

Welcome to Northfield Academy at College Hill

“A non-traditional Maury County Public High School where we are learning without limits!”

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: 1101 Bridge Street

Columbia TN 38401

Phone: 931-381-1468

School Hours: 7:00 am until 4:00 pm Monday-Friday

Summer Hours may Vary

Because Northfield Academy is part of the Maury County school system, we have the same calendar days as the traditional schools. However, our school hours are from 7:00 am to 3:00 pm. We also adhere to the same schedule during bad weather and other special day exceptions as do the traditional schools. Please feel free to call anytime you have questions--school: 931-381-1468

Faculty

Coordinator– Luemma McWilliams- mcwilliams1@mauryk12.org

Teacher– Jo Huffman (Science and Personal Finance) vhuffman@mauryk12.org

Teacher– Tracy Allred (Credit Recovery and History) allredt@mauryk12.org

Teacher –Carolyn Keysaer (English and Marketing) ckeysaer@mauryk12.org

Teacher -Bill Riley (Math) rileyw1@mauryk12.org

Our school is a public non-traditional high school that offers academic success to students who need:

- An individualized path and speed to graduation
- A way to gain more credits at a faster pace
- Flexible hours so school, family, and employment obligations can be successfully meshed together
- A small, more personal, family-like setting
- Instruction completed through a blend of small group, one-on-one, and independent teaching/learning
- A more mature learning environment

Our school offers successful graduates the same Tennessee diploma that is given at traditional high schools. There are as many reasons why a student chooses Northfield Academy. Some of these reasons may include:

- Retained in elementary and middle school causing a student to become an “older” high school student
- Early high school academic deficiencies that cause graduation problems
- Frequent family moves which cause difficulties in transferring credits from other countries, states and districts
- Personal problems that include difficult family situations, becoming a parent, and the need to work
- Health and emotional issues
- Personality not fitting into the traditional student body environment
- The need to complete high school so that moving into the next phase of life can be faster than in a traditional school

Our school believes that successful graduation is obtained through a close, trusting relationship among student, parent/guardian, and school staff.

Our school believes in meeting each student where he/she is in academics and in life to help everyone grow, mature, and find success. We believe the past is the past; and, with a positive working attitude, we believe in many chances to make it right. The staff is here to give help all the way to graduation.

NORTHFIELD ACADEMY BEHAVIOR EXPECTATIONS

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

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 in question.
2. This campus and school shall be treated with utmost respect. Students cannot threaten, bully, or degrade any student, faculty, or other people. Maury County School policies will be enforced. 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 or on the school property.
6. Students should keep the goal of “getting credits successfully finished” as their number one priority.
7. Cell phones are not permitted in class and should remain in pockets or in a backpack. If an emergency call is needed, students should see Mrs. McWilliams. If it is deemed that a student is allowing a phone to interfere with necessary class work, the student will be asked to leave it in the main office area for safe keeping. Students may retrieve phones when the school day is over.
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. 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.

12. Northfield Academy wants involved students and parents. Parents/guardians are contacted frequently in both good and bad circumstances.

13. 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. Parking pass must be obtained and visible in vehicle. Parking spaces will be assigned.

14. 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.

Recurring discipline issues will result in being dismissed from NFA.

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- 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. Dress accordingly.
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 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, 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. 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 to change. A continued problem with this will result in your termination from participating in the program.

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. 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. Please note that a full day of 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 931-381-1468.

NORTHFIELD ACADEMY HANDBOOK AGREEMENT DOCUMENT

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

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/social media and newspaper are frequently used. Names are generally not included—exception: award winners. I accept this _____

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.?

Does your son/daughter have to take any medications during the school day? _____

NORTHFIELD ACADEMY FACULTY/STUDENT CONTRACT AGREEMENT

The Maury County Public School system and specifically Northfield Academy is committed to producing a safe environment for students to achieve success through academic paths that are designed specifically for each student to accomplish the goal of graduation. In order to achieve this goal, the faculty will do the following:

1. Be on time for all classes.
2. Be prepared to teach lessons within the needed curriculum that will: A. Meet State Standards and prepare students to pass the state tests. B. Give students opportunities to develop relevant skills that will benefit them throughout life.
3. Treat faculty members and students as adults and individuals and show respect in every interaction.
4. Show care and concern for each individual student—get to know each student.
5. Recognize and celebrate progress and achievements for all students.

Because the Northfield Academy is a school of choice, it is important for students to understand their personal responsibilities toward receiving this one-of-a-kind educational experience and should also understand that it can be taken away if progress, behavior, and attendance are not according to high quality standards. Successful students understand they are to:

1. Be prepared and on time to every class. In the event a student is absent or late beyond control, he/she should formally call the school and report to school before the official scheduled start time.
2. Take education seriously and give best efforts in every assignment—continued progress will be seen.
3. Always treat faculty and fellow classmates with utmost respect in every interaction—polite behavior.
4. Make an effort to get to know teachers and fellow classmates.
5. Follow all school rules and policies as stated in the student handbook.
6. Maintain a positive attitude toward school, faculty, work, and self.

I now contract my daily starting time to be: _____

and my daily minimum ending time to be _____ .

I understand if I need to change the time/s , I must formally do so with Northfield Academy Administration.

Northfield Academy is truly a unique educational experience that will help those who have the desire and determination to succeed find success. Being a member of the Northfield family simply means that we believe in the talents, skills, and abilities of each other.

I, _____ understand the responsibility and expectations of
(Student Name) (Date)

Northfield Academy and will give my best efforts in being a productive member of this school family.

