



# **BOARDING STUDENTS HANDBOOK**

**2024-2025**

**Northern Academy**  
1 Ashley Ave  
Middletown, NY 10940 USA  
Tel: +1 (845) 779-0808  
Email: [contact@northernacademy.org](mailto:contact@northernacademy.org)

## Table of Contents

WELCOME TO RESIDENTIAL LIFE!	3
The Northern Way	4
Our Mission	4
Northern Academy Pledge	4
Our Core Values	4
DORMITORY HOUSES	5
Hours of Closure	5
PACKING	5
MOVING IN & OUT	5
Room Assignments	5
Moving In - Start of School	5
Winter Break Dorm Closure	6
Moving In - Changing status from Day/Homestay to Residential	6
Moving Out - to Homestay	6
Moving Out - End of School Year	7
Move-out Procedure	7
RESIDENTIAL SERVICES	8
Personal Services	8
HEALTH REGULATION - FEELING UNWELL	9
Feeling Unwell Procedure	9
BEHAVIOR EXPECTATIONS	9
Consideration for Others	9
Curfew and Quiet Time	9
Wall Hangings and Decorations	10
Common Areas	10
Phone & Electronic Device Policy	10
Computer Use and Internet Access	10
RULES AND REGULATIONS	11
General Dorm Rules	11
Schedules and Rosters	11
Common Spaces	11
Your Own Spaces	11
Inspections	11
Check-in and Check-out	12
Guests and Visitors	12
Trips and Transportation	12
Respect Those Around You	12
Consequences	12
Signature and Acknowledgement	12
VALUABLES, BANK ACCOUNT, POCKET MONEY	13
OFF-CAMPUS TRAVEL	13
DISCIPLINE	13
FIRE DRILLS	14

VISITORS	14
EXHIBIT A. PACKING CHECKLIST	15
What to Bring and What to leave at home.	15
EXHIBIT B. EMERGENCY PLACEMENT	17
ACKNOWLEDGEMENT PAGE	18

Amendment/Change Provision:

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

Contact:

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>

# 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, 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,

Ms. Mimi Cortese-Ng  
Director of Student Services  
[studentservices@northernacademy.org](mailto: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.

# DORMITORY HOUSES

Northern Academy has four dormitory houses.  
Houses are named by the street number:

Dorm 92 (3rd floor) All MS & HS Boys	Dorm 183 - MS Girls	Dorm 179 (anticipated) HS Girls	Dorm 173 - HS Girls
---	---------------------	------------------------------------	---------------------

## Hours of Closure

Dormitory buildings are closed from 9:00am until 5:00pm 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

Dorm rooms and beds are assigned to boarding students by Residential Staff. Once assigned, students must sleep in their designated room and bed. If students wish to make changes to room assignments, they should contact the Residential Director for approval.

### Moving In - Start of School

#### **Move-in Dates/Times:**

- a. **New Boarding Students (and their returning siblings):** August 17 & 18 2024  
from 2:00PM-9:00 PM
- b. **Returning Students:** August 18 & 19 2024 from 2:00PM-9:00 PM

**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](mailto:admissions@northernacademy.org),

- parents of returning students should contact the Residential Director: [dorm@northernacademy.org](mailto:dorm@northernacademy.org) to confirm the intended moving-in and out dates.

## Winter Break Dorm Closure- December 22nd 2024 - January 3rd 2025

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 **12noon, Sunday December 22nd 2024**. 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

Return to dorms day is Saturday, January 4th 2025 from 2:00PM-9:00 PM.

## Moving In - Changing status from Day/Homestay to Residential

### 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.

## Moving Out - to Homestay

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. Parents are required to 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.

## Moving Out - End of School Year

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. On move-out day, dorm room must be completely vacated of all belongings:
    - i. all bedding stripped from mattress,
    - ii. all closets and drawers emptied,
    - iii. all trashed bagged and discarded,
    - iv. entire room broom-swept including closets and under beds
2. 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 students during summer break. Students will be responsible to initiate this process to request storage of belongings:

1. Students will reach out to the Residential Director and express their request for storing personal items. Only students who have been accepted for readmission will be allowed to store personal belongings in designated dorm storage areas.
2. Residential Director will confirm with the Admissions Office about



3. Students will only be allowed to store 1 luggage case and 1 approved container or moving box.
4. Any belongings not removed will be considered as abandoned and discarded.

## 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 gets their own desk, chair, dresser, and storage space. Shared appliances include washers and dryers, refrigerators, microwave ovens, and filtered water dispensers. Each bathroom is provided with toiletries including toilet tissues, and hand soap.

### **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 nurses provide lessons for students addressing physical and mental health, hygiene and personal space issues. All residential students are expected to fully self regulate and develop good self care skills and habits, as well as good interpersonal skills and habits.

## Personal Services

### *Shipping Packages*

We only accept shipments made by prior arrangement with the Residential Director at [dorms@northernacademy.org](mailto:dorms@northernacademy.org). Address packages as seen here:

[Student Name]  
Attn: Dorms / Residential  
Northern Academy  
1 Ashley Avenue  
Middletown NY 10940 USA

Please note that we are now **restricting e-bikes and use of skateboards**, as we must comply with the Laws of New York State regarding e-bikes and the Laws of Middletown regarding skateboards. Please refer to the links aforementioned before

### *Airport Pick up and Drop off*

We do not provide airport pick-up service. To assist families in arranging transportation services to/from Newark, New Jersey and New York JFK airports, please refer to the [Airport Travel Information Sheet](#).

# Health Regulation - Feeling unwell

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.

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.

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:**

Residential students will not be allowed to casually stay in the dorms.

1. The student will promptly discuss their symptoms and concerns with residential staff.
2. The student will report to the nurse for evaluation and may be assigned to rest in the infirmary.

### **Feeling unwell During School hours:**

Residential students will not be allowed to return to the dorms during the school day.

1. The student will promptly discuss their symptoms and concerns with their classroom teacher.
2. The student will report to the nurse for evaluation and may be assigned to rest in the infirmary.

### **Feeling unwell After School hours / Weekends:**

Residential students are to inform residential staff on duty of any health concerns, immediately.

# 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 students must return to the dorms by 9:00pm curfew. So that students get enough rest, each dormitory will observe **quiet time** starting at 9:30pm until 7:00am on school days, and from 10:30pm to 8:00am when the following day has no classes scheduled.

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

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

## 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, or political language 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, beds 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:

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

## Phone & Electronic Device Policy

Dorm facilities have a land-line phone for student use at scheduled hours. 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 a smartphone or 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. 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 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, available in-dorm 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?**

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

- Personal cell phone will be submitted to school upon receiving Northern Phone and will be stored off campus; Personal cell phone will be returned to student during at Winter/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 afterschool 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 8:45pm) for boarding students (academic work has priority)

# RULES AND REGULATIONS

Northern Academy will conduct inspection of dorm rooms, lockers, backpacks, coats, 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 return-time, quiet-time, and lights-out.
- If an area has a tighter time restriction, such as “start no laundry after 8pm”, honor it.
- Participate as assigned on daily, weekly, and other cleaning rosters.
- Honor other rosters when present, such as who may do laundry on a given day.

## Common Spaces

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

## Your Own Spaces

- Sleep in your own room and in your own bed.
- Make your bed before checking-out for the morning.
- Tidy your desk and workspace before going to bed in the evening.
- Keep dirty laundry contained and covered until you wash it.
- No paint, stickers, posters, or other permanent decorations.
- 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 for 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 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 not 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 weekends. Participation is voluntary. Students should follow the same behavior rules in vehicles as the school requires in classrooms.

## Expectations for trip travel on a bus:

- 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 image
  - No unwanted horseplay.
  - Hazing is illegal, as is sexual harassment. So, don't.
- Dress decently and appropriately, even during weekends.
  - No clothing with profanity or violence.
  - No mini shorts/skirts, spaghetti strap tops, or torn/ripped/faded/vulgar clothing.
  - No shorts or swimwear outside in winter. No pajamas outside the dorm.

## Consequences

- Fees and 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.

## Signature and Acknowledgement

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

# Valuables, Bank Account, Pocket Money

- Wallets, money, 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.
- Dorm students should limit their pocket cash to \$100 or less to minimize accidental loss.
- Dorm students are encouraged to use debit cards to access their pocket money. Use of credit cards are not recommended. Parents who are looking to open an US bank account, here is [a list of local banks](#). A bank representative from [International Bank of Chicago \(INBK\)](#) will be present at the new student orientation day at the start of the school year.

## Off-Campus Travel

Student travel to destinations off campus, must have written parental permission submitted no less than 48 hours in advance of the date of activity.

- 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 their parent or guardian sign the [Travel Permission Form](#).
- Parents who fetch their students from the dorm must sign their students out and in with the Residential Staff.
- Students ages 18 and above must inform the residential staff and parents of their whereabouts if they intend to spend the night out.

Failure to follow these requirements is a serious violation of dorm rules 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.

## DISCIPLINE

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

- Students who violate dormitory rules may receive demerit points, perform extra duties, lose privileges, be removed from the dorm (Exhibit B, see below), and/or be suspended from the school.
- Possession of controlled substances such as drugs, (marijuana, THC/CBD, etc.), alcohol, or weapons may result in immediate expulsion from the dormitory and school.

- Use of all tobacco products, including vaping, is prohibited.
- Possessing, making, sharing pornography or pornographic materials is prohibited.
- Acts of intimacy, public displays of affection, and dating are prohibited.
- Damaging others' or school property is vandalism and is prohibited, and will incur repair or replacement costs.
- 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 from Northern Academy.

## FIRE 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 when such a real emergency arises. Students are expected to do the following:

- When the fire 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.

## VISITORS

- Visitors need to pre-arrange and seek approval from the Residential 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.
- Visitors are not allowed to spend the night in the dormitories.



# EXHIBIT A. PACKING CHECKLIST

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

We encourage students to bring only necessary personal belongings.

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

Consumable supplies can be bought locally during scheduled weekend shopping trips.

---

### **Bedding (can be purchased locally; not provided by the school):**

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

### **Toiletries (Northern only provides toilet paper and hand soap in bathrooms):**

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

### **Clothes and Storage (Northern provides limited storage for clothes):**

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

### **Suggested Supplies (Northern provides a basic desk and chair in dorms):**

- Alarm clock
- Desk lamp (non-halogen)
- School supplies (i.e., pens, binders, notebooks, highlighters, stapler, etc.)
- USB or flash drive
- Backpack/tote bag
- 3-prong extension cord, power strip, or surge protector (UL approved)

## Food Related Items (Northern provides on campus meal service daily):

Dorm kitchens are not equipped for students to cook full meals. Kitchens are only for basic snacks and limited storage.

- Resealable containers to store leftovers and other foods
- Reusable mug, cup, or water bottle
- Dishes, bowls, plates, utensils
- Dish detergent and sponges

Students can buy the above items locally.

Other Items You Don't Need, But Many Students Like to Have:	Items That Are NOT Permitted/Restricted (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 (ie Sticky Tak, 3M Command strips)</li> <li>● MP3 players &amp; headphones for use during private time</li> <li>● Books &amp; magazines for pleasure reading</li> <li>● Board games</li> <li>● Deck of cards</li> <li>● Rubik's Cubes &amp; puzzles</li> <li>● Sunscreen &amp; sunglasses</li> <li>● Plushies &amp; throw pillows</li> <li>● Insect repellent <i>*recommended when hiking</i></li> <li>● Bathrobe</li> <li>● Organizers</li> <li>● Shoe rack</li> <li>● Flashlight &amp; batteries</li> <li>● Storage crates</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 residential staff.</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>● All forms of tobacco products, cigars, cigarettes, vape, and all vaping products</li> <li>● Darts and dart boards</li> <li>● External monitors/TVs</li> <li>● Firearms, weapons, airsoft guns, paint guns, BB guns, air guns, hunting rifles, ammunition, bows, arrows, and knives</li> <li>● Fireworks or explosives</li> <li>● Halogen lamps, bulbs, lava lamps, sun lamps</li> <li>● <b>NEW</b> Electric bike/scooter, hoverboards, skateboards: failure to comply may result in fines: <a href="#">New York State Law</a> / <a href="#">Middletown Laws</a></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. 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 host family as necessary.
- All parties (school, host family, parent(s)) should work cooperatively for the well being of the student.

# 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.