

PARENT STUDENT HANDBOOK

2019-20



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Mission Statement

Jupiter Christian School is committed to excellence in teaching the mind, reaching the heart, and inspiring servant leaders who will impact the world for Jesus Christ.

Administrative Prerogative

The intent of this handbook is to outline policies and guidelines that apply to students and parents. JCS administration reserves the right to exercise its administrative prerogative in responding to any situation. Responses may include, but are not limited to, parent conference, suspension and/or expulsion, drug testing, and required counseling.

Amendments or Changes

Jupiter Christian School reserves the right to amend, revise, supplement, delete, alter, or rescind any policies or portion of the handbook from time to time as it deems appropriate, in its sole and absolute discretion. Parents will be notified of such changes to the handbook as they occur. Parents agree to accept and abide by any such subsequent additions, changes, modifications, or deletions.

Statement of Non-Discriminatory Policy

The Jupiter Christian School, 700 South Delaware Boulevard, Jupiter, Florida 33458, admits students of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school administered programs.

Table of Contents

History.....	5
Statement of Faith.....	5
Core Values.....	6
Distinctives.....	6
Christian School Philosophy.....	7
School Governance.....	8
Accreditation and Affiliation.....	8
Teacher Qualifications.....	8
Telephone Communication.....	9

GENERAL INFORMATION

Abuse Policy.....	10
Accident Insurance.....	10
Achievement Tests.....	10
Admissions Process.....	10
Appearance and Dress.....	10
Attendance.....	13
Caretakers.....	14
Clinic and Health-Related Matters.....	14
Conflict Resolution.....	16
Crisis Management.....	16
Divorced Parents.....	17
Extended Care / Study Room.....	17
Fire and Emergency Drills.....	18
Fundraising.....	18
Lockers.....	18
Lost and Found.....	18
Lunch Program.....	18
Orientation, LS Open House, and US Curriculum Night for parents.....	19
Parent Cooperation.....	19
Pornography.....	19
Release and Arbitration Agreement.....	19
Senior Privileges.....	21
Sexual Harassment.....	21
Snacks and Birthday Celebrations (Lower School).....	22
Stewardship of Buildings and Grounds.....	22
Student Records.....	22
Substance Abuse and Random Drug Testing.....	22
Tardiness.....	24
Technology – (Labs, Networks, Electronic Devices, Social Media).....	24
Textbooks.....	27
Transportation.....	27
Truancy and Leaving Campus.....	28
Tuition.....	28
Visitors.....	28
Weather and School Closure.....	28

ACADEMICS

Academic Philosophy.....	29
Grading Scale.....	29
Homebound Instruction.....	29
International Students.....	29
ParentPlus and StudentPlus Portals.....	30
East Campus and Lower School (2nd – 6th Grade) Academics	
Absences and Make-Up Work.....	31
Guidance and Counseling.....	31
Homework.....	31
Homework Pads (Agendas).....	31
Honor Roll and Principal's List.....	32
Late Work Policy.....	32
Parent Teacher Conferences.....	32

Physical Education.....	32
Report Cards.....	32
Subjects.....	32

Upper School Academics

Absences, Make-Up Work, and Late Work	33
Academic Discipline.....	33
Advanced Placement (AP) Courses.....	34
Community Service	34
Course Failure, Course Remediation, and Grade Level Promotion	36
Dropping a Course (Grades 9 - 12)	37
Dual Enrollment.....	37
Grade Point Average (GPA)	37
Graduation Requirements.....	37
Guidance and Counseling.....	38
Guided Practice.....	38
Homework.....	38
Honors Courses.....	39
Honors Grading Procedures.....	39
Honor Graduates – Valedictorian and Salutatorian.....	39
Honor Roll and Principal’s List.....	39
Incomplete Grades.....	39
Non-JCS Courses.....	39
Report Cards, Grade Disputes, and PlusPortals.....	40
SOAR (Student Opportunity to Advance Rapidly) - LS / Academic Support Program – US.....	40
Transfer of Credits.....	40

DISCIPLINE

Philosophy.....	40
Administrative Dismissal Prerogative.....	41
Discipline Policy.....	41
Honor Code.....	41
Cheating and Plagiarism.....	41

Lower School Discipline

Methods of Disciplinary Intervention.....	43
(Preschool - 5 th Grade)	43
(6 th Grade).....	43

Upper School Discipline

Athletes and Discipline Impact	45
Behavior Contracts.....	46
Bullying	46
Campus Security Measures.....	48
Counseling Services.....	48
Detention.....	48
Expulsion or Withdrawn for Disciplinary-Related Matters	49
Readmission Policy Following Disciplinary Action.....	49
Suspension.....	49

STUDENT ACTIVITIES

Athletics.....	49
Chapel.....	50
Clubs and Organizations.....	50
Student Government Association (Grades 7 - 12).....	50
Teacher Aides.....	51

History

Jupiter Christian School opened in September of 1963. For three and one-half years, classes were held in the educational building at Grace Immanuel Bible Church, which was then named First Southern Methodist Church. In July of 1966, construction of our present facility was started on land donated in memory of Mr. and Mrs. Henry S. Pennock, Sr. On January 2, 1967, classes were held for the first time at our present facility.

Jupiter Christian School is presently situated on eight beautifully landscaped acres located in a family neighborhood in the heart of Jupiter. In 2006, construction was completed on our state of the art academic building. This building includes science and technology labs, a wireless network, multimedia classrooms, an expanded security system, and a secure and safe student courtyard area.

Statement of Faith

In order to preserve the function and integrity of Jupiter Christian School's foundational principles and to provide a biblical role model to the Jupiter Christian School community, it is imperative that all persons employed by JCS in any capacity agree to and abide by this Statement of Faith (Matthew 5:16; Philippians 2:14-16; 1 Thessalonians 5:22). All employees must annually affirm their commitment to our statement of faith.

God, Jesus, the Trinity, and the Bible

- We believe that the Bible, both the Old and New Testaments, was inspired by God, is inerrant and infallible, and is our only rule in matters of faith and practice. (2 Timothy 3:16-17)
- We believe there is only one God, eternally existent in three persons: Father, Son, and Holy Spirit. (1 John 5:7)
- We believe in the deity of Jesus Christ (John 1:1; 10:30), in His virgin birth (Matthew 1:18, 25), in His sinless life (Hebrews 4:15), in His miracles, in His vicarious and atoning death through His shed blood (Hebrews 9:15-22), in His bodily resurrection (1 Corinthians 15:1-8), in His ascension to the right hand of the Father (Acts 1:9-11), and in His personal return (Hebrews 9:27-28).

Man, His Spiritual Need, and God's Plan for Salvation

- We believe in the creation of mankind by God (Genesis 1:27) and that mankind's willful rebellion and sin has resulted in separation from God (Romans 3:23; 6:23). We believe in the person and power of Satan, the enemy of God and all believers, who wages spiritual war against God, and who will ultimately spend eternity in Hell (John 10:10; Revelations 20:10).
- We believe that God graciously offers redemption and restoration to all who confess and forsake their sin, and that this freely offered salvation is accomplished through the atoning work of Jesus Christ alone. (Ephesians 2:8-9; Acts 4:12; John 14:6; Acts 3:19-21; Romans 10:9-10; 1 Corinthians 6:9-11)
- We believe that the Holy Spirit of God indwells all those who accept Jesus Christ as Savior and Lord and that God provides on-going wisdom and direction to us through the guidance of the Holy Spirit (1 Corinthians 6:19; 1 John 2:27), through the reading of the Bible, through fervent and sincere prayer whereby we both seek Him and He responds to us, and through active participation in meaningful worship and fellowship with other believers (Romans 10:17; Hebrews 4:16, 10:25).

Marriage, Gender, Sexuality, and the Sanctity of Human Life

- We believe God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God (Genesis 1:26-27). Rejection of one's biological sex is a rejection of the image of God within that person.
- We believe the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Genesis 2:18-25). We believe God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Corinthians 6:18; 7:2-5; Hebrews 13:4). We believe God has commanded that sexual intimacy should not occur outside of a marriage between a man and a woman. (1 Thessalonians 4:3-5)
- We believe any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God (Matthew 15:18-20; 1 Corinthians 6:9-10).
- We believe that every person must be afforded compassion, love, kindness, respect, and dignity (Mark 12:28-31; Luke 6:31). Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the principles of Jupiter Christian School.

- We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life (Psalm 139).

The statement of faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of Jupiter Christian School's faith, doctrine, practice, policy, and discipline, the Board of Directors is JCS's final interpretive authority on the Bible's meaning and application.

Core Values

1. Centrality of the Christian Faith
JCS believes that the Bible is the final authority for the Christian relating to matters of faith and practice. We believe in the virgin birth, sinless life, substitutionary atonement and the imminent return of our Lord Jesus Christ. These beliefs are foundational to all activities related to the ministry of Jupiter Christian School. (II Timothy 3: 16,17)
2. Commitment to prayer
JCS believes in the power of prayer. All activities of the school should begin with prayer. The teachers and staff are committed to praying for their students regularly. The students are taught to pray for one another, their teachers, the school staff, their families and friends, and their government leaders. (Ephesians 6:18; II Timothy 2:1-4)
3. Compassion and respect for all people
JCS believes each individual is uniquely created by God and endowed with specific gifts and abilities. These gifts and abilities encourage mutual respect, promote Christian love and provide motivation to resolve conflict in a peaceable and Biblical manner. (Matthew 18:15-35)
4. Commitment to family values
JCS stands in loco parentis, in place of the parent. As such, the school is supportive of family issues and concerns. We exist to strengthen the family through a balanced educational program that considers the academic and relational needs of the family. (Psalm 127)
5. Consistent focus on scholastic excellence
JCS provides a challenging academic curriculum as well as a comprehensive extracurricular program. This allows each student to pursue academic excellence while developing spiritual, physical and intellectual disciplines. We intend to produce students who are well prepared to take their place in the world as God directs their lives through the study of His Word. (II Timothy 2:15)
6. Community involvement
JCS promotes citizenship and community involvement through school wide benevolence ministries and community service programs. (Matthew 20:25-28)
7. Caring attitude of servanthood
JCS is dedicated to serving the needs of our parents, students, teachers and staff. Furthermore, we recognize that these people are the keys to the school's success. (Matthew 20:25-28)
8. Careful stewardship of all resources
JCS is committed to responsible management of the time, talent and treasure entrusted to us by our Creator God. (Matthew 25:14-29)

Distinctives

Jupiter Christian School is committed to excellence in teaching the mind, reaching the heart, and inspiring servant leaders who will impact the world for Jesus Christ.

EXCELLING – NURTURING - ENGAGING

JCS Students EXCEL in life and scholarship in a NURTURING COMMUNITY preparing them to ENGAGE the world for Christ.

EXCELLING - Excellence in Teaching the Mind

JCS offers a Christ-Centered, liberal arts curriculum marked by academic excellence, innovation, and creativity; we assist students in developing the knowledge and abilities that characterize critical thinking and a love for life-long learning. JCS offers an education rooted in the authority of scripture, the supremacy of Christ, and a Biblical worldview that presents all truth as God's truth.

NURTURING - Reaching the Heart

JCS disciple's students toward a genuine, unshakeable, and mature faith in Jesus Christ. We celebrate the diversity of gifts, talents, and abilities found in our community and assist students in identifying and developing their God-given gifts and talents for the glory of God. JCS believes each student is uniquely created by God and encourages mutual respect, promotes Christian love, and provides motivation to resolve conflict in a peaceable and Biblical manner. As a family unified in Jesus Christ, we should be known by our love for one another.

ENGAGING - Inspiring servant leaders who will impact the world for Jesus Christ.

JCS fosters a culture of student learning and achievement. We embrace a diverse and a collaborative community, modeling engagement in our neighborhoods, cities, nation, and world as we seek to love, serve, and lead others. JCS promotes citizenship and community involvement through school wide benevolence ministries and community service programs. JCS students are well prepared to positively impact the world for Christ.

Christian School Philosophy

The educational philosophy of the Jupiter Christian School is based on a God-centered view that all truth is God's truth, and that the Bible is the inspired and the only infallible authoritative Word of God which contains this truth. God created all things and sustains all things. Therefore, the universe and man are dynamically related to God and have the purpose of glorifying Him; however, because man is a sinner by nature and choice, he cannot glorify or know God. Sinful man is only reconciled to God by choosing God's free gift of salvation through His Son, Jesus Christ, thereby committing his life to the Lordship of Jesus Christ.

Our aim socially is to provide a distinctly Christian perspective on the total worldview from which will come a balanced personality and a proper understanding and acceptance of a person's role in life at home, at work, at play and at worship all grounded in the Christian concept of love.

This philosophy channels our energies to promote high academic standards while helping the students to achieve skills in creative and critical thinking using the best integrated curriculum available. The objective of our instructional program is to enable the student to pursue the post-secondary education of his or her choosing, whether in college, university, or in vocational training areas.

Our responsibility for the student encompasses the spiritual, mental, intellectual, physical, social, and emotional areas. These are inseparable and the insistent thread of spirituality runs through them. Therefore, it must be our aim to shun the tendency to teach the Bible compartmentally or on the intellectual level alone.

This philosophy dictates that we cooperate closely with parents in every phase of the student's development, always offering assistance in understanding the purposes of JCS.

Certain objectives are established in order to implement this philosophy.

1. To teach that the Bible is the inspired and the only infallible authoritative Word of God, thus developing attitudes of love and respect toward it (II Timothy 3:15-17; II Peter 1:20-21).
2. To provide opportunities for the student to confess Christ as Savior and Lord (Romans 10:9-10).
3. To teach biblical character qualities and provide opportunities for the student to demonstrate these qualities (I Samuel 16:7; Galatians 5:22-23).
4. To teach the student how to develop the mind of Christ toward godliness (Philippians 2:5; I Timothy 4:7).
5. To encourage the student to develop self-discipline and responsibility from God's perspective. (I Timothy 4:7; I Corinthians 9:24-27).
6. To teach the student the respect for and submission to authority from God's perspective (Romans 13:1-7; Hebrews 13:17; Ephesians 6:1-3).
7. To help the student develop a Christian worldview by integrating life, and all studies, with the Bible (II Peter 1:3).
8. To teach the student to hide God's Word in his heart through memorization and meditation (Psalm 119:11, 1:1-3).
9. To help the student develop his identity in Christ as a unique individual created in the image of God and to attain his fullest potential (Psalm 139:13-16).
10. To teach the student to treat everyone with love and respect as unique individuals created in God's image (Philippians 2:1-4; Ephesians 5:21).
11. To teach the student how to become a contributing member of his society by realizing his need to serve others (Galatians 5:13; Romans 2:10).
12. To teach the student physical fitness, good health habits, and wise use of the body as the Temple of God (I Corinthians 6:19-20).

13. To teach the student biblical attitudes toward material things and his responsibility for using them to God's glory (I Timothy 6:17-19; Matthew 6:19-20; I Corinthians 10:31).
14. To teach the student to understand and use the fundamental processes in communicating and dealing with others [such as reading, writing, speaking, listening, and mathematics]. (II Corinthians 5:20).
15. To teach and encourage the student to use good study skills and habits (II Timothy 2:3-7).
16. To teach the student how to research and to reason logically from a biblical perspective (Hebrews 5:14; Romans 12:2).
17. To teach the student good citizenship through an understanding and appreciation of our Christian and American heritages [home, church, and nation] (I Corinthians 10:11; Romans 13:1-7).
18. To cooperate closely as servants to the parents in every phase of the student's development, especially as it relates to the school program (Mark 10:45).
19. To help the parents to understand the school's purpose and program.
20. To assist parents in keeping up with the changing culture and its effect on the home and the implications for their children.
21. To encourage parents to realize and shoulder their responsibility for the spiritual, moral and social education of their children (Deuteronomy 6:4-7; Proverbs 22:6).
22. To teach the student to know and obey the will of God as revealed in the Scriptures, thus equipping the student to carry out God's will daily (Romans 12:1-2; II Timothy 2:15; Deuteronomy 26:16-17).
23. To impart an understanding of each Christian's place in the Body of Christ, and its worldwide mission, providing opportunities for the student's involvement in this task (Ephesians 4:12; I Corinthians 12:1-31; Matthew 28:19-20).
24. To teach the student biblical skills for personal and social relationships (Psalm 119:9; Ephesians 4:12).
25. To teach the student the biblical view of dating, marriage and the family (I Thessalonians 4:1-7; I Timothy 4:12; Genesis 2:18-25; Ephesians 5:22-33).
26. To teach the student an appreciation of the fine arts and using it to God's glory.
27. To teach the student creative and critical thinking based upon the proper use of biblical criteria for evaluation (II Timothy 3:14-17).
28. To teach each student to develop a personal relationship with God through a daily period of prayer and devotion (Philippians 3:10, 4:7).
29. Use current affairs in all areas, teaching the student how they relate to God's plan for man.
30. To teach the student an understanding of and an appreciation for God's world, developing an awareness of man's role in his environment and his God given responsibility to subdue, use and preserve it properly (Psalm 8:6; Hebrews 2:6-8).
31. To aid families in Christian growth and to help them develop Christ-centered homes (Ephesians 5:22-33; II Peter 3:18).

The school's policies and governing statements continue to be reviewed in an ongoing effort to express Jupiter Christian School's desire to be transparent in its proclamation of its mission, philosophy, doctrinal positions, and in commitment to treat each individual fairly, according to Scriptures. Please contact an administrator with any questions or concerns.

School Governance

Jupiter Christian School is governed by a Board of Directors.

Accreditation and Affiliation

Jupiter Christian School is fully accredited by the Association of Christian Schools International (ACSI) and by the Southern Association of Colleges and Schools (SACS-CASI). Schools accredited through ACSI and SACS-CASI are recognized and accepted nationwide by other accrediting organizations, including the Florida Department of Education. Jupiter Christian School is also a member of Christian Schools of Palm Beach County (CSPBC). Jupiter Christian School's academic programs and High School diplomas meet all requirements for admission to the state university system in Florida.

Teacher Qualifications

JCS meets all the teaching certification requirements of ACSI, our accrediting body. Teachers will not only be considered for their professional expertise; they will also be evaluated for their ability to role model a Christian lifestyle and teach all content from a distinctly Christian perspective.

GENERAL INFORMATION

The intent of this handbook is to give general overall guidelines for students and parents. JCS administration reserves the right to exercise its administrative prerogative in responding to any situation. Responses may include, but are not limited to, parent conferences, suspension and/or expulsion, drug testing, and required counseling. Additionally, JCS retains the right to amend, eliminate, or add policies to this handbook at any time. Further, Jupiter Christian School reserves the right to execute discretion and judgement which may vary from written policy.

Abuse Policy

In accordance with Florida law, JCS is obligated under penalty of prosecution to report reasonable suspicion of physical, emotional, and sexual abuse, or physical neglect to the Florida Department of Children and Families. In this very serious matter, the school cannot contact parents before making a report to the appropriate authorities. The one exception to this occurs when the victimizer is other than the immediate family. (Ex.—Daycare worker, teacher). It is clearly intended by law, based on the gravity of said crimes that this institution is mandated to report reasonable suspicion of these abuses. The designated official of the school will file such reports, considering what is in the best interest of the affected student. There is no legal alternative except to give the report to the proper authorities for investigation and review.

Accident Insurance

Every student is covered by a school-time insurance plan. The school-time insurance plan is not a primary policy. Therefore, if a student is injured, a claim should be made with the parents' insurance company first, then the school-time insurance will pick up covered expenses in excess of the parents' coverage.

Achievement Tests

Each spring, standardized tests are given to all students in Kindergarten through 10th grade. Students in Kindergarten through 5th grade will take the TerraNova 3 test. Students in 6th through 10th grade will take the ACT Aspire. Some 11th grade students may be required to take these tests for reasons deemed necessary by administration. In addition to basic achievement tests, Upper School students also participate in a variety of aptitude and career placement tests including the PSAT, ACT Aspire, ACT and SAT.

Admissions Process

Admission to Jupiter Christian School is open to academically qualified students seeking a college preparatory program and challenging curriculum, in a nurturing, Christ-centered environment. All JCS faculty and staff are committed Christians and personally vest themselves in partnership with parents and students to foster, develop, cultivate and refine the God-given gifts, talents and academic abilities of each student.

While Jupiter Christian School does not require families or students to espouse the Christian faith, applicants should be aware that the teaching of biblical doctrines and principles permeates every aspect of a JCS education. Applicants who are antagonistic toward Christian beliefs will be better served by selecting another school. It is a privilege, not a right, to be a member of the student body of Jupiter Christian School. The school reserves the right to accept, dismiss, refuse admission/re-admission, students and/or families based on the school's philosophy as a Christ-centered institution together with biblical principles upon which the education is founded. In Joshua 1:8, we are instructed to meditate on His Word in order to gain wisdom and in order to have a successful life. 2 Timothy 2:15 commands that we be diligent in our studies as we live our lives seeking God's approval. And in Revelation 4:11, we know that our ultimate purpose for existence on earth is to worship and honor God. It is our desire to see every student at Jupiter Christian School walk in the fullness of a passionate personal relationship with Jesus Christ.

The Admissions Review process begins with submission of the completed online application along with required documentation and Teacher Recommendation forms. New students entering PK2 or 1st grade will be asked to participate in an informal, one-on-one, teacher-student evaluation. All students in 2nd through 12th grade are required to take the JCS entrance exam. Students may also be required to interview with the Admissions Review Committee.

Per the Parent Agreement included in the admissions packet, JCS reserves the right to refuse admission or to dismiss any student at any time for any reason it deems appropriate.

Appearance and Dress

Jupiter Christian is a uniformed school in order to promote an atmosphere conducive to learning, reduce the pressures associated with competitive dress, encourage good behavior, prepare students for workforce expectations, and foster positive self-esteem. Additionally, JCS desires to encourage neatness and modesty, therefore all students must be well-groomed at all times during school hours. Students must be mindful that they are representatives of JCS while attending activities both on and off campus. The school reserves the right to ask a student to leave or change clothes if it determines the student's dress to be immodest or in conflict with uniform guidelines.

Harris School Uniforms of 4152 West Blue Heron Boulevard, Suite 188, Riviera Beach, FL 33404 is our sole and official uniform provider. Please visit the Harris School Uniform website www.harrisschooluniforms.com for further information.

Invariably, fashion trends and personal interests differ and change. JCS Administration reserves the right to alter dress policy without prior notification to ensure that safety is maintained and JCS's philosophy, standards, and expectations are preserved.

School Attire

Administration desires to work with families and encourages parents and students to ask questions regarding dress policy ahead of time. Nevertheless, administration reserves the right to define the appropriateness and correct adherence to the uniform policy.

Students in all grades are to wear the school uniform, as designed by the manufacturer, at all times during school hours except on special announced occasions, such as dress-down days. Students are to wear a JCS monogrammed collared shirt or blouse (girls) sold through Jupiter Christian School or Harris School Uniforms only. The JCS monogrammed shirt or blouse must have at least the lowest button fastened. Any shirt worn under the uniform blouse or shirt is to be a plain T-shirt style with no lettering or designs. Female students may wear uniform shorts, skorts, capris, or pants; male students may wear uniform shorts or pants. Shorts must be hemmed no more than three inches above the knee. Skorts must be hemmed no more than three inches above the knee and should not be rolled. Any female student who violates the skort or short policy may be required to wear capris or pants for the remainder of the year. Girls may wear solid black, white, or skin-colored tights or knee socks. Skorts, shorts, and pants should be worn at the waist level and not below. Boys' shorts are not to extend below the knee and should not sag at the waist.

Cold Weather Policy/Outer Wear

Students may wear a JCS-branded sweatshirt or a **solid** white, grey, red, or black sweater or sweatshirt over the school uniform shirt. The sweater or sweatshirt may not have any pictures, letters, or writing of any kind with the exception of a credit card-sized logo. Hooded sweatshirts which fit properly and fall within these guidelines are allowed; however, students may not wear the hood during school hours in the building. A solid-colored turtle-neck or solid-colored long-sleeved shirt may be worn under the uniform shirt provided it is the same color as the uniform shirt. The only pants allowed on cold-weather days are uniform pants sold by Harris School Uniforms. Jeans are not permitted.

Coats and jackets are not to be worn in the classrooms with the exception of official JCS jackets. **As a privilege, and in promotion of continued education, seniors may wear sweatshirts with a college name or logo.**

Dress Down Days

On designated dress-down days, students may wear school uniform attire or are welcome to dress outside the uniform within the following parameters. All clothing must be free of any offensive writing and symbols; clothing cannot have holes, rips, or tears, and must not be frayed. Shirts must have sleeves. Straps on dresses must be at least two inches wide. Students must wear shirts which do not expose the midriff and are not low-cut. Pajama pants, leggings, yoga pants, sweatpants, or lounge wear of any sort are not allowed. Uniform-length shorts and loose-fitting jeans are permitted.

Any alternate dress for specific occasions which may include different options will be announced and posted by administration.

Footwear

Students may not wear cleats, slippers, or shoes with wheels, high heels, or platforms. Lower School students must wear a closed-toe shoe with laces tied. Upper School students may wear sandals and flip flops. Footwear must be worn at all times.

Hair

The Administration reserves the right to determine the appropriateness of hair styles. Students are to keep their hair neat, well-groomed, and kept free from being a distraction. No extreme hair styles are allowed; hair must be of natural color. Boys are to keep their hair in moderate length and style and are not to wear hair accessories. Hair length in front should not hamper vision (eyebrow length), should be no lower than the earlobe on the sides, and should not be longer than the top of the uniform collar in the back. Boys are to be clean shaven.

Hats and Accessories

Hats, caps and bandanas are not permitted to be worn on campus during school hours. No large belt buckles are allowed and belts may only be worn through the belt loops. Belts that do not fit in the loops will not be permitted. Chains (such as wallet chains and dog collars) may not be worn.

Logos & Other Items

No clothing, jewelry, or accessories should have a skull or crossbones, or any offensive or controversial pictures, writing, or symbols depicted. Any logo that is displayed on clothing or accessories should be appropriate, not drawing undue attention nor be dishonoring to the Lord.

Items such as leg warmers, sunglasses, cellular phones, chains (such as wallet chains, dog chains, etc.) are not to be worn.

Physical Education Attire

All Upper School students enrolled in a P.E. class are required to adhere to the P.E. dress code. Physical Education uniforms may be purchased through Jupiter Christian School or at Harris School Uniforms. Students also have the option to wear any JCS t-shirt, for example from a JCS sports' team or a JCS fundraiser, with red or black athletic shorts. The shorts must be fingertip length or longer. Any athletic sneaker is acceptable. Grade deductions will occur when students are unprepared and are not wearing the required clothing. Lower School students do not wear P.E. uniforms.

Piercing and Tattoos

Tattoos, earrings on boys, and body and facial piercing may not be visible at any time, including class trips, dress down days, formal events, athletic events (as participants or spectators), or at any school-affiliated event. Girls may wear no more than two pairs of earrings. Extreme ear piercing, including gauges, is not permitted.

Dress at Co-curricular Activities

Athletes

Practice attire must be modest. See the [JCS Athletic Handbook](#) for further details.

After School Campus Attire

Students on campus after class must dress modestly, showing no undergarments. Students must wear shirts which do not expose the midriff and are not low-cut. Shorts must be fingertip length.

Formal Wear Dress Code

All clothes should be modest, reflecting Christian values. Girls shall adhere to the following guidelines: length of the skirt, dress, or gown should be at least to the top of the knee. Nothing may be worn that exposes the midriff or cleavage. Dressy sandals may be worn. Tennis shoes, flip-flops, and boots are not permitted. Outfits with dress pants are acceptable. Administration reserves the right to revise the Formal Wear Dress Code as fashion dictates.

Boys shall adhere to the following guidelines: suits, tuxedos, blazers, and dress slacks (no corduroy pants or jeans) should be worn. Ties, socks, and belts are also mandatory accessories. Dress shoes must be worn. Tennis shoes, dock shoes, and boots are not permitted.

These guidelines should be adhered to for the following events: Homecoming, Prom, concerts, banquets, evening awards or events, Baccalaureate, and Graduation. Students' invited guests are subject to this policy.

Game Day Attire

Students may wear their approved athletic uniform top on coach-designated game days. Some coaches, in coordination with the Athletic Director and Upper School Principal, may require team members to dress in particular attire (i.e. dress shirt and tie or approved game day shirt). All other dress code rules apply beyond the provided exceptions. Such privileges permit student-athletes to dress differently than stated in the School Attire policy in this handbook. This attire is meant to have student-athletes look professional and more formal than the

daily uniform dress code. Students should attend school looking appropriate, abiding by the letter and spirit of the policies. Any student-athlete attending school inappropriately attired may be sent home and may negate the privilege for themselves and their team. Any inappropriately attired student-athlete may incur additional consequences per athletic policy.

Special Event Attire

Students in 6th through 12th grade may be required to wear special event attire during school hours when representing our Creative and Performing Arts and Athletic Departments. Days requiring the special event attire will be set by the Administration.

Attendance

Florida School Law states, "Each parent of a child within the compulsory attendance age shall be responsible for such child's attendance as required by law." Additionally, Florida State Statute 1003.01 provides a definition of truancy for students who are excessively absent.

Loss of class time is detrimental to the educational process, even the absence of a single class can hinder continuity of learning. Consistency in attendance and a student's education fosters a positive self-image, establishes habits necessary in the workforce, and contributes to goal-achievements. There is no substitute for class attendance and participation. JCS strongly discourages loss of class time, including: vacation days, doctor's appointments (if they can be scheduled outside of school hours), and other avoidable occasions. However, JCS also understands the need for health measures and the benefit of recovery from and prevention of spreading illnesses.

Absences, for any reason, are included in the cumulative 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.

Parents must call the Attendance Line to let the school know if their child will be absent. Please call before 8:30 a.m. on the day of the absence and leave a phone number where the school may call to confirm the absence.

East Campus (PK2 - 1st Grade):	(561) 972-4521
Lower School (2nd - 6th Grade):	(561) 354-1927
Upper School (7th - 12th Grade):	(561) 354-1905

See [Tardiness](#) and [Truancy/Leaving Campus](#) sections for additional information.

Hours

East Campus (PK2 - 1st Grade):	8:15 a.m. to 2:50 p.m.	
Lower School (2nd - 6th Grade):	8:00 a.m. to 2:30 p.m.	
Upper School (7th - 12th Grade):	Mon., Tue., Thu., Fri.	7:50 a.m. to 2:45 p.m.
	Wed.	8:30 a.m. to 2:45 p.m.

Early Dismissal

- Prior to the start of the school day of an early dismissal, all requests for the early release of a student must be submitted by a parent in writing to the appropriate Principal's Office.
- All students will be dismissed through the appropriate Principal's Office.
- To protect the academic atmosphere of the classroom, Upper School students should only be dismissed during class changes. Parents are encouraged to refrain from arranging dismissals in the middle of class, if at all possible.
- Should a written or personal request be made by a non-custodial parent for early dismissal of a child into his/her care, such a request will be honored only with (a) the consent of the custodial parent through a school initiated telephone conversation; or (b) instructions from a court.

Absences (East Campus and Lower School – West Campus)

Excessive absences or tardies (15 or more per semester) from school could affect promotion. See [Attendance](#) section for additional information.

Absences (Upper School)

Attendance will be taken during each class period. Twelve absences, either excused or unexcused, in a class would cause a student to forfeit academic credit for that semester. Parents will receive written notification after the 9th and 11th absences. The total amount of student absences will be determined by the teachers' records kept by the Registrar, not by what is posted on PlusPortals. Exemptions would only be granted under extreme conditions by the Upper School Principal (i.e. medical issues with documentation provided at the time of absences, court orders, etc.).

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.

Seniors should be aware that loss of credit due to absences from class(es) may impact their ability to graduate.

Absences and Student Responsibilities Due to School-Sponsored Activities

Students who attend scheduled, school-sponsored activities during or after the school day must be in regular class attendance during that day. If a student misses class time for a school-sponsored activity, all work that is due that day must be submitted to his/her teacher(s) prior to missing the class(es). Students are responsible for acquiring work that will be missed due to their absence. Work must be submitted by the given due date.

Midnight Rule: When granted authorization by the Upper School Principal, if a school-sponsored activity arrives back on campus after midnight on a school night, the participants are permitted to sign in to school the next day prior to 9:45 a.m. without penalty. Students are responsible for any missed work.

Attendance and the Student-Athlete

1. All student-athletes must maintain a good attendance record.
2. Student-athletes must sign in to school by 9:45 a.m. to be allowed to participate in athletic events that afternoon or evening.
3. If a student-athlete is too sick or unable to come to school, then it is understood that the athlete is too sick or unable to attend practice or play in a game. Similarly, if a student leaves school early due to sickness, he/she is unable to be in attendance at any athletic activity that day. Any school missed during the school day must be approved by the principal in order for the athlete to participate.
4. Unless the Midnight Rule is in effect, student-athletes returning late from a game **will not** be excused for any tardiness or from assignments/tests given the following day.

Cell Phones

See [Technology](#) section.

Caretakers

In the event that parents are going to be out of town without their child(ren), we ask that custodial parents notify the school in writing of adult caretakers who will be responsible for their child(ren). The names, phone numbers, and any alternate procedure to be followed should be included in the notification.

Clinic and Health-Related Matters

When school is in session, a clinic is available on the Jupiter Christian School West Campus from 7:30 a.m. until 3:00 p.m. and from 7:45 a.m. until 6:00 p.m. on the East Campus. The clinic is available for students who may become ill during the school day. In the event a student becomes ill during the school day, a parent/guardian will be notified by the school nurse to pick up the student. No student is to use a cell phone to text and/or call a parent/guardian for pick up due to illness. The school nurse will monitor the student until the parent/guardian arrives. It is our goal to provide a safe environment until the parent/guardian or designated adult is notified and picks the student up. **Please make sure all contact information is updated.** This will enable the clinic to contact a parent/guardian in the most efficient way should the need arise.

In the event of an injury or accident, parents are notified immediately according to home, work, or emergency contact information provided by the parent/guardian. Every effort is made to contact the parent/guardian before medical attention is obtained. The Medical Release Form for medical attention is sent with the student to the doctor/hospital indicating parental permission for treatment. Only minor first aid is administered in the clinic.

Medications

- No medication, prescription or non-prescription (over-the-counter), is permitted on campus without a properly completed Physicians Authorization for Student Medication form, signed by the physician and parent/guardian. Non-prescription includes but is not limited to Acetaminophen (Tylenol), Ibuprofen (Advil), Aleve, cough drops, tums, etc.
- Physician Authorization for Student Medication forms expire at the end of the school year unless otherwise noted by physician.
- All medication is to be kept in the school clinic and is to be administered by the school nurse.
- All medication must be in the original container with the student's name, dosage, and time due noted on label. Please ask your physician to prescribe dosages which may be given before or after school.
- Students are not permitted to transport medication. A parent/guardian must deliver the medication to the school clinic and check it in.

Self-Carry Medications and Emergency Medications

Florida State Law allows students to carry their own medications for the following reasons:

- Diabetic student: May carry blood glucose monitoring equipment and insulin as determined by the attending physician.
- Allergic student: May carry an EpiPen as deemed necessary by the attending physician.
- Asthmatic student: May carry a metered dose inhaler as deemed necessary by the attending physician.
- A student who has experienced or is at risk of pancreatic insufficiency or who has been diagnosed as having cystic fibrosis may carry and self-administer pancreatic enzyme supplement while at school, in transit to or from school sponsored activities with physician and parent authorization.

Sick Child Policy

Jupiter Christian School strives to provide a healthy and safe environment where students can learn and grow with the least amount of illness or injury that causes school absenteeism. Please partner with us by abiding by the following guidelines.

A student should not attend school if one or more of the following are present:

- **Fever:** Fever is defined as 100 degrees F (37.8 degrees C) or higher. The student may return to school after being fever free for 24 hours without the use of fever reducing medication. (Tylenol, Motrin etc.)
- **Antibiotics are prescribed for illness or infection:** The student may return to school after taking the antibiotic for a full 24 hours and without having a temperature over 100 degrees while not taking fever reducing medication.
- Student is listless, tired and unable to participate in their normal daily activities.
- **Vomiting:** The student may return to school 24 hours after symptoms resolve and the student is able to tolerate his/her normal diet.
- **Diarrhea:** The student may return to school after symptoms have subsided and has resumed a normal diet.
- **Undiagnosed rash:** A rash may be indicative of many things, often of an illness that may be contagious. Therefore the student will be excluded from school until a physician evaluates and determines the nature and contagiousness of the rash. A physician note is required for the student to re-enter school.
- **Severe cold symptoms:** persistent cough, nasal discharge with color, sore throat, headache, or other symptoms that keep the student from effectively learning.
- **Conjunctivitis (pink eye):** Undiagnosed inflammation and/or eye discharge may be indicative of conjunctivitis. A student diagnosed with bacterial conjunctivitis (pink eye) must receive 24 hours of prescribed treatment before returning to school. The student must submit a return to school note from the attending physician.
- **Communicable disease:** example- Varicella (chicken pox), pertussis, measles. Please contact the school nurse if your child is diagnosed with a contagious disease.

Your child's health care provider will help determine his/her readiness to return to school safely. If your child does seek medical attention, please obtain a note at that time and deliver it to the school clinic when he/she returns to school.

Communicable Diseases

Jupiter Christian School desires to maintain a healthful school environment by instituting controls designed to prevent the spread of communicable diseases. The term “communicable disease” shall mean an illness which arises as a result of a specific infectious agent which may be transmitted whether directly or indirectly by a susceptible host, infected person, or animal to other persons.

A teacher, staff member, or administrator who reasonably suspects that a student or employee has a communicable disease shall immediately notify the school nurse who will observe symptoms and take appropriate action.

Any student with a communicable disease for which immunization is required by law or is available, shall be temporarily excluded from school while ill and during recognized periods of communicability. Students with a communicable disease for which immunization is not available shall be excluded from school and all school related activities while ill. If the nature of the disease and circumstances warrant, JCS may require an independent physician’s examination of the student to verify the diagnosis of communicable disease. Jupiter Christian School reserves the right to make all final decisions necessary to enforce its communicable disease policy and to take all necessary action to control the spread of communicable diseases within the school. Jupiter Christian School reserves the right to request a letter from the physician after an illness before the student can return to school.

Conflict Resolution

During the course of the year, occasional misunderstandings or problems may arise between a teacher and a student, a teacher and a parent, or a parent and the school. The school’s policy for dealing with these situations is mentioned below. This policy is consistent with the teachings found in Matthew 18. *“If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses. If he refuses to listen even to the church, treat him as you would a pagan or a tax collector. I tell you the truth, whatever you bind on earth will be bound in heaven, and whatever you loose on earth will be loosed in heaven. Again, I tell you that if two of you on earth agree about anything you ask for, it will be done for you by my Father in heaven. For where two or three come together in my name, there I am with them.”* Matthew 18:15-20

All questions, problems, or complaints should first be brought directly to the teacher or coach before anyone else is involved. Refrain from using email or voice mail to resolve conflicts.

If the situation is not corrected at this level through direct contact, it should then be brought to the proper department head, Athletic Director, or principal. The teacher or coach will be included in this meeting. If the problem is still not solved at this level, it should then be presented to the School President. The teacher will be included in this meeting. Finally, if the steps listed above are taken without resolution, the Board of Directors may become involved through a written appeal from the parent. The Board of Directors is the final level of appeal. The Board will not generally address decisions by the administration except where adherence to school policy is at issue. Efforts are made to resolve concerns and conflicts at the lowest level of intervention necessary. Parents agree to follow these steps and to attempt a positive resolution to problems and disagreements within the school community. Activities to be avoided at all times include gossiping, rumor mongering, and spreading of hearsay reports. The apostle Peter wrote, “Therefore, putting aside all malice and all deceit and hypocrisy and envy and all slander” (1 Peter 2:1). As well, Paul encouraged, “Therefore encourage one another and build one another up, just as you are doing” (1 Thessalonians 5:11). The good reputations of other persons and of the school are to be protected and promoted. Confidentiality is strictly upheld by the Administration. Confidential matters will not be discussed with persons who are not directly involved in the matter.

Crisis Management

The safety and security of the students, faculty, and staff at Jupiter Christian School is a primary concern of Administration. With this in mind, a procedure has been developed related to visitors and volunteers on campus, as well as plans to respond to a variety of emergency situations (ex. fires, evacuations, lock-downs).

If the school is in a lock down situation, no one will be permitted to enter campus other than the emergency responders. An appropriate email will be sent to school families and information will be shared with the media. Please pray for God’s continued protection of the JCS students, parents, faculty, staff, and campus.

Divorced Parents

Families who are in legal dispute over child custody or who are divorced are required to submit to the office a copy of any legal documentation which details custody issues. These documents will be placed in the child's file. If mailings need to be sent to more than one home, parents must provide the office with this information. Both parents are responsible for the student's financial obligations, unless court documents state otherwise.

Any request by the custodial parent to limit or restrict a non-custodial parent's access to the student or the student's information must be accompanied by a final judgment, court order, and/or settlement agreement.

Dress Code

See [Appearance and Dress](#) policy.

Electronic Devices

See [Technology](#) section.

Extended Care / Study Room

JCS offers both before and after school care for students. **No student is permitted to loiter on school grounds unsupervised.** The Extended Care / Study Room program is for students in K2 through Upper School. The [Eagle Extended Care Handbook](#) is available on the JCS website. Enrollment packets may be found on PlusPortal via the school's website, www.jupiterchristian.org. Please note the fee schedule below. Children are expected to follow normal behavior guidelines in order to continue to receive this service.

Early Arrival – East Campus (PK2 – 1st Grade)

Arrival time begins at 7:00 a.m. and continues until the start of school.

Early Arrival – Lower School (2nd - 6th Grade)

No Lower School student may be dropped off at school prior to 7:00 a.m. Extended Care prior to school, for students in 2nd through 6th grade, begins at 7:00 a.m. and continues until the start of school. This service is available, but the school must be notified at least one day prior.

Arrival time from 7:00 - 7:30 a.m.

Lower School students arriving prior to 7:30 a.m. should be brought to the designated classroom by a parent/guardian and checked in by the supervising teacher.

Arrival time from 7:30 - 7:50 a.m.

Lower School students arriving at school at 7:30 a.m. or after will be sent to supervised care. There is no charge for supervised care after 7:30 a.m. From 7:30 - 7:50 a.m., students should report as follows:

- 2nd grade through 3rd grade students should report to the Lower School playground.
- 4th grade through 6th grade students should report to the cafeteria.

Arrival time from 7:50 – 8:00 a.m.

Children arriving between 7:50 a.m. and 8:00 a.m. should be dropped off at their designated carline (2nd grade and 3rd grade under the portico; 4th grade through 6th grade along the east wing drop-off) and should report directly to their own classrooms.

Arrival time after 8:00 a.m.

2nd grade through 6th grade students arriving after 8:00 must report to the Main Office.

Early Arrival – Upper School

No Upper School student may be dropped off at school prior to 7:20 a.m.

Late Stay

East Campus after school care extends to 6:00 p.m. Lower School students (2nd grade through 6th grade) who have not been picked up and are staying on campus after school for a scheduled activity must report to their designated area by 2:45 p.m. Students found loitering on campus will immediately be sent to Extended Care (Lower School) / the Study Room (Upper School).

After School Study Room – Upper School

After the dismissal time at the end of the school day, all Upper School students must do one of the following:

- Check in with the Study Room supervisor.
- Wait in the car line pick-up area and be picked up by 3:00 p.m.
- Be in attendance of Guided Practice under the supervision of a teacher
- Be involved in a school sponsored extra-curricular activity under the direct supervision of a school employee or an agent of the school.

For late practices, student-athletes must be in the Study Room if remaining on campus and not involved in one of the activities listed above.

No students will be permitted to loiter on school grounds unsupervised.

Before School Care/Extended Care Fees

Before Care – 7:00 a.m. to start of class.....	\$800
(Per year, includes only 180 full and/or half days of school for PK2 - 6 th grade students)	
Extended Care – end of class to 6:00 p.m.	\$1700
(Per year, includes only 180 full and/or half days of school for PK2 - 8 th grade students)	
Combination Before Care/Extended Care (per year)	\$2400
Before Care (Daily)	\$6
Extended Care (Daily)	\$12.50
Early Release Day (per extended day)	\$25.00

Fire and Emergency Drills

Fire Drills are conducted each month on campus. Other drills are conducted periodically to prepare for emergencies.

Fundraising

All fundraising activities for Jupiter Christian School are to be approved by the Administration. No fundraising projects should be undertaken without prior approval by the Administration.

Lockers

Lockers are assigned to all students in grades 6 through 12 and are the property of the school. Students are not allowed to switch assigned lockers. Classrooms are not to be used for the storage of books or personal items. Students will be financially responsible for damaged locks or lockers. Any vandalism to school property will also be addressed by administration. Lockers are to be kept clean and neat at all times. Tape is not permitted to be used on lockers; students may only use magnets to hang things inside their lockers. Students are not permitted to write in or on lockers. No signs are permitted on lockers without approval. The Administration reserves the right to inspect lockers at any time. Lockers must be locked at all times. Jupiter Christian School is not responsible for the contents of lockers; each student is responsible for the contents of the locker that is assigned to them. Additionally, JCS is not responsible for personal items brought to school; valuable and unnecessary belongings should be left at home. Likewise, students should never leave items left unsecured. If a student encounters any issue with a lock or locker malfunctioning or damaged, they should notify the Upper School Office immediately.

Lost and Found

Parents are asked to print their child’s name on all articles brought to school. In addition to a lost and found location, all lost articles will be collected and displayed outside of the cafeteria at least once a quarter. Parents or students may locate lost and found articles on these days. Unclaimed articles of clothing which do not carry a student’s name will be given to a local charity or disposed. JCS is not responsible for any articles left on campus.

Lunch Program

The Jupiter Christian School Cafeteria offers a debit system for all students. Each student will have an individual account. The students will access the account by using a special pin code that is also their student id. Parents may deposit money into their student’s lunch accounts by sending in cash or check to the student’s teacher or by dropping it off in the morning at the cafeteria. Students may also pay by bringing in cash. Students may also bring

packed lunches from home. Milk, juice, and snacks may be purchased in the cafeteria with cash. Any funds leftover in the student account at the end of the year will rollover to the next year. Parents may request refunds of the meal accounts at any time.

If a child forgets his/her lunch or lunch money, or their account is in the negative, they will be allowed to purchase a cold sandwich, soup and/or bagel, and a piece of fruit. Chronic abuse of this courtesy will result in a call home to bring your child a lunch.

Only seniors may leave campus for lunch during designated times of Senior Privileges.

Orientation, LS Open House, and US Curriculum Night for Parents

A Lower School Parent Orientation, Open House, and an Upper School Curriculum Night for Parents will be scheduled at the beginning of school. Parental attendance at these meetings is extremely important for a smooth-running year. At least one parent is required to attend these events.

Parent Cooperation

JCS's educational mission involves working closely with the home in the overall Christian education of students. JCS views itself as partnering with parents in the educational process. As a result, parents enrolling their children, or in order to maintain enrollment, agree to support with and cooperate with the School in the education of their child and also agree to support the religious educational philosophy of the School. This is founded upon the biblical principle articulated in Amos 3:3, "Can two walk together, except they be agreed." Complaints or negative comments will be shared with the teacher, administrator or person involved according to the Matthew 18 principle. Parents agree that if at any time, parents/guardians act in a manner that demonstrates a lack of support for the School or its religious educational philosophy, or otherwise reflect a lack of cooperation and commitment to the home and School working together, JCS has the right, in its sole discretion, to remove any student or to discontinue further enrollment of any student. Parents/guardians acknowledge and agree that their conduct can jeopardize the enrollment status and/or continued enrollment of their child.

Pornography

The viewing of pornography is a serious issue among students and adults that results in destroyed and inappropriate relationships. Pornography in any form is not allowed on the JCS campus nor at any JCS function. This policy includes the viewing of pornography via cell phones. Students guilty of showing pornography to other students will receive an immediate suspension. A second offense will result in expulsion from the school.

Release and Arbitration Agreement

Release

1. Preface. In order to promote, facilitate, encourage and otherwise allow Jupiter Christian School's current and future programs, activities and classes with its students, parents, staff, volunteers and community, and in consideration for admission, the student(s) and his/her parents/legal guardians consent to their child's participation in all school activities, as well as any use of their child's image in school-approved pictures and videos, and agree to the following:
2. Terms: In addition to customary meaning: (a) Jupiter Christian School includes without limitation its staff, teachers, employees, volunteers and anyone that it may be liable for under any theory of liability ("JCS"); (b) activities include without limitation any and all school related – in whole or in part, direct or indirect – activities, athletics, non-athletics, travel, programs, events, gatherings, functions, teaching, instruction, classes or otherwise that may subject JCS to liability ("activities"); (c) premises includes without limitation the JCS campus, real property, parking lots, common areas, inside and outside its buildings and facilities and anywhere on campus ("premises"); (d) liability includes without limitation all present and future liability and damage claims arising out of all activities and the premises under tort, negligence, vicarious liability, contract, statute, any theory of liability or otherwise, for all injury, death and damages to the student(s) and his/her/their parents/legal guardians, estate or anyone else whether direct, derivative or otherwise ("liability"); (e) defend means you shall pay the attorney's fees, costs and expenses incurred by, or on behalf of, JCS; and (f) indemnify means you shall pay the amount of any settlement or final judgment.

3. Release. It is the intent of the parties to release JCS from all present and future liability from inception through the 12th grade and this release shall otherwise survive. As a result, the student and his/her parents/legal guardians release JCS from all liability including JCS' own negligence.
4. Indemnification. If this complete release is unenforceable in whole or in part against the minor student(s) for any reason, each parent and legal guardian shall defend and indemnify JCS from all liability claims brought by, or on behalf of, said minor student(s) as well as his/her/their parents, legal guardian(s), estate, anyone else or otherwise.
5. Severance. If ANY provision under this release is held invalid in whole or in part for any reason, the remaining provisions SHALL be liberally construed in favor of enforcing this release.

Arbitration Agreement

1. Preface. In order to promote, facilitate, encourage and otherwise allow Jupiter Christian School's current and future programs, activities and classes with its students, parents, staff, volunteers and community, and in consideration for admission, Jupiter Christian School ("JCS") and the student(s) and his/her/their parents/legal guardians (collectively "parents") agree to the following:
2. Release. In the unfortunate event JCS is not released from liability under any release, this agreement shall control.
3. Disputes. The parties would like to (a) keep things as simple as possible; (b) enhance early resolution of their differences; (c) avoid lengthy drawn out litigation through the courts; (d) avoid the stress associated with traditional litigation and jury trials; and (e) minimize all costs, expenses and attorney's fees. Therefore, the parties voluntarily agree to the following pursuant to their constitutional right to contract:
4. Arbitration. ALL claims shall be settled by binding arbitration in Palm Beach County, Florida. There shall be one arbitration panel whose majority decision shall be final subject to Florida law consisting of three qualified arbitrators as defined under paragraph 8 who shall be chosen as follows: (a) Jupiter Christian School will choose an arbitrator; (b) parents will choose an arbitrator; and (c) these two arbitrators will choose the third arbitrator who shall serve as the chief arbitrator. The arbitration panel shall decide liability first. If the panel finds liability, the parties shall then have sixty (60) days to settle the case. Otherwise, the panel shall reconvene and decide damages. Subject to Florida law, non-economic damages shall not exceed the lesser of: (a) one hundred thousand dollars (1) per person or (2) per incident regardless of the number of persons asserting a claim; (b) Jupiter Christian School's liability insurance; or (c) the amount authorized by law. The chief arbitrator shall solely decide all evidentiary matters. The parties expressly waive their constitutional right to trial by judge or jury.
5. Intent of the Parties. Subject to Florida law, it is the parties' further intent that (a) the chief arbitrator may choose a retired state judge to provide advisory opinions for any purpose if s/he deems it necessary; (b) this agreement shall control all present and future claims through the 12th grade in the unfortunate event JCS is not released from liability under any release; (c) JCS may amend this agreement from time to time and the parties shall be bound by same; (d) the parties shall bear their own costs, expenses and attorney's fees, and pay their pro rata share of these proceedings, unless the chief arbitrator finds otherwise; (e) ANY disagreement over the meaning of qualified arbitrator shall be resolved by Jupiter Christian School and its decision shall be final; and (f) if ANY provision under this agreement is held invalid in whole or in part for any reason, the remaining provisions SHALL be liberally construed in favor of enforcing this agreement.
6. Acceptance & Duration. This agreement shall be deemed accepted and 100% binding on the parties upon the student's first day of class at JCS or participation in any JCS related activities and shall survive and control ALL present and future claims through the 12th grade or otherwise. Other than this agreement, you are not relying on anything said by, or on behalf of, JCS.
7. Duty to Defend & Indemnify. For each minor student or family member with a claim that is not bound in whole or in part by this agreement ("non-party"), it is the parties' intent that they shall adopt and comply with this agreement 100% so that the parties can avoid piecemeal litigation and ensure consistency, closure and finality in one forum. For each non-party claim against JCS brought outside this agreement, the parents shall (a) defend and (b) indemnify JCS for each claim.
8. Meaning of Terms: In addition to customary meaning: (a) claim(s) include without limitation ALL present and future liability and damage claims arising out of tort, negligence, vicarious liability, contract, statute, any theory of liability or otherwise, for ALL injury, death and damages to the student(s) and his/her/their parents/legal guardians, estate or anyone else whether direct, derivative or otherwise; (b) damage(s) mean ALL past and future damages under the law including without limitation ALL (1) non-economic damages for pain and suffering, disability, disfigurement, mental anguish, loss of capacity for the enjoyment of life, loss of consortium (spouse, children, parental or otherwise) or other non-pecuniary losses and (2) economic damages for medical expenses, loss of earnings or other pecuniary losses; (c) defend means you shall pay the attorney's fees, costs and expenses incurred by, or on behalf of, JCS in defending against each non-

party's claim; (d) indemnify means you shall pay the amount of any settlement or final judgment; (e) Jupiter Christian School includes without limitation its staff, teachers, employees and volunteers; (f) liability includes without limitation ALL present and future liability and damage claims arising out of tort, negligence, vicarious liability, contract, statute, any theory of liability or otherwise, for ALL injury, death and damages to the student(s) and his/her/their parents/legal guardians, estate or anyone else whether direct, derivative or otherwise; (g) parents include each student, parent and legal guardian as set forth above; (h) parties mean JCS, each student, parent and legal guardian and anyone that adopts this agreement; (i) qualified arbitrator means that during the preceding 12-month period before being retained in this matter (1) the arbitrator shall be: head of school, headmaster, president, principal, assistant principal or Upper School Principal in a Florida school that is a member of the Association of Christian Schools International whose website is www.acsi.org and (2) no more than one arbitrator shall be chosen from any one member school; (j) you means each student, parent and legal guardian; and (k) vicarious liability means (1) the Jupiter Christian School may be responsible for a claim against another person or entity or (2) another person or entity may be responsible for a claim against Jupiter Christian School.

9. **Entire Agreement.** This is the entire agreement between the parties and there are no oral representations to the contrary unless all parties agree otherwise in writing or JCS amends this agreement which the parties agree may be done in their sole discretion from time to time. **Otherwise,** Florida law and the FL Arbitration Code, Ch. 682, Florida Statutes, shall control this agreement.

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Senior Privileges

Seniority has its privileges as well as added responsibilities. We commend our seniors as they mature, lead, and display ability to handle greater levels of responsibility. Likewise, we caution that the abuse or misuse of benefits may forfeit one's or an entire classes' privileges.

Continuing Education Promotion through Outerwear

See Appearance and Dress Policy.

Early dismissal

Seniors MAY be permitted to leave after sixth period with administrative approval and parent confirmation. **Seniors may NOT leave prior to GAP group or school assemblies.** The intent of this offer is to encourage students to engage in interim opportunities, college courses, and work opportunities, where necessary. However, it is stressed that JCS students take advantage of opportunities available which can never be re-encountered. Additional coursework, extra-curricular activities, leadership experiences, and other options should be highly considered, closely calculated, and not quickly overlooked. Jupiter Christian School will continue to evaluate this policy in effort to consider what is most beneficial

Senior Lunch

Occasionally, in conjunction with our GAP (Growth, Accountability, and Prayer) Groups, seniors, along with their GAP leader, will have the opportunity to leave campus following chapel for a time to discuss the chapel message and other pertinent matters seniors are wrestling with throughout the school year. A form signed by a parent must be presented in person to one of the Upper School assistants indicating permission for said student to participate in off campus travel and lunches. Permission must be granted for them to either drive themselves and / or have a passenger with them. In so doing, the student driver assumes responsibility for the passengers.

Senior lunch off campus is a Senior Privilege. If a senior does not attend senior lunch with his or her GAP Group, they must be in school.

Sexual Harassment

Jupiter Christian School seeks to treat every individual with sensitivity and respect. The School encourages consideration of others and will not tolerate harassment of individuals. The environment necessary for the educational program fostered by the school must be one in which all individuals are free to develop appropriate relationships, work, and learn. The individual must be able to pursue his or her academic program without fear of intimidation, humiliation or degradation from unwelcome and unacceptable behavior of another.

Sexual Harassment is a violation of anti-discrimination laws. It is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when: (1) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance (2) such conduct has the purpose or effect of creating a hostile, intimidating or offensive work environment.

Reporting Procedures - Any alleged violation of the Harassment Policy should be reported immediately. Grievances should be reported to the Principal. Jupiter Christian School will handle such matters on case by case bases being certain reporting procedures and laws are adhered. In addition to legal responsibilities and punishment, JCS reserves the right to enforce discipline as it deems best including but not limited to detention, suspension, and expulsion. Such decisions may also impact earning of academic credit and/or financial penalties.

Snacks and Birthday Celebrations (Lower School)

Birthday Celebrations

Birthdays will be recognized by the child's teacher in the classroom in a way that does not involve food. If the parent would like to contribute to the celebration in some way, he/she should contact their child's teacher to discuss appropriate ways to honor the child's birthday. One specific way to recognize a child's birthday would be to donate a book to the child's classroom in their name. The child's name will be read during morning announcements and the child will receive a small, non-food birthday token to commemorate his/her birthday.

Snacks

It is our goal that preschool and elementary children eat nutritious snacks at school. Guidelines for preschool will be shared at the back-to-school orientation. Parents may send a daily snack from one of the following suggested items:

Whole grain, low-sugar cereal, whole grain baked crackers, dried fruit (1/4 cup), reduced fat cheese sticks, graham crackers, canned fruit packed in juice or water, applesauce, animal crackers, cheese and crackers, cereal bars, yogurt (low fat/low sugar), Nutri-grain bars, granola bars made with unsaturated fat), low fat cookies, whole grain muffins (not jumbo sized), *whole grain baked chips, *rice cakes, *fresh cup up vegetables with low fat dip, *fresh cut up fruit, *pretzels (low salt), *homemade trail mix.

**Denotes cut in to small pieces or do not give to children under the age of four years who have not mastered good chewing habits.*

Stewardship of Buildings and Grounds

All school facilities belong to the Lord and have been purchased with His money. Students must refrain from any actions which may result in damage to the property or to the appearance of the buildings and grounds. Any damage inflicted on the lockers, buildings, furnishings, or grounds will be repaired and/or replaced at the expense of those causing the damage. Students are also subject to disciplinary action for damage caused either by negligence or willful destruction.

Unless specifically permitted, Students are not allowed to take food or drinks into classrooms unless a teacher sponsored class meeting is held in a tiled classroom. Students are not permitted to eat in the hallways.

Student Records

The school maintains a complete record, including a cumulative academic record, for each student. All material in these files is treated as strictly confidential and is available only according to the following policy:

No report cards or student records will be released to parents or to another school if the family is delinquent in tuition payments or has a debt of any kind with the school.

Parents or legal guardians have the right to inspect and review official records, files, and data directly relating to their children. Parental requests to inspect and review the official record relating to a child shall be made in writing to the Administration. Such requests will be honored at the school's convenience. All records will be reviewed or inspected in the presence of an administrator so that proper explanation may be given.

Parents shall have an opportunity for a hearing with the Administration to discuss the content of their student's school records. This is done to ensure that the records are accurate and is not otherwise in violation of the privacy or other rights of the student, and to provide an opportunity for the correction or deletion of any such inaccurate or misleading information.

When a student becomes eighteen (18) years of age or is attending an institution of post-secondary education, the permission or consent required of and the rights accorded to the parents and guardians shall thereafter also be accorded to the student.

Substance Abuse and Random Drug Testing

Jupiter Christian School has implemented a program of random drug testing for all Upper School students. We believe it to be of utmost importance that we provide a drug and alcohol-free culture at JCS. For too long, drugs have

robbed our country's youth of their God-given potential. With this in mind, we are committed to taking a proactive role in ensuring the safety and well-being of our students relative to academics, athletics, extra-curricular activities, as well as throughout our campus.

The primary intent of this program is not to be punitive nor disciplinary in nature so much as to focus on the deterrence and discouragement of students experimenting or participating with illegal substances. Our desire, as a school, is not to interfere with the instructional/educational atmosphere of our students. We desire to foster and maintain an environment that is the most conducive to the promotion of learning. With these thoughts in mind, JCS has established the following protocol with the overall well-being of our students in mind.

Procedures

- Parents and students must sign a consent form authorizing their participation in the Random Drug Testing Program. Participation in the program is mandatory for every Upper School student.
- Jupiter Christian School will test approximately 20% of its upper school students over the course of the academic year.
- Drug Testing will be confidential.
- Students will be selected randomly via a computer generated software program. In light of the program's randomness, once a student has been tested, he or she may be subject to subsequent tests in the future as their name will be placed back into the pool of students.
- The testing itself will occur on campus at random times throughout the year by an independent drug-testing specialist. Notification of the results of a student's test will be provided to the parents/guardian within 2-5 days after the test is taken as reported to the school by the independent agency.
- A student who refuses to take a drug test or tampers with the collection process will be automatically dismissed from JCS.
- If the on-campus test returns a result of "positive" or "non-negative," a second more detailed analysis of the same sample will be performed at a separate, dedicated lab for a precise assessment to determine the specificity and nature of the usage.
- If the subsequent test corroborates a positive result for an illegal substance, the cost of such an independent confirmation test shall be borne by the parents/guardians of the student.
- Testing will primarily consist of urine samples, but may also include hair, sweat or saliva.
- The test administered will include multiple-panels and will verify usage of various drugs, such as: Cocaine, Methamphetamine, THC, Methadone, Opiates and Benzodiazepines.

Methods of Intervention

Each situation will be handled on a case-by-case basis, though the guidelines listed below will be generally followed. It is important to note that demonstrated problems either behaviorally or academically prior to a positive test will be factored into any program for a student. Pending the results of a positive drug test, the following methods of intervention will be taken:

- A conference will be set up between the student, parents/guardian, and principal to discuss the positive test. A plan will be developed to help guide the student throughout the remainder of the school year.
- An evaluation by a certified/licensed substance-abuse specialist, approved by the school, must be administered prior to the student returning to school. The evaluation must provide assurance from the specialist that the student is in a safe and healthy state to continue at JCS, there is no indication of continued drug use, and the student is or is not in need of additional counseling.
- The student will be subject to substance screenings for the remainder of the school year at a cost responsible to the parents up front. This re-testing may be as frequent as weekly, in the discretion of the administration.
- The student must undergo counseling for a pre-determined period of time.
- The student's behavior and grades will be monitored more closely by administration, and he or she will be placed on an academic/behavior contract for the remainder of the year.
- Pictures, or other media, depicting the student using or discussing use of illegal substances after an initial positive test will be deemed evidence of continued use and ostensibly a second positive test.

It is important to understand that while JCS will monitor the program, and do its best to support each student and family through the process, the ultimate responsibility to manage the student's progress lies with the parents. It is imperative that the students' accountability to the program is monitored and directed by the parents. Documented proof of evaluations, counseling, etc. must be provided by dates/times pre-determined by JCS administration.

Disciplinary Measures

- Any student who incurs a first positive drug test will be subject to the steps listed above.
- A student who fails a second drug test at any time in the same academic year, or who fails to comply with any of Jupiter Christian School's Random Drug Testing Procedures will face suspension or expulsion from JCS.
- Any student caught using drugs, dealing drugs, or in possession of illegal drugs at JCS or at a JCS event, including off-campus events, will be recommended for expulsion and law enforcement may be contacted.
- No academic consequences will follow the result of a first positive drug test. All files pertaining to the drug screening program will be kept separate from students' other educational records. Additionally, these files shall only be available to JCS administration. At no time will student drug testing information resulting from the program be turned over to law enforcement authorities or colleges or universities, except in the case where JCS may be legally compelled to do so.

Pursuant to the JCS Parent/Student Handbook, it is important to note that while the school subscribes to the policies/procedures stated in the Random Drug Testing Policy, Jupiter Christian School administration reserves the sole discretion to ask a student to leave for any reason, at any time based on Administrative Prerogative.

Tardiness

Entering a class late impacts all students through the distraction and compromises the academic integrity of the classroom. Please be on time.

Students will be considered tardy to class if they are not in their seats when the bell rings to begin class. No late student should be admitted to class without presenting a tardy slip from the appropriate school office. If a student arrives more than 15 minutes late for a class he/she must remain in the class but is recorded as absent for purposes of calculating the course attendance requirement. Please note: Repeated tardies or refusal to attend class will result in, but is not limited to, detention, suspension, required course assistance, (e.g. tutoring attendance at Guided Practices, etc.), course remediation, or expulsion.

Tardiness (Lower School 2nd - 6th grade)

Students in 2nd grade through 6th grade are to be in their classrooms by 8:00 a.m. when the bell rings or they will be considered tardy. Students who arrive after the bell has sounded must be taken by their parents to the Main Office to sign in with the receptionist. Please make every effort to schedule doctor and dentist appointments in the afternoons or prior to school starting.

Tardiness (Upper School)

All students will be considered tardy in the morning if they are not in their seats when the class bell rings. Students who are not in their seats at 7:50 a.m. (or 8:30 a.m. on Wednesdays) must report directly to the Upper School Office for an Admit Slip to class. Any student arriving to school more than fifteen minutes late (8:05 a.m., or 8:45 a.m. on Wednesdays) will automatically receive a detention.

An excused tardy to school requires a note from a physician's office that verifies the reason for the student being tardy. All other reasons for being tardy will be considered unexcused.

Upper School students will have three "grace" tardies per semester. A grace tardy will not result in any disciplinary action. The fourth and sixth tardies to school will result in an afterschool detention. Tardies to school or class, supported by written documentation from a physician, will not be counted. The eighth tardy to school or class will result in a Saturday School. The twelfth unexcused tardy to school will result in an in-school suspension.

"Grace" tardies will not result in disciplinary action as it is intended for students or families who have experienced unexpected delays.

Technology

JCS computers, labs, and networks

In order for our children to successfully adapt, function, and excel in our ever-changing technological world, it is imperative that each child has daily access to a computer and printer at home. In conjunction, JCS has committed to investing in the training of our students for long-term benefit in this modern era. With such endeavors comes the need for precautions and guidelines to safely and rightfully navigate forward.

Acceptable Computer Use Policy

The JCS EagleNet computer network serves as a resource for enriching curriculum and learning objectives at Jupiter Christian School. The first priority for computer use will be legitimate assignments or activities prescribed by administrators, faculty, or staff. Students are responsible for ensuring that their activities conform to Jupiter Christian's standards, in obedience to biblical commands and values. Computer usage will be in sole alignment with prescribed activities from administrators, faculty, or staff.

1. Interacting online with another person or in a group is, in its essence, no different than communicating in person. Students should, therefore, engage in conversations which honor God, are free of vulgarities, obscenities, or any other content which is contrary to the Scriptures and noted in this handbook.
2. The transmission of lewd material (sexting, pornography, etc.) is expulsion-worthy and may be criminal.
3. Students should avoid disclosing private information, including school of attendance, last name, location, etc. to any online individual who is unknown.
4. Parents are encouraged to educate and monitor their child's internet activity.
5. Assuming the identity of another person, in any facet, including through electronic transmission or accessing any account or device of another student, is prohibited.
6. Students are solely responsible for maintaining legally acquired software on their devices and making sure those programs are kept current with updates. The use of an anti-virus program is integral to maintaining safe and secure devices.
7. Jupiter Christian School is not responsible for the unit, maintenance, repair, or upkeep of any personal device.
8. Students are responsible for backing up their own files, as well as the successful transmission of files for any assignment required to be submitted electronically.
9. Students should review the JCS Academic Integrity Policy to ensure their work is original or provides credit to the original author. The practice of "cut and paste" must be avoided unless the work is properly cited. Students must avoid giving or receiving information via any electronic platform which would thus violate that policy.
10. Students are required to abide by all copyright laws as well as all other local, state, federal, and international laws regarding technology.
11. Password credentials which have been provided by JCS for various school-related accounts (Portals, Office365, etc.) must be kept secure. JCS is not responsible for resulting effects of students who have released this information.
12. The use of any peripheral electronic devices (i.e. Google glasses, Apple Watches, etc.) for any form of academically-related purpose is prohibited unless prior permission has been granted. In such cases, permission may only be granted for single-use occasions.

Local network activities that are not permitted:

- Using a JCS computer without permission and supervision
- Sharing of passwords or use of another person's computer account at any time
- Using obscene or inappropriate language
- Threatening the network or its integrity
- Downloading, installing or copying program files to the network without the network administrator's permission
- Careless or wasteful use of school resources such as computer equipment, paper, and ink cartridges

Internet activities that are not permitted:

- Searching for, viewing, sending, or receiving messages, pictures, articles, audio clips, or any other material which is in opposition to biblical values or deemed offensive by Jupiter Christian School
- Unlawful copying, saving, or redistributing of copyrighted material (Users should assume material is copyrighted unless noted)
- Subscribing to any services or ordering of any goods or services
- Sharing of the student's home address, phone number, or other information over the internet
- Playing Internet games or using other interactive sites such as chat, MUDs and MOOs (MUD - Multi-User Domain and MOO - MUD, Object-Oriented)
- Visiting social network sites and/or maintaining a social network site account using JCS computers resources

Students of Jupiter Christian School will not be involved in any way with cyber bullying, hacking, harassment, misrepresentation, plagiarism, or indecent material while using the computers on campus. Violation of this policy may result in the loss of computer privileges, failure in the appropriate class, or possible expulsion from school. Faculty members have the right to interrupt computer usage at any time. Administration has the right to interrupt and take immediate action when inappropriate computer use occurs on campus.

Definitions

Hacking: An attempt to access another person's account or files without that person's permission. This action is equivalent to breaking and entering and is against the law.

Harassment: Posting a message that is vulgar, demeaning, threatening or obscene either through email, newsgroups, or chat rooms.

Misrepresentation: Giving out false information about yourself either through email, newsgroups, or chat rooms.

Plagiarism: Copying material or paraphrasing material from the internet or any other source without giving credit to its author.

Indecent material: Unsuitable images, sound files, text files, or video files as deemed so by the administration, faculty, or staff of Jupiter Christian.

See also Bullying section under Discipline for additional definitions including cyberbully and cyberstalk.

Failure to comply with the Acceptable Computer Use Policy will result in, but is not limited to, the immediate loss of computer privileges, as well as any applicable school discipline policies and referral to law enforcement.

Electronic Devices including Cellular Phones

Use of a wireless communication and other electronic devices in violation of school policies will result in disciplinary action by Administration and/or criminal penalties if the device is used in a criminal act.

Unless permitted for educational purposes or during designated times (i.e., lunch for Upper School students), students are not to use electronic devices on campus during school hours. This restriction includes but is not limited to cellular phones, tablets, laptops, video games, and iPods. JCS will assume no responsibility for lost or stolen electronic devices.

Students are not permitted to use headphones (without teacher approval) at any time during the school day including lunch, car line, etc. This policy is designed to protect students and allow them to hear important instructions.

Whether on campus or engaged in any school related activity (field trips, sporting events, etc.), including en route to and from events, no student may record (audio, picture, video) any student, school personnel, or any aspect of JCS-life.

Jupiter Christian School has the right and responsibility to maintain and protect a safe haven for kids to be educated and grow. Parents and students agree and consent to the authority of a JCS school administrator, at its sole discretion, to view the contents of a student's device, including but not limited to pictures, video, internet history, communication (text, email, instant message, etc.), where the school has a reasonable belief that the device contains information which violates policy stated within the JCS Parent Student Handbook. A student's refusal to comply provides grounds for the school to assume the student has engaged in the suspected violation and is therefore subject to discipline, which may range from, but is not limited to, a detention and up to and including expulsion.

A student is not to use his or her cell phone to communicate home to be picked up unless approved by school officials. If a student becomes ill during the school day, he or she may only be released through the school clinic.

East Campus and Lower School (2nd - 6th grade)

Students are not to use cell phones at any time during school hours or while participating in a school sponsored event. Cell phones should not be seen, heard, or used in any manner (calling, texting, taking pictures, sending media, etc.) during the school day. Violation of this policy will result in the device being confiscated and returned to a parent through the Lower School Office. Should a student continually violate the cell phone policy, further disciplinary measures may be taken.

Upper School

During the school day, students in Upper School may use cellular phones at any time they are not in a class, Chapel, Library, assembly or other formal school setting. Cell phones should not be seen, heard, or used in any manner during the student's class unless students are specifically permitted to use them as part of a class activity. Violation of this policy will result in the device being confiscated and returned to a parent through the Upper School Office. Disciplinary points will also be assessed. Persistent violation of this policy may result in

complete forfeiture of cell phone use during the entire school day. A student who refuses to immediately surrender their cell phone or other device to a JCS staff member upon request will receive additional discipline, which may include: detention, loss of electronic device privileges, suspension, or other discipline deemed appropriate by administration.

Social Media

Students may not record (audio or video) nor post on social media any aspect of JCS-life. The use of social media has many benefits; however, students and families must exercise caution when posting comments or utilizing any form of multi-media. Students' communication is a reflection of themselves and Jupiter Christian School. As such, Jupiter Christian School has the responsibility to preserve its reputation as it sees best. Any comment, picture, video, etc., which expresses or implies at face value, words, thoughts, or actions in direct contradiction to school philosophy and/or policy may result in disciplinary action as outlined in the discipline section of this handbook. Students must exercise prudent discernment when using social media. Postings, at any time while enrolled as a student or during school breaks, including the summer, may result in disciplinary action including but not limited to suspension, expulsion, or revocation of acceptance status.

"Whether therefore ye eat, or drink, or whatsoever ye do, do all to the glory of God. (1 Corinthians 10:31)

Textbooks

The school furnishes most textbooks to students; in some cases a fee may apply for advanced textbooks, softback textbooks, or extra novels. Reasonable wear is expected as a result of daily use. Unreasonable damage to textbooks will result in fines. Lost or damaged textbooks must be paid for and replaced immediately. The fines for these must be paid to the Business Office.

Transportation

We expect parents and students to drive carefully, respectfully, and considerately, on campus and in the neighborhood and to observe all traffic laws and posted signs. Please note the 25 mph speed limit in the neighborhood.

Parent Provided Transportation

- Once students arrive on campus, they are not permitted to leave campus until designated dismissal times unless previous arrangements have been made by their parents through the appropriate Principal's Office.
- Allow extra time for drop-off and pick-up the first few weeks of school. Lower School children (2nd through 6th grade) can be picked up until 3:00 p.m. before a late-stay fee is charged.
- Please refer to the carline map for directions regarding the flow of traffic and pick-up locations for your child. Maps will be available at orientation meetings and on the JCS website.
- Please observe all posted signs while traveling through the neighborhood.
- **Refrain from using your cell phone** while driving on campus and pay attention to those directing traffic.
- Treat the 4-way intersection in front of the school as a 4-way stop.
- Don't block or park in the neighbor's driveways. Don't park in neighbors' yards.
- Stop at the back gate. Look both ways. Watch for pedestrians, most of them are children!
- **You can only make a right hand turn at the back gate.**
- Car line will start moving as soon as the school staff arrives at their posts, the students are in place, and we can safely move the cars through the line.
- Once you are in the loading area, please pull all of the way up if you are the first in line.
- Do not stop on the crosswalks.
- We will call each child's name over the microphone. Please ask your child to listen for his/her name and promptly move to the front of the loading area once they hear their name. Once all cars are pulled up, your child will be released to load into your car.
- If your child has not loaded into your car by the time the other cars are loaded, you will be directed by carline personnel how to proceed. You may not stay in the carline area to wait for your child.
- Make sure your carline tag is displayed on your visor or in your front windshield where the carline caller can see it. Call the office for additional tags or for name changes.
- Students will not be allowed to leave campus to meet their parents in the neighborhood.

Student Provided Transportation

- Once students arrive on campus, they are not permitted to leave campus until designated dismissal times unless previous arrangements have been made by their parents through the appropriate Principal's Office.
- Bicycles must be parked in their designated area. Locks are highly recommended. The school is not responsible for personal property. Students must walk their bicycles while on campus.
- Student drivers must register their vehicles in the Upper School Office and must pay a parking fee for each vehicle. Parking permits must be displayed at all times. Priority is given to seniors followed by juniors. Any remaining spaces will be awarded to sophomores based on hardship. At no time should a student park their car in the front Visitor Parking Lot. Student drivers may only drive vehicles they are registered to drive on school property. Parking privileges can be revoked at the discretion of administration.
- **Student drivers are expected to maintain the 5 mph speed limit on campus, obey all traffic signs, keep music volume below a level where it can be heard outside of the vehicle, and refrain from cell phone use while driving.**
- **Students are not allowed in the Parking Lot during the school day.** If a student disobeys this rule they will be immediately sent to the Principal's Office for disciplinary action. Students will not be allowed to access items left in their vehicle during the school day.
- Parking and driving privileges may be revoked at the discretion of the Administration.
- Students who walk or bike to/from school must complete and submit a Walker/Biker Release Form.

Permission for students to use transportation from school by third parties (non-immediate family members, taxi, etc.) will be granted after direct communication by the parent/guardian and approved by the appropriate school level office.

Truancy and Leaving Campus

Jupiter Christian School operates under the "closed campus" policy. Once a student arrives on school property in the morning, he/she is not permitted to leave, without administrative approval, until dismissal in the afternoon.

Unapproved, deliberate, unexcused absences, with or without parents' knowledge and permission, will result in disciplinary action deemed necessary by the Administration. Continued deliberate absences of this nature will result in expulsion. Proper agencies and authorities will be notified.

Tuition

All monthly and semi-monthly tuition payments are made through FACTS Tuition Management by automated debit. All sports and miscellaneous fees will be billed to you and all payments made payable to Jupiter Christian School.

All financial obligations must be met before student records will be released. This includes quarterly reports, transfer of records, and transcripts. Access to PlusPortals will be blocked on accounts 30 days past due. Parents will continue to have access to general student information on PlusPortals.

A student may be called out of class and dismissed from school if the parent account is 60 days past due.

Visitors

For security purposes and in order to optimize instructional time and school operations, parents must be off campus when either Upper or Lower School is in session unless they are volunteering, are attending a special event, are attending a school sponsored meeting, or have been granted permission by a school administrator. After the start of the school day, any parent on campus must have signed in at the front desk, have undergone a background check, and must wear a visitor badge. Destination and expected time of departure are to be listed on the visitor badge. Parents or guardians wishing to have a conference with a teacher or an administrator should do so by appointment.

Weather and School Closure

In times of natural disasters, JCS's decisions on the appropriate courses of action for our school will be strongly impacted by government agencies specializing in such conditions. Additionally, we will consider the course of direction the Palm Beach County Public School System pursues. In determining which course Jupiter Christian School decides, please confer local radio and television stations and be sure to check the school's phone message system, website, and emails.

ACADEMICS

Academic Philosophy

As our mission statement implies, we believe that education involves teaching the mind and reaching the heart of every student for Jesus Christ. Within this belief, academic performance and behavior are not separate from each other, they are symptoms of the attitudes and beliefs that students hold in their heart. The Lord declares that as you can tell a tree by its fruits, likewise the heart of a person can be revealed by the fruit (deeds) it produces (Matthew 12:33-37). A student whose heart is Christ-centered will seek to be diligent, disciplined and responsible in all that they do (Luke 2:52). The Bible teaches the value of diligence (Proverbs 12:24, 27); discipline (Proverbs 3:11-12) and responsibility (Galatians 6:5). The Lord further instructs us to glorify Him in all that we do and to enjoy learning about the world He has created (1 Corinthians 10:31). It is therefore the policy of JCS to promote these Christ-centered values and attitudes throughout the academic program.

Grading Scale

A = 90 - 100

B = 80 - 89

C = 70 - 79

D = 60 - 69

F = 59 and below

I = Incomplete (must be made up within two weeks from end of grading period, or in certain cases, a time determined by administration)

Homebound Instruction

Homebound instruction may be required for a variety of rare circumstances. Each case will be handled on a case by case situation.

International Students

Jupiter Christian School values the intellectual and cultural diversity international students bring to our campus.

International students must obey the laws of the United States and the State of Florida in order to retain JCS student status and/or the ability to remain in the United States.

JCS places a great deal of emphasis upon spiritual matters because of our belief in biblical truth and teachings. Students are required to attend Bible classes, weekly chapels, GAP groups and other spiritual emphasis events which take place throughout the year.

International Students

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Orientation

All first-year international students are required to attend orientation prior to the first day of school. This half day program is designed to ensure a smooth transition to school in the United States. Students will receive their schedules and locker assignments as well an in-depth tour of the school. Students will be given a demonstration on how to use the Plus Portal system, Office 365, and a presentation on the stages of cultural adjustment.

ESOL English

This course focuses on developing the reading, writing, listening and speaking skills of students whose first language is not English, and to help them access all of their other subjects that are taught in English. Students will learn how to communicate accurately and effectively through written and spoken tasks and be encouraged

to continue to develop their comprehension and analytical skills. This class is taught by an ESOL Certified teacher.

Accommodations

Specific accommodations may be prescribed and will be carried out in a joint effort between the Director of the International Student Program and the Academic Support Offices.

Translation Devices

Students may only use JCS-approved devices.

International students are permitted to use translators and word-for-word dictionaries for normal course work. Smart phones or other electronic devices are not permitted to be used as translators or dictionaries for completion of assignments.

ONLY first-year international students may use school-approved translators and/or word-for-word dictionaries when taking assessments during their first academic year.

After the first year, international students may only use translators and word-for-word dictionaries for non-assessment course work.

Home Language Usage

Students must speak in English during instructional periods. Conversations between peers using a home language, during a graded assessment, will be viewed as cheating.

Testing

In addition to ACT Aspire Testing each spring, international students are required to take the TOELF Junior for advancement, placement and monitoring purposes. The test will be administered at JCS.

School Involvement

International students are required to participate in either a sport or fine art each year. In addition, students will be expected to participate in school-sponsored extra-curricular activities, trips, and clubs.

Minimester

International Students are required to participate in a Minimester trip.

Athletics

Student acceptance into Jupiter Christian School does not guarantee athletic eligibility. Athletic eligibility rulings are made on a case-by-case basis by the Florida High School Athletic Association (FHSA).

Additional information regarding our International Student Program can be found in the JCS ISP Policy and Program Guide.

ParentPlus and StudentPlus Portals

ParentPlus and StudentPlus Portals is our main method of communication to students and parents regarding student academic progress. Upper School students and parents will be given an account which must be activated to use the features that enable them to view grades, calendars, homework assignments, discipline, and attendance information. Assistance with questions regarding ParentPlus accounts, including username and passwords inquiries, may be provided by calling (561) 354-1932.

Parents are requested to check ParentPlus for general classroom information, which will be posted by 5:00 p.m. every Monday. East Campus and Lower School (2nd - 6th grade)parents must use a school issued pin number (obtained through the Registrar at (561) 354-1932 to access information concerning planned classroom activities, assignments and projects, information about upcoming field trips, spelling words, Bible verses and test dates.

East Campus and Lower School (2nd - 6th Grade)

Academics

This section pertains to the students in Kindergarten through the 6th grade. For more specific information concerning matters that pertain to particular grade levels, please call the school office.

We believe that the primary responsibility for the education of children rests with the parents. Jupiter Christian School exists to help parents in that responsibility.

Absences and Make-Up Work

If a parent knows that a child will be absent at a future date due to a special reason, the parent is to either download a Special Absence Request Form or request a form from the teacher. The teacher will provide assignments to be completed by the student that are to be turned in on the day of his/her return.

If a student is absent due to illness, the assignments can be obtained the day the child returns to school. At least one day for each day absent will be allowed to complete make-up work. Long term assignments will be due on time. Make-up work must be done to the satisfaction of the teacher.

Guidance and Counseling

To help students with academic or personal matters from a biblical point of view, a variety of guidance and counseling services are offered by referral and through our comprehensive guidance curriculum delivered in the classroom. Please contact the Principal's Office for additional information. At the discretion of school administration, students may be required to seek counseling or treatment.

Homework

We believe that homework is vital to the student's academic development. It stimulates independence and self-direction. It reinforces school learning through practice and provides an opportunity to spend extra time on worthwhile school activities or projects. Homework acquaints parents with what the child is learning and affords them an opportunity to help their child.

- Homework is for reinforcement: we believe that most students require solid drilling to master material essential to their educational progress.
- For practice: Following classroom explanation, illustration, and drill on new work, homework is given so that the material will be mastered.
- For remedial activity: As instruction progresses, various weak points in a student's grasp of the subject may become evident. Homework is given to overcome such difficulties.
- For special projects: Book reports, compositions, special research assignments, and projects are some of the activities that are frequently the subject of homework attention.

Homework assignments must be completed and handed in on the day designated by the teacher. Parents should check to see that all homework is completed and all books returned to the classroom. Often the effectiveness of class work is impaired by forgotten books.

Please allow the following time guidelines for homework:

Students in grades Kindergarten through 2: 30 minutes or less

Students in grades 3 through 6: One hour or less

Note: The above will vary according to student organization, effort, and ability. (These times do not include special projects - i.e., science fair projects, term papers, etc.)

Homework Pads (Agendas)

All students in grades Kindergarten through 6 are highly encouraged to keep a JCS Agenda. This will inform the parent daily of work assigned, discipline problems, upcoming projects, etc. Parents must read and initial the assignment pad every night.

Honor Roll and Principal's List

All subjects are included in compiling the Honor Roll and Principal's List, which is assembled after each marking quarter. Criteria for the Honor Roll and Principal's List are as follows:

Principal's List - All A's, E's, and S's.
Honor Roll - A's, B's, E's, and S's.

Late Work Policy

In 4th through 6th grade, points will be deducted from the grade for assignments turned in late based on the following guidelines:

Fourth Grade: 10 points off for each three-day period an assignment is late.
Fifth and Sixth Grades: 10 points off per day an assignment is late.

Parent Teacher Conferences

A teacher or parent may initiate the request for a conference at any time. When parents desire direct communication with a teacher, they may telephone the school and leave a message for the teacher (561) 746-7800. All teachers may also be contacted by email at jsmith@jupiterchristian.org (*first initial, last name* of teacher). Conferences with a teacher may be requested in this manner. If a student receives a "D" or an "F" in any class, a parent conference with that teacher is mandatory.

Physical Education

Physical Education is a requirement for all students in Kindergarten through 6th grade.

The dress for grades K2 through 6 is regular school clothes. Students are required to have socks and gym shoes with non-marking soles.

Only students with a written excuse from the family doctor, or has had a serious family emergency will be exempt from taking P.E. Special procedures to follow regarding a specific health-related condition of a student, must be stated in a letter to the Administration attached to the doctor's excuse. If the student does not have a note, he/she must have physical education as a class. A parental note may be accepted in lieu of a doctor's excuse at the discretion of the Physical Education teacher.

Report Cards

Report cards will be emailed home four times during the school year. Parents are urged to study the student's report card with care. Preschool progress reports are sent home at the end of the first and second semesters. When questions arise, please arrange to speak with the teacher. If there is still a problem, please make an appointment to speak with the Principal.

Subjects

Subjects consist of Bible, Language Arts, (Creative Writing, Phonics, Penmanship, Reading, Spelling, Vocabulary), Social Studies, Science, Math, Art, Computer, Music, Physical Education, and Spanish.

Upper School Academics

(Grades 7-12)

This section pertains to matters concerning the students in the Upper School, grades 7-12. For more specific information concerning matters that pertain to particular grade levels or course selections, please call the Guidance Office.

We believe that the primary responsibility for the education of children rests with the parents. Jupiter Christian School exists to partner with parents in that responsibility.

Our goal is to help students become better prepared for life after high school. Since a college education is pursued by the majority of our graduates, we want our students to be successfully prepared. There is no other academic skill more necessary for college success than critical thinking. It is important to have knowledge, good time-management skills, and good study skills. But even these cannot ensure college success without critical thinking skills. Therefore, we have and will continue to build critical thinking skills into each course. These skills are a top priority in the education of our students.

Because each student has a unique combination of abilities, strengths, and weaknesses, the components of a good high school program will vary from student to student. At the same time, there are common standards that all college-bound students must meet. College admission directors stress which traditional academic courses best prepare a student for the challenges that will be faced in college.

Freshmen, sophomores, and juniors must attend a full day of school and be enrolled in at least six classes for credit. Seniors must be in attendance for a minimum of six class periods. At each grade level there are specific required courses as well as electives. In the event that not enough students elect a particular course, it will be canceled and students will be placed in an alternate course.

In order to be best positioned to succeed, students are required to be fully prepared for each class, bringing all necessary items as instructed by the teacher.

Absences, Make-Up Work, and Late Work

Students who are absent or tardy for any reason (excused, unexcused, athletic, etc.) are required to make up all work missed while absent from class. Tests or quizzes missed must be made up during Guided Practice or at an agreed upon time between instructor and student. Homework, assigned prior to and due when a student is absent or upon his or her immediate return, must be submitted when the student returns. Homework assigned during a student's absence will be given extended days for each day absent.

One school day extension will be provided for each day missed to make up a test (except in cases of prolonged absences where a teacher may make other provisions), e.g. if a student is absent and misses a test on Monday, the test must be taken on or before Wednesday as teacher and student collaborate on a suitable time. A student who misses two days of class, and has a test two days after their return to school, will be required to take the test. Student responsibility is important in taking the initiative to communicate and follow through, while teachers will remain sympathetic in working with students through absences and their impact. It is the student's responsibility to check StudentPlus Portals to obtain all make-up work and complete all test or exams missed upon return to school. Work that is made up after deliberate unexcused absences or tardies may not be counted. In teaching responsibility, the onus of getting assignments, missed notes, material, etc. and submitting work in a timely fashion, lies solely with the student.

Late Work Policy

Middle and high school late work will be reduced 10% per day until it reaches 50%. After five working days, it will be a zero unless changed at the teachers' discretion.

Academic Discipline

A student who is performing unsatisfactorily may be placed on academic probation or restriction. The intent of such action is, not to discourage, but to prompt change leading to both the short and long-term success of the child.

Academic Probation

A student will be placed on Probation if:

- the 7th - 8th grade student's GPA, calculated at the end of a semester, falls below 2.3,
- the 9th - 12th grade student's cumulative high school GPA, calculated at the end of each semester, falls below a 2.3,
- or, a student receives one or more failing grades at the end of a semester.

A student on Probation:

- and their parent(s) must meet with a member of the Guidance Office and teachers for review of his/her academic status,
- must attend a minimum of one Guided Practice per week for all, or select courses, as determined by the terms of the probation,
- may be required to obtain and submit written update reports from his/her teacher(s) on a weekly basis,
- and, may be restricted from participation in extra-curricular activities (athletics, fine arts, etc.).

Academic Restriction

A student will be placed on Restriction if:

- a 7th - 8th grade student's GPA, calculated at the end of each semester, falls below 2.0,
- a 9th - 12th grade student's cumulative high school GPA, calculated at the end of each semester, falls below a 2.0,
- or, a student receives more than one failing grade at the end of the semester.

A student on restriction:

- and their parent(s) must meet with a member of the Guidance Office and teachers for review of his/her academic status,
- must attend a minimum of one Guided Practice per week for all, or select courses, as determined by the terms of the restriction,
- will be required to obtain and submit written update reports from his/her teacher(s) on a weekly basis,
- and, will be restricted from participation in extra-curricular activities (athletics, fine arts, etc.).

A student will remain on academic probation or restriction for the entire semester unless otherwise stated. At the completion of the semester, a student may have the terms extended, reduced, eliminated, or changed. Academic progress will be considered in assessment for readmission. The Upper School Principal is empowered to review each student's academic progress and place or remove students on/from probation/restriction as deemed best fitting for the well-being of the student.

JCS complies with all policies of the FHSAA. These policies may be viewed at www.fhsaa.org.

Advanced Placement (AP) Courses

Advanced Placement courses are available for High School students and are regulated by enrollment demands. These courses provide students the opportunity to possibly earn college credit for courses taken while still in high school. AP exams are given in May for all students who have taken AP courses. After the AP exam has been taken, students will still be required to attend class. One additional (1.0) quality point will be earned by the student who takes an AP course and also takes an AP exam. Additional fees may apply for each AP course and/or AP exam taken. There will be an additional fee for AP material necessary for course completion.

Community Service

Students are required to complete a number of hours (20 hours for middle school /30 hours for high school) of community service each year. The earned grade of 'Pass' or 'Fail' will be indicated on the student's report card and transcript. The annual commitment must be completed for each year as a student at JCS in order to meet graduation requirements.

"For I was hungry and you gave me something to eat, I was thirsty and you gave me something to drink, I was a stranger and you invited me in, I needed clothes and you clothed me, I was sick and you looked after me, I was in prison and you came to visit me." (Matthew 25:35-36)

Jupiter Christian School strongly believes that serving our community is an integral component of spiritual development, and vital to the educational process. In James, chapter 2, we are told that the test of true faith is

manifest in deeds. God's word is very clear that in order for us to walk the path of spiritual growth to maturity, our worship must include service.

The primary goal of the JCS Community Service Program is to help students grow in their understanding of God's call on their lives. This is achieved by way of:

- Serving the community through ministering in schools, churches, and nonprofit agencies
- Increasing student civic-mindedness
- Learning the basics of leadership and democracy
- Appreciating the diversity of people groups
- Increasing awareness of one's skills, gifts, talents, and weaknesses
- Developing critical thinking, and time management

Community Service Impacts Development of Godly Characteristics

As students are challenged to shift their focus from self to that of their neighbors and the community, they are becoming more Christ-like in their disposition.

JCS strongly believes that some learning takes place only by doing; community service is one of these areas. This service-learning model puts students in a mindset (unselfish giving and sensitivity to others) that cannot be taught via conventional classroom instruction. This unique program challenges our students to impact our community by responding to the needs of others in a Christ-centered way.

Community Service will allow the individual to gain experience that translates into greater awareness of one's aptitudes. Additionally, through the community service experience, many students will be challenged to consider various fields of study and career options.

Community Service Requirements

Lower School: Lower School students may participate in community service through fieldtrips, class projects, or school sponsored programs. Community service at this level will be grade and age appropriate. There is no annual hourly requirement for Lower School students.

Middle School (Grades 7 – 8): In addition to certain fieldtrips and class projects, self-directed activities may be integrated.

For example: students may provide assistance to the disabled or elderly, assist their church family, or take advantage of other service projects in the community. **20 hours are required for each middle school year enrolled at JCS.**

High School (Grades 9 – 12): Students in the JCS high school will be offered a variety of group and individual community service opportunities, including mission/service projects. Assignments may be made in correlation with specific disciplines, e.g., a student with an interest in science volunteers at a local hospital. Self-directed kinds of activity will also count toward their annual service hours. **30 hours are required for each high school year enrolled at JCS.**

A community organization database is available to students through the Guidance Office. For individual projects, students will be encouraged to select an organization (not necessarily from this database) directly. It is the responsibility of the student to establish contact with the organization of choice. School-wide community service projects will be planned periodically throughout the year.

Please note the following policies regarding community service:

- The organization must be a not-for-profit agency.
- The student may not receive any type of compensation in exchange for the service.
- Students must be supervised by non-family members.
- Individual assignments must be approved by the Guidance Office.
- It shall be the sole responsibility of the student to submit completed Community Service Forms directly to the Guidance Office.
- For Upper School students, a record of the accumulating hours will be kept in the Guidance Office. There will be a 'Pass/Fail' grading policy with this system. Therefore, if a student does not complete the required 30 hours by the end of the school year, he/she will receive a failing grade. Failing grades do not affect GPA, but they will appear on the students' academic transcripts. Students who fail to complete the community

service requirement may be placed on probation during the following academic year. Students may complete their required hours in the summer prior to the upcoming year.

- Students who have not completed the required number of community service hours (30 hours for each year enrolled as a JCS high school student) cannot receive a JCS diploma until this has been completed.

Please understand, these are minimum requirements. We encourage and support a spirit of civic mindedness with a desire to minister to the community in a Christ-like way. Therefore we encourage students to continue to serve beyond the stated requirements.

Course Failure, Course Remediation, and Grade Level Promotion

Course Failure – Middle School

A student who fails one class, for the semester or for the year, will be required to meet with a member of the Guidance Office and may be required to remediate the failed portion(s) over the course of the summer immediately following the failure, and prior to being promoted to the next grade level.

If two subjects are failed for the year, the student may be allowed to remediate over the course of the summer immediately following the failure, or may be required to repeat the grade.

If three or more subjects are not passed for the year, the student will be required to repeat the grade or may not be readmitted as a student to JCS the following year.

Course Remediation – High School

Credit for a subject failed with an “F” (0-59), is only received by one of the following methods:

- Repeat the course another year and earn a passing grade. Scheduling may not permit this option.
- Attend an accredited summer school and earn a passing grade in the course.
- When failure is earned in a two-semester course, the student will be required to make up only the failed semester.
- A failure in any subject must be made up prior to graduating, if the credit for the course is necessary to meet graduation requirements
- When a course is failed, regardless of the make-up method, both grades appear on the student’s record. The higher grade will be used in computing the GPA.
- A Jupiter Christian School diploma must be earned by successfully completing Jupiter Christian School courses. Summer School courses are generally accepted for make-up credit, not as original credit to the regular required courses.

Grade Level Promotion

A student will be promoted to the next grade level upon satisfactory completion of work required by the curriculum and fulfilling the attendance requirements.

NOTE: Promotion to the next academic level is not automatic. Students who do not show academic progress may be retained. Students who score low on achievement testing may not be promoted to the next grade.

A 9th grade student must have completed a total of six credits of high school work in order to enter into 10th grade.

A 10th grade student must have completed a total of 12 credits in order to enter the 11th grade.

An 11th grade student must have completed a total of 18 credits in order to enter the 12th grade.

If a senior student has not successfully completed the requirements for a diploma by June of his/her senior year, he/she may complete the necessary course requirements either in a summer school approved by the Administration or through a private tutoring program approved by the Administration. A student will be graduated upon completion of all necessary requirements.

Dropping a Course (Grades 9 - 12)

After the Add/Drop period ends, course changes may only occur due to extreme circumstances. Approved changes may still carry academic penalty. After the first two weeks of a semester, any course dropped may result in a "WF" (Withdrawal Failing) with the failing grade calculated into GPA and placed on the student's transcript.

Dual Enrollment

Dual enrollment is an opportunity for Jupiter Christian School students to enroll concurrently in courses offered at approved colleges. Opportunities with local colleges are encouraged and need to be approved through the Guidance Office to ensure proper credit. One additional (1.0) quality point will be earned by the student who takes a dual enrollment course. JCS has partnered with Palm Beach Atlantic University to provide dual enrollment classes. Students may be responsible for purchasing textbooks, and additional costs may occur on a course by course basis. Please contact Guidance Office personnel with any questions. Participation in any dual enrollment program is limited to the following guidelines:

- Student must have completed his/her sophomore year
- Grade point average of 3.0 or higher
- Approval of the Administration
- Adequate ACT, SAT, or CPT scores

Grade Point Average (GPA)

All semester grades earned in courses carrying high school credit will be used to compute a student's Grade Point Average (GPA). Students, who enroll in Jupiter Christian School during high school, bringing previously earned honors credits from another school, will keep those honors credits for the courses in which they were earned. All honors courses will be designated on student report cards, transcripts, and the student's records. For the purpose of cumulative high school GPA for college admission, all grades, including all honors points, regardless of where they were earned, will be included.

Graduation Requirements

The Upper School curriculum at Jupiter Christian School is comprised of traditional college-preparatory courses for the college-bound student. The program includes challenging courses from each academic discipline that will prepare the student for success in college. Students in this program can also take honors and AP courses if the prerequisites for the courses are met.

A GPA of 2.0 or higher is required to graduate.

Students must take one semester of Health and one credit of Physical Education. Only under extenuating circumstances, transfer students may receive one half credit for each varsity sport taken in high school up to a total of one credit.

All students must take the SAT or ACT by the end of the first semester of their senior year.

Thirty hours of community service are required for each year a student is enrolled in high school at JCS in order to receive a diploma. Community service hours begin to accumulate the summer before a student enters the ninth grade. See the [Community Service](#) section for additional information.

Subject Credits Required

	College Prep	Honors Diploma
Bible	4.0	4.0
English	4.0	4.0
Science	3.0	4.0
Math (Algebra 1 or higher)	4.0	4.0
Social Science	3.0	4.0
Foreign Language	2.0	3.0
PE (Health/PE)	1.0	1.0
Fine Arts	1.0	1.0
Electives	<u>2.0</u>	<u> </u>
Total Required	24.0	25.0

Honors Diploma

An honors diploma requires 10 courses that are honors, AP, or college dual enrollment courses. To receive an honors diploma the student must have a 3.5 weighted GPA or 3.0 un-weighted GPA and no failing grades on their official transcript. Specific courses in various disciplines are required as outlined above, including Chemistry and Honors Spanish III.

College Prep Diploma

The required courses meet the minimum requirements for admission to the Florida State University System. State Universities are highly selective and the student is encouraged to take as many rigorous courses as possible to increase their chance of admission to and success at college.

NCAA Requirements

To qualify for Division I athletics the college prep student must take one additional course from among English, Math, Science, Social Science, or Foreign Language. For Division II, students with a general diploma must take one more core course from one among English, Math, Science, Social Science, or Foreign Language. Please visit the NCAA (National Collegiate Athletic Association) website to view additional requirements.

Bright Futures Scholarship Program

The Florida Bright Futures Scholarship Program has established minimal eligibility standards to receive in-state post-secondary education funding. For detailed information, please visit Florida Student Scholarship and Grant Programs web site at: <http://www.floridastudentfinancialaid.org>.

Areas of minimal standards include: high school coursework, GPA, community service hours, and SAT/ACT scores. Please speak with a member of the Guidance Office or visit their website for the most current standards.

Guidance and Counseling

College and Career Counseling

The Guidance Office is available to discuss questions and issues pertaining to academics, college choices, application procedures, College Board exams, and career planning. Catalogs and pamphlets, and online research concerning college and careers are available in the Guidance Office. Please contact the Guidance office for additional information.

Personal Counseling

Students in need of personal counseling will be referred to the appropriate outside sources through the Guidance Office.

Guided Practice

Guided Practice is a tutoring session provided weekly by each Upper School teacher to help students experiencing difficulty in their academic classes. Guided Practice is available to all students on a voluntary basis. Guided Practices may be required for students struggling in a class(es) or as part of academic probation or restriction conditions. Guided Practice is required for students who fall below a 2.3 or are failing any core class at the end of a quarter or semester. Academic classes available for Guided Practice are Bible, Social Science, English, Science, and Math. Students experiencing difficulty within non-core academic classes may be required to meet regularly with their respective teacher in order to improve their academic performance. The Guided Practice schedule is provided by individual teachers and is available on PlusPortals.

Homework

Homework shall be assigned in such quantities as to provide adequate training in independent study and in practicing the skills covered in the classroom.

Homework is given for the following purposes:

- To provide essential practice in needed skills
- To train students in good work habits
- To afford opportunities for increasing self-direction

- To enrich and extend school experiences
- To help students learn to budget time
- To promote growth in responsibility

Honors Courses

Honors courses are available to students who meet the academic requirements and are academically prepared.

Honors Grading Procedures

An additional half credit (.5) quality point is given to students who take an honors course and maintain a “C” average. 8th grade students desiring credit for high school level courses must obtain a “C” average for the year or higher to receive high school credit.

Honor Graduates – Valedictorian and Salutatorian

Grades earned in all subjects taken for high school credit are used in determining honors for graduation. Courses taken outside of JCS will not count towards a student’s class ranking unless there is a scheduling conflict preventing a student from enrolling in a desired course at Jupiter Christian School. A student may not take any course towards his or her class ranking that is not offered on JCS campus (with the exception of Boys/Girls State). The Valedictorian and Salutatorian will be selected after completion of the third quarter of their senior year.

The requirements to represent Jupiter Christian School as Valedictorian are:

- Student must have attended Jupiter Christian School for their entire high school career
- Student must have met the requirements to receive the Jupiter Christian School Honors Diploma
- Student must have the highest academic weighted grade point average

The Salutatorian is determined by the same criteria as the Valedictorian except that he or she must have attended Jupiter Christian School during his or her entire sophomore, junior, and senior years.

In addition to these criteria, the Jupiter Christian School Administration may give consideration to character and/or discipline issues when making the final decision as it is expected that the Valedictorian and Salutatorian will reflect the Christian commitment of Jupiter Christian School.

Honor Roll and Principal’s List

In keeping with the educational philosophy of Jupiter Christian School, all academic subjects in the curriculum are included in determining eligibility for the Honor Roll. The Honor Roll is assembled after each marking quarter.

An overall average of 3.5 for the semester, with all A’s and B’s, must be obtained in order to be placed on the Honor Roll. Those students achieving an average of 4.0 or higher with all A’s, will be placed on the Principal’s List.

Incomplete Grades

A student’s grade is incomplete when, due to circumstances beyond the student’s control, he/she does not complete the assigned work in any subject. A grade of “I” is assigned until the assigned work is completed. Upon completion of the work, the teacher may change the grade appropriately. The responsibility of making arrangements for make-up work and/or exams belongs to the student alone. Incomplete work must be completed within a time frame determined by administration.

Non-JCS Courses

In general, JCS students are not allowed to fulfill graduation requirements with non-JCS courses. The following exceptions are approved:

1. **Transfer** - A student transfers to JCS as a high school student and brings credits from a previous school.
2. **Remediation** - A student has demonstrated through repeated attempts an inability to complete a course offered by JCS and is given the option of completing the course through Florida Virtual.

3. **Schedule Conflicts** - A student must take two classes that are offered simultaneously in the JCS schedule and there is no reasonable way to eliminate the schedule conflict.
4. **Program Enhancement** - A student desires to fulfill a JCS graduation requirement with a course that JCS doesn't offer. For example, a student received approval to take Physics this year since we didn't offer it. All substitutions must be approved by the Upper School Principal and must be of equal or higher rigor to the course being substituted.
5. **Medical** - A student has a medical condition that necessitates the partial use of Florida Virtual courses to sustain educational advancement.

These are the only exceptions that limit JCS students from meeting graduation requirements by taking courses outside the school.

Report Cards, Grade Disputes, and PlusPortals

All students and parents are required to use PlusPortals, our comprehensive reporting software, to obtain current information about their child's grades. Parents are encouraged to check their child's grades on a weekly basis.

Report Cards are sent home four times each year at the conclusion of each nine-week grading period (see School Calendar for specific dates). Once grades appear on the quarterly report card, any dispute to those grades must be made in writing to the Registrar within 14 calendar days.

SOAR (Student Opportunity to Advance Rapidly) - Lower School / Academic Support Program - Upper School

SOAR is a program designed to meet the specific needs of our students who learn differently, and desire to advance through a more intensive and individualized form of instruction. Students must meet eligibility requirements in order to be considered for this program.

Transfer of Credits

Request for a transfer of credit is subject to the approval of the Principal.

DISCIPLINE

Philosophy

Students benefit most when discipline is rooted in God's Word, and therefore Jupiter Christian School desires to strengthen each student's relationship with Christ through its discipline program. JCS endeavors to create an atmosphere where students better understand biblical obedience, develop and demonstrate responsible behaviors, display honesty, and respect authority, all in the context of academic study.

As partners in the process of discipline, it is important that the school and the family work cooperatively for the good of the student. God directed the home, the first institution, to be the primary source of discipline. While assisting parents in the education of their children, as a Christian school, JCS works to build Christian character in its students. While JCS does not presume to take the place of churches in biblical instruction as mandated by God, JCS teaches biblical principles of living as found in the Holy Scriptures.

JCS has an obligation to all of its families to provide an environment conducive to learning. Furthermore, JCS understands that the most important facet of students is their relationship with Christ from which all of their thought and behavior emerges. Nevertheless, students who fail to comply with the school's rules and guidelines will incur edifying consequences. The school's discipline policy is based on the principles as found in Proverbs and I Corinthians: "train a child in the way he should go," and "do all to the glory of God."

(Proverbs 22:6; Ecclesiastes 9:10; Luke 2:51, 6:45, 10:36-37; Romans 12:18, 14:12; I Corinthians 10:31; Hebrews 5:8, 12:4-12)

Each individual has been uniquely created by God, and therefore, each situation is different. While consistency and uniformity are important, disciplinary responses are subjective. All parents are expected to support the school in its decisions. Parents are highly encouraged to discuss the overall circumstances, first, with the teachers involved and then with administration.

Administrative Dismissal Prerogative

Jupiter Christian School reserves the right to refuse any applicant and dismiss any child at any time for unacceptable work, conduct, or for any reason it deems necessary.

Discipline Policy

Since the daily behavioral standards for Jupiter Christian School students are clearly stated, the accumulation of discipline referrals and discipline points may be viewed as a sign that the student is unwilling to submit to JCS standards and Godly authority. Therefore, the accumulation of discipline referrals and discipline points could be a “heart” issue, which indicates a problem in the student’s life and also constitutes a serious disruption to the entire school. Behavioral standards are intended to help instill Godly character in students. They are also necessary for the smooth administration of the school program. Students who fail to comply with the behavioral standards of the school, both in letter and in spirit, must either be corrected or dismissed. Compilation of discipline referrals will result in more serious consequences such as long-term suspension or dismissal from school.

Honor Code

- I understand that I am a Jupiter Christian School student 24 hours a day, 7 days a week.
- I will practice courtesy, kindness, morality, honesty, and consideration, and offer respect in my association with my parents, teachers, school employees, fellow students, and visitors.
- I will abstain, both on and off campus, from the use or possession of alcoholic beverages, tobacco (including inhaling electronic devices, for example, but not limited to vaping or e-cigarettes), drugs, pornography, gambling and other undesirable practices.
- I will complete my own work. I understand the definition of plagiarism as defined in the Cheating and Plagiarism section of this handbook.
- I will respect the authority of teachers, administrators, and staff members and treat them courteously, respectfully, and obediently as unto the Lord.
- I will refrain from bringing to school dangerous items including, but not limited to, guns, knives, simulated weapons, and lighters or matches.
- I will refrain from using email, websites, or any other electronic communication to threaten, intimidate, or frighten others, or portray myself or the school in an un-Christ-like manner.
- I will dress appropriately and modestly, adhering to the stated school standards.
- I will refrain from drawing, wearing, or displaying signs or symbols that are suggestive of immoral behavior, or in any other way objected to by the Administration and do not bring glory to God.
- I will abstain from profanity and vulgar or abusive speech or actions.
- I will strive to be beyond reproach in my behavior toward others, refraining from inappropriate physical (romantic) contact while on campus or at any school function.
- I will respect the JCS campus and will strive to keep it clean.
- I will not lie (intentionally misrepresent or omit facts in order to deceive someone, or obscure the truth) nor will I knowingly assist anyone who does.
- I will not steal (fail to respect the rights of another by taking something without his or her permission, or vandalize property of another individual or the community, irrespective of the personal or monetary value of an item) nor will I knowingly assist anyone who does.

Cheating and Plagiarism

Cheating

Education is based on learning specific skills, forming life-long work habits, and developing mature coping skills. The act of cheating could be a symptom of a more significant problem. A pattern of cheating compromises one’s values and can erode self-esteem as students become aware of their shortcomings but fight to preserve their image at the cost of their ethics. Cheating robs students of the opportunity to become competent. ALL ASSIGNMENTS, unless otherwise noted by the instructor, are expected to be completed individually and provide

an authentic representation of the individual student's work. Cheating includes:

- Copying, emailing, texting or any other form of duplicating an assignment wholly or in part
- Exchanging assignments with other students, handwritten or computer generated
- Using any form of memory aid during tests or quizzes without the expressed permission of the teacher
- Using a computer or other device to translate assignments from one language to another and submitted as original translation
- Giving or receiving answers during tests or quizzes.
- Taking credit for group work when the student has not contributed an equal share toward the final result

- Using summaries or commentaries (Spark Notes, Cliffs Notes, etc.) instead of reading the assigned materials

In order to assist students and help them become good researchers, it is crucial that they understand the importance of looking for information and then organizing and writing in their own words what they have discovered. Plagiarism means stealing someone else's words and using them as your own. Not only is this illegal, it is unethical and immoral. As we strive to develop Christian character in our students, we want them to learn to do research in a proper and Godly way.

Both plagiarism and cheating demonstrate a lack of integrity and character that is inconsistent with the academic goals and values of JCS. Understanding both of these actions is key to avoiding them.

Plagiarism

Written expression is a fundamental skill for academic and career success. Plagiarism interferes with the feedback and assessment process that is necessary to foster academic growth. Plagiarism gives a false view of a student's strengths and weaknesses, thus preventing further instruction in growth areas and delay the student from reaching his or her potential. Plagiarism includes:

- Taking someone else's assignment or a portion of the assignment and submitting it as one's own
- Presenting the work of tutors, parents, siblings or friends as one's own
- Submitting work written by someone else or rephrasing the ideas of another without citing them as a source
- Submitting purchased papers
- Submitting papers from the Internet written by someone else
- Submitting papers that represent a collection of cited source ideas without one's own interpretation or ideas
- Supporting plagiarism by providing work to others, whether it is believed it will be copied or not.

No student needs to cheat or plagiarize as Jupiter Christian School provides plenty of support services beginning with guided practice for students to achieve success honorably. Students who advocate for themselves and ask for help when they need it will not feel the need to cheat or plagiarize.

Students who are caught plagiarizing or cheating will receive consequences, but not limited to what is, listed below. A student's behavioral record may impact and increase the severity of these consequences.

1st Offense - a zero on the assignment and Saturday School

2nd Offense - a zero on the assignment, an Out of School Suspension, a parent conference, and placed on Behavior Probation

3rd Offense - a zero on the assignment and review for expulsion

It is not the intent to be harsh with discipline, but rather to provide training in the correct way to conduct research and academic work which will serve our JCS students well throughout their lives. It is our prayer that our graduates will have a deep concern for Godly behavior and academic integrity.

Lower School Discipline

(Preschool – 6th Grade)

Jupiter Christian School reserves the right to refuse any application, or dismiss any child at any time for unacceptable work, conduct, and any other reason it deems necessary. JCS administration reserves the right to exercise its administrative prerogative in responding to any situation.

Methods of Disciplinary Intervention

The following methods are examples of approaches that may be utilized as administration deems necessary:

- Prayer
- Student conference
- Removal of privileges
- Student-teacher conference with school administrator
- Parent-student-teacher conference with school administrator
- Counseling referral
- Treatment program referral
- Suspension
- Student placed on behavior contract and probation
- Expulsion

(Preschool - 5th Grade)

The consequences for students in Preschool through 5th grade will be consistent within each grade level and are designed to be appropriate to the age of the child.

(6th Grade)

This connected department of teachers consistently reinforces its discipline policy with rewards for positive behavior and emphasizes the development of Godly character attributes. We intend to instruct, council, and correct so as to build a relationship of respect with each of our students.

Positive Reinforcement: Class protocols will be modeled and practiced so as to instruct all students in the expectations of our teachers. Recognition and rewards will be given individually and collectively to students who show positive attributes and good choices in the development of their character, according to our Biblical guidelines. Positive recognition may include a Star Ticket, verbal praise, whole class activity, quarterly Merit Trip, and End-of-Year Dessert Party.

Council and Correction: A poor choice or misconduct by a student may be addressed by verbal correction, a personal lunchtime appointment with their teacher, or be written out in the form of a STAR Reflection page. S.T.A.R.R.R. is our connected plan to address growth in expected attributes and actions; Students and Teachers Are Respectful, Responsible, and Resilient. The use of this written correction will be noted in the student agenda, initialed daily by both the homeroom teacher and the parent. All written STAR reflection pages are kept on file by the Homeroom Teacher, but apply only to the current quarter for disciplinary action.

If a pattern of poor choices is made apparent by subsequent STAR Reflection pages (4 or more in a quarter), a negative behavior point may be issued that requires the student to return to their classroom teacher for the purposes of serving the class in end-of-day clean up routines. Limited to 20 minutes, this time is intended to be redemptive, to address the issue in gentleness and provide an opportunity for building understanding and respect for the process of growing in the expectations of our school. Any negative points must be cleared in this way within two weeks of being issued the point, and all points must be cleared before a student may participate in the quarterly Merit Trip. Negative behavior points are limited by the semester as it applies to disciplinary action. However, a negative point in the year will keep the student from participating in the End-of-Year Dessert Party.

Discipline: A negative behavior point may be issued at the time of a blatant misconduct such as, but not limited to: chewing gum, use of cell phones, inappropriate language, fighting, roughhousing, hurtful and unkind actions, blatant disobedience, and honor offenses of lying, cheating, stealing, and deception. The number of points issued for a

single misconduct is varies from 1 to 3 points. Several negative points may result in a parent and student conference with the Principal. Accumulation of 5 or more points will result in the loss of the student's participation in the quarterly Merit Trip and attendance at school that day is required. Prior to this, a warning will be given to the student and parents will be made aware so as to seek cooperation between school and family. An individual behavior plan may be developed at that time based on the needs of the student.

Also, the accumulation of 5 or more points requires the student to return to their teacher for community service after school. Under the direction of the Department Head Teacher, the student will serve their school for 30 minutes for each outstanding point by working to clean the hallways, courtyard, lunch tables, and playgrounds; whichever is relevant to the needs of JCS at that time.

Suspension: A student with an accumulation of 10 or more points in a semester or for the year may be suspended from school under the consideration of the Principal. The Principal may also determine that a specific action of misconduct warrants immediate suspension from school. Suspension from school may result in a forfeit of their participation in the quarterly Merit Trip or field trip.

Upper School Discipline

(Grades 7 - 12)

JCS administration reserves the right to exercise its administrative prerogative in responding to any situation.

Discipline points are assessed by the Upper School Office. Student's disciplinary points reset to zero at the end of each semester. Below is the progressive scale of discipline for accumulated points:

- 5 points = After-school detention
- 10 points = After-school detention
- 15 points = Saturday school, \$35 supervision fee
- 20 points = Saturday school and meeting with the parent and child, \$35 supervision fee
- 25 points = In-school suspension

There naturally are certain infractions that will serve as immediate grounds for suspension (i.e. drug usage). Should a student demonstrate a recalcitrant heart by habitually acting upon poor choices and not heeding wise counsel, the student may find they are on an accelerated discipline plan in an effort to deter further pursuit of poor decisions.

Examples of misconduct that could lead to one to three points for first time offense are: Dress code violation, disorderly behavior, off task in the classroom, unprepared for class, inappropriate displays of affection, etc.

Examples of misconduct that could lead to 5 or more discipline points for first time offense are: Improper usage of cell phones, classroom disruptions, disrespect for another student, chewing gum.

Examples of misconduct that could lead to 10 or more discipline points (immediate lunch detention) for first time offense are: skipping class, taking the Lord's name in vain, sacrilegious/profane/obscene/ inflammatory/ discriminatory language, insubordination, possession of a simulated weapon, leaving campus without permission.

Examples of misconduct that could lead to an immediate Saturday school, suspension or expulsion: threats, bullying/harassment, fighting, tampering with safety equipment, honor offenses (cheating, stealing, lying), possession of or use of tobacco (including inhaling electronic devices, for example, but not limited to vaping or e-cigarettes), alcohol, or illicit drugs, sexual harassment, and sexual immorality.

The enrollment status of students accumulating large number of points is in jeopardy, and the administration will review such prior to allowing re-enrollment.

There are certain acts that will result in automatic expulsion from Jupiter Christian School:

Bringing a weapon, explosive, or firearm on campus or to any school sponsored event.

Threatening or intending to or bringing bodily harm to faculty, staff, students or administrators, or any criminal violation (felony).

It is solely the responsibility of the student to disclose to JCS administration any criminal violation (whether misdemeanor or felony) by the next school day. JCS administration will consider each situation on a case by case basis. JCS reserves the right to dismiss a student at any time for any reason.

Methods of Disciplinary Intervention

The methods of intervention will be as follows to ensure that the student and parent remain informed of disciplinary actions taken and to ensure that behavior patterns can be identified and closely monitored.

The following methods of intervention may be used as administration deems necessary:

- Letter sent to student and parent(s) from Principal's Office
- Communication sent via the Discipline portion of the ParentPlus and StudentPlus Portals
- Student conference with school administration
- Saturday School – scheduled on Saturdays as needed from 9:00 to 11:00 a.m. There is a \$35 fee for serving Saturday School. Any student failing to attend Saturday School will be assigned a suspension.
- Parent and student conference with school administration
- Suspension, length to be determined by the school administration
- Counseling referral and/or evaluation
- Treatment program referral
- Student placed on behavior contract and probation
- Expulsion

Athletes and Discipline Impact

Discipline is viewed as a vital part of a student-athlete's life and training. Any time a student-athlete breaks training, team, or school rules, the coach or administration is afforded the opportunity to discipline that student-athlete through each circumstance. Part of that mentoring process may well will involve discipline. The following guidelines will enable all parties to handle discipline fairly, yet effectively toward responsible action.

Each student-athlete is subject to school rules and policies. Student-athletes, as ambassadors of the school, will be held to standards beyond that of a traditional student. Discipline for conduct during school, related to academic affairs, or discipline administered by school personnel may have a direct impact on a student's co-curricular activities. Discipline, such as, detentions, suspensions, etc. may prohibit an athlete from participating in practices or contests, regardless of the value or significance of the athletic events occurring on the day(s) of disciplinary action. A student required to serve detentions, In-School Suspensions (ISS), or Out-of-School Suspensions (OSS) may not attend nor participate in ANY athletic activity during the entire time of detention, or the ENTIRE day in which the suspension is being served. Additionally, these unexcused absences from team activities may result in additional team or Athletic Department consequences stemming from violation of team and/or department policies. For example, if a student earns a suspension from school resulting in an unexcused missed practice or game, the student may also be subject to team discipline such as additional loss of playing time or privileges as a result of missing time from the team when serving the suspension from school.

As student-athletes are ambassadors of our school, and as they are to be held and encouraged to live to higher standards, school administration reserves the right to institute discipline which is reflective of those facts. JCS is proud of the abilities and local, state, and national accomplishments of our athletes. We applaud them and desire to work with them in reaching all that God has planned for them.

See the [JCS Athletic Handbook](#) for more information regarding JCS Athletic policies.

Behavior Contracts

A student who is consistently unsatisfactory in behavior or who is not meeting established standards will be placed on behavioral contract for a period to be defined by the Administration.

A Behavior Contract may be initiated due to:

- A continued negative or uncooperative attitude in the classroom, or a negative influence upon other students;
- Continued deliberate disobedience to a teacher or school rules;
- Commission of a serious breach of conduct inside or outside of school which has an adverse effect upon the student's or school's Christian testimony;
- Accumulation of behavior points.

A Behavior Contract may result in one or more of:

- The student's prohibition from participation in extra-curricular activities;
- Regular parent conferences with administration;
- Regular student conferences with administration;

- Required outside counseling;
- Removal from or rearrangement of designated social settings at school.

A student on a behavioral contract who fails to uphold his or her behavioral contract may be subject to temporary or permanent dismissal. See also [Athletes and Discipline Impact](#) and [Academic Discipline](#) sections.

Bullying

Our ultimate manual and directives for living are found in the Bible. In each book within our Text, from Genesis to Revelation, we are clearly taught to love one another. When Jesus was asked to bring into a concise summary of how we should live, He stated "love the Lord your God, and love your neighbor as yourself." Matthew 22:36-40

With this wisdom seated at the forefront of our standards of interpersonal relationships, JCS is fully committed to ensuring an atmosphere where God is esteemed and our love for others is evidently experienced. As such, the treatment toward one another will be Christ-like, and bullying will not be tolerated.

Florida Statutes 1006.147 and 784.048 provide the framework for our stance against bullying and harassment.

Definitions

"Bullying" means systematically and chronically inflicting physical hurt or psychological distress on one or more students and may involve: teasing; social exclusion; threat; intimidation; stalking; physical violence; theft; sexual, religious, or racial harassment; public or private humiliation; destruction of property; cyberbullying; cyberstalking. Fla. Stat. §§ 1006.147

Further defining of bullying includes the advancement of unwanted purposeful conduct, including but not limited to threats, insults, or dehumanizing gestures that unreasonably interfere with the individual's school performance.

"Cyberbullying" means bullying through the use of technology or any electronic communication, which includes, but is not limited to, any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including, but not limited to, electronic mail, Internet communications, instant messages, or facsimile communications. Fla. Stat. §§ 1006.147

Cyberbullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person, or the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of bullying. Cyberbullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of bullying.

“Cyberstalk” means to engage in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at a specific person, causing substantial emotional distress to that person and serving no legitimate purpose. Fla. Stat. §§ 784.048

“Harassment” means any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal, or physical conduct directed against a student or school employee that:

1. Places a student or school employee in reasonable fear of harm to his or her person or damage to his or her property;
2. Has the effect of substantially interfering with a student’s educational performance, opportunities, or benefits; or
3. Has the effect of substantially disrupting the orderly operation of a school.

The definitions of “bullying” and “harassment” include retaliation against a student or employee by another student or employee for asserting or alleging an act of bullying or harassment. Reporting an act of bullying or harassment that is not made in good faith is considered retaliation.

Bullying and harassment also encompass:

1. Perpetuation of conduct listed in the definition of bullying or harassment by an individual or group with intent to demean, dehumanize, embarrass, or cause emotional or physical harm to a student or school employee by: Incitement or coercion; accessing or knowingly and willingly causing or providing access to data or computer software through a computer, computer system, or computer network within the scope of the district school system; or, acting in a manner that has an effect substantially similar to the effect of bullying or harassment .
2. Unwanted harm towards a student in regard to his/her actual or perceived traits or characteristics, including but not limited to race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, marital status, citizenship or any other characteristic protected by law. Fla. Stat. §§ 1006.147

Conduct that would not ordinarily be considered bullying may include but not limited to: not liking someone; exclusion from a game, party, or conversation; arguing; name-calling; accidentally making contact with someone; isolated occasions of hurtful comments or unpleasant statements; “talking trash;” and, trading insults. These offenses are not acceptable and will be handled accordingly. While these behaviors may be rude, mean, and fail to demonstrate Christ-like qualities, it is important to have a clear understanding of the term bullying. Bullying has four prongs. Bullying is 1) repetitive, 2) purposeful action that is 3) intended to injure, (physically or mentally), and 4) generally involves an imbalance of power.

Procedures for Reporting Acts of Bullying or Harassment

Any student, parent, volunteer, or employee who believes she/he is the victim of, or believes to have witnessed, any form of bullying or harassment should immediately report the matter to a teacher, corresponding principal, or assistant principal. Teachers are required to relay reports to their principal or assistant principal. Allegations of harassment or bullying by a principal are to be reported to the president. Complaints against the president are to be filed with a member of the school board.

Submission of personally-observed incidents will yield the best results when as much of the following can be included: names of individuals involved, date, time, location, specific details of words or actions witnessed, written or visual correspondence or actions including actual or copied documentation, photos, or videos.

Reports may be submitted orally, written, or emailed. All individuals are compelled to contribute to the furtherance of a safe and friendly community. Reports may be submitted anonymously. However, it may not be possible to take formal disciplinary action based solely on an anonymous report. Contacting law enforcement rather than the school may be the appropriate course of action for activity which occurs off school property.

School Response

Immediate steps will be taken to ensure a safe environment for all individuals. Once a report of bullying or harassment is made, the incident will be documented. A thorough and objective investigation of all complaints will occur. The investigation must include interviews with the alleged perpetrator, victim, and witness(es), if present. The Florida Department of Education outlines that the investigator will evaluate and process substantiated cases based on: the nature of the behavior; the context in which the alleged incident(s) occurred; how often the conduct occurred;

whether there were past incidents or past continuing patterns of behavior; the relationship between the parties involved; the characteristics of the parties involved, i.e. grade, age, etc.; the identity of individuals who participated in bullying or harassing behavior; where the alleged incident(s) occurred; whether the conduct adversely affected the student's education or educational environment; whether the alleged victim felt or perceived an imbalance of power as a result of the reported incident; and include the date, time and method in which parents or legal guardians of all parties involved were contacted.

The matter will be investigated no later than the following school day. If warranted, law enforcement will be contacted.

Students found to be in violation of bullying or harassing may be disciplined as deemed appropriate by school administration. Consequences may range from a detention, to required professional counseling, and up to and including expulsion. Legal actions may also ensue in matters where law enforcement is included.

The reporting of false claims will be viewed as egregious as the claim of bullying and harassing. Therefore, the same discipline will be enforced as an act of bullying or harassing.

Preventative Practices

In effort to prevent bullying and harassment: clearly established rules and expectations will be discussed by teachers at the start of, and throughout, the year; special assemblies will spell out expectations of standards of conduct as well as steps to avoid bullying and harassment; administration and staff will communicate and enforce expectations to students and teachers; school employees will encourage students to take personal responsibility for maintaining a safe environment; school employees will encourage students to take a stand against behavior which could lead to bullying or harassment; make certain adult supervision occurs throughout campus and in areas known for improper conduct; and, students will be applauded for behavior which contributes to an atmosphere which is welcoming of all students.

To minimize the risk of being accused of bullying: remember the "Golden Rule" to treat others as you would want to be treated (Matthew 7:12); only speak positively about others; keep your hands and all your body parts to yourself; be quick to speak, slow to speak, and slow to wrath (James 1:19); "let each esteem others better than themselves," (Philippians 2:3); humble yourself as unto the Lord (James 4:10); and be quick to apologize for any wrong word or action committed against someone else.

Campus Security Measures

The safety and health of our students, employees, and families is paramount. To that end, Jupiter Christian School has established policies to preserve a safe and secure campus. At its discretion, JCS reserves the right to inspect lockers, perform random drug tests (see [Substance Abuse/Random Drug Testing](#) section for additional information), and incorporate the use of law enforcement officers, authorized businesses, canines, or other aids to sweep campus as a means of routine precaution or under reasonable suspicion, knowledge, or evidence of the existence or possession of illegal substances or items which may cause harm to self or others.

Counseling Services

At the discretion of school administration, students may be required to seek counseling or treatment regardless of their discipline point level. Referrals to outside agencies can be made available by the Guidance Office.

Detention

Students receiving a detention will serve after school from 2:45 - 3:15 p.m. The date and time of the detention will be noted on the Discipline portion of the ParentPlus and StudentPlus Portals. Detentions will be served for accumulation of disciplinary points and minor infractions, including but not limited to: tardiness, chewing gum, cell phone violations. Students failing to serve an assigned detention will be given additional consequences depending on their behavior record. Athletic practices are not an excused reason to miss detention. An athlete may request to have one detention rescheduled during a season. Such requests must occur, and be granted, prior to the originally scheduled detention. Any student who is expected to attend Guided Practice on the day of a detention must notify the Upper School Office in advance to be granted permission to do so.

Expulsion or Withdrawn for Disciplinary-Related Matters

In the event that a student is expelled, the student and the parents shall be notified in writing by school administration. Parents are responsible to pay the full tuition for the semester in which the student has been expelled. A student who has been expelled or withdrawn for disciplinary reasons may apply for admission as a new student after a full JCS academic semester unless otherwise noted. Students who are asked to leave or are withdrawn for disciplinary reasons may not return to campus and may not participate in JCS extra-curricular activities (including participation in athletics of any kind, Prom, trips, etc.) unless detailed permission has been granted by administration. At the administration's discretion or under legal requirement, names of expelled students along with the reason for expulsion may be communicated to the Jupiter Police Department and to other schools requesting records.

Readmission Policy Following Disciplinary Action

Students who accumulate 20 discipline points during the entire year are not automatically accepted for the following school year. These students must interview with school administration before final acceptance for the next school year is granted. If the student is denied admission for the following year, they may apply after one year unless otherwise noted.

If a student accumulates 20 points after an acceptance letter has been mailed, their acceptance becomes invalid until they have interviewed with school administration.

Suspension

A student may be suspended from classes for inappropriate actions or attitudes, repeated infractions of school regulations, or acts of misconduct. The student will be separated from the regular student body as well as extracurricular activities for the duration of the suspension and may be required to perform duties at the discretion of the Principal. Students serving suspensions may make up their school work but are required to submit all work by the next scheduled class period. However, teachers will require that the class work be completed to ensure that the student is familiar with the information covered.

Parents will be notified by school administration of the reasons for the suspension. A suspended student will be reinstated to class after consultation with both the student and parent or guardian, and with the assurance from them that such behavior and/or attitudes will be discontinued and that the student will resume his place in the school community with a cooperative and positive spirit.

All assignments, tests or exams missed during the suspension must be completed.

Tardiness

See [Tardiness](#) section under General Information.

Truancy/Leaving Campus

See [Truancy](#) section under General Information.

STUDENT ACTIVITIES

Athletics

Jupiter Christian School offers a wide variety of athletic opportunities. Intramural sports are available at the Lower School level, while the athletic programs continue through a full array of competitive varsity teams. Different levels and sports are available to respective boys and girls. Students and parents are encouraged to read the JCS Athletic Handbook or contact the Athletic Director for a better understanding of our athletic philosophy, mission, the rules and the teams offered.

JCS complies with the policies of the athletic governing bodies (e.g. FHSAA) to which we participate, as well as other policies instituted for the sake upholding our school's philosophy and mission.

Chapel

As an integral part of the mission of JCS, student life includes opportunities to worship, praise, be inspired by, and learn more about our God during chapel. Additional times are set aside throughout the year for spiritual emphasis. These times of fellowship with peers and teachers foster an atmosphere of unity, nurture spiritual growth, increase knowledge, and spur wisdom (Proverbs 1:7, Hebrews 10:25). Inspiring messages are presented by members within the Jupiter Christian family as well as guest speakers. Students' musical, leadership, and other talents are utilized for the benefit of those in attendance.

Clubs and Organizations

All clubs, organizations, and other extracurricular activities representing the school or involving its name must have the approval of the Administration and abide by the school policies. Parents, faculty and students shall be advised of all such activities in advance. All activities are to be actively supervised by sponsors, officers, and/or accompanying adults. In planning all such activities, approval of the date must be given by the Principal. This is to prevent conflicts in scheduling events. Other guidelines governing clubs, organizations, etc., will be distributed each year.

Whenever and wherever students gather, they are expected to present Christian behavior. The school's expectations of personal conduct apply to all students in all such activities, whether held on or off campus.

Eligibility applies to athletics, music, drama or any other activities where the student represents the school publicly. (See [Eligibility for Extracurricular Activities](#) under Academic Section)

Intramural Sports

Youth League (intramural sports) is offered for students in 3rd through 6th grade. As the Athletic Department seeks to meet requests, sports provided are determined based on student interests, facilities, and the ability to integrate the sport into the program.

Lower School Student Council (Grades 3 - 6)

The purpose of the Lower School Student Council is to develop leadership skills in the students by serving both the school and the community. Class representatives will be elected in the fall with 2 representatives per homeroom. Officers will be elected by council members. The student government will plan and participate in both service projects and school spirit events.

Lower School Safety Patrol

Students in 5th grade will have the opportunity to serve as members of the school's safety patrol. Patrol members assist children during morning arrival time or in the afternoon carline. Application to the safety patrol is open to every 5th grade student who fills out an application and has parental approval.

National Art Honor Society

The purpose of the Jupiter Christian School chapter of the National Art Honor Society program is to inspire and recognize students who have shown an outstanding ability and interest in art. The NAHS strives to aid members in attaining the highest standards in art scholarship, leadership, character, and service. Each spring, members are nominated by the faculty advisor and approved of by U.S. faculty and administration.

National Honor Society

The Jupiter Christian School Chapter of the National Honor Society seeks to recognize and bring together for common growth and interaction who exhibit notable qualities in each of the following areas: scholarship, leadership, character and service. Members are selected by the faculty and NHS committee each spring.

Student Government Association (7th - 12th Grade)

The Student Government Association participates in the planning of school life and school activities. The student government will plan and participate in both service projects and social events. It consists of elected representatives from each grade level in the high school and middle school (7th through 12th grade) as well as elected executive officers. Election by the student body is held in the fall. In addition to its other projects, it provides extracurricular activities during the year.

Teacher Aides

There are opportunities for upperclassmen to serve as office, cafeteria, media center and teacher aides. Student aide assignments are arranged by the Guidance office.