



**High School  
Parent and Student Handbook  
2020-2021**



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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 Christ-centered learning community at The Potter's House High School for 2020-2021. While we believe that you, the parents and guardians, are the primary educators of your children, we take very seriously our role in being an extension of the home to foster faith in Jesus Christ and a character that will last a lifetime.

Our high school culture has four missional components to help your child flourish as they mature throughout their high school career:

### **Christ-centered**

First, we are Christ-centered. This means that everything that we do recognizes the preeminence of Christ. This is true of our chapel services, retreats, and discipleship program; but it is also true of our curriculum, athletic endeavors, and all the other programming that we do here at The Potter's House.

### **Academic excellence**

Second, we are a College Preparatory High School. We are working as faculty and staff to prepare students for college and beyond by offering a slate of rigorous academic courses as well as programs within the school that encourage students to consider other aspects of the college experience that may be challenging for them such as social pressures and cultural differences.

### **Real Relationships**

Third, we are focused on Community. We are intentional about being inclusive of everyone in our very diverse student body. We deliberately focus on relationship building and reaching out to others who are different from ourselves in many different contexts within the life of the school and the House System, Advisory, and Class Trips are a few examples.

### **Equip**

Finally, there are many aspects of our school that focus on equipping our students. We desire to equip our students with a heart of justice, service, and resilience. Our caring teachers, our obvious and highly valued diversity, our emphasis on hospitality and stewardship, and our intentional emphasis on encouraging leadership are some of the qualities used to equip students. We are concerned about the Character of each student. We emphasize strong, positive character traits that we encourage our students to emulate. This is done in many different contexts within the programs of the school as well as in one to one relationships with teachers and mentors.

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

Yours in Christ,

Alf Clark  
Principal

## THE POTTER'S HOUSE SCHOOL CALENDAR | 2020-2021

| AUGUST '20 |    |    |    |    |    |    |
|------------|----|----|----|----|----|----|
| S          | M  | T  | W  | Th | F  | S  |
|            |    |    |    |    |    | 1  |
| 2          | 3  | 4  | 5  | 6  | 7  | 8  |
| 9          | 10 | 11 | 12 | 13 | 14 | 15 |
| 16         | 17 | 18 | 19 | 20 | 21 | 22 |
| 23         | 24 | 25 | 26 | 27 | 28 | 29 |
| 30         | 31 |    |    |    |    |    |

**20** PK-8 Parent Info. Night 7pm  
**24** First Day of School  
**24-25** HS Base Camp  
**26** PK-8 Dismissal 1:15pm

| FEBRUARY '21 |    |    |    |    |    |    |
|--------------|----|----|----|----|----|----|
| S            | M  | T  | W  | Th | F  | S  |
|              | 1  | 2  | 3  | 4  | 5  | 6  |
| 7            | 8  | 9  | 10 | 11 | 12 | 13 |
| 14           | 15 | 16 | 17 | 18 | 19 | 20 |
| 21           | 22 | 23 | 24 | 25 | 26 | 27 |
| 28           |    |    |    |    |    |    |

**19** PK-8 End of 2<sup>nd</sup> Trimester  
**22** No School Mid-Winter Break

| SEPTEMBER '20 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| S             | M  | T  | W  | Th | F  | S  |
|               |    | 1  | 2  | 3  | 4  | 5  |
| 6             | 7  | 8  | 9  | 10 | 11 | 12 |
| 13            | 14 | 15 | 16 | 17 | 18 | 19 |
| 20            | 21 | 22 | 23 | 24 | 25 | 26 |
| 27            | 28 | 29 | 30 |    |    |    |

**4-7** No School – Labor Day  
**10** HS Parent Info. Night 7pm  
**29-30** HS PTC  
**30** HS Dismissal 1:15pm

| MARCH '21 |    |    |    |    |    |    |
|-----------|----|----|----|----|----|----|
| S         | M  | T  | W  | Th | F  | S  |
|           | 1  | 2  | 3  | 4  | 5  | 6  |
| 7         | 8  | 9  | 10 | 11 | 12 | 13 |
| 14        | 15 | 16 | 17 | 18 | 19 | 20 |
| 21        | 22 | 23 | 24 | 25 | 26 | 27 |
| 28        | 29 | 30 | 31 |    |    |    |

**5** HS End of 3<sup>rd</sup> Quarter

| OCTOBER '20 |    |    |    |    |    |    |
|-------------|----|----|----|----|----|----|
| S           | M  | T  | W  | Th | F  | S  |
|             |    |    |    | 1  | 2  | 3  |
| 4           | 5  | 6  | 7  | 8  | 9  | 10 |
| 11          | 12 | 13 | 14 | 15 | 16 | 17 |
| 18          | 19 | 20 | 21 | 22 | 23 | 24 |
| 25          | 26 | 27 | 28 | 29 | 30 | 31 |

**1** HS PTC  
**13-15** PK-8 PTC  
**15** No 4-year PK School  
**16** HS End of 1<sup>st</sup> Quarter  
**16** No School  
**22-23** No School

| APRIL '21 |    |    |    |    |    |    |
|-----------|----|----|----|----|----|----|
| S         | M  | T  | W  | Th | F  | S  |
|           |    |    |    | 1  | 2  | 3  |
| 4         | 5  | 6  | 7  | 8  | 9  | 10 |
| 11        | 12 | 13 | 14 | 15 | 16 | 17 |
| 18        | 19 | 20 | 21 | 22 | 23 | 24 |
| 25        | 26 | 27 | 28 | 29 | 30 |    |

**2-9** No School – Spring Break  
**12-15** HS State Testing  
**14-15** HS PTC  
**14** HS Dismissal 1:15pm  
**20-22** PK-8 PTC  
**22** No 4-year PK School  
**23** No School  
**29** 40<sup>th</sup> Anniversary Banquet

| NOVEMBER '20 |    |    |    |    |    |    |
|--------------|----|----|----|----|----|----|
| S            | M  | T  | W  | Th | F  | S  |
| 1            | 2  | 3  | 4  | 5  | 6  | 7  |
| 8            | 9  | 10 | 11 | 12 | 13 | 14 |
| 15           | 16 | 17 | 18 | 19 | 20 | 21 |
| 22           | 23 | 24 | 25 | 26 | 27 | 28 |
| 29           | 30 |    |    |    |    |    |

**3** PK-8 Open House  
**13** PK-8 End of 1<sup>st</sup> Trimester  
**25-27** No School – Thanksgiving

| MAY '21 |    |    |    |    |    |    |
|---------|----|----|----|----|----|----|
| S       | M  | T  | W  | Th | F  | S  |
|         |    |    |    |    |    | 1  |
| 2       | 3  | 4  | 5  | 6  | 7  | 8  |
| 9       | 10 | 11 | 12 | 13 | 14 | 15 |
| 16      | 17 | 18 | 19 | 20 | 21 | 22 |
| 23      | 24 | 25 | 26 | 27 | 28 | 29 |
| 30      | 31 |    |    |    |    |    |

**18-21** HS Exams  
**20** HS Graduation  
**21** HS End of 2<sup>nd</sup> Semester  
**24-28** HS MJ Term  
**31** No School – Memorial Day

| DECEMBER '20 |    |    |    |    |    |    |
|--------------|----|----|----|----|----|----|
| S            | M  | T  | W  | Th | F  | S  |
|              |    | 1  | 2  | 3  | 4  | 5  |
| 6            | 7  | 8  | 9  | 10 | 11 | 12 |
| 13           | 14 | 15 | 16 | 17 | 18 | 19 |
| 20           | 21 | 22 | 23 | 24 | 25 | 26 |
| 27           | 28 | 29 | 30 | 31 |    |    |

**15-18** HS Exams  
**18** HS End of 1<sup>st</sup> Semester  
**21-31** No School - Christmas

| JUNE '21 |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| S        | M  | T  | W  | Th | F  | S  |
|          |    | 1  | 2  | 3  | 4  | 5  |
| 6        | 7  | 8  | 9  | 10 | 11 | 12 |
| 13       | 14 | 15 | 16 | 17 | 18 | 19 |
| 20       | 21 | 22 | 23 | 24 | 25 | 26 |
| 27       | 28 | 29 | 30 |    |    |    |

**1** 8<sup>th</sup> Grade Graduation  
**1-4** HS MJ Term  
**2** Kindergarten Graduation  
**2** PK-8 Dismissal 1:15pm – No Wed. Afternoon Classes  
**4** Last Day of School – Dismissal 12:00pm, NO LUNCH

| JANUARY '21 |    |    |    |    |    |    |
|-------------|----|----|----|----|----|----|
| S           | M  | T  | W  | Th | F  | S  |
|             |    |    |    |    | 1  | 2  |
| 3           | 4  | 5  | 6  | 7  | 8  | 9  |
| 10          | 11 | 12 | 13 | 14 | 15 | 16 |
| 17          | 18 | 19 | 20 | 21 | 22 | 23 |
| 24          | 25 | 26 | 27 | 28 | 29 | 30 |
| 31          |    |    |    |    |    |    |

**1** No School – New Year's Day  
**4** School Resumes  
**18** M.L.K. Day – Full Day  
**26-28** PK-12 PTC  
**27** HS Dismissal 1:15pm  
**28** No 4-year PK School  
**29** No School

| JULY '21 |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| S        | M  | T  | W  | Th | F  | S  |
|          |    |    |    | 1  | 2  | 3  |
| 4        | 5  | 6  | 7  | 8  | 9  | 10 |
| 11       | 12 | 13 | 14 | 15 | 16 | 17 |
| 18       | 19 | 20 | 21 | 22 | 23 | 24 |
| 25       | 26 | 27 | 28 | 29 | 30 | 31 |

**4** Independence Day

## High School Hours | Monday-Friday: 8:00 a.m.—3:25 p.m.

### Daily Schedule

| Monday, Wednesday, and Friday (Interventions)      | Tuesday (Chapel & Discipleship) and Thursday (Flex) |
|--|---|
| 8:00-8:12 a.m. ....Morning Prayer                  | 8:00-8:12 a.m. ....Morning Prayer                   |
| 8:15-9:03 a.m. ....1st Period                      | 8:15-9:00 a.m. ....1st Period                       |
| 9:07-9:55 a.m. ....2nd Period                      | 9:04-9:49 a.m. ....2nd Period                       |
| 9:55-10:05 a.m. ....Break                          | 9:49-9:59 a.m. ....Break                            |
| 10:05-10:53 a.m. ....3rd Period                    | 9:59-10:44 a.m. ....3rd Period                      |
| 10:57-11:45 a.m. ....4 <sup>th</sup> Period        | 10:48-11:33 a.m. ....4th Period                     |
| 11:49 a.m.-12:20 p.m. .... Advisory / Intervention | 11:37-12:30 p.m. .... Chapel & Discipleship/Flex    |
| 12:20-12:53 p.m. ....Lunch                         | 12:30-1:02 p.m. .... Lunch                          |
| 12:53-1:41 p.m. ....5th Period                     | 1:02-1:47 p.m. ....5th Period                       |
| 1:45-2:33 p.m. ....6th Period                      | 1:51-2:36 p.m. ....6th Period                       |
| 2:37-3:25 p.m. ....7th Period                      | 2:40-3:25 p.m. ....7th Period                       |

### High School Staff

| Administration and Support Staff | Position                             | Email                  |
|----------------------------------|--------------------------------------|------------------------|
| Brusseau, Nancy                  | Media Center Coordinator             | nbrusseau@tphgr.org    |
| Cegelis, Phyllis                 | Transportation Coordinator           | pcegelis@tphgr.org     |
| Clark, Alf                       | Principal                            | aclark@tphgr.org       |
| Dunnill, Courtney                | Psychologist                         | cdunnill@tphgr.org     |
| Faber, Terry                     | Technology Director                  | tfaber@tphgr.org       |
| Gable, Noelle                    | Administrative Assistant             | ngable@tphgr.org       |
| Groenke, Bonnie                  | Food Service                         | bgroenke@tphgr.org     |
| Harrison, Emily                  | Student Support                      | eharrison@tphgr.org    |
| Haskill, Kara                    | Athletic Director                    | khaskill@tphgr.org     |
| Hill, Colleen                    | Guidance Counselor                   | chill@tphgr.org        |
| Joldersma, Grace                 | Education Specialist                 | gjoldersma@tphgr.org   |
| Kuipers, Kevin                   | Assistant Principal                  | kkuipers@tphgr.org     |
| Rich, Carla                      | Administrative Assistant             | crich@tphgr.org        |
| Stout, Deanna                    | Guidance Counselor                   | dstout@tphgr.org       |
| VandenBerge, Karen               | Registrar, Guidance Office Assistant | kvandenberge@tphgr.org |
| Teachers and Paraprofessionals   | Subject                              | Email                  |
| Abbott, Clint                    | Economics                            | cabbott@tphgr.org      |
| Bulten, Lisa                     | Math, Science                        | lbulten@tphgr.org      |
| Caballero, Kerrah                | Spanish                              | kcaballero@tphgr.org   |
| Cole, Phil                       | Spanish, Leadership                  | pcole@tphgr.org        |
| Danke, Connie                    | Choir                                | cdanke@tphgr.org       |
| DePree, Curtis                   | Education Specialist                 | cdepree@tphgr.org      |
| Dillman, Danielle                | Math                                 | ddillman@tphgr.org     |
| Fisher, Donna                    | English as a Second Language         | dfisher@tphgr.org      |
| Glasper, Nathaniel               | Gospel Choir Director                | nglasper@tphgr.org     |
| Hoeksema, Micah                  | English, Math                        | mhoeksema@tphgr.org    |
| Hoogstrate, Jacob                | Student Life, Teacher                | jhoogstrate@tphgr.org  |
| Karsten, Neil                    | Science                              | nkarsten@tphgr.org     |
| Koster, Kristopher               | Bible                                | kkoster@tphgr.org      |
| Kremke, Tricia                   | Social Studies                       | tkremke@tphgr.org      |
| Leegwater, Nanette               | English as a Second Language         | nleegwater@tphgr.org   |
| Luginbill, Luke                  | English                              | lluginbill@tphgr.org   |
| Ophoff, Becky                    | English                              | bophoff@tphgr.org      |
| Orr, Jori                        | English                              | jorr@tphgr.org         |
| Pollert, Clare                   | Art                                  | cpollert@tphgr.org     |
| Sisco, Sara                      | Social Studies                       | ssisco@tphgr.org       |
| Solis, Lucero                    | Math, Science                        | lsolis@tphgr.org       |
| Veldman, Anna                    | English, Social Studies              | aveldman@tphgr.org     |
| VerBeek, Keith                   | Science                              | kverbeek@tphgr.org     |
| Williamson, Michele              | Math                                 | mwilliamson@tphgr.org  |

**INFORMATION AND GUIDELINES****Diploma Requirements** (22 credits minimum)

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

| <b>Subject</b>                      | <b>TPHHS Curriculum Requirements</b>  |
|-------------------------------------|---|
| English                             | 4 credits<br>English 9, 10, 11, and 12  |
| Math                                | 4 credits<br>Algebra 1<br>Geometry<br>Algebra 2<br>Math or math related (12)                                    |
| Science                             | 3 credits<br>Biology A and B<br>Chemistry A and B<br>Science Elective   |
| Social Studies                      | 3 credits<br>World History and Geography (1.0)<br>US History & Geography (1.0)<br>Civics (.5)<br>Economics (.5) |
| Physical Education and Health       | 1 credit<br>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   |
| 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 their 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.**

### Graduation Ceremony Participation

Students may participate in the graduation ceremony if they have accumulated 22 credits and have their graduation check list completed. If a student has not met all requirements for graduation participation, they will not receive a diploma or participate in the graduation ceremony. For non-graduation ready seniors, an individualized plan must be in place with a school counselor, parents and student to complete diploma requirements before the diploma is granted and the “graduated” designation is posted on the transcript.

### 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

Transcripts must be requested online at [guidance.pottershouseschool.org](http://guidance.pottershouseschool.org) at least two weeks prior to the deadline.

### Requesting A Meeting With A School Counselor

Parents or students may request a meeting with their school counselor by email, signing up in the Guidance Office, or requesting a meeting online at [guidance.pottershouseschool.org](http://guidance.pottershouseschool.org). Counselor Recommendation may be requested in the same manner two weeks prior to the deadline.

### SAT And College Application Fee Waivers

Families who qualify for free or reduced price lunch may receive up to two SAT fee waivers and four college application fee waivers. These waivers are available in the Guidance Office.

### 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  |



### **Semester Grade Determination**

Each course is divided into three portions: two quarters and a final exam. Each quarter determines 40% of the student's final grade, and the final exam determines 20% of the student's final grade. Only final semester grades are used to determine student cumulative GPA, and only final semester grades are recorded on students' transcripts. Students must pass two of the three portions of the course in order to receive credit for the semester.

### **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 his or her 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.

### **Competencies**

Some teachers use a competency-based system for tests and exams. Please see each teacher's competency requirements.

### **TADS Educate**

This is the primary tool for the high school to communicate with parents/guardians regarding academic performance. Parents/guardians and students are eligible to use TADS Educate home online portal. This service allows parents/guardians and students to use the Internet to log on to a secure website to view grades, assignments, attendance, announcements, and other data that has been posted by the high school. To gain access, please follow the link found on the school Webpage under *Check Grades*. If you have not yet been granted access, please call the high school or email [crich@tphgr.org](mailto:crich@tphgr.org) or [kvandenberge@tphgr.org](mailto:kvandenberge@tphgr.org).

### **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. Students who drop a class beyond the allowed period will receive a "Withdrawn" on their transcript.

### **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
- Must earn a C or higher to have the course paid by the State of Michigan. Students who receive a grade lower than a C will be required to reimburse all expenses to the college or the State of Michigan.
- Must abide by the drop/add deadline.

### **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](http://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 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 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. Students are required to take traditional face-to-face classes unless scheduling conflicts prevent this.
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 and administration.
4. On-line courses may be taken for credit recovery, with permission from TPHHS guidance.

### **Credit Recovery**

Please see your Potter's House school counselor for credit recovery options.

### **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 a pre-approved exam for that class with 77% or higher, as stated in the Michigan Merit Curriculum guidelines. 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. These behaviors will be addressed. 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

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:

1. Nature of the offense and circumstances that led to the offense
2. Student's prior disciplinary record
3. Effectiveness of past disciplinary action
4. Information from parents
5. Teachers, and/or others
6. 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: The Student Code of Conduct has been established as a set of guidelines, however in all cases, administrators have the final word on all behavioral misconduct, suspensions, and dismissals. Administration reserves the right to determine what constitutes appropriate behavior and dress.

## SCHOOL CULTURE

### 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 chapel, weekly chapel, and Advisory all working toward this goal**. Students are taught that our prayer life includes a balance of adoration, confession, thanksgiving, and supplication (ACTS).

### Freshmen Base Camp

Freshmen base camp is held off campus to focus on spiritual formation, academic focus, leadership training and team building. Base camp is held off-campus at the start of the school year.

### 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 3 times a week.

### Intervention

Intervention is a time to offer students extra help or acceleration in their classes. This time can also be used to take tests and quizzes. Intervention is every Friday during the advisory time-slot.

### The House System

The goal of the House System is to provide an opportunity for students and faculty to interact across grade levels. In doing so, the school community will benefit from positive peer pressure and accountability, increased school spirit, and healthy competition. In August of 2016, The Potter's House High School launched their House System. Students, faculty, and staff are divided among four houses with one 9<sup>th</sup> - 12<sup>th</sup> grade advisory in each house. Students will remain in these houses until they graduate from the high school.

Throughout the year, these four houses will compete against each other for points, which have the potential to earn their house various rewards that are awarded on a monthly, quarterly, and yearly basis. The house with the least amount of Mandatory 8th Hours and Detentions wins one of the primary competitions. Each house has:

- Their own house meetings
- Elected president
- Elected vice president
- Elected secretary
- Elected treasurer

The elected officials from each house make up the House Council. During one quarter of the school year, each house is responsible to lead the following:

- Family meal (i.e., Diversity Meal, Thanksgiving Meal, MLK Meal, Chicken Dinner Fundraiser, March Madness Meal, April Cookout).
- Evening School Activity (i.e., Hayride, Bowling, Sledding, Putt-Putt Golf).
- Monthly House Challenge (These approved house challenges should be done during lunch or an approved advisory time).
- Dance (i.e., Costume Dance, Homecoming Dance, Spring Formal).
- An activity that focuses on justice, service, and/or resilience.

### **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 and make positive contributions to the classroom-learning environment.
2. Complete homework as it is assigned.
3. Attend after-school study hall for missed, late, or incomplete homework assignments. (Parents must arrange student transportation for 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 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 and maintain 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.

## Study Halls and Advisory Study Halls

One of the gifts God has given us is time. The time given by God must be managed with great care. Part of the training our students receive is how to be a good steward of their time during study hall.

Study hall guidelines and requirements:

1. Each student must fill out an **Assignment Activity Log** and must get it signed by study hall teacher before leaving class.
2. Students who finish their school assignments before class ends or do not have schoolwork, must have an **acceptable book available, and they are expected to read their book if they are done with school assignments.**
3. Students may get a detention during a study hall for failure to comply with a reasonable request, being unprepared for class, or the following reasons:
  - a. **Failure to fill out the Assignment Activity Log.**
  - b. **Playing games on their Chromebook.**
  - c. **Spending time on social media on their Chromebook during study hall.**
  - d. **Not having an appropriate book to read.**

## Academic Probation

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.

## Voluntary Zero and 8th Hour Study Hall

TPHHS offers both voluntary Zero and 8th Hour. These are quiet, teacher-supervised study halls before and after school. These study hall opportunities provide a working environment for students who wish to complete their homework assignments. Zero and 8<sup>th</sup> Hour study hall will be held in the cafeteria, and they begin ***promptly*** at the designated time – students will not be allowed to enter late.

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

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

### **Mandatory 8th Hour**

Students that have chosen not to complete their homework assignments will be issued a **mandatory 8<sup>th</sup> hour** to be served the same day. Students who receive a mandatory 8<sup>th</sup> hour:

1. Must report to 8<sup>th</sup> hour where attendance will be taken.
2. Must call home immediately to inform their parents/guardians that they will be staying after school for 8<sup>th</sup> hour.
3. Must report to the cafeteria by 3:35 p.m. or will be marked as skipping/unexcused absence.
4. Must attend the entire 8<sup>th</sup> hour – dismissal is at 4:30 p.m.

Skipped 8<sup>th</sup> Hour: The student will be called to the office the following morning and must call their parent/guardian to schedule a meeting with the Administrator. This meeting must be scheduled before the student is allowed to attend class. If this meeting is not scheduled, the student will remain in the office until this meeting is scheduled.

### **Detentions**

Teachers and staff may assign detentions for violations of school rules or excessive behavior. Examples of excessive behavior might include, but are not limited to, 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. Issue a detention: The student will be given a yellow detention slip. This is the only notification that will be provided for the student.
3. The student will call their parent/guardian immediately to inform them that they received a detention and to arrange transportation needs.
4. If the student does not accept the detention appropriately (excessive sighing, crumbling up the detention slip, throwing the detention slip away, etc.), they will be sent to the office.

Detentions may be served after school or in the morning during Zero Hour. After school Detentions are held in the cafeteria every Monday-Thursday beginning **promptly** at 3:35 p.m. and ending at 4:30 p.m., and Zero Hour Detentions are held in the cafeteria every Monday-Friday beginning **promptly** at 7:15 a.m. and ending at 7:50 a.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 Administrator 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 **before the allotted time** will receive additional detentions. Students with behavioral problems during detention will be assigned Saturday School.

Detention requirements:

1. Arrive before 3:35 p.m. if the detention was scheduled after school.
2. Arrive before 7:15 a.m. if the detention was scheduled before school.
3. The student must bring homework or a book to read.
4. The student must refrain from talking to other students.
5. No electronics are allowed or in use during detention. This includes Chromebook, headphones, iPod, iPad, cellphone etc.
6. Community service may be required and takes precedence over academics during this time.

If a student does not follow the requirements while in detention, they will be asked to leave detention, parents will be notified and the student will receive a Saturday School.

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

**1<sup>st</sup> offense:** The student will be called to the office the next school day and must call their parent/guardian to schedule a meeting with the Administrator. This meeting must be scheduled before the student is allowed to attend class. If this meeting is not scheduled, the student will remain in the office until this meeting is scheduled and 2 detentions will be assigned.

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

### **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 Administrator to reschedule but they must do so before noon the day before the scheduled SS. All requests to reschedule must be approved by the Administrator.

- Promptness counts: SS begins promptly at 9:00 a.m. All students must report between 8:50-8:59 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:**

**1<sup>st</sup> offense:** The student will be called to the office the next school day and must call their parent/guardian to schedule a meeting with the Administrator. This meeting must be scheduled before the student is allowed to attend class. If this meeting is not scheduled, the student will remain in the office until this meeting is scheduled and 2 Saturday Schools will be given.

**2<sup>nd</sup> 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 include the following, but not limited to:

1. Use or possession of illegal substances (cigarettes, e-cigarettes, vaping, illegal drugs, alcohol)
2. Fighting, verbal or physical harassment of another student
3. Verbal assault of a student or staff member
4. Verbal aggression or profanity toward a student or staff member
5. Major destruction of property, use of sexually explicit language
6. Possession of weapons or hazardous materials.
7. Bullying.

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. While on suspension, the parent/guardian must schedule a reinstatement meeting with the Administrator.



**Detention to Suspension Scale**

| <b>Detention to Suspension Steps</b> | <b>Total Detentions</b> | <b>Suspension Consequences</b>  |
|--------------------------------------|-------------------------|---|
| Step 1                               | 4                       | One day Saturday School Suspension (SS) / Parents notified  |
| Step 2                               | 8                       | 2 day out-of-school suspension / Parents notified / *Reinstatement meeting with parents / **Behavioral Intervention Plan (BIP) / ***Behavioral Contract (BC)      |
| Step 3                               | 12                      | 3 days out- or in-school suspension / Parents notified / *Reinstatement meeting with parents / **Behavioral Intervention Plan (BIP) / ***Behavioral Contract (BC) |
| Step 4                               | 16                      | 5 day out-of-school suspension, *Reinstatement meeting, ***Behavioral Contract (BC) and possible dismissal 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. The meeting is with the administrator, parent, and student. The meeting will focus on what happened and how to move forward at TPHHS or another 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. Bi-weekly meetings with parent, student, and administrator may be required to review the plan.

\*\*\*BC: all behavioral contract decisions are final. If a student does not meet the BC requirements the student will be removed from school immediately. Mandatory bi-weekly meetings with parent, student, and administrator are required to review the BC and access progress.

**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

**Use of Cell Phones and Other Electronic Devices**

Cell phones and other electronic devices are not to be used or visible during regular school hours of 8:00 a.m.- 3:25 p.m. 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.

If students need to make a phone call, they may go to the school office and use the school phone. Only with permission and under rare occasions will the student be allowed to use their personal cell phone IN THE OFFICE.

The following action will be taken with cell phones/electronic devices in use or visible during regular school hours (8:00 a.m. – 3:25 p.m.):

1. The teacher will confiscate any **visible** cell phones/electronic devices and take it to the front office. The student's cell phone or other electronic device will remain in the Administrator's office until their parent/guardian schedules a time during regular school hours to pick it up.
2. If the student continues to violate the use of cell phones and/or other electronic devices, a meeting will be scheduled with the parent/guardian and the Administrator.

## **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 \$100)**

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

### **Major offense (\$100 and above)**

- 1<sup>st</sup> offense**—Out-of-school suspension for 2 days, parents will be notified, and restitution paid
- 2<sup>nd</sup> offense**—Out-of-school suspension for 5 days, parents will be notified, and restitution paid
- 3<sup>rd</sup> 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.

## **SAFE SCHOOL**

Providing a safe school environment for its students, staff, parents/guardians, and volunteers is of the utmost importance to The Potter's House. By implementing the following policies, our goal is to protect the students from incidents of misconduct or inappropriate behavior while also protecting staff and volunteers.

The Potter's House will incorporate information regarding safe school policies into school employee training programs and handbooks.

## **Volunteers, Parents, Guardians, And Relatives**

The Potter's House has an outstanding parent participation and volunteer program. Education is most successful when family and community environments are supportive of learning. For this reason, parental and volunteer participation is encouraged, and the following policies have been established to provide a safe, secure environment for students, parents/guardians, volunteers, and staff.

### **Volunteers:**

The volunteer coordinator is responsible for recruiting community volunteers, reviewing their capabilities, and making appropriate placements. Prospective volunteers must complete and sign a written application form that will provide basic information.

Upon completion of the application, a face-to-face interview will be scheduled with the applicant to discuss their eligibility and the school's expectations. Before the applicant is permitted to work with children, they will be asked to sign a background check authorization form allowing The Potter's House to run a criminal background check through the central registry for child abuse and neglect; Sex Offenders Registry (SOR) list and the Internet Criminal History Access Tool (ICHAT) criminal history records check. The volunteer coordinator will check two of their personal references. Documentation of the application, authorization, and reference checks will be maintained in confidence on file in the volunteer coordinator's office.

### **Parents/guardians and Program Volunteers:**

A comprehensive background check will be required of all persons (parents, guardians, program volunteers, and relatives) who desire to work with students in our programs and activities. Parents/guardians will be asked to sign a background check authorization each year at enrollment. Those who have given authorization will be screened through the Sex Offenders Registry (SOR) list, and the Internet Criminal History Access Tool (ICHAT) criminal history records check. The background check authorization and all reports will be maintained in confidence on file in the business office.

If an individual declines to sign the authorization form, they will not be able to work with children at The Potter's House. The business and finance manager will alert administrators to any disqualifying offense that will keep an individual from working with children.

### **Parent/Volunteer Driver Qualifications**

Parents/guardians and volunteers who would like to chaperone on field trips must be screened through the Sex Offenders Registry (SOR) list, and the Internet Criminal History Access Tool (ICHAT) criminal history records check.

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

- Have a valid driver's license and be at least 21 years of age.
- Have full automobile liability insurance coverage.
- Have sufficient number of seat belts and approved booster seats for children who are both under eight years old and less than four feet nine inches tall to transport their assigned students.
- Be able to follow all instructions provided by the teacher or the school.

### **Criminal History Report Confidentiality**

All information and records obtained from criminal background inquiries and disclosures are to be considered confidential and will not be released or disseminated to those not directly involved in evaluating the applicant's qualifications. Records involving misdemeanor convictions for sexual or physical abuse or any felony will be available to administrators directly involved in evaluating the applicant's qualifications. Individuals convicted of crimes listed in Section 2 of the Sex Offender Registry Act, MCLA 28.722, shall not be allowed to work in the school. Violation of confidentiality is considered a misdemeanor punishable by a fine up to \$10,000.

Initial notification, provided from the Michigan Department of Education or Michigan State Police regarding potential school employees with criminal convictions, are marked "criminal conviction" *only* and shall be exempt from disclosure under the Freedom of Information Act (FOIA). The official detailed report will arrive within fifteen days. Only information about felony convictions or misdemeanor convictions involving physical or sexual abuse may be disclosed in reference to a FOIA request.

Criminal history reports may be released with the written authorization of the individual only.

Records may also be released, in accordance with statute, upon the request of the school district, intermediate school district, public school academy, or nonpublic school when the individual is an applicant for employment at such school and there has been no separation from service, as defined in this policy and by statute.

### **School Security**

All parents, visitors, and volunteers must sign in at the school office immediately upon entering the building and wear a name badge. Prior to leaving the building, they must sign out at the office. Office personnel must escort first-time visitors through the building or office personnel may call the requested staff member to the office to meet their visitor. Employees will wear school-issued identification during the school day.

For the safety of our students: All students, family members, volunteers, and visitors are expected to enter the building using the controlled entrance in the office. Other entrances should not be unlocked or blocked open at any time.

### **Leaving During School**

For your children's safety, students should never leave school for any reason during the day without checking out through the office. Only the parent / guardian may sign-out or give permission for a student's early dismissal. Only family or authorized adults listed in the school management system may pick-up a student with parent / guardian permission.

- High School Procedures:
  - Students may be dismissed for an appointment or illness with parent / guardian permission. Students will be called to the office to meet their parent or to sign-out before driving to their appointment.
  - Students must sign-out in the office before leaving school and sign-in when they return.
  - Seniors with off-campus lunch privilege must sign-out in the office when leaving campus and sign-in when they return.
- Adult school employees may take a student home with permission from the student's parent / guardian.
- Students will not be released to a person other than a parent / guardian during school hours without permission from the parent or legal guardian. Teachers may not release a child to the noncustodial parent without permission from the custodial parent. Separated or divorced parents may not use the school as their meeting place.

## **Harassment**

The Potter's House intends to provide its employees and students an environment that is free of offensive kinds of behavior. Conduct, 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.

The Potter's House does not condone or allow harassment of others, whether engaged in by employees, supervisors, students, or other persons who may be present in our facilities.

Any person who believes he or she has been subjected to harassment should report it immediately to an appropriate superior. Students may report to a Teacher, counselor, or Administrator. Employees may report to the Administrator or any school Board member. Each report will be given serious consideration and investigated thoroughly. Appropriate action will be taken to eliminate such harassment.

All reports of harassment and subsequent investigations will be handled discreetly to protect the privacy of the person making the report. Any person who is determined to have violated this policy will be subject to corrective action and discipline, including the possibility of termination or expulsion.

The administrator or his/her designee at each school is responsible for receiving complaints alleging violations of this policy. All school employees are required to report alleged violations of this policy to the administrator or his/her designee. All other members of the school community, including students, parents, volunteers, and visitors are encouraged to report any act that may be a violation of this policy. Reports may be made anonymously, but formal disciplinary action may not be solely on the basis of an anonymous report.

## **Sexual Harassment**

Sexual Harassment by employees, volunteers, students, or visitors 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. All contact between employees, volunteers, students, visitors should be in keeping with respect for the individual, be of a nature that does not make anyone 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 And Cyberbullying**

Providing a safe school environment for our students is of the utmost importance to The Potter's House. Bullying is a repeated abuse of an individual over a period of time by other individuals. Bullying can take many forms including any combination of physical, emotional, written, and verbal abuse. All forms are unacceptable in our schools.

Cyberbullying is intentional wrongdoing, and the cyberbully can be held responsible by a court of law under the following circumstances:

- Publishing a false statement about another that is damaging to their reputation.
- Publicly disclosing a private fact about another.
- Breaking into someone's account.
- Purposely causing someone emotional distress.

All reports of bullying and cyberbullying and subsequent investigations will be handled confidentially to protect the privacy of the individual making the report. Anyone who is determined to have violated this policy will be subject to corrective action and discipline, including the possibility of termination or expulsion.

## **TPH HIGH SCHOOL 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.
6. Hats, bandannas, doo-rags, and sweatbands are not allowed.
7. Sweatshirts, hooded shirts or hooded sweaters (pullover or zippered), and non-Potter's House athletic jackets are not allowed. Overcoats may not be worn in class at any time.
8. No outdoor apparel may be worn during school hours.
9. Military-style camouflage, skull, crossbones, and vulgar language/images on clothing are not allowed.
10. Jeans or denim pants are not allowed.
11. Shoes must be worn. For safety reasons, moccasins, slippers and slides are not allowed.
12. Uniform-style shorts will be permitted. Shorts must be knee length and are subject to school approval. Cargo shorts (shorts with side pockets) are not allowed.
13. Students must wear dress code appropriate game day apparel.
14. Students are allowed to wear Potter's House retreat, praise band and choir, or approved spiritual emphasis t-shirts on chapel days.
15. Students are allowed to wear Potter's House athletic gear such as: Quarter-zip, jacket, and vest.

### **Business Casual Attire for Men**

#### **Shirts**

- Button down shirts may be long-sleeved or short-sleeved with collar. Shirts must be buttoned to a modest level.
- Polo shirts with or without The Potter's House logo are acceptable.
- Polo shirts with a small company logo are acceptable.
- Shirts may have patterns but no printing or words.

#### **Sweaters**

- Business-appropriate sweaters, vests, and jackets may be worn over a collared shirt.
- Fleece, T-shirts, and sweatshirts are not allowed, and 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.
- Sweatpants, athletic pants, and cargo pants (pants with side pockets) are not allowed.

## **Business Casual Attire for Women**

### **Blouses**

- Blouses should fit comfortably and be buttoned to a modest level.
- Blouse material may have patterns but no printing or words.
- Turtleneck tops/sweaters may be worn.
- 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 at the collarbone, bust-line, or below the blouse hem.
- 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.
- Polo shirts with or without The Potter's House logo are acceptable.

### **Sweaters/Vests**

- Business-appropriate sweaters and vests may be worn over a blouse.
- Fleece and sweatshirts are not permitted and may not be worn as a sweater.
- T-shirts worn under open sweaters are not allowed.

### **Pants**

- Dress pants should be neat, in good condition, and be relatively loose fitting.
- Yoga pants, leggings worn as pants, sweatpants, athletic pants, and cargo pants (pants with side pockets) are not allowed.

### **Skirts/Dresses**

- Skirts and dresses should be business-appropriate in style and fit.
- Skirts and dresses are to be mid-thigh or longer (in the front and back including slits). If dresses or skirts do not reach the knee, they must be worn with opaque leggings.
- Halter-style, tanks, or scoop and V-neck dresses that reveal cleavage are not allowed.
- 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:

1. We believe that our time is a gift from God that we need to use wisely.
2. We also seek to instill in our students positive habits for the future.
3. Students cannot achieve their full potential when class discussions, assignments, and labs are missing. Merely making up work does not compensate for this loss.

### Excessive Absences

1. Because The Potter's 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.
2. The school will make every effort to notify parents by phone, email, or mail when there are attendance concerns with a student. But, failure to do so will not ensure that the student will receive credit when a student has exceeded 10 allowed absences per class in a semester.
3. Any student who exceeds the 10 allowed absences must schedule a meeting with the Administrator immediately the next day they are in school to come up with an Attendance Plan.

### Attendance Procedures for Students and Parents

1. Parent or Guardian must call in an absence to the school office (616-249-8050) and **give the reason for the absence or send a note to school with the student giving the reason for the absence.** The phone call must be made by 8:10 am on the day of the absence.
2. Failure to call will result in an unexcused absence. Unexcused absences can be removed by a phone call from the parent/guardian within 24 hours. Voicemail is available 24 hours a day to receive messages if necessary.
3. **Students who arrive after first hour has begun must sign in at the office.**
4. **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.**
5. 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.
6. If parents are away from home, notes and phone calls will be accepted from a person designated by the parents. The school should be informed of the person responsible for the student before parents leave.

### Excused Absence

Excused Absences include unavoidable absences such as:

1. Illness.
2. Funerals for relatives or close friends.
3. Students that have doctor, dentist, and medical test appointments must bring a note from the appointment to be excused.
4. Appointments in court or appointments with counselors.
5. College visit – *College Visit Permission Form* must be completed and turned in to the office 2 days before the college-visit for the absence to be excused.
6. Family emergency.

Family Vacations and Hunting: Absences such as family vacation, hunting, etc., should be planned to coincide with scheduled school vacation time. 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 has not called or notified the school office within 24 hours of the absence. A few examples of unexcused absences, but not limited to:

1. Not have a parent or guardian call the school office within 24 hours of the absence.
2. Missing a class or leaving school during school hours for any reason without getting permission from the office.
3. Arriving to class more than 10 minutes late without an acceptable reason.
4. Tiredness, lack of sleep or over-sleeping.
5. Running errands for parents or other persons
6. Hair appointments.
7. Working at home or elsewhere.
8. Missing the bus.

School-sponsored activities such as mixers, retreats, class trips, and job shadows are considered school days. Attendance at these functions is mandatory. **These absences will count toward the 10 allowed absences per class in a semester.**

***Consequences for Unexcused Absences are handled by Administration and accumulate Quarterly:***

**1st offense:** One detention and parent notification.

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

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

**4th offense:** A 5-day OSS, a parent 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 bell rings. Students who are tardy should report directly to class, and the teacher will mark them as tardy on the daily attendance sheet. **Students who arrive at school more than 10 minutes after the bell rings must report to the office and sign in. After 8:10 a.m., a student is considered absent. A student arriving late, after 8:00 a.m. and before 8:10 a.m., is considered tardy and will receive a detention.** There is no such thing as an excused tardy unless the late arrival to class was caused or approved by a school employee, and a written note accompanies the student. Every 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:

1. The students have extenuating circumstances for their absences on which to appeal the attendance policy.
2. Students appealing the policy must have a passing average in the course.

The attendance appeal committee will consist of the counselor and administrators and will meet at the end of each semester to consider all attendance appeals. Your attendance records, disciplinary records, and teacher recommendations will be considered in making a decision.

### **Leaving School/Skipping Class**

Students are not allowed to leave the school building during the school day except by request of a teacher or by permission of the Administrator; the student must sign out in the front office before leaving the building. Students are expected to remain at school and indoors 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 or skipping class 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 the BIP and possible removal from school.

### **Senior Privileges**

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 will be handled case-by-case and the decision is final and non-negotiable. These consequences will be effective for the remainder of the school year.

A senior is allowed to go off campus for lunch in the second quarter and future quarters if the student has maintained excellent behavioral status (i.e. no detention, Saturday School, or Suspension in the first quarter).

The student will lose their senior privileges for the rest of the quarter if any of the following occur (unless there are extenuating circumstances):

1. Getting food for other students, including seniors or having food delivered to the high school.
2. Late for 5th period class because the student was out to lunch or had to wait for food
3. Asking teacher or staff to bring food to 5th period class
4. Violating the Student Code of Conduct (Please see Handbook) out in the community or breaking the Law.
5. Not signing out at the front office when leaving for off campus lunch or signing back in when the student returns.
6. Receiving a detention, Saturday School or Suspension.

### **Dance Guidelines**

School sponsored dances are held for the enjoyment of students and their registered guests. A student may register no more than one student guest. Guest registrations must be obtained no later than one week before the dance. Individual guests that are not registered may not be allowed into the dance at the discretion of the administration. Students will be held responsible for the behavior of their guests. Students are required to abide by the dance rules and Student Code of Conduct established by The Potter's House High School administration. Conduct contrary to regular school expectation, for example: disrespect for authority, disruptive behavior, fighting, smoking, will result in disciplinary action. The student's parent/guardian will be called to pick him/her up from the activity and he/she will be subject to disciplinary action. Students in possession or using alcohol (any level of alcohol content) or drugs prior to or during the activity or dance will be subject to disciplinary action.

### **General Guidelines**

1. Lighting during dances will be maintained at a level determined by the school administration.
2. Music containing profanity or vulgarity will not be allowed at dances. School administration will have final determination of what is deemed appropriate.
3. All dances will end at 11:00 p.m. at the latest.
4. Students and their guest must sign-in when entering the dance.
5. Students must sign-out when leaving the dance.
6. Students will not be allowed re-entry once they have signed-out and left the dance.
7. All Student Code of Conduct rules apply, with the exception to school dress code.

### **Dance Guidelines**

1. All dancing should be face to face (no back to front dancing).
2. There will be No grinding between dancers.
3. Any dancing depicting lewd, lascivious acts, or involving violent physical contact presenting a danger to the dance environment (i.e. moshing) will **Not** be allowed.
4. All dancers must remain on the ground and no lifting or carrying of dancers will be permitted.

### **Dress Guidelines**

1. Do not wear jewelry or attire that presents safety concerns.
2. No casual head gear (baseball caps, visors, doo rags etc..).
3. No ripped clothing or clothes with holes.
4. No wearing of blue jeans, shorts, or T- shirts allowed at formal dances.
5. Dresses should be an appropriate length at mid-thigh length or longer.
6. Dresses should have a modest neckline exposing no visible cleavage.
7. Dresses should not have slit that shows undergarments or runs past the mid-thigh.
8. Dresses should not expose the navel or below the navel.
9. Dresses must have side panels.
10. Dresses that are backless or strapless must meet the listed requirements.

School administration has final authority on what is determined acceptable dance attire. Failure to follow these guidelines may result in the student being asked to leave the event without a refund and further disciplinary actions may be given.

### **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 that are not supervised by a staff member may not be in school after 3:30 p.m. 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 provides numerous after school curricular and extracurricular activities. The goal of athletics at The Potter's House and all extracurricular activities is to build the character of Christ through the highest level of competition and beyond. 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.

### **In-Season Eligibility**

1. Eligibility reports are run every 2-3 weeks during the fall, winter, and spring athletic seasons and administered by the Athletic Director.
2. If a student is failing a class or has less than a 2.0 GPA during the time of an eligibility report, the student will be ineligible for the upcoming week (Sunday – Saturday). The athletic director will check their grade again on the Friday of their ineligibility. If a student has raised their grade to passing and a GPA above 2.0, they will be considered eligible for the upcoming week. If a student continues to fail a class or carry a GPA that is lower than 2.0, they will remain ineligible until a passing grade is achieved.
3. During ineligibility, student athletes are expected to participate in practice. They may attend game events but they are not permitted to wear the school uniform or participate in the event. Coaches may use their discretion about attendance at practice or games during ineligibility. If a coach believes the student would best benefit from increased time to complete assignment and catch up on work then they may suggest the student to miss games or practices.
4. Special consideration may be given to a student that shows a failing grade or who has a GPA lower than 2.0 if the teaching staff feels that circumstances warrant a review of the individual situation. If this is the case, the student's teachers will give consideration to the student's performance in relation to their ability and behavior.

### **Semester Eligibility**

According to MHSAA, if a student fails 66% of their classes in a semester, they will be ineligible in all athletics for the subsequent semester. Students may earn credits through summer school or other academically approved activities to become eligible.

### **Behavioral Eligibility**

1. Any time a student is suspended by the school for behavioral issues (in-school and/or out-of-school), they may not participate in any athletic practice or competition during the suspension.
2. Suspended student athletes may not be in attendance at any athletic event in which the team they are on is participating until the suspension is lifted.
3. If a student has an unexcused absence from school for any part of the day, they will be ineligible to participate in after-school athletic activities (games or practices). Students must be in class or receive an excused absence from a parent/guardian in order to be eligible.

**Alcohol, Tobacco, E-Cigarette (Vaping), Drugs, Illegal Acts**

Student athletes may not possess and/or use any tobacco products, drugs including drug paraphernalia, steroids, and/or alcoholic beverages.

**First Offense:** Suspension from all extra-curricular activities for 40% of the contests or competitions in the current season and/or the next season of competition.

**Second Offense:** Suspension from all extra-curricular activities for 100% of the contests or competitions in the current season and/or the next season of competition. If suspension occurs during the beginning of the season, the student may become eligible for the next season of athletics if the student completes up to 40 hours of community service. (Community service is to be completed *before* the student may resume competition).

**Third Offense:** Suspension from all athletic activities for remainder of career. Student will face other consequences deemed necessary from the Administrator or Athletic Director.

## **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 7:40 a.m. Students will be returned to the elementary / middle school 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 7:40 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 3:40 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.

### **Shadow a Student Program**

The Shadow a Student Program allows prospective students to spend a partial (1-2 hours), half-day (7:50 a.m. - 12:20 p.m. or 1:00 p.m. - 3:25 p.m.) or full day (7:50 a.m. - 3:25 p.m.) with a current Potter's House student. During this visit the student will get a real experience of what it's like being a student at The Potter's House High School.

The program runs throughout the school year with the exception of holidays, vacations, and final exam periods. To schedule please contact the high school front office at least 24 hours before the desired date. Please have the student bring their own lunch and inform the office if there is a particular student they wish to shadow.

## **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.

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 soccer 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 or parking violations. 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 must have written permission from a staff member and/or verbal permission from office staff to make any calls.

Students may not come down in groups. Only the person who needs to use the phone should come to the office. If students would like to use the office telephone, they **must first ask the front office staff and must fill in the phone log**. Students will be allowed to make calls for the following reasons:

1. To inform home of an 8<sup>th</sup> hour or detention
2. Dress code violation
3. After-school activity change
4. Sick
5. Transportation

## **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 preschool 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 and \$60 technology 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, 2020. 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/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. School closing decisions are made by administrative staff with the safety of students in mind. Adverse weather conditions and other emergency situations may make it necessary to cancel school. In the event of a school closing, an announcement will be made by text message and email through the school communication system and local radio and television stations.

### **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 Potter's 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 Potter's 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.

## TECHNOLOGY TERMS OF USE

### The Potter's House High School Acceptable Use Policy

This agreement defines, but does not limit, The Potter's House School view of the acceptable use of Technology Resources. The agreement provides, but is not limited to, rules and regulations users of Technology Resources must agree to and abide by while using Technology Resources. Though reviewed every year, this agreement applies to your entire time as a student at TPHHS

All technology resources provided by The Potter's House School are a privilege and administration may rescind those privileges at any time and for any reason.

The Potter's House High School reserves the right to monitor and investigate all use of its Technology Resources. Technology Resources include but are not limited to all data access while using its resources. Data includes and is not limited to the following:

- Email
- All Google Accounts (Docs, Drive, Sheets, Forms, and any other Apps Accessed)
- Computer Files
- Sent or Received Transmissions

Administration, at its discretion, reserves the right to review and remove any material that can be considered vulgar, cruel, offensive, demeaning, intimidating, insulting, sexually explicit, or that otherwise violates this agreement.

All use of Technology Resources is for the sole use of the registered student. Users are responsible for account/passwords as well as all information, content, and data accessed with account/password. Use of an account not belonging to that specific user is prohibited and the administration reserves the right to implement disciplinary action as it sees fit.

State and federal technology laws that can lead to major legal consequences:

1. Michigan is a two-party consent state when it comes to recording. Therefore, it is against the law to record someone without their permission on private property or the consent of the owner of the property.
2. It is against the law to view pornography of any nature if you are under 18. This does not give you permission if you are over 18, but it no longer is a violation of state law.
3. It is against the law to take or be in possession of pornography if you are under 18, even if you are the minor in question. Do not take, or be in possession of, explicit images of any student, including yourself.

User may not use Technology Resources to engage in bullying. Cyber-bullying refers to any harassment that occurs via the use of Technology Resources. Technology Resources used to intentionally harm others through hostile behavior such as sending text, emails, images, or anything that can be deemed as threatening will result in investigations and disciplinary actions according to the Student Code of Conduct Policy in the Student Handbook.

Improper use of Technology Resources may result in suspended use of Technology Resources and the user may be subject to disciplinary action such as detention, suspension, and expulsion from The Potter's House School.

Improper use is defined as but not limited to the following:

- Attempting to or accessing content of a sexual nature
- Attempting to or accessing obscene, pornographic, profane, or vulgar content
- Cyber bullying
- Sexting
- Vandalism, theft, or destruction of digital data
- Hacking or accessing information belonging to others
- Unauthorized downloading, copying of copyrighted material

- Allowing others to access or use your account
- Attempting to or disabling any security features
- Altering system software without permission
- Using Technology Resources in a way that violates federal, state, or local laws

Improper use violations in a given school year, depending on severity, will result in, but not limited to:

**1st violation:** A. email warning B. meeting. C. parent meeting D. technology restrictions E. Combination of A-D.

**2nd-more violations:** A. meeting. B. parent meeting C. technology restrictions & student technology plan D. Combination of A-C.

High school administrators will be kept in the loop and further discipline may occur. User must report any content that you view or receive via Technology Resources that is inappropriate or that makes you feel uncomfortable, harassed, threatened, or bullied or that has sexually explicit content.

It is the responsibility of the user to use the Technology Resources properly and users will be held accountable for any damage to or replacement of the Technology Resources caused by the user's inappropriate use.

## Chromebook Agreement

### Student Chromebook Accountable Use Agreement

*I agree to follow the rules and regulations of this agreement, including those that may be later added.*

*I also agree to follow The Potter's House Code of Conduct regarding acceptable behavior, and cyber-bullying.*

*I understand that data I send and receive using Technology Resources is not private.*

*If a user is issued a Chromebook or other school device, the device is to be used primarily for school related tasks.*

*The Potter's House School reserves the right to charge the user for the cost of any repair to, or replacement of, any device that is damaged or defaced.*

*I give consent to The Potter's House School to monitor, inspect, and review my use of Technology Resources, including any electronic communication that I send or receive using Technology Resources.*

*I release The Potter's House School from all liability related to my use of Technology Resources.*

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### Parent/Guardian Chromebook Agreement

*I have reviewed the Accountable Use Agreement and I release The Potter's House School from all liability to my child's use of the Technology Resources.*

*I authorize The Potter's House School to consent to the sharing of information about my child to website operators as necessary to enable my child's participation in any program, activity, or assignment.*

*I understand that any and all data sent or received is not private. I give The Potter's House School consent to monitor, inspect, and review the use of my child's use of Technology Resources.*

*I authorize The Potter's House School to review, access, and investigate any electronic communications that are sent or received via Technology Resources.*

*I have read and understand the Acceptable Use Policy of The Potter's House School. I agree to adhere to its guidelines.*

**Parent/Guardian Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

**The Potter's House High School Service Plan**

The Potter's House School will provide service for Chromebooks. An annual Technology Fee of \$60 will be assessed each year. A maximum family Technology Fee of \$120 will be applied to families with 3 or more students attending TPHHS. Your son/daughter will not receive a Chromebook until this fee has been paid or arrangements have been made with the business office. If you have any concerns regarding the Technology Fee please contact Sandy Gardner at (616) 818-3710.

The service plan **does not** cover loss or theft of a Chromebook and/or damage caused by intentional misuse. The Potter's House School reserves the right to review the damage and determine if the damage was accidental or due to misuse. If it has been determined that damage was caused by intentional misuse and or abuse, parents/students will be charged the full replacement cost of the device. If it has been determined that the damage was caused accidentally, The Potter's House School will apply the following deductible plan.

| <b>Annual Technology Fee (enrollment fee)</b> | <b>Deductible Claim #1</b> | <b>Deductible Claim #2</b> | <b>Deductible Claim #3</b> |
|---|----------------------------|----------------------------|----------------------------|
| \$60  | \$0                        | \$25                       | \$50                       |

After the third claim The Potter's House School administration will review if the student's Technology Resources privileges will be revoked.

By signing this form, you agree to the terms set for by this service plan.

**Student Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_