



# **High School Parent and Student Handbook 2025-2026**



2465 28th Street SW, Wyoming, MI 49519

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## **PARENT WELCOME**

### **The Potter's House Mission Statement**

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.

### ***Welcome to The Potter's House High School!***

Greetings in Jesus name,

We are glad to have your family in our Christ-centered learning community at The Potter's House High School for the 2025-2026 school year. While we believe that you, the parents, and guardians, are the primary educators of your children, we take very seriously our role in being an extension of the home to foster faith in Jesus Christ and a character that will last a lifetime.

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

#### **Christ-centered**

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

#### **Academic Excellence**

Second, we seek to prepare our students with the skills and knowledge they need to serve effectively in the Kingdom of God. We are working as faculty and staff to press our students beyond their comfort zones and strive toward their fullest potential with a slate of rigorous academic courses as well as programs within the school that encourage students to consider other aspects of the post-secondary experience.

#### **Real Relationships**

Third, we are focused on community. We are intentional about welcoming everyone in our very diverse student body and helping them find a place of belonging. We deliberately focus on relationship building and reaching out and inviting others who are different from ourselves in some contexts within the life of the school. We pursue this through our numerous student life programs, which may include, but are not limited to, May Term, student swaps with neighboring schools, advisory, and an inter-grade house system.

#### **Equip**

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

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

Yours in Christ,

Alf Clark  
Principal

# THE POTTER'S HOUSE SCHOOL CALENDAR | 2025-2026

12-14 New Staff Orientation  
 14 MS Student Orientation  
 14 Back-to-School Bash  
 18-21 District Worship & PD  
 19 HS Freshman/New Student Orientation  
 21 PS-8 Parent Night  
 25 1st Day of School-Half Day  
 27 No Wednesday After-School Classes  
 27-28 Freshman Basecamp  
 29 No School-Labor Day

1 No School-Labor Day  
 4 HS Parent Night

14-16 PS-12 PTC  
 16 High School End of 1st Quarter  
 17 No School

4 PS-8 Open House  
 6-7 No School-Teacher PD  
 14 PS-8 End of 1st Trimester  
 26-28 No School-Thanksgiving Break

16-19 High School Final Exams  
 19 High School End of 2nd Quarter  
 22-31 No School-Christmas Break

1-2 No School-Christmas Break  
 5 School Resumes  
 19 M.L.K. Jr. Day-Full Day  
 27-29 PS-12 PTC  
 30 No School

AUGUST 2025						
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						

SEPTEMBER 2025						
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				

OCTOBER 2025						
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	

NOVEMBER 2025						
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						

DECEMBER 2025						
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			

JANUARY 2026						
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 2026						
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

MARCH 2026						
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 2026						
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 2026						
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 2026						
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				

JULY 2026						
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	

16 No School-Mid-Winter Break  
 27 PS-8 End of 2nd Trimester

6 High School End of 3rd Quarter  
 13 Half Day-Teacher PD

3-10 No School-Spring Break  
 21-23 PS-12 PTC  
 24 No School

14-15 Senior Exams  
 21 High School Graduation  
 25 No School-Memorial Day  
 26-29 High School Final Exams  
 29 High School End of 4th Quarter

1-5 High School May Term  
 2 8th Grade Graduation  
 3 Kindergarten Graduation  
 5 Last Day of School-Half Day  
 8-9 Teacher PD

**Color Code**  
 • Yellow-School Day  
 • Green-No School  
 • Pink-Half Day, *Noon Dismissal*  
*No Lunch Service*  
 • Blue-No School, Teacher PD

## A PORTRAIT OF POTTER’S HOUSE GRADUATES

### *Resilient Followers of Jesus*

Potter’s House students will perpetually pursue to become like Jesus by seeking the presence of God in prayer, loving their neighbors through sacrifice, and participating in the beloved community with universal hospitality.

### *Compassionate Discerners of Truth*

Potter’s House students will be quick to listen, slow to speak, and slow to become angry when journeying with their neighbor towards truth.

### *Equipped Kingdom Influencers*

Potter’s House students will actively contend for the world as highly capable and knowledgeable doers of justice, who love mercy and walk humbly with their God.

### *Joyful Overcomers of Challenges*

Potter’s House students will approach difficulties with grit and perseverance, grounded in humility and thankfulness for the grace of God as expressed in the sacrificial love of Jesus. They will choose joy over despair.

### *Humble Pursuers of Excellence*

Potter’s House students will be active stewards of the minds and bodies that God has given them, continuously pursuing growth in better loving and serving God and their neighbors.

## DAILY BELL SCHEDULE

Newport St. doors open at 7:15 am

Monday, Tuesday, Thursday, & Friday	Wednesday
8:00-8:12 am ..... Morning Prayers	8:00-8:11 am ..... Morning Prayers
8:15-9:01 am .....1st Period	8:14-8:49 am .....1st Period
9:05-9:51 am .....2nd Period	8:53-9:28 am ..... 2nd Period
9:51-10:01 am .....Break	9:32-10:07 am ..... 3rd Period
10:01-10:47 am .....3rd Period	10:07-10:17 am ..... Break
10:51-11:37 am .....4 <sup>th</sup> Period	10:17-10:52 am ..... 4th Period
<b>11:41-12:25 pm ..... Flex</b>	10:56-11:31 am ..... 5th Period
12:25-12:57 pm .....Lunch	11:31-12:01 pm ..... Lunch
12:57-1:43 pm .....5th Period	12:01-12:36 pm ..... 6th Period
1:47-2:33 pm .....6th Period	12:40-1:15 pm ..... 7th Period
2:37-3:25 pm .....7th Period	
<b>Flex:</b>	<b>After school options:</b>
<ul style="list-style-type: none"> <li>Monday - Advisory</li> <li>Tuesday - Chapel/discipleship</li> <li>Thursday - Keep It Real/Flex</li> <li>Friday - Focus Session</li> </ul>	<ul style="list-style-type: none"> <li>1:20-1:55 pm - Teacher Office Hours</li> <li>1:20-3:25 pm - Large Study Session in Cafetorium</li> </ul>

## HIGH SCHOOL STAFF

<b>Administration and Support Staff</b>	<b>Position</b>	<b>Email</b>
Almonte, Mallory	Guidance Counselor	malmonte@tphgr.org
Awator, Lucero	Student Life, Science Teacher	lawator@tphgr.org
Bailard, Angela	Registrar, Guidance Office Assistant	abailard@tphgr.org
Cain, Brad	Fine Arts Director, Band Instructor	bcain@tphgr.org
Clark, Alf	Principal	aclark@tphgr.org
DeJager, Jill	Transportation Coordinator	jdejager@tphgr.org
Dunnill, Courtney	Psychologist	cdunnill@tphgr.org
Faber, Terry	Technology Director	tfaber@tphgr.org
Gable, Noelle	Administrative Assistant	ngable@tphgr.org
Haskill, Kara	Athletic Director	khaskill@tphgr.org
Hill, Colleen	Guidance Counselor	chill@tphgr.org
Kuipers, Kevin	Assistant Principal	kkuipers@tphgr.org
Madrigal, Laura	Receptionist/Secretary	lmadrigal@tphgr.org
Mangione, Joanna	Educational Support Specialist	jmangione@tphgr.org
Rachelle Rosario	Social Worker	rrosario@tphgr.org
<b>Teachers and Paraprofessionals</b>	<b>Subject</b>	<b>Email</b>
Aguilar, Annette	English	aaguilar@tphgr.org
Altena, Christian	Social Studies	caltena@tphgr.org
Bailard, James	Science	jbailard@tphgr.org
Calvas, Wilson	Spanish	wcalvas@tphgr.org
Kara Cole	Gospel Choir Director	kcole@tphgr.org
DeCou, Stephanie	Educational Support Services	sdecou@tphgr.org
DePree, Curtis	Teacher, Tech Support, International Program	cdepree@tphgr.org
Dillman, Danielle	Math	ddillman@tphgr.org
Figueroa, Tricia	Robotics Teacher, Robotics Team Coach	tfigueroa@tphgr.org
Fox, Delaney	Physical Education	dfox@tphgr.org
Harrison, Emily	Paraprofessional	eharrison@tphgr.org
Hoeksema, Micah	Math	mhoeksema@tphgr.org
Ilbrink, Courtney	Math	cilbrink@tphgr.org
Koster, Kristopher	Leadership Teacher, Cross Country/Track Coach	kkoster@tphgr.org
Lang, Sarah	Art	slang@tphgr.org
Leegwater, Nanette	English as a Second Language	nleegwater@tphgr.org
Ophoff, Becky	English	bophoff@tphgr.org
Reid, Kenneth	Bible	kreid@tphgr.org
Scott, Betsy	English	bscott@tphgr.org
Sisco, Sara	Social Studies	ssisco@tphgr.org
Stob, Lynn	Math	lstob@tphgr.org
Stockment, Josh	Bible, Educational Support	jstockment@tphgr.org
Trice, Robert	Economics	rtrice@tphgr.org
Veldman, Anna	English	aveldman@tphgr.org
Ver Beek, Keith	Science	kverbeek@tphgr.org
Williamson, Michele	Math	mwilliamson@tphgr.org

## INFORMATION AND GUIDELINES

### Diploma Requirements (22.75 credits minimum)

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

Subject	TPHHS Curriculum Requirements
English*	4 credits
*A student is required to take a math each year of high school	English 9, 10, 11, and 12
Math*	4 credits
	Algebra 1
	Geometry
	Algebra 2
	Math or math-related (12)
*A student is required to take a math each year of high school	Financial Math state requirement starting class of 2028
Science	3 credits
	Biology A and B
	Chemistry A and B
	Science Elective
Social Studies	3 credits
	World History and Geography (1.0)
	US History & Geography (1.0)
	Civics (.5) or AP Government (1.0)
	Economics (.5)
Physical Education and Health	1 credit
	Physical Education & Health
Visual, Performing and Applied Arts	1 credit
Languages other than English	2 credits of one foreign language
Online Learning Experience	20 hours completed through 1-1 technology
Seminar 9	0.5
Seminar 11	0.5
Senior Project	0.5
Bible	2 credits
May Term	0.75 (3 May Terms; 0.25 credits each)

- All students must complete the Senior Project and Exhibition according to stated guidelines.
- The senior year must be completed in residence. All students must take at least 6 credit-bearing classes per semester unless specifically stated in a student's Official Accommodation Plan.
- Kent Career/Technical Center and Dual Enrollment students must take a minimum of 2.0 credits at TPHHS concurrent with the off-campus classes unless specifically stated in their Official Accommodation Plan.
- A student needs a minimum of 22 academic credits in conjunction with the requirements listed above.

### Graduation Ceremony Participation

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

### Credit Standing

Credits are earned in .5 increments per semester. To stay on track for graduation a student should obtain the following credits by the end of:

Freshman year 6.0 – 7.0 credits, minimum of 5

Junior year 18.0 – 21.0 credits, minimum of 15

Sophomore year 12.0 – 14.0, minimum of 10

Senior year 22 – 28

### Transcript Requests

Transcripts must be requested online at [TPH Transcript](#) at least two weeks before the deadline.



### Requesting a Meeting with a School Counselor

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

### SAT And College Application Fee Waivers

Families who qualify for free or reduced-price lunch may receive up to two SAT fee waivers and four college application fee waivers. These waivers are available through the students' college board account.

### Grade Point Scale

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

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

### Semester Grade Determination

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

### Full-time Status

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

### Incompletes

All incomplete grades must be made up within two weeks of receipt of the grade report. Failure to make up the work will result in an "F" recorded for the course.

### Competencies

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

### TADS Educate

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

## **Dropping Classes**

Classes may be dropped without academic penalty within the first three days of the semester. Class drops for senior-level Honors and AP classes will be considered within the first two weeks without academic penalty and only with the permission of the counselor and teacher. A class drop or exchange may be considered beyond the second week for reasons deemed legitimate by the counselor, teacher, and education specialist. Legitimate reasons may include misplacement or an unusual change in a student's educational plan. A parent or teacher request will be required for a drop beyond the second week. Students who drop a class beyond the allowed period will receive a "Withdrawn" on their transcript.

## **Courses Taken Outside of The Potter's House High School**

A student may take one course per semester in another approved school for

1. Credit recovery, for a total of no more than 4.0 credits per semester.
2. To augment TPHHS curriculum, such as ROTC, if it does not conflict with TPHHS core curriculum.

All such courses must be pre-approved by the guidance counselor.

## **Dual Enrollment**

Junior and senior students, with qualifying grade point averages and standardized test scores, may be eligible for dual enrollment in college classes that count for college credit. Students need to decide at the beginning of the course as to whether or not the grade will be included in their GPA and put on their transcript.

- Grace Bible College: One class per semester at TPHHS campus
- Area Colleges: Students must meet with their guidance counselor before college enrollment
- A maximum of 7 credits may be earned per semester
- Must earn a C or higher to have the course paid by the State of Michigan. Students who receive a grade lower than a C will be required to reimburse all expenses to the college or the State of Michigan.
- Must abide by the drop/add deadline.

## **Kent Career/Technical Center (KCTC)**

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

## **Kent Transitions Center (KTC)**

Students who wish to attend Kent Transitions Center should contact the education specialist for a program tour and evaluation for placement during the junior and senior year. Credit for KTC will be granted through TPHHS if the student has fulfilled all the KTC course requirements including attendance of classes whenever they are in session. Excessive absences in the KTC program will be handled as stated in TPHHS attendance policies.

## **Online Courses**

1. Students are required to take traditional face-to-face classes unless scheduling conflicts prevent this.
2. A maximum of one online course per semester may be allowed with prior approval from the guidance counselor, provided that the student is taking at least 2.5 credits in the regular school day.
3. All courses, including online courses, taken outside the regular school day that is intended for TPHHS credit must receive prior approval from TPHHS guidance and administration.
4. Online courses may be taken for credit recovery, with permission from TPHHS guidance.

## **Credit Recovery**

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

## **Honors and Advanced Placement**

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

### Testing Out for Credit

A student may choose to test out and earn credit for a class by taking and passing a pre-approved exam for that class with 77% or higher, as stated in the Michigan Merit Curriculum guidelines. The guidance counselor and department teachers must pre-approve testing out for credit.

### Independent Study

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

### Exam Exemption Guidelines

In the second semester of a student's senior year, students may choose to be exempt from the exam, **at the teacher's discretion**, for any class in which he or she has maintained a B average or higher through the last day of the semester before exam week. To qualify for an exemption, all required work for the course must be completed and submitted, and the student may not have any **unexcused absences** in the class during the semester.

### May Term

A two-week course immediately following 2nd-semester exams, starting May 22, 2023, and ending June 2, 2023. All 9th-11th graders are required to take a May Term course of their choosing each year. Priority for each course is given by seniority and an application process. Each course focuses on the following key characteristics: justice, service, resilience, and community. Students immerse themselves in topics and opportunities that bring them outside of the classroom and give them opportunities to demonstrate learning in new, exciting, and challenging ways. All May Term courses are graded on a credit, no credit scale. A course catalog for May Term 2023 will be available in November with the application process beginning in December.

## 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 students' 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 of the basic student expectations for all grades 6th-12th 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.

## SCHOOL CULTURE

### Spiritual Formation

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

### Freshmen Base Camp

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

### Retreat Program

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

### Advisory

Advisory is a homeroom class, and students will be assigned an advisory teacher, whom they will stay with for four years. During advisory, the advisory teacher assesses/advises academic progress, assists in spiritual growth, and supports students in developing deeper relationships with their classmates. Students are scheduled to meet in advisory once a week.

### Intervention

Intervention is a time to offer students extra help or acceleration in their classes. This time can also be used to take tests and quizzes. Intervention classes will meet two times a week.

### The House System

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

Throughout the year, these four houses will compete against each other for points, which have the potential to earn their house various rewards.

The elected officials from each house make up the House Council (Student Government). During the school year, House Council is responsible for, but not limited to, leading the following:

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

## 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 and Plagiarism**

- to steal and pass off (the ideas or words of another) as one's own
- to use (another's production) without crediting the source
- to present as new and original an idea or product derived from an existing source (e.g. A.I.-generated content, published articles, etc.)

*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 (expanded)*- 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.

### **Theft**

Willfully taking something that does not belong to you. Items that are found should be turned into the office immediately.

### **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.

## **GRADES 9-12 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:

- 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 (See Dress Code).
- Inappropriate internet or computer use, including, but not limited to:
  - accessing inappropriate sites, publishing, or producing 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.
- 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
- Counselor Conference

##### **Maximum**

- Staff Intervention
- Saturday School

*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 (See Cheating and Plagiarism)
- 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

#### **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 walkouts, 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
- 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 generates 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

## **2025-2026 TPH HIGH SCHOOL DRESS CODE**

### **Overview**

The purpose of the high school dress code is for students to appear dressed, in properly fitting clothing, appropriate to the educational environment. Clothing can contribute to a sense of pride and professionalism and reinforces the message that school is important business. This is particularly important for our high school students who will soon experience job/internship interviews and other professional workforce expectations. We understand that wardrobe choices depend on individual taste and values. Establishing a clear, unambiguous dress code is challenging, and as a result, certain arbitrary elements may appear.

Please know that the high school administrators (high school principal and assistant principal) reserve the right to determine what constitutes appropriate dress. The following is meant as a set of guidelines. However, in all cases, the school administrators have the final say.

1. **All students must wear a collared shirt during school hours.** PE is the only exception.
2. Students are expected to be in full dress code at all times during school day, including break and lunch time, at special events, and during all field trips, unless otherwise specified by the high school administrators.
3. There will be times when students are asked to elevate their level of dress to accommodate for special circumstances, events or situations.
4. Body piercing (including tongue rings) is not permitted. Nose piercings are permitted only if it is a stud or a clear piercing (preferred). Other body or facial piercings are not allowed. No excessive jewelry or extreme jewelry allowed.
5. Hair must be neat and no dying or bleaching of hair beyond a natural color.
6. **All shorts and pants must be one solid color. Cargo shorts are not allowed.**
7. Shorts may be worn August-October and Spring Break-June.
8. **Pants and shorts must not have any holes or rips. Blue jeans, cargo pants, and pajama pants are not allowed.**
9. Shorts must be mid-thigh or fingertip length or longer. Certain styles of shorts are subject to school approval.
10. No clothing that exposes underclothing or is transparent or “see-through.” All shirts must naturally lay below the waistline of pants, skirts or shorts being worn. No midriffs are to be visible.
11. No offensive or suggestive words, pictures, etc. on clothing—shirts, coats, pants, etc.
12. T-shirts, tank tops, tankinis, and cutoff T-shirts are not allowed.
13. A **collared shirt must** be worn underneath if you choose to wear a quarter zip, fleece, sweater, or sweatshirt, with appropriate logos, no larger than a dollar bill.
14. Any logos that have alcohol, weapons, and the like are not allowed. No clothing is permitted that promotes drugs, alcohol, tobacco, vaping, marijuana, sex, or violence.
15. Unless given permission by administration, hats and headwear are not to be worn in the building.
16. Hooded shirts, hooded sweaters, and hoodies are not allowed. Coats may not be worn during the school day at any time.
17. Military-style camouflage, skull, crossbones, and vulgar language/images on clothing are not allowed.
18. Shoes must be worn. Closed-toed shoes only, such as athletic and casual shoes. For safety reasons, moccasins, slippers, flip-flops, crocs, and slides are not allowed.
19. Students must wear administrator (principal/assistant principal) approved appropriate game day apparel.
20. Students are allowed to wear Potter’s House athletic gear such as quarter zips, jackets, sweatshirts, and vests, **as long as a collared shirt is worn underneath.**
21. No sunglasses may be worn, unless prescribed in writing by a medical doctor for indoor wear.
22. No blankets may be worn or carried.

### **Attire for Men**

- Buttoned shirts may be long-sleeved or short-sleeved and **must have a collar**. They must be completely buttoned to a modest level, at least 1-2 from the top
- Polo shirts with a small, appropriate logo no larger than a dollar bill are allowed.
- Shirts may have patterns, but no words.
- Turtlenecks would be considered a collared shirt.

### **Pants/Shorts**

- **All shorts and pants must be one solid color.**
- Dress pants must be neat, in good condition, and fit appropriately at the natural waistline or hipline.
- Sweatpants and athletic/jogging pants are not allowed.

### **Attire for Women**

- Buttoned shirts may be long-sleeved or short-sleeved and **must have a collar**. They must be completely buttoned to a modest level, at least 1-2 from the top.
- Polo shirts with a small, appropriate logo no larger than a dollar bill are allowed.
- Shirts may have patterns, but no words.
- Turtlenecks would be considered a collared shirt.
- See-through blouses with camisoles underneath are not allowed.

### **Pants**

- **All shorts and pants must be one solid color.**
- Dress pants must be neat, in good condition, and fit appropriately at the natural waistline or hipline.
- Leggings worn as pants, sweatpants, and athletic/jogging pants are not allowed.

### **Skirts/Dresses/Shorts**

- Skirts and dresses are to be mid-thigh or longer (in the front and back, including slits). **If dresses or skirts do not reach the knee, they must be worn with opaque leggings.**
- **Dresses do not need to have a collar.**
- Halter-style, tanks, or scoop and V-neck dresses that reveal cleavage are not allowed.

If there is a question as to whether or not any student's apparel or appearance is appropriate for school, building administrators will decide.

### **DISCIPLINE PROCEDURES FOR IMPROPER DRESS**

1. The student will be given an opportunity to correct the problem. In doing so the student may call a parent to obtain proper attire.
2. Refusal to cooperate may result in further discipline which may include, but is not limited to:
3. The student may be given detention and parents will be notified.
4. If the dress code violation persists, the student may receive another detention, Saturday School, and/or a parent meeting.

# House High School

## Dress Code Quick Reference (the basics)

**Acceptable Pants:** Dress pants must be neat, in good condition, and fit appropriately at the natural waistline or hipline. All shorts and pants must be one solid color and have no rips.



**Acceptable Shirts & Tops:** All shirts must have a collar. Shirts / blouses must be buttoned to a modest level, at least 1-2 from the top. Material may have patterns, but no words. If an undershirt or camisole is worn under a blouse, the blouse must be buttoned up at all times, and the undershirt or camisole may only show at the collarbone, bust-line, or below the blouse hem.



**Skirts / Dresses:** Dresses do not need a collar. Skirts and dresses are to be mid-thigh or longer (in the front and back, including slits). If dresses or skirts do not reach the knee, they must be worn with opaque leggings. Below are some acceptable styles:



**Below:** A collared shirt must be worn underneath if you choose to wear a quarter zip, fleece, sweater, or sweatshirt, with appropriate logos, no larger than a dollar bill.



**Polo Shirts:** Polo shirts are permitted if they feature a small, suitable logo no larger than a dollar bill, and may include patterns but must not contain words.



**Footwear:** Shoes must be worn. Closed-toed shoes only, such as athletic and casual shoes. For safety reasons, moccasins, slippers, flip-flops, crocs, and slides are not allowed.



NOTE: These are the basics. Please read the entire handbook. More details are included there.

## Dress Up Event Attire

**"Dressed up" means looking sharp and put-together in stylish clothing. It's when you swap your everyday casual wear for something fancier to make a great impression. It's what you wear when you're applying for an internship, job shadowing, attending a ceremony, or special event**

**Men:** Wear dress pants and shirts with collars. (no cargo pants or shorts)



**Tops:** Buttoned-down collared shirts (no polos or T-shirts) or sweaters with button-down collared shirt underneath.

**Women:** Dress, skirt, or dress slacks. Dresses do not need collars.



**Footwear:** Wear dress shoes, not Crocs, slippers, or flip flops.



## ACADEMIC EXPECTATIONS

The Potter's House High School seeks to prepare our students for their academic and vocational future. Our teachers and staff are committed to meeting the educational needs of all our students. At the same time, we expect all students to put forth their best effort in all classes and to work with the teachers to realize their academic goals. Therefore, we expect all students to meet the following expectations:

1. Participate in class and make positive contributions to the classroom learning environment.
2. Complete homework as it is assigned.
3. Attend after-school study hall for missed, late, or incomplete homework assignments. (Parents must arrange student transportation for after-school study halls).
4. Strive to do the best that they can in all classes.
5. Ask for help when needed and put forth the necessary effort to succeed.
6. Understand that they are in school to work, therefore use their time in and after school, and at home to study and prepare to reach their academic goals.

When students meet the above expectations, it will be reflected in their academic development and their grades. We expect students to do well in school. Poor grades are a sign that the above expectations are not being met.

### Academic Resource Center (ARC)

This is a teacher-supervised, workspace that provides an environment for students who wish to complete their homework assignments. With ARC being a drop-in, students must sign in and out. ARC will be held, unless communicated differently, after school in room 1 until 4:30PM. With ARC not being open every day, hours will be posted just outside the room.

### Homework Assignment Expectation and Responsibility

Each student has the responsibility to complete all classroom assignments. Classroom teachers are responsible to connect with students and families when missing or late assignments occur in their classes. Teachers may require students to meet with them during a teacher session (e.g., Zero Hour, lunch, Interventions, during the student's study hall, or after school) to complete work that is substantive and important enough in both content and points to warrant it, as well as, possible reteach or study time. Students who do not report to the scheduled teacher session, the teacher will contact the student's parent/guardian. Students with a pattern of missing work in 1 or more classes will be required to set up a meeting and process an intervention plan with parents and staff. If the teacher believes it is warranted, they may invite the educational specialist, guidance counselor, and administrator to the meeting.

### Academic Probation

Academic probation is a process when an incoming student or, potentially a current student's, average grades are below a 1.7 GPA. Steps will be taken to help the students get academically on track. The student must then fulfill all the Academic Probation Requirements or face the possibility of being asked to leave The Potter's House School. The following requirements are potential, but not limited to, academic probation requirements.

1. The student **must attain a grade point average of 1.7** or better in the quarter.
2. If a student's GPA is below a 1.7 (C-) on their report card, a conference will be called with parents and school staff, and a specific learning plan will be put in place.
3. The proactive plan set in motion to help and support a student may include but is limited to, the following:
4. Grade checks/progress reports will be done every **2 weeks** for students and should be sent to the student's advisor, teachers, and parents.
5. The student will be required to participate in two of the teachers' supervised times per week to work on homework and to get help from teachers with areas in which he/she is exhibiting poor performance.
6. The student must get teacher signatures on the Academic Probation Contact Log and return them to their advisor each week.
7. Times for teacher contact for support are
  - a. Zero hour—Monday-Friday, 7:15-7:50 a.m. in the Media Center
  - b. ARC—Monday-Thursday, 3:35-4:30 p.m. or the days the ARC is open.
  - c. Advisory Intervention—Tuesday and Thursday, 11:49 a.m.-12:18 p.m. in various rooms.

8. Additional organizational help, coaching, and accountability checks may be part of a particular student's program for academic success as well.
9. The process for Academic Probation due to grades includes the current advocacy/dismissal process that is available upon request.

## Study Halls

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

Study hall guidelines and requirements:

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

## Academic Integrity: Cheating, Plagiarism, and Artificial Intelligence (AI)

Students have a significant responsibility for honesty regarding all schoolwork. Cheating and Plagiarism are defined as:

- to steal and pass off (the ideas or words of another) as one's own
- to use (another's production) without crediting the source
- to present as new and original an idea or product derived from an existing source (e.g. A.I.-generated content, published articles, etc.)

*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 (expanded)*- 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.

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

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

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

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

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

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

## **SAFE SCHOOL**

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

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

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

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

#### **Volunteers**

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

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

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

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

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

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

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

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

- Have a valid driver's license and be at least 21 years of age.
- Have full automobile liability insurance coverage.
- Be able to follow all instructions provided by the teacher or the school.

#### **Criminal History Report Confidentiality**

All information and records obtained from criminal background inquiries and disclosures are to be considered confidential and will not be released or disseminated to those not directly involved in evaluating the applicant's qualifications. Records involving misdemeanor convictions for sexual or physical abuse, or any felony will be available to administrators directly involved in evaluating the applicant's qualifications. Individuals convicted of



crimes listed in Section 2 of the Sex Offender Registry Act, MCLA 28.722, shall not be allowed to work in the school. Violation of confidentiality is considered a misdemeanor punishable by a fine of up to \$10,000.

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

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

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

### **School Security**

All parents, visitors, and volunteers must sign in at the school office immediately upon entering the building and wear a name badge. Before 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.

### **Procedure for 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 permit a student’s early dismissal. Only family or authorized adults listed in the school management system may pick up a student with parent/guardian permission.

- High School Procedures:
- Students may be dismissed for an appointment or illness with parent/guardian permission.
- For an appointment a Parent/guardian must call or email the front office on or before the morning of the scheduled appointment. When the student arrives at school go directly to the front office to receive a leave early pass. The student will hand the pass to the teacher of the class they will be leaving and go to the front office at the scheduled time.
  - Students will be called to the office to meet their parents or to sign out before driving to their appointment.
  - Students must sign out in the office before leaving school and sign in when they return.
  - Adult school employees may take a student home with permission from the student’s parent/guardian.
- Students will not be released to a person other than a parent/guardian during school hours without permission from the parent or legal guardian. Teachers may not release a child to the noncustodial parent without permission from the custodial parent. Separated or divorced parents may not use the school as their meeting place.

### **Harassment**

The Potter's House intends to provide its employees and students with an environment that is free of offensive kinds of behavior. Conduct, whether intentional or unintentional, that subjects another person to unwanted attention, comments, or actions because of race, national origin, age, sex, physical characteristics, or disability, robs the person of dignity and is not permitted.

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

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

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

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

### **Sexual Harassment**

Sexual Harassment by employees, volunteers, students, or visitors of The Potter's House is unlawful and contrary to the religious beliefs and the commitment of this school to provide a stable learning and working environment. School authorities will not tolerate any sexual harassment. All contact between employees, volunteers, students, and visitors should be in keeping with respect for the individual, be of a nature that does not make anyone feel uncomfortable and be conducive to creating a stable learning environment.

Sexual harassment includes making unwelcome sexual advances, engaging in improper physical contact, making improper sexual comments, or otherwise creating an intimidating, hostile, or offensive educational learning environment. All students, school employees, and volunteers are expected to conduct themselves with respect for the dignity of others.

### **Bullying And Cyberbullying**

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

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

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

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

### **Sexting**

The Potter's House High School believes that our bodies were created by God and to be used for the glory of God. Be aware that teens often erroneously think that consensual sexting is legal, but that's not how Michigan law sees it (Please refer to Michigan Law on Sexting and Soliciting).

### **What makes sexting illegal in Michigan?**

Under state law, teens, or anyone below 18 do not have the right or authority to consent to the creation of sexually explicit images, videos, or other media. Consequently, when anyone below 18 takes a sexually suggestive photo, a nude selfie, or a picture or video of his or her privates, the activity constitutes child pornography creation. Creating child pornography is a crime and sending that photo or image escalates the crime to the possession and distribution of child pornography.

Sending images of minors can result in felony penalties for anyone who creates, shares, solicits, or possesses the image, even if the minor themselves creates a sexually explicit image or send a sexually explicit image to another minor. If sexting occurs, the following will happen:

- Parents will be notified.
- The matter will be investigated, and the student will be suspended with a possible recommendation for expulsion.
- If the student returns to school they will be on a behavioral contract that will include, but is not limited to, technology restrictions and a guidance counselor plan.

## WEAPONS AND ILLEGAL SUBSTANCE

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

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

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

### Detentions

A positive teacher-student relationship is important to building a healthy learning environment. Teachers and staff may assign detentions for violations of school rules. Examples might include but are not limited to, a classroom disruption, minor verbal or minor horseplay with another student, disrespect of a teacher and/or staff, or the use of vulgar, or sexually explicit language. Depending on the behavior of the student, the teacher may take the following steps:

1. First warning
2. Issue detention: At the end of class, the student will be given a yellow detention slip. This is the only notification that will be provided for the student. The date of the detention will be worked out between the student and the teacher. Parents will be notified by the teacher via email.
3. If the detention is issued for the same day, the student will call their parent/guardian immediately to inform them that they received detention and to arrange transportation needs.
4. If the student does not accept the detention appropriately (causes a disruption when receiving detention, crumpling up the detention slip, throwing the detention slip away, etc.), they will be sent to the office.

Detentions may be served after school or in the morning for Zero Hour. After-school Detentions are held every Monday-Thursday beginning ***promptly*** at 3:35 p.m. and ending at 4:30 p.m., and Zero Hour Detentions are held every Monday-Friday beginning ***promptly*** at 7:15 a.m. and ending at 7:50 a.m. Parents or the student must contact the Administrators before detention if there is a need to reschedule. Students who do not report for detention ***before the allotted time*** may receive an additional detention.

Detention requirements:

1. Arrive before 3:35 p.m. if the detention was scheduled after school.
2. Arrive before 7:15 a.m. if the detention was scheduled before school.
3. Detention is a time for quiet work. The student must bring homework or a book to read.
4. The student must refrain from talking to other students.
5. Detention is mandatory. Students may have to miss athletic or other extracurricular practices and activities to attend detention.
6. There will be no sleeping or socializing during detention.
7. Cell phones will be turned in at the start of each detention. No electronics are allowed or in use during detention. This includes Chromebook, headphones, iPod, iPad, cell phone, etc. (This may include smart watches)
8. Community service may be required and takes precedence over academics during this time.

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

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

**1<sup>st</sup> offense:** The student will be called to the office to meet with the assistant principal to discuss the reason for the absence. Parents will be notified, and a second detention will be issued.

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

## Saturday School

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

- Promptness counts: SS begins promptly at 9:00 a.m. All students must report between 8:50-8:59 a.m. The doors will close at 9:00 a.m. Students will not be allowed to enter or attend SS after 9:00 a.m.
- It is a time for quiet work. Students must bring study materials and/or reading materials to last the entire session.
- Students will not be allowed to talk, sleep, play video games, use Chromebook, or cause disruptions of any kind.
- Violations of rules and regulations will result in loss of Saturday School Detention time served for that specific date.
- Reflection sheets will be filled out during this time.
- Students are not required to be in the school dress code.
- Cell phones will be collected during SS. Phones will be turned in at the start of each Saturday school session and returned when they leave.
- Saturday school is mandatory.
- Students may have to miss other activities to attend Saturday school.
- Students cannot participate in any extra-curricular activities held during their SS. Students may have to miss other activities to attend Saturday school.

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

**1st offense:** The student will be called to the office to meet with the assistant principal to discuss the reason for the absence. Based on the reason, 1 or 2 SS may be issued, and parents will be notified.

**2nd offense:** A 2-day school suspension will be assigned, and the next offense will be step three of the Detention to Suspension Scale. Parents will be notified.

## Suspensions

1. **IN-SCHOOL SUSPENSION:** An in-school workspace area that can provide one step before out-of-school suspension. All privileges are suspended; no classes are attended. Students are placed in a room designed for corrective purposes and are supervised while completing assignments. They receive full credit for assignments completed, including tests and exams.
2. **OUT-OF-SCHOOL/PROGRAM SUSPENSION:** When applicable, student may be suspended out-of-school/program until such time a conference can be initiated between the principal (or designee), the students, and the Parent(s)/Guardian(s) of students, and other professional resource personnel where warranted. In this case, a student may be suspended from school/program for one (1) hour up to a maximum of ten (10) school days.
3. In the event of a student's misbehavior, a student may be placed on out-of-school/ program suspension for up to ten (10) school days. The length of the suspension is determined by building administrators and is dependent on the severity of the misbehavior. A student suspended from school is not allowed to attend school or any school activity or school sponsored activity for the period of the suspension. Students may be considered as trespassing and subject to arrest if present on any school property during the period of suspension.
4. In the event student is suspended from his/her base school and is involved in the Kent Career/Technical Center (KC/TC) or similar program, the principal (or designee) shall determine, based upon the seriousness of the infraction, whether the students should continue in KC/TC, or similar programs, during the period of suspension. If students commit a Level I, II, or III infraction, the principal (or designee) may elect to have students continue in KC/TC or similar programs. For Level IV and V infractions, students shall be suspended from all school programs, including KC/TC.

While the student is on suspension, they are not allowed to participate in any TPHHS athletic practices, games, or school-sponsored activities. While on suspension, the parent/guardian must schedule a reinstatement meeting with the administrator. Administrators have the final decisions on all suspensions.

### Detention to Suspension Scale

Detention to Suspension Steps	Total Detentions	Suspension Consequences
Step 1	4	One day Saturday School Suspension (SS) / Parents notified
Step 2	8	2-day school suspension / Parents notified / *Reinstatement meeting with parents / **Behavioral Intervention Plan (BIP) / ***Behavioral Contract (BC)
Step 3	12	3-day school suspension / Parents notified / *Reinstatement meeting with parents / **Behavioral Intervention Plan (BIP) / ***Behavioral Contract (BC)
Step 4	16	5-day school suspension, *Reinstatement meeting, ****Behavioral Contract (BC) and possible dismissal from school

\* Reinstatement meeting with parents. Parents must call the school office during business hours to schedule a meeting before their son or daughter may return to school. The meeting is with the administrator, parent, and student. The meeting will focus on what happened and how to move forward at TPHHS or another school.

\*\* BIP: normally developed during the reinstatement meeting (parents must schedule) to determine the causes of the inappropriate behavior and establish a plan that the student, home, and school will follow to move toward change. Bi-weekly meetings with a parent, student, and administrator may be required to review the plan.

\*\*\*BC: all behavioral contract decisions are final. If a student does not meet the BC requirements the student may be asked to leave the school immediately. Mandatory bi-weekly meetings with parents, students, and administrators are required to review the BC and access progress.

### Expulsion

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

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

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

### Use of Cell Phones and Other Electronic Devices

Cell phones and other electronic devices are not to be used or visible during regular school session hours of 8:00 a.m.-3:25p.m. The use of cell phones and other non-school-issued electronic devices during regular school hours, unless given permission, is prohibited. Electronic devices include, but are not limited to PSP, Gameboy, Nintendo DS, iPods, Nanos, iPod Touch, Zune, MP3 player, headphones, earbuds, and earphones, Beats, Air Pods, etc.

If students need to make a phone call, they may go to the school office and use the phone. Only with permission and on rare occasions will the student be allowed to use their cell phone in the front office.

If a student's cell phones/electronic devices are in use or visible during regular school hours the teacher or staff will confiscate the devices and take them to the front office.

1. First offense: the student's cell phone or other electronic devices will remain in the Administrators' office until the end of the day.
2. Second offense: parent communication and the device will be held until the parent picks it up from the office during regular school office hours (7:30 am-4 pm).
3. Third offense: student will bring the device to the office at the beginning of the day for two weeks, a parent/guardian meeting; and a behavior contract.

To protect students' privacy in bathrooms and locker rooms cell phones may not be used in those spaces. Before the student is allowed to use the restroom, they must put their phone on the teacher's desk.

## ATTENDANCE

It is also the school's goal, in cooperation with parents, to teach promptness and responsibility. We strongly urge parents to support us in reaching this goal by scheduling appointments for students during non-school hours and planning family vacations to coincide with the school calendar. Lack of consistent attendance is one of the most common causes of poor student performance. The nature of most classes requires regular and consistent attendance to receive the full benefit of instruction. Make-up assignments cannot always be issued in every circumstance. Each class may include as a part of the grading criteria a component of classroom participation. If a student is absent (either excused or unexcused) a significant number of times, and not able to participate in daily classroom discussion or activities that contribute to the participation portion of the grade, this will have a negative impact on the overall course grade. Grading criteria to include class participation will be listed specifically in each course syllabus.

School attendance is compulsory by Michigan law. The Potter's House is responsible for keeping complete attendance records. Regular school attendance is extremely important and essential for successful school progress. Our attendance policy encourages punctuality and regular attendance in all classes. Attendance is very important for these reasons:

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

**To fulfill attendance requirements and to qualify for credit in a class, a student must have no more than 10 absences per class in a semester. The 10 allowed absences are deemed sufficient to cover routine illnesses in normal circumstances. Any student who exceeds the 10 allowed absences in a class, whether excused or unexcused, will not receive credit for that class. (Please see Appeal Process)**

### Attendance Procedures for Students and Parents

1. Attendance will be taken and recorded at the start of every class period.
2. Students that arrive at school after 8 AM, must sign-in in the office.
3. If students need to leave for any reason, they must have parent communication with the secretary and sign out in the main office. **Students who do not have parental permission will not be allowed to leave school until parents are contacted to permit leaving.**
4. If a student needs to miss class for illness and/or appointments, the parent or Guardian must call (616-249-8050) or email [hsoffice@tphgr.org](mailto:hsoffice@tphgr.org) the school's main office before the start of the school day.
5. Absences not excused within 24 hours may be treated as unexcused absences.
6. Voicemail is available 24 hours, so leave a message if necessary.
7. If you wish for an absence to be omitted from the number of allowable absences, you must show evidence of a medical excuse. This must be completed within 36 hours of your return to school. The absence should still be called or emailed in on the day of the absence by a parent/guardian excusing the absence.
8. **Students must obtain parent and office permission before leaving school at any time other than the normal dismissal time. Students must sign out in the office before leaving school.**
9. Students are expected to obtain make-up work from teachers on the first day they return to the class and complete the work within the agreed timeline with the teacher. Generally, one make-up day will be allowed for each day of absence unless the teacher and the student make other arrangements.

### Excused, Exempt, and Unexcused Absences

#### Excused Absences

Excused absences in which parent notification is given (either by phone or in writing) within 24 hours (See below: Exempt Absences within 48 hours) of the absence. This includes pre-arranged absences. The administration reserves the right to determine if an absence will be considered excused. The student will be allowed to make up missed work. It is the responsibility of the student to notify the teacher upon their return from an excused absence and to request work that needs to be made up.

Excused Absences include, but may not be limited to, unavoidable absences such as

1. Sick
2. Appointments: doctor, dentist, etc.

## **Exempt Absences**

Exempt absences in which parent notification is given (either by phone or in writing within 48 hours of the absence). The administration reserves the right to determine if an absence will be considered excused. The student will be allowed to make up missed work. It is the responsibility of the student to notify the teacher upon their return from an excused absence and to request work that needs to be made up. These absences do not count toward your 10 allowed absences in semester.

### **Funeral Absences**

These are absences that result from a student attending a funeral of a family member or close friend upon parent request and notification.

### **Medical Exemption Absences**

These absences include pre-existing medical conditions and longer-term illnesses that will result in multiple absences. In these cases, medical documentation must be presented and on file to medically exempt the absences. This must be requested and on file within one day of the absence after the return to school. In cases of chronic absences throughout the year, updated medical information may be requested to verify the continued existence of the condition and that treatment is being sought. College visit – *College Visit Permission Form* must be completed and turned into the office 2 days before the college visit for the absence to be excused.

### **School Related Absences**

A school related absence is an absence that is due to an approved school activity. The absence is excused and no notification from parents is required. The high school administration reserves the right to determine if an activity qualifies as a school related absence. These absences do not count against the attendance limit. The number of school related absences may be limited by the administration to avoid excessive absences for any student.

## **Pre-Arranged Absences**

**(These types of absences will count toward the 10 allowed absences per class in a semester to receive credit.)**

1. Pre-arranged absences for non-academic reasons while school is in session are strongly discouraged by the school.
2. If the pre-arranged absences are more than 2 days, the following steps must happen for the absences to be excused:
  - a. A pre-arranged absence form must be completed by student and parent and turned into the front office.
  - b. A meeting scheduled with the assistant principal to discuss Pre-Arranged Absence form and to make sure the school and home are on the same page.
3. The teachers may require the student to complete assessments and assignments before the pre-arranged absences. In cases where the work is to be completed when the student returns, the teacher will establish a time frame for completion of the work.
4. It should be noted that the responsibility for making up missed work is solely that of the student and the family.
5. Pre-arranged absences are not permitted during exams and are strongly discouraged during the last three weeks of each semester.

**Please note:** There are no school-authorized skip days for any grade level, including seniors. Students who choose to declare such a day and not show up for classes will be considered unexcused. The consequences of unexcused absence will be imposed.

## **Unexcused Absence**

An unexcused absence is given when the parent has not called or notified the school office within 24 hours of the absence. The administration reserves the right to determine if an absence will be considered excused

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

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

**1st & 2nd offense:** a detention and parent notification.

**3rd offense:** A 1-day Saturday School and parent notification.

**4th offense:** The parents were notified, and a parent meeting is required. A Behavioral Intervention Plan (BIP) will be implemented.

**5th offense:** Review/revise the BIP, and possible removal from school.

**Excessive Absences**

1. Because The Potter's House High School believes that for a student to receive sufficient classroom instruction and qualify for credit in a class, provided all other classroom objectives have been met satisfactorily, any student who **exceeds 10 absences (excused or unexcused) in a semester will not receive credit for that class.**
2. The school will notify parents by phone, email, or mail when there are attendance concerns with a student. But failure to do so will not ensure that the student will receive credit when a student has exceeded **10 allowed** absences per class in a semester.
3. Any student who exceeds the 10 allowed absences will need to schedule a meeting with the administrator. (Please see Attendance Appeal for Excessive Absences.)

**Attendance Appeal for Excessive Absences**

To fulfill attendance requirements and to qualify for credit in a class, a student must have no more than 10 absences per class in a semester. The 10 allowed absences are deemed sufficient to cover routine illnesses in normal circumstances. Exceptions, however, for students who exceed the attendance requirement will be considered for attendance recovery if:

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

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

If an attendance appeal is approved, there may be an attendance plan that includes the student making up time.

**Tardy Policy**

Arriving late to class is disruptive to the instructional and learning process. The following will happen if a student is tardy.

1. In the morning, students are considered tardy if they are not in the cafetorium for morning prayers before the 8:00 am bell rings. If a student arrives late, they must sign in at the front office.
2. Students who come in after 8:00 am, must report directly to the tardy room (Rm 20).
3. Any student who arrives after 8:15 am, does not have to report the tardy room. Instead, they will receive a detention from the front office and a pass to class.
4. **A student arriving late, after 8:00 am, is considered tardy, and will receive a detention.**
5. There is no such thing as an excused tardy unless the late arrival to class was caused or approved by a staff member, and a written note accompanies the student.
6. Every tardy to school or class will result in a detention. Students must notify parents of detention.

**Leaving School/Skipping School**

Students are not allowed to leave the school building during the school day without permission from an administrator or parent/guardian; the student must sign out in the front office before leaving the building. Students leaving school for any reason, even to go to the parking lot, must receive permission from office personnel and sign out in the office. Leaving school during school hours for any reason without permission from the office is considered skipping. Please refer to Level III Student Expectations.



**Skippping Class: class, assembly, chapel/discipleship, advisory, keep it real, & intervention**

Attendance is mandatory in class, assembly, chapel/discipleship, advisory, keep it real, & intervention. In the chapel, students are expected to sit with their advisory teacher in the row assigned to that group. Students who choose to skip class, assembly, chapel/discipleship, advisory, keep it real, & intervention will receive the following consequences:

1. First absence: Level I - parent/guardian notification
2. Second absence: Level II - parent/guardian notification
3. Third absence: Level III - parent/guardian notification

**DANCE GUIDELINES**

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

**General Guidelines**

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

**Dance Guidelines**

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

**Dress Guidelines**

1. Do not wear jewelry or attire that presents safety concerns.
2. No ripped clothing or clothes with holes.
3. No wearing of blue jeans, shorts, or T-shirts allowed at formal dances.
4. Dresses should be an appropriate length at mid-thigh length or longer.
5. Dresses should not expose cleavage.

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

**Loitering**

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

## **ATHLETICS / EXTRACURRICULAR ACTIVITIES**

The Potter's House provides numerous after-school extracurricular activities. The goal of athletics and all extracurricular activities at The Potter's House is to build the character of Christ through the highest level of competition, excellence, and beyond.

Activities in athletics and the arts complement the academic program and when combined, serve to further our school's mission to provide "Christ-centered education." These two aspects of a student's education are intertwined as they advance through school from freshman to senior year.

The Potter's House is a member of the Michigan High School Athletic Association, and we compete against other high schools—Christian, public, and charter in West Michigan. At times, the school may offer an instructional program without competing against outside schools.

### **Sports Physical**

According to the Michigan High School Athletic Association, all students must have a physical examination on file in the Athletic Director's office before being allowed to participate on any sports team. The sports physical form must be signed by the M.D., D.O. Physician's Assistant, or Nurse Practitioner who provides the physical examination. A current physical is any physical examination given on or after April 15 of the previous school year.

### **In-Season Eligibility**

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

### **Semester Eligibility**

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

### **Behavioral Eligibility**

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

### **Game Day or Extracurricular Event Day**

To participate on the day of the athletic or extracurricular event (games, plays, etc.) the student must be in attendance at school by 11:30 am and remain at school until 3:25 pm. Exceptions include a doctor's appointment with a doctor's note, a college visit, or a funeral. Students should clear those absences with the attendance supervisor before missing school.

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

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

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

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

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

## **GENERAL SCHOOL PROCEDURES**

### **Transportation**

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

### **High School Shuttle Bus**

- In the morning, high school students should wait by the Northwest door (near the administration office) in the elementary/middle school building. The bus will pick up the students at 7:15 am and 7:40 am.
- After school, the bus will normally head east on Burton, turn north on Clyde Park, and then turn west onto Chicago Drive. The bus will drive past VanRaalte and unload the students on the sidewalk on Chicago Drive by 3:40 pm.
- While waiting at the elementary/middle school, high school students are expected to abide by all school rules. Students are expected to wait in the designated area for the bus to arrive. No one may enter the building without permission from school personnel.

### **Bus Rules**

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

1. Passengers must always obey the bus driver.
2. Anyone involved in an excessive or persistent misbehavior problem will be prohibited from riding the bus.
3. Students should never cross in front of the bus while it is running.
4. Students must be seated at all times.
5. Students may not lean on, hang on, or sit on the backs of the seats at any time.
6. The aisle must always remain clear. Students may not put their legs or feet in the aisle.
7. Eating and drinking are prohibited on the bus. Eating candy and chewing gum are also prohibited.
8. Windows should remain closed unless the driver or teacher/chaperone permits for them to be opened.
9. Students must close windows before leaving the bus.
10. Nothing may be thrown out of the windows.
11. Students may not put their heads, hands, or any part of their bodies out of the window.
12. There should not be any yelling or shouting on the bus. Students may not yell out of the bus windows.
13. Foul or offensive speech will be reported to administrators.
14. Students must do everything possible to take care of and maintain the bus. No one should write on the bus seats, walls, floor, or ceiling. Any act of vandalism to the bus will result in the loss of the privilege of riding the bus. Payment for cleanup and necessary repairs will be charged to the person responsible or their parent/guardian.

### **Visitors**

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

### **Student Shadow Program**

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

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

## School Property

Please help us maintain the school and the school property. It is expected that all teachers and students will work together to keep the school neat and clean, taking care that the school and its property are not misused in any way.

### Off Limit Areas

The following areas are off-limits to students:

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

## Lockers

Each student will be assigned a locker. Students may only use their assigned locker, and no student should enter any locker other than his or her own. Please do not store valuables in your locker or the gym locker rooms.

Students are expected to keep their lockers neat and clean. If a locker is abused or not kept clean, a fine may be assessed. No food or drink should be left in the lockers overnight. Except for special occasions approved by the office, students should not hang anything on the outside of the lockers. Tape may not be used on the inside or outside of any locker.

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

## Cars and Parking

Students who drive a car to school are expected to park in the parking lot. Cars should not be parked on the soccer field or the drop-off/pickup driveway in front of the school. Students are expected to always drive carefully. A student may be denied the right to take his or her vehicle to school because of careless driving or parking violations. Students are not allowed to go to the parking lot during the school day unless given permission by a school employee.

## School Telephone Use

The telephones in the office, classrooms, and staff rooms are reserved for official school business. Students must have written permission from a staff member and/or verbal permission from the office staff to make any calls. Students may not come down in groups. Only the person who needs to use the phone should come to the office. If students would like to use the office telephone, they **must first ask the front office staff**. Students will be allowed to make calls for the following reasons:

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

## Parent Service Commitment

At the time of enrollment, each family is required to make a service commitment. The purpose is to help minimize the school's operational costs. Parents sign up for areas of service. Once service is completed, vouchers must be signed by supervising staff and turned in to the office for credit. It is the responsibility of the parent to fill out the voucher and obtain the proper signature. Service vouchers are available in the school office.

## Tuition And Fees

At The Potter's House, tuition varies for each family. At the time of enrollment, tuition is determined by family income, size of family, number of students in the school, and other special circumstances. The Potter's House High School is a part of The Potter's House School, a preschool through the high school program. Therefore, all TPH families (high school, middle school, and elementary school) will enroll every year in the spring, and tuition is calculated for the family.

In addition to tuition, there are separate fees relating to high school. First, a \$75 Activities Fee is added to the tuition of each high school student (\$125 for a family with two students; \$150 for a family with three or more students). This fee pays for off-campus learning opportunities and special outings that occur throughout the year.

Finally, students are required to pay a \$50 textbook fee and a \$60 technology fee. Students are also responsible to pay for the replacement of any textbooks that are lost or damaged. The Activities Fee and Textbook Fee are to be paid by December 31, 2021. Students who have not paid these fees by this date will not be allowed to participate in class trips, field trips, or special activities until the fees have been paid.

### **Parent/Teacher Conferences**

We believe that Parent/Teacher Conferences play an important part in the academic growth of our students. Conferences are scheduled three times each year. Parents do not need to wait for scheduled conference times to speak to teachers or to have a conference. Communication between the home and school is important, and we encourage parents to call, e-mail, or visit the school.

### **Severe Weather/School Closing**

In the event of severe weather during the school day, students will NOT be sent home. The school will remain in session with necessary precautions taken. School closing decisions are made by administrative staff with the safety of students in mind. Adverse weather conditions and other emergency situations may make it necessary to cancel school. In the event of a school closing, an announcement will be made by text message and email through the school communication system and local radio and television stations.

### **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 decide 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 decide to close the 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.

### **Grievance Resolution**

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

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

#### **Definitions:**

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

#### **Dispute Step 1**

Step 1: Go to the person who has offended you

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

## **Grievance Step 2**

Step 2: Appeal to the building administrator

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

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

## **Non-Discrimination Policy**

The Potter's House does not discriminate 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) 818-3703.

## TECHNOLOGY TERMS OF USE

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

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

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

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

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

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

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

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

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

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

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

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

- Attempting to or accessing the content of a sexual nature
- Attempting to or accessing obscene, pornographic, profane, or vulgar content
- Cyberbullying
- Sexting
- Vandalism, theft, or destruction of digital data
- Hacking or accessing information belonging to others
- Unauthorized downloading, copying of copyrighted material
- Allowing others to access or use your account
- Attempting to or disabling any security features
- Altering system software without permission
- Using Technology Resources in a way that violates federal, state, or local laws



Improper use violations in a given school year, depending on severity, will result in, but not limited to:  
**1st violation:** A. email warning B. meeting. C. parent meeting D. technology restrictions E. Combination of A-D.  
**2nd-more violations:** A. meeting. B. parent meeting C. technology restrictions & student technology plan D. Combination of A-C.

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

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

## **CHROMEBOOK AGREEMENT**

### **Student Chromebook Accountable Use Agreement**

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

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

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

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

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

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

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

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

### **Parent/Guardian Chromebook Agreement**

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

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

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

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

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

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

## THE POTTER'S HOUSE HIGH SCHOOL SERVICE PLAN

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

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

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

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

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

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

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