

Academic Policies

Communication

1. Envelopes
 - Elementary envelopes are sent home weekly and are due back the next school day signed by a parent. If lost, a \$5.00 fee will be required to replace the envelope.
2. Email
 - A list of faculty email addresses is available on the school's website www.owatonnachristianschool.org.
3. Progress Reports
 - The school year is divided into four nine-week periods. Progress reports will be issued in the middle of each quarter. Elementary students will have these reports sent home in their homework envelopes. Secondary students will receive a progress report. Secondary students who have a "C" average or below in a class must have their progress report signed by a parent and returned to the teacher who issued it.
4. Conferences
 - A parent-teacher conference will be scheduled once each semester. We also encourage parents to set up an appointment with a teacher any time they feel there is a need to discuss their child's academic situation.
5. Report Cards
 - Report cards for elementary students should be signed by the parents to indicate they have been examined and then returned within one week. A \$2.00 fee will be charged for lost report cards.
 - Secondary students may keep their report cards each marking period.

Grading Scale

The grading scale used by OCS is as follows:

A+ = 100	C+ = 84—86
A = 96—99	C = 80—83
A- = 94—95	C- = 77—79
B+ = 92—93	D+ = 75—76
B = 89—91	D = 72—74
B- = 87—88	D- = 70—71
	F = below 70

The grading scale used by Alpha Omega is as follows:

A+ = 98—100	C+ = 78—79.99
A = 93—97.99	C = 73—77.99
A- = 90—92.99	C- = 70—72.99
B+ = 88—89.99	D+ = 68—69.99
B = 83—87.99	D = 63—67.99
B- = 80—82.99	D- = 60—62.99
	F = below 59.99

All incompletes are due one week after the end of the quarter/semester.

Extra-Curricular Eligibility

The purpose of this policy is to identify how students maintain eligibility so they can participate in extra-curricular activities (i.e. games, tournaments, school play, programs, trips, etc.). Our desire is to maintain high standards, not eliminate students from activities.

1. Students must maintain a 2.0 (C) grade point average per quarter in all classes. Teachers will submit an eligibility report:
 - at mid quarter, based on progress reports
 - at the end of each quarter, based on report card grades
 - weekly, based on current grade, completed homework, etc.
2. To maintain eligibility, a student must:
 - be free of incompletes
 - have NO failing grades
 - not have multiple D's
 - have no unresolved discipline issues.
3. Parents will be notified of their child's ineligibility and of what needs to be done to help them regain eligibility.
4. Teachers will provide encouragement and assistance to students who are having difficulty with a subject in an attempt to help them regain eligibility.
5. Coaches will be notified of any students who become ineligible so they can determine if additional action is necessary on their part.
6. Students who receive a suspension will be subject to disciplinary review and possible disqualification by a committee made up of the principal, a coach and a faculty member.
7. On game days, athletes must be in school the whole day (except by special permission, prearranged, if possible). Athletes must attend at least one-half a day of school to attend practice (except by special permission, prearranged, if possible).
8. Sports fees must be paid in-full before the first game in order for the student to participate.

Awards

1. The Valedictorian and Salutatorian awards will be given to the students having the highest rank and second highest rank respectively in the graduating class. A student must attend all four semesters of their junior and senior years as a full-time student to qualify for either award. The graduating seniors must achieve Honors ranking to be considered for these awards.
2. Highest Academic Average awards are presented annually to one student in each grade (7th - 12th) who has the highest academic average.
3. Honor Society awards are given annually to students in grades 10th - 12th who are selected by the faculty for induction into the American Association of Christian Schools Honor Society. Selection is based upon academics (GPA 3.2), character, service and leadership. Students must attend OCS one full year prior to being considered.
4. The Harold Hall Memorial award is given annually to the senior who in the opinion of the faculty best demonstrates diligence in effort, willingness to serve, consistency of character, and leadership for right.
5. The School Spirit award is given annually to one student chosen from 9th-12th grade who in the opinion of the faculty best exemplifies school spirit (promotes the school with a positive attitude, gives evidence of godly attributes, and

- demonstrates a biblical servant's heart).
6. Music awards may be given annually to students in grades 9th - 12th in vocal and instrumental music. The recipients must show talent and willingness to use their talent in Christian service and school activities.
 - Outstanding Senior Musician awards may be given to two senior students selected by the music teacher as musicians representing the qualities desired by OCS.
 - Trophies: Up to three trophies and two certificates per year may be given at the discretion of the music teacher. Any further awards deemed necessary must be given in private and funded by the teacher.
 - Lettering: The purpose of the music-lettering program is to provide recognition and rewards for students who participate in our music program. Guidelines for determining letter eligibility are as follows:
 - a. Students will be awarded only one monogram in grades 9th - 12th regardless of the number of times he/she letters in music.
 - b. To earn a letter, students must be faithful in attendance at rehearsals, and attend all performances, including concerts and competitions. They must also exhibit musical leadership by participation in solos or other small groups.
 - c. Participation certificates will be awarded to students who participate but do not qualify for a letter.
 7. Athletic awards may be given annually to students in grades 9th - 12th in athletics. The recipients must have participated in our athletic program during the current year.
 - Outstanding Senior Athlete awards will be given to one male and one female senior student selected by the coaches and the school principal. No student who has been academically ineligible or suspended for any reason during their 4 years of high school may be given this award. Additionally, no student with a GPA of less than 2.0 may receive this award.
 - Scholar-Athlete awards are given to all athletes who demonstrate academic excellence while competing in at least two sports and maintaining a 3.5 GPA (or better) for that year.
 - Academic All-Star awards are given to any senior athlete who has lettered in 2 sports (total in 4 years) and finished with a 3.0 cumulative GPA.
 - Trophies: Up to three trophies and two certificates per year may be given at the discretion of the coach in each sport. Any further awards seen as necessary by the coach must be given in private team meetings and funded by the coaching staff.
 - Lettering: The purpose of the athletic-lettering system at OCS is to provide recognition and rewards for athletes who participate in our athletic program. Guidelines for determining letter eligibility for varsity boys and girls sports are as follows:
 - a. An athlete will be awarded only one school monogram in grades 9th - 12th regardless of the number of times they letter in a sport or number of sports in which they participate. If an athlete is ineligible for any part of the season, no awards may be given.
 - b. A certificate of participation will be awarded to each individual who completes the season but who does not earn a letter.
 8. Attendance awards are given to elementary and secondary students who have perfect attendance during the year. A student who receives three or more tardies

to school or three or more unexcused tardies to any class during the year is not considered to have perfect attendance.

PSEO (Post-Secondary Education Options)

OCS participates in PSEO and encourages Juniors and Seniors to take advantage of the many programs available. A list of approved courses will be available from the school office. Courses not on the approved list should be presented to the principal for consideration.

Retention

It is the policy of the school to retain any student who does not successfully complete a specific grade level, or whom a teacher and the principal feel would profit by repeating that grade. OCS will attempt to notify the parents of a teacher's intent to retain a student during the first part of the final quarter of the school year.

The general policy of the school is to retain elementary students who fail reading and one other subject and Junior High students who fail two academic subjects. Senior High students who fail a course must repeat that course in order to receive credit. Deficiency can be fulfilled with subjects at the discretion of the principal or by transfer of post-secondary credits.

Graduation Requirements

To graduate from Owatonna Christian High School, a student must accumulate 9 credits minimum of the 21.5 credits required plus a Bible credit for each year in attendance at OCS. They must also be a full-time student paying full-time tuition. Full-time status will be determined by OCS. Required courses for high school graduation are:

English	4 credits
Mathematics	3 credits
Social Studies	3 ½ credits
Electives	7 credits
Science	3 credits
Fine Arts	1 credit