



# Welcome!

Grades 7-12

## **JCS Parent Student Handbook**

The following information will give you an abbreviated overview of items contained in the JCS Parent Student Handbook. However, it is **not** meant to replace the reading of the handbook. Please review all policies and procedures located in the JCS Parent Student Handbook as a family. The handbook is available under the Parents tab at [www.jupiterchristian.org](http://www.jupiterchristian.org).

## **Attendance / Absences**

Parents must call the Attendance Line at 561-354-1905 to let the upper school know if their child will be absent prior to the start of school. Attendance will be taken during each class period. Ten absences (excused or unexcused) in a class may cause a student to forfeit academic credit for that semester. Extended illness with a doctor's notice is taken into consideration. Any class missed for **any** reason will count toward the accumulated semester total. This includes: doctor or dentist appointments, illnesses, and absences requested by a parent with prior notification to the Administration. Students will be considered absent from any class to which they are more than 15 minutes late. School-initiated absences will not be part of the cumulative total of absences for a student. Juniors and seniors will be allowed two days

a semester for college visits. These visits must be pre-arranged through the Guidance Office and will not be counted as part of the cumulative record.

## **Communication**

Email is the most common form of communication between parents and teachers. However, since email communication does not always portray an accurate picture of the issue at hand, please refrain from emailing faculty to resolve conflicts or explain complaints or issues. JCS believes that all issues of concern are best handled in person. Email is the suggested form of initial communication, due to school responsibilities and limited phone availability during the school day. Email addresses can vary. Please email teachers through PlusPortal.

JCS follows the Matthew 18 principle with regard to all communication. Should any concerns or questions arise (curriculum, discipline, assignments, etc.), we humbly ask you contact the teacher or administrator involved in the matter. Teachers and upper school administrators may be contacted via their email addresses or by leaving a message with Patty Sherrard, Assistant to the Principal, at 561-354-1923.

**PlusPortal:** In addition to accessing PlusPortal on your desktop, PlusPortal also has a mobile app to easily access your student's information on any mobile device. Below are links to download the mobile app for the parent and student portals. Once you have downloaded the app and open it the first time, the app will prompt you to input your school. Type "jupiterchristian" (all lower case, no spaces). Then it will prompt you to enter your username and password. This is the same login credentials that you first logged in

at <https://plusportals.com/jupiterchristian>. I believe you and your children will find this app to be most useful in tracking your child's homework, grades, discipline and attendance record. We encourage you to download the parent app and have your child download the student app as is applicable. To have the assigned homework for the week at one's fingertips is most beneficial.

Parent PlusPortal for iOS:

<https://itunes.apple.com/us/app/parentplus/id648334615?mt=8>

Parent PlusPortal for android:

<https://play.google.com/store/apps/details?id=com.rediker.parentplusv2>

Student PlusPortal for iOS:

<https://itunes.apple.com/us/app/studentplus/id648335015?mt=8>

Student PlusPortal for android:

<https://play.google.com/store/apps/details?id=com.rediker.studentplusv2>

Please direct all PlusPortals questions to Stephanie Katterheinrich via email at [skatterheinrich@jupiterchristian.org](mailto:skatterheinrich@jupiterchristian.org).

Newsletter: The JCS Newsletter is our main source of communication, along with PlusPortal, our website and website calendar at [www.jupiterchristian.org](http://www.jupiterchristian.org). If you are not already receiving the Newsletter, please email Patty at [psherrard@jupiterchristian.org](mailto:psherrard@jupiterchristian.org), and she will make sure you are added to the distribution list. All copies of the Newsletter can also be found on our website by clicking on the Parents tab.

### **Early Dismissal from School**

Students must submit a signed note from a parent to the upper school office **before 7:50 a.m. on the day of the dismissal**. Parent emails to [smydock@jupiterchristian.org](mailto:smydock@jupiterchristian.org) or a

parent phone call to 561-354-1905 prior to 7:50 a.m. are acceptable as well. To protect the academic integrity of the classroom, U.S. students should only be dismissed between classes. Parents are encouraged to refrain from arranging dismissals in the middle of class. Please refer to the Bell Schedule for class times.

### **Tardy to School or Class**

Students will be considered tardy if they are not in their seats when the class bell rings. Students who are late must report directly to the upper school office for an "Admit" slip to class.

### **Dress Code**

Families are highly encouraged to review the dress-code section of the JCS Parent Student Handbook prior to purchasing uniforms. We ask for your support in assuring that your child is in compliance to the stated policies. All skirts must be **no more** than 3 inches above the knee. Please take into account the potential growth of your student when purchasing uniforms for the new school year. Our sole uniform provider is Harris School Uniforms located in Riviera Beach.

### **School Hours**

JCS doors will open at 7:50 a.m. and close at 3:30 p.m. Upper school doors will open at 8:15 a.m. on Wednesdays and close at 3:30 p.m. Suggested drop off time is no later than 15 -20 minutes prior to the start of class. Students must be picked up by 3:05 p.m. unless they are with a coach or teacher. If not picked up by 3:05 p.m., all students will be sent to Extended Care, and there is a charge for this service.

### **Cell Phones**

Cell phones should not be used (unless approved by the teacher for instructional purposes) or visible during class and should be silenced. Cell phones are not permitted in Chapel or Assemblies. JCS assumes no responsibility for lost or stolen electronic devices, and students are expected to keep all valuables in their assigned lockers.

### **Clinic**

If a student becomes ill during the school day, he or she may only be released through the school clinic and should not call a parent to pick them up. The school nurse will notify parents (and subsequently teachers) when a student is ill and needs to leave campus.

### **Student Drivers**

Student parking is available to juniors and seniors by picking up a registration form at Orientation or at the upper school office. Students must provide the make, color, model and license plate number when registering. Vehicles must have an affixed parking permit displayed in the window, and students must park in designated student parking spaces only. Parking permits are \$50 each for the school year. Cash or checks (payable to JCS) are acceptable. You may also charge the \$50 to your JCS account by obtaining a parent signature on the registration form. *Since parking spaces are limited, permits for sophomores and students acquiring their driver's licenses second semester will only be granted upon availability.*

### **Upper School Morning Car Line**

The first two weeks of school may create congestion during the drop-off and pick-up process. Allow extra time. **Please refrain from using your cell phone while in car line for safety reasons.** Please do not park on our neighbors' property in the

surrounding neighborhood. The Car Line Map will be discussed and available at Orientation.

Please pull up to the unloading zone (two lanes closest to building and gym area) and allow your child to exit your car in this area **only**. Students must exit to the nearest sidewalk and not cross between cars. There are two designated crosswalks with personnel stationed to safeguard all students.

- Parent parking is not allowed.
- All parents must proceed through car line for student safety.
- Please do not drop off or pick up your children at the corner in front of the gate to the school due to safety reasons.
- The intersection at the front of the school is to be considered a 4-WAY STOP. **During drop-off and pick-up times, traffic is one-way only as you enter the school property. Please be mindful of the posted times and aware of the flow of traffic.**
- Please be mindful of our community and follow all speed limits.
- Do not use your cell phone while driving on campus. We need all parents' full attention for the safety of our students.
- This is not a time for mini parent-teacher conferences, so we ask that you please help us to make the car line as quick and efficient as possible.

### **Upper School Afternoon Car Line**

Parents will not be permitted to park and pick up student(s). All cars must proceed through the car line and circle back around our parking lot if your student is not outside and ready to go. Please allow your student 5+ minutes to collect their belongings and get outside. **Please note: All vehicles must display a Car Line Tag on your car's visor during morning and afternoon car line.**

**Car Line Tags will be distributed with class schedules at Orientation.**

**Early Wednesday Morning Student Care**

The cafeteria will be open and supervised for those students who need to be dropped off early. At 8:15 a.m., students will be released to head to their classes. The upper school building will be locked until 8:15 a.m. each Wednesday.

**Lockers**

Upper school students in grades 7-12 will be assigned a locker. JCS will not be responsible for items left unsecured. The locker number and combination will be displayed on their course schedule, which will be distributed at Orientation. The school building will be open from 2:00 – 4:00 p.m. on August 14 for students to locate their lockers and store school supplies. **The first day of school is Wednesday, August 15, and the start time is 8:30 a.m.** Please plan to be on campus no later than 8:15 a.m.

**Summer Reading & School Supply Lists**

Summer reading information & school supply lists are accessible under the Parents Tab on the JCS website.

**P.E. Uniforms and P.E. Locks**

Upper school students enrolled in a Physical Education class are required to adhere to the P.E. dress code. Your student may wear ANY JCS t-shirt (from a JCS sports team, JCS Auction, class t-shirt, etc.) with red or black athletic shorts. The shorts must be finger-tip length or longer. Any athletic sneaker is acceptable. For your convenience, approved PE uniforms are also for sale at Harris School Uniforms. All students participating in PE will be required to bring a combination lock from home to store valuables in their P.E. lockers. Students will be required to provide their P.E. teacher with the serial number and combination.

**Extended Care and Supervision**

Upper school students will be required to report to Extended Care if they are not picked up in car line by 3:05 p.m. Extended Care will begin promptly at 3:05 p.m. each day. At the end of the school day, student-athletes must report to their respective coach for practice. If practice does not begin immediately after school, all students in 7 – 12 grades are required to report directly to Extended Care until practice is scheduled to begin. This is mandatory. Students may not wander campus unsupervised.

# Leadership Team

**Mr. Joe Zambrano**

**Upper School Principal**

[joezambrano@jupiterchristian.org](mailto:joezambrano@jupiterchristian.org)

561-354-1923

**Mrs. Patty Sherrard**

**Assistant to the Upper School Principal**

[psherrard@jupiterchristian.org](mailto:psherrard@jupiterchristian.org)

561-354-1923

**Mrs. Aliza Beaulieu**

**Director of Guidance**

[abeaulieu@jupiterchristian.org](mailto:abeaulieu@jupiterchristian.org)

**Mrs. Hanna Hill**

**Guidance Counselor**

[hhill@jupiterchristian.org](mailto:hhill@jupiterchristian.org)

**Mrs. Deirdra Suarez**

**Academic and Guidance Assistant**

[dsuarez@jupiterchristian.org](mailto:dsuarez@jupiterchristian.org)

561-354-1944

**Mr. Charles Hubbard**

**Director of Spiritual Life K-12**

[chubbard@jupiterchristian.org](mailto:chubbard@jupiterchristian.org)

561-354-1937

**Mrs. Stephanie Katterheinrich, Registrar**

[skatterheinrich@jupiterchristian.org](mailto:skatterheinrich@jupiterchristian.org)

561-354-1932

**Ms. Susan Rivera**

**Assistant Principal of Curriculum & Instruction K-12**

[srivera@jupiterchristian.org](mailto:srivera@jupiterchristian.org)

561-354-1950

**Mr. Matthew Winters**

**Assistant Principal for Student Development**

[mwinters@jupiterchristian.org](mailto:mwinters@jupiterchristian.org)

561-354-1921

**Mrs. Susie Mydock**

**U.S. Attendance/Receptionist**

[smydock@jupiterchristian.org](mailto:smydock@jupiterchristian.org)

561-354-1905