



The Potter's HouseSM
An Urban, Christ-Centered School

**High School
Parent And Student Handbook
2015-2016**



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PARENT WELCOME

The Potter's House 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.

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 for 2015-2016. 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 faith in Jesus Christ and a character that will last a lifetime.

In our unique multicultural environment and effective subject-centered classrooms, your children will be encouraged daily in their pursuit of TRUTH and HONOR toward each other and EXCELLENCE in all their endeavors. We firmly believe that your children can soar to new and higher levels in their faith, academic achievement, and Christ-like character.

You will find our school policies and procedures in this handbook. Please take the time to read them and discuss them with your child(ren). Together we can advance this noble mission.

Yours in Christ,

Paul Dull,
Principal

THE POTTER'S HOUSE SCHOOL CALENDAR 2015-2016

August 2015

August 31	1 st -8 th New Family Mixer
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September 2015

September 1	K-12 Opening Staff Worship
September 2-3	High School Base Camps-First Day of School (full day)
September 4	High School-No School (Labor Day Weekend)
September 7	Labor Day-No School
September 8	First Day of School (Full Day) PK-8
September 9	K-8 1:15 p.m. Dismissal
September 10	PK-8 Parent Meeting 7:00 p.m.
September 17	High School Parent Meeting 7:00 p.m.

October 2015

October 7	High School 1:15 p.m. Dismissal
October 7, 8 & 13	High School Parent/Teacher Conferences W 10/7: 2:00 to 5:00 p.m., TR 10/8: 4:00 to 7:00 p.m., T 10/13: 6-8:30 p.m.
October 20	PK-8 Open House
October 22-23	Professional Development-No School

November 2015

November 6	End of 1 st Quarter
November 17-19	PK-8 Parent/Teacher Conferences T 11/17: 6-8:30 p.m., W 11/18: 2:00-5:00 p.m., TR 11/19: 4:00-7:00 p.m.
November 19	Pre-Kindergarten No School
November 25-27	Thanksgiving Break- No School

December 2015

December 14-18	High School Exams
December 21-January 1	Christmas Break-No School

January 2016

January 4	School Resumes
January 18	Martin Luther King Jr. Day In School Celebration
January 29	End of Semester and 2 nd Quarter

February 2016

February 9-11	PK-12 Parent/Teacher Conferences T 2/9: 6-8:30 p.m., W 2/10: 2:00-5:00 p.m., TR 2/11: 4:00-7:00 p.m.
February 10	High School 1:15 p.m. Dismissal
February 11	Pre-Kindergarten No School
February 12 & 15	Mid-Winter Break-No School

March 2016

March 25	Good Friday-School In-Session All Day
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April 2016

April 1	End of 3 rd Quarter
April 4-8	Spring Break-No School
April 11	School Resumes
April 11-29	Current Family Enrollment
April 19-21	PK-12 Parent/Teacher Conferences T 4/19: 6-8:30 p.m., W 4/20: 2:00-5:00 p.m., TR 4/21: 4:00-7:00 p.m.
April 20	High School 1:15 p.m. Dismissal
April 21	Pre-Kindergarten No School
April 22	No School

May 2016

May 30	Memorial Day-No School
May 31-June 1	High School Senior Exams

June 2016

June 2	High School Graduation 7:00 p.m. (Last day for Seniors)
June 6	Kindergarten Graduation 9:30 a.m. (Last day for Kindergarten)
June 7	8 th Grade Graduation 7:00 p.m. (Last day for 8 th grade)
June 7-10	High School Exams
June 8	1 st -7 th grades 1:15 p.m. Dismissal
June 10	Last Day of School (1 st -7 th , 9 th -11 th)-12:00 p.m. Dismissal

High School Hours

Monday, Tuesday, Thursday, and Friday: 8:00 a.m.—3:25 p.m. | Wednesday: 8:00 a.m.—3:10 p.m.

Daily Schedule

Monday, Tuesday, Thursday, and Friday	Wednesday
8:00-8:12 a.m.Morning Prayer	8:00-8:45 a.m.1st Period
8:15-9:03 a.m.1st Period	8:49-9:34 a.m.2nd Period
9:07-9:55 a.m.2nd Period	9:34-9:44 a.m.Break
9:55-10:05 a.m.Break	9:44-10:29 a.m.3rd Period
10:05-10:53 a.m.3rd Period	10:33-11:18 a.m.4th Period
10:57-11:45 a.m.4 th Period	11:18-11:52 a.m.Lunch
11:49 a.m.-12:20 p.m. Advisory / Intervention	11:52 a.m.-12:37 p.m.5th Period
12:20-12:53 p.m.Lunch	12:41-1:26 p.m.6th Period
12:53-1:41 p.m.5th Period	1:30-2:15 p.m.7th Period
1:45-2:33 p.m.6th Period	2:15-2:25 p.m.Transition
2:37-3:25 p.m.7th Period	2:25-3:10 p.m. Discipleship / Chapel (alternating weeks)
3:25 p.m.Dismissal	3:10 p.m.Dismissal

High School Staff

Administration and Support Staff	Position	Email
Canute, Brenda	Administrative Assistant	bcanute@pottershouseschool.org
Cegelis, Phyllis	Transportation Coordinator	pcegelis@pottershouseschool.org
Clark, Alf	Dean of Students	aclark@pottershouseschool.org
DiCesare, Santino	Athletic Director	sdicesare@pottershouseschool.org
Dull, Paul	Principal	pdull@pottershouseschool.org
Dunnill, Courtney	Psychologist	cdunnill@pottershouseschool.org
Faber, Terry	Technology Coordinator	tfaber@pottershouseschool.org
Gable, Noelle	Assistant to the Dean of Students	ngable@pottershouseschool.org
Groenke, Bonnie	Food Service	bgroenke@pottershouseschool.org
Harrison, Emily	Student Support	eharrison@pottershouseschool.org
Hill, Colleen	Guidance Counselor	chill@pottershouseschool.org
Patterson, Brian	WIA	bpatt4him@gmail.com
Perez, Michael	Assistant Principal, Social Studies	mperez@pottershouseschool.org
Sisco, Dan	Transportation	dsisco@pottershouseschool.org
Steenwyk, Kathy	Receptionist Secretary	ksteenwyk@pottershouseschool.org
Stout, Deanna	Guidance Counselor	dstout@pottershouseschool.org
Vanden Berge, Karen	Testing, Guidance Office Assistant	kvandenberge@pottershouseschool.org
Teachers and Paraprofessionals	Subject	Email
Brasser, MarySue	Paraprofessional	mbrasser@pottershouseschool.org
Bulten, Lisa	Science	lbulten@pottershouseschool.org
Colago, Miles	English	mcolago@pottershouseschool.org
Cole, Phil	Bible, Spanish, Leadership	pcole@pottershouseschool.org
DePree, Curtis	Education Specialist	cdepree@pottershouseschool.org
Dull, Rosa	Spanish	rdull@pottershouseschool.org
Fortner, Marcia	Education Specialist	mfortner@pottershouseschool.org
Johnson, Danielle	Math	djohnson@pottershouseschool.org
Kremke, Tricia	Social Studies	tkremke@pottershouseschool.org
Kuipers, Kevin	Math	kkuipers@pottershouseschool.org
Luginbill, Luke	English	lluginbill@pottershouseschool.org
Pollert, Clare	Art	cpollert@pottershouseschool.org
Sisco, Sara	Choir, English, Social Studies	ssisco@pottershouseschool.org
Smith, Lois	ESL Support	lsmith@pottershouseschool.org
Taylor, Tracy	ESL Support	ttaylor@pottershouseschool.org
VandeBrake, Peter	Bible	pvandebrake@pottershouseschool.org
Veldman, Anna	English, Social Studies	aveldman@pottershouseschool.org
VerBeek, Keith	Science	kverbeek@pottershouseschool.org

INFORMATION AND GUIDELINES

Diploma Requirements

The Potter's House High School graduates meet Michigan Merit Curriculum requirements

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.

The Potter's House High School Basic Diploma

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

1. 6 credits may be earned in modified courses.
2. Up to 2 credits may be omitted from normal subject distribution requirement and substituted with other credits.
3. The Basic Diploma may not meet Michigan Merit Diploma requirements. Please see your guidance counselor for more information. Parental and administrative approval is required for this option.

Graduation Ceremony Participation

Students may participate in the graduation ceremony if they have accumulated 21.5 credits and have an approved plan with the guidance counselor to earn the remaining credit during the summer. If a student lacks more than a .5 credit (1 semester class) the student will not be permitted to participate in the graduation ceremony. A diploma and “graduated” designation on the transcript will not be given until the summer school grades have been posted.

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, minimum of 5
Junior year 18.0 – 21.0 credits, minimum of 15

Sophomore year 12.0 – 14.0, minimum of 10
Senior year 22 – 28

Transcript Requests

The guidance assistant will process transcripts. Transcripts may be requested online at guidance.pottershouseschool.org at least two weeks prior to the deadline. Counselor Recommendation forms need to be submitted directly to the guidance counselor. Forms may be obtained in the guidance office or online at guidance.pottershouseschool.org.

ACT and College Application Fee Waivers

ACT Fee Waivers and College Application Fee Waivers may be obtained by making a request to the student’s guidance counselor. Families that qualify for free or reduced price lunch may also qualify for up to two ACT fee waivers and four college application fee waivers.

Grade Point Scale

The following is the Grade Point Scale used to calculate GPA at The Potter’s House High School.

Standard Scale			Honors Scale			Weighted Scale		
A	4.00	95-100	A	4.00	94-100	A	5.00	95-100
A-	3.67	90-94	A-	3.67	85-93	A-	4.59	90-94
B+	3.33	87-89	B+	3.33	81-84	B+	4.16	87-89
B	3.00	83-86	B	3.00	77-80	B	3.75	83-86
B-	2.67	80-82	B-	2.67	73-76	B-	3.34	80-82
C+	2.33	77-79	C+	2.33	69-72	C+	2.91	77-79
C	2.00	73-76	C	2.00	65-68	C	2.50	73-76
C-	1.67	70-72	C-	1.67	61-64	C-	2.09	70-72
D+	1.33	67-69	D+	1.33	57-60	D+	1.66	67-69
D	1.00	63-66	D	1.00	53-56	D	1.25	63-66
D-	0.67	60-62	D-	0.67	50-52	D-	0.83	60-62

Full-time Status

Students are required to take three credits (normally six classes) each semester in order to maintain their status as a full-time student at The Potter’s House High School. Full-time status is required to participate in all school activities. Exceptions may be granted by administration at the request of a student and their parents.

Incompletes

All incomplete grades must be made up within two weeks of receipt of the grade report. 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 three days of the semester. Class drops for senior level Honors and AP classes will be considered within the first two weeks without academic penalty and only with the permission of the counselor and teacher. A class-drop or exchange may be considered beyond the second week for reasons deemed legitimate by the counselor, teacher, and education specialist. Legitimate reasons may include: misplacement or an unusual change in a student's educational plan. A parent or teacher request will be 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 pre-approved by the guidance counselor.

Dual Enrollment

Junior and senior students, with qualifying grade point average and standardized test scores, may be eligible for dual enrollment in college classes that count for both high school and college credit.

- Grace Bible College: One class per semester at TPHHS campus
- Area Colleges: Students must meet with their guidance counselor prior to college enrollment
- A maximum of 7 credits may be earned per semester
- The cost of tuition may be covered by the State of Michigan. Please see your guidance counselor for details.

Kent Career/Technical Center (KCTC)

Students who wish to attend KCTC in their junior or senior year must be in good attendance standing at TPHHS and receive permission from the guidance counselor. A KCTC visit during the sophomore or junior year is required, and the application process begins in early February. Students wishing to know more about KCTC may visit the website at www.thetechcenter.org. Credit for KCTC will be granted through TPHHS. TPHHS will grant credit if the student has fulfilled all of the KCTC course requirements including attendance of classes whenever they are in session. Excessive absences in the KCTC program will be handled as stated in TPHHS attendance policies. Seniors who attend first session KCTC may be eligible for one release hour.

Kent Transitions Center (KTC)

Students who wish to attend Kent Career 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 will grant credit if the student has fulfilled all of 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

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 the full four-year high school study requirements, even though a student may take online courses.

E2020 Online Courses

TPHHS offers online courses through E2020 online campus. Students may take an online course when the desired course is not offered or if there is a scheduling conflict. The student must be a junior or senior in good academic standing and have a cumulative GPA of 2.0 or higher. Freshmen and sophomore students wishing to take an E2020 course must have guidance counselor and teacher consent, and it will be reviewed on a case-by-case basis.

Credit Recovery

A student may make up or recover failed credit by completing one of the following three options:

1. Online class with E2020 at TPHHS may be possible.
2. Summer school, a maximum of 1.0 credit may be earned per summer, with a total of 2.5 credits earned accumulatively through the summer school program.
3. Retaking the class during the school year.

Honors and Advanced Placement

Students are strongly encouraged to take the Honors options for all core classes starting in 2nd quarter of freshman year with teacher and parent permission. Students have the opportunity to take Advanced Placement courses and earn college credit by taking the AP exam in May and receiving a score of 3 or higher.

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. The guidance counselor and department teachers must preapprove testing out for credit.

Independent Study

A student may request to pursue an independent study course if they are in good academic and attendance standing. A proposal must be submitted to the guidance counselor, teacher of that class, and high school administrator for approval. A student may not pursue more than a .5 credit through Independent Study per semester and no more than 4.0 credits total during grades 9-12.

Exam Exemption Guidelines

In the second semester of a student's senior year, students 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 exemption, all required work for the course must be completed and submitted, and the student may not have any unexcused absences in the class during the semester.

STUDENT CODE OF CONDUCT

The Potter's House High School administration and staff are committed to providing each of our students with the best educational opportunity possible. We have high expectations for our students in the areas of spiritual formation, academic performance, social behavior, and physical effort. It is imperative that students do everything they possibly can to make the most of their educational opportunity and to reach their full potential. With the help and interest of their parents, students will:

1. Attend class regularly, on time, with the necessary supplies and materials to fully participate in class.
2. Complete homework and assignments in a timely, responsible manner.
3. Be courteous, polite and cooperative with staff members and other students.
4. Accept responsibility for their behavior and decisions they make relative to behavior, effort, performance, attendance, etc.
5. Know and adhere to general school rules as outlined in the student handbook, including all attendance rules and regulations.
6. Know and adhere to specific teacher and course requirements, rules, and regulations.
7. Familiarize yourself with the Student Code of Conduct and behave accordingly.

8. Take pride in their school building and its equipment. Attempt to leave the building in as good or better condition than you found it. Students must pay for damages to school property.
9. Support athletic teams and performance groups in positive ways without booing, jeering, degrading officials, or singling out individual players, other teams, or fans from other schools.
10. Attend morning prayers, chapels, and discipleship.

We will not accept any behavior that detracts from the appropriate businesslike atmosphere at school or inhibits students from reaching their full potential and performing at their highest level of achievement. Administration will direct interventions to ensure academic support as necessary for student success.

Students will not:

1. Disrupt the appropriate businesslike atmosphere at school
2. Challenge the authority, either verbally or physically, of school personnel or volunteers
3. Interfere with a teacher's ability to teach or a student's ability to learn by being rude, disruptive, or uncooperative
4. Waste class time, teacher time, or their own time during the school day

Students are expected to conduct themselves in a manner representing the mission of The Potter's House School on or off campus. This includes behavior made public through posting to the Internet. It is our goal to provide a safe and stimulating learning environment in which each student will be challenged to reach high standards. Teachers and students must be committed to finding a solution when attitudes or behavior interfere with the goals stated in the Student Code of Conduct.

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, disciplinary action must be taken.

Disciplinary action when necessary will be firm, fair, and consistent, with a measure of common sense in order to be the most effective in changing student behavior. In determining the appropriate disciplinary action, school personnel authorized to impose disciplinary penalties will consider the following: nature of the offense and circumstances that led to the offense; student's prior disciplinary record; effectiveness of other forms of discipline; information from parents, teachers, and/or others; and other extenuating circumstances. In addition, authorized school personnel have the responsibility to investigate, interview, and document information from anyone with possible knowledge of misconduct. Parents and staff should work together to use positive guidance techniques such as modeling, encouraging expected behavior, redirecting children to acceptable behavior, and setting clear limits. Please note: administrators have the final word on all behavioral misconduct, suspensions, and dismissals.

SCHOOL CULTURE

InformationNOW

This is the primary tool for the school to communicate with parents regarding academic performance. Parents and students are eligible to use the *InformationNOW* student/parent on-line portal. This service allows a parent and their student(s) to use the Internet to log on to a secure website to view grades, assignments, attendance and other data that has been posted by the school. To gain access, enter <http://175027.stiinformationnow.com>. Only parents/ guardians and students may receive access. Parents/Guardians will receive login information from the guidance office. Please contact Karen VanDenBerge at kvandenberge@pottershouseschool.org with questions or if you need to reset your username and/or password.

Academic Probation

A student will be placed on academic probation if their grade average is 1.7 or lower per quarter. Steps will be taken to help the student get back on track, and eligibility may be reinstated as soon as the student has fulfilled their academic requirements. **Students on Academic Probation, who do not comply with all of the following requirements, are facing the real possibility of being asked to leave The Potter's House High School at the end of the quarter.**

Academic Probation Requirements

1. The student **must attain a grade point average of 1.7** or better in the quarter.
2. Each Monday the student must meet with their advisory teacher to go over grades and develop/review academic plan
3. Students on academic probation must complete all academic responsibilities while on their best behavior. A continuous pattern of misconduct will result in increasing severity of consequences as denoted in the detention to suspension scale.

Detention to Suspension Scale (Revised June 8, 2015)

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

Spiritual Formation

The discipleship program offers students the opportunity to foster a deeper personal commitment to Jesus Christ as lived out in a life of prayer and obedience. The focus is on formation rather than information with: **weekly discipleship meetings, off-campus retreats, daily morning chapels, weekly all school community worship, and Advisory all working toward this goal.** Students are taught that our prayer life includes a balance of adoration, confession, thanksgiving, and supplication (ACTS).

Base Camps

Grade-level, base camps focus on leadership development, positive school culture, professional skills, and team building. Base camps are held off-campus at the start of the school year.

P4P Project

The Philippians Four Project (P4P Project) is a positive behavior intervention support approach to building a positive school culture that exemplifies our ethos of Truth, Honor, and Excellence in every aspect of life together, whether it is in the classroom, sports field, hallway, or gym. At the start of each year, students define the ethos, set high expectations for the school, and challenge each other to live out Truth, Honor, and Excellence in a way that it is exemplary.

Virtue Across the Curriculum

There is a school-wide emphasis on seven classical virtues during the months of October-April. The focus is on one virtue per month:

October	FORTITUDE
November	PRUDENCE
December	HOPE
January	JUSTICE
February	LOVE
March	TEMPERANCE
April	FAITH

Our students are called to live out the Gospel in Christ-like character, adding virtue to their faith. The school-wide focus includes a variety of activities and materials, including Scripture study, essay contests, guest speakers, assemblies, morning chapels, skits, service projects, and literature that relates to the monthly theme.

Retreat Program

An annual off-campus retreat provides students a personal experience of God's love and offers them an opportunity to respond to God with love and obedience. Students attend a one-day retreat with their advisory class each year.

Advisory

Advisory is a homeroom class and students will be assigned an advisory teacher, whom they will stay with for four years. During advisory, the advisory teacher assess/advise academic progress, assist in spiritual growth, and support students in developing deeper relationships with their classmates. Students are scheduled to meet in advisory 4 times a week.

Zero and 8th Hour Study Hall

TPHHS offers both Zero and 8th Hour. These are teacher-supervised study halls before and after school that provide access to our Media Center and Computer Lab. These study halls provide a working environment for students who wish to complete homework assignments.

Zero Hour: Monday—Friday 7:15 a.m.—7:50 a.m.

8th Hour: Monday—Thursday 3:35 a.m.—4:30 p.m.

Harassment

TPHHS strives to provide its students an environment free of offensive kinds of behavior. Behavior, whether intentional or unintentional, that subjects another person to unwanted attention, comments, or actions because of race, national origin, age, sex, physical characteristics, or disability, robs the person of dignity, and is not permitted.

Sexual Harassment

Sexual Harassment of students, 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. The policy of this school is that all contact between students, teachers, and other adult employees be in keeping with respect for the individual students, be of a nature that does not make a student feel uncomfortable, and be conducive to creating a stable learning environment.

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.

Bullying

Bullying is the repeated abuse of a student over a period of time by other students. Bullying can take many forms including any combination of physical, emotional, written, and verbal abuse. All forms are unacceptable in our school.

Cyber-bullying

Cyber-bullying refers to any harassment that occurs via the Internet, cell phones, or other devices.

Communication technology used to intentionally harm others through hostile behavior such as sending text messages and posting negative comments, pictures, or threats on the Internet.

Types of content that a cyber-bully may send include:

- Vulgar and argumentative messages
- Cruel, offensive, and insulting remarks
- Threats and false promises

All reports of harassment and subsequent investigations will be handled discreetly to avoid embarrassment of the person making the report. Any person who is determined to have violated this policy will be subject to automatic 3, 5, or 10 day of out-of-school suspension or possible request of immediate removal of the student from The Potter's House High School. Administrators have the final word on all suspensions and dismissals.

Detentions

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

The following steps will be taken for detention assignment:

1. First warning
2. Final warning
3. Detention: The student will be given a yellow detention slip. This is the only notification that will be provided, and students are responsible to inform their parents about their detention and transportation needs.
4. If the student does not accept the detention appropriately (excessive sighing, crumpling up the detention slip, throwing the detention slip away, etc.), they will be sent to the office to speak with the administrator.

Detentions are held in room 1 every Tuesday and Thursday beginning **promptly** at 3:35 p.m. and ends at 4:30 p.m. Students who have received a detention will have their names on the detention list found on the hallway bulletin board. Parents or the student must contact the dean of students before detention if there is a need to reschedule, and a detention can only be rescheduled once. Students who do not report for a detention **on time** will receive additional detentions. Students with behavioral problems during detention will be assigned Saturday School.

The following steps will be taken if a student does not attend or "skips" detention during a quarter:

1st offense: 2 detentions will be assigned

2nd offense: Saturday School will be assigned and the student will be on Step Two of the Detention to Suspension Scale.

Demerit System

Teachers and staff may give demerits for violation of school rules or the excessive violation of a specific rule.

Demerits are a result of school culture violations. Examples of school culture violations are gum chewing, dress code, coming unprepared for class, or misuse of class time. A detention will be assigned when two demerits are received. Administrators have the final word on which violations result in a demerit or detention. Terms used in parent communication include:

1. School Culture Expectations = 1 demerit
2. Universal Expectations = 2 demerits/1 detention

Saturday School

Saturday School (SS) will be used to support academic and disciplinary goals. SS is not punitive; rather it is redemptive, in that it is an opportunity to take personal responsibility, work towards positive change, and restoration. SS will be held on select Saturdays from 9:00 a.m. to 12:00 p.m. In the event of extenuating circumstances, parents may call the dean of students to reschedule but they must do so before noon the day before the scheduled SS. All requests to reschedule must be approved by the dean of students.

- Promptness counts: SS begins promptly at 9:00 a.m. All students must report between 8:50-9:00 a.m. The doors will close at 9:00 a.m. Students will not be allowed to enter or attend SS after 9:00 a.m.
- Students must bring study materials and/or reading materials to last the entire session.
- Students will not be allowed to talk, sleep, play video games, or cause disruptions of any kind.
- Violations of rules and regulations will result in loss of Saturday School Detention time served for that specific date.
- Students are not required to be in school dress code.
- Students cannot participate in any extra-curricular activities held during their SS.

The following steps will be taken when a student does not attend “skips” an assigned SS during a quarter:

1st offense: 2 Saturday School assignments will be given

2nd offense: A 2-day Out-of-School Suspension (OSS) will be assigned, and the student will be moved to step three of the Detention to Suspension Scale. Parents will be notified and a parent meeting with the student is required for re-admittance to school. If needed, a Behavioral Intervention Plan (BIP) will be implemented.

Suspensions

Automatic 3, 5, 10 day out of school suspensions or possible recommendation for expulsion from TPHHS will be given for the following: 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. Administrators have the final word on all suspensions.

While the student is on suspension, they are not allowed to participate in any TPHHS athletic practices, games, or any school sponsored activities.

Detention to Suspension Scale (Revised June 8, 2015)

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 expulsion from school

* Reinstatement meeting with parents. Parents must call the school office during business hours to schedule a meeting before their son or daughter may return to school.

** BIP: normally developed during the reinstatement meeting (parents must schedule) to determine the causes of the inappropriate behavior and establish a plan that the student, home, and school will follow to move toward change.

Expulsion

In some disciplinary and academic cases, administration may determine or the State may require that a student be expelled from school. In such cases, a student is dismissed for the duration of the academic year. Some expulsions may require that the student not be allowed on a school campus for 180 consecutive days. Administrators have the final word on all expulsions.

If a student wishes to be readmitted to The Potter's House High School, they must reapply with all of the necessary application materials. An interview will be granted if the following requirements have been met:

1. Completion of two consecutive quarters at another school
2. Reapplication to TPHHS
3. Minimum GPA of 1.7 for the two quarters at the last school
4. Reconciliation with the offended parties

Cell Phones and Other Electronic Devices

Cell phones and other electronic devices are not to be used or visible in the classroom. The use of cell phones and other electronic devices during class time is strictly prohibited. Electronic devices include, but not limited to: PSP, GameBoy, Nintendo DS, iPods, Nanos, iPod Touch, Zune, MP3 player, CD player, headphones, ear buds, and earphones, etc.

The following action will be taken with cell phones/electronic devices during class time:

1. The teacher will confiscate any **visible** cell phones/electronic devices and take it to the front office. The student may pick up the cell phones/electronic devices after school.
2. If student is **using** a cell phone/electronic device **during class time**, the teacher will confiscate the cell phone/electronic device, bring it to the dean of students, and give the student a detention. The cell phone/electronic device will remain in the dean of students' office until their parent schedules a time during school hours to pick it up.

Weapons and Illegal Substance

Possession of weapons of any nature (real knives or guns, play knives or guns, squirt guns, plastic guns, and comb knives) and hazardous materials (matches, lighters, fireworks, explosives, chemicals, etc.) is strictly prohibited and will not be tolerated at The Potter's House.

Use, possession, distribution, and/or sale of alcohol and/or illegal drugs, or being under the influence of drugs or alcohol, or attempted use, distribution, and/or sale of alcohol and/or drugs including but not limited to: controlled substances as defined by law, marijuana, look-a-like or imitation drug substances, and illegal chemical substances, etc. is strictly prohibited and will not be tolerated at The Potter's House.

If a student brings a weapon or illegal substance to school, it will be considered grounds for immediate dismissal from The Potter's House High School.

Theft

Items that are found should be turned in to the office immediately. Theft is willfully taking something that does not belong to you. The following steps will be taken regarding high school students who commit a theft:

Minor offense (under \$25)

- 1st offense** – Saturday School assignment, parents are notified, and restitution paid
- 2nd offense**—Out-of-school suspension for 2 days, parents will be notified, and restitution paid
- 3rd offense**—Out-of-school suspension for 5 days, parents will be notified, and restitution will be paid

Major offense (\$25 and above)

- 1st offense**—Out-of-school suspension for 2 days, parents will be notified, and restitution paid
- 2nd offense**—Out-of-school suspension for 5 days, parents will be notified, and restitution paid
- 3rd offense**—Recommendation for immediate dismissal from The Potter's House

Cheating and Plagiarism

Students have a significant responsibility in the area of honesty regarding all schoolwork. Cheating is when a person misleads or purposely acts dishonestly on homework, tests, quizzes, etc. Plagiarism is a form of academic dishonesty in which one person steals another person's ideas or words and falsely presents them as their own.

There are many forms of plagiarism, including but not limited to:

- Using exact language of someone else without the use of quotation marks and/or without giving proper author credits.
- Presenting the sequence of ideas or arranging the material of someone else's event though the material is written first person or in one's own words, without giving appropriate acknowledgment.
- Submitting a document written by someone else but representing it as your own.

1st offense – The student fails the assignment, receives 1 detention, and teacher notifies the parent

2nd offense – The student fails the assignment, receives 1 Saturday School, and the parent is notified

3rd offense – The student fails the assignment, receives a 2 day out-of-school suspension, and a reinstatement meeting with parents is required.

- Parents must call the school office during business hours to schedule the reinstatement meeting with an administrator before their student may return to school. A behavioral intervention plan may be created during the reinstatement meeting.

4th offense – The student fails the assignment, receives a 5 or 10 day out-of-school suspension, and a reinstatement meeting with parents is required.

- Parents must call the school office during business hours to schedule the reinstatement meeting with an administrator before their student may return to school. Dismissal from The Potter's House High School is possible. All offenses are accumulated per school year.

DRESS CODE

Overview

1. 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.
2. 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.
3. For both comfort and security, all students should dress modestly; no excessively tight fitting clothing is allowed.
4. Hair must be neat, clean, and not extreme in color or style. Beards, mustaches, and goatees must be trimmed and clean. Hairstyles that have one distinctive peak or excessive lines/streaks are considered to be extreme and are not allowed.
5. No excessive or extreme jewelry is allowed. Other than pierced ears, no body or facial piercing is allowed.
6. Hats, bandannas, doo-rags, and sweatbands are not allowed.
7. Sweatshirts, hooded shirts or hooded sweaters (pullover or zippered), and athletic jackets are not allowed. Overcoats may not be worn in class at any time.
8. Camouflage and skull and crossbones are not appropriate styles.
9. Shoes must be worn. Moccasins and slippers are not allowed.
10. Uniform shorts will be permitted. Shorts must be at least fingertip length, and are subject to school approval. Cargo shorts (shorts with exterior pockets) are not allowed.

Business 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.
- Polo shirts without The Potter's House logo are not considered dress code.

Sweaters

- Sweaters may be worn over shirts but the collar must show.
- Fleece, T-shirts, thermal style shirts and sweatshirts are not allowed, and they may not be worn as a sweater or over a collared shirt.

Pants

- Dress pants must be neat, in good condition, and fit appropriately at the natural waistline or hipline.
- Jean-style pants, sweatpants, or cargo pants (pants with exterior pockets) are not allowed.
- Only uniform shorts may be worn. Cargo shorts are not allowed.

Belts

- Appropriate belts are to be worn.
- Belts are required when a sweater is worn and covering the waist of the pants.
- Large plate-style metal buckles or chains are not allowed.

Business Attire for Women

Blouses

- Blouses must be modest in style and material, and worn buttoned to a modest level.
- All blouses must have buttons from the collar to the hem.
- 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, the blouse must be buttoned up at all times, and the undershirt or camisole may only show near the collarbone and below the blouse hem and not at the bust line.
- See-through blouses with camisole underneath are not allowed.
- Sleeveless blouses must come to the student's shoulder.
- Business appropriate jackets used as a cover for T-shirts or camisoles must be buttoned up or cover a dress code approved blouse. Jackets or sweaters over T-shirts are not allowed.
- You may wear a Polo shirt as long as it has The Potter's House logo. Polo shirts without The Potter's House logo are not considered dress code.

Sweaters/Vests

- Sweaters and vests may be worn over a blouse, but the collar of the blouse must show.
- Fleece and sweatshirts are not permitted and may not be worn as a sweater.
- Polo style shirts worn under an open sweater must have The Potter's House logo.
- T-shirts worn under open sweaters are not allowed.

Pants

- Pants should be relatively loose fitting.
- Jean-style pants or pants made from material that resembles jeans, yoga pants, leggings, sweat pants and cargo pants (pants with exterior pockets) are not allowed.
*When assessing whether pants are too tight, we use what we refer to as the "snap test." If, when pulled away from the leg, the pant-leg snaps back, the pants are too tight and should not be worn to school.

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 and V-neck dresses that reveal cleavage are not allowed.
- Button up blouses or turtlenecks are required with skirts.

ATTENDANCE

The Potter's House High School is committed to punctuality and daily school attendance for the following reasons:

- 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.
- Students cannot achieve their full potential when class discussions, assignments, and labs are missed. Merely making up work does not compensate for this loss.

Excessive Absences

Because The Potters House High School believes that in order for a student to receive sufficient classroom instruction and qualify for credit in a class, provided all other classroom objectives have been met satisfactorily, any student who exceeds 10 absences (excused or unexcused) in a semester will not receive credit for that class.

The school will notify parents by phone, email, or mail when there are attendance concerns for a student. Parents are strongly encouraged to access the parent portal in *InformationNOW* on a regular basis to monitor student grades, attendance, and behavior.

Attendance Procedures for Students and Parents

Parent/guardian must call in an absence to the school office (249-8050) and give the reason for the absence. The phone call must be made by 8:10 a.m. on the day of the absence. If an absence is not verified by a call from the parent/guardian, the absence is considered an unexcused absence unless a note is provided by the parent/guardian the day following the absence and the absence is excused under the reasons listed below. The note must contain the following information: Student's name; date of absence; reason for absence; phone number; and signature of parent/guardian. Voicemail is available 24 hours a day to receive attendance messages if needed.

- Students who arrive after first hour has begun must sign in at the office.
- Students must obtain parent and office permission before leaving school any time other than the normal dismissal time. Students must sign out in the office before leaving school.
- 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.
- In the case that a parent/guardian will be traveling away from home for an extended period, the parent/guardian should notify the office and designate the person who will be responsible for the student in their absence.

Excused Absence

Absences are excused only for the following reasons:

- Personal illness or injury
- Funerals for relatives or close friends
- Appointments with doctors, dentists, and medical tests
- Appointments in court or appointments with counselors
- College visit - one per semester
- Family emergency

Family Vacations and Hunting

Absences due to a family vacation or hunting should be planned to coincide with scheduled school vacation times. These types of absences will count toward the 10 allowed absences per class in a semester.

Unexcused Absence

An unexcused absence is given when the parent/guardian has not called or notified the school office within 24 hours of the absence. Some examples of unexcused absence include:

- Missing a class or leaving school during school hours for any reason without getting permission from the office.
- Arriving to class more than 10 minutes late without an acceptable reason.
- Tiredness, lack of sleep or over-sleeping
- Running errands for parents or other persons
- Hair appointments
- Working at home or elsewhere
- Missing the bus
- A student intentionally chooses not to attend “skips” a class

Please note: school-sponsored activities such as mixers, retreats, class trips, and job shadows are considered school days. Attendance at these functions is mandatory.

Consequences for Unexcused Absence

Unexcused absences are handled by administration in the following manner:

1st offense: One detention and parent/guardian notification.

2nd offense: A 1-day Saturday School and parent/guardian notification.

3rd offense: A 2-day Out-of-School Suspension (OSS); parent/guardian notified and a parent meeting will be required for re-admittance to school. A Behavioral Intervention Plan (BIP) will be implemented.

4th offense: A 5-day OSS; parent/guardian meeting to review/revise the BIP; and possible removal from 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 8:00 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 log. Students who arrive at school more than 10 minutes after the bell rings must report to the office and sign in. A student will be considered absent after 8:10 a.m.

The tardy is considered unexcused unless a note or a phone call is provided by the parent/guardian the day of the tardy. A school employee may also excuse a tardy in writing. Every unexcused tardy will result in one detention. Student must notify parents of detention.

Attendance Appeal for 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:

- The student has extenuating circumstances for the absences and they wish to appeal the attendance policy.
- Students appealing the attendance policy must have a passing grade average in the courses involved.

The attendance appeal committee will consist of the guidance counselor and administrators. Appeal meetings will be held at the end of each semester. Student attendance records, disciplinary records, and teacher recommendations will be considered in making an attendance appeal decision.

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: One Saturday School and parent/guardian notification.

2nd offense: A 2-day Out-of-School Suspension (OSS), parent/guardian notification, and a parent/guardian meeting will be required for re-admittance to school. Behavioral Intervention Plan (BIP) will be implemented.

3rd offense: A 5-day OSS, parent/guardian meeting to review/revise the BIP, and possible removal from school.

Open Campus

The ability to budget and use one's time in an effective and efficient way is a skill we believe our students must develop. To help develop that skill, The Potter's House High School has adopted an open campus policy as a privilege for seniors in good standing. This policy permits senior students, in good standing, to leave school grounds during the designated time for lunch. Open campus guidelines include:

- Off-campus lunch is a privilege that applies to seniors only.
- Off-campus lunch is a privilege, not a right. Administration can revoke the off-campus lunch privilege of any student who has not maintained a good standing status.
- The campus will be closed by administration during severe weather: ice, snow, thunderstorms, tornado warnings, etc.
- The campus can be closed by administration in the event of disruptive or disorderly student behavior.
- A student's parent/guardian has the right to remove their child's off-campus lunch privilege if they deem necessary; removal of a student's off-campus lunch privilege by the parent/guardian will be effective for the remainder of the school year and it will not be reinstated.
- The administrator's decision regarding a student's off-campus lunch privilege is final and non-negotiable. These consequences will be effective for the remainder of the school year.

Loitering

To help ensure the safety of all students, any student who is not under staff supervision (i.e. anything other than sports, play practice, detention, 8th hour, etc.) is required to leave campus after school. Students may not be in school after 3:30 p.m. if they are not supervised by staff. Parents must arrange for timely transportation for their children to help us maintain a safe and well-supervised campus.

ATHLETICS

Athletics / Extracurricular 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.

Sports Physical

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 sports physical form must be signed by the M.D., D.O., Physician's Assistant, or Nurse Practitioner who provides 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 all 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 conduct/behavior will be allowed to participate.

Ineligibility

- 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 administrator will inform students of their ineligibility. The athletic director will provide coaches with a list of ineligible students.
- 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 the teaching staff has given approval.
- 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 and behavior.

Standards of Conduct and Behavior

Students are expected to represent God, themselves, and The Potter's House. We require that each student's Christian character be reflected in their behavior for eligibility in extracurricular activities. Student conduct and behavior eligibility rules include:

- 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.
- 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 not participate in a minimum of one quarter of the scheduled contests for that season.
- A student will be declared ineligible for the remainder of the season if he or she commits any illegal acts.
- Repeated violation of school rules may result in a loss of eligibility. This will be reviewed, as necessary, by the principal and teachers.
- A student must be in attendance at school for at least the last half of the school day of a scheduled event to participate. A student who is unexcused for all or part of the day will not be allowed to participate in any extracurricular activity on that date.

GENERAL SCHOOL PROCEDURES

Transportation

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

High School Shuttle Bus

- In the morning, high school students should wait by the Northwest door (near Mr. Booy's office) of the elementary/middle school building. The bus will pick up the students at 7:15 a.m. and at 7:45 a.m.
- 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 drive past VanRaalte and unload the students on the sidewalk on Chicago Drive by 3:45 p.m.
- While waiting at the elementary/middle school, high school students are expected to abide by all school rules. Students are expected to wait in the designated area for the bus to arrive. No one may enter the building without permission from school personnel.

Bus Rules

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

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. Students should never cross in front of the bus while it is running.
4. Students must be seated at all times.
5. Students may not lean on, hang on, or sit on the backs of the seats at any time.
6. The aisle must remain clear at all times. Students may not put their legs or feet in the aisle.
7. Eating and drinking are prohibited on the bus. Eating candy and chewing gum are also prohibited.
8. Windows should remain closed unless the driver or teacher/chaperone gives permission for them to be opened.
9. Students must close windows before leaving the bus.
10. Nothing may be thrown out of the windows.
11. Students may not put their head, hands, or any part of their body out of the window.
12. There should not be any yelling or shouting on the bus. Students may not yell out of the bus windows.
13. Foul or offensive speech will be reported to administrators.
14. Students 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 will result with the loss of the privilege of riding the bus. Payment for cleanup and necessary repairs will be charged to the person responsible or their parent/guardian.

Visitors

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

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, taking care that the school and its property are not misused in any way.

Off Limit Areas

The following areas are off-limits to students:

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

Lockers

Each student will be assigned a locker. Students may only use 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 school issued combination lock for his or her locker only. Locks may be obtained from the office.

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.

Lockers are school property, and the school reserves the right to make periodic checks of lockers.

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 drop-off/pickup driveway 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. Students are not allowed to go to 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/or verbal permission from office staff to make any calls.

Parent Service 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 completed, vouchers must be signed by supervising staff and turned in to the office for credit. It is the responsibility of the parent to fill out the voucher and obtain the proper signature. Service vouchers are available in the school office.

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, all TPH families (high school, middle school, and elementary school) will enroll every year in the spring and tuition is calculated for the family.

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 and Textbook Fee are to be paid by December 31, 2015. 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 the fees 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, & WOOD.

Grievance Resolution

It is our desire that The Potter's House High School be a loving, supportive, and unified community with teachers and staff working hand in hand with parents to strive to form children who love and honor God. It is inevitable, however, that problems and disagreements will arise. Our goal is to resolve these concerns in a respectful and biblical manner.

These guidelines are to be followed whenever there is a dispute or grievance between two parties that negatively impacts any aspect of the Potters House community. This includes students, parents, staff, administration, and board members.

Definitions:

- Dispute - Any disagreement that results in broken fellowship or trust between the parties, or that disrupts the lines of authority in the school, or which (in the judgment of either disputant) threatens the successful implementation of The Potters House High School objectives and goals.
- Grievance - is any concern about any decision made by one in authority, where the concern is serious enough to appeal the decision beyond that authority to the next level.

Dispute Step 1

Step 1: Go to the person who has offended you

Follow the guidelines of Matthew 18:15 and respectfully bring the concern directly to the person involved and attempt to resolve the matter one-to-one. If needed, approach the offender a second time in the presence of one or two witnesses. If the concern is not resolved, however, or if the person is in disagreement with the decision, it then becomes a grievance.

Grievance Step 2

Step 2: Appeal to the building administrator

If a parent/guardian has gone to a teacher or staff member with a dispute that was not resolved, or if a person is in disagreement with the decision, the parent/guardian should then submit that concern in writing to the administrator. The administrator will attempt to work with both parties in order to establish a resolution suitable for all involved.

- If the parent/guardian is in disagreement with the decision made by the administration, the parent/guardian may appeal the decision in writing to the superintendent.
- Any student who desires to submit a grievance should first have permission in writing from their parent/guardian.

Non-Discrimination Policy

The Potter's House does not discriminate on the basis of race, color, religion, sex, national origin, age, height, weight, handicap, or disability of limited English proficiency in any of its programs or activities. Any questions or inquiries related to the nondiscrimination policy, should be directed to the Superintendent's Office: The Potter's House, 810 VanRaalte Dr. SW, Grand Rapids, MI 49509, (616) 241-5720.