



Quakertown Christian School Student and Family Handbook

2021-2022

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THE MISSION

Equipping students to be leaders through an exceptional education within a culture emphasizing Christ-like love, peacemaking, and service.

VISION STATEMENT

Equipping students to impact their world for Jesus.

STATEMENT OF FAITH

- We believe in the full inspiration and authority of the Bible.
- We believe in God as Trinity: Father, Son, and Holy Spirit.
- We believe in the Father: that He is the ordainer, creator, and ruler of all that is.
- We believe in Jesus: that He was virgin conceived and born, that He is fully God and fully man, that He is sinless, that He voluntarily died for our sins, that He was physically raised from the dead and that He is presently at God's right hand interceding for believers.
- We believe in the Holy Spirit: that He is fully God and that He is in the world convicting people of sin, providing new life for those who believe the gospel, and giving gifts, guidance, and power to believers for life and ministry.
- We believe in the sinfulness of all human beings.
- We believe in the forgiveness of sin only by God's grace through faith in Jesus Christ.
- We believe in faith that is displayed in the daily walk of life and is characterized by love, peace, and nonresistance.
- We believe in the church as the community of those who have been forgiven in Christ and which is separate from the world.
- We believe in the soon return of Jesus Christ to establish His kingdom and rule upon the earth.

ADMISSIONS POLICY

Application for admission must be filed with the administration. Any student desiring an education from a Christian perspective is welcome regardless of race, creed, color, national origin or ancestry. Further information and detail regarding admissions can be found on the school's website.

CHANGE OF INFORMATION

Parents are responsible for reporting to the office any change of address, telephone number, new addition to family, or other pertinent information that may occur during the school year.

STUDENT SCHOOL HOURS

School begins at 8:30 AM and ends at 3:00 PM.
Kindergarten students attend full-day sessions on either a three- or five-day schedule.

ATTENDANCE REGULATIONS

Quakertown Christian School (QCS) follows Pennsylvania requirements for school attendance; unexcused absences exceeding 3 days will be reported to the resident school district.

- Examples of excused absences include the following: illness, funerals, doctor and dental appointments, family trips (see below), naturalization process, daughter/son to work with parent on "Take your Child to Work Day", school visitation.
- Upon a student's return to school, a parent must present a handwritten note of explanation stating the reason for the absence.
- Students arriving at school after 8:30 AM must stop at the school office for tardy slips for admittance to class.
- If a student is at school by 11:00 AM or until 1:00 PM, they are to be counted present for the full day.
- Students may enter their homerooms at 8:15 AM; students are considered tardy after 8:30 AM.
- Members of extracurricular teams will need to be in attendance for regular school activities in order to participate in after-school events. This means that students must be at school by 11:00 AM. The athletic director may grant special exceptions.
- Quakertown Christian School encourages families to spend time together and recognizes the importance of family vacation times. Two weeks prior to a scheduled family vacation a "Request for Student Absence" form must be completed and returned to the office. Our

desire is to work with you as parents to coordinate school and family schedules to enhance your parental roles.

Please keep these things in mind when planning your family vacations:

- QCS's calendar is published at the beginning of each year to aid in coordinating school and family activities.
- When family vacations conflict with school attendance try to keep in mind the following:

Inform the homeroom teacher and the Head of School of your plans at least two weeks in advance using the "Request for Student Absence" form.

School work that your children will miss is difficult to make up. The dynamics of classroom teaching cannot be made up. Parents will need to try to help their child to understand the concepts and make up the homework they miss. Teachers will possibly send work with the student. It is expected that this work will be completed within an appropriate time frame as determined by issuing faculty member.

After school tutoring may be necessary to assist students in "catching up."

A two week notice is requested if you are planning on travel during the school year. This form can be requested from the school office.

It is important to note that students often receive lower grades when they miss school because it is difficult to make up all the work successfully.

TRANSPORTATION OF STUDENTS

Transportation is provided by the local school districts for K-12 students in families who live in a school district within a ten-mile radius of our school (with the exception of kindergarten children from Pennridge School District.)

Students are expected to conduct themselves in an orderly manner while waiting for and riding school transportation. Failure to comply may result in disciplinary actions taken by the transportation company.

Parents who wish to transport their children to school should follow the drop-off and pick-up procedures. To better protect our students and employees all doors at the building will remain locked. Parents should not enter the building during drop-off or pick-up unless you have a scheduled meeting. All visitors should sign in at the main offices upon entering the building.

Students will only be released to those listed on the Transportation form.

HEALTH SERVICES

QCS does not have a nurse onsite. QCS utilizes the services of the Quakertown Community School District Health Services nurse who is on campus infrequently. While on campus the nurse provides the following annual services:

- Vision
- Hearing

In order to prevent the spread of illness it is advisable to keep a child home from school when he or she shows any of the symptoms listed below:

- fever/chills
- sore throat
- discharge or redness of the eyes
- persistent coughing
- swollen glands
- head lice
- vomiting/diarrhea

If a student begins to display any of the above signs of illness during the school day, a parent will be notified to make appropriate arrangements to pick their child up from school.

In order for your child to return to school they must be symptom free, including fever free for 24 hours without the aid of any type of medication.

INJURY AT SCHOOL

QCS trains its staff in CPR/First Aid. Personnel will administer first aid as appropriate. If more than basic first aid is required, parents will be notified. If an injury is deemed serious, medical personnel will be contacted. A written accident report will be kept on file in the main office.

MEDICATION AT SCHOOL

All medications should be administered at home rather than at school. In the event that doses must be administered during school hours the prescription medications sent to school must **always** be in the original container with the physician's directions on the container.

Basic over-the-counter medications may be administered by school personnel if the proper form has been completed. For clarity, office staff may contact the parent or guardian.

STUDENTS WITH ALLERGIES

“Nut-free classroom” will be declared if a student with known allergies is enrolled in the classroom. We ask that families make conscientious efforts to help maintain the health of the classroom by not sending in any food/snack item that might cause a medical reaction.

A food allergy table will be made available in the Cafetorium for students with known allergies. The table and chairs are cared for in a manner as to not cross-contaminate with food. SunButter is served in place of peanut butter for school lunches.

REPORTING STUDENT PROGRESS

Periodic reporting of the progress of a student enables the parent(s), child, and teacher to arrive at a realistic picture of the child as a learner. This reporting is necessary to understand how goals are being reached and is an essential tool in setting new goals.

Methods of communication student progress include:

- Parent and Teacher Conferences
- Report Cards
- Email communication from faculty
- Scheduled meetings with faculty
- Middle and High School families may access student progress via RenWeb.

Student Promotion and Retention

In order for a student to be promoted to the next grade, certain requirements must be met. A final failing grade in two or more subjects will result in consideration of retention in promotion to the next grade level.

Retention of any student is a serious matter and must be handled with great care and much prayer. Early communication between home and school is critical. The final decision will be made by the Head of School based upon multiple measures of student success.

Grading Standards

Scores are taken from tests, quizzes, projects, reports, homework, and classroom participation.

These grade/percentage standards have been established for grades 3 – 12.

Letter Grade	Numeric Grade	Academic & College Prep	Honors	AP/DE
A+	98-100	4.00	4.50	5.00
A	94-97	4.00	4.50	5.00
A-	90-93	3.70	4.20	4.70
B+	87-89	3.30	3.80	4.30
B	84-86	3.00	3.50	4.00
B-	80-83	2.70	3.20	3.70
C+	77-79	2.30	2.80	3.30
C	74-76	2.00	2.50	3.00
C-	70-73	1.70	2.20	2.70
D+	67-69	1.30	1.80	2.30
D	64-66	1.00	1.50	2.00
D-	60-63	0.70	1.20	1.70
F	0-59	0.00	0.00	0.00

In grades K-2 the following standards will be used for students:

- E= Excellent
- S= Satisfactory
- I = Improving
- N = Needs Improvement
- U = Unsatisfactory

HOMWORK

A student cannot usually learn all that needs to be learned during regular school hours. Objectives for homework are the development of study habits, self-reliance, and the desire for personal achievement in addition to the practice of learned skills.

PARENT-SCHOOL COMMUNICATION

There are times when a parent may have questions or concerns about his/her child(ren) in the educational setting. The following are suggested steps for appropriate communication based on Matthew 18:

- If a parent has questions or concerns about a student, the parent should go to the appropriate teacher for clarification and/or counsel.
- If the problem persists, the parent should make an appointment to speak with the teacher and the Lead Teacher and Head of School.
- If resolution is not reached to everyone's satisfaction, the parent may ask to meet with the teacher, Head of School, and Board Chair.

Parental concerns shall be brought to the attention of Quakertown Christian School employees during the regular school hours - 8:00 a.m. - 3:30 p.m. or by appointment. Opinions expressed during leisure time activities, after church services, etc. will not be dealt with if they are not brought to the proper person in the prescribed manner above.

STUDENT CONDUCT

General Rules

- Show courtesy and respect to all school personnel and other students.
- Keep hands, feet, and objects to yourself.
- Use appropriate language at all times.
- Any action that hurts another person, in any way, is unacceptable.
- Do not litter anywhere on school grounds or deface school property.
- Follow bus rules at all times.
- Each student is responsible for keeping his/her area clean.

A full copy of the Conduct and Discipline Policy is shown in Appendix A.

BULLYING BEHAVIOR

Bullying is defined as: Intentional, repeated hurtful acts, words, or other behavior, such as name-calling, threatening, and/or shunning by one or more individuals against another. **See Appendix B for examples and strategies**

CONTROLLED SUBSTANCE USE

The possession, use, delivery, transfer, or sale of alcohol, tobacco (including smokeless and e-cigarettes) or any other illicit drugs while on school property, including school-owned and operated vehicles, or while attending any school function is expressly forbidden. We expect, furthermore, that students will not purchase, supply, or use harmful or illegal substances at any time during their years at QCS. Any student in violation of this policy can expect to be suspended and/or expelled from school and reported to their parents and the appropriate law enforcement agency for possible legal action. **See Appendix C for details.**

STUDENT APPEARANCE CODE

The implementation of the Appearance code is best achieved within a positive relationship between parents, students, and teachers. It is impossible to create an exhaustive list of proper or improper school attire. Teachers, in conjunction with the administration, will establish a spirit of expectation based on these standards and will make the final determination regarding the appropriateness of a particular item of dress. Classroom teachers may make initial contacts for infringements. **Please refer to Appendix D for an acceptable clothing list.**

PHYSICAL EDUCATION

Students in grades K–12 are expected to wear a t-shirt and modest shorts/athletic pants on the days they have scheduled PE. All students are requested to wear non-marking sole sneakers.

RECESS

All elementary students are required to go outdoors for recess when the weather is suitable. It is the parents' responsibility to see that the children are dressed properly with coats, hats, gloves/mittens, and boots when necessary. If a child should *not* go outdoors for some documented reason, a note stating the reason must be presented to the teacher.

LUNCHTIME

An entrée will be available for purchase at QCS daily. Children may choose to bring lunch from home. It is the parents' responsibility to see that their children have a nourishing meal. A child's

health and his/her progress in school depend a great deal upon the food he/she eats.

White 2% milk and low-fat chocolate milk are both available for purchase at mealtime.

USE OF ELECTRONIC DEVICES
See Appendix E for additional information

The ability to carry and use a cell phone or other type of electronic device is a privilege. QCS encourages student interaction outside of the electronic venue. Because of this, we expect students to follow these guidelines in regards to using their devices:

- Class Time --- Teachers reserve the right to confiscate student devices at any time during the class period and turn them into the office for the remainder of the day.
- Study Hall --- Specific guidelines will be created for study hall use but the monitoring teacher may confiscate devices if deemed appropriate.
- Lunch --- During lunch students are encouraged to engage with one another using non-electronic methods.
- Passing Time/Hallway for Middle and High School --- Students are encouraged to engage with one another and refrain from the wearing of headphones/earbuds.
- Before/After School --- Students should look to engage first in conversation and secondly in using technology.

Students at QCS will be assigned a student-specific Google account and a Chromebook to use *solely for the purpose of education*. Students in High School may take these devices home to assist in assigned homework and class projects. Students' accounts will be subject to our school and device-wide filtering and monitoring system and are responsible for the content that is tracked by this system, no matter the location.

Any damage that is determined to be caused by student actions will result in the cost of repair to be absorbed by the family or risk records to be withheld.

QCS reserves the right to monitor the use of all technology and if connected to the assigned QCS network, to monitor and log network utilization.

Students will receive age-appropriate training concerning Internet safety and appropriate use of the Internet, as well as electronic devices. (Reference the Internet Safety Policy.)

QCS shall not be liable for the loss, damage, or misuse of any technology brought to school by a student or to the inadvertent loss of data or interference with files resulting from QCS' efforts to maintain privacy, integrity, and security of the Network.

SCHOOL CLOSING BECAUSE OF WEATHER CONDITIONS

The decision to close, delay, or dismiss early is built around the safest choice for the students at that time. For closing or for delays due to inclement weather, QCS will implement the following:

- Text and phone call via the QCS Alert System, sign up via the QCS website
- Broadcast on the following radio and television stations:
 - WFMZ
 - KYW
 - ABC channel 6
- QCS website
- QCS Facebook

If no announcement is made concerning our school, it will be open as usual. We will generally follow the same dismissal procedure as Quakertown Community School District.

If the district you reside in is closed or delayed due to weather but QCS remains in normal operation, please follow your district's stated procedures. Your child will not receive an unexcused absence or tardy.

If your busing district announces early dismissal due to weather conditions, your child will return home early. Parents should have their children prepared by knowing where to go in case parents would not be home in this situation.

CONDUCT AND DISCIPLINE

Appendix A

Introduction:

The purpose of these guidelines is to cultivate a positive and healthy school climate where students can mature spiritually, academically, socially, physically, and morally. Students are encouraged to make wise choices in their actions that honor God, others, and themselves.

This policy applies to school and school-related functions, *even if these activities are not on campus*.

Expectations for Students:

Students are expected to be polite, courteous, respectful, and kind to others.

Policy:

The Conduct and Discipline Policy organizes student misbehavior into three categories from less severe to more severe. As a result, the consequences are increasingly more substantial as one moves from category to category. Each section contains a definition, examples, possible consequences, communication, school personnel responsible, and documentation. These categories are not all-inclusive. As situations arise, decisions will need to be made accordingly. School personnel will determine the most appropriate consequence(s) based upon the specific infraction, the severity of the misbehavior, mitigating individual differences, and the age of the student. This policy is designed for students who conduct themselves in inappropriate ways and not for academic problems or organizational problems.

Category I

Definition: Behavior that is minor in nature and interferes with the orderly operation of the teacher, students, classroom experience, and school.

Examples:

- Disregard for classroom rules or school rules
- Minor disruptive behavior in school or on bus
- Chronic lateness to class (three or more times)
- Inappropriate interactions with other students
- Minor teasing
- Other behaviors deemed inappropriate

Possible Consequences:

- Warning
- Silent lunch in the cafeteria
- Loss of privilege
- Temporary removal from class
- Work detail
- After school detention
- Counseling

- Behavior management plan or contract
- Other

Communication:

- Teacher with student
- Teacher with parent (if appropriate or required)
- Teacher will contact the parent when a detention is assigned.
- Consequences are the primary responsibility of the teacher

Documentation:

- Teacher will document information.

Category II

Definition: Disruption of the learning environment of the classroom and school due to misbehavior which is of a more serious nature and/or frequency.

Examples:

- Continuation of Category I misbehavior
- Cheating
- Lying
- Forgery (i.e. - parent's signature)
- Major disruption in school or on bus
- Continual disregard for classroom or school rules
- Inappropriate language or gestures
- Cutting class
- Insubordination
- Fighting (limited interaction)
- Minor destruction of property
- Inappropriate display of affection
- Inappropriate interactions with other students
- Inappropriate use of technology
- Repeated instances of unlawful/unexcused tardies
- Abusive/threatening language or gestures
- Level A or B bullying behavior
- Other behaviors deemed inappropriate

Possible Consequences:

- Loss of privileges
- Removal from class
- After school detention
- Behavior management plan or contract
- In-school suspension
- Restitution of property
- Probation

- Out-of-school suspension

Communication:

- Lead Teacher or teacher with student
- Lead Teacher or teacher with parent
- Consequences are the primary responsibility of:
Teacher and Lead Teacher working together

Documentation:

- Teacher and/or Lead Teacher will document information.

Category III

Definition: Misbehavior of a very serious nature which may or may not pose a threat to oneself, others, or the school.

Examples:

- Continuation of Category II misbehavior
- Fighting (significant interaction)
- Obscene behavior
- Possession/use/transfer of unauthorized substances or materials (drugs, alcohol, tobacco, fireworks, knives, firearms, explosive devices, and pornography)
- Theft
- Major destruction of property
- Assault
- Sexual harassment or significant physical or verbal harassment
- Inappropriate use of technology
- Bomb threat or false alarm (911 call)
- Repeated cruelty to other students
- Level B or C bullying behavior
- Other behaviors deemed inappropriate

Possible Consequences:

- In-school suspension
- Out-of-school suspension
- Placement in special/alternative program
- Restitution of property
- Probation
- Expulsion (permanent)
- Criminal charges

Communication:

- Head of School with student, parent, and Lead Teacher
- Head of School with Board of Trustees (if appropriate)

Consequences are the primary responsibility of the Head of School

Documentation:

- Head of School will document information.

We Believe . . .

- that everyone makes mistakes.
- that setting limits and having structure are good things.
- that important communication can and must happen in any disciplinary setting.
- that the sooner a problem is addressed, the more effective we will be at helping a student's behavior to improve.
- that it helps to involve parents, students, and teachers in the process.
- that change occurs when students want to change.
- that prayer is a helpful tool in the process.

Therefore, we offer the following strategy . . .

Teacher-Directed Strategy

- At the faculty member's discretion.
- Examples include conferencing with the student, cleaning, picking up, straightening up, etc.--often something that directly relates to the incident.
- May happen before or after school or during lunch.

Lunch Detentions

- Will be given for minor, repeated problems in class (i.e., talking out in class after warning(s), tardies to class, chewing gum, etc.).
- Students will be assigned to an individual table to eat lunch, away from the interactions of others.
- The student will complete a Restorative Question Form, to reflect on their behavior and provide their viewpoint. Upon completion, a monitoring faculty member will discuss the situation with the offending student as well as provide guidance for any restitution that may need to occur.
- The student will be responsible for making sure the Cafetorium is picked up appropriately after all other students have been dismissed. Monitoring faculty will dismiss the student upon satisfactory completion of the task.
- Lunch detention will take place as soon as possible including the day of the occurrence.
- The student and Lead Teacher must be informed of the lunch detention by the assigning teacher. The student will be informed of the day on which it will be served.
- Requires a phone call or email home to parents from the teacher doing the assigning. The teacher must ask for parental verification.
- After two lunch detentions from one teacher in a quarter, students move to the next level of intervention. **Note:** Each quarter, students start over with lunch detentions and detentions for Category I misbehavior.

Meeting with teacher/lead teacher/student

- Follows two lunch detentions assigned by the same teacher.
- The meeting is held with the student, teacher, and the Lead Teacher during the school day.

Detentions

- Given for repeated (more than 3) lunch detentions, inappropriate language, throwing food or other objects, or items listed on our discipline policy.
- Will happen on Thursdays afternoons and served with the lead teacher. The student will provide cleaning services for the building while serving detention.
- Require a phone call home to parents from the faculty member doing the assigning and requires a parental response.
- An email for reporting purposes is also sent to the parents of the student by the Lead Teacher.
- The student misses school activities on the day of morning detention.

Meeting with parents, teacher(s)/Lead Teacher/ Head of School/student

- Following two detentions, a group meeting is held. A behavior contract is written by the student.

BULLYING BEHAVIOR AND STRATEGIES

Appendix B

Level A Examples of Physical, Emotional, or Social Harm

- taunting, insulting remarks, calling names, teasing, gossiping
- spreading rumors or un-truths
- making racial/insensitive remarks towards another student
- expressing physical superiority
- making threatening or insulting gestures
- defacing other's personal property
- pushing or shoving
- slamming locker doors
- knocking books off desks
- excluding another student from a seat at lunch, on the bus, etc.
- bringing inappropriate computer messages to school (unkind e-mails, IM, etc.)

Appropriate Consequences

- talking with student
- adult reprimand
- counselor referral
- principal referral
- mediation
- parent contact
- Category II consequences from the Conduct & Discipline Policy
- Repeat Level A misconduct can move to Level B and C consequences

Level B Examples of Physical, Emotional, or Social Harm

- threatening physical harm
- blaming victim
- damaging property
- stealing
- initiating fights-assault
- tripping or causing a fall
- insulting a family, persistent insulting
- defacing schoolwork or other personal property
- insulting race, gender, religion
- increasing gossip, rumors
- undermining friendships
- inappropriate postings on the internet that are brought to school

Appropriate Consequences

- counselor referral
- mediation
- principal referral

- parent and student conference
- Category II and III consequences from the *Conduct & Discipline Policy*
- Repeat Level B misconduct can lead to level C consequences

Level C Physical, Emotional, or Social Harm

- making repeated and/or graphic threats
- practicing extortion (obtaining a promise by a threat)
- making a threat to secure silence (i.e. “if you tell...”)
- destroying personal property
- physical cruelty
- physical assault
- assault with a weapon
- frightening with phone calls made from school
- challenging in public
- comments made to completely alienate a person from others

Appropriate Consequences

- parent conference
- police referral
- Category III consequences from *Conduct & Discipline Policy*

CONTROLLED SUBSTANCE

Appendix C

For any student arrested in possession of alcohol or a controlled substance, driving under the influence of alcohol or a controlled substance, or found with or admitting use of alcohol or a controlled substance while enrolled at QCS, the Head of School is authorized to take any or all of the following action:

- impose an in-school suspension of one (1) day
- require the student to meet with a counselor from an approved treatment center and participate in a substance abuse evaluation at the expense of the student
- notify the parents

For any student involved in a second offense, the Head of School is authorized to:

- impose an in-school suspension of three (3) days
- require participation in a substance abuse program for the number of sessions recommended
- require student participation in a meeting with the Head of School and parents to discuss the student's future QCS

For any student involved in a third offense, the Head of School is authorized to:

- impose a suspension of five (5) days (in or out of school)
- require participation in a substance abuse program for the number of sessions recommended
- require student participation in a meeting with the principal and parents to discuss the student's future at QCS

Possession is considered to exist if a student: a) is aware of the presence of alcohol or controlled substance; b) is in the proximity or has access to the alcohol or controlled substance; and c) fails to remove him/herself from the premises immediately.

School officials will report to the Richland Township Police Office any use or possession of alcoholic drink or any controlled substance on school premises as required by law. QCS reserves the right to use law enforcement, including drug dogs, to check the school and vehicles on the school grounds for illegal substances.

2021 - 2022 QCS K-12th Dress Code

Appendix D

General Dress Code for the School Setting and School-Related Activities

Category	YES	NO
Footwear	-Casual sneakers or shoes -Flip Flops (for 6th-12th)	-Flip Flops (for K-5th)
Shirts or Blouses	-Tank tops with straps 3-fingers in width -Camisole underneath crop tops	-Low cut or revealing tops -Male students should not wear tank tops of any kind
Skirts or Dresses	-Tank top dresses must be worn with a cardigan or sweater -Skirts and dresses that reach the bottom of fingertips with arms fully extended	-Shorter than fingertip length when arms fully extended
Jeans or Pants	-Holes in jeans beneath the knee -Leggings under jeans with holes above the knee -Leggings may be worn, so long as the leggings are covered by shorts, a shirt, blouse, cardigan, or sweatshirt, surrounding the entire circumference of your body, to the bottom of your fingers with your arms down at your side while standing straight up	-Oversized jeans revealing underwear or body parts -Tight or revealing jeans -Uncovered leggings
Shorts		-Shorter than fingertip length when arms fully extended -Tight or revealing shorts -Oversized shorts revealing underwear or body parts
T-shirts	-Christian-themed logos including musical groups -Nature scenes -Positive cartoon characters -Sports -Geographic locations -Colleges	-Offensive logos or sayings including tobacco, alcohol, or musical groups that are contrary to QCS teaching -Topics that may cause division within our school community including political candidates or LGBTQ+ references
Hair Styles	-Colored hair dye	-Distracting hairstyles -Bright colored hair dye coloring entire head
Piercings	-Earring and nose piercings	
Bandanas, Hats, Caps, & Sunglasses		-Cannot be worn at QCS

ACCEPTABLE USE OF INTERNET AND NETWORK RESOURCES

Appendix E

E-Mail

The use of the electronic mail system is reserved solely for the conduct of Quakertown Christian School business and in the classroom as part of the instructional process. It may not be used for personal business or personal communication. The electronic mail system may not be used to solicit or proselytize for commercial ventures, political causes, outside organizations, or other non-job-related solicitations. Users have the responsibility to use this resource in an efficient, effective, ethical, and lawful manner.

Quakertown Christian School provides e-mail accounts for students in third grade and above for the purpose of using school-supplied laptops and online instructional activities. Students are not allowed to change the password for their account. Parents will be provided the username and password for their student's account for the purposes of monitoring their online activities.

Internet

Access to the Internet is provided to Quakertown Christian School employees and students for the benefit of the students and the school and to assist it in the conduct of its business and educational operations.

Employees and students are prohibited from using the Internet to visit, view, download, transfer, and store, disseminate or otherwise contact pornographic, sexually explicit, or other inappropriate sites, addresses, and/or websites.

All messages created, sent or retrieved through the QCS network are the property of QCS and should not be considered private property. QCS reserves the right to access and monitor all messages and files on its computer system as well as all internet usage as deemed necessary and appropriate. All communications, including text and images, can be disclosed to law enforcement or other third parties without prior consent of the sender or receiver.

Internet Safety Policy

It is the policy of QCS to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act ("CIPA")(Pub. L. No. 106-554 and 47 U.S.C. §254(h)).

To the extent practical, technology protection measures (or “Internet filters”) shall be used to block or filter the Internet, World Wide Web, other forms of electronic communications, and access to inappropriate information. Filtering is required for all Internet-enabled computers whether used by minors or adults. Specifically, as required by the Children’s Internet Protection Act, the blocking shall be applied to visual depictions of material deemed obscene, to child pornography, to any material deemed harmful to minors, and to any other content deemed inappropriate for minors by local standards. It is acceptable to set different levels of filtering for minors on an age-determinant or individual basis. Technology protection measures may be temporarily disabled by the Director of Information Technology for adults for bona fide research or for other lawful purposes. Even with these safeguards in place, QCS cannot guarantee that a student or staff member will not gain access to objectionable or inappropriate material on the Internet.

Measures designed to restrict minors’ access to materials harmful to minors must be used. Such measures may include: network firewalls, confidential passwords, data encryption, electronic monitoring, and physical data security. Inappropriate network usage includes: (a) unauthorized access, including so-called “hacking,” and other unlawful activities; (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors; and (c) illegal sharing/copying of copyrighted works in the form of music, videos, photocopies, photographs, software, performance, audiovisual, multimedia, DVD/CD-ROM. However, some social networking sites are not considered inappropriate network usage and are not required to be blocked.

It shall be the responsibility of all QCS staff to educate, supervise and monitor appropriate usage by all minors of the online computer network and access to the Internet in accordance with this policy, the Children’s Internet Protection Act, the Neighborhood Children’s Internet Protection Act, and the Protecting Children in the 21st Century Act. Procedures for disabling or otherwise modifying any technology protection measures shall be the responsibility of the Director of Information Technology or designated representatives.