



Parent and Student Handbook

2024-25

(Draft subject to further revision)

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.

The policies in this handbook are intended to ensure a positive and harmonious environment for the Northern Academy community. By enrolling in Northern Academy, students and their families are expected to cooperate and comply with school policies, rules and regulations. These policies may be revised from time to time and shall be effective immediately, with, or without, notice. The student body and their families will be advised of any such changes and thereafter expected to cooperate in observing them. Parents and students are required to sign the Parent and Student Handbook form. Signatures of the parents and students indicate their full compliance with all rules and regulations set forth within the handbook.

Northern Academy admits students of any race, gender, color, national and ethnic origin, religion, or disability to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, gender, color, national and ethnic origin, religion, or disability in administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school-administered programs.

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Middletown, NY 10940 USA
www.northernacademy.org

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Introduction

Northern Academy, located in Middletown, Orange County, New York, is a distinguished private day and boarding school providing college preparatory education for students in Grades 1 through 12. We strive to equip students with the essential skills, discipline, and confidence required for success not only in college but also in life.

Northern Academy nurtures academic excellence in students. Students at Northern Academy receive a rigorous, top-tier education that imbues a philosophy of lifelong learning. All of Northern's education programs are grounded in classical perspective and crowned by an emphasis on real-world application. With a student-teacher ratio of 7:1, we ensure a flexible and responsive educational environment, tailoring the learning experience to the unique needs of each student.

At Northern, every student engages in a comprehensive college preparatory curriculum, complemented by mandatory and integral co-curricular activities. These activities are thoughtfully crafted to strike a balance with the academic curriculum, providing each student with opportunities to expand their learning beyond traditional subjects and nurture their individual passion projects. Our co-curricular programs aim to enhance social skills, intellectual competence, moral values, personality development, and character appeal in students. Northern's diverse range of co-curricular activities encompasses athletics, cultural events, academic pursuits, dance, fine arts, meditation, and music.

At the center of it all is moral character development - The Northern Way, aspiring to enable students to orient their tastes towards the wholesome, pure, and magnificent aspects of life, and build their lives toward courage, poise, and grace. In this formative stage of a child's life, laying a foundation of virtue, good character and good habits will benefit them for the rest of their lives.

Authorization and Accreditation

Northern Academy received its absolute charter from the New York State Education Department, and is accredited by the Middle States Association Commissions on Elementary and Secondary Schools.

Amendment/Change Provision

Northern Academy's administration reserves the right to change or amend the Northern Academy Catalog at any time. Northern Academy's policies may be revised from time to time and shall be effective immediately, with, or without, notice.

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>

School Culture

Mission Statement

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 Northern Anthem

The Northern Way

*Lyrics by Katy Mantyk & Evan Manyk
Piano arrangement by 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.

Schedule

School Calendar and Bell Schedule

Northern updates the school schedule annually. Year 2024–25 calendars and bell schedules are published on the school website at: www.northernacademy.org/about/calendar

Alerts and Schedule Changes

On inclement days, the Principal or a designated school official will make the decision to cancel school, delay school opening or dismiss early. Parents and guardians will receive an email by 6 a.m. informing them of a schedule change.

Our school uses a text alert messaging system regarding schedule change to the emergency contacts for Day students. To receive text messages, parents need to register at www.remind.com/join/na2024fall

Parents update their contact information on the School’s student information system (SIS) and need to register at least two emergency contacts who can come to school to pick up the Day students in case of early dismissal or other emergencies that cause school schedule change.

Scenarios of Cancellations, Delayed Openings and Early Dismissals

Northern Academy uses different sources for the weather forecast including AccuWeather and Weather.com as well as the Middletown School District schedule as reference to make decisions regarding school schedule change. The table below provides some examples:

Alert Type	Forecast	Pick up by	School Time	Meal Plan
Cancellation	Snow overnight with accumulations causing travel difficulty	-	School closed	-
Delayed Opening	Snow until midnight with accumulations	-	Two-Period Delay Bell Schedule	Late breakfast
Early Dismissal	Snow starts noon - 5pm with accumulations	One hour before the snow starts	Classes and activities canceled after the pickup time.	Dinner canceled

Educational Program

Northern delivers an outstanding education that empowers students to excel academically, providing a smooth transition into successful college experiences, and thrive in their professional endeavors. Beyond academic achievement, we strive to foster moral integrity and cultivate well-rounded individuals who positively contribute to society. In particular, Northern Academy aims to:

- Foster students' intellectual excellence through the delivery of exceptional instruction across academic subjects, spanning Grades 1-12;
- Empower students to extend their learning beyond traditional subjects by engaging in exciting co-curricular programs that facilitate the development of their passion projects;
- Instill in students a profound respect for moral character.

Curriculum

The Northern curriculum is designed to draw from the wisdom of the past while guiding our students on their journey into the future. Our curriculum includes classical literature, authentic historical studies, rigorous scientific projects, and advanced math problems, offering students a diverse and engaging education.

Beyond the classroom, our vibrant co-curricular programs span a wide spectrum of activities, from soccer and badminton to ballet, orchestra, drawing, and video production, helping students discover their interests and passions.

Through our character education initiatives—which include fostering virtuous habits, providing guidance through our advisory program, and offering social etiquette training—we empower our students to become well-rounded individuals ready for intellectual and cultural growth..

Co-Curricular Tracks

Northern Academy provides four co-curricular tracks, or concentrations, to all enrolled students:

- Academics & Athletics
- Dance
- Music
- Fine Arts

Students need to declare a track at the time of enrollment, and can make changes at the beginning of a semester. Students seeking to change tracks must first contact the department chair of the track they are interested in to obtain a track change application form, and then submit the application to the Admissions Office during the grace period at the beginning of a semester. Should they wish to change tracks after the grace period, they must wait until the following semester to do so.

GRADING POLICY

The school year is divided into two semesters with two grading periods in each semester. A report card will be distributed electronically via the FACTS/RENWEB parent portal at the end of each grading period to indicate progress. The final grade for each semester will be recorded on the student's transcript and determine credit.

The table below summarizes the conversion of letter grade, traditional percentage grade, and grade point. A student's GPA is computed as the average of all the semester grade points. Weighted GPA Value is calculated by adding 0.5 to Honors and adding 1 to AP course GPA Value.

Letter Grade to Percent and Grade Point Conversion

Letter Grade	Percent Grade	Grade Point	Carries Credits
A+	97–100	4	Yes
A	93–96	4	Yes
A-	90–92	3.7	Yes
B+	87–89	3.3	Yes
B	83–86	3	Yes
B-	80–82	2.7	Yes
C+	77–79	2.3	Yes
C	73–76	2	Yes
C-	70–72	1.7	Yes
D+	67–69	1.3	Yes
D	63–66	1	Yes
D-	60–62	0.7	Yes
F	0–59	0	No

Additional Grade Codes

The grades in the additional grade codes listed in the table below do not affect the GPA.

Code	Description
CR	Credit is awarded, but no grade is applicable.
I	Incomplete. Approved extension of time to complete course requirements.
W	Approved withdrawal without credit.

ACADEMIC INTEGRITY, PROMOTION, AND GRADUATION

Academic Integrity

Integrity is at the core of Northern Academy's value system. Through integrity we uphold moral values and take responsibility for ourselves, others and society. Northern students are expected to demonstrate intellectual honesty in their studies, daily actions and throughout life.

Students will follow Northern Academy's [Academic Integrity Policy](#) and [Final Exam Related Policies and Procedure](#).

Violation of the Academic Integrity Policy may result in disciplinary actions per Northern Academy's Discipline Matrix.

Promotion and Re-enrollment

Northern Academy typically has 180 instruction days. Students with 19 or more absences may not receive course credit for the semester and may jeopardize promotion to the next grade level.

Students must complete the course work at a passing level. Students failing two or more subjects for the year may not be promoted to the next grade level.

All students are expected to successfully perform the academic work required by the faculty to ensure satisfactory progress. Continued enrollment is contingent upon favorable attendance, satisfactory academic performance, a positive attitude, and good moral behavior. As members of the Northern Academy community, students are expected to conduct themselves responsibly outside of school as well as during all school-sponsored programs.

Academic Probation

Students who fall below the grade of 70 in core subjects (English, Math, Social Studies and Science) will be placed on Academic Probation. Co-curricular classes will be removed from the schedule and replaced with study hall time. Co-curricular classes will be reinstated once their core subject teachers affirm that the student has caught up with their studies..

Academic Support

Throughout their time at Northern, students meet with their faculty advisers to discuss course selection, ways to improve their academic experience, and long-term goals for their future.

Accelerated Learning and TAG

Northern Academy's talented and gifted (TAG) students who master a subject significantly more quickly than their classmates will be exposed to some of the material covered by the next grade. For example, math TAG students in Middle School might take the equivalent of a High School-level algebra course. AP courses will also be provided for TAG students in high school.

Individualized Learning

Each student is eligible to receive individual tutoring for one subject per week at our learning center or with their subject teacher.

English as a New Language (ENL) Students

All high school ENL students are required to complete at least one year of ELA courses at grade level and pass a specified English Language exam. The table below is a summary of ENL credits counted for ELA and/or academic electives.

ELA and/or Academic Elective Credits for ENL Classes

ENL Class	ELA	and/or	Academic Elective
ENL I	1 credit	and	2 Credits
ENL II	1 credit	and	1 credit
ENL III	1 credit	or	1 credit
ELA-Lab	1 credit	or	1 credit

Retaking Tests

In accordance with New York State regulations, Northern Academy will permit students who received a failing grade on a midterm or final exam in any of the core academic subjects to retake the test within two weeks.

High School Graduation Requirements

Students in grades 9-12 are required to take a total of 24.75 credits to be eligible for high school graduation. All students are required to take a minimum of 5 credits of courses per academic year, even if they have fulfilled the graduation requirements, which include electives, co-curriculars and PE each semester. All students are required to participate in the quarterly student assembly and weekly school cleaning. Candidates for graduation must be clear of any existing or pending disciplinary action in order to participate in the commencement ceremony.

All graduates are to complete an exit form and return all school property. Exit forms will be emailed during the last week of May. You are to ensure that school property (textbooks, library books, school ID, Chromebook, etc) are returned, lockers and/or dorm rooms are cleared, and all payments on your account are fulfilled. Once all school accounts are cleared, the Registrar Office will then release your official transcripts.

Transferring senior students must successfully complete one full semester of courses at Northern Academy in order to graduate.

Please check school website for updated requirements:

www.northernacademy.org/academics/graduation-requirements/

Honors & Recognition

National Honor Society (NHS)

The National Honor Society is the nation's oldest, largest, and most prestigious student recognition program. The Four Pillars of NHS are Scholarship, Service, Leadership, Character. The criteria for NHS is to have an overall GPA of 3.50 with scholastic, leadership, character, and community service distinction.

Applications and guidelines for admission are available to sophomores, juniors, and seniors from the Faculty Advisor, Maureen Zebian (mzebian@northernacademy.org). Annually, High School students can submit an application for consideration. The school offers an induction ceremony for new members in the Fall.

School Awards

School Awards recognizing student achievement are announced twice a year in February and June. Certificates are issued to students who exhibit exemplary performance in the following categories - Academic, Artistic, Character, Excellence, Improvement, Leadership, Service. All students, regardless of award category, must be free from Demerit Points in order to be eligible.

STUDENT SERVICES

Registrar

Parents and students may review the student's academic grades through the Office of Admissions and Records, and may request copies of such records by submitting a request through [the Transcript Request Form](#).

Parents or students 18 and older may request a transcript to be sent to themselves, or the schools or colleges they are applying/transferring to.

There is no fee for the first transcript request for the semester. Additional requests for transcripts during the semester are \$10 each. There may be additional postage fees if the transcript is to be mailed by regular mail.

Students who are withdrawing or graduating from Northern Academy must fill out an Exit Form and have all required signatures completed by the designated staff, in order to request transcripts.

Academic Advising

Throughout their time at Northern, students are paired with a teacher advisor who will work closely with the student and family. Students have access to various support mechanisms as they work toward academic success. Students meet regularly with faculty advisers to discuss course selection, ways to improve their academic experience, college planning options, and long-term goals for their future.

Talented and Gifted Students

At Northern Academy, talented and gifted (TAG) students who significantly excel in a particular subject are encouraged to take advanced courses. For example, math TAG students in Middle School might take High School-level algebra and geometry courses. AP courses will also be provided for TAG students in high school.

Counseling and Guidance

School based Counseling includes the following: personal counseling, academic advising, college and career guidance, student affairs and discipline.

- Group counseling sessions may address the following topics: adjustment to high school, study skills, adolescent development, career choices, conflict resolution.
- Academic and personal counseling are available to all students by appointment.
- Referrals to outside counselors are made through the counseling department.
- Northern Academy reserves the right to refer students to outside counselors when deemed necessary.

Parent conferences are also part of the school counseling program. Either the school or the parent may initiate these conferences.

College Planning

As a college preparatory school, Northern Academy initiates our students' college planning process from middle school in life skill classes. The college planning at Northern develops an individualized road map to success for the student, which includes academic work, character development, career choices, special interests and skill sets, as well as the college application. In the 11th and 12th grades, counseling sessions focus on the college selections and financial aid application process.

The college planning advisor will coach the student on how to best utilize his/her time and resources during the 4-year high school experience. The advisor guides students toward developing a well-balanced and unique profile that can be competitive for the college of the student's choice.

The student will be mentally and academically ready for college life through the planning. The process can also transform the student to be a responsible citizen with high moral standards.

School Attendance

For students to succeed at Northern Academy, it is important that they attend school each day unless there are extenuating circumstances, such as illness. Northern Academy takes accurate attendance, and identifies chronically absent students. Our Attendance Regulation sets forth standards for attendance at Northern, and meets the requirements established by New York State education law.

Northern Academy typically has 180 instructional days. Students are required to maintain a minimum of a 90 percent attendance standard for all classes. Students with 18 or more unexcused absences (example: absent multiple days without a doctor's note) may not receive course credit for the year. Should a student be absent for two (2) consecutive days, a doctor's note is required. Parents should always contact the attendance office providing reason for all absences.

Chronic absences and truancy are indicators that a student does not want to attend Northern Academy and that student may be subjected to dismissal.

Student Leave of Absence

If you need to apply for a leave of absence (e.g. your family is on a travel holiday during the school year), a student leave of absence request form must be completed and submitted to the office. Students are responsible for keeping up with classwork and for completing all homework due during those dates.

The student leave of absence request form is available from the [Student Affairs Office](#).

STUDENT LIFE

In Loco Parentis

In *loco parentis* is a legal doctrine holding that educators assume custody of students in **school** because they are deprived of protection from their parents or guardians. Educators stand in *loco parentis* or translated, in place of the parent. Therefore, Northern Academy will serve as your child's parent while attending school during the day and/or while living in the dormitory. Particularly for students who live in an on-campus dormitory, the school will make all the usual day to day decisions a parent would make in the best interest of the child.

Environment and Culture

Northern Academy is an educational institution that nurtures students who have good moral character and will ultimately contribute to a strong society. The Academy emphasizes high moral values and conduct which are necessary, not only for the individual student, but will accomplish the goals of the organization's quality educational programs.

At the beginning of the school year, students and parents receive orientations and a Student Planner to help them navigate life at Northern Academy.

Our service departments strive to provide students with a safe and healthy community in which to grow. All students are encouraged to become fully involved members of the school community by participating in after-school activities. Students put many hours in dance, music, study groups, and student clubs, which helps them work together and build community.

Service Policies

Parents and students may request policies and forms from the relevant departments. In order to participate in school activities, families and students will follow the policies and regulations which may involve filling out applications or request forms, giving consents, and/or pay related fees.

Clubs and Extracurricular Activities

Northern students may join or start a club all throughout the school year. Most clubs are formed at the start of the school year and club leaders advertise and encourage membership at the annual Club Expo event in September. Every club must be in accordance with the educational mission of the school, have a staff member as the club advisor, and must have an approved application and constitution on file with the administration. Click here to read the [Student Clubs & Organizations](#) policy. Clubs can organize trips, events and other community activities.

To participate in any club / extra-curricular event, attendance during the school day is required. Northern Academy will not be responsible for any event that is not officially sanctioned by the administration.

Volunteer & Community Service

Volunteer & Community service is a necessary component of life skills and character education. Northern strongly encourages and supports students who have the desire to volunteer by providing opportunities to join service teams such as Ambassador Team, National Honor Society, Peer Tutors, Student Council, Rotary Interact Club, Peer Mediators, Friends of the Garden, as well as participate in seasonal activities such as Summer Camp CITs, Holiday Gift Wrapping, community festivals and performances, among other opportunities. Students may

be eligible to earn community service hours by performing service on campus, in school, or off campus in the community. Read more about our [Student Community Service Policy](#).

Cafeteria

The school cafeteria provides three healthy and delicious meals a day. While students may choose from different options for a meal plan, all students are required to participate in the lunch service. The cafeteria is a place where students gather to enjoy their meals and relax.

To maintain this atmosphere, students will:

- Arrive at lunch on time.
- Form an orderly queue and not push ahead nor cut in front of others while waiting to access the buffet counter.
- Refrain from talking at the buffet counter so to avoid spittle from getting on the food.
- Take only the amount of food you can finish. You can revisit the buffet for “seconds”.
- Never waste food. Dumping full plates of food in the trash will incur a \$10 fine for each occurrence.
- Show proper respect and positive regard to all kitchen staff.
- Sit in accordance within designated sections for staff, college, academy, ladies only and gentlemen only areas.
- Sit properly at the tables; never stand on chairs/sit on tables.
- Dispose of all trash before the end of the lunch period using appropriate containers for and recyclables and refuse.
- Clean your table area before leaving the cafeteria.
- Pick up what you dropped on the floor.
- Refrain from any activities that might create a dangerous situation for schoolmates.
- Be attentive to all announcements.
- Use entrances and exits as directed.

Snacks will also be available for purchase. All food and drink must remain in the cafeteria. Students will not take cafeteria food or drinks to classrooms; only bottled water is allowed in classrooms.

Families who would like to sign up for the breakfast and/or dinner meal plans, should fill in the [Meal Plan Order Form](#) before the beginning of each semester.

Health Services

The school is served by a school nurse that is available during the school day. Generally parents will not be contacted for routine use of medical services, such as minor injuries and illnesses. In matters of any significant illnesses and injuries, especially when anticipated treatment is prolonged or complex, parents will be informed by the school nurse. For more information, visit <https://northernacademy.org/campus-life/>.

Residential Services

Students are assigned to campus housing according to biological gender. Please refer to the [Boarding Student Handbook](#) for a comprehensive review of Northern Academy’s residential services.

If you have any questions or concerns, contact the Residential Director via email: dorm@northernacademy.org

Dormitories

Northern Academy's dormitory rooms are supplied with basic furnishings - bed with mattress, desk, closet. Each room can accommodate two to four students depending on the size.

Move-in and Move-out

The student move-in day is 2:00 PM the day before they are scheduled to start school.

During Winter and Summer Break, school dormitories will be closed. Students must move-out of the dorm by 11:00 AM on the first day of the break. No dorm or meal service will be provided when dormitories are closed.

Student Savings Accounts

Need to open a student bank account? Our students have been using the service of International Bank of Chicago (IBC). IBC representatives will be on campus during the first week of the Fall semester and the week after Winter break to assist students with their banking needs.

Student Rights and Responsibilities

Northern Academy aims to stimulate and challenge a student's interests and studies so they can reach their highest potential. Opportunities for growth and achievement are available to all students, so long as the pursuit of interests and studies is conducted in an appropriate manner, and does not infringe upon the rights of others.

Northern students are offered:

- A challenging and enriching education leading to a NYS high school diploma.
- Study in an educational environment where their health, safety and welfare are protected.
- An elected Student Council tasked with enriching the lives of students through scheduled events, that meets regularly with advisors to discuss matters of importance to the school.
- Grade representatives that help disseminate council information to the student body, and model school character and values.
- Standards, expectations and policies as guidance for appropriate behavior, and scholastic achievement.
- Be treated fairly, and with respect.
- A school culture receptive and open to concerns and grievances, without fear of reprisal.
- Organized clubs, activities and events to enrich student life.

It is the student's responsibility to:

- Adhere to all regulations pertaining to attendance & punctuality; to participate in all classes and activities, and achieve the highest academic standards.
- Abide by and uphold school regulations, rules and policies, including when witness to violations and impropriety, and to live by Northern's core principles of Integrity, Compassion, Resilience.
- Maintain personal appearance, hygiene, cleanliness; maintain a proper living environment, and demonstrate respect for school property and the property of others.
- Have fair consideration of the opinions and feelings of others, and treat others fairly and with respect.
- Bring concerns about policies and actions to the appropriate administrative personnel.
- Influence peers constructively with upright behavior, intention and action.
- Willingly take part in service to school and community, and support events and activities.
- Recognize that freedom of speech does not constitute license to interfere with the orderly and safe operation of the school. Inappropriate language reflects poorly on one's character.
- Understand that as a Northern student, you represent the school in conduct and appearance in all environments, both on and off campus.
- Cultivate moral virtue in thought, speech, and deed. This is the foundation of upright character.

Student Conduct and Discipline

Northern Academy is committed to ensuring that our school environment is safe, secure, and orderly. Such an environment depends upon the willful effort and participation of all members of the community—teachers, students, administrators, parents, and related service providers—to cooperate with school policies and expectations in a respectful manner.

Our goal at Northern is to foster intelligent, creative, and upright students with a culture and education rooted in the wisdom and virtues found in traditional culture.

To preserve and maintain the integrity of our culture, student conduct that is disruptive to the character standard, culture and learning environment of the school, and/or disruptive to the peace of the community will not be tolerated. All students must abide by the Student Code of Conduct, and NA Discipline Policy. Violations will be addressed in accordance to the Code, and with discipline measures indicated in the discipline policy.

Integrity

As a school that values character development, dishonesty and deception of any form is considered a violation of the educational foundation of our school. While test scores and grades are an important standard of academic or artistic success, upholding moral principles is paramount, and essential quality of a truly noble person. Lying, cheating, plagiarizing, use of AI, and all other forms of dishonesty are unethical and deserve serious consequences.

Uniform and Dress Code

As a school that emphasizes the social propriety found in traditional culture, our students are expected to be well groomed and dress in clean, proper, and modest attire at all times while on campus.

Northern's Uniform, Appearance and Dress Code policy has been devised to promote a positive learning atmosphere. In doing so, all students are to wear the Northern uniform when required according to the uniform policy. All School Uniforms pieces may be ordered [directly from Land's End](#). Our school number is 900185968.

- For girls, the skirt length will not be shortened, and will remain equal length in the front and back. Proper footwear (black shoes) is to be worn. Flip-flops, slippers and backless shoes are not permitted, as this is a safety concern for our students.
- No head covering (hat, cap) is to be worn indoors, except for religious observance.

If you forget to bring your uniform or it has been damaged during the day, please visit the receptionist at C building for help.

If you have any questions regarding the school uniform or dress code, please contact Student Affairs Office frontdesk@northernacademy.org.

Electronics

In order to allow students to focus on their education and keep distractions to a minimum, portable smart electronic devices such as smart phones, iPods, and iPads are NOT permitted on campus or in the dormitories. Communication devices are provided by school for students in need.

All high school students will be provided with their own chromebooks.

Read our [Student Use of Electronics, Devices and Resources](#) for more information.

Inappropriate Material

In order to preserve our good environment, which is designed to develop each student's artistic and academic potential, it is important to prevent inappropriate material and other distractions from getting into our school. Students should not circulate on campus any irrelevant or degenerate material that disrupts their education or conflicts with the traditional artistic vision of the school. Dance and music students must only use training materials that are in line with the artistic guidelines of the curriculum. Violent, explicit, or pornographic content is prohibited. This includes any inappropriate use of a camera and/or any personal/school issued electronic devices.

Intimacy and Dating

Social propriety is an important aspect of traditional culture. To create a clear path for learning in which all our students can reach their potential, free of distractions and emotional entanglements, is a priority. Taking into consideration our school's overall environment, educational mission, and the respectful consideration of others, dating and acts of intimacy and affection are strictly prohibited on and off campus.

Relationships between students are to be in the standard of the *business professional* where scholarly and intellectual collaboration, teamwork and collegial regard is encouraged. Students should forge friendships based on shared interests, mutual respect, trust, decency and exhibit this by maintaining clear personal boundaries. Students are expected to restrain the impulses of attraction, knowing that in this stage of life, the development of sound and rational thinking, reasoning, good judgment and life purpose take priority.

Northern will not condone the trends and fads of popular culture which, too often, pushes inappropriate behavior onto children which, by design, are destructive to moral decency. Our school culture aspires to preserve chastity and this encompasses all expressions of speech, attire, behavior and appearance.

Homework/Vacation Assignments

Homework is assigned regularly in each subject. It is designed to reinforce or anticipate classroom work and may include written, reading or study parts. At times it may require visits to museums or cultural events and selective television viewing. Students are advised to exchange phone numbers and email addresses in order to obtain assignments in the event of an absence.

School vacations are intended to provide an opportunity for students and teachers alike to rest, recharge and spend time with their families. To honor this goal, projects and other lengthy assignments may be given as long as students are provided ample time before and after the vacation to complete them.

To honor the commitment to excellence in academics, parents should not schedule vacations that conflict with school days.

Plagiarism and Copyright Infringement

Users will always fully and accurately credit sources for written work and never engage in plagiarism.

Plagiarism is taking someone else's work and passing it off as one's own.

Respecting the rights of copyright owners is required. (Copyright infringement occurs when you reproduce a work that was created by someone else and is protected by copyright). If a work contains language that specifies appropriate use of that work, you should follow the expressed requirements. If unsure whether or not you can use a work, you should request permission from the copyright owner. Direct any questions regarding copyright law to a teacher.

Good Practices:

- Take careful notes. Make sure you use quotation marks whenever you write down exact words from your source.
- Cite a source each and every time you use it. The citation is needed even if you are using all your own words. (If the same source is used throughout a paragraph, you may cite it at the end of the paragraph).
- Whenever you use someone's words, indicate this by using quotation marks. If you do not do this, you will be guilty of plagiarism even if you cite your source.

ACADEMIC HONESTY IS ESSENTIAL FOR TRUE ACADEMIC SUCCESS.

Tobacco, Alcohol, Drugs, and Weapons

The safety and security of our student community is of utmost importance, therefore, Northern Academy has a zero tolerance policy for tobacco, alcohol, drugs, and weapons on campus. They are not only damaging to the user, but can also endanger others. As such, possession or control of tobacco, alcohol, drugs, or weapons on campus may result in a parent-student-teacher meeting, police involvement, and/or the student's expulsion from school.

Prescription drugs may be permitted on campus only for the prescribed individual after being registered by a parent or legal guardian (must be accompanied by a doctor's note). The presence of prescription drugs on campus without proper registration is considered substance abuse and will be subject to the zero tolerance policy.

Serious Misconduct

Northern Academy seeks to create a safe environment that will enable students to do their best and have every opportunity for success. Therefore, any act of violence, sexual harassment, bullying, vandalism will be seriously and strictly dealt with and may be grounds for immediate expulsion.

Field Trips

All school rules apply to field trips. While on school trips, students will:

- o Be attentive to the supervisors and the programs during all phases of a trip.
- o Follow the explicit instructions of the supervisors on the trip and during transport.
- o Stay with the school group. There is to be NO wandering.
- o Display proper attitude and act as ambassador throughout the trip.
- o Obey all regulations of the Transportation Authority.
- o Respect regulations of the trip destination (e.g., theater, museum).
- o Leave all facilities and transportation in good condition.

- o Students are responsible for any missed work while attending a trip.

The field trip begins and ends with transportation arranged by the teacher sponsoring the field trip. Any participating student is expected to comply with field trip regulations and school bus rules.

Student Grievance

Northern Academy encourages open and constructive communication and recognizes that students may have school-related concerns or problems on occasion. When students cannot resolve school-related problems or when they feel unfairly treated, they should first seek assistance from their advisors to find resolutions to problems. If these efforts are not successful, students are to communicate the problem by filling out a [Student Complaint Form](#) and submit it to the Student Affairs Office (SAO).

Transportation

Northern Academy provides transportation for field trips and to boarding students who have special appointments. Some public school districts may provide bus transportation to day students who live within 15 miles of our school. Parents/guardians are responsible for applying directly with the public school district in which they reside. All students must conduct themselves in an appropriate manner at all times while riding buses to and from school in accordance with the school bus rules and Transportation Regulation.

Staff-Student Relations

Staff members shall maintain professional relationships with students at all times. Staff members shall be expected to regard each student as an individual and to accord each student the rights and respect that is due him/her.

In the event that any complaint is made involving an allegation of child abuse in an educational setting, the mandatory reporting provisions of the Education Law shall be followed by school staff.

No staff member, teacher or administrator may use their private vehicle for the transportation of students at any time except in cases of extreme emergency and with previous parental and administrative approval. Staff members, teachers or administrators shall not engage in one-on-one mentoring of students for any purpose whatsoever without advance notice to parents and building principals.

PARENTAL INVOLVEMENT

The Parent Organization

The Northern Academy Parents Organization (NAPO) is an organization established by parent volunteers. Local parents of Northern Academy students hold monthly meetings at the school with video conferencing to connect out-of-state parents. They collaborate with school officials and faculty to set goals to improve the overall school experience for students, fundraise for special events and campus projects and encourage community involvement and volunteerism.

Visitors

For safety reasons, all visitors entering school buildings must stop at the Reception Desk in C Building to state their business in the school. Visitors who disrupt the educational process, in any manner, shall be asked to leave. If a disruptive visitor refuses to leave, a complaint will be filed with the Police Department. Staff members who determine that unauthorized persons are in the building are to immediately inform the Security Department for proper disposition.

Giving

The distinctive values of Northern Academy [shape us today](#) and inform our aspirations for tomorrow. Our school is making a positive impact in the local community. You can be an important part of that change.

Northern Academy is a Not-for-Profit organization under Section 501(c)(3) of the U.S. Internal Revenue Code. Your generous donation is tax-deductible to the extent provided by law.

School Environment

Students have the responsibility to respect and protect school facilities and property all textbooks, library books and materials assigned to them.

If a student deliberately steals, damages, or defaces school property, they will be liable for payment and may receive consequences, including suspension or dismissal.

Student Photo ID

All students and staff are to wear their photo ID cards visibly at all times when on campus. The wearing of ID cards by students and staff ensures a safe environment for all. Intruders can be quickly identified and apprehended. Injured persons can be identified and assisted by first responders. If your ID card is lost, please see the receptionist in the lobby of Building C (Academic Building).

Northern Academy IDs are school property. Lost and damaged ID cards will be charged a replacement fee. Please refer to our Tuition and Fee policies for more information

Student Lockers

School lockers are assigned to students for the school year by each department. The use of a locker is a privilege. Please maintain this privilege by keeping your locker clean and in good working order. Northern retains the right to inspect locker contents at any time and without prior notice.

Students are responsible for the security of personal possessions in their lockers. They should not share their combination lock number with anyone. Students are allowed to decorate the inside of their lockers with materials that are easily removed. Under no circumstances should students write on the inside or outside of lockers. All lockers are adequate to accommodate a student's materials and clothing if maintained in a neat and orderly fashion.

When students access their lockers they will refrain from congregating in the hallways. Quiet hallways help maintain appropriate learning and testing environments in classrooms. Please check with your department chair for any questions related to lockers.

Textbooks and Supplies

To assist students who may be required to obtain textbooks for their studies at Northern Academy, the school offers its students the option to rent textbooks to students. Students to whom textbooks are issued are required to keep them in good condition. Rental fees and fines (for loss or damage) are based on the retail price of the textbook and its original condition when issued. Students and parents/guardians must sign a [Textbook Contract](#) before any books will be issued. The cost of class supplies is included in the tuition fee.

SCHOOL POLICIES & PROCEDURES

Announcements and Notifications

The main channel for the school to make announcements and send notifications to parents and students is through email. Parents and students should check emails often to receive important information about school events or emergencies.

The successful delivery of information is dependent upon accurate contact information for each student, so please make certain that we have your most current phone numbers and email addresses. If this information changes during the year, please let the front desk (frontdesk@northernacademy.org) know immediately.

Fire Drill

Fire drills are conducted 12 times per academic year on campus and 14 times in dorms to comply with New York State laws and enhance students' familiarity with safety procedures. The alarm signal is a sudden shrill blast in pulsation. All individuals must promptly and quietly evacuate, following instructions posted in each room and adhering to teachers' guidance. Maintaining silence during drills is crucial for the safety of the entire school, and disciplinary action will be taken for any violations. Further details on evacuation procedures can be found in the Classroom Fire Drill Instruction on the school website.

Emergency Procedures

In the event of an emergency, the Principal (or designee) will activate the emergency protocol and determine which outside agencies to contact for assistance.

If the emergency or dangerous situation threatens the health or safety of members of the community, the Principal shall immediately notify the community using the emergency notification system and other communication outlets in accordance with school policy.

Mail Handling

The school administration office accepts mail packages on behalf of boarding students as part of the Dorm Service. However, day students who live with parents or hosting families should have their parcels sent to their residences.

Lost and Found

If an item is found, drop it off at the C Building Front Desk, or place the item in the Lost & Found boxes located in B Hallway or in C Lobby area. The items will be kept for a reasonable period of time. The school will not be held accountable or liable for items left or lost on school premises although we will make reasonable efforts to help students locate such items.

Health Services Regulation

If a student becomes ill or injured during the school day, they should request a pass from the teacher to the Nurse's Office. Students who feel sick or are concerned about becoming ill must promptly discuss their symptoms and concerns with the school nurse. They should refrain from attending any class, co-curricular activities, or casually staying in the dorm until they have consulted with the school nurse. Failing to do so puts their friends, classmates, faculty, and staff at risk of illness. Please remember that your health and the well-being of the community are more important than missing class.

For day students, the nurse will give them minor treatments or call the parent/legal guardian to take the student home. For boarding students, the nurse will give them minor treatments or send them to a primary care physician, if necessary. No student should be in the Nurse's Office for more than one class period.

Medications are not provided without both parental and physicians' authorization, but minor injuries may be treated.

Health policies are sent to parents at the enrollment.

Health Insurance Requirements

All students boarding at Northern Academy are required to have a valid health insurance or the Northern Medical Center (NMC) health package. Health insurance is mandatory for all boarding students who must have insurance coverage at all times.

Participation in Religious Exercises

In accordance with the regulations of the New York State commissioner of Education (CR 109.2), the Board of Northern Academy permits students to be absent for religious instruction/education. Students at Northern Academy can be excused from school for religious instruction as long as they have a parent or legal guardian sign a written request one week in advance and provide proof of registration for the religious course. The religious instruction program must be run by a recognized religious organization.

Nondiscrimination Policy

Northern Academy admits students of any race, gender, color, national and ethnic origin, religion, or disability to all the rights, privileges, programs, and activities generally accorded or made available to students at the school.

Appendix A.

The Chief Habit

Our character is who we choose to become. The 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: keeping my responsibilities by being on time to class and engaged in my studies

Inquisitiveness: being curious and asking meaningful questions

Judgment: making good decisions that help me be successful

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

Kindness: being friendly toward others in my community.

Cooperation: showing that I'm a good team player.

Conversation: having discussions in a way that shows I'm interested and thoughtful.

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

Tidiness: keeping my appearance and environment in a neat and organized way.

Ownership: taking personal responsibility for my mistakes and working to improve.

Self-Control: controlling my emotions and actions.

Core Values & Virtuous Habits - Definitions (High School)

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

Academics: keeping up on all my classwork assignments, homework, and lessons in an ethical way.

Creativity: producing imaginative or original works that express beauty, depth, or innovation

Complete Thinking: investigating a topic or idea from as many perspectives as possible.

Leadership: Organizing and guiding others to complete a goal.

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

Respect: treating the people in my community with goodwill, kindness, and decency.

Service: going out of my way to assist others with what they need.

Teamwork: working with others in a group to complete a goal or activity.

Articulation: speaking or writing in a clear way that also considers the viewpoints of others.

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

Willingness: participating in activities with readiness and enthusiasm

Grit: persevering through challenges in a determined way

Positivity: being optimistic and lighthearted in my attitude toward life

Self-Direction: using my free time well to keep up on my commitments

The Five Elements of Learning - Applying Virtuous Habits in daily life

Knowledge: I can tell you what this Virtuous Habit is, and give examples of it.

Practice: I can name some examples of how this Virtuous Habit has improved my life

Experience: I can show how I've put this Virtuous Habit into practice on a regular basis, especially amid some great challenges

Understanding: I can show how this Virtuous Habit has helped me gain a predictable level of expertise and maturity in my schooling.

Wisdom: I can show how I've used this Virtuous Habit to lead others in maintaining the culture of my community.

Parameters: Independence: Consistent / Inconsistent

Circumstance: Familiar / Unfamiliar

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.

Parent/Student Handbook Compliance Form

Northern Academy reserves the right to change, modify, or delete provisions of this Parent/Student Handbook to serve the best interests of the Northern Academy Community.

Parents and students are required to sign the compliance form and the Enrollment Consent and Required Documents form. The parent and student signatures indicate their full compliance with all rules and regulations set forth within the handbook. The Principal 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.

Your signatures on the Enrollment Consent and Required Documents form verify that you have received, read, and understood, the "Northern Academy Parent/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 academic school year.

Inquiries regarding the Parent and Student Handbook should be directed to the:

Northern Academy
1 Ashley Avenue
Middletown, NY 10940
Tel: (845) 779-0808
Email: contact@northernacademy.org