



2022-23 OC Online Policy Manual

Welcome

Welcome to Ontario Christian Online. We hope you find this OC Online Policy Manual helpful and informative. Full inclusive OC Schools Policies can be found in the Parent/Student Handbook on our website. For details or further answers to your questions, please contact the Educational Options director.

Mission Statement and Motto

The mission of Ontario Christian School is to provide a Biblically-based, quality education for the children of Christian parents 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. The motto of Ontario Christian School is *Growing Christian Leaders*.

School Accreditations and Memberships

Ontario Christian High School is proud to be accredited by the Western Association of Schools and Colleges (WASC) and Christian Schools International (CSI). Ontario Christian School is a member of professional organizations including: California Independent Schools (CIS). The Pre-kindergarten 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, or national or ethnic origin in the administration of its educational policies, admissions policies, and athletic and other school-administered programs.

Moral Integrity Policy

By enrolling in Ontario Christian Online (OCO), the student promises that they will not engage in or promote inappropriate conduct. The parent also agrees to enforce these standards.

Inappropriate conduct includes, but is not limited to, such behaviors as the following:

heterosexual activity outside of marriage (e.g., premarital sex, cohabitation, extramarital sex), homosexual or lesbian sexual activity, sexual harassment, use or viewing of pornographic material or websites, a change in sexual orientation or gender identity or expression, use of illegal drugs, alcohol use, use of marijuana or prescription drugs not scripted to them.

Students violating the above agreement should voluntarily withdraw and parents should initiate this action if the above standards are violated. Alleged violations to the policy will be referred for an appropriate response to the Academic Committee. Students found in violation to the policy will face possible suspension and potential permanent separation from OCO.

Academic Dishonesty Policy

As a Christian institution, Ontario Christian holds its students to high standards for ethics, both personal and academic. OCO wants our students to be free from deception in both thought and action; therefore we take Academic Dishonesty seriously.

Definition: Plagiarism is a form of Academic Dishonesty.

Other forms of Academic Dishonesty are:

1. Submitting work for academic evaluation that is not the student's own.
2. Copying answers from another student during an examination.
3. Using prepared notes or materials during an examination.
4. Permitting another student to copy one's work.
5. Other misrepresentations of academic achievement submitted for evaluation or a grade.
6. The submission of papers or other work that one has submitted in a previous class or classes without appropriate citation and/or permission of the instructor. You may view the complete definition of plagiarism by visiting this link [Plagiarism](#).

Consequences of Academic Dishonesty: The consequences are cumulative across all OCO courses.

First Offense:

1. Teacher will notify the student of the plagiarism and/or academic dishonesty as well as the Academic Support Director, parent/guardian, and any partner school personnel.
2. The student will receive a zero (0) on the assignment and not be allowed to re-submit the assignment.
3. The student will be notified by the OCO director of the Back On Track assignment that will be required to re-enter the course. The student will have a maximum of 5 days to complete the assignment and submit the work for grading. The student may not submit the assignment more than 2 times without successful completion.
4. If the student successfully completes the assignment in the timeframe given they will be allowed back in the course.

5. If the student fails to complete the assignment in the allotted time frame the student will be notified that they are being dropped from the course.

Second Offense:

The student can immediately be recommended for dismissal from the course to the OCO Director. A notification will be sent from the OCO director to the student, parent/guardian, teacher, and any partner school personnel.

Academic Honesty Policy

As a Christian institution, Ontario Christian Online holds its students to high standards for ethics, both personal and academic. OCO wants our students to be free from deception in both thought and action; therefore we take Academic Honesty seriously.

Definition: Plagiarism is a form of Academic Dishonesty.

Other forms of Academic Dishonesty are:

1. Submitting work for academic evaluation that is not the student's own.
2. Copying answers from another student during an examination.
3. Using prepared notes or materials during an examination.
4. Permitting another student to copy one's work.
5. Other misrepresentations of academic achievement submitted for evaluation or a grade.
6. The submission of papers or other work that one has submitted in a previous class or classes without appropriate citation and/or permission of the instructor.
7. Using a resource on an electronic device or internet during an assessment.

OC encourages students, parents, and employees to read more from the documents below, which provide comprehensive explanations and examples of the correct and the incorrect ways to use and cite the work of others. Using the work of others is important in learning, but it must be done with proper citation techniques.

Consequences of Academic Dishonesty: The consequences are cumulative across all OC courses.

First Offense:

1. Teacher will notify the student of the plagiarism and/or academic dishonesty as well as the Academic Support Director, parent/guardian and any partner school personnel.
2. The student will receive a zero (0) on the assignment and not be allowed to re-submit the assignment.
3. The student will be notified by the OCO director of the Back On Track assignment that will be required to re-enter the course. The student will have a maximum of 5 days to complete the assignment and submit the work for grading. The student may not submit the assignment more than 2 times without successful completion.
4. If the student successfully completes the assignment in the time frame given they will be allowed back in the course.
5. If the student fails to complete the assignment in the allotted time frame the student will be notified that they are being dropped from the course.

Second Offense:

The student can immediately be recommended for dismissal from the course to the Ontario Christian Online Director. A notification will be sent from the OCO director to the student, parent/guardian, teacher, and any partner school personnel.

Acceptable Computer Use Policy

OCO students and employees make regular use of computers and the Internet. There are great online resources available, and such resources must be used wisely, and within the spiritual guidelines of the mission of the school.

Acceptable Use of the Internet Policy

Students will access the Internet to complete OCO courses. The policies, guidelines, and procedures of the location where the Internet is accessed supersede those written by OCO. For example, the internet policies of a partner school or homeschool are the ones students at that school will follow. Students and families must be aware that some material accessible via the Internet will contain items that are illegal, defamatory, inaccurate, or offensive. In addition, it is possible to purchase certain goods and services via the Internet that could result in unwanted financial obligations for which a student's parent or guardian would be liable. OCO views the parent's role in teaching about Internet resources and protecting the student as being primary. Outside of the local school, families bear responsibility for the guidance on Internet use, as they do with information sources such as television, telephones, radio, movies, magazines, books, recordings, and other possibly-offensive media. OCO suggests purchasing software that helps enforce acceptable use.

Terms and Conditions of Student Use

Etiquette

All users must abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following: - Being polite, and even kind, in messages. - Using appropriate language. - Only using the system for educational purposes related to classes taken or taught.

Security and Violations

Access to electronic resources is intended for the exclusive use of its authorized users. Any problems that arise from the misuse of an account are the responsibility of the account holder.

This may include:

- Trespassing to another's work or files
- Giving out any password
- Attempting to login to another user's account
- Failing to notify the supervising staff member of a security problem
- Disrupting the network intentionally
- Using the Internet inappropriately
- Playing recreational games during the time you are expected to be doing academy work

- Engaging in plagiarism, taking the ideas or writings of others, presenting them as if they were original to the user

Consequences of Violations

Any violations of academy policy and rules may result in loss of access to courseware, possible dismissal from the academy (student), possible loss of job (employee). The academy may monitor any users' academy-provided access to the courseware to ensure appropriate use. Such monitoring may include (but is not limited to) monitoring of websites visited, "chat room" conversations, and email contents. Disciplinary action may be determined in keeping with existing procedures and practices regarding inappropriate language or behavior. When and where applicable, law enforcement agencies may be involved.

Disclaimer

OCO makes no warranties of any kind, neither expressed nor implied, for the Internet access it is providing. The academy will not be responsible for any damages users suffer, including—but not limited to—loss of data resulting from delays or interruptions in service. OCO will not be responsible for the accuracy, nature, or quality of information stored on the servers; nor for the accuracy, nature, or quality of information gathered through academy-provided Internet access. OCO will not be responsible for personal property used to access academy computers or networks or for academy-provided Internet access. OCO will not be responsible for unauthorized financial obligations resulting from academy-provided access to the Internet. Enrollment in a course by a parent or school constitutes acceptance of this policy and the parent/school responsibilities.

Course Extension Policy

If a student needs to go beyond the original enrollment end date in order to successfully complete a course, the person who enrolled the student can file for an extension.

Requirements

- Full-year: Students must complete the first semester, including the mid-term exam, for a full-year course, to request a course extension.
- One-semester: Students must have completed 50% of total assignments in the course to request a course extension.

Only one extension per course will be considered. Students must be working consistently in the course at the time of the extension request.

The maximum time in a course is as follows:

- 6 months for a 1-semester course
- 12 months for a 2-semester course

The extension request should not exceed those parameters.

The course extension form should be filled out at least 2 weeks prior to the current end date of the student's course, which is listed in the Student Information System. Within 2 weeks of submitting the form, you will receive an email response about the request. If the student does not complete the course requirements by the end of the extension, he/she will receive a final grade for the course based both on the work completed as well as 0's which have been submitted for undone work

Course Extension Fees

Please reach out to the OC Online administrator for extension requests. If the request is approved, the dates in the course will automatically adjust to the new end date and the new target dates must be strictly adhered to. The target dates are meant to help the student stay on track toward success. If the request is granted but submitted after the two-week deadline (and still before the end date), the student will be charged \$80 for any extension they may be approved for.

If the end date in the SIS passes, and the student has not completed the class or requested an extension, any missing work would be counted as 0's and the student would receive the grade earned to that point.

Once a grade has been submitted for the class, the student may be allowed to re-enroll to finish the course, if it is within 2 weeks after the end date and as long as the student has not had a previous extension in the class. The Educational Options director would need to approve this re-admission. The student would submit a work plan along with the request to re-enroll for the class. If the student needs less than one month from the original end date to complete the course, the student will be charged \$120 for the re-enrollment. If the student needs more than one month from the original end date to complete the course, the student would need to sign up for the class again. No past payments would be applied to the new class. In most cases, grades could be rolled over at the request of the student/parent.

Enrollment Change Policy

OCO allows the following changes for all our courses except Dual Credit (college), ESL/ELL, and Pre-Tests:

Course Withdrawal

A course withdrawal is required when a family or a school decides to withdraw their student from a course prior to the originally selected course end date.

Transcript Considerations

Students who withdraw during the first 25 days will not receive a transcript. Refunds apply according to the policy below. Students who withdraw after 28 calendar days will receive either

a WP (withdraw passing) or WF (withdraw failing) on their transcript depending on their grade at the time of withdrawal.

Course Withdrawal Request timing and financial implications

Requests made before Course Start Date:

- Enrollment Change Requests: No fee.
- Course Withdrawal Requests: Full refund of course tuition paid minus credit card processing fee*.

Requests made on or after Course Start Date:

Enrollment Change Requests: \$80

Course Withdrawal Requests made on or after Course Start Date:

1-10 calendar days from the course start date: *Refund of course tuition paid (per course) minus a \$300 fee*

11-20 calendar days from the course start date: no refund is available

**Refunds will be made to the credit or debit card used in the transaction. We reserve the right to charge a processing fee. If no credit or debit card was used or if the user prefers, a credit can be made on the account.*

Course Pause/Delay

*Requires approval**

A course pause/delay request is applicable when a family or a school decides a student needs a stoppage of work in a course with plans for the student to re-start the course at a later date. Students are only eligible for a course pause/delay request when they are making good progress in the course. Examples where this should be considered: Health issues; Family crisis. Contact OCO for other situations.

The student must complete the course before they reach the maximum time allowed in the course, which is 6 months per semester. Course Pause/Delay Request timing and financial implications: 1+ calendar days after the course start date: \$80 fee (per course). Enrollment Change Policies continued on next Course Extension Requires approval by OCO Follow our Extension Policy. A course extension request is applicable when a family or a school decides that a student needs more time to complete their course. This request will change the student's original course end date to a new course end date, providing more time for the student to complete the course. The student must complete the course before they reach the maximum time allowed in the course (6 mos. per semester).

Additional Policies

1. Fees due from Course Pause/Delay or Course Extension requests must be paid in-full before OCO can make the requested change.
2. Refunds are not applicable for Student Registration, Application fees or Pre-test fees, Dual Credit (college) courses or ELL/ESL courses.
3. Special situations not covered in the options above will be handled on a case-by-case basis. Note that fees may still be incurred depending on the nature of the request.

Late Work Policy

Students are encouraged to remain active in their course and to regularly turn in assignments. For this reason, target due dates for each student will be generated for each course, for all assignments, based on their start and end date of the course.

We understand that students may have an unexpected illness, planned trip, or other needs that prevent them from completing work. We also understand that further flexibility may be needed in moments of emergency. If a student is experiencing a true emergency he or she should contact the teacher as soon as is reasonably possible and discuss possible exceptions to the late work policy outlined below.

Penalties

All assignments may be turned in before the target due dates without penalty. Students turning in assignments early and utilizing the target dates can create natural break points in their course to use for vacations and planned breaks. (Remember that students can finish a course as early as 6 weeks for a one semester course and 12 weeks for a two semester course as long as they submit assignments each and every week.)

All assignments can be submitted up to 14 calendar days after the target due date and still receive full credit for their work except in Credit Recovery Classes. Students only have 7 days in a Credit Recovery Class.

Starting on day 15, students will receive a temporary zero on their late assignments except for Credit Recovery Classes as noted below. If the assignment is submitted, it will receive a 30% late work penalty. The assignment will receive a permanent zero if the semester exam is completed or the course end date arrives.

Starting on day 8 in a Credit Recovery Class, students will receive a temporary zero on their late assignments. If the assignment is submitted, it will receive a 30% late work penalty. The assignment will receive a permanent zero if the semester exam is completed or the course end date arrives.

Important Semester End Dates to Note

The first semester in a two-semester course will automatically end 30 days after the semester 1 exam target date. The second semester will automatically end on the last day of the student's enrollment.

If a student has not completed an assessment and takes a semester exam and/or a final exam, or the 30-day grace period for the 1st semester has passed, the student will receive a permanent zero on all assessments that were not turned in including the exam.

No assignments for that semester may be turned in after a semester exam is completed or once the semester has a grade.

Late Work Policy for Credit Recovery Courses

Students are encouraged to remain active in their course and to regularly turn in assignments. For this reason, target due dates for each student will be generated for each course, for all assignments, based on their start and end date of the course.

We understand that students may have an unexpected illness, planned trip, or other needs that prevent them from completing work. We also understand that further flexibility may be needed in moments of emergency. If a student is experiencing a true emergency he or she should contact the teacher as soon as reasonably possible and discuss possible exceptions to the late policy outlined below.

The penalty for assignments turned in past the allotted target due date is more severe to encourage students to avoid the penalty and to remain active in their online courses.

Penalties

All assignments may be turned in before the target due dates without penalty. Students turning in assignments early and utilizing the target dates can create natural break points in their course to use for vacations and planned breaks. Assignments turned in 14 calendar days past the target due date will be penalized at 30%.

Assignments 14 or more calendar days past the target due date will have temporary zeros added into the grade book until they are turned in. Once they are submitted, they will receive a 30% late penalty. The penalties will be applied to the late work as the teacher processes late penalties biweekly. Late work may only be submitted in a given semester prior to the semester exam or the semester enrollment period ends.

The first semester in a two-semester course will automatically end 30 days after the semester 1 exam target date. The second semester will automatically end on the last day of the student's enrollment. If a student has not completed an assessment and takes a semester exam and/or a final exam, or the 30-day grace period for the 1st semester has passed, the student will receive a permanent 0 on all assessments that were not turned in including the exam. No assessments for that semester may be turned in after a semester exam is completed or once the semester has a grade.

Proctor Procedures and Expectations for Taking Online Exams

This information outlines proctoring and examination expectations for students when online examinations are given in a course, mostly for mid-term and final exams.

Standards

Online assessments are important mechanisms for the evaluation of student learning in online classes. Academic dishonesty on exams is contrary to academic integrity standards as well as ethical standards.

Requirements

All major exams are required to be proctored by an approved proctor and will be password protected. The proctor will need to be in the room with the student while taking the exam. An approved proctor will be one of the following and will be chosen by the person who enrolls the student in the online class:

- Librarian
- Teacher, administrator, or other personnel from the local school
- Parent / Guardian

The proctor should request any password information from the teacher at least 48 hours prior to test day. Password information will be released only to the person who enrolls the student in the online class or the person who has been designated in writing as the proctor for the student. It will be the responsibility of the student, parent, or school to designate the proctor at the beginning of the class. The proctor will be responsible for requesting the password from the online teacher in advance of the test, preferably within 48 hours.

Test Environment Requirements

The online testing environment should mimic the in-class testing environment and must conform to the following:

- The room should be quiet, secure, and fully lighted room for the examination
- Student should sit at a clean desk or clean table (not on a bed or sofa)
- There should be no talking out loud or communicating with others by any means (with the exception of contact with the proctor in an emergency)
- The student should use nothing except a computer unless specifically permitted in written guidelines for a particular examination (some teachers will give specific directions that will supersede these directions.) This includes other computer programs, the Internet, online course pages, calculators, translators, or notes, books, or previous tests. All cell phones and mobile devices should be put away and unavailable during the exam.
- Once the test is opened, the student may not browse past pages in the course and the test should be completed in one sitting.

Policy Violation Consequences

See the Academic Dishonesty information with regard to academic dishonesty on exams. The use of books, notes, Internet sources, and other classroom tabs, among other items that would be considered academic dishonesty, is expressly prohibited and the use of them will result in a zero for the exam. Other penalties may also ensue.

Support

If the student or proctor has an issue accessing the exam with the password provided, the proctor or the person who enrolled the student should contact the student's teacher. If the student has a system issue, please have him or her contact support by submitting a support ticket: <https://usersupportportal.freshdesk.com/support/tickets/new> Screenshots should be taken of all error messages so support can help in the quickest way possible.