

Academic Policies

Communication

1. Envelopes - Elementary envelopes are sent home weekly and are due back the next school day. 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 if teachers deem necessary due to grade percentage. 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. Parent-Teacher Conferences - A parent-teacher conference will be scheduled once each semester. Parents are encouraged to set up an appointment with a teacher any time they feel there is a need to discuss their student's academic situation.

OCS desires to keep parents continually informed about their student(s) and school events. Notes from the office, contacts by the student's teachers via telephone or e-mail, Gradelink, and the OCS website are some of the ways that OCS achieves this. Students should be asked for any communication from their teachers or the school office.

Parents wanting to speak with a teacher should not interrupt teaching time to discuss private matters in front of other students. The school would be glad to schedule an appointment to meet with a teacher or the principal.

There may be times when a student may have a disagreement with or opposition to OCS's standards established to guide them toward Christian maturity and the achievement of academic excellence. Such time may cause misunderstanding between the home and the school. Open communication between the parties involved is appreciated in an attempt to resolve apparent controversies. OCS personnel look upon these moments of difficulty as opportunities to work more closely with your family, and that with you, we might have the privilege of drawing you and cultivating your child's God-given strength while minimizing their weaknesses. In the final analysis, it is hoped that they will find God's purpose for their lives.

5. Report Cards - Report card envelopes 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 envelopes.

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

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.). The desire is to maintain high academic standards, not to 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 student'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). Athletes must attend at least one-half a day of school to attend practice (except by special permission, prearranged).

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 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).
5. 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:
 - Students will be awarded only one monogram in grades 9th - 12th regardless of the number of times he/she letters in music.
 - To earn a letter, students must be faithful in attendance at rehearsals, and attend all performances, including concerts and competitions.
 - Participation certificates will be awarded to students who participate but do not qualify for a letter.
6. 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:
 - 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.
 - A certificate of participation will be awarded to each individual who completes the season but who does not earn a letter.
7. 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

Technology

The technology and internet connection provided by Owatonna Christian School is to be used for educational purposes only. Students will be assigned individual user accounts and they must keep this log-in information confidential. Faculty members may dictate acceptable uses of technology and the use of personal devices in their classroom to support learning initiatives.

Telephone and Cell Phone Usage

Students may make outgoing local telephone calls at the school office. Calls will be allowed only between classes and during lunch. Students must ask permission to make a phone call in the school office.

Personal cell phones may be used only in the school office. They should be used for “business” type calls rather than for casual conversation. Cell phones should be turned off and kept in the school office during the school day. Cell phone must not be brought into locker rooms or bathrooms.

Computer and Internet Usage

Student access to OCS internet connection is intended for educational purposes only and will be under supervision of school personnel.

OCS computers will be used to conduct school-related research and/or produce school-related documents of projects.

Expectations and Responsibilities

Any student using the school computers must use his or her own user ID/password.

Students are expected to maintain the highest ethical standards when using school computers, specifically avoiding plagiarism, copyright violations, cheating, and offensive or inappropriate content.

Students should not attempt to circumvent the web filters that are in place and are required to report immediately any failure of the web filter system.

The student is responsible for any damage – physical or electronic – to school owned hardware, software, or data that occurs because of abuse or negligence.

Equipment should only be disconnected or moved by IT support staff.

Information Privacy and Storage

All data created, sent, received, or stored on OCS computers, server, or network are the property of OCS and may be reviewed by the IT manager or teacher at any time.

Students should only save information on their assigned network user directory. School computers may be erased occasionally without notice for maintenance or repair.

Restrictions

No software – including plug-ins – will be downloaded and/or installed by a student unless they student is given specific instructions from a teacher to do so.

No electronic mail or other communication software will be used by the student at any time unless the student is given specific instruction from a teacher to do so.

The student will not attach any hardware to a computer (zip drives, external CD drives, digital cameras, etc.) unless the student is given specific instructions from a teacher do to so.

Consequences

If a student chooses to disobey these guidelines, the student's access to the OCS network and OCS computers will be suspended for one week. Repeated violations will be handled by the principal and the teacher, and may result in a permanent loss of computer privileges. The OCS administration and teacher will make the final decision regarding interpreting these rules.

Social Media

Students must refrain from posting content that is counter to the standards of conduct outlined in this handbook. Students must obtain permission from others before any postings.

Security

Students must refrain from giving any personal or financial information over the network and internet. Students must refrain from opening e-mails received from unknown sources. Students must report any suspicious activity or content suspected of containing a virus.

OCS reserves the right to inspect all technological devices for appropriateness of content. There is no expectation of privacy when using technological devices and/or internet services provided by OCS. Inappropriate use of technology may result in loss of privilege and disciplinary action.

Plagiarism

The Merriam-Webster dictionary states that plagiarizing is “to steal and pass off (the ideas or words of another) as one’s own: use (another’s production) without crediting the source...to commit literary theft: present as new and original an idea or product derived from an existing source.” Plagiarism includes not only intentional misuse of someone else’s work, but also unintentional misuse.

Plagiarism is unethical and dishonest, but it is also illegal. OCS will not tolerate any form of plagiarism on any homework. Students will receive classroom training and instruction on how to recognize and avoid plagiarism in their assignments.

Any student who turns in an assignment containing plagiarism will be given a zero for the assignment and disciplinary action will be taken.

“plagiarize.” Merriam-Webster Online Dictionary. 2016. Merriam-Webster Online. 16 June 2016
<http://www.merriam-webster.com/dictionary/plagiarize>.