



Parent-Student Handbook

2022-2023 — Last update: 2 September 2022

Quisqueya Christian School

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1. Welcome to QCS

A Letter From Our Head Of School

My father shared with me this quote, “the greatest classroom a child will ever have is the home, and the greatest teachers are mom and dad.” Parents your job is not easy. God has entrusted you with your children for about 18 years. These are the most important years of development as they form the foundation for life. Quisqueya Christian School is honored that you have chosen us to help to provide the academic base for your child. It is our desire to come alongside and assist you in your role as parents to help provide the strongest Christ centered education possible.

QCS desires to see proper growth and formation in all areas of our students. This would include: intellectually, spiritually, emotionally, physically and socially. I would encourage you to read through the Profile of a QCS Graduate to understand our goals for QCS students. We know that high standards and great expectations are met by diligently working each day as unto the Lord.

The QCS Parent-Student Handbook has been formed for guided instruction. Open communication and clear understanding of QCS expectations is key to working together in unity. When you do have a question please consult this handbook first. But please do not hesitate to contact me if anything you read in the coming pages does not make sense. At QCS we are much more concerned with “getting things right” than trying to prove “we are right!” Your input and opinions help give us a system of checks and balances to make sure we are headed in the right direction. Please know that if a policy is changed, QCS will communicate with you the parents what has been changed and why.

QCS understands that you have choices when it comes to the education of your child. Once again thank you for choosing us. You are a valued member of our community and together we seek to bring honor and glory to God the Father this school year.

Sincerely,

Arthur McMahon
QCS Head of School
amcmahon@quisqueya.org

1.1. The History of Quisqueya Christian School

Quisqueya, meaning “cradle of life”, was the name given to the island of Hispaniola by the first Indian inhabitants. The founders of our school chose the name Quisqueya Christian School believing that it represented well their intention of a nurturing environment for their children. The idea was to provide a safe place for them to learn and grow, a cradle of life.

In the fall of 1972, missionary parents began to talk about the need for an American style Christian school in

Port-Au-Prince. Parents who wanted a Christian education for their children began to pray, and a committee was formed to develop plans. The opening of QCS was set for the fall of 1974.

By the spring of 1974, a location had been found, the present campus on Delmas 75. At that time, the property was owned and occupied by The Worldwide Evangelization Outreach Mission. QCS is indebted to the people of this organization who graciously allowed the school to share its facilities rent free to help the school get started. Pastor Robert Wagler was selected as the first Pastor/Principal, and teachers were recruited.

QCS opened in September 1974 with 35 students enrolled. For the first two years, QCS shared the facilities with the mission. When the owners of the property decided to sell, the school was given the opportunity to purchase. It seemed impossible for a school just two years old to raise \$175,000.00 for the three acres of land, but God provided a gift of \$25,000.00 for the down payment and the rest was paid over the next 10 years.

As the school has continued to grow, new facilities have been added as the need has arisen. In 1981, the first section of the Elementary Building was built, and the second section was completed in 1987. A Snack Shop was built in 1989. Over the past 10 years there have been improvements made in teacher housing, the soccer field and basketball court. In the summer of 2016 a new playground and computer lab was added for the elementary school. During the summer of 2018 the chapel was given a “face lift.”

The January 12th 2010 earthquake was a traumatic day for Haiti. In a matter of 37 seconds, well over 200,000 lives entered eternity. QCS was impacted with the loss of one student and four parents. QCS wrestled with how to best help in a moment of crisis for the country. For five months the classrooms and school facilities were turned into a crisis relief center. Around 1500 medical personnel stayed on the grounds of QCS, attending to those in desperate medical need. Although the school changed drastically for five months, QCS understood the responsibility to help the hurting Haitian people. Even with the crisis and the relief effort, QCS offered classes to the 65 students who remained in Haiti.

We praise God for the stability that the school has experienced since its beginning more than forty years ago. God has used parents, students and staff, and many friends to bless the school.

2. Identity of Quisqueya Christian School

QCS Faith

The term “Christian” identifies people who trust Jesus Christ as Savior and follow him.

They have recognized their condition as sinners under God’s judgment, have understood the death of Christ on the cross as God’s provision to pay for their sin, and have responded to God by confessing their sins, repenting, and asking for forgiveness. They will want to live according to the principles outlined in God’s Word, the Bible.

QCS Christian Philosophy of Education

The statements below are Biblical truths that direct all aspects of school life: philosophy of education, policies and programs, staff hiring, student admissions, discipline, curriculum choices, and activities.

The goals of Christian education at QCS include (1) providing an excellent Biblically-based education which encompasses spiritual, social, and academic development; (2) assisting parents in fulfilling their God-given responsibilities regarding their children’s education; (3) guiding students in the development of their God--given potential towards becoming spiritually mature and discerning individuals who have and live a Christian worldview; (4) preparing and equipping students to impact their world for Christ; and (5) helping students grow in the fear of the Lord because it is the beginning of wisdom.

All truth is God’s truth, and we view the educational process as a means God uses to reveal himself to the student. Thus, the basis for QCS’s educational philosophy and program is the Bible. God has revealed himself to mankind in a general way through creation. He has revealed himself in a special way through His son, Jesus Christ, and through his word, the Bible. Therefore, the entire school program is to reflect Biblical principles and values.

All Scripture is God-breathed and is useful for teaching, rebuking, correcting and training in righteousness, so that the man of God may be thoroughly equipped for every good work. (Timothy 3:16,17)

God has given children to their parents with the responsibility for their academic and spiritual training. QCS exists primarily to assist parents in fulfilling this divine responsibility to train their children to obey God in every area of life.

The mandate for Biblically integrated Christian education comes from God’s command that children are to be taught to love God and give Him preeminence in their lives.

Love the Lord your God with all your heart and with all your soul and with all your strength. These commandments that I give you today are to be upon your hearts. Impress them on your children. Talk about them when you sit at home and when you walk along the road, when you lie down and when you get up. (Deuteronomy 6:5-7)

In order to help students develop their God-given intellectual potential, QCS endeavors to be used by the Holy Spirit to help students develop and practice a Christian worldview. QCS will present opportunities for students to choose a personal faith relationship with Jesus Christ so that He can be their Savior and Lord. It

is our desire that the students, under the guidance of the Holy Spirit, will fulfill God's will for their lives and contribute to the Kingdom of God.

Do not conform any longer to the pattern of this world, but be transformed by the renewing of your mind. Then you will be able to test and approve what God's will is—his good, pleasing, and perfect will. (Romans 12:2)

2.1. QCS Statement of Faith

QCS believes the Bible, the inspired Word of God, to be the final authority of faith and practice. We affirm the historic Christian faith as expressed in the Apostles' Creed and the Nicene Creed. In summary, we believe in the Trinity (Father, Son, and Holy Spirit), we believe that Jesus Christ died for our sins to provide individual salvation by grace through faith, He arose on the third day, He ascended into heaven and is sitting at the right hand of God the Father and will return in glory.

Further, QCS agrees with and affirms the Christian faith as expressed by ACSI's statement of faith.

ACSI Statement of Faith:

1. We believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God (2 Timothy 3:16, 2 Peter 1:21).
2. We believe there is one God, eternally existent in three persons-Father, Son, and Holy Spirit (Genesis 1:1, Matthew 28:19, John 10:30).
3. We believe in the deity of Christ (John 10:33), His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35), His sinless life (Hebrews 4: 15, 7:26), His miracles (John 2:11), His vicarious and atoning death (1 Corinthians 15:3, Ephesians 1:7, Hebrews 2:9), His Resurrection (John 11:25, 1 Corinthians 15:4), His Ascension to the right hand of God (Mark 16:19), His personal return in power and glory (Acts 1:11, Revelation 19:11).
4. We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature, and that men are justified on the single ground of faith in the shed blood of Christ, and that only by God's grace and through faith alone are we saved (John 3:16-19, 5:24; Romans 3:23, 5:8-9; Ephesians 2:8-10; Titus 3:5).
5. We believe in the resurrection of both the saved and the lost; that they are saved unto the resurrection of life, and that they are lost unto the resurrection of condemnation (John 5:28-29).
6. We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9, 1 Corinthians 2:12-13, Galatians 3:26-28).
7. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (Romans 8:13-14; 1 Corinthians 3:16, 6:19-20; Ephesians 4:30, 5:18).

8. We believe that the term marriage has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Genesis 2:18-25). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Corinthians 6:18, 7:2-5; Hebrews 13:4). We believe that God's command is that there be no sexual intimacy outside of or apart from marriage between a man and a woman.

9. We believe that God wonderfully foreordained and immutably created each person as either male or female in conformity with their biological sex. These two distinct yet complementary genders together reflect the image and nature of God (Genesis 1:26-27).

2.2. Vision, Mission, Non-Discrimination

QCS Vision Statement:

To prepare and equip students to transform the world for Jesus Christ.

QCS Mission Statement:

To provide the best possible US accredited education where students learn to understand, interpret and analyze the world from a biblically integrated point of view.

QCS Statement of Non-Discrimination:

Quisqueya Christian School admits students of any race, color, and national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students. Quisqueya Christian School does not discriminate on the basis of race, gender, color, and national and ethnic origin in administration of its educational policies, admissions, policies, financial aid and athletic and other school administered programs or with respect to employment of faculty and administrative staff.

2.3. QCS Christian Educational Goals

The goals of Christian education at QCS are:

- (1) Providing an excellent Biblically-based education which encompasses spiritual, social, and academic development;
- (2) Assisting parents in fulfilling their God-given responsibilities regarding their children's education;
- (3) Guiding students in the development of their God-given potential towards becoming spiritually mature
- (4) Discerning individuals who have and live a Christian worldview.

2.4. Core Values

Right Relationship: We will seek to bring students into a proper relationship with God through evangelism

and discipleship; We will cultivate a Christian community in fellowship with God and with one another, respecting God's creation and the authorities God has placed over us.

Right Living: We will teach and follow the Word of God as our final authority and prayerfully seek direction from it, so that we may grow in wisdom and in Christ-likeness.

Right Attitude: We will commit to and lead our students in attitudes that value excellence, initiative, curiosity, service, compassion, and life-long learning.

Right Thinking: We will seek clarity of thinking, and teach students to think rationally, logically, creatively, critically, and with discernment.

Right Communication: We will seek to be effective communicators, and guide our students to be literate, coherent, and communicate effectively through speaking and writing.

Right Action: We will teach students to seek and apply God's truth to their lives, thereby empowering them to live lives of integrity and good stewardship.

2.5. Objectives Based on Christian Philosophy of Education

I. QCS will integrate Biblical values and principles into the curricular and co-curricular activities of the school life by:

- Making staff members aware of methods and occasions for presenting and integrating Biblical values and principles.
- Trying to select texts and materials that integrate Biblical values or principles and identifying conflict points within any material that may violate Scriptural teaching.
- Selecting certified, qualified teachers and staff who are dedicated to the integration of Biblical values and principles in their teaching and life styles.
- Giving opportunities for student discernment and decision-making based on Biblical values and principles.
- Developing activity policies based on Biblical values and principles.

II. QCS will assist parents in fulfilling their God-given responsibility of educating their child (children) by:

- Providing a quality academic curriculum
- Providing qualified Christian faculty and staff
- Providing clear and timely information to the parents concerning student progress and potential.

III. QCS will encourage students to discover and develop their God-given potential with a Christian mindset, values, perspectives, and lifestyle by:

- Presenting the Gospel and providing opportunities for each student to enter into a personal relationship with Jesus Christ
- Encouraging consistent spiritual growth
- Providing consistent Christian examples that demonstrate the Lordship of Christ
- Providing testing and guidance services for the purpose of evaluation, self-information and career guidance.
- Encouraging and providing an atmosphere of service.
- Teaching students to accept responsibility for their actions.
- Providing a Biblically based discipline program that encourages personal self-control, self-discipline, and respect for themselves and others.

2.6. QCS Community: Our Life Together

QCS wants scriptural guidelines for the purpose of teaching, learning and growing in grace. Culture and tradition, while important, must play a secondary role to God's Word. QCS should be an environment of mutual respect, where individuals experience personal growth without infringing on others. Any behavior that is inconsistent with the Christian life is unacceptable.

Everyone falls short of loving each other as Christ intends. The Bible instructs us to deal with our failures by going to the person who has offended us or to the person we have offended. Learning to be humble, confessing sin, forgiving wrongdoing, making restoration, and promoting reconciliation are Christian mandates QCS wants promoted.

Here are some specifics about putting these goals into practice:

1. Students should accept responsibility for being a scholar by demonstrating diligence and consistency in daily class work. Care for others by being friendly and respectful, offering help, providing comfort, welcoming visitors, guests, and new students, looking out for younger students, refusing to spread gossip or rumors are also ingredients of our learning.
2. QCS Students should understand that there are many ways people fall short of God's holy standard. Some of these ways include: using, distributing, or selling illegal drugs; disrespect; profanity (in any language); aggressive physical behavior; disrespect of property, which includes littering and theft.
3. Parents please know the rules and support efforts to teach students responsible behaviors. Please attend school functions, athletic events, and parent-teacher conferences. Communicate with teachers about your child's needs. Please support QCS through prayer and volunteering your time for projects and committees. Finally parents please fulfill all financial responsibilities to the school.
4. Faculty and staff should provide diligent, responsible care and attention for the needs of each child while recognizing spiritual, academic, and social needs. Faculty and staff should provide regular communication to students and parents to monitor learning and behavior and to communicate school activities and functions. QCS teachers and staff are available to discuss your concerns and to pray for students and parents.

5. Trouble comes when any member of the community rejects school or community guidelines or rejects the authority of those responsible for interpreting and applying the guidelines by behaving in a disrespectful, unloving manner. All stakeholders should honor the responsibilities to QCS and the guidelines described in this Handbook.

2.7. Expected Student Outcomes

Responsible Learners who

1. Understand Bible stories, the plan of salvation, and a Christian worldview.
2. Understand subject content and skills.
3. Integrate content and skills from different subjects.
4. Value lifelong learning.
5. Use appropriate learning strategies.

Discerning Thinkers who

1. Use a biblical perspective.
2. Solve problems.
3. Organize and use information to support conclusions.
4. Make creative products and presentations.

Productive Collaborators who

1. Respect themselves and others as being created in God's image.
2. Work effectively with others.

Effective Communicators who

1. Communicate through writing, speaking, reading, and listening.
2. Integrate different forms of communication through the use of technology and fine arts.
3. Communicate in standard English and attain at least an intermediate level in a second language.

Faithful Caretakers who

1. Serve God and others, both locally and globally, and care for God's creation.
2. Value and maintain physical, social, emotional, moral, and spiritual health.

3. QCS A-Z

3.1. Academics

3.1.1. Course Load and Credits

- High School students must take a minimum of 6 credit classes per semester. Six courses and a study hall are considered a full course load.
- If the principal, in consultation with teachers, believes the student can take more than 6 credits, an exception may be granted to the 6 credit guideline.
- **Dropping / adding courses:** students may drop/add an elective within the first two weeks of the semester with permission from the principal.
- Students enrolled in yearlong electives are expected to take the class for both semesters, though passing first semester is a prerequisite for taking second semester.
- Credit is granted if a student completes a course with a grade of D- (60%) or higher. Credit is not granted when a student earns an F (below 60%).

The following requirements have been established for promotion:

1. A freshman must earn 10 credits to become a sophomore.
2. A sophomore must earn 21 credits to become a junior.
3. A junior must earn 34 credits to become a senior.
4. A senior must earn 46 credits to graduate.

3.1.2. Grade Point Average (GPA)

Grades earned in high school become part of the student's permanent record or transcript and are used to compute the cumulative grade point average. All courses taken at QCS that receive grades are included when computing the GPA. Courses that receive credit but no grade are not included.

GPA Scale

Letter	GPA		
A	4.0	C-	1.7
A-	3.7	D+	1.3
B+	3.3	D	1.0
B	3.0	D-	.7
B-	2.7	F	0

C+	2.3	I	Incomplete
C	2.0	P	Passing

3.1.3. Grading Policies

The academic grades issued are a reflection of how well the student met the academic standard for the class according to the professional judgment of the instructor. That is, effort, behavior, participation, character, tardiness, etc. are not taken into account when calculating the grade.

The grade is not merely how many points students have accumulated, or an average of work the student has done. The grade reflects how close to the standard the student achieved.

For grades 4 – 12, the following grading scale applies:

A = distinction and outstanding

This may be only a small percentage of the class.

B = above average

Student clearly meets the standard for the class.

C = average or typical grade

A “C” is given more frequently than any other grade.

D = below average

The work only partially meets the standards for the class.

F = failure

The work did not meet the standards for the course. No credit is received. This grade may not be removed from the student’s transcript, even though the course is repeated with a passing grade.

I = incomplete

An incomplete is given for unusual or unforeseen circumstances – such as illness – that prevent a student from completing the work, or when students have not finished enough work for teachers to determine a final grade. An incomplete is given with the teacher’s recommendation and the principal’s approval. Teachers and students must negotiate a due date for incomplete work as approved by the division principal.

P = Passing

A “P” is used for courses where a more specific letter grade is not assigned.

For grades 1 – 3, the following grading scale applies:

L1 = Student is not up to standard

L2 = Student is approaching standard

L3 = Student is at standard

L4 = Student is above standard

Students in Pre-K receive descriptive comments; Kindergarten students receive O, S, and U marks.

For all grades, student behavioral progress is reported as the “Conduct” grade on the report card and is based on O (Outstanding), S (Satisfactory), and U (Unsatisfactory).

Students in grades 7-12 have the following expanded behavior scale:

O Students never or rarely need to be reminded to stay on task during a lesson or be corrected as they move about the campus.

S+ These students consistently display above average behavior.

S These students meet behavior expectations.

S- These students display less than satisfactory behavior.

U These students talk in class, don't pay attention, have been disrespectful or disruptive, have been sent to the principal, have served detention for misbehaving more than once during the marking period.

Grading of Tests and Re-testing

The goal of testing for students is to measure student learning. Teachers are not required to allow students to re-test on educational material. In short, students should expect to be tested or quizzed one time on material covered in class.

3.1.4. Graduation Requirements

Forty-six credits (semester units) and 30 hours of community service per year are required for graduation from QCS. These requirements are the school's minimum standard. Students are encouraged to take as many challenging courses as possible. Specific college requirements should be checked early in one's high school career so that the student can plan accordingly.

All Students Must Have The Following Credits To Graduate:

1. Bible (1 credit for each semester enrolled at QCS): *8 credits*
2. English: *8 credits*
3. Fine arts: *1 credit*
4. Foreign language: *4 credits*
5. Mathematics: *6 credits*
6. PE/health: *5 credits*
7. Science: *6 credits*
8. Social studies: *6 credits*
9. Elective credits to add to a total of *46 credits*

Exceptions to the graduation requirements may be granted by the director.

3.1.5. Homework Policies

3.1.5.1. Elementary Homework Policy

Ensuring that homework is beneficial requires a balanced approach and clear communication between the student, the teacher and the family. Homework that is assigned should be purposeful, appropriate to the age level of the student, and tailored to the needs of the child and his or her family.

Reasons for assigning homework include practicing new skills, applying previously learned skills in new contexts, and/or fostering productive study habits and independence. Homework has the additional potential benefit of helping young children understand that learning happens everywhere, while also providing parents with information about our curriculum and opportunities to support their student in his or her learning.

The staff at Quisqueya Christian School understands and promotes the importance of unstructured play as essential to fostering the cognitive, social, physical and emotional well-being of children. Therefore, time spent on homework should be in addition to, and never a replacement for free play.

With these ideas in mind, we practice the following approach to homework:

- A maximum of 40 minutes of homework per night allocated as follows:
 - A minimum of 20 minutes spent reading from self-selected and/or teacher assigned texts either independently or with an adult is a nightly homework requirement.
 - A maximum of 15-20 minutes total spent working on learning math facts, and/or completing Bridges Home Connections, and/or learning sight words or vocabulary.
- Homework should be able to be completed by the student independently.
- Learning occurs in a variety of ways outside of school. We encourage students and their families to explore opportunities to foster growth and responsibility in many ways including discussing current and world events, eating dinner together as a family, and through participation in local community activities.

Student Responsibilities:

- To assume responsibility for completing homework independently and to the best of the student's ability.
- To make sure to understand homework assignments by listening to directions, asking questions when something is unclear, and carefully reading instructions.
- To gather all necessary materials to complete assignments before leaving the classroom, and return homework assignments to school on time.

Family Responsibilities:

- To provide a consistent routine and environment that is conducive to completing homework. Provide limits/guidelines on "screen time."

- To ensure that the student receives the educational benefit from the assignment by encouraging independence, offering assistance and answering questions as needed without influencing the result.

Teacher Responsibilities:

- To provide meaningful homework assignments that students can complete independently.
- To clearly communicate homework directions and expectations.
- To monitor the amount of homework assigned so that it corresponds to school guidelines.

3.1.5.2. Secondary Homework Policy

The purpose of all homework is to increase student learning. Often times this is through practice of concepts taught in classes. While homework may or may not be graded the bigger purpose of homework is to always help students learn.

3.1.5.3. Late Homework Policy

Homework is due on the date determined by the teacher. Teachers reserve the right to reduce an assignment grade by 10% for each day that an assignment is handed in late. After the 4th day late, the student may still turn in the assignment but the teacher is not required to give feedback. The % given for the extremely late work will be determined by the teacher. Teachers may require students to stay after school to complete assignments.

3.1.6. Progress Reports

Parents are expected to follow their child's progress through the student information system Sycamore Education. Parents and students will be given log-on information at the beginning of each school year. Sycamore is a web based program so parents and students can check academic progress at any time.

3.1.7. Report Cards

The academic year is divided into two semesters with two marking periods in each semester. Report cards are provided electronically on Sycamore as downloadable PDF documents. For Elementary and middle school report cards are posted at the end of each marking period, approximately every nine weeks. For high school report cards are posted on-line at the end of each semester. Only the final semester grades are recorded on the high school transcript.

3.2. Accreditation

QCS holds accreditation with the Association of Christian Schools International – ACSI (www.acsi.org) which is organized on an international level, serving Christian schools in over 100 countries. QCS has been

accredited with ACSI since 1987.

QCS also holds accreditation with Cognia (www.cognia.org) which guarantees that schools maintain a high level of standards in accordance with U.S. expectations. QCS has been accredited with Cognia since 2011. QCS accreditation most recently was renewed for a five-year period in July of 2017.

3.3. Activities and Event Attendance

Students must attend at least four class periods in a day in order to participate in co-curricular or other activities on that day (i.e., games, sports, intramurals). Any exception must be approved by the secondary principal or the Head of School.

All assemblies and student class trips, including retreats, field trips, and senior trip are mandatory. Students who are withheld from a QCS retreat, event, or senior trip by parents or QCS administration for any reason are not entitled to financial reimbursement.

3.4. Admissions

As space is available, QCS is open to English-speaking students interested in securing a Christian education. Parents and students understand that attendance at QCS is a privilege and not a right. Any student who does not conform to the school's standards of conduct may forfeit the privilege of being a QCS student. *QCS Administration reserves the right to remove any student at any time for behavior that is determined to be unacceptable. *

QCS typically admits students who are living with at least one of their parents. The student must be English speaking and must meet the age requirement. Students applying for Pre-Kindergarten must be 4 years old by September 1st of the year applying; students applying for Kindergarten must be 5 years old by September 1st of the year applying, and students applying for First Grade must be 6 years old by September 1st of the year applying. All students must test at or above the grade level in which they are applying, though exceptions may be made by the Head of School, the principals, or the admissions committee.

QCS admits students of any race, color, national and ethnic origins to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, gender, color, national and ethnic origin in admissions policies, and other school-administered programs.

QCS reserves the right to select students on the basis of academic performance, religious commitment, lifestyle choices, and personal qualifications including a willingness to cooperate with QCS administration and to abide by its policies.

The admissions process continues year round. Interested parents are to pick up the application packet from the school office between 8:00-3:00 Monday through Friday. The parents complete the application and must

include student medical records and former school records. Copies of the child's birth certificate or passport are required for students applying for entrance into Pre-Kindergarten, Kindergarten, and Grade 1. Once the application packet is delivered to the school office, it is the parents' responsibility to call the office for a response about testing. Most students will take the admissions test, but testing may be waived if transcripts, standardized testing, and recommendations indicate that the student is at or above grade level. QCS will also have a formal interview with potential students and parents.

3.5. Athletics

QCS offers varsity boys basketball, girls volleyball, and soccer teams for both boys and girls. Intramurals are offered depending on student interest. Games are scheduled by the Athletic Director and announced in the school newsletter. Parents and students are encouraged to attend.

3.6. Attendance

Faithful attendance is an important requirement for our life together and one of the keys to academic success. Please notify the QCS office mbeneche@quisqueya.org for all absences, planned and unplanned. If a student is absent, the parent must contact the office and initiate getting notes, work, and assignments.

1. Absence

- a. Unplanned absence (for example, sickness): Parents are asked to call the school office between 8:00 a.m. and 8:30 a.m. on the day the student is absent to give notice of the absence and the anticipated duration of the absence. If the school is not contacted, communication will be attempted to make sure the student hasn't had some unexpected difficulty on the way to school.
- b. Planned absences: Planned Absences should be arranged in advance, in writing with the teachers and the QCS office at least one week in advance. Students are encouraged to complete assignments ahead of time, if possible, and are expected to complete assignments by the due dates set by the teacher.
- c. Excessive absences (for high school students) are defined as missing any one class more than 10 times during a semester. Students with 10 or more absences in a class, may not receive credit for the class.
- d. Truancy: Students who are absent without parental permission are considered truant. Truancy is considered very serious and discipline may involve dismissal from school.

2. Tardiness

Students are expected to be in their seats and ready to work at the start of each class period. Walking into a classroom late is disruptive and students who are late miss important announcements and directions.

- a. A student who is late for school will receive 1/3 of an absence.
- b. Students who are habitually late may face additional consequences, including Saturday detention or after

school service hours.

3. Withdrawal from school

Withdrawal of a student is accomplished with the least disruption if parents notify the school several weeks in advance. Our checklist helps us complete the process in an orderly fashion. As a general rule, students may not receive credit for the grading period if they leave school more than two weeks before the end of the period. With enough notice, however, arrangements for exceptions can be made through correspondence courses. Students who withdraw in good standing will be welcomed back upon submission of re-enrollment forms and required documentation. Students who withdraw because of academic or behavioral problems will be considered for readmission based on submission of re-enrollment forms, necessary documentation, and an interview with the director.

3.7. Campus

The QCS campus is clearly defined by gates and walls. The campus is private property reserved for the use of QCS community members and guests by invitation only.

A. Official supervision by teachers begins at 7:15am and ends at 4:00pm each day, Monday through Friday. QCS assumes no responsibility for children who come to school early or are picked up late. It is the parent's job to monitor the whereabouts of children and to exercise appropriate intervention outside of school hours.

B. Students should be on campus by 7:50am (8:50am on Mondays) in time to prepare for the school day. Once students are on campus, students must remain in common areas until permitted to enter classrooms. The morning whistle blows 5 minutes prior to 8:00am (9:00am Mondays) at which time all students are expected to immediately report to their classrooms.

C. Students are not permitted to leave campus until school is over, except by parent permission (written or verbal). Parents must sign the student out at the front office and wait for QCS personnel to bring the student to the office.

D. The elementary porches are off limits to all students before and after school.

E. At no time should students be inside a QCS facility without the permission and supervision of an adult.

F. Elementary students should stay away from the secondary building, and secondary students should stay away from the elementary building (with the exception of scheduled classes).

G. High school students may not loiter by the middle school classrooms during break or lunch.

H. Students must not climb on walls, buy from vendors through or over the wall, or ask guards or staff to do so.

I. All guard shelters are off-limits to students

J. Students are not to be in the driveways or parking lots (including vehicles) unless arriving or leaving campus.

3.8. Cell Phones

Cell phones should be turned off and kept out of sight between the hours of 8am and 3pm. Teachers may make an exception for students to use personal devices (including cell phones) during class for school-related assignments. Otherwise, if a cell phone is seen or heard on campus, it will be handed in to the principal. If the phone is taken a second time, it will be held for a parent to pick it up. If there is a third offense, further discipline action will be taken.

3.9. Chapel

Chapel is designed to be a time of worship, inspiration, teaching from God's Word, and an encouragement of spiritual growth. Secondary Grow Groups are designed to discuss spiritual topics in a deeper, more personal way.

Secondary:

Secondary chapels and/or Grow Groups are scheduled for every Wednesday. High School (grades 9-12) is from 8:00am-8:45am. Middle School (grades 6-8) is from 8:50am-9:35am.

Elementary:

Elementary chapels are scheduled for Thursday mornings. PreK-2nd grade chapel is 8:10-8:45am. 3rd, 4th and 5th grade chapel is 8:50-9:25am.

3.10. Classroom Conduct

Students are expected to follow the QCS Honor Code and each teacher's classroom expectations. All QCS students must speak English in classrooms except for foreign language classes.

3.11. Communication

QCS wants to have a close working relationship with parents. QCS uses a number of communication methods: Open House, the weekly newsletter, parent-teacher conferences, progress reports, report cards, Sycamore (our School Management and Student Information Services System), social media, and the website: www.quisqueyahaiti.org

QCS encourages teachers to be in regular contact with parents, and asks that parents communicate concerns to teachers in a timely manner. You can send teachers emails or leave messages for them at the front office.

QCS asks that parents make appointments to discuss important matters with teachers or administrators. Teachers are available to parents for meetings between the hours of 3pm and 4pm, unless another appointment time is offered.

If a question or concern is not resolved, please contact the division principal. If the situation remains unresolved, please contact the head of school.

3.12. Computer Policies at QCS

Middle and high school students may use the QCS student computers and internet for school-related work in a manner that is consistent with the mission and educational purpose of QCS.

The purpose of the computer lab and Internet access is to support research and education. Students will be instructed to avoid objectionable materials and be encouraged to be responsible users in line with the the Acceptable Use Policy below.

Acceptable Use Policy:

1. The Internet is to be used for school-related research and assignments.
2. Students are not to join chat rooms at school.
3. The Internet offers access to information that is inappropriate. This includes but is not limited to inappropriate music, pornographic materials, vulgarity, gambling, militant/extremist materials, etc. It is expected that students will not access information of this sort. The supervising teacher reserves the right to deem whether information is appropriate and will limit use accordingly.
4. Material obtained through research on the internet and then used in academic work for QCS is to be properly documented (see [Plagiarism](#)).
5. Students need to obtain permission from the teacher supervising the computer lab to print.
6. Students are not permitted to alter or change any settings on the school computers. Students are to respect the need for security/confidentiality and are to make no effort to bypass security systems and gain access to information that they do not have a right to see. **Nothing is to be installed or downloaded to the school computers without permission from the technology director.**
7. The use of computer games is not permitted unless the game is part of a class assignment or a QCS approved activity.
8. Shared disks can spread viruses. All disks used on school computers must be virus checked prior to use.
9. Students should have their own jump drives.
10. There shall be no copyright law violations. If you have any questions about what constitutes a violation, please see the QCS computer instructor.
11. Sound must be turned off, except when it is being used as part of the class. Headphones should be handled with care.
12. Students are not to have food or drinks in the QCS Computer Lab.
13. Students must leave the computer lab if the last teacher leaves. Students may use the computer labs outside of school hours only while a teacher is on duty.
14. Students may not plug their laptops into the LAN, or try to gain access to the wireless network.

15. Laptops may only be brought to class to be used for note taking or other educational purposes with the teacher's permission. Laptops are not to be charged at school.
16. Violations of computer policy may result in a cancellation of network and Internet privileges.

3.13. Consequences

With improper actions there are consequences. QCS teachers and administrators desire growth and change not punishment. Therefore, the consequences of doing wrong should correct the harm that has been done. Reconciliation requires personal confession, apology and forgiveness. Abuse of property requires restitution.

If doing wrong is a habit or a pattern, or if the deed is especially serious, parents will be contacted to discuss the problem with creating solutions as the goal.

A teacher or principal may detain a student for up to 45 minutes after school for discipline.

See also: [Probation](#) and [Suspension](#)

3.14. Dangerous Items

Objects such as toy or real weapons (including knives) lighters, and fireworks are not permitted on campus and will be confiscated.

3.15. Distance Learning

Please refer to the [QCS website](#) for details related to COVID-19 policies and distance learning platforms.

3.16. Drugs and Alcohol

QCS forbids the use of tobacco, alcohol, or illegal drugs on or near school grounds, at any school-sponsored events for students, or anywhere on QCS property.

3.17. Emergencies

During a crisis such as serious political unrest, a demonstration, or a strike, the school may be closed. The Head of School will communicate necessary information regarding closures. If you have questions, call the school at **2816-3000** or **2816-4000**, check for email updates, or contact a teacher. If QCS remains closed for an extended period of time, please review the information in the [Distance Learning](#) section of the handbook for specific instructions on accessing schoolwork.

The school recognizes that the children are parents' responsibility. If there are times you choose to keep

your child at home because of security, simply notify the school.

In the aftermath of a disaster (whether an earthquake, political crisis, or a similar emergency) that occurs while school is in session:

1. Until a general “all clear” statement is issued, students will not be permitted to leave campus without administrative consent or being accompanied by a parent or guardian.
2. No student will use the QCS telephone unless directed. Cell phones may be used with permission.
3. The school will always have emergency supplies of food and water.
4. Parental responsibilities include advising children of the necessary actions and responsibilities if delayed en route to or from school and ensuring that the QCS office always has up-to-date phone numbers and email addresses on file.

3.18. Dress Code (Uniforms)

QCS expects faculty, administration, staff, and students to dress appropriately for all school events. This would include QCS events on or off campus and on weekends.

The school expects parents to make sure their students follow the dress code outlined below for both regular uniform and non-uniform days. **The elementary and secondary principals will have the final word in interpreting the dress code.**

Regular Uniform Guidelines:

Uniform Shirts: Students have the option of QCS embroidered shirts in white, purple or yellow.

Uniform Pants & Shorts: Students have the option of “French Toast” navy or khaki flat-front pants OR shorts that are close to the knee in length. Girls in grades Pre-K to Grade 5 have the option to wear a “French Toast” navy school skirt in addition to the pants and shorts, and girls in grades Pre-K to Grade 1 may wear a “French Toast” navy jumper.

PLEASE NOTE THAT ONLY “FRENCH TOAST” FLAT FRONT PANTS ARE ACCEPTABLE

Sweat Shirts: Students will have the option of QCS embroidered plain gray, white or black zip front. No other sweat shirts, sweaters or jackets will be permitted.

Shoes: Students are to wear closed-toe shoes. Flip-flops, sandals or Crocs (Clogs) are not permitted.

Hats and head wraps (scarves, bandanas, etc.) are not permitted.

Non-Uniform Day Guidelines:

Non-uniform days are scheduled for the last school day of each quarter. Other days may be declared as non-uniform days and announced through the school newsletter. Students arriving in non-uniform dress on a regular uniform day will not be allowed in class.

On non-uniform days, students may choose to wear the QCS uniform or clothes that meet the following

guidelines:

- Clothes should be modest. All shirts and tops must not expose the midriff or back. Shorts, skirts, and dresses are not to be shorter than 3 inches above the kneecap.
- For students in Pre-K through Grade 3, shorts and skirts should be mid-thigh.
- Clothes must not have words or pictures that are inappropriate or promote products or activities that are inconsistent with the school's principles and values.
- Clothes for PE classes and after school activities should be modest, not revealing, too short, or too tight.
- Pants must be worn properly.

3.19. Food

Students may never purchase anything through the QCS walls. Students may not have deliveries of food or other items made to them at the gates. Guards and secretaries do not have the time to handle these deliveries.

Students may visit the snack shop only before and after school and during break and lunch.

All students and staff must wait their turn in line. Skipping in line is not permitted. Lunch trays should be returned in their designated areas and trash must be disposed of properly (see [Garbage and Litter](#)).

Cups, plates, forks, and knives must remain in the snack shop area.

3.20. Garbage and Litter

QCS is proud of our facilities. We want students to take pride and personal responsibility in the treatment of our school.

Students and teachers are responsible to:

1. Put garbage in the correct receptacle
2. Pick up any garbage on the QCS school grounds.
3. Demonstrate pride in QCS's resources.

The lunch area is to be treated as a dining room. All students and staff are responsible for keeping the area tidy and their behavior orderly.

3.21. Gum

Gum may not be chewed during school hours. Students please be very responsible with gum at other times on QCS campus.

3.22. Graffiti

Students may not write on QCS school property. Proper discipline will be enforced for graffiti infractions.

3.23. Grievances

The purpose of this procedure is to secure an equitable solution to any grievance. **Matthew 18:15-17** gives us a Biblical guide to solving grievances. QCS seeks to follow this example from scripture for differences that arise.

A “**grievance**” is a complaint by an individual against a staff member based upon an alleged violation of a person’s rights under policy. It also refers to complaints one might have in regards to alleged professional inability.

A “**grievant**,” in this policy, refers to the person or persons making the complaint.

A “**defendant**,” is a person/s to which the complaint is directed.

QCS Grievance Policy

1. At the end of each following step, the grievant has 5 working days to submit, in writing to the director, his/her dissatisfaction with the results of the previous level and request permission to move to the next level. If the grievant fails to do so, the matter is considered resolved. This request shall include the time, date, place and nature of the previous meeting. This request must be signed by the grievant.
2. The director shall respond to all requests within 5 working days. Failure to do so automatically moves the matter to the requested level.
3. Steps 2 – 4 shall be documented, signed by all attending, dated and submitted to the director within two working days after each meeting.
4. At any time a resolution is reached and the defendant or any other involved party fails to fulfill the actions agreed upon, the grievant may resume the process at the level which had already been reached. The process does not have to restart unless a totally unrelated issue is involved.

Steps To Resolving Complaints and Grievances

Step 1: Grievant must first approach the defendant with which the problem rests. The problem may be personal or professional. Step 1 communicates and identifies the problem and attempts to reach a satisfactory resolution.

Step 2: Grievant shall meet with defendant and a facilitator. Step 2 is to allow a third party to act as a witness, facilitate and assist in finding a resolution.

Step 3: Grievant shall meet with the defendant, facilitator and the next immediate supervisor of the defendant except in cases involving the Director. The supervisor of the grievant would take up these cases. Step 3 is to help communicate both perspectives to the supervisor.

Step 4: The grievant shall meet with the defendant, the facilitator and the director. Both parties shall be

allowed to speak. Step 4 is the final level in the grievance process. The decision at this level is final and to be carried out by all involved.

3.24. Harassment

Any harassment (physical, verbal, emotional) based on ethnic, religious, physical, gender, or any other reason is strictly forbidden and will be investigated and resolved.

Students who suffer from harassment from a staff member or student or know of a situation where it has occurred should report it to a teacher, guidance counselor, or a principal immediately. The report will be investigated promptly, and those found guilty of such harassment will face disciplinary action up to and including dismissal. Students who make such a report will be protected against reprisal from others.

3.25. Homework

See [Elementary](#), [Secondary](#), and [Late Homework](#) Policies under the 'Academics' section of the handbook.

3.26. Honor Code

QCS created the Honor Code to help all students and teachers live in harmony. It was constructed with two Bible verses in mind:

"My command is this: Love each other as I have loved you." – John 15:12

"Do to others, as you would have them do to you." – Luke 6:31

"I AGREE THAT I WILL NOT TAKE UNFAIR ADVANTAGE OF MY SCHOOLMATES, OR ENCOURAGE ANY ACTIVITY THAT TAKES UNFAIR ADVANTAGE OF ANYONE. THIS MEANS, I AGREE TO NOT LIE, CHEAT OR STEAL AND I WILL DISCOURAGE OTHERS FROM SUCH ACTIONS. I PLEDGE TO TREAT EVERYONE WITH COURTESY AND RESPECT. ANY BEHAVIOR THAT HARASSES, BULLIES, HUMILIATES OR DEMEANS SOMEONE IS NOT ACCEPTABLE."

Breaking the Honor Code is considered a serious offense. QCS students and teachers agree to keep the Honor Code by signing in agreement at the start of the year.

3.27. Infirmary

The infirmary is staffed by a full-time nurse from 7:30am – 4:00pm Monday through Friday to help promote the safety and health of students. The nurse administers initial first aid and is a resource of health information to the community. The nurse coordinates the collection of all required health data.

3.28. Library

The Paulette Blain Memorial Library is open to students, parents and teachers to obtain reading material and do research. Schedules and procedures are posted in the library. QCS asks that material be taken care of and returned on time.

Once students' names are on the overdue list, they cannot check out other materials until all overdue materials have been returned and fines paid. Notices will be given to students with overdue books. If fines are not paid within 14 school days, the bill will be given to the office for payment by the parent.

A replacement fee per item will automatically be charged to the parent for materials not returned within four weeks. Damaged books will also incur a replacement fee.

The number of books available to be checked out at a given time is determined by grade level:

- Pre-K, K & grade 1 = 1 book at a time
- Grade 2 = 2 books at a time
- Grades 3-6 = 3 books at a time
- Middle School = 4 books at a time
- High School = 5 books at a time

3.29. Lockers and Locks

Students in Middle School and High School are assigned lockers and a lock. Students are responsible for keeping lockers clean and organized. Teachers may, from time to time, inspect lockers to insure they are well-maintained. The tops of the lockers are not to be used as a storage area. Students are fined \$10USD if at the end of the school year they have lost the QCS lock. QCS asks that only QCS issued locks be used on lockers.

3.30. Movies and Films

It is reasonable for a teacher to show all or part of a film in class. At QCS, the following guidelines will be in effect:

1. QCS uses movies in class to teach rather than to entertain
2. Any movie used in class has been approved by the principal or director.
3. Movies proposed as entertainment at optional student events will be carefully evaluated; approval will be given by the administration.

3.31. National Honor Society

The Eagles' Nest, chartered in 1991, is an official chapter of the National Honor Society, an organization that recognizes students who demonstrate outstanding scholarship, leadership, character, and service. To be eligible for membership, a student must have a cumulative GPA of at least 3.50 and exhibit the qualities mentioned above. Students do not apply for membership but are chosen by a committee of teachers. Up to two induction ceremonies may be held each year – one each semester.

3.32. Office Hours

The QCS office is open from 7:35am-3:30pm on all school days.
Summer hours are announced in June.

3.33. Online Classes

QCS students have the opportunity to take courses online through third-party providers. These online course providers work in partnership with QCS. Students are assigned real teachers who stay in contact with students via Skype, email, and instant messaging.

An online course may be taken in one of three situations: if a student has failed a class and needs to retake; if a student transfers from another school lacking a required class; if a student desires to take a class that is not offered at QCS (for example, an AP course). Parents are required to pay for courses if one or more of these situations applies.

Grades obtained through third-party online course providers are merged into the official QCS transcript and are included in the GPA. Failure to complete an online course is treated in the same way as failure to complete a face-to-face course. Signing up for an online course is assumed to be a sign of intent to complete, and the failing grade would also be entered on the QCS transcript. For more information regarding third-party online courses, please contact our [Online Coordinator](#).

3.34. Parent-Teacher Conferences

Specific days designated for Parent-Teacher conferences are held throughout the school year. Parents are encouraged to meet and get to know teachers. Information regarding Parent-Teacher conferences will be communicated in the weekly newsletter, by email and on Sycamore. Parents may also request a conference with a teacher by contacting the [elementary](#) or [high school](#) principal.

3.35. Personal Items

All personal items are to be kept securely in lockers or in book bags. Students are encouraged to leave

valuables at home. If you must take them to school, please keep them locked in a secure locker as QCS is not responsible for these items.

3.36. Plagiarism

QCS places a high value on scholarship and intellectual integrity. Honest authorship of academic work is valued. Dishonestly claiming authorship – a form of lying, cheating, and stealing – undermines the educational process. This can also damage relationships between teachers and students and students with their peers.

Plagiarism seriously destroys opportunities for learning. Plagiarism is also illegal. QCS takes all cases seriously (Please see [Consequences](#) for more information). Helping someone cheat, or supplying answers, is just as serious as receiving answers or copying someone's work.

Plagiarism includes the following:

1. Cheating on tests, quizzes, reports, papers, or homework by either giving or receiving answers or working off a "cheat sheet."
2. Presenting the work of another person as your own work.
3. Recycling previous work.

In many classes students are encouraged to help other students or to collaborate on work but not copy from each other. Homework assignments are not to be shared with other students to copy. If there is a question about the degree of collaboration allowed or the types of help that students can give other students, ask the teacher.

3.37. Planners

Planners are provided for students in grades 6-8 in order to help organization. Students are encouraged to have their planners with them in all classes and write down assignments. If lost, another planner may be purchased for \$10usd.

3.38. Playground Rules

These rules apply before, during, and after school.

1. Treat others kindly.
2. Only elementary students are allowed to use the playground area.
3. Play only on the playground or sport areas. Elementary students should never play in the parking lot or in other areas designated as "off limits."
4. Use the playground equipment safely.
5. Follow posted directions and those given by the adult on duty.
6. Rocks, sticks, seedpods from the trees, and other things you find on the ground are not to be thrown

at any time.

7. Students need permission to use the restroom from the adult on duty.
8. When the whistle blows at the end of recess, line up immediately.

3.39. Probation

Academic probation is a formal status that serves as a warning that academics are below standard and must improve in order to remain in good standing at QCS. Two or more D's or one F on a report card results in academic probation; students who remain on academic probation for two semesters may be asked to withdraw from QCS or face expulsion. For elementary and middle school, probation is determined by the marks at the end of each quarter. For high school, probation is determined by the marks at the end of the semester.

Behavioral probation is a formal status that warns parents and students that a change in the student's behavior and/or attitude is needed and expected in order for that student to remain at QCS.

- All new students are on informal behavioral probation for the first semester period. Students on informal probation may participate in all school activities.
- Students who repeatedly ignore rules, receive unsatisfactory conduct grades, or fail to respect their teachers or peers will be placed on Behavioral Probation.
- The principal, in consultation with the administration and teachers, may place students on probation for violating the Honor Code.
- The parents will be notified of this status and will need to meet with the principal and other staff members to find solutions to the misbehavior.
- Students who are on Behavioral Probation for two quarters may be asked to withdraw from QCS or face expulsion:

Expulsion can be initiated by the Head of School. This is the most serious consequence of wrongdoing, and is used when either the offense is particularly serious or when students refuse to submit to authority and keep the school guidelines. Expulsion becomes a part of the student's permanent record. While expelled students are not normally readmitted to QCS, after being out of QCS for a year, parents can petition for readmission. Students who have been dismissed or are withdrawn from school will not be allowed on campus (during school hours or for after-school events) without the specific permission of the school administration.

3.40. Prohibitions

- Students are never to bring food or drinks into the buildings. Food and drinks must be consumed in the cafeteria are only (See [Food](#) section for more information)
- Family members (including drivers or maids or messengers) are not to disturb a class. Messages, lunch tickets, or other items may be left at the office to be picked up or delivered to the student (See [Campus](#) for more information)
- QCS reserves the right to limit video game and electronic device usage on campus at any time.

Please see [Cell Phones](#) for specific information regarding device use on campus.

- Weapons, firecrackers, alcohol, tobacco and drugs are not permitted on campus or at QCS activities.
- Pornography is not permitted on campus.

Taking personal responsibility is a great place to start when confronted with improper behavior. Followers of Jesus Christ deal with sin and its effects according to the Bible. This includes:

1. admonition (“You shouldn’t have skipped class”)
2. confession (“I’m sorry. It was wrong of me to do that.”)
3. restitution (“I’ll pay for the damages – I’ll replace the materials I took”)
4. reconciliation (I forgive you; let’s restore our relationship.”)

When this successfully happens, we grow through our failures and mistakes.

3.41. Public Displays of Affection

QCS asks that students be modest, discreet and culturally appropriate in expressions of affection. Teachers and administrators reserve the right to determine modesty.

3.42. Publications

QCS students publish a yearbook, which usually comes out in May. A newsletter which contains notice of upcoming events and campus news is sent to parents weekly through email. School information and news can also be found on our social media sites – [Facebook](#) and [Instagram](#). The school website: www.quisqueya.org also has important information.

3.43. Semester Exams

Exams may be given at the end of each semester for secondary students. The high school exam grade counts 20% towards the semester grade. The middle school exam grade counts 10% towards the 2nd quarter and 4th quarter grades.

3.44. Service Hours

High school students are required to serve 30 hours per year as a graduation requirement. Hours need to be approved by the [Student Activities Coordinator](#). Elementary and middle school teachers are encouraged to create community service opportunities for their students.

3.45. Snack Shop

QCS provides a hot lunch for purchase. The snack shop serves Haitian food and American-style food. Students can also purchase sandwiches and other food items. An elementary student who has no money for lunch may borrow a lunch ticket from the office. Parent accounts will be charged for unpaid snack shop charges.

A calendar for lunch is posted monthly on Sycamore and published each week in the QCS newsletter.

Students are asked to be respectful by:

1. walking into and through the Snack Shop and eating area
2. remembering to say please and thank you to snack shop workers
3. eating only in the snack shop area during lunch, break, and snack times
4. standing in line patiently
5. cleaning up and putting away all dishes and utensils and throwing away trash

3.46. Standardized Testing

TerraNova testing is given each year to students in Grades K-11.

QCS offers PSAT to all sophomores and juniors.

QCS offers the ACT test to juniors and seniors on campus three times during the school year. This test fee is the responsibility of the parents. The Guidance Office will assist students in making arrangements to take the Scholastic Aptitude Test (SAT). It is the students' responsibility to meet all deadlines and paying test fees on-line.

3.47. Student Government (ASB)

Associated Student Body (ASB) is composed of the president, vice-president, secretary and treasurer who are elected by the students in grades 9-12. Each class elects three representatives to serve with the officers on this council. This group serves the student body by organizing student activities, service projects, and fund-raisers.

3.48. Weekly Worship Services

Members of the QCS community are expected to attend weekly worship services.

3.49. Supplies

School supply lists will be given to parents and also posted on Sycamore. Students in grades 1-12 must have a NIV (New International Version) Bible.

3.50. Suspension

A student can be suspended by the principal. A serious infraction or repeated infractions may lead to suspension or expulsion. A suspension may last anywhere from one day to five days, depending on the severity of the offense. A suspended student cannot visit campus during the duration of the suspension.

3.51. Sycamore

Sycamore is our online school management system and is the central point of contact for grades, classes, and student and family data. Teachers may provide homework or other assignments through Sycamore; grades are regularly updated so students and their parents should log in frequently.

Teachers are required to post grades every two weeks. If a teacher does not comply with this expectation, the student may respectfully request that the teacher bring their grades up to date.

All Sycamore questions should be directed toward the principals. The office secretary may also assist with concerns such as forgotten passwords or blocked accounts.

3.52. Textbooks and Workbooks

The school provides textbooks and workbooks. Most workbooks are written in by the students and not reused another year, but textbooks are expected to last a minimum of five years. Students will be charged for lost or damaged books.

3.53. Transcripts, Records, and Official Letters

All requests should be made at least 10 days in advance of the date needed. Requests for transcripts and official records or official letters verifying attendance, or enrollment, should be made to the QCS main office. Transcripts will not be issued if balances are outstanding on accounts.

3.54. Visitors

Visitors are required to check in at the office. When a non-student wishes to attend classes, arrangements

need to be made in advance with the principals. Permission for visitors to classrooms is often denied. If a visitor is disruptive, the visitor will be asked to wait in the snack shop area until arrangements can be made to leave campus. In general, a student who has been dismissed from QCS for behavioral reasons must obtain direct permission from the Director before visiting the campus (this includes attending sporting events).