



## Head of School Memo



July 29, 2023

Hello Houghton Parents & Students!

It is with joy and anticipation of what God will accomplish in the 2023-2024 school year at Houghton Academy that I write to you. Today's memo provides some essential information and dates as we look forward to the launch of the new school year. Please review it at your earliest convenience and let me know if you have any questions. - Dr. T.

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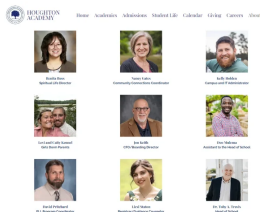
## Upcoming Important Dates

- Monday, August 21:
  - Soccer and Volleyball Practices Begin
  - Faculty/Staff Orientation and Professional Development (Aug. 21-23)
- Thursday, August 24:
  - 10:00 am - 12:00 pm - New Student Registration (for those who do not yet have class schedules)
  - 12:00 - 1:15 pm - All School Picnic
  - 1:30 - 3:00 pm - New Student Orientation (Commuters and Boarders)
- Monday, August 28:
  - 7:45 am First Day of Class Assembly (Parents/Family Welcome)
  - [Link to 2023-2024 Bell Schedule](#)
- Tuesday, August 29:
  - 7:45 - 9:15 am - First Weekly Teacher In-Service / Student Delayed Start
    - On Tuesdays, there are no Period 1 classes.
    - Students only need to arrive on campus at 9:15 am.
    - Students may arrive between 7:30-7:45 am to attend P1 Study Hall, and supervision will be provided.



- 3:00 - 4:00 pm - Houghton University Tour
- Thursday, August 31:
  - 5:30 - 8:00 pm - Welcome Night / Parent Orientation
- Monday, September 4:
  - NO CLASSES - Labor Day
- Tuesday - Wednesday, September 5-6
  - Middle School Back to School Day Camp (on campus)
  - High School Back to School Retreat (off Campus)
  - More details to follow...
- Saturday, September 23:
  - 11:00 am - 5:00 pm Family Cookout / Homecoming

## Faculty & Staff Update



This year, we are blessed with the returning and new faculty and staff members who have joined us from around the world. Take a few minutes to check out their introductions and contact information:

- [Faculty Profiles](#)
- [Staff Roster](#)

## Student Email Account

Every Houghton Academy student has their own Houghton Academy email. [Mr. Holden](#) will all incoming new students the login information closer to the orientation date. For example, if your name is Jane Lee, your Academy email address will be jane.lee@houghton.academy.



## Student Information / Learning Management System



Houghton Academy uses [Veracross](#) as our platform to manage school data. Every student, teacher, and staff have a Veracross account. Students and parents use Veracross to check grades, missing assignments, attendance records, school calendars, and more. Students will receive a Welcome email from Veracross in their school email. For new students, the first step will be to follow the prompts to change the password and sign in.

## Student/Family Handbook

Please review the Student/Family Handbook before the first day of school.

- You can view/download the Handbook on the Academy [website on the "About" page](#).
- Any policies or procedures updated for the new school year are identified with a **[Month Year]** in brackets following the policy heading.
- Be sure to review policies regarding dress code and cell phones.



### ACTION ITEM:

After reviewing the Handbook, parents and students must print the Acknowledgement Page (last page), sign, date, and return it to the student's Homeroom teacher or the Main Office. Thank you!

## Local Families Required Info Form

All local school families must complete the [Application for Free and Reduced Price School Meals](#) **even if the household is not requesting assistance**. Please follow the above link to download and print a copy of the form. Or stop by the school office for a copy.

[The form](#) must be completed and returned to Houghton Academy by Friday, August 4. Our apologies for the short time notice.

The data from these forms will be submitted to the Local Educational Agency (LEA) to determine the funding amount that the school will receive through Title 1, which makes a substantial difference to our operating budget. Prompt response is greatly appreciated.

### ACTION ITEM:

Local parents, please complete and return [the form](#) by Friday, August 4. THANK YOU!

## Prayer Requests and Praise

- Praising God for a robust enrollment. We completed the 2022-2023 school year with 52 students. **We will begin the 2023-2024 school year with approximately 90** (provided visas for international students come through)!
- We still have several open staff positions (e.g., Facilities Manager). Please pray that all faculty and staff positions are filled in the coming days.



*"...that they might be called trees of righteousness." - Isaiah 61:3*

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