



Quad Cities Christian School
Elementary School Campus

Student Handbook & Policy Manual

2025-2026

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1.0 GENERAL INFORMATION

1.1 Mission statement:

To equip world changers to pursue spiritual growth and strong academics within a nurturing and safe community.

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 then, 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.

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 your 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 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.

Erin's Law: By Illinois state law, Quad Cities Christian School complies with Erin's Law, which requires all schools to provide age-appropriate sexual abuse and assault awareness and prevention education to students in Pre-K through 12th grade. The purpose of this education is to equip students with the knowledge and tools to recognize, respond to, and report unsafe or abusive situations. Instruction is presented in a safe, respectful, and developmentally appropriate manner, aligning with our school's values and commitment to student well-being.

If parents have any questions or wish to discuss the content of this instruction, they are encouraged to contact the school administration.

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 a 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.

We warmly welcome prospective students and their families to visit QCCS. To ensure we can provide the best experience, we kindly ask that parents of prospective students make arrangements **in advance** of any visit.

All visitors—including parents, guardians, and family members—are required to check in at the front reception desk upon arrival. For special events such as awards ceremonies, class parties, and open houses, designated invitations will be extended.

As a general policy, visitors are not permitted to sit in on classroom instruction or attend school assemblies unless otherwise invited.

If a parent wishes to meet with a teacher or member of the Administration, we kindly request that an appointment be scheduled in advance.

3.9 Volunteers

Parents who can 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.

- Enrollment at QCCS requires that students express a sincere interest in being part of our school community. All students are admitted on a conditional, probationary basis, and acceptance into any grade level does not guarantee enrollment for the following school year.
- Students who have withdrawn or been removed from previous schools due to disciplinary or other negative circumstances will not be considered for admission. Ongoing enrollment depends on students following the school's behavioral and moral conduct expectations.
- All incoming students in grades Kindergarten –5th grade must complete an academic evaluation with the administrative team as part of the admissions process. Final acceptance will be based on the results of the evaluation and alignment with QCCS's academic and character standards.

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. For a student to be re-enrolled, the previous school year's tuition must be paid in full before August 1st of the new school year.

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 the 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. This is a two-semester payment plan: one-half of the tuition is due by August 1st, and the second half is due by January 1st. FACTS charges a one-time \$20 fee for handling your financial payment.
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 still need to be 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 opens each day at **7:00 a.m.** Students are expected to remain in designated areas until the school day begins.

Student Drop-Off and Pick-Up Times:

- Morning drop-off: Begins at 8:00 a.m.
- Afternoon pick-up: Between 3:30 p.m. and 3:45 p.m.

*QCCS provides **Before, After, and After-School Care** (early dismissal days) to support families who need supervision outside of these standard hours.*

Extended Care Guidelines and Charges:

- **Before-Care:**
Students who arrive before 8:00 a.m. will be automatically placed in Before-Care.
→ Fee: \$8.00 per child per morning
- **After-Care:**
Students not picked up by 3:45 p.m. will be automatically placed in After-Care.
→ Fee: \$8.00 per child per afternoon
- **Late Pick-Up Fee:**
Any student remaining after 5:30 p.m. will incur an additional charge of \$1.00 per minute beyond that time.

These charges are issued to ensure that the school can provide adequate staffing, supervision, and safety for students who remain outside of regular school hours. They also reflect the cost of staff time.

Important Notes:

- After-Care is available on most school days.
- On days when After-Care is not available, families will be notified as early as possible via school communication channels.
- It is the responsibility of each family to stay informed of these updates.
- If a student is not picked up by 3:45 p.m. on a day when After-Care is not offered, the family will still be charged:
→ \$8.00 After-Care fee, plus \$1.00 per minute starting at 3:45 p.m.
These fees are necessary to cover unplanned supervision and ensure student safety when scheduled care is not available.

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.

Each household will be assigned a unique carline number and will receive three laminated cards to display on the rearview mirror during pickup. These cards may be given to trusted relatives or acquaintances who are authorized to pick up your child through the carline.

*If you need additional cards, please contact the elementary office. Please allow a minimum of two school days to process all extra card requests.

**Do not duplicate or reproduce these cards.* This is important for maintaining the safety and efficiency of our dismissal process.

5.3 Pick-Up Policy

If someone who is not on your approved pick-up list comes to collect your child from school or aftercare, you must notify the office or your child's teacher in advance. They will need to present 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 are a common issue in schools. 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

The school must 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 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 before 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. After a prearranged absence, work must be turned in immediately upon returning to school.

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. Early releases at 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. Students who need to be picked up through the office early must be picked up before 3:00 pm. If it is after 3:00 pm. Parents and or guardians must wait until carline is completed. This procedure is in place to keep all families safe during the carline procedure.

Students may be dismissed early for appointments that cannot be scheduled outside of regular school hours. In all cases, prior notice must be given to both the teacher and the office staff—unless the situation is an emergency. To minimize disruptions, **early pickups should be avoided during the final portion of the school day**, as this is a particularly busy time in both the classrooms and the office.

If a student needs to be picked up early through the office, the pickup must occur **before 3:00 PM**. After 3:00 PM, parents or guardians will need to wait until the carline process has concluded.

This procedure is in place to ensure the safety and smooth operation of our dismissal process for all families.

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

Academic Awards – Grades 3–5 Each year, students in grades 3 through 5 are eligible to receive the following academic awards:

- **Highest GPA Award:** Presented to the student in each grade level with the highest overall grade point average.
- **Most Improved Student Award:** Recognizes one student per grade level who has demonstrated significant academic growth throughout the school year.
- To be eligible for either award, a student must not exceed **10 unexcused absences** during the school year.

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 kindergarten through the fifth grade. 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 the 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 to 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; modesty emphasizes covering the body and avoiding tight-fitting clothing.

8.2.1 Dress Code Guidelines

To promote a safe, respectful, and distraction-free learning environment, all students are expected to adhere to the QCCS dress code:

- Shirts must be modest, free of inappropriate graphics or language, and long enough to fall below the waist.
- Pants and jeans must be in good condition and properly fitted at the waist.
- Pajama pants are not permitted, except on designated dress-up days.
- Shoes must have backs. For safety reasons, slippers are not allowed—even on dress-up days (when outside).
- Midriffs and lower backs must be fully covered at all times.
- Students wearing leggings must wear a shirt or top that provides full coverage of the front and back of the midsection, including the seat area.
- Shorts must extend past the student's fingertips when arms are resting naturally at their sides.
- Dresses and skirts must be no more than 3 inches above the knee when standing, unless worn over leggings.
- Spaghetti straps are not permitted.
- Hats and hoods are not allowed inside the building, except on designated dress-up days.
- When the real-feel temperature is 50°F or below, students should come prepared with a jacket or coat.

**QCCS reserves the right to determine what is considered appropriate attire and to address any dress code concerns as needed.*

8.2.2 Dress Code Enforcement: Dress Code Violations – Disciplinary Procedure

*QCCS expects all students to follow the school dress code. In the event of a violation, the following steps will be taken **within a school year**:*

- First Offense- The student will receive a verbal warning from their classroom teacher.
- Second Offense- The classroom teacher will send a notification to the student's parent or guardian via email.
- Third Offense- The school administration will contact the parent or guardian directly. Further disciplinary action may be taken at the discretion of the administration.
- *Note: If a student is unsure whether an item of clothing meets the QCCS dress code, they are encouraged to seek clarification before wearing it to school.*

8.3 FACTS

FACTS, the online school management system QCCS utilizes, 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 Absence

Field trips to places of educational interest are taken at various times during the year. 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, parents are needed 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 bring lunch from home or participate in the QCCS Hot Lunch Program, which includes an entrée, white milk, chocolate milk, and bottled water each day. Lunches are billed through the student's account on the FACTS Family Portal.

Teachers may allow students to have water in a closed container during class, provided it has a straw system that can be sealed to prevent leaks. Open-lid containers are not permitted.

Lunch Billing & Payment Policy

- **Unpaid Balances:**
If a student's lunch balance is unpaid at the end of the month or exceeds the allowed amount, and parents have been notified without establishing a plan of action, the student will not be permitted to order hot lunch, milk, or bottled water until the balance is paid in full.
- **No Lunch from Home:**
If a student does not bring lunch from home, and there has been no communication from a parent indicating:
 - That lunch will be dropped off later, or
 - The student will be picked up early,
 - The student will be automatically billed for a hot lunch at 8:45 a.m.,
 - This charge is non-refundable, even if a lunch is delivered later in the day.

Early Dismissal Days – No Hot Lunch Provided

On scheduled early dismissal days, hot lunch is not offered. If a student does not bring lunch from home and no communication has been received from a parent, the family will be automatically billed for:

- The regular hot lunch fee, and
- A \$5.00 inconvenience fee

** This additional fee covers staffing adjustments necessary to prepare lunch for the student, as this requires reallocating staff from other responsibilities.*

8.8 Medication

In the case of an accident or severe illness, QCCS will contact the parents/guardian. Suppose the school is unable to contact the parents/guardian. In that case, the school will take the appropriate steps regarding 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

Health Requirements

- **Physical Examinations:** The State of Illinois requires all students entering Early Childhood, Kindergarten, or any new student to Quad Cities Christian School to have a current physical examination by a licensed healthcare provider on file by the first day of school.
- **Dental Examinations:** The Illinois Department of Public Health mandates that all kindergarten and second-grade students have a dental examination before entering these grades.
- **Eye Examinations:** Illinois law requires proof of a comprehensive eye examination for all children entering kindergarten and new student to Quad Cities Christian School. The assessment must have been completed within one year before the child begins school and submitted to the school office before the first day.
* 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 before the visit. All visitors must check in at the front reception desk, including parents and family. Special events (ie. awards ceremonies, class parties, open houses, etc..) will allow for a designated visitor invitation. Generally, visitors are not allowed to sit in classrooms or school assemblies.

8.11 Volunteers

Parents who can 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 must 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 regular school employees' practices.

8.12 Recess

QCCS Recess & Weather Policy

To support student well-being and active play, QCCS follows the guidelines below regarding recess and weather-related adjustments.

- **Early Edu:** Two 30-minute recesses daily
- **Kindergarten – 5th Grade:** One 30-minute recess daily

Cold Weather Guidelines:

- Students will remain indoors if the temperature or wind chill is 14°F real feel or lower.
- If the wind chill is 15°F real feel or higher, students will go outside; however, recess time may be shortened based on staff discretion.

Please make sure your child comes to school with:

- A warm winter coat
- Waterproof boots - *Students without boots will be restricted to the blacktop area.*
- Snow pants are required to play in the snow

Warm Weather Guidelines:

- Students will remain indoors if the temperature or heat index exceeds 100°F.
- Recess or PE time may be shortened at staff discretion if it is extremely hot.

8.12.1

Teachers will address common misbehaviors as they arise. If a behavior requires further attention, teachers and staff have the authority to issue a demerit. This ensures that all behavioral issues are handled appropriately and consistently.

Playground Rules:

Respect Others:

- Be kind and inclusive; no bullying or teasing.
- Listen to and follow the directions of playground supervisors.

Use Equipment Safely:

- Slide feet-first, one at a time.
- Climb only on designated climbing structures.

Personal Space:

- Keep your hands and feet to yourself.
- No rough play or physical contact games.

Stay Within Boundaries:

- Remain within the designated playground area at all times.
- Never leave the playground without permission.
- Do not climb over fences or leave the playground without permission.

Share and Take Turns:

- Wait for your turn for the playground equipment.
- Share toys and equipment with others.

Keep the Playground Clean:

- Dispose of trash in bins.
- Do not bring food or drinks onto the playground.

Dress Appropriately:

- Wear suitable footwear.
- Dress according to the weather to ensure safety and comfort.

Report Problems:

- Inform a supervisor immediately if you see unsafe behavior or if someone is hurt.

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, each community member must uphold the appearance and upkeep of our campus. Engaging in practical jokes that damage school property is unacceptable, 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, required to pay for the damages, and face disciplinary measures.

9.2 Electronic Devices and Cell Phones

Cell phones, personal electronic devices, and smartwatches are limited to non-school hours, including before-care and after-care. Students shall not carry or use these devices during instructional time, between classes, at lockers, during lunch, or at any other time during the school day.

Exceptions may be granted with administrative approval.

Violating this policy will result in a verbal warning for the first offense. Subsequent violations will result in a demerit.

9.3 Homework

Quad Cities Christian School believes 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 to master facts and certain skills and concepts.
3. For remedial activity: At times, some students may have weak understanding, and it may be necessary to do individual assignments to overcome 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, Extending 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 and require planned study times for completion. Planned study eliminates the necessity of spending too much time completing an assignment the day before it is due.

No homework assignment should take an unreasonable amount of time for any grade level. If a child spends excessive 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 not complying 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 including 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 get out of their seats without permission, and 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 must demonstrate common Christian virtues such as honesty, self-control, respect, promptness, orderliness, and submission.
7. Other general rules include the following:
 - a. Petitions are to be circulated with 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, and serious or chronic offenses may result in suspension or expulsion from QCCS.

9.7 Student Grievances

The administration has an open-door policy for students who need to discuss any grievances 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 of three designated Board of Directors members. The appeal must be in writing and submitted within 48 hours of the decision.

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 can interact with each other.

QCCS will strive to implement filters that limit students' 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 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 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 is not acceptable at QCCS and will be addressed promptly. The administration has the authority to apply a range of disciplinary actions based on the severity and context of the behavior. These may include, but are not limited to: verbal warnings, demerits, in-school detention, including after-school detention, parent conferences, in-school suspension, out-of-school suspension, and expulsion.

Disciplinary actions are determined at the discretion of the administration and are not necessarily applied in a specific order. Each situation is evaluated individually to ensure a response that supports both accountability and student growth.

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Disciplinary actions are determined at the discretion of the administration and are not necessarily applied in a specific order. Each situation is evaluated individually to ensure a response that supports both accountability and student growth.

10.3.1 Demerits

At QCCS, teachers and administrators are responsible for addressing minor behavioral issues that occur in the classroom and throughout shared areas such as hallways, the lunchroom, chapel, field trips, the playground, and other school grounds. In most cases, a verbal correction is sufficient. However, ongoing or disruptive behavior may require further disciplinary action, including loss of privileges, staying after class to discuss the behavior, or receiving a demerit.

Merit (SOAR AWARDS) /Demerit System Overview

QCCS uses a school-wide merit/demerit system to encourage positive behavior and reinforce school-wide expectations. This system is strictly behavior-based and is not connected to academic performance. Any staff member may issue a merit or demerit.

The following procedures apply to all students.

Demerit Procedures

1. Verbal warning and redirection
2. Second warning and redirection
3. Physical movement (e.g., walking laps) is required during recess
4. Demerit issue, and the student is sent to the office
→ An automated email will be sent to the parent/guardian's email on file.
5. Parent notification will occur if a student receives more than one demerit in a single day

If a student displays physical aggression or verbal threats intended to cause harm, the following actions will be taken immediately:

- The student will be escorted to the administrative office
- A demerit will be issued
- Parents will be notified
- The student will be required to apologize to the staff and any affected individuals
- If the student is unable to demonstrate self-control and continues to exhibit aggressive behavior. In that case, the student will be dismissed for the remainder of the day, and parents will be required to pick them up.

Second, display of physical aggression or verbal threats intended to cause harm in the same day:

- Parents will be contacted and required to pick up the student
- Any missed assignments must be completed and returned to the classroom teacher; failure to do so will result in a zero.

Third display of physical aggression or verbal threats intended to cause harm in the same month:

- A demerit will be issued without exception
- The student will be dismissed for the remainder of the day
- Parents will be contacted immediately
- All missed work must be submitted, or a zero will be given
- A mandatory meeting with school administration will be scheduled 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, the student must 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)

Any inappropriate behavior will be punished. 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 severity of the offense.

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 must meet 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 the administrator's specified period. Additionally, probation allows students to improve their performance and address any shortcomings.

10.6 Probation

Probation allows a student 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 needs to improve satisfactorily, 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 contact us anytime to discuss their children's educational and spiritual needs.