



BOARDING STUDENTS HANDBOOK

2025-2026

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Table of Contents

Welcome To Residential Life!	4
The Northern Way	5
Our Mission	5
Northern Academy Pledge	5
Our Core Values - The Values We Live By	5
5 Elements Of Learning - The Process We Follow	5
Dormitory Houses	6
Hours Of Closure	6
Packing	6
Moving In & Out	6
Room Assignments - At The Start Of The School Year	6
Room Changes	6
Moving In - Start Of School	7
Moving Out - End Of School Year	7
Move-Out Procedure	7
Residential Services	8
Mail And Packages	8
Shipping Packages	8
School Vans & Bus	9
Health & Safety Regulations	9
Feeling Unwell	9
Taking Medication	10
Fire Drills & Safety Drills	10
Behavior Expectations	12
Consideration For Others	12
Curfew And Quiet Time	12
Bedrooms - Cleanliness	12
Bedrooms - Wall Hangings And Decorations	12
Common Areas	12
Rules And Regulations	13
General Dorm Rules	13
Schedules And Rosters	13
Common Spaces	13
Your Own Spaces	13
Inspections	14
Check-In And Check-Out	14
Guests And Visitors	14
Trips And Transportation	14
Respect Those Around You	14
Consequences	15

Signature And Acknowledgement	15
Valuables & Pocket Money	15
Visitors	15
Off-Campus Travel	16
Phone & Electronic Device Policy	16
Computer Use And Internet Access	17
Discipline	18
Exhibit A. Packing Checklist	19
What To Bring And What To Leave At Home	19
Exhibit B. Change Of Residential Status	21
From Residential To Day/Homestay	21
To Move Out From Residential During The School Year, Adhere To The Following Transfer Procedures	21
From Day/Homestay To Residential	21
Exhibit C. Emergency Placement	22
Exhibit D1. Provider and Parent Permission to Administer Medication	23
Exhibit D2. Parent/Guardian Permission to allow another Adult to give Medication to their Child	24
Acknowledgement Page	25

Amendment/Change Provision:

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

Contact:

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

Welcome to Residential Life!

This Handbook is your reference guide of expectations and procedures for having a successful experience when residing in the campus dormitories of Northern Academy. To those who are new to our school, campus life and its routines will seem challenging, at first. It will take time to adjust to the realities of sharing a room with someone that is not a family member, following the residential chores and duties schedule, making your bed each morning, doing your own laundry, room inspections, as well as the morning wake up and evening quiet-time and lights-out routines. If you already have developed good habits and routines at home to get up early, make your bed, clean your room and you help your family by doing daily and weekly chores around the house, then adjusting to life here will be easier. Practice today to take care of your home.

Residential life is communal, and you will meet new people from around the world. We expect that you will be able to get along and cooperate with every person who lives with you in the dorms, as everyone is responsible for creating and maintaining a positive environment. This is the place you come home to everyday. Living in a house that is friendly, clean and pleasant will depend on you, and every person, doing their part. Practice today to treat others with kindness and respect.

Depending on the size of your room, up to three people might be your roommates. You will take care of your things while respecting (and not touching) the things that belong to others. Being mindful and considerate in how you use the shared areas (bathroom, kitchen and lounge) is about cleaning up after yourself. Everyone will have different ideas and ways of doing and thinking - Communicating, coordinating, cooperating and respecting your roommates, residential staff, and other members of the dorm is the key to getting along and making friends! Practice today to solve problems and resolve conflicts.

Finally, residential life is about developing personal discipline, keeping high standards, discovering purpose and meaning in life. We expect you to explore opportunities, plan and work towards your academic and personal goals. To do this, clarity of mind and focus is needed. If you are in the habit of spending your hours gaming, scrolling through social media, watching videos and movies endlessly, be forewarned that you will not be doing this at Northern Academy. Practice today to fill your time with activities that build towards a good future.

We wish all our Northern students the best success this academic year!

Sincerely,

Residential Director
studentservices@northernacademy.org

The Northern Way

Northern Academy's main goal is to help students become elite members of society. We strive for our students to become independent, moral, well-rounded, cultured, successful, and deep human beings who live with sincerity of purpose and meaning.

Our 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.

Our Core Values - the values we live by:

Integrity:

Ethical conduct rooted in trustworthiness, consistency, and dignity.

Compassion:

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

Resilience:

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

5 Elements of Learning - the process we follow:

Knowledge -> Practice -> Experience -> Understanding-> Wisdom

DORMITORY HOUSES

Northern Academy has three dormitory houses.

Houses are named by the street number:

Dorm 183	Dorm 179	Dorm 175
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Hours of Closure

Dormitory buildings are closed from 9:00am until 6:00pm each school day. Residential staff are not on duty during those hours and students will not have access to the buildings during this timeframe.

Dormitories are closed during Winter Break and Summer Break. Please arrange in advance your travel plans for your child. Please check our school calendar for those dates.

PACKING

Please review the Packing for Boarding Checklist (Exhibit A) below, before leaving home to ensure students are adequately equipped to live on campus for the academic year.

****Please take note of a change regarding Prohibited/Restricted item which now includes Electric bike/scooter, & skateboards: failure to comply may result in fines:**

Please refer to New York State Law - <https://nybc.net/nys-bike-law/e-bike>, and Middletown Law - <https://ecode360.com/11067754#11067755>

MOVING IN & OUT

Room Assignments - at the start of the school year

Dorm rooms and beds are assigned to boarding students by Residential Staff. Once assigned, students must sleep in their designated room and bed for the remainder of the school year.

Room Changes

If students wish to make changes to their room assignment at the start of the school year, they should present the reason for the change request to the residential staff of the dorm for approval. Change requests will be considered and can be denied. Northern reserves the right to make decisions and adjustments to change room assignments of students as needed, should the necessity arise.

Moving In - Start of School

Move-in Dates/Times:

New & Returning Boarding Students (and their returning siblings): August 14 & 15, 2025
from 2:00PM-9:00PM

Dorm orientation for boarding students: August 16 & 17th, 2025

New & Returning student school orientation: August 18th starting at 9:00am

First Day of Classes for all students: August 19th starting 7:55am

IMPORTANT: Northern Academy's residential dorms are **not available** anytime prior to the dates and times specified above. Please make your travel arrangements accordingly!!!

As soon as you make your travel plans:

- parents of new students should contact the Admissions Office admissions@northernacademy.org,
- parents of returning students should email dorm@northernacademy.org to confirm the intended moving-in and out dates.

Winter Break Dorm Closure starts- December 20th 2025, at 12noon

- **Boarding student return to dorms-** January 4th 2026, at 2pm
- **Spring Semester classes start-** Monday, January 5th, 7:55am for all students.

Winter Break for Northern Academy coincides with the celebrations of the various religious and cultural Winter and New Year's holidays in the United States, and are an important time for families to gather and spend time together. All academic and residential staff are granted leave and thus, academic classes and Dormitory facilities are closed for the duration of Winter Break.

All boarding students are to vacate dorms by **12 noon, Saturday, December 20th 2025**. We advise families to make travel arrangements for their child as early as possible. Students may keep their personal items in their dorm room while they are away and valuables should be secured in a locked locker. Rooms are to be left clean and in good order and will

Moving Out - End of School Year - May 31st, 2026 by 7pm

At the end of the school year, all students will move out of the dormitory rooms. Students are expected to return the room to the same condition as they first received it. Each room will be inspected for damages to the basic furnishings, walls, windows, and structural fixtures. Any damages beyond normal usage will incur charges billable to parents to cover cost of repairs and/or replacement.

Any needed cleanup of the room by Residential Staff will incur a cleaning fee billable to parents.

Move-out Procedure:

1. Prior to end-of-year move out date, students will:
 - a. start to pack up belongings, determining what they will keep and discard.
 - b. return school issued Chromebooks, phones, textbooks, library books, calculators
 - c. empty lockers
 - d. prepare passport/visa

- e. close custodial bank accounts - balance must be at 0 prior to closing
 - f. non-returning students must fill out a post office card for mail forwarding.
- 2. On move-out day, the dorm room must be completely vacated of all belongings. Any belongings not removed will be considered as abandoned and discarded.
 - a. all bedding stripped from mattress,
 - b. all closets and drawers emptied,
 - c. all trashed bagged and discarded,
 - d. clean out food from refrigerator, shoe rack, bathrooms
 - e. entire room broom-swept including closets and under beds
- 3. Students are expected to return the room in the same condition as they received it, any needed cleanup of the room by Residential Staff will incur a cleaning fee billable to parents.

Storage of Personal Belongings:

Limited storage is available for returning students over the Summer break. Only students who have been accepted for readmission will be allowed to store personal belongings in designated dorm storage areas, as space allows.

Students will initiate communications with residential staff about Summer storage of personal belongings, if needed.

RESIDENTIAL SERVICES

Northern Academy provides limited on-campus dorm facilities and amenities. Our residential services include supervision, meals, facilities for laundry, transportation for alternate weekend shopping trips. Residential staff oversee students in biological-gender segregated facilities.

Facilities and Amenities

Dorm facilities include rooms that host 2 to 4 students. Each dormitory provides basic furnishings for residential living -- each student is provided a bed, desk, chair, a set of drawers and either closet space or a free-standing clothing rack. Storage is very limited. If personal belongings go beyond provided storage availability, students will purchase organizers and storage containers as needed at their own expense.

Shared appliances include washers and dryers, refrigerators, microwave ovens, and filtered water dispensers. As Northern dorms have limited pantry space, in-dorm cooking is restricted to warming foods in a microwave and boiling water. Purchased snacks must be stored in sealed containers to not attract bugs and mice. Eating in bedrooms is not allowed.

Students will have all major meals provided in the school cafeteria.

Each bathroom is provided with toilet paper, hand soap and hand towels.

Life Skills Training

Boarding students are trained for life skills including maintaining personal hygiene, organization, and time management, as needed. Our Northern Academy school counselor and school nurse provide lessons for students addressing physical and mental health, hygiene and personal space issues. All residential students are expected to fully self regulate and be willing to develop, or improve on, good self care skills and habits, as well as good interpersonal skills and habits.

Mail and Packages

Shipping Packages

Each dormitory house has a mailbox for letters and a secured dropbox for parcels. Parents and students must not purchase or ship materials that violate existing school policies, e.g. smartphones and other devices. Northern reserves the right to hold packages and request students open them in the presence of dormitory and/or administrative staff, to ensure compliance with this requirement.

- Packages may be shipped directly to the dormitory in which your child resides.
- It is the responsibility of the student and family to ensure that each mailed item has an accurate address and the correct full name of the student - no nicknames or abbreviations.
- Northern Academy is not responsible for any lost mail and packages. Any claims should be directed to the responsible carrier and/or merchant.

Dorm 183 (Girls dorm)	Dorm 179 (Girls dorm)	Dorm 175 (Boys dorm)
Address all mail and packages in the format as shown here:		
[Student Full Name] 183 Monhagen Avenue Middletown, NY 10940	Student Full Name 179 Monhagen Avenue Middletown, NY 10940	[Student Full Name] 175 Monhagen Avenue Middletown, NY 10940

School Vans and Bus

Students will enjoy shopping trips and recreational activities that are in abundance in the Hudson Valley area. School vans, minivans and school bus provide the means by which students are able to participate in the organized school trips. These vehicles are the means by which school staff will transport students to off campus medical appointments, as necessary.

Student behavior expectations while traveling

All students will follow these behavior expectations across when riding in school vehicles:

- Do not distract the driver! The driver needs to see and hear what's around the vehicle to keep everyone safe.
- Front passenger seats are reserved for the adult chaperones who will assist the driver to navigate, and maintain order in the vehicle.
- Stay in your seat with seatbelts fastened when the vehicle is moving, as required by [NY Occupant Restraint Law](#). If a student is non-compliant in wearing a seatbelt and should the driver be pulled over by State law enforcement and issued a monetary fine, the parent will be billed for payment.
- Headphone use to enjoy music.
- Follow the driver's directions, including when you can get into and out of the vehicle.
- No eating or drinking in any vehicle. Remove all trash and personal items when you leave the vehicle, unless the driver requests otherwise.

Violating this policy can result in loss of travel privileges and other consequences.

HEALTH & SAFETY REGULATIONS

Feeling unwell

All residential students are required to have health insurance which covers hospitalization as a condition of acceptance into the dorms. By signing the Enrollment Consent & Required Documents form, parents give the school permission to seek medical treatment for their child when staff determines it to be necessary. Should an emergency arise, Residential Staff will accompany the student to Urgent Care or Emergency at Garnet Medical Center.

Residential Staff are not trained medical professionals, and will defer all health-related decisions to the School Nurse. It is the student's responsibility to inform parents about illness and injury. However, for significant illnesses and injuries, the School Nurse will contact parents. Boarding students must attend off-campus immunization and medical appointments as deemed necessary. Our School Nurse can make appointments for students to receive medical care, as needed..

Any students who feel unwell and exhibit symptoms should refrain from attending any class, co-curricular activities, etc. Students must consult with the School Nurse for a proper evaluation when they feel unwell.

Students who feel unwell in dorms must follow this procedure:

Feeling unwell before School Starts, Mon-Fri:

Residential students will not be allowed to stay in the dorms during the school day when feeling unwell.

1. Before dorm leaving time, the student must discuss their symptoms and concerns with residential staff.
2. By 9:00am, the student will report to the nurse for evaluation and may be allowed to rest in the infirmary. Students will take their uniform, school materials, Chromebook and communication device with them to the infirmary.

Feeling unwell During School hours:

Residential students are not allowed to return to the dorms during the school day, even if feeling unwell.

1. The student must promptly discuss their symptoms and concerns with their classroom teacher.
2. The student must report to the nurse for evaluation and may be able to rest in the infirmary for a limited period of time.

Feeling unwell After School hours / weekends / snowdays / holidays:

Students are to inform residential staff on duty of any health concerns, and may rest in the dormitory.

Residential staff will consult with the school nurse about a plan of action. Should the necessity arise that a student needs to be taken to an off-campus medical facility, transport fees will apply.

Taking Medication

Northern Academy dormitories follow New York State law which requires that all medications, including

prescription and nonprescription over-the-counter (OTC) medicines, be administered to students on campus only with express written permission from both a healthcare provider and the student's parents. Please refer to Exhibit D1, D2 below for the required forms.

The medication, the reason for use, dosage, frequency, method of administration and possible side effects must be recorded by our school nurse. Parents must appoint a designee to administer the medication to the student at school and the dormitory. The designee must be trained in the administration of the medication. All medications will be held in locked storage to ensure that medications are being used safely, prevent overuse and misuse, and prevent other students, who live in the dormitory, from misusing the medication. Students may not buy OTC medications on their own and medication cannot be held by minor children in their rooms. All students who have OTC medications must present the medications to the school nurse.

The following OTC medications are NOT allowed in the dorms:

- All sleep aids, including the supplement Melatonin,
- All fever-reducing (anti-pyretic) medications that are also used to treat pain and inflammation, including:
 - Ibuprofen (Advil, Motrin, etc)
 - Naproxen (Aleve)
 - Aspirin (Bayer, Excedrin, etc.)
 - Acetaminophen (Tylenol)
 - Medications that contain any of these fever-reducer/pain-relievers as an ingredient (NyQuil, Robitussin, Dimetapp, etc)
- All cough suppressants and other medications used to alleviate cold symptoms
- As-needed antihistamines (Claritin, Zyrtec, Allegra, etc.)

Students requiring daily antihistamines for documented allergies may keep these medications in the dorm with the proper completed paperwork.

Students who require medications for respiratory rescue, allergies, or diabetes will be permitted to carry and self-administer their medications with the proper completed paperwork completed by a healthcare provider order authorizing them to carry and self-administer their medications and written parent/guardian consent pursuant to Education Law §§ 916, 916-a, and 916-b. source

<https://www.schoolhealthny.com/Page/242>

Fire Drills & Safety Drills

As part of the safety plan of Northern Academy, Fire Drills and Emergency Response procedures are practiced by all members of the campus throughout the year. Students will regard all drills with utmost seriousness as these practice drills will ensure that all persons will be safe and accounted for if a real emergency arises. Students are expected to do the following:

- When the alarm is triggered, all students and residential staff are to immediately exit the building in a 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 the dorm only when the all-clear signal is issued.

Evacuation procedure notices and maps are displayed in prominent positions in the dorm and throughout all campus buildings. Students should familiarize themselves with these maps.

BEHAVIOR EXPECTATIONS

Consideration for Others

The thought of “considering others first” creates a compassionate environment conducive to an enjoyable and uplifting educational experience. This is the foundation of a pleasant living environment and requires cooperation from all.

Curfew and Quiet Time

All Middle school students must return to the dorms by 8:00 pm curfew and High school students by 9:00 pm. So that students get enough rest, each dormitory will observe **quiet time**, and **no visiting time** where visits to other student rooms within the dorm will end for the evening, and students will return to their own rooms. **Lights-out time** is when all student bedrooms’ overhead lights are turned off in preparation for sleep.

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 will adjust the quiet time schedules as needed. We expect each student to follow their dormitory’s schedule.

Bedrooms - Cleanliness

All boarding students are expected to maintain their dorm room and personal belongings in a neat clean and orderly condition **at all times**. Residential Staff reserves the right to conduct room inspections both scheduled and unannounced “pop” inspections. Room and furniture must be clean and in good condition, the floor regularly broom swept, mopped and free of debris, garbage and clutter.

Health and hygiene are paramount; and students maintaining their bedroom is the foundation.

Any need for cleanup of any room by Residential Staff will incur a cleaning fee billable to parents.

Bedrooms - Wall Hangings and Decorations

Residential students may decorate and add personal touches to their rooms, however such decorative displays must be in good taste and of a positive message.

- Decorations that display vulgar, violent, immoral, demonic or political language and/or images are not allowed, even in private rooms.
- Tape or fasteners used must not mar the paint nor damage the wall when removed.
- No double sided foam nor permanent tape is allowed on walls, bed frames or room furnishing.
- No permanent hooks or nails are allowed.
- Use removable, easily cleanable fastenings only. Command Brand offers a line of wall hanger materials that are acceptable for school use.
- Damage to walls, paint and furnishing will be billable to parents for cost of cleaning and or repair.

Common Areas

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

- Remove personal items from bathrooms and all common areas
- Maintain shared games, puzzles, etc.. in good condition for shared use and enjoyment.
- Clean bathroom sinks, mirrors and toilets
- Clean kitchen counters, sinks, and refrigerators
- Take out garbage
- Dust surfaces
- Vacuum and mop floors.

RULES AND REGULATIONS

Northern Academy will conduct inspection of dorm rooms, lockers, backpacks, coats, personal belongings, etc., to verify compliance with school rules and regulations, Inspections may be scheduled and/or unannounced.

General Dorm Rules

We are all here for a healthy shared 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.
- Sign Check-in and check-out log as arranged by your dorm.
- 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!
- Get approval ahead of time from dorm staff, for guests and visitors, even those from other dorms on campus.
- Respect your dorm-mates and residential staff. No disturbances please.

Schedules and Rosters

- Honor time restrictions such as curfew-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.
- Food storage in refrigerators should be covered, with your name, and consumed within 5 days.
- Food will be discarded when kept for too long.
- Do not eat food that does not belong to you. If you did not buy it, it is not yours, and you are stealing!
- 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 until you wash it.
- No paint, stickers, posters, or other permanent decorations.
- Do not hang sheets or blankets or other materials around the bed frames making a “tent”.
- 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 with/or without prior notice.
- Inspections check, at minimum, for safety hazards, cleanliness, illegal substances, unregistered electronic devices, and anything that is in violation with school rules and policies as well as any potential problems with the dorm room and facilities.
- 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

- Students may not visit the dormitories occupied by those of the opposite gender.
- Visitors need to pre-arrange and seek approval from the Residential Staff/Director.
- Visitation can only take place in the common area of the dorm and not in private bedrooms.
- No visitors are allowed in the dorms after 9PM.
- No overnight guests or visitors are allowed to spend the night in the dormitories.
- The larger the gathering, the more lead-time residential staff want. Ask early, please.

Trips and Transportation

The school organizes scheduled shopping, educational and entertainment trips for dorm students during the weekends. Participation is voluntary. Students should follow the same behavior rules in vehicles as the school requires in classrooms. Please refer to the [School Vans and Bus](#) section in this handbook for the behavior expectations.

Expectations for trip travel on a bus:

- Respect the driver, and under no circumstances distract the bus driver while driving.
- 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.
- Failure to follow these rules present a safety hazard to all passengers. Failure to comply will revoke future trip privileges.

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 residential 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 images.
- No unwanted horseplay.
- Hazing is illegal, as is sexual harassment. So, don't.
- If someone tells you to stop or says no, you must stop. Apologize and correct as needed.
- Dress decently and appropriately, even during weekends.
 - No clothing with profanity or violent messages or graphics.
 - No mini shorts/skirts, spaghetti strap tops, or torn/ripped/faded/vulgar clothing.
 - Shorts pants cannot be shorter than mid-thigh
 - Skirts must be on or below the knee. Sit properly and respect yourself.
 - No shorts or swimwear outside in winter. No pajamas outside the dorm.

Reporting a problem

- Do report any difficulties you are experiencing to Residential Staff/ Director / SAO; if you are feeling unsafe or someone is bullying or harassing you, don't keep it to yourself - let us know!
- If you see something, say something - we are all responsible for keeping our community safe!
- Should anyone express an intent to hurt themselves or others, take it seriously and tell! It is not okay to keep such information secret - you could save a life!

Consequences

- Fees and loss of 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 will be given a move-out notice.
- Northern Academy reserves the right to discipline any student who engages in behavior which endangers their own life or who engages in behavior that is a direct threat to the health, safety or lives of others. Such discipline may include suspension and or dismissal from school and dorms.

Signature and Acknowledgement

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

Valuables & Pocket Money

It is important for parents/guardians to arrange for their child a means to access pocket money. Many on-campus and off-campus activities require cash for tickets and purchases.

- Establish with your local/international bank a student spending account that will provide a card for your child that is usable in the US.
- Parents/guardians are expected to follow all US banking regulations.
- Dorm students are encouraged to use debit cards to access their pocket money. Use of debit / credit cards must be monitored by parents.
- Passport, wallets, money, account debit or credit cards and items of value should be kept secured. Lockers are available in dorms and students are strongly advised to buy a combination lock to secure the locker. The school takes no responsibility for the loss of valuables on campus.
- To prevent problems from occurring in dorms, students need to be mindful of the following:

- Do not leave your wallet / money / debit or credit card lying around openly on your desk or bed for others to see.
- Do not allow others to use your debit or credit card for purchases or share your account information.
- Do not purchase things for others online using your accounts.
- Do not ask dorm staff to purchase things for you online.
- Do not borrow money from staff or other students.
- Do not lend money to anyone.
- Show respect to your parents by taking good care of your personal belongings and how you spend the money they give to you.
- Dorm students should limit their pocket cash to \$100 or less to minimize accidental loss.
- Keep a ledger to help you to keep track of your budget and expenditures.
- Respect your parents/guardians, until you are making money yourself, they are the ones supporting you financially. Don't take this for granted.

VISITORS

- Parents, relatives and friends who do not live in dorms need to pre-arrange and seek approval from the Residential Staff of the dorm for the visit.
- Students are not permitted to visit the dorms of the opposite gender.
- Same gender siblings or relatives who live in another dorm must seek permission to visit their sibling or relative's dorm.
- Visitation can only take place in the common area of the dorm and not in private bedrooms.
- Visitors are not allowed in the dorms after 9PM, and are not allowed to spend the night in the dormitories.

Off-Campus Travel

Student travel to destinations off campus must have written parental permission submitted no less than 24 hours in advance of the date of activity, via the [Residential - Parent Consent Form for On- and Off-Campus Travel](#)

- Residential staff must be informed of leave as well as the destination, and students are expected to return by curfew (9pm).
- Students who need to be picked up by non-school personnel or spend the night outside of the dorm **must** have the details of the responsible person and contact details provided in the [Residential - Parent Consent Form for On- and Off-Campus Travel](#)
- Parents who fetch their students from the dorm must notify the Residential Staff in advance of the pickup..
- All boarding students, including those 18 and older, must have parent permission for any travel or time off campus. Parents must complete the Residential - Parent Consent Form for On- and Off-Campus Travel (Cognito form) for each request.

Failure to follow these requirements is a serious violation of dorm rules and the NA Discipline Policy. Suspension of privileges, will be decided by the Residential Director and/or residential staff. Examples of this are displayed below:

Violation 1 - (Example): Student returns after 9pm curfew, 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 the 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.

PHONE & ELECTRONIC DEVICE POLICY

Dorm facilities have a land-line phone for student use. We recommend that students and parents set a scheduled time each day or week so the call is expected. The use of smartphones and internet devices are not allowed on campus (refer to the “Student Use of Electronics, Devices and Resources” regarding such devices). Should a student possess any unauthorized electronic device that is internet capable, the device will be confiscated and will be returned only on the last day of school at the end of the school year. Only school-issued phones and computers are allowed. Gabb phones and non-internet flip phones without a browser are permissible. Students who travel with a device have the opportunity to register and hand-in the device for safekeeping until the end of the school year. Access to the device will not be allowed.

Computer Use and Internet Access

In order to allow students sufficient sleep time, dorm internet access is available until 10:30pm Sunday to Thursday, and until 11pm on Friday and Saturday.

All sixth grade through eighth grade students may request to borrow Chromebooks from residential staff for studying, checking emails, or communicating with parents. These Chromebooks will only be available in designated places and times.

Student Use of Electronics, Devices and Resources

- Nothing intrudes on school hours
- No outside “smart” or “dumb” devices or general-use computers are allowed
 - Nothing Internet-capable, nothing which can connect elsewhere
- Northern-assigned devices, networks, accounts only.
- Northern school phone is available for rent
- Chromebooks issued to high-schoolers, limited in-dorm use for middle-schoolers

Reasons Behind A Strict Policy for Student Use of Electronics, Devices and Resources

- Enhancing Focus and Self-Discipline: Promote focus, critical thinking, self-awareness, and self-control.

- Responsible Technology Use: Guide students on effective use of technology and understanding the content it provides.
- Essential Life Skills: Prepare students with the necessary skills to navigate the contemporary world.
- Filtering External Influences: Protect students from the unfiltered barrage of others' wants and desires.
- Grounded Reality: Help students stay connected to the real world amidst the distractions of virtual experiences.
- Fostering Personal Growth: Support each student in becoming their best self.

Student's Personal and Academic Growth is Essential

Student Safety and Security

- No social media activities
- "No devices" time for boarding students for sleeping hours - all devices will be collected before the start of lights-out

How Does It Work?

The Northern Phone is the ONLY on-campus phone or dorm student phone.

- Personal cell phones will be submitted to school upon receiving Northern Phone and will be stored off campus; Personal cell phones will be returned to students when they return home for Summer break.
- \$90 rental for the school year + \$110 security deposit (At the end of the school year, deposit will be returned to exiting students if the phone is maintain in good condition, or be carried-over for next year for returning students)

SIM-Cards

- Parents/Students are responsible for purchasing SIM-Cards. Options include
- Use existing SIM-Cards from their current phone
- Purchase SIM-Cards and mail to school (under student's name)
- Student purchase SIM-Cards on first weekend shopping trip

Important Notice

- The use of Northern devices is for education and communication purposes.
- Northern Academy reserves the right to inspect such devices and files stored in such devices at any time.
- Any changes to the setup of the school-issued devices is strictly prohibited.
- Do not share school-assigned devices with others

How can students communicate with parents? Student Safety and Security / Stay Connected with Family is Our Priority

- Anytime after school until quiet time
- Weekends & Holidays 8am-10pm (NY time)
- Northern School phone -
 - Phone Call and Text
 - Signal App (make video/audio calls via dorm internet)
 - Photo/Video functionality to share your school life with family and friends
 - Facetime via iPad in dorms
 - Skype via Chromebook
 - Computer Lab -(until 8:45 pm) for boarding students (academic work has priority)

How can families support our phone and electronics policy?

- Do not allow your child to purchase a smartphone on their own.
- Do not buy or allow your child to buy unlimited data plans.

Parents play an important role in upholding the Northern mission and values. Everyone contributes their part to keep our community moving upward.

DISCIPLINE

The dormitory is an extension of the school. All rules and policies as described in the Northern Academy Discipline Policy also apply to the dorms. Everyone has the right to study, work, play and live in a safe and peaceful environment free of harassment and intimidation. Everyone is responsible to do their part to uphold our values and safeguard our community and environment. If you see something, say something.

- Students who violate dormitory rules may receive demerit points, perform extra duties, lose privileges, be removed from the dorm (Exhibit C, see below), and/or be suspended from the school.
- Possession of controlled substances such as drugs, (which can include OTC and prescription medicines purchased without expressed written permission by parent and health care provider), illegal drugs (marijuana, THC/CBD, etc.), alcohol (including wine coolers and hard cider), or weapons may result in immediate expulsion from the dormitory and school.
- Use of all tobacco products, including vapes and vape products, are prohibited.
- Possessing, making, sharing pornography or pornographic materials is prohibited.
- All acts of intimacy, public displays of affection and dating are prohibited.
- Sexual harassment, which includes unwanted touch, stalking, unwelcome verbal, nonverbal, or physical conduct of a sexual nature that is severe, pervasive, or objectively offensive, and that interferes with or limits a person's ability to participate in or benefit from an educational program or activity is illegal as defined by Title IX US Federal Law and is prohibited everywhere on and off the Northern campus.
- Bullying, intimidation, hazing and retaliatory acts against those who report are prohibited.
- Damaging the property of others (student, staff, school property) is vandalism and is prohibited, and will incur repair or replacement costs.
- Theft of the property of others (student, staff, school property) is prohibited and will result in disciplinary action and will incur replacement costs. This includes food, drinks and snacks.
- Residential staff have the right to enter and inspect students' bedrooms, and may check students' bags (backpack, pocketbook, shopping bags, lockers, luggages, etc.) at any time.

Violations of any of the above can result in disciplinary action up to and including expulsion and from Northern Academy. Acts that violate local, state or federal laws will be reported to law enforcement and violators may be subject to arrest. Please consult the Northern Academy Discipline Comprehensive review of our policy

EXHIBIT A. PACKING CHECKLIST

What to Bring and What to leave at home.

Northern is located in the Northeast of the United States in a mountainous region. Our campus experiences long seasons of cold weather. Snow and cold temperatures are common from November through April. While all dorms and classrooms are heated, students go outside when they transition from dorm to classes. Throughout the school

day, students will walk from building to building. Warm clothing and dressing in multiple layers is essential. Purchasing long thermal underwear as a layer under uniforms and casual clothing is strongly advised. Sweaters, knit hats, gloves, scarves, are all necessities for the long cold weather season. Flannel or fleece pajamas with long sleeves and long pants is recommended for sleeping comfortably during cold nights.

Tip 1:

Clearly label all items with the **student's first and last name**. Unlabeled items that are found in common areas and classrooms will be placed in lost-and-found boxes. Unclaimed items will be discarded or donated to the needy.

Tip 2:

Limit luggage to essential items. Only bring 3 suitcases; dorm bedroom closets are very small.

Northern only provides toilet paper, paper hand towels and hand soap in bathrooms. Personal toiletries and self-care items, snacks, and general school supplies can be purchased locally during scheduled weekend shopping trips.

Dormitory Beds:

Dormitory beds are bunk-beds, and include a “Twin” sized mattress.

Bedding for beds is not provided by the school and can be purchased locally:

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

What to Pack and bring with you	What can be purchased locally for personal use, as needed.
<ul style="list-style-type: none"> <input type="checkbox"/> <u>Northern Academy Uniform and Dress Code</u> - to be worn 4 days a week / order online <input type="checkbox"/> casual clothing for afterschool and weekend activities each season (<i>no vulgar, large graphics and messages; no</i> 	<ul style="list-style-type: none"> <input type="checkbox"/> Bed sheets, pillows, blankets, etc. <input type="checkbox"/> Shower caddy <i>*required: personal items cannot be stored in bathrooms</i> <input type="checkbox"/> Resealable containers to store leftovers and other foods <input type="checkbox"/> Reusable water bottle, mug, glass,

<p><i>large logos)</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Wrist watch (<i>non-smart</i>) <input type="checkbox"/> Socks - long for winter long / short for summer <input type="checkbox"/> Underwear up to 7 (sets of) <input type="checkbox"/> Winter long thermal underwear, undershirts and leggings <input type="checkbox"/> Shoes: <ul style="list-style-type: none"> <input type="checkbox"/> black shoes for uniform <input type="checkbox"/> sneakers for physical education and casual wear <input type="checkbox"/> slippers/flip flops for in-dorm use, <input type="checkbox"/> shower sandals <input type="checkbox"/> snow & rain boots <input type="checkbox"/> Winter coat (wind and water resistant) <input type="checkbox"/> Snow pants (wind and water resistant), <input type="checkbox"/> Fleece and/or flannel shirts and sweaters <input type="checkbox"/> Fleece Pajamas for cold season (2 pair) <input type="checkbox"/> Short pajamas for warm season (2 pair) <input type="checkbox"/> Rain jacket <input type="checkbox"/> Gloves, knit scarf, winter hat <input type="checkbox"/> Dancewear (check department guidelines) <input type="checkbox"/> Formal floor length gown (ladies) and suit (gentlemen) for special events <i>*required for Seniors & music students</i> <input type="checkbox"/> Towels, washcloths <input type="checkbox"/> Personal hygiene items, toothbrush, hair brush, comb, sleep eyemask, <input type="checkbox"/> Girls -Feminine hygiene products, hair ties and clips, skin care <input type="checkbox"/> Glasses / contact lenses (if applicable) with care accessories <input type="checkbox"/> Bathrobe 	<ul style="list-style-type: none"> <input type="checkbox"/> Bowl, plate, utensils, chopsticks <input type="checkbox"/> Alarm clock <input type="checkbox"/> Desk organizer <input type="checkbox"/> Storage bins / organizers / crates <input type="checkbox"/> shoe rack / organizer <input type="checkbox"/> Nightlight <input type="checkbox"/> Power strip w/surge protector (must be UL listed) <input type="checkbox"/> Desk lamp (non-halogen) <input type="checkbox"/> School supplies and tools (i.e., pens, binders, paper, notebooks, highlighters, stapler, post-its, etc.) <input type="checkbox"/> Art supplies <input type="checkbox"/> Backpack / sports bag <input type="checkbox"/> Tote bags for shopping <input type="checkbox"/> Waste paper basket <input type="checkbox"/> Clothes hangers <input type="checkbox"/> Laundry basket <i>*required</i> <input type="checkbox"/> Laundry detergent, stain remover, dryer sheets (can be purchased locally) <input type="checkbox"/> Sewing kit <i>*suggested</i> <input type="checkbox"/> Sun hat, sun glasses, bathing suit <input type="checkbox"/> tissues <input type="checkbox"/> Hair dryer <input type="checkbox"/> Curling iron <input type="checkbox"/> Lock for securing valuables in a locker <input type="checkbox"/> Personal toiletries – shampoo & conditioner, soap, toothpaste, razors, deodorant, lip balm, sunscreen <input type="checkbox"/> Snacks and drinks <input type="checkbox"/> Umbrella <input type="checkbox"/> Outlet adaptor
<p>Other Items You Don't Need, But Many Students Like to Have:</p> <ul style="list-style-type: none"> • Personal Fan • Decorations (<i>must be hung so as not to damage walls or paint or create fire hazards</i>) • LED lights / decorative lights (<i>if with adhesive backing, should NOT damage wall when removed</i>) • Non-adhesive wall hanging supplies (ie 	<p>Items That Are NOT Permitted (which can lead to disciplinary action):</p> <ul style="list-style-type: none"> • Non-approved prescription or OTC drugs this includes vitamin supplements. • 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 residential staff.

<p>Sticky Tak, 3M Command strips)</p> <ul style="list-style-type: none"> ● MP3 players & headphones for use during private time ● Books & magazines for pleasure reading ● Board games ● Deck of cards ● Rubik's Cubes & puzzles ● Plushies & throw pillows ● Insect repellent <i>*recommended when hiking</i> ● Flashlight & batteries ● Mirror 	<ul style="list-style-type: none"> ● Power strips or outlet adaptor bought in any country other than the USA ● Any networking hardware such as hubs, routers, and switches; wireless access points or extenders ● Smart devices or any personal devices that can access the internet ● Candles, incense, lighters, matches ● All forms of tobacco products, cigars, cigarettes, vape, and all vaping products ● Darts and dart boards ● External monitors/TVs ● Firearms, weapons, airsoft guns, paint guns, BB guns, air guns, hunting rifles, ammunition, bows, arrows, and knives ● Fireworks or explosives ● Halogen lamps & bulbs, lava lamps, sun lamps ● Electric bike/scooter, hoverboards, skateboards: failure to comply may result in fines: New York State Law / Middletown Laws ● Mercury thermometers ● Power tools and immersion coils ● Space heaters (will be provided as needed) ● Tattooing tools and accessories ● Pets and their poop, pet food
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EXHIBIT B. Change of Residential Status

From Residential to Day/Homestay

Note: To ensure a smooth start to the semester and maintain a stable environment for all students, we have a non-refundable boarding fee policy effective at the beginning of each semester. Please be aware that if you withdraw your child from the school dormitory during the semester, the boarding fee is non-refundable.

To move OUT from Residential during the school year, adhere to the following transfer procedures:

- 1. Notification**

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

- 2. 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.

- 3. Paperwork for Move-Out**

Parents/Legal Guardian: 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.

- 4. 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.

- 5. 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.

- 6. Move-Out Coordination**

Upon receiving the required form(s), the Residential Director will schedule an official move-out date for your child. All personal belongings and property must be removed from the dorm on the scheduled move-out date. Any belongings not removed will be considered as abandoned and discarded. Room must and furniture must be clean and in good condition; floor broom swept. Any need for cleanup of the room by Residential Staff will incur a cleaning fee billable to parents.

From Day/Homestay to Residential

To Move IN to Residential, follow the steps in this process:

- 1. Initial Inquiry**

Parents/Legal Guardian: Begin the process by reaching out to the admissions office to inquire about dormitory availability.

- 2. Interview Scheduling**

Student: Schedule an interview with the Residential Director and relevant dormitory staff.

- 3. Approval Confirmation**

Parents/Legal Guardian: Upon approval, the Residential Director will 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

Parents/Legal Guardian: Upon receiving the approval email, the admissions office will send you an updated residential contract & agreement form.

5. Contract Signing

Parents/Legal Guardian: Sign and return your child's updated residential contract & agreement form.

6. Move-In Coordination

Parents/Legal Guardian & Student: After receiving the completed residential contract, the Residential Director will coordinate an official move-in date with your child.

EXHIBIT C. 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. An administrative review will be conducted regarding the circumstances.

Cost, Payment and Refund

- The parents are financially responsible for the cost of finding a new accommodation and/or travel expenses.
- 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, boarding premium, meals, transportation, activities and trips will not be refunded.

New Host Family Responsibilities

- 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 parent.
- All parties (school, host family, parent(s)) should work cooperatively for the well being of the student.

**EXHIBIT D1. Provider and Parent Permission to Administer Medication
at School, Dormitory, School Sponsored Events****To Be Completed By Parent/Guardian**

Student Name: _____ DOB: _____

Grade: _____ Teacher/HR: _____ School: _____

I request the school nurse give the medication listed on this plan; or after the nurse determines my child can take their own medications; trained staff may assist my child to take their own medications. I will provide the medication in the original pharmacy or over the counter (OTC) container. This plan will be shared with school staff caring for my child.

Parent/Guardian Signature_____
Date_____
Email_____
Phone Where We Can Reach You ☐ Check if Cell**To Be Completed By Health Care Provider-Valid for 1 Year**

Diagnosis _____

Medication _____

Dose _____ Route _____ Time(s) _____

Recommendations _____ ICD Code _____

Note: Medication will be given as close to the prescribed time as possible, but may be given up to one hour before or after the prescribed time. Please advise if there is a time-specific concern regarding administration.

☐ **Per MEDICAID requirements, frequency & duration as indicated "per" IEP when appropriate.**☐ **Independent Carry and Use Attestation Attached (Required for Independent Carry and Use)**

NYS law requires both provider attestation that the student has demonstrated they can effectively self-administer inhaled respiratory rescue medications, epinephrine auto-injector, Insulin, carry glucagon and diabetes supplies or other medications which require rapid administration along with parent/guardian permission delivery to allow this option in school. Check this box and attach the attestation to this form to request this option.

Name/Title of Prescriber (Please Print)_____
Phone_____
Date_____
Prescriber's Signature_____
Email

Stamp

Return to:

School Nurse: _____

School Name & School Address: _____

Phone: () _____ Fax: () _____ Email _____

EXHIBIT D2. Parent/Guardian Permission to allow another Adult to give Medication to their Child while residing in dorms

To Be Completed by Parent/Guardian

Student Information

Name:	Grade: <input type="checkbox"/> N/A	Teacher:
School:	DOB: / /	Date:

Person (Designee) Chosen by Parent/Guardian to Give the Medication(s)

Name:	Relationship:
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Medication(s) To Be Given to the Student by the Designee

Please note: Medication information is to be copied from the label

Medication Name	Dose/Amount of Medication	Time & Frequency Medication Should Be Given

- I have included the healthcare provider order and parent permission form for medication administration for my child as a residential student in dorms.
- I permit the above-named designee to administer the medication(s) listed to my child.
- I will train/inform the above-named designee on how to properly give the medication and provide the designee with the medication in the appropriately labeled container.
- I understand that the School or District will not be liable for any problems that may arise as a result of the administration of the listed medications by the designee.

Parent/Guardian Printed Name: _____ Phone: _____

Parent/Guardian Signature: _____ Date: _____

Please note: The person chosen as the designee by the parent or guardian must be in accordance with Education Law §6908: *a family member, household member or friend, or person employed primarily in a domestic capacity who does not hold himself or herself out, or accept employment as a person licensed to practice nursing.*

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.