

# JOHN CURTIS CHRISTIAN SCHOOL STUDENT HANDBOOK 2025-2026



*BUILDING CHAMPIONS FOR LIFE*

## **Notice of Nondiscriminatory Policy as to Students**

John Curtis Christian School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the organization.

It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions, policies, admissions policies, scholarship programs, and other organization-administered programs.

## **MISSION STATEMENT**

The mission of JCCS is to provide a high degree of scholarship in academic pursuits, excellence in the development of mind and body, and focus on individual responsibility and community service in the framework of Christian and moral values and love of family and country.

## **HISTORY AND PHILOSOPHY**

Since the school's beginning in 1962, John and Merle Curtis knew through their own experience that a strong spiritual foundation which encompassed the moral and ethical values of life along with a strong academic environment could have a positive effect on young people for a lifetime. This foundation was based on core values they felt were imperative in educating well rounded young men and women. They had an unwavering belief in God, family, and country. They believed strongly that honesty, trustworthiness, respect, and humility were value to a child's development. By creating a true family atmosphere, they believed each student could flourish in time to their fullest potential. They worked diligently to create a nurturing environment and provide a place where children could excel academically, socially, psychologically, and physically. We appreciate your service and commitment to JCCS as we work together to fulfill these core values.

Christian Schools, Inc., which operates the John Curtis Christian School, is an independent educational foundation incorporated not for profit under the laws of the State of Louisiana. The school is administered by a self-perpetuating Board of Trustees, completely free from any religious denomination or political control.

The John Curtis Christian School is a co-educational, non-sectarian private school with a college bound curriculum. The school offers Pre-T2 through 12th grade with approval from the Louisiana State Department of Education as well as being accredited through the Southern Association of Colleges and Schools. Boys and girls of all religious faiths are welcome to study and pursue their academic endeavors at the school. We will strengthen the moral and spiritual values of the Christian faith.

Our goal is to educate students in the metropolitan area. We will continue to meet and exceed the national standards, grade level expectations, and State benchmarks for each subject taught. The John Curtis Christian School will teach that belief in God is inherent in the American ideal and culture and that our school pre-supposes a Supreme Being. We will encourage respect and tolerance of all religious conceptions. The school creates and maintains an atmosphere friendly to spiritual and moral truth, thus strengthening and re-enforcing the home and the church in their efforts to provide religious education. We will teach the moral and spiritual values of the Christian culture. These include dignity and sacredness of the human personality and life; the belief that spiritual values are superior to material values; individual responsibility for behavior and for the consequences of individual decisions within society; and devotion to truth and honesty as well as teaching respect for excellence in character and intellectual achievement.

It is the philosophy of the school to educate the whole child by intellectual, spiritual, moral, and physical development. John Curtis Christian School recognizes that patriotism is second only to God and family. The school abides by the Ten Commandments and the teachings of Jesus Christ. The students are expected to conduct themselves at all times in a manner representative of these principles.

The John Curtis Christian School believes that it should help each boy and girl develop:

- Christian character, faith, and morals of a high caliber
- Respect for the dignity of others
- Wholesome attitudes and a set of moral values by which one can make intelligent choices in life
- Ability to think clearly, critically, and creatively
- Ability to alter society through creative thinking and leadership
- The desire to discharge one's responsibility as a citizen
- A loyalty to democratic ideals and to our American way of life
- Ability to communicate ideas with others
- Skills for one's chosen profession
- Emotional stability and sound healthy habits
- Habits and study which will lead to scholastic achievements
- Assumption of legal, ethical, and spiritual responsibilities

The John Curtis Christian School is Christian in principle and will strive for a commitment to Christ and His teachings as we Build Champions for Life.

## **ACADEMICS**

The Upper School campus(grades 7-12) operates on a 7 period day. With a college preparatory curriculum and Honors classes, students are challenged to reach their full potential. Students begin earning high school credits in 8th grade. Through our Dual Enrollment Program through LSU, students can earn up to 21 hours of college credit before they have graduated high school. Students in grades 9th – 12th are required to take 7 courses each year. Projects and research papers are required as a part of graduation requirements. All teachers post assignments and grades on our web based portal and Google Classroom. It is the responsibility of the parent and student to check the portal/Google Classroom on a regular basis. Each grading period lasts 30 days; therefore, each child receives 6 report cards per year.

### **Pre-School:**

Tiny 2s - Pre-K 3

- Development of socio-emotional skills required for interacting positively with peers and adults
- Development of language skills by providing the various activities and daily routines that facilitate the development of verbal skills
- Development of fine and gross motor skills by providing opportunities through a variety of activities

Pre-K 4

- Learn socialization skills by playing together and sharing
- Learn to follow 1 and 2 step directions

- Training in primary mental abilities, verbal meaning, spatial thinking, word fluency, memory motor coordination, and perception
- Learn responsibility for themselves
- Gain a positive self image through positive reinforcement
- Gain problem solving skills, work with math manipulatives, learn positional terms, colors, and shapes
- Gain phonics skills, left to right orientation, letter names, and letter sounds

### **Kindergarten**

- Learn to recognize letter-sound relationships, identify and generate rhyming words, recognize grade-appropriate sight words, use phonetic decoding strategies when confronted with an unknown word, express ideas in writing using emergent spelling and known sight words, and story elements
- Learn to listen effectively and respond appropriately to questions
- Complete and extend patterns, recognize numbers 0-100, Count by 2's, 5's, and 10's to 100, solve addition and subtraction problems, recognize a penny, nickel, dime, and quarter, tell time on the hour, and simple place value
- Learn about living and nonliving things, 5 senses, clouds, life cycles, phases of the moon, sun, internal and external body parts, and how things move
- Establish purposes for reading, make predictions, connect important ideas, and link text to previous experiences and knowledge
- Develop self-help skills
- Learn about our country, symbols for our country, presidents, maps, leaders, facts about our state and rules

### **Grades 1st - 6th:**

#### Language Arts

This includes Literature, Writing, Grammar (usage and mechanics), Phonics, Spelling and Vocabulary. Students will learn to read critically, interpretively, and literally.

#### Mathematics

Students will move from concrete to abstract thinking. Instruction is focused on developing higher order thinking, problem solving, real world applications and technology

#### Science

Both the physical and natural sciences are offered. Students will learn by the examination of materials and experiments in the lab. Hands on activities, problem solving activities, and math skills activities are used to increase student scientific knowledge. Science Fair projects are required of each student

#### Social Studies

The History Department at John Curtis Christian School provides the student with a comprehensive look into history, geography, and government. Students are exposed to timelines, geographical maps, political maps, graphs, charts and political cartoons which allows for analytical thinking. Social Studies Fair projects are required of each student

#### Computer Science

Student computers are used to supplement the curriculum and are equipped with Microsoft Office software and internet filters. Students are taught how to use technology safely and effectively

#### Music, Art, and Drama

Students are exposed to art, music, and drama as we recognize the importance of the arts in young students. The fine arts department provides a variety of programs that will enhance the student's formal education

**Grades 7th – 12th:****Language Arts:**

This includes Literature, Writing, Grammar (usage and mechanics), and Vocabulary. Students will learn to read critically, interpretively, and literally. Students are also required to read a novel each month

**Mathematics:**

Students will move from concrete to abstract thinking. Instruction is focused on developing higher order thinking, problem solving, real world applications, and technology

**Science:**

Both the physical and natural sciences are offered. Students will learn by the examination of materials and experiments in the lab. Hands on activities, problem solving activities, and math skills are used to increase student scientific knowledge. Science Fair projects are required of each student

**Social Studies:**

Students are provided with a comprehensive look into history, geography, and government. Students are exposed to timelines, geographical maps, political maps, graphs, charts, and political cartoons which allow for analytical thinking. Social Studies Fair projects are required of each student

**Foreign Language:**

Spanish I and Spanish II are required for graduation from John Curtis Christian School. The fluency of the language as well as the exposure to the culture will be the emphasis of the foreign language requirement

**Band:**

This is an elective offering where students can develop their talents and interest in musical instruments. Our band is an integral part of our student life and performs at athletic and community events

**Computer Technology:**

The focus of this department is to develop the necessary skills for student success in the areas of Internet use, typing, computer software, and coding. The computer department also incorporates public speaking into its curriculum through student presentations

**Physical Education:**

Developing the whole child is essential at John Curtis Christian School therefore Physical Education is required. Students are exposed to health and physical education

**Fine Arts:**

Students are exposed to the analysis of literature, art, music and drama. The formal elements of the work are studied as well as the context of the work

**Extra-Curricular:**

Students are encouraged to participate in extra-curricular activities. A variety of activities are offered to the student body

**Athletics:**

Football, Volleyball, Basketball, Baseball, Softball, Wrestling, Golf, Tennis, Track and Cross Country are offered for students who want to compete in athletics.

**Service Organizations/Clubs:**

National Honor Society, Interact Club, Key Club, FCA, Builders Club, Student Council, Band, Cheer, Dance, Flag, Pep Squad, Spirit Club, Prayer Groups, Photography/Journalism

## **ACADEMIC COMPETITIONS AND SPECIAL PROGRAMS**

Our students compete and are recognized on the Regional, State, and National level in all academic areas. Our students consistently have the greatest number of winning projects at the Greater New Orleans

Regional Science Fair. We have partnered with Ochsner, LSU, and Tulane to enhance our science department programs. We are the recipients of multiple grants that enhance the educational experience of our students.

## **ADMISSIONS**

Admission is based on, but not limited to, a student's academic performance, discipline records, and attendance records. The admissions committee must be satisfied that the prospective student wants to attend and he/she can contribute to and be benefited by the traditions and standards of the John Curtis Christian School. Student information and records will only be released and discussed with the person(s) named on the application.

To be considered for admission the following procedure must be observed:

- An application and registration fee must be completed and filed with the admissions office. Upon acceptance both registration fee and tuition payment are due.
- A picture of the applicant must accompany the application.
- The student's grades for the past 2 year's school work, achievement test scores and attendance / discipline records must be attached to the application in order for acceptance can be made.
- Each applicant must be in good standing at the current school in both academics and behavior.
- When a student applies for the first time, a birth certificate, health records, and social security number must be presented.
- An interview with the parent or guardian and applicant should be scheduled upon submitting the application. JCCS has a selective admission policy based on the above criteria.
- Each student is reconsidered every year for readmission. Readmission will be based on behavior both in and out of school, attendance, and academic achievement.
- Each student entering the high school must work out his/her program of studies for the rest of his/her high school career with the counselor. This program of studies must be approved by the parent.
- JCCS reserves the right to only accept credits from a state approved school.

## ARRIVAL/DISMISSAL

### UPPER SCHOOL ARRIVAL/DISMISSAL PROCEDURES:

-Students may be dropped off beginning at 7:45am and must be picked up by 3:30pm. Students must enter/exit the car from the JCCS side of Manguno Drive and/or Celeste Ave. Children should not cross in front of your vehicle on the opposite side of the street from JCCS. This is illegal and dangerous. Please expedite this process by having your child's backpack, etc. with them in the car and not in the trunk. The rear parking lot is available for student/parent parking. Students may not park on St. Matthews property.

**-7th-8th grade** students will be dismissed at 3:00 p.m. **7th-8th grade GIRLS** should be picked up from Manguno Dr. Cars should enter Manguno Dr. from the neighborhood and pick up students in front of the gym/school. Please do not block traffic.

**7th-8th grade BOYS** should be picked up from Celeste Ave. Cars should enter Celeste Ave. from Jefferson Highway and pick up students from in front of the gym. Please do not block traffic.

**-9th-12th grade** students will be dismissed at 3:10 p.m. and can be picked up from either Manguno Dr. or Celeste Ave. Students may not cross against traffic to get into the car. Please do not block traffic. If you do not see your child, you will need to park or circle around to pick them up.

-Please remember the speed limit surrounding the school is 20 MPH and state law prohibits cell phone use in a school zone. Students speeding are at risk of losing school driving privileges. Loud/Vulgar music is strictly prohibited and may result in the loss of driving privileges. Students are not allowed to go to their cars during the school day nor may they leave campus once they have arrived on school grounds. Supervision of your child is not provided prior to 7:45am nor after 3:30pm. Please do not have your child on campus during non-supervised hours. The school is not liable for non-supervised hours.

**\*REMINDER: STATE LAW PROHIBITS CELL PHONE USE IN A SCHOOL ZONE.**

### LOWER SCHOOL ARRIVAL PROCEDURES:

Morning care is available from 7:00am – 8:00am. Anyone arriving before 7:50am must go to morning care. Supervision of your child is not provided prior to 7:50am nor after 3:30pm. Please do not have your child on campus during non-supervised hours. The school is not liable for non-supervised hours.

Parents with multiple children should bring all their children to their youngest child's drop-off location. For the safety and security of all children, adults will not be allowed to walk children into their rooms.

**-T2, Pre-K2, & Pre-K3** students must be walked to the ELC doors on Marmandie Ave. by a parent/guardian every morning between 7:50-8:20 a.m. You must park behind the Early Learning Center (ELC) on Marmandie. Staff members will be at the door to receive the children.

**-Pre-K4 & Kindergarten** should be dropped off in the circle driveway near the ELC building. Speed limit is 2 mph. Do not drop your child off on Jefferson Highway or the parking lot. Students should be dropped off between 7:50-8:20 a.m. Staff members will help to get the children out of the cars.

**-1st-6th grade** students should be dropped off in either driveway on Madeline in the supervised section of the driveway between 7:50-8:20 a.m. Speed limit is 2 mph. Do not drop your child off on Jefferson Highway or in the parking lot. Please do not park and walk your child into the 1st-6th grade building.

## **LOWER SCHOOL DISMISSAL PROCEDURES:**

During dismissal, parents with multiple children should pick up their children at their YOUNGEST CHILD'S DISMISSAL LOCATION at the OLDEST SIBLING'S DISMISSAL TIME. Parents with multiple children should email the lower school secretary at [mschlette@johncurtis.com](mailto:mschlette@johncurtis.com) with a list of their children's names and grade levels to ensure all siblings' teachers send them to the correct location. Please do not enter the car line until the designated time of the oldest sibling's dismissal time.

-**T2 & Pre-K2** parents should park at the Marmandie Ave. door entrance. A staff member will bring out your child to you. NO PARENTS are allowed to enter the building. Dismissal will begin at 2:30. Students without an older sibling should be picked up by 3:05.

- **Pre-K3, Pre-K4 & Kindergarten** students should be picked up in the circle driveway by the ELC building. Dismissal will begin at 2:45. Students without an older sibling should be picked up by 3:05.

-**1st & 2nd grade** students be picked up in front of the main building in the supervised section of the driveway. Dismissal will begin at 2:45. Students without an older sibling should be picked up by 3:05.

-**3rd & 4th grade** students should be picked up in the circle driveway by the ELC building. Dismissal will begin at 3:05. PLEASE do not arrive before 3:05 as we need to dismiss our younger students first. We reserve the right to ask you to re-enter the line if you arrive before your pick-up time. Students should be picked up by 3:25.

-**5<sup>th</sup> & 6th grade** students should be picked up in front of the main building in the supervised section of the driveway. Dismissal will begin at 3:10. Students should be picked up by 3:25.

-Any student not picked up by 3:25 pm will be brought to aftercare and will be charged.

-Please do not arrive before designated times and do not park on Jefferson Hwy as it is against the law.

-The office needs to be informed before 12:00 p.m. of any change to transportation or after care.

\*REMINDER: STATE LAW PROHIBITS CELL PHONE USE IN A SCHOOL ZONE.

## **ASSEMBLY PROCEDURES/CHAPEL**

Students should walk to and enter the assembly quietly and remain quiet during the meeting. Students should give their attention to the speaker. Students should not make comments or disturb those nearby. Students should applaud courteously. Students should never boo or whistle.

## **ATTENDANCE/TARDIES**

Absences are of two kinds; excused and unexcused. Absences should be reported by the parent by phone or email to the school secretary. Attendance will be governed by the following:



1. Each student shall be authorized not more than five absences per semester, including excused and unexcused absences.
2. Students' work can be made up and shall be completed in the appropriate time to the number of days missed. It is the student's responsibility to check with the teacher for missed assignments.
3. Excused absences are only given with a doctor's note, death in the family, and a college visit. Written verification must be submitted to the office within four days of the absence.

In the case of an absence, a student will be allowed to make up missed work by contacting his/her teacher(s). The make-up work may be done under the following provisions:

1. The student must take the initiative to consult the teacher(s) as to the work missed.
2. The teacher(s) will determine how and when work shall be made up.
3. If a student fails to appear for an appointment for make-up work without being excused by the teacher, he/she has forfeited his/her right to make up work.
4. An absence is considered excused when a student is attending a school activity. However, the student has the responsibility to notify each teacher in advance of the absence. All work missed must be made up within the proper time limit.
5. If an unexcused absence occurs due to a suspension, then work cannot be made up. Zero's will be given.

Teachers will take roll every class period. School begins at 8:20 a.m. and ends at 3:10 p.m. All students should be in their 1st period class by 8:20 a.m. If a student is tardy for any class period, the teacher shall not admit him/her to the classroom without a note from the office. A student may lose credit for excessive absences and tardies. Three tardies equal one absence. A student must attend eighty-five days per semester or a total of one hundred and seventy days per year. Excessive absences and tardies will be monitored by administrators and consequences will be given.

It is important that each student attend school regularly and with punctuality. So that a student will receive the maximum benefits of the educational program, there must be a continuity of instruction. Poor attendance breaks continuity and the orderly sequence of building concepts of teaching and learning. The responsibility of attendance rests upon the student and the parent. Students should remain out of school only when it is absolutely necessary.

#### **ATTIRE FOR SPECIAL EVENTS**

Students must always dress in a conservative manner. Girls must be mindful of appropriate length and modest necklines. There should be no visible midriff or cutouts. Strapless dresses and rompers may not be worn at recognition ceremonies. All other dress and hair code policies must be adhered to.

#### **BEHAVIOR AND CONDUCT CODE**

John Curtis Christian School is a safe and drug free school. Students must support this environment. Alcohol and drugs are prohibited from school and school-sponsored activities. The administration has

approved a mandatory drug testing program for all students in grades 9th – 12th. This will be an enhancement to the school's drug education and prevention programs that encourage students to make positive choices. Students represent our school in the community and are responsible for conducting themselves in an appropriate way. Adherence to the behavior code is inclusive to school grounds as well as school events, school activities, and within the community. A student may be expelled when an act or behavior conflicts with the Christian teaching and rules of the school or laws within the community. Any student's behavior will not be allowed when it causes a disruption to the education process. The administration of JCCS reserves the right to look at the totality of a child's record which includes but not limited to discipline and/or academic records when making a decision regarding expulsion due to violation of policies, rules, procedures, law of the community and/or violation of the stated moral and religious values of the school.

Depictions of violence through words or pictures will result in immediate attention from the administration.

The following list of behavior rules should be followed by all students.

1. Be punctual in arriving for class.
2. Quietness and proper behavior are necessary and essential in class.
3. Students should bring all required materials for classes daily.
4. Profanity/vulgarity including gestures is not allowed.
5. Students may not possess a knife or dangerous weapon, including airsoft guns.
6. Cooperate with the teacher and other students.
7. Students are not to be dismissed during class except in emergencies.
8. Students are to use the restrooms before or after school, at lunch, or during the 3 minutes between classes.
9. No eating, drinking, or gum chewing will be permitted in the classroom.
10. Personal cell phones and electronic devices are not allowed between 8:10am and 3:10pm.
11. Any fighting, wrestling, pushing, or horseplay is forbidden.
12. The school does not support social relationships between 7<sup>th</sup> & 8<sup>th</sup> graders and high school students.
13. Skipping class/school is prohibited.
14. Academic dishonesty and plagiarism in any form are not acceptable and consequences will be given.
15. Students are not allowed to leave the campus or go to the parking areas once they have arrived at school. The only acceptable way to leave the campus is to go to the student office and check out with parental permission.
16. Possessing, using and/or selling of drugs (legal or illegal) and alcohol is forbidden at school, school function or within the community.
17. Use of smoking/vaping in any form (including chewing, smokeless, e-cigarettes) at any school function, school grounds or in the community is prohibited.
18. Stealing or shoplifting of any item is prohibited.

19. Students are not allowed in unsupervised areas.
20. Students are held responsible for maintaining a safe and clean environment at school. A student who damages school property will be required to pay for the damages and will be subject to disciplinary action.
21. When a student is representing a team or their school it is not appropriate to participate in act of protest, therefore, the administration has an expectation that students will participate during the National Anthem and prayer.
22. Under no circumstances are individual students allowed to sell or purchase any item from another student. This includes material items such as but not limited to clothing, food, etc.
23. Violation of school rules may result in expulsion.
24. Seniors who violate any JCCS school behavior policy are subject to suspension, being denied participation in senior events such as Prom and Graduation, or expulsion.

### **BELL SCHEDULE**

#### **Upper School Campus:**

##### **1<sup>st</sup> Lunch**

8:20 – 8:25 – Pledge, Prayer and Mentoring

1 <sup>st</sup> period	8:20 – 9:15
2 <sup>nd</sup> period	9:15 – 10:10
3 <sup>rd</sup> period	10:10 – 11:05
Lunch	11:05 – 11:34
4 <sup>th</sup> period	11:34 – 12:29
5 <sup>th</sup> period	12:29 – 1:23
6 <sup>th</sup> period	1:23 – 2:17
7 <sup>th</sup> period	2:17 – 3:10

##### **2<sup>nd</sup> Lunch**

8:20 – 8:25 - Pledge, Prayer and Mentoring

1 <sup>st</sup> period	8:20 – 9:15
2 <sup>nd</sup> period	9:15 – 10:10
3 <sup>rd</sup> period	10:10 – 11:05
4 <sup>th</sup> period	11:05 – 12:00
Lunch	12:00 – 12:29
5 <sup>th</sup> period	12:29 – 1:23
6 <sup>th</sup> period	1:23 – 2:17
7 <sup>th</sup> period	2:17 – 3:10

##### **Tardy Bells**

1 <sup>st</sup>	8:24
2 <sup>nd</sup>	9:18
3 <sup>rd</sup>	10:13
1 <sup>st</sup> Lunch	11:08
2 <sup>nd</sup> Lunch	12:03
4 <sup>th</sup>	11:37
5 <sup>th</sup>	12:31
6 <sup>th</sup>	1:26
7 <sup>th</sup>	2:20

#### **Lower School Campus:**

8:20 – 8:25 – Pledge, Prayer and Mentoring

Academic classes begin at 8:25 and throughout the day the students will receive music, Spanish, library, lunch, and PE. Dismissal is at 3:10pm.

## **BOOKS**

Each textbook that is issued to a student by their teacher is numbered and assigned to a specific student. If the book is lost, stolen, or damaged, the student is responsible to pay the replacement fee or the assessed damage fee. All workbooks should be labeled with the student's name in permanent marker on the front and back cover. If a workbook is lost, the parent will be charged a fee for a replacement workbook.

## **BULLYING/CYBER-BULLYING/HARASSMENT**

Bullying and/or harassment is prohibited and is defined as one or more actions of abusive treatment of another. JCCS will not tolerate any bullying on school grounds, school sponsored activity, or in the community. Each student must have a wholesome respect for fellow students, faculty, and staff members. There must be no racial, ethnic, sexual, or religious statements made in reference to students, faculty, or staff. There should be no derogatory or demeaning comments made about students, faculty, or staff members. Anyone with information may make an anonymous report. Under no circumstances would JCCS allow the reporter to be threatened or intimidated. Students may not use social media sites in a negative manner. Students will be held responsible for all texts, videos, images and any other electronic content that they receive, post, forward, or may currently have on their phone. Consequences for students that bully others shall depend on the results of the investigation. Examples include but are not limited to:

- Physical intimidation or assault
- Extortion
- Oral or written threats
- Teasing
- Putdowns
- Name calling
- Threatening looks
- Gestures or acts of aggression
- Cruel rumors or false accusations
- Social isolation
- Cyber-bullying

## **BUS PROCEDURES**

THE FOLLOWING RULES MUST BE OBEYED WHEN TRANSPORTED IN A JOHN CURTIS CHRISTIAN SCHOOL BUS:

**BOARDING THE BUS:** Do not get within four (4) feet of the side of the bus until it comes to a complete stop. Approach the door of the bus only after the driver has opened the door.

**EXITING THE BUS:** Each rider is to remain seated until the bus has come to a complete stop. The driver will open the door when it is safe to do so. When the door opens get up and walk carefully to the exit door. Look both ways before exiting the bus. Walk immediately to the sidewalk and remain four (4) feet from the side of the bus. Students may not exit through the rear of the bus unless the driver deems an emergency situation has occurred.

**CROSSING THE STREET:** The stop sign on the bus will be extended. You must look both ways and upon the driver's signal cross the street. Walk six (6) feet in front of the bus so the driver may see you clearly.

### **BUS RULES**

1. Upon boarding the bus go straight to your seat and remain seated. Riders are not to stand while bus is moving.
2. Hands and arms are not to be extended out of the windows.
3. Objects should not be thrown within or out of the bus.
4. Loud talking will not be permitted. Conversation in normal tones is permissible.
5. Any tobacco product, alcohol, or drugs are not allowed on a school vehicle.
6. Eating food, chewing gum, or drinking beverages is not allowed.
7. Cell phones and/or electronic devices may not be used on the bus.
8. Other than book/gym bags and lunch containers, no other items are to be on your person.
9. Respect and courtesy should be shown to fellow riders and the driver.
10. Vulgar language or abusive behavior will not be tolerated.
11. Riders should obey all driver instructions.
12. Help to keep the bus clean and sanitary. Anyone purposely damaging, cutting or breaking school property will be required to pay damages and will be disciplined.
13. NO rider will be allowed to ride another bus or be discharged at any location except his own home without written permission from their parent/guardian.
14. NO rider is to exit the bus at any time without the driver's permission and supervision.
15. Leaning out of the windows and/or arms extended through window openings, is forbidden.
16. Any student yelling at people outside the bus or throwing objects from the bus will lose his/her privilege of riding the bus.

ANY VIOLATION OF THESE RULES AND PROCEDURES COULD LEAD TO DISMISSAL FROM RIDING THE BUS TO SCHOOL.

### **CAFETERIA**

There is a cafeteria on both campuses equipped with staff and equipment to accommodate our students. Students may bring their lunch from home and/or purchase lunch from the cafeteria facilities. Food may not be ordered and delivered to JCCS through delivery services. We prefer that no outside food be brought to campus as it causes a disruption. If it is absolutely necessary for a parent to bring a lunch to school, then the parent must bring the lunch directly to the office. If a parent brings food from a restaurant, the student will be required to eat the lunch in the office. Students should display courtesy and good table manners. When the students have finished eating, all bags, papers, cans, and leftovers must be placed in the trash receptacles. Upper School students may eat outside at the picnic tables or the brick benches but must pick up all trash. Upper School Students may not go in the front of the building on Manguno Dr or the back by Celeste Ave. Upper School students are not allowed to reenter the main building until the end of lunch.

### **CAMPUSES AND BUILDINGS**

The Upper School campus, for grades 7-12, is located at 10125 Jefferson Highway in River Ridge, Louisiana. This campus consists of nine (9) acres on Jefferson Highway. The buildings on the campus include the following:

1. The junior high and high school classrooms
2. The girls' gymnasium includes:
  - a. The instrumental music program
  - b. The junior varsity locker room
  - c. Basketball, softball, and track locker room
  - d. The girls' weight room and locker room
  - e. Athletic office
3. The boys' gymnasium includes:
  - a. The boys' weight room
  - b. The training room
  - c. Athletic office and conference room
  - d. The library
4. Cafeteria
5. Science lab
6. Computer lab
7. Athletic practice fields

The lower school campus, for grades Tiny 2s through 6th grade, is located at 10931 Jefferson Highway, is less than one-half of a mile from the Upper School campus. The 5.5 acre campus houses a recently constructed 26,000 square ft educational center. This two-story building provides a state-of-the-art teaching facility. The buildings on campus include the following:

1. Early learning center for Pre-K classes
2. Administration offices
3. Library, Cafeteria, Band Room, Art Room
4. Gymnasium with:

- a. Basketball and volleyball courts
- b. Boys' and girls' dressing rooms
- 5. Athletic field

## CELL PHONES

**LA Senate ACT No. 313 bans students from having telecommunication devices on their person during school hours. Student cell phones are NOT to be used, seen or heard during school hours. Student phones may NOT be stored in pants or sweatshirt pockets. 7<sup>th</sup>-12<sup>th</sup> grade student phones must be turned OFF and stored in a student's backpack or bag. Lower school student phones must be turned OFF And turned in to the homeroom teacher. Wearable communication devices such as "Apple watches" and "wireless AirPods/earbuds" are PROHIBITED.** A violation will result in the confiscation of the cell phone/electronic device. Parents should not call a student's cell phone during school hours. Parents should call the office at 737-4621 if they need to send a message to a student. Students will be held responsible for the content and pictures on their electronic devices and social media. Violations may result in suspension or expulsion. **POLICY:** Confiscated phones/electronic devices will not be returned until after a detention has been served. Detentions are typically held weekly on Fridays at 7:30 a.m. JCCS reserves the right to examine the contents of a confiscated cell phone.

## CHILD ABUSE LAWS

JCCS follows by the Child Abuse Prevention, Adoption, and Family Service Act. This law mandates that suspected abuse and/or neglect will be reported.

## CHROMEBOOKS/TECHNOLOGY POLICY

All students in grades 7-12 are required to purchase and bring their own personal fully charged Chromebook (permanently labeled with the student's name) to school every day. **If a student reports to class with an uncharged chromebook or without a chromebook the student will receive a zero on any missed assignments.** Home internet access will be required to complete assignments. The school does not accept any liability for personal devices used at school. It is the student's responsibility to properly care for and store the device at all times.

The school will provide all 1st-6th grade students with their own Chromebook to use at school during the school day. 1st -4th grade student chromebooks will stay in the classroom and not be transported home. 5th-6th grade students will have a school-owned Chromebook assigned to them that they will use both at home and at school on a daily basis. 5th-6th grade students will be responsible for transporting the chromebook in its case to and from school daily.

All NEW 7th-12th grade students will receive an email (sent to the parent) regarding chromebook setup and their school Google account login. If a new 7th -12th grade student needs assistance with setting up their chromebook, they may bring their chromebook to the library during orientation or email [smoncivais@johncurtis.com](mailto:smoncivais@johncurtis.com).

5th-6th grade students will receive their school-issued chromebooks to bring home on the first day of school, that the parent has signed the device agreement form.

All 1st - 12th grade students should bring their own WIRED personal headphones to keep at school to use with their Chromebook. Wireless earbuds/AirPods are **NOT** allowed.

ALL STUDENTS AND PARENTS SHOULD READ THE FULL CHROMEBOOK AND STUDENT TECHNOLOGY POLICY AND MUST AGREE TO ADHERE TO THE POLICY.

### **CLASSROOM/SCHOOL MAINTENANCE**

Students are not allowed to scratch and/or write on desks, books, or any other school property. Students who purposely mar or destroy school property are responsible for financing the replacement of that property.

### **COUNSELING SERVICES**

Counseling Services--Counseling is an important integral part of the student's total growth and development. Individual student counseling is available with full-time licensed professional counselors. The counselors may also do group counseling. The counselors will provide assistance in academics, behavior, and personal concerns.

The headmaster, the principal, and the teachers take an active interest in the overall development of each child. In addition, the services of two full time counselors and one chaplain are available to assist students, faculty, and parents in making each student's stay at John Curtis Christian School a happy and healthy experience.

Student Safety and Well-Being—Anytime a threat is made on a student towards himself or others it will be addressed as a real threat. We will always proceed in an abundance of caution. Students who make such statements are required to take medical leave until the school has a doctor documented medical evaluation assuring the student is not a threat to himself or others and can return to a classroom setting. The school counselors and administrators will determine when and or/if the student may return to school. Law enforcement will be contacted if administrators deem it is appropriate.

University Guidance--Each high school student is guided by the principal and/or counselors in the selection of his/her curriculum. The high school counselor will give direction to the students throughout their high school careers. Our graduates are completely prepared to meet the entrance requirements of the



most demanding universities. The purpose of our guidance service is to assist each student, through the high school years, to clarify personal goals.

Scholarships—Seniors are assisted in applications for athletic and academic scholarships as well as privately-funded scholarships which may be available. By knowing each graduate, the counselors may encourage and recommend that particular individuals apply for benefits offered by state and private universities all over the country. This kind of assistance is extremely valuable in the field of higher education.

## **DRESS CODE**

**Students may not wear oversized, frayed clothing, clothing with holes, or pants with oversized writing/logos.** Only solid color slacks/dress jeans may be worn and must fit appropriately at or near the waist. All pants must have a zipper and belt loops. Belts must be brown or black. Uniforms must be maintained and not torn. Students must maintain a neat appearance at all times. Boys and girls should wear their shirts tucked in, and be in compliance with the dress and hair code. Excessive jewelry, piercings, tongue rings, nose rings, and visible tattoos are not allowed. Boys are not allowed to wear earrings.

JCCS **hair and grooming** guidelines are meant to ensure that student hair is neat in appearance and not a distraction. Students will not be allowed to attend school with twists, dreadlocks, mohawks, exotic or faddish haircuts. Hair styles must be evenly blended on the scalp. Designs outlined in the hair/eyebrow are in violation of the dress/hair code. Ears and eyebrows must be visible. Boys are not allowed to have facial hair. Shaved eyebrows are not allowed. The length of a male hairstyle may not be longer than the top of the shirt collar. “Tails” or “V’s” are not allowed nor may the hair extend beyond 1.5 inch in height. Any hair coloring must be naturally occurring hair color nor may hair be bleached without color. Our goal is to have students well-groomed and neat in appearance. **No student will be allowed to attend classes or to represent the school in any event when that student is in violation of the code.** Violators may be sent home until the code is met. Violations of the dress code will not be treated as mere uniform violation but rather as a refusal to follow school rules.

## **UNIFORMS**

**ELC:** Only Curtis t-shirt or collared uniform shirts can be worn with with jeans, Curtis khaki uniform shorts, Curtis uniform skorts, Curtis uniform dress, or red, white, blue elastic waist pants/shorts.

**1<sup>st</sup> to 6<sup>th</sup> Grade Girls:** Only Curtis sanctioned uniform shirts (tucked in), and sweatshirts are to be worn with solid color slacks, dress jeans, Curtis khaki uniform shorts or Curtis uniform skorts. The uniform shorts must fit at or near the waist and may not be oversized.

**1<sup>st</sup> to 6<sup>th</sup> Grade Boys:** Only Curtis sanctioned uniform shirts (tucked in), and sweatshirts are to be worn with solid color slacks, dress jeans, or Curtis khaki uniform shorts. The uniform shorts must fit at or near the waist and may not be oversized. **Belts are required.**

**7<sup>th</sup> to 12<sup>th</sup> Grade Girls:** Only Curtis sanctioned uniform shirts, jackets, and sweatshirts are to be worn with solid color slacks or dress jeans (jeans must be modest and not too tight).

**7<sup>th</sup> to 12<sup>th</sup> Grade Boys:** Only Curtis sanctioned uniform shirts, jackets, and sweatshirts are to be worn with solid color slacks, or dress jeans. Only solid color slacks/dress jeans may be worn and must fit appropriately at or near the waist. **Belts are required.**

Please mark student's name and grade inside all clothing, shoes, book bags, and lunch-kits. Student's name may be embroidered in small print on the front of shirt/sweatshirt.

### **SHOES**

Students may wear a tennis shoe or dress shoe that is red, white, royal blue, black, brown, or grey. All shoes must be closed toe and closed back. Foam/rubber shoes with holes are not allowed. Shoes may contain a combination of red, white, and royal blue.

### **DRUG POLICY**

John Curtis Christian School is a safe and drug free school. Students must support this environment. Drugs, alcohol, and tobacco are prohibited from school and school-sponsored activities. The U.S. Department of Education suggests that school drug policies be written and given to the parents. Leaders in every walk of life in America have awakened to the reality of the drug problem in society today. The most abused drug is alcohol. We have fought hard to establish a drug-free school. This is the ideal for which we strive. Our policy on drug use (alcohol, tobacco, and controlled substances) has been constant and it has to be enforced. The administration has approved a mandatory drug testing program for all students in grades 9th – 12th. Results of the drug testing are confidential and only discussed with the parent. The administration will explain to the parent any and all consequences associated with the results of the drug test. This will be an enhancement to the school's drug education and prevention programs that encourage students to make positive choices.

A student shall not smoke, chew, or otherwise consume any tobacco product or carry, use, have, possess, distribute, sell, give, or lend any tobacco or tobacco products, smokeless, and e-cigarettes or any other form of smoking/vaping object or device, in any form, at school, on school buses, or school sanctioned events or within the community. A student shall not be under the influence of, use, or otherwise consume, or carry, have, possess, distribute, sell, give, or lend any alcoholic beverage in any form at school, on school buses or at school sanctioned events or the community. A student shall not be under the influence of, use, have, possess, distribute, sell, give, or lend any drug paraphernalia, mood altering drugs, illegal narcotics, drugs, or any controlled dangerous substance governed by the Uniform Controlled Dangerous Substances Law, in any form or substance that looks like or is designed to look like a drug at school, on school buses or at school sanctioned events or within the community.

Any medication, including over the counter medicines, must be held in the student office. Failure to comply may result in expulsion. Doctor's notes must be presented to the student office within five days of an absence.

Students should not remain at parties where controlled substances are introduced. Students must adhere to these policies in order to remain at JCCS.

### **DUAL ENROLLMENT COURSES**

Students are offered the opportunity to engage in a dual enrollment program through LSU. Parents may see the counselor for more specific details.

### **EMAILS**

Most of our communication with parents will be through email. Report cards and school information are sent via email to parents so please make sure this contact information is up to date. Parents should email teachers directly with questions and concerns.

### **EMERGENCY PROCEDURES**

In the event of a severe and immediate weather alert issued by the weather bureau or an emergency situation, students will be detained under standard emergency procedures until it is safe. Teachers are not to allow students to leave their rooms without direct permission from the principal. In the event of a need for early dismissal a parent will be informed by phone, text and email. Early dismissal will be supervised by the administration. Teachers are responsible for the safety and care of the students in their charge. All must be done quietly and efficiently. In weather related situations, we will follow the guidelines of government officials. However, we can make decisions only affecting JCCS.

### **FACULTY**

John Curtis Christian School employs approximately 75 educators and support staff. Teachers are certified, highly trained, and qualified with a desire to improve their skills through professional development. The teachers are born again believers in Jesus Christ. The faculty possesses attributes of love, understanding, trust, caring and sharing.

### **FIELD TRIPS**

The purpose of field trips is to enhance a child's education. Teachers and administrators may restrict a child's participation in a field trip. Parents must provide signed consent in order for a child to attend a field trip. While on a field trip all school rules and policies apply.

## **FIRE DRILLS OR FIRE EMERGENCY**

In depth emergency procedures can be found at [www.johncurtis.com](http://www.johncurtis.com). Students will become familiar with the fire drill and emergency exit plan that the school has in place. In the event of a dangerous situation classrooms will be placed in lockdown. The teacher will receive notification through the all page system, email, and or text. In a lockdown situation the classroom door must remain locked and no child may leave the room. Teachers must follow the guidelines of the administration. Parents will be updated through text, email, and phone.

## **FIRST AID**

Any injured student should be reported to the office. Parents will be contacted if the injury appears to be serious. The principal should be told immediately of an injury. A student should notify school personnel of any injury.

## **GRADING POLICY**

For 1st – 12th grade JCCS uses a semester average in order to indicate to parents a child's academic progress. The final average is determined by the 1st & 2nd semester grades. A student may be required to attend credit recovery for either a 1st or 2nd semester failure. A failure of both semesters will require credit recovery. The report card reflects a letter grade, but Portal will show both numerical and letter.

The following grading scale will be used:

100 – 90	A
89 – 80	B
79 – 70	C
69 – 60	D
59 & Below	F

Participation/Classwork: 10%	Homework: 15%	Quiz: 20%	Assessment: 55%
------------------------------	---------------	-----------	-----------------

## **GRADUATION REQUIRMENTS**

In order to graduate students must meet the criteria for John Curtis Christian School, TOPS and Tops University Diploma. JCCS requires 28 Carnegie units for students entering 9<sup>th</sup> grade and 30 units for students entering 8<sup>th</sup> grade.

## **STATE REQUIREMENTS (LA Core 4)**

English	4 units
Social Studies	4 units
Math	4 units

Science	4 units
Physical Education	2 units
Foreign Language	2 units
Art (1)/Electives (3)	4 units

### **HONOR AWARD RECOGNITION**

Students in grades 1<sup>st</sup> – 12<sup>th</sup> are eligible to receive the highest academic recognition award by earning a 4.0 numerical average in all academic subjects. Determination for all honor awards are based on a numerical grade, not a letter grade as indicated in Portal. Students will not be considered for this award if they have excessive absences or tardies. These students will be recognized at an end of the year awards ceremony. Students must be in attendance the complete academic year.

Eighth grade valedictorian will be based on attendance at JCCS for both 7<sup>th</sup> & 8<sup>th</sup> grade year, earn an “A” each grading period in all academic subjects and follow the Honors curriculum. A student’s discipline and attendance record will be reviewed when Administrators consider students for this award. Salutatorians are chosen within the same guidelines however they are considered the second highest in the class.

Twelfth grade valedictorian will be based on four years of high school attendance at JCCS, earn an “A” each grading period in all academic subjects and follow the Honors curriculum. A student’s discipline and attendance record will be reviewed when Administrators consider students for this award. Salutatorians are chosen within the same guidelines however they are considered the second highest in the class. All students are ranked according to their overall high school GPA. A rank of #1 does not correlate to automatically being valedictorian.

### **HONORS PROGRAM**

Students are eligible to enter the Honors Program based on GPA, standardized tests scores and teacher recommendations. In order to graduate with Honors a student must maintain a minimum GPA of 3.3, earn 30 Carnegie units, take all Honors courses, which include 4 years of English, 5 years of Math, 5 years of Social Studies, and 5 years of Science. The counselor will provide specific details on course titles and electives.

### **HOME ASSIGNMENTS /CLASS ASSIGNMENTS**

Homework and classwork are a necessary part of the child’s education. It is important to keep in mind that written work is not the only kind of homework. It is imperative for students to study and read nightly. Teachers will update Portal/Google Classroom weekly with grades and assignments.

## **LIBRARIES**

Both campuses are equipped with a school library. The mission of the library is to extend and enrich classroom learning while providing a high degree of scholarship in a safe and secure environment of Christian values. All students must follow the Children's Internet Protection Act guidelines for acceptable use when using school internet. Library privileges may be revoked for inappropriate and uncooperative behavior.

## **LEARNING DISABILITIES/ACADEMIC ACCOMMODATIONS**

JCCS works to meet the needs for all students at each level and to meet the individual needs of students who may have a wide range of learning abilities. Although we do not provide special education services or facilities it is our desire to accommodate the wide range of learning abilities of its students within reasonable limits consistent with the school's policies, available resources, and program of studies.

It is the parent's / guardian's responsibility to provide the school with a current psychoeducational evaluation by a certified medical professional to the principal, regarding the type of accommodations or services the student may require. This evaluation may come from a psychologist or learning disabilities specialist.

## **HEAD LICE (Pediculosis/Infestation)**

Any student with head lice/nits shall be excluded from school until the student is free of active infestation and all louse nits. A parent will be called to school to pick up their child if a child has evidence of head lice, nits, or egg casings. School personnel will determine if screening of other students for possible infestation is necessary. Students with evidence of head lice should remain home and receive treatment before returning to school. All evidence of nits or egg casings must be removed in order for the student to return to school. The school reserves the right to examine the student for head lice before allowing the student to be readmitted to class. In the event that lice returns more than once for the same child, a doctor's note stating that the student is free of nits and eggs will be required before that student may return to school. If your child has head lice, the parent has the responsibility of notifying the school.

## **LOCKERS**

When a school locker is issued they are considered to be the property of JCCS and may be searched at the discretion of the administration. JCCS is not liable for the damage to or loss of any personal belongings such as money, jewelry, electronic equipment, etc.

## **MEDICATION**

In order to assist parents whose children require medication during the school day, the following policy will be followed. This policy is taken directly from Act 87 of the state legislature regarding the administration of medication in the schools.

1. A parent must provide a written explanation and authorization detailing a student's need for medication during school hours.
2. No medication shall be administered to any student unless it is provided to the school in a container that meets acceptable pharmacy standards.
3. The medication itself shall contain clear instructions identifying the student's name, RX number, date, frequency, name of medication, dosage, and physician's name.
4. Any office employee shall have the right to request that another school employee be present while he/she is administering the medication to a student to serve as a witness. After making such a request, the employee shall not be required to administer the medication without such a witness.

The above policy shall be strictly adhered to. Parents are strongly encouraged, whenever possible, to come to the school personally to administer medicine to their children. To circumvent potential abuse, the medication will be kept in the school office in a secure, central location. **TEACHERS ARE NOT TO KEEP STUDENT MEDICINES IN THE CLASSROOM OR DISPENSE MEDICINE AT ANY TIME.**

### **MORAL RESPONSIBILITY**

The school creates and maintains an atmosphere holding on to spiritual and moral truth. This includes the recognition of the importance of abstinence. We teach the moral and spiritual values of the Christian culture as described in the Holy Bible. We recognize that the Christian morals and values that we stand by as a Christian school are undermined by a secular world. Married students are not allowed to attend JCCS. Premarital sex is not in line with the biblical principles and truths that JCCS adheres to. If a student becomes pregnant or fathers a child the matter will be handled confidentially, with much prayer, and making every effort to minimize the concerns of other students and parents. The school will not allow any students choice to undermine the moral teachings and policies of JCCS. The administration recognizes that the standards of the community might not be in line with the standards of JCCS. This will never be an excuse for unacceptable and poor choices.

### **NATIONAL HONOR SOCIETY**

The Patriot Chapter of the NHS is exclusive in its membership for honors students in grades 10<sup>th</sup> – 12<sup>th</sup> who have a minimum GPA of 3.5. An invitation to become a member of the Patriot

Chapter is based on scholarship, service, leadership, and character. It is a privilege to be invited to join the Patriot Chapter of the NHS.

### **PARENT/VISITOR ENTRANCE**

Parents and visitors must enter through the double gate courtyard at the Upper School campus and through the double glass door on Madelyn St. at the Lower School. All visitors on campus must check in with the front office. This also pertains to parents as well. Students are not to communicate with anyone who is not an enrolled student at JCCS or any adult who is not a part of the faculty / staff of JCCS. This includes people driving by in vehicles.

### **PARENT PORTAL**

All teachers will post grades on the Parent Portal. Each parent (and 5<sup>th</sup>-12<sup>th</sup> grade student) will have their own username and password. Both parent and student Portal accounts must be activated. It is the responsibility of the student and parent to check the portal on a regular basis for all communications.

### **PARENTAL SUPPORT**

Parents may be involved in JCCS in a number of ways. We encourage you to sign our volunteer sheet during Student Orientation, and we will contact you as events occur. Close cooperation between parents and the school is necessary if the school is to succeed in achieving the goal for which it was established.

### **PERSONAL BEHAVIOR/MORALITY**

Students at JCCS are expected to act like Christian ladies and gentlemen. Students should be cautious of inappropriate physical contact. As long as they are students of JCCS they represent us and shall be held responsible for their actions on and off campus, in or out of uniform. Students should realize that whether in the community or at school it is necessary for them to abide by the policies and rules of JCCS. Failure to do so can result in expulsion. Any overt or unlawful act (violation of civil or criminal law) not only makes the student subject to penalties which the law or the courts may prescribe but will also result in dismissal or expulsion.

JCCS students must not engage in immoral acts contrary to the Christian teachings of Jesus Christ. They must adhere to the Christian principles of morality and decency. Students must maintain their residence with their parent or legal guardian and maintain a lifestyle in line with the teachings of JCCS and the Christian faith.



The rules and policies of JCCS apply to all students all of the time whether they are at school sponsored or non-school sponsored events. JCCS makes a commitment to represent their parents and students in a positive and well-meaning manner. Therefore, students are prohibited from public behavior that is illegal, disruptive and indecent or damages the school reputation.

### **PHOTOGRAPHY/VIDEOGRAPHY**

By the act of registering your child you agree to have your child's photograph taken and published for the purpose of promoting JCCS. If any parent does not agree please notify the principal.

### **PLAGIARISM/CHEATING**

There is a no tolerance policy for plagiarism and cheating. Plagiarism is defined as the use of another person's work to represent one's own work or efforts. The school uses an automated service from Turnitin.com to prevent students from plagiarizing on research papers. Academic dishonesty and plagiarism in any form(including the use of artificial intelligence) are not acceptable and consequences will be given.

### **REPORT CARDS**

1. Report cards are issued six (6) times a year.
2. A student may receive an F on the report card for academic dishonesty.
3. Each report card will be sent by email with the final report card being mailed.

### **SCHOOL AND COMMUNITY SERVICE**

Students are encouraged to become involved in organizations that support the school and community in a positive manner. All organizations have voluntary membership. When club members are representing the school off campus they must be dressed appropriately and conformed to all grooming policies in the handbook. Club members should always conduct themselves in a respectful manner. The administration may remove a student from any club for a violation of a school rule or policy.

### **SCHOOL DANCES**

Dances are held during various times of the year for students. Former students must have exited JCCS in good standing in order to attend a school dance with a JCCS student. Outside guest will be required to present documentation indicating that they are in good standing at their current high school. JCCS students are held responsible for their date. All school rules and policies apply. Attending JCCS dances is a privilege, not a right. The administration reserves the right to deny attendance to a JCCS student.

## **SEARCHES**

JCCS is the exclusive owner of all school buildings, desks, lockers, and designated private property including parking lots. The administration may search any of these areas for any item which violates school rules or policies. This can be done either randomly or specifically when there is a reasonable belief that the items sought will be found. Metal detectors may be used to conduct these searches. Persons and their personal property may be searched while on school property. By entering school property, the person driving any vehicle is deemed to consent of complete search of the automobile, with or without cause by school officials or police.

## **SEXUAL HARRASMENT**

JCCS will take timely and effective action to address any acts of harassment, sexual or otherwise, amongst staff and faculty members, amongst staff/faculty and students, and amongst students. Any and all alleged incidents should be reported immediately to the following two individuals: The Head of School and a school counselor.

## **SOCIAL MEDIA AND USE OF ELECTRONIC DEVICES**

Each student will be held accountable for content on their social media accounts as well as texts, videos, images, and any other electronic content. Interactions and content that are vulgar, immoral, or distasteful according to the standards of JCCS will not be tolerated. Students will be asked to withdraw when in violation of school Christian/biblical standards.

According to the American Academy of Pediatrics parents need to monitor their child's media usage as this can have a negative impact on their academic, social / play, and sleep time. An important goal at JCCS is to help all students avoid dangerous online situations. We know that predators are searching and looking for any means possible to contact online users. It is imperative for parents to be aware of apps that are harmful and dangerous. The administrators of JCCS will assist you in teaching your child how to choose appropriate apps and use them responsibly which is vitally important in our media saturated world. Parents must be mindful that this also includes gaming apps.

## **TESTS, MEASUREMENTS, AND EVALUATIONS**

Students in grades K-11 will be tested during the spring using a nationally normed test, typically the Stanford 10 for grades K-7 and the preACT for grades 8-10. Students take the official ACT and PSAT during the 11th grade. Students are encouraged to take the ACT by the end of 10th grade and to continue to take the test through the 12th grade. The purpose of testing is to

measure a student's individual progress from year to year. JCCS reserves the right to administer any test the administration and faculty deems necessary.

## **TATTOOS**

JCCS strongly discourages the practice of getting tattoos. Furthermore, the school reserves the right to require a student to keep a tattoo concealed from public view during the school day or at any official school event, especially where the student is identifiable as a JCCS student. JCCS also reserves the right to dismiss a student for bearing a particularly offensive tattoo as judged by the expressly stated moral and religious values of the school.

## **TECHNOLOGY**

Our school enforces a policy of Internet safety and compliance following the Children's Internet Protection Act (CIPA) by:

- Providing a filtering system that blocks access to harmful depictions and information
- Addressing issues of inappropriateness, social networking, and unauthorized disclosure of personal information and hacking
- Sharing information on Internet safety issues.
- Students are not allowed to use technological resources for nonacademic purposes.
- The internet is to be used for scholarly research and to be used for educational information. All school rules and policies apply to technological resources.
- **Wearable communication devices such as "apple watches" and "wireless AirPods/earbuds" are prohibited.**

**ALL STUDENTS AND PARENTS SHOULD READ THE FULL CHROMEBOOK AND STUDENT TECHNOLOGY POLICY AND MUST AGREE TO ADHERE TO THE POLICY.**

***NOTE: PARENTS AND STUDENTS ARE ADVISED THAT THE ACKNOWLEDGEMENT FOUND BELOW IS TO BE SIGNED, DATED, DETACHED, AND RETURNED TO JOHN CURTIS CHRISTIAN SCHOOL.***

**It is the responsibility of students and parents to familiarize themselves with the Student Handbook and school policies. Ignorance of these will not exonerate. It is the student's responsibility to conduct themselves in accordance with the established codes of conduct.**

ACKNOWLEDGEMENT:

BY THE ACT OF REGISTERING MY CHILD AT JOHN CURTIS CHRISTIAN SCHOOL WE (I) ACKNOWLEDGE AND AGREE TO ABIDE BY ALL SCHOOL POLICIES AND REGULATIONS RELATIVE TO PARENTAL

INVOLVEMENT AND SUPPORT, AND FURTHER AFFIRM THAT OUR (MY) CHILD WILL OBSERVE ALL STUDENT POLICIES AND REGULATIONS GOVERNING HIS TENURE AT THIS SCHOOL. WE (I) ACKNOWLEDGE AND CONSENT THAT THE PRINCIPAL OF JCCS HAS THE AUTHORITY TO UNILATERALLY DISMISS ANY STUDENT WHO VIOLATES ANY INFRACTION IN THIS HANDBOOK WHICH IS PUNISHABLE BY DISMISSAL.

**FINALLY, WE (I) ACKNOWLEDGE AND CONSENT THAT MY CHILD MAY BE SUBJECT TO RANDOM DRUG SCREENINGS, ADMINISTERED BY THE PRINCIPAL, AND/OR ASSISTANT PRINCIPAL(S) AND/OR DEAN OF STUDENTS AT JOHN CURTIS CHRISTIAN SCHOOL.**

Student Name \_\_\_\_\_  
(Please Print)

Student Signature \_\_\_\_\_

Parent/Guardian Name \_\_\_\_\_  
(Please Print)

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

(Rev. 7/15/2024)