



Seattle Christian Schools

Online Course Syllabus

Course Objectives and Description:

Welcome to Seattle Christian's online courses! Our school's mission statement says that "We proclaim Jesus Christ in all aspects of our program, emphasizing academic excellence and biblical Christian values, partnering with parents and the Church to prepare godly young men and women so that they may impact their world for Christ." In order to promote academic excellence, we as a school believe that some of our students will benefit greatly by online courses that are otherwise not available at SCS. These courses will help students choose or even begin to pursue a career direction and/or explore a variety of fields. Online courses will be held in the computer lab; the courses are independent, therefore there will be different students taking a variety of courses in the same room simultaneously. Because of this, please refer to individual course materials for complete class descriptions. We're excited to be able to offer these courses to our freshman, sophomores, juniors and seniors.

Course Materials:

Students may access their class during their scheduled school class period, via a school computer in our computer lab. There is ample time to complete all coursework during class; students should always plan to work during their designated course period on campus until the course is complete. These courses are designed to be completed on campus during regular school hours, with occasional homework expected.

Grading and Assessment:

Grading is done by the teacher of each online course. An SCS Teacher will be the room supervisor/facilitator, but is not responsible for any grading or assessment. They will be able to help students with technical questions, but not with their course work. The teacher of each online course is responsible for helping students with coursework and answering any and all questions about grading. *A student's final grade will show up on their SCS transcript.* The SCS Teacher(s), SCS office staff, and technology department have no say in the students' grades nor can we modify or change them. Any inquiry about grades should be directed to the individual course teacher.

Student Behavior Expectations:

- Students need to work independently and quietly to create a learning environment acceptable to all students, including those taking courses other than their own.
- These courses are just like any other in that plagiarism is not allowed, and it will not be tolerated.
- Even if students are ahead of schedule, students need to continue working on their course until it is completed.
- Once a final grade is assigned by the online teacher, students will be expected to use the remaining class time as a silent study hall until the end of the semester and may not leave campus during this time.
- Permission to attend another class during the online class period will not be given, with the exception of making up a test or quiz *when no other option is available.*

Teacher Expectations:

The SCS Teacher/Facilitators job is to supervise the classroom and assist with any technical issues that may arise. They are not responsible for any of the grading or assessment and do not have the ability to modify student grades; the online teacher for each course has the responsibility for all instruction, grading, and assessment. The SCS Teacher/Facilitator will help students through the enrollment process during the first week of the semester. Typically a student will begin his/her coursework within three days of receiving the registration materials.

Attendance & Tardiness:

Attendance will be taken by the SCS Teacher/Facilitator just like in any other class and reported to the secondary office. The standard school policy applies for excessive tardiness and absences.

Disciplinary Actions/Consequences:

Students are expected to work quietly and diligently on their individual courses. Any deviation from this will be dealt with on an individual basis. If a student becomes disruptive on a regular basis, contact will be made with parents and administration as needed in accordance with school policy.

Assignments and Late Work:

The policy for assignments and late work will fall under the guidelines of each individual online course. Please refer to individual course materials for details or contact the individual course instructor.

Cell Phones / Electronic Devices:

If any electronic device of any kind bothers the class, it will be confiscated and returned after class. If it happens *again* on a future date, it will be delivered to administration and the student may retrieve it after school. Due to the nature of the courses, there may be times where another device is recommended if available (such as a smart phone or tablet device) and this will be dealt with on a case by case basis.

Bathroom Use:

Bathroom use will be by permission, and one at a time.

Food and Drink:

No food; students may have water as long as the container has a cap. This is done to protect all electronic equipment in the lab.

Contact Info:

During the first few days of class, an email and office phone number for the SCS Teacher/Facilitator will be provided to students. For content or grading inquiries, please contact the instructor for the individual online course, as SCS instructors/staff have no authority regarding any individual class content.