
The Potter's House



Parent and Student Handbook

2010-2011



Roosevelt Park Campus and Administration Offices
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High School Campus
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Welcome

We anticipate the start of our 30th year at The Potter's House, and we believe that this will be a strong year both spiritually and academically.

Welcome back to all of our returning families and a warm welcome to all of our new families and students. Our school theme this year is *Faith* specifically *Living out our Faith Together*. We find our focus in Hebrews 12:2 "Let us fix our eyes on Jesus, the author and perfecter of our faith..."

As we start this school year, let's pray as a school family that God will continue to glorify Himself as He moves and interacts with us—just as He has for the past 29 years. If we fix our eyes on Christ and live out our faith together in community, we find strength in the Word of God, in prayer, and by reflecting on God's faithfulness, His vision, and His call on our lives.

We are committed to providing your child an outstanding educational experience in an environment that is centered on Jesus. Our staff has been working throughout the summer with new and fresh ideas to ensure that this will be a great year for our students academically, spiritually, socially, and emotionally.

Whether you are returning or new to The Potter's House, we look forward to an exciting and successful year as we partner in education.

John Booy
Superintendent

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The Potter's House Mission Statement

The Potter's House 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.

The Potter's House provee una educación Cristo-céntrica para niños de diversas herencias, culturales y niveles económicos, preparándolos para servir al Señor y a la sociedad con todo su ser.

The Potter's House Vision Statement

The Potter's House will offer an excellent academic program in an urban environment. Rooted in Biblical principles and values, The Potter's House encourages students to reach their full potential by maintaining a healthy spiritual, physical, social, and emotional life. The Potter's House will challenge students and their families to grow in their personal relationship with Jesus Christ. The Potter's House will promote unity and reconciliation in the Roosevelt Park Community.

La escuela Potter's House ofrece un programa academico excelente situado en un ambiente urbano. Con principios y valores Biblicos, la escuela Potter's House motiva a los estudiantes a alcanzar su potencial al maximo manteniendo un estilo de vida fisico, espiritual, social y emocionalmente saludable. La escuela Potter's House retara a los estudiantes y a sus familias a crecer en su relacion personal con el Senor Jesucristo. Potter's House promovera unidad y reconciliacion en la comunidad de Roosevelt Park.

The Potter's House Organizational Values

Christ-centered
Commitment to prayer, unity, and discipleship
Commitment to academic excellence
Commitment to strengthen family values
Compassion and respect for all people
Primary focus on low income, urban families
Ethnic diversity in students and staff
Reciprocal community involvement

Cristo-centrica
Comprometidos con la oracion, la unidad y el discipulado
Comprometidos con la excelencia academica
Comprometidos a fortalecer los valores en la familia
Compasion y respeto a toda persona
Enfocados primeramente en familias de bajos recursos economicos en el urbana
Diversidad etnica entre maestros y estudiantes
Envolvimiento reciproco en la comunidad

Nondiscrimination Policy

The Potter's House admits students of any race to all of the rights, privileges, programs, and activities generally accorded or made available to its students and does 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 policies.

Philosophy Statement

The Potter's House is an innovative Christian school in a multi-cultural urban setting. The school is non-denominational and evangelical in nature; our main purpose is to provide solid Christian education for a broad range of children who might not normally have the opportunity to attend a Christian school. In order to insure a broad social and cultural range within the student body, tuition is based on a percentage of the parental income rather than on a fixed rate.

The Potter's House offers Christ-centered education. Since God is the center of reality, the Bible will be taught as having significance in all areas of life. Christian discipleship and decision-making will be emphasized. The basics will be taught with sensitivity given to each child's learning rate and interests.

Through personalized education using a rich language experience for language arts, The Potter's House seeks to make education meaningful and exciting for all students. The needs and unique talents of each child will be underscored in the curriculum. Since present information is multiplying at fantastic rates, The Potter's House does not seek to pump isolated facts into students' minds. The goal is rather to produce children that know how to use information to think critically and make wise decisions. The Potter's House seeks to develop students that love to learn and will continue to learn on their own throughout their lives.

The Potter's House considers the first 4 to 6 weeks of school a probationary time for new students. During this time administration will monitor the student's progress (academic effort and social behavior) to confirm proper placement. If it is determined that a different placement is more suitable, the administration will advise parents and make the necessary adjustments. The Potter's House administration will determine final placement.

The Potter's House believes that education is most successful when the family environment is supportive of learning. For this reason, parental participation will be required at The Potter's House. Parents will be required to make a commitment of service to the school on a regular basis.

La Filosofía

La The Potter's House es una escuela Cristiana innovadora en un ambiente multicultural urbano. La escuela es evangélica sin denominación. Nuestro propósito mayor es de proveer una educación Cristiana sólida para muchos que normalmente no podrían asistir a una escuela Cristiana. Para asegurar un amplio rango social y cultural dentro del cuerpo estudiantil, el pago está basado en los ingresos de los padres y no un pago fijo.

La escuela The Potter's House ofrece una educación Cristo-céntrico. Dios está en el centro de nuestra realidad y la Biblia es significativa en todas las áreas de nuestra vida. El discipulado Cristiano tanto como tomar decisiones de acuerdo con la Biblia serán enfatizados. Las materias básicas serán enseñadas con sensibilidad al ritmo de crecimiento del niño y sus intereses.

La escuela The Potter's House trabaja para lograr una educación significativa y personal para todos los estudiantes, por medio de las experiencias ricas del lenguaje. Las necesidades y talentos únicos de sus hijos serán importantes en el currículo. Aunque la información de nuestros tiempos se está multiplicando en gran manera, la escuela The Potter's House no desea llenar las mentes de los estudiantes con datos aislados de la realidad. La meta es de producir niños que sepan como usar la información para que puedan pensar de una manera crítica y tomar decisiones sabias. La escuela The Potter's House desea que todos los alumnos desarrollen un amor hacia el aprendizaje y que querrán seguir aprendiendo por toda sus vidas.

The Potter's House considera que las primeras 4-6 semanas son un tiempo probatorio para nuevos estudiantes. Durante este tiempo, la administración revisará el progreso del estudiante (esfuerzo académico y comportamiento social) para confirmar que el estudiante está en un ambiente provechoso. Si es determinado que otro ambiente es preferible, la administración se comunicará con los padres y se harán los ajustes necesarios. La administración de la The Potter's House determinará qué ambiente es preferible para el estudiante.

The Potter's House Calendar 2010-2011

September 7	1 st day of school (full day)
September 8	1:15 p.m. DISMISSAL
September 9	PK-8 Parent Meeting 7:00 p.m.
September 16	High School Parent Meeting 7:00 p.m.
October 13, 14, & 19	High School Only 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, & 18	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 14-17	High School Exam Schedule Tuesday, Dec. 14—Classes till 12:20 p.m., Exams 1-2:30 p.m. Wednesday-Friday, December 15-17, 12:00 p.m. Dismissal
December 20-31	Christmas Break - NO SCHOOL
January 3	School resumes
January 17	Martin Luther King 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
May 30	Memorial Day - NO SCHOOL
June 2	High School Graduation 7:30 p.m.
June 6	Kindergarten Graduation 9:30 a.m.
June 7-10	High School Exam Schedule Tuesday, June 7—Classes till 12:20 p.m., Exams 1-2:30 p.m. Wednesday-Friday, June 8-10, 12:00 p.m. Dismissal
June 7	8 th Grade Graduation 7:00 p.m.
June 8	1:15 p.m. DISMISSAL
June 10	Last day of school- 12:00 p.m. DISMISSAL

School Hours:

PK	Monday, Tuesday, Thursday:	AM Session: 8:30-11:30 a.m.	PM Session: 12:30-3:30 p.m.
K	Monday & Friday:	8:25 a.m.-3:35 p.m.	Wednesday: 8:25 a.m.-1:15 p.m.
1-8	Monday, Tuesday, Thursday, & Friday:	8:25 a.m.-3:35 p.m.	Wednesday: 8:25 a.m.-1:15 p.m.
HS	Monday—Friday:	8:00 a.m.-3:25 p.m.	

Daily Schedule

7:15 a.m.	Elevation Wellness Program–Roosevelt Park Campus
7:30 or 7:20 a.m.	Staff Morning Devotions
7:45 a.m.	High School Shuttle Service (Departing from Roosevelt Park Campus)
8:00 a.m.	High School Start Time
8:25 a.m.	Roosevelt Park Start Time
8:30 a.m.	Pre-K Morning Session Arrival (M,T,Tr)
11:30 a.m.	Pre-K Morning Session Dismissal
12:30 p.m.	Pre-K Afternoon Session Arrival
3:25 p.m.	High School Dismissal
3:30 p.m.	Pre-K Afternoon Session Dismissal
3:35 p.m.	Roosevelt Park Dismissal (Wednesday dismissal 1:15 p.m.)
3:40 p.m.	High School Shuttle Service (Returning to Roosevelt Park Campus)

Arrival

Roosevelt Park Campus: School begins promptly at 8:25 a.m. We suggest that students arrive between 8:10 and 8:20 a.m. Students who attend the wellness program may enter at 7:10 a.m.

High School Campus: School begins promptly at 8:00a.m. (doors open at 7:40 a.m.) Students who plan to use the shuttle service should be at the Roosevelt Park Campus by 7:40 a.m. The shuttle will leave at 7:45 a.m. **sharp.**

No adult supervision will be provided for students arriving before the printed arrival time.

Dismissal

Roosevelt Park Campus:

Dismissal is at 3:35 p.m.; Wednesday dismissal is at 1:15 p.m.

Please pick up your student promptly; there will be a \$30 late fee charged to the family account of students who are not picked up by 4:00 p.m. (or 30 minutes after any designated dismissal time).

High School Campus:

Dismissal is at 3:25 p.m. Monday-Friday. The high school shuttle service will transport students to the Roosevelt Park Campus at 3:40 p.m.

Attendance Policies

It is very important that your student attend school every day that school is in session. Sickness, funerals, and medical appts. are considered excused absences. Students are expected to make up all work missed during an absence. Poor attendance hinders academic progress and will result in a parent/administrator conference.

PK to 8 Attendance Policy: 20 days of absence during the year may cause the child to be retained in the current grade level.

High School Attendance Policy: 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.

Attendance Reporting Procedures

Please call and report your student's absence to **PK to 3rd grade:** (616) 241-5202 ext. 101, **4th to 8th grade:** (616) 241-5913 ext. 102, or the **High School:** (616) 249-8050. It is important that you share the reason for your student's absence. All schools must file a weekly report to the county health department noting all reported flu and other communicable diseases. If the parent or guardian fails to report a student's absence by 8:30 a.m. for the High School or 9:00 a.m. for PK to 8, the school secretary will call the student's home and inquire why the student is not in school. If the school secretary is unable to reach the parent or guardian, calls will be made to the designated emergency contact persons. These steps are an important part of safe school/truancy measures.

Tardy Policy

Tardy students **must** report to the office before going to class. Tardy students may not be admitted to class without a tardy slip from the office. K to 8 students with three unexcused tardies will serve time out or a detention time to be determined by the student's Homeroom Teacher. Persistent tardiness will result in a conference with the parents and the principal. School secretaries will keep teachers advised regarding the accumulation of unexcused tardies.

High School 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 a.m. 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 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 to 4:30 p.m. Students will notify parents. Tardies are accumulated quarterly and start afresh at the beginning of each quarter.

Complaint/Grievance Procedure

It is the desire of the Board that in the spirit of unity all staff, parents, and board members of The Potter's House will support and encourage each other in word and action. However as this is an imperfect world, there will be times of disagreement at The Potter's House. Therefore, all school personnel and parents are encouraged to keep the biblical principals found in Matthew 18:15 to 17 when there is a specific grievance. Any misunderstandings between the public and the school should be rectified through direct discussions of an informal type among the interested parties. It is only when such informal meetings fail to resolve the differences, that more formal procedures should be engaged.

A grievance is defined as a claim or complaint by an individual concerning school personnel, the program, or any decision made by one in authority, where the concern is serious enough to appeal beyond the interested parties to the next level.

First Level

The matter must be addressed, initially, to the concerned staff member who shall discuss it promptly with the complainant and make every effort to provide a reasoned explanation or take appropriate action with his/her principal. *The staff member shall report the matter and whatever action may have been taken to the principal/administrator.*

Second Level

If the matter cannot be resolved to the complainant's satisfaction at the First Level, it shall be discussed by the complainant with the staff member's principal. In serious situations, every effort should be made by the principal to bring the complainant and staff member together to resolve the problem.

Third Level

If a satisfactory solution is not achieved by discussion with the principal, either party may submit a written request for an appointment with the superintendent. This request should include:

The specific nature of the complaint and a brief statement of the facts giving rise to it, including a detailed account of what occurred at levels one and two.

The respect in which it is alleged that the complainant (or child of the complainant) has been affected adversely;

The action which the complainant wishes taken and the reasons why it is felt that such action be taken.

The superintendent, after reviewing all material relating to the case, may provide the complainant with a written decision or grant a hearing before a committee of the Board.

Fourth Level

The complainant shall be advised, in writing, of the Board's decision no more than 10 business days following the next regular meeting. The Board's decision will be final on the matter, and it will not provide a meeting to other complainants on the same issue.

Student Conduct

It is the aim of the Board, administration, and staff to promote through policies and regulations the highest possible standard of Christian conduct and atmosphere for good instruction.

- Students are expected to respect the authority of all teachers or anyone in authority.
- Students are expected to exhibit high standards of Christian behavior at all times. Fighting on the school grounds, on any school sponsored field trip or activity, profane language, vulgar behavior and the likes, are strictly prohibited.
- Malicious destruction of school property must result in replacement or repair of property or payment for the damages by the student and family. Additional penalties may be given by the administrator.
- Students shall help keep the school grounds property clean at all times.
- Conduct Outside of School: The Potter's House students attending any school event must demonstrate exemplary behavior by submitting to school standards. They should keep this in mind at all times and conduct themselves so that their actions, both during and after school hours, will reflect favorably upon themselves, their school, their parents, their church, and their community.

Discipline

The primary purpose of a school is to assure that learning take place. A firm, fair discipline policy is part of that assurance. Students are expected to be responsible for their behavior and to contribute to learning 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.

Discipline for students in grades K to 5: Students who receive three or more warnings in a day are assigned to the time-out room during the noon recess. Teachers will keep a log, listing students and reasons for staying in the time-out room. A time-out is a serious matter. Before a time-out is given, a student has two opportunities to improve his or her behavior. A first offense is a verbal warning. Second offense is a name on the board. Third offense is a time-out, so if a child has a time-out it is the third offense of the day. Copies of the complete K to 5 Discipline policy is available in the office.

Discipline for students in grades 6 to 8: Students at the Potter's House Middle School are expected to be at school **ready to learn**, to do **quality work**, to be **respectful**, and to **follow directions**. As a way to encourage students to work toward these goals each and every day, to recognize student success, and to monitor when students choose not to meet these expectations, we have put in place our S.E.R.V.E Points System. Students will keep a weekly S.E.R.V.E points page with them in each of their classes at school. Teachers will take time throughout the day to note instances where students demonstrate a readiness to learn, do quality work, and show the respectfulness and cooperation that we expect of our students. Teachers will also note times when students do not demonstrate attitudes and behaviors that are expected. The S.E.R.V.E. Points System is explained more fully in the Middle School Handbook.

Discipline for students in grades 9 to 12: 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, given a Conduct Report, or suspended from school. A complete copy of the High School Discipline Policy may be found in the High School Handbook.

Dress Codes

The Potter's House has high standards for its students in areas of academic performance, behavior, and appearance. By conduct and appearance, our students should represent themselves and the school in a positive manner at all times. In keeping with these goals and standards, The Potter's House has established regulations for dress and personal appearance. The purpose of these regulations is to encourage positive values, good taste, modesty, cleanliness, and safety. We also desire to promote an atmosphere that is conducive to learning and does not distract from the purpose of the school in any way. If questions arise as to the interpretation of the dress code, the decision of school personnel is final.

PK to 8 Dress Code: A limited amount of shirts are available in the office for emergency use only. All clothing must fit appropriately—clothes that are too tight or too loose, too small or too large are inappropriate for school.

Guidelines for tops:

- Collared shirts: solid color (any color) polo shirts, button-down oxford shirts, and turtlenecks. Shirts must have either long or short sleeves, and they must be the same color. (Layering a long-sleeved shirt under a short-sleeved shirt and multicolored layering is not acceptable).
- Solid color pullover sweaters, cardigan sweaters, or sweater vests may be worn over the collared shirts. No fleece (except those sold by the school) or sweatshirt material or hooded clothing will be allowed.

Guidelines for pants, etc:

- The appropriate colors are: navy, black, brown, and khaki (no blue jeans or denim material, nylon athletic pants, or sweatpants).
- Pants, shorts, skirts, and jumpers must be solid (no prints).
- Shorts, skirts, and jumpers must be no shorter than 5 inches above the knee.

Guidelines for shoes:

- Flip-flops, moccasins, and slippers are not allowed.

High School Dress Code: The school reserves the right to determine what constitutes appropriate dress. The following is meant as a set of guidelines; however, in all cases, the school has the final say.

- Students are expected to be in full dress code at all times during the school day, at special events, and during all field trips unless otherwise specified by the school.
- For both comfort and security, all students should dress modestly; no excessively tight-fitting clothing.
- Hair must be neat, clean, and not extreme in color or style. Beard, mustache, or goatee must be trimmed and clean.
- No excessive or extreme jewelry. Other than pierced ears, no body or facial piercing allowed.
- Hats, bandannas, do-rags, and sweatbands are not allowed.
- Sweatshirts, hooded shirts or hooded sweaters - pullover or zippered, and athletic jackets are not allowed.
- Camouflage or skull and crossbones are not appropriate patterns.
- Overcoats may not be worn in classrooms at any time.
- Shoes must be worn. Moccasins and slippers are not allowed.
- Proper attire lists for men and women or uniform (optional) company information are available in the high school office and may be found in the High School Handbook.

Drugs, Alcohol and Tobacco Products

The Potter's House mandates that student use and/or possession of illegal drugs (intoxicants), including alcoholic beverages, on school grounds or within the drug-free school zone of 1000 feet or during a school-related activity is illegal. Police referral and suspension are minimum consequences, and expulsion is the maximum consequence. Distribution of any intoxicant or intent to distribute any intoxicant requires police referral and expulsion as the minimum consequence. The use of tobacco or tobacco products is also illegal and prohibited on school grounds or within the drug-free school zone. Suspension will result from violation of this rule.

Enrollment Procedures

Enrollment for the following academic year will be held in April. All current families who plan to return in the fall must enroll in the admissions office. *All new prekindergarten and kindergarten applications should be submitted to the administration office by January 31 each year in order to receive current family priority status on the waiting list.*

Field Trips

Because we believe that much learning goes on outside of the classroom, the teachers arrange many field trips during the year. Parents will be informed of all trips in advance and might be asked to help with transportation. At the beginning of the year a field trip permission slip will be sent home for your signature. Students will not be allowed to go on field trips without a signed permission slip.

Parent/Volunteer Driver Qualifications

Parents or volunteers who wish to drive for student field trips must have a copy of their driver's license and certificate of car insurance on file in the business office. They must also meet the following qualifications:

- Have a valid driver's license
- Be at least 21 years of age
- Be able to speak English well enough to converse with the students and the general public, and read traffic signs
- Be able to determine if all students they transport have been properly secured by the vehicles passenger restraint system
- Be familiar with procedures for communicating problems with a designated member of school management and how to handle certain emergencies
- Have adequate automobile liability insurance coverage in force

Child Restraint Law

The State of Michigan has passed legislation that requires the use of approved booster seats for children who are both under eight years old and less than four feet nine inches tall. The law took effect July 1, 2008. As a result, we require that any child who meets these criteria and is going on a field trip must have a booster seat. Parents will need to send a booster seat with their child on the day of the field trip.

Fighting Policies

It is very important to the staff and board that each child can come to The Potter's House and have a happy, peaceful, and safe day. Fighting disrupts children's sense of peace and safety. Therefore, fighting will result in the following discipline:

Fighting Policy Grades K to 5: Any fighting or violent action toward another child will result in a 3-day suspension from recess. A second offense will receive a 5-day recess suspension. A third offense during a marking period will result in a 10-day suspension from recess. These suspensions may also include any special activities during the suspension period. This will be done at the teacher's discretion.

Fighting Policy Grades 6 to 12: All students involved in fighting will be given an immediate at-home suspension. The length of the suspension will be determined by the administration. If another student assaults a student, that student must go directly to the teacher in charge to report the incident. Retaliation will receive the same consequences, regardless of the fact that he/she did not initiate the conflict.

First Aid

If a child gets sick at school, the office staff will determine if the child should go home or just be given a chance to rest. If it is decided that the child should go home, a parent will be called to pick up the child. Any child with a temperature of 100° or greater must be sent home and be fever-free for 24 hours before returning to school. In case of an injury on the playground, simple first aid will be given to the child. In the event of a serious injury, a parent will be contacted immediately. **Please note that the office does not dispense prescribed or over-the-counter medication without written permission.**

Head Lice

From time to time head lice surface in area schools, and The Potter's House is no exception. Our policy when lice are detected is as follows:

- 1) When a student has lice he/she must stay home until he/she has been treated with either a chemical-based or a chemical-free lice treatment and **all lice and eggs/nits have been removed**. An information sheet will be provided with information on the different forms of treatment available.
- 2) All family members of the student should be examined and treated if nits/lice are found.
- 3) The child will be re-examined by the school secretary at 7, 14, and 28 days.

The student may return to school the morning after he/she has been treated with a head lice shampoo *if all nits have been removed*. However, the parent and student must first report to the office to be re-examined by the school secretary before returning to class.

Health Records

The school must keep on file a physician-signed health report listing immunizations and illnesses. This report must be given to the school upon enrollment and will stay in the child's cumulative record. Schools in Michigan are required to assess and report the immunization status of all students in Pre-Kindergarten, Kindergarten, 6th grade, and New School Entrants.

Home Bulletin

Around The House (the weekly newsletter) is distributed on Friday each week and may also be found on the School Website: www.pottershouseschool.org. Parents/guardians are encouraged to receive this and other school communication pieces electronically and may do so by submitting their email address to the admissions office. Articles for *Around the House* are due in the administration office by 12:00 p.m. every Tuesday.

Homework

Students in grades 2 through 12 are required to do some work at home. Elementary teachers might ask a student to read a book for 20 to 40 minutes, write papers, create something, or look for newspaper articles. Middle school students should be prepared to spend at least 1 to 1½ hours a night doing homework. High school students should be prepared to spend a minimum of 1 to 3 hours per evening on homework. Detailed grade-level homework expectations will be distributed by teachers.

Homework Planners

Planners are used by our 4th to 12th grade students. Parents are required to check the homework planners on a daily basis. Detailed requirements for homework assignments will be distributed to students as needed.

Leaving During School

No child will be permitted to walk home alone during school hours. A parent, guardian, or authorized adult must pick up the child at school. The adult must stop in the office to sign the student out in the Early Dismissal Log. The office staff will provide the adult with an Early Dismissal Authorization slip. The authorized adult must then present the slip to the classroom teacher. A parent/guardian will be notified if a student leaves the school grounds without permission.

Library

The library is available for use by all K through 12 students of The Potter's House. It is expected that books, magazines, and articles be respected both in the library and at home. Any material leaving the library must be checked out. All material is available for a one-week period with one more week of renewal available. Reference books are not allowed to leave the library and must be used during research time in the library. The library is an investment in your child's future. Any questions regarding content of library materials should be addressed with the school administrator.

Parents and students are responsible for any lost or damaged books, magazines, or articles. Lost or damaged charges will be due 30 days after notification. If no payment is received, the charges will be added to your tuition account. If a lost book is found after it was paid for, your money will be refunded.

Lunch Program

Lunch (including milk) and *milk only* orders may be placed by the week or by the month. Full-priced lunch is \$2.00 and breakfast is \$1.25. Weekly lunch orders received by noon on Wednesday, with payment, will be placed for the following week. Monthly orders must be received with payment by noon on the fourth Wednesday of every month. *Applications for free or reduced-price lunch are available in school offices.*

Non-Residential Custodial Parent Policy

Divorced and separated families are realities of contemporary life which affect the school's responsibilities to its students. The following guidelines have been adopted to assist the school in situations where a nonresidential custodial parent wishes to become involved in school-related activities or wishes to have contact with or take custody of the student while the student is at school.

- Ordinarily, the school will not resist or interfere with a nonresidential custodial parent's involvement in school-related affairs or access to the student or the student's records. In situations where a student's custody is legally defined as "sole custody," it is the responsibility of the custodial parent to provide the school office with a court order or comparable legal documentation which restricts such involvement or access. The school will not otherwise "choose sides" between parents.
- A nonresidential custodial parent may not take custody of a student or remove the student from school premises, unless the parent presents a written court order or a written authorization permitting such custody and is signed by the custodial parent.
- If the actions of parent, custodial or nonresidential custodial, become disruptive to the operations of the school, the school has the right to restrict access by such parent and to take other reasonably-necessary action.

Concerning student activities which require parental consent, the school will accept consent only from the custodial parent, unless authority to grant consent is given to the nonresidential custodial parent by a court order or comparable legal documentation. These guidelines will be applied so as to further the mission of the school and the best interest of its students.

Parent Commitment to School Values for Student Behavior

TPH families who host an event or gathering (regardless of size), which involves TPH students are expected to uphold the values and standards of The Potter's House. These values or standards include, but are not limited to, abstaining from tobacco, alcohol, and drug use, as well as promiscuity and inappropriate sexual behaviors. The Potter's House community is committed to work together and encourage our students to rise to the highest potential in Christ.

We are a community that strives to work in a team effort and not in isolation against other community members. At no time should one family provide living arrangements for another TPH student without written or verbal agreement from that student's parent or guardian. Failure to comply with any one of these commitments may be grounds for dismissal from The Potter's House.

Parent Organizations

The Parent Teacher Fellowship works with the school principal to improve and insure the quality of education for the students at The Potter's House. They hold regular meetings to organize many of the special activities for the school. They also run fundraising projects to purchase materials and supplies needed to enhance or improve the classrooms. All parents are encouraged to join their school's parent teacher fellowship.

Parent Service Commitment

Every family, at the time of enrollment, made a commitment to serve at The Potter's House for a minimum of 25 hours. Our purpose for having Parent Service Commitment Hours is two-fold. First, we feel it is vital for parents to show an interest in their student's school. Second, it helps us to minimize our operational costs.

It is the parent's responsibility to complete their service commitment. After an assignment is completed, fill out a Service Commitment Voucher, have the appropriate staff member sign the voucher, and turn it in to the main office so that you receive credit. A charge of \$15 per hour will be added on your tuition statement for hours not completed the end of the school year. **Please note:** if you are scheduled to vacuum and do not come or find a replacement, a \$45 charge will be added to your tuition.

Parent/Teacher Conferences

Parent/Teacher Conferences play an integral part in the academic growth of your child. Conferences are scheduled three times a year. These mandatory conferences are held in October (High School only), November (PK to 8 only), February, and April. Parents do not need to wait for scheduled conference times to have a conference. Conferences may be scheduled whenever the need for one arises. Communication between home and school is vital, so feel free to call or visit the school. We are here to serve you and your children.

Conference Policy/Residential Parent: Under no circumstances will separate parent/teacher conferences be held for the custodial parent and nonresidential custodial parent. It is the sole responsibility of the parents to inform one another of scheduling and arrange conference times with the teacher. This is in the best interest of the child.

Conference Policy/Legal Guardian Only: Parent/Teacher conferences will only be scheduled with the parent or legal guardian. A relative or unrelated adult, regardless of a current living situation, cannot represent a student, nor can a teacher discuss a student with any relative or unrelated adult.

Prescription Medication

If your student needs to be given prescribed medication at school, you must complete a Prescription Medication Distribution form (available in school offices). ***The medication must be kept in the original, labeled container as prepared by a pharmacy indicating the dosage and frequency of administration.*** A daily log of all medication administered at school will be kept in the office.

Over-The-Counter Medications

In accordance with state law, our PK to 12 policy for over-the-counter medications is as follows: *If your student needs to be given an over-the-counter medication at school (including pain relievers such as Tylenol or Ibuprofen) you **must bring in written instructions**, which include your student's name, date, name of the medication, dosage, and time to be administered. The note must be signed by the parent or guardian, and medication must be in its original container. Students must come to the office to receive their medication; students may not self-medicate. Medication will not be administered without the required information.*

Report Cards

Report cards will be distributed four times a year. They will be sent home with the students on the Friday before Parent/Teacher Conferences. Parents should bring report cards back to school when they meet with the teacher for the conference. Final report cards will be mailed home at the end of the year. All report cards are kept in the students' Cumulative Record File. Parents/Guardians may make an appointment with the administrator to review their student's CUM file if necessary.

School Safety

For the safety of our students, only the main entrance of both schools will be unlocked during school hours. All family members, volunteers, and visitors are expected to use the main entrance. Please do not come to a more "convenient" door and ask students or staff members to open it for you. Other entrance areas should never be blocked open at any time—this is a security violation. Thank you for your assistance in keeping our schools safe.

Search and Seizure of Locker Contents

All lockers assigned to students are the property of The Potter's House. Lockers are assigned to students for the students' convenience and temporary use. Students are to use lockers exclusively to store school-related materials and authorized personal items such as outer garments, footwear, grooming aids or lunch.

Searches of school lockers have a positive impact on deterring violations of school standards and regulations. The board authorizes the school administrator or his/her designee upon reasonable cause, to search lockers and locker contents at any time, without notice, and without parental/guardianship, or pupil consent. The school administrator or his/her designee is not obligated, but may request the assistance of a law enforcement officer in conducting the locker search. The rights of the student will be respected regarding any items discovered that are not illegal or against school policy.

When conducting locker searches, the school administrator or his/her designee may seize any illegal or unauthorized items (items that are in direct violation of school policy, and items that are determined to be a potential threat to the safety or security of others). Such items include, but are not limited to the following: firearms, explosives, dangerous weapons, flammable material, illegal controlled intoxicants and tobacco products.

Severe Weather

School closing decisions are made by administrative staff with the safety of your children in mind. In a situation where school remains open, parents may choose not to send their children to school. Adverse weather conditions and other emergency situations may make it necessary to cancel school. Whenever this happens, notice is communicated through local radio and television stations. Parents may pick up their own children at any time. If anyone other than a parent or legal guardian picks up a child, they must be named on the family emergency form. High school students with cars must have parental permission for early dismissal.

Sexual Harrassment

Sexual harassment includes making unwelcome sexual advances, engaging in improper physical contact, making improper sexual comments, or otherwise creating an intimidating, hostile or offensive educational learning environment. All students, school employees, and volunteers are expected to conduct themselves with respect for the dignity of others.

Sexual harassment of students or employees by other students or by employees of The Potter's House is unlawful and contrary to the religious beliefs and the commitment of this school to provide a stable learning and working environment. School authorities will not tolerate any sexual harassment of students or employees. It is the policy of this school that all contact between students, teachers, and other adult employees be in keeping with respect for the individual students or an employee, be of a nature which does not make a student or employee feel uncomfortable, and be conducive to creating a stable environment.

If a student, employee, parent/guardian or volunteer has concerns about the nature of any conduct or physical contact by an adult employed by this school, by a fellow student or by a member of the public, they should immediately report this concern to the building principal, an education committee member, or the superintendent. In the case of a student's involvement this concern will also be discussed with the student's parent/guardian.

Students, employees, or volunteers are encouraged to report any conduct or contact that makes them feel uncomfortable, is bothersome, or is contrary to a stable learning or work environment.

All such reports will be investigated immediately by school authorities. Criminal charges will be handled by civil authorities. Anyone found to have violated this policy will be subject to disciplinary action up to and including expulsion from school if they are a student, termination from employment if they are an employee or criminal charges if they are filed.

All such reports will be handled discreetly to maintain confidentiality in order to avoid embarrassment and to protect the student, employee, or volunteer making the report. However, it should be understood that this school is required by law to report child abuse to the appropriate social agency which protects the rights of individuals in such cases.

Standardized Testing

Achievement tests will be given to students in grades 1 through 12. These tests are designed to measure the progress of a student, a class, and the school as a whole from year to year. These tests should not be considered intelligence or academic-level tests. A copy of the results will be sent home with an explanation of how to read them. Since these tests are given in a one-week concentrated block of time, these tests are not used in grading students in any way.

Student Assignment

The superintendent and administrator, after reviewing recommendations from K to 8 teachers, shall have the power and duty to assign students to a specific grade or teacher. Parents may submit classroom preferences (Request for Student Placement form) for consideration, however student academic, social, emotional, and the overall climate/culture of each classroom will be the primary focus.

Student Enrollment Probationary Period

The Potter's House considers the first 4 to 6 weeks of school a probationary time for new students. During this time administration will monitor the student's progress (academic effort and social behavior) to confirm proper placement. If it is determined that a different placement is more suitable, the administration will advise parents and make the necessary adjustments. The Potter's House administration will determine the final placement.

Student Academic Probation

If at any time during the course of the year a student is not meeting academic expectations, the teaching staff may decide to place the student on academic probation. 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

Student Worship

Worship is held two or three times per week. Teachers take turns leading Worship, and guest speakers are invited in once or twice a month. **Family Worship** for grades K to 5 is held Mondays and Fridays 2:45 to 3:15 p.m. **Middle School Anchor Worship** meets Monday, Wednesday, and Friday 8:40 to 9:20 a.m. **High School Chapel** is held Monday, Tuesday, Thursday and Friday 8:00 to 8:14 a.m. and Wednesdays 11:18 to 11:48 a.m. Parents and visitors are welcome.

Suspensions

Suspensions may be assigned for repeated violations of school rules or excessive behavior. Automatic suspensions 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 staff member, major destruction of property, use of sexually explicit language, and possession of weapons or hazardous materials. A special conference will be scheduled for any student who is suspended more than once during the school year.

Telephone Policy

The school phone is a business phone, therefore it should be used only in emergencies. Students will not be permitted to use school phones to make arrangements to go to a friend's house after school or other calls of this nature. These arrangements should be made prior to coming to school. If a student **must** use the phone he/she may receive a phone pass from his/her teacher and then ask the office personnel to make the call using a school line.

Threats Policy

We will not tolerate threats, real or in jest, to the life of a student or staff member, whether these threats come verbally or in written form (including notes, letters, graffiti, personal journals, or writing assignments).

Traffic Flow-Roosevelt Park Campus

Drivers of car pools should pick up students at their designated sidewalk square. In order to promote safety during after-school pickup, we are asking that all cars enter VanRaalte from the South. Please enter at the church entrance, drive north, and park along the sidewalk. **Do not double park**; children should not walk between cars or cross the street. Students who walk home will exit at the Southwest door to keep them out of the line of traffic.

Transportation

The Potter's House will not arrange transportation for children. Car pool arrangements should be made between parents. The general arrival time at both schools is 8:00 a.m. K-8 students who attend the wellness program (Elevation) and high school students who ride the shuttle bus may arrive at the Roosevelt Park Campus at 7:10 a.m. No adult supervision will be provided for students arriving at either building before the printed arrival times. Drivers of car pools should pick up students at their designated sidewalk square (PK to 8). In order to promote safety during after-school pickup we are asking that all drivers follow the stated traffic flow guidelines. At dismissal, students who walk will exit at the Southwest door to keep them out of the line of traffic, and teachers will help students cross Grandville Avenue and Clyde Park.

Tuition Payments

All tuition payments are due on the first of every month, unless an alternative plan has been set up with the accountant. A 1% late fee charge will be added to any payment not received by the 15th of the month. A tuition statement will be sent home each month. Please review this statement carefully. If there is a discrepancy, please contact the accountant as soon as possible. If at all possible, make your payments by check or money order. Accounting envelopes for mailing payments are available by request. If it is necessary to pay in cash, make sure that you receive a receipt and keep it until you are sure that it has been posted to your account. Credit cards are also accepted for payment, however, payments will have a 3% fee assessed due to TPH costs.

Tuition Payments/High School Fees

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. 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 and Textbook fee are to be paid by December 1 of each year. 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. If they are not paid, a 1% late fee will be added every month they are not paid. Students will not be allowed to get their 2nd semester textbooks or participate in any activities, including class trips and graduation, until these fees are paid in full.

Tuition Reduction Incentive Program (TRIP)

The Potter's House parents and staff can participate in TRIP. This program allows parents to earn tuition credit and staff members to provide scholarship funds for students from money spent on groceries, trash removal, cars, laundry, books, restaurants, and many other monthly expenses. For a list of participating merchants and discounts, see the TRIP folder in the office. To ask any questions about the program, contact the school.

Visual Media Use Guidelines

As educators, we recognize the responsibility entrusted to us by parents for the quality of education, and we are committed to providing the best possible learning for a wide range of students. Careful screening of resources used is necessary to adequately assure that learning experiences uphold the Christian standards and values that The Potter's House desires to instill in its students.

The advancement of technology has afforded the educator many audiovisual means of enhancing curriculum. Educational resources are now available that greatly develop concepts, principles, and factual information for the student. Use of visual media in the classroom should be limited to instructional purposes, and rarely used for entertainment or reward. **The instructional value of a particular piece of visual media must be weighed against the value of the academic time it consumes.**

The following guidelines have been established for the selection and use of visual media at The Potter's House:

Generally Acceptable

- Educational visual media resources specifically designed to clearly present information within the guidelines and standards of quality learning. This may include movies in DVD, VHS, internet or other digital video formats.
- Teachers should not rely only on somewhat ambiguous movie rating systems such as Y, G, PG, PG-13, R etc. However, since many movies have this rating we use the following general guidelines.
 - Visual media rated Y or G that have been previewed in advance by the teacher and deemed appropriate may be generally be used in the classrooms.
 - Visual media rated PG may be shown to students in grades 9-12 if they have been previewed in advance by the teacher and deemed appropriate. They may be used in grades 6-8 if they have been previewed in advance, deemed appropriate, and parents have been informed in advance of their use. They should be used in grades pK-5 only if they have been previewed in advance by the teacher and deemed appropriate and if prior parent permission has been obtained.

Visual Media Use Guidelines, Continued

- Visual media rated PG-13 may be shown to students in grades 9 to 12 if they have been previewed in advance by the teacher and deemed appropriate and parents have been informed in advance of their use. They may be used in grades 6 to 8 only if they have been previewed in advance by the teacher and deemed appropriate and if prior parent permission has been obtained.
- In rare situations an R rated movie may be used with students (for example a video showing the Passion of the Christ) if they have been previewed and approved in advance by the principal and if prior parent permission has been obtained.
- Since there is an increasing amount of media available which does not pass through any rating system it is increasingly important that teachers use discretion to use only media that God-honoring and age-appropriate for their classroom.

Generally Unacceptable

- Visual media resources which do not uphold the Christian standards and values that The Potter's House desires to instill in its students.
- In general, "R" or higher rated visual media will not be shown to school or school sponsored events. Scenes from visual media containing indecency or nudity, scenes with excessive violence or vulgarity or profanity, or scenes that promote gang participation or drug use should not be shown at school or at school sponsored events.

Volunteers and Visitors

All who enter the school must report to the main office upon entering the building. Parents, volunteers, and visitors are required to sign-in and wear a school name badge. Staff members are encouraged to send visitors who are not wearing a name badge back to the office. Maintenance workers or people representing an outside organization may wear their company shirt or id badge to identify themselves, after reporting to the main office.

Weapons Policy

Weapons of any nature, whether real knives or guns or play knives or guns, including squirt guns, plastic knives, plastic guns, and comb knives, will not be tolerated at The Potter's House. If an early elementary student is caught with a "weapon," he/she will receive a suspension. We must establish from early on in our school that weapons of any kind will not be tolerated. If our students in upper elementary, 4th or 5th grade, bring such objects to school, their punishment will depend on their maturity and attitude and our past experience with that student. There will certainly be a suspension, and it may be an expulsion, depending on our past history with that student. In our middle school and high school, as in other schools throughout the area, if a student brings a gun or a knife to school, it will be considered grounds for immediate expulsion from school. We have not had any serious trouble with weapons at our school, and we do not expect to have any serious problem with them. We ask that you review this policy with your children so that there will be no misunderstanding or confusion about these standards.

Wellness Policy

The Potter's House is committed to creating a healthy school environment that enhances the development of lifelong wellness practices to promote healthy eating and physical activities that support student achievement.

Nutrition Education

Every year, all students, PK to 12, shall receive nutrition education that is aligned with federal, state, and local requirements, accessible to all students. Nutrition education that teaches the knowledge, skills, and values needed to adopt healthy eating behaviors shall be integrated into the curriculum. Nutrition education information shall be offered throughout the school campus including, but not limited to, school dining areas and classrooms. Staff members who provide nutrition education shall have the appropriate training.

Nutrition Standards

The Potter's House shall offer school meal programs with menus meeting the meal patterns and nutrition standards established by the United States Department of Agriculture (USDA). The Potter's House shall encourage students to make food choices based on the most current Dietary Guidelines for Americans. Food and beverages that compete with the District's policy of promoting a healthy school environment shall be discouraged. The Potter's House shall monitor food service distributors to ensure that they provide predominantly healthy food and beverage choices that comply with this policy's purpose in all venues. Students will be encouraged to start every day with a healthy breakfast. Breakfast programs will be implemented, where appropriate.

Physical Education and Physical Activity Opportunities

The Potter's House shall offer physical education opportunities that include the components of a quality physical education program. Physical education shall equip students with the knowledge, skills, and values necessary for lifelong physical activity. Physical education instruction shall be aligned with the Michigan Physical Education Content Standards and Benchmarks. Every year, all students, PK to 12, shall have the opportunity to participate regularly in supervised physical activities, either organized or unstructured, intended to maintain physical fitness and to understand the short- and long-term benefits of a physically active and healthy lifestyle. The school will provide a daily recess period for students PK-5 which will not be a punishment or reward in addition to physical education class time and not be a substitute for physical education. School staff will not withhold participation in recess from students or cancel recess to make up for missed instructional time. Schools should provide opportunities for some type of physical activity for students in grades 6 to 12 apart from physical education class and organized sports.

Other School-Based Activities Designed to Promote Student Wellness

The Potter's House shall strive to create a healthy school environment that promotes healthy eating and physical activity, enough space and serving areas to ensure all students have access to school meals with minimum wait time, drinking fountains in all schools, so that students can get water at meals and throughout the day, encouragement to maximize student participation in school meal programs, and identity protection of students who eat free and reduced-price meals. The Potter's House will provide opportunities for on-going professional training and development for foodservice staff and teachers in the areas of nutrition and physical education.

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