

Ontario Christian High School

Parent/Student Handbook 2024-25



Updated Versions of Parent-Student Handbook

The board reserves the right to update policy at any time. The most recent, updated version of the Parent-Student Handbook will be made available on FACTS in the School Information Resource Documents.

Precedence of Foundational Statements

In all cases when a policy is not clearly stated or understood, the school's mission, by-laws, and Statement of Beliefs take precedence.

Table of Contents

I [General Information](#)

- Contact Us
- Administration
- School Colors
- Mascot
- Alma Mater
- Yearbook
- Annual Calendar
- Daily Bell Schedule

II [Introduction](#)

- Welcome
- Mission Statement and Motto
- History
- About Ontario Christian
- What We Believe
- Governance
- School Accreditations and memberships
- School Policy of Non-discrimination

III [School/Home Relationships](#)

- School as a Partner with Your Home
- School Communications
- Parent Support
- Parent Organizations
- Campus Visitors
- Financial Information

IV [Academic Program](#)

- A High School
 - 1 Course Credits
 - 2 College Requirements
 - 3 Graduation Ceremony
 - 4 Community Service
 - 5 Drop/Add Policy
 - 6 High School Retreat
- B Special Curriculum Offerings
 - 1 Learning Center
 - 2 Study Skills

- 3 Dual Enrollment
- 4 Honors Courses
- 5 Advanced Placement Courses (AP)
- 6 Summer School
- C Special Support
 - 1 Field Trips
 - 2 Counseling
 - 3 Media Center/Library
 - 4 Educational Options
 - 5 Interim

V Testing, Grading, and Academic Policies

- A Schoolwide Testing
- B Grading Scale
- C Communication
 - 1 Parent Orientation
 - 2 Grade Reporting
 - 3 Report Cards
 - 4 Parent-Teacher Conferences
- D Academic status
 - 1 Honor Roll
 - 2 Class Rank
 - 3 Transcripts
 - 4 Valedictorian/Salutatorian Criteria
- E Exam Regulations
- F Schoolwide Format for Papers
- G Make-up and Late Work
- H Academic Probation and Dismissal
 - 1 Policy
 - 2 Academic Dismissal

VI Campus Life

- A Attendance
 - 1 Notification of Absence
 - 2 Maximum Absences
 - 3 Unexcused Absences-Truancy
 - 4 Planned Absences
 - 5 Passes and Leaving Campus
 - 6 Visitors
- B Tardy policy
 - 1 Purpose of Tardy Policy
 - 2 Definition of a Tardy
 - 3 Consequences of Tardiness
- C Ontario Christian School Dress Code
 - 1 Purpose of Dress Code
 - 2 General Dress Code Guidelines
 - 3 Additional Specifics for Boys
 - 4 Additional Specifics for Girls
 - 5 Dress Code Violation Consequences and Procedures
 - 6 Dance Dress Guidelines
- D Communication and Announcements

- 1 Contacting Students
- 2 Daily Announcements
- E Lunch
- F Chapel/Small Group Time
- G Lost and Found
- H Fees
- I Textbooks and Supplies
- J Physical Education
- K School Pictures
- L Medications

VII Student Conduct

- A Purpose
- B Statement on Gender and Sexuality
- C Extreme Situations
- D Student Off-Campus Behavior Expectations
 - 1 Purpose and Expectations
 - 2 School Response
 - 3 Consideration for Reinstatement
- E Alcohol and Drug Violations
- F Academic Honesty in Learning - Cheating
- G Use of Artificial Intelligence (AI)
- H Discipline Tiers
- I Detentions
- J Anti-Bullying Policy
 - 1 Types of Bullying or Harassment
 - 2 Consequences of Bullying
 - 3 Hate Speech
- K Important Items
 - 1 Cell Phones
 - 2 Banned Items
 - 4 Public Displays of Affection
 - 5 Tobacco
 - 6 Vaping
 - 7 Interquest Search & Breathalyzer
- L Corporal Punishment
- M Suspensions and Expulsions
- N OCSA Technology Use
 - 1 Campus Network Acceptable Use Policy
 - 2 Internet and Email Usage Policy
 - 3 Violations and Procedures
 - 4 Digital Media Copyright Act Guidelines

VIII Student Activities

- A Purpose
- B Eligibility for Extra-curricular and Co-curricular activities
- C High School Extra-curricular Offerings
 - 1 Athletics

- 2 Fine Arts
- 3 Associated Student Body (ASB)
- 4 National Honor Society (NHS – Grades 10-12)
- 5 California Scholarship Federation (CSF)

IX Health and Safety/Emergency Information

- A Student Attendance/Student Illness
- B School Closing
- C First Aid
- D Medicines
- E Health Records/Birth Certificates
- F Insurance/Emergency Cards
- G Emergency Drills

X Transportation

Student Car and Parking Lot Regulations and Registration

XI Curriculum: Course offerings link

XII Room Display

XIII Parent and Student Pledge of Partnership

XIII Acknowledgement Form

I. General Information

Contact Us

Ontario Christian School
 931 West Philadelphia Street
 Ontario CA 91762-6218
 Business Office (909) 983-4644
 High School (909) 984-1756

Ontario Christian School
 1907 South Euclid Avenue
 Ontario, CA 91762-6512
 Elementary School (909) 983-1010
 Middle School (909) 983-1671
 Preschool (909) 983-2420
 Day Care (909) 983-1010

Please check our website: <http://www.ocschools.org/> for ongoing updates and email addresses.

Administration

Superintendent: Kevin Vos
 High School Principal: Ben Dykhouse
 Athletic Director: David Parkes
 K-8th grade Principal: Rob Behnke
 Middle School Dean: Aaron Genzink
 Pre-kindergarten Director: Jody Van Dragt
 Day Care Director: Liz Ibarra

[Return to Table of Contents](#)

Director of Technology: Ken Yeh
Director of Academics K-12: LuAnna Odom
Director Academics 9-12: Randy Cardona
Director of Educational Options Program (EdOp) & OC Online: Catherine Trani
Director Admissions K-12: Alex Fenske
Development and Advancement Director: Nickole Vander Dussen

School Colors: Green and Gold

Mascot: Knights

Alma Mater

To God the Father is all praise, and may His will be done;
To honor and adore His name, to glorify His Son.
To hold to that sacred trust that God the Father gives.
Ontario, Ontario, through you we know He lives.

Ontario, Ontario, we sing to green and gold:
In either loss or victory, your standards proudly hold.
To friends and to fellowship, through years that swiftly fly,
To Alma Mater now we sing, Ontario Christian High.

Yearbook: Shield

[Annual Calendar](#)

[Daily Bell Schedule](#)

II. Introduction

Welcome

Welcome to Ontario Christian School! We are so glad that your family is part of the OC family! It is our intention to create an intentional Christian community, and the policies and guidelines included in this handbook exist in order to promote our mission of *Growing Christian Leaders* and to help all OC community members grow in Christian maturity. When you enrolled at Ontario Christian School, you affirmed that you were seeking this type of community and wanted to help build and support the Christian faith on which Ontario Christian stands (1 Corinthians 12:12-27). Our students belong to God, and all of their time at Ontario Christian, whether they sit in the classroom, are out on the playing field, or are interacting with faculty or friends, is preparation and training for being Christian leaders in whatever place and career God may lead them. Challenging students to Grow in Community will enhance their chances of making an eternal difference for God – wherever they find themselves.

This Parent/Student Handbook is designed to provide quick references to answer most of the common questions families ask. Policies and services included are not exhaustive and may be descriptive or summarized in nature.

We look forward to serving you and your student(s) as you become a part of the community at OCS. These are important years of spiritual, physical, intellectual, social, and emotional growth for your student(s), and we are grateful that you chose Ontario Christian as your partner in guiding them through it.

[Return to Table of Contents](#)

The theme for the 2024-2025 school year is **Inspired by the Spirit** based on Psalm 19:14, which says, “May these words of my mouth and this meditation of my heart be pleasing in your sight, Lord, my Rock and my Redeemer.”

ABOUT ONTARIO CHRISTIAN SCHOOL

Mission

To provide and promote a Biblically-based, quality education that nurtures the children of Christian parents to grow in God-centered discipleship, equipped with vision, understanding, discernment, and service in order to renew all relationships and culture to be under the authority of Jesus Christ.

MOTTO: Growing Christian Leaders

History

In 1944, a group of men and women from Ontario Christian Reformed Church took a step of faith and established a Christian school. More than 70 years later, Ontario Christian has grown from a one-room schoolhouse to the longest-standing Christian school in the Inland Valley with a community of 1,200 students. We are still that same strong, unapologetically Christ-centered school that believes that distinctive, transformational education is about presenting the kingdom of God and assisting students to participate in it. We unite students from over 200 different churches around one goal: to see Christ glorified and exalted in everyday life.

About Ontario Christian

Ontario Christian is a non-profit and independent Christian School. We believe it takes the home, the church, and the school to provide the best Christian education for our children. For that reason, we encourage parents, grandparents, and extended family to be part of the Ontario Christian community. The educational perspective of Ontario Christian School is based on the authority of the Bible as the written Word of God. Ontario Christian recognizes that Christians adhere to a variety of confessional standards and it actively supports an interdenominational ministry by helping all Christian parents in their efforts to lead their children in the nurture and admonition of the Lord.

What We Believe

Ontario Christian School, a Christ-centered educational institution, means to bring glory and honor to God in response to His mercy to His people. As God’s children we individually and communally serve, explore, participate, and delight in His creation and Person.

These statements reflect basic tenets of Reformed Theology, which is the doctrinal basis on which Ontario Christian School was founded. It is intentionally brief:

1. We believe that God is a Triune God – One God eternally existing in three Persons: God the Father, God the Son, and God the Holy Spirit.
2. We believe that the chief end of man is to glorify God and enjoy Him forever.
3. We believe that man is created in the image of God and that although God created humanity in His image with the ability to live perfectly for His glory, man disobeyed God. Because of this original disobedience, every individual is a sinner by nature and does himself practice sin. Man

is thus alienated from God, his neighbor, and the world. All are sinners, and sin is a condition that affects every relationship.

4. We believe that because all people are sinners and have lost their ability to live perfectly, they cannot enter Heaven and eternal life with God through their own deeds.
5. We believe that it is solely by God's grace, expressed through the death of Jesus Christ on the cross and the resurrection of Jesus Christ from the dead that true life and freedom are available. Through his death on the cross, Jesus paid the price for the sins of those who believe in Him. Through his perfect life, his righteousness is credited to all believers. Through faith in him, we have forgiveness of sins and eternal life. Through the resurrection of Jesus, man's final enemy, death, has been defeated.
6. We believe that all of the world is a part of God's creation and He is sovereign over and in all things, and that every academic subject must be taught and interpreted from a Biblical perspective. Jesus is the Word incarnate the Redeemer, and the King, and in Him all things are held together.
7. We believe that the Holy Bible is the divine, inspired, and infallible Word of God by which we understand God, His created reality, the Fall, salvation and God's will for our lives. The Bible is to be interpreted as a unified whole. It is the only rule of authority for all matters of faith and obedience.
8. We believe that God makes a covenant with parents and their children. Therefore, parents (or guardians) have the responsibility of bringing up their children in the "nurture and admonition of the Lord." We believe that a most consistent and meaningful education will result when the home, the school, and the church are in agreement on the basic concepts of life. The home has the primary responsibility for the children and is the children's primary source of nurture and guidance. The school exists to assist the home in its role of instruction. The Christian parent, as a member of the body of Christ, seeks for the family growth in faith and practice with regular and active involvement in a local Christian church.
9. We are called as Christians to grow in maturity in Jesus Christ, to be knowledgeable about our faith, to stand firm in our convictions, to live as servants in community, and work toward reconciling all things and relationships to Jesus Christ.

Governance

Rather than a parochial or private form of ownership, parents and friends of Christian education who are committed to promoting the mission and philosophy of the school direct Ontario Christian School through the *Association of Ontario Christian School*. The Association approves the annual budget, any changes in the Constitution and By-laws (rare), and the purchase or sale of land on behalf of the school as recommended by the board. The Association also elects Board of Trustee members to represent the Association. The Trustees set the vision, policies, and accountability standards for the school. All parents are eligible to become Association members.

School Accreditations and Memberships

Ontario Christian School is proud to be accredited by the Western Association of Schools and Colleges (WASC). Ontario Christian School is a member of professional organizations including: Christian Schools International (CSI). The Preschool is licensed by the State of California Department of Social Services under Title 22.

School Policy of Non-discrimination

Students of any race, color, national or ethnic origin are admitted and accorded all the rights, privileges, programs, and activities made available to all students at the school. Ontario Christian does not discriminate on the basis of race, color, sex, national or ethnic origin in administration of its educational policies, admissions policies, and athletic and other school administered programs.

III. School/Home Relationships

School as a Partner with Your Home

Ontario Christian recognizes that the parents are most accountable before God for the nurture of their children in the ways of the Lord. We see the home, church, and school must be partners in helping the students to grow in discipleship and establishing the relationships and living in obedience to God's Word.

School Communications

The academic success of a child in school begins with the communication between the teacher and the student. Also, it is very important that parents and teachers communicate clearly and respectfully. Ontario Christian School provides the following to promote communication between parents and teachers.

1. The "KnightLine" is a biannual newsletter mailed to family and friends that gives information about the school and major activities and programs.
2. The "OC Campus Connection" is a regular communication designed to give information of interest to parents and those involved more closely to the school. This communication is normally available on the school's website with an email reminder being sent twice per month.
3. The school's website is a source of much information. The site address is: <http://www.ocschools.org/>.

Parent Support

The following are ways that we work in community in order to see Ontario Christian School students flourish. Here is how you can help.

1. Pray--We suggest you regularly pray for specific groups, such as students, board, administration, teachers, support staff, other parents, volunteers, leaders and members of the auxiliary organizations, those supporting the school with their contributions, and the churches that support Christian education.
2. Communicate--Please call the school office or a school administrator if you have any questions. For problems or grievances, please follow the guidelines of Matthew 18: First, call or set up an appointment with the teacher, coach, or person most directly involved. If, after discussion with the person, the problem is not resolved, the parent should contact the appropriate principal and/or superintendent.
3. Volunteer--Parents are encouraged to get involved. Please participate in the auxiliary groups or volunteer as opportunities exist such as chaperoning field trips, providing special skills in the office, or helping with drama or other special events and programs. To get more information on the present needs, please contact the Ontario Christian School Parent Association (OCPA).
4. Give-- Your family is now enjoying the results of families who have given to the school over many decades. Be looking for ways to get involved through donating to our General Operations, Fall Fund Drive, or Knights Center Campaign. You can be part of our future.

Parent organizations

1. *Ontario Christian Parents' Association* (OCPA) is made up of moms and dads of students of all grade levels. This organization supports and raises funds for special projects at the school..
2. *Athletic Booster Club* is composed of parents of middle and high school students. The organization supports and promotes athletics by sponsoring fundraising events and by volunteering to help at athletic contests. We would love to see new members on the team.
3. *Art Aux* (Ontario Christian Schools Art Auxiliary Club) supports the vocational, performing, and visual arts in grades K-12. Art Aux has members who are parents and grandparents of students and are interested in the arts at Ontario Christian. Art Aux fundraises at various school events and programs. The goal of Art Aux is to support special projects of the arts that are above and beyond the general budget enhancing the student experience.
4. [*Moms In Prayer*](#) is an important organization of parents/friends who get together each week to pray for the school, its employees, and families.

Campus Visitors

If you would like to visit the campus, please call the day prior and obtain permission from the office. Visitors must be cleared through our visitor management system to enter campus and will receive a badge upon clearance at the front office. Visitors must be properly dressed and follow all school rules.

Financial Information

1. Tuition. Costs for most books, educational materials, and bus transportation are included in your tuition.
2. Tuition Assistance. The school does offer a small discount to families based on need. Please check with the business office for information on the procedure.
3. If a student withdraws during the academic school year, the remaining tuition balance for the semester from which they are withdrawn will be due.
4. Fines. There may be additional charges for such occasions as delinquent tuition accounts, and unreturned or late return of library books, textbooks, and athletic uniforms.

***Please direct all questions regarding tuition and finances to the Business Office. (909) 983-4644

IV. Academic Program

A High School

1 Course Credits

- a Each semester course is worth 5 credits. The graduation requirement is 250 credits.
- b Grades A, B, C, and D earns 5 credits at the semester. No credit is earned with a grade of F.
- c Student classification is based on the number of credits completed at the beginning of the school year.

Freshman	0 - 70 credits	Juniors	130 - 190 credits
Sophomore	60 - 140 credits	Seniors	180 - 250+ credits
- d Each full-time student is expected to take 5 or more academic classes on campus. Only seniors are allowed early dismissal/late arrival. Students can take up to 7 courses on campus. Students who take less than 5 on campus classes are enrolled in the Educational Options program.

2 College Requirements

Please click [here](#) to see Ontario Christian graduation requirements, and University of California and California State University requirements.

*** Note: Each private or independent college and university develops its own admission requirements and standards. These requirements and standards vary greatly from college to college.

3 Graduation Ceremony

Seniors who are not more than two classes short of the graduation requirement may participate in the graduation ceremony. The student must complete all graduation requirements before the diploma is issued.

4 Community Service

One of our Throughlines is that our students will be "Servant Leaders." (See Philippians 2:3-8.) During their four years in high school students are required to complete 10 hours of administratively-approved community service per school year to graduate. Seniors (Class of 2025) who finished the previous requirement of 25 hours will not need to complete additional service hours. This service must be done in the community for non-profit organizations. Service for the immediate family or relatives will not be approved. All service hours must be obtained outside of school time, unless otherwise approved. Service performed during the school day for special events does not qualify. These hours are in addition to other service hour requirements (NHS, for example.) Questions about service hours should be directed to the Director of Student Life, Nicole Martinez. (nmartinez@ocschools.org)

5 Drop/Add Policy

- a A class may not be added after the first five school days of a semester.
- b A class may be dropped with no credit up to six weeks into a semester.
- c A class dropped after six weeks into the semester will be dropped with a failing grade.
- d A class dropped after the first week of school up until the 6th week of school will require a drop slip.

6 High School Retreat

The purpose of the high school retreat, *You-Knighted*, is to provide an experience that builds unity in the student body, fosters Spiritual growth in a unique setting, and creates fun opportunities to make lasting memories. The retreat is a bi-annual event. The next retreat is being planned for [Hume Lake Camp](#) (Hume, CA) in Fall 2025.

B Special Curriculum Offerings

1 Learning Center

If you would like more information about this program designed to assist students with special needs and academic modifications/accommodations, please contact LuAnna Odom, Director of Academics, K-12. (lodom@ocschools.org).

2 Study Skills

The Study Skills Program is designed to assist and support students academically due to an IEP/ISP or 504 plan. Students with a documented need for academic support are placed in the class to receive studying skills to be successful in high school and reinforcement of material from other classes in a small group setting. Priority for this class first goes to students with an IEP/ISP or 504 plan and then to students recommended by teachers, counselors, and

administrators. Students receive elective credit for the Study Skills class and may take the course for 1-8 semesters depending upon need and availability.

2 Dual Enrollment

Ontario Christian offers on campus Dual Enrollment opportunities through Azusa Pacific University. For more information about Dual Enrollment opportunities, please contact your counselor. Student grades in Dual Enrollment courses are based on a 5.0 scale.

3 Honors Courses

OCHS offers a number of Honors classes in a variety of subjects. Honors courses are based on a 5.0 grading scale, except for Honors English 9. The permission of the instructor is required for admittance.

4 Advanced Placement Courses (AP)

Advanced Placement courses are geared toward a standardized test, which, if passed, qualifies a student for college credit for the course. AP offerings vary year to year. AP classes we have offered include AP Art History, AP Biology, AP Chemistry, AP English Literature, AP English Language, AP Government, AP Psychology, AP Spanish, AP US History, AP PreCalculus, AP Calculus AB, AP Calculus BC and AP Computer Science. Students register through CollegeBoard in the fall and take the AP test in the spring. The permission of the instructor is required for admittance. There is an additional fee required for AP courses. A fee will be charged to the student's account in the spring to cover the cost of the CollegeBoard exam and administration.

5 Summer School

Summer school courses can be taken on or off campus to enrich a student's school program or for credit recovery with approval from the counseling office.

- a A student can take courses that Ontario Christian does not offer.
- b A student may not receive Ontario Christian credit for off campus courses that are offered at OCHS unless special permission has been given.
- c While all summer school course credits may be transferred to a student's transcript, not all summer school credits apply toward graduation requirements.
- d No failed class may be made up until the semester or Summer Session following the end of that failed course.
- e No more than two approved semester courses may be taken during the summer school without prior approval.
- f It is each student's responsibility to have official grades and credits from off campus courses sent to Ontario Christian High School.
- g The counseling office can answer questions about credit transfer.
- h Please see the [Athletic Handbook](#) for how summer school courses factor into Academic Eligibility for athletics.
- i To learn more about courses offered during the Ontario Christian Summer Session, please contact the front office (hsoffice@ocschools.org) or your counselor. For reference, click [here](#) for the 2024 Summer School document.

C Special Support

1 Field trips

Field trips can be a great experience for student learning. Students must complete a Field Trip Permission Sheet prior to attending a field trip. All students will stay in uniform during any and all field trips, and school sponsored activities, unless the school announces otherwise.

2 Counseling

School counselors work with all students, school staff, families, and members of the community as an integral part of the education program. School counseling programs promote school success through a focus on academic achievement, prevention, and intervention activities, advocacy, and social/emotional and career development. The primary goal of the School Counseling Program is to promote and enhance student learning through four broad and interrelated areas: academic development, career development, personal development, and spiritual development. Counselors should be contacted when students are experiencing problems that interfere with their educational progress.

3 Media Center/Library

The Media Center/Library is designed to serve students' needs for collaboration, presentation, classroom projects and papers. The Media Center/Library has a selection of books and other resources. Coming to the Media Center/Library during a regular class period requires an authorized pass. Students are welcome in the Media Center/Library during breaks and lunch. Overdue fines will be charged if necessary. A student may be prevented from taking exams if book fines are not paid.

4 Educational Options

The [Educational Options](#) program has policies that are available from the program director. Students must register for the Educational Options Program within the first fifteen school days of the semester. Any enrollment changes from full time to the Educational Options Program after the first fifteen school days of the semester will continue to be charged at the full time tuition rates for the balance of that semester.

V. Testing, Grading, and Academic Policies

A School-wide Testing:

MAP Testing for 9th, 10th, & 11th - Friday, September 13 & Friday, March 14

11th Grade: PSAT/NMSQ – Reasoning based, preliminary SAT, it is the only qualifying test for National Merit Scholars Program. This test is scheduled during for October 8, 2024. We recommend juniors take the ACT and/or SAT sometime during the spring of the 11th grade.

12th Grade: Seniors should take the ACT and/or SAT in the fall if they have not taken them in the spring of the 11th grade or wish to re-take them. Sign up using www.actstudent.org and www.collegeboard.com

B Grading Scale

	G.P.A	Honors/AP
100- 93	= A 4.0	5.0
92 - 90	= A - 4.0	5.0
89 – 87	= B+ 3.0	4.0
86 – 83	= B 3.0	4.0
82 - 80	= B- 3.0	4.0
79 – 77	= C+ 2.0	3.0
76 – 73	= C 2.0	3.0
72 - 70	= C - 2.0	3.0
69 – 67	= D+ 1.0	NA
66 – 63	= D 1.0	NA
62 - 60	= D - 1.0	NA
59	= F 0	

No credit is given for a grade of "F."

C Communication

At Ontario Christian, we believe it is very important that parents and teachers work together.. To that end, we have established regular opportunities to communicate with the home. Parents are encouraged to contact the teacher directly with classroom questions or concerns.

1 Parent Orientation

Parent Orientation is held early in the school year and is a great opportunity for parents to get familiar with teachers, the campus, and opportunities at the school.

2 Grade Reporting: FACTS & Google Classroom

FACTS is a powerful home-to-school communication tool that allows parents to keep track of their student's academic progress-online,. Parents may visit the password-protected site to view their child's information about attendance and grades. (<https://factsmgt.com/>) Assignments dates and details are posted on Google Classroom. (www.classroom.google.com)

3 Report Cards

Parents are able to access and print report cards at the end of each quarter/semester.

4 Parent-Teacher Conferences

Parent-Teacher conferences are held following the end of the first quarter. Counselors and Administrators are available at conferences to discuss individual student needs.

D Academic Status

1 Honor Roll

OCHS does not publish an Honor Roll. Academic achievement is recognized through the Academic Rally, at the end of the school year.

2 Class Rank

Students are ranked by G.P.A. in comparison to all the members of their class. We use a decile system where students are in top 10%, top 20%, etc.

3 Transcripts

Transcripts are kept on file for every student who attends Ontario Christian High School. There is a [link](#) for transcript requests on the website.

4 Valedictorian/Salutatorian Criteria for candidacy

- a Students must have attended O.C. for two years, must be full time student for grades 11-12.
- b Students must have all A's & A-'s. (This is the posted letter grade on the final report card.)
- c Students must have 275 or more credits.
- d Students must have twelve semesters total between Honors, Dual Enrollment, and/or Advanced Placement in grades 11-12.
- e Valedictorians & Salutatorians are determined at the end of the 3rd Quarter during senior year.
- f If no student meets all of the above criteria, counselors and administrators will select the student(s) who meets the most criteria.

- g If multiple students meet the above criteria, GPA at the end of 1st semester during senior year will be the determining criteria for Valedictorian. All other students who meet the above criteria will be recognized as Salutatorians.

***Valedictorian(s)/Salutatorian(s) will be recognized at the Academic Rally and Senior Awards Night. However, the student graduation speaker will have separate criteria.

E Exam Regulations

General Regulations:

1. Students must take their exam during the scheduled period. Any exceptions must be cleared with the high school office.
2. All students must stay in the exam room for the first 75 minutes of the exam period.
3. All students must be in an exam period or off campus.
4. Students are dismissed after their last exam for the day. However, they should leave campus immediately unless other arrangements have been made.

Senior Regulations:

Seniors who meet the following criteria will be exempted from 2nd semester exams:

1. Total absences for the class are three or less. (Illness with doctor's note and special circumstances approved by administration do not count toward this number.) Students may also take up to two additional college visit days. A signed letter from a college counselor is necessary for these absences.)
2. Student must have an average of a B- or higher.
3. Student must not have any Tier 3, Tier 4 or Tier 5 discipline violations during 2nd semester Senior year or receive one or more U's in more than one class during 3rd Quarter of Senior year.
4. Student must not be involved in any senior prank or campus vandalism during or after school hours.

***A student in a Senior Class (Religions Today, Economics, Honors Economics, Psychology) will be exempted from the first semester exam if these criteria are met.

F Schoolwide Format for Papers

Students will use APA and/or MLA-style formatting for their writing.

G Assessment Retake Policy

Reassessments may be earned if the student has completed all necessary requirements. Reassessment is a privilege and not a right. The necessary requirements may differ from class to class.

H Make-up and Late Work

Absences can occur for a number of reasons and can adversely affect student achievement. Make-up work (including tests, quizzes, projects, assignments) is expected to be completed in a time period directly proportional to the number of days absent. For example, a student who is absent for two school days should complete their work in two additional school days.

I Academics and Behavior- Academics and Behavior will be graded separately.

1. Academic Probation and Dismissal

To encourage achievement, students who receive two or more F's in a nine-week grading period are automatically placed on academic probation. If there are two or more F's after the next nine-week grading period, even if not in the same subjects, the student may be asked to leave the

school. The administration may require regular reports to monitor performance. Upon parental request, faculty members and the principal will review the student's progress and attitude and may grant an exception to the academic dismissal policy.

For extra-curricular eligibility requirements, please see the [Ontario Christian Athletic Handbook](#). (Please note that this policy applies to all Ontario Christian extra-curricular activities.)

2. Habits of Success (Classroom Behavior)

Students will receive a mark of "P" (Praiseworthy), "N" (Needs Improvement), or "U" (Unsatisfactory) in three areas in Habits of Success based on the [Ontario Christian Throughlines](#). The goal of this system is to promote positive behavior by providing support and opportunities for reconciliation before resorting to grade mark changes. Collaboration between teachers, students, and home will be encouraged to support positive behavior outcomes. Habits of Success marks will reset after each quarter grading period. To encourage positive [Habits of Success](#), the Discipline Tier System will be utilized:

[Tier 3](#) applies to students who earn one or more "U's" in one class on the quarterly report card.

[Tier 4](#) applies to students who earn one or more U's in consecutive quarters and to students who earn one or more U's in more than one class in a quarter.

VI. Campus Life

A Attendance

School attendance is compulsory in the State of California. Even more important, a central part of student flourishing is being present in class.

1 Procedure to follow when a student must be absent:

- A. A parent must call or email the school (hsoffice@ocschools.org) as soon as they know a student is going to be absent. Phone number is 984-1756, Ext. 140 or 111.
- B. If the absence is for illness, parents or guardians must call or email (hsoffice@ocschools.org) the high school between 8 and 9 AM on the day of the absences.
- C. Reasons for absences must be cleared up within one week of the student's absence.
- D. Students must be fever free (temperature of 100.3 F or less) for at least 24 hours before returning to school. Additionally, students are subject to temperature checks to determine fever status.

2 Maximum Absences

Students are allowed twelve (12) absences per semester. If a student exceeds the 12 allowable absences in any class, she/he may be dropped from the class without credit. Exceptions will only be considered in the case of extreme circumstances at the discretion of the administration. In these rare circumstances the student will be required to do the necessary make-up work in order to meet the course requirements.

- A. Absences to participate in school-sponsored events will not count. Students are responsible for work assigned while attending these school-sponsored events. (Athletics, field trips, etc.)
- B. College visit days may be taken by juniors and seniors. These absences will count towards the twelve allowable absences. Written or phone confirmation to the counselor from the college being visited is required. The college must indicate that it is expecting the student and is providing a planned tour or program for the student.

[Return to Table of Contents](#)

- C. Family vacations are discouraged during school days, and are counted as part of the allowable twelve absences.
- D. Students will have one week to verify (parents send a note with your student, or call) their absences.
- E. Parents and students will be notified when a student is accumulating absences at a rate that may endanger his/her course status.

3 Excessive Absences

For students accumulate absences, we will follow the procedure below:

- A. At six (6) absences, parents will be notified by email.
- B. At twelve (12) absences, parents will be notified by phone.
- C. Any absence beyond twelve (12) will result in a meeting and an attendance contract.

4 Unexcused Absences – Truancy

For intentionally missing a class, a student will be declared truant and will receive a Saturday School.

5 Planned Absences

Students who know they will be absent should fill out a Planned Absence Card to notify teachers and the office that they will be gone. Students can pick these up in the front office.

5 Passes and Leaving Campus

Students must have a permit pass to leave a class to go to the office, to the counselor, to another classroom, library, etc. A teacher can only excuse a student from his/her own class. Any time a student is out of a class, the student should be able to show the pass to whomever may ask.

Ontario Christian High School is a closed campus. If a student must leave campus, he/she must sign out in the office. Upon returning to campus, the student must sign in and receive an admit slip. A student will only be released from school with a parental note or phone call. Leaving campus without permission from the high school office may result in a Saturday School or further discipline. If a student is sick, he/she will be asked to remain in the office area until parents can be reached.

6 Visitors

If you would like to visit the campus, please call the day prior and obtain permission from the office. Visitors must be cleared through our visitor management system to enter campus and will receive a badge upon clearance at the front office. Visitors must be properly dressed and follow all school rules.

B Tardy Policy

1 Purpose of Tardy Policy

The purpose of the tardy policy is to help students develop good habits. There is normally a pass time of four minutes between classes. Please note, as a family, that tardies include being late to first-period class.

Definition of a Tardy

- a A student is considered tardy if he/she is not in his/her seat at the time the bell rings or at the discretion of the teacher. If there is a legitimate reason not to be in class at that time, a pass requesting an excuse should be brought from the supervising teacher.
- b If a student is late for school because of illness or medical appointment, he/she must bring a note from a parent/legal guardian or doctor.
- c When a student is tardy to first period, he/she must report to the office before going to class to be given a late slip. The tardy is recorded.
- d A student who arrives to class later than twenty minutes to first period, or ten minutes to all other periods, will receive an absence that, if unexcused, could result in a Saturday School.

2 Consequences of Tardiness

Tardy accumulation will start over each quarter and will receive the following consequences:

- a **Tardy #1 - #5** – No penalty; these can be used for times when a tardy, due to unusual circumstances, cannot be avoided.
- b **Tardy #6 and above**– A detention and fine will be assigned that could lead to a Saturday School. Continued tardies are seen as a disregard for the policy, and may result in a meeting with administration and further discipline. (See [Discipline](#) section below.)

C Ontario Christian School Dress Code

1 Purpose of Dress Code

The purpose of dress code is to encourage modesty and respect and to eliminate as many distractions as possible. We strive to work with parents and students to guide and encourage appropriate and modest dress. Clothing, accessories, personal hygiene, and general appearance should be appropriate to and promote a Christian educational environment.

In keeping with this standard, the guidelines listed below have been established and will be enforced. Please recognize that this list is not exhaustive nor does it touch all the possible combinations of acceptable and unacceptable dress. This code applies during the regular school day from the time of arrival on campus. During after school events (games, mixers, etc.) when dress code does not apply, students and families are encouraged to continue to dress with modesty.

Please help us to make dress code a non-issue. Thank you for your support!

2 General Dress Code Guidelines

*****Items that have been changed or added to are in bold/yellow**

- a. School approved uniforms are to be worn at all times during school hours.
- b. **Dennis Company uniforms are still allowed (Dennis has tags on their clothing.)**
Lands End is our new uniform provider and these are also allowed (Lands End has embroidered logos on their clothing.)
 - **Students may wear OC uniform polos, OC uniform pants or OC uniform shorts and skirts (see below for info about 2025/2026 skirts/skorts).**
 - **Starting in January 2025, students may also wear (on any day of the week) an OC uniform polo and jeans. (Jeans must be blue denim or dark black denim only. Jeans must be fitted - no bell bottoms or oversized. No designs are allowed on the jeans. Jeans must have no rips, holes, or tears.)**

- c. Only Ontario Christian outerwear is allowed. This includes: sweaters, jackets, hats, and beanies. (Items can be purchased from Lands End, the OC Booster's store, the OC website, or periodically on campus throughout the year.)
- d. Students may not wear sweatpants, flannel pants, pajama pants (this includes under uniform bottoms).
- e. Ontario Christian does not permit clothing, jewelry, cosmetics, or other items that refer to, symbolize, or enhance a culture of music groups, gangs, drugs, alcohol, Satanism, death, immorality, or any other item that contributes an inappropriate theme.
- f. Uniforms may not be altered beyond normal adjustments for fit.
- g. Excessively tight or baggy clothing is not permitted.
- h. Undergarments should not be visible.
- i. Sagging of shorts or pants is not permitted.
- j. Chains attached to billfolds or the like are not allowed.
- k. School-issued Ontario Christian hats and beanies are permitted on campus. Wearing these in the classroom is at the teacher's discretion. Other hats, visors, caps, beanies, bandanas, and sunglasses are not permitted. This is not an all-inclusive list.
- l. Hair must be a natural color.
- m. Students may not wear any obscene tattoos, brands, or pierced body ornaments other than those normally worn by men and women in their ears. (Boys may wear one single stud earring per ear.)
- n. Shoes must be worn at all times. Casual footwear such as slides, birkenstocks, flip-flops (beach wear), moccasins, or slippers will not be permitted. (Note - slippers include uggs and closed toe options)
- o. On Spirit Days, students are allowed to wear any OC shirt or t-shirt and jeans. (See expectations about jeans above.)
- p. Students may not wear or display anything that supports or undermines political or protest groups.

Additional Specifics for Boys

- a. Cosmetics are not allowed.
- b. Hair should be cleaned and combed. No distracting hairstyles are permitted.
- c. Boys may grow facial hair that is well-groomed. Students will be asked to clean up distracting or ungroomed facial hair. Failure to cooperate may result in additional discipline.
- d. Boys may wear one single stud earring in each ear.
- e. Boys may not wear leggings or other pants (sweatpants, pajama bottoms) under their shorts.

Additional Specifics for Girls

- a. Starting in August 2025, no skirts/skorts are allowed to be worn (from either uniform company.)
- b. No clothing that reveals undergarments or the midriff when arms are raised straight above the head is allowed. Buy uniforms that fit.
- c. Leggings/tights of solid weave are allowed under skirts. No lace or fishnet. Leggings or tights must be black color only. No patterns allowed.
- d. Girls may wear no more than two modestly styled earrings in each ear. Girls may also wear a single stud in one nostril.
- e. Shorts must not be altered (beyond normal adjustments for fit) or rolled. Shorts must be mid-thigh length and not rolled.

Dress Code Violation Consequences and Procedures

- a Students in violation of the dress code will be sent from class to the office. The clothing must be changed/adjusted before the student returns to class.
- b The student will be assigned a warning upon a first violation and a detention for every violation thereafter.
- c Failure to report to the office will result in an automatic detention. Failure to return to class will result in an unexcused absence resulting in a Saturday School.
- d Dress code violations accumulate throughout the school year. Detentions received for being out of dress code are seen as a disregard for the policy for which students could result in further discipline.

6 Dance Dress Guidelines

See full Dance Dress Guidelines [here](#).

D Communication and Announcements

1 Contacting Students

There are times when it is necessary for parents to make contact with their student. Please contact the office and we will facilitate connecting parents and their student. Note: phones will be placed in holders during classes so students will not have access to their phones during class time.

2 Daily Announcements

Each morning, daily announcements are read and posted on the [website](#). Activities and school news are included in the announcements. Announcements of student activities must be written on the appropriate form from the office and must have the approval of faculty sponsors. Office permission must be obtained to use schoolrooms or any other facilities. Any announcements to be posted around campus should be approved by the principal prior to being posted. Please do not use tape to post announcements on campus.

E Lunch

Students eat lunch outside in designated areas. Lunch is available at the Knights Corner Kitchen. The Knights Corner Kitchen uses a cashless system; see ordering instructions [here](#). On occasion, parents may drop off lunch for their student(s). To keep the front office clear and available for school business, delivery services such as Uber Eats and Postmates will be refused. *Students are not permitted to leave campus for lunch.*

Please note: students with negative balances may not be able to purchase lunch. We have emergency lunches available for \$6 - grilled cheese and water.

F Chapel/Small Group Time

Chapels and Small Groups will typically happen regularly on Wednesdays. The purpose of our Chapel services is to have our hearts formed by the God of the Universe through community faith-building and active participation in worship. The purpose of Small Groups is faith building through fellowship and deep connection with other students and an adult mentor.

G Lost and Found

All personal property should be labeled and stored in a safe manner, i.e. locked in locker during Physical Education and athletic practices. The school is not responsible for lost articles. Lost and Found items are placed in the office. Unclaimed articles will be given to charity at several times throughout the school year.

[Return to Table of Contents](#)

H Fees

There are additional fees classes like Art, Culinary Arts, Photography, Woods, Skilled Trades, etc., and they should be paid at the beginning of the semester. There are additional fees for some Interim classes and trips. There is also an additional fee required for AP courses to cover the cost of the AP Exam.

I Textbooks and Supplies

Textbook rentals and one high school yearbook are included with tuition. Textbooks to be kept at home are distributed by the classroom teacher and must be returned at the end of the year. Students will be charged for lost or damaged books. Students must provide notebooks, paper, pencils, calculator, etc. Students will be charged for lost or damaged books.

J Physical Education

Lockers and locks are provided for students in physical education and athletics. Students should use care in locking their personal belongings while they are participating in either activity. STUDENTS SHOULD NOT LEAVE THEIR BELONGINGS UNATTENDED AT ANYTIME. See course syllabus for the specific policy. The school is not responsible for any lost items. Students who are unable to participate in physical education because of injury, illness, or disabling condition should have their parents write a note requesting a PE exception. In case of long term illness (more than a week), it is desirable to have a physician's statement documenting the activity limitations and their expected duration.

K School Pictures

Individual pictures will be taken early in the school year. Package and pricing links will be emailed to parents prior to picture day.

L

All students requiring medication, both over the counter and/or prescription, during school hours must provide a doctor's note/order AND written parental consent. The doctor's note/order must include the student's name, name of the medication, time to be given, amount to be taken, and route in which to take it. In addition to a doctor's note, written parental consent is also required. The required School Medication Form can be found [HERE](#) or may be picked up in the high school office during normal business hours. All medications must be stored in the front office and not in student's backpacks, bags or pockets, for safety purposes. Please contact the high school front office, at hsoffice@ocschools.org or (909)-984-1756 with any questions.

VII. Student Conduct

A Purpose

Challenges can enter people's lives in many different forms—including sickness, death, divorce, anxiety, depression, addiction, sexuality, and destructive behavior. Some of these examples are the result of sinful choices, but others are just part of the difficulty we face in life. Ontario Christian Schools believes that a Christian community cares for people in all and, if needed, helps bring about repentance and restoration—never forgetting to treat people with the respect and esteem they deserve. When our students or school families are going through these difficult moments, we desire to provide them the appropriate level of help and support that we can, as well as connect them with people or organizations who have expertise or resources beyond our own.

In some instances, the effects of people's difficulties go beyond themselves and impact others or the community as a whole. In these cases, the school needs to do the hard work of caring for *all* of its members and ensuring a safe learning environment for everyone that keeps in step with our mission. In such cases, the appropriate administrator or counselor will meet with the student and the parents to discuss the issue. Our strong desire is to find ways in which the student can remain a functioning, participatory member of the student body. We do that with:

1. A humble posture of honesty and empathy by the student, the parents, and the school.
2. The ability to ensure a safe environment for the student, the faculty, and the rest of the student body.
3. A willingness from the student and the parents to work with outside counselors or other experts, as deemed necessary.

If a student shares with a faculty member, counselor, or administrator about a significant issue going on in his/her life, the following protocol should take place:

1. Comfort the student and assure him/her that God's love and the love of the Christian community at Ontario Christian School is not dependent on having a "perfect life."
2. Inform the campus counselor and administrator of the situation so that the administration can determine what follow up actions, conversations, etc., need to occur. This communication should continue if/when new information comes out in the future.
3. Administrator determines if parents need to be notified about the situation and brought in for a conversation. This will almost always be appropriate as we are committed to partnering with families in the education of their children.
4. Administrator determines if the situation puts the student or others in danger. If so, appropriate response includes contact with outside resources or authorities, depending on the situation.
5. Administrator determines if the superintendent and/or Board of Trustees needs to be made aware of the situation, which would be appropriate if the subject of the situation is likely to stir up strong feelings or controversy within the school community.
6. At no time should a teacher, counselor, or administrator act to create a new policy or procedure, whether overt or implied, without proper oversight from the superintendent and/or the Board of Trustees.

Challenging topics take people out of their comfort zones, and at Ontario Christian School, we believe that the Gospel has the truth and power to withstand our questions, so we need not be afraid to engage in dialogue, learning, or prayer about difficult issues.

To that end, Ontario Christian School holds the following expectations for engaging in conversations when emotions run high or topics are challenging:

1. All parties should treat each other with dignity as image bearers of God.
2. Every effort should be made at empathy—understanding the other party's point of view and emotional state.
3. Both parties must understand that it is entirely possible for committed Christians to hold differing views and still be unified in their faith.
4. All points of view should be addressed calmly and graciously.
5. Regardless of the outcome of the discourse, both parties should exhibit humility moving forward so as to promote cooperation and healthy community.

B Position Statement on Human Sexuality

Because human beings are created in the image of God their Creator, we affirm that all humans, male and female, have inestimable value and must be treated with dignity and respect.

As a community that seeks to be an authentic Biblical community, Ontario Christian School (OCS) is committed to addressing all issues of human sexuality and gender identity with grace and truth. Ontario Christian believes gender is the biological sex assigned by God at birth. We also affirm that one need not approve of a person's behavior in order to love them in Christ. God loves sinners, including those who sin differently than we do.

Section 1

OCS affirms the following interpretive framework regarding God's intent for human sexuality:

- A. God's intent for human sexuality finds its fulfillment only between a man and a woman within the bond of the marriage covenant. To experience the fullness of God's loving intent in human sexuality, sexual experience is intended to be celebrated between a man and a woman within the marriage covenant. (Genesis 1:27-28; Genesis 2:18-24; Matthew 19:4-9; Mark 10:5-9; Ephesians 5:31-33)
- B. Marriage is a covenant relationship established by mutual vows between a man and a woman united by God. Scripture teaches that marriage is designed to be a lifelong, monogamous union between one man and one woman. (Mark 10:6-9, Ephesians 5:22-23)
- C. Same-gender and heterosexual lust is a condition contrary to God's created order which reveals the brokenness of our sinful world and the effects of sin on God's perfect intent for human sexuality. (Colossians 3:5; 1 Thessalonians 4:3-5)
- D. Heterosexual practice (intimate romantic expression) outside the covenant of marriage and all homosexual practice (romantic expression) is incompatible with the will of God as revealed in scripture and is a sin demanding confession and repentance. (Genesis 19:1-19; Judges 19:1-29; Lev. 18:22; 20:13; Romans 1:24-27; 1 Corinthians 6:9 and 1 Timothy 1:10.)
- E. We believe that God creates each person as either biological male or biological female, and that these two distinct, complementary sexes together reflect the image and nature of God. We believe that gender is the biological sex assigned by God at birth. (Genesis 1:26-27; Genesis 2:24; Matthew 19:4-6; Mark 10: 5-9; Romans 1:26-27; 1 Corinthians 6:9-11; Ephesians 5:25-27; Revelation 19:7-9; Revelation 21:2)
- F. None of us has measured up to God's perfect will for our sexuality, and thus we are all in need of, and able to receive, abundant grace and forgiveness through our Savior Jesus Christ. (Romans 3:23)
- G. We will communicate and uphold God's standards for human sexuality and gender identity with grace, mercy, compassion, and equity.

Section 2

In light of the above framework, OCS commits itself to the following standards of Christian practice:

- A. Exercising empathetic understanding of and compassion for all students struggling with any issue of sexuality or gender identity.
- B. Ensuring an environment that is free from discrimination and harassment.

- No student, heterosexual or homosexual, will be pressured to disclose their sexual orientation.
 - Gay or anti-gay militancy is regarded as incompatible with the Christian community and therefore will not be tolerated.
- C. Insisting upon an atmosphere that is a safe learning environment for all students.
- Physical assault, harassment (snide remarks, jokes, innuendo, slogans, disparaging terms), or bullying on the basis of one's sexual orientation will not be tolerated. This policy extends to gestures, emails, text messages, notes, and any other written or electronic form of threat or harassment.
 - Public displays of affection between couples will not be allowed. This includes but is not limited to sitting on another student's lap, and prolonged hugging, caressing, or kissing on campus and at school-sponsored events.
 - Students, while on campus, will be required to refrain from inappropriate "play" or physical contact which may be interpreted as sexual in nature.
 - Students will be required to refrain from going to campus areas deemed off-limits and unsupervised in search of privacy.
- D. Providing all students with the following:
- A compassionate venue in which to engage in authentic dialogue about the very real, confusing, and often painful issues related to human sexuality and gender identity.
 - Confidentiality except when deemed appropriate due to extenuating circumstances or reasonable judgement, confidentiality except in instances of suicidal ideation or other self-harming behaviors or where the school is required by law to report.
 - An assurance that the dignity of all students and families will be guarded.
- E. Acknowledging our own human frailty and dependence upon Christ for his humility, grace, and wisdom in our considerations of human sexuality, seeking always to love one another as He has loved us.

Section 3

Some practical implications for the OCS beliefs about sexuality and gender identity include but are not limited to:

- A. Students will be required to use bathrooms aligned to their biological sex assigned by God at birth.
- B. Students will not be addressed by gender or pronoun that does not align with their biological sex assigned by God at birth.
- C. When traveling on overnight field trips, students will stay in accommodations with students of the same biological sex assigned by God at birth.
- D. When students are divided by gender for class activities, they will be classified by their sex assigned by God at birth.
- E. Students will be required to participate in athletics that are aligned to their sex assigned by God at birth unless the activity is specifically designed to be co-ed.
- F. Established uniform policies for male and female students will be enforced by their sex assigned by God at birth.

Section 4

Our care for students experiencing struggles related to sexuality or gender identity does not negate our expectations that school rules or policies are respected and adhered to by all OCS students. Classroom or other public declarations regarding one's sexual preferences or orientation are disruptive to the learning environment and will not be tolerated. If the student and/or family chooses not to adhere to the policies set forth and/or insists on promoting ideas that are contrary to school policy with regards to sexuality or gender identity, then the student may be unenrolled from OCS for non-compliance with stated school policy.

OCS has established this Position Statement on Human Sexuality for a variety of reasons:

- To give clarity for staff, students, and families around these topics
- To provide direction for instruction around these topics
- To protect the organization legally, particularly in areas of employment and enrollment
- To direct policy making

C. PREGNANCY POLICY

OCHS believes in the Biblical teaching that all human life is sacred. OCHS teaches and promotes Christian values regarding sexuality, the sacredness of marriage, and that sexual expression is appropriate only in the context of marriage. OCHS also wants to teach personal responsibility. We do not condone sexual immorality, and we believe abortion to be against God's law. Pregnancy itself is God's gift and we want to be clear in our dealing with it that we not confuse the act of immorality with the value of the child.

In John 8:1-11, we see that Jesus did not condone the sin but showed compassion, mercy, and love for the sinner. OCHS desires to do the same. Certain restrictions may be given or privileges denied, but pregnancy in and of its-self will not automatically exclude a student from completing his or her course work at OCHS.

The importance of community in the life of a pregnant teen is of utmost importance. Keeping a pregnant student in community honors the life of the baby and the life of the mother/father by giving as much support as possible. Seeking to keep a pregnant student in community is an opportunity to move toward a hurting student with truth, healing, and reconciliation.

It is OCHS' desire that the pregnant student preserve her pregnancy and not feel compelled to seek an abortion.

This type of redemptive policy can only be implemented if there is cooperation from both the parents and student(s). They must be supportive of the school, its policies, staff, and administration. They must realize that this redemptive process will be ongoing and that continued enrollment in OCHS is dependent upon the continued cooperation and support of the parents and student(s) during the discipline process. If parent or student(s) support or cooperation fails or breaks down, the student(s) will be asked to withdraw.

Student Marital and Premarital Pregnancy Policy:

1. The Principal must be informed of the pregnancy immediately. Either the student or his or her parents may contact the Principal. A meeting with Administration, the student, and his/her parent(s) will be scheduled to determine the course of action.
2. The school will cooperate with the parent(s) and pastors of expectant student(s) (male or female) to strongly encourage professional, competent, and Biblically-based counseling to prepare the student for their new responsibilities.
3. Students must reside with their parent (s) or guardian(s) or in a home approved by their parent(s) or guardian(s).
4. The school retains the right to deny continued enrollment to students whose living arrangements are, in the school's judgment, detrimental to the body corporate. Student(s) (male or female) who choose to be married, who become parents, or who are parents-to-be, face new roles and responsibilities for the health and welfare of their family and children. Therefore, OCHS requires the following:
 - a. Student(s) and their parent(s) or guardian(s) must inform the Principal as stated above.
 - b. When students who are parents-to-be (male or female) desire placement in an alternative education setting, OCHS will cooperate with the families and pastors to provide advice and assistance to facilitate this end.
 - c. The student(s) may remain at OCHS, if permission is granted by the Administration. Considerations for this decision may include satisfaction of terms stated in the handbook, a review of the student(s) new living arrangements, attitude (one of repentance vs. hostility), support of the parent(s) and student(s) past and current records of behavior, discontinuance of sexual sin, and their Christian testimony.
5. Student parent(s)-to-be are expected to comply with all school policies during the pregnancy, including those regarding absenteeism and dress code.
6. A student (male or female) will also be removed from extra-curricular school activities for the term of a pregnancy or nine-month period of time, whichever is less. Leadership and honor positions will also be forfeited for the term of the pregnancy. During this time, counseling options will be encouraged.
7. Return to school following a pregnancy will be approved upon an administrative review.
8. In special circumstances, other academic arrangements may have to be considered by administration and the guidance office.

D Extreme Situations

Any student who is determined to have engaged in any of the following activities while on school grounds, on the grounds of any site owned or occupied by an employee of the school without the consent of the employee or at the site of or in connection with any school sponsored event or activity, may be considered for expulsion:

- 1 Use, possession attempting to purchase or sell, contributing to the use of, or giving the appearance of using or demonstrating symptoms of using un-prescribed alcohol, drugs, or paraphernalia. This includes misuse of prescribed drugs or legal substances as intoxicants.
- 2 Possession of a weapon, explosive, or other dangerous device.
- 3 Threatening, attempting, or encouraging others to attempt to cause injury of any school person or property.
- 4 Harassment/Bullying
- 5 Deliberately and falsely setting off a fire alarm or calling emergency vehicles.
- 6 Causing or attempting to cause material damage to school or private property.
- 7 Stealing or attempting to steal school or personal property, including cheating.
- 8 Committing an obscene act, repeated profanity or vulgarity.

- 9 Repeated infractions of minor offenses, disrespect, or challenging school board or administrative policies.
- 10 These infractions are considered especially serious if accompanied with a casual or defiant attitude, or if the student repeatedly exhibits an attitude and behavior which are opposed to the philosophical, religious, and organizational standards of the school.

E Student Behavior Expectations - On and Off Campus

1 Purpose and Expectations

As an intentional Christian community, Ontario Christian school reserves the right to discipline students for off-campus actions if they adversely affect the school learning community and/or the well-being of an OC student. Both on and OFF campus, students may not use any electronic communication device to bully, harass, embarrass or otherwise harm the school community. Students using technology in or out of school to harm the school community will be subject to school discipline consequences. OC students represent God, their family and their school AT ALL TIMES. OC students involved in illegal/immoral/destructive activities are subject to discipline.

2 School Response

Ontario Christian is not a police agency, and it is impossible to trace student behavior at all times. However, there are times where off campus conduct and behavior is brought to the school's attention. In these cases, the following principles will be considered.

- a The school's main responsibility is to communicate with parents about off campus behavior.
- b Voluntary disclosure by the student and/or the parents genuinely seeking to permanently correct student conduct will be dealt with on an individual basis by the administration. This is still considered an offense and could merit disciplinary action.
- c For any violation on the school campus, or at school sponsored events, off campus or during non-school time, including summer and other vacation times, the administration may suspend or expel students from school classes and extracurricular events.
- d The school may respond for infractions off-campus and not in conjunction with a school sponsored event in the following situations:
 - i A student is reported to be part of an illegal or immoral incident that will negatively affect the school community.
 - ii A student is at a location where illegal, immoral, or other seriously unacceptable behavior is taking place the student has the obligation to pursue all means to leave the premises immediately. If the administration believes that the most expeditious means to leave were not taken, the student is presumed to have participated in the activity in fact as well as in spirit.
- e Each instance will be reviewed on an individual basis and administrative prerogative will be taken to make any final decision.
- f If a student lies during the investigation or enforcement process, this could result in a significantly greater penalty, including expulsion.

3 Consideration for Reinstatement

It is expected that a student who has left the school for disciplinary reasons will not return to Ontario Christian School unless the student exhibits a sincere heartfelt repentance with a commitment to change. The student's family will also establish a plan with the administration that will restore relationships, state the consequences of the infraction, and ensure that the student will not be a repeat offender or detrimental influence on others. Involvement in extracurricular activities may be restricted even if the student is reinstated.

F Alcohol and Drug Violations – All Students

Possession, use, or sale of alcoholic beverages or drugs on or off campus shall be cause for suspension pending further investigation and possible expulsion. Additional requirements may be needed in order to fully restore student privileges.

G Academic Honesty in Learning - Cheating

This takes a variety of forms, from looking at someone else's paper during a test, to copying someone's homework, plagiarism, inappropriately using artificial intelligence and copying an internet source and turning it in as your own work. Students who are intentionally dishonest in this area will redo any the classwork in question, be disciplined with a Saturday School or Suspension. Cheating may also affect a student's Habits of Success report card marks. Repeated or especially serious offenses may lead to suspension or dismissal from school.

- a Work done out of class, which a student submits as his/her own work should be his/her own and should not contain that which has been knowingly obtained from another.
- b Work done on a test, exam, or quiz which a student submits to a teacher should be his/her own and should not contain that which has been knowingly obtained from another.
- c The work a student submits to a teacher should be prepared in accordance with the rules, limitations, and regulations laid down by the teacher or in the course.
- d A student should not seek to gain an advantage in an exam he/she is about to take by obtaining advanced access to particular questions or copies of a teacher's exam.

H Use of Artificial Intelligence (AI)

Use of AI is considered a tool now available to students in the same way technological resources are available (i.e.: YouTube tutorials, Khan Academy, Wikipedia, etc.). The heart of the issues of AI-generated content is one of academic honesty. The goal is to use AI as a tool to enhance learning rather than to replace the genuine teaching and learning process. Students are permitted to use AI-assisted resources, unless otherwise directed by the teacher, in the same way a student might appropriately use other technological resources such as Google, Wikipedia, tutoring services, or even a calculator.

Students must cite AI-generated content by submitting AI conversations alongside the student work, if AI was used at any point in the creation process. Copying and pasting any amount of text from AI-generated content, unless otherwise directed by the teacher, is considered plagiarism.

Suspicion of uncited AI-generated content will disqualify the assignment. Each disqualified assignment is subject to a review by the teacher and administration. After this review, if suspicion of AI-generated content is upheld, a plan will be created for the student to complete the assignment within the parameters given by the teacher. Confirmation of AI-generated content, whether through an online AI Detector or other means, will result in standard cheating consequences.

I Bathrooms and Locker Rooms Use

The school prohibits the use of any video device from any restroom, locker room or other location where students and staff "have a reasonable expectation of privacy." A student improperly using any device to take or transmit images will face disciplinary action up to and including suspension, loss of privileges, and may be recommended for expulsion.

Students shall use the general bathrooms and locker rooms available for student use based on their biological sex at birth; however, private accommodations can be made for special needs that arise.

J Discipline Tiers:

It is our goal to be restorative, extend mercy and appropriate justice for situations that require student discipline. We recognize that effective and consistent discipline is key for a Christ-centered community. We will handle situations that require discipline in the following ways:

Tier 1 consequences will be given as faculty and staff monitor the following: time in class (bathroom use), preparation for class (materials and needs), and electronic use (in class and chapel). Please see the linked form [HERE](#) for an explanation of the check system. Students are allowed 8 'checks' within a quarter and upon a 9th, would result in a detention. This is a quarterly system and checks are removed at the beginning of each.

**Please note that once a student has received their 8th 'check' the following will occur:*

- *Parents/Guardians will be informed via email.*
- *Students will be notified via email and will receive a detention.*

Tier 2 consequences will be given for infractions that could include but are not limited to: excessive tardiness, dress code violations, and inappropriate on campus behavior. Tier 2 consequences will result in a detention. Detentions are offered on campus, Wednesday mornings, from 8:00-8:50 am. Detentions will include a \$10 fee and will also require a discipline essay of reflection. (Please call the Director of Student Life for specifics on location.)

Please note that once a student has received 3 detentions, it will move into Tier 3 of discipline.

- *Parents/Guardians will be informed via email.*
- *Students will be notified in written form (during school hours).*

Tier 3 consequences will be given for infractions that could include but are not limited to: **earning one or more "U's" in one class**, accumulation of 3 detentions, continued excessive tardiness, cheating, and plagiarism. Tier 3 consequences will result in a Saturday School and a Behavior Contract that includes areas of: responsibility/improvement, consequence, and repair. Saturday School will be offered at least once a month (as needed) for 3 hours. It will include a \$10 fee, and involve an on-campus work service project. Saturday School will also require a discipline essay of reflection. (Please call the Director of Student Life for specifics on time and location.)

- *Parents/Guardians will be informed via email and/or phone call.*
 - *Parents and students will be notified in written form and in a meeting with the Administration.*
- *Please note that Tier 3 discipline or movement to the Tier 3 of discipline is an important warning and planning stage. Tier 4 may lead to Suspension and loss of Extracurricular privileges which include but are not limited to: sports, clubs, music, drama, teams, dances, mixers, etc...*

Tier 4 consequences will be given for infractions that could include but are not limited to: **earning one or more "U's" in more than one class or earning one or more "U's" in consecutive quarters in the same class**, accumulation of 3 Saturday Schools, accumulation of prior discipline, lying to Administrators, vaping/possession of vaping equipment, fighting, serious behavior issues, major or repeated cheating, and any behavior that warrants removal from the school community. Tier 4

consequences may result in an 'in-house' or 'off-campus' suspension which will include a discipline essay of reflection and opportunity for reconciliation. During a suspension a student is not allowed on campus and will not be allowed to attend or participate in extracurricular activities - including practice. Tier 4 consequences may affect extracurricular activities and school functions beyond suspension time. Students may not be allowed to participate in those activities which include but are not limited to: athletics, practice, dances, mixers, music events, drama events, etc.. for the time frame noted in the athletic handbook and/or administrator discretion. Students may be placed on a Behavior Contract (if one has not already been given in Tier 3) that includes areas of: responsibility/improvement, consequence, and repair.

- *Parents/Guardians will be informed via email and phone call.*
- *Parents/Guardians and student/s will be required to meet with the Director of Student Life & Principal for a mandatory meeting. (Contract will be formed and distributed during this time)*

Tier 5 consequences will be given for infractions that could include but are not limited to accumulation of serious discipline, possession of drugs, selling of drugs or alcohol, and making threats to a student or the school. Tier 5 consequences will result in expulsion.

- *Parent/Guardian will be informed via email and phone call.*
- *Parents/Guardians and students will be required to meet with the Principal for a mandatory meeting.*

K Detentions

Detention hours are assigned by a teacher or by the office for behavior which is detrimental to the educational climate.

- 1 The teacher/staff member will notify a student that he/she has been assigned a detention.
- 2 Students have 2 weeks to serve the detention (from the date it was given). A \$10 fee will be charged for each detention. If a student does not serve the detention by the two week deadline, a \$20 fee will be charged. If a student does not serve within a month of the detention notice, a Saturday Detention will be issued.
- 3 For every three detentions accumulated, a Saturday School will be assigned.
- 4 Detention period will be offered once per week: Wednesday mornings at 8am. Please contact the high school office for location details.
- 5 Students will also complete a discipline essay during the detention period.

L Anti-Bullying Policy

"Do not let any unwholesome talk come out of your mouths, but only what is helpful for building others up according to your needs, that it may benefit those who listen." Ephesians 4:29

Ontario Christian School is committed to providing an environment in which every person is recognized and treated as an image bearer of God. It is imperative that each person is accorded dignity and respect. Ontario Christian School is committed to providing a learning environment that is free from bullying in any form. Bullying of any student, employee, or parent by any other student, employee, or parent is prohibited.

The school will treat allegations of bullying or harassment seriously and will review and investigate such allegations in a prompt, confidential and thorough manner. A charge of bullying or harassment shall not, in and of itself, create the presumption of wrongdoing. However, substantiated acts of bullying or harassment will result in disciplinary action, up to and including dismissal. Students, employees, or parents found to have filed false or frivolous charges will also be subject to disciplinary action, up to and including dismissal.

1 Types of Bullying or Harassment

“Harassment” is defined as behavior that is unwelcome, offensive, or inappropriate toward an individual or group which is hostile or intimidating because of the individual’s gender, race, religion, ethnic origin, or physical disability. “Bullying” is defined as any conduct that, for a reasonable pupil, creates fear for personal safety or property, causes a substantially detrimental effect on a pupil’s physical or mental health, causes interference with a pupil’s academic performance, interferes with a pupil’s ability to participate in services, activities, or privileges provided by the school.

Bullying and harassment can occur any time. They include, but are not limited to, any or all of the following types:

- i Verbal/written – Derogatory comments and jokes, threatening words spoken to another person, inappropriate texts, posts on social media
- ii Physical/non-verbal – Unwanted physical touching, contact, assault, deliberate impeding, blocking movements, any intimidating interference with normal work or movement, and threatening gestures
- iii Visual Harassment – Derogatory, demeaning, or inflammatory posters, cartoons, written words, drawings, gestures, inappropriate texts, posts on social media
- iv Sexual Harassment – Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when any or all of the following occurs:
 - Submission to such conduct is made either explicitly or implicitly a term or condition of a student’s academic status or progress.
 - Such conduct has the purpose or effect of unreasonably interfering with an individual’s academic performance or creating an intimidating, hostile or offensive educational environment.

It is the student, employee’s and parent’s responsibility to:

- Conduct himself or herself in a manner which contributes to a positive school environment;
- Avoid any activity that may be considered discriminatory, intimidating, bullying, or harassing;
- Consider immediately informing anyone bullying him or her that the behavior is offensive and unwelcome;
- Report all incidents of discrimination or harassment to the Principal or Director of Student Life;
- If informed he or she is perceived as engaging in discriminatory, intimidating, bullying, harassing or unwelcome conduct, to discontinue that conduct immediately.

2 Consequences of Harassment – 1st, 2nd, & 3rd offense.

- i The student will be read the anti-bullying policy with a witness, and the parents will be informed and receive a written notification that the policy has been read to them. They will then be informed of the next steps in the discipline process.
- ii The student will be suspended for three days.
- iii The student will be recommended for expulsion.

3 Hate Speech

Hate speech includes racial slurs, physical threats, ethnic jokes of a demeaning nature, etc. Hate speech also includes bigoted speech attacking or disparaging a social or ethnic

[Return to Table of Contents](#)

group or a member of such a group. Students should note that this list gives guidance, but is not intended to be exhaustive.

Anti-hate Speech and Behaviors Policies and Practices

Ontario Christian High School reaffirms its policy that students and adults in both schools and offices should treat all persons equally and respectfully and refrain from the willful and negligent use of slurs against any person on the basis of race, language spoken, color, gender, religion, hardship, national origin, immigration status, age, or political belief.

- Our goal is to develop Christian citizens who view diversity as a positive force in society and who have skills to interact harmoniously with persons of all groups.
- Acts motivated by hate, bigotry, or bullying will not be tolerated within the Ontario Christian High School campus community. Acts of intimidation, verbal harassment, physical force or threat of physical force directed against any other students, their family, or their property will result in disciplinary action.
- OCHS requires that administrators, teachers, and other staff members enforce a school-wide code of discipline regarding racial slurs and name-calling.
- OCHS pledges to ensure that school grounds and offices are a place of safety for every student and school employee and to reduce and prevent acts of racial and ethnic hostility on campus and at related school activities.
- OCHS commitment includes educating and training students so that they will have pride in their own heritage, respect for all heritages, and have knowledge of the history, culture, and achievements of the diverse groups in society and the school community.
- OCHS will provide an integrated curriculum and a supplemental diversity training program to help students understand the nature and harm of prejudice and discrimination and to develop skills to handle inter-group conflict in nonviolent and peaceful ways.

Therefore, if students choose to violate the policies and principles, or the spirit of the law in regard to campus harmony the following procedures will be enforced by the administration.

The disciplinary action will relate to the nature, context and seriousness of the hate speech and can include all disciplinary actions up to and including immediate suspension and ultimate expulsion.

First Offense

Possible one-day suspension that includes a meeting with parents and administrators

Second Offense

Three-day suspension with possible expulsion

“Then make my joy complete by being like minded, having the same love, being one in spirit and purpose. Do nothing out of selfish ambition or vain conceit, but in humility consider others better than yourselves. Each of you should look not only to your own interest, but also to the interests of others. Your attitude should be the same as that of Jesus Christ.” Philippians 2: 2-5

M Important Items

1 Cell Phones

In order to maximize learning and minimize distractions, cell phones must be set to silent and placed in appropriate cell phone holders during class time. Cell phones may be used at lunch, break, and between classes.

Students observed using cell phones during class or in chapel/assemblies, or allowing them to ring during those mentioned, will have them confiscated until parents can pick them up from the office. A second offense will result in the phone being confiscated for one week before parents will be able to pick them up. A third offense will result in the student's loss of privileges to have a phone at school until the end of the semester. Headphones/earbuds/Airpods may be used in class only with teacher permission.

2 Banned Items

The following items are not to be used on campus during the school day: non-Ontario Christian hats, caps, beanies, laser lights, skateboards, and the like. This is not an all-inclusive list. Use of these items may result in disciplinary action. Students found at anytime on campus with items such as pocket knives, matches, cigarette lighters, etc., may receive a detention or Saturday School, and may be considered for suspension or expulsion. Any banned item may be confiscated.

3 Public Displays of Affection

Public displays of affection between couples will not be allowed. This includes but is not limited to sitting on another student's lap, and prolonged hugging, caressing, or kissing on campus and at school-sponsored events.

Students, while on campus, will be required to refrain from inappropriate "play" or physical contact which may be interpreted as sexual in nature.

4 Tobacco

We have a tobacco free campus and items like this will result in disciplinary action, including suspension and interventions.

5 Vaping/E-cigarettes

Any possession of or use of vaping equipment or e-cigarettes will result in an immediate suspension. Students disciplined for vaping complete an online education course at the parents' expense. Distribution or sale of vaping equipment or e-cigarettes could result in immediate expulsion.

6 Search & Breathalyzer

Ontario Christian reserves the right to search all vehicles, lockers, backpacks, purses, duffle bags, and persons for drugs, alcohol, and contraband of all types when on campus or in conjunction with a school sponsored activity, including the right to use professionally trained enforcement means such as dogs, or use of a Breathalyzer during school hours or at school sponsored events.

N Corporal Punishment

All forms of corporal punishment are prohibited. "Corporal punishment" means the willful infliction of, or willfully causing the infliction of physical pain on a student. An amount of force that is reasonable and necessary for a person to quell a disturbance threatening physical injury to

persons or damage to property, for purposes of self-defense, or to obtain weapons or other dangerous objects within the control of the student, is not to be construed as corporal punishment.

O Suspension and Expulsions

There may be infractions that must be dealt with immediately that do not follow the normal discipline procedures. Students will be sent immediately to the office for serious infractions. Administration may suspend students who exhibit defiance or serious violation of rules and standards. Suspensions can be given for such infractions as disrespect to teachers, staff, or fellow students, fighting, sexual harassment, skipping classes, cheating, damaging school property, profanity, cheating, use or possession of tobacco, use or possession of vaping/e-cigarette equipment.

During the time of suspension, academic credit can be awarded for schoolwork that is completed according to the regular class schedule. The teacher will not demand assignments that require the student's presence. The teacher may require alternative assignments.

The administration may deem it necessary to expel for infractions of a very serious nature, such as use of drugs that are not prescribed, possession of a weapon, violent threats, deliberately and falsely setting off a fire alarm or calling emergency vehicles.

Students who use social media and other internet websites/applications are subject to school discipline if, in the opinion of the school, the communication promotes behavior that is seriously immoral and/or illegal or that are opposed to the philosophical, religious, or organizational standards of the school and that these communications or promotions will negatively affect the school community.

Ontario Christian students have the responsibility of embodying and promoting the ideals of the school by their actions and words, both at school and outside of school. Students are to behave at all times in a manner consistent with that expected of a Christian, and are to conduct their lives to bring honor and respect upon themselves and their school. The school may take disciplinary action, even though the behavior was not at school or at a school sponsored activity in cases where there is a serious immoral and/or illegal behavior that is opposed to the philosophical, religious, and organizational standards of the school and that will negatively affect the school community.

Any possession of or use of vaping equipment or e-cigarettes will result in an immediate suspension. Distribution or sale of vaping equipment or e-cigarettes could result in immediate expulsion.

Infractions are considered especially serious if accompanied with a casual or defiant attitude, or if the student repeatedly exhibits an attitude and behavior which are opposed to the philosophical, religious, and organizational standards of the school.

Infractions that occur during the Spring of 12th grade, discipline may involve removal or limitations during senior activities such as Senior Trip, Junior Senior Banquet, and graduation.

P OCSA Technology Use

Ontario Christian School Association (OCSA)

1 Campus Network Acceptable Use Policy

Computers are used throughout the school system to enhance the education of students and to equip them to serve their Lord more effectively in this world. This includes learning to use these

resources appropriately as responsible citizens of God's kingdom. Accordingly, signed agreement with these specific policies is required before access to school systems will be granted.

Using the school's network and devices is a privilege. As such, it is the responsibility of all students, faculty and staff to use these services appropriately and in compliance with all OCSA, City, County, State and Federal regulations. The following are regulations for use of the OCSA network governing all students, faculty and staff using the OCSA network. This list is not all-inclusive and may be modified at any time. Anything that violates the OCSA goal of providing educational and Christian leadership training through the use of technology for students, staff and faculty may result in the loss of network access.

- a All hardware and software systems made available to the student are tools of the school system to enhance the education of that student. As such, all systems are subject to supervision by school personnel at all times.
- b The school reserves the right to grant or deny the usage of its systems at any time. Students, faculty and staff will be required to use their own assigned username and password whenever logging into the schools systems. Accessing the network through any means other than your own logon ID is strictly forbidden. Likewise, allowing another to utilize your account for any purpose violates OCSA policy.
- d Bypassing or attempt to bypass login requirements or system security protocols is strictly prohibited.
- e Copying, altering or unauthorized removal of any OCSA installed software from an OCSA system is strictly prohibited.
- g OCSA network services and wiring may not be modified or extended beyond the area of their intended use. This applies to all network hardware, computer lab equipment and in-classroom data jacks.
- h The OCSA network may not be used for any commercial purposes.
- i The monitoring or harassment of network devices, users, or another person's data by any means will not be tolerated.
- j Forgery or other misrepresentation of one's identity via electronic or any other form of communication is a violation of OCSA policy. Prosecution under State and Federal laws may also apply.
- k Inappropriate use of the computers, network assets, logon accounts and/or disruptive activities on computer systems are considered a violation of OCSA policy. This includes any form of vandalism (on the system or to the hardware) or other tampering with the network equipment not authorized by the administration or the System Administrator. Prosecution under State and Federal laws may also apply.
- l Digital transmission or replication of copyrighted materials is against federal law. Students, faculty and staff found with such material are subject to the provisions outlined in the Ontario Christian Schools Association Digital Media Copyright Act Guidelines for Students, Staff and Faculty.

It is the responsibility of all OCSA students, faculty and staff to:

- a Preserve the confidentiality and use of their user ID and password. Students, faculty and staff will be held fully responsible for any activities traced to their network account.
- b Utilize the network resources for legitimate school purposes.
- c Visit only appropriate web sites.
- d Maintain Christian propriety in the use of email.
- e Abide by the guidelines for network usage set forth by the OCSA

Use of OCSA resources is governed by the campus administration through the IT department. OCSA reserves the right to disable and/or terminate any users access to the network should it be determined that the OCSA policy guidelines were violated.

2 Internet and Electronic Mail Usage Policy

In an effort to clarify our position on the use of the Internet while utilizing OCS property, we have developed the following guidelines for all students, faculty and staff:

- Exploring the Internet should be done before or after work hours or during the lunch break. Using appropriate sites for school purposes is unrestricted as long as it is reasonable.
- Downloading files such as PDFs, or Power Point presentations, and/or image files is acceptable as long as copyright laws are not violated and downloaded files do not take up an excessive amount of storage space on the campus network. The download of feature films or games is strictly prohibited. If you are unsure or have questions about downloading files please consult the IT department before proceeding.
- The display or transmission of sexually-explicit images, messages or cartoons, or any transmission that contains ethnic slurs, racial epithets, or anything that may be construed as harassment or disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, religious or political beliefs is not permitted, before, during, or after school hours.
- Use common sense with websites, especially with visitors in the area.

OCS has the right and capability to monitor Internet browsing by each user on our system. However, our goal is that students, faculty, and staff will make this unnecessary. At OCS, we have the privilege of Internet access and it is important that we utilize this valuable asset for our mutual benefit.

Electronic mail is to be used for school business purposes. No one may solicit, promote or advertise any organization, product or service through the use of electronic mail or anywhere else on OCS premises during work hours.

Students, faculty and staff are not permitted to send electronic mail that contains ethnic slurs, racial epithets, or anything that may be construed as harassment or disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, religion, or political belief. We reserve the right to determine when students, faculty and staff are sending excessive or improper electronic mail. All employees should check the ocschools.org email on a regular basis.

The username and password system is the foundation of maintaining security and confidentiality on the school's network and telecommunications systems. Passwords, system telephone number, and similar information may not be disseminated to the public and must be retained as confidential information by the user. For privacy reasons, students, faculty and staff may not attempt to gain access to another user's personal file of email messages or network folder without the latter's expressed permission.

Email, Google Drive access and network file storage is a school asset and is subject to review or monitoring at any time by the administration without notice.

This policy may be revised from time to time as the school gains more experience with the Internet and email.

3 Violations and Procedures

Student violations of the above policies will be handled through his or her site campus administration; other violations will be referred, as appropriate, to the Tech Director, Site Principal, Superintendent, and/or the local Police Department.

In accordance with OCSA guidelines, all files, internet usage and transmissions may be subject to search and examination by the system administrator as required to protect users and the integrity of the network systems.

Violations of the above will subject the student to any combination of the following:

- Immediate revocation and/or limitation of student's network privileges
- Immediate placement in the school discipline system that may lead to expulsion.
- Financial liability for any repair or reinstallation costs.
- Permanent revocation and/or limitation of student's network privileges

a First Violation

The student will be placed on network probation, which may include limited access to internet resources beyond basic school-enabled tools. Communication will be emailed to parents/guardians to inform of reasons for the disabling of the account and the consequence(s). Once communication with a parent/guardian has been verified the network privileges will be restored.

b Second Violation

A Tier One consequence (detention) with mandatory essay will be assigned. Communication will be emailed to parents/guardians to inform of reasons for the disabling of the account and the consequence(s). The student account will be placed on limited access to internet resources beyond basic school-enabled tools for one week. After one week and once communication with a parent/guardian has been verified the network privileges will be reactivated.

c Third Violation

A Tier Two consequence (Saturday School) will be assigned. Communication will be emailed to parents/guardians to inform of reasons for the disabling of the account and the consequence(s). Network privileges may be disabled for the rest of the school year and/or until appropriate restorative measures have been completed.

d Fourth Violation

A Tier Three or Four consequence (In House Suspension or Suspension) will be assigned. Communication will be emailed to parents/guardians to inform of reasons for the disabling of the account and the consequence(s). Network privileges may be disabled for the rest of the school year and/or until appropriate restorative measures have been completed.

4 Digital Media Copyright Act Guidelines (DMCA) for Students, Staff and Faculty

Distribution of copyrighted materials without permission is a violation of federal law. With the widespread growth of the Internet and file sharing technologies the ease at which illegally reproduced materials can be acquired and distributed has grown exponentially. The Digital Millennium Copyright Act of 1998 (DMCA) addresses this topic in great detail.

In an effort to avoid getting caught up in the legal and ethical complications of the file sharing argument, under no circumstances are any programs that fall into the file-sharing category to be installed on any computer owned by OCSA or attached to the OCSA network. Furthermore you are not authorized to store, copy, download or distribute MP3s, feature films, copyrighted

writings or other files or programs that may violate local, state and federal copyright laws on an OCSA computer or campus network.

Ontario Christian School Association is committed to providing students and faculty with access to technology for the purpose of learning, but it cannot condone or allow the distribution or download of copyrighted material through its network.

In the event of a claim being filed against OCSA alleging copyright infringement on the part of an OCSA employee or student, OCSA employees will respond to the claim, investigate and take whatever actions are necessary to end the infringement. If copyright infringement allegations are upheld and result in financial liability, the individual or group of individuals responsible for the violation will be held responsible for damages, not the OCSA.

OCSA reserves the right to monitor, audit, and review web site access, file access and the contents of personal folders of computer accounts belonging to the OCHS and OCELEM domains. Computer accounts and email accounts belonging to our domains are subject to review at any time and are to be used solely for educational and business purposes. Computer accounts and access to the OCSA network is a privilege, not a right and as such, the OCSA reserves the right to terminate computer access at anytime for violation of computer access policies.

Failure to abide by the guidelines of this policy will result in loss of network access and possible termination of employment, suspension or expulsion depending on the seriousness of the violation. Failure to comply will result in being held responsible for all removal and cleanup costs, loss of Internet access and tight restrictions placed on his or her network account.

VIII. Student Activities

A Purpose

Ontario Christian High School offers a variety of opportunities for students to grow outside of the classroom. The main purpose is an opportunity to develop spiritual, physical, emotional, and scholastic advancement of the student. Groups and organizations are a great way to build relationships with both peers and teachers. Get involved!

B Eligibility for extra-curricular and co-curricular activities

- 1 The student must maintain a 2.0 average based on official transcript grades (no pluses or minuses) to maintain eligibility for any extra-curricular and co-curricular activities.
- 2 A student must be a positive citizen, living out the Ontario Christian Throughlines, in and out of class to maintain eligibility for any extra-curricular and co-curricular activities. A student may not have more than one "U" for report card behavior grades will be immediately ineligible.
- 3 A student must maintain full time status (2 periods of classroom instruction) to be eligible for extracurricular activities.
- 4 If the student does not maintain a 2.0 average, a period of nine (9) weeks of probation will be enforced. During this probation period, the student can practice and participate in extra-curricular and co-curricular contests and activities. A student cannot have more than one probation period in any given school year. Students will be monitored on a year round basis and probation and ineligibility can also occur out of the season of sport.
- 5 No probation period is available if a student fails two classes. Immediate ineligibility is enforced.
- 6 After the probation period of nine weeks, a student that has improved grades to a 2.0 average, will be eligible.

- 7 Ineligibility will begin the Friday following the end of the nine week period
- 8 Students must be aware that the final grades of the second semester determine eligibility or probation for the following fall's first nine weeks.
- 9 Transfer students will have probation determined based on their status when they left their previous school.
- 10 Only credits from Ontario Christian summer school and approved online courses can be used to reinstate eligibility. Counselor permission is necessary to have a course approved.
- 11 Being excused from a class for athletic contests does not excuse a student from class-related work and assignments.
- 12 Students ineligible because of learning disabilities can appeal to participate in extra-curricular and co-curricular activities through the following processes:
 - Approved OCS diagnostic testing at the parent's expense.
 - Established admission in special programs at previous schools.

C High School Extra Curricular Offerings

1 Athletics: [Athletic Handbook](#)

OCHS is a member of the Ambassador League and CIF Southern Section. The school offers the following sports teams: Fall – Boys & Girls Cross Country, Tackle Football, Girls Tennis, Girls Flag Football, and Girls Volleyball, Girls Flag Football. Winter – Boys & Girls Basketball, Boys & Girls Soccer. Spring – Baseball, Boys Golf, Softball, Boys & Girls Track & Field, Girls Beach Volleyball and Boys Volleyball.

2 Fine Arts

At Ontario Christian we value the arts. Ontario Christian offers Mock Trial, Play or Musical, and the Talent Show. Student work from the fine arts is often displayed during these productions.

3 ASB

The Associated Student Body (ASB) meets as a class during the regular school day. President, Vice President, and Treasurer are elected positions. Elections happen during the Spring of the previous school year. The rest of the ASB team goes through an application and interview process. The ASB is responsible for the planning and execution of various school events including dances, Homecoming, rallies, and more.

4 National Honor Society (NHS – Grades 10-12)

Please see the NHS Bylaws linked [here](#).

5 California Scholarship Federation (CSF)

CSF is a statewide federation for the promotion and recognition of excellence in academic work. The state organization sets the eligibility requirements for membership, and the protocol for the local chapter. A point system for eligibility, totally separate from the school grade point average system, is applied to specific course lists. The application thoroughly explains the point system and course lists. There is a \$3 membership fee per semester. The state bylaws require that **students must apply every semester during the application period, applications cannot be accepted after the deadline each semester. Membership is not automatic, students MUST APPLY.** CSF members with Life or 100% membership receive special recognition at graduation. Life membership is 4 of the last 6 semesters of high school; 100% membership is 6 of the last 6 semesters of high school.

IX. Health & Safety/Emergency Information

A Student Attendance/Student Illness

Our standard procedure is that students must be fever free (temperature of 100.3 F or less) for at least 24 hours before returning to school. Additionally, students are subject to temperature checks to determine fever status.

B School Closing

In the event of a school closing parents can view their email for announcements regarding cancellation of school for the day.

C First Aid

Staff are certified in CPR and First aid on a regular basis and are capable of responding to the needs of students as necessary. (AED on high school campus located in the front office)

D Medicines

The school does not provide medications for students without parental permission. All prescriptions should be stored in the front office.

E Health Records/Birth Certificates

The school keeps on file at the school a copy of health records and birth certificates.

F Insurance/Emergency Cards

Emergency cards are kept on file for use when medical attention is necessary and parents/guardian(s) may not be immediately available.

G Emergency Drills

Emergency Drills, including fire drills, earthquake drills, and ALICE (violent assailant) drills will be scheduled to keep students and staff ready for situations which require use of the procedures.

X. Transportation

A Bus Service

Ontario Christian does not offer morning or afternoon bus service. Sports teams that need to travel will rent bus transportation on an as needed basis.

C Student Car and Parking Lot Regulations and Registration

Please see all our Student Car and Parking Lot Regulations on this [document](#).

XII. Curriculum: Course Offerings -

[Course Offerings 2024-25](#)

[Course List 2024-25](#)

XIII. Room Display

See Campus Map linked [here](#).

Ontario Christian High School

Growing Christian Leaders

Room Legend 2024-25

Room

1 – Mr. Manning
2 – Mrs. Mendoza
3 – Ms. Bateman
4 – Mr. Slegers
5 – Mrs. Stutz
6 – Ms. Benson
7 – Mr. Shaefer
8 – Mr. Schaap
9 – Mr. Slager
10 – Mr. Stutz, Mrs. Vitakis
11 – Ms. Bryner
12 – Ms. Kazibwe-James
13 – Mrs. Leslie
14 – Mrs. Hester
15 – Mrs. Garcia
16 – Ms. Van Zoest - Merritt
17 – Mrs. Vander Meulen
18 – Ms. Mendoza
19 – Mr. Juarez
20 – Mr. Sifuentes
21 – Mr. Wheeler
22 – Mrs. Slager
23 – Mr. Zuidema
24 – Mr. Lee
25 – Mr. Fischer
26/27 – Mr. Tobin
KC – Mr. Parkes
KC - Mr. Lachelt
KC - Mr. Stauffer
KC3 - Mr. Cayman
KC4 - Mrs. McKee
KC, Library - Mr. Dennis
C – Mrs. Hagelis & Mr. Stutz
BM – Nancy Geertsma
BO – Mrs. Bateman, Mrs. Hough
OSH – Mr. Ibarra
IT – Mr. Yeh
KC -- Mrs. Jorgenson, Mr. Lachelt, & Mrs. McKee
Lo – Mrs. Rodriguez & Mrs. Theilacker
OW – Mrs. Trani
P – Mr. Dykhous
P – Ms. Martinez
SP – Mr. Vos
ST – Mrs. Zumbrunnen

Staff Member

Mr. Avery - 10
Ms. Bateman – 3
Ms. Benson – 6
Ms. Berniklau –
Ms. Bryner - 11
Mr. Cayman– KC3
Mr. Dennis - KC, Library
Mr. Dykhous – P
Mr. Fischer – 25
Mrs. Hagelis – C
Mr. Huiskens – 26/27
Mr. Ibarra - OS
Mrs. Jorgenson – KC
Mr. Juarez – 19
Ms. Kazibwe-James - 12
Mr. Lachelt – KC
Mr. David Lee -- 11
Mr. Lee - 15
Mrs. Leslie - 13
Mrs. Hester – 12
Mr. Manning – 15
Mrs. Martinez – P
Mrs. McKee – KC
Ms. Jami Mendoza - VG
Mrs. Megan Mendoza – 2
Mr. Parkes - 22
Mr. Rivera – 21
Mrs. Rodriguez– Lo
Mr. Schaap – 8
Mr. Shaefer -- 7
Mr. Sifuentes - 20
Mr. Slager – 9
Mr. Slegers - 4
Mr. Stauffer - KC
Mr. Stutz – C & 10
Mrs. Stutz – 5
Mrs. Theilacker - Lo
Mrs. Tobin - 20
Mrs. Trani – OW
Mr. Vanden Berge – KC
Ms. Van Zoest - Merritt – 16
Mrs. Vander Meulen – 17
Mrs. Vitakis - 10

Mr. Yeh - IT
Mrs. Zumbrunnen– Chapel ST

Mr. Vos --SP
Mr. Wheeler - 21
Mr. Zuidema -23

[Return to Table of Contents](#)

ONTARIO CHRISTIAN HIGH SCHOOL

Parent and Student Pledge of Partnership 2024-25

The mission of Ontario Christian School is to provide for the children of Christian parents a Biblically-based, quality education that nurtures students to grow in knowledge, conviction, and maturity; therefore, our focus is to equip students with the vision and skills to engage all relationships and culture under the authority of Jesus Christ.

As Ontario Christian School seeks to partner with Christian families, it is important that home and school provide a consistent confession and lifestyle on and off campus. For specific policies and practices, please see the Ontario Christian High School Handbook or contact the Principal.

Expectations of the Student:

- To regularly and responsibly attend school and faithfully complete the work and expectations.
- To regularly attend and worship in a local Christian church.
- To express a positive attitude toward the school, staff, students, and standards, and demonstrate a spirit of cooperation that enhances unity in “Growing Christian leaders.”
- To become familiar with and abide by school policies, rules, and practices, both on and off campus. Students are to behave at all times in a manner consistent with that expected of a Christian and to conduct their lives so as to bring honor and respect upon themselves and their school. The school may take disciplinary action, even though the behavior was not at school or at a school sponsored activity in cases in which there is a serious immoral and/or illegal behavior that is opposed to the philosophical, religious, and organizational standards of the school and that will negatively affect the school community.

Expectations of the Parents/Guardians:

- To understand and acknowledge that students will be taught from a Christian perspective consistent with the philosophy of the school.
- To abide with school policies, rules, and practices.
- To recognize the school requirement that the parent is to demonstrate a consistent Christian lifestyle and acknowledge that the parent/guardian is not participating in practices that would be considered illegal, or considered by the school as immoral or inconsistent

with a positive Christian lifestyle such as cohabitation without marriage or being in a homosexual relationship.

- To regularly attend and worship in a local Christian church.
- To express a positive attitude toward the school, staff, students, and standards, and demonstrate a spirit of cooperation that enhances unity in “Growing Christian leaders.”
- To resolve questions or complaints with the principles of Matthew 18 in which contact will be made first with the person involved. If the issue is not resolved, to contact the administration. Any claim or dispute arising from or related to this agreement shall be settled by biblically based mediation.
- To accept responsibility for the family's financial obligations to the school and understand that report cards, transcripts, and diplomas may be withheld if required payments are not resolved.

Student Pledge

I agree to behave at all times in a manner consistent with that expected of a Christian and to conduct my life so as to bring honor and respect upon Jesus Christ, myself, and the school. I understand this acceptable behavior is to be exhibited both in and out of school.

I agree to follow the policies and procedures stated in the Ontario Christian High School Handbook. I understand there are school administered consequences, up to and including expulsion from school, for behavior that is unacceptable both at school or in conjunction with school sponsored events, and/or for behavior conduct occurring off campus including when school is not in session such as vacations and summer time. School involvement for out of school offenses will occur when there is seriously unacceptable and/or illegal behavior that negatively affects the school community. I recognize that additional penalties may be applied to affect my role in extracurricular, co-curricular, and leadership positions.

If I am at a location where there is an illegal or immoral incident that will negatively affect the school community, I will pursue all means to leave the premises immediately. I recognize that if the administration believes that the most expeditious means to leave were not taken, I am presumed to have participated in the activity in fact as well as in spirit.

I agree that if I use Internet blog services, social media, and other internet websites at school or in private I will use them only as is consistent with the school philosophy. I recognize that these communications are subject to school discipline if the communication promotes behavior that is seriously immoral and/or illegal or positions that are opposed to the philosophical, religious, or organizational standards of the school and that these communications or promotions will negatively affect the school community. I recognize I am subject to school discipline for posting unflattering, character-defaming information, or a false profile that degrades or harms Ontario Christian School or an Ontario Christian School student, family or employee. I recognize that the school will consider any misuse of such media as more serious if I identify myself or others as a member of the Ontario Christian School community.

If my actions are such that I am judged to have violated the letter or intent of this code, I agree to submit to the discipline of the school.



ONTARIO CHRISTIAN SCHOOL PARENT/STUDENT HANDBOOK 2024-2025

This handbook has been compiled for the benefit of both parents and students. Though not exhaustive, it contains major expectations for students at Ontario Christian School. The handbook can be found on our website for your reference through the year.

In order to be properly informed, please review carefully with your student(s) each section. Discuss and stress the importance of abiding by the rules established for the efficient operation of the school community of which you are an integral part.

Please sign the acknowledgement form and return within 10 school days of the commencement of the school year - **one for each student**.

Thank you for your cooperation and for being part of our intentional Christian community.

Acknowledgement Parent/Student Handbook 2024-2025

We have carefully read the Ontario Christian School Parent/Student Handbook. We have discussed its importance with our child(ren), and we agree to abide by the rules, guidelines and policies contained therein. We acknowledge that these rules, guidelines and policies are

subject to change and agree to be bound thereby upon written notifications. **All** parents/guardians must sign.

Student Signature

Parent/Guardian Signature

Student Printed Name

Parent/Guardian Signature

Date of Signature

Date of Signature