

Northeast High School
ACADEMY OF FINANCE STUDENT'S ACCEPTANCE AGREEMENT

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Principal

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PRINT Student Name _____ Date _____

Grades

- Students must pass all required graduation classes and maintain a 2.0 GPA each semester for their academy program's classes as well as their overall course history GPA.
- Grades will be reviewed each semester. If the GPA is below a 2.0, the student will be placed on academic probation for the following semester. The parent/guardian and student will be expected to attend a meeting with the student's teacher and counselor to develop an academic success plan.
- If the student does not show improvement for the following semester the student may be subject to dismissal and thus not guaranteed a seat at Northeast High School.
- Students are expected to pass the Industry Certification test(s) for their academy. Students that do not pass their Industry certification test will take a directed study class in the next year to aide as a tutorial for next year's testing.
- Students are expected to pass the Microsoft Office bundle (Word, PowerPoint, and Excel or Access) in AOF for their required industry certifications in the first year of their admittance to the academy. Students that do not pass all of their industry certifications will take a Directed Studies class in AOF in the next year as a tutorial for next year's testing.
- Students, who record a failing grade (F), in any grading period, may be placed on Academic Intervention which may require him/her staying after school or Saturday school to complete missing assignments.
- Students who do not complete all assignments may be placed on Academic Intervention, at any time, which may require them staying after school for tutoring and/or coming to Saturday School to complete missing assignments.

Behavior

- If the student receives three disciplinary referrals in a semester, the student will be placed on behavioral probation for the current and following semester. The student on behavioral probation may be prohibited from participating in program activities such as assemblies, field trips, and competitions for the duration of the probationary period.
- Behavior will be monitored. If two additional discipline referrals are received during the probationary period, the student will be recommended for dismissal from the Academy.
- Students will be placed on behavioral probation for repeated discipline infractions.
- A disciplinary infraction of a serious nature may result in immediate removal from the Academy.
- Students will adhere to high ethical business standards.

Courses and Activities

- Students select courses for the entire year. The schedule should not be changed because of a "change of mind."
- Students will be expected to complete all work-based learning activities including a job shadow, a mentorship, an approved paid internship or work experience, and all projects.
- Students agree to participate in a rigorous curriculum as outlined by the Academy.
- Students are expected to remain in their academy program throughout the four years of high school. In the event the family request removal, the student will be expected to remain until the end of the current semester.

Parent Participation

- Parents are expected to provide up-to-date contact information in Focus and on Academy agreement sheet.
- Parents will be expected to attend periodic informational meetings.
- Parents will be expected to participate on advisory/advocacy committees.
- Parents will be expected to provide transportation when students are assigned to afterschool study hall/activities.
- Parents will be expected to participate in occasional fundraiser activities.
- Parents will be expected to attend academic/behavior conferences when requested by the school.

Your signature indicates you have read and agree with the academy expectations.
Please sign, date and return this form to your academy teacher.

Student Signature

Parent Signature

Parent/Guardian Phone Number(s)

Parent/Guardian Email

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In order to be considered an AOF completer, I, _____, I understand the following must be completed:

Freshman Year	<p>Courses: Digital Info. Tech (DIT) and Business Comm & Tech (BCT)</p> <p><i>All freshmen are required to complete and earn their Microsoft Office Specialist (MOS) bundle certifications (Word, PowerPoint and Excel). If they do not meet this requirement they will be placed in Directed Studies until their certifications are earned.</i></p> <p><i>It is highly recommended all AOF students <u>start</u> earning Bright Future hours during their Freshman year.</i></p>
Sophomore Year	<p>Course: Economics and Fin. Ser. (EFS)</p> <p><i>It is highly recommended all AOF students <u>complete</u> their Bright Future hours during their Sophomore year.</i></p>
Junior Year	<p>Courses: Financial Internship and Accounting Apps I</p> <p><i>Students <u>must</u> complete an approved paid internship or work experience between their junior and end of their senior year.</i></p>
Senior Year	<p>Courses: Accounting Apps 2 and Personal Financial Planning</p> <p><i>Students must complete an approved paid internship or work experience between their junior and end of their senior year.</i></p>

All Academy of Finance students are required to pass all Microsoft Office Specialist (MOS), QuickBooks, VITA and NAFTrack by the end of their senior year.

NAF Culminating Project, End-of-Course Exam, and Paid Internship: Students will complete the National Academy Foundation's culminating project and End of Course (EOC) Exam for each AOF course. Students are required to complete a minimum of 4 NAF courses, and a paid internship to earn the NAFTrack Certification. Students should complete the paid internship between their junior and end of their senior year.

Student Signature

Parent Signature

Parent/Guardian Phone Number(s)

Parent/Guardian Email