



# **BOARDING STUDENTS HANDBOOK**

**2021-22**

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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 teachers on daily issues related to dorm life. Parents/guardians' first contact is the dorm teachers 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 Affairs office at [sao@northernacademy.org](mailto:sao@northernacademy.org)

We are looking forward to serving your needs.

Sincerely,

Northern Academy Administration

# OUR PHILOSOPHY

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 responsibility

Our relationships will be characterized by:

- Integrity
- Camaraderie
- Courtesy and 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

Standard Dorm Check-In is the evening before the enrollment date and the Move-Out is by noon after the winter break starts or the spring semester ends. Dorm is closed for winter and summer break.

Parents should contact both the Admissions Office and dorm teachers at [dorm@northernacademy.org](mailto:dorm@northernacademy.org) 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.

Parents are encouraged to make their own quarantine arrangements and inform the school for intended online and/or onsite dates.

## 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 3 students. Each dormitory building has a quarantine suite with a separate bedroom and a full bath.

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, 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. A fee will be charged as published in the *Tuition & Fee Schedule*. It may be paid through the student spending account.

### Extra Stay

Boarding students may have the option to book for extra stays during dormitory closing time (winter or summer break). The request must be made at least two months in advance. Room, board, and supervision are subject to available.

### 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 available.

### 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 take a 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 Residential Service Department.

### Airport Pick up and Drop off

To assist families in arranging transportation services to/from Newark, New Jersey and New York JFK airports, our dorm teachers may provide 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\*

In order to provide students with sufficient rest the dormitories will observe **quiet time** during the hours between 9:30 p.m. and 7:00 a.m. on school days. 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 10:00 p.m. and ends at 10:00 a.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 may not visit the dorm room 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.

## 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:

- Made 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
- 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

## Common Areas

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

- Bathroom sinks, mirrors and toilets cleaning
- Refrigerator cleaning, kitchen sinks/counters
- Taking out garbage
- Dusting all surfaces and floors (including hallways and under the bed)

# RULES AND REGULATIONS

## Cleaning Inspection

School Administrators will perform weekly inspections. Students who receive “Poor” ratings shall immediately correct the disqualified areas to meet the standard.

## 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 student.

## Computer Use and Internet Policy

In order to ensure students have 8 - 10 hours of sleep time dorm Internet access is available until 10 pm Sunday to Thursday, and until 10:30 pm on Friday and Saturday. Students who need more internet time may get up early to go to school.

All 6–8 graders may borrow Chromebooks from the dorm teachers for study/checking emails, or communication with parents. And must be used at appointed places within a designated time.

## 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 teachers for approval.

## Valuables and Pocket Money

- Wallets, money, and items of value should be kept in a lockable suitcase/locker. The school takes no responsibility for the loss of valuables left unsecured in the dorm.

- Dorm students are encouraged to use debit cards to access their pocket money. Use of a credit card is not a good habit. 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. Participation is voluntary. 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 leaving dormitories must sign the Sign-Out sheet and return by the Sign-In time (9:00 p.m.).

**Students who need to be picked up by non-school personnel or spend the night outside of the dorm must have their parent or guardian sign the [Travel Permission Form](#).**

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

For students who violate this policy, on the first offense the parent/guardian will receive a call from administration. Should a second offense occur, a parent meeting will be arranged.

Further offenses could lead to expulsion from the dormitory.

## SICKNESS

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

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

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

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

## 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 teacher, and sign the visitor log book.
- Parents may visit the dorm between 10 am to 12 pm on Sundays only. (special exceptions need dorm teachers to approve)
- Parents/guardians may visit dorm rooms only if accompanied by a dorm teacher.
- 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. 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) *\*required*
- Hand sanitizer *\*required*
- Digital Thermometer *\*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
- 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

- A minimum of 5 washable cloth face masks or *disposable masks* \*required
- 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 (ie Sticky Tak, 3M Command strips)</li> <li>● Headphones for use during study hall</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> </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 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>● 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. 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.

# SIGNATURE PAGE

## NORTHERN ACADEMY BOARDING STUDENT HANDBOOK FORM

Parents and students are required to sign this “Northern Academy Boarding Student Handbook Form.” The parent and student signatures indicate their full compliance with all rules and regulations set forth within the handbook. 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.

Your signatures below 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.

\_\_\_\_\_  
(Please Print) Student Name

Grade: \_\_\_\_\_

\_\_\_\_\_  
Student Signature

Date \_\_\_\_\_

\_\_\_\_\_  
(Please Print) Parent/Guardian Name

\_\_\_\_\_  
Parent/Guardian Signature

Date \_\_\_\_\_