

New Ark Global Academy (NGA)

Student Handbook



Version 1.0 | Academic Year 2025–2026

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1. Introduction

Welcome to New Ark Global Academy. This handbook outlines expectations, policies, and resources designed to support students and families. All students are expected to read and understand the contents of this handbook.

2. Vision, Mission, and Core Values

Vision: To raise globally-minded Christian leaders who pursue truth, integrity, and excellence.

Mission: NGA equips students with academic excellence, Christian faith, and global citizenship rooted in biblical truth.

Core Values (FACE-UP):

- **Faith Integrity** – Christ-centered worldview, daily worship, Bible study.
- **Academic Excellence** – Self-directed learning, rigorous academics.
- **College Preparation** – U.S./U.K. admissions-focused support.
- **English Proficiency** – Intensive language training.
- **Unification with Global Community** – International etiquette, service, and leadership.
- **Personal Growth** – Mentoring, project-based learning, talent development.

3. Academic Program

NGA follows a U.S.-based curriculum with a biblical integration across subjects. Students must complete at least 24 credits in the following areas:

- English (4 credits)
- Math (3 credits)
- Science (4 credits)
- Social Studies (3 credits)
- Bible (2 credits)

- Online Electives (2 credits)
- Electives (6 credits)

Students must also complete one or more individual projects, participate in community service (minimum 40 hours), and attend Sunday worship regularly.

4. Academic Policies & Graduation Requirements

- Students must complete a minimum of 24 credits to be eligible for graduation.
- Credit distribution includes: English (4), Math (3), Science (3), Social Studies (3), Bible (2), Korean (2), Electives (6).
- Students must maintain a cumulative GPA of 2.5 or higher to graduate.
- Credit recovery options are available for failed subjects.
- Students may retake courses to improve GPA. Only the highest grade is reflected in GPA.

Dual Diploma Award: Upon successful completion of NGA's graduation requirements, students will receive a **dual diploma**:

1. **New Ark Global Academy (NGA) diploma**
2. **Online U.S. High School diploma** issued through an accredited partner school

This dual recognition affirms the academic integrity of NGA's program and strengthens students' college application profiles globally.

5. Weekly Teacher Conference Policy

Instead of daily attendance, NGA requires students to meet **once weekly via Zoom** with their assigned academic advisor. These sessions are mandatory.

During this meeting, students will:

- Share their weekly academic progress
- Discuss time management and scheduling
- Review extracurricular activities and service hours
- Plan for upcoming competitions or project deadlines

Failure to attend without valid reason will result in a parental notice and possible academic intervention.

6. Student Code of Conduct

Students must demonstrate respect, responsibility, honesty, and compassion. Cheating, bullying, and disrespectful behavior are strictly prohibited. Disciplinary actions range from warnings to expulsion.

7. Assessment and Grading

Grading Scale: A (90–100), B (80–89), C (70–79), D (60–69), F (below 60)

Final Grades:

- Each course's final grade is calculated based on the **average score of all graded quizzes** across the course units.
- **There are no midterm or final exams.**

Retake Policy:

- **Graded quizzes** may be retaken if a student wishes to improve their score.
- However, major **projects, essays, and research papers** in certain courses (e.g., English, Art Appreciation, Spanish) **cannot be retaken or resubmitted.**
- Students have **only one opportunity** to complete these assignments and must approach them with seriousness and preparedness.

Appeals:

- Appeals on final grades are **not permitted** except under extraordinary circumstances (e.g., technical failure or miscalculation).
- Students are encouraged to communicate regularly with instructors to track their progress and receive feedback throughout the course.

Teachers will provide rubrics for major assignments, and feedback will be shared in a timely manner to support improvement and learning.

8. College Counseling & Guidance

Each student receives individualized support for college applications. Services include:

- Academic planning
- Standardized test prep (SAT/TOEFL/IELTS)

- Essay writing guidance
- Interview coaching
- Portfolio review
- Scholarship and financial aid navigation

Students begin preparation in Grade 9 and continue through senior year.

9. Communication Protocol

School updates are communicated via Kakao Chat, email, the LMS platform, and parent meetings. Students must check their Kakao group chat and school email daily. Parent-teacher conferences are scheduled twice yearly.

10. Student Leadership & Extracurricular Activities

NGA encourages student involvement in leadership roles such as:

- Student Government
- Chapel Leadership Team
- Peer Mentors
- Event Organizers

Extracurriculars include:

- Model United Nations
- Worship Team
- Design Club
- Debate Society
- Online Community Events

Starting a New Club: Students interested in starting a new club must submit a **Club Proposal Form** that includes:

- The purpose and mission of the club
- Planned activities or events
- Meeting schedule and format
- Faculty advisor (if applicable)

All new clubs require **approval from school administration** before they may officially operate under NGA. Clubs must align with the school's values and support student growth in

academics, creativity, or Christian character.

11. Community Service & Competitions

Students must complete a minimum of 40 hours of service by graduation. Opportunities include:

- NGO partnerships
- Church missions
- Tutoring
- Environmental campaigns

Competition Participation:

- Students are encouraged to join international contests (math, writing, STEM, art).
- The school provides coaching and application assistance.
- Awards and recognitions will be celebrated in online assemblies and newsletters.

12. Chapel & Spiritual Life

NGA is a Christian school, and spiritual growth is a central part of student life. The school encourages students to develop a vibrant and personal faith in Jesus Christ through worship, study, and service.

Core Expectations:

- **Sunday Worship:** Students are strongly encouraged to attend weekly Sunday worship services at their local church.
- **Daily Devotions:** Students are recommended to set aside time each day for personal devotions, prayer, and reflection.
- **Bible Courses:** Active participation in Bible classes is expected, as these form the foundation of NGA's faith-based education.
- **Faith-Based Service:** Students must participate in service activities that reflect Christ-like character and support local or global communities.

These spiritual disciplines are not optional add-ons but **core components of the NGA experience**. The goal is to cultivate Christ-centered leaders who integrate their faith into learning, relationships, and service.

13. Student Support Services

Includes academic mentoring, counseling upon request, and help with learning strategies. Teachers offer regular office hours for extra support.

14. School Calendar & Schedule

NGA operates on a year-round academic calendar with no official summer or winter break. The school provides flexible scheduling to support personalized learning paths.

School Breaks and Holidays:

- NGA observes **Korean national holidays**, including **Chuseok, Lunar New Year**, and other officially recognized public holidays.
- **Weekends (Saturdays and Sundays)** are non-instructional days.

Student-Initiated Breaks:

- If students wish to take personal or family vacations (outside of official holidays), they must submit a **vacation request** to the school in advance.
- Advisors will help adjust the academic schedule accordingly, ensuring students remain on track.

Weekly Rhythm:

- Students are expected to engage in asynchronous learning activities Monday through Friday.
- Mandatory weekly Zoom meetings with academic advisors take place during weekdays and are scheduled based on mutual availability.

All calendar details and updates will be shared through the LMS and official school email. Students and parents are responsible for staying informed of school closures and scheduling policies.

15. Safety and Emergency Procedures

As an online school, NGA focuses on digital safety, cyber-ethics, and emergency communication systems. Families must update emergency contact info each semester.

16. Health Policy

Students must provide updated immunization records. Health consultations are handled through parental care, but advisors may recommend breaks for health recovery.

17. Tuition and Fees

Annual Tuition, Additional Fees, Application, Materials, Graduation All fees must be paid before graduation. Delinquent accounts may result in withholding of transcripts or access.

18. Technology Use Policy

Devices are to be used for academic purposes only. Social media, games, or streaming during class are prohibited. Misuse may result in confiscation or suspension of privileges.

19. Discipline Procedures

Progressive discipline: warning > parent notification > suspension > expulsion. Major infractions: plagiarism, dishonesty in portfolio, harassment, hacking, or repeated missed conferences.

20. Field Trip Policy

NGA students participate in various offline activities throughout the year, including field trips, project meetings, and student outings. These events are designed to build community, enhance learning, and develop real-world skills aligned with NGA's mission.

Types of Events:

- **Monthly or Bimonthly Student Outings:** These are optional but strongly encouraged for social bonding and personal growth.
- **Project-Based Learning Gatherings:** Offline meetups for collaborative projects or presentations.
- **Annual NGA Gatherings:** Held in **July and December**, these events bring together current students and alumni to celebrate milestones and strengthen community ties.

Parent Consent & Liability Waiver:

- For all off-campus events, students must submit a signed **Parental Consent Form and Liability Waiver** in advance.
- Forms will be distributed digitally and must be submitted by the stated deadline.

Code of Conduct During Events:

- Students are representatives of NGA and must follow the school's behavior expectations.
- Disruptive, disrespectful, or unsafe behavior will not be tolerated.
- **Staff reserves the right to exclude students from any part of the activity** if serious misconduct occurs.

These activities are integral to NGA's holistic education model. Participation contributes to students' character development and helps fulfill graduation requirements related to service and leadership.

21. LMS & Technical Guidelines

NGA students are required to use **two distinct LMS platforms** for different academic and character development purposes:

1. **NGA LMS:** This platform is primarily used for student life and holistic development. It includes:
 - Orientation courses
 - Master Plan submission and reviews
 - Bible and Character Education courses
 - Other optional enrichment modules (e.g., time management, spiritual disciplines)
2. **Academic LMS:** This platform is used for core academic subject instruction. It includes:
 - English, Math, Science, Social Studies, Korean, and Electives
 - Submission of assignments, quizzes, and major projects
 - Access to grades, feedback, and weekly content

Student Responsibilities:

- Log in to both LMS platforms regularly (daily recommended for Academic LMS)
- Submit all assignments and participate in required discussions or reflections
- Read announcements and check messages from teachers
- Report technical issues within 24 hours to their advisor or the IT support team

22. Testing & Exam Regulations

All assessments at NGA are conducted with integrity and student accountability. There are clear distinctions between types of assessments and the processes required for each.

A. Graded Quizzes & Exams

- Students must complete all graded quizzes or exams **independently**.
- Upon completion, students are **required to schedule a review session with the subject teacher** before officially submitting the assessment.

- This review ensures understanding, clarifies errors, and prevents academic dishonesty.
- **Webcam use is not required** for quizzes or exams.

B. Essays & Projects

- All major essays and projects must be **reviewed and approved by the teacher** before final submission.
- Students should seek feedback on structure, content, and clarity to ensure their work meets academic expectations.
- Submissions made without prior review may be considered incomplete or returned for revision.

C. Practice Quizzes & Assignments

- These may be submitted **without prior teacher review**.
- They are designed to reinforce learning and build familiarity with course content.
- Feedback will be provided after submission if necessary, but pre-submission checks are not required.

Students are responsible for managing deadlines and proactively communicating with instructors regarding reviews and feedback. Consistent failure to follow these procedures may impact grades and academic standing.

23. Parent Partnership Agreement

Parents are expected to uphold NGA's mission and partner in their child's development. They must:

- Support weekly Zoom participation
- Review student progress regularly
- Communicate promptly with advisors
- Attend two parent meetings per year

24. Academic Integrity Policy

At NGA, academic honesty is essential to the integrity of our learning community. Students are expected to produce original work and uphold high ethical standards in all assessments and assignments.

Violations of Academic Integrity include:

- Cheating or receiving unauthorized help on quizzes or assignments
- Plagiarism (copying content without citation or submitting AI-generated work as one's own)
- Submitting work completed by another individual
- Altering graded work for re-submission

Consequences may include:

- Score of zero on the assignment
- Notification to parents and advisor
- Suspension or expulsion for repeated or serious offenses

All students must complete an Academic Integrity Agreement during orientation.

25. Digital Citizenship Guidelines

As a fully online school, NGA emphasizes responsible, respectful, and secure behavior in all digital environments.

Students must:

- Use respectful language in LMS forums, Zoom chats, and email
- Protect personal information and never share login credentials
- Refrain from cyberbullying, gossip, or inappropriate messaging
- Maintain professionalism in all video conferences (appropriate background, attire, and conduct)

Violations may result in:

- Restriction of LMS access
- Behavior report and parent notification
- Disciplinary measures for repeated incidents

Digital citizenship training is part of the orientation program.

26. Academic Probation Policy

NGA monitors student progress throughout the academic year. If a student's performance falls below the required standard (GPA 2.0 or lower), the following steps are implemented:

Probation Process:

1. **Initial Warning:** Notification to student and parent
2. **Academic Plan:** One-on-one consultation and personalized study schedule
3. **Monitoring Period:** 4–8 weeks of weekly progress tracking

4. **Review:** If no improvement is shown, additional intervention or withdrawal from the course may be considered

Probation aims to support the student's growth and restore academic standing.

27. Alumni Network & Post-Graduation Support

NGA maintains a vibrant alumni network to continue supporting students after graduation.

Opportunities include:

- Invitations to biannual alumni gatherings (July & December)
- Networking sessions with current students
- Alumni features in newsletters and admissions talks
- Post-graduation counseling for college life, transfers, or graduate school applications

Alumni are encouraged to stay connected via NGA's social media, email newsletters, and regional groups.

28. Glossary of Key Terms

- **Capstone Project:** A culminating academic project demonstrating mastery of a subject
- **GPA (Grade Point Average):** A numerical average of grades used for academic standing and college admissions
- **Electives:** Optional courses students choose based on interest or college goals
- **LMS (Learning Management System):** Online platform for coursework, announcements, and teacher interaction
- **Academic Advisor:** A staff member assigned to guide each student weekly in academics and planning

A complete glossary is available on the NGA LMS.

Contact Info New Ark Global Academy Email: info@newarkglobal.org | Website: www.newarkglobal.org

Course Description

The following section provides a brief description of all core and elective courses offered at NGA. Each course is aligned with our academic and spiritual mission, and designed to prepare students for university and life beyond.

1. English Language Arts

English 1 (Grade 9)

English 1 focuses on foundational literary analysis, vocabulary development, and writing skills. Students study various literary genres, including mythology, short stories, poetry, drama, and novels. Key texts may include *The Odyssey*, *Romeo and Juliet*, and *The House on Mango Street*. Students develop essay writing, research skills, and oral presentation techniques.

English 2 (Grade 10)

This course introduces literature from the Elizabethan era through modern times. Students analyze various literary works, including poetry, drama, and novels, while improving their writing and critical thinking skills. Texts may include *The Tragedy of Macbeth*, *Great Expectations*, and *Animal Farm*.

English 3 (Grade 11)

English 3 is a survey of American literature from the 17th to 20th centuries, examining the evolution of American worldviews. Students engage in literary analysis and research writing, focusing on texts such as *The Scarlet Letter*, *The Great Gatsby*, and *The Crucible*.

English 4 (Grade 12)

This course explores world literature and its cultural significance. Students analyze works by Western and non-Western authors, focusing on literary themes, writing structure, and analytical essays. The course includes a senior project as a graduation requirement.

2. Mathematics

Algebra 1

Algebra 1 develops problem-solving skills and introduces fundamental algebraic concepts, including polynomials, linear equations, inequalities, and systems of equations.

Algebra 2

Algebra 2 expands on Algebra 1 topics and introduces functions, imaginary numbers, matrices, and exponential/logarithmic expressions.

Geometry

This course covers plane and solid geometry, focusing on deductive reasoning and proofs, trigonometric ratios, and coordinate geometry.

Pre-Calculus

Pre-Calculus integrates concepts from Algebra and Geometry to prepare students for Calculus. Topics include trigonometry, matrices, probability, and sinusoidal curves.

3. Social Studies

Civics

This course explores the structure and functions of government, political processes, and civic responsibilities in the United States. Students analyze the Constitution, Supreme Court decisions, and contemporary political issues.

American History

Students examine major events, figures, and themes in American history from colonization to the present, emphasizing social, political, and economic developments.

World History

World History covers key historical events, civilizations, and global interactions from ancient times to the modern era. The course emphasizes cultural, political, and economic transformations.

4. Science

Earth Science

Students explore the physical and chemical processes shaping the Earth, including plate tectonics, climate, and ecosystems.

Biology

This course provides a foundational understanding of life sciences, including cell biology, genetics, evolution, and ecology.

Chemistry

Chemistry introduces atomic structure, bonding, chemical reactions, and gas laws, with an emphasis on problem-solving and laboratory work.

Physics

Physics covers Newtonian mechanics, motion, forces, energy, and waves, providing students with hands-on problem-solving experiences.

5. World Languages

Spanish 1

Students develop basic Spanish language skills, including reading, writing, speaking, and listening. The course introduces Hispanic culture and common conversational phrases.

Spanish 2

Building on Spanish 1, this course expands vocabulary, grammar, and conversational fluency, with an emphasis on past tenses and cultural studies.

6. Bible and Character Development

Bible 1-4

Students explore biblical principles, theology, and Christian living. Courses cover Old and New Testament themes, Christian apologetics, and ethical discussions.

Character 1-4

This program focuses on personal and social development through character-building lessons based on Christian values.

7. Electives

Psychology

An introduction to psychological principles, including learning, cognition, development, and mental health.

Computer Science

Students learn programming fundamentals, algorithms, and problem-solving using modern computing tools.

Physical Education

PE promotes physical fitness and teamwork through various sports, exercises, and health education.

Health

Students study personal and public health topics, including nutrition, mental health, and disease prevention.

Research 1 & 2

These courses guide students through the research process, emphasizing methodology, academic writing, and presentation skills.

Personal Projects 1 & 2

Students design and execute independent projects related to their interests, developing research, planning, and communication skills.

College Prep

This course prepares students for college applications, SAT/ACT exams, and career exploration.

8. Humanities

Art Appreciation

This course provides an introduction to visual arts, including major artistic movements, principles of design, and techniques used in painting, sculpture, and digital media. Students learn to analyze and critique artworks from various cultural and historical perspectives. The course encourages hands-on engagement through small-scale creative projects.

Music Appreciation

Music Appreciation explores the historical, cultural, and theoretical aspects of music. Students analyze different genres, from classical to contemporary, and learn about influential composers and musical styles. The course emphasizes critical listening skills and the cultural significance of music throughout history.

Literature

This course examines a diverse range of literary works, including poetry, novels, short stories, and plays. Students engage in literary analysis, explore recurring themes, and develop critical thinking skills. Emphasis is placed on understanding the historical and cultural contexts of literature.

American Literature

This course surveys American literature from colonial times to the present. Students analyze the development of American identity through works by key authors such as Hawthorne, Twain, Fitzgerald, and Morrison. The course explores themes of democracy, individualism, and cultural change in American society.

We look forward to partnering with students and families throughout this journey. May this handbook serve as a compass for a meaningful and successful experience at NGA.

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New Ark Global Academy Administration Team