



Quad Cities Christian School
Middle School/High School Campus

Student Handbook

2026-2027

TABLE OF CONTENTS

1.0 General Information	4
1.1 Mission statement	4
1.2 Address/phone number	4
1.3 School hours	4
1.4 Office hours	4
1.5 School motto/mascot/colors	4
1.6 Emergency closings	4
2.0 History	4
2.1 History of Quad Cities Christian School (QCCS)	4
2.2 Organizational Government	5
3.0 General Policies	5
3.1 Statement of Faith	5
3.2 Parental Statement of Cooperation	5
3.3 Child Abuse Policy	6
3.3.1 Erin's Law and Child Abuse Prevention Education	6
3.3.2 DCFS and Law Enforcement Interviews of Students	6
3.4 Non-discrimination Policy	7
3.5 Harassment Policy	7
3.6 Responsibility of QCCS	8
3.7 Responsibility of Students	8
3.8 Visitors/Prospective Students	8
3.9 Volunteers	8
4.0 Admissions and Reenrollment	8
4.1 Admission process	8
4.2 Admission requirements	9
4.3 Continuous Enrollment	9
4.4 Books and Supplies	9
4.5 Financial Information (Tuition and Fees)	9
4.6 Withdrawal	9
5.0 Attendance Policy	10
5.1 Arrival and Departure	10
5.2 Excused Absence	10
5.3 Unexcused Absence	11
5.4 Pre-arranged Absence	11
5.5 Excessive Absence/Truancy	11
5.6 Attendance Contracts	11
5.7 Make-up Work	12
5.8 Early Dismissal	12
5.9 Tardiness	12
5.10 Attendance, loss of credit	12

6.0 Grading	13
6.1 Grading Scale	13
6.2 Graduation Requirements	13
6.3 Honor Roll	13
6.4 Academic Probation	13
6.5 Credit Recovery	13
6.6 Commencement	14
6.7 Commencement Recognition	14
6.7.1 Items Not Recognized	15
6.7.2 Approval of Additional Recognition	15
6.7.3 Administrative Authority	15
6.8 Valedictorian/Salutatorian	15
6.9 Graduation Honors	15
7.0 Testing	15
7.1 Achievement Tests	15
7.2 College Testing ACT/SAT	15
7.3 Consumer Education	16
7.4 Driver's Education	16
7.5 History of the United States	16
8.0 Student Life	16
8.1 After-School Academic Assistance	16
8.2 Athletics	16
8.3 Chapel	17
8.4 College Visits	17
8.5 Dress Code	17
8.5.1 Guidelines	17
8.5.2 Formal Dress Code	17
8.5.3 Enforcement	18
8.6 Email Accounts	18
8.7 Exams	18
8.8 FACTS	18
8.9 Field Trips	19
8.10 Locker Inspections	19
8.11 Lost and Found	19
8.12 Lunch Program	19
8.13 Medication	19
8.13.1 Self-Administration/Self-Carry of Medications	20
8.13.2 Medical Cannabis	20
8.13.3 Tobacco, Nicotine, Vaping, and Electronic Smoking Devices	20
8.14 Medical Examinations	21
8.15 Mental Health Procedures Policy	21
8.15.1 Mental Health Services for Students Who are 18 and Older	21
8.16 Participation Criteria	22
8.17 Public Display of Affection (PDA)	22
8.18 Practical Christian Ministries (PCM)	22

8.18.1 PCM Suggestions	23
8.19 Senior Trip	23
8.20 Student Drivers	23
8.21 Student Council	23
8.22 Transcript Requests	23
9.0 Student Expectations	24
9.1 Academic Integrity	24
9.2 ChatGPT/Chatbot	25
9.3 Care of School Property	25
9.4 Electronic Devices and Cell Phones	25
9.5 Homework	25
9.5.1 Late Homework	26
9.6 Prohibited Items	26
9.6.1 Search and Seizure	26
9.6.2 Threat Assessment	26
9.7 Social Media	26
9.8 Student Code of Conduct	27
9.8.1 Bullying	27
9.8.2 Cyberbullying	27
9.8.3 Sexting	28
9.9 Student Grievances	28
9.10 Technology	28
9.10.1 Computer and Internet Acceptable Use Policy	28
9.10.2 Chromebook Expectations	29
9.10.3 Repair/Replacement of Chromebooks and Accessories	29
9.10.4 Chromebook Cleaning Fees	30
10.0 Discipline Process	30
10.1 Goal of Discipline	30
10.2 Assertive Discipline	31
10.3 Disciplinary Process	31
10.3.1. Demerits	31
10.3.2 Detentions	33
10.3.3 Suspensions	33
10.4 Suspension Procedures (ISS/OSS)	33
10.5 Expulsion	34
10.6 Probation	34
Addendum: QCCS Athletic Handbook	35

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 Middle and High School

4000 11th Street

Moline, IL 61265

Phone: 309.762.3800

Fax: 309.762.8150

Email: office@qcchristianschools.org

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

1.4 Office hours:

School time: (August 1 - May 23)

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

Summer hours: (May 27 - July 31)

The office is open by appointment.

1.5 School Motto: Equipping world changers

School Mascot: Eagle

School colors: Red, black and white

1.6 Emergency Closings

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

Television: KWQC Channel 06

WQAD Channel 08

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

2.0 HISTORY

2.1 History of Quad Cities Christian School (QCCS)

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

2.2 Organizational Government

Quad Cities Christian School is governed by a School Board. The Board meets monthly to pray, to develop and approve school policies, to oversee the operating budget and the distribution of funds. The board consists of 5 - 7 members who are elected annually. Should a board member resign or be removed from office, vacancies will be filled by election at the next School Board meeting.

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

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

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

3.0 GENERAL POLICIES

3.1 Statement of Faith

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

3.2 Parental Statement of Cooperation

1. We the parents have read the QCCS School Handbook and will cooperate with and support the administration and the written policies therein.
2. We have read the QCCS Statement of Faith and are in agreement that these essential doctrines will be taught to our child.
3. We agree to participate in and be available for parent-teacher conferences, parent seminars, volunteering opportunities, and fundraising efforts in partnering with the school to build a healthy school community.
4. We understand that QCCS is a non-profit, non-denominational Christian school and its purpose is to teach Biblical worldview in all academic subjects.
5. We give permission for our child to take part in all school activities including sports and school sponsored trips away from the school premises and will contact the school when any special or extenuating circumstances apply to our child.
6. We agree to hold the school and staff harmless in the event of any injury to our child at school or during any school activity.
7. In the case of an accident or serious illness, we request that the school contact us. If the school is unable to contact us, we hereby authorize the school to take the appropriate steps with regard to our child's safety. We understand that the school will not dispense any medication, prescription or

non-prescription, unless supplied by the parent to the office in the original container with the QCCS issued Medication Form (in office) for medication. Students are not to carry medications during school (without special permission).

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

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

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

3.3 Child Abuse Policy

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

3.3.1 Erin's Law and Student Education Regarding Abuse

Each school year, QCCS will provide age-appropriate, prevention-oriented instruction to students on recognizing, avoiding, and reporting child sexual abuse and grooming behavior. This education is part of the school's commitment to student safety and is required under Illinois law (Erin's Law). Lessons will be handled with sensitivity and care, aiming to equip students with the knowledge and confidence to seek help if needed.

3.3.2 DCFS and Law Enforcement Interviews of Students

Quad Cities Christian School is committed to protecting the safety, well-being, and legal rights of students while cooperating with child protection agencies and law enforcement authorities as required by law.

When representatives of the Illinois Department of Children and Family Services (DCFS) or law enforcement request to interview a student at school regarding matters of child welfare, abuse, neglect, or criminal investigations, QCCS will comply with applicable state laws and regulations.

DCFS Interviews

Authorized DCFS investigators may interview students at school as permitted by Illinois law. School administration will cooperate with DCFS investigations and provide access to students as required. When appropriate and legally permissible, parents or guardians may be notified of the interview;

however, school personnel will follow the directives of DCFS regarding parental notification and participation.

Law Enforcement Interviews

Law enforcement officers do not have automatic authority to interview students on school property. The Principal or designee has discretion to determine whether such interviews will be permitted on campus.

If the Principal or designee permits a law enforcement interview at school, the following procedures will generally apply:

1. School officials will make reasonable efforts to contact the student's parent or guardian and will document the time and method of contact.
2. Parents or guardians will be informed of the requested interview and may request to be present unless circumstances exist that legally justify proceeding without them.
3. If a parent or guardian conditions consent upon being present, the interview may be delayed until the parent or guardian arrives unless exigent circumstances exist. Examples of exigent circumstances include:
 - A risk of imminent harm to students, staff, or others;
 - Situations in which a parent or guardian is suspected of involvement in criminal activity;
 - Circumstances requiring immediate action to prevent the destruction of evidence or flight of a suspect.
4. Students have the right to decline participation in a law enforcement interview conducted at school. If a student refuses to speak with law enforcement, the interview will not proceed on school property unless otherwise required by law.
5. If a parent or guardian is not present, the student may request that the Principal, Student Advisor, or another designated school employee remain present during the interview. When appropriate, school personnel may also offer this option to the student.
6. School officials who are present during an interview may document the interview and maintain appropriate records consistent with school procedures and legal requirements.
7. Except in emergencies or circumstances requiring immediate action, interviews will be conducted privately to protect student confidentiality, minimize disruption to the educational environment, and preserve the integrity of the investigation.

QCCS reserves the right to comply with all lawful orders, warrants, subpoenas, and directives issued by DCFS, law enforcement agencies, or the courts. Nothing in this policy shall limit the school's obligations under mandatory reporting laws or other applicable legal requirements.

3.4 Non-discrimination Policy

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

3.5 Harassment Policy

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

Definition of Harassment: Harassment is defined as any gesture or written, verbal, graphic or physical act (including electronically transmitted acts – i.e., cyber bullying, through the use of a handheld device, currently in use or later developed and used by students) that is reasonably perceived as being dehumanizing, intimidating, hostile, humiliating, threatening, or otherwise likely to evoke fear or physical harm or emotional distress; and may be motivated either by bias or prejudice based upon race, color, religion, ancestry, national origin, gender, or mental, physical, or sensory disability or impairment. Bullying and harassment also include forms of retaliation against individuals who report or cooperate in an investigation under this policy. Such behaviors are considered to be bullying or harassment whether they take place on or off school property, at any school-sponsored function, or in a school vehicle or at any time or place where a child's imminent safety or overall well-being may be an issue. Harassment may be verbal, physical, visual or sexual. This harassment policy is not limited to student to student relationships but may involve staff (any QCCS employee).

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

3.6 Responsibility of Quad Cities Christian School

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

3.7 Responsibility of Students

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

3.8 Visitors/Prospective Students

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

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

3.9 Volunteers

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

4.0 ADMISSIONS AND REENROLLMENT

4.1 Admission Process

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

4.2 Admission Requirements

Students must have a genuine desire to attend QCCS. All students are accepted on a probationary basis. Acceptance in any grade level does not mean automatic acceptance into the school the following year. Should a prospective student have left their previous school under negative circumstances, QCCS will review the case to determine whether the student will be accepted. Students must not be in violation of the moral sin policies and must honor them to remain enrolled.

4.3 Continuous Enrollment

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

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

4.4 Books and Supplies

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

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

4.5 Financial Information (Tuition and Fees)

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

Three payment options are available:

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

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

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

4.6 Withdrawal

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

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

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

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

Tuition Assistance

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

5.0 ATTENDANCE POLICY

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

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

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

5.1 Arrival and Departure

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

5.2 Excused Absences (not to exceed nine per semester)

An excused absence will be given for the following reasons:

- Personal illness or injury
- Serious illness or death in the family
- Medical or dental appointments that cannot be scheduled outside of school hours
- Court -related appearances
- Family emergency
- Pre-arrangement Absences approved by Administration
- College visits (11th - 12th grade only)
- Situations beyond the control of the student (unforeseen circumstances)

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

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

5.3 Unexcused Absence

An unexcused absence will be given for the following reasons:

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

An unexcused absence will result in the following consequences:

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

Absence notes with no reason listed will be considered unexcused.

5.4 Pre-arranged Absences

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

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

5.5 Excessive Absences/Truancy

If a student should incur absences for more than 20% of in-person instruction days, the student and his/her parent(s) will be required to meet with school administration for a full review of the student's attendance and reasons for absences, the student's tardy history, his/her academic performance at QCCS, and his/her behavior record. Based on these findings, the student will be subject to one of the following rulings up to and including dismissal from QCCS:

- Failure to earn credit for the class(es) in which the student has excessive absences
- Retention in the same grade if academic performance indicates a lack of grade-level mastery in core subjects
- Mandatory summer school in order to promote to the next grade
- 100% of absences covered by a doctor's note; unexcused absences will result in no makeup work being accepted
- Probationary attendance contract in effect for the remainder of the current school year
- Dismissal from QCCS

*High school seniors are the exception to the rule: the state of Illinois requires no more than 16 absences in a semester in order to earn class credit toward graduation. With the 17th absence, a senior student will have to enroll in online credit recovery classes at the family's expense in order to graduate on time.

5.6 Attendance Contracts

Students who exceed the mandated attendance allowance for Illinois may be placed on an attendance contract at the discretion of Administration. The attendance contract will outline specific expectations and consequences, which may include but are not limited to regular meetings with a designated school staff member; required documentation for future absences; potential academic penalties, such as loss of credit for missed classes; or dismissal from QCCS.

5.7 Makeup Work

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

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

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

5.8 Early dismissal

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

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

5.9 Tardiness

Any student arriving after 8:00 a.m. to school or their first hour class will be considered late to school and must get a "late pass" from the office in order to proceed to their first hour. After the fourth unexcused tardy at the start of the school day for each quarter, a detention will be issued. Each subsequent tardy will result in an automatic detention. Most tardies to school are unexcused. Tardies will not be excused for traffic, over sleeping, unavoidable circumstances, or notes with no reason for the tardy. All tardies will be approved by the Administration.

A tardy may be excused for the following reasons:

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

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

5.10 Attendance, Loss of Credit

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

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

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

6.0 GRADING

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

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

6.1 Grading System

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

6.2 Graduation Requirements

Bible*	4 Credits	Recommended
Consumer Education	.5 Credit	Driver's Education: .5 Credit
Science	3 Credits	Foreign Language – 2 Credits (college bound)
Elective	2 Credits	
English	4 Credits	
Physical Education/Health	3 Credits	
Practical Christian Ministry*	4 Credits	
Mathematics	3 Credits	
Social Studies/History	3 Credits	
Total Credits = 26.5		

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

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

6.3 Honor Roll

All Honors students must maintain the attendance policy. Honor Roll students must have a grade point average of 3.0 – 3.4. High Honor Roll students must have an average grade point average of 3.5 – 4.0

6.4 Academic Probation

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

The student may be placed on an academic contract at the discretion of Administration if they have failed a class that is needed for graduation, if they are failing one or more classes at the conclusion of a quarter, or if the cumulative GPA drops below 2.0. (NOTE: Only classes that are required for graduation will be used in the GPA calculation.)

6.5 Credit Recovery

In accordance with Illinois graduation requirements and Quad Cities Christian School graduation standards, any high school student who fails a semester of a required graduation course or earns a final grade of F in a core academic subject must successfully complete an approved credit recovery program in order to earn the credit(s) required for graduation.

Credit recovery must be completed through Illinois Virtual School Academy (IVSA) or another credit recovery provider approved by Administration. The student and family are responsible for all costs associated with credit recovery, as these courses are completed independently of QCCS and are not included in tuition.

Students must provide official documentation demonstrating successful completion of all required credit recovery coursework prior to the first day of the next school year in order to remain on track for graduation and course progression.

Students in their senior year who fail to earn required credits during the first semester must complete all required credit recovery coursework and submit proof of successful completion no later than April 1 of their graduating year in order to participate in graduation activities and be eligible to receive a diploma.

Failure to complete required credit recovery by the established deadlines may result in delayed promotion, ineligibility for graduation, withholding of a diploma, or other academic consequences as determined by Administration.

6.6 Commencement

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

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

1. The student must have earned a full twenty-eight credits and successfully passed all required courses.
2. Any student working toward credit recovery, must have the program completed by the last day of senior finals.
3. Financial obligations owed to QCCS must be satisfied.
4. Attendance requirements established by QCCS must be fulfilled.
5. All PCM hours must be completed by the last day of senior finals.

6.7. Commencement Recognition

The graduation ceremony is intended to recognize the successful completion of graduation requirements and celebrate the accomplishments of the graduating class. To ensure consistency and fairness, only school-approved honors, awards, and distinctions may be formally recognized or worn during commencement exercises.

Official Graduation Honors

The following honors and distinctions may be formally recognized during the commencement ceremony:

1. **Valedictorian Medal** – Awarded to the student with the highest cumulative GPA in the graduating class.
2. **Salutatorian Medal** – Awarded to the student with the second-highest cumulative GPA in the graduating class.
3. **National Honor Society Cord** – Awarded to students who are active members in good standing of the National Honor Society.
4. **School-Approved Distinctions** – Additional cords, stoles, medals, or other recognition items may be awarded only if officially sponsored and approved by QCCS Administration.

Examples include:

- Eagle Award
- PCM Service Award
- Other distinctions approved by Administration

6.7.1 Items Not Recognized During Commencement

The following items may not be worn or formally recognized during commencement unless specifically approved by Administration:

1. Cords, stoles, medals, or pins issued by organizations not approved by QCCS.
2. Awards associated with non-school extracurricular activities, travel athletics, private clubs, or community organizations.
3. Parent-purchased graduation regalia.

4. Community service recognitions not issued through a QCCS-sponsored program.
5. Scholarship awards, college acceptance recognitions, or other honors displayed through graduation regalia.

These accomplishments may be recognized through awards ceremonies, banquets, printed programs, school publications, or other school-sponsored communications.

6.7.2 Approval of Additional Recognition

Any request for additional graduation regalia or commencement recognition must be submitted to Administration no later than thirty (30) days prior to graduation.

Final approval of all cords, stoles, medals, awards, and other forms of recognition rests solely with QCCS Administration.

6.7.3 Administrative Authority

Graduation is a formal school event. Students are expected to comply with all school guidelines regarding commencement attire, honors, and ceremony procedures.

QCCS Administration reserves the right to make final decisions regarding graduation participation, recognition, attire, awards, and commencement procedures.

6.8 Valedictorian and Salutatorian

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

6.9 Graduation Honors

Gold Stole

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

Gold Tassel

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

7.0 TESTING

7.1 Achievement Tests

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

7.2 College Testing: ACT and SAT

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

7.3 Consumer Education

Senior high school students are required to study courses which include instruction in the area of Consumer Education, including, but not necessarily limited to, installment purchasing, budgeting, comparison of prices and an understanding of the roles of consumers interacting with agriculture, business, labor unions, and government in formulating and achieving the goals of the mixed free-enterprise system.

7.4 Driver's Education

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

7.5 History of the United States

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

8.0 STUDENT LIFE

8.1 After-School Academic Assistance

QCCS teachers are available to provide academic assistance, tutoring, makeup testing, and additional instructional support to students after school when arrangements have been made in advance with the teacher.

Teachers may work with students between 3:00 p.m. and 3:30 p.m. on school days. Students wishing to receive assistance must schedule the time directly with the teacher prior to the day assistance is needed.

All students are expected to be picked up by **3:30 p.m.** unless an alternative pickup time has been specifically approved and arranged with the supervising teacher or Administration. Students may not remain on campus after 3:30 p.m. without supervision.

Teachers are not expected or required to provide academic assistance beyond their contracted work hours. Requests for assistance outside of the designated after-school time are subject to the teacher's discretion and availability.

Students are encouraged to take advantage of this opportunity when they need additional help, have missing work to complete, or require clarification regarding class assignments and assessments.

8.2 Athletics

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

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

*See full Athletic Handbook in Addendum to this Handbook.

8.3 Chapel

Because of the importance of God's Word, QCCS asks that appointments be scheduled before or after Chapel, which is held once a week on Friday (8:45 - 9:30am). Students will not be allowed to enter or leave once Chapel has started.

8.4 College Visits

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

8.5 Dress Code

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

8.5.1 Dress Code Guidelines

- Clothing should fit appropriately; neither too tight nor too loose.
- All shirts must be free of inappropriate graphics/words, fall below the waist and be modest.
- Clothing with offensive or inappropriate language, slogans, and logos are not permitted.
- Necklines should not be any lower than 4 fingers below the collarbone or show cleavage.
- Pants, including jeans, must be fitted at the waist.
- Distressed jeans may not show skin above the fingertip when arms are fully extended at the side. Distressed jeans showing skin from the fingertip down are permitted.
- Any shoes, boots, sandals (including slides) may be worn.
- Shorts must fall below the student's fingertip when arms are fully extended at the side.
- Dresses and skirts must be no more than 3 inches above the knee when standing, when not worn over leggings.
- Tank tops and dress straps must be the width of three fingers. Tank tops with oversized or deep-cut arm openings that extend below the ribcage or expose the side of the torso are not permitted.
- Undergarments may not be visible through your shirt. Underwear waistbands may not be visible above the waistline of any pants.
- Pajamas and pajama pants are not permitted.
- Robes, wearable blankets, or blankets themselves are not permitted.
- No hats or hoods may be worn in the building.
- Inappropriate tattoos are not permitted to be visible.
- Jewelry and accessory items with offensive symbols are not permitted.
- Sunglasses are not permitted to be worn in the school building without a doctor's note.
- Leggings are not permitted. Biker shorts/spandex shorts are also not permitted unless they are worn under other shorts and meet length requirements.

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

8.5.2 Formal Dress Code

Attire for boys:

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

Attire for girls:

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

- Two piece dresses must cover the midriff when arms are raised.

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

8.5.3 Dress Code Enforcement:

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

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

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

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

8.6 Email accounts

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

8.7 Exams

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

Exam exemption:

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

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

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

8.8 FACTS

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

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

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

8.9 Field Trips

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

8.10 Locker/Locker Inspections

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

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

Student lockers are school property and are therefore subject to inspection at any time without notice. See Section 9.6.1 of this handbook for further information.

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

8.11 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.

8.12 Lunch Program

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

8.13 Medication

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

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

QCCS and school personnel incur no liability for injuries occurring when administering asthma medication, an epinephrine auto-injector, or an opioid antagonist.

8.13.1 Self-Administration/Self-carry of Medications

With approval from Administration and all necessary documentation, the school may allow the self-administration and/or self-carry of asthma/diabetes/seizure medication and epinephrine injectors. The necessary requirements are as follows:

Asthma Medication

- An annual asthma plan from the parents/guardians
- A signed parent permission form
- The presence of a prescription label that includes the name of the medication, the prescribed dosage, and the time/circumstances in which the medication is to be administered

Diabetes/Seizure Medication

- A signed parent permission form
- A signed physician diabetes care plan that also carries a parent signature

8.13.2 Medical Cannabis

In the event that a QCCS student is a registered qualifying patient and recipient of a medical cannabis-infused product, the school will allow a parent or guardian, an administrator, or other designated caregiver to administer the product subject to the following documents being on file and the following restrictions being in place:

- Written authorization from the parent or guardian specifying the time/circumstances in which the product will be administered
- A copy of the registry identification card of the student (as a registered qualifying patient) and the parent or guardian (as a registered designated caregiver)
- If applicable, a yearly authorization from a parent or guardian for the student to self-administer
- The medical cannabis is stored at all times in a manner consistent with store of other students medications and may be accessible only by a school administrator

8.13.3 Tobacco, Nicotine, Vaping, and Electronic Smoking Devices

Quad Cities Christian School is committed to providing a safe, healthy, and Christ-centered learning environment. The possession, use, distribution, sale, or being under the influence of tobacco, nicotine, or electronic smoking products are prohibited on school property, in school vehicles, and at all school-sponsored activities, whether on or off campus.

Prohibited items include, but are not limited to:

- Cigarettes, cigars, and smokeless tobacco.
- Electronic cigarettes (e-cigarettes), vape pens, and other vaping devices.
- Nicotine pouches, nicotine gum (unless prescribed), and other nicotine products.
- Vape cartridges, pods, liquids, or related paraphernalia.
- THC or other cannabis vaping devices or products not specifically permitted under the school's Medical Cannabis Policy.

Students found in possession of, using, distributing, or attempting to distribute any prohibited tobacco or nicotine products will be subject to disciplinary action, up to and including suspension or expulsion. When appropriate, local law enforcement may be notified.

Administration reserves the right to require a student reasonably suspected of using or possessing a prohibited substance to surrender the device or product for inspection and may require the student's parent or guardian to immediately pick up the student from school.

The school encourages students who desire assistance in overcoming nicotine addiction to speak with Administration or the Student Advisor. When appropriate, families may be provided with educational resources and referrals for cessation support.

8.14 Medical Examinations

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

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

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

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

8.15 Mental Health Procedures Policy

Student Access to Counseling and Family Notification

Quad Cities Christian School (QCCS) recognizes the importance of supporting students' mental health needs within a Christ-centered, nurturing environment while upholding transparency with families. Students may seek counseling from the Student Advisor up to three times per semester before parental notification is required, unless the student presents with urgent concerns requiring immediate home contact. After the third visit, parents will be informed to ensure they remain actively involved in their child's well-being and care. Exceptions may be made in cases where ongoing counseling is deemed necessary by both the Student Advisor and Administration, at which point parental involvement will be encouraged.

In cases of severe mental health concerns, including self-harm, suicide ideation, or disclosure of abuse, immediate parental notification will occur unless the Administration and/or Student Advisor determine that parental involvement could worsen the student's situation. Mandatory reporting laws will be followed for any suspicion or disclosure of child abuse, neglect, or harm to self or others, as required by Illinois law. QCCS staff will work in accordance with Illinois state guidelines on mental health literacy training to ensure appropriate interventions.

Administration may require documentation from a licensed healthcare provider before a student returns following a mental health hospitalization or safety concern.

8.15.1 Mental Health Services for Students Who Are 18 or Older

For students who have reached the age of 18, mental health services will be provided with respect for their legal rights as adults while maintaining the values of partnership with families that QCCS upholds.

If an 18-year-old student chooses not to inform their parents of counseling services, QCCS will respect their legal right to confidentiality, unless the student presents an immediate risk to themselves or others, or if there is reasonable suspicion of abuse.

If an 18-year-old student expresses that their home environment is a contributing factor to their distress, QCCS staff will take additional steps to ensure the student's safety, which may include connecting the student with community mental health resources and facilitating pastoral or external counseling

support. While maintaining Christian principles of care and restoration, QCCS will strive to balance legal requirements with faith-based guidance and support.

8.16 Participation Criteria

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

Students must be academically eligible at the date of tryouts (65% or better in all core classes) to try out for a sport. Eligibility will be determined using the student's current grades as recorded in FACTS at the time of tryouts.

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

8.17 Public Display of Affection (PDA) Policy

Definition: Public displays of affection (PDA) include any physical contact between students that goes beyond a respectful or friendly gesture and is deemed inappropriate in a Christian educational environment. These behaviors detract from the school's atmosphere of respect, professionalism, and focus on personal and spiritual growth.

The following behaviors will be considered public displays of affection and are **not permitted** at school or during any school-related activities (on or off campus):

- Kissing of any kind, including on the cheek, forehead, or lips.
- Sitting on another student's lap or overly close physical proximity that suggests intimacy.
- Cuddling or any form of prolonged physical contact.
- Inappropriate touching of any part of the body in a romantic context.

Any behavior that qualifies as a public display of affection, as outlined above, will result in a demerit. Repeated offenses may lead to more serious disciplinary measures, including parental involvement, loss of privileges, detention, or suspension.

As a Christian school, we believe that student relationships should be conducted with respect, modesty, and integrity, reflecting the values of our faith. Romantic relationships are personal and private, and public displays of affection are not conducive to the educational environment or the spiritual mission of the school.

8.18 Practical Christian Ministry

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

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

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

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

Quad Cities Christian School **will not accept** PCM forms signed by a parent unless permission has been given by Administration prior to submission.

Students who have not completed the required PCM hours for the school year will be notified of any outstanding hours during the month of June following the school year. All delinquent PCM hours and corresponding documentation must be completed and submitted no later than the first day of the following school year. Students who have not fulfilled their outstanding PCM requirement by that date will not be permitted to begin classes until the requirement has been satisfied.

8.18.1 Practical Christian Ministry Suggestions

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

8.19 Senior Trip

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

8.20 Student Drivers

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

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

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

8.21 Student Council

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

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

8.22 Transcript Requests

Students and alumni who require transcripts for colleges, universities, scholarship organizations, employers, military branches, or other institutions must submit a Transcript Request Form through the QCCS website.

To request a transcript:

1. Visit the QCCS website.
2. Click **Academics**.
3. Select **Request Transcripts**.
4. Complete and submit the online Transcript Request Form.

Transcript requests must be submitted at least five (5) business days prior to the requested delivery date. Requests submitted with less notice are not guaranteed to be processed by the requested deadline.

A fee of \$4.00 will be charged for each transcript requested. Transcript fees may be paid in cash at the school office or charged to the family's FACTS account. Transcript requests will not be processed until payment arrangements have been made.

Official transcripts will be sent directly by QCCS to the receiving institution. Students may request unofficial transcripts for personal use, scholarship applications, or recordkeeping purposes.

QCCS reserves the right to withhold transcripts, diplomas, report cards, and other educational records when outstanding financial obligations to the school remain unpaid, as permitted by school policy and applicable law. This includes unpaid tuition, fees, fines, or other charges owed to Quad Cities Christian School.

9.0 Student Expectations

9.1 Academic Integrity

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

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

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

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

Consequences for Cheating/Plagiarism:

First offense (not limited to numbers 1-3)

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

Additional offenses

1. Referral to the office
2. Meeting with the Principal and Parents
3. 1-3 day ISS or OSS

QCCS Administration may use discretion when issuing additional consequences.

9.2 Artificial Intelligence (AI) and Chatbot Use

Artificial Intelligence (AI) tools, including ChatGPT, Gemini, Copilot, and similar platforms, may be used only with teacher permission and in accordance with the requirements of each assignment.

Students are expected to submit work that reflects their own learning, thinking, and understanding. The use of AI to complete assignments, essays, projects, discussion posts, assessments, or other academic work without teacher authorization is considered academic dishonesty and may result in disciplinary and academic consequences.

When AI use is permitted, students must:

- Follow all teacher instructions regarding acceptable use.
- Properly acknowledge or cite AI assistance when required.
- Verify the accuracy of AI-generated information before submitting work.
- Ensure that the final work demonstrates the student's own understanding and contribution.

The creation or sharing of inappropriate, deceptive, harmful, or offensive content using AI tools, including AI-generated images, videos, audio, or written content, is prohibited and may result in disciplinary action.

QCCS Administration and teachers reserve the right to determine whether AI use is appropriate for a particular assignment and whether submitted work meets the expectations of academic integrity.

9.3 Care of School Property

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

9.4 Electronic Devices and Cell Phones

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

9.5 Homework

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

Homework is assigned for various purposes:

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

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

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

9.5.1 Late Homework

Late homework will be graded in the following manner:

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

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

9.6 Prohibited Items

Certain items are not to be brought onto school property.

These include but are not limited to:

- tobacco/nicotine (including e-cigarettes/vape pens); illicit drugs, narcotics, or any drug paraphernalia; and alcoholic beverages
- electronic devices not used for educational purposes, personal gaming devices, drones or remote-controlled devices, and laser pointers
- guns, tasers/stun guns, knives, box cutters or any other object which could be used as a weapon (including replicas or fakes)
- explosives, fireworks, and any incendiary devices
- chemical agents, including pepper spray and mace, or any hazardous/toxic materials
- gang-related apparel or symbols

Possession of guns, tasers/stun guns, knives, box cutters, or any other object that could be used as a weapon on school grounds, at school activities, or in student vehicles will result in immediate dismissal from school. Books brought to school for personal reading could be subject to examination by the Administration and the English department.

9.6.1 Search and Seizure

Lockers, school-issued Chromebooks, school email accounts, school network usage, and any property brought onto campus may be searched when Administration has reasonable suspicion of a violation of school policy, criminal law, or a threat to student safety.

9.6.2 Threat Assessment

Any threat to harm self, others, the school, or school property will be taken seriously and may result in immediate removal from campus, law enforcement involvement, and/or mental health evaluation.

9.7 Social Media

Students who have social media activity that is not in compliance with the Quad Cities Christian School Code

of Conduct may face disciplinary action. Negative posts on social media regarding the school, faculty, other students, coaches, or volunteers will result in disciplinary action up to and including possible dismissal. Posts that promote a lifestyle or activities that violate the QCCS Code of Conduct will also result in disciplinary action up to and including dismissal.

Off-campus online conduct that substantially disrupts the educational environment may result in school discipline.

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

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

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

9.8 Student Code of Conduct

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

9.8.1 Bullying

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

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

9.8.2 Cyberbullying

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

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

9.8.3 Sexting

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

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

9.9 Student Grievances

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

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

9.10 Technology

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

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

Students using the school computers shall:

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

9.10.1 Computer and Internet Acceptable Use Policy

Quad Cities Christian School believes that the Internet has much to offer students with its wide variety of resources. We are pleased to offer access to computer use and the Internet for learning and instructional purposes. It is our goal to educate students about efficient, ethical and appropriate use of these resources. QCCS is committed to providing the following resources:

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

Students are responsible for good and acceptable behavior, maintaining the Christian values set forth in

the Student Handbook while using the computer network, just as they are in the classroom, hallway or playground. Communication on the network is often public in nature; therefore general school rules for behavior and communication apply.

The network is provided for students to conduct research and enhance learning. Access to the network is given to students who agree to act in a considerate and responsible manner. Parental permission is required. It is to be understood that Internet access for students is a privilege not a right. Unacceptable usage of the network will result in the suspension of or revoking of such privileges. Some examples of unacceptable usage are listed below:

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

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

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

“Finally brothers, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable - if anything is excellent or praiseworthy - think about such things.”
Philippians 4:8

Student Section

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

Parent Section

As a parent or legal guardian of the student signing above, I grant permission for my son or daughter to access the networked computer services and the Internet. I understand that the school's computing resources are designed for educational purposes. I also understand that there is unacceptable and controversial material on the Internet that might be accessible despite reasonable safeguards. I understand that my child will be held liable for violations of this policy.

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

9.10.2 Chromebook Expectations:

- Students are expected to ONLY use the chromebook assigned to them.
- Chromebooks MUST be returned to cart after use and PLUGGED in the appropriate slot.
- Chromebooks are not allowed to leave the building unless arrangements have been made with administration

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

9.10.3 Repair/Replacement of Chromebooks and Accessories

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

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

- Replacement of the Chromebook - \$450
- AC Adapter & power cord - \$50
- Replacement screen - \$150
- Replacement keyboard - \$50
- Replacement trackpad - \$50

9.10.4 Chromebook Cleaning Fees

Students are expected to return school-issued Chromebooks in clean condition and free from excessive stickers, adhesive residue, White-Out, paint, marker, or other substances not associated with normal educational use.

Chromebooks requiring excessive cleaning beyond normal wear and tear will be assessed a \$15.00 cleaning fee. This fee covers the labor and materials required to restore the device to acceptable condition for future student use.

If stickers, adhesive residue, White-Out, or other substances result in permanent damage to the Chromebook, keyboard, screen, case, asset tag, or other components, the student and family may be charged additional repair or replacement costs as determined by Administration.

10.0 DISCIPLINE PROCESS

10.1 Goal of Discipline

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

10.2 Assertive Discipline

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

10.3 Disciplinary Process

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

10.3.1 Demerits

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

Level 1

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

Level 1 Infractions/Demerits

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

Level 2

- Possession/use of cell phone, Smart Watch during school hours (successive offense)
- Inappropriate use of electronic device
- Inappropriate display of romantic affection
- Inappropriate comments, jokes, or obscene gestures
- Inappropriate physical contact
- Presence in an unassigned area
- Pranks that interrupt class/program
- Gross disrespect, disobedience, or dishonesty
- Violation of driving policy
- Bullying (verbal or verbal cyberbullying)
- Cheating/plagiarism
- Lying/forgery

- Skipping class or school/leaving school without permission
- Destruction of QCCS property or the property of others
- Inappropriate comments or touching of a sexual nature
- Possession of sexually explicit materials
- Possession and/or use of alcohol, tobacco, vapes, e-cigarettes, nicotine pouches or vape paraphernalia
- Sexting (suggestive text only)
- Repeated lower level infractions
- Willfully accompanying another student who is involved with a Level 2 infraction

Level 2 Infractions/Demerits

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

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

Level 3

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

Level 3 Infractions

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

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

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

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

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

****Drug Testing**

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

10.3.2 Detentions

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

10.3.3 Suspensions (ISS/OSS)

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

10.4 Suspension Procedures (ISS/OSS)

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

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

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

10.5 Expulsions

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

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

10.6 Probation

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



Quad Cities Christian

Athletic Handbook 26-27

Pursuing athletic excellence, developing Christian character

The Quad Cities Christian School (QCCS) athletic handbook provides order and answers most program questions. Its purpose is to develop athletes physically and spiritually, with a mission to pursue athletic excellence and develop Christian character.

Athletic Philosophy

QCCS athletics aims for maximum competitiveness at every level while developing student-athletes both on and off the field, with a strong focus on spiritual growth.

Athletic Initiatives

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

Attributes within QCCS Athletics

- Leadership
- Communication
- Professionalism/ Class
- Qualified Coaching Staff
- Physical Development
- Feeder Programs
- Facility Enhancements
- Summer Camps
- Parental Support
- Performance

Participation

- **Participation is conditional:** All students can try out, but must meet specific criteria regarding academics, character, and athletic skill to be eligible.
- **Highly competitive:** The middle school, JV, and varsity teams are competitive programs, not recreational. Playing time and making the team are not guaranteed.
- **International Students:** International Students will follow the participation guidelines regarding tryouts and team cuts. International students are not guaranteed playing time or a spot on the team.

Participation Fees

The following athletic fees will be charged for each sport the player participates in:

Regular Season Fee \$125

Cheer \$125

Brief Season Fee \$75

Home School Fee (See Home School Policy)

Participation Levels

Middle School (grades 5-8) -The Middle School program focuses on developing individual skills, introducing team concepts, and fostering Christian character. Playing time is determined by what best serves the team's needs. **Development players** will participate fully in all practices and receive team-issued uniforms. Game time is not guaranteed, but they will be included on the team bench for all games.

Junior Varsity (High School) - The team develops complex skills and physical ability through competition, guided by a coach who prioritizes winning and Christian character. Playing time is based on what best serves the team.

Varsity (High School) - The advanced athletic program develops individual and team potential, aiming for a winning program that emphasizes Christian character. Playing time is decided by team needs.

- **Selection:** The coach is solely responsible for selecting the team based on objective criteria, not on seniority, friends, or past roster spots.
- **Cuts:** Coaches will individually inform athletes that are cut from the team, providing specific reasons for the decision to help them improve.
- **Playing Time:** Playing time is not guaranteed and is determined by the coach based on what best serves the team's needs at any given time.

Home School Policy

- Homeschool athletes must be officially enrolled at QCCS. Enrollment must remain active for the entire school year, not just for the duration of the athletic season.
- Meet IHSA homeschool eligibility requirements. The student must take 1 credit hour class and pass a minimum of 25 credit hours per year. Credit hours may be a combination of courses at QCCS and homeschool coursework approved by QCCS.
- Homeschool athletes are expected to adhere to the same rules and guidelines outlined in the QCCS Student Handbook as all other QCCS students.
- See full Homeschool Athletic Participation Policy

Athletic Program Policies

- **Practice and Game Attendance:** All athletes must attend practices and games, with some absences potentially excused with prior notice.
 - Missing a practice or game without prior permission may result in removal from the team. Repeated offenses will result in removal from the team.
 - If a player is required to miss practices or games because of a doctor's instructions, a note from the doctor is required prior to his/her return.
 - Players are to be on time for practices, games and team meetings. Coaches are to penalize tardiness.
 - Missing practice because of detentions will result in disciplinary action as determined by each coach.
 - If a player needs to get academic help after school at a time which would make him/her late to practice, he/she must get prior permission from the coach.
 - To be eligible for practices or games, a student must attend school for a minimum of 1/2 of a day. This requirement applies even if the student leaves early, unless they have prior administrative approval.
- **Required Physical:** A current sports physical form, completed within the last year, must be on file before an athlete can participate.
- **Effort and Attitude:** Athletes are expected to demonstrate consistent effort and maintain a positive attitude.
 - Sportsmanship is QCCS's highest priority, even more so as a Christian school. While pursuing athletic excellence is important, developing and demonstrating Christian character is a higher calling and the ultimate goal.

Athletes will:

- **Respect** parents, coaches, teammates, officials and opponents

- **Personify** commitment and a positive attitude
- **Represent** their school with honor and pride

Coaches will:

- **Inspire** their athletes by personal example both on and off the field or court
- **Teach** athletes to play hard, but to win or lose with equal grace
- **Treat** all people with dignity and respect

- **Athletic Creed**

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

- **Injury and Playing Time Issues:** This section covers how injuries are handled and how playing time is determined by the coach. It also includes information regarding the Concussion Information Sheet.

- **Injury Management:** The designated administrator assesses injuries at home events. For severe injuries, professional medical advice will be sought from spectators, and 911 will be called if there is any doubt about the seriousness of the injury. The administrator will remain with the injured player, arrange necessary calls, and contact the parents immediately.
- **Medical Escort:** An adult will be designated to accompany an injured player to the hospital if parents are not present.
- **Family Coordination:** The administrator will assist the family with coordinating care for other children or notifying family members.
- **Return-to-Play:** After a doctor provides a medical release, the athlete and coach will create a gradual "return-to-play" plan together.

- **Concussion Information Section**

- A concussion is a serious brain injury caused by a blow to the head or body that disrupts normal brain function. While concussions can range from mild to severe, all are serious and can affect the way the brain works.
- All concussions are potentially serious and may result in complications including prolonged brain damage and death if not recognized and managed properly.
- IHSA's website has a list of symptoms if you think you have a concussion.
<https://www.ihsa.org/health-safety/concussion-resources>
- If you think your child has suffered a concussion, or is even suspected of suffering a concussion should be removed from the game or practice immediately. **No athlete may return to activity after a concussion, regardless of how mild it seems or how quickly symptoms clear, without medical clearance.**

- **School Behavior:** Athletes are expected to adhere to all school conduct policies, which can affect their athletic eligibility.

- **Electronic Devices used during all sports activities are:**

- Subject to Inspections: QCCS staff can inspect the content of any student electronic device on campus at any time.
- Confiscation: The use of a device in violation of the policy may lead to its confiscation by a coach or other personnel.
- Inappropriate Content: Violations include watching inappropriate videos, listening to explicit music, or texting inappropriate messages, which will result in disciplinary consequences and a parent meeting.
- Consequences: Disciplinary action can include the loss of the privilege of possessing electronic devices on campus.
- The policy extends to away games, where device use is prohibited without specific permission.

- **Eligibility and Attendance Requirements:** This details the academic and attendance standards students must meet to remain eligible for the athletic program.
- **Uniform Maintenance:** Guidelines are provided for the proper care and upkeep of athletic uniforms.
 - Athletes are responsible to take proper care of uniforms and return them in good condition.
 - Lost or damaged uniforms will result in a fine to the athlete.
 - Uniforms are to be worn only for games.
- **Penalties for Quitting a Team:** Specific consequences are outlined for athletes who quit a team before the season is complete.
 - Players who quit after accepting a spot on a team, without the approval of the coach and Director of Athletics, will be charged the full participation fee.
 - There is no guarantee that an athlete who quits will be permitted to rejoin the team in a future season; this is at the discretion of the coach and/or Athletic Director.
- **Parental Volunteering:** Parents are required to volunteer at the concessions stand or gate to support the athletic program.
 - Families are required to fill between 2-4 volunteer spots during the season, depending on demand per sport.
 - Families are provided one week to select their preferred volunteer dates. If a family does not sign up within this timeframe, they will be assigned up to two dates. Failure to fulfill these assigned commitments will result in a \$50 fine.
 - Families with junior high or high school students can volunteer at the gate or concession stand to fulfill PCM hours.
 - Families do not need a student on the sports team to participate.
- **Transportation:** QCCS will provide the use of a shuttle for away games.
 - When the school provides a shuttle for a Jr High away game, players must ride it to the away school. After the game, a student can only leave with immediate family, and a signature is required to sign them out or has provided written permission to the coach in advance.
 - When the school provides a shuttle for a High School away game more than 20 miles away, players must ride it to the away school. After the game, a student can only leave with immediate family, and a signature is required to sign them out or has provided written permission to the coach in advance. Or ride back to school on the shuttle. Shuttles can be provided for local games, if the coach has requested it in advance.
 - Because of travel, it is sometimes necessary for teams to leave school prior to normal dismissal times. It is the responsibility of the student/athlete to arrange with teachers to make up for any missed work.

Eligibility Requirements

Eligibility grades are run every Monday morning at 9:00am.

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

- The student athlete must maintain a cumulative 2.0 grade point average on a 4.0 unweighted scale **through the end of the previous semester** as required by QCCS.
- They must also maintain above a 65% in each graded class.

If a student falls below the above requirements an email is sent to parents and the below steps are followed:

- The student will be placed on academic probation for **1 week, Monday through Sunday**.
 - This week allows the student the opportunity to improve their grades.
 - Teachers are not required to grade late work immediately and have up to two days to do so.
- If the student on probation still has failing grades when they are checked on the next Monday, they will become ineligible.
- They will remain ineligible the full week until the following Monday academic report.

While the student is ineligible they may attend practices. But they may not travel with the team, wear the QCCS uniform at the game, or sit on the bench.

When grades are re-run the following Mondays for the student on probation, and the student now meets eligibility, they are removed from probation and can resume athletic good standing.

- A student who played a sport at another school during the same school year is ineligible to play that sport at QCCS, unless an exception outlined in the IHSA handbook applies. One such exception is transferring to QCCS to pursue its specific educational mission.
- Students not re-enrolled for the next school year cannot participate in spring sports.

Suspension From Participation

- **Academic Ineligibility:** Students failing to meet eligibility requirements are suspended from athletics until their grades are acceptably raised.
- **GPA Below 2.0:** A cumulative GPA below 2.0 at the end of a semester leads to ineligibility for the entire following semester.
- **Handbook Violations:** Failure to follow the Athletic Handbook's rules may result in suspension from participation, as decided by the school's administration.

These terms and policies for eligibility are made fully aware to the student athletes at QCCS.

Athletic Awards

Upon completing their first year of varsity participation, each athlete will receive a varsity letter and a pin. A bar will be presented for each additional season of varsity play. At the end of the season, head coaches will select players for the MVP, MIP, and Spirit awards.

Athletic Funding

The QCCS athletic program is supported by funds from various sources, including advertising sales, participation fees, admissions, concessions, and fundraisers.

- Athletic Sponsor - Become an official QCCS Eagles sponsor! We invite all members of our community—fans, students, parents, and staff—to join us in supporting and promoting excellence for our athletes. Your contribution, no matter the size, makes a difference.
- Community Sponsor - Elevate your support and community impact with our Community Sponsor Package. This exclusive opportunity is ideal for local business owners and dedicated individuals committed to providing consistent, annual support to QCCS.

To become an athletic or community sponsor please contact Mrs. Keller at the JR/Sr High office at 309-762-3800 or visit our website at qcchristianschools.org/athletic-programs

Admission Policy For Home Events

QCCS teachers, staff and their immediate family will be admitted free to all home events. Admission will be charged to all other adults and students. Admission prices are set by the NICC and QC8 Conferences.

Pictures

Picture days will be scheduled each season, and families can purchase photos. Each senior receives one banner to hang in the gym, featuring a sport of their choosing, and can take it home at the end of the year.

Expectations of Parents

This section establishes that as a parent and spectator, your actions directly reflect on the school and its community. Your responsibility is to uphold and demonstrate good sportsmanship.

Expected spectator actions:

- Know and exhibit good sportsmanship.
- Respect and cooperate with cheerleaders.
- Respect all school property and authority figures.
- Show respect for opponents, including their coaches and fans.
- Show respect for injured players, regardless of which team they are on.
- Respect the coach's judgment and strategy, even if you disagree.
- Respect the judgment of game officials, even if you disagree.

- Avoid profane language and obnoxious behavior at all times.

Rules regarding contact with coaches and players:

These rules set boundaries for parent-coach and parent-player interactions, ensuring that coaches can focus on the game and practices.

- No approaching the team: Parents are not allowed to approach the coach, bench, sideline, or team huddle.
- No disciplining players: Parents are not permitted to discipline team members during games or practices.

Procedures for addressing concerns:

This section outlines the proper protocol for parents who have questions or concerns about game strategy.

- Wait 24 hours: Parents must wait at least 24 hours after a game before attempting to address any concerns about playing strategies.
- Arrange a meeting: If the concern persists after 24 hours, a meeting must be arranged with the parent, coach, and an administrator.

Parents will:

- **Support** the team and coaches in public and address concerns in private
- **Encourage** 100% individual effort and 100% team loyalty
- **Provide** positive reinforcement to all athletes

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

All QCCS athletes and their parents must read and sign a commitment statement. This ensures that everyone understands and discusses the dedication required for the athletic program.