUENCES FOR UNAUTHORIZED ELECTRONIC DEVICE USE:

FIRST OFFENSE

The device will be confiscated and returned to the student at the end of the school day.

SECOND OFFENSE

The device will be confiscated and returned only to a parent or guardian.

THIRD OFFENSE

The device will be confiscated and returned only to a parent or guardian. A detention will be assigned.

SUBSEQUENT OFFENSES

Additional disciplinary action as determined by administration, which may include loss of cell phone privileges on campus.

Students who refuse to surrender a device when requested by a faculty or staff member may be subject to additional disciplinary consequences for insubordination.

PUBLIC DISPLAYS OF AFFECTION (PDA)

Students are expected to maintain appropriate boundaries while on campus and at school-sponsored events. Holding hands, hugging, kissing, cuddling, or other romantic displays of affection are not permitted. Violations may result in detention, parent notification, and loss of privileges.

INAPPROPRIATE LANGUAGE

Students are expected to use language that reflects Christian character and respect for others. Profanity, vulgar language, crude jokes, inappropriate gestures, or offensive remarks are prohibited and may result in disciplinary action.

DISCIPLINARY ACTIONS

The following disciplinary actions may be used individually or in combination:

WARNING

A verbal or written warning may be issued for minor infractions or first-time offenses.

DEMERIT

A demerit may be issued for minor behavioral infractions and will be recorded in FACTS. Parents/guardians will be notified through FACTS when a demerit is assigned.

PARENT NOTIFICATION OR CONFERENCE

Parents may be contacted regarding behavioral concerns and may be required to participate in a conference with school personnel to develop a plan for student success.

RESTITUTION

Students may be required to reimburse, repair, replace, or otherwise make restitution for damaged, lost, or misused property.

REFLECTION OR EDUCATIONAL ASSIGNMENT

Students may be assigned a reflection paper, educational project, research assignment, or other activity designed to encourage personal responsibility and understanding of school expectations.

LOSS OF PRIVILEGES

Students may lose privileges, including participation in extracurricular activities, special events, field trips, free dress days, athletic participation, or other school-sponsored activities.

COMMUNITY SERVICE OR WORK DETAIL

Students may be assigned supervised service projects or work details intended to restore responsibility and contribute positively to the school community.

DETENTION

Lunch detention, early morning detention, or after-school detention may be assigned for violations of school rules or repeated misconduct.

FRIDAY SCHOOL

Friday School may be assigned for repeated disciplinary infractions, excessive detentions, attendance violations, or more serious misconduct.

SUSPENSION

Students may be assigned either in-school suspension or out-of-school suspension for serious or repeated violations of school policies.

During any suspension, students may be prohibited from participating in extracurricular activities, athletics, field trips, competitions, performances, or other school-sponsored events.

EXPULSION

Expulsion may be imposed for serious misconduct, repeated violations of school policies, behavior that endangers the safety or well-being of others, or conduct that is inconsistent with the mission and values of NLCA. Expulsion decisions are made at the discretion of the administration.

DEMERITS, DETENTION, AND FRIDAY SCHOOL

NLCA uses a unified system of demerits, detentions, and Friday School to address both behavioral and attendance concerns and to promote student accountability.

DEMERIT

Demerits may be issued by teachers or administrators for minor violations of school rules or expectations.

- Grades 6-12 students who accumulate five (5) demerits within a quarter will receive a detention.
- Grades 6-12 students who accumulate ten (10) demerits within a quarter will receive a Friday school. Additional disciplinary consequences may be assigned for repeated infractions or excessive demerits.
- Grades K-5 students who demonstrate a pattern of behavioral concerns or receive excessive demerits may be required to attend a parent conference with administration.

DETENTION

Detentions may be assigned for cumulative demerits or for behavior warranting disciplinary action, as determined by administration.

- Lunch detentions, early morning detentions, or after-school detentions may be assigned by administrators.
- Failure to serve an assigned detention will result in additional disciplinary consequences.
- Three (3) detentions within a quarter will result in Friday School.

FRIDAY SCHOOL

Friday School may be assigned for repeated behavioral infractions, excessive demerits and detentions, or attendance-related concerns.

- Friday School is held from 8:30 a.m. until 12:00 p.m. on designated Fridays as determined by administration.
- Students assigned Friday School are expected to attend and complete all assigned work. Failure to attend may result in additional disciplinary action.
- See Attendance Policies section for Friday School guidelines related to attendance.

PUNCH CARD POLICY (GRADES 6–12)

A punch card system is used to keep track of hall passes for each student. Punch cards are assigned and given to every student at the beginning of each quarter. The punch card will be numbered to indicate ten (10) available punches for grades 6-8, and five (5) available punches for grades 9-12. If the student uses all the punches, he or she will receive detention. Once detention has been served, the student will turn in their punch card and receive a new punch card to use for the remainder of the quarter.

Each student is responsible for keeping up with his or her punch card. If the punch card is lost, they can purchase another one for \$20. If a new punch card is purchased, the old one will be assumed full, and an automatic detention will be issued. If a student chooses not to purchase a new card, a lunch detention will be assigned each time a tardy or hall pass punch is needed.

Students will receive a new punch card at the beginning of each new quarter.

ADMINISTRATIVE DISCRETION

Discipline is generally progressive; however, because every disciplinary situation is unique, the administration reserves the right to modify disciplinary consequences, bypass progressive discipline, or impose more serious consequences when warranted by the nature or severity of the offense.

HEALTH GUIDELINES & PROCEDURES

COMMUNICABLE DISEASES (FLU, STREP, ETC.)

- Students are encouraged to take preventative actions to stop the spread of germs.
 - Stay home when sick until fever and symptom free for at least twenty-four (24) hours without fever-reducing medicine.
 - Use respiratory etiquette. (Cover your cough, cough/sneeze into your elbow)
 - Practice good hand washing. Wash hands with soap and water for at least twenty (20) seconds and dry with paper towel (or use hand sanitizer if not available).
 - Keep hands away from nose, mouth and eyes.
- Students who present flu-like symptoms should go home until at least twenty- four (24) hours after they no longer have fever (or signs of fever) without the use of fever-reducing medicine.
- Students who test positive for the flu should be fever free for at least forty-eight (48) hours before returning to school or should have a doctor's note.
- Any student with symptoms such as vomiting and/or diarrhea should not be at school. If students have had a stomach virus, they are required to stay at home until symptom-free for twenty-four (24) hours.

HEAD LICE

When a student has suspected head lice:

- Staff will assess the student and determine the steps required.
- If live lice are found, the student's parent/guardian will be notified with
- instructions on how to ensure that treatment guidelines are followed.
- The student may be picked up by the parent upon identification of the head lice.
- A head lice letter and treatment timeline will be sent home with the student.
- The student will not be excluded from class for the identification of nits only and will be allowed to remain in class.
- A follow up assessment of the student will be completed by trained staff within 7–10 days.
- Screening of students who have had close contact with the student at school will be assessed at the discretion of staff.
- Only students who have active head lice will be sent notification.
- If a student has frequent infestations of active head lice, trained staff will assess each student in the appropriate classroom(s) as deemed necessary.

ILLNESS AND INJURY AT SCHOOL

An injury report form must be completed in the event of significant injuries, and a copy given to the principal. The school will have a first-aid kit available. Parents must provide consent for first aid and over-the-counter medications. This must be renewed annually.

Should a child become ill or injured such that the administrator feels delaying treatment until a parent is available would endanger the child, emergency medical treatment will be sought at a local hospital emergency department. A consent for emergency medical treatment must be kept on each student and updated annually. The school will make a reasonable effort to contact parents if an emergency arises due to injury or illness.

Any child who becomes ill and unable to participate in daily activities shall be isolated and supervised.

Any child who is injured shall have immediate attention, and appropriate action shall be taken to meet the child's needs.

Parents shall be notified of all injuries. Injuries that require the attention of medical personnel shall be reported to the parent immediately. Parents or guardians of all children shall be notified of contagious illnesses as soon as possible.

Medication shall be given to children only with signed parental permission, which includes date, type, drug name, time, and dosage. It shall be in the original container, not have an expired date, and be labeled with the child's name.

STUDENT RECOGNITION

Student recognition at NLCA is designed to celebrate students who demonstrate excellence in academics, character, leadership, and service. These awards highlight positive examples of growth and achievement and encourage all students to pursue their God-given potential in every area of life.

CHRISTIAN CHARACTER AWARD

A trophy will be presented each year at NLCA awards banquet and/or graduation ceremonies to the student who has displayed a high level of Christian character and integrity. This award is chosen by the teaching staff and is based on the following criteria: respect, attentiveness, integrity, a servant's heart, and a good steward of time and talent.

JOSHUA AWARD (9-12)

A trophy will be presented each year to one student who exemplifies the character and spirit of a servant. The recipient must have shown a spirit of excellence in all NLCA activities. This student will be selected by the Head of School.

HONOR ROLL

Honor Roll is awarded at the end of the school year based on quarterly academic performance. Students who earn only A and B grades (with no grade below 80%) in every quarter of the year will be placed on the A/B Honor Roll. Students who earn only A grades (with no grade below 90%) in every quarter of the year will be placed on the A Honor Roll.

SUBJECT AWARD

A medallion award will be presented each year at NLCA awards banquet and/or ceremonies to one student from each subject who exemplifies a high level of scholarship, demonstrates a special aptitude for the subject, asks good questions, confronts challenges, and thinks deeply about the subject. This award will be chosen by the teacher.

HONORS RECOGNITION (SENIORS)

Graduating seniors who have maintained a cumulative grade point average of 3.5 or higher throughout their high school career will be awarded a gold honor cord to wear during commencement exercises.

VALEDICTORIAN & SALUTATORIAN

The valedictorian is the graduating senior who has earned the highest cumulative GPA over the course of grades 9–12, and the salutatorian is the graduating senior who has earned the second highest cumulative GPA over the same period. Transfer students must attend NLCA for six high school semesters to be eligible for either honor.

Both students will receive special recognition during the graduation ceremony, wear their respective honor stoles, and deliver a prepared speech at graduation exercises.