

# Northfield Academy

*"A new educational experience that leads to graduation success"*

*Northfield Academy, Door 300*

*5000 Northfield Lane, Box 48*

*Spring Hill, TN 37174*

*Hours: 7:30 a.m. — 4:00 p.m.*

*Mrs. Dianne Kirk, School Coordinator 931-486-1134 kirkd4@mauryk12.org*

## Prospective Students

1. The students must be transfers from Maury County Schools. Move-ins should first register with a traditional high school so the student can work with the school's guidance counselor/s and Northfield.
2. The student should be at least 17 years old by the state cut-off date or special permission must be obtained from Central Office Instructional Administration. Special consideration can also be given for recommendations from Director of Pupil Services.
3. The student must begin the school year as a teenager and not as a 20-year-old. Fifth-year seniors are taken by Northfield to help them and the traditional schools in getting their remaining work completed quickly.
4. Some students were retained in elementary and middle school years. This causes some students to be 16 year-old freshmen. This would cause those students to be twenty-year-old graduates if left in the traditional schools. Many of these students drop out at the age of 18. Therefore, we do consider students who have average grades but older in their class group.
5. The students should be behind in their needed credits—not on target for graduation according to their entrance cohort dates. Exceptions to this would be: present personal baggage that creates a definite risk of a student not graduating—student illness, pregnancy, family illnesses/death, rehabs, some emotional problems, homelessness, etc. The school principal and counselor/s will primarily determine this. This would include students that are threatening to drop out of school because they are discouraged. In fact, we have contacted some that dropped out, and we re-enrolled and graduated them on time according to the cohort date.
6. If there is room for additional students during the quarters, students that move into the school district in the middle of a quarter and cannot be scheduled into classes that were needed.
7. It is always the goal of Northfield Academy to help the traditional schools to run more smoothly. If there is NFA room, a student that causes tension within a school environment can be recommended. Northfield must feel that it can adequately handle the student before his/her admission is considered.
8. If a principal and guidance counselor have what they think is a student that they feel is an exception and should be considered for NFA enrollment, they are encouraged to contact Northfield with background information as to why that particular student should be considered. It is possible that because enrollment is low, special consideration could be given.
9. When the Northfield enrollment reaches 30-32, each school will be contacted with that information. If at all possible, it is recommended that counselors help by scheduling state tested courses in the fall. Northfield can assist several students needing several credits if the needed credits are primarily credit recovery and/or new non-tested courses in the spring.

# **NORTHFIELD ACADEMY—ENTRANCE PROCEDURE**

**(Prospective students should have these documents sent by guidance counselor)**

Please bring or E-mail the following to NFA prior to asking for a scheduled interview:

1. Copy of completed transcript—high school counselors will get this.
2. Copy of the last semester attendance—high school counselors will get this.
3. Copy of the last semester of discipline reports—high school counselors will get this.
4. Completed application—high school counselors have these.
5. After the above have been received, NFA will contact student to schedule an appointment for a formal interview.

## **EXPLANATION OF COURSE OF ACTION**

First, all students must have the approval from home high schools before Northfield Academy will consider adding them as students. Secondly, recommended students must have all documents and other paperwork completed before a student can schedule a formal interview. Potential students may either have guidance counselor send the above documentation by e-mail/courier or the students may bring them in person to Northfield Academy. NFA administration will immediately evaluate student needs and the potential of student for graduation. After the decision has been made, Northfield Academy will get in touch with high school guidance counselor and/or the successful, prospective student to schedule a formal interview. Final decisions will be made within one-two days after the formal interview.

Northfield Academy will begin the 2016-2017 school year on the same date as do the traditional high schools of Maury County. Our beginning class load will be 25-35 students. Others may be placed on a waiting list. As students complete their graduation requirements, they will be dropped from the NFA roll and additional students will be added.

Please feel free to contact me if you have questions.

Mrs. Dianne Kirk