

**Student Handbook  
2019-2020**



**HOUGHTON  
ACADEMY**

EST. 1883

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## Table of Contents

Introduction	3
<b>Facilities</b>	<b>4</b>
ACADEMY CAMPUS	4
LIBRARY & MEDIA	4
RESOURCE CENTER	4
HEALTH CARE	5
HOUGHTON COLLEGE	5
<b>Academics</b>	<b>5</b>
REGISTRATION AND CLASSIFICATION	5
GRADUATION REQUIREMENTS	6
DIPLOMAS	6
VALEDICTORIAN/SALUTATORIAN ELIGIBILITY	6
COURSELOAD	6
CANCELLATION OF COURSES	6
COLLEGE CLASSES	6
MARKING SYSTEM	7
REPORT CARDS	7
HONOR ROLL	7
STUDY HALLS	7
SUPERVISED STUDY	7
STUDY ABROAD	7
NATIONAL HONOR SOCIETY	8
CO-CURRICULAR ACTIVITY/ATHLETIC ELIGIBILITY	9
DETENTIONS	9
FOOD/DRINK IN CLASS AND STUDY HALL	9
ABSENCES, EXCUSES AND TARDIES	9
VACATION TRAVEL FINES	10
DISHONEST WORK	10
ENGLISH LANGUAGE USAGE	10
PHYSICAL EDUCATION REQUIREMENTS	10
<b>Expectations for All Students</b>	<b>11</b>
DRESS CODE	11
BANQUET DRESS CODE	12
COURTESIES	12
DATING	12
ACADEMY ACTIVITIES & NON-ACADEMY STUDENTS	13
WORK PROGRAM	13
MONEY AT SCHOOL	13
CELL PHONE POLICY	13
LEAVING SCHOOL DURING THE DAY	14

LEAVING SCHOOL EARLY TO PREPARE FOR BANQUETS	14
SENIOR PRIVILEGES	14
INITIATIONS, PRANKS, HAZING, BULLYING	14
SENIOR PRANKS	14
POSTERS, ELECTRONIC DEVICES, ETC.	15
LOCKER GUIDELINES	15
CAMPUS SECURITY	15
FIRE DRILLS	15
ZIMALA	15
VEHICLES	15
SCHOOL BUSES	16
WEAPONS AND EXPLOSIVES	16
<b>Discipline</b>	<b>17</b>
ADMINISTRATION	17
PROBATION	17
SUSPENSION	17
REQUESTED WITHDRAWAL	17
DISMISSAL	17
WITHDRAWAL	17
MITIGATING CIRCUMSTANCES	17
<b>Activities</b>	<b>17</b>
RELIGIOUS ACTIVITIES AND SERVICES	17
MUSICAL ORGANIZATIONS	18
EXTENSION GROUPS	18
ARTIST AND LECTURE SERIES	18
ATHLETIC ACTIVITIES	18
<b>Student Organizations</b>	<b>18</b>
FORMATION	18
ADVISORS	19
STUDENT PUBLICATIONS – YEARBOOK and NEWSPAPER	19
STUDENT SENATE	19
ELIGIBILITY	19
FINANCES	19
FUNDRAISING	19
<b>Policies</b>	<b>19</b>
CHILD PROTECTION POLICY	19
DIRECTORY INFORMATION POLICY	20
INTERNET ACCEPTABLE USE POLICY	20
STUDENT ABUSE OF ALCOHOL / ILLICIT DRUGS POLICY	22
SEXTING POLICY	22
SEXUAL HARASSMENT POLICY	22

## **Introduction**

Houghton Academy is an independent, Christian secondary boarding and day school with a vibrant international student population located in rural, western New York. The Board of Trustees expects the school to offer an environment that “models and communicates Christian community that reflects Core Values crucial to prepare students to live authentically, learn deeply, lead globally, and love boldly for the glory of God.” The above statement provides the basis for Houghton Academy’s expected student outcomes (ESOs).

Since 1883, Houghton Academy has nurtured secondary students in the following vital areas:

1. understanding the need for a personal commitment to Christ;
2. comprehending the importance of a life of service;
3. growing toward a mature understanding of our society, history, and natural worlds;
4. developing in physical ability and strength; and
5. exhibiting appropriate social courtesies.

Houghton Academy received its charter originally under the name “Houghton Wesleyan Methodist Seminary” in 1907 by the New York State Department of Education and was also certified at that time by the Board of Regents of the University of the State of New York. In 1955, the school’s name was amended to Houghton Academy. The school has been accredited by both the Association of Christian Schools International and the Middle States Association of Colleges and Schools since 1990.

This handbook is reviewed and adjusted annually. New students at Houghton Academy are transitioning into a new environment, educationally and possibly culturally, experiencing new people and expectations. Therefore, it is a worthwhile expectation that each student read and understand what is expected while attending the Academy. A necessary 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 every school, and especially at a boarding school. Every reason for each rule may not be equally or completely understood 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 the Academy.

Since the primary purpose in attending an educational institution is to obtain an education, it is suggested that attention be given to the full integration of one’s course of study with the various co-curricular activities that may be available. Co-curricular activities are wholesome and provide additional learning opportunities without compromising academic accomplishments.

The mission of Houghton Academy is to provide a college preparatory education within a Christian environment. For this reason the school holds a high standard of Christian living. Coming from varied cultural backgrounds, Academy students will have differences of opinion about accepted conduct, but the life standard upheld by Houghton Academy is widely endorsed and promotes respectful attitudes and behavior. Christ is the center of Houghton’s purpose and program and the rules exist to preserve a strong Christian emphasis. 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 of our founders and present administration and staff. They are not moral absolutes for all people in all times and places, but they represent firm convictions Academy employees and 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 religious heritage, and the scruples of our constituency. These regulations have come to existence gradually – typically after much thought.

Third, 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 standard must be uniform and must benefit the greatest number, an individual may sometimes find they inconvenience him/her 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 day and boarding students, while registered in Houghton Academy, both before and during the regular school year and during school year vacation periods. 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**

### **ACADEMY CAMPUS**

The campus of Houghton Academy includes four buildings:

- Boys dormitory
- Fancher Dormitory for girls
- Montanye House for boys
- Main educational facility, which houses  
the J.W. Tysinger Gymnasium,  
Bowen Hall (classrooms and dining hall),  
the Thomas and Joan Phillippe Center

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**

Students may view the Houghton College library online catalog and may borrow items from the college with their Academy ID card. College library databases are also accessible. Library materials may be borrowed by making arrangements with the librarian.

### **RESOURCE CENTER**

The Resource Center is designed to be used for quiet study time during school hours as well as before and after school. Desktop and laptop computers are available for academic purposes as outlined in the “Electronic Devices” section.

### **HEALTH CARE**

The Academy provides first-response and follow-up medical treatment. Faculty and staff are required to maintain Red Cross

CPR and First Aid certification. Local physicians and area hospitals are used as necessary.

Health insurance is provided for international boarding students as part of their tuition and fees. All U.S. students, both boarding and daily commuters, must provide their own insurance coverage.

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

Any person taken ill should report immediately to the Academy nurse on duty. Boarding students taken ill outside of class hours should make initial report of illness directly to the head resident.

All medication brought to school is to be kept in the school Health Center and provided to the student as needed/prescribed. Medication for common ailments, such as colds, headaches and upset stomachs, may be obtained from the nursing office daily Monday-Friday or from a dormitory head resident on weekends. Commuter students may receive over-the-counter medication if written permission is granted by the parents on the emergency medical form.

In order for a student to carry his/her own medication, a parent must contact the school nurse for permission, which is kept on file in the health office and must be annually renewed. These forms are available in the Health Center. An annual physical examination, available through the Health Center, is necessary to participate in interscholastic athletics.

If a student submits 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 Center (585-567-8115 Ext. 101).

## **HOUGHTON COLLEGE**

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

**Campus Center** – available occasionally within the Academy's schedule. While the Campus bookstore is available for shopping, the Campus Center is not to become a "hang out" spot for Academy students.

**College Library** – contains over 255,000 catalogued books and bound periodicals. Academy students are permitted to use these facilities under the Academy's direction. It is necessary to obtain a College library card (from the college) in order to borrow periodicals, reference materials, or books from the stacks. Misuse of this privilege may cause temporary or permanent removal of the privilege. Fines for overdue books are 10 cents per day. These fines are paid directly to the college when the overdue book is returned. Library hours for Academy students are until 7:30 pm Monday – Friday and 8:00 am – 6:30 pm Saturdays.

**Nielsen Center/Kerr-Pegula Field House** – a Houghton Academy ID card allows use of college fitness facilities, subject to College schedules.

## **Academics**

### **REGISTRATION AND CLASSIFICATION**

During the second semester, returning students have the opportunity to register for classes being offered in the upcoming school year. The principal should be contacted in advance during the summer break if class schedule matters arise. Final registration is held in August just prior to the start of classes. All new students (both commuting and boarding) are contacted by email during the summer regarding their schedules in order to schedule any required placement tests needed to finalize individual schedules. New students will receive schedules and locker assignments in the school Commons at the August Registration Day. New boarding students will provide any outstanding registration items during New Student Orientation.

## **GRADUATION REQUIREMENTS**

Twenty-two credits (minimum) are required for graduation, including:

4 credits (each) —	English, Social Studies
3 credits (each) —	Math , Science
2 credits (each) —	Foreign Language, Physical Education
1 credit —	Fine Arts
0.5 credit —	Health
2.5-3.5 credits	in Electives

*NOTE: 1 Christian studies credit is required for each full year of Houghton Academy enrollment.*

## **DIPLOMAS**

Diplomas are bestowed only to students who have met the graduation requirements and who have completed their senior year at Houghton Academy. In order to graduate, students must attend Baccalaureate Services and Commencement Exercises.

## **VALEDICTORIAN/SALUTATORIAN ELIGIBILITY**

Any graduating Senior who has attended the Academy for the final two years of high school is eligible to be the valedictorian or salutatorian. Valedictorian and Salutatorian are determined by comparing overall weighted grade point average (e.g., AP & college dual credit courses carry a 5.0 A+ weight). Consult the principal for further details.

## **COURSELOAD**

Students normally carry no less than five core courses per semester, each of which typically meets five times each week. This does not include such subjects as art, Christian studies, physical education, choir, general music, health, and certain electives. One study hall per day is recommended; students whose schedule averages more than one study hall per day should add an elective course, which may be taken onsite or online.

## **CANCELLATION OF COURSES**

Dropping a class requires consultation with the teacher and the approval of both the principal and the student's parents. During the first three weeks of each semester, Drop-Add forms are available from the Registrar. No classes may be missed in anticipation of dropping the course prior to receiving such permission. Consultation should first be with the teacher of class involved, followed by further discussion with the counselor, principal, and parents.

## **COLLEGE CLASSES**

Eligible students may take up to two college classes per semester at Houghton College. These classes 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 without prior administrative approval 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 in attendance at the Academy.

A student must have the recommendation of any Academy teacher to be admitted into a college class. Admission 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 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 generally 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 average.

## **MARKING SYSTEM**

The work of all grades is marked on a basis of 100, with 65 percent the lowest passing grade.

**A** ⇒ 92 – 100

**B** ⇒ 83 – 91

**C** ⇒ 74 – 82

**D** ⇒ 65 – 73

**F** ⇒ below 65

## **REPORT CARDS**

Report cards are posted quarterly online in the Veracross learning management system.

## **HONOR ROLL**

Students receiving an average each quarter of 90 percent or higher are designated as Honor Roll Students. An average of 95 percent or above earns the student High Honors designation. Honorable mention is given to students with an average between 87 and 89.9 percent. Honor Roll and High Honors 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 students are expected to utilize this time wisely.

## **SUPERVISED STUDY**

Houghton Academy offers a supervised study program from 3:30-4:30 pm (Tuesday -Thursday) in the Resource Center. Students on academic probation may be required to attend supervised study or a teacher may require a student to attend for missing/late work or a failing grade. All students are encouraged to take advantage of this opportunity.

## **STUDY ABROAD**

From time to time a student enrolled at Houghton Academy may elect to be absent from campus for a semester or a year for an alternative educational experience. Each student's proposal to be off-campus will be evaluated and approved or disallowed on its own merits.

When a student is participating in a bona-fide study abroad program where all participants are considered to be enrolled in their home schools, 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 voter, in any student election.

Students must be on campus during the school year in which they graduate.



## **NATIONAL HONOR SOCIETY**

The Houghton Academy chapter (#13607) of the National Honor Society has been in existence since 1967. Students who transfer to Houghton Academy after being inducted into the National Honor Society at their previous school bring that membership with them. Each winter, eligible juniors and seniors are elected into the Honor Society by a majority vote of a faculty council. Honor Society members are responsible for a service project each semester.

### **NHS Selection Process**

The NHS faculty council is composed of five (5) voting faculty members appointed annually by the Head of School will select the members based on the following criteria as evaluated by all staff members:

1. To be eligible a junior or senior must have a minimum cumulative grade average of 88.
2. The candidate must have been in attendance for at least 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. The NHS faculty council will consider the student's interest, effort, and maturity level toward learning.

### **Character**

This area includes such items as response to authority, compliance with school rules, conducting oneself with integrity, maturity and personal responsibility.

### **Service**

This is not always easily observed unless we work with the students in a service capacity. Service can be assessed by how the person sees and seeks to meet the needs of others in class, school and in the community.

### **Leadership**

Leadership can be observed in a number of ways. If a person is diligent so that others take notice and follow, that is a form of leadership. If a person is a positive force in the school and community and takes initiative in planning things, that also is a form of leadership. When a student takes a stand for what he believes, that too is leadership. A person does not need to hold an elected position to exhibit leadership, although that would also be a consideration.

## **SUMMARY**

The National Honor Society places a premium on loyalty and commitment on the part of the student to the school. An NHS member's attitude toward and participation in school activities, from classes to co-curricular activities, should be positive and supportive. NHS members should set examples by participating in class and school-wide activities and encouraging others to do the same. 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 grade average 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 average but everyone is capable of growing in character, service, leadership and attitude toward learning. All are encouraged to pursue such growth, which is pleasing to God and man.

## **CO-CURRICULAR ACTIVITY/ATHLETIC ELIGIBILITY**

While participating in a co-curricular activity, students are expected to maintain a grade average of 65 or above in all classes. If a student's average is below 65 (in any class) they are placed on academic probation and may not participate until the grade in that subject is passing.

While on academic probation, students who are members of a school athletic team may practice with the team during the probationary period. For games, student-athletes on probation will sit on the bench with their team.

Students who are members of a drama/musical cast and are on probation may participate in practices while raising their average. Depending on a variety of factors, participation in the final production will be determined by the principal.

## **DETENTIONS**

When necessary, detentions are assigned from 3:30 - 5:30. The most common reason for detention is excessive tardiness. Detentions may also be assigned for other reasons as necessary, such as being out of dress code.

Detention for excessive tardiness:

1. Students with more than two tardies in a two-week period will normally be assigned a detention.
2. At the end of the two-week period students will be given a clean slate (zero tardies) to begin the next two weeks.
3. The after-school detention period overrides any other activity commitments (e.g., practices, games, rehearsals).

## **FOOD/DRINK IN CLASS AND STUDY HALL**

Food and/or drink (other than water) are not permitted in any class, unless with the teacher's permission.

## **ABSENCES, EXCUSES AND TARDIES**

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

A statement providing the reason for a planned absence should be submitted two weeks in advance if at all possible. In the case of an unforeseen or emergency absence, the statement must be submitted to the principal in writing immediately upon return to school or class. The statement should be signed by the parent or guardian.

All work missed during an absence or tardy must be made up to the teacher's satisfaction. Full credit will be given for make-up work for excused absences or tardies. In the case of unexcused absences or tardies, it is at the discretion of the teacher as to whether a student will be credited for make-up work.

It is the responsibility of the student to see the instructor about make-up work for absences, whether excused or unexcused.

If an absence is unexcused and permission for the absence is granted by the principal, 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 a planned absence occurs.

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 co-curricular activities on that day. However, any student who is absent due to illness and is a participant of a co-curricular event on that

particular day, if they desire, may attend that event and one waiver will be granted per academic year to participate in that event.

Attendance on special days (Senate Day, Senior Retreat, Senior Trip, Career Day, etc.) is treated like any other regular school day.

## **VACATION TRAVEL FINES**

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

If students schedule transportation that requires them to miss class, or arrive or depart late at night or very early in the morning, there will be a charge of \$150.

## **DISHONEST WORK**

### **What is cheating?**

1. The unpermitted use of any aid during a testing situation
2. Observing another student's paper during a testing situation
3. Allowing one student to directly copy from another student's test, quiz, assignment, or homework
4. Attempting to seek or give help during a graded individual assignment or test
5. Possessing and/or distributing test or quiz material prior to or during the test or quiz
6. Inappropriately using any unauthorized device during a graded assignment or test/quiz
7. Submitting work that is not the student's own for assignments or exams
8. Submitting or using falsified data

### **What is plagiarism?**

"Plagiarism" means using someone else's information, work, graphics, 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 test will automatically receive a zero for that work. All offenses after the first offense and any dishonesty on a final examination will be referred to the principal. Dishonest work may be considered grounds for suspension or dismissal from the Academy.

## **ENGLISH LANGUAGE USAGE**

A major reason international students enroll at Houghton Academy is to prepare for university studies in English. The best way to become proficient in any language is to use it correctly as often as possible.

Unless given permission to do otherwise, international students should speak only English in classes during the school day.

## **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 in written form is provided by the principal, athletics coordinator, guidance counselor, and parents. Participation in physical education classes will resume whenever participation in the interscholastic sports program ceases.

## **Expectations for All Students**

### **DRESS CODE**

Houghton Academy's uniform policy is governed by principles of modesty, neatness, courtesy, and cleanliness. Standards of appearance have been adopted to promote order, a variety of clothing options, ease of application, self-respect, unity, and success within our school community.

Students attending Houghton Academy are required to wear the official school attire through Land's End. Purchase uniforms through Land's End online at [www.landsend.com/](http://www.landsend.com/).

**Only items in the Houghton Academy uniform line are acceptable during the school day** (from arrival on campus through 4:30 PM). Please purchase Lands' End uniform items in advance of school attendance and label clothing with the student's name in case of misplacement.

Students are expected to wear the school uniform in an acceptable and appropriate manner. Wearing of the school uniform in a way that creates a distraction is unacceptable. When students are out of compliance with the following guidelines, the administration will determine if the student may remain in classes or be held out until appropriate attire is located. Parent/Guardian contacts will be made as needed. Repeated disregard for Academy attire guidelines may result in suspension from classes and activities.

### **General Expectations**

#### **All:**

Within the school facilities and when on excursions during school hours, students are expected to be in school uniform.

- Hair should be kept neat and clean.
- Dyed hair may only be worn in a natural hair color.
- No piercing of visible body parts other than ears is permitted. Ear gauges or plugs are not allowed. Body art must be covered during the school day and at school functions.

#### **Boys:**

- Dress shirts should remain tucked in throughout the school day.
- Should not wear earrings during the school day. At other times, studs and hoops no larger than ½ inch diameter may be worn.
- Beards or facial hair may not be worn.
- Hair should be out of the eyes and should not cover the collar.

#### **Girls:**

- No cleavage should show when seated, standing, or bending over; no bare midriffs.
- Skirts must be worn as manufactured.
- Length of dresses or skirts should be no shorter than 5" above floor measured in kneeling position.

### **Additional dress code highlights**

#### **Regular School Days**

- Land's End pants, shorts, dress shirts (**boys**), skirts (**girls**), blouses (**girls**), polo shirts
- Land's End sweaters and fleeces

- Belt – may be purchased anywhere

### **Spirit Days**

- Student attire choice is limited to school spirit wear for the shirt/top.
- Spirit Day attire requires dress code skirts, shorts, or pants, or jeans which are not torn or tattered.

### **School Events**

- Students may dress casually and modestly while still following general guidelines.

### **Special Days**

There are other special days at Houghton Academy such as Spirit Week, field trips and banquets when appropriate dress code will be determined and communicated.

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

## **BANQUET DRESS CODE**

### **All:**

Banquet attire must be modest and approved by the advisor and/or administration in advance. Detailed, specific guidelines will be made available in advance of each banquet.

The dress expectations also applies for both male and female escorts who are not students of the Academy. Questions regarding banquet dress should be sent by email to the principal at least one week before the event.

Students who fail to comply with the banquet dress code requirements may be prohibited from attending the banquet. Parents/guardians are responsible to ensure the student is dressed appropriately before the student leaves home/dormitory.

### **Boys:**

Appropriate dress-up attire is required – for example, a suit/tux or dress pants/sport coat, shirt, and appropriate dress-up shoes.

### **Girls:**

Appropriate necklines, modest backs, and modest length is the expectation.

## **COURTESIES**

Commonly accepted social courtesies are expected of all students at all times. Please be considerate of others and treat others as you would like to be treated.

## **DATING**

Dating can be a wonderful 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 hinders the social, academic, and spiritual development and 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. Students are not to be in the dormitory of the opposite gender.
3. Academy boarding students may not date non-Academy students without permission from the Residence Life Director.

## **ACADEMY ACTIVITIES & NON-ACADEMY STUDENTS**

The general rule is that Academy activities are offered only to Academy students. On certain occasions when attendance by non-Academy students is allowed, permission must be secured from the adult in charge and/or the principal. The allowed activity attendees are:

**Senior Retreat** – Academy students only

**Senior Trip** – 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 relationship with an Academy junior or senior.

**Spring Banquet** – non-Academy students may attend. You are welcome to invite a friend of the opposite gender but this is not an occasion to simply invite a friend of your own gender to spend the evening with you.

## **WORK PROGRAM**

Academy students are scheduled for a 5-15 minute work assignment. A mature sense of responsibility to the assignment is expected.

## **MONEY AT SCHOOL**

Experience teaches the best policy is not to bring significant funds with you to school. Do not leave money unattended at any time, including in 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 not keep money in the dormitory room.

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 designated “banking hours.”

## **CELL PHONE POLICY**

As cell phone usage can be a distraction to learning, Houghton Academy, in continuing to promote our vision statement of preparing students to live authentically, learn deeply, lead globally, and love boldly for the glory of God, has implemented this Student Cell Phone Policy, which will be reviewed as needed.

Students may not use their cell phone during class time, study halls, homeroom, in the Dining Hall at lunch, or any school meeting, unless a teacher has given specific permission as part of his or her teaching during that class. This includes students who are in the hallways or in the restrooms during class time. Cell phones are not to be visible or used in the classroom without the specific approval of the teacher. Cell phones must always be in silent mode while on school campus.

Students are allowed to use their cell phones before school, between classes, and after school. If a student is found with a cell phone in the classroom, lunch time in the dining hall, or study hall, administration will determine and apply appropriate consequences.

A student who has a phone confiscated may not use another student's cell phone.

## **LEAVING SCHOOL DURING THE DAY**

Students must sign out with permission in the office when leaving school before the school day is finished.

## **LEAVING SCHOOL EARLY TO PREPARE FOR BANQUETS**

If the Junior/Senior Banquet is on a school day, students attending may leave school after 4<sup>th</sup> period.

### **Other permissions:**

- 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 5<sup>th</sup> period. If they have a study hall 5<sup>th</sup> period, they may leave after 4<sup>th</sup> period. If they have a class 5<sup>th</sup> 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 for the seniors at the end of the third quarter.

## **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.)

## **POSTERS, ELECTRONIC DEVICES, ETC.**

The general atmosphere throughout the Academy campus (buildings, grounds) should reflect the principles of the school. Posters, pictures, etc. in lockers and rooms should be in keeping with the above statement.

Smart phones, electronic notebooks and computers, or any digital media devices should be self-monitored with the same principle in mind. Volume should be controlled courteously, with earphones the expectation in Academy facilities, on buses, or at school-sponsored activities. Faculty may waive these restrictions within a class-related activity.

All electronic devices being used at Houghton Academy are subject to the guidelines as outlined in the *Internet Acceptable Use Policy* section. Electronic devices may be used with faculty permission for educational purposes during class time.

## **LOCKER GUIDELINES**

Locker decorations and posters are visible to students and visitors and should therefore reflect the Academy's standards and beliefs. Items affixed to locker doors must be in good condition (e.g., not frayed, bent, or ripped). Additionally, photos/pictures in lockers should not include photos that are not aligned with Academy principles, should not have alcohol or other drug references or contain inappropriate statements. Subjects should be dressed modestly and with no sexual innuendo. A good guideline for this is the Academy dress code. All writing should contain no bad language or double meanings.

## **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**

Conducting regular fire drills is mandated by the New York State Education Department and are good common sense as well. Specific instructions will be given in each classroom by the teachers. Some regulations follow:

1. Exit quickly and quietly with no talking in hallways prior to exiting or when outside.
2. The first person to an outside door should hold the door open until all have passed through. If double doors are present, use both of them.
3. Line up quickly and alphabetically by class for attendance taking and further instruction.
4. The last person to leave a room should turn out the lights and close the door.

## **ZIMALA**

Zimala convenes weekly on Wednesday mornings in Rosemary Tysinger Auditorium. Attendance is required of all students, who sit with their Class Community. Textbooks, assignments, classwork, and other extraneous materials should not be brought to Zimala. The common Academy courtesies are expected.

## **VEHICLES**

Automobiles: Commuters may drive cars to school. Unless permission is granted by the parents and the principal, cars are not to be used during the school 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 pickup 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.

Regarding transportation to/from school activities:

1. The first priority is for students to ride in a school-owned or school-rented vehicle driven by a CDL-licensed individual.
2. The second preference is for students to ride with faculty/staff.
3. The third preference is for students to ride with a parent volunteer.
4. Only under unusual circumstances would a student drive a personal vehicle, with or without other students on



board, to a school function. In such instances, both parental and school permission must be obtained no less than 48 hours in advance.

## **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. The final authority on any matter arising rests with the bus driver and/or chaperone.

## **WEAPONS AND EXPLOSIVES**

Houghton Academy considers student possession of/use of/or threat of use of weapons as a serious offense and will not tolerate such by students on school property, at school events, or at any other school-related activity. 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 with any of these items capable of producing bodily harm in a manner which, under the circumstances, manifests an intent to intimidate 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 when 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 any device from which a projectile may be fired by an explosive; (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 item that appears to be a firearm or airgun; (c) a slung shot, which is a piece of metal, or a stone fastened to a strap, chain, or thong, used as a weapon; (d) a slingshot, 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; (e) a sand club, chains or metal knuckles; (f) a device commonly known as "throwing stars," multi-pointed metal objects designed to embed upon contact; (g) any knife which is a cutting or stabbing instrument with a sharp blade set in a handle; (h) a dirk, which is a type of dagger; (i) any device commonly known as "nun-chu-ka sticks" consisting of two or more lengths of wood, metal, plastic, or other substance connected with wire, rope, or other means; (j) a stun-gun; (k) any explosive device including fireworks; or (l) a laser pointer.

## **Discipline**

### **ADMINISTRATION**

Academy administration, by guiding the faculty and staff, is responsible to ensure implementation of policies related to student department. Under the guidance of the Residence Life Director, the dormitory head residents and resident assistants are responsible to implement policies related to department in the residences. All faculty, support staff, and residence life staff are responsible to implement school policy in cooperation with the administration.

## **PROBATION**

Probation is a disciplinary procedure designed to provide adequate time and opportunity to a student who does not manifest the desired attitude and/or conduct that is the essence of established standards of the Academy. Failure on the part of the student to take advantage of this period of conditional residence may cause removal from enrollment. Probation may be academic and/or behavioral in nature.

## **SUSPENSION**

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

## **REQUESTED WITHDRAWAL**

This involves asking a student to voluntarily withdraw from the Academy, without this request or any action being noted on transcripts issued. Whenever it becomes clear that a student does not properly regard Houghton Academy's patterns of social or religious life, does not cooperate fully in the maintenance of procedural patterns, or has not made a happy adjustment to boarding life at the Academy, he may be asked to leave, without any specified behavioral or academic violation.

## **DISMISSAL**

This is the severing of the student's enrollment at the Academy, with no time period stated for consideration of return/re-enrollment.

## **WITHDRAWAL**

A student may officially withdraw from the Academy if the parent submits a withdrawal form. Prior to submitting the form, a student should confer with administration.

## **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. Zimala meets on Wednesday mornings and Worship Services occur on Sunday mornings.

## **MUSICAL ORGANIZATIONS**

Music at 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, bands, handbell choirs, and small ensembles perform at various venues during the school year. Private lessons in voice, piano, and other instruments are available. Academy students who qualify are invited to participate in the Houghton Symphony Orchestra.

## **EXTENSION GROUPS**

Extension groups represent Houghton Academy in concerts or at services in churches of the Houghton area and possibly on tour. The various extension groups have a two-fold 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 an outstanding opportunity for Academy students to attend a series of concerts. The College's faculty of the music brings to campus outstanding performers from various fields.

Each year the college presents a series of lectures that are made available to all registered Academy students, providing the opportunity to meet respected voices from a variety of disciplines.

## **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 facilities: fields, gymnasium, fitness center, swimming pool, tennis courts, and hiking/cross country ski trails.

In interscholastic varsity competition, soccer, basketball, tennis, and track are offered to boys, with volleyball, basketball, cheerleading, tennis, and track for girls. Allegany County Athletic Association rules govern the participation of girls on any boys team. Finally, golf may be annually offered to boys and/or girls who are not beginners.

Intramural activities vary from year to year but may include badminton, basketball, floor hockey, golf, indoor soccer, paddleball, pickleball, softball, swimming, table tennis, tennis, track, and volleyball.

Students who play or take part in regularly scheduled activities of the Academy, whether must maintain "good standing." Such standing is best accomplished with positive attitude, outlook, and demeanor, and a balanced approach that includes having fun and enjoying life together with one's peers, the faculty, and residence life and support staff, within a context of achieving excellence.

With regard to interscholastic athletic competition, Houghton Academy does not schedule regular season contests (or participate in post-season team contests) on Sundays.

## **Student Organizations**

### **FORMATION**

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

### **ADVISORS**

Each official student activity is assigned an advisor in accordance with the constitution of the organization. Advisors are faculty, staff members, or approved volunteers and they assume responsibility for the supervision of the group, advising either upon request of the group or at their own discretion. Advisors act as chaperones at any organizational function. The organization, whether class community, co-curricular, literary, musical, etc., meets only with the approval and presence of the advisor. Action taken in absence of/without the advisor approval is automatically null and void.

### **STUDENT PUBLICATIONS – YEARBOOK and NEWSPAPER**

"The Pebble" is designed and produced via an elective class "Student Publications" offered to juniors and seniors. The class also publishes "The Thumbprint," the bi-weekly student newspaper. With advisor approval, students may also contribute

to either publication.

## **STUDENT SENATE**

The Student Senate is a student organization advised by a faculty member. The Senate may represent student body matters or proposals to Academy administration and is responsible for several social and academic activities, such as the Thanksgiving Banquet and Student Senate Day. Officers of the Student Senate for each coming year are nominated by the incumbent senate, and upon faculty approval are voted on by the student body.

## **ELIGIBILITY**

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

## **FINANCES**

All student organization monies are channeled through the business office of the Academy. Student organization treasurers are, in effect, financial secretaries. The various monies, when collected and recorded by the respective organizations, are to be turned over to the business office immediately. Funds should never be kept, even overnight, in a classroom, a locker, or an adviser's desk, even if under lock and key.

Checks in payment for any duly approved expenditure will be issued by the business office. Organizations will not set up or maintain separate bank accounts and no fees will be collected without prior administrative approval. Organization funds or credits may be allowed to accumulate over more than one school year.

## **FUNDRAISING**

All fundraising at Houghton Academy is approved and monitored by the administration. Specific guidelines are established. Students who have questions/ideas regarding fundraising should contact their class/organization advisor.

## **Policies**

### **CHILD PROTECTION POLICY**

Houghton Academy considers the safety and protection of its students as a primary responsibility. A student may safely speak with any employee about an unsafe or abusive situation. As soon as the Academy becomes aware of an unsafe situation, it will address it promptly and appropriately. Such situations include activities that expose a student to mistreatment of any kind, including emotional abuse, physical neglect or abuse, and sexual abuse. "Addressing the situation" includes school reports to appropriate government authorities and agencies.

Students should be aware that:

1. Houghton Academy employees and volunteers are mandated to receive and report immediately to the Child Protection Team any knowledge or reasonable suspicion they have that child abuse or neglect is occurring (or has occurred) to an Academy student, regardless of where it has taken place;
2. Houghton Academy requires its employees to submit a written preliminary report within 24 hours of their awareness of abuse suspicions or allegations;
3. Houghton Academy will pursue and investigate all allegations, even if the alleged victim does not personally want the allegation investigated;
4. Houghton Academy will not allow the alleged offender and victim to confront each other; and
5. Houghton Academy, while respecting "presumption of innocence," recognizes that the internal investigation of Houghton Academy is not part of any criminal/judicial system and thus does not require the same legal protections of the alleged offender.

## **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; email 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 events 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 his/her student, the school should be notified in writing.)

Houghton Academy may release such directory information to college or other recruiters. Parents who prefer that any or all of this information not be released (for example, in the official student directory), should notify the school office in writing at the outset of the school year, indicating which information is not to be classified as “directory information.”

## **INTERNET ACCEPTABLE USE POLICY**

Learning is the primary purpose of the Internet connection at Houghton Academy for all who use the school wi-fi connection to the Internet. The IT department uses filters to screen out material unsupportive of the school’s educational philosophy. The Academy recognizes it cannot control students’ smart phone access at every moment, students must read and agree to the following guidelines and regulations, signing annually a user contract in order to access the school’s Internet connection. If the 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 should not 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 or 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 email 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 to avoid easily guessed passwords.
11. Users should conserve system resources by frequently deleting email messages and unused files.
12. Copies may be made at 10 cents per page, or 40 cents per page if the color printer is used.
13. Students will be given \$5.00 in their account at the beginning of the school year towards printing. 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 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 all electronic devices 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.

### **Unacceptable Activities**

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 network
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 communication
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/not saving 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 / ILLICIT DRUGS POLICY**

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 emails 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**

Houghton Academy prohibits sexual harassment and makes this policy, which primarily applies to its employees, available upon request.