



BOARDING STUDENTS HANDBOOK

2024-2025

Northern Academy
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INTRODUCTION

The Big “Why”?

Northern Academy’s main goal is to help students become elite members of society. We strive for our students to become well-rounded, cultured, intelligent, successful, and deep human beings who live with sincere meaning. Our programs—which include grades 1 through 12—are deeply rigorous and challenging, yet we value a positive and warm environment where all students can succeed as individuals.

Furthermore, we model our school on a classical approach. *Classicus*, meaning “excellence” in Latin, refers to ideas that have withstood the test of time and elevated humanity toward excellence and virtue. “Classical” here means using the best methods, techniques, and tools to help our students become leaders in all aspects of life. “Classic,” derived from another Latin term, *classis*, means “a fleet of ships.” Combining these terms, Northern Academy’s model of Classical Education means, “a fleet of ships used to cultivate a complete person to the highest degree.”

Our school philosophy is based on what we call The Five Ships: the principles of our educational model. Through the Five Ships, students become unstoppable human beings as they sail through the challenges and uncertainties of life.

The Five Ships of Classical Education

Intellectual Excellence: “Still I am learning” (*Ancora imparo*) ~ Michelangelo

- *Defined:* Sharpening one’s power of memory, reasoning, clarity, and rhetoric to an exemplary level

- *Counters:* Going through the motions to obtain superficial rewards

What is expected of an elite private school? Superb academic programs, high achievement, college-preparation, and deep refinement of intellect and skills. Intellectual Excellence means building students' capacities of knowledge and genius to high levels. When students complete challenging studies in reading, writing, math, the sciences, and the humanities, they can come to think well; when they can think well, they can come to speak well and become leaders of society. We foster Intellectual Excellence through small class sizes, advisory programs, AP courses, Life Skills, STEM programs and competitions, student performances, highly trained teachers, 7:1 teacher-student ratio, TAG program, tutoring, SAT preparation, and dual-credit courses, etc.

Life of Purpose: “Through hardship, to the stars” (*Per aspera, ad astra*) ~ Latin proverb

- *Defined:* Fulfilling one’s purpose by setting sincere intentions

- *Counters:* Apathy and purposelessness

Life of Purpose means moving through life with a full heart, sincere intentions, and deep meaning. This Ship involves two key factors: 1) Trying new things fearlessly, with the goal of uncovering new passions and interests, and 2) Refining a well-developed passion project through hard work, sustained effort, discipline, and dedication. Through a Life of Purpose, students become deep, meaningful, and interesting people who also can function as self-directed leaders. We achieve this through providing students with the opportunity to choose from an array of experiences: co-curricular concentrations in music, classical dance, fine arts, academic electives and deep-dives, competitions, athletics, student-led clubs, service teams, student council, and career-talk guest speakers, among many others.

Beauty and Dignity: “Action, not words” (*Acta, non verba*) ~ George Washington

- *Defined:* Refining one’s taste and style toward greater sophistication, poise, and confidence

- *Counters:* Unwholesome exposures in society

Beauty and Dignity lies at the heart of helping students refine their tastes and styles toward sophistication, and toward greater courage, poise, and grace. We uphold Beauty and Dignity in numerous ways: etiquette training, business attire requirements, mindful use of technology, gentlemanly and ladylike conduct (including the upright interactions between girls and boys and non-intimacy policies), all of which assist students in setting high personal standards while interacting with professionals from all classes of society. Additionally, the ongoing revitalization of our campus facilities aims at providing a dignified environment for study and recreation.

Noble Spirit: “A person’s character is his fate” (*Ethos anthropou daimon*) ~ Heraclitus

- *Defined:* Embracing morality & spirituality as essential to being human

- *Counters:* Conducting oneself poorly amid freedom

We hold that through a sincere focus of character development, the human mind prepares itself for recognizing truth and virtue. As such, the ship of Noble Spirit is our school’s starting point for refining student morality and developing a serene presence of mind—starting with our school’s *Core Values* of Integrity, Compassion, and Resilience. Our school guides students along stages of character development through *The Northern Way* paradigm, including *Virtuous Habits*, goal setting and advisory, and *The Five Elements of Learning*. In other words, we don’t just talk about character building at our school—we intentionally help students become ethical human beings by providing them an environment where morality and spirituality are emphasized.

Timeless Traditions: “To the fountain” (*Ad Fontes*) ~ Latin Proverb

- *Defined:* Applying the best of the past to create a flourishing future society

- *Counters:* Resenting tradition, authority, and personal responsibility

At Northern, we focus on balancing the greatest learning traditions of the ancient East with the richness of the West. Such traditions include developing an appreciation for the customs and ways of life established by our forefathers and inspired by the divine. In doing so, we emphasize time-tested traditions in classical music, fine art, the sciences, and the humanities—including training in both Chinese language and English literature, gaining historical knowledge through primary sources and living books, and introducing ancient and modern heroes whose actions and contributions prove to us that greatness is possible. The Timeless Traditions found in culture and history offer us a path forward, one that can create a flourishing future society, both spiritually and philosophically.

Amendment/Change Provision

Northern Academy’s administration reserves the right to change or amend the Northern Academy Catalog at any time.

Office Directory

Address: 1 Ashley Ave., Middletown, NY 10940

Telephone: (845) 779-0808

Fax: (845) 913-9483

Directory of Phone Numbers: <https://www.northernacademy.org/about/office-directory>

THE NORTHERN WAY

Mission

Our mission is to nurture students to become cultured individuals of exemplary moral character. To this end, we provide an education drawn from the classics and the arts, one steeped in divinely inspired traditional values of the East and West.

Northern Academy Pledge

I pledge my gratitude to this new day at Northern Academy. My purpose is to live our core values and do what is right, even when it is difficult. With my clear thoughts, able body, and deep beliefs in divine goodness, I will be led to success. With humility and courage, I will honor those before me, and those yet to come; lead a virtuous life, and embody the Northern Way - for myself, and the common good.

The Five Elements of Learning

Wisdom I can lead others in the formation of academic and practical pursuits, knowledge, and culture.

Understanding I can demonstrate erudition, resourcefulness, and maturity.

Experience I can demonstrate competence in day-to-day trials while working to improve.

Practice I can demonstrate incremental improvement.

Knowledge I can demonstrate recognition of basic facts.

Parameters: **Independence:** Consistent / Inconsistent
Circumstance: Familiar / Unfamiliar

The Chief Habit

Our character is who we choose to become. And those effortless habits and traits we build over time are what typify our character. Each of us, therefore, has an interest in developing the best habits possible.

There is one place in life we have no choice: we have no choice but to make choices. The good self we forge, or conversely, abandon, relies on the Chief Habit in how well we choose to lead our lives.

There is no escaping a choice, after all. So, what will become of our choices?

The Chief Habit forms in three steps:

- 1) We consider the circumstances and people involved.
- 2) We contemplate what is right and wrong.
- 3) We choose our best course of action.

Core Values & Virtuous Habit development

During the weekly Advisory, students and advisors discuss the importance of good habits, how our habits shape our character, and work on their development and improvement over the course of the school year. Students will complete a self-assessment about their own growth and advisors will assess students as well. Growth is guided and measured through the Five Elements of Learning and their Parameters (Independence / Circumstance).

Core Values & Virtuous Habits - Definitions (Middle School)

Integrity: Ethical conduct rooted in trustworthiness, consistency, and dignity.

Reliability: To carry out responsibilities in a trustworthy, dependable, and consistent way.

Inquisitiveness: To generate genuine questions based on a variety of topics and interests.

Discernment: To demonstrate good judgment in one's decisions and actions.

Compassion: Goodness that uplifts everyone toward kindness, selflessness, and forgiveness.

Kindness: To uphold a sense of friendly consideration for others in the community.

Cooperation: To act in a helpful way toward others in the process of working toward a goal.

Conversation: To contribute to discussions in an intelligent, open, and upright way.

Resilience: Strength in the face of uncertainties, challenges, and setbacks.

Tidiness: To maintain one's appearance and surroundings in a neat and orderly way.

Ownership: To acknowledge obstacles, failures, or shortcomings while looking to improve.

Self-Control: To reflect a state of maturity by regulating impulses and emotions.

Core Values & Virtuous Habits - Definitions (High School)

Integrity: Ethical conduct rooted in trustworthiness, consistency, and dignity.

Academics: To exemplify scholarly habits through historical, literary, mathematical, scientific, and classical studies.

Creativity: To synthesize ideas into a production that expresses innovation, originality, and nobility.

Complete Thinking: To infer, analyze, predict, and wonder from a totality of viewpoints and sources.

Leadership: To demonstrate authenticity while leading others toward the optimum achievement of a goal.

Compassion: Goodness that uplifts everyone toward kindness, selflessness, and forgiveness.

Respect: To regard peers and authorities with goodwill, kindness, and decency.

Service: To offer good deeds and assistance to others in the community.

Teamwork: To coordinate and cooperate in group settings and activities.

Articulation: To consider others while distilling concepts into thoughtful, clear and coherent speech and writing.

Resilience: Strength in the face of uncertainties, challenges, and setbacks.

Willingness: To demonstrate conviction and sincerity while participating.

Grit: To persevere with tenacity, passion, and determination.

Positivity: To adopt an optimistic outlook, enthusiasm, and lighthearted disposition amid ordeals.

Self-Direction: To guide oneself toward the best possible outcome by embracing opportunities, managing time, and organizing resources.

The Northern Anthem

The Northern Way

By Katy Mantyk & Evan Manytk

Piano arrangement Hsiehching Hsiao

The sun may dim though you shall not;
Your Northern light we still can see.
It shines on virtues once forgot,
And teaches us integrity.

CHORUS

The trail we blaze
Leaves brilliant rays
Just like a star
That shines afar
Following the Northern Way

Compassion's gold we will bear on us
While storms beat down and lash with rain.
Although dark clouds are ominous,
Your halls give fruit that can sustain.

CHORUS (repeat)

Resilience learned is angel wings
That lift us toward the mountain top
Where Muses dance and wisdom sings...
Thank you Northern for our first stop!

CHORUS

The trail we blaze
Leaves brilliant rays
Just like a star

That shines afar
Following the Way
Following the Way
Following the Northern Way.

MOVING IN AND OUT

Standard Dorm move-in is after 2PM the day before their first day of enrollment. Your child's first day of enrollment can be found in the Official Enrollment Email.

Standard Dorm move-out is by noon after the winter break starts or the spring semester ends. Dorm is closed for winter and summer break.

Parents of new students should contact the Admissions Office at admissions@northernacademy.org, while parents of returning students should contact the residential director at dorm@northernacademy.org to inform us about the intended moving in and out dates. Out-of-state students should inform as soon as they make the travel plan.

Moving In

1. Initial Inquiry

New Northern Applicants: Admissions Office will facilitate dorming for new applicants.

Current/Re-enrolling students: Begin the process by reaching out to the residential director to inquire about dormitory availability. If space is available, proceed to step 2.

2. Interview Scheduling

New Northern Applicants: Parents should check their inbox regarding scheduling their child's interview.

Current/Re-enrolling students: Schedule an interview with the residential director and relevant dormitory staff.

3. Approval Confirmation

New Northern Applicants: Please check your inbox for the Official Acceptance Email.

Current/Re-enrolling students: Upon approval, kindly send an email to both the admissions and tuition offices confirming your acknowledgement and approval of your child's move into the dormitory.

4. Paperwork Process

New Northern Applicants: Parents are required to complete, sign, and return all required forms in the Official Acceptance Email.

Current/Re-enrolling students: Upon receiving the approval email, the admissions office will send you an updated residential contract & agreement form.

5. Contract Signing

New Northern Applicants: Once all forms have been cleared, you will receive your child's enrollment email. This crucial email contains vital information, including the link to purchase your child's school uniform, your child's enrollment date, boarding details, and more.

Current/Re-enrolling students: Sign and return your child's updated residential contract & agreement form.

6. Move-In Coordination

New Northern Applicants: Read the Northern Move-In Procedure (found in the Official Acceptance Email) and email dorm@northernacademy.org all required information.

Current/Re-enrolling students: After receiving the completed residential contract, the residential director will coordinate an official move-in date with your child.

Moving Out

1. Notification

Parents/Legal Guardian: Inform the residential director via email about your child's intention to move out. A minimum of two weeks' notice is required.

2. Room Inspection

Student: Schedule a room inspection with the residential director or residential staff and settle any outstanding dues for potential damages to school property before moving out.

3. Approval Confirmation for Move-Out

Parents/Legal Guardian: Once dues are cleared, notify both the admissions and tuition offices via email, confirming your approval and acknowledgment of your child's departure from the dorms.

4. Paperwork for Move-Out

Upon receiving the approval email, the admissions office will send you an updated residential contract & agreement form. Additionally, if your child is moving in with a host family, please complete the Temporary Guardianship Appointment Form.

5. Paperwork Submission

Parents/Legal Guardian: Sign and send back your child's updated residential contract & agreement form. If applicable, include the completed and notarized Temporary Guardianship Appointment Form.

6. Move-Out Coordination

Upon receiving the required form(s), the residential director will schedule an official move-out date for your child.

RESIDENTIAL SERVICES

Northern Academy provides on-campus dorm facilities and amenities. Our residential services include supervision, all meals, facilities for laundry, transportation for weekend shopping and group trips during

the school year.

Facilities and Amenities

Dorm facilities include rooms that host 2 to 4 students.

Each dormitory provides basic furnishings for residential living -- each student gets their own desk, chair, dresser, and closet space. Shared appliances include washers and dryers, refrigerators, microwave ovens, and filtered water dispensers. Each bathroom is provided with toiletries including toilet tissues, hand soap, and paper towels.

Residential Staff and Life Skill Training

Residential staff oversee students in gender-segregated facilities.

Boarding students are trained for life skills including personal hygiene, organization, time management, and money management. Our Northern Academy school counselor and school nurses often educate students on physical and mental health issues.

Personal Services

Northern Academy is committed to the individual needs of our students. In order to better serve our students and relieve some pressure for parents, our Residential Service Department can provide personal services to boarding students. A fee will be charged as published in the *Tuition & Fee Schedule*. It may be paid through the incidental service form.

Shipping Packages

We only accept shipments made by prior arrangement with the Dorm Director at dorm@northernacademy.org. Address packages as seen here.

[Student Name]
Attn: Dorm Director
Northern Academy
1 Ashley Avenue
Middletown NY 10940 US

Extended Stays

Boarding students may have the option to stay over during periods when their dormitory is normally closed (such as winter or summer break). The request must be made at least two months in advance. Room, board, and supervision are subject to availability.

Health Regulation

Boarding students often need to attend off-campus immunization, medical appointments or other emergencies which might include an ER (hospital emergency room) visit. Our school nurse is able to make appointments for and take a student to seek medical care. By signing the

Enrollment Consent & Required Documents form, you, the parents, give the school permission to seek medical treatment for your child when our staff determines it to be necessary.

Transportation for personal needs for boarding students, are coordinated through the Residential Director.

Airport Pick up and Drop off

We do not provide airport pick-up service. To assist families in arranging transportation services to/from Newark, New Jersey and New York JFK airports, the Residential Service Department keeps a list of experienced drivers. Parents should reach out to the residential director for the list of drivers then select the service that best suits their needs and contact the driver directly to make arrangements.

QUIET TIME

So students get enough rest, and each dormitory will observe **quiet time**. This is typically between 9:30 p.m. and 7:00 a.m. on school days, and between 10:30 pm to 8:00 am when the following day has no classes scheduled.

Students should take extra care to avoid making noise during quiet time. Phone calls and online communication must stop when quiet time begins.

Residential staff may modify quiet time as needed. We expect each student to follow their dormitory's quiet time schedule.

BEHAVIOR EXPECTATION

Consideration for Others

The thought of “considering others first” creates a compassionate environment conducive to an enjoyable and uplifting educational experience. Whether it is talking or playing music, students are asked to keep the volume to a respectful level so that it does not distract those who may be studying or resting.

In keeping with the virtues of traditional society, students may not visit dorm rooms occupied by those of the opposite gender.

Good Manners

- Speak to staff and other students in a respectful manner.
- Seek permission before entering others' rooms or borrowing others' personal items.
- Be punctual, particularly to school, meals, and group trips.
- Attend dorm meetings as they happen.

Leadership

The School encourages dorm students to take up leadership roles and responsibilities:

- Demonstrate principled conduct.
- Prepare rosters.
- Inform teachers on matters pertinent to dorm life and student wellbeing.
- Assist teachers to maintain self-discipline.
- Encourage fellow students to participate in dorm activities.

Personal Hygiene and Space

- Maintain good personal hygiene (e.g. mouthwash, deodorant, foot sprays, shoe freshener, etc.)
- Shower, brush teeth, change socks and underwear daily
- Wash bedding at least once a month
- Seasonal clothes must be clean when stored in closets.
- Keep your personal space tidy. Curtains must not hang on or over beds. Posters and signs must have approval by the residential staff.

Bedrooms

Before students leave for school in the morning, they should do the following:

- Make their beds
- Put away personal belongings into closet and drawers
- Straighten room furniture
- Close windows
- Turn off all lights, heaters, and any electrical appliances
- Hang towels on towel hangers or racks
- Put away toiletries on shelf, in cabinets, and closets
- Place dirty laundry in laundry baskets or bags
- Throw away any trash
- Leave room doors open

Common Areas

Students will be assigned to take turns to clean common areas on a regular schedule. They will:

- Clean bathroom sinks, mirrors and toilets
- Clean kitchen counters, sinks, and refrigerators
- Take out garbage
- Dust surfaces and vacuuming floors

RULES AND REGULATIONS

Northern Academy conducts random inspections of dorm rooms, lockers, backpacks, coats, etc., to verify compliance with school rules and regulations, e.g. electronics policy, discipline policy, device usage, etc.

General Dorm Rules

We are all here for a healthy living space. Here are basic expectations shared across the Northern Academy residences – most explain themselves. Each residence has additional rules specific to itself, to complement this core set. Briefly:

- Follow designated schedules and rosters, and any restrictions on using an area.
- Keep common spaces clean and clear, especially those meant to get wet or dirty.
- Keep your own spaces clean and tidy. Remind or help others to do so too.
- There can be surprise inspections, so stay on top of your cleaning!
- Check-in and check-out as arranged by your dorm.
- Get approval ahead of time from dorm staff, for guests and visitors, even those from other dorms on campus.
- Respect your dorm-mates and dorm staff. No disturbances please.

Schedules and Rosters

- Honor time restrictions such as return-time, quiet-time, and lights-out.
- If an area has a tighter time restriction, such as “start no laundry after 8pm”, honor it.
- Participate as assigned on daily, weekly, and other cleaning rosters.
- Honor other rosters when present, such as who may do laundry on a given day.

Common Spaces

- Clean up after yourself, especially in the kitchens and bathrooms. When convenient, please also clean a little bit more in passing – leave it better than you found it.
- Dress decently outside your room: Pajamas are fine, nudity or underwear are not.
- Discard your foods from fridges if you’ll be away for five days or longer.
- Keep public areas free of personal items.
- Clean off your shoes before coming into the dorm.

Your Own Spaces

- Sleep in your own room and in your own bed.
- Make your bed before checking-out for the morning.
- Tidy your desk and workspace before going to bed in the evening.
- Keep dirty laundry contained and covered.
- No paint, stickers, posters, or other permanent decorations without prior approval.
- If something breaks or otherwise needs maintenance, let dorm staff know, so we can get it corrected for you.

Inspections

- Inspections of rooms and common areas can happen at any time.
- Inspections check at least for safety hazards, cleanliness, illegal substances, and potential problems with the dorm.
- Correct anything you can, when found.

Check-in and Check-out

- Follow your dorm’s procedure for checking-in and checking-out for classes and activities, each time you go in or out.
- Sign in/out only yourself, not for others. Let them get into the habit themselves.
- Sign in/out with a timestamp, please, not just a checkmark.

Guests and Visitors

- Get approval ahead of time from dorm staff, for guests and visitors, even those from other dorms on campus.
- The larger the gathering, the more lead-time dorm staff want. Ask early, please.
- No overnight guests.

Respect Those Around You

- Honor others' personal boundaries, e.g. keep your hands to yourself at all times.
- Communicate timely and politely. Tactfully let others know your personal boundaries.
- No stealing. Get permission before using others' stuff, or eating others' foods. If you did not buy it, it does not belong to you.
- Let the dorm staff know promptly when you see an issue that needs to be addressed.
- Don't disturb others:
 - No addictive substances or activities of any kind, such as video games or unpermitted internet use.
 - No noise or music during quiet hours. Nothing loud outside quiet hours.
 - No profane, violent, or vulgar speech or image
 - No unwanted horseplay.
 - Hazing is illegal, as is sexual harassment. So, don't.
- Dress decently and appropriately, even during weekends.
 - No clothing with profanity or violence.
 - No mini shorts/skirts, spaghetti strap tops, or torn/ripped/faded/vulgar clothing.
 - No shorts or swimwear outside in winter. No pajamas outside the dorm.

Consequences

- Fees and deposits can be levied for cleaning not completed as assigned.
- Damage to furniture and other dorm property, beyond normal wear-and-tear, will be charged at replacement cost.
- Any device, activity, or behavior which causes disturbances may be barred.
- If you break dorm rules too often or too severely, causing trouble for the dorm, you may be given a move-out notice.

Signature and Acknowledgement

All dorming students are required to sign the General Dorm Rules upon arrival.

Cleaning Inspection

Dorm staff will inspect rooms and common areas often. Students shall be asked to immediately correct any areas which fail to meet dorm standards.

Phone Policy

Dorm facilities have a land-line phone for student use at scheduled hours. The use of smartphones and devices are restricted on campus; refer to the "Electronics Policy" regarding student use of such devices.

Families may purchase a mobile "dumb phone" (cannot connect to the Internet, but allows simple calling and texting) for their students.

Computer Use and Internet Policy

In order to allow students sufficient sleep time, dorm Internet access is available until 10 pm Sunday to Thursday, and until 10:30 pm on Friday and Saturday.

All middle-school students (sixth through eighth graders) may borrow Chromebooks from residential staff for studying, checking emails, or communicating with parents. These Chromebooks will only be available at designated places and times.

Room Assignment

Dorm rooms and beds are assigned to boarding students by Residential Services. Individual situations will be considered during the assigning process, but once assigned, students must sleep in their designated room and bed. If students wish to rearrange the rooms they should contact residential staff for approval.

Valuables and Pocket Money

- Wallets, money, and items of value should be kept in a lockable suitcase/locker. The school takes no responsibility for the loss of valuables left unsecured in the dorm.
- Dorm students are encouraged to use debit cards to access their pocket money. Use of credit cards is not recommended. International students who need to open an US bank account, may contact dorm@northernacademy.org for information.
- Dorm students should limit their pocket cash to \$100 or less to minimize accidental loss.

TRIPS

The school organizes weekend shopping, educational and entertainment trips for dorm students. Participation is voluntary. Students should follow the same behavior rules in vehicles as the school requires in classrooms.

Expectations for trip travel on a bus:

- Students remain seated, hands and body within the bus.
- Voices are quiet and respectful of others, no yelling or loud singing.
- Upon departure from the bus, all rubbish is taken out of the bus and thrown into the trash can.
- Respect the driver, and under no circumstances distract the bus driver while driving.

LEAVE OF ABSENCE

Students leaving dormitories must sign the Sign-Out sheet and return by the Sign-In time (9:00 p.m.).

Students who need to be picked up by non-school personnel or spend the night outside of the dorm must have their parent or guardian sign the Travel Permission Form. Parents who fetch their students from the dorm must sign their students out and in with the residential staff.

Students age 18 and above must inform the residential staff and parents of their whereabouts if they intend to spend the night out.

Failure to follow these requirements is a serious violation of dorm rules. Demerit Points will be applied per the NA Discipline Policy, as well as a suspension of the Leave of Absence privilege, the terms of which will be decided by the Residential Director and/or residential staff. Examples of this are displayed below:

Violation 1 - Student returns late, after 9pm, or is not where, or with whom, they said they would be. Consequence: Dorm Rules Violation infraction is entered in FACTS/Renweb, revocation of privilege to leave campus (including weekend trips or shopping) for two weeks. Parents receive notification.

Violation 2 - Student violates the rules for a second time. Leave is suspended for a month, a second infraction is logged with higher consequences. Parent meeting is arranged by Residential Director. One more incident may result in dismissal from dorms.

Violation 3 - The safety and security of our students is a priority. We are not able to be responsible for dorm students who do not respect and follow our boarding rules. The student will have to move out, and other arrangements made. In addition, such violations impact whether they can remain as a Northern student.

SICKNESS

If unwell, dorm students should stay in their room and keep in communication with residential staff, as well as inform their parents/guardian.

Northern Academy has a school nurse on-call who checks on sick students. A student will be quarantined if suspected of contagious disease with symptoms such as fever, severe cough, diarrhea, or vomiting.

Students are encouraged to attend online school if able, but cannot attend classes onsite until symptom free for 24 hours.

A student suffering from frequent illness will be required to see a doctor for examination.

DISCIPLINE

The dormitory is an extension of the school. All rules and policies that apply to Northern Academy also apply to the dorm.

- Students who violate dormitory rules may receive demerit points, perform extra duties, lose privileges, be removed from the dorm (Exhibit B), and/or be suspended from the school.
- Possession or control of drugs, alcohol, or weapons may result in immediate expulsion from the dormitory and school.
- Unhealthy materials, tobacco, vaping, acts of intimacy and dating are prohibited. Students who violate these rules face serious disciplinary action and possible expulsion.
- Damaging others' or school property is vandalism and will result in disciplinary action. Additionally, the repair or replacement costs will be charged to the offending student's account.
- Residential staff have the right to enter and inspect students' bedrooms, and may check students' bags (backpack, pocketbook, shopping bags, etc.) at any time.

FIRE DRILLS

When the fire alarm is triggered, all students and residential staff are to immediately exit the building in an calm orderly fashion, and quietly walk to designated areas to await instruction from residential staff and/or emergency drill personnel. All names will be checked by residential staff to ensure complete evacuation and that all residents are accounted for. Any student absent from the name check will be reported to the Residential Director and/or emergency drill personnel on site. Students and staff may return to dorm only when the all-clear signal is issued.

A Fire Drill will be undertaken in the dorm at the beginning of each semester. Evacuation procedure notices are displayed in prominent positions in the dorm. Students should familiarize themselves with the procedure.

VISITORS

- Visitors need to seek permission from residential staff, and sign the visitor log book.
- Parents/guardians should contact Residential Services to arrange visits to their students in dorm.
- Parents/guardians may visit dorm rooms only if accompanied by residential staff.
- Visitors are not allowed to spend the night at the dormitories. Except for immediate family members, no visitors of the opposite gender may be with the student alone in the student's dorm room.

EXHIBIT A. PACKING CHECKLIST

What to Bring and What to leave at home.

We encourage students to bring only necessary personal belongings. There may be circumstances that require students to move dorm rooms. We want to make that process as easy as possible.

Clearly label all items with the **student's first and last name**.

Most consumable supplies can be bought locally during shopping trips each weekend.

Students who wish to store personal items at the dorm during winter and summer breaks must complete the ***Dormitory Storage Agreement*** (available from the Residential Services Department), and receive approval before doing so.

Bedding:

- XL Twin sheets, fitted and flat - 2 sets
- Mattress cover/padding
- Blanket
- Pillows
- Bedspread, comforter

Toiletries

- Towels, washcloths
- Shower caddy **required* – personal items may not be stored in bathrooms
- Shower sandals/flip-flops **recommended*
- Personal toiletries – shampoo, soap, toothbrush, toothpaste, razors, deodorant, etc.
- Digital Thermometer for personal use **recommended*
- Tissues
- Feminine hygiene products – for female students only

Clothes and Storage

- [Northern Academy Uniform and Dress Code](#)
- No more than 3 sets of casual clothing for each season are suggested
- 4 pairs of shoes: sneakers for physical education and casual wear, slippers for in-dorm use, rain/snow boots, formal black leather shoes
- Up to 7 (sets of) undergarments
- Up to 7 pairs of socks
- Raincoat
- Gloves, warm scarf, winter hat – our campus regularly gets snow from January through April
- Clothes hangers
- Sewing kit **suggested*
- Umbrella **recommended*
- Laundry bag
- Laundry detergent, stain remover, dryer sheets
- Under-the-bed bins or storage crates

Desk and School Supplies

- Alarm clock
- Energy-efficient desk lamp (non-halogen)
- School supplies (i.e., pens, binders, notebooks, highlighters, stapler, etc.)
- USB or flash drive
- Calendar, assignment book, planner
- Backpack/tote bag
- 3-prong extension cord (UL approved)
- 3-prong power strip and surge protector (UL approved)
- Flashlight

Foods and Related Items

Students can buy all these after arriving here.

- Resealable containers to store leftovers and other foods
- Reusable mug, cup, or water bottle
- Dishes, bowls, plates, utensils
- Environmentally-friendly dishwashing liquid, sponge
- Drinks (water, sports drinks, soda)
- Snacks

Medical/Health Related Items

- Basic First aid kit **suggested*
- Necessary medications – prescription medications must be stored at the Health Office; over-the-counter (OTC aka non-prescription) medication must be checked by a nurse before storing in the student’s room

Other Items You Don’t Need, But Many Students Like to Have:	Items That Are NOT Permitted (which may lead to disciplinary action):
<ul style="list-style-type: none"> ● Window Fan ● Decorations (must be hung so as not to damage walls or paint or create fire hazards) ● Non-adhesive wall hanging supplies (ie Sticky Tak, 3M Command strips) ● Headphones for use during private time ● Books for pleasure reading ● Board games and a deck of cards ● Sunscreen and sunglasses ● Bug spray <i>*recommended due to local concerns of EEE and West Nile viruses</i> ● Sports equipment ● Bathrobe 	<ul style="list-style-type: none"> ● Personal electrical appliances including cookware, table-top stoves, toaster ovens, microwave ovens, hot pots/plates, including George Foreman Grills etc. An electric kettle may be acceptable, but should be approved by the dorm staff. ● Any networking hardware such as hubs, routers, and switches; wireless access points or extenders ● Smart devices or any personal devices that can access internet ● Candles, incense, lighters, matches ● Darts and dart boards ● External monitors/TVs ● Firearms, weapons, or paint guns (including BB guns, air guns, hunting rifles, ammunition, bows, arrows, or knives) ● Fireworks or explosives ● Halogen lamps, bulbs, lava lamps, sun lamps ● Hoverboards, electric skateboards ● Immersion coils ● LED lights with adhesive backing ● Mercury thermometers ● Non-approved prescription or OTC drugs ● Power tools ● Space heaters ● Tattooing tools and accessories

EXHIBIT B. EMERGENCY PLACEMENT

If the school needs to remove a boarding student from the dormitory due to an emergency such as medical or disciplinary issues, it is the parents' responsibility to find their child a new accommodation.

The school shall provide the parent with a reasonable time frame to move out in such circumstances.

Cost, Payment and Refund

The parents are financially responsible for the cost of finding a new accommodation. Parents are advised to discuss arrangements directly with the owners of the new accommodation regarding fees and payment, the student's schedule, meal plan, transportation, activity and other special needs as well as any expected responsibilities required on the part of the student.

Fees for the services the school provides during the emergency placement, such as administrative costs, meals, transportation, activities and trips will not be refunded.

New Accommodation Family Responsibility

The new host family will assume the responsibilities of a caretaker for the student, which includes transportation, taking care of the student during sickness, and meeting the daily living needs.

The hosting family may not make decisions regarding the student's education or non-emergency medical conditions, which are still the responsibility of the parents. School communications will be directed to the host family as necessary. All parties (school, host family, parent(s)) should work cooperatively for the well being of the student.

The student shall follow the house rules of the host family that were agreed upon between the parents and the host family.

Returning to Dorm

At the end of the emergency placement, the new accommodating family will be responsible for helping the student move back into the dormitory, upon review, or to another host family if needed.

ACKNOWLEDGEMENT PAGE

NORTHERN ACADEMY BOARDING STUDENT HANDBOOK ACKNOWLEDGEMENT

Parents and students are required to read the “Northern Academy Boarding Student Handbook.” The parent(s) and student give their full compliance with all rules and regulations set forth within the handbook by toggling “Yes” in the Boarding Handbook section of the Enrollment Consent and Required Documents form. Northern Academy reserves the right to terminate students’ enrollment when it is evident the student(s), parent(s), or guardian(s) do not support school policies or treat fellow students and personnel in a manner consistent with school policies.

By toggling “Yes” in the Boarding Handbook section of the Enrollment Consent and Required Documents form, the parent(s) and student verify that you have received, read, and understood, the “**Boarding Student Handbook,**” and you agree to fully comply with the policies, regulations, guidelines, code of conduct, and any amendments that may be added during the school year.