



Quad Cities Christian School
Middle School/High School Campus

Student Handbook

2023-2024

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1.0 GENERAL INFORMATION

1.1 Mission statement:

Quad Cities Christian School will work together with Christian families and churches to educate students spiritually, academically, physically and socially to build lives of excellence to impact the world for Jesus Christ.

1.2 Address/Phone

Quad Cities Christian Middle and High School

4000 11th Street

Moline, IL 61265

Phone: 309.762.3800

Fax: 309.762.8150

Email: office@qcchristianschools.org

1.3 School hours: 8:00am - 3:00pm

1.4 Office hours:

School time: (August 1 - June 5)

1. The office will be open from 7:45am - 3:30pm during the school year
2. The office will be closed for holidays.

Summer hours: (June 6 - July 31)

The office is open by appointment.

1.5 School Motto: Equipping world changers

School Mascot: Eagle

School colors: Red, black and white

1.6 Emergency Closings

In the event of school closing, QCCS will notify parents by texts via Schoolcast and through the following television stations:

Television: KWQC Channel 06

WQAD Channel 08

Parents are responsible for providing/arranging transportation for their student(s) in the event of an emergency closing.

2.0 HISTORY

2.1 History of Quad Cities Christian School (QCCS)

In 1977, Dr. Charles Hollis, pastor of Moline Gospel Temple, started Temple Christian Academy, grades Pre-K through 12. The school grew and prospered under his leadership. In 2004 the school governing body decided to discontinue grades 7-12. The High School parents desired to see secondary education continue. At that time a parent-governed school was formed and Quad Cities Christian School was born. The first two years, 2004-2006, the Salvation Army aided QCCS by renting us space. In June 2006 a new building was purchased. In 2011 we purchased the former Black Hawk Elementary school building allowing for more growth. After extensive work by school families, friends and volunteers we moved into our new location in November 2011. In early 2017, Quad Cities Christian School and Temple Christian School completed a merger to reunite the two schools together. Between the two campuses, we are now able to offer a quality Christian education to students from Pre-K through 12th grade.

2.2 Organizational Government

Quad Cities Christian School is governed by a School Board. The Board meets monthly to pray, to develop and approve school policies, to oversee the operating budget and the distribution of funds. The board consists of 5 - 7 members who serve 2 year terms.

QCCS is made possible by tuition, gifts from Bible-believing churches, and the sacrificial gifts of the Lord's people.

"For the grace of God that brings salvation has appeared to all men, teaching us that, denying ungodliness and worldly lusts, we should live soberly, righteously, and godly, in this present world; looking for that blessed hope, and the glorious appearing of the great God and our Savior Jesus Christ". (Titus 2:11-13)

In keeping with the intent of the apostle Paul, the privilege of attending QCCS may be forfeited by any student who does not conform to the standards and spirit of the school and the Bible.

3.0 GENERAL POLICIES

3.1 Statement of Faith

1. We believe in the Scriptures of the Old and New Testaments as verbally inspired by God, inerrant in the original writing, and that they are of supreme and final authority in faith and practice.
2. We believe in one God eternally existing in three Persons: Father, Son and Holy Spirit.
3. We believe that Jesus Christ was begotten by the Holy Spirit, born of the Virgin Mary, and is true God and true man.
4. We believe that man was created in the image of God, that he sinned, and thereby incurred not only physical death but also spiritual death, which is eternal separation from God.
5. We believe that all human beings are born with a sinful nature and, in the case of those who reach moral responsibility, become sinners in thought, word and deed.
6. We believe that the Lord Jesus Christ died for our own sins according to the Scriptures as a representative and substitutionary sacrifice, rose again, and that all who believe in Him are justified on the grounds of His shed blood.
7. We believe in the bodily resurrection of the just and the unjust, the everlasting blessedness of the saved, and the everlasting punishment of the lost.

3.2 Parental Statement of Cooperation

1. We the parents have read the QCCS School Handbook and will cooperate with and support the administration and the written policies therein.
2. We have read the QCCS Statement of Faith and are in agreement that these essential doctrines will be taught to our child.
3. We agree to participate in and be available for parent-teacher conferences, parent seminars, volunteering opportunities, and fundraising efforts in partnering with the school to build a healthy school community.
4. We understand that QCCS is a non-profit, non-denominational Christian school and its purpose is to teach Biblical worldview in all academic subjects.
5. We give permission for our child to take part in all school activities including sports and school sponsored trips away from the school premises and will contact the school when any special or extenuating circumstances apply to our child.
6. We agree to hold the school and staff harmless in the event of any injury to our child at school or during any school activity.
7. In the case of an accident or serious illness, we request that the school contact us. If the school is unable to contact us, we hereby authorize the school to take the appropriate steps with regard to our child's safety. We understand that the school will not dispense any medication, prescription or non-prescription, unless supplied by the parent to the office in the original container with the QCCS issued Medication Form (in office) for medication. Students are not to carry medications during school (without special permission).

8. We will assure that our child's apparel and appearance conforms to the dress code as stated in the handbook.
9. We understand that we are financially responsible for registration fees, tuition, and any damage to school property by our child. We understand that outstanding school bills may result in student records being held by QCCS.
10. We agree to uphold the high academic standards of QCCS by providing a place at home for our child to study and to give our child encouragement in the completion of all assignments.
11. We understand that the administration will be making the final decision regarding placement of our child as far as room, teacher, and class assignment.
12. We hereby invest authority in the school to discipline our child. This would include: student and/or parent conferences, demerits, detentions, suspension, or expulsion from the school, as necessary. While we understand that the primary place of discipline is the home, we authorize the school to discipline our child as an extension of our own admonition and correction (Proverbs 13:24; 22:6; 23:13,14; Colossians 3:20; Hebrews 12:6; Galatians 4:2).
13. We give permission to the school to use pictures of our child in the school yearbook, activity programs, and other promotional materials for school use. We agree to provide a statement in writing if we do not want our child's picture used in any of these printed materials.

Students are expected to abide by this Statement of Cooperation throughout the school year.

Quad Cities Christian School is an educational institution that seeks to provide a quality education in a distinctly Christian environment. The mission and purpose of Quad Cities Christian School is to assist families and local churches in training young men and women in God's truth and righteousness. QCCS believes that the Bible is the inspired Word of God and sets forth absolute truth by which Christians are to live. QCCS requires that students, parents and staff sign a Statement of Cooperation each school year and that they support the school in its mission and Biblical beliefs.

3.3 Child Abuse Policy

QCCS is required by law to report any evidence of child abuse. In cases of suspected child abuse, the principal or teacher will immediately follow mandatory reporting guidelines. QCCS complies with all Illinois state laws and regulations for reporting and investigating cases of suspected abuse.

3.4 Non-discrimination Policy

Quad Cities Christian School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities accorded or made available to QCCS students. We do not discriminate on the basis of race, color, national and ethnic origin in the administration of our educational policies and procedures, awards, athletic, or other school-administered programs. We do, however, reserve the right to withhold admission to any individual who cannot benefit from enrollment based on past academic achievement, behavior, or whose personal or family lifestyle is not in harmony with the stated philosophy of Quad Cities Christian School.

3.5 Harassment Policy

Quad Cities Christian School is committed to maintaining an academic environment in which all individuals treat each other with dignity and respect and which is free from all forms of intimidation, exploitation and harassment, including all forms of bullying and sexual harassment. In keeping in accordance with Mark 12:31 "...You shall love your neighbor as yourself.' There is no other commandment greater than these." QCCS seeks to provide a safe environment for the student body.

Definition of Harassment: Harassment is defined as any gesture or written, verbal, graphic or physical act (including electronically transmitted acts – i.e., cyber bullying, through the use of a handheld device, currently in use or later developed and used by students) that is reasonably perceived as being dehumanizing, intimidating, hostile, humiliating, threatening, or otherwise likely to evoke fear or physical harm or emotional distress; and may be motivated either by bias or prejudice based upon race, color, religion, ancestry, national origin, gender, or

mental, physical, or sensory disability or impairment. Bullying and harassment also include forms of retaliation against individuals who report or cooperate in an investigation under this policy. Such behaviors are considered to be bullying or harassment whether they take place on or off school property, at any school-sponsored function, or in a school vehicle or at any time or place where a child's imminent safety or overall well-being may be an issue. Harassment may be verbal, physical, visual or sexual. This harassment policy is not limited to student to student relationships but may involve staff (any QCCS employee).

- 1) Verbal Harassment: Derogatory comments and jokes or threatening words (James 4:11 -12)
- 2) Visual Harassment: Derogatory and demeaning, written words or pictures or gestures/actions
- 3) Sexual Harassment: Sexual advances, requests for sexual favors/acts and verbal or physical conduct of a sexual nature

3.6 Responsibility of Quad Cities Christian School

- 1) Implement harassment policy through yearly meetings with staff/faculty
- 2) Be watchful and/or address conditions that create or may lead to hostile or offensive school environment
- 3) Establish practices to create a school environment that is pleasing to the Lord in which harassment will not be an issue among the student body

3.7 Responsibility of Students

- 1) Conduct himself/herself in a manner which contributes to a positive school environment.
- 2) Avoid any activity that may be considered harassment or bullying.
- 3) Report all incidents of harassment to the principal, teacher or supervising adult.
- 4) If you are informed that your behavior is harassing (hurtful behavior) then the conduct must immediately stop.

3.8 Visitors/Prospective Students

Prospective students are welcome to visit QCCS. Parents of prospective students should make arrangements in advance of the visit. All visitors, including parents and family members, must check in at the front reception desk. Special events (ie. awards ceremonies, class parties, open houses, etc..) will allow for a designated visitor invitation. As a general rule, visitors are not allowed to sit in classrooms or school assemblies.

Any parent wishing to speak with a teacher or Administration must schedule an appointment. Trying to "catch" them usually does not present the best opportunity for meaningful conversation.

3.9 Volunteers

Parents who are able to volunteer their services are greatly appreciated. There is an opportunity to be a help at field trips, in the lunchroom, during school parties, and other school time events. Volunteers will be asked to abide by our school dress code, to fill out a volunteer information form, and may be subject to a background check consistent with the practices of regular school employees.

4.0 ADMISSIONS AND REENROLLMENT

4.1 Admission Process

1. Parents and student(s) will tour the building.
2. Complete application through our Student Information System (FACTS).
3. Family will be notified of acceptance.
4. Set up a tuition payment plan.

4.2 Admission Requirements

Students must have a genuine desire to attend QCCS. All students are accepted on a probationary basis. Acceptance in any grade level does not mean automatic acceptance into the school the following year. Should a prospective student have left their previous school under negative circumstances, QCCS will

review the case to determine whether the student will be accepted. Students must not be in violation of the moral sin policies and must honor them to remain enrolled.

4.3 Continuous Enrollment

Continuous Enrollment for the upcoming school year will begin March 1st of the current year. Emails will be sent to parents.

1. You must opt out of continuous enrollment, through an email or letter to the office manager before March 1st. Otherwise you will be selected for re-enrollment.
2. Complete a Tuition Payment Plan with FACTS.
3. Previous school year's tuition must be paid in full before August 1st of the new school year in order for a student to be re-enrolled.

4.4 Books and Supplies

A book fee for all textbooks is included in the cost of tuition. Students will be held financially responsible to replace lost or damaged books, including chromebooks, which will be billed via FACTS.

A supply list is distributed each year for materials that the student is responsible for (example: paper, pens, pencils, notebooks, etc.).

4.5 Financial Information (Tuition and Fees)

Application fee of \$95 must be submitted with the application for enrollment. Once received, names will be placed on classroom rosters. Parents will need to annually set up a Tuition Payment Plan via the Facts Family Portal.

Three payment options are available:

1. A single payment (less a 5% full payment discount) is due by August 1st each year. A one-time \$25 tuition enrollment fee applies to this payment plan.
2. A two-semester payment plan: one half of the tuition is due by August 1st ; the second half is due by January 1st. A one-time \$25 tuition enrollment fee applies to this payment plan.
3. Monthly payment plans are available starting June 1st. This is set up as an automatic withdrawal from a checking or savings account or credit card. A one-time \$55 tuition enrollment fee applies to this payment plan.

*any payments made via credit card will be charged a credit card processing fee.

Any student who is behind on tuition for two months will no longer be allowed to attend QCCS until tuition payments are caught up or payment arrangements have been set up through administration. Diploma/transcripts will not be issued until the incurred tuition debt has been paid.

4.6 Withdrawal

Because the hiring of teachers and staff and the ordering of textbooks and other classroom materials are based upon enrollment, withdrawals are subject to the following obligation:

- Withdrawals after June 1
- Withdrawals after July 1
- Withdrawals after August 1
- Withdrawals after the start of school before December 31st
- Withdrawals after January 1st
- one-month's tuition is due
- two-months' tuition is due
- three-months' tuition is due
- Half a year's tuition is due
- Full year's tuition is due

Parents are expected to pay tuition and fees in a timely manner, according to the current Schedule of tuition. Student records will not be released and no credit for a student's work can be earned unless all financial **obligations** are met.

Tuition that becomes three months past due will subject the student to being withheld from attending school until such amounts due to Quad Cities Christian School are made current.

Tuition Assistance

Tuition assistance awards are based on the family's demonstrated need as determined by a third-party agency that makes financial needs assessments for private and Christian schools. Each award is made for one year only, based on the availability of tuition assistance funds. There is a \$35 dollar processing fee charged at the time the financial application is submitted.

5.0 ATTENDANCE POLICY

Quality education requires regular school attendance. A student's level of success in school relates directly to class attendance and quality of class work. It is the school's task to assist the home in teaching promptness and responsibility. Good attendance habits in school will help make students reliable adults. Moreover, their attendance record becomes a part of their permanent record. Many employees consider attendance as important as a student's grade point average.

A parent has the right to keep his/her son or daughter out of school for whatever reason they deem necessary. However, it is the school's responsibility to determine if the absence is excused or unexcused. We feel the student's responsibility to the classroom parallels a parent's responsibility to their place of employment. If that responsibility is not upheld, there are consequences. In the context of the school, the consequences are as listed below. Any secondary student (6th-12th) missing more than 10 minutes of a class will be considered absent from that class.

If a student is not able to be in school for any reason, the parent should call the school before 9:00 a.m. that day to inform the office of the absence. If requesting any homework, please contact your student's teachers directly via email.

5.1 Arrival and Departure

The high school building is open by 7:30 a.m. each day. Students should stay in designated areas until school starts. Students transported by car should be picked up between 3:05 - 3:30 p.m. each day. All student drivers are to park in the designated area. Quad Cities Christian School operates a closed campus. A student may not leave campus during lunch or any other time unless accompanied by his parent or authorized individual.

5.2 Excused Absences (not to exceed nine per semester)

An excused absence will be given for the following reasons:

- Personal illness or injury
- Serious illness or death in the family
- Medical or dental appointments that cannot be scheduled outside of school hours
- Court -related appearances
- Family emergency
- Pre-arrangement
- College visits (11th - 12th grade only)

It is the duty of the school to determine if an absence is excused or unexcused. In the case of any excused absence, the parent is to call the school by 9am each day of the absence. Upon returning, it is the responsibility of the student to ask for makeup work.

Parents are encouraged to schedule doctor and dentist appointments after school or while school is not in session. When this is not possible, the parent must contact the office (by phone or email) prior to the appointment.

5.3 Unexcused Absence

An unexcused absence will be given for the following reasons:

- The absence does not fit into one of the excused categories above.
- No phone call or follow up note is sent to the school by the parents within 24 hours of the absence.
- A student skips class
- Oversleeping
- Skipping school to finish an assignment
- Out-of-town visitors

An unexcused absence will result in the following consequences:

- No work, group projects, or assessments can be made up for unexcused absences.
- Students will receive a zero for each assignment missed.

Absence notes with no reason listed will be considered unexcused.

5.4 Pre-arranged Absences

There is no academic penalty for a pre-arranged absence. For absences that will exceed two days, parents will need to access and print the Pre-arranged Absence form that is available online. It is the responsibility of the student to carry the form to each class, to notify the teacher of the dates of absence, and to ask for work by the last day of attendance before the trip. A completed form signed by the parent and the student's teachers needs to be turned in to the office no less than 1 week prior to the trip.

Parents are encouraged to plan trips, vacations and medical appointments for their children when school is not in session.

5.5 Makeup Work

Students are responsible for contacting their teachers for makeup work and to arrange to make up missed assessments after an absence, whether excused or unexcused. Students are given two makeup days for every one day absent, including the day they return to school.

When tests or quizzes have been announced prior to the absence, students are responsible for taking the assessment when they return to school. Likewise, when long-term projects are due on the day of an absence, the student is responsible for turning the project in on the day they return to school.

The exception to this time frame occurs when absences have happened at the end of a grading period. All assigned work and assessments must be completed by the final day of the grading period.

5.6 Early dismissal

A student will be allowed to leave the school early for appointments that cannot be scheduled outside the regular school day. Seniors may also be released early for work or educational reasons if their schedule allows. In all cases, the early dismissal must have prior, administrative approval unless it is an emergency situation.

All secondary students must sign out in the office when they leave. Secondary students who come in late or leave early for any reason must sign in and out at the office.

5.7 Tardiness

Any student arriving after 8:00 a.m. to school or their first hour class will be considered late to school and must get a "late pass" from the office in order to proceed to their first hour. After the fourth unexcused tardy at the start of the school day for each quarter, a detention will be issued. Each subsequent tardy will result in an automatic detention. Most tardies to school are unexcused. Tardies will not be excused for traffic, over

sleeping, unavoidable circumstances, or notes with no reason for the tardy. All tardies will be approved by the Administration.

A tardy may be excused for the following reasons:

- Returning from a medical appointment with a doctor's note
- Involved in a car accident
- Illness related to a medical condition on file (physician's note required)

A student is tardy to class when he/she is not in the area designated by the teacher when the last bell rings. Students who have a signed pass shall be excused. Unexcused tardiness to class will result in a demerit. A student who is ten minutes late for class is considered absent.

5.8 Attendance, loss of credit

A secondary student (6th - 12th) who reaches sixteen (16) absences (excused, or unexcused) per semester in any class will receive no credit for that class. Credit is lost upon the 17th absence unless "make up sessions" are completed on Saturday mornings at the student's expense. Absences related to school activities, such as field trips, will not count against the sixteen absences.

Saturday "Make up" sessions will be scheduled as necessary from 8am to noon. Each session will redeem one day or part of a day of absence. However, two absences past the 17th will require two make up sessions. These sessions will be paid for by the student at the rate of \$80 per Saturday morning. A teacher will be paid for the extra hours required from this fee. If multiple students are involved, the excess money will go to our Tuition Assistance Fund.

The only exception to these rules would be a serious, prolonged illness and will require a doctor's written excuse. We will make parents aware when a child reaches 7 absences in any given class. If a student is given an exemption for a serious, prolonged illness, any future absences other than for illness or funeral, would require attendance at a Saturday make up session.

6.0 GRADING

Report cards are issued after each 9-week quarter. Semester exams are issued at the end of each semester with the exam grade being weighted at 20% for each class. Interim reports are issued after the 4th week of each quarter for students with an average of D or F in any subject.

An F grade on a report card is considered below the acceptable standard for students in Quad Cities Christian School.

6.1 Grading System

A+ 98-100	B+ 88-89	C+ 78-79	D+ 68-69	F 59-0
A 93-97	B 83-87	C 73-77	D 63-67	
A- 92-90	B- 82-80	C- 72-70	D- 62-60	

6.2 Graduation Requirements

Bible*	4 Credits	Recommended
Consumer Education	.5 Credit	Driver's Education: .5 Credit
Science	3 Credits	Foreign Language – 2 Credits (college bound)
Elective	2 Credits	
English	4 Credits	
Physical Education/Health	3.5 Credits	
Practical Christian Ministry*	4 Credits	
Mathematics	3 Credits	
Social Studies/History	4 Credits	
Total Credits = 28		

*Practical Christian Ministry requirements must be met each year of attendance at QCCS in order for a student to move to the next grade or to graduate.

**Electives include, but are not limited to: Art, ASL I & II, Rosetta Stone, Spanish I & II, Journalism, History of Fashion, History of Sports, Chess, Life Skills, Sociology, Survival Skills, and Keyboarding.

6.3 Honor Roll

All Honors students must maintain the attendance policy. Honor Roll students must have a grade point average of 3.0 – 3.4. High Honor Roll students must have an average grade point average of 3.5 – 3.9. Eagle Award students must have a grade point average of 4.0. Certificates will be presented to all Honor Roll students after each semester. First and second semester Honor Roll will be reflected on permanent transcripts.

6.4 Academic Probation

Any student failing two or more classes at the conclusion of the quarter will be subject to review and possible dismissal.

6.5 Commencement

Commencement ceremonies will be held the last week of the school year. Participation is mandatory for graduating seniors who have met graduation requirements.

To participate in the annual commencement ceremony, students must meet all of the following requirements:

1. The student must have earned a full twenty-eight credits and successfully passed all required courses (A student may march if missing up to ½ credit but must complete the missing credit before a diploma will be issued).
2. Financial obligations owed to QCCS must be satisfied.
3. Attendance requirements established by QCCS must be fulfilled.
4. All PCM hours must be completed by the last day of senior finals.

6.6 Valedictorian and Salutatorian

QCCS recognizes a valedictorian and salutatorian based on overall weighted cumulative GPA. In order to be named in either of these positions, the student must be at QCCS for the final two full years (four semesters). An International Student who meets the requirements is eligible to receive this honor. The Valedictorian/Salutatorian will be determined at the end of the school year after the Senior final exams have been graded

6.7 Graduation Honors

Gold Stole

The student must have a grade point average of 3.50 or above.

Gold Tassel

The student must have a grade point average of 3.00 or above.

7.0 TESTING

7.1 Achievement Tests

In April, the achievement tests are administered to each student through eighth grade. Testing is open to Homeschool students that participate in sports or music with QCCS.

7.2 College Testing: ACT and SAT

The test from the American College Testing Organization, the ACT or the College Board SAT is required by most colleges and universities. All college preparatory students should take the ACT or the SAT in their junior or senior year. Several test dates are available, but the testing office must receive the registration form and fee at least one month in advance of the testing date. Students are permitted to take the test more than once. Information concerning registration is available at the school office.

7.3 Consumer Education

Senior high school students are required to study courses which include instruction in the area of Consumer Education, including, but not necessarily limited to, installment purchasing, budgeting, comparison of prices

and an understanding of the roles of consumers interacting with agriculture, business, labor unions, and government in formulating and achieving the goals of the mixed free-enterprise system.

7.4 Driver's Education

QCCS offers Driver's Education to eligible students. Full credit for QCCS Driver's Education classes will be counted toward the student's graduation from Quad Cities Christian School. Students may also take Driver's Education classes through a private driving school; however, full credit will not be given toward graduation. Classes from outside vendors need to be scheduled outside of the school day.

7.5 History of the United States

The United States and Illinois Constitution tests are required study for all junior high students. Each student must pass a test over the US Constitution and the IL Constitution before entering high school. All senior high students are required to take United States History and Government. Students must pass a comprehensive test showing understanding of the U.S. and IL Constitutions. U.S. and IL Constitution grades are recorded on each student's permanent transcript.

8.0 STUDENT LIFE

8.1 Athletics

QCCS offers interscholastic athletics for boys and girls. A participation fee is required for each sport. Participating students must have had a physical examination within the current year. All student-athletes are expected to exemplify Christ-like values in conduct, sportsmanship, effort and attitude. Christian sportsmanship is expected of all coaches, athletes and QCCS spectators. "To whom much has been given, much more will be required." (*Luke 12:48*)

Academic status will be reviewed weekly during the athletic season. Athletes must be in good academic standing- not receiving a grade of 65% or lower in any class. Failing two core classes during a semester will result in a student's ineligibility for the next semester. Each student must attend school for a minimum of one half-day prior to competition. Saturday games require attendance on Friday. Students who are assigned detentions will serve them before attending games or practices. For any school work missed due to a sporting event, the athletes will have 2 days to complete the work.

*See full Athletic Handbook in Addendum to this Handbook.

8.2 Chapel

Because of the importance of God's Word, QCCS asks that appointments be scheduled before or after Chapel which is held once a week. Students will not be allowed to enter or leave once chapel has started.

8.3 College Visits

Junior and senior students will be allowed excuses to visit colleges and universities. The first two college visit days are excused and will not be counted towards the 9-day attendance policy. Subsequent college visit absences will count towards the 9-day attendance policy. The student must bring a parental permission note to the school office at least one week prior to the college day and then notify his/her teachers. Any class work missed due to the college visit is recommended to be done in advance.

8.4 Dress Code

While our goal is a focus on the inside (heart) of our students, the outside appearance remains a valid concern. It is our desire that a student's appearance would not distract from a productive school environment. Our three major standards are cleanliness, neatness and modesty. Cleanliness deals with avoiding distracting odors. Neatness emphasizes avoiding a very casual appearance and clothing with holes and tears, and modesty emphasizes covering the body and avoiding tight-fitting clothing.

8.4.1 Dress Code Guidelines

- Clothing should fit appropriately; neither too tight nor too loose.

- All shirts must be free of inappropriate graphics/words, fall below the waist and be modest.
- Clothing with offensive or inappropriate language, slogans, and logos are not permitted.
- Necklines should not be any lower than 4 fingers below the collarbone or show cleavage.
- Pants, including jeans, must be fitted at the waist. Distressed jeans may not show skin above the fingertip when arms are fully extended at the side. Distressed jeans showing skin from the fingertip down are permitted.
- Pajama pants are not permitted.
- Any shoes, boots, sandals (including slides) may be worn.
- Shorts must fall below the student's fingertip when arms are fully extended at the side.
- Dresses and skirts must be no more than 3 inches above the knee when standing, when not worn over leggings.
- Leggings are allowed with a shirt that still covers the bottom when hands are raised above the head.
- Tank tops and dress straps must be the width of three fingers.
- Undergarments may not be visible through your shirt.
- No hats or hoods may be worn in the building.
- Inappropriate tattoos are not permitted to be visible.
- Jewelry and accessory items with offensive symbols are not permitted.
- Sunglasses are not permitted to be worn in the school building without a doctor's note.

All students will dress according to their biological sex. QCCS has ultimate authority to evaluate compliance with the dress code policy and the spirit of the policy.

8.4.2 Formal Dress Code

Attire for boys:

- Business casual, collared shirt and dress pants. Jacket and tie are not required.

Attire for girls:

- All dresses must cover the stomach and sides. No bare or sheer midriff areas.
- Dresses must have a modest neckline. Plunging necklines are prohibited.
- No cleavage.
- Strapless dresses are allowed.
- Slits cannot be any higher than fingertips when arms are down.
- Back of the dress should not be lower than the bra line.
- Minimum dress length is 3 inches above the knee.
- Two piece dresses must cover the midriff when arms are raised.

If there are any questions or concerns about your attire, please check with Administration.

8.4.3 Dress Code Enforcement:

When a student is in violation of the dress code, the student will be sent to the office where they will be asked to correct the infraction before being allowed to return to class. The first infraction will result in a demerit; all subsequent violations will result in a detention. The student may either call their parents to bring them a change of clothes or they may change into their gym clothes. Absence from class due to dress code violation will be marked as unexcused.

In extreme cases where a student repeatedly and willfully violates the dress code, a suspension will be given. The student and parents will be required to meet with Administration to determine next steps, up to and including dismissal from QCCS.

Modest and appropriate dress is required at all school-sponsored events. Students will be asked to change or leave the event if their attire is deemed inappropriate

We encourage students to be proactive in asking QCCS if "borderline" articles of clothing follow the spirit of the dress.

8.5 Email accounts

Students are provided an @qcchristianschools.org Google email address to conduct all academic communication and work. Student accounts are terminated upon withdrawing or graduating. Students are expected to save all academic work on their school email account.

8.6 Exams

All students 9th - 12th grade will be required to take both a semester exam and a final exam in Math, History, Science, English and Bible. High School level exams will account for 20% of the semester grade. Projects may be given in other classes.

Exam exemption:

Students may be exempt from taking an exam if they meet the following qualifications:

1. Student holds an A (90%) average in the class.
2. Student has no more than 3 tardies per semester in class.
3. Student has had no more than one detention per semester for disruptive classroom behavior.
4. Student has no more than 5 absences in that class per semester. Being 10 minutes late to a class is considered absent.

Pre-arranged absences during exams are highly discouraged. The student must take the exam prior to the absence and will be assessed a \$50 fee per exam to cover the cost of reformatting the new exam and securing a proctor.

8.7 FACTS

FACTS, the online school management system utilized by QCCS, offers instant communication and records accessibility.

- Parents can monitor their student's progress, grades and homework assignments.
- Parents can set alerts to be notified when their student receives a low grade on an assignment.
- Parents can monitor their student's attendance.
- Parents can communicate regularly and instantly with teachers.
- Parents can monitor their financial account.

Students are provided with a *FACTS* account and are responsible for learning how to access their account at the beginning of the year in order to maintain grades, homework, etc.

8.8 Field Trips

Field trips are taken at various times during the year to places of educational interest. Students are required to maintain the same level of discipline away from school as is required at school. All field trips are chaperoned by staff and parent volunteers. Because all field trips have been specifically chosen to help enhance the student's classroom learning, students are expected to attend. Any student who does not attend a field trip will be expected to write a small research paper regarding the trip. Absences from a field trip will be counted as an unexcused absence.

8.9 Locker/Locker Inspections

All students will be assigned a locker. Once a locker is assigned, a student may not change lockers without permission from Administration. Unauthorized entry into another student's locker will result in a detention.

Students who decorate their lockers are expected to keep them in conformity to school standards. Any stickers placed in the lockers will need to be removed by the student before permission to leave school on their last day. Personal locks are permitted. Because backpacks are not permitted in the classroom, students must store them in their locker.

Student lockers are school property and are therefore subject to inspection at any time without notice.

Students are expected to keep their lockers clean and tidy at all times. QCCS requires that a student's locker be able to close and latch at all times. Lockers that are too messy or too full of clothing, etc. to close can result in a demerit to the assigned student.

8.10 Lost and Found

Students are to care for their personal property. QCCS does not assume responsibility for any items that are lost or stolen. Students are cautioned not to bring valuable items or large amounts of money to school. Students should be very careful about leaving their valuables, including wallets or purses, in places where they could be easily stolen. A lost and found is maintained in each building. Students should check with the school office regarding lost items. Any article not claimed in a reasonable amount of time will be given to charity.

8.11 Lunch Program

Students may provide their own lunches or take advantage of the QCCS hot lunch program. Students may also purchase drinks and other snacks from the kitchen. Lunches may be purchased either with cash or monies placed into the student's account on the FACTS Family Portal. Students may have water in a closed container in classrooms at the teacher's discretion.

8.12 Medication

In the case of an accident or serious illness, QCCS will contact the parents/guardian. If the school is unable to contact the parents/guardian, the school will take the appropriate steps in regards to the child's safety.

All medication must be left with the school office in its original container along with a Medication Permission Form (found on the website) filled out and signed by the parent/guardian. Students are not to carry medications during school without specific permission from administration for life-threatening health issues (asthma, diabetes, etc..).

Medications dispensed at school will be tracked on a spreadsheet by designated staff members.

8.13 Medical Examinations

Immunization and health examination information is provided each year to the Illinois State Board of Education through the Immunization School Survey (ISBE 70-11). School Office Personnel are responsible for completing this form.

- Vision Screening -- required for those new to IL and 7th & 8th grades
- Hearing Screening -- required for students new to IL.
- Physical and Dental - required for 9th grade. Must be turned in by Oct 15th or the student will not be allowed in class.

Students in the 12th grade are required to have two meningococcal shots. If a meningococcal shot was administered at age 16 or older, then only one shot is required.

Students who do not have a current physical by October 15th will be excluded from school.

8.14 Participation Criteria

In order for students to participate in any extracurricular activities such as sports, student council, worship team, they must be in good standing with a minimum grade point average of 2.0 with no disciplinary issues.

The necessity to fulfill the requirements of an assigned detention supersedes attendance at any club or other school activity.

8.15 Physical Contact

Demonstrations of romantic involvement between students during school hours are forbidden. This includes embracing or any contact that would contribute to undue familiarity. This type of behavior will result in disciplinary action and could result in suspension or expulsion.

8.16 Practical Christian Ministry

As a means of fulfilling the school's mission of preparing students for a life of service to Christ and their world, QCCS requires Practical Christian Ministry hours each quarter.

- 6th - 8th graders : 6 hours per quarter
- 9th - 12th graders: 8 hours per quarter

This service is for non-family members and verified by parents using the guidelines detailed below. The Missions/Service requirement must be met in order for a student to move to the next grade or to graduate from Quad Cities Christian School. PCM hours beyond the minimum requirement do not carry over to the next term.

Reporting will be done by the student turning in the "Practical Christian Ministry Requirement" form signed by the adult supervisor. Submissions turned in late are subject to the "Late Homework" policy.

8.16.1 Practical Christian Ministry Suggestions

- School volunteering (Sports asst., Concessions, Sound Tech-Worship, Videographer, etc.)
- Sunday School teacher or aid
- Volunteer work outside of the home
- Church or youth choir, church drama, ensembles..
- AWANA or other similar youth programs by a church or other agencies
- Missions trips sponsored by a church or other agencies
- Student Hunger Drive
- Meal/food distribution through a church or other agencies
- 4-H Volunteer, Interact Club or Student Council project—not during school hours

8.17 Senior Trip

Each year the Senior class has the opportunity to participate in a week-long trip in the Spring. The trip includes both service to others, devotional time and class bonding. The Senior Trip is planned and chaperoned by school staff. The Senior class is responsible for raising the funds. Students attending the senior trip must be on track for graduation in May.

8.18 Student Drivers

Any student who will be driving to school at any time during the year must annually secure and complete a Car Registration Form.

Parking on the QCCS campus is a privilege and not a right. Operating a motor vehicle is a serious responsibility and even more so in an area where there are children present. Safety infractions cannot be tolerated. Driving privileges may be suspended or revoked.

1. Speed must be kept under 15 mph on school property, and students must not quickly accelerate while entering or leaving the school property.
2. Spinning or squealing tires or playing loud music is not acceptable.
3. Loitering in the parking lot is prohibited.
4. Reckless driving will result in loss of driving privileges.
5. Student vehicles may be searched if there are reasonable grounds to suspect the presence of illegal substances, stolen property, or other contraband.

8.19 Student Council

Student council is composed of representatives elected from each grade which allows students to voice concerns with school policies and organize student activities as well as plan activities to help promote school spirit. The Student Council will...

- Show leadership
- Promote school spirit
- Promote awareness of important issues
- Address school issues
- Fundraise for student council-led activities

9.0 Student Expectations

9.1 Academic Integrity

The well being of the school community depends on each student's accepting responsibility for his or her personal conduct in both social and academic endeavors. In this regard, students are expected to attend QCCS ready to learn and in their learning demonstrate the ability to discern right from wrong. A student's moral awareness as it applies to the academic environment is foundational to his or her success at QCCS where the student must engage in an honest and integral pursuit of knowledge. Academic honesty requires that students produce work that is their own work. In contrast, academic dishonesty is a student's attempt to claim and show possession of knowledge and/or skills that he or she does not possess

Plagiarism is not the same as cooperation or collaboration. If a teacher allows students to work on assignments collectively, each student's participation must be clearly conveyed.

- **Collaboration** is to work together (with permission) in a joint intellectual effort.
- **Plagiarism** is to commit literary theft; to steal and pass off as one's own ideas or words, and to create the production of another. When you use someone else's words, you must put quotation marks around them and give the writer or speaker credit by citing the source. Even if you revise or paraphrase the words of someone else, if you use someone else's ideas you must give the author credit. Some Internet users believe that anything available on-line is public domain. Such is not the case. Ideas belong to those who create and articulate them. To use someone else's words or ideas without giving credit to the originator is stealing.
- **Cheating** includes, but is not limited to...
 - copying or giving an assignment to a student to be copied without permission from the teacher.
 - Allowing another person to do your work, and then submitting it as your own.
 - Obtaining or discussing information regarding a test or a quiz before a student has taken it.
 - Using or supplying unauthorized materials including textbooks, notes, calculators, computers or other unauthorized technology, during an exam or project.
 - Communicating in any way during a test or quiz

The determination that a student has engaged in academic dishonesty shall be based on specific evidence provided by the classroom teacher or other supervising professional employee, taking into consideration written materials, observation, or information from others.

Consequences for Cheating/Plagiarism:

First offense (not limited to numbers 1-3)

1. A zero on the assignment (assignment cannot be made up for credit)
2. Parent notification
3. Detention

Additional offenses

1. Referral to the office
2. Meeting with the Principal and Parents

3. 1-3 day ISS or OSS

QCCS Administration may use discretion when issuing additional consequences.

9.2 ChatGPT/Chatbot Use

QCCS considers the use of artificial intelligence to generate homework assignment answers, solve mathematical problems, and write essays as cheating. Students who turn in artificially-generated work will be subject to the consequences for cheating/plagiarism as outlined above.

9.3 Care of School Property

Quad Cities Christian School is considered to be God's property. Respect for the appearance and care of the school is a part of the Christian testimony presented by QCCS. We all need to work together in keeping our campuses neat and orderly. Practical jokes involving school property are in poor taste and offenders will be dealt with accordingly. Students who disfigure property, break windows, or do other damage to school property or equipment will be required to pay for the damage done or replace the item in addition to being disciplined.

9.4 Electronic Devices and Cell Phones

Use of a cell phone or personal electronic device including Smart Watches, headphones, earbuds, or other similar listening devices shall be limited to before and after school. Electronic devices that can be used for texting, such as Smart watches or Fitbits, are also limited to before and after school. Such devices shall not be carried by the student or used during instructional time, between classes, at lockers, during lunch, or at any other time during the school day. An exception may be granted by an agreement by the administration. Violation will result in a demerit on the first offense. Repeat offenders will be subject to automatic detention and may be required to leave their phones at the school office at the beginning of the school day.

9.5 Homework

Quad Cities Christian School believes that homework is an integral part of the school program. Each teacher is at liberty to give homework to aid each student in advancing in his or her studies. We do expect parents' full cooperation in seeing that assignments are completed.

Homework is assigned for various purposes:

1. For practice: Following classroom explanation, illustrations, and study; it may be good for a student to pursue the activity independently for continued mastery and understanding of the skills and concepts taught. This may include review of materials already covered.
2. For drill: It may be necessary to engage in drill for mastery of facts and certain skills and concepts.
3. For remedial activity: At times, some students may have weak levels of understanding, and it may be necessary to do individual assignments as a means of overcoming this weakness.
4. For enrichment activity: Many children will need to be challenged to move on to higher levels of attainment.
5. For special projects: Extension of classroom activities may result in book reports, compositions, special research, searching for various materials to bring to class, and construction of various types of projects.

Some assignments are long-range in nature and require planned study times for their completion. Planned study eliminates the necessity of spending too much time in completing an assignment the day before it is due.

In general, no homework assignment should take an unreasonable time for any grade level. If a child spends an excessive amount of time on homework, the parent should contact the teacher to alleviate the problem.

9.5.1 Late Homework

Late homework will be graded in the following manner:

- After assignment is due but same day – grade reduced by 10%
- Grade will be reduced by 10% for each day it is late
- After 10 days-grade reduced to 0%. The 10 days include weekends and holidays.

To encourage church attendance for both children and parents, it is the policy of QCCS that teachers will not regularly give homework on Wednesday nights.

9.6 Prohibited Items

Certain items are not to be brought onto school property. These include but are not limited to tobacco (including vape pens), illicit drugs, narcotics, alcoholic beverages, and electronic devices not used for educational purposes. Guns, knives, box cutters or any other object which could be used as a weapon or explosive will result in immediate dismissal from school. Books brought to school for personal readings could be subject to examination by the Administration and the English department.

9.7 Social Media

Students who have social media activity that is not in compliance with the Quad Cities Christian School Code of Conduct may face disciplinary action. Negative posts on social media regarding the school, faculty, other students, coaches, or volunteers will result in disciplinary action up to and including possible dismissal. Posts that promote a lifestyle or activities that violate the QCCS Code of Conduct will also result in disciplinary action up to and including dismissal.

Use of QCCS logos or images on your personal social media sites is prohibited. QCCS reserves the right to request school-related images or content posted without permission to be removed from the Internet.

Cyberbullying is considered an act of harassment. Please reference H.9.8.2 Cyberbullying in this handbook for more information.

1 Timothy 4:12 - "Let no man despise thy youth; but be thou an example of the believers, in word, in conversation, in charity, in spirit, in faith, in purity."

9.8 Student Code of Conduct

1. No student will be admitted or retained as a student who engages in unscriptural, immoral, or worldly practices. This includes, but is not restricted to, use of tobacco, illicit drugs, narcotics, alcoholic beverages, profane language, pornographic or lewd materials, sexual behavior of any kind, involvement in premeditated cheating, and vandalism.
2. Students are to show proper respect for authority. This extends to administration, faculty, staff, custodial staff, coaches, substitute teachers, teachers' aides, or any other person acting in an official capacity with the school.
3. In the classroom, students are expected to be prepared and on time for each class. They are not to talk or be out of their seats without permission. They are to conduct themselves in a non-disruptive manner.
4. Students are to exhibit proper respect toward fellow students.
5. Holding hands and other forms of physical contact between students are not permitted.
6. Students are to demonstrate such common Christian virtues as honesty, self-control, respect, promptness, orderliness, and submission.
7. Other general rules include the following:
 - a. No petitions are to be circulated without permission from administration.
 - b. No running in the halls.
 - c. Students are not to be in restricted areas without permission.
8. Any student who is guilty of violating rules during the senior trip or who is sent home for those infractions will forfeit his privilege of participating in commencement.
9. Code of conduct offenses are subject to disciplinary action with serious or chronic offenses subject to possible suspension or expulsion from QCCS.

9.8.1 Bullying

Quad Cities Christian School will not tolerate verbal, physical or social bullying behaviors in our schools. Any instances of bullying will be addressed immediately and with appropriate consequences.

- Bullying: Intentional and repetitive physical or verbal mistreatment in which there is an imbalance of power, often characterized by a desire to demonstrate power over and/or humiliate another.
 - *Direct Bullying: Overt physical or verbal aggression and/or intimidation such as name calling, punching, threatening physical violence, slapping, kicking, etc.
 - *Indirect Bullying: Behavior characterized by the goal of social isolation through gossip, criticism, manipulation, and exclusion, as well as intimidation of those who wish to socialize with the victim.

9.8.2 Cyberbullying

Quad Cities Christian School will not tolerate cyberbullying in accordance with H.9.8.1 Bullying from this handbook, as it is the use of electronic communication to bully another person. Any instances of cyberbullying will be addressed immediately and with appropriate consequences.

- Cyberbullying: Verbal and social mistreatment that includes sending, posting, or sharing negative, harmful, false, or mean content about someone else online. It includes sharing personal or private information about another person that causes embarrassment or humiliation.

9.8.3 Sexting

Sexting is the act of sending, receiving, or forwarding sexually explicit or suggestive messages, photos, or images via cell phone, Chromebook, or other digital device. Students engaged in such activities on or off campus will be subject to state laws and school discipline.

Sending, sharing, possessing, or even viewing pictures, text messages, or emails that contain a sexual message or image is a violation of this policy. Such a violation will result in school discipline up to or including expulsion and the notification of local law enforcement. All students are required to immediately report to a teacher or administrator any incidence of sexting.

9.9 Student Grievances

Administration has an open door policy for any student needing to come and discuss grievances about students, teachers, policies, etc..

- 1) A student may appeal a teacher's decision to the administrator.
- 2) The administrator's decision may be appealed to an appeal committee made up of three designated personnel: a school board member, an administrator, and a teacher.
- 3) The appeal must be in writing and submitted within 48 hours of the decision.

9.10 Technology

Technology is becoming an increasingly important part of learning, expanding the classroom beyond traditional limits of time and space. Technology enables us to respond more effectively to the unique learning styles of today's students. Technology expands our sense of community by changing the way teachers, students, and parents are able to interact with each other.

QCCS will strive to put in place filters that will limit a student's access to immoral or questionable content.

Students using the school computers shall:

- Honor, respect and obey the teacher.
- Treat computer equipment with care.
- Use your own name or given ID (never an alias or other person's name).
- Report any suspected misuse of hardware or software to the classroom teacher.

9.10.1 Computer and Internet Acceptable Use Policy

Quad Cities Christian School believes that the Internet has much to offer students with its wide variety of resources. We are pleased to offer access to computer use and the Internet for learning and

instructional purposes. It is our goal to educate students about efficient, ethical and appropriate use of these resources. QCCS is committed to providing the following resources:

- Secure and reliable Internet connection
- Staffed/monitored computer labs
- Unique opportunities for students to expand their knowledge of modern technology skills and applications.

Students are responsible for good and acceptable behavior, maintaining the Christian values set forth in the Student Handbook while using the computer network, just as they are in the classroom, hallway or playground. Communication on the network is often public in nature; therefore general school rules for behavior and communication apply.

The network is provided for students to conduct research and enhance learning. Access to the network is given to students who agree to act in a considerate and responsible manner. Parental permission is required. It is to be understood that Internet access for students is a privilege not a right.

Unacceptable usage of the network will result in the suspension of or revoking of such privileges. Some examples of unacceptable usage are listed below:

1. Using the network for any illegal activity
2. Degrading or disrupting the equipment or system performance
3. Vandalizing the data of another
4. Posting rude or inappropriate messages
5. Violating the spirit of the mission of Quad Cities Christian School

All users of the Internet will agree to the following Code of Ethics.

I will strive to act in all situations with honesty, integrity, and respect for the rights of others and to help others to behave in a similar fashion. I will make a conscious effort to be a good testimony to my fellow students, faculty members, and others I communicate on the Internet. I agree to follow QCCS basic rules. I will strive to apply Philippians 4:8 to my electronic communication.

“Finally brothers, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable - if anything is excellent or praiseworthy - think about such things.”

Philippians 4:8

Student Section

As a user of the QCCS computer network, I hereby have read, understand and agree to comply with the above stated rules, using and communicating over the network in a responsible and reliable manner while honoring all relevant laws and restrictions.

Parent Section

As a parent or legal guardian of the student signing above, I grant permission for my son or daughter to access the networked computer services and the Internet. I understand that the school's computing resources are designed for educational purposes. I also understand that there is unacceptable and

controversial material on the Internet that might be accessible despite reasonable safeguards. I understand that my child will be held liable for violations of this policy.

NOTE: This form is signed electronically as part of the enrollment process.

9.10.2 Chromebook Expectations:

- Students are expected to ONLY use the chromebook assigned to them.
- Chromebooks MUST be returned to cart after use and PLUGGED in the appropriate slot.
- Chromebooks are not allowed to leave the building unless arrangements have been made with administration
- Students are responsible for the general care of the device issued. Devices that are in need of repair must be turned into the office immediately.
- Students should not have food or drink next to their device. Chromebooks are not permitted in the lunchroom.
- Students should never carry their devices while the screen is open unless directed to do so by a teacher, and even then should be supported from the bottom of the case.
- Students should carefully insert cords, cables, and removable storage devices into their devices.
- Students should never leave their device unattended and should know where their device is at all times.
- Students are not to deface their device (no stickers, writing, engraving, markings, etc.)
- Students must understand that the use of their device is a privilege and not a right and that is the sole property of QCCS.

9.10.3 Repair/Replacement of Chromebooks and Accessories

Any repair or replacement that is the result of intentional abuse or negligence will be the responsibility of the parent/guardian for full payment of the device. Likewise, parent/guardian will be responsible for the full cost of replacing any lost or stolen device and accessories.

The following are costs related to the repair or replacement of the device and any school issued accessories. These costs are subject to change based on part availability and replacement costs at that time.

- Replacement of the Chromebook - \$400
- AC Adapter & power cord - \$30
- Replacement screen - \$115
- Replacement keyboard - \$35
- Replacement trackpad - \$35

10.0 DISCIPLINE PROCESS

10.1 Goal of Discipline

The Biblical goal of discipline is repentance and restoration. The Bible gives us the mandate to do all things “decently and in order.” Therefore, it is necessary to develop self-discipline in the lives of our students that they might grow and mature in their Biblical convictions of right behavior. When inappropriate behavior occurs, discipline will be used to bring a student to the point of repentance and restoration. Repentance and restoration, however, do not mean there will be no consequences. Parents will be kept informed of disciplinary proceedings.

10.2 Assertive Discipline

The teachers at QCCS Jr. and Sr. High School use the assertive discipline method, as a positive program of behavior management, in their classrooms. Behavior expectations are clearly communicated to the parents and students at the beginning of each school year. Rewards for meeting behavioral expectations, along with consequences for not meeting these expectations, are clearly communicated.

10.3 Disciplinary Process

In dealing with violations of proper conduct, the school reserves the right to use appropriate means of discipline, in an attempt to change inappropriate behavior, including warnings, demerits, detentions, after-school detention (ASD), parent conferences, in-school (ISS) and out-of-school suspensions (OSS), and expulsion.

10.3.1 Demerits

1. Teachers may assign a demerit as part of their assertive discipline program.
2. Demerits will also be given for minor classroom expectation infractions such as disruptive behavior, unsigned papers such as permission forms, etc..
3. Students will be notified of their demerit.
4. Demerits accumulated per quarter will automatically generate a detention.
 - 6th - 8th grade - six demerits per quarter
 - 9th - 10th grade - five demerits per quarter
 - 11th - 12th grade - four demerits per quarter
5. Depending on the severity of any violation, administration may assign a demerit or an immediate detention.

Level 1

- Tardy to class
- Unprepared for class, off-task behavior, inattentiveness, and other minor disruptions
- Failure to follow classroom/school procedures
- Unauthorized food/drink in classroom
- Inappropriate behavior in hallway, cafeteria, or assembly
- Dress code violation (first offense only)
- Possession/use of electronics during school hours (1st offense only)
- Off task use of electronic device
- Littering
- Lying
- Use of profanity

Level 1 Infractions/Demerits

Level 1 infractions are minor acts of misbehavior in a classroom, on campus, or at school activities. These Level 1 infractions result in 1 or more demerits for each offense.

Level 2

- Possession/use of cell phone, Smart Watch during school hours (successive offense)
- Inappropriate use of electronic device
- Inappropriate display of romantic affection
- Inappropriate comments, jokes, or obscene gestures
- Inappropriate physical contact
- Presence in an unassigned area
- Pranks that interrupt class/program
- Gross disrespect, disobedience, or dishonesty
- Violation of driving policy
- Bullying (verbal or verbal cyberbullying)
- Cheating/plagiarism
- Lying/forgery
- Skipping school/leaving school without permission
- Destruction of QCCS property or the property of others

- Inappropriate comments or touching of a sexual nature
- Possession of sexually explicit materials
- Possession of alcohol, tobacco, or electronic smoking paraphernalia
- Sexting (suggestive text only)
- Repeated lower level infractions
- Willfully accompanying another student who is involved with a Level 2 infraction

Level 2 Infractions/Demerits

Level 2 infractions often result in detention or suspension and disciplinary probation as determined by the disciplinary committee. Disciplinary probation results in ineligibility for all co-curricular activities. These infractions are violations of school policy at any time during enrollment and are not limited to school campus or activities. Suspensions will not exceed 10 days, and disciplinary probation will not exceed one academic semester. In every case of Level 2 infractions, students will have the opportunity to express their side of the issue and parents will be contacted. Level 2 offenses result in 4 or more demerits for each offense.

Each of these infractions will result in 16 demerits or more: Use or possession of alcohol, tobacco, electronic smoking devices (such as a vape, e-cigarette, e-cigar, etc.) or any like products*, inappropriate video and/or audio recording of students or staff, fighting, recklessly endangering or threatening the safety of self or others.

Level 3

- Lying/forgery
- Making a threat of any kind against the school
- Threatening the lives of others
- Insubordination to parental, school, or civil authorities
- Bringing a weapon of any kind on school property
- Significant theft
- Bullying (physical or cyberbullying)
- Physical altercation on school property or at a school event
- Defacing /destroying school property
- Use or possession of drugs or mood-altering substances (*) (**)
- Tampering with emergency equipment
- Sexting (involving any images, graphics, or videos) or distribution of pornographic material
- Sexual misconduct
- Repeated lower level infractions
- Committing a Level 2 infraction while on disciplinary probation or committing a Level 2 infraction of the same kind in the same academic year
- Willfully accompanying another student who is involved with a Level 3 infraction
- Any violation of moral or civil law

Level 3 Infractions

Level 3 infractions are major offenses, often involving activity that is a violation of the law or is a gross act of disrespect toward individuals, school personnel, or property. These offenses are violations of school policy at any time during enrollment and are not limited to school campus or activities. Level 3 infractions result in suspension or expulsion and may be reported to law enforcement.

The Discipline Committee will meet and give recommendations for the number of days of suspension or expulsion.

Administration reserves the right to make decisions regarding severity of infractions up to and including dismissal at any level of offense.

Demerit accumulation starts over at each semester. A student can be placed on disciplinary probation which could result in a higher number of demerits. This is for the student who continues to accumulate demerits instead of changing his/her behavior.

***When clear evidence is available, students who supply alcohol or illegal drugs to others (on or off campus) will be expelled and referred to law enforcement.**

****Drug Testing**

If the QCCS Administration deems that reasonable cause exists, a student may be required to submit to a drug test after parental notification. Reasonable cause for drug testing shall exist when QCCS Administration, in its sole discretion, determines that reasonable suspicion exists that a student has used or possessed drugs, mood-altering substances, or alcohol and that the results of a drug test would assist in the final determination. The Superintendent or his/her appointee shall make the final decision on behalf of QCCS as to whether reasonable cause exists. Failure to submit to a drug test may be grounds for expulsion.

10.3.2 Detentions

1. Detentions will be served after school from 3:10 - 4pm. Detentions must be fulfilled before participating in any after school activities. Failure to serve a detention will result in the detention being rescheduled as well as a second detention being issued.
2. Families will be charged \$10 per detention to cover the cost of monitoring the detention.
3. When the third detention has occurred, the student will meet with administration and parents will be notified of the meeting. Any future detentions will result in a suspension.
4. When the second skipped detention occurs, the student will receive an in-school suspension.
5. Depending on the severity of any violation, administration may assign a detention.
6. Detentions will reset at the beginning of each semester.

10.3.3 Suspensions (ISS/OSS)

1. The first suspension will be an in-school suspension. In cases of physical altercation, it is the purview of Administration whether the suspension is in-school or out-of-school. The determination will be made in part based upon the severity of the infraction.
2. The second suspension will be an out-of school suspension.
3. Three suspensions in a school year will result in expulsion.
4. The length of the suspension will be determined by the administration/Discipline Committee.
5. Depending on the severity of any violation, administration may suspend a student.

10.4 Suspension Procedures (ISS/OSS)

Quad Cities Christian Jr/Sr High School operates an in-school suspension (ISS) system. A student with an ISS will be assigned to a suspension area and will be supervised by a teacher or a substitute teacher. The family will be responsible for the stipend the school must pay the substitute teacher - \$125/day. Students may receive a one-day or up to a ten-day suspension. All daily work during an ISS will incur a 25% deduction. Three detentions during a single semester warrants an ISS (excluding detentions for tardies to the beginning of the school day).

Four detentions in a single semester warrants an out-of-school suspension (OSS) [excluding detentions for tardies to the beginning of the school day]. A student who receives an OSS is responsible to make up all work missed during the period of his suspension with no credit given. The days he misses will be considered unexcused absences. The student is not to be on school grounds; he/she is not to attend any school activities during the duration of the OSS. When suspended from school, the student will usually be placed on disciplinary probation by QCCS Administration for a period not to exceed one semester. Disciplinary probation results in ineligibility for co-curricular participation.

A suspension warns the student and his/her parents that unless positive and consistent change in behavior is seen, the student may be dismissed or asked to withdraw from QCCS. Parents of students who receive suspension are urged to cooperate with QCCS in making this correction beneficial to both the student and the school.

10.5 Expulsions

A student may be expelled from Quad Cities Christian School if at any time he is found to be guilty of serious violations of the guidelines of the school or if he exhibits a spirit of contempt or rebellion toward the school or personnel. Additionally, repeated serious infractions are cause for dismissal at the discretion of the Superintendent. Any student who has been expelled by the school or whose withdrawal has been requested by the school may be permitted to re-enroll after a period of time designated by the administrator.

Students who have been expelled are not permitted on QCCS campus.

10.6 Probation

Probation gives a student an opportunity to correct his or her deficiencies. Students may be placed on academic, attendance, or disciplinary probation. If probation is deemed necessary, a probation contract will state the conditions for continued enrollment and will be signed by the student, parent, and administration. If the student does not improve to a satisfactory level, he will be asked to withdraw from QCCS. The administration reserves the right to dismiss any student not in compliance with the academic, attendance, or disciplinary standards of Quad Cities Christian School Ministries. A continued negative attitude or influence upon the other students can also result in dismissal.



Quad Cities Christian Athletic Handbook

Pursuing athletic excellence, developing Christian character

The purpose of this handbook is to ensure cohesiveness and order in the athletic program of Quad Cities Christian School (QCCS). Reference to its contents will answer all questions, except the most unusual, related to the program. It is dedicated to the goal of providing a program in which our athletes develop both physically and spiritually. It is our desire that our athletic program be one characterized by the following statement: pursuing athletic excellence, developing Christian character.

Athletic Philosophy

The primary focus for QCCS athletics is the development of the student athlete on and off the field. The QCCS athletic program desires to be as competitive as possible at every level while placing an emphasis on the spiritual growth of each athlete.

Athletic Initiatives

1. Raise the bar-We believe student athletes will reach for the goals set before them. It is important that we set achievable goals while pushing them beyond their perceived limitations.
2. Grow the body-We each have a role in the growth and progression of our athletic program. Everyone buying into their role fully equips the body to function at its greatest capacity.
3. Create community-Service leadership is an emphasis within QCCS athletics (Philippians 2)

Attributes within QCCS Athletics

1. Leadership
2. Communication
3. Professionalism/ Class

4. Qualified Coaching Staff
5. Physical Development
6. Feeder Programs
7. Facility Enhancements
8. Summer Camps
9. Parental Support
10. Performance

Participation

Participation in athletics at QCCS is open to every student but conditional upon meeting the criteria of academics, character, and athletic skill necessary to compete. Players are only allowed to participate in one sport per season. There is different emphasis at each level of play; however, all teams will compete to win. The middle school, JV and varsity programs are not recreation programs. They are not designed to allow everyone that tries out to make a team nor is everyone that makes a team guaranteed playing time. Only those athletes with the highest skill level and strongest work ethic will be selected for each team. During the school year, teams are not permitted to participate in athletic contests or practices on Sunday.

Middle School (grades 6-8) - The athlete is provided with learning experience and the opportunity to develop basic individual skills during practice. Team concepts of play are introduced. During the season coaches will strive to develop Christian character within the team. An athlete's playing time is determined by how it will best serve the team.

Junior Varsity (grades 6-11) - The athlete improves skills while learning team concepts that are more complex. There is also an increase of physical development with better competition. The coach will emphasize winning and work with the team to develop Christian character. An athlete's playing time is determined by how it will best serve the team.

Varsity (grades 6-12) - The athlete is advanced in skill and physical development. Emphasis is placed on individual and team potential. The athlete's playing time is determined by how it will best serve the team. Overall, the goal is to develop a winning program that also emphasizes Christian character.

When choosing athletes for a team and making cuts, the coach is responsible to evaluate each prospective athlete based on objective criteria. A student is not guaranteed a spot on a team because he/she was on the team the year before or their friends are on the team or because they are a senior. Communicating with each individual specific reasons why he/she did not make the team will enable the student to target areas for improvement. The coach is also responsible for evaluating each athlete as to his/her role on the team. There are no guarantees regarding playing time at any level. The coach is the sole judge on who should start and how much playing time each athlete should receive.

QCCS Coach Qualifications

- I. Christian with a Christ-focused mindset

2. Disciplined lifestyle
3. Responsible
4. Takes initiative and has a pro-active approach
5. Respect for others
6. Personable

Membership and Affiliation

7. Strong communicator
8. Program leader / director
9. Visionary
10. Goal Oriented
11. Motivator
12. Teacher

QCCS maintains membership in the Illinois High School Athletic Association. As such we will function under the guidelines provided by the IHSA. In addition, QCCS is part of the North Illinois Christian Conference (NICC) and as such will function under the guidelines provided by the NICC.

Eligibility Requirements

QCCS follows the eligibility requirements of the IHSA and the NICC which state:

* The student athlete must maintain a cumulative 2.0 grade point average on a 4.0 unweighted scale through the end of the previous semester as required by Illinois Law. Sixth, seventh and eighth graders must have been regularly promoted from the previous grade, carry a normal class load, do satisfactory classroom work and maintain a satisfactory conduct record.

* A student may not participate in a sport if the student participated in that same sport at another school during that school year, unless the students meet one of the criteria outlined in the IHSA handbook (Student transfers to pursue an educational opportunity that fits the mission (spiritual and academic excellence) of QCCS and meets QCCS enrollment criteria.

Students must meet the academic guidelines of QCCS which state: Students that have a cumulative 2.0 GPA but have failed a course will be given an academic remediation plan. When the stipulations written in the plan have been met, the student will be granted eligibility.

Suspension From Participation

A student who does not meet eligibility requirements as described above will be suspended from participation in athletics until the grade averages are acceptably raised. If a student's GPA falls below the mandated 2.0 at the end of a semester, that student will not be allowed to participate for

the entire following semester. Failure by any student to adhere to the provisions of the Athletic Handbook may be grounds for suspension from participation as determined by the school's administration.

Absences

Students must be in school for at least 3 1/2 hours, (not including lunch time) to participate in practices or games that day, unless prior arrangements have been made with the administration. Any student leaving school early must still meet the time attendance requirement.

Early Release

Because of travel, it is sometimes necessary for teams to leave school prior to normal dismissal times. It is the responsibility of the student/athlete to arrange with teachers to make up any missed work.

Late Return

If a team returns to the QCCS campus from an away game after 11:30pm, the student athlete will be allowed an excused absence from 1st period class only. If the student elects to arrive after 1st period, he/she must bring a note from his/her parent indicating that they are aware that they have missed 1st period class and are responsible for any missed work.

Attire

Students/athletes are expected to dress appropriately and according to the guidelines in the QCCS student handbook while traveling to and from athletic events. Under administrative direction, coaches will specify dress expectations for game day attire.

Transportation

Students must travel to and from athletic events on QCCS transportation when it's provided. Students are not permitted to ride home with anyone other than immediate family without written permission.

Electronic Devices

Any student using any electronic device, including cell phones, Smart watches, and Fitbits, while on campus is subject to having QCCS personnel check the content and could lose their privilege of possessing electronic devices on campus and could receive disciplinary consequences. For example, students watching inappropriate videos on a cell phone, students listening to music with explicit language, or students texting inappropriate messages will result in a parent meeting and appropriate disciplinary consequences. Personal electronic equipment as defined above cannot be used on school sponsored trips or functions without specific permission. Coaches may confiscate any devices used in violation of this policy. All music, movies, CDs, etc. taken on QCCS sponsored trips must be deemed appropriate.

Uniforms

The athletic department will purchase all team uniforms and collect all uniforms at the conclusion of each season. Athletes are responsible to take proper care of uniforms and return them in good condition. Lost or damaged uniforms must be replaced by the athlete. Uniforms are to be worn only for games.

Statement of Commitment

All QCCS athletes and their parents will be required to read and sign a statement of commitment. The purpose of this form is to ensure that all athletes and their parents have considered the level of commitment QCCS requires of its athletes. While considering this document, parents and athletes should discuss all its facets. These include:

1. Practice and game attendance
2. Required physical (new physical forms must be completed prior to one year anniversary)
3. Effort and attitude
4. Injury and playing time issues
5. School behavior
6. Eligibility and attendance requirements
7. Uniform maintenance
8. Penalties for quitting a team
9. Parental volunteering in either the concessions or gate

Participation Fees

The following fees will be charged for athletic participation: \$125.00

Rules For All Teams

The following rules shall be followed by all QCCS teams. Coaches may supplement these with additional rules. A copy of all team rules must be on file with the Athletic Director and written team rules must be provided to each player and to all parents.

1. All players are required to attend all practices and games unless given prior permission to miss by their coach.
2. Missing a practice or game without prior permission may result in removal from the team. Repeated offenses will result in removal from the team.
3. Players will make up excused missed practices and games in a way to be determined by each coach. (i.e. running laps for missing a practice, or sitting out for part of an upcoming game)
4. Players are to be on time for practices, games and team meetings. Coaches are to penalize tardiness.
5. Players must maintain academic and behavior eligibility as outlined in this handbook.
6. Players are to follow team dress standards as established by each coach.
7. Players are responsible for the proper care and return of uniforms. Players will be charged for damaged or lost items.
8. Players who quit after accepting a spot on a team, without the approval of the coach and Director of Athletics, will not be eligible to participate in a QCCS sport during the following season or to participate the next year in the sport they quit.
9. If a player is required to miss practices or games because of a doctor's instructions, a note from the doctor is required prior to his/her return.
10. If a player needs to get academic help after school at a time which would make him/her late to practice, he/she must get prior permission from the coach.
11. Missing practice because of detentions will result in disciplinary action as determined by each Coach.
12. QCCS practices and games must have first priority over all non-QCCS travel and club sports teams.

Facilities Use Policy

The athletic facilities of Quad Cities Christian are intended to meet the physical education and athletic needs of our students and school families. Use of the facilities will be prioritized as follows:

1. QCCS physical education program
2. QCCS athletic program
3. QCCS extended family (i.e. faculty, staff)
4. General community use

The following will apply to all facility usage:

1. Physical education classes must be supervised by an approved adult at all times.
2. Athletic teams must be supervised by an approved adult at all times.
3. Use of all facilities, other than for physical education classes, will be scheduled by the Athletic Director and/or the QCCS Superintendent.
4. If the facility is used by an outside group, an approved adult must be designated by the Athletic Director and/or administration to oversee all activities.
5. Outside groups who use the facilities must provide their own equipment unless prior arrangements have been made to use QCCS equipment.
6. Proper shoes must be worn during use of facilities.
7. All outside groups are subject to a rental fee as determined by the school administration and must comply with the school's general use policy.

Critical Situations Policy

1. The Director of Athletics will administrate all home events or designate another staff member to do so in his absence.
2. In case of an emergency the following will occur:
 - a. Professional medical advice will be sought from among spectators.
 - b. The administrator on duty will work with coaches and parents to determine if emergency assistance should be called.
 - c. Emergency assistance will be called if any doubt exists as to the seriousness of the injury.
 - d. The administrator will stay in the vicinity of the injured player and designate others to make necessary calls.
 - e. The administrator will designate an adult to accompany the injured player to the hospital if the player's parents are not in attendance.
 - f. An immediate effort will be made by the administrator to contact the parents of the injured player.
 - g. The administrator will work with the family to coordinate any help they may need to provide for other children or to notify family members.

Athletic Awards

There will not be a major emphasis on individual awards at QCCS. This is based on our commitment to emphasizing the concept of the team as opposed to the individual. The following awards will be given each season:

Eagle Award

Male and Female Athlete of the Year - Each year one male and one female varsity athlete will be selected for this award. The Director of Athletics will survey all varsity coaches for candidates for this award and make the final selection from among those nominated. The award is based on athletic accomplishment, leadership, academic excellence and character. Junior and senior athletes are eligible for consideration.

Varsity Team Awards

Each varsity athlete will receive a varsity letter, along with a pin, upon completing his/her first year of varsity participation. At the conclusion of each additional season of varsity participation the appropriate bar will be presented. In addition, each varsity coach will present up to 3 awards including an Eagle Award.

JV Team Awards

The coach will present up to two awards including an Eagle Award.

Middle School Team Awards

The coach will present up to two awards including an Eagle Award.

The Athletic Director will arrange for all awards to be prepared and available for presentation.

Athletic Funding

QCCS provides funds for the general operation of the athletic program. These funds are generated by many sources including, the sale of advertising, student participation fees, admission and concession revenues and occasional fundraisers.

Admission Policy For Home Events

QCCS teachers, staff and their spouses will be admitted free to all home events (Excludes state series games). Admission will be charged to all other adults and students. Admission prices will be published prior to the beginning of each school year.

Concessions

Concessions will be available at most home events. The Director of Athletics will arrange for the purchase and sale of concession items and schedule parents of athletes to sell concessions at all home games.

Pictures

The Athletic Director will schedule a picture day during each sports season. Information about picture day and an opportunity to purchase pictures will be provided to each family.

Sportsmanship

Good sportsmanship is at the top of our list of priorities at QCCS. This would be true, even if we were not a Christian school. But as a Christian school, it is even more important for us to maintain excellent sportsmanship. This commitment brings us back to our basic emphasis of "Pursuing athletic excellence - Developing Christian character." It is proper to want to excel, but we must always remember that the

development and demonstration of Christian character is an even higher calling. The following Athletic Creed is something we must all consider and work toward.

Athletes will:

Respect parents, coaches, teammates, officials and opponents

Personify commitment and a positive attitude

Represent their school with honor and pride

Parents will:

Support the team and coaches in public and address concerns in private

Encourage 100% individual effort and 100% team loyalty

Provide positive reinforcement to all athletes

Coaches will:

Inspire their athletes by personal example both on and off the field or court

Teach athletes to play hard, but to win or lose with equal grace

Treat all people with dignity and respect

With this Athletic Creed in mind, the following should be considered when it is necessary to deal with any conflict situation in the QCCS athletic program.

1. Commit the situation to personal prayer, seeking God's direction in dealing with it.
2. Go directly to the person involved. Go with the proper spirit, seeking mutual resolution to the conflict. This is a scriptural mandate. (Matthew 18: 15-17)
3. If resolution does not occur, take your concerns to the next level.
4. Resist the natural temptation to talk to other people about the situation. This often falls under the scriptural warning to avoid stirring up dissension. (Proverbs 16:16-19)

STATEMENT OF COMMITMENT

I, _____, as a member of the QCCS athletic team, do agree to abide by the following rules and standards of conduct. I realize that athletic involvement is a privilege, and not a right, and carries with it responsibilities. I further acknowledge that there will be consequences for misconduct or not fulfilling my commitment.

- A. I agree to attend and be on time for all practices, meetings, and games. This includes awards programs, team parties, team pictures, and all other team functions.
- B. I agree to provide a current physical prior to the beginning of tryouts for a team.
- C. I agree to personally gain prior permission from my coach if extenuating circumstances arise where I must be late or miss a team function. (i.e. academic help, family emergency, etc.)
- D. I agree to follow the Matthew 18 principle in dealing with disputes.
- E. I am responsible to attend practices and games when injured unless excused by my coach. I understand that if excused from practices or games by a physician, I must supply a physician's written release to resume participation.
- F. I agree to keep an attitude of encouragement towards my teammates in every situation.
- G. I agree to refrain from smoking, drinking, and profanity anytime and anywhere. According to scriptural mandate to flee from even the appearance of evil, I agree to avoid situations (parties, informal gatherings, etc.) where alcohol and drugs may be present.
- H. I realize that being late due to a detention will not be tolerated, and I will avoid actions/attitudes that may lead to detention.
- I. I agree to maintain my academic eligibility as outlined in the Student and Athletic Handbooks and to inform my coach of any academic problems that I may encounter.

J. Equipment: If any damage occurs during my possession, I agree to pay for repair or replacement. I agree to not use any school issued equipment for any outside activities unless approved by my head coach and/or the Director of Athletics.

K. I understand if I am not in school for 4 periods, I will not be allowed to participate, unless prior arrangements have been made.

L. I understand that if I am ejected from a game, I will be required to pay the fine assessed by the FHSAA.

M. I understand that if I break my commitment to my teammates, coaches, and QCCS by quitting a team, my participation on QCCS teams will be restricted.

Parents:

1. I agree to refrain from behavior in the stands toward other spectators, teams or officials that would hurt our testimony as Christians.
2. I agree to follow the Matthew 18 principle and schedule meetings for disputes with those involved.
3. Parents must treat all supervisors at games with respect. The coaches, fans, and officials should be respected and failure to do so will result in discipline action and possible removal from facilities.
4. If I have a matter to discuss with the coach concerning my child, I will not confront the coach on a game day before or after the game but will wait and set up a time to meet with the coach.
5. I understand that if I do not allow my child to attend games or practices during the season, the penalty will be the same as an athlete quitting the team in accordance with the athletic handbook.

I have read and understand the QCCS Athletic Handbook. In signing this document, I agree to do my best to abide by its guidelines.

Student-Athlete Signature

Date

Parent Signature

Date