



Parent and Student Handbook

2021-22

Our mission is to nurture students to become cultured individuals of exemplary moral character. To this end, we provide an education drawn from the classics and the arts, one steeped in divinely inspired traditional values of the East and West.

The policies in this handbook are intended to ensure a positive and harmonious environment for the Northern Academy of the Arts (Northern Academy) community. By enrolling in Northern Academy, students and their families are expected to cooperate and comply with the school's rules and regulations. Northern Academy reserves the right to make revisions to this document when deemed necessary by the school administration. The student body and their families will be advised of any such changes and thereafter expected to cooperate in observing them. Parents and students are required to sign the Parent and Student Handbook form. Signatures of the parents and students indicate their full compliance with all rules and regulations set forth within the handbook.

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

Northern Academy of the Arts
1 Ashley Avenue
Middletown, NY 10940 USA
www.northernacademy.org

Table of Contents

INTRODUCTION	4
ABOUT	4
NORTHERN ACADEMY OFFERS:	4
AUTHORIZATION AND ACCREDITATION	5
AMENDMENT/CHANGE PROVISION	5
OFFICE DIRECTORY	5
PARENT COMMUNICATION	5
MISSION, VALUES, AND PROFILE OF GRADUATES	6
MISSION	6
CORE VALUES	6
OUR PROFILE OF GRADUATES	6
SCHOOL CALENDAR	7
SCHOOL CALENDAR AND BELL SCHEDULE	7
SYNCHRONOUS ONLINE LEARNING	7
SCHOOL SCHEDULE CHANGE ALERT	7
SCENARIOS OF CANCELLATIONS, DELAYED OPENINGS AND EARLY DISMISSALS	7
ADMISSIONS AND REGISTRATION	8
ADMISSION REQUIREMENTS	8
APPLICATION PROCESS	8
TUITION AND FEES	9
FINANCIAL AID	9
REFUND POLICY	9
TRANSFER CREDITS	9
ENROLLMENT AND REGISTRATION	10
EDUCATIONAL PROGRAM	10
CURRICULUM	10
TRACK SELECTION	10
EVALUATION AND IMPROVEMENT	11
ACADEMIC INTEGRITY, PROMOTION, AND GRADUATION	12
ACADEMIC INTEGRITY	12
PROMOTION AND RE-ENROLLMENT	12
ACADEMIC PROBATION	12
ACADEMIC SUPPORT	12
RETAKING TESTS	13
HIGH SCHOOL GRADUATION REQUIREMENTS	13
NATIONAL HONOR SOCIETY	13
STUDENT SERVICES	13

REGISTRAR	13
ACADEMIC ADVISING	13
TALENTED AND GIFTED STUDENTS	14
COUNSELING	14
COLLEGE AND CAREER SERVICES	14
SCHOOL ATTENDANCE	15
IN LOCO PARENTIS	16
ENVIRONMENT AND CULTURE	16
SERVICE POLICIES	16
EXTRACURRICULAR ACTIVITIES	16
COMMUNITY SERVICE	17
CAFETERIA	17
HEALTH SERVICES	17
RESIDENTIAL SERVICES	17
STUDENT RIGHTS AND RESPONSIBILITIES	18
STUDENT CONDUCT AND DISCIPLINE	18
TRANSPORTATION	19
STAFF-STUDENT RELATIONS	19
PARENTAL INVOLVEMENT	20
THE PARENT ORGANIZATION	20
PARENT AMBASSADORS	20
VISITORS	20
GIVING	20
SCHOOL PROPERTY	21
SCHOOL LOCKERS	21
TEXTBOOKS AND SUPPLIES	21
SCHOOL POLICIES & PROCEDURES	22
ANNOUNCEMENTS AND NOTIFICATIONS	22
FIRE DRILL	22
EMERGENCY PROCEDURES	22
MAIL HANDLING	22
LOST AND FOUND	22
HEALTH SERVICES REGULATION	22
PARTICIPATION IN RELIGIOUS EXERCISES	23
NONDISCRIMINATION POLICY	23
PARENT/STUDENT HANDBOOK COMPLIANCE FORM	24

INTRODUCTION

About

Northern Academy of the Arts (“Northern Academy”) is a private middle school and high school in Middletown, Orange County, New York that offers a combined academic and enhanced arts education to students in Grades 6 through 12. It strives to give students the skills, the discipline, and the confidence they need to be successful in college and in life.

Northern Academy nurtures academic excellence in students. Students at Northern Academy receive a rigorous, top-tier education that imbues a philosophy of lifelong learning. We keep the student-teacher ratio in classes at an average of 10:1, which means an education that is flexible and responsive.

While every student fulfills a complete college preparatory curriculum, Northern Academy also has a unique emphasis on the classical arts of both Western and Eastern civilizations. Just as the ancient philosophers believed, modern studies have found that teaching the arts in schools can have a profound effect on young minds. The arts produce a greater sense of enjoyment and fulfillment in students, enhance their communication skills and self-confidence, and make the school culture feel more positive and adventurous.

Students select either the academic track or an arts track that best suits them. By taking an approach with multiple tracks, Northern Academy opens up a wide range of avenues for students to allow them to rise to their fullest potential.

We take building character very seriously. For children and teenagers who are growing every day, the time is now to lay a solid foundation of good habits and values that will benefit them for the rest of their lives.

Northern Academy Offers:

- Academic Students: Great internship opportunities where they get real-world experience and job skills. A unique, carefully planned curriculum and small class size that allow them to engage meaningfully with subjects and help them become lifelong learners.
- Arts Students: Pre-professional training enables them to pursue a professional arts career as well as building their character through the discipline of artistic training. Art students also get a strong college preparatory education so they are prepared regardless of what profession they ultimately choose.
- Open to grades 6 through 12
- Boarding and day school options
- Low student-teacher ratio
- Northern Horizon - advanced science project program
- College counseling and planning for each high school student
- Private tutoring in all subjects as needed
- Etiquette and mind-body-spirit health education
- A safe environment with an emphasis on moral values and good conduct.
- Traditional Chinese culture and Mandarin language classes
- ESL and tutoring

Authorization and Accreditation

Northern Academy received its provisional charter from the New York State Education Department on December 12, 2017 and began offering instruction on January 7, 2018. It is accredited by the Middle States Association Commissions on Elementary and Secondary Schools.

Amendment/Change Provision

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

Office Directory

Address: 1 Ashley Ave., Middletown, NY 10940

Telephone: (845) 779-0808

Fax: (845) 913-9483

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

Parent Communication

Before a student is enrolled in Northern Academy, all communication can be directed to the Admissions Office via email: admissions@northernacademy.org or phone at +1 (845) 288-0636.

After a student is enrolled, parents can communicate with the school via parent conferences, email, phone, newsletters or contact different teachers and staff via the office directory listed on FACTS via family portal logging in from the School's website.

Northern Academy provides translation and interpretation services to parents who require language assistance in order to communicate effectively with the school.

MISSION, VALUES, AND PROFILE OF GRADUATES

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.

Core Values

Traditional Western and Eastern values provide a moral compass for one's character development. To this end, Northern Academy of the Arts embraces three principles as guideposts for our progress:

- Integrity: Strengthening the wholeness of our moral compass by being trustworthy and consistent in thought, word, and deed.
- Compassion: Nurturing the innate goodness that arises through our acts of kindness, selflessness, and forgiveness, uplifting us all.
- Resilience: Cultivating the resolve to maintain our courage and diligence in the face of uncertainties, challenges, and setbacks.

Our Profile of Graduates

Graduates from Northern Academy of the Arts exhibit a high moral character and grace rooted in traditional values and culture. They treasure honesty, compassion, and resilience in the face of adversity. They, moreover, possess the intellectual strength to make rational and informed decisions.

Graduates will be able to demonstrate the following:

ADVANCED INTELLECT

- Mental Clarity
- Intellectual sincerity
- Problem solving skills
- Critical thinking abilities
- Scholarly habits

MORAL EXCELLENCE

- Integration of morality into core identity
- Punctual, reliable, and disciplined self-control
- Accountability to self and others
- Dignity and compassion
- Graceful demeanor

PREPARATION FOR LIFE

- Broad knowledge and practical skills
- Civic Responsibilities
- Self-motivation and autonomy
- Social etiquette and courtesy
- Listening skills and strength of voice

- Leadership skills
- Respect for authority and teamwork
- Creative, adaptable, and resourceful

SCHOOL CALENDAR

School Calendar and Bell Schedule

The 2021–22 Academic Calendar, Bell Schedule, and Saturday School Dates & Bell Schedule are published on the school website www.northernacademy.org/about/calendar

Synchronous Online Learning

During the COVID pandemic, students have the option of attending classes remotely. Students have opportunities to interact with their teachers, other online students, and students in the classroom.

School Schedule Change Alert

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

The school uses REMIND app to send text messages regarding schedule change to the emergency contacts for Day students. To receive text messages, parents need to register at www.remind.com/join/cd29ee

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

Scenarios of Cancellations, Delayed Openings and Early Dismissals

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

Alert Type	Forecast	Pick up by	School Time	Meal Plan
Cancellation	Snow overnight with accumulations causing travel difficulty	-	School closed	-
Delayed Opening	Snow until midnight with accumulations	-	<u>Two-Period Delay Bell Schedule</u>	Breakfast cancelled; Simple lunch
Early Dismissal	Snow starts noon - 5pm with accumulations	One hour before the snow starts	Classes and activities cancelled after the pickup time.	Lunch; Dinner cancelled

ADMISSIONS AND REGISTRATION

Admission Requirements

Northern Academy seeks to enroll students who possess the aptitude and desire to be successful in a morally upright, college preparatory setting. Academic transcripts, standardized test scores, personal interviews, and letters of recommendation will be used in the application process. Documentation of any special educational needs on the part of the applicant must be submitted at the time of application.

On average, grades 6-7 applicants are admitted with an Average or above in all subjects rated by teachers on report cards. Grades 8-12 applicants usually have achieved an average GPA of 3.0.

English proficiency is critical for students to succeed in our rigorous program. Though we provide ENL (English as a New Language) support for students, applicants need to demonstrate competence in both oral and written English. To this end, we require non-native English speakers to submit at least one of the following:

- Test of English as a Foreign Language (TOEFL) OR other equivalent tests. Scores 75-80 for TOEFL IBT and 750-800 for TOEFL Jr. are acceptable;
- A written sample in English, OR the latest grades in the student's English classes.

Application Process

All applicants must submit the following:

- Application Fee
- Completed General Application form
- School Report - including transcripts and current grades
- Attendance Records from previous schools
- Recommendation letters from an English Teacher, and Mathematics Teacher are required. An additional recommendation letter from a Teacher in any other subject is recommended.
- Financial Aid Application (if required)
- Additional information based on the applicant's chosen track (see below)

Applicants who are eligible for an interview will be contacted within two weeks of submitting the complete application package. (International applicants may attend the interview online.)

For students based in the US, the deadline for application is January 15. Decision notices for the following school year are sent electronically by mid-late February. (We accept international applications on a rolling basis.)

Academic Track Applicants

The SSAT (Secondary School Admission Test) is recommended for all students, especially applicants for financial aid.

Dance Track Applicants

Audition is required. If a student is unable to attend an in-person audition, please submit the following digital photos:

- standing (full length frontal and full length back in any attire);
- splits in dance or gymnastic attire or other form-fitting clothes;
- bridge in dance or gymnastic attire or other form-fitting clothes

Music Track Applicants

An audition is required. If a student is unable to attend an in-person audition, please submit a link for an uploaded video showing the student performing a music piece within the last six months.

Fine Arts Track Applicants

Submit three sketches of people, one still life painting, and one drawing of something you feel is meaningful.

Tuition and Fees

Northern Academy believes tuition payments are an investment in your child's education and character formation. For full disclosure and understanding, the Academy has established the *Tuition and Fee Policy* and sends an annual update of the policy to families before March 15th, the deadline for financial aid application and re-enrollment opt-out. A simple tuition and fee table is published on the school's website under Admissions.

Families should understand the withdrawal, refund, and financial aid terms detailed in the *Tuition and Fee Policy* before they enroll or re-enroll in Northern Academy.

Financial Aid

Northern Academy of the Arts strives to provide financial aid to qualified students based on each student's need and merit. Financial aid is normally awarded on a yearly basis with the possibility of renewal.

Students seeking financial aid in their first year must apply for it at the time of application for admission. Northern Academy will notify the applicant of any financial aid awards at the time of the admission decision.

The Financial Aid Application form can be found on the Northern Academy website under Admissions, Financial Aid.

Refund Policy

Families will be responsible for the full amount of tuition and fees owed for the current school year and will not be entitled to a refund if the student has been suspended or expelled. Please see the Tuition & Fee Schedule for details of the refund schedule.

Transfer Credits

Northern Academy awards transfer credit for work completed at other New York State schools or regionally accredited high schools. In order to recognize these credits, we must receive an official transcript listing the courses, the grades earned, and the number of credits earned.

Courses from all other schools, including homeschools, shall be evaluated based on NAA's weighting system. The Admissions Director shall consider whether or not the record indicates that the work done is consistent with New York State commencement learning standards and comparable to the scope and quality of what is done at NAA. The evaluation will include (but not be limited to): a review of the student's academic record, an analysis of the curriculum of the student's previous school, a review of a Homeschool Association portfolio of student work, and/or an assessment of the student's scholastic performance.

A course is awarded 1 or 0.5 credit based on the New York State Education Department requirement: 1 credit of study is 180 minutes of instruction per week throughout the school year (i.e. 108 hours of instruction for a full year course), or the equivalent.

High school level courses taken at other schools prior to entering the 9th grade must be so denoted and will be verified by Northern before high school credit is granted.

Enrollment and Registration

Placement Tests

Applicants whose first language is not English will need to take placement tests in English and Math.

Applicants who are still under the ENL category will need to take an additional ENL level placement test with an ENL teacher at the school.

Enrollment

All parents of accepted students will receive an acceptance and enrollment notice with instructions for preparing necessary documents needed before the registration day. These include:

- birth certificate
- proof of legal status for studying in the US
- proof of guardianship and or custody
- immunization records
- enrollment contract and other consent forms

EDUCATIONAL PROGRAM

Northern Academy seeks to:

- Provide outstanding instruction in academic subjects, which meet or exceed New York State standards for Grades 6-12, where Grades 6 through 8 represent Middle School, and Grades 9 through 12 represent high school;
- Help students develop a solid professional foundation in dance, music, or fine arts to foster a life-long ability for art appreciation, or to become professional artists;
- Inculcate in students a profound respect for moral character.

Curriculum

The academic curriculum at NAA covers or exceeds the New York State Board of Regents requirements. The arts training consists of sequential pre-professional courses that lay a solid foundation in dance, music, or fine arts. Curriculum Areas for each grade are published on the school's website, by clicking the dropdown menu under the "Academics" tab and selecting "Curriculum."

Track Selection

Northern Academy of the Arts provides four tracks to all enrolled students:

- Academic Track
- Dance Track
- Music Track
- Fine Arts Track

Students need to declare the track at the time of enrollment. Students seeking to change tracks must submit an application to the Admissions Office during the grace period. Should they wish to change tracks after the grace period, they must wait until the following school year to do so.

Academic classes offered at different grade levels are outlined below, where one credit is 180 minutes of instruction per week throughout the school year (i.e. 108 hours of instruction for a full year course), or the

equivalent. The school also provides additional learning opportunities and/or arts training, which enhances students' overall career goals.

Evaluation and Improvement

Northern recognizes the importance of continuous review and modification of our curriculum in order to meet the changing needs of students, and to develop improved teaching methods.

One of the ways to assess our education program and service quality is through student course survey and parent and student satisfaction surveys. Every February, students and parents are surveyed on whether or not they believed our school meets the Middle States standard to provide a carefully planned and well-executed program of study.

GRADING POLICY

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

The table below summarizes the conversion of letter grade, traditional percentage grade, and grade point. A student's GPA is computed as the average of all the semester grade points.

Letter Grade to Percent and Grade Point Conversion

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

ADDITIONAL GRADE CODES

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

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

ACADEMIC INTEGRITY, PROMOTION, AND GRADUATION

Academic Integrity

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

Students should follow Northern Academy's Academic Integrity Policy and Final Exam Related Policies and Procedure, and act with academic integrity to the extent that one takes full credit for one's own work, and gives full credit to others who have helped oneself, or whose work one has incorporated into one's own; represents one's own work honestly and accurately, collaborates with other students only as specifically directed and authorized; and reports breaches of academic integrity to a teacher, counselor, or administrator.

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

Promotion and Re-enrollment

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

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

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

Academic Probation

Students who are C average or below in core subjects (English, Math, Social Studies and Science) may be asked to use their art class time to study until their subject teachers approve that they catch up with their study.

Academic Support

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

Accelerated Learning and TAG

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

Individualized Learning

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

English as a New Language (ENL) Students

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

ELA and/or Academic Elective Credits for ENL Classes

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

Retaking Tests

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

High School Graduation Requirements

Students in grades 9-12 are required to take a total of 31.5 credits to be eligible for high school graduation. In addition, all students are required to participate in the weekly student assembly and school cleaning. Students are required to take the Ethics and Etiquette course at each grade level. Transferring senior students must successfully complete one full semester of courses at Northern Academy in order to graduate.

Graduation requirements are published on the school website by clicking the “Academics” tab and selecting “Graduation Requirements.”

National Honor Society

Membership in the National Honor Society is based upon the four criteria of scholarship, leadership, service and character. Applications and guidelines for admission are available to juniors and seniors from the Faculty Advisor, Maureen Zebian (mzebian@northernacademy.org).

STUDENT SERVICES

Registrar

Parents and students may review the student’s academic grades through the Office of Admissions and Records, and may request copies of such records following a certain procedure.

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

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

Academic Advising

Throughout their time at Northern, students have access to various support mechanisms as they work toward academic success. Students meet regularly with faculty advisers to discuss course selection, ways to improve their academic experience, and long-term goals for their future. In addition, three half-hour periods are designated each week as conference periods during which students can meet with their classroom teachers for extra help.

Talented and Gifted Students

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

Counseling

The school counseling department, student affairs department and college planning department jointly administer the counseling program, which includes the following: group counseling classes, personal counseling, academic counseling, college and career counseling, and discipline.

- Group counseling sessions address the following topics: adjustment to high school, study skills, adolescent development, career choices, college selections, and financial aid for college.
- In the 12th grade, counseling sessions focus on the college and financial aid application process.
- Academic and personal counseling is available to all students by appointment.
- Referrals to outside counselors are made through the counseling department.
- Northern Academy reserves the right to refer students to outside counselors when deemed necessary.
- Parent conferences are also part of the school counseling program. Either the school or the parent may initiate these conferences.

For more information about our advising and tutoring services, please refer to the Consultative and Supervisory Services policy.

College and Career Services

As a college preparatory school, Northern Academy initiates our students' college planning process from middle school in life skill classes. The college planning at Northern develops an individualized road map to success for the student, which includes academic work, character development, special interests and skill sets, as well as the college application.

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

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

SCHOOL ATTENDANCE

If students are to be successful at Northern Academy, it is important that they attend school each day unless there are extenuating circumstances. New York State Law requires every child between the ages of six (6) and sixteen (16) to attend school and adults having custody of a child must ensure that the child attends school regularly.

Northern Academy of the Arts faculty take accurate attendance, identify chronically absent students, and provide interventions designed to improve the attendance of identified students.

The Attendance Regulation sets forth standards for attendance at Northern, including requirements for meeting state attendance mandates. The regulation establishes the procedures for school attendance services, and attendance reporting. The school implements intervention measures when necessary to strive for high student achievement.

This regulation also provides assistance to school personnel in understanding and putting into practice procedures consistent with the Attendance Regulation.

Unexcused absences and/or tardiness may result in disciplinary actions per Northern Academy's Discipline Matrix.

STUDENT LIFE

In Loco Parentis

In **loco parentis** is a legal doctrine holding that educators assume custody of students in **school** because they are deprived of protection from their parents or guardians. Educators stand in **loco parentis** or translated, in place of the parent.

Therefore, Northern Academy of the Arts will serve as your child's parent when he is attending school during the day and/or while living in the dormitory. Particularly for students who live in an on-campus dormitory, the school will make all the usual day to day decisions a parent would make in the best interest of the child. In matters of serious concern (e.g., illness or injury), the legal parent or guardian will be contacted and made aware or asked to make decisions about the child's care.

Environment and Culture

Northern Academy is an educational model that combines academics, arts, and moral values. Nurturing students who have good moral character ultimately contributes to a strong society. The Academy emphasizes high moral values and conduct, which we believe are necessary not only for the individual student, but also to accomplish the goals of the organization's quality performing arts and academic programs.

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

Our service departments strive to provide students with a safe and healthy community in which to grow. As boarding students spending all of their after-class time engaging in activities in school, all day students can also become fully involved members of the school community by participating in after-school activities. Students put many hours in dance, music, study groups, and student clubs, and this helps them work together as one body.

Service Policies

Parents and students may request policies and forms from the relevant departments including Field Trips and Excursions Regulation, Student Community Service Policy, Student Organization Regulation.

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

Extracurricular Activities

Northern Academy's Student Affairs Office offers a well-rounded program of activities designed to meet the needs and interests of as many students as possible. These include educational or entertainment trips, fun or competition clubs, contests, sport activities, and activity campaigns.

To participate in any extracurricular or co-curricular event, attendance during the school day is expected. When legitimate circumstances dictate that a student must miss school, he/she must arrange with the teacher to make up work for each academic class in order to participate in an activity. Northern Academy will not be responsible for any event that is not officially sanctioned by the administration.

Community Service

Community service is a necessary component of life skills education and character building. The school strongly encourages and supports students who volunteer their services to the school and the community. Students may earn community service hours through two service programs – the school-based Job Program and the outreach-based Community Service Program.

Cafeteria

The school cafeteria provides three healthy and delicious meals a day. While students may choose from different options for a meal plan, all students are required to participate in the lunch service. Snacks will also be available for purchase. All food and drink must remain in the cafeteria.

Families who would like to sign up for the breakfast and/or dinner meal plans, should fill in the *Meal Plan Registration Form* with our logistics department at logistics@northernacademy.org before the beginning of each semester.

Health Services

The school is served by a school health services professional that is available during the school day. In case of an accident or illness, parents will be notified.

Residential Services

Please refer to *Boarding Student Handbook* for a comprehensive review of Northern Academy's residential services and life support.

Dormitories

Northern Academy's Dormitory facilities are equipped with multiple rooms. Each unit can comfortably accommodate two to four students. Dorm teachers live on the premises and are available 24 hours to accommodate students' needs.

Move-in and Move-out

The student move-in day is the day before they start school, which is 1 PM before their first orientation day for the new students and 1 PM before the beginning of the fall semester and on the last day of winter break for returning students.

Student must move-out of the dorm by 11 AM on the winter break day and the day after the end of spring semester. No dorm or meal service will be provided before or after the above dates or during the two weeks of winter break.

Student Rights and Responsibilities

Northern Academy respects students' rights and freedoms and aims to stimulate and challenge a student's interests and studies so he/she can reach the highest potential. These opportunities will be available as long as the student pursues these interests and studies in an appropriate manner and does not infringe upon the rights of others.

Student Conduct and Discipline

Northern Academy is committed to ensuring that our school environment is safe, secure, and orderly. A safe and supportive school depends upon the efforts of all members of the school community—teachers, students, administrators, parents, and related service providers—to treat one another with mutual respect.

Our unique goal is to bring up intelligent, creative, and upright students with an education based on the wisdom and virtues found in traditional culture.

To function effectively, protect its members, and respect their rights, student conduct that may be disruptive, unproductive, unethical, or illegal will not be tolerated. All students must abide by the Student Code of Conduct and violations will be imposed in accordance with the discipline measures indicated in the Code, as well as in the school's Discipline Matrix.

Integrity

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

Uniform and Dress Code

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

Electronics

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

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

Inappropriate Material

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

Intimacy and Dating

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

Tobacco, Alcohol, Drugs, and Weapons

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

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

Serious Misconduct

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

Field Trips

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

Student Grievance

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

Transportation

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

Staff-Student Relations

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

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

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

PARENTAL INVOLVEMENT

The Parent Organization

The Northern Academy Parents Organization (NAPO) is an organization established by parent volunteers. Local parents of Northern Academy students hold monthly meetings at the school with video conferencing to connect out-of-state parents. They collaborate with school officials and faculty to improve student learning, professional development, and the overall school experience for students.

Parent Ambassadors

Parent Ambassadors serve as a resource for Northern Academy and for other parents in their geographic areas. Activities of a parent ambassador include providing feedback to the Admissions Office, welcoming freshmen parents, hosting events for students and families, and sharing experiences as a Northern Academy parent.

Visitors

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

Giving

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

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

SCHOOL PROPERTY

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

If a student deliberately steals, damages, or defaces school property, he or she will be liable for payment and may receive consequences including, but not limited to, suspension.

School Lockers

School lockers are provided to the students for the school year. The use of a locker is a privilege. Please maintain this privilege by keeping your locker clean and in good working order. School officials retain control over the lockers and may search them if reasonable suspicion arises that they may contain inappropriate or illegal materials.

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

Textbooks and Supplies

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

SCHOOL POLICIES & PROCEDURES

Announcements and Notifications

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

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

Fire Drill

Fire drills are held twelve (12) times each academic year to comply with New York State laws and to familiarize students with protective procedures. All students must comply with the classroom teacher's instructions when the fire alarm sounds. Details on the evacuation procedure are contained in Classroom Fire Drill Instruction, located in the Policies section of the school website.

Emergency Procedures

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

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

Mail Handling

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

Lost and Found

If an item is found, drop it off at the main office where it will be kept for a reasonable period of time. The school will not be held accountable or liable for items left or lost on school premises although we will make reasonable efforts to help students locate such items.

Health Services Regulation

In order to prevent the spread of contagious diseases as much as possible, students who feel sick, should stay home and not attend school.

If a student becomes ill or is injured in school, he or she should request a pass from the teacher to the Nurse's Office. Our school nurse will follow school policies and nurse office protocols to provide care to the students. These policies include *Health Service Regulation*, *Procedures For Minor Illness*, and *Medical Emergency Plan*. These policies are either sent to parents at the enrollment or available through the family portal. Medications are not provided without parental authorization, but minor injuries may be treated. When necessary, arrangements are made for students to be picked up from school due to illness or injury.

Health Insurance Requirements

All students are strongly advised to have health insurance coverage and to provide the insurance information in case of emergencies before registration.

Participation in Religious Exercises

In accordance with the regulations of the New York State commissioner of Education (CR 109.2), the Board of Northern Academy of the Arts permits students to be absent for religious instruction/education. The absence of an authorized student from school during school hours to attend a program of religious instruction/education outside the school building and grounds will be excused, provided the student has submitted a written request (one week in advance) signed by a parent/guardian and has provided a copy of the registration for the religious course/class. The program of religious instruction must be maintained and operated by or under the control of a duly-constituted religious body.

Nondiscrimination Policy

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

Parent/Student Handbook Compliance Form

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

Parents and students are required to sign this form. The parent and student signatures indicate their full compliance with all rules and regulations set forth within the handbook. The Principal reserves the right to terminate students' enrollment when it is evident the student(s), parent(s), or guardian(s) do not support school policies or treat fellow students and personnel in a manner consistent with school policies.

Your signatures below verify that you have received, read, and understood, the "Northern Academy Parent/Student Handbook," and you agree to fully comply with the policies, regulations, guidelines, code of conduct, and any amendments that may be added during the academic school year.

_____ Grade _____
Student Name

_____ Date _____
Student Signature

_____ Date _____
Parent / Guardian Signature

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

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