



Quad Cities Christian School Student Handbook

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ABOUT US

HISTORY

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 the secondary education continue. So 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.

STATEMENT OF OBJECTIVES AND PURPOSE

To provide learning experiences that will develop the student's maximum spiritual, intellectual, social, physical and emotional potential.

To prepare students for life in this world and the eternal to which they will one day enter.

To encourage the discipline of daily devotions (prayer and personal Bible study) that will produce a happy, joyful and victorious Christian life.

MISSION STATEMENT

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

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.
8. Maintain biblical standards of morality (I Cor. 6:18). Save sex for what and when God intended, within the sanctity of marriage.

BIBLE

When there are differences of opinion among believers on any issue, students will be encouraged to consult with their parents to clarify the beliefs of their family and church. For consistency in memorization of verses, the NIV translation will be the version used in classes.

DESCRIPTION OF ORGANIZATION The Quad Cities Christian School is a non-profit, non-denominational Christian school serving Preschool through the 12th grade. We have several churches represented by our parents, students and teachers at QCCS.

ORGANIZATIONAL GOVERNMENT

Quad Cities Christian School is governed by a School Board of 5 voting members that is overseen by the Church Council of MGT/New Hope Church. The Board of Directors meets monthly to pray, to develop and approve school policies, to oversee the operating budget and the distribution of funds, to assist the school administration in the operation of the school, and to oversee the overall program.

ACADEMICS

ADMISSIONS

Students applying must not have left their previous school under negative circumstances, either academic or behavioral. They must demonstrate by academic record the ability to fulfill the academic demands and mission of Quad Cities Christian School.

Non-discrimination Policies

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

Admission Procedures

1. Parents and pupil will tour the building.
2. Acquire Admission Packet.
3. Read all literature and forms in the packet carefully and thoroughly.
4. Complete and return an application for each student accompanied by a tuition payment plan and school records.
5. Family will be notified of acceptance.
6. First payment, county or state (not hospital) birth certificate, and medical forms should be submitted before the date of enrollment.

Acceptance

All students are accepted on a probationary basis. Acceptance in any grade level does not mean automatic acceptance into the school the following year. All fees must be paid before enrollment is complete. Students who have left their previous school under negative circumstances will not be accepted. Students must not be in violation of the moral sin policies and must honor them to remain enrolled.

WITHDRAWAL/CLASS SCHEDULE CHANGES

If withdrawal from the school is contemplated, it is requested that the parents counsel with the Administrator regarding the reasons. Withdrawals from classes may take place during the first week of the semester. Withdrawals from Friday Electives must be made no later than after the first Friday class.

Transfer of Student Records

Student records will be transferred upon written request of a school with a parent or guardian authorization.

GRADING

If the school and home are to work together effectively for the welfare of the students, then it is essential that there be good communication between the teachers and parents. Grades, report cards and progress reports are a means of reporting student progress at four points in the year. Because grades are an overall evaluation of the student's work in a subject, it is necessary that the standards of evaluation be understood by teacher, students and parents.

Report cards are issued after each 9-week quarter. Two-quarter grades are averaged together to determine the semester grade. When a semester exam is given, it is also factored into the grade which goes on the student's permanent record. 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.

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- 90-92	B- 80-82	C- 70-72	D- 60-62	

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 or above. Certificates will be presented to all Honor Roll students after each nine-week grading period. First and second semester Honor Roll will be reflected on permanent transcripts as well as published in the local newspaper.

Gradelink

Gradelink, 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.

Academic Probation

Any student failing two or more classes at the conclusion of the quarter will be subject to review and possible dismissal. Academic probation is not a punishment. It is a reminder to students and parents of the seriousness of school work and the need to stay caught up in each class. Our graduates have attended and are attending a wide range of public and private Christian colleges and universities across the nation. Graduates are also serving in very selective programs in the Armed Forces. Students seeking vocational training should realize the benefits of a solid, basic education that enables future college admission should their career goals change.

GRADUATION

Recognizing the importance of attending college, Quad Cities Christian School puts an emphasis on academic preparation.

Graduation Requirements

Bible*	4 Years
Consumer Education	1 Semester
Speech	1 Semester
Elective**	4 Credit Hours
English	4 Years
Physical Education/Health	4 Years
Practical Christian Ministry*	4 Years
Mathematics	3 Years
Science	3 Years
Social Studies/History	4 Years
Writing: Equivalent of	2 Years

Recommended:

Driver's Education: ½ Credit Hour
For the college-bound student: Foreign Language – 2 Years

*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: Anatomy & Physiology, Art, Band, Chemistry, Choir, Exploratory classes, Foreign Language, Physics, Psychology and Pre-Calculus.

Transfer Credit

For any online or distance learning course to be considered for dual enrollment or credit recovery, an examination of mastery in the given subject area will be required unless the issuing school is recognized by QCCS.

Commencement

Commencement ceremonies will be held the last week of the school year. **Participation is mandatory for graduating seniors who have met graduation requirements.** Students attending the senior trip must be on track for graduation in June.

Graduation Honors

Valedictorian

This is the student with highest grade point average in the class. The student must have attended Quad Cities Christian School as a full-time student for the last 4 semesters of his/her high school years. An International Student who meets the requirements is eligible to receive this honor. The Valedictorian will be determined at the end of the school year after the Senior final exams have been graded.

Salutatorian

This is the student with the second highest grade point average in the class. The student must have attended Quad Cities Christian School as a full-time student for the last 4 semesters of his/her high school years. An International Student who meets the requirements is eligible to receive this honor. The Salutatorian will be determined at the end of the school year after the Senior final exams have been graded.

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.

TESTING

Achievement Tests

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

Final Exams

All students will take semester exams as required for the courses in which they are enrolled.

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.

College Scholarships

Students are encouraged to counsel with the Principal regarding resources for college scholarship applications. A college board is kept in the school hallway with scholarship information and deadlines.

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.

History of the United States

The United States and Illinois Constitutions 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.

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.

Vocational Classes

Vocational classes are available to Illinois students at the United Township Area Career Center. Some of the classes available are: Auto Collision Damage Repair, Auto Mechanics, Banking Internship, Barbering, Building Trades, Child and Day Care, Cosmetology, Drafting, Electronics, Health Care, Home Economics, Information Processing, Machine Trades, Manufacturing Technology, Marketing Co-op, Office Occupations, Welding and Woodworking Trades.

Guidance Services

The administration and teaching staff are always available for personal guidance.

STUDENT LIFE

CLOSED CAMPUS

Due to student safety concerns, QCCS is a closed campus. Students must remain on school grounds from the time of arrival (even if their first period has not started), until dismissal (if they drive), or until picked up by a parent or guardian. Students are never to leave the school premises during the school day except for appointments by parental consent via note or phone. Only lunch dates with parents or pastors are permitted. Students are to be picked up by their parents/guardians after school at dismissal, unless participating in a school activity. Middle School students must remain on campus for their rides and may not leave campus unsupervised. Failure to follow this policy is considered truancy, resulting in disciplinary action.

HOURS

The school day is: 8:00 a.m. – 3:15 p.m. QCCS wants to ensure the safety of our students before and after school. Therefore, students should not be dropped off earlier than 7:30 a.m. Students should be out of the building and picked up no later than 3:45 p.m. In order for a student to leave school property after dismissal with anyone other than the legal guardian, the office must have on record the guardian's permission.

LENGTH OF CLASS PERIODS

The school day for secondary classes shall consist of 8 forty-three minute class periods plus a thirty minute lunch period.

ATTENDANCE

Perfect Attendance

To be eligible for a perfect attendance certificate, students must have been in regular attendance **all day** for each school attendance day of the school year.

Eight Day Absence Policy

Quad Cities Christian School is committed to the philosophy that in order for quality education to occur, regular student attendance is necessary and required. Absence from school is always detrimental to the academic progress of the student. Class discussions and lectures cannot be repeated and make-up tests are very difficult to schedule. In accordance with our philosophy, the administration has determined that a student who accumulates four absences per quarter, not to exceed eight (8) absences per semester in a given class, must appeal to the QCCS Board of Directors to continue admission in order to receive credit in the class or classes. This policy includes all absences, both excused and unexcused, with the exception of those initiated by the school for school directed activities. Students may be required to make up missed days beyond the eight days.

When parents first learn of the possibility of an extended illness, they are to notify the office. Arrangements for schoolwork can be made through the office and by checking Gradelink or emailing teachers.

The administration will investigate excessive or questionable absences. If parents need to take a child from school during school hours, arrangements should be made in advance through the office. (Students will not be dismissed unescorted during school hours). If a student must leave school for any reason, he/she must be escorted by a parent or an adult. An exception will be made for student drivers; parent permission must be given. A student must be present at least one-half of the school instructional day in order to be recorded present for that day (2 hours is considered a half day absent in the school instructional day).

Excused Absences:

- Death in the family
- Family emergency
- Personal illness or injury
- Medical or dental appointments with a note. Students should turn in to the office all notes from the medical provider.

Any work missed during an excused absence may be made up for full credit. However, it will be counted as one of the 8 accumulated absences. Parents must call the office prior to 8:30 a.m. to advise the school of an absence. Failure to do so will result in the absence being unexcused. The office will call parents to attempt to contact any students who are not in school or whose parents have not called them in as absent.

Unexcused Absences or Tardies

- Barber shop or beauty shop appointment
- Failure to call in an absence
- Lack of Transportation to and from school
- Leaving school to participate in any non-school-sponsored activity **(without prior approval)**
- Leaving school without proper clearance from the office
- Not Attending a School Field Trip and not attending school in its place
- Out of school suspension
- Oversleeping (missing the carpool – arriving after classes have started)
- Shopping trip
- Truancy (skipping school)

Late Arrivals/ Early Departure

Students who arrive at school after the 8:00 a.m. bell (tardy) must “check-in” at the office. A Permission-To-Enter-Class Permit will be issued to students who arrive after 8:00 a.m. Students who wish to leave school between the hours of 8:00 a.m. to 3:15 p.m. need to “sign-out” through the office. Students (including student drivers) must have parental permission presented to the office in order to leave before 3:15 p.m. **Students arriving more than ten minutes late to any class will be counted absent from that class. Such an absence will count toward the 8 Day Attendance Policy.**

Each “TARDY” is recorded on the student’s individual pupil record by the teacher. Teachers are not required to go back and “catch-up” students who come in consistently late! That is the responsibility of the student. A detention will be issued on the 4th tardy and each tardy thereafter until the quarter ends- including a 4th detention for a Saturday school detention.

Student Truancy

A student who is absent from or who leaves class or the school grounds without school permission is truant. Truancy will result in a minimum of 1 day suspension. Any unexcused absence is considered truancy by the State of Illinois and reported.

College Visits

Junior and senior students will be allowed excused absences to visit colleges and universities provided they have advance school and parental permission. *The first two college visit days are excused and will not be counted towards the 8 day attendance policy.* Subsequent college visit absences will count towards the 8 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 must be done in advance.* Verification of the appointment (on college/university letterhead stationary - signed by a college official) must be turned into the school office upon return for this absence to be excused. Note: College visits may only be taken when the college is in regular teaching session (not during finals). This policy does not apply toward a school field trip to a college.

Homework While Absent

If a student is absent due to illness, the student should check *Gradelink* for missed assignments, or if unable to, call the office to make arrangements.

Make-Up Work and Tests

Make-up work and tests following an absence should be done within two (2) school days for each day missed not to exceed five (5) school days. A longer period of make-up time may be needed and allowed (with the approval of the teacher involved) for unusual circumstances. It is the responsibility of the student to initiate contact with the teacher involved concerning make-up work/tests. Make up tests may be given on the first day back to school.

Field Trips

Throughout the year, students will have the opportunity to participate in field trips outside of the campus. Field Trips are an excellent opportunity for the students to experience and learn things outside of the day-to-day classroom setting. All Field Trips are chaperoned by staff unless otherwise indicated.

Senior Trip

Each year the Senior class has the opportunity to participate in a week-long Mission Trip in the Spring. The trip includes both service to others, devotional time and experiencing a new location together. The Senior Trip is planned and chaperoned by school staff. The Senior class is responsible for serving lunch each day to raise funds for the trip and for any additional fundraising needed.

STUDENT BEHAVIOR, CONDUCT AND DISCIPLINE

DRESS CODE

The following dress code will be in effect for ALL school functions, field trips, sports and other school events.

Spirit of the Dress Code:

The spirit of the dress code is to: 1) present ourselves as Christian witnesses through modesty 2) promote safety in the school and 3) prepare students for responsibilities and requirements of future professions and pursuits. The intention is not to provide a list of rules, but to promote student responsibility by following the spirit of the policy.

Men and women of QCCS should reflect God's standards in dress. Women are to dress modestly (1Timothy 2:9) and our outward clothing should reflect that inwardly we are "clothed with the Lord Jesus..." (Romans 13:14).

Dress Code:

Clothing should be free from violent, obscene, or distracting language or images as well as bands. Clothing should be safe, non-disruptive, fit comfortably (not overly tight or excessively baggy), cover any undergarments, and free from rips, tears, and holes.

Hooded sweatshirts and jackets are permitted, however hoods must not be up while in the school building. Hats, head scarves, and head coverings are not permitted.

Hairstyles should be of a natural hue without stripes or extreme hairstyles.

Any shoes, boots, sandals (including slides) may be worn except flip flops and slippers.

Girls may wear earrings.

No visible tattoos are permitted.

QCCS has ultimate authority to evaluate compliance with the dress code policy and the spirit of the policy.

Examples for Boys:

Pants may include dress pants, khakis, jeans, or athletic materials other than yoga pants, sweat pants, and pajama pants.

Shorts, may be worn if they are 3 inches above the knee or longer when standing.

Shirts may include any collared shirts, t-shirts, sweaters, crew necks, and polo shirts that are not transparent and include sleeves.

Boys should be clean shaven.

Examples for Girls:

Pants may include dress pants, khakis, jeans, capri pants or athletic materials other than yoga pants, sweat pants, and pajama pants. Leggings are permitted under dresses or skirts that follow the requirements below.

Dresses, shorts, and skirts may be worn if they are 3 inches above the knee or longer when standing.

Shirts may include any collared shirts, blouses, t-shirts, sweaters, crew necks, and polo shirts that are not transparent, and cover the midriff and cleavage.

Tank tops may be worn if straps are at least the width of four fingers.

Dress Code Enforcement:

When an item is inappropriate as determined by the spirit of the policy, students are expected to change clothes. A reminder warning with a note will be sent home to parents to be signed and returned the next day. Any future violation will result in a detention.

Repeated violations (3 or more in one month or intentional repeated violations) indicate the student is not exhibiting the responsibility needed to follow the spirit of the dress code guidelines. Therefore, that student will no longer have the opportunity to participate in the above dress code. Upon violating the dress code as defined above (as determined by QCCS administration), the student's required dress code for the remainder of the year will be: khaki pants and polo or collared shirts.

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

COMPUTER USE

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.

Students using the school computers shall **not**:

- Use any computer without permission of the teacher.
- Have any food or drink at any computer at any time for any reason.
- Change computer name or password.
- Change desktop color, theme or appearance, wallpaper, screensaver, icons, etc.
- Have a master password or log on.
- Upload any music to the hard drive or rip or burn any music, DVD's, etc.
- Add any website addresses to acceptable zone.
- Change filters settings.
- Change any system settings.
- Manipulate file directories or to run programs.
- Rename or move any computer files, directories or shortcuts.
- Make unauthorized copies of software or music.
- Change, move or otherwise tamper with computer hardware, software, network connections or settings.
- Use the Internet, play games or listen to music without direct authorization from the classroom teacher.
- Play games or listen to music. Use Facebook or other social media during school hours.

Any damage to computers or vandalism will result in the loss of computer privileges and disciplinary action in accordance with discipline policy. The student will also be charged for any materials and labor costs to make repairs. This policy includes, but is not limited to, pranks such as unplugging of network cables, removing "roller ball" from the mouse, etc.

NO EXCEPTIONS TO THESE POLICIES WILL BE MADE!

SOCIAL MEDIA POLICY

The following social media policy applies to all students enrolled full-time or part-time and all individuals employed by QCCS.

- Students should not give or ask for personal information on Facebook, Twitter or Instagram.
- Students should not friend faculty, coaches or school volunteers. Students may participate on school sites.

Negative posts on social media regarding the school, faculty, other students, coaches, or volunteers will result in disciplinary action up to and including dismissal.

Guidelines

Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any of your conduct that adversely affects your academic/job performance, the performance of fellow students/employees, or otherwise adversely affects students, families, associates of people who work on behalf of Quad Cities Christian School or QCCS's legitimate business interests may result in disciplinary action up to and including expulsion.

Know and follow the rules

Inappropriate postings that may include discriminatory remarks, harassment, portraying attitudes/actions against the Handbook policies, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including expulsion.

Be respectful

Do not post complaints or criticism. Avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparage students, faculty members, or associates of Quad Cities Christian School that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile school environment on the basis of race, sex, disability, religion or any other status protected by law or school policy.

Be honest and accurate

Remember that the Internet archives almost everything; therefore, even deleted postings can be searched. Never post any information or rumors that you know to be false about Quad Cities Christian School, fellow students, faculty, or people working on behalf of QCCS.

Retaliation is prohibited

Quad Cities Christian School prohibits taking negative action against any student/faculty member for reporting a possible deviation from this policy or for cooperating in an investigation. Any student/faculty member who retaliates against another student/faculty member for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including expulsion.

Media contacts Students/faculty members should not speak to the media on Quad Cities Christian School's behalf without contacting the administrator. All media inquiries should be directed to the administrator.

For more information

If you have questions or need further guidance, please contact your school administrator.

CARE OF SCHOOL PROPERTY

Anyone who willfully destroys school property will be referred to the administrator and will be required to make restitution and face disciplinary action.

All students should take pride in caring for school property. If a student should accidentally damage or break something, he/she should report it immediately to the teacher or to the office.

ASSEMBLIES

Each student's behavior should be refined and courteous during all assemblies. The spiritual level of the school is clearly indicated by the conduct of the student body in an assembly situation.

Whether guests are present or not, each student is responsible for the impression made by the school as a whole.

Unacceptable conduct includes, but is not completely limited to the following:

Whistling	Uncalled-for clapping	Sleeping
Boisterousness	Extended clapping	Fidgeting
Booing	Note passing	Talking
Stomping	Dress code violation	Whispering

HALL TRAFFIC

No student is to be in the hallway during a class period without a pass from his or her teacher. Those students found out of class without a hall pass may be assigned a detention. Students must never be in a classroom without faculty supervision. To keep our hallways safe and clean, all items left out of lockers will be relocated to Lost & Found and eventually discarded.

NOISE

Excessive noise will not be allowed in the halls, classrooms, bathrooms or the lunchroom. Students will not be allowed to disturb other students in class.

CELL PHONES

Students may carry cell phones to school. However, they should be turned off and put in lockers when students enter the school building. Phones should not be seen, heard, or used during school hours. Violation will result in confiscation of the phone for the remainder of the day and a detention issued. Multiple offenses will necessitate a parent conference and further disciplinary action.

ELECTRONIC DEVICES

Use of electronic equipment (other than cell phones) on school grounds is prohibited, with the exception of extra-curricular events. Violation will result in confiscation of the device and a detention issued. The school assumes no responsibility for loss or theft of electronic equipment. Cameras, picture phones, or cell phones are NEVER to be used in bathrooms or locker rooms.

DISPLAYS OF AFFECTION

Inappropriate displays of affection on campus are not conducive to a positive learning environment, and therefore are not permitted. This includes (but is not limited to) holding hands, back rubs, hugging and kissing.

STUDENT GRIEVANCES

A student may appeal a teacher's decision to the administrator. The administrator's decision may be appealed to an appeal committee made up of three designated members of the Board of Directors. The appeal must be in writing and submitted within 24 hours of the decision.

CHEATING AND PLAGIARISM

Cheating is the unauthorized use of outside help to complete an assignment or test. Plagiarism is using another's ideas or work and passing it off as one's own. To aid in the above mentioned is also considered cheating. Cheating and plagiarism are serious academic and moral offenses. The work associated with cheating or plagiarism cannot be counted. Besides zero credit, disciplinary action consistent with the offense is in order.

CONFLICT RESOLUTION

If a conflict arises between two students, they shall meet with the administrator or the administrator designate for a resolution. Should this not resolve the situation, the students shall meet with the administrator and three faculty members for final arbitration.

At all times parties should follow Matthew 18. They should first try to resolve the conflict themselves "in love preferring one another." Then if necessary, they should go to the one in authority over them.

SUSPENSION/EXPULSION HEARINGS

If a student is suspended and his/her parents or guardians want to appeal the suspension, they must do so within 24 hours in writing to the Board of Directors. The appeal will be acted upon as soon as it is possible to assemble a meeting of the board following the receipt of the appeal.

Expulsion hearings will take place by request of the parents or guardians of the student expelled. Those appealing will meet with at least (3) members of the Board of Directors and the administrator to present their appeal. Those appealing will then leave and the committee will meet to make a ruling. The parents or guardians will be notified of the outcome by phone.

DISCIPLINE

Every student is entitled to an education and every staff member is entitled to perform his/her responsibilities in a safe, secure and positive environment. Our goal is to help every student grow in knowledge and personal strength by providing an atmosphere of warmth, friendship and order in which all individuals (staff and students) can function to the best of their abilities.

Enrollment at Quad Cities Christian School is a privilege. As a result, certain disciplinary measures are necessary for the welfare of each student. Teachers and staff are responsible for enforcing school and classroom regulations in a manner consistent with Christian principles of discipline as set forth in the Scriptures.

Minor offenses will be handled by the individual teacher. Recurrent or unusual situations, such as a major violation, will be referred to the administration. The first concern of discipline is to aid the student in correcting undesirable behavior. Severe or repeated offenses may result in suspension, probation or expulsion by the administration.

Examples of major violations are:

- Moral sin policy violation.
- Insubordination (refusal to comply with a reasonable request of school personnel).
- Disrespect to school personnel.
- Fighting and Bullying, Including Cyber Bullying
- Willful destruction or defacement of school property or private property on school premises.
- Willful violation of the computer lab / computer use policy.

- Use of profane or obscene language or actions.
- Truancy.
- Use, sale, possession or distribution of tobacco products, alcohol or drugs on or off school property or at school-related activities.
- No weapons, or any object that looks like a weapon or that can reasonably be considered a weapon of any kind, are allowed on campus or at school-sponsored events.
- Inciting or contributing to the disruption of the school program.
- Repeated dress code violations.
- Forgery, cheating, copying or plagiarism.
- Driving recklessly or at excessive speeds on school property, endangering the health or safety of others.
- Behavior in action or words that occurs on or off campus that is antagonistic to the basic goals and objectives of the school and has an adverse effect on the other students.

Penalties for such violations include: detention, contact of parents, suspension and probation or expulsion from school. The administration may determine that a student's behavior is of a nature that for the student to continue at Quad Cities Christian School would be inadvisable. The administration has the authority to suspend and remove any student from school without a time of probation. It is necessary to establish basic rules that all students must follow in order to provide an environment that is conducive to effective learning.

HARASSMENT

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 sexual harassment. The school is prepared to take action to prevent and correct any violations of this policy. Anyone who violates this policy will be subject to discipline, up to and including termination or expulsion. Our policy prohibits employee-student harassment, student-student harassment, student-employee harassment and social media harassment.

At QCCS, bullying and or cyberbullying is considered a form of harassment and a major violation. Suspected incidents of bullying will result in an immediate conference with students, parents and administration. Disciplinary consequences, which may include a behavior contract and/or suspension, will be determined by the administration. Repeated offenses of bullying will result in expulsion.

We believe that God has commanded that no intimate sexual activity be engaged in outside of marriage which is between a man and a woman. Biblical standards of morality (I Cor. 6:18) should be maintained. Save sex for what and when God intended, within the sanctity of marriage.

DETENTION

Discipline is one of the most important lessons taught and learned in school. Although discipline does not appear as a subject, it forms the supporting foundation for the whole educational process. Discipline is the training that develops self-control, character, orderliness and efficiency. Discipline is the key to developing a positive self-image, an understanding, tolerance and consideration of others. We ask parents to help us as we try to help students become an acceptable and productive citizen in our democratic society.

If a student is sent to the office for misbehavior, the student will be issued a detention and parents will be notified. Any student receiving more than three detentions for the same offense will be assigned a Saturday school. Any student who fails to serve the scheduled Saturday school must meet with the Board of Directors before returning to school.

Detentions earned on Thursday, Friday or Monday will be served on Tuesday; detentions earned on Tuesday or Wednesday will be served on Thursday. When a detention is issued, parents will receive notification by the faculty member that issued the detention. Only a parent, not a student may change a scheduled detention date. If a student is late to detention, the student will complete that detention and a second detention will be issued. If a student is absent (or more than 15 minutes late) from detention, a Saturday School will be issued. Detentions not served after school within one week may be served the following Saturday. Detentions missed due to illness will be served the next scheduled detention day.

The necessity to fulfill the requirements of an assigned detention supersedes attendance at any sports practice or game as well as participation in a club or other school activity.

SATURDAY SCHOOL

Saturday School is assigned by the office as part of the cumulative Discipline Steps. Saturday school may also be assigned by the principal as a consequence. Saturday school will run from 8:00 a.m. – 12:00 p.m. on Saturdays determined by the principal. Students coming to Saturday school should be prepared for service-oriented tasks such as raking, cleaning and painting.

HOMEWORK

Homework assignments are the responsibility of the classroom teacher. Homework is an extension of learning and often provides parents an excellent avenue of communication with the school (so that they may know and support learning activities).

Homework should offer students an opportunity to practice or enrich learning in the classroom and the opportunity to reinforce concepts and skills, which have been introduced by the classroom teacher. Timely completion of all homework assignments is essential to the development of “independent” work habits. Late homework will be graded in the following manner:

After class 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%

If you have any questions or problems concerning homework during the year, you are encouraged to discuss the situation with the teacher.

Teachers will assign a wide variety of home tasks. Often students will be working on an idea or a project which he/she began in school. Students will benefit tremendously from parental encouragement (in every way possible) to study independently at home. Spelling, arithmetic computation, solving mathematical problems, the use of reference materials, the writing of reports and reading are a few examples of typical homework.

How Much Homework? This will vary from grade level to grade level and from teacher to teacher. Homework is usually assigned four nights each week.

Should Parents Help? Yes... by providing a quiet, well-lighted place for the child to do homework and by helping the child in planning a suitable time for completing his/her assignments. Parental interest in listening to oral reports, reviewing spelling words, sharing knowledge of a given subject or helping the student search out information on a subject can be most helpful and develops independent work habits.

STUDENT HEALTH CARE AND MEDICAL EXAMS

Healthcare

Any student requiring medication during the school day will need a signed Permission to Administer Medication Form for each medication needed. The medication must be in its original bottle with the original label. A new form will be completed each year.

Since many illnesses, including colds are contagious; children should be kept at home at the start of the illness. Likewise, pupils with vomiting and/or diarrhea or high fever will be sent home after notifying parents or guardian. The office should be informed when prolonged illness necessitates absence. Special health problems should be communicated to the office.

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. Required grades for Vision Screening are the following: those new to IL and 7th & 8th grades. Required grades for Hearing Screening are: students new to IL.

Students must have a physical upon entering 9th grade.

Students new to an Illinois school must also have a current eye exam regardless of grade level.

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.

Medical and Dental Appointments

It is most important that routine medical and dental appointments and orthodontic visits be made outside of school hours or during non-instructional class time whenever possible so as not to interrupt class time! When this is not possible, vary the time of day for reoccurring appointments.

ACCIDENTS AND EMERGENCIES

All accidents that occur during the school day or on any school-sponsored trip will be reported to the office immediately. The teacher on duty or sponsor of the school activity will complete an accident report form, sign it, and leave it with the office secretary. Minor injuries will be treated in the office. Students with serious injuries will be taken immediately to the hospital and parents will be notified by phone. It is the parent’s responsibility to see that the office has on file an emergency telephone number where the parent, relative or neighbor may be reached in case of emergency.

Emergencies

Emergency numbers will be kept on file in the office. Please be as accurate and current as possible. When a student becomes ill at school, parents will be notified if it is necessary for the student to go home. If there is no one at home, the student will remain in the office until someone is found to take care of him/her. It is important to designate the name of a relative or neighbor to take over in case of illness or in case of emergency. In case of a crucial emergency situation, we will make every effort to get the best medical attention available for each student.

In case of a changed telephone number or a change of address, please notify the school as soon as possible. Current information on school records is extremely important.

MONEY

Valuable “teaching time” can be wasted daily because of money transactions (i.e. finding and making change). Staff will appreciate correct amounts of money or a check whenever possible (separate checks please for different purposes). Send correct amounts of money in envelopes clearly marked with name, class, teacher, amount and purpose.

SUPPLIES

Instructors will inform parents and students regarding needed school supplies. A list is also available from the office and on the school website.

TELEPHONE CALLS

Students desiring to make telephone calls must obtain permission from the teacher or administrator. Personal cell phones may not be used unless the office grants permission. There is a telephone in the office for student use with the permission of the school secretary. Incoming messages to students should be kept to an absolute minimum. Class instruction time will not be interrupted to give student messages unless it is an emergency.

TRANSPORTATION

Parents are responsible for transporting their children to and from school or for forming car pools. The school cannot be responsible for the safety of the child in any car pools. Please be sure that the driver is adequately covered with insurance. All students are to be dropped off on school property and are not to leave campus until picked up by parents or car pool at night.

Automobiles

It is a privilege to be able to drive a car to school. This privilege can be denied if proper behavior is not maintained.

1. All student-driven cars are to be registered in the office by leaving a copy of the driver’s license, an insurance card and the number of the license plate.
2. Each driver should be an example of courteous driving habits. This includes not driving at excessive speeds or playing music at high volume levels.
3. Cars are to remain parked until students leave for the day.
4. Cars are not to be occupied during school hours, nor are students to sit in parked cars while waiting for school to begin.
5. Students must park in designated areas.

BAD WEATHER

When unsafe weather conditions require the closing of the school, the administrator will notify radio stations and television Stations (WDLM radio and the TV channels 4,6,& 8). An email will be sent through Gradelink and information posted to our school’s Facebook page.

FIRE AND TORNADO DRILL

All students will participate in fire/tornado drills during the year. Students will be expected to participate in all emergency drills just as if a real emergency were occurring. Teachers have complete authority over all students during a drill.

EMERGENCY / CRISIS

Quad Cities Christian School has developed a comprehensive crisis plan in cooperation with local and state authorities. Multiple safety drills approved by local fire and police departments are held each year.

LOST AND FOUND ITEMS

Unlabeled articles of clothing, textbooks and various other items, when found, will be taken to the office. The office is open daily from 7:30 – 3:45 pm. Any unclaimed items will be discarded.

LUNCHES

QCCS is a closed campus, and a student is not allowed to leave the premises for lunch unless accompanied by his or her parent. Food is limited to designated times and areas. Except for special occasions, no food will be permitted to be eaten outside of the cafeteria and must be kept in a bag or lunch box in the student’s locker until lunch time. Inside the cafeteria, students will be expected to be courteous and orderly and clean up their own trash.

To avoid the need for carrying cash, students can purchase lunch punch cards for \$20.00.

The Healthy Foods Initiative does not allow for students to consume pop or candy during school hours. Our school is complying with this policy. Do not send or bring in soft drinks or candy. Students may have water in a closed container in classrooms at the teacher’s discretion.

LOCKER AND INSPECTION RULES

Lockers are school property. Each student will be assigned a hallway locker at the beginning of the year. It is the student’s responsibility to keep his/her locker clean, neat and locked at all times. The school assumes no responsibility for lost or stolen items. The administration reserves the right to search student lockers or materials contained in the lockers at any time. Periodic locker inspections may be conducted. *Offensive or inappropriate materials may not be displayed inside or outside*

the lockers. Please do not use tape or adhesives on lockers. Locker use can be prohibited for vandalism or if students do not use them for their intended purpose.

SPIRITUAL LIFE & PRACTICAL CHRISTIAN MINISTRY

SOCIAL AND CIVIC SERVICES

Our students are involved in civic affairs such as the Student Hunger Drive, the Quad Cities Arts Festival of Trees, Christmas caroling at nursing homes and the Rotary Interact Club. Our Senior class also participates in a week long mission trip in the Spring.

Practical Christian Ministry Project

A corporate conviction of Quad Cities Christian School is that young people need to receive stimulation and training in community service education in order to gain a world view of missions and become involved in the local church and community.

Project Requirements

As a means of fulfilling the school's mission of preparing students for a life of service to Christ and their world, each High School student must complete 8 hours of Practical Christian Ministry per quarter, while 7th- 8th grades complete 6 service hours per quarter **outside of school hours**. 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. Our goal is for the student to experience the joy of serving. To that end, we encourage students to turn in all their hours beyond the minimum requirement. Recognition will be given to those who go above and beyond the minimum goal. So aim high! PCM hours beyond the minimum requirement do not carry over to the next term. Turn in PCM forms documenting hours as they are earned. Do not wait until the deadline to do so. **For each day late in turning in PCM forms beyond the deadline, the student's grade will be reduced.**

Reporting will be done by the student turning in the "Practical Christian Ministry Requirement" form signed by the adult supervisor.

Practical Christian Ministry Suggestions

- School volunteer **not during school day** (Sports asst., Concessions, Sound Tech-Worship, Videographer, etc.)
- Sunday School teacher or aid
- Church visitation or Church evangelism program
- Special church projects, Youth group leadership
- Hospital or nursing home volunteer, Crisis Pregnancy Center
- Vacation Bible School or CEF Bible Club worker or Camp or day camp staff
- Literacy program, Tutoring
- Church or youth choir, church drama, puppet ministry, ensembles
- Playing a musical instrument at church or church-sponsored activity
- School (QCCS) or church maintenance or custodial care **not during school hours**
- Volunteer babysitting programs through a church or other approved organizations
- Volunteer senior citizen programs through a church or other approved organizations
- AWANA or other similar youth programs by a church or other approved agency
- Missions trips sponsored by a church or other approved agency
- Operation of church sound or video systems, or Computer work for church
- Student Hunger Drive
- Meal/food distribution through a church or other approved agency
- 4-H Volunteer, Interact Club or Student Council project—not during school hours

See the school coordinator if your mission service is not on the list, to pick up "Practical Christian Ministry" forms, and to turn in all completed form

CHAPEL

Chapel time is an important part of Quad Cities Christian School. *Chapel attendance is required of all students*. Music, special speakers, Christian films and talks by our own teachers will combine to make chapel programs. Chapel is held once a week. Students will not be allowed to leave Chapel unless it is an emergency. Please schedule all appointments before or after Chapel start and end times.

WORSHIP TEAM

Each year students are chosen to serve on the school worship team. The worship team is responsible for providing music for weekly chapel services and other special services. The leader of the worship team will be a faculty member. Students must meet academic eligibility requirements and display exemplary character as a leader.

SPIRITUAL EMPHASIS ACTIVITIES

The main focus of this time is on the spiritual development of the students. The week includes sessions with outside speakers, workshops, camp retreats, small group studies and time alone to consider one's relationship with the Lord Jesus Christ.

ATHLETICS

PURPOSE

QCCS offers interscholastic athletics for boys and girls. A participation fee is required for each sport to offset costs involved. 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.

One of our most powerful opportunities to witness the power of Christ in our lives is during sporting contests. Therefore, 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*)

Students must participate in PE in order to participate in sporting events that same day, unless cleared to participate in sports by a doctor.

PARTICIPATION CRITERIA

Each athlete must be in good standing not receiving a grade of D or lower in any class. Academic status will be reviewed weekly during the athletic season. Each student must attend school for a minimum of one half-day prior to competition. Saturday games require attendance on Friday. Each athlete must have a medical consent form on file with the coach for each season. Home-schooled students must be passing all classes to participate. Students who are assigned detentions will serve them before attending games or practices. (See **Detention** p.12)

STUDENT COUNCIL

PURPOSE

The student council helps make sure that all the students have a voice in school decisions that affect them. The following are the responsibilities of the Student Council:

- **Show leadership.** Student council members have to be good leaders and role models.
- **Promote school spirit.** One of the main jobs of the student council is to promote school spirit. Ideas might include but are not limited to: Homecoming, carnivals, games, pep rallies, assemblies.
- **Promote awareness of important issues.** Student council can help students understand and discuss things in the world, community or in school that affect everyone.
- **Raise issues.** If members of the student council notice an issue is present with something in the school, they might talk to the administration or school board about ways to change it.
- **Fundraising.** Unfortunately almost all activities cost money. So, student council spends time raising money and encouraging student participation.

ORGANIZATION

Each school year, student representatives will be elected from each grade. Students will nominate classmates who they think would make good leaders. Those students with the most votes become representatives in Student Council. The student representatives choose officers from within their group.

The roles in Student Council:

- **Faculty Advisors** are teachers who help out at Student Council meetings. They give advice and make sure things run smoothly.
- **Representatives** are students elected by their classmates who provide ideas about things the school can do. They also may think of ways to solve school problems. They talk about these ideas with the other members and vote on them to see if the majority of council members want to use them.
- **President and Vice-President** create agendas for the meetings. They also run the meeting and keep everyone on track. If the president cannot attend a meeting, the vice-president presides.

PARTICIPATION CRITERIA

Each representative must be in good standing with a minimum grade point average of 2.0 on a 4.0 scale with no disciplinary issues. *The necessity to fulfill the requirements of an assigned detention supersedes attendance at any club or other school activity.*

STUDENT ACTIVITIES

Student activities at Quad Cities Christian School are intended to purposely promote the vision of the school. We desire to offer opportunities for all students and families with varied interests. QCCS activities are designed to build community and provide a venue for Christian witness. In addition, we determine to never be an offense or “stumbling block” through our activities. (I Cor. 10, Rom. 14:13)

The school has a variety of scheduled events throughout the school year. The school does not sponsor parties in private homes and any such activities are not classified as school functions. Use of drugs, tobacco, or alcohol will in no way be allowed before, during, or after an event.

POLICIES

All policies stated in the handbook are official school policies. They may be revised from time to time to reflect changes authorized by the Board of Directors.

FACILITIES

The Quad Cities Christian School is currently operating at 4000 11th Street, Moline, Illinois. Parents, students, and administrative staff expect that students practice care of school property as outlined in Student Behavior, Conduct, and Discipline.

VISITORS

Persons other than students, staff, faculty or administration are considered visitors. Students should never ask a guest to visit the school without prior consent from the administration. All visitors must abide by the current dress code and check in with and receive permission from the administration to be on the school premises. Alumni are encouraged to visit with advance notice and may participate in Chapel and lunch. Visitors are encouraged to avoid disrupting classes while in session by only coming during chapel and may extend through that chapel’s lunch period.

VOLUNTEERS

In order to keep the quality of education high and the cost as low as possible, it is imperative that students, staff, and parents cooperate and communicate freely. It is our experience that parental involvement is a key to student success. A few parent volunteers cannot pull the entire load. In a spirit of equity, then, we suggest that each parent become involved in some area of school life. All volunteers must agree to submit to the moral sin policy herein and submit to a background check as needed

PLEASE RETURN THIS PORTION SIGNED TO THE OFFICE BEFORE THE FIRST DAY OF STUDENT ATTENDANCE.

After having read the 2018-2019 Student Handbook, I, _____,
commit to obey the rules of Quad Cities Christian School. I will respect the teachers, all adult volunteers, and my fellow
students, and I accept responsibility to complete all tasks and assignments given to me in a timely manner.

Student's signature

As parent of _____, I have read and understand all the rules of Quad
Cities Christian School and will support QCCS in the enforcement of QCCS rules and policies.

Parent/Guardian's Signature

Date