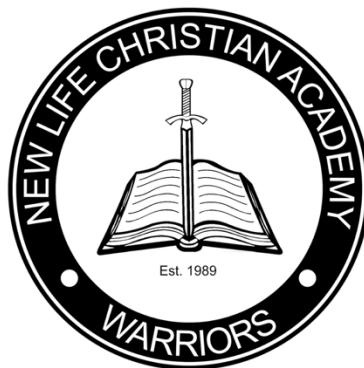


NEW LIFE CHRISTIAN ACADEMY

STUDENT HANDBOOK



2025-2026

Rev. Mark Melton, Pastor
New Life Ministries

Rev. Stephen Sanford,
Head of School
New Life Christian Academy

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FOUNDATIONAL STATEMENTS AND 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.

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.

ADMISSION PROCEDURES

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

NLCA requires every student to attend church at least once a week.

ATTENDANCE POLICY

Good attendance has been proven to be a strong foundation for quality education. Consequently, we want to help our school families understand our attendance expectations and receive the advantages that come with them.

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 (for inclusion in permanent file) to school explaining the absence.
Email: zaida@nlcawarriors.com
- Parents are responsible for making sure that notes or emails have arrived at school within two days after an absence.

ATTENDANCE POLICY SUMMARY *Absences will be classified as unexcused or excused. See below for definitions.*

- Consequences for excused and unexcused absences vary according to student age and number of violations. For example, high school students who have more than 5 absences (excused or unexcused) per quarter, or more than 10 for the school year **MUST** take final exams. Students who receive more than 5 unexcused absences per quarter, or more than 10 for the school year will be placed on academic probation (middle and high school students only, see page 20).
- All excused absences must be verified by proper documentation to be considered excused.
- For high school students, a full day's absence is missing more than 4 class periods in a day. Period absences hold the same guidelines as day absences unless noted otherwise.
- For high school students, missing more than half a class period is counted as a period absence.
- Automatic email notices will be sent upon certain thresholds of absences.

NLCA EXCUSED ABSENCES

- Upon the fourth (4th) and ninth (9th) excused absence from a period (high school) or day (grades K-12), an email will be sent to all custodial email addresses to inform the parent or guardian of their child's attendance status.
- Students in grades K-12 that accumulate nine (9) excused absences during a school year may be asked to meet with the principal to discuss the student's attendance.
- For an absence to be excused, it must meet one of the following criteria:
 - Sickness up to three consecutive days with a parent note
 - Sickness up to six days total per quarter with parent notes each time
 - Sickness beyond the above with a doctor's note
 - Family emergencies (if approved after the fact by the office)
 - Education and ministry related activities (when pre-approved)

NLCA UNEXCUSED ABSENCES

- Upon the fourth (4th) and ninth (9th) unexcused absence from a period (high school) or day (grades K-12), an email will be sent to all custodial email addresses and/or a phone call will be made to inform the parent or guardian of their child's attendance status and explain the **attendance probation** that will occur upon the next unexcused absence.
- Students in grades K-12 that accumulate nine (9) unexcused absences during the year will be placed on attendance probation for the remainder of that year.
- A student on attendance probation must have exemplary subsequent attendance to receive credit, pass to the next grade, or continue enrollment at New Life Christian Academy.
- Excessive absences will require a parent meeting to ensure continued enrollment.
- The meeting will determine student and parent responsibility for the absences, as well as consequences, which may include discipline for the student.
- Violation of this contract will require a review of the student's continued enrollment.
- Consequences of unexcused day absences may include notation in the student's permanent record, possible academic probation, and potential termination of enrollment.
- Examples of unexcused day absences:
 - Parent or sibling was sick
 - Student could not get a ride
 - Personal day
 - Relatives visiting from out of town
 - Vacation without approval
 - Student was working on a school project, classwork, or homework
- Any absence without written communication from a parent or guardian received by the NLCA office

EXCUSED VS. UNEXCUSED ABSENCES – COMPARISON CHART

Category	Excused Absences	Unexcused Absences
Definition	Absences that meet NLCA criteria and are verified with proper documentation	Absences that do not meet excused criteria or lack required documentation
Documentation Required	Parent note, doctor's note, or administrative approval	Missing, late, or unacceptable documentation
Administrative Review	Possible principal meeting after 9 excused absences in a school year	Mandatory attendance probation after 9 unexcused absences in a school year
Examples	Illness (within stated limits), family emergencies (approved), education and ministry related activities (pre-approved)	Personal days, transportation issues, unapproved vacations, staying home to complete schoolwork, lack of communication
Academic Consequences	Review may occur if absences become excessive	Possible academic probation, reduced credit, or termination of enrollment
Impact on Promotion/Enrollment	Determined on a case-by-case basis	Exemplary attendance required to earn credit, advance grade, or continue enrollment
Final Exam Requirement (HS)	More than 5 absences per quarter or 10 per year requires final exams	More than 5 absences per quarter or 10 per year requires final exams

CLASSWORK/HOMEWORK MAKEUP RULE

Excused Absences: Students have one day per day missed to complete homework, or as arranged by the teacher or administration.

Unexcused Absences: Make-up work is not guaranteed and is permitted only at the discretion of the teacher or administration. If allowed, assignments must be completed within the timeframe established by the teacher or administration.

Late Work: Assignments submitted late may receive significantly reduced or no credit.

Parent and Student Responsibility: During multiple-day absences, it is the parent's or student's responsibility to check FACTS for homework and other assignments. Upon returning, the student is responsible for asking teachers for all missed work, whether the absence was excused or unexcused.

Quizzes and Tests:

- Missed quizzes or tests must be completed within two days of returning to school.
- If a quiz or a test was assigned before a student's absence, but was administered during the absence, the student is expected to make up the assessment on the first day they return.

HALF-DAY ABSENCES

Two (2) half-day absences will equal one (1) full day absence.

Grades K-8: Half-day absences will be recorded in the following circumstances:

- Students arriving after 10:05 a.m.
- Leaving before 12:55 p.m. or
- Missing two hours of instructional time during the day

High School: Half-day absences will be recorded in the following circumstances:

- Students missing more than two class periods, but less than 4, in a single day

WHAT TO DO WHEN YOUR CHILD IS TARDY

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

TARDY POLICY SUMMARY

- Tardiness will be classified either as unexcused or excused.
- Three tardies will equal one absence.

CONSEQUENCES OF EXCESSIVE TARDINESS—PER QUARTER

Grades K-8:

- Upon the fourth (4th) tardy, an email will be sent to all custodial email addresses.
- Upon the eighth (8th) tardy, the NLCA office will call the custodial phone numbers.
- Upon the ninth (9th) tardy, parents will be asked to meet with the principal.
- Habitual tardiness may result in dismissal from school.

High school students:

- Upon the fifth (5th) tardy, students will receive early morning detention (see High School Behavioral Policy on page 15)

TARDY AMNESTY

The school office will give tardy amnesty in unique circumstances (e.g. when bad weather strikes during rush hour traffic, causing a high percentage of students to arrive late). Amnesty tardies will not be recorded.

LEAVING CAMPUS

NLCA maintains a closed-campus policy unless specifically allowed for a student through prearrangement. Some exceptions include students leaving to take a college class or go to their job. Once a student arrives on campus, he or she is considered to be in school.

Leaving campus without permission, even before school officially starts or at the end of the day before dismissal time, will be considered skipping school (unexcused absence).

OFFICE SIGN-IN AND SIGN-OUT

NLCA tracks the arrival and departure of students for safety and record keeping. When students arrive late, they need to sign in with the office. When students leave early, they are to be signed in or out by a parent or guardian. Parents need to notify the office and receive permission for a student to leave early or, in the case of a sick child who has driving privileges, the office will contact the parent to let them know the child is leaving.

To ensure that there is a safe transfer of students, we ask that parents of grade school students come into the school office to check students in and out. All students are to sign out in the office.

If a student is to leave with another student other than a regular ride, a note must be given, or verbal agreement must be made by the student's parent to the main office. If a student drives and must leave before the end of school, he or she must have written permission from a parent or guardian. The main office is occupied by Sis. Zaida Woodham (zaida@nlcawarriors.com).

EARLY DISMISSAL FROM SCHOOL

NLCA asks that students who leave school early for professional appointments present the official appointment note to the office when they are checked out. If a note is not possible on the day of the appointment, then it is due by the next day for the absence to be considered excused.

RETURNING FROM EARLY DISMISSAL

Any student returning from early dismissal (e.g. returning from a mid-day appointment) must check in at the school office. Any student receiving early dismissal for medical reasons has until the end of the following school day to submit an authentic document showing proof of reporting for said appointment, or the absence will not be considered excused.

ILLNESS AT SCHOOL

Any student who needs to leave during the school day due to illness must first report to the school office, or information about such an emergency must be given to the office. This is necessary in order for the parent/guardian to be notified of his or her student's condition and, if necessary, arrange transportation for the student to go home or receive medical assistance.

SCHOOL CLOSINGS

School cancellations, two-hour delays, or early dismissal of NLCA will be announced via the Remind app. NLCA follows the closings of Pulaski County Special School District. If parents are uncertain whether school will be in session during inclement weather, they should refer to www.THV11.com and view school closing information for Pulaski County Special School District.

The school administration reserves the right to officially declare tardies as amnesty tardies on days with pervasive tardiness due to inclement weather or severe traffic delays affecting a large portion of our school.

GRADING POLICIES

HOMEWORK

NLCA believes that homework is vital to students' academic development. It stimulates independence and self-direction. It reinforces school learning through practice and provides an opportunity to spend extra time on worthwhile school activities or projects. Homework acquaints parents with their child's learning and affords parents an opportunity to help guide their child's continued growth.

Homework assignments are expected to be completed and turned in on the day designated by the teacher. If homework is not turned in on time, there will be consequences. Consequences vary by teacher, from grade reduction to zero credit. Because homework policies vary by teacher, please see teachers for their guidelines. See separate guidelines for homework missed because of an absence above.

GRADING SCALE

Preschool students will not receive grades for their work.

NLCA uses the following grading scale for grades K-12. (Final quarterly grades are rounded to the nearest whole number):

A+	97% - 100%	C+	77% - 79%
A	93% - 96%	C	73% - 76%
A-	90% - 92%	C-	70% - 72%
B+	87% - 89%	D+	67% - 69%
B	83% - 86%	D	63% - 66%
B-	80% - 82%	D-	60% - 62%
		F	59% and below

HONOR ROLL POLICY (K-8th)

Honor Roll students must have an average of 80% or higher in the subjects listed for the quarter being calculated: Reading, Language, Arithmetic, Spelling, Science, and Social Studies.

HONOR ROLL POLICY (9th-12th)

High School Honor Roll students must have an average of 80% or higher in all subjects for the quarter being calculated.

PROMOTION/ASSIGNMENT

For a student to be promoted to the next grade, he or she must have successfully passed 70% of all academic subjects. If the student fails any two of the following subjects, he or she will be retained: Reading, Language, Arithmetic, Spelling, Science, or Social Studies. If a student fails one subject and is below average in another, he or she may be asked to repeat the grade or may be required to attend tutoring for the summer. If a child is on the borderline academically and displays a distinct lack of maturity for his or her age, he or she may be asked to repeat the grade.

Occasionally, low-achieving students will be "assigned" to the next grade rather than promoted. This decision will be made at the discretion of the teacher and administration if it is felt that retention would be minimally beneficial. A student in this situation would be placed on academic probation to determine if the educational program at NLCA can meet the needs of the child. If a student, having been assigned to the next grade, does not receive acceptable grades at the midterm and first quarter's end, the student

and family may be asked to obtain tutoring or transfer to another school with a program better suited to meet the needs of the child.

GRADUATION

In order 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.

REPORT CARDS AND TRANSCRIPTS

Final report cards are sent when all fees and payments are up to date. Transcripts are furnished upon request if all fees and payments are up to date.

BOYS' UNIFORM GUIDELINES AND APPEARANCE

- All uniform tops must have the school logo and must be purchased from The Toggery.
- School uniform colors: white, gray, maroon, and khaki.
- Clothing Fit: Care must be taken to have clothing appropriately sized. Items should not be too big, too snug, or too small.
- Shirts: Short sleeve shirts must have a sleeve that reaches two thirds of the way between the shoulder and the elbow.
- Sweatshirts and Sweaters: Students may wear uniform approved sweaters and sweatshirts for warmth in the class.
- Belts: A black or brown belt is required.
- Shoes: Choose any dress, dress casual, or athletic shoes that cover the full foot. Dress boots are acceptable for students in grades 7-12. Crocs, toeless shoes, sandals, and insulated or rubber boots are examples of shoes that are not allowed for health and safety reasons. If a shoe is outlandish in style or color or deemed unsafe, we reserve the right to not allow the shoe. When choosing your shoes, please be considerate of our janitorial staff by purchasing non-scuffing shoes. Students in K-4-6 who do not always wear tennis shoes to school must keep a pair of tennis shoes at school for recess and PE.
- Socks: Socks are required for all students. Socks must be visible above the shoe being worn and must be school uniform colors or black.
- Hats: No hats of any type are to be worn at school.
- Jewelry: No jewelry of any kind is to be worn at school.
- Tattoos: Tattoos (permanent or temporary) are not acceptable. Students are not to draw on themselves or another student.
- Hair: Boys are to have a conservative, masculine haircut which keeps their hair short enough to be above their ears and off their collars. Young men's faces must be clean-shaven, with sideburns no longer than the bottom of the earlobe.

Boys' Uniform Items

SHIRTS—logo required

Polo shirt (long sleeve or short sleeve)

Acceptable colors: white, gray, and maroon

PANTS

Pleated or plain-front pant (chinos/twill)

Must have belt loops

Color must be khaki

Items not allowed: cargo pockets, dress pants, khaki jeans, joggers, trim-fitting, low-rise, or "skinny" pants

GIRLS' UNIFORM GUIDELINES AND APPEARANCE

- All uniform tops must have the school logo and must be purchased from The Toggery.
- School Uniform Colors: white, gray, maroon, and khaki.
- Clothing Fit: Care must be taken to have clothing appropriately sized. Items should not be too big, too snug, or too small.
- Shirts: Short sleeve shirts must have a sleeve that reaches two thirds of the way between the shoulder and the elbow.
- Skirt and Jumper Length: Because of rapid growth, skirt and jumper length at the beginning of the school year should be at the bottom of the kneecap in grades K-4-6, so that with growth it is no higher than the top of the knee as the year progresses. In grades 7-12, skirt length must cover the kneecap all year long.
- Sweatshirts and Sweaters: Students may wear uniform approved sweaters and sweatshirts for warmth in the class.
- Shoes: Choose any dress, dress casual, or athletic shoes that cover the full foot. Dress boots are acceptable for students in grades 7-12. Crocs, toeless shoes, sandals, and insulated or rubber boots are examples of shoes that are not allowed for health and safety reasons. If a shoe is outlandish in style or color or deemed unsafe, we reserve the right to not allow the shoe. When choosing your shoe, please be considerate of our janitorial staff by purchasing non-scuffing shoes. Students in K-4-6 who do not always wear tennis shoes to school must keep a pair of tennis shoes at school for recess and PE.
- Socks/Hosiery: Socks must be visible above the shoe being worn and must be school uniform colors. Leggings (footless tights) are acceptable. Tights, leggings, and hose (no lace, fishnets, jean, etc.) must be of a single color. Acceptable colors are maroon, gray, navy, black, and white.
- Hats: No hats of any type are to be worn at school.
- Jewelry: No jewelry of any kind is to be worn at school.
- Makeup: Makeup is not permitted. Tattoos (permanent or temporary) are not acceptable. Students are not to draw on themselves or another student. No fingernail or toenail polish is to be worn.
- Hair: Hair should be neat. Hair dye or coloring is not permitted.

Girls' Uniform Items

SHIRTS—logo required

Polo Shirt (long sleeve or short sleeve)

Acceptable colors: white, gray, and maroon

SKIRTS AND JUMPERS

Pleated Skirts and Jumpers (Available only through The Toggery)

Acceptable Colors: khaki or NLCA plaid.

ADDITIONAL UNIFORM INFORMATION

UNIFORM VENDOR

The Toggery in Little Rock

- Shop in-store: 11525 Cantrell Rd, Little Rock, AR 72212
- Shop online: www.toggerykids.com

SPORTS PROGRAM DRESS CODE

Students in the NLCA sports programs are allowed to change into gym clothes or sports uniforms after school.

Girls: Approved full skirts (covering the knee) with tights, leggings, or shorts underneath and school approved t-shirts are to be worn for practice.

Boys: School approved warm-up pants and t-shirts are to be worn for practice. Shorts may not be worn for practice.

AFTER SCHOOL/WEEKEND SCHOOL FUNCTIONS

Students attending New Life Christian Academy sponsored functions after school and on weekends must adhere to the general dress code. All students will dress modestly. Shorts or sleeveless t-shirts will not be permitted. Any student dressed inappropriately will be sent home to change.

FREE DRESS DAY GUIDELINES

On days when NLCA has a free dress day (for sports or other school related events) the following guidelines will be in effect:

- Students will not be required to wear their school uniform but may wear other appropriate, modest clothing.
- Girls may wear jean skirts or other casual skirts and boys may wear jeans, casual slacks, or athletic pants.
- Clothing must be without holes, must not display inappropriate wording or pictures, and must meet the general dress guidelines regarding modesty, length, etc.
- Shirts and blouses must not reveal any midriff, and the sleeves must be at least halfway between the shoulder and elbow.
- Pajama type pants are not allowed.

Students that violate these guidelines will miss recess or receive detention and forfeit the right to participate on free dress days or attend the next occasion where free dress would be allowed.

GAME DAY GUIDELINES

On game days, students are encouraged to wear school related clothing to promote NLCA and encourage school spirit. School dress code is required.

BEHAVIORAL GUIDELINES

Students are expected to follow school rules regarding behavior, dress code, and attendance. Failure to follow expectations may result in warnings, detentions, Friday school, at-home suspension, or expulsion, depending on the severity and frequency of the behavior.

DETENTION AND FRIDAY SCHOOL

Afternoon detentions are held on Thursdays after school for one (1) hour. Early morning detentions are held at 7:00am on the day assigned by the teacher or administrator. The day and time of the detention will be determined by the teacher or administrator. Failure to serve on the assigned day will result in an additional detention. Lunch detentions may be assigned for minor infractions. If a student receives three (3) detentions in one (1) quarter, the student will be required to attend Friday school.

Friday school is held 8:30am-12:00pm on the last Friday of each month, or as assigned by the teacher or administrator.

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 five (5) available punches. 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.

All punch cards should be turned in at the beginning of each new quarter.

HIGH SCHOOL BEHAVIORAL POLICY

- There will be five hall passes and five tardies allowed per quarter. If one category is reached, the student will receive a detention. If the student reaches the maximum for both categories, they will receive a Friday school.
 - Once a student reaches three tardies, an administrator will submit a FACTS behavioral report and send a note of excessive tardies to the guardian as a warning.
 - Once they reach five tardies, an administrator will issue a detention in FACTS and send it to the guardian.
 - If a student does not have their hall pass punch card, it will be considered full, and they will receive an automatic detention.
- Five single demerits in FACTS per quarter will result in a detention. Ten single demerits per quarter is a Friday school.

GENERAL SECONDARY POLICIES

STUDENT DRIVER REGULATIONS

Driving to school is a privilege—not a right—for NLCA students. There are a few basic rules that students must follow to drive to school.

1. All students who drive to school must obtain permission from the administration office.
2. Students must have full insurance coverage to drive cars to school.
3. Students may not go to cars in the parking lot during regular school hours.
4. 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.
5. Students should always lock cars parked on the school grounds. The school is not responsible for stolen items.
- 6.

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

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 SCHEDULE

The first morning bell will ring at 8:25 a.m. The second bell will ring at 8:30 a.m. Classes begin promptly at 8:30 a.m. and end at 3:30 p.m. Doors open at 8:00 a.m.

EXTENDED CARE (ELEMENTARY AND MIDDLE SCHOOL ONLY)

Before-school care is available beginning at 7:30 a.m. for a fee. After-school care is offered from 3:30 p.m. to 5:00 p.m. for a fee. The school office maintains an application and price list for this service. After-school supervision is not offered on early dismissal days.

ELECTRONICS AT SCHOOL

Students may not carry or use electronic devices at NLCA. This guideline includes the school day and extended care. Students may store their muted electronics in their own lockers. NLCA assumes no responsibility for lost, stolen, or damaged electronics. Teachers may give permission for students to use electronics in their own classroom provided the student is working on approved classwork or church projects. Cellphones will be taken up from students if visible; parents must pick up cellphones at the end of the day from the main office.

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.

REPORTING TO CLASS

Students will be counted tardy if they arrive to their classrooms after the second bell rings at 8:30 a.m. After the 8:30 a.m. bell, students who are tardy should sign in and receive a tardy pass at the school office prior to going to class.

CLOSED CAMPUS

Our school operates on a closed campus policy in that students are not allowed to leave campus during the inclusive hours of their classes without written permission. Open campus is an earned privilege for honor roll seniors only.

HEALTH GUIDELINES AND PROCEDURES

COMMUNICABLE DISEASES (FLU, STREP, ETC.)

1. Students are encouraged to take preventative actions to stop the spread of germs.
 - (a) Stay home when sick until fever and symptom free for at least twenty-four (24) hours without fever-reducing medicine.
 - (b) Use respiratory etiquette. (Cover your cough, cough/sneeze into your elbow)
 - (c) 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).
 - (d) Keep hands away from nose, mouth and eyes.
2. 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.
3. 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.
4. 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:

1. Staff will assess the student and determine the steps required.
2. If live lice are found, the student's parent/guardian will be notified with instructions on how to ensure that treatment guidelines are followed.
3. The student may be picked up by the parent upon identification of the head lice.
4. A head lice letter and treatment timeline will be sent home with the student.

5. The student will not be excluded from class for the identification of nits only and will be allowed to remain in class.
6. A follow up assessment of the student will be completed by trained staff within 7-10 days.
7. Screening of students who have had close contact with the student at school will be assessed at the discretion of staff.
8. Only students who have active head lice will be sent notification.
9. 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 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.

ACADEMIC INFORMATION

This section is designed to provide the parents and secondary students of New Life Christian Academy with information regarding course offerings and the school's academic requirements for graduation. Any students who are willing to apply themselves satisfactorily and do what is required of them by the teacher can expect to do well in school. Students who have such motivations should make the transition into college quite easily.

Courses have been carefully developed to prepare our students for entrance into college. With a strong commitment to the Bible and solid coverage of language, mathematics, and the sciences, we feel that our students are more than adequately equipped for a challenging future. We remind our parents and students that NLCA teaches all classes in light of the Word of God, and we do not apologize for such a commitment. These convictions affect the academic orientation of all classes taught at New Life Christian Academy.

It is our desire that all students, with the encouragement of their parents, work hard and do their very best at the task that has been set before them. Although graduation may seem a long time away, hard work and perseverance now will reap dividends when the student has successfully completed all requirements, and the diploma is in hand.

KINDERGARTEN THROUGH EIGHTH GRADE

Each student who has passed 70% of all courses will be promoted to the next grade level. Students who do not achieve a 70% will be retained in the current grade and will be required to attend summer school in order to pass to the next grade. Proof of a passing grade in summer school must be on file in the administration office before a student will be promoted.

GRADUATION INFORMATION—SENIOR HIGH

New Life Christian Academy offers two types of graduation opportunities: a college preparatory diploma and a general diploma. The NLCA graduation requirements meet the standards set by the Arkansas State Board of Education. See the school office to get a list of these requirements.

SPECIAL ACADEMIC INFORMATION

1. All students are required to take Bible classes while enrolled in New Life Christian Academy.
2. All students in grades 9-11 are required to take six (6) classes. Seniors must take at least five (5) classes.
3. Students in grades 11-12 may substitute a required course for a college course upon approval. They will receive a dual credit for this (high school credit and college hours). The college class(es) must coordinate with their high school schedule, be taken outside of school hours, or online.
4. Students in grades 9-10 may not leave the NLCA campus to take college courses; however, they may take a college course outside school hours or online.
5. The majority of the academic subjects at NLCA are of two semesters' duration. Students are expected to remain in these classes the entire school year.
6. Requirements for graduation begin in grade 9. For each full-time, annual course that is successfully completed during the school year, one (1) credit will be awarded. Completion of a semester course will receive one half (.5) credit. A minimum grade of D- is required to receive a unit of credit. On rare occasions, a quarter (.25) credit may be awarded in special cases.
7. 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, night 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.
8. All courses attempted are included in the computation of a student's grade point average (GPA).
9. It is the student's responsibility to see that all courses are satisfactorily completed in order to graduate. Although student records will be checked frequently to make sure that all graduation requirements are being met, New Life Christian Academy cannot be held responsible for any student who is deficient in credits at the end of his or her senior year.
10. Assignments discovered to have been plagiarized or completed via inappropriate use of AI technology will result in a zero for that assignment. The student will be placed on academic probation with further consequences outlined below. Teachers may use their discretion in allowing make-up work for such case

ACADEMIC PROBATION POLICY (FOR MIDDLE AND HIGH SCHOOL)

Because there is **no statewide policy**, each private highschool in Arkansas defines its own academic probation criteria. Most private schools emphasize academic recovery. They provide support through regular progress monitoring, teacher mentoring and academic coaching, communication with parents or guardians, adjusted curriculum or classroom accommodations.

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 unexcused absences may be placed on academic probation (“attendance 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.

AWARDS - ACADEMIC AND CHARACTER

VALEDICTORIAN

The graduating senior who has the highest “A” grade point average (GPA) will be named valedictorian of the senior class. He or she will wear the valedictorian stole, receive special recognition during the graduation ceremony, and give a prepared speech at the graduation exercises.

SALUTATORIAN

The graduating senior who has the second highest “A” grade point average (GPA) will be named salutatorian of the senior class. He or she will wear the salutatorian stole, receive special recognition during the graduation ceremony, and give a prepared speech at the graduation exercises.

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

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 principal.

DISTINGUISHED SCHOLAR AWARD

A medallion award will be presented each year at NLCA awards banquet and/or ceremonies to one student from each subject department based on the following criteria: positively influences the classroom environment, contributes significantly in learning activities, learns from setbacks, assumes ownership over their own learning and actions, exemplifies a high level of scholarship, demonstrates a special aptitude for the subject, asks good questions, confronts challenges, and thinks deeply about the subject.

HONORS RECOGNITION (SENIORS)

Graduating seniors who are members in good standing of the NLCA Honor Student Association will receive special recognition during the graduation ceremony. They will also be presented with a gold honor cord to wear during commencement exercises.