



HIGH SCHOOL APPLICATION

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

Application Process:

Please submit your completed application with signed agreements and required documents listed below to: Elizabeth Lopez at The Potter's House, 810 VanRaalte Dr SW, Grand Rapids, MI or scan to elopez@tphgr.org.

- Required document copies:
 - 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.
 - Your student's certified birth certificate or passport.
 - All special education (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).
 - 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 office will contact you to schedule an interview. We want to make this experience the best possible for you and your child. Please feel free to call me if you have any questions about the enrollment process.

Thank you,

Kent Ezell
Admissions Director

The Potter's House

2465 28th St. SW | Wyoming MI 49519

P: (616) 818-3740 | F: (616) 249-8555 | E: kezell@tphgr.org

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

Non Discrimination Statement: 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.

THE POTTER'S HOUSE ENROLLMENT APPLICATION

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

Student's LEGAL Name: _____ Nickname: _____

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

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

Place of Birth: _____ Home's School District: _____
City / State / Country

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: _____

Support Services:

Speech ADD/ADHD Learning Disabilities Emotional Impairment

English Language Learner Counseling Speech / Occupational Therapy

Ethnic Background:

American Indian / Alaskan Hawaiian / Pacific Islander Asian Caucasian / White

African American / Black African Hispanic / Latino

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

With whom does student live as a permanent resident?

Both Parents Mother Only Father Only Mother & Stepfather Father & Stepmother Guardian / Host Family

Child Custody Comments: _____

Mother's Name: _____

Email Address: _____

Cell Phone: _____

Work Phone: _____

Father's Name: _____

Email Address: _____

Cell Phone: _____

Work Phone: _____

Guardian's Name: _____

Email Address: _____

Cell Phone: _____

Work Phone: _____

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 and Statement of Faith. 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 PHILOSOPHY STATEMENT AGREEMENT

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

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

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

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

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

Signature of Parent / Guardian

Date

THE POTTER'S HOUSE STATEMENT OF FAITH

We believe in the Triune God: God the Father, His Son Jesus Christ, and the Holy Spirit.

We believe that the Bible, God's Word, is infallible, reliable, and applicable to today's person, adult or child. The Bible is also a gift to use and to cherish.

We believe that each child is created in the image of God. The image is not restricted to any race, sex, or income level. The image of God gives each child an enormous, unique potential. Each child is a whole child possessing unique intellectual, creative, decisional, and emotional dimensions. The major goal of education is to bring each child into his or her full potential in conformance with the image of God.

We believe that the world was perfect at creation, but sin intervened, severing all people's perfect relationship with God and bringing consequences on every object and institution within the creation. God, in His love, provided Jesus Christ to pay the penalty for sin and restore each person to full favor with God. God freely calls people to accept the gift of salvation. God also requires that individuals and social groups follow in obedience to His word. He requires people to work to restore creation and overcome the consequences of sin both in the natural world and in society.

I accept without reservation the school's statement of faith,

Signature of Parent / Guardian: _____

Date: _____

The Potter's House High School Academic Probation Agreement

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

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:
 - i. Zero hour – Monday-Friday, 7:15 - 7:50 a.m. in the Cafeteria.
 - ii. 8th hour – Monday-Thursday, 3:35 - 4:30 p.m. in the Cafeteria.
 - iii. Advisory Intervention – Tuesday and Thursday, 11:49 a.m.-12:18 p.m. in various rooms.
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 that 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

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 _____ Present 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.

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 Diploma Requirements

(22 credits minimum)

The Potter's House High School graduates surpass 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 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 completed through 1-1 technology
Senior Project	0.5 credit
Bible	2 credits

- All students must complete the Senior Project and Exhibition according to stated guidelines.
- The senior year must be completed in residence.
- All students must take at least 6 credit-bearing 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 a student's Official Accommodation Plan.
- All students must fulfill the Community Service Learning requirement of 20 hours per year. This is not related to the annual enrollment-based family service commitment.