

TPHHS Family Handbook

Our Mission Statement

The Potter's House School provides a Christ-centered education to children of all ethnic heritages and income levels, equipping them to serve God and society to their fullest potential.

30 Years of God's Faithfulness!

Welcome to The Potter's House High School

Greetings in Jesus' name. We are glad to have your family in our learning community at The Potter's House High School! While we believe that you, the parents and guardians, are the primary educators of your children, we take very seriously our role in partnering with you to foster in your child(ren) nothing less than the highest standards of academic excellence, a deep and lasting faith in Jesus Christ, and a character that will last a lifetime.

This year is very special for our community as we celebrate our 30th Anniversary as a school! Our high school is beginning its 13th year! Together, we will focus on the theme:

"Remember and Believe!"

We honor Him when we remember His utter faithfulness to us as a school community and we give Him glory by believing that He is not done with us yet!

At the high school, in our unique multicultural environment and effective student-centered classrooms, your children will be encouraged daily in their pursuit of **TRUTH**, **HONOR** toward each other, and **EXCELLENCE** in all their duties. We really believe that your children can soar to new and higher levels in their faith, academic achievement, and Christ-like character.

In this Family Handbook you will find our school policies and procedures. Please take the time to read them and to discuss them with your child(ren).

Yours in Christ,
Paul Dull
Principal

High School Staff - 2010/2011

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	Choir	

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The Potter's House Calendar 2010-2011	
September 7	1 st day of school (full day)
September 9	PK-8 Parent Meeting 7:00 p.m.
September 16	High School Parent Meeting 7:00 p.m.
October 13, 14, & 19	<u>High School Only</u> Parent/Teacher Conferences
	Wednesday, October 13, 2:00-5:00 p.m.
	Thursday, October 14, 4:00-7:00 p.m.
	Tuesday, October 19, 6:00-8:30 p.m.
October 21-22	Professional Development – NO SCHOOL
October 26	PK-8 Open House
November 5	End of 1 st Quarter
November 16, 17, & 19	PK-8 Parent/Teacher Conferences
	Tuesday, November 16, 6:00-8:30 p.m.
	Wednesday, November 17, 2:00-5:00 p.m.
	Thursday, November 18, 4:00-7:00 p.m.
November 19	NO SCHOOL (No PK November 18)
November 24	1:15 p.m. DISMISSAL
November 25-26	Thanksgiving Break – NO SCHOOL
December 20-31	Christmas Break – NO SCHOOL
January 3	School resumes
January 17	MLKing Jr. Day IN-SCHOOL CELEBRATION
January 21	End of Semester and 2 nd Quarter
February 1, 2, & 3	PK-12 Parent/Teacher Conferences
	Tuesday, February 1, 6:00-8:30 p.m.
	Wednesday, February 2, 2:00-5:00 p.m.
	Thursday, February 3, 4:00-7:00 p.m.
February 4	NO SCHOOL (No PK February 3)
February 21	President's Day – NO SCHOOL
March 25	End of 3 rd Quarter
April 4-8	Spring Break – NO SCHOOL
April 11	School Resumes
April 19, 20, & 21	PK-12 Parent/Teacher Conferences
	Tuesday, April 19, 6:00-8:30 p.m.
	Wednesday, April 20, 2:00-5:00 p.m.
	Thursday, April 21, 4:00-7:00 p.m.
April 22	Good Friday - NO SCHOOL (No PK April 21)
April 18-29	Current Family Enrollment

The Potter's House Calendar 2010-2011 (continued)	
May 30	Memorial Day – NO SCHOOL
June 2	High School Graduation 7:30 p.m.
June 6	Kindergarten Graduation 9:30 a.m.
June 7	8 th Grade Graduation 7:00 p.m.
June 8	1:15 DISMISSAL
June 10	Last day of school– 12:00 p.m. DISMISSAL

Daily Schedule 2010 – 2011							
Monday/Friday		Tuesday Block		Wednesday Block		Thursday	
Chapel	8:00-8:12	Chapel	8:00-8:12	2nd Period	8:00-9:34	Chapel	8:00-8:14
1st Period	8:16-9:06	1st Period	8:15-9:50	Break	9:34-9:44	1st Period	8:18-9:11
2nd Period	9:10-10:00	Break	9:50-10:00	4th Period	9:44-11:18	2nd Period	9:15-10:08
Advisory	10:04-10:24	3rd Period	10:00-11:35	Chapel	11:18-11:48	Break	10:08-10:18
3rd Period	10:28-11:18	Lunch	11:35-12:05	Discipleship	11:48-12:18	3rd Period	10:18-11:11
4th Period	11:22-12:12	5th Period	12:05-1:40	Lunch	12:18-12:47	4th Period	11:15-12:08
Lunch	12:16-12:46	Break	1:40-1:50	Advisory	12:47-1:47	Lunch	12:08-12:38
5th Period	12:50-1:40	7th Period	1:50-3:25	6th Period	1:51-3:25	5th Period	12:38-1:31
6th Period	1:44-2:34					6th Period	1:35-2:28
7th Period	2:36-3:25					7th Period	2:32-3:25

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INFORMATION AND GUIDELINES

GRADUATION REQUIREMENTS

The following requirements must be met in order for a student to graduate from The Potter's House High School for the class of 2010:

A minimum of 22 credits must be completed in grades 9-12. At least 16 of the credits must be earned in courses that are not considered to be modified. A minimum of one full year at The Potter's House is required.

Students must complete the following credits:

Math	4
English	4
Social Studies	3.5
Science	3
PE/Health	1
Fine Arts	0.5
Bible	2

All students must fulfill the Community Service requirement. All students must complete the Senior Project and Exhibition according to stated guidelines.

The senior year must be completed in residence. All seniors must take a minimum of five courses per semester regardless of the number of credits accumulated in prior grades. Kent Career/Technical Center and "Early College" students must take a minimum of 2.0 credits at TPHHS concurrent with the off-campus classes, unless specifically stated in their Official Accommodations Plan.

Following on the right are the Michigan Merit Curriculum requirements for the Class of 2011 and beyond.

To receive **The Potter's House High School Basic Diploma**, a student must meet the requirements listed above with the following exceptions:

1. There is not a limit to the number of credits earned in modified courses.
2. Up to two credits may be omitted from the normal subject distribution requirement and substituted with other credit hours.

Subject	State	TPHHS	Personal Curriculum
English	4 credits	4 credits English 9, 10, 11, 12	No modification
Math	4 credits Algebra I or IM 1 Geometry or IM 2 Algebra II or IM 3 Math or math related (12)	4 credits Algebra 1 Integrated Math 2 Integrated Math 3 Math or math related (12)	Can modify Algebra II after completion of one semester or <ul style="list-style-type: none"> • KCTC • Alg II over 2 yrs
Science	3 credits Biology Chemistry or Physics Science Elective	3 credits Physical Science Biology 1 & 2 Chemistry or Chm Comm	No modification
Social Studies	3 credits W Hist. and Geography US Hist. and Geography Civics (.5) Economics (.5)	3.5 credits W Hist. and Geography (1.5) US Hist. and Geography (1.0) Civics (.5) Economics (.5)	No modification or Civics 2 credits must be earned Modification by taking additional core credit (incl. Foreign Lang.)
Physical Education and Health	1 credit	1.0 Physical Education & Health	Modification of PE through local waiver Modification of Health by taking an additional core credit (incl. Foreign Lang.)
Visual, Performing and Applied Arts	1 credit	1credit	Modification by taking additional core cr. (incl. Foreign Lang.)
Languages other than English	Recommend 2 cr. 2 credits, required as of Class of 2016	Recommend 2 cr. 2 credits, required as of Class of 2016	No modification
Online Learning Experience	20 hours	20 hours	No modification
Computer Tech	Not required	.5	No modification
Senior Project	Not required	.5	No modification
Service Learning	Not required	Required	No modification
Bible	NR	2 credits Old/New Testament Religion 11 Integrated Theology	N/A

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Graduation Ceremony

Please note that if a student lacks more than one credit needed to receive a diploma, he or she will not be permitted to participate in the graduation ceremony. Students may participate if they have accumulated 21.5 credits and have made a plan with the Guidance Counselor to attain the remaining credits during the summer. A diploma and “graduated” designation on the transcript will be given after summer school grades have been received.

Credit Standing

Credits are earned in .5 increments per semester. To stay on track for graduation a student should obtain the following credits by the end of:

Freshman year 6.0 – 7.0 credits, 5 minimum

Sophomore year 12.0 – 14.0, minimum 10

Junior year 18.0 – 21.0, minimum 15

Senior year 22 - 28

Transcript Requests

All transcript requests for the Registrar should be made with a Transcript Request Form at least 10 school days prior to its deadline. The Registrar will process the transcripts weekly. Students requiring a Counselor Recommendation Form should attach a Transcript Request Form with the Counselor Recommendation. Forms may be obtained from the Main Office.

ACT and College Application Fee Waivers

ACT Fee Waivers and College Application Fee Waivers may be obtained by making a request to the TPHHS Registrar. You may qualify for a waiver if your family qualifies for free or reduced lunch.

ACADEMIC POLICIES

Full-time Students

Students at The Potter’s House High School are required to take three credits (normally six classes) each semester in order to maintain their status as a regular student at The Potter’s House and in order to participate in all activities of the school. Exceptions may be granted by the administration at the request of a student and his or her parents. The senior year must be completed in residence. All seniors must take a minimum of six courses per semester regardless of the number of credits accumulated in prior grades. Kent Career/Technical Center and “Early College” students must take a minimum of 2.0 credits at TPHHS concurrent with the off-campus classes. Exceptions may be

granted by the administration at the request of a student and his or her parents or if it is specifically stated in a student’s Official Accommodations Plan.

Incompletes

All semester incompletes must be made up within two (2) weeks of the end of the semester. Failure to make up the work will result in an “E” recorded for the course.

Dropping Classes

Classes may be dropped without academic penalty within the first 3 days of the semester. Class drops for Senior level Honors & AP classes will be considered within the first 2 weeks without academically penalty & only with the permission of the counselor and teacher. A class drop or exchange may be considered beyond the second week only for reasons deemed legitimate by the counselor, teacher, and Education Specialist. Legitimate reasons generally mean misplacement or an unusual change in a student’s educational plan. A parent or teacher request is required for a drop beyond the second week.

Courses Taken Outside of The Potter’s House High School

A student may take one course per semester in another approved school for:

1. Credit recovery, for a total of no more than 4.0 credits per semester.
2. To augment TPHHS curriculum, such as ROTC, if it does not conflict with TPHHS core curriculum.

All such courses must be approved by the school counselor before being taken.

Early College

A family may choose whether high school or college credit is given for “Early College” but both may not be granted. A student who wishes to take an “Early College” course that TPHHS does not offer must be in good academic and attendance standing, be in the senior year, and receive approval from the Guidance Counselor.

Kent Career/Technical Center

All students who wish to attend KCTC in their junior or senior year must be within good attendance standing at TPHHS and receive permission from the Guidance Counselor. A visit within the sophomore or junior year is required and the application process begins in early February. Students wishing to know more about KCTC may visit their website at kc-tc.org.

Credit for KCTC will be granted through TPHHS. TPHHS will grant credit if a student has fulfilled all the KCTC course requirements, including attendance of classes

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whenever they are in session. Excessive absences in the KCTC program will be handled as stated in TPHHS attendance policies.

Kent Transitions Center

Students who wish to attend Kent Transitions Center should contact the Education Specialist for a program tour and evaluation for placement during the junior and senior year.

Credit for KTC will be granted through TPHHS. TPHHS will grant credit if a student has fulfilled all the KTC course requirements, including attendance of classes whenever they are in session. Excessive absences in the KTC program will be handled as stated in TPHHS attendance policies.

Online Courses

Online course policy:

1. Courses required for a high school diploma must be taken within the regular day program rather than online.
2. A maximum of one on-line course per semester may be allowed with prior approval from the Guidance Counselor, provided that the student is taking at least 2.5 credits in the regular school day.
3. All courses, including on-line courses, taken outside the regular school day that are intended for TPHHS credit must receive prior approval from TPHHS Guidance Counselor or Administration.
4. On-line courses may be taken for credit recovery, with permission from the Guidance Counselor.

Note: TPHHS, as a college preparatory school, will not alter the regular diploma requirements or four full year of high school study requirement, even though a student may take online courses.

Credit Recovery

A student may choose to make up failed credit with the following three options:

1. Online class with E2020 at TPHHS.
2. Summer school, a maximum of 1.0 credits may be earned per summer, with a total of 2.5 credits earned through summer school.
3. Retaking the class during the school year.
4. 2nd shift class at a local public school, with permission from Administration. A student may take no more than 4.0 total credits per semester.

Honors and Advanced Placement

Students are strongly encouraged to take the Honors options for all core classes starting the 2nd semester of freshman year with permission from teacher and parent. Seniors will have the opportunity to take Advanced Placement courses which can culminate in college credit by taking the AP exam that May.

Testing Out for Credit

A student may choose to test out and earn credit for a class by taking and passing the final exam for that class with a “C” or better, as stated in the Michigan Merit Curriculum requirements. Prior permission must be gained from the Guidance Counselor and department teachers.

Independent Study

A student may request to pursue an independent study if they are in good ongoing academic and attendance standing. A proposal must be submitted to the Guidance Counselor and teacher of that class for approval. A student may not pursue more than .5 credits Independent Study per semester and no more than 4.0 credits per semester total.

Exam Exemption Guidelines

In the second semester of the senior year, a 12th grade student may choose to be exempt from the exam, **at teacher discretion**, for any class in which he or she has maintained a B average or higher through the last day of the semester prior to exam week. To qualify for this exemption, all required work for the course

must be completed and handed in and the student may not have any unexcused absences in the class during the semester.

Academic Probation

A student will be placed on academic probation based on the per quarter average of 1.7 or lower. Students on academic probation will be ineligible for any after school sports or drama programs. In addition, other steps will be taken to help the student get back on track. Eligibility may be reinstated as soon as the student has fulfilled all academic requirements.

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GENERAL SCHOOL POLICIES AND GUIDELINES

DRESS CODE

Overview

The school reserves the right to determine what constitutes appropriate dress. The following is a set of guidelines; however, in all cases, the school has the final say.

1. Students are expected to be in full dress code at all times during school day, at special events, and during all field trips unless otherwise specified by the school.
2. For both comfort and security, all students should dress modestly; no excessively tight fitting clothing.
3. Hair must be neat, clean, and not extreme in color or style. Beards, mustaches, or goatees must be trimmed and clean.
4. No excessive or extreme jewelry. Other than pierced ears, no body or facial piercing allowed.
5. Hats, bandannas, doo-rags, and sweatbands are not allowed.
6. Sweatshirts, hooded shirts or hooded sweaters – pullover or zippered, and athletic jackets are not allowed.
7. Camouflage or skull and crossbones are not appropriate patterns.
8. Overcoats may not be worn in classrooms at any time.
9. Shoes must be worn. Moccasins and slippers are not allowed.

Business Attire: Monday - Friday

Proper Attire for Men

Shirts

- Shirts may be long-sleeved or short-sleeved with collar and buttons from the collar to the hem.
- Shirts must remain buttoned and neatly tucked into pants at all times.

Sweaters may be worn over shirts, but the collar must show

Pants

- Dress slacks must be neat, in good condition, and fit appropriately at the natural waistline or hipline.
- No jean-style pants – those with exterior pockets on the front or back
- Only uniform shorts may be worn

Belts

- Appropriate belts are to be worn
- Large plate-style metal buckles or chains are not permitted

Proper Attire for Women

Blouses

- Blouses must be modest in style & material, & worn buttoned to a modest level.
- All blouses must have buttons from the collar all the way down
- Blouse material may have varied patterns but no printing or words
- Turtleneck tops/sweaters may be worn but should fit modestly
- If an undershirt or camisole is worn under a blouse, it may only show near the collarbone and below the blouse hem, not at the bust line

Sweaters/Vests

- Sweaters & vests may be worn over a blouse, but the collar of the blouse must show

Slacks

- Pants should be relatively loose fitting
- No jean-style pants – those with exterior pockets on the front or back
- Material of pants should not resemble jeans

Skirts/Dresses

- Skirts and dresses should be modest in style and fit
- Skirts and dresses are to be knee length or longer – in the front and back
- Halter-style, tanks, or scoop/v-neck dresses that reveal cleavage are not allowed

School Uniforms: Optional, Monday – Friday

Available only through Educational Outfitters, (531-7592)

Shirts

- Polo shirt in various colors, with logo; short and long sleeved are available

Pants

- Khaki, blue, and black are available

Skirts

- Solid and plaid are available

Shorts

- Khaki are available

ATTENDANCE

The Potter's House High School promotes punctuality and regular school attendance. We believe that our time is a gift from God that we need to use wisely. We also seek to instill in our students positive habits for the future. Furthermore, students work to their fullest potential when they are in school and in class. Therefore, a student may accumulate **no more than 10 absences per class in a semester** in order to receive sufficient classroom instruction and qualify for credit in a class – provided all other classroom objectives have been met satisfactorily.

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Attendance Procedure

Parent or Guardian is expected to call in an absence to the school office (249-8050) the day of the absence before 8:30 am or within 24 hours. Voicemail is available 24 hours a day to receive messages if necessary. **Students who arrive at school more than ten minutes after the bell rings must report to the office and sign in. After 8:30 a.m., a student is considered absent.**

Students are expected to obtain make-up work from teachers on the first day they return to the class and complete the work within the agreed timeline with the teacher. Generally, one make-up day will be allowed for each day of absence unless the teacher and the student make other arrangements. **Any student who misses more than 10 classes in a semester will not receive credit for that particular class.**

The School will **make every** effort to notify parents by phone, email, or mail when there are attendance concerns with a student. **But, failure to do so will not ensure that the student will receive credit** when a student has accumulated more than 10 absences per class in a semester.

School-sponsored activities such as mixers, retreats, class trips, and job shadows are considered school days. Participation in these activities is expected. Any absence from such events is considered unexcused unless approved by administration prior to event.

Excused Absences

An excused absence is when a parent or guardian has called the school office within 24 hours of the absence with an acceptable reason. Acceptable reasons include:

- Sickness
- Court appointments
- Family Emergency
- Funerals
- Medical appointments
- College visit, one per semester

Absences such family vacation, hunting, etc., should be planned to coincide with scheduled school vacation time. **These types of absences will count toward the 10 allowed absences per class in a semester.**

Unexcused Absences

An unexcused absence is given when the parent has not called or notified the school office within 24 hours of the absence or when the reason is not acceptable. The following are, but not limited to, examples of unexcused absences:

1. Not have a parent or guardian call the school office within 24 hrs of the absence.
2. Missing a class or leaving school during the school day for any reason without first receiving permission from the school office.
3. Arriving to class more than 10 minutes late without an acceptable reason.

4. Skipping a class (A student intentionally chooses to not attend a class)
5. Students will be allowed to make up all work missed during an unexcused absence either before or after school.

This type of absence counts toward the 10 allowed absences per class in a semester.

The consequences for an unexcused absence are as follows:

- 1st offense: One detention and parent notification.
- 2nd offense: A one day in school suspension and parent notification.
- 3rd offense: A three day of out of school suspension and parents notified and a parent meeting required for re-admittance to school. Behavioral intervention plan (BIP) will be implemented.
- 4th offense: A five day in school suspension, a parent meeting to review/revise BIP and possible removal from school.

These consequences are accumulated quarterly & handled by Administration.

Leaving School

Students are not allowed to leave school during the school day except by request of a teacher or by permission of the principal. Students are expected to remain at school during the lunch hour. Students leaving school for any reason must receive permission from office personnel and sign out in the office.

Consequences for leaving school without permission are:

- 1st offense: A one day in school suspension and parent notification
- 2nd offense: A three day out of school suspension and parents notified and a parent meeting required for re-admittance to school. Behavioral intervention plan (BIP) will be implemented.
- 3rd offense: A five day in school suspension, a parent meeting to review/revise the BIP and possible removal from school.

These consequences are accumulated the entire year & handled by Administration.

Tardy Policy

It is the expectation of the school that instruction begin promptly after the bell rings. Arriving late to class is disruptive to the instructional and learning process.

In the morning, students are considered tardy if they do not report to their first class before the 8:20 bell rings. Students who are tardy should report directly to class, and the teacher will mark them as tardy on the daily attendance sheet. **Students who arrive at school more than ten minutes after the bell rings must report to the office and sign in. After 8:10 a.m., a student is considered absent.** There is no such thing as

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an excused tardy unless the late arrival to class was caused or approved by a school employee, and a written note accompanies the student.

The following are the consequences to assist in the change of the student's tardy behavior. Every 5th tardy will result in one detention. Detentions will be held every Tuesday and Thursday 3:35 – 4:30. Students will notify parents. Tardies are only accumulated quarterly and start afresh at the end of the quarter.

ATTENDANCE APPEAL OF EXCESSIVE ABSENCES

To fulfill attendance requirements and to qualify for credit in a class, a student must have no more than 10 absences per class in a semester. The 10 allowed absences are deemed sufficient to cover routine illnesses in normal circumstances. Exceptions, however, for students who exceed the attendance requirement will be considered for attendance recovery if:

1. The students have extenuating circumstances concerning their absences on which to appeal the attendance policy.
2. Students appealing the policy must have a passing average in the course.

The attendance appeal committee will consist of the counselor and administrators and will meet at the end of each semester to consider all attendance appeals. Your attendance records, disciplinary records, and teacher recommendations will be considered in making a decision.

STUDENT CONDUCT

On or off campus, students are expected to conduct themselves in a manner becoming of the mission of our school. This includes behavior made public through posting to the internet. It is our goal to provide a safe, stimulating, learning environment in which each student will be challenged to reach high standards. When attitudes or behavior interfere with this, teachers and students must be committed to finding a solution to whatever problem there may be.

Students are expected to be responsible for their behavior and to contribute in a positive manner at all times. Students should speak and act in an appropriate, Christian manner, treating each other with respect and looking out for the interests of others. If these expectations are not met, teachers will work with students to correct the problem. If a problem is repeated or is excessive, students may be assigned a detention, or suspended from school.

Detentions

Teachers and Staff may give detentions for violations of school rules or an excessive violation of a specific rule. Examples of excessive behavior might include a major classroom disruption, verbal or physical harassment of another student, disrespect of a teacher/staff or use of abusive, vulgar, or sexually explicit language.

Detentions will be held every Tuesday and Thursday from 3:30 to 4:30 p.m. Parents must call before detentions to reschedule. Students who do not report for a detention will be assigned two detentions and will not be allowed to participate in any extra-curricular activities until the detentions are served.

Saturday School

Saturday School (SS) will be used to support academic & disciplinary actions that the administration has set forth. SS will have 3 main goals for each student: to identify personal responsibility, enhance spiritual well-being, & engage in community development. Students will be given academic support, as needed, while they study to achieve their educational goals. Spiritual activities will give students the opportunity to reflect & seek God's will for their lives. Student will also participate in service projects to build both community involvement & awareness. SS will be held every Saturday from 9:00am to 12:00pm. Students must arrive at 8:50am for attendance & seating assignments. Parents must call the school no later than the end of the school day on the Friday prior to the scheduled SS in order to reschedule. Students who do not report for SS will be assigned 2 SS's. Students will not be able to participate in any extra-curricular activities that fall during SS times.

Suspensions

Automatic 3, 5, 10 days of out school suspensions or possible request of immediate removal of a student from The Potter's House High School will be given for use or possession of illegal substances (cigarettes, drugs, alcohol), fighting, verbal or physical harassment of another student, verbal assault of a student or staff member, major destruction of property, use of sexually explicit language, and possession of weapons or hazardous materials. The Administrators have the final word on all suspensions.

While the student is on suspension, they are not allowed to participate in any of The Potter's House High School athletic practices, games or any school sponsored activities. This includes in school suspension.

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Disciplinary Course of Action		
Step	Number of Detentions	Disciplinary Action
1	4 th	1 Saturday School, Parents notified
2	8 th	1 In-School Suspension (ISS), Parents notified
3	12 th	3-5 day out-of-school Suspension, Parents notified, Re-instatement meeting with parents * Behavioral intervention plan (BIP)**
4	16 th	10 days of out-of-school Suspension Possible removal of student from the School

PROHIBITED ITEMS

Please do not bring to school anything that will interfere with your learning or may be harmful to you or someone else. No electronic devices are to be visible during regular school hours. (8:00 – 3:25) Students are allowed to use electronic devices outside regular school hours. Electronic devices include, but not limited to: Cell phones, Pagers, Smartphones, iPods, iPod Nanos, iPod Touches, MP3 devices, media tablets, PSPs, GameBoys, Nintendo DS, CD players, headphones, and earphones, The following action will be taken with these electronic devices:

1. Any visible electronic devices staff will take to the front office & give the student a detention. The student may pick up the electronic device after school.
2. If student is using a cell phone during school hours – staff will take it, bring it to the Office and give the student a detention. The electronic device will remain in the office until a parent schedules a time during regular business hours to pick it up.

WEAPONS & ILLEGAL SUBSTANCE POLICY

Weapons of any nature (real knives or guns, play knives or guns, squirt guns, plastic guns, & comb knives), & illegal substances (alcohol, drugs, cigarettes), or hazardous materials (matches, lighters, etc.) will not be tolerated at The Potter’s House. If a student brings a weapon to school, it will be considered grounds for immediate dismissal from The Potter's House High School.

* Re-instatement meeting with parents – Parents must call the school office during business hours to schedule a meeting before their son/daughter may return to school.

**BIP’s are typically developed during the re-instatement meeting to hone in on the causes of the inappropriate behavior and what steps can the student, home and school take to move toward change.

CHEATING & PLAGIARISM

Teacher & staff believe that students have a significant responsibility in the area of honesty regarding all schoolwork. Cheating is when a person misleads or acts dishonestly on purpose with homework, test, quizzes, etc. Plagiarism is a form of academic dishonesty in which one person steals another person’s ideas or words & falsely presents them as their own. There are many forms of plagiarism, including but not limited to:

- Using the exact language of someone else without the use of quotation marks & without giving proper credit to the author.
- Presenting the sequence of ideas or arranging the material of someone else’s event though the material is expressed in ones own words, without giving appropriate acknowledgment.
- Submitting a document written by someone else but representing it as ones own

- 1st offense-The student fails assignment, 1 detention & teacher notifies parent
- 2nd offense-Student fails the assignment, & 1 day in school suspension & parent notified
- 3rd offense-The student fails the assignment, & 3 day out of school suspension & reinstatement meeting with parents. Parents must call the school office during business hours to schedule a meeting with an Administrator before their son/daughter may return to school & possible Behavioral Intervention Plan.
- 4th offense – The student fails the assignment, 5 or 10 days out of school suspension, and re-instatement meeting with parents – Parents must call the school office during business hours to schedule a meeting with an Administrator before their son/daughter may return to school and possible removal from The Potter's House High School.

All offenses are accumulated per semester.

SCHOOL PROPERTY

Please help us maintain the school and the school property. It is expected that all teachers and students will work together to keep the school neat and clean. Also, please take care that the school & its property are not misused in any way.

Off-limits

The following areas are off-limits to students:

1. The parking lot and the cars parked there
2. The kitchens
3. All staff and conference rooms
4. All storage rooms, including those next to the gym and on either side of the stage
5. The locker rooms, unless you are in a P.E. class or in an after school sport

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Lockers

Each student will be assigned a locker. Students may use only their assigned locker, and no student should enter any locker other than his or her own. Please do not store valuables in your locker or in the gym locker rooms. A student may use a combination lock for his or her locker, but only locks obtained from the office may be used.

Students are expected to keep their lockers neat and clean. If a locker is abused or not kept clean, a fine may be assessed. No food or drink should be left in the lockers overnight. Except for special occasions approved by the office, students should not hang anything on the outside of the lockers. Tape may not be used on the inside or outside of any locker.

The school reserves the right to make periodic checks of lockers.

ATHLETICS and other EXTRA CURRICULAR ACTIVITIES

The Potter's House has an after school sports program. The goal of this program is to allow all students a chance to participate, learn, and compete in a Christian environment. The Potter's House is a member of the Michigan High School Athletic Association, and we compete against other small high schools—Christian, public, and charter—in West Michigan. At times, the school may offer an instructional program without competing against outside schools.

According to the Michigan High School Athletic Association, all students must have a physical examination on file in the Athletic Director's office before being allowed to participate on any sport team. The form must be signed by the M.D., D.O., Physician's Assistant, or Nurse Practitioner who administers the physical examination. **A current physical is any physical examination given on or after April 15 of the previous school year.**

Eligibility

The rules for eligibility apply to any extracurricular activities. These include, but may not be limited to athletic teams, and school plays. The purpose of the eligibility policy is to make it clear to students, teachers, and parents that participation in school activities is an important responsibility and privilege. Only those students who are meeting acceptable standards in academic work and in citizenship will be allowed to participate.

Academic Eligibility

1. Ineligibility results if a student has not attained a 1.7 GPA in his or her last quarter, has failed any course during a nine-week period, or has not met the standards of conduct and behavior. Any ineligible student may try out for or

continue to practice with an athletic group, drama group, etc., but may not participate in any scheduled contests or events. The principal will inform students of their ineligibility. The principal or athletic director will provide coaches with a list of ineligible students.

2. If a student is declared academically ineligible at the end of a marking period, he or she is ineligible for the next nine-week period. An ineligible student may be reinstated before the end of the nine-week period only if sufficient improvements are made and approval is given by the teaching staff.

3. Special consideration may be given to a student with a GPA lower than 1.7 if the teaching staff feels that circumstances warrant a review of the situation. If this is the case, the student's teachers will give consideration to the student's performance in relation to ability, attitude toward learning, completion of daily assignments, performance in class, effort, and behavior.

Standards of conduct and behavior

Each student of our school represents God, him or herself, and The Potter's House. As we seek to promote positive values and Christian behavior in our students, we require that each student's Christian character be reflected in his or her behavior in order to participate in extracurricular activities. Therefore, the following rules of eligibility relating to conduct and behavior apply:

1. Students may not use or possess alcohol, illegal drugs, or tobacco. Students who violate this rule will be declared ineligible for the remainder of the season.
2. A student may not be present at a gathering where alcohol or illegal drugs are being used. Athletes who remain at such a gathering will miss a minimum of one fourth of the scheduled contests for that sport.
3. A student will be declared ineligible for the remainder of the season if he or she commits any illegal acts.
4. Repeated violation of school rules may result in a loss of eligibility. This will be reviewed, as necessary, by the principal and teachers.
5. A student must be in attendance at school for at least the last half of the school day of a scheduled event in order to participate. A student who is unexcused for all or part of the day won't be allowed to participate in any practice or contest on that date.

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TRANSPORTATION

There is a shuttle bus available from The Potter's House PreK-8 building (810 VanRaalte SW) before and after school. Students desiring to ride the bus must be at the K-8 building at 7:45 a.m. Students will be returned to the PreK-8 building by 3:40 p.m.

High School Shuttle

1. In the morning, high school students should wait by the front door of the PreK-8 building. The bus will pick up the students 7:45 a.m. in front of the school. No student should have to go into the street to get on the bus.
2. After school, the bus will normally head east on Burton, turn north on Clyde Park, and then turn west onto Chicago Drive. The bus will pass by VanRaalte and unload the students on the sidewalk on Chicago Drive.
3. While waiting at the PreK-8 school, high school students are expected to abide by all school rules. Students are expected to wait in the designated area for their ride to arrive. **No one may enter the building without permission from a teacher.**

Bus Rules

All bus passengers are expected to do their best to contribute to a positive & clean atmosphere on our school bus. Passengers must adhere to the following:

1. Passengers must obey the bus driver at all times.
2. Anyone involved in an excessive or persistent misbehavior problem will be prohibited from riding the bus.
3. Passengers should never cross in front of the bus while it is running.
4. All passengers must be seated at all times.
5. Students may not lean on, hang on, or sit on the backs of seats at any time.
6. Aisle must remain clear at all times. No one may put legs or feet in the aisle.
7. Eating & drinking (including candy & chewing gum) are prohibited.
8. Windows remain closed unless driver gives permission.
9. Passengers must close windows before leaving the bus.
10. Nothing may be thrown out of the windows.
11. No one may put their head, hands, any part of their body out of window.
12. Passengers may not yell out of the bus windows.
13. Foul or offensive speech will be reported to high school Administrators.
14. There should not be any yelling or shouting on the bus.
15. Passengers must do everything possible to take care of and maintain the bus. No one should write on the bus seats, walls, floor, or ceiling. Any act of vandalism to the bus—writing on the bus, destroying or ripping the seats, etc.—will result in the loss of the privilege of riding the bus. Payment for clean up and necessary repairs will also be charged to the person responsible.

VISITORS

All visitors are asked to report to the school office upon entering our building. Visitors to the building will be required to wear a visitor's badge or nametag. A student must receive the Principals permission to have a guest accompany him or her to school.

CARS AND PARKING

Students who drive a car to school are expected to park in the parking lot. Cars should not be parked on the softball field or on the street in front of school. Students are expected to drive carefully at all times. A student may be denied the right to take his or her vehicle to school because of careless driving. During the school day, the parking lot is off limits to all students. Students are not allowed in the parking lot during the school day unless given permission by a school employee.

SCHOOL TELEPHONE USE

The telephones in the office, classrooms, and staff rooms are reserved for official school business. Students will be allowed to make calls only in the case of emergencies or for school-related business. Students must have written permission from a staff member and verbal permission from someone in the office to make any calls.

PARENT COMMITMENT

At the time of enrollment, each family is required to make a service commitment. The purpose is that it helps minimize the school's operational costs. Parents sign up for areas of service. Once a service is assigned, vouchers must be signed by supervising staff for credit in order to meet the parent service commitment requirement. It is the responsibility of the parent to fill out the voucher and obtain the proper signature.

TUITION AND FEES

At The Potter's House, tuition varies for each family. At the time of enrollment, tuition is determined by family income, size of family, number of students in the school, and other special circumstances. The Potter's House High School is a part of The Potter's House School, a Pre-kindergarten through high school program. Therefore, high school families with children attending the elementary school or middle school enroll just one time and tuition is calculated for all of the children attending our school.

In addition to tuition, there are separate fees relating to the high school. First, a \$75 Activities Fee is added to the tuition of each high school student (\$125 for a family with two students; \$150 for a family with three or more students). This fee pays for off-campus learning opportunities and special outings that occur throughout the year. Finally, students are required to pay a \$50 textbook fee. Students are also responsible to pay for the replacement of any textbooks that are lost or damaged. The Activities Fee

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and Textbook fee are to be paid by December 31, 2009. Students who have not paid these fees by this date will not be allowed to participate in class trips, field trips, or special activities until they have been paid.

PARENT/TEACHER CONFERENCES

We believe that Parent/Teacher Conferences play an important part in the academic growth of our students. Conferences are scheduled three times each year. Parents do not need to wait for scheduled conference times to speak to teachers or to have a conference. Communication between the home and school is important, and we encourage parents to call, e-mail or visit the school.

SEVERE WEATHER AND SCHOOL CLOSING

In the event of severe weather during the school day, students will NOT be sent home. School will remain in session with necessary precautions taken. If school is closed for any reason, an announcement will be made on WOOD-TV and major radio stations that include but are not limited to WCUZ, WCSG, WGRD, WKLQ, and WOOD.

NON-DISCRIMINATION POLICY

The Potter's House school admits students of any race to all the rights, privileges, programs, and activities generally accorded or made available to its students and do not discriminate on the basis of race in the administration of its personnel policies, educational policies, admissions policy, scholarship and loan programs, and athletic or other school-administered programs.