



# **BOARDING STUDENTS HANDBOOK**

**2022-23**

**Northern Academy of the Arts**  
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## WELCOME

Northern Academy of the Arts (School) residential service department strives to provide a caring and healthy environment for students to rest, enjoy, learn, and grow.

Students are expected to develop high morals, self-discipline, good manners and life skills through residential life experience.

We encourage parents and students to communicate openly with the school to express any concerns. Students are encouraged to talk to dorm parents on daily issues related to dorm life. Parents/guardians' first contact is the dorm parents at [dorm@northernacademy.org](mailto:dorm@northernacademy.org). For matters beyond the day-to-day dorm operation, students and parents may also contact the Student Services office at [studentservices@northernacademy.org](mailto:studentservices@northernacademy.org).

We are looking forward to serving your needs.

Sincerely,

Northern Academy Administration

# OUR PHILOSOPHY

We will embody and reinforce our school core values of Integrity, Compassion, and Resilience.

We strive to create an environment as one where we:

- Care for each other
- Persevere and strive for personal academic and artistic goals
- Have a sense of purpose and direction
- Learn from traditional values
- Be open, honest and fair
- Be organized and focused
- Forgive each other for mistakes
- Take care of our responsibilities

Our relationships will be characterized by:

- Integrity
- Courtesy
- Compassion

## PACKING

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

## MOVING IN AND OUT

Boarding students can check-in after 2pm before the Orientation date and the Move-Out is by noon after the winter break/summer break starts. Dorm is closed for winter and summer break.

Parents should contact both the Student Services Office at [studentservices@northernacademy.org](mailto:studentservices@northernacademy.org) and dorm teachers at [dorm@northernacademy.org](mailto:dorm@northernacademy.org) at least two weeks in advance and inform them about the intended moving in and out dates. Out-of-state students should inform as soon as they make the travel plan. Students should leave their dorm room clean before winter break and pack up before summer break.

## RESIDENTIAL SERVICES

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

### Facilities and Amenities

Dorm facilities include rooms that host 1 to 4 students.

Each dormitory provides basic furnishings for residential living -- window blinds and/or shades, window screen, desk, chair, wastebasket, dresser, and closet space per person. Appliances include washer/dryer, a shared refrigerator, microwave, Chromebooks and Wi-Fi. Each bathroom is provided with toiletries including toilet issues, hand soap, and paper towels.

## Dorm Parents and Life Skill Training

A staff (dorm parent) resides in each facility that hosts either girls or boys, and oversees the needs of the students.

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

## Personal Services

Northern Academy is committed to the individual needs of our students. In order to better serve our students and relieve the pressure for parents, our residential department provides personal services to boarding students.

### Quarantine

Students may be asked to stay in the quarantine suites to meet travel requirements or when unwell as determined by the school nurse. Room, board, and supervision are subject to availability.

### Health or Personal Appointments

Boarding students often need to attend off-campus immunization, medical or dental appointments or other emergencies which might include an ER visit. Our school nurse is able to make appointments for and dorm parents will take the student to seek medical care. In which case, parents need to sign a letter of permission (EXHIBIT B).

Transportation for personal needs for boarding students, are coordinated through the Dorm parents.

### Airport Pick up and Drop off

To assist families in arranging transportation services to/from Newark, New Jersey and New York JFK airports, school maintains a list of experienced drivers upon request. Parents should select the service that best suits their needs and contact the driver directly to make arrangements.

## QUIET TIME AND LIGHTS OUT TIME

In order to provide students with sufficient rest the dormitories will observe **quiet time**. On school days during the hours between 9:30 p.m. and 7:00 a.m. and the lights out time or bedtime is 10:00 p.m. . Students should take extra care to avoid making noise during this time.

On nights where there is no school the following day, **quiet time** begins at 10:30 p.m. and ends at 10:00 a.m. Lights out time or bedtime is 11:00 p.m.

Phone calls/online communication must stop at bedroom lights out at the start of the quiet time.

\*Dorm teachers may modify the quiet time according to the unique needs of the student community.

# BEHAVIOR EXPECTATION

## Consideration for Others

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

In keeping with the virtues of traditional society, students cannot visit the dorms occupied by those of the opposite gender.

## Good Manners

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

## Leadership

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

- Demonstrate principled conduct.
- Prepare rosters.
- Inform teachers on matters pertinent to dorm life and student wellbeing.
- Assist teachers to maintain self-discipline.
- Encourage fellow students to participate in dorm activities.
- Be a big brother or sister to the younger dorm students and help train them with dorm life skills.

## Personal Hygiene and Space

- Maintain good personal hygiene (e.g. mouthwash, deodorant, foot sprays, shoe freshener, etc.)
- Take shower, brush teeth, change socks/bottoms/crew t-shirts/sleeveless shirts on a daily basis
- Wash bedding at least once a month
- Seasonal clothes must be washed/cleaned before stored well in closets
- Keep your personal space tidy. Curtain hanging on/over beds is prohibited. Posters and signs must have a dorm teacher’s approval.

## Bedrooms

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

- Make their beds
- Put away personal belongings in closet and drawers (not left on the floor or in common areas)
- Leave desks/chairs/tables/dressers in an orderly fashion
- Close windows when heating system is running, first floor windows need to be closed
- Turn off all lights/heaters and all electrical appliances
- Hang towels on towel hanger / racks
- Put away toiletries on shelf, in cabinets, and closets
- Place dirty laundry in laundry baskets

- Trash should be disposed of in the trash cans
- Leave bedroom doors open
- Ensure kitchen is cleaned and left tidy, if used
- Place extra shoes and slippers on shoe shelves
- We encourage students to eat in the kitchen/living room and not in the bedroom.

## Common Areas

Students will be assigned to take turns to clean common areas DAILY including:

- Bathroom sinks, mirrors and toilets
- Refrigerator, kitchen sinks/counters
- Taking out garbage
- Dusting all surfaces and floors (including hallways and under the bed)
- Wash, dry and return dishes back into their personalized cabinet space.

# RULES AND REGULATIONS

## Cleaning Inspection

Dorm parents will perform weekly inspections. Students who receive “Poor” ratings shall immediately correct the areas that do not meet the basic dorm standards. Dorm students with the cleanest room for the month will also receive an award and recognition.

## Phone Policy

Dorm facilities have a landline phone for student use at scheduled hours. Smartphones and devices are prohibited on campus.

Families may purchase a mobile “dumbphone” (cannot connect to the Internet, but facilitates simple calling and texting) for their students. We have discovered “dumbphones” still access internet features like YouTube videos. These videos could be inappropriate for our wholesome dorm culture.

To address this issue, we will ask all dorm students to turn in their phones to the dorm parent upon arrival to the dorm in the evening as they sign in. Upon request, when arriving at the dorm, the students will have the opportunity to call parents before they turn in the phone. In the morning, the students may pick up their phones from the dorm mom or dad.

## Computer Use and Internet Policy

In order to ensure students have enough resting time, dorm Internet access is available until 10:00 p.m. Sunday to Thursday, and until 10:30 p.m. on Friday and Saturday. Students who need more internet time may get up early to go to school at 7am in B building during the school days.

For 9th and 10th grade students, they must turn in their Chromebooks at 9:30 p.m. For 11th and 12th graders, they must turn in their Chromebooks at 10:30 p.m. to the dorm parents. This allows us to keep a wholesome dorm environment, where they are not looking at movies late into the night. Devices can be very distracting for the students, therefore boundaries are needed. Upon leaving in the morning, the students may pick up their Chromebooks from the dorm parents.

All 6–8 graders may borrow Chromebooks from the dorm parents for study/checking emails, or communication with parents. And must be used at appointed places within a designated time. The Chromebooks must be used under the dorm parents' supervision and definitely not used in their rooms privately.

## Room Assignment

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

## Valuables and Pocket Money

- Wallets, money, and items of value should be kept in a lockable suitcase. The school takes no responsibility for the loss of valuables left unsecured in the dorm.
- Dorm students are encouraged to use debit cards to access their pocket money. International students who need to open an US bank account, may contact [dorm@northernacademy.org](mailto:dorm@northernacademy.org) for information.
- Dorm students should try to limit their pocket cash to \$100 or less to minimize the risk of accidental loss.

## TRIPS

The school organizes weekend shopping, educational and entertainment trips for dorm students. Admission fees and travel expenses are paid for. Students are required to pay for their personal food, unless a cafeteria box is provided. Trips are mandatory for dorm students unless there are special circumstances. Students should follow the same behavior rules on the van / bus as the school requires in the classroom.

Expectations for trip travel on a bus:

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

## LEAVE OF ABSENCE

Students will return to the dorm no later than 8:50pm in the evening on school days and after dinner on non-school days. Students will not return to the dorm during school hours from 7:50am until 6:45pm. Once students return to the dorm after dinner and sign in, they will not leave the dorm at night.

Students leaving dormitories must sign the Sign-Out sheet and return by the Sign-In time.

To give permission for your child to do special activities such as walking on campus or going to local stores during their free time please review and sign (Exhibit C) and (Exhibit D) at the bottom of this document. Your child will not be allowed to participate in these activities unless the parent has given permission.



**Students with other special requests not listed in exhibit C and D, such as being picked up by non-school personnel, spending the night outside of the dorm, etc. must have their parent or guardian sign the [Residential-Parent Consent Form for off Campus Travel](#).**

For students who violate this policy, the parent/guardian will be notified and a consequence will follow. It could lead to expulsion from the dormitory. We take this seriously as the safety of your child is our highest priority.

## EVENING STUDY HALL AND WEEKEND SCHEDULE

Dormitory students are scheduled to participate in a supervised evening study hall after dinner. This will give them an opportunity to finish homework and practice their arts in a structured manner. Students also need to follow the weekend schedule so dorm parents know their location and students have boundaries over the weekend. Students will have free time during the weekend, however there are boundaries and rules in how they use their free time.

## RENWEB GRADING SYSTEM

Dormitory students will be graded on their overall conduct in how they live in the dorms. We will use Renweb grading system to take attendance in the evening and morning. We will also track their behavior with the Renweb system with items such as tidy room, quiet time cooperation, following rules, being on time, etc. Each academic quarter each student will be awarded a dormitory “conduct” grade for their overall behavior in the dorms and dorm life. This grade will go on their official report card.

## SICKNESS

For Northern Academy, the two nurse offices with private nursing beds and curtains are set up for the safety of all our students. When a dorm student doesn't feel well, he/she is required to come to the nurse's office for a proper medical assessment and care, especially with the current pandemic concerns. Being sick in the dorm without proper medical care puts oneself, and others, at risk.

The school nurse will check students every 1-2 hours to make sure they are safe and hydrated, providing drinks, meals and taking care of them. Youths usually have strong immune systems. With a proper care of rest, nutrition and hydration, they can recover pretty soon with their own immune system.

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

## DISCIPLINES

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

- Students who violate dormitory rules may receive demerit points, perform extra duties, loss of privileges, being removed from the dorm (Exhibit C), and/or suspended from the school.
- Possession or control of drugs, alcohol, or weapons may result in immediate expulsion.
- Unhealthy materials, tobacco, vaping, acts of intimacy and dating are prohibited. Students who violate these rules face serious disciplinary action and possible expulsion.

- Damaging others' or school property is vandalism and will result in disciplinary action. Additionally, the repair or replacement costs will be charged to the offending student's account.
- Dorm teachers have the right to enter students' bedrooms to inspect, and may check students' bags (backpack, pocketbook, shopping bags, etc.) before going on shopping trips and again after returning from shopping trips.

## FIRE DRILLS

When Fire Alarm is triggered, everyone is to leave the building and stand in the allocated areas. All names will be checked by dorm teachers, and students may only return to dorm when permitted by a dorm teacher.

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

## VISITORS

- Visitors need to seek permission from a dorm parent, and sign the visitor log book.
- Parents may visit the dorm between 10 am to 12 pm on Sundays only. (special exceptions need dorm parents to approve)
- Parents/guardians may visit dorm rooms only if accompanied by a dorm parent.
- Visitors are not allowed to spend the night at the dormitories. Except for immediate family members, no visitors of the opposite gender may be with the student alone in the student's dorm room.

# EXHIBIT A. PACKING CHECKLIST

## What to Bring and What to leave at home.

For this year especially, we encourage students to bring only necessary personal belongings. By winter break all belongings must be limited to a suitcase, a carry-on bag, and one box. There may be circumstances that require students to move dorm rooms, or we might need to close the dormitories rapidly. We want to make that process as easy as possible.

Students who wish to store personal items at the dorm during winter and summer breaks must complete the *Dormitory Storage Agreement* (The form is available upon request), and receive approval from the administration before doing so.

All items must be **clearly labeled** with the **student's first and last name**.

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### **Bedding:**

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

\*Residential services provide bedding at a cost

### **Toiletries**

- Towels/washcloths
- Shower caddy *\*required* (personal items may not be stored in bathrooms)
- Shower sandals/flip flops *\*recommended*
- Personal toiletries (shampoo, soap, toothbrush, toothpaste, razors, etc.)
- Disinfectant wipes (i.e. Clorox wipes)
- Hand sanitizer *\*required*
- Tissues

### **Clothes/Storage**

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

### **Desk & School Supplies**

- Alarm clock
- Energy-efficient desk lamp (non-halogen)
- School supplies (i.e., pens, binders, notebooks, highlighters, stapler, etc.)

- USB or flash drive
- Calendar/assignment book/planner
- Backpack/tote bag
- 3-prong extension cord (UL approved)
- 3-prong power strip and surge protector (UL approved)
- Flashlight

### Food/Food Items

- Snacks (with sealable containers to store leftovers)
- Drinks (water/sports drinks/ soda)
- Reusable mug/cup/water bottle
- Dishes/bowls/plates/utensils
- Environmentally-friendly dishwashing liquid/sponge

### Medical/Health Related Items

- Basic First aid kit
- Necessary medications (Note: Any prescription medications must be stored at the Health Office and OTC medication must be checked by a nurse before storing in the room)

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

## EXHIBIT B. Parent Authorization for Making Health Decision

Date:

To whom it may concern,

I give permission to \_\_\_\_\_ (name of the designated person/people) to make all health decisions for my child \_\_\_\_\_ (name of the child) on my behalf.

\_\_\_\_\_(Parent's name)

\_\_\_\_\_(Parent signature)

Relationship to the Child:    Mother        Father        Legal Guardian

## EXHIBIT C. On Campus Walks and Campus Activities Parent Consent Form

Date: (                    )

To whom it may concern,

I give permission to allow my child to go for a walk on campus and play field games on campus during their free time for the 2022 - 2023 school year.

1. My child must ask permission from the dorm parent for each walk and each activity.
2. Being that we are an open campus, all students must have a same gender buddy when traveling from place to place on campus. We call this the buddy system.
3. My child must walk within the school boundaries and not leave campus.

Please check the following:

(            ) I understand the risk involved in on campus walks and field games.

(            ) I release the school from any responsibility should anything happen to my child for campus walks and activities.

\_\_\_\_\_ (Parent's name)

\_\_\_\_\_ (Parent signature)

Relationship to the Child:    Mother        Father        Legal Guardian

EXHIBIT D. Consent form for leaving campus to walk to local restaurants,  
coffee shops, parks and grocery stores

Date: ( )

To whom it may concern,

I give permission to allow my child to leave campus and walk to local restaurants, coffee shops, parks and grocery stores in their free time for the 2022 - 2023 school year.

1. My child must ask permission from the dorm parent for each walk and each activity.
2. All students must have a same gender group of three students when traveling from place to place off campus. We call this the buddy system. The middle school students must have at least one high school student in the group.
3. The students are not allowed to interact with opposite gender students on these off camp activities.
4. The students must bring one dumb phone and check in with their dorm parent when they arrive to their destination.
5. Students are not allowed to go to any other location other than the one requested. And they must stay within a designated time frame which is limited to 2 hours.

Please check the following:

( ) I understand the risk involved in leaving campus and walking to local restaurants, coffee shops, parks and grocery stores.

( ) I release the school from any responsibility should anything happen to my child for leaving campus and walking to local restaurants, coffee shops, parks and grocery stores.

\_\_\_\_\_(Parent's name)

\_\_\_\_\_(Parent signature)

Relationship to the Child:      Mother      Father      Legal Guardian

## EXHIBIT E. EMERGENCY PLACEMENT

If the school needs to remove a boarding student from the dormitory due to an emergency such as medical or disciplinary issues, the school may place the student in a qualified host family. The school will provide the parents with a list of available host families at the time of the emergency. The school shall provide the parent with a time frame for the student's homestay if the treatment or counseling sessions can be estimated.

### **Cost, Payment and Refund**

The parents are financially responsible for the cost of emergency homestay. Parents are advised to discuss arrangements with the host family directly regarding fees and payment, the student's schedule, meal plan, transportation, activity and other special needs.

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

### **Hosting Family Responsibility**

The hosting 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.

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

### **Services and Communication**

During the emergency placement, upon the parents' request, the school may continue to provide some services that are usually only available to boarding students, such as weekend activities and trips.

The Student Affairs Office will provide a weekend activity schedule to the student and the host family. Both the school and the host family will work together and make the best effort to help the student attend these activities as he/she is permitted.

The parents will communicate with the Student Affairs Office for updates on the student's school life and communicate with the host family regarding the student's activities after school.

### **Returning to Dorm**

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



