



Elementary/Middle School Parent and Student Handbook

2023-2024

810 VanRaalte Dr SW Grand Rapids, MI 49509
(616) 241-5202 – Phone
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www.tphgr.org

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Mission

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

Vision

The Potter's House, as a community of learners, will relentlessly pursue deeper discipleship with Jesus Christ and continually discover new ways to equip students to follow God throughout a lifetime of faithful service in the kingdom of God. We envision The Potter's House as a place to continue fostering deep relationships with all in our community. Through dependence on prayer, we will expand our voice and advocate for a model of Christ-centered education in under-resourced neighborhoods.

Nondiscrimination Policy

The Potter's House does not discriminate based on 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.

Philosophy Statement

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

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

At The Potter's House, we strive to form students as writers, readers, speakers, mathematicians, scientists, and disciples to equip them to serve God and society to their fullest potential. In developing these identities, we want to guide them joyfully to understand God's creation and establish His Kingdom in our neighborhood, city, and world.

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

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

RPC Staff Directory

Name	Title	Email
Ackerman, Carla	Middle School Education Specialist	cackerman@tphgr.org
Anible, Jennifer	Elementary School Counselor	janible@tphgr.org
Baker, Amanda	Elementary Education Interventionist	mbaker@tphgr.org
Basinger, Randy	PE Teacher, Wednesday Program Director	rbasinger@tphgr.org
Beals, Cheri	Executive Assistant	cbeals@tphgr.org
Beukema, Shelby	Grades 2/3 Teacher	stoth@tphgr.org
Boerman, Jayne	Grades 2/3 Teacher	jboerman@tphgr.org
Boonstra, Beth	EL Math, Academic Interventionist	bboonstra@tphgr.org
Booy, John	Superintendent	jbooy@tphgr.org
Cain, Brad	Fine Arts Director	bcain@tphgr.org
Carrillo, Charisse	Food Service Director	ccarrillo@tphgr.org
Clark, Samantha	Preschool Teacher	sclark@tphgr.org
Davies, Marissa	Grades 4-8 Receptionist, Secretary	mdavies@tphgr.org
DeBruin, Diane	Preschool-1st Education Specialist	ddebruin@tphgr.org
DeJong, Kathy	Wonder Academy Director & Teacher	kdejong@tphgr.org
DenBraber, Jill	Grades 6/7 Reading Teacher	jdenbraber@tphgr.org
Deur, April	PK-8 Dean of Students	adeur@tphgr.org
DeWeerd, Gabriela	Grade 1 Teacher	gdeweerd@tphgr.org
DeYoung, Tim	Grades 6-8 Gospel Choir	deyoung@tphgr.org
Escabi-Johnson, Neomi	Elementary/Middle School Morning Program Coordinator	nescabi@tphgr.org
Faber, Terry	Technology Director	tfaber@tphgr.org
Figueroa, Tricia	Middle School Title 1, Robotics Coach	tfigueroa@tphgr.org
Glanz, Jill	Elementary/Middle School Art Teacher	jglanz@tphgr.org
Gardner, Sandra	Personnel/Payroll and Accounts Receivable Manager	sgardner@tphgr.org
Garvey, Michael	Grades 4/5 Teacher	mgarvey@tphgr.org
Gauger, Ronda	English Language Learner, Title 1 Teacher	rgauger@tphgr.org
Green, Andrea	Middle School Language Arts, Social Studies Teacher	agreen@tphgr.org
Guzniczak, Molly	Elementary Paraprofessional	mguzniczak@tphgr.org
Helm, Randy	Director of Finance	rhelm@tphgr.org
Hinken, Amanda	Grades 4/5 Teacher	ahinken@tphgr.org
Hoekzema, Luanne	Middle School Education Interventionist	lhoekzema@tphgr.org
Hofman, Aubree	Middle School Dean of Students	ahofman@tphgr.org
Hofman, Sam	Grade 8 Bible, Math Teacher	shofman@tphgr.org
Hoogstrate, Jacob	Middle School Principal	jhoogstrate@tphgr.org
Hyma, Alicia	Grades K-8 Title 1 Teacher	ahyma@tphgr.org
Isaacson, Ann	Grades 5-12 Band Director	aisaacson@tphgr.org
Johnson, Maria	Elementary Paraprofessional	mjohnson@tphgr.org
Jones, Dante	Elementary/Middle School Counselor	djones@tphgr.org
Korc, Mali	K-3 Paraprofessional, Instructional Aide	mkorc@tphgr.org
Kong, David	Wonder Academy, Grades 6/7 Science Teacher	dkong@tphgr.org

Kortman, Christina	Preschool Paraprofessional	ckortman@tphgr.org
Kusserow, Elizabeth	Elementary/Middle English Language Learner Teacher	bkusserow@tphgr.org
Lang, Sarah	Grades 2-8 Wednesday, High School Art Teacher	slang@tphgr.org
LaPlaca, Rebekah	Grades 2/3 Teacher	rlaplaca@tphgr.org
Larson, Joy	Grades Preschool/PreK Teacher	jl Larson@tphgr.org
Leaman, Melissa	Grades 4/5 Teacher	mleaman@tphgr.org
Lee, Syun Hyung	Preschool Paraprofessional	slee@tphgr.org
Lynde, Victor	Grade 8 Language Arts, Social Studies Teacher	vlynde@tphgr.org
Pimentel, Maria-Elena	PreKindergarten Paraprofessional	mpimentel@tphgr.org
Ponstine, Mark	Elementary School Principal	mponstine@tphgr.org
Post, Evan	Substitute Teacher, Middle School Discipleship Coordinator	epost@tphgr.org
Prindle, Cheryl	Elementary/Middle English Language Learner Teacher	cprindle@tphgr.org
Rich, Carla	Enrollement and Student Services Coordinator	crich@tphgr.org
Riegler, Brenda	Grades K/1 Teacher	briegler@tphgr.org
Robinson, Janorisè	Director of Teaching and Learning	jrobinson@tphgr.org
Rodriguez, Christina	Elementary Receptionist/Secretary	crodriguez@tphgr.org
Ryan, Jennifer	Grade 6 Strings	jrryan@tphgr.org
Seinen, Brent	Grades K-8 Science Teacher	bseinen@tphgr.org
Smith, Jeanne	Grades 2-5 Education Specialist	jsmith@tphgr.org
Spreitzer, Jackie	Grades K-8 Computers Teacher	jspreitzer@tphgr.org
Struck-VanderHaak, Lisa	K-1 Paraprofessional, Instructional Aide	Lstruckvh@tphgr.org
Taylor, Rosie	Kindergarten Teacher	rtaylor@tphgr.org
Troeger, Tony	Grades 6/7 Mathematics Teacher	ttroeger@tphgr.org
Veenstra, Sarah	Elementary/Middle School Spanish Teacher	sveenstra@tphgr.org
Ver Beek, Jayne	Grades 4-8 Receptionist, Secretary	jverbeek@tphgr.org
Visser, Gabby	Grade Young-5 Teacher	gvisser@tphgr.org
Williams, Beth	Elementary/Middle School Music Teacher	bwilliams@tphgr.org

The Potter's House | 2023-2024 Calendar

8-10 New Staff Orientation
 14 All Staff Worship
 15-17 Staff Meeting / PD
 17 PK-8 Parent Meeting
 21 1st Day of School
 21 Half-Day
 23 K-8 Dismissal 1:15 pm

AUGUST 2023						
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		

FEBRUARY 2024						
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		

1 PK-High School PTC
 1 No 4-year PK School
 2 No School
 19 No School–Mid-Winter Break
 23 PK-8 End of 2nd Trimester

1-4 No School–Labor Day
 7 High School Information Night
 26-28 High School PTC
 27 High School Dismissal 1:15 pm

SEPTEMBER 2023						
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

MARCH 2024						
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						

8 Half-Day–Teacher PD
 8 High School End of 3rd Quarter
 29 No School–Spring Break

10-12 PK-8 PTC
 12 No 4-year PK School
 12 High School End of 1st Quarter
 13 No School
 19-20 No School–Teacher PD
 24 PK-8 Open House

OCTOBER 2023						
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				

APRIL 2024						
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				

1-5 No School–Spring Break
 16-18 PK-High School PTC
 17 High School Dismissal 1:15 pm
 18 No 4-year PK School
 19 No School

10 PK-8 End of 1st Trimester
 22-24 No School–Thanksgiving Break

NOVEMBER 2023						
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		

MAY 2024						
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	

9-10 Senior Exams
 14-17 High School 9th-11th Exams
 16 High School Graduation
 17 High School End of 4th Quarter
 20-31 High School May Term
 27 No School–Memorial Day
 28 8th Grade Graduation
 29 Kindergarten Graduation
 31 Last Day of School–Half-Day

19-21 High School Exams
 21 High School End of 2nd Quarter
 22-29 No School–Christmas Break

DECEMBER 2023						
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						

JUNE 2024						
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						

3-4 Teacher PD

1-5 No School–Christmas Break
 8 School Resumes
 15 M.L.K. Jr. Day–Full Day
 30-31 PK-High School PTC
 31 High School Dismissal 1:15 pm

JANUARY 2024						
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			

Color Code
 Yellow–School Day
 Green–No School
 Pink–Half-Day, *Dismissal 12noon, No Lunch Service*
 Blue–Teacher PD

Grade Level Schedules

Half-Day (HD) / Full-Day (FD)

Preschool 2 HD	Tuesday & Thursday 8:30-11:30 am
Preschool 3 HD	Monday, Wednesday, Friday 8:30-11:30 am
Preschool 5 HD	Monday, Tuesday, Wednesday, Thursday, Friday 8:30-11:30 am
PreK 2 HD	Tuesday & Thursday 8:30-11:30 am
PreK 3 HD AM	Monday, Wednesday, Friday 8:30-11:30 am
PreK 3 HD PM	Monday, Tuesday, Thursday 12:30-3:30 pm
PreK 5 HD	Monday, Tuesday, Wednesday, Thursday, Friday 8:30-11:30 am
Preschool/PreK FD	2, 3, and 5-Day 8:30-3:30 pm
Y5 3 FD	Tuesday & Thursday 8:25 am- 3:35 pm Wednesday 8:25 am-1:15 pm
K 3 FD	Monday & Friday 8:25 am- 3:35 pm Wednesday 8:25 am-1:15 pm
Y5-8 th Grade	Monday, Tuesday, Thursday & Friday 8:25-3:35 pm Wednesday 8:25-1:15 pm
High School	Monday–Friday 8:00 am-3:25 pm

Daily Arrival / Dismissal Times

7:00 am	Morning Wellness Program Elementary/Middle School Gymnasium
7:20 am	Shuttle leaves HS Pickup at HS main office doors
7:40 am	Shuttle leaves EL/MS Pickup at administration office doors
7:30 am	Employee Morning Devotions 7:20 am Tuesdays and Fridays
8:00 am	High School Start Time
8:25 am	Elementary/Middle School Start Time
8:30 am	Preschool and Pre-K AM Session Arrival
11:30 am	Preschool and Pre-K AM Session Dismissal
12:30 pm	Pre-K PM Session Arrival
3:30 pm	Pre-K PM Session Dismissal
3:30 pm	Shuttle leaves HS Pickup at HS main office doors
3:25 pm	High School Dismissal
3:30 pm	Preschool/PreK Full-Day Dismissal
3:35 pm	Elementary/Middle School Dismissal Wednesdays at 1:15 p.m.
3:50 pm	Shuttle leaves EL/MS Pickup sidewalk / bottom of hill / Chicago Drive

Arrival

Elementary/Middle School: School begins promptly at 8:25 am. We suggest that students arrive between 8:00 and 8:20 am. Students who attend the wellness program may enter at 7:00 am. No adult supervision will be provided for students arriving before the printed arrival time.

Dismissal

Elementary/Middle School dismissal is at 3:35 pm Monday, Tuesday, Thursday, and Friday, and Wednesday dismissal is at 1:15 pm.

Please pick up your student promptly; there will be a \$30 late fee charged to the family account of students who are not picked up by 4:05 pm (or 30 minutes after any designated dismissal time).

Student Attendance at School-Sponsored Events

Elementary and Middle School students may not attend school-sponsored activities (sports games, plays, concerts, etc.) unless accompanied by a parent or guardian who is 18 or older. For your children's safety, students may not stay after school dismissal unsupervised or be dropped off for an event alone.

Parent Service Commitment

Every family, at the time of enrollment, makes a commitment to serve at The Potter's House for a minimum of 25 hours. Our purpose for having Parent Service Commitment Hours is two-fold. First, we feel it is vital for parents to show an interest in their student's school. Second, it helps us to minimize our operational costs.

It is the parent's responsibility to complete their service commitment. After an assignment is completed, fill out a Service Commitment Voucher (available in the office), have the appropriate staff member sign the voucher, and turn it into the main office to receive credit. A charge of \$15 per hour will be added to your tuition statement for hours not completed by the end of the school year. Please note: if you are scheduled for trash removal and do not come or find a replacement, a \$45 charge will be added to your tuition.

Parent/Teacher Conferences

Parent/Teacher Conferences play an integral part in the academic growth of your child. These mandatory conferences are held three times per year in the fall, winter, and spring. Parents do not need to wait for scheduled conference times to have a conference. Conferences may be scheduled whenever the need for one arises. Communication between home and school is vital, so feel free to call or visit the school. We are here to serve you and your children.

Conference Policy/Joint Custody

Separate parent/teacher conferences will not be held for parents with joint custody of their children. It is the sole responsibility of the parents to inform one another of scheduling and arrange conference times with the teacher. This is in the best interest of the child.

Conference Policy/Legal Guardian Only

Parent/Teacher conferences will only be scheduled with the parent or legal guardian. Teachers will not discuss students with any relative or unrelated adult, regardless of a current living situation.

Medication Administration


Only necessary medications that must be given during regular school hours will be administered. All medications, whether prescribed or over the counter, require a Medication Permission form (available in the office) completed by the parent/guardian. The form must be renewed each school year and updated upon any change in medication or dosage.

Though we encourage a physician's written permission in all cases, a physician signature is required under the following conditions:

- Any possession or use of an inhaler or epinephrine injector
- Any self-possession or self-administration of any medication

Parents must give a copy of any prescribed treatment or care plan to the office. An emergency care plan from the physician is required for asthma, diabetic, seizure, and epinephrine medications.

Prescribed medications must be delivered to the school in the original container. The label must include the dosage and frequency of administration (as prepared by the pharmacy). Over-the-counter medication must be in the original package and have the student's name affixed to the package.

 The medication supplied to the school must be in the exact dosage prescribed, so the individual administering medications is not responsible for dividing or splitting pills. *Parents must pick up all medication at the end of the school year. Any medication not picked up will be discarded.*

Report Cards

Parents receive a report card three times a year at the end of each trimester. The dates for the end of each trimester and parent/teacher conferences are on the school calendar. Teachers make every effort to communicate regularly with parents regarding student progress, particularly if a student is

struggling academically. Report cards will be sent home with the students before parent/teacher conferences, and final report cards will be mailed home at the end of the 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 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 individual declines to sign the authorization form, they will not be able to work with children at The Potter's House. The business office 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 enough 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.

Abuse And Neglect Reporting

ALL staff and volunteers of The Potter's House are considered mandated reporters and are required under Child Protection Law to report suspected child abuse and/or neglect to Child Protective Services immediately.

The Child Protection Law requires mandated reporters to make an immediate verbal report to DHS upon suspecting child abuse and neglect and submit a 3200 form (available in the office).

- The reporter is not expected to investigate the matter, know the legal definitions of child abuse and neglect, or even know the name of the perpetrator.
- Mandated reporters must also notify their direct supervisor of the report.
- However, reporting the suspected allegations of child abuse and/or neglect to their direct supervisor does not fulfill the requirement to report directly to DHS.

Communication

The Potter's House believes that transparency in communication is critical in helping to keep parents, teachers, and staff informed and encouraged to always report any issues or concerns that may impact the school community. Our goal will be to be timely, correct, and credible when communicating about issues that may impact the children we serve.

The Potter's House has adopted a communication policy that will allow the superintendent or appointed building leader, to immediately provide information to parents through email if there is a credible issue brought to the attention of school leadership. While names and details will always be left out until appropriate authorities can advise and guide the school leadership; effective and timely communication will serve to keep all informed, even if allegations are found to be false.

The Potter's House will routinely review the accuracy, speed, and fullness of the communication process to ensure that parents, faculty, and staff find it effective and to remain faithful to protecting the rights of everyone involved.

The Potter's House believes that transparency strengthens and unifies the Potter's House community.

School-Related Incidents of Abuse or Neglect Procedures

If an incident of abuse or neglect is alleged to have occurred by a Potter's House employee, volunteer, or visitor during a Potter's House program or activity, the following procedures will be implemented:

1. The employee or volunteer alleged to be the perpetrator of the abuse or neglect will immediately be removed and placed on leave pending an investigation and instructed to remain away from the premises during the investigation. He or she will be instructed to have no contact with the victim or with witnesses.
2. All allegations of abuse should be reported to the police, Child Protective Services (3200 form completion), the parent/guardian, and, when appropriate, school counselors. The Potter's House will comply with the state's requirements regarding mandatory reporting of abuse as the law then exists and will fully cooperate with the investigation of the incident by police authorities.
3. The insurance company will be notified, and the Potter's House will complete an incident report. All documents received relating to the incident and/or allegations will immediately be forwarded to the insurance company.
4. The Potter's House Superintendent will serve as the spokesperson to the media concerning incidents of abuse or neglect. The advice of legal counsel will be sought before responding to

media inquiries or releasing information about the situation to the school community. All other representatives of the school should refrain from speaking to the media.

5. Individuals convicted of crimes listed in Section 2 of the Sex Offender Registry Act, M.C.L.A. 28.722, shall not be allowed to work in the schools or in the district.
6. Individuals convicted of a felony not listed in the Sex Offender Registry Act may not continue to work at the Potter's House, unless or until they have received written approval from both the Superintendent and the Board of Directors. Pending such approval, employees shall be placed on administrative leave.

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.

Elementary / Middle School Procedures:

- The parent / guardian or authorized adult will be required to come to the office and complete the Early Dismissal log and Early Dismissal Authorization slip.
- Teachers may not release a child to an adult without an Early Dismissal Authorization slip.
- Students are not permitted to walk home alone during school hours. The parent / guardian or an authorized adult must pick up the student at school.
- 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.

DEFINITIONS

Bullying

The intentional and repeated abuse of an individual over a period of time. Bullying can take many forms including, but not limited to, any combination of physical, emotional, written, and verbal abuse. Bullying is repeated, intentional, harmful/abusive behavior that involves a power imbalance (is one-sided). Bullying may harm a student's educational journey by creating fear, emotional distress, and/or may negatively affect a scholar's physical or mental health.

Cyberbullying

The intentional abuse of an individual through a social media platform that includes, but is not limited to, the following:

- Publishing or texting 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 by posting a recorded video

Harassment

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. Harassment creates a hostile or unwelcoming atmosphere so severe it prevents a scholar from participating in an educational activity. Harassment of any kind by scholars, employees, or volunteers to other scholars, employees, or volunteers is not permitted.

Cheating

Students have a significant responsibility in honesty regarding all schoolwork. Cheating is when a person misleads or purposely acts dishonestly on homework, tests, quizzes, etc.

Plagiarism

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 the 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.

Public Display of Affection (PDA)

The Potter's House recognizes that genuine feelings of affection may exist between two students. However, students shall refrain from all Public Displays of Affection (PDA) while on campus or while attending and/or participating in a school-related activity. This type of behavior, while innocent on some levels, can quickly devolve into a distraction for the students engaging in the practice, as well as other students who witness these public displays of affection. PDA includes, but is not limited to, prolonged hugging or cuddling, and kissing which are prohibited behaviors and are subject to disciplinary action.

Staff Intervention

Staff Intervention may be done by any staff member in consultation with their Principal (or designee) where it is believed behavioral, social, emotional, or academic intervention is appropriate.

Administrative Intervention

Administrative Intervention may be done where it is believed behavioral, social emotional, or academic staff intervention has been exhausted or the administrator deems this is the necessary next best step.

STUDENT CODE OF CONDUCT

Whether walking in front, alongside, or sitting next to a student, The Potter's House desires to disciple students to be resilient followers of Jesus. We place an intentional and strategic focus on providing support and interventions for students when responding to student behavior. We have high expectations for our students in the areas of spiritual formation, academic performance, social behavior, and physical effort. We understand, however, that there are times when behavior is exhibited in a manner which disrupts the learning environment. In these instances, we need our students, our parents/guardians and guardians, and our educators to work together to maintain a positive and effective learning and caring culture. We believe that students need to do everything they possibly can to make the most of their educational opportunities and reach their full potential.

This handbook contains all the basic student expectations for all grades PK-5th that includes all extra-curricular activities. Any students found to be in violation of this handbook, in part or whole, will be subjected to discipline and additional consequences may apply as it relates to athletic participation.

With the help and interest of their parent/guardian, 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 the 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 and participate in morning prayers, chapels, and discipleship.
11. Use technology appropriately.

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

Students will not:

1. Disrupt the educational 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 always contribute in a positive manner. 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 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 parent/guardian
5. Information from Teachers
6. Other extenuating circumstances

In addition, authorized school personnel have the responsibility to investigate, interview, and document information from anyone with possible knowledge of misbehavior. 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 make the final decision on all misbehavior, suspensions, and dismissals. The administration reserves the right to determine what constitutes appropriate behavior and dress.

GRADES PK-5 Discipleship and Discipline: School responses to student misbehavior

Please find below what will guide our responses to student misbehavior.

LEVEL I MISBEHAVIORS: The misbehavior included in this level are behaviors that are mildly disruptive, committed without malice, not purposely disrespectful, but which disrupt the orderly educational process in the classroom or on school grounds.

This level includes, but is not limited to, the following:

- Disruptive behaviors
- Not following directions from a teacher or adult in authority at school
- Not following classroom social contract rules or school guidelines
- Being dishonest in word or action (e.g., falsifying information, signing homework)
- Improper dress / dress code violation
- Inappropriate school or personal computer or phone use, including, but not limited to, accessing inappropriate sites, producing, or sharing material not related to a school or class assignment.
- Inappropriate physical contact (e.g., invading others' personal space, rough play)
- Unauthorized use of an electronic device (e.g., mobile phones, smart watches, game systems)

LEVEL I RESPONSES: All Level I Behaviors are resolved on the spot in the classroom, hall, playground, and other school areas by attending staff. Behavior documentation and parent/guardian contact shall be made at the discretion of the teacher, Dean, or Principal.

LEVEL II MISBEHAVIORS: The misbehaviors included in this level are behaviors that are deliberate, and which disrupt the orderly educational process in the classroom or on school grounds. This level includes (but is not limited to) the following:

- Repeated instances of Level I Misbehaviors
- Cheating
- Using profane, obscene, or offensive language or gestures
- Disrespect to authority
- Failure to cooperate with teachers or adults in authority at school.
- Leaving the classroom or grounds without permission
- Harassment or verbal abuse of other students (creating a hostile environment)
- Hitting, pushing, or intentionally hurting other students
- Inappropriate school or personal computer or phone use, including, but not limited to, generating an expense of up to fifty dollars (\$50), producing or sharing offensive or defaming materials.
- Throwing objects at another person with intent to harm
- Causing damage to school materials or property

LEVEL II RESPONSES: Discipline for Level II Misbehaviors may include the following:

INITIAL OCCURRENCES

1. Student is removed from the activity for a time of de-escalation, reflection, and redirection in a location determined by the teacher (which could include a separate space in the classroom, a separate space in another classroom, or with another adult (e.g., teacher, Dean, Principal))
2. Student engages / completes age-appropriate reflection and restorative guide or document.
3. Additional consequences (e.g., activity time out, loss of recess or privilege, in-school isolation, restitution) are at the discretion of the Teacher and/or Dean/Principal
4. Teacher contacts Parent/Guardian regarding the misbehavior, response, and consequence

REPEATED OCCURRENCES

1. Student is relocated to the Dean/Principal's office for a time of de-escalation, reflection, and redirection.
2. Student engages / completes age-appropriate reflection and restorative guide or document.
3. Additional consequences (e.g., loss of privilege, in-school isolation, suspension) are at the discretion of the Dean/Principal in consultation with the teacher.
4. Dean/Principal contacts Parent/Guardian regarding the misbehavior, response, and consequence
5. Conference is scheduled with parent/guardian, Teacher, and Dean/Principal to discuss implementation of a behavior plan.

LEVEL III MISBEHAVIORS: The misbehaviors included in this level are behaviors that clearly disrupt the orderly educational process in the classroom or on school grounds. In many cases, these behaviors are illegal. This level includes, but is not limited to, the following:

- Repeated instances of Level I and Level II Misbehaviors
- Arson
- Bomb threat or similar threat directed against a school building, school property, or school-related event.
- Bullying and verbal threat to student
- Criminal Sexual Conduct
- Extortion or robbery
- False activation of a fire alarm
- Gambling
- Gang-related activity
- Gross indecency / indecent exposure

- Inappropriate school or personal computer or phone use, including, but not limited to, generating an expense of over to fifty dollars (\$50), altering TPH files or web pages without permission, using another person's password or account, creating or distributing a computer virus, intimidating others or posting threats.
- Physical assault of staff
- Physical assault of student
- Possession, concealment, threat, attempted use or use of a weapon or look-alike weapon
- Possession of a firearm
- Possession or distribution of pornographic material physically or electronically including taking or distributing inappropriate pictures.
- Possession or lighting of fireworks, gas-ejecting device
- Possession, delivery, sale or use of alcohol or illegal drugs, drug paraphernalia or other similar substances
- Racial or ethnic harassment (creating a hostile environment)
- Serious fight
- Sexual misconduct, harassment, or inappropriate sexual activity (creating a hostile environment)
- Smoking, vaping, possession or use of chewing tobacco or other tobacco products
- Theft
- Unauthorized possession, use, delivery, sale of prescribed drug or other intoxicant
- Vandalism, destruction of property, or graffiti
- Verbal assault of staff/verbal threat of serious bodily injury to staff

LEVEL III RESPONSES: Discipline for Level III Misbehaviors may include the following:

- Continued use of Interventions
- In-school isolation
- Leveled-learning plan of limited school participation.
- Short or long-term suspension
- Expulsion
- Police Contact or Arrest

GRADES 6-12 Discipleship and Discipline: School responses to student misbehavior

Please find below what will guide our responses to student misbehavior.

LEVEL I MISBEHAVIOR: These acts of misbehavior include those students' behaviors that are generally described as mildly disruptive, committed without malice, not purposefully disrespectful, but which disrupt the orderly educational process in the classroom or on school grounds. This level includes, but is not limited to, the following:

- | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> ● Failure to carry out directions, follow classroom and/or school guidelines. ● Improper dress (e.g., wearing hats, bare feet, immodest/extreme/exhibitionist dress, sagging pants, inappropriate logos/advertisements/language on apparel, gang apparel), Dress Code Violation ● Inappropriate internet or computer use, including, but not limited to: <ul style="list-style-type: none"> ○ accessing inappropriate sites, publishing, or producing | <p>material not related to a school or class assignment, creating inoffensive but inappropriate images on the student's screen or the screens of others, playing computer games during class or study hall time.</p> <ul style="list-style-type: none"> ● Littering ● Not in possession of ID (High school only) ● Running and/or making excessive noise in the hall or building |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

- Unacceptable physical contact (e.g., rough play, minor horseplay)
- Public Display of Affection (PDA)
- Unauthorized use of electronic device (first offense)
- Visible cell phone or cell phone in use (see Use of Cell Phones and Other Electronic Devices)
- Tardy (See Tardy section)

LEVEL I RESPONSE: Disciplinary action for Level I acts of misbehavior may include the following:

FIRST OCCURRENCE

MINIMUM

- Staff Intervention
- Teacher-Student Conference
- School Detention

MAXIMUM

- Teacher-Student/Parent-Guardian-Counselor Conference

REPEATED/FLAGRANT OCCURRENCES

MINIMUM

- Teacher-students-Parent/Guardian-Counselor Conference

MAXIMUM

- Staff Intervention
- Saturday School (High School Only)

Note: Students who demonstrate repeated Level I acts of misbehavior may also be re-taught the expectations and receive targeted instruction in social skills.

LEVEL II MISBEHAVIOR: These acts of misbehavior include those students' behaviors which are described as intentional, and which disrupt the orderly educational process in the classroom or on school grounds. This level includes, but is not limited to, the following:

- Continuation of unmodified Level I acts of misbehavior.
- Cheating on tests, exams, or school projects (in this instance the students shall also receive a failing grade)
- Creating or displaying profane, obscene, indecent, immoral, or offensive language, gestures, or material
- Failure to cooperate with school personnel.
- Leaving the classroom or school grounds without permission
- Skipping class
- Inappropriate internet or computer use, including, but not limited to generating an expense of up to fifty dollars (\$50), publishing offensive material on the internet or the TPH internal network, creating offensive images, defamation of an individual or a group.
- Posting, distributing, or possessing unauthorized material
- Tardiness
- Throwing objects (e.g., pencils, stones, food)

LEVEL II RESPONSE: Disciplinary action for Level II acts of misbehavior may include the following:

FIRST OCCURRENCE

MINIMUM

- Staff intervention
- Teacher-students-Parent/Guardian-Counselor Conference
- School Detention
- Saturday School (High School Only)

MAXIMUM

- Staff Intervention

- Teacher-students-Parent/Guardian-Conference.
- In-school Suspension

REPEATED/FLAGRANT OCCURRENCES

MINIMUM

- Out-of-school/program Suspension (1-3 School Days)

MAXIMUM

- Disciplinary Reassignment

Note: Students who demonstrate repeated Level II acts of misbehavior may also be re-taught the expectations and receive targeted instruction in social skills.

LEVEL III MISBEHAVIOR: These student behaviors clearly disrupt the orderly educational process in the classroom or on school grounds. In many cases, these behaviors are illegal. This level includes, but is not limited to, the following:

- Continuation of unmodified Level II acts of misbehavior
- Purposeful disrespect toward teachers, staff, guests, and volunteers
- Forgery/falsifying information, making false report, giving false information that may compromise student and staff safety.
- Gambling (playing games for money)
- Hostile actions (including inciting a fight or other disruptive behavior)
- Inappropriate internet or computer use, including, but not limited to modifying TPH programmatic files or web pages without authorization, creating a web page without authorization, using another person's password or account, unauthorized disclosure of test questions.
- Interfering with school authorities and programs through behavior including, but not limited to walk-outs, boycotts, sit-ins, trespassing, social media pranks/challenges.
- Harassment and verbal abuse
- Profane, obscene, indecent, immoral, or offensive language, and/or including gestures, racial or ethnic slurs, or biased language, illustrations, or behavior (creating a hostile environment)
- Smoking, vaping, or possession of chewing tobacco or other tobacco products
- Vandalism (graffiti, tagging and so on) or destruction of property that generates an expense less than one-hundred dollars (\$100).

LEVEL III RESPONSE: Disciplinary action for Level III acts of misbehavior may include the following:

FIRST OCCURRENCE

MINIMUM

- Administrative Intervention
- Saturday School (High School Only)
- In-School Suspension

MAXIMUM

- Administrative Intervention
- Out-of-school/program Suspension (1-3 School Days)

REPEATED/FLAGRANT OCCURRENCES

MINIMUM

- Out-of-school/program Suspension (1-3 School Days)

MAXIMUM

- Out-of-school/program Suspension (6-10 School Days)

LEVEL IV MISBEHAVIOR: These acts of misbehavior include those student behaviors which very seriously disrupt the orderly education process in the classroom or on school grounds. In many cases, these behaviors are also illegal. This level includes, but is not limited to, the following:

- Continuation of unmodified Level III acts of misbehavior
- Fighting
- Inappropriate internet or computer use, including, but not limited to generating an expense under one-hundred dollars (\$100), sexual harassment, spreading confidential information.
- Making a false report of sexual harassment (creating a hostile environment)
- Possession or lighting of fireworks.
- Possession or distribution of pornographic materials as defined by the Supreme Court, including possession or distribution of

- pornographic material through electronic form.
- Possession or sale of stolen property
- Racial or ethnic harassment (creating a hostile environment)
- Sexual harassment

- Theft under one-hundred dollars (\$100)
- Unauthorized use of an electronic device (repeated offense)
- Use of force, intimidation, or coercion
- Vandalism generating an expense under one-hundred dollars (\$100)

LEVEL IV RESPONSE: Disciplinary action for Level IV acts of misbehavior may include the following:

**FIRST OCCURRENCE
MINIMUM**

- Administrative Intervention
- Out-of-school/program Suspension (3-5 School Days)

MAXIMUM

- Agency Referral
- Police Contact
- Out-of-school/program Suspension (10 or More School Days)

**REPEATED/FLAGRANT OCCURRENCES
MINIMUM**

- Out-of-school/program Suspension (6-10 School Days)

MAXIMUM

- Out-of-school/program Suspension (10 or More School Days)
- Disciplinary Reassignment
- Expulsion
- Police Contact

LEVEL V MISBEHAVIOR: These acts of misbehavior include those student behaviors which very seriously disrupt the orderly educational process in the classroom or on school grounds. In many cases, these behaviors are also illegal. This level includes, but is not limited to, the following:

- Any continued behavior which is disruptive to the process of education
- Arson (Public Act 250)
- Bomb threat or similar threat directed against a school building, school property or school-related event (Public Act 104)
- Bullying or verbal threat to students
- Burglary, extortion, or robbery
- Criminal Sexual Conduct (CSC) (Public Act 250)
- False activation of a fire alarm
- Force, intimidation, coercion, or participation in gang-like activity
- Gang-related activity and/or gang-related characteristics including, but not limited to gang apparel, colors, jewelry, notebooks, gang symbols, hand signs that denote gang affiliation, displaying gang signs, weapons, depicting gang affiliation on all social internet sites.
- Gross Indecency/Indecent Exposure
- Illegal behavior or criminal conduct
- Inappropriate internet or computer use, including, but not limited to generating an expense of one-hundred dollars (\$100) or more, causing a computer or network crash, creating a computer virus or other form of computer

disruption, theft of software, vandalizing software, or hardware, intimidating others or using internet to post threats or to harass students or staff.

- Physical assault of staff (Public Act 104)
- Physical assault of students (Public Act 451)
- Possession, concealment, or use of an explosive device, any gas-ejecting device, fireworks, or any substance or device which can be used as an explosive device and so on
- Possession, concealment, threat, attempted use, or use of a dangerous weapon (Public Act 250)
- Possession, concealment, threat, attempted use, or use of a weapon or look-alike weapon including, but not limited to knife with a blade less than three (3) inches in length, box cutter, straight-edge razor, pepper spray, chemical mace, OC spray, airsoft gun, bb gun.
- Possession, delivery, sale or use of alcohol or illegal dangerous drugs, drug paraphernalia or other substances masquerading as illegal controlled

- drugs (including synthetic drugs) *(See Note below)
- Possession, delivery, sale or use of unauthorized prescribed drug or other intoxicant (including but not limited to electronic cigarettes) lawful, or unlawful.
- Possession, use or distribution of sexual pictures or other sexual devices.
- Sexual misconduct or inappropriate sexual activity (including the taking of, possession of, and distribution of any inappropriate pictures. E.g., sexting)
- Theft over one-hundred dollars (\$100)
- Vandalism generating an expense over one-hundred dollars (\$100) or criminal damage to property.
- Verbal assault/verbal threat of serious bodily injury of staff (Public Act 104)

**Note: On the First (1st) offense a student is found to be in possession of alcohol, illegal or dangerous drugs (without the intent to sell or deliver) or other substances masquerading as illegal controlled drugs (including synthetic drugs) will be referred by the school administrator to participate in a substance abuse/prevention program. If the behavior or violation continues, that student will be subject to an out-of-school suspension.*

LEVEL V RESPONSE: Disciplinary action for Level V acts of misbehavior may include the following:
MINIMUM

- Administrative Intervention
- Out-of-school/program Suspension (6-10 School Days)

MAXIMUM

- *Suspended indefinitely pending an administrative investigation
- Recommendation: Long-Term Suspension (more than 10 School Days)
- Expulsion
- Police Contact

Lockers

We are pleased to make lockers and locks available to all 4th-8th grade students. Students may bring their own lock to school however they must provide a key or combination for their homeroom teacher's use. Students will be responsible for keeping lockers clean and organized. While, in general, teachers will respect lockers as the student's personal space, occasionally teachers may inspect your locker and random checks for cleanliness may take place.

Electronics and Valuables

Students should not bring valuables to school. Items that are not necessary for learning should stay at home (electronic games, skateboards, etc.). We prefer that students do not have cell phones at school. If parents determine that their student needs a cell phone at school, it must stay in their locker for after-school use. Teachers will confiscate electronics found in the classroom or hallway and lock them safely in the office for a parent to pick up. Students who want to ride their bike to school should decide with the office. We will need to find a safe place to keep it for the day.

Emergency Procedures

Tornado Watch

The school will operate as normal, keeping track of all weather changes, watch announcements, and potential warnings that may follow.

Tornado Warning

If issued for Kent County, all children along with their emergency information will be taken to the hallway outside the classroom and sit facing the wall until the warning has been lifted. Students with special needs will receive one-to-one assistance dependent on the specific need requirement. During

an emergency of that magnitude, we will be unable to release any children until the threat of danger has subsided. Parents/guardians will receive a call or text if it is necessary to reunite families.

Other Man-made or Natural Emergencies

In the event of additional emergencies issued by The Potter's House Administration and local emergency personnel, it may be necessary to relocate to the Roosevelt Park Lodge until otherwise notified by either administration or local emergency personnel. Students with special needs will receive one-to-one assistance dependent on the specific need requirement. A sign will be posted on the outside main entrance door of the school to inform all parents of our location. During a lockdown (due to an emergency that may be occurring in our surrounding county and/or neighborhood) it may be necessary to remain at the school with the doors locked, not allowing anyone in or out. During any emergencies of this magnitude, we will be unable to release any children until the threat of danger has subsided. Parents/guardians will receive a call or text when it is necessary to reunite families.

Fire Drills

Fire drills will be conducted five times per year.

School Closing Procedures

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.

If school is already in session when a severe weather watch or warning is issued, the school will stay open, and staff will take safety precautions. Students are released to parents/guardians or designated adults listed on the family emergency form upon request.

Snow Day Policy

During a typical winter in Michigan, heavy snowfall can make traveling on the roads and sidewalks difficult. Parents always reserve the right to make the decision on whether it is safe for their family to travel to school; however, when these severe weather conditions take place, The Potter's House may make the decision to close school.

When school is closed due to severe weather conditions, all grades (Preschool-Grade 12) will be closed. Families will receive notifications of school closures via email messages and texts. Also, families can receive notifications from local news organizations by going to their websites and selecting to receive school closing text alerts for The Potter's House.

At The Potter's House, snow days are great opportunities to read, rest, play, and spend time with family. However, if we experience severe weather that causes many snow days, we know that it can impact student learning progress. In response, we will consider the first three snow days of a school year as school closures, and on the fourth snow day, we will offer remote learning opportunities for our students.

If we experience an excessive accumulation of snow days within a school year, we will work with our local Intermediate School District and State Education Department to determine the need to extend the school year.

Storytelling Consent

The Potter's House believes that a Christ-centered education should be available to all families, regardless of income level. We rely on a community of generous supporters to make this possible. One of the main ways that we encourage and grow this community is by telling stories of how God

has impacted students and families through The Potter's House. Student stories are published on our website, social media platforms, print publications, and promotional materials.

We understand that it can be uncomfortable for students and families to share personal stories with a wide audience. We never want to publish any information that could make a student or their family, feel uncomfortable or upset. And we especially want to make sure that parents and guardians are fully informed about the storytelling process for their students.

If we would like to publicize a student's story, we will contact the student's parents or guardians in writing, with a description of what questions we are planning to ask, and the different ways in which this story could be shared. Before we publish the story, we will share it with parents and guardians to ensure that all information is accurate and appropriate.

If you have any questions or concerns about the storytelling process, please contact the Director of Communications.

Classroom Placement

The administrator, after reviewing recommendations from teachers, will assign students to a specific grade or teacher. Many factors are considered in placing a child with a teacher. We consider the child's academic, social, and emotional needs as well as the strengths of the teachers. We also consider groupings that will foster a peaceful and productive classroom. We attempt to have equal numbers at each level in looped classrooms. We also like to have an equal number of boys and girls and a diverse cultural mix.

We spend a considerable amount of time weighing the factors and forming our classes. Considering all the factors we cannot honor parent requests based simply on personalities. We value parent input and will give your thoughts every consideration. *Parents are asked to complete the Request for Student Placement form that is available in the admissions office to voice classroom preferences.*

Student Enrollment Probationary Period

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

Family Worship

Family Worship is on Mondays from 8:35 a.m.-9:05 a.m. in the chapel. We will sing, study a Scripture, and journal in response to the Scripture. Students in K-5th grade meet in small groups at the same time on Fridays to share what they've learned that week and pray together. Middle School students meet for chapel on Friday mornings.

Telephone Policy

The school phone is a business phone, so it should be used only in emergencies. Students will not be permitted to use school phones to decide to go to a friend's house after school or other calls of this nature. These arrangements should be made prior to coming to school. If a student must use the phone, he/she may receive a phone pass from his/her teacher and then ask the office personnel to make the call using a school line.

Dress Codes

The Potter's House has high standards for its students in areas of academic performance, behavior, and appearance. By conduct and appearance, our students should always represent themselves and the school in a positive manner. In keeping with these goals and standards, The Potter's House has

established regulations for dress and personal appearance. The purpose of these regulations is to encourage positive values, modesty, cleanliness, and safety. We also desire to promote an atmosphere that is conducive to learning and does not distract from the purpose of the school in any way. The Potter's House teachers and administrators will determine dress code or uniform compliance.

Students should arrive at school and leave school in compliance with this dress code. Students who are not dressed appropriately will be asked to call home for a change of clothes and may not be able to participate in some school activities until they are following this dress code.

Elementary Dress Code

Guidelines for tops:

Collared shirts: solid color (any color) polo shirts, button-down oxford shirts, and turtlenecks. Solid color pullover sweaters, cardigan sweaters, or sweater vests may be worn over the collared shirts. No fleece (except those sold by the school) or sweatshirt material or hooded clothing will be allowed.

Guidelines for bottoms:

The appropriate colors are navy, black, brown, and khaki. Pants, shorts, skirts, and jumpers must be solid (no prints). Shorts, skirts, and jumpers must be no shorter than 5 inches above the knee. Leggings or tights may be worn under dresses and must be a solid (no prints) color.

Guidelines for shoes:

Closed-toe dress or athletic shoes are acceptable. Students may wear boots to school but must wear shoes in school. Open-toe shoes (sandals), moccasins, boots, and slippers may not be worn in school.

Middle School Dress Code

For all middle school students daily

TOPS

- Button-down dress shirts with a collar or polo-style shirt **MUST** be solid navy blue, light blue, or white. No brand name logos are visible. Shirts may be short or long-sleeved.
- Cardigan, crew neck, or quarter zip (non-athletic) **OR**
- TPH Dress Code Puma gear with logo on left chest purchased through one of the approved TPH Dress Code websites.
- Cold-weather wear: Students must wear a dress code polo shirt under all cold-weather wear. No full zippers or hoods on cold-weather wear. Must be solid navy blue, light blue, white, black, or gray.

BOTTOMS

- Relaxed-fit khaki, navy blue, or black pants.
- Female students have the option of wearing knee-length skirts (with navy, light blue, black, or white leggings for cold weather).
- Knee-length khaki, navy blue, or black shorts may be worn August-October and Spring Break-June.
- **NOT PERMITTED:** Jean material of any color (including black), skintight pants, athletic pants, yoga pants, sweatpants, jeggings, or leggings as pants.

SHOES

- Closed-toe shoes only, such as athletic and casual shoes. No outdoor winter boots, rain boots, or slides are permitted.

† There will be certain days throughout the school year when students will be expected and invited to wear different clothing. Those days will be communicated with students and home in a timely manner.

† Students not in dress code will be asked to go to the office to change into clothes provided at school. If they are unable to find clothing that fits, they will be asked to call home for a change of clothes to be brought to school. If students are unable to do so, they will receive a detention.

Current Family Re-Enrollment Procedures

Enrollment for the following academic year will be held in April. All current families who plan to return in the fall must re-enroll using the online TADS re-enrollment system. Parents/Guardians will receive a registration link via email for each student. Re-enrollment must be completed by May 15 each year to avoid a fine.

All new student preschool, prekindergarten, and kindergarten applications should be submitted through the admissions webpage by January 31 each year to receive current family priority status.

How to Enroll New Students

Applications should be submitted online using the Admissions link on the school website <https://tphgr.org/inquire> or call 616-818-3700 for more information. Complete the application and submit the required documents to add a new student to the waiting list. The admissions coordinator will notify families of approval and provide registration information.

Field Trips

Because we believe that much learning goes on outside of the classroom, the teachers arrange many field trips during the year. Parents will be informed of all trips in advance and might be asked to help

with transportation. Parents must approve field trip permission for students online each year at re-enrollment. Students will not be allowed to go on field trips without parent approval.

Child Restraint Law

The State of Michigan has passed legislation that requires the use of approved booster seats for children who are both under eight years old and less than four feet nine inches tall. The law took effect on July 1, 2008. As a result, we require that any child who meets these criteria and is going on a field trip must have a booster seat. Parents will need to send a booster seat with their child on the day of the field trip. This law does not apply if students are riding a school bus.

Middle School Class Trips and Fundraisers

Our class trips are a unique opportunity. It is a privilege for us to be able to plan these trips for our students. Each of these trips has been planned according to the guidelines given to us by our school board. We are committed to providing an extended learning experience away from school that everyone will enjoy.

Since these trips are a special privilege, students are expected to earn their trip by demonstrating responsibility in their academics and behavior. If students are unable to go on the class trip for any reason, they are still expected to attend school during the time their class is gone unless prior arrangements have been communicated to the school. *In addition, any money deposited is forfeited and added to the general middle school activity fund.*

Our purpose is to provide a quality learning opportunity that is positive for everyone. Parental support, involvement, and encouragement are appreciated. Parents should communicate with us any questions or concerns they may have regarding your participation with us for these valuable class trips.

8th grade: Washington D.C.	\$600
7th grade: Chicago	\$175
6th grade: Shipshewana	\$60

A Student Account will be set up for each student in the middle school office to record funds such as sport fees, class trip payments, and participation in fundraisers. A Student Account statement will be sent home at the end of each trimester with report cards. All monies earned through fundraising will be added to the student's account. *This money is non-refundable, and it will be used for the class trip.* A calendar of fundraising events will be established and distributed to all students. Parents willing to help with any projects are greatly appreciated.

Students may choose to participate in any (or all) fundraisers planned to help them earn money for their class trips. Students are not required to participate in fundraisers. If students earn more money than is needed for their trip, teachers will determine how much of their extra money can be used for spending money during the trip and/or carried over in their Student Account for a future trip.

Illness or Injury at School

If a child gets sick at school, the office staff will determine if the child should go home or just be given a chance to rest. If it is decided that the child should go home, a parent will be called to pick up the child. Any child with a temperature of 100° or greater must be sent home and be fever-free for 24 hours before returning to school. In case of an injury on the playground, simple first aid will be given to the child. In the event of a serious injury, a parent will be contacted immediately. Please note: all medications, whether prescribed or over the counter, require written permission from the parent. A completed Medication Permission form must be on file in the office.

Head Lice

When a student has lice they must stay home until they have been treated with either a chemical-based or a chemical-free lice treatment and all lice and eggs/nits have been removed. An information sheet will be provided with information on the different forms of treatment available. All family members of the student should be examined and treated if nits/lice are found.

The student may return to school the morning after they have been treated with a head lice shampoo *if all nits have been removed*. However, the parent and student must first report to the office to be re-examined by the school secretary before returning to class.

Health Records

The school must keep on file a physician-signed health report listing immunizations. This report must be given to the school upon enrollment and will stay in the child's cumulative record. Schools in Michigan are required to report the immunization status of students in preschool, prekindergarten, kindergarten, and 7th grade, and all new students.

Homework

A general rule of thumb is that children will do 10 minutes of homework for each grade level. Therefore, first graders should be expected to do about 10 minutes of homework, second graders 20 minutes, third graders 30 minutes, and so on. Teachers follow a *gradual release model* that includes lesson instruction, guided practice, collaboration, and individual practice. The goal is to provide meaningful ways that students can practice learned concepts individually.

Elementary:

Elementary homework should be productive, parent-friendly assignments that reinforce learning done at school. Grades 2-3 should do work at home:

- Reading a book for 20-30 minutes, with sheet signed by parent.
- Newspaper or news assignments
- Creative activities
- Writing assignments

Grades 4th-5th:

4th-5th grade students use homework planners. Parents are required to check the homework planners daily. Students should expect between 40 and 50 minutes of homework each night. Reading and math will likely have daily assignments. Other classes will occasionally have work to be completed at home also. Our goal will be to have each student faithfully complete their homework, have it reviewed by their parents, and get their parent's signature each night in their student planner.

- Students will still be given "2 points" for each assignment and parent's signature to earn the privilege of being involved in Flex Friday activities.
- Each teacher will be responsible for monitoring points for their own class assignments.

Middle School:

We value homework in a variety of forms at *The Potter's House*. Over the course of students' time in middle school, we want to teach college and career ready dispositions of grit and self-motivated practice.

We see homework as:

1. a way to build trust in a student's ability to independently learn through practice.
2. a way to demonstrate their growing understanding.

Through homework at *The Potter's House*, students will be able to show that they know, they understand, they can apply, they can analyze, they can create, and they can evaluate.

Students and parents can expect that homework will be on skills and content that they can do independently, strengthening their understandings learned in class.

- Students and parents can expect writing assignments with sentence starters like *I learned . . . I noticed. . . What surprised me. . . What does the author think I already know . . . How has this changed/challenged/confirmed what I already think?*
- As they read non-fiction articles from Science, Social Studies, and English, they will be asked to annotate a text using symbols to mark their understanding.
- They will create thinking maps (Double-Bubble, Flow Maps, Cause, and Effect, Multi-Flow) to chart their growing understanding of a topic.
- In Math, they will have *skill work* to practice what they have already studied in class. Oftentimes, they will be asked to use this in new problems where the focus is on attempting and learning from their attempts.
- Each homework day will have *Independent Reading* for thirty minutes.
- Weekly, students will be given a *reading response* to process their learning in written form.
- Regularly, students will be asked to explain their learning from a class to parents and get a parent's signature after the conversation.
- Students will also be asked to interview family members to connect knowledge from home with knowledge at school.

Classes will collect homework once or twice a week. The Potter's House Rule of Thumb is to expect 10 minutes of homework for each grade level. 60/70/80 minutes a night 4 days a week for the middle school. With major projects, homework amounts will be adjusted accordingly.

	Monday	Tuesday	Wednesday	Thursday	Friday
HW Due		Science	Math Language Arts	Social Studies	Math Language Arts

Library

The library is available for use by all Kindergarten through 8th grade students of The Potter's House. It is expected that books, magazines, movies, and CDs be respected both in the library and at home. Any material leaving the library must be checked out. Parents must sign a permission slip before students are allowed to check material out of the library. All material is available for a two-week period with two more weeks of renewal available. Reference books are not allowed to leave the library and must be used during research time in the library. The library is an investment in your child's future. Any questions regarding content of library materials should be addressed with the school administrator.

Parents and students are responsible for any lost or damaged library materials. Lost or damaged charges will be due 30 days after notification. If no payment is received, the charges will be added to your tuition account. If a lost item is found and returned in good condition within one year after it was paid for, your money will be refunded.

Lunch Program

Children need healthy meals to learn. The Potter's House offers healthy meals every school day. Students may buy lunch for \$2.80 and breakfast for \$1.93 at the Elementary/Middle School. Your children may qualify for free meals or for reduced-price meals. We sell reduced-price lunches for \$.40 and breakfasts for \$.30.

If a doctor has determined that your child has an allergy, and the allergy would prevent the child from eating the regular school meal, the school will make any substitution prescribed by a licensed physician at no extra charge. The physician's statement, including prescribed diet and/or substitution, must be submitted to the food service department at your school. For further information, contact the Food Service Coordinator at the Elementary/Middle School Campus.

Non-Custodial Parent Policy

The Family Educational Rights and Privacy Act (FERPA) the rights of Non-Custodial Parents in section 99.4

An educational agency or institution shall give full rights under the Act to either parent unless the agency or institution has been provided with evidence that there is a court order, State statute, or legally binding document relating to such matters as divorce, separation, or custody, that specifically revokes these rights.

This means that, in the case of divorce or separation, The Potter's House must provide access to both natural parents, custodial and non-custodial, unless there is a legally binding document that specifically removes that parent's FERPA rights. A legally binding document is a court order or other legal document that prohibits access to education records or removes the parent's rights to have knowledge about his or her child's education.

Custody, as a legal concept, establishes where a child will live, and the duties of the person(s) with whom the child lives. Custody or other residential arrangements for a child do not, by themselves, affect the FERPA rights of the child's parents.

Concerning student activities that require parental consent, the school will accept consent from the custodial parent *only*, unless authority to grant consent is given to the non-custodial parent by a court order or comparable legal documentation.

Parent Commitment to School Values for Student Behavior

TPH families who host an event or gathering (regardless of size) that involves TPH students are expected to uphold the values and standards of The Potter's House. These values or standards include, but are not limited to, abstaining from tobacco, alcohol, and drug use, as well as promiscuity and inappropriate sexual behaviors. The Potter's House community is committed to working together and encouraging our students to rise to the highest potential in Christ.

We are a community that strives to work in a team effort and not in isolation against other community members. At no time should one family provide living arrangements for another TPH student without written or verbal agreement from that student's parent or guardian. Failure to comply with any one of these commitments may be grounds for dismissal from The Potter's House.

Attendance Policies

It is very important that your student attend school every day that school is in session. Sickness, funerals, and medical appointments are considered excused absences. Students are expected to make up all work missed during an absence. Poor attendance hinders academic progress and will result in a parent/administrator conference. Students that accumulate 20 or more days of unexcused absence during the year may be retained in their current grade level.

Attendance Reporting Procedures

All absences are to be reported by a call from the parent/guardian to the school grade level office no later than the start of the school day. Voicemail is available before and after school hours. Please email K8Office@tphgr.org or call (616) 241-5202 to report a Preschool-3rd grade absence, or (616) 241-5913 for 4th-8th grade absences. If the parent/guardian fails to report a student's absence by 9:00 a.m., the school secretary will call the student's home and inquire why the student is not in school. Absences that are not reported will be considered unexcused.

It is important that you share the reason for your student's absence. All schools must submit a weekly report to the health department documenting all reported flu and other communicable diseases.

Tardy Policy

School begins at 8:25 a.m. and this is the time that students are expected to be in their classrooms ready to learn. If students are tardy, they will need to check-in at their school office and get a tardy slip before coming to class.

- Students in grades K-4 with three unexcused tardies will receive a consequence to be determined by the student's classroom teacher. Persistent tardiness will result in a conference with the parents and the principal.
- Middle School student tardies will be recorded on their S.E.R.V.E. pages. After three tardies, the office will work with the families for a solution. If tardies continue, the student's homeroom teacher will assign additional consequences to try to help you get here on time.

Complaint/Grievance Procedure

It is the desire of the Board that in the spirit of unity all staff, parents, and board members of The Potter's House will support and encourage each other in word and action. However, as this is an imperfect world, there will be times of disagreement at The Potter's House. Therefore, all school personnel and parents are encouraged to keep the biblical principles found in Matthew 18:15 to 17 when there is a specific grievance. Any misunderstandings between the public and the school should be rectified through direct discussions of an informal type among the interested parties. It is only when such informal meetings fail to resolve the differences, that more formal procedures should be engaged. A grievance is defined as a claim or complaint by an individual concerning school personnel, the program, or any decision made by one in authority, where the concern is serious enough to appeal beyond the interested parties to the next level.

First

The matter must be addressed, initially, to the concerned staff member who shall discuss it promptly with the complainant and make every effort to provide a reasoned explanation or take appropriate action with his/her principal. The staff member shall report the matter and whatever action may have been taken to the principal/administrator.

Second Level

If the matter cannot be resolved to the complainant's satisfaction at the First Level, the complainant with the staff member's principal will discuss it. In serious situations, every effort should be made by the principal to bring the complainant and staff member together to resolve the problem.

Third Level

If a satisfactory solution is not achieved by discussion with the principal, either party may submit a written request for an appointment with the superintendent. This request should include:

- The specific nature of the complaint and a brief statement of the facts giving rise to it, including a detailed account of what occurred at levels one and two.
- The respect in which it is alleged that the complainant (or child of the complainant) has been affected adversely.

- The action that the complainant wishes taken and the reasons why it is felt that such action is taken.
- The superintendent, after reviewing all material relating to the case, may provide the complainant with a written decision or grant a hearing before a committee of the Board.

Fourth Level

The complainant shall be advised, in writing, of the Board's decision no more than 10 business days following the next regular meeting. The Board/s decision will be final on the matter, and it will not provide a meeting to other complainants on the same issue.

Drop-off and Pickup Procedures

Please follow these procedures when dropping off or picking up your children:

- Do not park or wait for students in the bus-loading zone at either school at any time of the day (due to field trips and sports).
- High school: Use the Newport Street entrance only for drop-off and pick-up.
- Elementary/middle school: Enter VanRaalte at Chicago Drive entrance and exit to turn left at Grandville Ave or to turn left at Chicago drive alley (one way).
- Do not park in the drop-off/pick-up line at the school curbside. Parents who need to enter the school to pick up their students must park their cars in the parking lot.
- Do not double-park to drop-off or wait for a student. *We must have a passable center lane for moving traffic.*
- Children should exit cars at the curbside or walk to the crosswalk to cross the street.
- Follow all directions from school personnel. They can see potential problems you may not see.
- Elementary/middle school students must wait for their parents on their assigned squares. Please do not ask your student to meet you in a different location for security reasons.
- Remain alert and cautious as children are unpredictable and may run between cars.
- Be courteous toward other drivers, and please review the safety procedures with student drivers.

Tuition Payments

Tuition payments are due on the first of every month unless an alternative plan has been set up with the accountant. A \$45 late fee charge will be added to any payment not received by the 15th of the month. Tuition statements will be sent via email through TADS Admissions each month. Please review this statement carefully, and if there is a discrepancy, please contact the business office at 616-818-3710. If paying in cash, make sure that you receive a receipt and keep it until you are sure that it has been posted to your account. Credit cards are also accepted for payment however a 3% processing fee will be added to your payment.

TRIP Program

Tuition Reduction Incentive Program (TRIP) is a program that enables families to reduce tuition by purchasing gift cards, at no additional cost, for goods and services they use every day. A percentage of each gift card purchased will be credited to the family's TRIP account. TRIP orders should be placed in the TRIP mailbox, located in the Elementary Office by 8:15 a.m. every Tuesday morning. Orders will be available for pickup after 3:00 p.m. the following Tuesday.

Fundraising Opportunities

Families can raise money for The Potter's House by getting rid of their leftovers in three simple ways.

- PaperGator: Deposit recyclable paper in the green PaperGator dumpster located in the elementary/middle school parking lot. The school earns money by the weight of paper collected.
- Box Tops for Education: Download the Box Tops app, designate The Potter's House as your school, shop as you normally would, then use the app to scan your store receipt within 14 days of purchase. The app will identify Box Tops products and automatically credit our TPH account online. Twice per year TPH will receive a check to purchase whatever is needed.

Audio/Visual Media Policy

In developing curriculum resources, careful attention should be given to the use of audio/visual media as an educational supplement to the learning experience of students.

As educators, we are committed to providing the best possible learning for a wide range of students. We also recognize the responsibility entrusted to us by parents for the quality of education provided. The advances in technology have afforded the educator many audiovisual means of enhancing the curriculum. Educational resources are now available that greatly develop concepts, principles, and factual information for the student. Careful screening of the media item in its entirety is necessary to adequately assure that learning experiences uphold the Christian standards and values The Potter's House desires to instill in our students. It is recommended that the following guidelines be established and followed in the selection and use of audio/visual media at The Potter's House:

Generally Acceptable

- Audio/visual media specifically designed to clearly present information within the guidelines and standards of quality learning.
- Age-appropriate materials as established within the curriculum developed and approved by staff.
- Media produced and rated "G," provided they have been previewed in entirety and approved in advance by staff. If staff feels a "PG"-rated media would benefit student learning, a prior communication with parents is suggested.

Generally Unacceptable

- Media resources that do not promote or uphold and reinforce Christian values taught at The Potter's House.
- "PG-13"- or "R"-rated media. Avoiding the use of media with these ratings will continue to develop parental respect and trust given to The Potter's House in providing a quality, Christian education for their students.

Asbestos Policy

The Potter's House is required by the Asbestos Hazard Emergency Response Act to make annual notification of the availability of the Asbestos Management Plan for viewing. Records are filed in the AHERA book in the Superintendent's office. All books have been reviewed by Asbestos Consultants of Michigan. Documents are available for review during normal business hours. A personal copy will be furnished within seven working days after receipt of a written request at a nominal charge of \$1.00 per page.

The Freedom of Information Act

The Freedom of Information Act of the state of Michigan requests that student "directory information" be listed for school district patrons. The following information on students may be released during the school year so that regular functioning of school activities may take place: Student name; student address; telephone number; date and place of birth; major field of study; participation in officially recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; awards received; honor rolls; scholarships; telephone numbers only for inclusion in school or directories; school photographs or videos of students participating in school activities, events or programs. Any parent/guardian or student reaching the age of majority may notify the principal's office by submitting a signed, written request that any or all the categories of personally identifiable information may not be released. It is the purpose of The Potter's House to only release information about our students that will meet particular needs for maintaining school programs.

Immunization Requirements

All students enrolled in The Potter's House must meet all immunization requirements for school registration as set forth in the Public Health Code of the state of Michigan. Call 616-632-7100 for more information or visit their website at www.accesskent.com/Health.

Pesticide Advisory

The Potter's House has adopted an Integrated Pest Management program. While it may occasionally be necessary to apply a pesticide, this program does not rely on routine pesticide applications to resolve problems. We use various techniques such as habitat alteration, sanitation, mechanical means, exclusion, etc. to prevent pests from becoming a problem.

As required by Michigan law, you will receive advance notice of non-emergency application of a pesticide (insecticide, fungicide, or herbicide), other than bait or gel formulation, which is made to the school, school grounds, or buildings. This advance notice of a pesticide application will be given 48 hours before the application by the following method: posting at the primary entrance to your child's school. Please note that notification is not given for use of sanitizers, germicides, disinfectants, or anti-microbial cleaners. In certain emergencies, such as an infestation of stinging insects, pesticides may be applied without prior notice to prevent injury to students, but you will be promptly notified following any such application via the posting method identified above.

Right to Access and Privacy of Records

All parents and guardians of students under 18 years of age and all students 18 years of age or over have the right, pursuant to the Family Educational Rights and Privacy Act of 1974, to examine the official records, files, and data of the school district directly relating to their students. Parents should submit a written request to the school principal clearly identifying the record(s) they wish to inspect. A school official will make arrangements for access and notify the parents of the time and place the records may be inspected. The right to seek an amendment of the student's education records that the parent believes are inaccurate, misleading, or in violation of the student's rights of privacy. Parents should submit a written request to the school principal, clearly identifying the part of the record they want amended and specifying its inaccuracy. If the school decides not to amend the record as requested, it will notify the parents of the decision and advise them of their right to a meeting to challenge the content of the student's education records.