



Northfield Academy

Maury County Public Schools

2016-2017 Student Handbook

Non-traditional High School

WELCOME TO NORTHFIELD ACADEMY!

“A non-traditional Maury County Public High School giving a regular Tennessee Diploma!”

MAURY COUNTY PUBLIC SCHOOLS MISSION STATEMENT

Educating Every Child For LIFE!

SCHOOL MISSION STATEMENT

Northfield Academy creates a positive learning experience for students who need a different environment to obtain academic success resulting in a regular Tennessee high school diploma.

School Address: Northfield Academy
Door 300
5000 Northfield Lane
Spring Hill, TN 37174

Mailing Address: Northfield Academy
Box 48
5000 Northfield Lane
Spring Hill, TN 37174

Phones: Landline Phone: 931-486-1134
Cell Phone: 931-446-5284

School Hours: 7:30—4:00 (If additional time is needed in afternoon because of special circumstances, this can be accommodated.)

School Coordinator: Mrs. Dianne Kirk (Administration and CTE Instructor)—kirkd4@mauryk12.org

Full-time Faculty: Mrs. Jo Huffman (Science Instructor)—vhuffman@mauryk12.org
Ms. Kelly Neal (English/History Instructor)—kneal@mauryk12.org
Mr. Alston Taylor (Math/History Instructor)—ataylor@mauryk12.org

Policy

This school will not discriminate against any person. All students will be treated equally and with utmost respect at all times. It is the policy of this school to help everyone succeed, build positive self-esteem, and graduate.

NORTHFIELD ACADEMY BEHAVIOR INFORMATION

Because Northfield Academy is non-traditional in environment and in instruction, we have more mature expectations of students.

The setting is more like a college environment. We treat our students like adults, and we expect our students to act like adults. There is more freedom, but more mature actions are expected.

1. Students are always expected to be truthful. Northfield administration will work with students and their specific problems. However, we do expect a working attitude and truthfulness concerning the situation at question.
2. This campus and school shall be treated with utmost respect. Students cannot threaten, bully, or degrade any student, faculty, or other people. Fighting, theft, or sexual activities within the building or on the grounds will not be tolerated. Infractions will be submitted to the Central Office and/or police.
3. Students are expected to be drug and alcohol free when they come to NFA and while at NFA. Students shall not bring drugs and/or alcohol to the campus. If a student has prescription meds that are needed during the day, he/she should check them in with NFA staff for safe keeping and distribution.
4. Students cannot bring any type of weapon to the campus. Students cannot make any type of statement pertaining to harming self or another without it being reported to authorities.
5. Students shall not use any type of tobacco or electronic smoking devices within the building. Students that are not 18 should not use any of these outside the building.
6. Students should keep the goal of "getting credits successfully finished" as their number one priority. Therefore, breaks should be kept to a minimum. Breaks should be no longer than a few minutes. Students are on their own during lunch. That is the time to socialize with other students and/or socialize on the phone. Lunch breaks should be no more than 40 minutes in length.
7. Cell phones are permitted in class but should remain in pockets or on a shelf unless the instructor has given permission for their usage. If an emergency call is needed, students should excuse themselves from a formal class setting or quietly walk out of a non-formal setting and conduct the call. These should be minimal. Texting should not be done during class time. If it is deemed that a student is allowing a phone to interfere with necessary class work, the student will be asked to place it on the desk or leave it in the main office area for safe keeping. Students may retrieve phones when the class or school day is over. We do not keep phones as a punishment or overnight.
8. Music is also not allowed while a student is in a formal or informal class setting. Remember, it takes concentration on the subject to master it. Music can be accessed during breaks and/or lunch. However, it should never be loud enough to disturb others. This applies to both in the building or outside the building.

9. We are guests at this building. Therefore, you must pick up your trash and place it in the garbage can. You cannot disfigure or write on walls or furniture. Helping friends to remember this is encouraged.
10. This is a public building. If illegal actions are seen at this campus, the building administration or NFA administration has the right to call the police and report it. They also have the right to ask that you not return as a student. Frequent visits are made by the police and SROs. Remember; do not bring anything illegal to this campus.
11. You must show proper respect to administration, fellow students, and other building people. No threats will be tolerated. Students must learn to communicate without profanity or vulgar language. Students will be challenged to develop characteristics that exhibit maturity, ethical soundness, and accountability.
12. It is important that students develop into adults that have a positive attitude toward our country, state, county, flag, and fellow citizens. Therefore, good citizenship is taught and expected.
13. Northfield Academy wants involved students and parents. Parents/guardians are contacted frequently in both good and bad circumstances. Students should realize that success is a three-way street among the student, faculty, and parent/guardian. Students will receive a behavior grade, academic progress grade, and attendance grade weekly/bi-weekly—1, 2, or 3. One indicates the student is the best he/she can be. Two indicates a student has an area that needs work, and work can be done to regain the one status. Three indicates all efforts have failed between student and faculty, and student has one week to fix the issue in a way that is suitable to Northfield faculty. If this is not done, then additional formal discipline will be sought which could result in being dismissed from NFA.
14. If personal vehicles are driven on campus, they must adhere to campus rules for parking, speeding, and in vehicle accidents. No weapons, alcohol, drugs, etc. can be kept inside vehicle. All vehicles are subject to search by police or SRO.
15. Technology is a great part of our school. When using the school equipment, students should not access or download items to the equipment without direct administration permission. Do not change school screen savers without permission. If you bring your own technology, it must not display questionable screen savers or wallpaper. They cannot be used in any illegal or inappropriate way on school or campus grounds. Do not make or show to others any illegal pictures or videos, pornography, or items indicating or threatening harm. All electronics are subject to search by school administration, police, or SRO if these types of things are suspected.
16. If you are a bus rider, you must adhere to all rules set for you at the host school that provides a waiting area for transportation. You must also maintain proper school conduct on all Maury County buses. If you do not, then your privilege of riding the bus or waiting at a host school will be taken from you.

NORTHFIELD ACADEMY ATTENDANCE INFORMATION

Northfield Academy's non-traditional environment allows students to have more control over their school days. Each student has the opportunity to set the daily beginning and ending expectations within the guidelines of the school. The only exception to this rule is: if a student needs a specific class and that class has set meeting hours each day. Then the student must accommodate the set class hours. Students will select the beginning and ending of daily class time. After this occurs, these times will be monitored closely to make sure each student adheres to the schedule. All must formally sign in and sign out each day of attendance.

Your experience at Northfield Academy should be treated like employment for a company. Your attendance is vital to your education at NFA. You are expected to attend school each day for a minimum of 5 1/2 hours. **Please note that 5 ½ hours is the minimum work time expected** unless agreed upon by NFA administration. Remember, the more time you spend and the more you concentrate on studies the faster you will finish for graduation.

It is mandatory for students to call/ report every morning that he/she is going to be absent or tardy. If a student is absent multiple straight days, then he/she should call in the same amount of multiple straight mornings. Appointments should be scheduled around the designated school hours. If an appointment cannot be changed, the student is expected to relate the specifics to administration prior to the day of the appointment, and a plan will be developed to have these designated hours amended to later times or extended days. The school phone number is 931-486-1134.

If the above requirements are not met, expect the following deterrents to be put into place:

1. When a student is absent more than four times during a school quarter, he/she will receive a "65" for a passed subject accomplishment that has been completed. The "65" will remain until the T4T has been completed. Five straight days of attendance after the "65" has been received must be completed to have the T4T changed and the original passing grade received. A student must be present, on time, and stay at least 5 ½ hours for each of the five days for each T4T received to remove them.
2. Students must call in for each morning in which tardiness will be noted. Six recorded tardies in a quarter will receive a T4T for a credit that has been received. Tardy "T4T"s will be removed under the same plan as for absences.
3. When absences become excessive, ten or more during a quarter, a student may face being referred to the Discipline Board.

*Please note, if a student is lacking a great deal of course work, additional time over the set 5 ½ hours is expected. Five and one-half hours is the minimum amount of time required from every student. It is not the maximum.

NORTHFIELD ACADEMY DRESS CODE INFORMATION

Northfield Academy's non-traditional environment allows students to have more mature control over their dress. Because we believe that it is important for students to become accustomed to proper work place dress, we follow these guidelines.

What you can wear

1. Any colors or designed clothing that would be acceptable to wear on a job at a public business—(examples) Wal-Mart, grocery store, or clothing store. It should fit properly—not extremely tight or sagging.
2. Shirts do not have to be tucked.
3. All dress must be modest.
4. It is quite cool in this building. Therefore, please make sure you bring or wear a jacket or sweater. It would be good if you had one to leave so that you might always have it.
5. Sweat shirts, sweat jackets, and hoodies are acceptable. Please, do not wear the hoodie cap on your head inside the building.

What you cannot wear

- a. Ladies, do not wear low cut tops that show cleavage. Your shoulders, back, and abdomen must be covered. Please do not wear tank tops or tops with spaghetti straps. Shorts, dresses, and skirts should be just above the knee or knee length. Clothing should not be extremely tight and/or revealing. Beware of garments with holes. Make sure the holes do not make the garment too revealing. There should be no illegal, sexual, nor threatening pictures or wording on clothing. Do not wear gym shorts, pajamas or other night wear/underwear (boxers) as acceptable outer clothing. You must wear shoes at all times.
- b. Gentlemen, do not wear undergarments—white tee shirts, boxers—pajamas, or gym shorts as outer clothing. Please do not wear tops that have the arms cut out or that show abdomen, chest, or sides of chest. Tank tops are not allowed. Do not sag so that your underwear is being revealed. If sweat pants are worn, they must have proper undergarments under them so they are not revealing. You must wear shoes at all times.

If a student is not deemed appropriately dressed by the Northfield Academy administration, he/she will be asked to add additional clothing that will get the student within the bounds of proper dress attire. The student will also be asked not to wear that garment back. If it is extremely problematic with the administration, the student will be sent home and to change. A continued problem with this will be referred to the discipline board.

NORTHFIELD ACADEMY ACADEMICS INFORMATION

Students at Northfield Academy will be using the computer programs of Plato and Odyssey to complete necessary work to receive credits. There will be licensed teachers on hand to give one-on-one instruction and/or small group instruction. No student will be expected to just do the work totally on his/her own. Students will proceed on an individualized pace with the NFA staff encouraging them to get the work completed. Students will be expected to work and concentrate. On many of the easier subjects, students may complete ½--1 credit with 1-2 weeks. Student work is closely monitored to make sure each is successfully completing the assignments. All students will generally receive a progress report each week indicating how much was completed, the grade/s received, and personal praise/recommendations. A minimum of ½ credit is expected every two weeks. Students will participate in the same state testing as in regular Maury County public high schools. Parents are encouraged and are wanted to phone or stop by for visits and conferences pertaining to student progress.

As an incentive to work and to keep focused, NFA allows students to officially leave after all work is completed for graduation. The student is then allowed to return to participate in the graduation ceremony. This action not only gives great incentive for students to attend and work but it allows students time for full-time employment and/or additional technical or college classes as they await graduation.

Student Recourse

If a student feels that he/she has been wrongfully treated in any area, the student should first contact Northfield Academy administration. If it is not worked out between student and administrator, then parents/guardian should become involved with the student and the administrator. If it is still not resolved, then the Assistant Director, Scott Gaines, should be contacted. If further discussion is needed, then the Director of Schools should become involved.

Final Words

The Northfield Academy staff believes in all its students and their abilities to complete the necessary work for a successful graduation. You would not have been asked to become a part of our school if this was not true. However, please remember that it will take work, dedication, and commitment to graduate. Every student that will give his/her best efforts in these three areas, should graduate and receive a regular Tennessee diploma.

“Congratulations and good luck upon being selected to attend Northfield Academy!”

NORTHFIELD ACADEMY HANDBOOK AGREEMENT DOCUMENT

Please return this sheet with proper signatures, dates, responses, and initials on the next day of school. Thanks.

I have read the Northfield Academy Handbook, and I agree to its rules and policies. I understand that breaking them can result in significant discipline that could result in being dismissed from NFA.

Student Name

Date

Parent/Guardian Name

Date

Parent/Guardian Day Phone Number/s 1st choice number _____

2nd choice number _____

Other Person _____ phone number _____

Parent E-mail Address: _____

Student E-mail Address: _____

Additional Parent/Guardian Responses and Initials

(please answer yes/no and then initial after each of your answers)

Please note: Student pictures on county/school webpage/school facebook and newspaper are frequently used. Names are generally not included—exception: award winners. I accept this _____

If this student is under 18, does he or she have permission to leave campus for lunch? _____

If this student drives, does he or she have permission to provide transportation for others? _____

Does this student have permission to ride with other students? _____

Do you understand that I will not be going to the parking lot every day to keep check on the activities listed above? I expect your son/daughter to be mature enough to adhere to your rules. _____

Is there anything else that you would like me to be aware of—illnesses, medication, etc.? _____
