



Quisqueya Christian School

2011-2012

Parent-Student Handbook

*“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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WELCOME!

Welcome to Quisqueya Christian School, better known as QCS. We have banded together to help each other grow spiritually, academically, and socially. As individuals and as a community we want to glorify God in everything that we do, showing the world that life in Jesus Christ is full, satisfying, exciting, and meaningful.

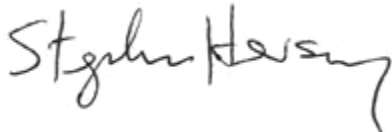
God honors excellence, and we want to work toward excellence in every program we have, every special event, and every activity. Toward this end, this handbook is a guide for our life together. It contains guidelines to help the school run more smoothly. QCS reserves the right to change any policy, whenever it is in the best interests of the school to do so in order to keep aligned with the mission and vision of the school.

When you have questions about QCS guidelines, procedures, and policy, check this handbook first, but if you are not able to find answers here, consult the school office (2816-3000, 2816-4000) or the website at www.quisqueya.org. And you are always welcome to contact me at shersey@quisqueya.org.

Your input is always welcome and appreciated: give your suggestions to the receptionist in the front office and your ideas will be forwarded to the appropriate person.

Together, with God's help, QCS keeps going forward and each August, we anticipate a great academic year!

Sincerely,



Stephen Hersey

Director

OUR BIBLICAL BASE

VISION STATEMENT

To prepare and equip students to impact their world for the glory of Jesus Christ.

MISSION STATEMENT

Quisqueya Christian School's 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.

QCS CORE VALUES

Right Relationship: We will seek to bring students into a proper relationship with God through evangelism and discipleship; and we will cultivate a Christian community in fellowship with God and with one another, respecting God's creation and the authorities that 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.

OUR 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)

(3/05)

BASIC 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 life styles.
 - 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.

(3/05)

STATEMENT OF FAITH

1. We believe in the verbal inspiration of the Bible, equal in all its parts and without error in its origin; the only infallible rule of faith and practice. (II Timothy 3:15-17; II Peter 1:20-21)
2. We believe in one God, eternally existent in three Persons – Father, Son and Holy Spirit – who created man by a direct, immediate act. (Matthew 3:16,17; II Corinthians 13:14; Matthew 28:19; John 1:1-3; John 4:24; John 14; John 10:30)
3. We believe in the deity of Jesus Christ, His pre-existence, incarnation, virgin birth, sinless life, substitutionary death through His shed blood, bodily resurrection and ascension to the right hand of the Father and His personal return. (Mark 1:1; Colossians 1:15-20; Luke 1:30-35; Romans 5:8; I John 2:2, I John 4:10; I Peter 3:21,22; Hebrews 9:28)
4. We believe that the whole human race fell into sin in Adam, the head and progenitor of mankind, and that, because of sin, man is deprived and in need of individual salvation by grace alone, through faith in the shed blood of the Lord Jesus Christ. (Genesis 1:26,27; Genesis 3:1-24; Romans 5:12-19; Romans 3:10-18; Romans 3:23-26, I Peter 2:24; Colossians 1:13; Ephesians 1:7)
5. We believe in the reality and personality of Satan, the enemy of God and man. (Genesis 3:1-5; Matthew 4:1-3; II Corinthians 4:4; Job 1:6-12)
6. We believe in the resurrection of the saved and the lost; they that are saved unto eternal blessedness in God's presence, and they that are lost unto eternal damnation in the Lake of Fire. (John 10:28 ; I Corinthians 15:20-23; Matthew 25:34; Ephesians 1:13,14; II Thessalonians 1:7-9; Jude 6,7; Revelations 20:10-15)
7. We believe in the spiritual unity of all believers in the Lord Jesus Christ, growing daily in grace and in knowledge of the Lord, constantly being filled with the Holy Spirit who indwells every believer, separated from worldly practices and attitudes, and giving witness of His saving grace. (Acts 2:41-46; Ephesians 1:22-23; Colossians 1:18; Ephesians 4:11; I Corinthians 12:12-27; John 16:12-15; Titus 3:1-9)
8. We believe that until Jesus Christ returns, the mandate for every Christian, everywhere, is to proclaim boldly, in words and actions, the Good News of Salvation. Through the transformed lives of Christians, empowered by the Holy Spirit, others will see the reality of this new life found in Christ. As it is stated in the Great Commission, we are to "go and make disciples of all nations, baptizing and teaching them to obey everything that Christ has commanded." (Romans 12:2; Matthew 28:19,20, John 20:21; Acts 1:8; II Corinthians 5:20)

(5/05)

OUR HISTORY

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 the 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 major improvements made in teacher housing, the soccer field and basketball court. Other campus improvements continue to be made from year to year.

The January 12th 2010 earthquake was a traumatic day for all of 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 continued to offer classes to the 65 students who remained in Haiti.

Before the earthquake QCS had close to 280 students. Two weeks after January 12th the doors were opened again for 65 students to attend school. The 2011-2012 year started with 305 students. Faculty and staff number around thirty-five each year. We praise God for the stability that the school has experienced since its beginning almost forty years ago. God has used parents, students and staff, and many friends to bless the school.

QCS COMMUNITY: OUR LIFE TOGETHER

Any time people gather together for a common purpose, they establish codes, standards, procedures and rules of conduct. When Christians gather together for the purpose of teaching and learning and growing in grace, the guidelines will first be taken from Scripture, with culture and tradition playing secondary roles. We want an environment of mutual respect, where individuals will experience personal growth without infringing on others.

So any behavior that is inconsistent with the Christian life is unacceptable. This includes disrespect, lying, cheating, stealing, spreading rumors, being judgmental, and abusing our bodies or our minds.

Everyone falls short of loving each other as Christ intends, but the Bible instructs us to deal with our failures by telling us to go 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 indispensable life skills, whether at QCS or anywhere else.

Therefore, 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.

Students should understand that the following are inconsistent with living a Christ-like life: using, distributing, or selling illegal drugs; disrespect; profanity (in any language); aggressive physical behavior such as pushing or fighting; disrespect of property, which includes failing to clean up after lunch, littering, or theft.

GENERAL EXPECTATIONS

In our life together, we voluntarily enter into an agreement, a covenant, where we agree to the following terms:

1. For students:
 - a. Be responsible.
 - b. Promote a safe, healthy, litter free environment.
 - c. Be respectful.
 - d. Be appropriate.

2. For parents:

- a. Know the rules and support efforts to teach students to keep the rules.
- b. Attend school functions such as PAC events, athletic events, and parent-teacher conferences.
- c. Communicate with teachers about your child's needs.
- d. Support QCS through prayer and volunteering your time for projects and committees.
- e. Fulfill all financial responsibilities to the school.

3. For faculty and staff:

- a. Provide diligent, responsible care and attention for the needs of each child, recognizing spiritual, academic, and social needs.
- b. Provide regular communication to students and parents to monitor learning and behavior and to communicate school activities and functions.
- c. Be available to discuss your concerns.
- d. Pray for the students.

STAYING OUT OF TROUBLE

As long as you behave in ways that honor Christ and promote the spiritual, academic and social growth of the QCS community, you will stay out of trouble. 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.

Staying out of trouble means honoring the responsibilities to QCS and the guidelines described in this Handbook. Staying out of trouble means keeping the guidelines teachers set down for their classes.

GUIDELINES FOR GOOD BEHAVIOR

Times and Places

- Students may never purchase anything over the wall.

- 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 should be on campus by 7:50 in time to prepare for the school day and be in 1st period **before** 8:00 AM. Throughout the day, students are expected to be ready to start class on time.
- Students are to attend scheduled classes and special assemblies unless specifically excused by their teacher or principal.
- Secondary students may enter the building 10 minutes before the start of class in the morning and after lunch. The porch is off limits for elementary students before and after school. High school students are not to loiter in front of the middle school classrooms during their lunch break.
- The main office and the area in front of the main office should be kept clear so visitors can easily take care of their business.
- Elementary students should stay away from the Secondary building, and Secondary students should stay away from the Elementary building and the parking lot during the school day.
- 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 calm and orderly. Use the correct entrance to the Snack Shop and wait your turn in line. (Do not cut in line.) Place lunch trays at the designated area, and dispose of trash appropriately. Cups, plates, forks and knives must remain in the Snack Shop area.
- Students may visit the Snack Shop only before and after school and during Break and Lunch.
- Only pre-k and kindergarten students are to use the playground located beside the auditorium.
- All guard shelters are off-limits for students.
- Students are not to be in the driveway or parking lots unless arriving or leaving campus. They are not to be in vehicles in the parking lots or on the roads surrounding the campus unless arriving to school or departing from school.
- Students are to drive carefully in the parking lots and near the campus. Failure to do so will lead to losing parking privileges.
- Once on campus in the morning, students are to remain on campus. Students are not to go out of the gate without signing out in the office.
- Students may not leave campus without parental permission, either written or given to school personnel verbally. When verbal permission is given, a note is to be made by the person in contact with the parent. Parents must come to the front office to sign out a student and then wait for QCS personnel to get the student.

Personal Conduct

- Students should walk and use appropriate voice levels.
- Uniforms are to be worn at all times during the school day except for athletics or PE.
- Students shall limit physical contact to an appropriate greeting and casual expressions of friendship. Overt displays of affection are not appropriate.
- Students shall communicate in a respectful, polite, positive and uplifting manner. Disagreements should be resolved in a quiet and dignified manner.
- English only is to be spoken in all classrooms except for foreign language classes.

Prohibitions

- As a general rule, students are not to bring food into the buildings.
- Boys are not to wear hats inside any buildings on campus.
- Family members (including drivers or maids or messengers) are not to disturb a student during class hours. Messages, snack cards, or other items may be left at the office to be picked up or delivered to the student.
- Electronic devices such as cell phones, iPods, or games are not to be used or seen between 8:00 and 3:00. They should be kept in secure places or turned in to the office. If seen, these devices will be taken from the student. The school cannot be responsible for loss of any of these items so it is best not to bring them on campus.
- Weapons or firecrackers, alcohol and drugs are not permitted on campus or at QCS activities.
- Pornography is not permitted on campus.

IF YOU GET IN TROUBLE

Because of sin in our lives, it isn't surprising that the law of love and mutual respect is broken, school rules violated, and disputes arise among students, teachers, staff, and parents. We all have sinful inclinations, but followers of Jesus Christ deal with sin and its effects according to the Bible. This includes **admonition** ("You shouldn't have skipped class"), **confession** ("I'm sorry. It was wrong of me to do that."), **restitution** ("I'll pay for the damages – I'll replace the materials I took"), and **reconciliation** (I forgive you; let's restore our relationship.") When this successfully happens, we grow through our failures and mistakes.

CONSEQUENCES FOR DOING WRONG

1. Whenever you've done wrong, there are consequences. At QCS, teachers and administrators are not looking to punish students or to penalize them. Instead, we're looking for growth and change. Therefore, the consequences of doing wrong should correct the harm that has been done. Reconciliation requires personal confession and apology and forgiveness. Abuse of property requires restitution. If you make a mess, you clean it up. If you waste time in class or have been frequently tardy, you may have to serve a detention or do some service on a Saturday that benefits the community.
2. If doing wrong is a habit or a pattern, or if the deed seems especially serious, parents will be contacted to discuss the problem with the aim of coming up with possible solutions.
3. A teacher may detain a student for up to 45 minutes after school for disciplinary purposes.
4. Students will be in serious trouble, risking serious consequences, including suspension or expulsion, if they:
 - a. Disobey or disrespect an adult
 - b. Possess, sell, give away, or use any illegal or harmful substance such as drugs (including alcohol or tobacco)
 - c. Cheat or lie (see plagiarism)
 - d. Destroy, deface, or steal property
 - e. Harass or abuse another person verbally, physically, sexually, or emotionally
 - f. Disrupt the learning of others
 - g. Frequently are tardy to school or class
 - h. Consistently refuse to do homework
 - i. Cut class or leave school without permission
 - j. Talking at inappropriate times in class or during Chapel
5. 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 a day to five days, depending on the severity of the offence. A suspended student cannot visit campus during the suspension. Work missed because of the misbehavior may be marked down one letter grade.
6. A student displaying irresponsible behavior or with a poor academic record may be placed on probation. Probation allows a student to continue in school under the terms of a specific set of rules and expectations designed to meet the needs of the student.
7. Students who do not live up to the terms of probation may be asked to withdraw from school, or they may be expelled. Students may withdraw from school without any penalty and without the stigma of being expelled. Withdrawal is just a way of saying that QCS and

you are not a good fit, and it's time to explore other educational options. Withdrawing leaves open the possibility of returning to QCS at another time.

8. Expulsion can be done by the director. 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 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, will not be allowed on campus (during school hours or for after-school events) without the specific permission of the school administration.

QCS FROM A-Z

Accreditation

QCS is an English speaking, American-style Christian school. The Association of Christian Schools International (ACSI) has accredited the school; ACSI is an organization that serves hundreds of Christian schools around the world and is a recognized accreditation agency. Initial accreditation was granted in 1987. QCS is accredited through June 2013. A yearly update on the school's progress is sent to ACSI.

Activity, Off Hour, 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.

Admissions

As space is available, Quisqueya Christian School is open to English speaking students interested in securing a Christian education, from pre-kindergarten through twelfth grade, whom the school finds qualified for admission and who agrees (and whose parents agree) that he or she shall abide by QCS rules. It must always be understood that attendance at Quisqueya is a privilege and not a right. Any student who does not conform to the school's standards of conduct and/or who is unwilling to adjust to our environment must forfeit the privilege of being a QCS student.

QCS admits only students who are living with at least one of their parents. The children 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 begins in early April. Interested parents are directed to <http://quisqueya.org/admissions/application/application> or to the office between 8:00-3:00 Monday through Friday for an application packet. The parents complete the packet, including

student medical records, former school records, standardized testing, and copies of the child's birth certificate or passport 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 and standardized testing indicate that the student is at grade level.

Athletics

QCS has varsity basketball and soccer teams for both boys and girls. Intramurals are offered depending on student interest.

Games are scheduled by the Student Activities Coordinator and announced in the school newsletter. Parents and students are encouraged to attend.

Attendance

Faithful attendance is an important requirement for our life together and one of the keys to academic success. Please notify for all absences, planned and unplanned. If a student is absent, the parent must contact the office, 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, a call home will be attempted to make sure the student hasn't had some unexpected difficulty on the way to school.
- b. **Planned absences** should be arranged in advance in writing with the teachers and the office receptionist at least one week in advance of the absence. 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 (for any reason other than a school activity) more than 15 times during a semester. Students with excessive absences will receive an F for courses in which such absences have accumulated. Exceptions may be granted by the director upon appeal by parents and satisfactory documentation about the reasons for the absence.
- d. **Truancy:** Students who are absent without parental permission are considered truant. Truant students are ineligible to make up tests or quizzes but are eligible to submit assignments, which will be penalized for being late. The director may take additional disciplinary steps to address truancy.

2. **Tardiness** is inconsistent with our desire to respect the time we have together. 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. Students who arrive late for school must report to the front office where a tardy will be recorded. After the third morning tardy, the parents are notified. Students will receive a tardy for each period for which they are late.
 - b. Teachers or administrators who are responsible for a student's tardiness to another class must supply the student with a pass admitting the student to class.
 - c. Middle and High School students with eight unexcused tardies accumulated in a quarter will serve Saturday Detentions for two hours on a Saturday morning.
 - d. Students should be on time to Chapel. Don't start walking toward the chapel when it is time to start.

3. **Withdrawal from school** 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.

Calendar

This calendar is tentative, subject to change, and not all events are noted here. It is the parents' responsibility to read the newsletter and check the public and/or Sycamore websites, which include an updated calendar of events.

Aug. 8-12	Staff development
Aug. 16	First day of school
Aug. 19	New Parent Breakfast 8am
Aug. 25	Dedication and Open House 4-6pm
Sept. 10	Family picnic
Sept. 16	Parent – Teacher conferences 7am-12pm / Staff development in afternoon
Oct. 14	Last day of 1 st Quarter – non-uniform day
Oct. 17	Dessalines Day – No School

Oct. 18	2 nd Quarter begins
Oct. 23 - 16	Re-accreditation visit
Nov. 1 - 2	No School - All Saints Day / All Souls Day
Nov. 18	Battle of Vertieres Day - No School
Nov. 24 - 25	Days of Thanksgiving - no school
Dec. 3	Christmas Bazaar
Dec. 19 - 21	High School Exams - noon dismissal
Dec. 21	2 nd Quarter/1 st semester ends-non-uniform day, noon dismissal
Dec. 22 - Jan. 9	Christmas Break
Jan. 10	School resumes. 3 rd Quarter / 2 nd Semester begins
Feb. 20 - 24	Carnival Break / Spring Break
Mar. 16	3 rd Quarter ends - non-uniform day
Mar. 19	4 th Quarter begins
Mar. 23	Parent Teacher Conferences by appointment
Apr. 5	Maundy Thursday - noon dismissal
Apr. 21	Family Sports Day - - Barbeque
April 6 - 9	Easter Holiday
May 18	Flag day - no school
June 4 - 6	High school exams - noon dismissal
June 5	Kindergarten graduation and 6 th Grade Step-up
June 6	8 th Grade graduation
June 7 - 8	Teacher / Staff work days
June 9	Commencement Exercises at 4pm
Aug. 6, 2012	Staff Development
Aug 13, 2012	First Day of school

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 and ends at 3:30 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 if the parents' wishes are not obeyed.
- b. Once students are on campus, they cannot leave until the school day is over.
- c. At no time should students be inside a QCS facility without the permission and supervision of an adult. Elementary students should stay away from the Secondary building.
- d. Students must not climb on walls, buy from vendors through or over the wall, or ask guards to do so.
- e. Parents are invited and encouraged to use the QCS campus for family fun and relaxation on weekends. Arrangements should be made through the director.

Cell Phones

Cell phones (and all other electronic devices) may not be used on campus without permission during school hours. At the Secondary level, cell phones should be kept in locked lockers. If a cell phone is seen on campus or it rings, it will be handed in to the office. If the phone is taken a second time, it will be held for a parent to pick it up. If there is a third offence, the school will return the phone at the end of the semester.

Chapel

All students attend chapel weekly. Chapel is designed to be a time of worship, inspiration, teaching from God's word, and encouraging spiritual growth. At least once a year there will be a series of chapels every day with a special speaker. Students are expected to be on time for chapel.

Communication

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

- b. 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.
- c. QCS asks that parents make appointments to discuss important matters with teachers or administrators. Important matters should not be discussed impromptu at grocery stores, in the hallways, the parking lot, a worship service, or on the soccer field.
- d. If a question or concern is not resolved, please contact the principal. If the situation remains unresolved, please contact the director.
- e. Telephone Chain: Each grade level has a telephone chain that is used to communicate important school information. During the first few weeks of school, parents will receive a copy of their child's class phone chain. This information is confidential and is to be used only for school business. Parents are asked to keep the information near the phone and to pass on messages as requested. Email is the preferred way to communicate.

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. This includes all computers made available for the student use whether in the computer lab, the library, or classrooms.

The purpose of the computer lab and Internet access is to support research and education in our school. Student use of the lab and Internet must fit within the guidelines of this purpose. We recognize that not all aspects of the Internet fit within the goals and mission of QCS. Students will be instructed to avoid objectionable areas and encouraged to be responsible users.

We expect our students to observe the Acceptable Use Policy:

- The Internet is to be used for school-related research and assignments. Students are not to join chat rooms at school. The Internet offers access to information that is inappropriate (pornographic materials, vulgarity, gambling, militant/extremist materials, etc.). It is expected that students will not access information of this sort.
- Material obtained through research on the Internet and then used in academic work for QCS is to be properly documented.
- Students need to obtain permission from the technology director or the teacher supervising the computer lab to print.
- 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.

- The use of computer games is not permitted unless the game is part of a class assignment or a QCS approved activity.
- Shared disks can spread viruses. All disks used on school computers must be virus checked prior to use.
- Students should have their own jump drives.
- There shall be no copyright law violations. If you have any questions about what constitutes a violation, please see the QCS computer instructor.
- Sound must be turned off, except when it is being used as part of the class. Headphones should be handled with care.
- Students are not to have food or drinks in the QCS Computer Lab.
- Students must leave the computer lab if the last teacher leaves. Students may request a teacher to join them so that they may use the computer lab during breaks and before and after school.
- Students may not plug their laptops into the LAN, or try to gain access to the wireless network.
- Laptops may 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.

Violations of computer policy will most usually result in a cancellation of network and Internet privileges. But other disciplinary action may be taken, depending on the severity of the violation, from a detention to a suspension.

Course Load and Credits

1. 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.
2. Based on a written appeal by the parent and in consultation with appropriate teaching staff, the principal may grant exceptions to the 6-credit guideline.
3. Dropping / adding courses: students may drop or add a course before the end of the first two weeks of the semester.
4. Students enrolled in yearlong electives (such as physics, chemistry, or calculus) are expected to take the class for both semesters. Exceptions may be granted by the principal, based on a written appeal by the parent and in consultation with appropriate teaching staff.
5. Credit is granted if a student completes the course with a grade of **D-** (60%) or higher. Credit is not granted for courses in which a student earns an **F** (below 60%).

6. The following requirements have been established for promotion:
- A freshman (9th grader) must earn 10 credits to become a sophomore (10th grader).
 - A sophomore (10th grader) must earn 21 credits to become a junior (11th grader).
 - A junior (11th grader) must earn 34 credits to become a senior (12th grader).
 - A senior (12th grader) must earn 46 credits to graduate.

Dangerous Items

Dangerous items such as toy or real weapons (knives, etc.) lighters, and fireworks are not permitted and will be confiscated.

Dress Code

See "[Uniforms and Dress Code](#)".

Drugs and Alcohol

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

Emergencies

1. During a crisis such as serious political unrest, a demonstration, or a strike, the school may be closed. The director will start the telephone chain and send a notice via email if possible. If you have questions, call the school at 2816-3000 or 2816-4000, check for email updates, or contact a teacher. 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 and we will not penalize your child's absence.
2. The school will always have emergency supplies of food and water.
 - a. In the aftermath of a disaster (whether an earthquake, political crisis, or a similar emergency) that occurs while school is in session:
 - i. 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.
 - ii. No student will use the QCS telephone unless directed. Cell phones may be used with permission.

- b. Parental responsibilities are as follows:
 - i. Advise children of the necessary actions and responsibilities if caught en route to or from school.
 - ii. Ensure that the QCS office always has up to date phone numbers and email address on file.
 - iii. Ensure that students know parents' phone numbers or have them written down in their book bags.

Fees

A current financial schedule may be obtained from the office. Parents may make an appointment with the finance personnel to review their financial account.

Garbage and Litter

It is harder to study in a messy, disorganized place than in a clean one. It also feels good to take care of things and places by maintaining or restoring them; this feeling translates to a positive pride in the things and places we care for. When students feel good about themselves, each other, and their school, this high regard has a measurable positive impact on their attitudes and performance. Finally, it feels good to demonstrate this positive attitude and in so doing, to consciously set an example for others. Therefore, at QCS, students and teachers are responsible to:

1. put garbage in the correct receptacle
2. pick up any garbage on the ground around the receptacle when they go to use it, regardless of whether they dropped it or not
3. pick up garbage that they walk by in the school building or on the grounds regardless of whether it is theirs or not
4. demonstrate pride in QCS's resources in practical ways whenever the opportunity arises.

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	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

A is a grade of distinction and should be received only by those whose work is truly outstanding. This may be only a small percentage of the class.

B is above average.

C is the average or typical grade and is given more frequently than any other grade.

D is below average but passing.

F is failure to receive credit for the course due to unfinished or unsatisfactory work. This grade may not be removed from the student's transcript, even though the course is repeated with a passing grade. It may be removed from the student's grade point average if the student repeats the course and earns a passing grade.

I is an incomplete. Incompletes are given for unusual or unforeseen circumstances – such as illness – that prevent a student from completing the work. Incompletes are given with the teacher's recommendation and the principal's approval. Teachers and students must negotiate a due date for incomplete work. In general, incomplete work not handed in by the end of the next quarter becomes an F. Exceptions can be granted by the director.

P indicates passing and is used for courses where a more specific letter grade is not assigned.

Students' behavioral progress is reported as the Conduct grade on the report card. Here is a brief summary of what the letter grades mean:

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 display average behavior.

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, or have plagiarized.

Teachers will inform both students and parents of their grading system. Grading scales are as follows:

In Pre-Kindergarten students receive descriptive comments. In Kindergarten students receive **O**, **S**, and **U** marks.

In grades 1-12, students receive **A**, **B**, **C**, **D**, or **F** grades for class subjects and **O** (Outstanding), **S** (Satisfactory), and **U** (Unsatisfactory) grades for conduct and other categories. Letter grades are determined as follows:

Letter Grade	Percentage	Explanation
A	93-100	Excellent
A-	90-92	Excellent
B+	87-89	Above Average
B	83-86	Above Average
B-	80-82	Above Average
C+	77-79	Average
C	73-76	Average
C-	70-72	Average
D+	67-69	Below Average
D	63-66	Below Average
D-	60-62	Below Average
F	0-59	Failing

Graduation Requirements

Forty-six credits (semester units) and 30 hours of community service per year are required for graduation from Quisqueya Christian School. 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 (two credits for each year enrolled at QCS): 8 credits
2. English: 8 credits
3. Fine arts: 1 credit
4. Foreign language: 4 credits
5. Mathematics: 4 credits
6. PE/health: 5 credits
7. Science: 4 credits
8. Social studies: 6 credits
9. Elective credits to add to a total of 46 credits (a minimum of 6 credits)

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

Graffiti

Students may not write on desks, tables, picnic tables or other school property.

Grievances

Purpose

The purpose of this procedure is to secure at the first possible administrative level, an equitable solution to any grievance.

Definitions

The following definitions shall apply to this grievance procedure:

1. A "grievance" is a complaint by an individual against a staff member based upon an alleged violation of a person's rights under law or under board 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.

Policy Notes

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 – 5 shall be documented by the ombudsperson, 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.
5. In cases that involve the ombudsperson as either a grievant or defendant, the director will temporarily appoint another staff member to act as the ombudsperson.
6. In cases involving the director as a defendant, step four will be eliminated and go from the principal to the board level.

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. The object of this first step is to communicate and identify the problem and attempt to reach a satisfactory resolution.

Step 2: Grievant shall meet with defendant and ombudsperson. The object of this level 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, ombudsperson and the next immediate supervisor of the defendant except in cases involving the Director. The supervisor of the grievant would take up these cases. The object at this level is to help communicate both perspectives to the supervisor. The supervisor should do everything possible to resolve the issue at this level.

Step 4: Grievant shall meet with the defendant, the ombudsperson and the director. The object at this level is to resolve the issue as quick as possible to the satisfaction of both parties.

Step 5: Grievant shall meet with the board, the defendant, ombudsperson and present the documentation of the issue and its history. Both parties shall be allowed to speak to the board. The ombudsperson may request the parties leave the meeting as he/she offers an opinion to the board. This is the final level in this process. The board's decision is final and is to be carried out by all involved.

Gum

Gum interferes with our school's goals when someone chews it in a distracting way, blows and pops bubbles, or sticks chewed gum to the bottom of furniture. Therefore, students may not chew gum in the Chapel, in any classroom, or in any other building.

Harassment

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

Honor Code

Breaking the Honor Code is considered a serious offense, and the consequence of breaking the code may be dismissal. Each student at QCS agrees to keep the following:

"I agree that I will not, under any circumstances, take unfair advantage of my schoolmates or encourage any activity that takes unfair advantage of anyone. This means, in part, that I will not **lie, cheat, or steal** and I will discourage others from such actions.

I pledge to treat everyone with **courtesy and respect**, whether in the classroom, playing fields, chapel, school trips, basketball court, or the snack shop. Any behavior that harasses, bullies, humiliates or demeans someone is unacceptable."

Infirmary

The infirmary is staffed by a full-time nurse from 7:30 – 4:00 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.

Late Work

Work that is handed in after the due date may indicate organizational and time management difficulties. Elementary teachers will explain their late work policy to each class. In trying to help

students learn planning, organizational, and time management skills, and in trying to foster personal responsibility, the High School and Middle School policy for late work is as follows:

1. Work is due at the beginning of the class period unless specifically exempted by the teacher. Assignments submitted after this time are penalized. Plan on possible computer or printing problems. Being late for class to print a paper or complete an assignment is a tardy and the work counts as late.
2. Late work will be penalized 10% per school day. The 10% will be deducted from the points before the work is graded.
3. Teachers are not expected to provide detailed feedback or comments on student work if it is more than five school days late.
4. Individual teachers may announce their own late work policy.

Library

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

Fines are charged as follows for overdue materials. If the book is returned the day it is due, there will be no fine. Fines for overdue books will be 15 gourdes per day from the day it was due until it is returned.

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 of \$30.00 US (or actual cost if the cost is greater) per book, cassette, DVD or video will automatically be charged to the parent for materials not returned within two weeks. If prior to the last full week before the end of each semester, the media has been found and returned to the appropriate library after the replacement fee has been paid, seventy five percent (75%) of the replacement fee will be credited to the parents' account.

Students who do not follow library rules or who are disrespectful to the librarian and other library supervisors may be sent back to class, receive a detention and/or lose their library privileges. Students may check out up to five books for two weeks at a time.

Lockers

Students in Middle School and High School are assigned lockers. Students are responsible for keeping lockers clean and organized, and teachers may, from time to time, inspect lockers to insure they are organized and well-maintained. The tops of the lockers are not to be used as a storage area,

and items left there will be taken to the front office and can be redeemed for 100 gourdes. Each locker comes with a key, and students are responsible for the locker key: a replacement fee of \$20.00 (USD) will be assessed per replacement key.

Movies and Films

It is reasonable from time to time 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 director.

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.

Ninth Hour

If a student is either on academic probation, or is in danger of being on academic probation at the close of the marking period, they may be required to attend Ninth Hour, which runs from 3:15 to 4:00 on Tuesdays and Thursdays. Students are required to bring work to complete, or to read silently.

Students may request the presence of their teachers in advance. If for any reason a student cannot attend Ninth Hour, the principal must be contacted in advance. A student who simply does not attend will be counted as truant. Ninth Hour generally takes priority over all other school activities, but exceptions may be granted by the principal or Director.

Office Hours

Office hours are from 7:40-3:30 on all school days. Summer hours are announced in June.

Outside Courses

Students may, at their own expense, and with the school's prior approval, use correspondence classes, summer school, home study, or tutoring to make up a class that has been taken and failed at QCS or classes that do not fit into the schedule. If a course is offered at QCS and the student can take the course, the student must take the QCS course.

Parent Action Committee (PAC)

This is a group of involved parents who support the school through helping plan activities and supporting QCS in a number of ways.

Parent-Teacher Conferences

Conferences are held mid-way through the first quarter, at the end of the third quarter. At other times, conferences are initiated by administrators, teachers, or parents. Parents are encouraged to meet and get to know teachers.

Passes

Passes are given to students who need to go to the bathroom, the nurse, the office, the library, or the computer lab. Teachers are encouraged to teach students responsibility by coming to class prepared and using the bathroom during break.

Personal Belongings

All personal items are to be kept securely in lockers or in book bags. Items left on hallway floors or on top of lockers are unsightly and a hazard. Such items will be collected and students can redeem these from teachers for 100 gourdes.

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 cannot be responsible for these items.

Plagiarism

QCS strives to honor God in all areas of life, and academics are a significant part of QCS life. QCS places a high value on scholarship and intellectual integrity; therefore, honest authorship of academic work is valued, while dishonestly claiming authorship – a form of lying, cheating, and stealing – undermines the educational enterprise, subverts the opportunity to learn, and damages

relationships between teachers and students and students with their peers. And, most seriously, cheating fails to honor God.

Because plagiarism seriously destroys opportunities for learning, and because it is both immoral and illegal, QCS takes all cases seriously and students may be dismissed for plagiarism. Note as well that helping someone cheat, or supplying answers, is just as serious as receiving answers or copying someone's work. For a first offense, the minimum penalty means that the work in question will receive no credit; the student will receive an Unsatisfactory behavioral mark for behavior and be placed on Behavioral Probation; the student may be suspended for one day; and parents must meet with the principal and the teacher or teachers in question. In particularly serious incidents, the student may be dismissed, even for the first offense. Second and third instances of plagiarism are taken even more seriously, and will most likely result in expulsion depending on the discipline record of the student.

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 3-12 in order to help them become more organized. Students are required to have their planners with them at all times and write down assignments and due dates. If a student loses the planner, another planner must be purchased for \$10 from the front office.

Playground Rules for Elementary

These rules apply before, during, and after school.

1. Treat others kindly.
2. Play on the playground – not in the driveway, not on the porches, not by the generator, and not on the dirt pile.
3. Use the playground equipment safely. Only one person on a swing at a time.

4. Throw only objects meant to be thrown like balls and Frisbees. Rocks, sticks, seedpods from the trees, and other things you find on the ground are not to be thrown at any time.
5. Only one person may use the restroom at a time, after receiving permission from the adult on duty.
6. When the whistle blows at the end of recess, line up immediately.

Probation

There are two types of probation: behavioral probation and academic probation. Students who are on either type of probation may not represent QCS in interscholastic competition, intramurals. Students who remain on probation for more than one semester may be counseled to withdraw from QCS or face possible suspension. Students on academic probation may participate in class functions and fundraisers.

Academic Probation is designed to help students succeed in school. 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 first and third quarters and by the final semester grades.

The policy is as follows:

1. Two or more D's, or one F on a report card results in academic probation for a minimum of one quarter.
2. Students who fail a required course must make that course up within one year or face possible suspension or expulsion.
3. Students who are on Academic Probation for two semesters may be asked to withdraw from QCS or face expulsion.
4. Exceptions to this policy can be made for any student with a documented learning disability or emotional disability.

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.

1. All new students are on informal behavioral probation for the first marking period. Students on informal probation may participate in all school activities.
2. Students who repeatedly ignore rules, receive two or more unsatisfactory conduct grades, or fail to respect their teachers or peers will be placed on Behavioral Probation.
3. 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.

4. Students who are on Behavioral Probation for two quarters may be asked to withdraw from QCS or face expulsion.

Progress Reports

Parents are expected to follow their child's progress through the student information system Sycamore Education. Parents and students will be given logon information at the beginning of each school year.

Public Displays of Affection

Although we want you to care for each other, we ask that you be modest and discreet in your expressions of affection, which means a greeting kiss or holding hands is fine, but more intimate public displays of affection are not appropriate.

Publications

QCS students publish a yearbook, which usually comes out in May. A newsletter which contains notice of upcoming events and campus news comes out every week.

Readathon

Each year, the QCS Family is encouraged to participate in a week long *Readathon*. Everyone is encouraged to read and to track the number of minutes/hours read. The time read is recorded daily, and prizes are awarded to the readers who spent the most time reading. This event is used as a fundraiser for approved not-for-profit programs.

Report Cards

The academic year is divided into two semesters with two marking periods in each semester. Report cards are published at the end of each marking period, approximately every nine weeks. For the HS, only the final semester grades are recorded on the transcript. Report cards are provided electronically on Sycamore as downloadable PDF documents. Paper copies may be requested at the front office.

Semester Exams

Exams are given at the end of each semester for high school students. The exam grade counts 20% towards the semester grade.

Service Hours

All Students are encouraged to contribute positively to the community. HS 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. Please see the Service Coordinator for more information.

Sevenstar

Sevenstar is an online school that works 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 as failed a class and needs to retake; if a student transfers from another school lacking a required class; if a student desire to take a class that is not offered at QCS (for example, an AP course). Parents are required to pay for the Sevenstar course.

Grades obtained through Sevenstar are merged into the official QCS transcript, and are included in the GPA. Failure to complete a course is treated in the same way as failure to complete a face-to-face course. Signing up for a Sevenstar course is assumed to be a sign of intent to complete, and the failing grade would also be entered on the QCS transcript.

A complete list of course offerings from Sevenstar is available at www.sevenstaracademy.org. Over 70 courses are currently offered from grades 6 – 12.

Snack Shop

QCS provides a hot lunch program for students and staff with the goal of providing nutritious food every day. The Snack Shop primarily serves Haitian food, such as rice and beans, chicken in Creole sauce, bean sauce, vegetables, and fruit is served at least three times a week. Students can always purchase sandwiches. Snacks purchased at the Snack Shop. 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.

Students are asked to be respectful by:

1. walking into and through the Snack Shop; they are to walk at all times
2. remembering to say please and thank you to snack shop workers

3. eating all food 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
6. using the Snack Shop only before and after school, break and or recess and lunch time

Standardized Tests

TerraNova testing is given each year to students in Grades 3 - 12.

QCS offers the ACT test to juniors and seniors on campus usually twice 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) given at the Haitian American Institute. However, it is the students' responsibility to meet all deadlines for mailing applications and paying test fees.

Student Council

The Student Council is composed of the president, vice-president, secretary, treasurer, and chaplain who are elected by the students in grades 9-12. Each class elects two representatives to serve with the officers on this council.

This group serves the student body by organizing student activities, service projects, and fund-raisers.

Study Hall

1. Study Halls exist for studying (reviewing the Agenda, planning or organizing, completing assignments, preparing for quizzes and tests, doing research). Once assignments and planning are finished, students may use study hall to:
 - a. read quietly
 - b. take care of school business such as visit the guidance counselor
2. Study hall guidelines:
 - a. students are expected to study
 - b. study hall monitors may give students passes to the computer lab, to the guidance counselor, or to the library if the lab or the library are required to complete an assignment

Sunday Worship Services

All members of the QCS community are encouraged (and expected) to attend worship services on Sunday.

Supplies

Parents receive a school supply list and it is important for the students to have the required supplies. (The supply list can be picked up in the office and/or found on the school websites.) Students should come prepared with these items on the first day of school. Students in Grades 2-12 must have an NIV (New International Version) Bible. Parents should make sure that their children have a Bible at the beginning of the school year.

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, and grades are regularly updated, so students and their parents should log in frequently.

Teachers are required to keep their grades posted at least 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 questions should be directed toward the principals, who are the administrators of the system. The office secretaries may also assist with routine concerns such as forgotten passwords or blocked accounts.

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 six (6) years. Students will be charged for lost or damaged books as follows.

Damage	Charge
writing or drawing	$\frac{1}{4}$ cost of book
damaged beyond normal wear for a year	$\frac{1}{2}$ cost of book
lost or damaged beyond use	full cost of book plus 30% for shipping and customs

Transcripts, Records, Official Letters

All requests should be made one week in advance of the date needed. Requests for transcripts and official records or official letters verifying attendance, or enrollment, should be made to the registrar. Transcripts will not be issued if balances are outstanding on accounts.

Uniforms and Dress Code

At QCS, we try to make a positive impression on each other and on those in the larger community. We expect all faculty, administration, staff, and students to dress appropriately for the occasion. Anytime there is a school function, whether in the evening or on weekends, whether on campus or not, appropriate dress is expected.

Quisqueya Christian School has a dress code and a school uniform. The school expects parents to make sure their students follow the dress code outlined below for both regular uniform and non-uniform days. Student uniforms are to be neat and clean.

Students who wear inappropriate non-uniform clothes will not be allowed to go to class. They will need to change using the clothes provided in the office. All clothing is expected to be modest. The director, or someone appointed by the director, will have the final word in interpreting the dress code.

Girls' Uniforms	Boys' Uniforms
<p><u>Pre-K to Grade 2</u> have the choice of a navy blue and white dress, shorts, jumper, or culottes. A short-sleeved white polo shirt with collar and buttons is to be worn with the jumper or culottes.</p> <p><u>Grades 3-12</u> have the choice of a modest navy blue jumper, culottes, slacks, skirt or shorts. The shorts may be no shorter than 3 inches above the knee. These are to be worn with a short-sleeved white polo shirt with collar and buttoned modestly.</p> <p>Jeans may not be worn.</p>	<p>Boys are to wear navy blue pants or shorts with a short-sleeved white polo shirt with collar and buttons. The shirts are to be modestly buttoned. The shorts may be no shorter than 3 inches above the knee.</p> <p>Jeans may not be worn.</p>

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.

Visitors

We enjoy having visitors on our campus. All 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 is often denied because often visitors in classes are disruptive and do not contribute to a positive learning experience.

If, in the teacher's judgment, 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).