

HIGH SCHOOL APPLICATION PROCESS

Thank you for requesting an application for enrollment at The Potter's House High School. In order to determine the best placement for your child's academic success, we have established the following procedure for enrollment.

APPLICATION PROCESS

Submit completed application; students are enrolled by their parent or legal guardian only—proof of guardianship will be required.

Please include:

- Your student's High School Transcripts from all high schools attended (or if incoming 9th Grader, 2 years of Middle School Report Cards), and a copy of the most recent achievement test scores.
- A copy of your student's certified birth certificate or passport.
- All special service testing (I.E.P.) evaluations i.e. speech, ADD, ADHD, learning disabilities, and/or emotional impairment.
- Completed student questionnaire (must be filled out by the student).
- Signed copy of The Potter's House Student Probation agreement.
- Two letters of recommendation. The letters should describe the student as a learner and why he or she would benefit from attending The Potter's House High School. One letter must come from a former teacher who has worked directly with your student, and the other from an adult who is not a blood relative of the student.
- The high school administration office will contact you to schedule an interview.

If we are not able to place your student immediately, we will keep your application on file for one year and contact you when an enrollment opportunity is available. Applications may be updated in the spring by submitting your student's most recent report card.

Thank you very much we want to make this experience the best possible for you and your child. Please feel free to call me at (616) 988-6310 or email tortiz@pottershouseschool.org, if you have any questions.

Sincerely,

Tami Ortiz

The Potter's House Admissions Coordinator



THE POTTER'S HOUSE HIGH SCHOOL ENROLLMENT APPLICATION

Date Submitted: _____ Home Phone: _____ Alternate Phone: _____

Student's LEGAL Name: _____ Nickname: _____

Birthdate: ____/____/____ Age: _____ Sex: M / F Grade Entering: _____ School District: _____
(Month/Day/Year)

Address: _____
(Street) (Apt#) (City) (State) (Zip)

Birth Place: _____ Date Entered US: _____ Years in US Schools: _____ Years in non-US Schools: _____

Last School Attended: _____ Year: _____

Special Education Support: Speech ADD/ADHD Learning Disabilities Emotional Impairment 504 Plan
(Must Include Copy of Test Results --I.E.P.-- With Your Application) Other _____

Special Service Support: Bilingual/ESL Counseling/Social Work Occupational/Physical Therapy

A copy of your student's High School Transcripts from all high schools attended (or if incoming 9th Grader, 2 years of Middle School Report Cards), birth certificate or passport, the 2 recommendation letters, and any reports concerning special services must be attached to the application form to be placed on the school waiting list. The following items will be required if enrollment is offered: immunization records and a social security card.

Ethnic Background: American Indian / Alaskan Hawaiian / Pacific Islander Asian
 Caucasian African American
 African Hispanic / Latino Please specify _____

Languages Spoken in the Home: 1. _____ 2. _____ 3. _____

With whom does student live regularly? Both Parents Mother Only Father Only Mother & Stepfather Father & Stepmother

Guardian (proof of guardianship required) Custody Comments: _____

Mother's Name: _____ **Email:** _____

Cell Phone: _____ **Business Phone:** _____

Father's Name: _____ **Email:** _____

Cell Phone: _____ **Business Phone:** _____

Guardian's Name: _____ **Email:** _____

Cell Phone: _____ **Business Phone:** _____

Other Children Living in the Home:

Name: _____ Birthdate: _____ School: _____

Name: _____ Birthdate: _____ School: _____

Name: _____ Birthdate: _____ School: _____

Name of Church: _____ Approximate Family Income: _____

I have read and signed The Potter's House Philosophy Statement Yes No

The Potter's House cannot provide transportation. Do you have transportation available? Yes No

Please answer the following questions on the reverse side of this form:

1. How did you find out about The Potter's House?

2. Why do you want your student to attend The Potter's House?

The Potter's House complies with applicable State law that prohibits discrimination against a student in the full utilization of or benefit from the school or the services, activities, or programs provided by the school because of race, color, national origin, or sex. The Potter's House is a 501(c)(3) nonprofit, nondiscriminatory organization. Our mission clearly states that we serve children of all ethnic heritages and income levels.



PHILOSOPHY STATEMENT AND AGREEMENT

The Potter's House High School is an innovative Christ-centered urban school. The school is inter-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 High School 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 High School 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 High School 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 High School seeks to develop students that love to learn and will continue to learn on their own throughout their lives.

The Potter's House High School considers the first 4-6 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 High School 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 High School. Parents will be required to make a commitment of service to the school on a regular basis.

Signature of Parent/Guardian

Date



STUDENT PROBATIONARY PERIOD

All students new to The Potter's House High School are on probationary status (trial basis) for their first quarter (9 weeks). The following academic and behavioral expectations must be met during the first 9 weeks.

Academic Expectations

The Potter's House High School seeks to prepare our students for their academic and vocational future. Our teachers and staff are committed to meeting the educational needs of all of our students. At the same time, we expect all students to put forth their best effort in all classes and to work with the teachers to realize their academic goals from their first day in school until their last. Therefore, we expect all students to meet the following expectations:

1. Students will participate in class & make positive contributions to the classroom-learning environment.
2. Students will do homework as it is assigned. Students will be required to attend after-school study hall for missed, late, or incomplete homework assignments (transportation must be arranged by the parents).
3. Students will strive to do the best that they can in all classes. Students will ask for help when needed and will put forth the necessary effort to succeed in school.
4. Students will understand that they are in school to succeed. They will use their time in school, after school, and at home in order to study and prepare to reach their academic goals.
5. Students will achieve a Grade Point Average (GPA) of at least 1.7 during the first quarter (9 weeks).

Behavioral Expectations

It is our goal to provide a safe, stimulating, learning environment in which each student will be challenged to reach high standards and develop strong character. When attitudes or behavior interfere with this, teachers, students, and parents must be committed to finding a solution to whatever problem there may be. We sincerely believe that honesty and cooperation following an incidence of misbehavior can lead to positive change in every student. A continuous pattern of misconduct, however, will result increasing severity of consequences as follows:

Detention to Suspension Scale

Detention to Suspension Steps	Total Detentions	Suspension Consequences
Step 1	3	One day Saturday School Suspension (SS) / Parents notified
Step 2	6	2 day out-of-school suspension / Parents notified / Reinstatement meeting with parents / Behavioral Intervention Plan (BIP)
Step 3	9	3 days out- or in-school suspension / Parents notified / Reinstatement meeting with parents / Behavioral Intervention Plan (BIP)
Step 4	12	5 day out-of-school suspension and possible removal from school



HIGH SCHOOL STUDENT QUESTIONNAIRE

This questionnaire is to be completed by the student in his/her own handwriting. Answer all questions in complete sentences and return with the application form. Please print legibly.

Name _____ What do you like to be called? _____
Date _____ Current School _____ Entering grade _____

Is it your personal desire to attend TPHHS? Why or why not?

What are your favorite books and magazines?

What career do you dream of having as an adult? _____

What church services and activities do you attend?

Please list your involvement in the areas mentioned below. Be specific, making special mention of any award, honors, etc. (For example, do you play an instrument; do you take private lessons; have you won awards?) music, drama, art, debate . . .

Athletics (past participation as well as future interests):

Other activities or organizations in school, church, or community:

List your hobbies, summer activities, jobs, etc.

Describe your relationship with Christ:

Describe a person you admire or who has influenced you a great deal, and then explain why. Please respond to this question writing a complete paragraph (8 to 10 sentences) using the back of this form.

HIGH SCHOOL GRADUATION REQUIREMENTS

RIGOR, RELEVANCE, RELATIONSHIP

Subject	TPHHS Curriculum Requirements
English	4 credits English 9, 10, 11, and 12
Math	4 credits Algebra 1 Geometry Algebra 2 Math or math related (12)
Science	3 credits Physical Science or Science Electives Biology A and B Chemistry A and B
Social Studies	3 credits World History and Geography (1.0) US History & Geography (1.0) Civics (.5) Economics (.5)
Physical Education and Health	1 credit Physical Education & Health
Visual, Performing and Applied Arts	1 credit
Languages other than English	Recommended, 2 credits 2 credits, required begins with class of 2016
Online Learning Experience	20 hours (fulfilled in English and Senior Project)
Computer Technology	0.5 or proficiency
Senior Project	0.5
Service Learning	Required
Bible	2 credits Old and New Testament Christian Doctrine Christian Apologetics

- 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 at least 6 classes per semester unless specifically stated in a student's Official Accommodation Plan.
- Kent Career/Technical Center and Dual Enrollment students must take a minimum of 2.0 credits at TPHHS concurrent with the off-campus classes, unless specifically stated in their Official Accommodation Plan.