



1958 N. Road Street
Elizabeth City, NC 27909

(252) 335-5812 office
(252) 334-9663 fax

STUDENT HANDBOOK

(UPDATED 08/27/2025)

Welcome to New Life Academy! We have established our school to train children, assist them in their spiritual, intellectual, physical, social and emotional development. We partner with you as your children grow and become successful and productive.

By sharing basic Bible truths with the children, especially God's deep love for each of us, we model making Him a part of our daily lives. In this Christian environment, your child is welcomed as a unique and special gift from God and will be regarded with love and respect. Every child is treated in a gentle and loving way by our dedicated staff. We seek to impart timeless Christian values to help your child face an ever-changing world. All this is done in a stimulating environment, which is conducive to learning.

A close relationship between home and school is necessary for the development of children. We encourage parents to become involved in the school and actively communicate with teachers. Volunteers are needed and appreciated throughout the school year for activities and events.

Please refer to this handbook throughout the school year. It contains the policies and procedures of our school. This handbook has been designed as a source of reference and information throughout the year. We are anticipating an exciting school year with your children. Thank you for giving us the opportunity to help them grow.

New Life Academy uses the A Beka curriculum. Supplemental materials are integrated into the classroom as we challenge the students to achieve above the standard curriculum.

Eligibility: Children ages K4 and up are eligible for enrollment at New Life Academy. All children of proper age can attend our program regardless of sex, color, race, ethnic origin or religion.

Required Forms:

Student Application, current medical information, physical examination/immunization record from physician, media release, financial agreement, Student Handbook Acknowledgement, end of year testing.

Physical Examination:

Each child shall have a physical examination before entering New Life Academy. A copy of the physician's report must be on file in the school office. Although we do not require a physical for returning students, we do require continual updates of immunizations while attending our Academy. Your child's immunization record will be evaluated on a regular basis. Exemption (religious/medical) must be on file.

*****Disenrollment Policy:***

Students are enrolled for a full year. Parents are responsible for the full year's tuition should they decide to disenroll their child. Exceptions may be made for military/job relocation at the discretion of the Principal. Should early disenrollment be approved, there will be a charge of one month's tuition.

Registration Policy:

Registration fees are required to secure your child's slot for the school year. The registration fee is **NON-REFUNDABLE**, no exceptions.

Tuition:

Tuition may be paid in one lump sum or in 10 monthly payments beginning August 1st and ending May 1st. To avoid additional costs, it is the parents' responsibility to make payments on time. A late fee of \$25.00 will be added for any payment not received by the due date. Should payment not be received on time, a statement will be sent out noting the fee. Late fees may be avoided by contacting the office/Principal to request an extension. Delinquent accounts exceeding one month past due will lead to disenrollment.

After School Club:

After school care is available from 2:45 through 5:30 p.m. or 12:00 p.m. through 5:30 p.m. for 5 year olds in our preschool program. Students must be 5 years old to attend. ASC is not available during holidays, half days before holiday vacations, or on school closings. If your child will be staying for aftercare, please provide a healthy afternoon snack.

Weekly Rate: \$30.00 per week

This is a flat rate (per child) for parents who have an ongoing need and would like to commit for the school year. Please contact the school office to enroll your child in the After School Club. Payment is due the Monday prior to the week of attendance. You will not be charged for Christmas or Spring vacation weeks.

Alcohol, Drug, or Violation of Law:

A student who comments, even in a jesting manner, regarding his participation with alcohol, drugs, or is in violation of state or federal laws is subject to expulsion from the Academy. Students dismissed for these offenses may not be re-admitted for a period of one semester. A request for re-admittance will be reviewed by the Principal after the student has received successful professional or pastoral counseling. The Academy will require official documentation of all interventions. Based on suspicion, the Academy reserves the right to have students drug tested by appropriate medical personnel. The cost of the drug-testing is the responsibility of the student's family.

Arrival and Departure:

The school day starts promptly at 8:00 a.m. Doors will open at 7:45 a.m. Students should be in the classroom ready to learn by this time. For the protection and safety of your child, the following plan should be followed when children arrive or leave school each day. The students may be dropped off in one of two ways:

***Kiss and Go: (1st-5th)

DO NOT ALLOW YOUR CHILD TO WALK ALONE THROUGH THE PARKING LOT. We ask that you "kiss and go" at the designated drop off area. Please bear right into the parking lot, get in line and proceed under the breezeway and around the back of the building to the orange cones. Pull forward to the space indicated by the teachers. Arrange car seats so your child can exit or enter the left side of the car. Please do not drive diagonally through the parking area to reach the breezeway. ** To help save time please have your child ready (bookbag on), and ready to exit the vehicle.**

***Kindergarten 4/5 Building (located to the left of the church and Academy): A teacher will receive students at the door under the walkway. Preschool dismissal begins at 11:45pm and ends at 12pm. Any students not picked up by 12pm will be taken to the main office to be picked up. A late fee will be applied as well.

***5th-12th Grade Buildings (located to the right of the church): ALL students are to be dropped off at the cone placed at the corner nearest to the church sanctuary. Please DO NOT RELEASE YOUR STUDENT AT THE RAMPS, as this causes major traffic backups. For their safety, students are encouraged to walk along the sidewalk and behind cones as they travel to class once they are dropped off. There will be staff posted to direct you as well. Please be advised both parking lots will be closed until 2:10 p.m. Dismissal begins at 2:20pm. No one will be allowed to line up and wait until 2:10pm. You will be asked to leave the parking lot should you arrive before 2:10pm.

Separation:

It is very normal for young children to feel distressed when they are separated from their parents. Crying is a very normal reaction for most children at some time or another. A quick exit is the best remedy. If the crying persists for an unusual amount of time after you have left, your child's teacher will call you.

Parent/Teacher Communication:

Teachers will not be available for any discussion during arrival and departure times. If you need to talk with your child's teacher, please call to schedule an appointment or park at departure time and they will be available after departures. Please do not detain a teacher during instruction time or during arrivals.

Safety:

The school cannot assume responsibility for children leaving the facility with anyone under the age of 18. No unauthorized person will be allowed to pick up your child. Identification will be required for anyone besides parents/guardians to pick-up who is not authorized per our enrollment forms. Written permission must be sent in to the teacher and/or office.

Emergency Evacuation:

For the safety of our students, fire drills are held regularly. Should an emergency occur which requires evacuation of the students; you will be notified as soon as possible and asked to pick up your child if the emergency is expected to last a significant length of time.

Late Pick-up:

All students who are in the building at 2:45 p.m. will join the After School Club for the afternoon. Parents will be charged a \$30.00 flat rate and may pick up their child in aftercare in

the Academy building. After School Club ends at 5:30 p.m. If a student is picked up after 5:30 p.m., a charge of \$1 per minute will be accrued. After 6 p.m., administration will determine whether to contact the proper authorities regarding the safety of your child.

*****ATTENDANCE:**

The importance of regular attendance cannot be over-emphasized. A child should be in school every day, except when ill or in case of emergency. Irregular attendance makes it extremely difficult to keep up with class work. If your child is absent or tardy, all work must be completed at home and returned in a timely manner. Unfinished work will be marked as zero. After 20 absences, excused or unexcused, 9 out of the 10 weeks of Summer Camp are mandatory and will be required to promote your child to the next grade. Promotion is not a given, but will be based on their mastery of the grade related academic material.

Excused Absences: A note must be sent by the parent and/or doctor for the absence to be excused. Parent-excused absences without a doctor's note may not exceed 5 absences within a school year. Students will be required to make up the work for the days missed and receive a grade.

Unexcused Absences: If a child is absent from school for any reason other than sickness, doctor's appointment, death in the family or any pre-approved event, the absence will be recorded on their attendance record as unexcused. Students will be required to make up all missed work however a grade will not be earned. After 10 unexcused absences, a mandatory conference will be held to determine your child's academic standing and your child's promotion is in jeopardy.

Tardiness: It is very important that students arrive at school on time. Entering a classroom late is embarrassing for the child, disruptive to the class, and counterproductive to a child's learning. It is also very important for children to learn the good habits of responsibility and promptness. *If a child is late to school, he or she should report directly to the school office, located in the church,* for a late pass prior to going to his/her classroom. Students should be in their seats by 8:00 a.m. fully prepared to begin instruction. Please ensure your child arrives between 7:45 and 8:00 a.m. **Three (3) unexcused tardies will be considered one absence.**

Reporting an Absence: (252) 335-5812 (24 hours a day)
If your child is going to be absent or late to school, or if your child has an early morning appointment and must be late, please call the school office. This is very important for the safety and accountability of your child. If we do not hear from you, every effort will be made to contact you regarding your child's absence. You may leave a message on the school's answering machine 24/7.

Truancy: A child can be declared truant if she or he has accumulated three (3) or more full day, unexcused absences, or nine (9) unexcused tardies of more than thirty minutes.

Absences are excused per the policy mentioned under “Excused Absences”. You will be sent written information if your child is in danger of being declared truant. If a child is declared truant, a meeting will be held involving parents, the teacher and Principal to devise a plan to remedy the situation. The Principal has the responsibility due to the state of North Carolina to report unexcused absences to the state.

Request for Early Dismissal: Occasionally, it becomes necessary for parents to take their children out of class during the school day. Please send a note with your child to their teacher requesting early dismissal. Telephoning will necessitate disturbing the class. For your child’s safety, he or she must be picked up at the school office.

Request for Homework: If your child is going to be absent for more than two days, we would be happy to accommodate parental requests for homework. Please make this request from your child’s teacher as soon as possible. You may also request a long term absence form if your child will be out of school for an extended amount of time.

Holidays: In general, we will be following the Elizabeth City-Pasquotank Public School System calendar for holidays. We do not close for teacher workdays, nor do we observe the 1/2 day schedules unless noted on our calendar as a holiday. Please note the New Life Academy calendar at the end of your handbook.

Weather Emergencies: We follow Pasquotank County School System's inclement weather procedures and delays (fog included). In the event of severe weather, please check your local news channel for public school closings. You will be notified through Remind or our Facebook page.

*****Cell phones:**

Students *MAY NOT* have cell phones in their possession. If after school circumstances require that students carry a cell phone with them, it must be surrendered to the teacher and retrieved at the end of the school day (**and placed in their bookbag**). If a student is found in possession of a cell phone (**in their hand on campus**), a teacher will confiscate the phone and turn it in to the office with a description of the event. Confiscated cell phones may be picked up by a parent in the office. Middle school and high school students will adhere to the cell phone policy signed by parents.

Communication: Home - School

We believe that good communication between school and home is essential. Teachers may be reached to schedule a meeting during the school day by leaving a message in the school office or through teacher email. Your child's teacher will call you back when they have finished teaching. *Please note:* Teachers are not available for discussion during drop-off and pick-up times for the safety and welfare of all our students.

REMIND APP

Our school uses the “Remind” app to communicate updates, events and closings. You can download that app from your iPhone app store or your Google play store for free. At our fall orientation, you can get the classroom parent code to activate.

Adults Visiting the Academy:

You are most welcome to visit our school. Please make specific arrangements in advance with the teacher. For the protection of our children, we ask that you CHECK-IN AT THE OFFICE BEFORE VISITING A ROOM OR CONTACTING A CHILD. YOU MUST OBTAIN A VISITORS PASS TO BE ALLOWED ON CAMPUS. NO PICK-UPS AFTER 2:00 P.M. WITHOUT A DOCTOR’S NOTE.

Dress and Grooming:

The New Life Academy dress code is designed to serve as a guide to parents and students on the proper attire for our students. Our code is committed to providing a safe, orderly learning environment and applies biblical principles of modesty and respect. Parents and students have the primary responsibility to understand and adhere to the dress code. In all circumstances, the Principal retains the final authority to determine, in its discretion, whether a student is in compliance with the dress code. The administration reserves the right to amend the dress code as needed to address new fads and styles.

Clothing should be neat, modest, and appropriate. Student should not be dressed in such a way to draw attention to their bodies, but to respect and honor God, themselves, and others. A student's dress and appearance should not detract or interfere with the teaching and learning in the classroom.

Appropriate, safe footwear must be worn at all times. Hats, including ball caps, may only be worn outside. Fingertip-length shirts, skirts, or dresses must be worn over leggings or tights. Shorts, skirts and dresses must be fingertip length. Sleeveless shirts must have straps at least 1" in width to cover all undergarments.

Some examples of inappropriate attire are:

- Exposed stomachs or backs; clothes that are revealing.
- Exposed undergarments such as bras, camisoles, underwear/boxers, including see through garments.
- Spaghetti straps, low-cut tops, strapless clothing, pajamas.
- Clothing with inappropriate or offensive slogans or graphics.
- Short shorts or short dresses above fingertip length.

******Consequences for violating our dress code:***

1. Warning, parent contact
 2. Detention, parent contact
 3. Meeting with administration; suspension; parent contact
- * Depending on the violation, parents may be called to bring a change of clothes.

Health and Medical:

As required by the state of North Carolina, you are asked not to send your child to school with the following: rash, watery or inflamed eyes, fever, or vomiting. If your child arrives at school with or develops these symptoms while at school, you will be asked to take him or her home. A child must be free of illness, cold/flu like symptoms, etc. **without the aid of fever reducer at least 24 hours** prior to returning to school. **Please keep your child home if they are becoming ill. Children will recover more quickly if they have a chance to rest during the early days of illness.**

If your child is ill: Please inform the staff of the nature of your child's illness, especially if the illness is communicable including pink eye, influenza viruses, and lice. Parents will be advised of any communicable diseases to which children may have been exposed. When advisable, a release form from the physician will be necessary for a child to re-enter the classroom. We will contact you should your child exhibit the following symptoms during the school day: listlessness, nausea, runny nose, sore throat, flushed face, abnormally irritable, rash, watery or inflamed eyes, elevated temperature, diarrhea, or vomiting. You will be asked to pick up your child.

Medications and Illness: Only designated staff may administer medication. Please give all medication to the designated staff, who will see that it is stored and administered properly and safely. Please do not send medication in your child's bag or coat pocket or leave medication in your child's cubby. New Life Academy logs each instance of medication administration, as well as any adverse reactions, spills, or refusals to take.

Prescribed Medications: Give designated staff the medication in its original child-resistant container, labeled by a pharmacist with your child's first and last names, dates on which the prescription was filled, medication's name and expiration date, administration, storage and disposal instructions. Be sure to check with the designated staff on additional local Health Department requirements.

Over-the-counter Medications: Provide the designated staff with a note from your child's health care provider recommending the medication, indicating the dosage, frequency, method of use, and administration duration. The medication should be in a child-resistant container, with the child's first and last names, displaying instructions for administration and storage supplied by the manufacturer and the expiration date. Be sure to check with the designated staff concerning additional health department requirements.

Allergies: If your child has allergies of any kind, please ensure your child's teacher is aware, and you have documented it on the enrollment forms. Be sure to note food allergies. We occasionally enjoy special snacks and parties during the year.

***Lunches/Snacks: We do not provide any food for your child. Please send food in thermal lunch boxes in order to keep food cool or warm. Healthy foods and drinks play a significant role in the success of your student learning in the classroom. Remember to send utensils and water bottles. PLEASE DO NOT DROP OFF FAST FOOD. It creates a distraction within the classroom.

Photographs:

Photographs are sometimes taken on special occasions for media release, bulletin board, slide shows or our website. Please sign and return the media release form stating your preference concerning photographs of your child.

NLA Athletics:

Student guidelines for participation in the athletic program can be found on New Life Academy's website under Athletics.

School Rules:

A positive school atmosphere is necessary to provide an effective educational program for each child. A good school climate is the result of the administrators, teachers, students, and parents working together. In general, students are expected to behave in a way that promotes learning and does not interfere with teaching and learning. Teachers and students in each classroom set up rules and consequences that promote an optimum learning situation for all. Classroom discipline will follow the guidelines noted in the Discipline section of this handbook. Students reported for misconduct will speak with the Principal. Parents will be notified when it is deemed necessary. Please review the following school rules with your child:

In the classrooms, students are expected to:

- Speak in an acceptable manner
- Move in a careful way
- Follow directions
- Respect the property of the school, teachers, and others

***In the hall, students are expected to:

- Remember that classes are in session
- Walk quietly and to the right
- Go directly to their destinations

***On the playground, students are expected to:

- Play carefully and in a manner that will not cause harm to self or others
- Use the rules of gameplay
- Follow directions
- Respect the property of the school, teachers and other students
- Cooperate with teachers on duty
- Students who fail to follow playground rules, may be required to stay inside during recess for a period of time to be determined by the principal.

*****Discipline:**

All individuals involved in the Academy must share the responsibility for creating and supporting a positive school environment. The responsibility for discipline, therefore, lies with all of us parents, teachers, principal, and students. School rules have been carefully developed with reasonable consequences if rules are not followed.

Each teacher will implement a classroom management system including rewards for positive behavior. Verbal or physical opposition to authority and/or other students, hitting, biting, sexual misconduct, habitual bad conduct or improper language, willful destruction/damage/defacement of school property, possession of harmful materials, weapons, and behavior which interferes with the orderly processes of the school may, at the discretion of the principal, result in suspension. Should the student continue inappropriate behavior, they are at risk of permanent expulsion.

***Lower Grades (K4-5th grade): Should the student not respond to positive correction; they will be placed in timeout in the classroom. Should their behavior continue, they will be placed in timeout in the hall way. A third incident will result in timeout in the Principal's office. Parents will be notified at the discretion of the teacher and/or Principal or sent home for the day.

[Middle and High School Discipline Policy](#)

- *****Detention (6th – 12th grades):** Detention is the restriction from normal school activities such as break or lunch, for disciplinary or other reasons as determined by school administrators. A detention is a method of school-enforced discipline for students who have violated school and teacher's classroom rules. A detention can be either a 45 minute period on a designated afternoon after school. Parents will be notified for each detention.
- Failure to appear for a detention without an approved excuse or inappropriate behavior during afternoon detention will result in further disciplinary action. A student with permission from his parent and the administration may reschedule an assigned detention one time. A student who has a scheduled detention will not be eligible for school sponsored activities including field trips or sports events.
- Five detentions during a semester may result in dismissal from the Academy. At the beginning of each semester, the student has the opportunity to win back the trust and respect that may have been lost as a result of inappropriate and unacceptable behavior. At any time in the discipline process, the principal reserves the right to expedite disciplinary proceedings when warranted.

Bullying: THERE IS A ZERO TOLERANCE POLICY FOR BULLYING IN ANY FORM.

Should your child be accused of bullying the Principal will determine the outcome of the situation.

[Bullying: is the use of force, threat, or coercion to abuse, intimidate or aggressively dominate others. The behavior is often repeated and habitual. One essential prerequisite is the perception, by the bully or by others, of an imbalance of social or physical power, which distinguishes bullying from conflict. Behaviors used to assert such domination can include verbal harassment or threat, physical assault or coercion, and such acts may be directed repeatedly towards particular targets. Rationalizations of such behavior sometimes include differences of social class, race, religion, gender, sexual orientation, appearance, behavior, body language, personality, reputation, lineage, strength, size or ability. If bullying is done by a group, it is called mobbing.]

Suspension: Occasionally an out of school suspension is determined to be the appropriate consequence when considering certain types of behavior. Parents will be contacted to come and pick up their child. The number of days of the suspension will be determined by the Principal. Out-of-school suspension is categorized as an unexcused absence. Students will be given a "0" for the day. All work must be made up in accordance with established policies.

Expulsion: A student may be dismissed from school at any time if he/she is found out of harmony with the rules and policies of the school. Decisions in these matters are the full responsibility of the Principal. Students expelled or asked to withdraw will not be eligible for re-admission for a period of at least one semester from the date of expulsion.

Discipline Record: Detentions and suspensions will be recorded by semester, and a discipline record will be included in a student's permanent file for each year that he attends. A student may be placed on behavior probation as a result of excessive disciplinary infractions.

***Major Offenses: The following are major offenses that could result in an out of school suspension, or possible expulsion depending on the assessment of the violation:

- Inappropriate behavior
- Bullying
- Leaving class without permission
- Inappropriate language, including cursing, comments even in jesting regarding sexual conduct, drug or alcohol or illegal activity.
- Cheating/Plagiarism (associated academic penalty)
- Skipping class
- Fighting
- Lying/stealing
- Forging parent's signature
- No-show for detention
- Disrespect
- Destruction of school property
- Direct disobedience
- Leaving campus without permission
- Four(4) afternoon detentions
- Communicating threats
- Possession of weapons (anything deemed a weapon)

***Other Offenses: The following offenses that could result in an afternoon detention:

- Excessive tardies
- Four zeros for failing to complete homework
- Four unexcused absences to any class
- Failure to follow class rules
- Disruptive behavior in class

Toys:

Students are asked to keep all toys, including electronic devices at home unless requested to be brought in to school by a teacher for a specific project.

Social Media Policy (Parents & Students)

[social media handbook policy.docx](#)

Because social media use—and abuse—is rapidly evolving, it has become necessary to create a policy to address social media violations and consequences.

Intent may be considered a factor in determining consequences, however. Many social media-related issues with children reflect immaturity, not malice, but when made public within the community, the reaction can be harsh. Many parents want those involved to be expelled. This tension often results in criticism of the school as the parents of the disciplined student want a more lenient consequence, and other parents may believe the consequences should be stronger.

Social media disputes frequently spread like wildfires—everyone has an opinion, and the school is often placed in the middle. We will inevitably be confronted with controversial and difficult social media issues. Unfortunately, parents are not exempt from sharing their disgruntled thoughts openly on social media. This type of behavior can cause conflict amongst parents and staff. Instead, we encourage parents to contact administration~ **A partnership between the school and parent is vital for the success of the student.**

New Life Academy has implemented the following policies to ensure everyone's privacy and safety. This policy has been added to our handbook online at newlifeacademyec.com.

Social media violations consist of:

- *Cyber bullying classmates/parents/staff
- *Posting/sharing images and videos of students/staff on school grounds without consent
- *Posting information concerning issues or concerns involving NLA with or without cause

Should a student/parent violate our social media policy administration reserves the right to suspend or expel the student.

We appreciate your cooperation on this very important matter.

Personal Search and Seizure Policy:

To maintain order and discipline in the school and to protect the safety and welfare of students and school personnel, school authorities may search a student, student use areas, student

lockers or student automobiles under the circumstances outlined below and may seize any illegal, unauthorized, or contraband materials on such a search.

The Principal or another staff person designated by the Principal may request authorization for a search or conduct an emergency search when a threat to staff or students is deemed imminent. A student's failure to permit searches and seizures as provided in this policy will be considered grounds for emergency action.

1. Personal Searches

A. Student's person and/or personal effects (e.g., purse, backpack, book bag, etc.) may be searched whenever a school authority has reasonable suspicion to believe that a student is in possession of illegal or unauthorized materials.

B. Standard searches consist of:

- The student removing all outer garments (coats, hats, gloves, vests, belts, shoes, etc.) and handing them to staff member and/or placing them on a table for inspection.
- Staff will inspect outer garment items and will lay out all items found for viewing.
- Student will turn out all pockets and pull up pant legs and place contents of pockets on the table/desk for staff to view.
- Student will lift up each foot, so staff can view bottom of feet/sock.

C. If a pat down search of a student's person is conducted it will be conducted in private by a school official of the same sex and with an adult witness present.

2. Student Use Areas

Instructional rooms and areas of student use are school property and remain at all times under the control of the school; however, students are expected to assume full responsibility for the security and condition of their own work areas. Periodic general inspections of rooms and other areas of the school may be conducted by school authorities for any reason at any time without notice, without student consent, and without a search warrant.

3. Automobile Searches

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of student parking lots and inspections of the exteriors of student automobiles on school property. The interiors of student vehicles may be inspected whenever a school authority has reasonable suspicion to believe that illegal or

unauthorized materials are contained inside. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.

NLA Jr. High/High School Prom:

Students are required to attend school the day of the prom. Please refer to the dress-code handout for proper attire and behavior. Forms will be available at the office and distributed before the prom.

Student Parking:

Student drivers are required to get a permit to park on school property. Students will only use the designated student parking area. Permits are given on a probationary period for the first quarter. There will be a loss of privilege based on academic performance, tardies, or behavior. Students are not allowed to visit their vehicles during school hours without checking in the office first.

Conventional Private Schools:

In accordance with G.S. 115C-549, 550 and G.S. 115C-557, 558, each private school must administer a nationally standardized test or other nationally standardized equivalent measurement selected by the chief administrator to all students enrolled and regularly attending grades 3, 6, 9, and 11 each year. The nationally standardized test or other equivalent measurement selected by the chief administrator must measure achievement in the areas of English grammar, reading, spelling and mathematics in grades 3, 6, and 9, and must measure competencies in the verbal and quantitative areas in grade 11. The test results must be kept on file at the private school for at least one year thereafter, and the test records must be made available at the principal office for annual inspection upon request by a DNPE staff member.

Administration Directory:

School office (Mrs. Laurette Terry):

- Schedule meetings with the principal. (A meeting request form must be filled out prior to scheduling a meeting with the principal.)
- Late check-ins / Early pick-ups
- General school questions

Financial office (Mrs. Cindy):

- Questions concerning your child's financial account

Principal's office (Mrs. Lynn Waddell):

- All meetings with the principal concerning your child's behavior/academic performance should be scheduled in the school office (with a meeting request form). Please be sure you have met with your child's teacher to discuss concerns prior to meeting with the principal.

Parent(s) or guardian(s) will be responsible for signing the Student Handbook Acknowledgement form to complete student enrollment for the current year. This form will be provided to you during the student orientation event. Please see your child's teacher that evening to get your child's enrollment packet.