

2023-2024
Quisqueya Christian School
Parent - Student Handbook



Quisqueya Christian School

“But those who hope in the Lord will renew their strength,
They will soar on wings like eagles; they will run and not
grow weary, they will walk and not be faint.”

Isaiah 40:31

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DIRECTOR WELCOME LETTER

Changing A Nation, One Generation At A Time

Greetings in the name of our Lord Jesus Christ. I am honored and blessed to be the Director of Quisqueya Christian School, and I look forward to serving the QCS family and community.

The core values of QCS enhance the development and refinement of young minds that establish the biblical foundation of who we are and the building blocks of productive citizenship. Our slogan, “Changing a nation, one generation at a time”, is derived from QCS’s commitment to excellence in academics, excellence in spiritual growth opportunities, and excellence in citizenry.

I encourage each member of our QCS family and community to review our statement of philosophy as the foundation of this institution is built upon it. “All scripture is God-breathed and is useful for teaching, rebuking, correcting and training in righteousness, so that the servant of God may be thoroughly equipped for every good work” (2 Timothy 3:16-17, NIV).

Quisqueya means “cradle of life”. As we are entering our Golden Jubilee (50th anniversary), let’s celebrate QCS as the cradle of life that has had a profound effect on so many of our lives in the past and the effect it will have on our future generations.

Blessings,

Dr. Ronald Bishop
Director
Quisqueya Christian School
HOS@quisqueya.org

QCS QUICK FACTS

	Quisqueya Christian School Information
Physical Address	# 4 Delmas 75, Port-Au-Prince, Haiti
Mailing Address	Unit 2029-QCS, 3170 Airmans Dr, Fort Pierce, FL 34946
International Phone #	(772) 621-5570
School Office Phone #'s	(509) 2816-3000 / (509) 2816-4000
Head of School	Dr. Ronald Bishop hos@quisqueya.org
Elementary Principal	Mrs. Angela Regis elprincipal@quisqueya.org
High School Principal	Mr. Bobby Boyer bboyer@quisqueya.org
Middle School Principal/curriculum	Mr. Josh Banks jbanks@quisqueya.org
Business Manager	Mrs. Jennifer Paultre business@quisqueya.org
Director of Operations	Mr. Phillip Boyer operations@quisqueya.org
IT Director	Mr. Christian Perodin cperodine@quisqueya.org
QCS Secretary - Head of School	Ms. Daniele Desrosiers ddesrosiers@quisqueya.org
Dual Accreditation	Association of Christian Schools International (ACSI), Cognia
School Website	www.quisqueyahaiti.com
School Grades	Pre-K through 12th

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 five 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.

QCS has averaged 270 students each year. Faculty and staff number around thirty-five. 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.

QCS, WHAT WE BELIEVE

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).

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, 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.

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.

QCS 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.

QCS Student Wide Outcomes:

VISION = Lifelong Service

The Quisqueya Christian School vision is “to prepare and equip students to transform their world for the glory of Jesus Christ.”

Bring them up in the training and instruction of the Lord. –Ephesians 6:4

MISSION = Learning to Grow in Him

Quisqueya Christian School mission is to equip students with the necessary academic and spiritual training that prepares them to impact their world for the glory of God. Quisqueya Christian School shall provide a biblically integrated program based on and correlating with the American system of education.

so that the servant of God may be thoroughly equipped for every good work.
– 2 Timothy 3:17

GOALS = Living for Jesus

As we strive to attain our vision, it is essential that Quisqueya Christian School develop programs, strategies and methodologies based on God’s Word.

Whatever you do . . . whatever your task . . . work heartily as serving the Lord
– Colossians 3:17, 23

Goals for Spiritual Growth

- continue to grow in a personal relationship with Jesus Christ
- know, understand, and apply God’s Word in daily life with discernment developing a Christian worldview
- know that our world belongs to God and every area of life is under God’s dominion and each must bring honor and glory to God
- conduct themselves in a Christ-like manner in the school and within the community
- understand they are God’s workmanship, created in Jesus Christ to do good works, which God prepared in advance for them to do. Ephesians 2:10

Goals for Intellectual Growth

- has a knowledge and a passion for God and His Word
- showing competence in the academics:
 - recognize the value of the academic study of the Scriptures
 - skilled in reading, writing, speaking, listening and thinking,
 - proficient in mathematics and science
 - appreciate literature and the arts and how they express beliefs and values
 - appreciate language and culture of other people encouraging biblical hospitality
 - utilizes resources including technology to find, analyze and evaluate information
 - has critical thinking skills
 - communicate clearly, and think critically and creatively
- see learning as a lifelong process
- practice responsible stewardship of God's creation
- know their strengths and weaknesses and recognize their responsibility to develop their gifts fully and use them for the benefit of others
- learn both independently and cooperatively
- accept individual responsibility for their academic progress
- have a developing Christian view of life and reality

Goals for personal/social growth

- living the love of God in social and community relationships, evidenced by the fruit of the Spirit
- honor and respect those in authority
- do right, love mercy and walk humbly with God, being peacemakers as they live for Jesus at home, in the church, in the school, in the community, in the world
- has developed proper a proper view of self as one created in the image of God, being enabled to love one's neighbor as one's self

Goals for physical growth

- respect their bodies as gifts from God and as temples of the Holy Spirit
- accept the responsibility for the stewardship of their bodies with good health habits in all areas of their lives
- exemplify good sportsmanship and teamwork

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)

Objectives of QCS Based on its Christian Philosophy of Education

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

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

- A. Providing a quality academic curriculum
- B. Providing qualified Christian faculty and staff
- C. 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 life style by:

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

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:

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.

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.

Parents must know the QCS 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. Support QCS through prayer and volunteering your time for projects and committees. Parents are expected to fulfill all financial responsibilities to the school.

Faculty and staff are expected to provide diligent, responsible care and attention for the needs of each child while recognizing spiritual, academic, and social needs. Faculty and staff are required to 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.

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.

QCS FROM A-Z

Academics

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 (such as accounting, physics, chemistry, or calculus) are expected to take the class for both semesters, though passing the first semester is a prerequisite for taking the 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.

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.

Letter Grade	GPA		
A	4.0	C-	1.7
A-	3.7	D+	1.3
B+	3.3	D	1.0
B	3.0	D-	0.7
B-	2.7	F	0
C+	2.3	I	Incomplete
C	2.0	P	Passing

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 K – 12, the following grading scale applies:

A = distinction and outstanding

B = above average

Student clearly meets the standard for the class.

C = average or typical 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 will set a reasonable due date for incomplete work with the approval of the division principal.

P = Passing

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

PK3 and PK4 uses 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..

For all grades, K - 12, **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. Students should expect to be tested or quizzed one time on material covered in class. A re-test is at the discretion of the teacher. If a re-test is given, the grade from the first test and the grade from the re-test will be averaged together to determine the final grade, or both grades are entered into sycamore.

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.

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: 2 credits (if possible these should be taken in 9th grade).
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.

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.

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.

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 which guarantees that schools maintain a high level of standards in accordance with U.S. expectations. QCS has been accredited with Cognia since 2011.

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 Principal or Director.

All assemblies and student class trips, including retreats, field trips, and senior trips 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. See the QCS director for any deviation from this policy.

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, with the approval of the Director, 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 director, 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, 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 can apply on-line using the school's website, which is the preferred method, or may 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 IS RECEIVED, IT IS THE PARENT'S RESPONSIBILITY TO CALL THE OFFICE TO SCHEDULE TESTING FOR THEIR CHILD. 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.

Athletics

QCS offers varsity boys basketball, girls volleyball, and soccer teams for both boys and girls. Intramural sports 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 games.

Attendance

Attendance is important because it reflects the student's integrity and commitment to be a responsible citizen. Attendance also is a key to academic success.

If an absence is not avoidable, notify the QCS office (d-desrosiers@quisqueya.org). All absences, planned and unplanned must be reported to the office.

1. Absence

- a. Unplanned absence (for example, sickness):** Parents are asked to call the school office between 7:45 a.m. and 8:30 a.m. on the day the student is absent to give notice 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 arrive up to nine minutes late will be considered tardy, Students

arriving 10 minutes late or later will be considered absent for that class.

3. Withdrawal from school

Student withdrawal is accomplished with the least disruption if parents notify the school several weeks in advance. Students may not receive credit for the grading period if they leave school more than two weeks before the end of the period. 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.

Behavioral 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. 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. **The QCS Director, with recommendation by the administration, reserves the right to remove any student at any time for behavior that is determined to be unacceptable.**

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 may detain a student up to 30 minutes after school

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1) 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.

1. All new students are on informal behavioral probation for the first semester period. Students on informal probation may participate in all school activities.
2. Students who repeatedly ignore rules, receive unsatisfactory conduct grades, or fail to respect their teachers or peers will be placed on Behavioral Probation.
3. The principal, in consultation with the administration and teachers, may place students on probation for violating the Honor Code.
4. 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:

2) Suspension

A student can be suspended by the principal or director. 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) Sports

A student will be suspended from a sports team (soccer, basketball, volleyball, etc.) if they have received a D or lower in any class. The suspension will be reevaluated at the end of each quarter.

3) Expulsion

The QCS Director reserves the right to expel a student, at the suggestion of the administration, at any time for behavior that is determined to be unacceptable.

Only the director can expel students. 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.

Students who have been expelled will not receive a refund for dues paid as club membership or school sponsored activities. This includes deposits made for senior trips, class trips, or any activities that required a prepayment, including after school sports events.

Students who have been expelled from the school will not be entitled to a tuition reimbursement.

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 Director.

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 7:15 am and ends at 3:30 pm each day, Monday through Friday. QCS assumes no responsibility for children who come to school early or are picked up late. Late pickups are charged a fee of \$25.00 per half hour. 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 8:00 am (9:00 am 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 a parents

written consent. Parents must sign the student out at the front office and wait for QCS personnel to bring the student to the office.

- D. At no time should students be inside a QCS facility without the permission and supervision of an adult.
- E. 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).
- F. High school students may not loiter by the middle school classrooms during break or lunch.
- G. Students must not climb on walls, buy from vendors through or over the wall, or ask guards or staff to do so. Students are not to order food to be delivered from outside the campus.
- H. All guard shelters are off-limits to students
- I. Students are not to be on the driveways or parking lots or in vehicles unless arriving or leaving campus.
- J. Cell Phones

Cell phones may be out for personal use between 7:15 am and 7:55 am, during student breaks, and after school. Between the hours of 8:00 a.m. and 3:00 p.m. Cell can be used for instruction if allowed by the teacher.

The use of the cell phone is a privilege and will be confiscated if rules are not followed. The first time the cell phone is confiscated, the phone will be taken and given to the principal. The second time the cell phone is confiscated, it will be held until the parent retrieves it. The third time the cell phone is confiscated it becomes a direct violation of the behavior conduct and will lead to behavior probation and/or suspension.

Chapel

Secondary (high/middle school): Secondary chapel is scheduled for every Wednesday from 8:00 am-8:45 am.

Elementary: Elementary chapels are scheduled for Thursday mornings. PreK-2nd grade chapel is 8:10-8:45 am. 3rd, 4th and 5th grade chapel is 8:50-9:25 am. Chapel is designed to be a time of worship, inspiration, teaching from God's Word, and encouraging spiritual growth.

Secondary chapel is designed to discuss spiritual topics in a deeper, more personal way.

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.

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 (please see page 34 for a contact list) or leave messages for them at the front office.

QCS requires parents to make appointments to discuss important matters with teachers or administrators. Teachers are available for meetings between the hours of 3:00 pm and 3:30 pm, unless another appointment time is offered.

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

Computer Policies at QCS

Middle and high school students are required to have their own computers. QCS will provide school internet for school-related work while on campus, and 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 the school academic curriculum . Students will be instructed to avoid objectionable materials and be encouraged to be responsible users in line with the following Acceptable Use Policy:

- A. The Internet is to be used for school-related curriculum, research and assignments.
- B. Students are not to join chat rooms at school. Students are to use discretion and not access anything that would be deemed inappropriate by QCS admin and staff. It is expected that students will not access information of this sort.
- C. Material obtained through research on the internet and then used in academic work for QCS is to be properly documented (see "Plagiarism").
- D. Students need to obtain permission from the teacher supervising the computer lab to print.
- E. 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.
- F. The use of computer games is not permitted unless the game is part of a class assignment or a QCS approved activity.
- G. There shall be no copyright law violations. If you have any questions about what constitutes a violation, please see your teacher.
- H. Sound must be turned off, except when it is being used as part of the class. Students are to provide their own headphones/earpods.
- I. Students are not to have food or drinks in the elementary QCS Computer Lab.
- J. Students may use the computer labs outside of school hours only while a teacher is on duty.
- K. Violations of computer policy may result in a cancellation of network and Internet privileges.

- L. Students are responsible for their own computer. QCS is not responsible for theft, misuse, abuse, or repairs to personal computers.

Dangerous Items

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

Dress Code (see “Uniforms”)

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.

Emergencies

During a crisis such as serious political unrest, a demonstration, or a strike, the school may be closed. The director will send a notice via email and the QCS Facebook page will be updated. If you have questions, call the school at 2816-3000 or 2816-4000, check for email updates, or contact the main office. If the school remains closed for an extended period of time, parents and students will need to check Sycamore and/or Google Classroom for assignments.

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 drinking water.
4. Parental responsibilities include advising children of the necessary actions and responsibilities if caught en route to or from school and ensuring that the QCS office always has up-to-date phone numbers and email addresses on file.

Food

Students are not permitted to order food from outside the QCS campus.

Students may visit the snack shop before and after school, during break and at 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. 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.

Gum

Gum chewing is allowed during school hours, however it is at the discretion of each teacher.. Students please be very responsible with gum on our campus, and consider this as a privilege that can be lost. If Gum is found under desks, chairs, on the floor, on the soccer field, or spit out on the ground, this privilege will be suspended.

Graffiti

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

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.

1. 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.
2. A "grievant," in this policy, refers to the person or persons making the complaint.
3. 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 the 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.

Harassment

Any harassment (physical, verbal, emotional) based on ethnic, religious, physical, 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.

Homework

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.

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:

- The amount of homework should not exceed the amount needed to assess the students mastery of the objective. 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, or extra curricular activities that may interfere with academics.
- 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.
- Secondary Homework Policy

The purpose of all homework is to increase student learning. Oftentimes 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.

Late Homework

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. If the assignment is five days or more late a 0% is given.

Honor Code

QCS created the honor code to help all students and teachers live in harmony. The honor code 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 within the first two months of school.

Infirmary

The infirmary is staffed by a full-time nurse from 7:30am – 3:00 pm 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.

Any medication that is required to be taken during the school day must be turned into the nurse for distribution at the appropriate time. No student can have medication in their possession that could be harmful to other students.

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

Lockers and Locks

Lockers are no longer available to middle/high school students. Elementary students will be assigned lockers.

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, PG 13 or higher, at optional student events will be carefully evaluated; approval will be given by the administration. If there are additional concerns, the administration will bring it to the directors attention.

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.

Office Hours

The QCS office is open from 7:30 am-3:30 pm on all school days.

Summer hours are announced in June.

Parent-Teacher Conferences

Parent-Teacher conferences are held four times a year, twice per semester for middle/high school and quarterly for the elementary school. At other times, conferences are initiated by administrators, teachers, or parents. Parents are encouraged to meet and get to know teachers. Information regarding Parent-Teacher conferences will be communicated in the weekly newsletter, weekly flier, email, and on Sycamore.

Personal Belongings

All personal items are to be kept securely in book bags. Students are encouraged to leave valuables at home. QCS is not responsible for these items.

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. 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.

Planners

Planners are provided for students in grades K-5 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.

Playground Rules

These rules apply before, during, and after school.

1. Treat others kindly.
2. 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."
3. Use the playground equipment safely.
4. Rocks, sticks, seedpods from the trees, and other things you find on the ground are not to be thrown at any time.
5. Students need permission to use the restroom from the adult on duty.
6. When the whistle blows at the end of recess, line up immediately.

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 appropriateness.

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. Important messages are also posted on Sycamore under "News" and on the Sycamore school calendar. The school website: www.quisqueya.org also has important information.

QCS & Online

All core classes in middle/high school are digital (SAVVA). The digital format includes textbooks, homework, quizzes, and tests, plus supplemental materials. The digital format is supplemental to the teacher who will continue in the traditional format of lecturing, and mentoring the students. Advanced Placement Economics and Advanced Accounting are also digital but use a different platform, Pearson and Cengage.

The advantage of the digital curriculum is an increase in academic achievements, and the class is available worldwide.

The elementary school will maintain its traditional course work.

Semester Exams

Exams are 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.

Service Hours

High school students are required to serve 30 hours per year as a graduation requirement. Projects range from planting trees, volunteering at orphanages, interpreting for medical teams. In school service hours are also available. Elementary and middle school teachers are encouraged to create community service opportunities for their students.

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.

Exact Path Tests

Exact Path is given at least once a week in middle/high school, and focuses on math and English skills. The elementary uses Exact Path daily. QCS offers the PSAT to all sophomores. The Guidance Office will assist students in making arrangements to take the Scholastic Aptitude Test (SAT) or the ACT. It is the students' responsibility to meet all deadlines and pay test fees on-line.

Student Government or Associated Student Body (ASB)

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.

Saturday/Sunday Worship Services

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

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.

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.

Textbooks, Working Papers, and Workbooks

The middle/high school's textbooks and working papers are incorporated with the digital curriculum which is provided by the school.

Elementary textbook and workbooks are provided by the school

Transcripts, Records, 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.

Uniforms and Dress Code

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.

Elementary students who wear non-uniform clothes will not be allowed to go to class. They will need to change using the clothes provided in the office. The director, or someone appointed by the director, will have the final word in interpreting the dress code.

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

Uniform Pants & Shorts: Students have the option of navy or khaki flat-front pants or long Bermuda shorts. Girls Pre-K to Grade 6 wear a navy Jumper or navy school skirt option in addition to the pants and shorts. Uniform pants can not have tears or holes.

PLEASE NOTE: Any brand of flat front pants is acceptable as long as they meet the colors indicated above.

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

Shoes: Students are to wear closed toed shoes. No flip-flops, sandals or Croc- Clogs are allowed.

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.

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. This includes not having tears, holes, or below the waist.

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.

A student who has been dismissed from QCS for behavioral reasons cannot attend any school function. One year after dismissal, the person may receive permission from the Director before visiting the campus (this includes attending sporting events).

2023-2024 Faculty & Staff Contact List

Staff Member	Role at QCS	Email
Banks, Joshua	Middle School Principal/History Teacher	jbanks@quisqueya.org
Banks, Paige	Teacher Aid	pbanks@quisqueya.org
Bishop, Ron	Head of School/Accounting	hos@quisqueya.org
Boyer, Bobby	Secondary Principal	bboyer@quisqueya.org
Boyer, Kimberly	Nurse	kboyer@quisqueya.org
Boyer, Phillip	Operation	pboyer@quisqueya.org
Cange, Alberta	Accounting	acange@quisqueya.org
Casseus, Stevenson	Elementary Teacher	scasseus@quisqueya.org
Cledo, Ruthnie	Elementary Teacher	rcledo@quisqueya.org
Daniele, Desrosiers	QCS Secretary /Head of School	ddesrosiers@quisqueya.org
Etienne, Nyska	Elementary Teacher	netienne@quisqueya.org
Fardin, Rouslyx	ESE	rfardin@quisqueya.org
Fortune, Alberto	Maintenance	afortune@quisqueya.org
Gue, Jethro	High School Teacher	jgue@quisqueya.org
Guichard Mehu, Joanna	Elementary Teacher	jguichard@quisqueya.org
Girault, Pascale	High School Teacher	pgirault@quisqueya.org
Hasson, Amber	High School Teacher	ahasson@quisqueya.org
Jean-Charles, Sandra	Elementary Teacher	sjean-charles@quisqueya.org
Jodas, Priscila	High School Teacher	pjodas@quisqueya.org
Julbera, Evenson	Middle School Teacher	ejulbera@quisqueya.org
Metelus, Jean Evens	High School Teacher	jmetelus@quisqueya.org
Paultre, Jennifer	Controller	business@quisqueya.org
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