

Houghton Academy

9790 Thayer Street
Houghton, NY 14744
585 567 8115
www.houghtonacademy.org



This planner belongs to:

Name: _____
Grade: _____
Locker Number: _____
Email Address: _____

Weekly High School Schedule Array

Days Periods	Monday	Tuesday	Wednesday	Thursday	Friday
1 st Period 8:00 - 9:03		8:00 - 8:53			
		8:56 - 9:49			
2 nd Period 9:06 - 10:09		9:52 - 10:45		Chapel Homeroom	
3 rd Period 10:12 - 11:15		10:48 - 11:41			
1 st Lunch 11:18 - 11:42 4 th Period 11:45 - 12:48		1 st Lunch 11:44 - 12:12 4 th Period 12:15 - 1:08			
4 th Period 11:18 - 11:42 2 nd Lunch 11:45 - 12:09 4 th Period 12:12 - 12:48		4 th Period 11:44 - 12:12 2 nd Lunch 12:15 - 12:37 4 th Period 12:40 - 1:08			
4 th Period 11:18 - 12: 21 3 rd Lunch 12:24 - 12:48		4 th Period 11:44 - 12:37 3 rd Lunch 12:40 - 1:08			
5 th Period 12:51 - 1:54		1:11 - 2:04			
6 th Period 1:57 - 3:00		2:07 - 3:00			

M/W/Th/F	Monday	Tuesday	Wednesday	Thursday	Friday
8:00 - 8:41		8:00 - 8:53			
8:44 - 9:25		8:56 - 9:49			
9:28 - 10:09		9:52 - 10:45			
10:12 - 11:15		10:48 - 11:41			
11:18 - 11:42		11:44 - 12:12			
11:45 - 12:09		12:15 - 12:37			
12:24 - 12:48		12:40 - 1:08			
12:51 - 1:32		1:11 - 2:04			
1:35 - 2:16		2:07 - 3:00			
2:19 - 3:00					

Significant Dates

First Day of Classes	August 29
Labor Day—No School.....	September 5
Parents' Weekend	October 7-9
Columbus Day—No School	October 10
End of First Quarter	October 21
Thanksgiving Break	November 23-27
End of First Semester.....	December 21
Christmas Vacation.....	December 22-January 9
Winterim	February 20-24
End of Third Quarter	March 9
Easter Break	March 30 - April 9
End of Second Semester.....	May 28
Memorial Day—No School.....	May 28
Final Exams	May 29-31
Baccalaureate	June 1
Graduation	June 2

2011-2012 SAT Dates

*October 1
*November 5
December 3
January 28
March 10
*May 5
June 2

*** PLEASE, PLEASE, PLEASE register for the October, November or May tests if at all possible. They work better for the college application timetable as well as for our transportation services.**

TOEFL

All TOEFL registration must be done through Mr Blew. Contact Mr. Blew as soon as possible if you plan to take TOEFL.

Check with Mr. Blew to verify transportation well in advance. School transportation requires planning and has limits.

Houghton Academy Phone Directory

<i>Banks, Mr. Peter:</i> Boys Dorm Supervisor	585-567-8079
<i>Banks, Mrs. Cheryl:</i> Boys Dorm Supervisor	585-567-8079
<i>Blew, Mr. Harold:</i> Registrar	585-567-8259
<i>Bradbury, Mr. Ron:</i> Director of Admission	716-544-0045
<i>Brennan, Mrs. Rebekah:</i> Music	570-850-7309
<i>Dover, Mr. Dean:</i> Homestay/Boarding Life	716-498-8801
<i>Frazier, Mr. Scott:</i> CFO/Transportation	716-498-0345
<i>Harter, Mr. Dick:</i> Math	585-567-2622
<i>Hill, Mr. Chuck:</i> History	585-968-3198
<i>Horton, Mr. Jon:</i> Public Speaking	716-492-1364
<i>Johnson, Miss Jennifer:</i> Art	831-224-2902
<i>Mastin, Mr. Bryan:</i> Science	716-498-5024
<i>McNeill, Mrs. Ann:</i> English	585-437-5151
<i>Merrill, Mr. Phil:</i> Athletic Director & History	585-567-8809
<i>Merrill, Mrs. Sandy:</i> Admissions Assistant	585-567-8809
<i>Newell, Mr. Aaron:</i> Health & PE	518-681-1726
<i>Pawling, Miss Robin:</i> Science	585-567-8496
<i>Rutledge, Mrs. Sue:</i> Middle School	585-476-2621
<i>Shatto, Mr. Dale:</i> Principal	716-498-8802
<i>Smalley, Dr. Laurie:</i> Bible & PE	585-567-8302
<i>Smith, Mrs. Lori:</i> Math	585-754-3831
<i>Smithley, Mrs. Janyce:</i> Guidance/NHS Advisor	585-307-0228
<i>Spurling, Mrs. Karen:</i> Spanish	585-567-9681
<i>Wright, Mr. Alex:</i> Girls Dorm Supervisor	585-567-8442
<i>Wright, Mrs. Rachel:</i> Girls Dorm Supervisor	585-567-8442
<i>Zoller, Mrs. Donna:</i> English	585-567-4236

HOUGHTON ACADEMY INSTITUTIONAL PHONE NUMBERS

Main Office Phone	585-567-8115, 585-567-8500
Main Office Fax	585-567-8048
Boys Dorm Public Phone	585-567-8859
Blew Dorm Public Phone	585-567-4184
Girls Dorm Public Phone	585-567-4286

Employee E-mail Paradigm.....first.last@houghtonacademy.org

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INTRODUCTION

Your presence in this school underlines your approval of our basic philosophy that Jesus Christ is the very center of life and culture. The learning process of your life shall be enhanced by your ambitions and goals. These in turn shall be determined by your purpose in life.

Colossians 2:3—"In Christ are hid all the treasures of wisdom and knowledge." Such a classic truth and the discovery of its implications should become the pursuit of your life.

As a new student at Houghton Academy, you face a unique situation—one which requires a certain amount of adaptability, and most of us agree, a little information and advice ahead of time. Within a few months after your arrival you would probably learn most of the things we speak of in the following pages. However, they are included to enlighten you about manners and morals beforehand and thus to help you make the most of your entire Academy career.

A church-affiliated secondary school with its curriculum almost entirely academic in scope, Houghton Academy is chartered by the New York State Department of Education, certified by the Board of Regents of the University of the State of New York, and accredited by both the Association of Christian Schools International and the Middle States Association of Colleges and Schools. As is true in all accredited institutions, receipt of a diploma is realized through academic perseverance.

Upon application to college, many students regret their lack of diligence in study during their high school career. Since the primary purpose in attending an educational institution is to obtain an education, it is suggested that attention be given to the careful integration of one's course of study with the various extracurricular activities that may be available. Extracurricular activities are wholesome and may provide good learning opportunities if they do not replace studying. Limit yourself in activities until you can discern how much you can handle without compromising your academic work.

Because a Christian boarding school is unique as an educational institution, rules and regulations are necessary which will differ considerably from those in local public school districts. Each rule or regulation is established for definite reasons of organizational expediency and because of the nature of responsibility accepted by administration and faculty in directing the activity of adolescent youth.

The necessity of adjustment for each new student is anticipated. An attitude of cooperation and a spirit of unity will be of great value to each student in making the adjustment to living at a boarding school. All the reasons for each rule may not be completely understood equally by each student; however, an attitude of cheerful obedience is a valuable

personal asset. Every student is expected to contribute to the spirit of Christian unanimity at Houghton Academy.

The accepted rules of etiquette are expected to be observed and will be explained in detail at proper occasions and by proper staff personnel.

The purpose of Houghton Academy is to provide education in a Christian environment. For this reason the school must hold a high standard of Christian living. Coming from varied backgrounds, students have minor differences of opinion about accepted conduct but the life standard upheld by Houghton Academy is widely endorsed. Christ is the center of Houghton's purpose and program and the rules exist to preserve a strong Christian emphasis in the educational process. These rules should not be construed as a statement of faith. We do not believe that Christianity is comprised of rules. We do, however, recognize the need for an objective standard of conduct within which students are free to develop better relationships with Christ, with others, and with themselves. These standards can be divided into three separate categories.

First, there are standards and expectations which echo the timeless demands of the Ten Commandments and the ethical teachings of Christ. They are a direct result of the fact that Houghton Academy is founded, staffed, and supported by Christians who seek to create a Christian atmosphere for education. They cannot change as long as we are truly a Christian institution. Included in this category are our expectations of honesty, sexual morality, respect of authority, and abstention from profanity and obscenity. We believe that anyone who desires a Christian education should be willing to submit to these imperatives.

A second group of rules originates in a particular time and cultural context. They reflect the practical applications of Biblical principles made by our founders and staff. They are not moral absolutes for all people in all times and places, but they represent our firm convictions for ourselves and our students in this time and place. Thus, for example, we prohibit smoking and drinking, and we have a dress code which we believe reflects contemporary standards of modesty and good taste. We expect conformity to these rules, not because it is the only Christian way, but out of respect for our own convictions, those of the Houghton community, our particular religious heritage, and the scruples of our constituency. The regulations do come slowly and with much thought.

Thirdly, the greatest number of rules exists primarily for the creation of an orderly system in which large numbers of people can live and work together conveniently. In this category are rules about attendance at meals, dorm curfews, and study hours. Because the standards must be uniform and must benefit the greatest number, an individual may sometimes find they inconvenience him personally. Rules in this group are more often changed, being revised to meet changing situations. Houghton

Academy is opposed to practices that contradict or hinder positive Christian testimony. Since the enrolled student has pledged to uphold the ideals and regulations of Houghton Academy, he is expected to abstain from immoral conduct, profanity, obscenity, and gambling. The use of tobacco, alcoholic liquors, and drugs is prohibited to every student, including home or married students, while registered in Houghton Academy, both before and during the regular school year and on vacations. Once having matriculated to Houghton Academy, it is expected that the conduct of a student shall at all times be consistent with the principles of the school, regardless of time, place, or occasion.

FACILITIES

HOUGHTON ACADEMY

The campus of Houghton Academy includes five buildings; the boys dormitory, Fancher Dormitory for girls, three homes (Merrill, Blew, and Montanye) which also house students, and the Thomas and Joan Phillippe Center, a large educational facility, which contains the J.W. Tysinger Gymnasium, Bowen Hall (media center, dining area, classrooms), Rosemary Tysinger auditorium (drama, music, chapel) and additional classrooms, computer lab, visual arts center, and general offices. The use of these buildings is determined by the policies and programs of the Academy and is explained in the pages that follow.

LIBRARY MEDIA CENTER

The Academy library media center contains over 10,000 items in various formats and languages. The purpose of the library is to support the school's mission statement and its curriculum, provide appropriate material for recreational pursuits, and to assist students and staff as they become effective users of ideas and information.

Various periodicals and newspapers are received regularly. The library has four computers with Internet access. Students may view the Houghton College library online catalog, and may borrow items from the college with their Academy I.D. card. College library databases are also accessible.

Hours: The Academy library is open from Monday through Friday: 7:30a.m.-4 p.m. If students need material from the library after regular hours they may contact the librarian or another staff member for help.

Study Halls: Students who need to use library resources may work in the library during study halls. All other studying should be done in the study hall's assigned classroom.

Checking Out Material: At the front desk, the librarian will help patrons use the electronic system to check out material.

Returning Material: Patrons should place items in the basket marked "Returns" located on the front desk.

Overdue Material: Unless otherwise designated, books, books on tape, and back issues of magazines may be borrowed for up to six weeks. Videos and DVDs have a seven-day loan period. Reference books, the daily newspaper, and current magazines may be signed out to a study hall or overnight, with permission from the librarian.

Reserved Material: Items reserved by teachers do not circulate and must be used in the library.

Behavior: Students are expected to be positively productive and respectful of others while in the library. Quiet talking, reading, word processing and research on the computers are all encouraged. Copyright and Internet usage policies are posted and enforced.

HEALTH CARE

The Academy provides first-response and follow-up medical treatment. Local physicians and area hospitals are used as necessary.

Health insurance is provided for international boarding students as part of their tuition. All U.S. students both boarding & commuter must provide their own insurance coverage.

The Academy health care fee only covers the services of the school nurse. All other medical expenses (doctors, prescriptions, hospitals, etc.) are the responsibility of the student.

Any person taken ill should report the fact immediately to his/her dorm parent or the Academy nurse on duty.

All medication brought to school is to be kept in the school nursing office and given to the student as needed. Medication for common ailments, such as colds, headaches & upset stomachs, may be obtained from the nursing office daily M-F and from the dorm parents on weekends. Commuter students may receive over the counter medication as permission is granted by the parents on the emergency medical forms.

If a student needs to carry medication with them, a permission slip from the student's doctor must be signed each year and kept on file in the health office. These forms are available in the health office.

An annual examination, available through the Academy, is necessary to participate in interscholastic athletics.

If a student turns in a doctor's excuse authorizing "non-participation" for physical education and/or interscholastic athletics, a follow-up note from the same physician authorizing "participation to resume" is required. A parent's note is not sufficient. Questions may be directed to the health office.

HOUGHTON COLLEGE

The facilities of Houghton College are a tangible asset to our program. They are to be used within the guidelines presented so as not to jeopardize future use. Please note the following:

Physical Education Center—your Houghton Academy I.D. card entitles you to use of the college physical education center. Your use is subject to the schedules of the College and Academy.

Campus Center—available occasionally within the Academy’s schedule. Not a hangout.

Library—contains nearly 130,000 catalogued books and bound periodicals. Academy students are permitted to use these facilities under the direction of the Academy. It is necessary to obtain a library card from the college before you may borrow books. You may use periodicals and reference materials, as well as check out books from the stacks. If you misuse this privilege, it may be temporarily or permanently taken from you. Fines for overdue books are 10 cents per day. These fines are paid directly to the college when the overdue book is returned. Hours: the college library is open to Academy students until 7:30 p.m. Monday–Friday and from 8:00 a.m. to 6:30 p.m. on Saturdays.

ACADEMICS

REGISTRATION AND CLASSIFICATION

Registration is held in August just prior to the start of school. Schedule and procedure to be followed are announced and posted. Students are classified as follows: freshman, sophomore (at least 3 credits), junior (at least 7 credits), senior (at least 11 credits), and postgraduate.

In May, returning students are given the opportunity to register for their classes for the upcoming school year. In August, these students are asked to come to the school and finalize their schedules, get their locker assignments, and pick up their books to facilitate the beginning of the school year when our boarding students arrive. Returning boarding students complete their registration process after they arrive on campus for the year. New commuting students are contacted during the summer months and are asked to come in and complete their registration procedures. New boarding students are contacted during the summer, and as much of their registration process as possible is taken care of before their actual arrival on campus.

GRADUATION REQUIREMENTS

Twenty-two credits (minimum) are required for graduation. These include: English—4, Social Studies—4, Math—3, Science—3, Foreign Language—2, Physical Education—2, Art/Music—1, Health— $\frac{1}{2}$, and Electives— $2\frac{1}{2}$ to $3\frac{1}{2}$. In addition, 1 Bible credit is required for each year of attendance.

A student must be attending the Academy on campus during the school year in which he/she graduates.

In addition to completing the required course work, New York State requires that we give our students six Regents Competency Tests: Regents Competency Tests: Math and Science are taken in January of the sophomore year; Reading, Writing, and Global Studies are taken in January of the junior year; and US History and Government is taken in January of the senior year. A student who does not pass a test in the year he/she is scheduled to take it can take it again the following year. If a student fails the US History and Government test, he/she can retake it in June after graduation. For some of the tests, there are acceptable alternatives such as SAT scores, ACT scores, and AP Exam scores. Please contact the guidance department for specific details.

DIPLOMAS

Diplomas will only be given to students who meet all requirements and who complete their senior year at Houghton Academy. Seniors must attend graduation to receive their diplomas.

VALEDICTORIAN/SALUTATORIAN ELIGIBILITY

Any graduating Senior who has attended the Academy for at least two of the four years of high school is eligible to be the valedictorian or salutatorian. These two years need not be consecutive.

For the purpose of determining Valedictorian and Salutatorian, specific higher level courses will be weighted in the computing of grade point averages (GPA's).

COURSELOAD

All students are required to carry no less than five units per semester of regular subject material, each of which meets for class periods at least three times each week. This does not include such subjects as art, gym, choir, etc.

CANCELLATION OF COURSES

No course or subject may be dropped without receiving prior approval from the Principal. No classes may be missed in anticipation of dropping the course prior to receiving such permission. Consultation with the teacher involved and, when appropriate, with parents is also required.

COLLEGE CLASSES

Eligible students may take a limit of two college classes per semester. These two classes may not be the same period of each day and may not be a class that is being offered at the Academy.

College classes and Academy classes are of equal importance. Academy attendance policies apply to college classes as well. Any cutting

of Academy classes, study halls or any other activity where attendance is required, to work on college class assignments or to study for college exams will be treated as an unexcused absence. Whenever a college class is finished or does not meet, students are expected to be at the Academy complying with normal expectations.

For a student to be admitted into a college class, he/she must have the recommendation of an Academy teacher. Admittance is also subject to available space in the particular college class.

A student who takes a college class enrolls at Houghton College as a college student. There is a tuition cost (greatly discounted from the regular college tuition) that must be paid directly to the college.

Upon successful completion of a credit-bearing college course, a student earns both high school and college credits. Three (3) college credits equal one (1) high school credit. Grades received for college credits will be weighted accordingly and will be included in the computing of a student's high school grade point average (GPA).

MARKING SYSTEM

The work of all grades is marked on a basis of 100, with 65 percent as the passing grade. 92–100=A, 83–91=B, 74–82=C, 65–73=D, below 65=F.

REPORT CARDS

The regular report cards are issued quarterly.

HONOR ROLL

Students receiving an average each quarter of 90 percent or above will be honor roll students. An average of 95 or higher will earn the distinction of High Honors. Honorable mention is given to students with an average between 87 and 89.9 percent. Honor roll students, with permission, are permitted to pursue other activities during study halls.

STUDY HALLS

Study halls are first and foremost a place and time for study. The environment should be such that it supports the student who desires to study without distraction. Therefore the following expectations will be the norm:

1. No talking.
2. No sleeping.
3. No food or drink.
4. A seat for every student and every student in a seat.
5. No leaving the study hall without using travel card. (Exception: work job)

If a student has three (3) or more study halls in a row on any one (1) day, he/she may leave campus under the following conditions:

1. Parental approval in writing must be on file in the office. For boarding students this approval comes from the Dorm Supervisor.
2. The student will only be allowed to go home.
3. The student's effort grades are satisfactory.
4. The student will not be involved in any current discipline issue.

STUDY ABROAD

From time to time a student enrolled at Houghton Academy may choose to be gone from campus for a semester or a year. By the very nature of choice, some things are gained while other things are lost. Each student's choice to be off-campus will be evaluated on its own merits. The underlying position of the Academy is a student should be enrolled in Houghton Academy and physically on campus to participate in and receive the benefit of its programs.

When a student is participating in a bona-fide study abroad program where all participants are considered to be enrolled in their home schools while studying abroad, the student may be viewed as "on-campus" for some purposes while, at the same time, be viewed as "off-campus" for others. The faculty will make this determination as specific purposes are brought for consideration.

National Honor Society – A student in an approved off-campus program will be eligible for induction into the NHS on the same basis as a student on campus. Required academic grade reports and supplemental forms must be submitted to the selection committee.

Student Elections – A student must be on campus to participate, as a candidate or a voter, in any student election.

Students who plan to graduate at the end of a specific school year may not participate in a study abroad program during that year.

NATIONAL HONOR SOCIETY

Houghton Academy has a chapter of the National Honor Society. Each winter eligible juniors and seniors are elected into the Honor Society by a majority vote of a faculty council. The selection process is given below. The Honor Society is responsible for a service project each year.

Selection Process

A faculty council made up of five voting faculty members appointed annually by the Headmaster will select the members based on the following criteria as evaluated by all staff members: 8

1. To be eligible a junior or senior must have a minimum cumulative grade point average of 88.
2. The candidates must have been in attendance the equivalent of one semester.
3. The student will be selected based on scholarship, leadership, service, and character.

Scholarship

Each student, to be considered, has at least an 88 average. Evaluation, then, should consider the interest, effort, and maturity level of the student toward learning.

Character

This area includes such items as response to authority and compliance with school rules. Also, integrity, maturity, sense of priority, promptness in both attendance and turning in work should be considered.

Service

This is not always easily observed unless we work with the students in a service capacity. But it can be seen in how the person sees and seeks to meet the needs of others in the class or seems to bear the burdens of others in the class. A servant to the school should attend school functions and generally support his fellow classmates. Also, a servant should be a generally cheerful and faithful person.

Leadership

Leadership can be observed in any number of ways. If a person is diligent so that others notice, that is a form of leadership. If a person is a positive force in the school and takes initiative in planning things, that also is a form of leadership. When a student takes a stand for what he believes, that is leadership that everyone can see. A person does not have to be elected to an office although that should be a consideration.

Summary

If you are seriously interested in becoming a member of the NHS, you are encouraged to thoughtfully evaluate yourself in light of the descriptors articulated above and then consider the following observations.

- To hold a title does not necessarily make one a leader.
- To attain a specific GPA does not necessarily indicate outstanding scholarship.
- To belong to a service group does not necessarily qualify one as a servant.
- To be a nice person does not necessarily equate with outstanding character.

The National Honor Society, an organization of which Houghton Academy is one small member, also places a premium on loyalty and commitment on the part of the student to the school. A NHS member should be sure his/her attitude toward and participation in school activities, from classes to extracurriculars to activities, is a positive and supportive one. NHS members should set an example by participating in both class and school wide activities and encouraging others to do the same.

NHS members will be released from using a Travel Card. Accordingly, they will automatically be entitled to dress down on the scheduled monthly dress-down day. NHS members who are Seniors will be extended year-long Senior Privileges.

With NHS privileges come some responsibilities. Failure to meet the following expectations for NHS members will result in the loss of some or all privileges.

- Attendance at the Allegany County National Honor Society dinner held in the spring of each year
- Maintaining a GPA of 88 or higher
- Consistently attending NHS chapter meetings and meeting general expectations

Houghton Academy holds a high standard for selection to membership in the NHS. It is clearly recognized that not everyone is able to achieve the qualifying grade point but, without doubt, everyone is capable of growing in character, service, leadership and attitude toward learning. All are encouraged to pursue such growth, as this is pleasing to God and man.

EXAMINATIONS AND TESTS

All students are expected to take all examinations and tests. Examinations and tests missed must be made up within the time period granted by the Headmaster or a mark of zero will be received. Quizzes will be made up at the discretion of the instructor.

EFFORT GRADES

Students will be required to attend supervised, after-school study sessions for the following reasons:

1. Student receives a “U” effort grade in any class.
2. Student receives two “W” effort grades in two classes.

W (Warning)–Fails to complete assignments on time; discipline problem in class; or does not work up to ability.

U (Unsatisfactory)–The same issues as with a W (Warning) but to a more serious degree.

Effort grades will be turned into the office every two weeks by Friday at 3:00. A list will be posted by the beginning of school Monday, covering a period of time from that Monday a.m. and for the next two weeks ending on Sunday p.m. Parents will be notified when a student's effort has been unsatisfactory.

During this 2 week period the following restrictions are in force:

1. Attendance in supervised, after-school study sessions on Tuesday and Thursday.
2. Only 1 weekend (Friday or Saturday) evening activity. (also applies to a student with a single W).
3. Only 1 evening school activity per week may be attended Monday through Thursday.

Each semester, if a student's effort is deemed unsatisfactory more than once in a two month period, that student is under the following restrictions:

1. Attendance in supervised, after-school study sessions on Tuesday and Thursday.
2. No participation in extracurricular activities (which include athletics, fine arts, drama, cheerleading, etc.) A student who is a member of an athletic team may practice with the team but cannot attend or participate in games/scrimmages and must meet all expectations of those with poor effort grades.

DETENTION

Detention meets daily from 3:15 to 4:15. A student on detention will be given a work assignment or asked to sit in a designated location. The most common practice which earns detention is being tardy . . . to class, chapel, and/or study hall. It is possible to be assigned detention for other reasons as those in authority deem it necessary.

Detention is related to tardies as follows:

1. Two weeks is the operative period with regard to accumulating tardies.
2. The first two tardies will be covered by grace and mercy.
3. Upon receiving a third tardy within the two-week period the student will stay after school the same day in which the tardy was obtained.
4. Every day during the two-week period in which a tardy beyond number two is received the student will stay after school that day.
5. Additional time beyond the initial hour will be served if more tardies are obtained on a single day.

6. At the end of the two-week period all students will be given a clean slate of zero tardies to begin the next two weeks.
7. Travel Card spaces may not be used to erase tardies.
8. The hour of after-school duty supersedes all other activities such as practices, games, and rehearsals.
9. If a student lives beyond fifteen miles from the Academy arrangements may be made to serve the after-school duty on the next school day.

FOOD/DRINK IN CLASS AND STUDY HALL

Food and/or drink are not permitted in any class or study hall unless, with the teacher's permission, a special event is being celebrated.

ABSENCES, EXCUSES AND TARDIES

Students may be excused from class at the direction of the Headmaster in accordance with established policies. This includes serious illness or death in the family, weddings in the immediate family, and unavoidable circumstances.

Reasons for absences must be submitted to the Headmaster in writing immediately upon return to school or class. The excuse is to be signed by the parent or guardian.

All work missed during an absence or tardy must be made up to the satisfaction of the instructor. Full credit will be given for make up work for excused absences or tardies. At the discretion of the teacher, a student may or may not receive credit for make up work for an unexcused absence or tardy.

IT IS THE RESPONSIBILITY OF THE STUDENT to see the instructor about make up work for absences, whether excused or unexcused. Unless this is done **ON THE FIRST DAY BACK AT SCHOOL**, the instructor may assume the student does not intend to make up the work, in which case the student will receive a zero for the respective assignments involved.

If an absence is technically unexcused (i.e. family vacation, shopping trip) but permission for the absence is granted by the Headmaster, the student should make every effort to communicate with his/her teachers before being absent. Preferably all required work should be completed and given to the teachers before the absence occurs. If, upon returning from the absence, any work remains incomplete, the student shall stay after school every day until all such work is completed.

In addition to meeting course requirements, a student must be in attendance for 80% of the classes in order to receive credit for the class.

Any student who is absent after 12:00 p.m. due to illness or due to any unexcused absence will be ineligible for extracurricular activities on that day.

Attendance on special days (Senate Day, Skip Weekend, Career Day, etc.) is treated like any other regular school day. Students who belong to groups/organizations that are responsible for such days are expected to attend.

An excused absence for one-half (1/2) day will be granted to any student who possesses the appropriate license and wishes to go hunting or fishing on the opening day of the respective season.

VACATION FINES

Students who leave for vacation early or return late will be charged \$50 for every school day, or part thereof, they are absent.

VACATION TRAVEL

Students should plan their travel schedules so they leave Houghton after classes have been dismissed and return to Houghton before classes resume. The Transportation Coordinator is available to assist students in making travel arrangements that fit with the schedule of classes.

If students schedule transportation that requires them to miss classes, to arrive or depart late at night or very early in the morning, there will be an additional charge of \$100.

DISHONEST WORK

What is cheating?

1. Using cheat sheets or study aids during testing situations.
2. Looking at another student's paper during testing situations.
3. Allowing one student to copy from another student's test, quiz, assignment or homework.
4. Attempting to seek or give help during a graded assignment or test.
5. Possession and/or distribution of test or quiz materials prior to or during the test or quiz.
6. Inappropriate use of graphing calculators, programmable watches, palm pilots, cell phones, and other computer or electronic devices during a graded assignment or test/quiz.
7. Submission of work that is not the student's own for papers, assignments or exams
8. Submission or use of falsified data.

What is plagiarism?

"Plagiarism" means using someone else's information, work, graphics, data, ideas or phrases without indicating the source of the information with quotation marks and citations where appropriate.

Students found guilty of dishonest work in any daily work, notebook work, term papers, or tests will automatically receive a zero for that work. All offenses after the first and any dishonesty on a final examination will be referred to the Headmaster. Dishonest work may be considered grounds for suspension or dismissal from the Academy.

PHYSICAL EDUCATION REQUIREMENTS

If a student has three study halls per week or less he/she may elect to waive participation in physical education class as long as the following criteria are met: (1) the student is participating in an interscholastic sports program; and (2) consent is in written form from the Headmaster, athletic director, guidance counselor, and parent. Whenever participation in the interscholastic sports program ceases, participation in physical education classes will resume.

INTERNATIONAL STUDENTS

A major reason international students come to Houghton Academy is to learn English. The best way to learn English is to use it as much as possible. Therefore, international students are requested to speak only English while they are at the Academy. To meet this goal of learning to properly use the English language, international students must speak English all the time in the main school building (the Thomas and Joan Phillippe Center). Students who do not meet this expectation will be subject to Saturday detentions and fines.

ACADEMY DOLLARS

Students who meet normal expectations and/or go beyond the expected are rewarded by being given ACADEMY DOLLARS, more commonly known as "PHIL BILLS." These are not actual dollars but credits in the student's name/account against which privileges may be drawn.

Credits may be earned by: honor roll, no tardies in school, no tardies in dining halls, faithfully doing work job, volunteering, etc. Credits are applied to accounts every two months.

Privileges include: dress down, skip a class or study hall, skip after-school study sessions for poor effort (if your efforts grades have been poor for a second time in a 2 month period, you do not have this privilege), attend a second weekend activity, etc. Permission to exercise the privilege must be secured before the privilege is enjoyed.

Academy Dollars (AD's) are redeemable through designated office personnel. A student may only use his/her own AD's. They are nontransferable. AD's may not be accumulated from year to year.

With appropriate permission one may purchase the following privileges for the indicated number of AD's:

- Dress down one day (may not be purchased on the dress down day) 5
- Miss a class (permission of teacher is required) 10
- Miss a study hall (must have no class average below 80) 5
- Miss a study hall during final exams 10
- Miss after-school, supervised study sessions for poor effort grades (must have teacher’s permission and must be purchased before 3:00 on day of of the study session) 10

REGULATIONS FOR ALL STUDENTS

IF IN DOUBT ... ASK SOMEONE WHO KNOWS ... BEFORE YOU ACT!

DRESS CODE

Houghton Academy’s dress code is governed by modesty, neatness, courtesy, and cleanliness. Some aspects of the dress code are simply for ease of enforcement. Any/all regulations pertaining to appearance are meant to insure that excessive or extreme styles of dress are to be avoided and that a general “spirit” of appearance, consonant with the philosophy of the Academy, is to be followed.

Standards of appearance are utilized to promote order, self-respect, and pride within our school community. We do recognize that conformity to such standards, while giving evidence of a mature sense of responsibility, does not make a person a Christian or even more “spiritual.”

CLASSES

Guys: Slacks, corduroys. All pants must be worn at the waist. Denim jeans of any color may be worn only on Friday. Shirts must have a fold-down collar. Shirts, other than those with straight hems, must be tucked in. Turtlenecks are also acceptable. Sport coats, sweaters and ties are appropriate. Socks must be worn unless wearing sandals.

Girls: Dresses, skirts, slacks, corduroys. Denim jeans of any color may be worn only on Friday. Tops (blouses/shirts) must have fold-down collars. Tops, other than those with straight hems or minimally (3 inches maximum) scooped hems, must be tucked in. Turtlenecks are also acceptable. Blazers, dress jackets (no denim) and dress sweaters are appropriate.

All: “Academy Wear” (clothing sold by the Academy) is acceptable on Fridays. Please do not wear: hats, outdoor jackets, tops and pants with pictures, numbers or letters on them (small chest-pocket-size logos are acceptable), any skin-tight clothing, pants with writing on the seat, stretch pants, stirrup pants, sweats, capris, jean bib overalls. Sweaters with hoods may be worn but the hood is not to be worn up. Shirts with buttons must be buttoned. Underlayers (shirts) must be tucked in. Pants are too short if

they are noticeably above the ankle and are too long if they touch the floor. The bottom of the pant legs may not be frayed. If pants have belt loops, a belt must be worn. Footwear with laces must be fully tied. Dress sandals are acceptable. Flip-flops, sports sandals and any thong-type sandals are not acceptable.

Please wear your clothes in a conventional manner rather than altering them to meet some current fad

DRESS UP DAY

Students will dress up every Chapel Day which is normally Thursday. Regular dress code with these adjustments: boys will wear dress shirts (buttoned) and ties (tied neatly); girls will wear dresses or skirts. No polo shirts or fleeces.

FRIDAY DRESS (All students)

Regular dress code with denim jeans and Academy Wear is also acceptable.

DRESS DOWN DAY

Okay to wear: T-shirts, sweat shirts, shorts (5 inch minimum inseam), wind pants, footwear without socks. Not okay to wear: hats, tank tops, clothes with holes/tears, pants with writing on the seat, pajamas.

OTHER TIMES

All: Casual wear. (Modesty issues apply with casual wear.)

BANQUET DRESS CODE

Girls: The neckline of the dress must be modest. This means no cleavage showing at any time and no plunging necklines. The back of the dress can not be lower than the underarms. The length of the dress can be no shorter than 5 inches above the floor when kneeling (as in the regular dress code). If the dress has a slit, it also can be no higher than the five inch guideline for length.

Guys: Appropriate dress-up attire is required. This means dress pants, sport coat, collared shirt, tie, shoes (no sneakers), a suit, or tux.

All: Students who fail to comply with these requirements may not be allowed to attend the banquet. This means that parents will be called to come and pick up their child if they come out of dress code. Ticket money will not be refunded. The dress code also applies for both male and female dates who are not students at Houghton Academy.

GENERAL GUIDELINES

Girls: Tops (blouses/shirts) and dresses should have modest necklines and cover the shoulders, midriff, and back. If a dress jacket or shawl is

being worn in order to meet this expectation it must remain on. Dress/skirt length should be no shorter than 5 inches above the floor when kneeling. **Guys:** No earrings during school, church, or school activities that are on the official school calendars. (At other times acceptable earrings are studs and hoops no larger than 1/2 inch diameter.) No beards. Hair should be out of the eyes and should not cover the collar. CONTINUED>>>>

All: Other than ears, no piercing of visible body parts. Hair should be kept neat and clean. Dying your hair is acceptable as long as the result does not include any unnatural colors. Permission must be secured to dye your hair with any other end result or to shave your head. Not all requests will be granted. No visible tattoos.

All clothing should be in decent condition (no holes, not faded, hemmed, etc.) All visible clothing must conform to the dress code.

The administration reserves the right to interpret what constitutes proper dress in individual cases not specifically covered by the code.

COURTESIES

Commonly accepted social courtesies are expected of all students at all times. Please be considerate of others. Walk around conversations, not through them. No running in the hallways.

DATING

Dating can be a happy social occasion that enriches a busy school life, or it can become a narrow, self-centered habit which may be carried to excess and thus hinder the demands of social, academic, and spiritual well-being of the student. Improper or intemperate social relations are as follows:

1. Obsessive togetherness.
2. Improper conduct and/or public behavior. (For the general well-being of all, the limit of physical behaviors of affection is set at holding hands.)

Guidelines:

1. Couples may be together in the main campus areas of the Academy and College and the primary areas of the Houghton community. All other locations require special permission.
2. Sunday afternoon from 3:30 to 5:00 gentlemen may be in the lounge of the girls dorm.
3. Girls should never be in the boys dorm.
4. Academy boarding students may not date non-Academy students without permission from the Headmaster.

ACADEMY ACTIVITIES & NON-ACADEMY STUDENTS

The general policy is that Academy activities are only for Academy students. On those occasions when attendance by non-Academy students would be reasonable, permission must be secured from the adult in charge and/or the Headmaster.

Skip Weekend—Academy students only.

Thanksgiving Banquet—Academy students only.

Lock-in — Academy students only.

Junior Senior Banquet—a non-Academy student may attend if he/she is at least a junior, and has a well-established dating relationship with an Academy junior or senior.

Spring Banquet—non-Academy students may attend as escorts. You are welcome to invite a friend of the opposite gender to attend with you. No established dating relationship is necessary. This is not intended as an occasion to simply invite a friend of your own gender to spend the evening with you.

WORK PROGRAM

Each student may have a work assignment. This assignment is structured to require from 30-45 minutes per day. A mature sense of responsibility to the assignment is expected.

MONEY AT SCHOOL

Experience teaches the best policy is to never have much money with you at school. Do not leave money anywhere around school. This includes your locker, gym bag, or in the pockets of clothes you are not wearing. If you must bring money to school, please promptly give it to an appropriate adult for safekeeping. Boarding students should never keep money in the dormitories.

Business Office personnel operate a “student banking service” and will keep your money for you. You may deposit money anytime the office is open. You may withdraw money according to the established procedures and during the designated “banking hours.” The banking procedures and hours are posted in the School Office.

TELEPHONES

Debit phone cards may be purchased (cash only) in the school office. Cell phones are not to be used for any purpose in classes or study halls.

LEAVING SCHOOL DURING THE DAY

When leaving school before the school day is finished you must have a pass from the office and you must sign out in the office when you leave.

LEAVING SCHOOL EARLY TO PREPARE FOR BANQUETS

If the Junior/Senior Banquet is on a school day, students with bona-fide hair appointments may leave school after 4th period. If they have a study hall 4th period, they may leave after 3rd period. If they have a class 4th period, they may, at the teacher's discretion, leave before the end of the period.

For other banquet attendees:

All girls and any commuting boys who need to drive home may leave school up to three (3) hours before the scheduled time for gathering at the Academy for departure to the banquet.

Boys who will be getting dressed here in Houghton may leave school up to two (2) hours before the scheduled time for gathering at the Academy for departure to the banquet.

When the applicable time for leaving school falls within the time frame of a regular school period, if that period is a Study Hall, the student may leave at the beginning of that period.

On the day of the Spring Banquet, students with bona-fide hair appointments may leave school after 5th period. If they have a study hall 5th period, they may leave after 4th period. If they have a class 5th period, they may, at the teacher's discretion, leave before the end of the period. Since the Spring Banquet is always here in Houghton, no one else should need to leave school early.

If a student is absent unexcused on the day of a banquet, he/she may not be allowed to attend the banquet.

SENIOR PRIVILEGES

Senior privileges are granted the fourth quarter of each year. These privileges are announced at a dinner given by the faculty for the seniors.

INITIATIONS, PRANKS, HAZING, BULLYING

Initiation is not permitted at the Academy. Pranks are expected to be wholesome and good natured. Hazing, bullying and activities which interfere with persons or their property will result in disciplinary action.

SENIOR PRANKS

During the last week of the school year Seniors have traditionally expressed themselves in a manner which has come to be known as "Senior Prank."

This tradition is welcomed and encouraged within a context which has no negative effects on the Academy, its people or its property. Positive creative fun is good for all.

Specific guidelines:

1. Students should not be in the school facilities without a faculty/ staff person present.
2. “Pranks” which interfere with the safe functioning of the normal routine will be corrected immediately.
3. Technology hardware (computers, projectors, etc.) should not be moved or affected in any way. Personal property of teachers should be left alone.
4. When “pranks” are acceptable they will be left intact for all to see and enjoy.
5. Seniors must “return things to normal” before the school day is over. Beginning at the end of the lunch hour all Senior Privileges will be suspended until everything is returned to normal. (With administrative approval specific “pranks” may be allowed to remain in place for a longer period of time.)

TRAVEL CARDS

One Travel Card will be issued to each student each month. The Travel Card may be used to go the media center, rest rooms, computer lab, locker, or office. (Travel for work jobs, teacher requests, or true emergencies will not be counted against the Travel Card.) Each card will contain twenty (20) “slots” to be used as passes out of class and/or study halls. The Travel Card is to be used at the student’s discretion, in accordance with the teacher’s classroom expectations, but when the slots are used up the student’s “traveling” is done for that month.

If a Travel Card has one or more blank slots at the end of the month the bearer will be entitled to one Dress Down Day. If a student forgets to bring something to class and, at the teacher’s discretion, returns to his/her locker, the student most often will be requested to get a late pass.

POSTERS, ELECTRONIC DEVICES, ETC

The general atmosphere throughout the Academy campus (building, grounds) should reflect the principles of the school. Posters, pictures, etc. in lockers and rooms should be in keeping with the above statement. A good rule of thumb is, if it is “lewd, nude, or rude” it is not appropriate. iPods, mp3 players, computers etc. should be monitored with the same principle in mind. Volume should be maintained at a courteous level. Earphones are to be used in all Academy facilities, the buses or at school-sponsored activities. Electronic devices with earphones are not to be used or worn at anytime during the school day, in the dining hall and at church. These restrictions may be waived with faculty permission for class-related activities. Violations will result in the electronic device being taken from the student and the device being subject to examination.

Cell phones are not to be used during the school day. If use of a cell phone is discovered, the cell phone will be confiscated, and the phone may be examined, including phone numbers called, pictures stored, text messages sent/received, and web sites visited. Inappropriate materials found may result in further punishment. The Academy's Internet Use Policy also governs use of the Internet through the cell phone.

LOCKER GUIDELINES

Locker decorations and posters are visible to students and visitors and should therefore reflect the Academy's standards and beliefs. Pictures in lockers should not include rock/pop music stars, alcohol, or tobacco. Subjects should be dressed modestly and with no sexual innuendo. A good guideline for this is the Academy's casual dress code. All writing should contain no bad language or double meanings. As stated above, a good rule of thumb is, if it is "lewd, nude, or rude" it is not appropriate.

CAMPUS SECURITY

Campus security is of utmost concern. All outer doors are locked except the main entrance. All visitors must check-in at the office. All students must share an awareness of security issues, and if students notice someone on campus or in the building who is not part of the regular Academy community they should notify an adult immediately.

FIRE DRILLS

Fire drills are a New York State Education Department requirement as well as being good common sense. Specific instructions will be given in each classroom by the teachers. Some regulations follow:

1. Exit quickly and quietly.
2. The first person to an outside door should hold the door open until all have passed through. When there are double doors use both of them.
3. The last person to leave a room should turn out the lights and close the door.

CHAPEL

Chapel convenes once a week. Attendance is required of all students. Books, papers, and other extraneous materials may not be taken into chapel. Common courtesies are expected. Students are expected to dress up on chapel day.

SPECIAL NIGHTS

Students without academic and/or disciplinary restrictions may attend regular scheduled Academy activities in the evening. The curfew for boarding students on these nights is 15 minutes after the close of the

activity. Only one weekend activity may be attended by those who have an effort grade of W or U or who are on detention or under any type of discipline.

VEHICLES

Automobiles: Commuters may drive cars to school. Unless permission is granted by the parents and the Headmaster, cars are not to be used during the day and no students are to ride with other students without permission.

Trucks: In addition to the expectations regarding automobiles, students are not to ride in the back of pick-up trucks.

Parking: All student vehicles must be parked in the North Lot (closest parking lot to Luckey Drive) or in the lot south of the Gymnasium.

School activities:

1. The first preference is for students to ride with faculty/staff.
2. If it is necessary students may drive and have other students ride with them. All involved should have permission from parents and the Academy administration.
3. Student driven vehicles will go to and from the activity with those vehicles driven by Academy faculty/staff unless permission to do otherwise is granted by the Academy administration.

SCHOOL BUSES

Student use of Houghton Academy school buses is governed by the same general expectations for students throughout the campus facilities.

When the bus is in motion students are to remain seated. Noise levels should be moderate to low. Headphones must be used to listen to music. Nothing human or inanimate should be extended out of the windows. Nothing should be thrown within or out of the bus. Couples should sit in the front five rows. The aisle of the bus should not be blocked in any way. Final authority on any matter rests with the bus driver and/or chaperone.

WEAPONS AND EXPLOSIVES

Houghton Academy considers student possession of/use of/or threat of the use of weapons as a serious offense and will not tolerate such by students on school property, at school events, or any other time while enrolled as a student. Statements made by a student claiming or boasting of a weapon at

school or school event will be dealt with in the same manner as a “threat” below.

Students who possess a weapon or who carry, exhibit, display, draw, or threaten any of these items apparently capable of producing bodily harm in a manner which, under the circumstances, manifests an intent to intimidate another or warrants alarm for the safety of others shall be subject to discipline up to and including expulsion.

“Possession” includes, but is not limited to, having a weapon on school property or at a school-sponsored event located: (a) in a space assigned to a student such as a locker or desk; (b) on the student’s person or property such as on the student’s body, in his/her clothing, purse, backpack, gym bag, or vehicle; or (c) under the student’s control or accessible or available, such as hidden by the student.

“Threat” includes, but is not limited to: (a) a statement of personal bodily harm with a weapon; (b) a statement indicating friends or acquaintances with weapons who will commit bodily harm; or (c) the statement of possessing a weapon at school or a school function.

A “weapon” includes, but is not limited to: (a) a firearm, which is a weapon or device from which a projectile may be fired by an explosive; or (b) an air gun, which includes any air pistol or air rifle, designed to propel a BB, pellet, or other projectile by discharge of compressed air, carbon dioxide, or other gas, or any items which appear to be realistic firearms or air guns; or (c) a slung shot, which is a piece of metal, or a stone fastened to a short strap, chain, or thong, used as a weapon; or (d) a sling shot, which is a forked piece of wood, metal, plastic, or similar substance having an elastic band fastened to the prongs for shooting small stones or pebbles; or (e) a sand club, chains or metal knuckles; or (f) a device commonly known as “throwing stars,” multi-pointed metal objects designed to embed upon contact; or (g) any knife which is a cutting or stabbing instrument with a sharp blade set in a handle; or (h) a dirk, which is a type of dagger or an actor with a swagger; or (i) any device commonly known as “nun-chu-ka sticks” consisting of two or more lengths of wood, metal, plastic, or similar substance connected with wire, rope or other means; or (j) a stun-gun; or (k) any explosive device including fireworks; or (l) laser pointer.

DISCIPLINE

ADMINISTRATION

The Academy’s administrators are responsible for implementing faculty policies related to student deportment. The dorm supervisors are responsible for implementing faculty policies as related to student deportment in the residences and for cooperating with the Headmaster in the matter of supervision. All faculty/staff members are responsible for implementation of school policy in cooperation with the administration.

PROBATION

Any student placed on probation is so disciplined in order to provide adequate time and opportunity to manifest desirable attitude and conduct essential to continuing his adjustment to the established standards of the Academy. Failure on the part of the student to take advantage of this period of conditional residence may provide adequate basis for severance of future relations with the Academy. Probation may be academic and/or behavioral in nature.

SUSPENSION

This is the temporary severing of the student's connection with the institution, involving his right to return at the end of the stated period with or without conditions.

REQUESTED WITHDRAWAL

This involves asking a student to withdraw without this request being noted on any transcripts issued. Whenever it becomes clear that a student does not properly regard Houghton Academy's patterns of social or religious life or does not cooperate fully in the maintenance of procedural patterns or has not made a happy adjustment to life in a boarding Academy, he may be asked to leave and attend school elsewhere. No definite charge need be made.

DISMISSAL

This is the severing of the student's connection with the institution. It may be a permanent separation but neither is a definite time set when return may be considered.

WITHDRAWAL

Any student in good standing is entitled to official withdrawal at any time. A student wishing to withdraw voluntarily should confer with the Headmaster prior to withdrawal.

MITIGATING CIRCUMSTANCES

Occasionally, mitigating circumstances may influence a disciplinary decision. Factors worthy of consideration include, but are not limited to, prior record, intent, provocation, and attitude.

The administration reserves the right to make decisions regarding discipline in situations that are not covered in this handbook.

ACTIVITIES

RELIGIOUS ACTIVITIES AND SERVICES

The services in church and chapel contribute much to the spiritual life of each student. They are important as times when the students and faculty join together to worship.

The following is a schedule of services:

Chapel—Thursday

Sunday School—9:45 a.m.

Sunday Worship Services 8:20 a.m. and 11:00 a.m.

MUSICAL ORGANIZATIONS

Music of Houghton Academy plays a meaningful role in the lives of those who participate. It is an attractive and useful vehicle for expressing both musical and spiritual ideas. The mixed choirs, band, handbell choirs, and small extension groups appear numerous times during the school year. Private lessons in voice, piano, and various instruments are also available. Academy students who qualify are invited to participate in the College orchestra.

EXTENSION GROUPS

Extension groups represent Houghton Academy in concerts or at services in churches of the Houghton area and on a spring tour. The various extension groups have a twofold purpose:

(a) to lead the congregation in worship by use of sacred music, testimony, and message; and

(b) to establish goodwill for Houghton Academy.

ARTIST AND LECTURE SERIES

The Houghton College Artist Series is one of the most outstanding series of concerts to be found in any college. The faculty of the Division of Music is responsible for bringing to campus outstanding leaders in various fields.

Each year the college presents a series of three to six lectures which are open to all registered students. The purpose is to give students the opportunity of meeting on the lecture platform outstanding leaders in various fields.

ATHLETIC ACTIVITIES

The athletic program is organized around the motto “athletics for everyone and everyone for athletics.” Facilities in addition to the Academy gymnasium include the limited use of the college athletic fields, gymnasium, swimming pool, tennis courts, and ski slopes.

In interscholastic competition basketball, soccer, and golf are offered for the boys while volleyball, basketball, cheerleading and golf are

offered for the girls. The activities of the intramural program vary from year to year but may include volleyball, badminton, track, golf, tennis, indoor soccer, swimming, floor hockey, softball, and paddleball.

Students who play or take part in the regularly scheduled activities must maintain “good standing.”

With regard to interscholastic athletic competition, Houghton Academy teams will not participate in regular or post-season contests that are held on Sunday.

STUDENT ORGANIZATIONS

FORMATION

Students may organize clubs or group activities under the sponsorship of a faculty advisor through the approval of the faculty. Requests for such organizations are to be submitted in writing for faculty consideration, giving the name and outlining the nature, purpose, and procedures of the proposed organization.

ADVISORS

Each class and student activity is assigned an advisor in accordance with the constitution of the organization. Advisors are always faculty or staff members and assume responsibility for the supervision of the group. They shall give advice either upon request of the group or at their own discretion. They shall act as chaperons at all organizational functions. Organizations, whether a class, extracurricular, literary, musical, etc. meet only with the approval and presence of the advisor. Action taken in the absence of/or without the approval of the advisor is automatically null and void by virtue of this fact.

YEARBOOK

The Pebble is the Academy yearbook.

STUDENT SENATE

The Student Senate is a student organization assisted by a faculty advisor that provides the liaison between students and faculty. In addition to this, they are responsible for several social and academic activities such as the Thanksgiving Banquet, Skating Parties, Student Senate Day, etc. Officers of the Student Senate for each coming year are nominated by the incumbent senate, and upon faculty approval are voted on by the entire school.

ELIGIBILITY

A student may not simultaneously be President of the Student Senate and Class President.

FINANCES

All student organization monies are channeled through the office of the controller at the Academy. Student organization treasurers are, in effect, financial secretaries. The various monies, when collected and recorded by the respective organization, will be turned over to the controller. Checks in payment for any duly approved expenditure will be handled by the controller. Organizations will not set up or maintain separate bank accounts and no fees will be collected without prior faculty approval.

Organization funds or credits may be allowed to accumulate over more than one school year. Money should never be kept in individual dormitory rooms.

FUND-RAISING

All student fund-raising at Houghton Academy is monitored by the Administration. Specific guidelines are established. Students who have questions/ideas regarding this topic should contact their class/organization advisor.

DIRECTORY INFORMATION POLICY

The following information is considered “directory information” (under terms of the “Family Educational Rights and Privacy Act”) and may be published or disseminated as appropriate: name of student and parents; home address; home phone number; student’s birth date; e-mail address(es); class schedule; height and weight (for students involved in athletics); dates of attendance; honors and awards; clubs and teams to which the student belongs; pictures of the student participating in school events. (These photos may be displayed on the Houghton Academy website, Facebook site, in marketing materials, etc. If a parent wishes to restrict the use of such photos of her/his student, the school should be notified in writing.)

If a parent would prefer that any or all of this information not be released (for example, in the official student directory), notification should be given to the school office in writing, indicating which information is not to be classified as “directory information.”

Houghton Academy may release such directory information to college and/or military recruiters. A parent wishing that such information not be made available to any recruiters, should notify the school office in writing.

INTERNET ACCEPTABLE USE POLICY

The primary purpose of the Internet connection at Houghton Academy is educational. It is essential that everyone who uses this connection understands that purpose. The Internet is filtered to try to screen out material that does not support the mission and philosophy statements of

Houghton Academy or the basic tenets of the Christian faith. Because it is impossible to control all materials on a global network, students must read the following guidelines and regulations and sign a user contract in order to use the school's Internet connection. If a student is a minor, a parent or guardian must also sign the student's contract.

Houghton Academy reserves the right to change the following guidelines and regulations at any time without notice:

GUIDELINES AND REGULATIONS

1. Access entails responsibility. Users are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. General school rules apply.
2. Use of the Internet is a privilege and not a right.
3. All users are responsible for everything that happens during a session on the Internet, and when they are finished should log out of their account.
4. Educational use is the regular purpose for accessing the Academy's Internet connection during school hours and takes priority over all other uses. Thus a student wishing to use a computer for educational purposes has priority over a student who wishes to use a computer for some other purpose.
5. Students on the Honor Roll and High Honor Roll are free to use the Internet for researching areas of interest not related to specific class assignments. Regardless of the specific use, all guidelines and regulations apply.
6. Computer games are not to be played during school hours.
7. Students with effort grades of U or W will not be permitted to use the computers in the lab and library for anything other than course-related educational purposes. To use the computers a student must have a pass from a teacher authorizing such use.
8. During the school day students may access e-mail only for educational purposes. Instant Messaging is not permitted.
9. Houghton Academy reserves the right to examine all data stored in machines involved in the Internet link to make sure that all users are in compliance with school Internet use guidelines and regulations.
10. Users should change passwords regularly and avoid easily guessed passwords.
11. Users should conserve system resources by frequently deleting e-mail messages and unused files.
12. Copies may be made at 10 cents per page, or 40 cents per page if the colored printer is used.

13. Students will be given \$5.00 in their account at the beginning of the school year towards copying. When this is used up they may purchase additional credit in the school office at \$1.00 increments.
14. Students should notify an adult whenever they come across information or messages that are dangerous, inappropriate, or make them feel uncomfortable.
15. Subscriptions to mailing lists, bulletin boards, chat groups, and commercial online services, and other information services must be pre-approved.
16. Network storage areas will be treated like school lockers. Network administrators may review files and communication to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on servers are private.
17. This Internet Acceptable Use Policy applies to the use of computers, including laptops, in all Houghton Academy facilities.

LAPTOP USERS

1. Bring your laptop to the Academy's IT Director so he/she can review your laptop prior to your first network logon each year.
2. Maintain adequate antivirus protection on your laptop.

THE FOLLOWING ARE NOT PERMITTED:

1. Accessing, sending, storing or displaying of offensive, pornographic or obscene messages or pictures
2. Using obscene language
3. Harassment, hate mail, discriminatory comments, insulting remarks or attacking others
4. Damaging computers, computer systems or networks
5. Illegal, unethical acts, including the use of the link to gain unauthorized access to other systems on the network
6. Plagiarism, file sharing, application sharing, and the illegal distribution of software, otherwise known as pirating
7. Encrypted communications
8. Giving out personal information (name, address, telephone number), without permission, to people contacted via the network.
9. Making appointments, without permission, to meet people in person who have been contacted via the network.
10. Violating copyright laws
11. Using others' passwords or sharing your password with others
12. Trespassing in others' folders, work or files
13. Intentionally wasting limited resources
14. Employing the network for commercial purposes
15. Sending "chain letters" or "broadcast" messages to lists or individuals

16. Attaching huge files to messages

SANCTIONS

1. Violations may result in a temporary or permanent loss of access.
2. Additional disciplinary action may be determined in line with existing practice regarding inappropriate language or behavior.
3. When applicable, law enforcement agencies may be involved (some offenses are punishable by fine or jail sentence).
4. Houghton Academy reserves the right to discipline a student for off-campus actions if the actions are intended to adversely affect another student or if those actions adversely affect the safety and well-being of another student while in school.

HIGHLY PRAISED ACTIVITIES

1. Frequently changing your password, and using obtuse passwords.
2. Constructive use of the network resources during your free time.
3. Printing less.
4. Conserving network resources. Don't save what you don't need.
5. Turning off your computer and running a lap, kicking a ball, or lifting a weight.

STUDENT ABUSE OF ALCOHOL OR ILLICIT DRUGS

Student abuse of alcohol or illicit drugs is incompatible with the purposes and objectives of Houghton Academy, as well as being detrimental to the health and well-being of the student. Such substance abuse may result in a suspension or expulsion. Should the student be allowed to remain in school, the Academy reserves the right to require random drug testing and/or appropriate biblically-based counseling by a professional recommended by the Academy. The Academy's discipline procedure may include legal action.

Voluntary disclosure of personal substance abuse will be taken into consideration in discipline; however, it does not guarantee that disciplinary procedures will be mediated. (Voluntary disclosure does not mean coming forward after the administration or faculty has knowledge of the incident.)

The Academy reserves the right to question students about suspected alcohol/drug involvement. The administration retains the right to request a parent's or guardian's approval for an immediate urinalysis and/or breath test at the parent's or guardian's expense if a student is reasonably suspected of alcohol or drug abuse.

SEXTING POLICY

In keeping with the Academy's responsibility to provide a safe learning environment for all students, the following policy is in force regarding the issue of "sexting:"

Sexting is the act of sending, receiving, or forwarding sexually explicit or suggestive messages, photos, or images via cell phone, computer, or other digital device. Students engaged in such activities are subject to state laws and school discipline. The school considers sending, sharing, possessing, or even viewing pictures, text messages, or e-mails that contain a sexual message or image a violation of this policy, a violation that will result in school discipline, up to and including expulsion, and may include the notification of local law enforcement. Students are required to immediately report any such activities to a teacher or a school administrator.

SEXUAL HARASSMENT POLICY

Preamble: Houghton Academy recognizes its moral and legal responsibility to provide an environment free of sexual harassment. At the Academy it is expected that students and faculty members will treat others with dignity and respect. Biblical principles, such as the ones found in Ephesians 5:3-4 (NIV), are to be the guiding standards of each life:

But among you there must not be even a hint of sexual immorality, or of any kind of impurity, or of greed, because these are improper for God's holy people. Nor should there be obscenity, foolish talk or coarse joking, which are out of place.

Houghton Academy will not tolerate any form of sexual harassment and will take immediate action to remedy infractions on this policy. These remedies range from informal or formal apology to expulsion or termination of service. Houghton Academy is committed to providing a supportive, non-coercive environment, in which each person is able to pursue spiritual, academic, and social maturity.

I. Definition

Houghton Academy has adopted the following definition of sexual harassment (Federal Govt. Policy on Harassment in the Work Place, 1991, Canada):

Sexual Harassment means any conduct, comment, gesture, or contact of a sexual nature, whether on a one-time basis or in a continuous series of incidents, that might reasonably:

- a. be expected to cause offense or humiliation to any individual;
- or

- b. be perceived by the individual as placing a condition of a sexual nature on employment or on any opportunity for training or promotion, academic status or academic accreditation;
- c. interfere with an individual's work or academic performance, or create an intimidating, hostile or offensive working or academic environment

II. Policy

1. The administration and staff of Houghton Academy will make every reasonable effort to create a supportive, non-coercive school environment, reflective of the Body of Christ.
2. All complaints received by staff members will be dealt with according to the Sexual Harassment Procedure.
3. Persons involved in counseling and investigation are to discuss the incident only within the context of counseling and investigation.
4. The Headmaster/Designate of Houghton Academy will make every reasonable effort to protect the complainant and accused from retaliation. Any retaliation against the victim or accused, from any source, or any attempt to interfere with the investigation, may be grounds for dismissal from the student body or from the staff of Houghton Academy.
5. A person accused of harassment is innocent until proven otherwise and shall be afforded the protection of this assumption until convicted otherwise.
6. For harassment complaints, the Headmaster/Designate of Houghton Academy will do the initial investigations and may resolve the situation informally. A report will be filed in all such cases.
7. If the situation cannot be resolved informally, the Headmaster/Designate will need to implement the procedures as outlined below.

III. Rights of the Alleged Victims. Alleged victims have a right to:

1. make requests of alleged harassers, either in person, by letter, or through another, that offensive behavior cease;
2. ask the Houghton Academy Headmaster/Designate to intervene and to discuss the matter with the alleged harasser(s);
3. promptly report complaints to the Houghton Academy Headmaster/Designate without fear of embarrassment or reprisal;

4. bring another individual of his/her choosing along when complaints are registered to the Houghton Academy Headmaster/Designate;
5. be kept informed by the Headmaster/Designate throughout the entire investigation process until cases are resolved; and
6. take their complaints to the Houghton Academy Board if they feel that Headmaster/Designate failed to satisfactorily resolve the issue.

IV. Responsibilities of Alleged Victims. It is the responsibility of the alleged victims:

1. to let harassers know that their advances or comments are unwanted and that they want them stopped. (If they are uncomfortable speaking directly to the alleged harassers, they may write a letter, ask another to speak to the alleged harassers on their behalf, or report the incident to the Headmaster/Designate of Houghton Academy.) Note: If harassment ceases at this point, then no further action may be necessary.
2. to report the harassment to the Headmaster/Designate of Houghton Academy who in turn will report to the Houghton Academy Board Chair.
3. to cooperate throughout the investigation with the Headmaster/Designate and with other involved authorities.

V. Rights of Alleged Harassers. Alleged harassers have a right to be:

1. treated as innocent until proven guilty;
2. informed immediately that a complaint has been filed and to have their identity kept confidential;
3. presented with a written statement of allegations against them;
4. accompanied by a person of his/her choosing when interviewed by the Headmaster/Designate. (In such cases, the Headmaster/Designate may also choose to have someone of their choice serve in the interview);
5. treated fairly throughout the investigation;
6. kept informed by the Headmaster/Designate of Houghton Academy throughout the entire investigation process until the case is resolved; and
7. made aware that information will be kept in a confidential file so that there will be a record of the occurrence should other incidents be reported at a later date.

VI. Procedure for Making a Sexual Harassment Complaint

1. Complainants will make complaint to the offender first. The complainant could be a staff member or student. The issue may be resolved at this point and no further steps may be necessary.
2. Complainants should report incidents to the Headmaster/Designate of Houghton Academy if harassment continues or if the complainant feels uncomfortable speaking directly to the alleged harasser(s).
3. The Headmaster/Designate will immediately ensure that the alleged harasser has no further opportunity to harass or be accused of harassment. This may involve physical separation. The alleged harasser shall be informed of his/her rights.
4. The Headmaster/Designate of Houghton Academy will inform alleged victims of their rights and responsibilities. In some cases it may be possible for the Headmaster/Designate to resolve the grievance informally. If the grievance appears to be at all serious, at least one other staff or Houghton Academy Board member shall be included in the decision. Both sexes should be represented.
5. If the grievance cannot be resolved informally or if the alleged victims choose not to attempt to resolve the grievance informally, then the following procedures should be instituted.
 - a) The Headmaster/Designate of Houghton Academy will ask the alleged victim to submit a detailed statement of the offensive behavior: mention any witness, describe the effect which the alleged harassment has had on them, and state a specific request for behavior change in alleged harasser(s).
 - b) The Headmaster/Designate of Houghton Academy will inform alleged harassers, as soon as possible, that a complaint has been filed against them and will inform them of their rights and responsibilities.
 - c) The Headmaster/Designate will interview both parties, as well as their possible witnesses.
 - d) A report will be written by the Headmaster/Designate of Houghton Academy and presented to a Standing Committee on Sexual Harassment. The committee should consist of the Headmaster/Designate of Houghton Academy, the Chair of the Houghton Academy Board and another member of the Houghton Academy Board (as appropriate). The Committee may co-opt up to two more members in any given incident. Both sexes should be represented on the Standing Committee.
 - e) The committee will review the report, gain necessary input and make a majority decision.

f) Action will be taken to remedy the infraction which has occurred. These remedies range from informal/formal apology to a recommendation to the Academy Board for expulsion or termination of service. Discipline would be based upon the determined seriousness of the infraction. This would depend on the frequency and nature of harassment, the effect on the victim, the age and vulnerability of the victim and other factors.

g) Both parties and their families will be informed of the administrative decision in writing.

h) If it is determined that there is apparently no substance to the complaint, no records shall be maintained except those needed to determine whether there is a pattern of complaints by or against one person. Every effort will be made by the Headmaster/Designate of Houghton Academy to restore respect for the accused.

i) In cases where a Standing Committee member is the alleged harasser or victim, the procedures above will apply, except the party involved will be excluded from discussions surrounding the case.

j) All information pertaining to a sexual harassment case that has been adjudicated, including remediation procedures, will be retained by the Headmaster/Designate in a confidential file.

k) The Headmaster/Designate will provide or arrange for the counseling of individuals believing they have been subjected to sexual harassment.

l) The Headmaster/Designate of Houghton Academy is ultimately responsible to ensure that all complaints are fully and promptly investigated, that appropriate remediation procedures are instituted when necessary, that impartial procedures are followed, that those who are falsely accused are protected and that all matters related to the harassment cases are kept strictly confidential.