



Quad Cities Christian School
Elementary School Campus

Student Handbook & Policy Manual

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 Elementary

2305 - 7th Avenue

Moline, IL 61256

Phone: 309-762-3800

Email: elementary@qcchristianschools.org

1.3 School hours:

1.3.1 *Grades Kindergarten - 5th grade: 8:30 am - 3:30pm*

Early dismissal: 11:30 am

1.3.2 *Half-day Early Childhood: 8:30 am - 11:30 am.*

Full-day Early Childhood: 8:30 am - 3:30 pm

1.4 Office hours:

School time: (August 1 - June 1)

1. The office will be open from 8:00 am - 4:00 pm during the school year
2. The office will be closed for the holidays.

Summer hours: (June 1 - 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 text, through FACTS, and on the following television stations: KWQC Channel 06

WQAD Channel 08

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. A parent-governed school was formed at that time, and Quad Cities Christian School was born. In 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 bought 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 can now offer quality Christian education to students from Preschool through 12th grade.

2.2 Organizational government

Quad Cities Christian School has a School Board that convenes monthly to pray, establish and endorse school policies, manage the operating budget, and allocate funds. The board comprises 5 to 7 members elected for a 2-year term.

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 the 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.

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's Statement of Faith and are in agreement that these essential doctrines will be taught to our children.
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 ensure that our child's apparel and appearance conform 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 giving our child encouragement in the completion of all assignments.
11. We understand that the administration will be making the final decision regarding the placement of our child as far as room, teacher, and class assignments.
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.

Throughout the academic year, students are adhere to this Statement of Cooperation.

Quad Cities Christian School is an educational institution that seeks to provide quality education in a distinctly Christian environment. The mission and purpose of Quad Cities Christian School are 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 the 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 are 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., cyberbullying, 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, 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 the 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 that contributes to a positive school environment.
- 2) Avoid any activity that may be considered harassment
- 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 RE-ENROLLMENT

4.1 Admission Process

1. Parents and student(s) will tour the building.
2. Complete the application through our Student Information System (FACTS).
3. The 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. Students who have left their previous school under negative circumstances will not be accepted. Students must not violate 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. The previous school year's tuition must be paid in full before August 1st of the new school year for a student to be re-enrolled.
- 4.

4.4 Books and Supplies

The cost of tuition covers the book fee for all textbooks. If any books are lost or damaged, students will be responsible for replacing them at their own expense. For preschool to 5th grade, the cost of tuition also covers the necessary school supplies. However, students are expected to provide their own backpacks and lunch items.

4.5 Financial Information (Tuition and Fees)

Each NEW student will have an Application fee and an Enrollment fee that must be paid when Application and Enrollment packets are submitted. Once received, names will be placed on classroom rosters. New Parents will set up a Tuition Payment Plan before they complete the Enrollment packet.

Four payment options are available:

1. A single payment (less a 5% full payment discount), due by August 1st of each year. A one-time \$20 fee charged by FACTS for handling your financial payment 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 \$20 fee charged by FACTS for handling your financial payment applies to this payment plan.
3. Monthly payment plans are available starting June 1st or June 15th. This is set up as an automatic withdrawal from a checking, savings account, or credit card. A one-time \$50 fee charged by FACTS for handling your financial payments applies to this payment plan. Tuition paid by a checking or savings account is free. Credit card payments will be assessed a service fee each time the card is used.
4. Bi-Weekly payments: Starting June 1st. Your tuition payments are set to be withdrawn from a checking, savings, or credit card on the 1st and 15th of each month. A one-time \$50 fee charged by FACTS for handling your financial payments applies to this payment plan.

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

Should a student fall behind on their tuition payments for two months, attendance at QCCS will be prohibited until the payments are caught up, or payment arrangements have been made through the administration. It is essential to note that the student will not receive their diploma or transcripts until their tuition debt has been paid.

To obtain comprehensive details on Continuous Enrollment and financial information, kindly visit our website at qcchristianschool.org and select the Admissions Tab.

4.6 Withdrawal

Parents must fill out and submit an official withdrawal form to the Admissions office to withdraw from school. Please remember that any withdrawals can impact the recruitment of teachers and staff and the procurement of textbooks and classroom materials, as these processes rely on enrollment figures.

- Withdraw after June 1, one month's tuition is due
- Withdraw after July 1, two months' tuition is due
- Withdraw after August 1, three months' tuition is due
- Withdraw after school starts, but before December 31st, half a year's tuition is due.
- Withdraw after January 1st, the full year's tuition is due.

School records will ONLY be granted upon completing all financial obligations and returning all school textbooks and materials. It is important to note that application and registration fees are NON-REFUNDABLE.

5.0 Attendance Policy

Regular school attendance is crucial for receiving a quality education. A student's success is dependent on their attendance and the quality of their work. The school is responsible for instilling promptness and responsibility in collaboration with parents. Developing good attendance habits can help students become dependable adults, and their attendance records will be included in their permanent files. It's worth noting that many employers view attendance as just as necessary as a student's GPA.

While parents have the right to keep their child out of school for necessary reasons, the school has to determine whether the absence is excused or unexcused. We believe that a student's responsibility to the classroom mirrors a parent's responsibility to their place of employment. Consequences will follow if these responsibilities are not met.

Parents must notify the school office before 9:00 a.m. on that day if a student cannot attend school for any reason. If homework is needed, please email the student's teachers.

5.1 Arrival/Departure/Extended Car

The elementary school building is open by 7:00 a.m. each day. Students should stay in designated areas until school starts. Students transported by car should be picked up between 3:30 and 3:45 p.m. each day. QCCS provides Before and After School care for students. Any student who arrives before 8:00 am or who has not been picked up by 3:45 pm will automatically be placed in extended care. The charge is \$8.00 per child per morning and \$8.00 per child per afternoon. Students remaining after 5:30 pm will have an additional charge of \$1.00 per minute.

5.2 Carline Policy

Every household will receive a specific carline number and three laminated number cards to display on their rearview mirror while navigating the carline. These cards can be given to reliable acquaintances or relatives who will be permitted to pick up children during the carline. If you require extra number cards, kindly contact the elementary office for assistance. *Do not duplicate these cards.

5.3 Pick-Up Policy

If someone picks your child up from school or aftercare that is not on your approved pick-up list, you must inform the office and/or your child's teacher in advance. They will need to show ID upon arrival.

5.4 Sick Policy

To ensure a safe and healthy environment at school, parents must keep their children at home if they have a fever of 100.1 degrees or higher. Your child must stay home for at least 24 hours after their last fever, diarrhea, or vomiting without using fever-reducing medication.

Head lice pose a common issue in schools, and although they are not harmful or a disease, they can quickly spread and cause discomfort. Students with head lice and/or nits cannot attend school temporarily. If your child is discovered to have head lice and/or nits, we will notify you as a precaution and request you arrange for their pickup. We must work together to maintain a healthy and safe learning environment for all students.

5.5 Excused Absences (not to exceed nine per semester)

An excused absence will be given for the following reasons:

- Personal illness or injury
- Severe 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

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 9 am 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.

There is no academic penalty for a pre-arranged absence. *Parents are encouraged to plan their children's trips, vacations, and medical appointments when school is not in session.

5.6 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.
- Oversleeping
- Out-of-town visitors
- Non-school-related extracurricular activities

An unexcused absence will result in the following consequences:

- The student will be required to complete the missed work. All work will automatically be docked 20%. For each unexcused absence, the student will have two days to make up any missed work. After that, the late policy will go into effect. (Refer to 9.3.1 Late Homework)

Absence notes with no reason listed will be considered unexcused.

5.7 Pre-arranged absences (Kindergarten-5th grade)

When parents sincerely believe that an extended absence is necessary, they should ask for a pre-arranged absence form located on the website or in the elementary school office. Please keep in mind the following:

1. A completed pre-arranged absence form is to be signed by the parent/guardian and submitted to the office at least three school days prior to the absence.
2. It is the student's responsibility to gather assignments that will be missed during the period of absence.
3. Projects/long-term assignments with a due date that falls during the pre-arranged absence must be turned in prior to the absence to receive credit.
4. Work must be turned in immediately upon returning to school following a prearranged absence.

5.8 Early release

A student will be allowed to leave the school early for appointments that can not be scheduled outside the regular school day. In all cases, the teacher and office staff must be given prior notice unless it is an emergency situation. Early releases during the end of the school day should be avoided if at all possible as this is a busy time in the office and in the classrooms.

5.9 Tardiness

Children must arrive at school on time every day. Being punctual is a trait that shows respect for others' time and is an essential aspect of the educational process. To ensure students are in their classrooms by 8:30 when instruction begins, the gates will close each morning at 8:25. Students arriving after 8:30 will be marked as tardy. Each student is allowed a maximum of five (5) tardies per quarter without any consequences. However, if a student has five tardies within a quarter, their parents must attend a conference with the Principal.

6.0 GRADING

Report cards are issued after each 9-week quarter. 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 Quad Cities Christian School students.

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 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 3.5 3.9. Eagle Award students must have all A's on their report cards. Certificates will be presented to all Honor Roll students after the first and second semesters.

6.3 Academic Probation

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

7.0 TESTING

7.1 Achievement Tests

Achievement tests will be given to students in the first through fifth grades.

Achievement tests are given in the fall, winter, and spring.

8.0 STUDENT LIFE

8.1 Chapel

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

8.2 Dress Code

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

8.2.1 Dress Code Guidelines

- All shirts must be free of inappropriate graphics/words, fall below the waist, and be modest.
 - Pants, including jeans, must be in good repair and fitted at the waist.
 - Pajama pants are not permitted unless for school dress-up days.
 - All shoes must have backs. For the safety of your child, no slippers or open-back shoes.
 - Students are required to cover their midriffs and lower backs at all times.
 - Shorts must fall below the student's fingertip when arms are extended at the side.
 - Dresses and skirts must be no more than 3 inches above the knee when standing when not worn over leggings. Spaghetti straps are not permitted.
 - Hats and hoods are prohibited in the building unless it is for dress-up days.
 - Students need to bring a jacket or coat to school if the **real feel** temperature is 50° F or below.
- QCCS has the ultimate authority to evaluate compliance with the dress code policy.

8.2.2 Dress Code Enforcement:

For the first offense of a dress code violation, a warning will be given to the student by their classroom teacher. A second violation will result in an email will be sent to the parents. We recommend that students ask QCCS beforehand if unsure whether their clothing meets the dress code's spirit.

8.3 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 accounts.

8.4 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. Sometimes we need parents to help with transportation.

8.5 Inspections

For the safety of all staff and students, all backpacks, cubbies, desks, and lockers are subject to inspection at any time without notice. Students assigned a locker may decorate the inside of the locker, but no items or tape may be used on the outside.

8.6 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.

8.7 Lunch Program

Students may provide their own lunches or take advantage of the QCCS hot lunch program. An entree is offered each day of the week as well as white milk, chocolate milk, and bottled water. Lunches are billed daily through the student's account on the FACTS Family Portal. Students may have water in a closed container in classrooms at the teacher's discretion.

8.8 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 regard to the child's safety. QCCS will not dispense any medication without the medication being brought to the school office in its original container with a Medication Permission Form (form may be found on the website). Students are not to carry medications during school without specific permission from the administration for life-threatening health issues (asthma, diabetes, etc..). Cough drops are ok to be kept with the student to take as needed.

8.9 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. Students who do not have a current physical and/or immunization record submitted to the school or downloaded to FACTS by October 15th will be excluded from school. The following is also required:

- Vision Screening -- required for those new to an Illinois school and those entering kindergarten
- Dental - required for those entering kindergarten and 2nd grade
- Physical - required for entering kindergarten. Must be turned in by Oct 15th, or the student will not be allowed in class

A birth certificate must be on file for every student.

8.10 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.

8.11 Volunteers

Parents who are able to volunteer their services are greatly appreciated. There is an opportunity to help in the library, on field trips, in the lunchroom, during school parties, and other school-time events. Volunteers will need to complete an application (located on our school website or available in the office). Volunteers will be asked to abide by our school dress code and are subject to a background check consistent with the practices of regular school employees.

8.12 Recess

PS-1st grade students will have two 30-minute recesses daily.

2nd-5th grade students will have one 30-minute recess daily.

COLD WEATHER

The QCCS cold weather policy is that if the temperature is 14 degrees or lower (including wind chill), students will be kept indoors. This means we **WILL go outside if the wind chill is above 15 degrees Fahrenheit each day**. *When temperatures are cold but within acceptable limits, staff may choose to shorten the time outdoors.

During cold weather, please be sure that your child comes to school dressed appropriately for outdoor play. Warm coats, gloves, scarves, hats, and **waterproof** boots are a good idea in the winter weather. If a student wears only shoes and no boots, he/she may be asked to stay on the blacktop area of the playground.

*Students will not be allowed to play in the snow if they are not wearing snow pants.

WARM WEATHER

Students will not go outdoors for recess or physical education classes when the temperature or heat index is greater than **100 degrees Fahrenheit**. *When temperatures are hot, but within acceptable limits, staff may choose to shorten the time outdoors.

9.0 Student Expectations

9.1 Care of School Property

At Quad Cities Christian School, the school grounds must be treated with reverence and care. As a testament to our Christian values, it is imperative that each member of our community upholds the appearance and upkeep of our campus. It is unacceptable to engage in practical jokes that result in damage to school property, and those who choose to do so will be met with consequences. Any student responsible for causing damage to school property or equipment will be held accountable and required to pay for the damages, as well as face disciplinary measures.

9.2 Electronic Devices and Cell Phones

Use of a cell phone, personal electronic device, and smart watches shall be 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.

9.3 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 a 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.

9.3.1 Late Homework

If an assignment is turned in the next day after the due date, the student's grade will be reduced by 5%. Each day the assignment is late, the grade will be reduced by 5%. After ten days, the grade will be reduced to 0%.

QCCS has adopted a policy to promote church attendance among families by refraining from assigning homework on Wednesday nights and weekends. This measure aims to provide ample family time for both children and parents.

9.4 Prohibited Items

Certain items are not to be brought to school. These include 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.

9.5 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 possibly dismissal.

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.

9.6 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, the 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, teacher paraprofessionals, 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 is 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 the administration.
 - b. No running in the halls.
 - c. Students are not to be in restricted areas without permission.
8. Code of conduct offenses are subject to disciplinary action, with serious or chronic offenses subject to possible suspension or expulsion from QCCS.

9.7 Student Grievances

The administration has an open-door policy for students who need to discuss any grievances they may have about students, teachers, policies, or other related matters.

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 48 hours of the decision.

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9.8 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 another person's name).
- Report any suspected misuse of hardware or software to the classroom teacher.

For more information, see the QCCS Computer and Internet Acceptable Use Policy on our website.

10.0 DISCIPLINE PROCESS

10.1 Goal of Discipline

In the Bible, discipline aims to achieve repentance and restoration. It teaches us to do things in a decent and orderly manner. Hence, it is crucial to instill self-discipline in our students, which will help them grow and mature in their biblical beliefs of good conduct. When a student displays inappropriate behavior, discipline will be applied to bring them to the point of repentance and restoration. However, it is essential to note that there will still be consequences for their actions. Parents will be informed of any disciplinary actions taken.

10.2 Types of Discipline

At the start of every school year, parents and students must understand the behavior expectations set by QCCS Elementary. Our teachers implement our positive behavior management program, including redirection as the initial correction method. If further disciplinary actions are required, demerits will be issued. It is important to note that parents will be notified through FACTS once a demerit has been given. Any additional information can be found in section 10.3.11.

10.3 Disciplinary Process

Inappropriate behavior will not be tolerated amongst our students. The school possesses the authority to implement various disciplinary actions to correct this behavior. These actions include warnings, demerits, detentions, after-school detention, parent conferences, in-school suspensions, out-of-school suspensions, and even expulsion. The Administration Office has a complete list of these disciplinary guidelines and the consequences for specific offenses.

10.3.1 Demerits

Teachers and administrators are expected to handle minor discipline incidents in the classroom and many common areas of the school, such as the hallways, cafeteria, and during assemblies. While verbal reprimands are usually appropriate and sufficient to correct minor misbehavior, some incidents may be disrupted or persistent enough to warrant interventions such as losing privileges, staying after class, or receiving demerits. The merit/demerit system is a school-wide discipline plan that should be focused on behavior and is not connected to academics. Any staff member can issue merits and demerits.

Teachers may assign a demerit as part of their assertive discipline program.

QCCS Demerit procedures and steps. Kindergarten - Fifth Grade

1. Prompt, Warning, and Redirection
2. Warning and Redirection
3. During recess, students are required to engage in physical movement as laps at recess.
4. A demerit will be given, and they will be sent to the office.
5. Parents will be contacted if their child receives more than one demerit in a single school day.

If a student exhibits physical violence and intends to harm another student(s) or teacher, they will be directed to the office and receive a demerit.

1. Should a student be involved in an incident, their parents will be promptly notified. The student will compose an apology letter to the staff and any parties impacted by the incident. The student will be issued a demerit.
2. If a second incident occurs within a month, the student will be required to spend the remainder of the school day in the office, and parents will be notified. The student must take responsibility for completing any missed coursework or tasks during this time. Additionally, an extra demerit will be issued to the student.
3. If a student has a third incident within a month, a demerit will be issued without exception. The parents will be immediately contacted to pick up their child, who will be denied access for the remainder of the school day. Furthermore, the parents and school administration will schedule a mandatory meeting to establish a behavior intervention plan.

10.3.2 Detentions

Detentions will be served after school from 3:45 - 4:15 pm.

Upon receiving three detentions, it is mandatory for the student to attend a meeting with both the school administration and their parents.

The administration may assign detention depending on the severity of the violation.

Detentions will be reset at the start of every semester per the system's protocol. In order to compensate for the added expense of staff services, parents must provide a payment of \$100.00.

10.3.3 Suspension (ISS/OSS)

The suspension will be enforced for any inappropriate behavior. On-campus suspension will be imposed for the first offense, while off-campus suspension will be imposed for the second offense. Students who are suspended three times within a school year will be expelled. The administration will determine the suspension's duration based on the offense's severity.

10.4 Suspensions

At Quad Cities Christian Elementary, there is a system called in-school suspension (ISS) for students who have been disciplined. While under ISS, the student will be supervised by a teacher or substitute teacher in a designated suspension area. The student's family is responsible for paying the substitute teacher's stipend, which will vary depending on the length of the suspension. ISS can last up to three days, during which all daily work will have a 10% deduction. Students receiving twelve demerits in a semester will be given an ISS. If they receive sixteen demerits, they will receive an out-of-school suspension (OSS). During an OSS, the student is not allowed on school grounds or to attend school activities. They must make up all missed work with no credit given, and the days missed will be considered unexcused absences. Parents of suspended students are required to have a meeting with the school administration before their child's return to school.

10.5 Expulsions

If a student violates the school guidelines or displays disrespect or rebellion towards the school or its staff, they may face expulsion or a withdrawal request. However, a student who has been expelled or requested to withdraw may be allowed to re-enroll after a specified time period determined by the administrator. Additionally, probation provides a chance for students to improve their performance and address any shortcomings.

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.

A Closing Word God has ordained two institutions to educate a child: the home and the church. The educational foundation laid by parents at home is essential to our school's success. According to the word of God, education starts at home. (Gen. 18:19; Deut. 6:7; Prov. 22:6; Eph. 6:4; II Tim. 1:5; 3:15). We aim to collaborate with parents who recognize their responsibility to teach their children in the ways of the Lord. Our administration welcomes parents to reach out to us anytime to discuss their children's educational and spiritual needs.