



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.

Required Documents:

- 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 (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.

After submitting a complete application with all required documents, 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 high school transcript.

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) 818-3700, if you have any questions.

Sincerely,

Elizabeth Lopez

The Potter's House Admissions Coordinator

THE POTTER'S HOUSE ENROLLMENT APPLICATION

Date Submitted: _____ Main Phone: _____ Alternate Phone: _____

Student's **LEGAL** Name: _____ Nickname: _____

Birthdate: _____ / _____ / _____ Age: _____ Sex: _____ Grade Entering: _____
Month/Day/Year

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

Place of Birth: _____ Home's School District: _____

Date Entered the U. S.: _____ Number of Years in U.S. Schools: _____ Number of Years in Schools Outside the U.S.: _____

Last School Attended: _____ Year: _____

Special Education Support: Speech ADD/ADHD Learning Disabilities Emotional Impairment
(Must include a copy of the student's I.E.P. with the application)

Special Service Support: Bilingual/ESL Counseling Occupational Therapy

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

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

With whom does student live as a permanent resident?

Both Parents Mother Only Father Only Mother & Stepfather Father & Stepmother Guardian

Custody Comments: _____

Mother's Name: _____ Email Address: _____

Cell Phone: _____ Business Phone: _____ Fax: _____

Father's Name: _____ Email Address: _____

Cell Phone: _____ Business Phone: _____ Fax: _____

Guardian's Name: _____ Email Address: _____

Cell Phone: _____ Business Phone: _____ Fax: _____

Other Children Living in the Home:

Name _____	Birth Date _____	School _____
Name _____	Birth Date _____	School _____
Name _____	Birth Date _____	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

High School Academic Probation

Academic Probation occurs when a student's GPA falls below a 1.7 (C-). The student must then fulfill all of the academic probation requirements; or face the possibility of being asked to leave The Potter's House High School.

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.

Therefore, we expect all students to meet the following expectations:

1. Participate in class & make positive contributions to the classroom-learning environment.
2. Do homework as it is assigned.
3. Attend after-school study hall for missed, late, or incomplete homework assignments. The parents for pick must arrange transportation up from after-school study halls.
4. Strive to do the best that they can in all classes.
5. Ask for help when needed and put forth the necessary effort to be succeed.
6. Understand that they are in school to work, therefore use their time in and after school, and at home in order to study and prepare to reach their academic goals.
7. Achieve a Grade Point Average (GPA) of at least 1.7 (C-) at all times.

When students meet the above expectations, it will be reflected in their academic development and in their grades. We expect students to do well in school. Poor grades are a sign that the above expectations are not being met. When academic expectations are not met, and a student's GPA is below a 1.7 (C-) in a quarter, they will be placed on Academic Probation. Continued failure to meet the academic standards will result in an administrative review of the student's enrollment at The Potter's House, including the possibility of the student being asked to leave The Potter's House.

ACADEMIC PROBATION REQUIREMENTS

1. The student **must attain a grade point average of 1.7** or better in the quarter.
2. If a student's GPA is below a 1.7 (C-) on their report card, a conference will be called with parents and school staff and a specific learning plan will be put in place.
3. The proactive plan set in motion to help and support a student will include the following:
 - a. Grade checks/progress reports will be done every **2 weeks** for students and should be sent to the student's advisor, teachers, and parents.
 - b. The student will be required to participate in two of the teacher supervised times per week in order to work on homework and to get help from teachers with areas in which he/she is exhibiting poor performance.
 - c. The student must get teacher signatures on the Academic Probation Contact Log and return them to their advisor each week.
 - d. Times for teacher contact for support are:
 - Zero hours – Monday thru Friday, 7:15 AM - 7:50 AM in the Media Center
 - 8th hours – Monday thru Thursday, 3:35P M - 4:30 PM in the Media Center
 - Advisory Intervention – Tuesday and Thursday, 11:49 AM - 12:18 PM various locations
4. Additional organizational help, coaching, and accountability checks may be part of a particular student's program for academic success as well.
5. The process for Academic Probation due to grades includes the current advocacy/dismissal process, which is available upon request.

I have read and understand The Potter's House High School expectations regarding academic achievement. I understand that my enrollment at The Potter's House High School is probationary (trial basis). I commit to meeting all academic and behavior expectations of the school.

STUDENT SIGNATURE

DATE

PARENT/GUARDIAN SIGNATURE

DATE



The
**Potter's
House**
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.

THE POTTER'S HOUSE HIGH SCHOOL GRADUATION 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 Biology A and B Chemistry A and B Science Elective
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	2 credits of one foreign language
Online Learning Experience	20 hours
Senior Project	0.5
Community Service Learning	20 hours required per year
Bible	2 credits
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.