



New Testament Christian School

A K-12 Education Experience

Family Handbook 2021-2022

2505 Hwy 29 North
Alexandria, MN 56308
(320) 763-4050
Office@ntcschool.org

<https://www.newtestamentchristianschool.org/communication-to-parents>

Table of Content

Welcome to New Testament Christian School	
Leadership and Teaching Staff	1
Christian Beliefs & Curriculum	
Statement of Faith	4
Mission & Values	4-5
Philosophy of Christian Education	5
Learner Profile	6
Curriculum Overview	7
Report Cards & Tracking Progress	7
Grading Scale	8
General School Information	
Athletic Cooperative Eligibility	8
Change of Address or Phone Number	8
Chapel	8
Closing or Delays Due to Weather	9
Concerts & Other Required Co-curricular Activities	9
Dress Code	9
Field Trips	9
Fine Arts Cooperative	9
Growth & Development (Word-of-Mouth Marketing)	10
Hot Lunch Service	10
Lost & Found	10
Money & Valuables	10
Physical Education	10
School Hours	10
School Calendar	10
Tuition Payments	11
Visiting Campus	11
Registration, Enrollment & Re-Enrollment	
Registration	11
First-time Enrollment Steps (new families)	11-12
Re-Enrollment Steps (returning families)	12
Policies & Expectations for a Healthy School Culture	
Attendance Policy	13-15
Bussing & Transportation Policy	15-16
Correction & Honor Policy	17-19
Drug & Alcohol Use, Policy Prohibiting	20
Harassment, Bullying & Violence, Policy Prohibiting	21-23
Health-Safety, Medicine & Sickness Policy	23-24
Non-Discriminatory Policy.....	24
Technology, Chromebook & Internet Use Policy	25-31
Weapons, Policy Prohibiting	31-33
Emergency Preparedness Statutes & Procedures	
Fire	33
Tornado	34
Lock-Down (Intruder)	34
Missing Student	34

Leadership

Pastoral Staff

Mike Loween
Peter Reishus

School Board

Amanda Reishus
Angela Heidelberger
Brandon Johnson (Vice-president)
Brett Larson (President)
Cory Shreve
Jamie DeBoer
Kari Christians
Peter Reishus

Principals

Jaci Loween - Middle & High School
Tami Curry -Elementary

Teaching Staff

Elementary

Dee Dee Larson - Kindergarten & 1st grade
Stephanie Erickson - 2nd & 3rd grade
Kasey Finske - 4th & 5th grade
Sarah Roers - Physical Education
Maureen Bumgarner - Music

Middle & High School

Alicen Blawat - Social Studies
Amy Luoma - Spanish
Ben Nesbitt - Living Well
Cheryl Taylor - Middle School Language Arts
Lynndene Way - Bible
Jaci Loween - English Language Arts
Jeremiah Swor - Chemistry
Katie Aamold - Middle School Science
Maureen Bumgarner - Music/Drama
Mike Loween - College & Career and Chapel
Sam McKay - Bible
Steve Walkswick - Literature and Bible
Tamara Strauss - Math & Horticulture



Christian Beliefs & Curriculum

Statement of Belief

New Testament Christian School is a ministry of New Testament Church. As Christians, we believe and teach:

- ❖ We believe the Bible is the inspired Word of God, and is free from error in part and in whole. It is the only authoritative and infallible rule of faith and practice.
- ❖ We believe there is one God, in three persons: God the Father, God the Son, and God the Holy Spirit. They are co-existent, co-eternal and co-equal.
- ❖ We believe that Jesus Christ, God the Son, was conceived by the Holy Spirit, born of the virgin Mary, lived a sinless life, died on the cross to atone for the sins of men, was bodily raised from the dead, and ascended into Heaven.
- ❖ We believe man is by nature a sinner and can only be cleansed of sin through repentance and faith, turning from sin and trusting in the Lord Jesus.
- ❖ We believe that the Holy Spirit indwells all believers, that the baptism in the Holy Spirit according to Acts 2:4 is given to believers who ask for it, and that the present ministry of the Holy Spirit includes distributing spiritual gifts to the body of Christ to be used for the common good. (Romans 12, I Corinthians 12)
- ❖ We look forward to the personal return of the Lord Jesus in power and glory, and the Resurrection of the dead, and the Last Judgment.
- ❖ We believe in the spiritual unity of believers in our Lord Jesus Christ.

Mission Statement

New Testament Christian school provides an engaging and relational academic environment, equipping the next generation to learn, love and lead.

NEW TESTAMENT CHRISTIAN SCHOOL VALUES

NURTURE Hearts for Jesus	EDUCATE the Whole Child	CULTIVATE Caring Community	DEVELOP a World Class School	INSPIRE Tomorrow's Leaders
Encouraging each other to love God with all of our heart, soul, mind and strength.	Training life-long learners who pursue knowledge, understanding and wisdom.	Choosing to move toward God and others, consciously loving our neighbors as ourselves.	Growing to maximize our impact for the Kingdom of God.	Activating a passion to become all God created us to be.
<ul style="list-style-type: none"> → Biblical Foundation → Identity in Christ → Spirit of Worship → Make Disciples 	<ul style="list-style-type: none"> → Challenging Academics → Ignite Inquiry → Dynamic Experiences → Family Partnerships 	<ul style="list-style-type: none"> → Think Outwardly → Give Generously → Honorably Serve → Mutual Respect 	<ul style="list-style-type: none"> → Big Faith → All In → Embrace Challenges → Consistent Accountability 	<ul style="list-style-type: none"> → Dream Big → Steward Gifts → Think Critically → Principled Living

Philosophy of Christian Education

The hopeful outcome of a Christian education experience is to, “Start children off on the way [path] they should go, [so that] even when they are old they will not turn from it” (Proverbs 22:6). Parents, teachers, pastoral staff, Church members, the power of the Holy Spirit, and best practices in education are each pavers that establish pathways for children to be able to walk-into the calling God has for each.

Our philosophy of education is rooted in the reality that we are all created in the image of God, having a body, mind and soul. And as beings set apart from all other creatures, we are created to create and live in relationship with God and others. All of humanity is established by God and under the headship of Jesus Christ. Additionally, we are each given access to the power of the Holy Spirit, in order to first attain knowledge, which, when studied, leads to understanding, and when applied demonstrates wisdom.

We believe that this reality and process of attaining wisdom is not just to be applied to our understanding of God and the Bible, but to all subjects of learning. Each subject of study, when approached in a relationship with Jesus, in partnership with the Holy Spirit and as an act of worship to God, becomes an opportunity to grow in strength of body, mind and soul. It is through this approach that the whole child is nurtured and matured--not just mind, not just body, not just soul, but all three at once.

Our definition of curriculum is as follows: Curriculum is what is taught in a given course or subject. Curriculum refers to an interactive system of instruction and learning with specific goals, contents, strategies, measurement, and resources. The desired outcome of curriculum is successful transfer and/or development of knowledge, skills, and attitudes.

We believe that the role of the teachers, parents, pastors and Church members is to work together to invest in the young by instructing, encouraging and inspiring each toward whole and holy living. In this way, the adults in the lives of the students are the curriculum. Instructional materials and textbooks are essential to learning, but they do not teach, they do not make a

school a Christian educational experience. Rather, it is the teachers, parents, pastors and Church members who impart learning to students, through a relationship with Jesus, in partnership with the Holy Spirit and as an act of worship to God.

Learner Profile

NTCS learners strive to be:	NTCS learners will:
Balanced	<ul style="list-style-type: none"> ● Understand the importance of intellectual, physical, spiritual, and emotional balance to achieve personal wellbeing ● Show concern for their own moral and spiritual growth ● Seek to relinquish control of one’s life to God, admitting that success and failure are both in His hands and necessary for growth ● Seek to be prayerful, participate in worship, and strengthen their personal relationship with God.
Reflective	<ul style="list-style-type: none"> ● Give thoughtful consideration to learning experiences, processing information in meaningful ways and taking positive action as a result ● Assess strengths and limitations to support learning and personal development ● Examine their God-given gifts and Christ’s calling on their lives to discern and fulfill the the purpose given them
Inquirers	<ul style="list-style-type: none"> ● Develop natural curiosity--ask questions and be eager for knowledge ● Acquire skills necessary to conduct inquiry and research--seek answers, research thoroughly, create alternatives, challenge assumptions, think deeply and test theories ● Show independence in learning ● Actively enjoy learning and sustain a life-long love of pursuing knowledge
Relational	<ul style="list-style-type: none"> ● Cultivate sensitivity toward the diverse abilities and talents of others, honoring the unique gifts and roles of all ● Engage in apprentice-like relationships with teachers and mentors ● Show empathy, compassion, and respect to make a positive difference in the lives of others and the environment ● Show particular care for human rights of the poor, powerless, and the marginalized ● Love God and make God known to others
Principled	<ul style="list-style-type: none"> ● Act with integrity, honesty, and a strong sense of justice ● Display respect for the life and dignity of individuals, groups, and communities ● Take responsibility for actions and the consequences that accompany them ● Practice forgiveness, gratefulness, and joy
Humbly Courageous	<ul style="list-style-type: none"> ● Approach unfamiliar situations and uncertainty with conviction, courage, and forethought ● Examine their conscience, seek forgiveness, and make amends ● Work to foster relationships that make the other feel respected and valued ● Believe there will always be more to learn ● Have the independence of spirit to explore new roles, ideas, and strategies ● Trust that all things are possible with Christ

Curriculum Overview

New Testament Christian School's purpose is to provide an engaging and relational academic environment, equipping the next generation to learn, love, and lead. The values that guide our curriculum and culture are **NURTURE**-ing Hearts for Jesus, **EDUCATE**-ing the Whole Child, **CULTIVATE**-ing Caring Community, **DEVELOP**-ing a World Class School, and **INSPIRE**-ing Tomorrow's Leaders.

Along with providing curriculum for core content subjects from a variety of Christian-based sources, our school day includes a Bible class for all grade levels. Most importantly, our teachers are committed Christians who aim to live out the Gospel each day, while at the same time inviting students into a love for learning as a way to know, love and serve God and others.

All of our classrooms have multiple grades. Our current classroom configurations are: Kindergarten-2 grade, 3-5 grade, 6-8 grade, and 9-12 grade.

The middle and high school programs are on a block schedule with subject-specific licensed teachers teaching the core-content subjects, and experts in the field of study or profession coming in to teach a variety of electives. This model aligns with our vision to offer an educational experience that engages and equips students for the destiny God has designed and equipped each of them uniquely for. Each class is in process of becoming aligned with the MN State Content Area Standards for Education.

Report Cards & Tracking Progress

The purpose of grade reporting is to give parents and students an indication of the child's progress and growth.

Report cards are dispensed at the end of each quarter for elementary and each trimester for middle and high school. In order for parents to know firsthand their child's progress, a parent-teacher conference will be held at the end of the first quarter (elementary) and mid-trimester (middle and high school). As well as the end of the third quarter (elementary) and end of 2nd trimester (middle and high school). At both times, all parents will sign up for scheduled time to discuss their child's progress. If a parent has concerns about academic progress at any time, they are encouraged to call or email the teacher and schedule a conference to discuss their child's work. The teachers welcome these opportunities.

Tracking Progress & Missing or Late Work

Both parents/guardians and students have access to their grades at all times via Gradelink. In addition, all middle and high school core-content subject teachers (math, science, social, and English) utilize Google Classroom for assigning and reporting student achievement on daily assignments and assessments. These tools are to help students take responsibility for turning in assignments on time.

Grading Scale

A+	100
A	94-99
A-	90-93
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	73-76
C-	70-72
D+	67-69
D	63-66
D-	60-62
F	59 and Below



General School Information

(Listed in alphabetical order)

Athletic Cooperative Eligibility

Students who participate in cooperative agreements with other schools for athletics must maintain good academic standing in all of their classes to remain eligible for games. This includes a “missing work” check-in every two weeks; If there are missing assignments, the student cannot continue to practice until work is completed. In addition, a student must maintain a 2.0 grade point average in order to remain eligible for the following trimester.

If a student is absent from class due to an athletic event, it is the responsibility of the student and/or parent to contact (in advance) the teacher concerning assignments and due dates.

Change of Address or Phone Number

If you change your address, phone number or work location, please notify the school. It is important that “emergency information” be current. Office phone: 320-763-4050. Email: office@ntcschool.org

Chapel

Chapel is held each Wednesday morning in the sanctuary. There is a time of student-led worship followed by a message provided by pastors/teachers from various churches in the community. Parents are welcome to visit the chapel service.

Closing or Delays Due to Weather

Notification of school delays or closing due to weather will be sent out via the **Remind App**. & email. Our school schedule is dependent on the Alexandria Public School's schedule because we use their buses. If Alexandria Public Schools do not have school due to emergency closing conditions, New Testament Christian School will be closed also. (Tune in to KBHL 103.9 or KXRA radio, or WCCO for school closings and/or late starts.)

Concerts & Other Required Co-curricular Activities

Students are expected to attend any concerts or programs that are a part of their academic studies. In an emergency situation, the parent must work together with the teacher to establish a reasonable "make-up" assignment fitting for the assessment of the expected learning outcomes of the class for which the performance is in conjunction with.

Dress Code

School dress is primarily the responsibility of the parents. In order to help our students dress modestly and neatly, we have established these guidelines:

1. Clothing should be clean, neat, in good repair and fit properly.
2. Hats may be worn to school and between classes but removed upon entering the classroom.
3. Clothing will cover the body from the shoulders to halfway down the thighs, covering all undergarments as well.
4. Skirts and dresses should have shorts or leggings underneath unless they are finger-tip length or longer.
5. All jewelry, graphics and sayings on clothing should be positive and respectful reflecting Biblical values and/ morals.
6. Leggings & tightening fitting pants must be worn with a long top covering below the hips. Jeans and sweatpants are permitted.
7. Pajamas will only be permitted during planned pajama days and will follow the above clothing guidelines.
8. The face and eyes should be visible for communication and relationship building.

The administration of New Testament Christian School reserves the right to determine what is considered appropriate dress for students at school. If anything they are wearing is a distraction to learning, they will be asked to change.

Field Trips

During the enrollment process (on Gradelink) parents will be asked to give permission for their child(ren) to attend field trips in the coming school year. When a field trip is going to take place, the teacher will send home (via email and/or **Remind**) necessary information. The cost for all field trips is covered by the field trip fee (which is rolled-up in the cost of tuition).

Fine Arts Cooperative

Middle and high school students who participate in band or orchestra through Alexandria Public schools miss a portion of each school week to attend classes at either DMS or AAHS. Because this is an additional course that receives a grade and counts toward Minnesota's graduation requirements, a student and his or her parents can request that one elective course at NTCS be

dropped and replaced with a study hall. If no request is made, the student will not have an altered schedule. If the request is not made prior to the beginning of a trimester, the student must wait until the following trimester to drop an elective course and add a study hall.

If a student is absent from class due to being involved in fine arts classes or activities, it is the responsibility of the student and/or parent to contact (in advance) the teacher concerning assignments and due dates.

Growth & Development (Word-of-Mouth Marketing)

Parents and students are the best promoters for the school. We encourage you to share with others about our school's ministry via conversations you have organically at church, in the grocery store, at Bible study, or other places you go. And also by sharing posts from our Facebook Page and Website. The principals and members of the school board are available to speak on Christian education at home meetings and church groups upon request. Literature concerning Christian education and New Testament Christian School is available upon request.

Hot Lunch Service

Hot lunch is provided through the MN State lunch program through Zion Lutheran School. Fees are announced in August and shared with families, which includes milk. Milk is a separate fee, if purchased separately. Families may apply for free/reduced lunches during the registration process. Applications may be obtained from the school office.

Lost & Found

All articles left in classrooms, halls or grounds will be placed in the lost and found box on the shelf by the coat rack. These include articles lost during school and evening hours. Unclaimed articles will be taken to classrooms to be claimed; if unclaimed, they will be given away or discarded.

Money and Valuables

We ask that your child not bring large amounts of money to school. If there is a specific reason for them to bring money, they should give it to their teacher for safe-keeping. The same applies to valuables that a child might bring to school.

Physical Education

Physical Education classes are an important part of the educational program of New Testament Christian School. All students are expected to participate unless they have a written excuse from a parent or physician for medical reasons. Students must have tennis shoes for use in P.E. class. Shorts and t-shirts may be worn for physical education class.

School Hours

Starts at 8:05 a.m. and ends at 2:45 p.m. Students should not be dropped off before 7:45 a.m. and need to be picked up at 2:45 p.m.

School Calendar

The school year begins the Tuesday after Labor Day and ends the Friday prior to Memorial Day. The yearly calendar and cycle day calendar are both posted on the school website

(newtestamentchristianschool.org) as a Google Calendar link (allows you to sync with the calendar on your phone). A pdf to download and print is also available on the homepage of the website.

Tuition Payments

Payment is due on either the 5th or 20th of month from August through May. Please make sure that the payment is received on time, and communicate with the administration if a payment will be late for some reason. **Via Gradelink, you can view your yearly balance at any time.**

If delinquent payment arrangements are not made by the end of each school year, or a family's account is not in good standing at time of registration opening for the upcoming school year, the family will not be able to register for school for the upcoming year. For seniors, **tuition must be paid in full before diplomas or any transcript will be issued.**

Visiting Campus

Parents are always welcome to visit the school and classrooms. Please call the school a day in advance if you plan to visit. If you would like a child to visit New Testament Christian School with your child, arrangements must be made at least 2 days in advance.



Registration, Enrollment & Re-Enrollment

Registration

Registration and enrollment forms are completed online, at Gradelink.com. Early bird registration is March 1st. The registration fee is non-refundable.

First-Time Enrollment

Step 1: Complete Online Registration

1. Go to the school's website, newtestamentchristianschool.org, and locate the **“Register/Enrollment” button** (or go directly to this link: <https://secure.gradelink.com/990/enrollment>)
2. Use a valid email address, create a password, confirm the password, then click the Register button.

3. You will receive a message instructing you to check the inbox of the email address you used to create your registration account for a confirmation email (do not click the Continue button in this window).
4. Go to the inbox of your email address and you will find an email with the heading *Registration*. Click on the blue button that says Click here to confirm your account (Note: If you do not see the email in your main inbox, check your spam and/or junk folder[s]).
5. Once you have clicked the blue Confirmation button in Step 3, you will then be taken to the below screen where you will need to enter your password, then click the Continue button.
6. Your account will then be activated. Click the Continue button.
7. To begin filling out the application for your student, enter your email address and password, then click the Login button.
8. To complete registration, pay the registration fee when prompted.

Step 2: Setting Up Online Payment

1. Click on the “*Billing*” tab (left side of screen)
2. For a 1-time payment, Click the "Make a Payment" button.
 - a. Please make sure to put a description of what the payment is for in the "Notes" box.
3. To set up auto-recurring payments, find the "Add Auto Pay" tab near the top of the page.
4. Fill out the form with required information.
 - a. Please make sure to put a description of what the payment is for in the "memo" box.

Note: You **do not** need to make individual payments or payment plans for each student. **Billing is set up per family.**

Re-Enrollment (Returning Families)

Step 1: Updating your family's information to register + re-enroll: (This needs to be done on the web version, not the app.)

1. Go to Gradelink.com
2. Hit the "Login" button
3. Use the **FAMILY** Gradelink account login & password given to you at the beginning of the school year

Then begin the “Re-Enroll” Process for each child in your family

1. Choose your child's name from the login drop down menu
2. Click on the "*Re-Enroll*" tab (on left side of screen)
3. Fill in the forms that you are prompted to complete

4. When prompted to pay enrollment fee, pay this fee to complete your registration for the coming year.

Step 2: Setting Up Online Payment

5. Click on the “Billing” tab (left side of screen)
6. For a 1-time payment, Click the "Make a Payment" button.
 - a. Please make sure to put a description of what the payment is for in the "Notes" box.
7. To set up auto-recurring payments, find the "Add Auto Pay" tab near the top of the page.
8. Fill out the form with required information.
 - a. Please make sure to put a description of what the payment is for in the "memo" box.

Note: You **do not** need to make individual payments or payment plans for each student. **Billing is set up per family.**



Policies & Expectations for a Healthy School Culture

(listed in alphabetical order)

Attendance Policy

The Importance of Consistent Attendance at School

We are dedicated to promoting the use of technology as a tool for assisting staff and students in all educational applications and in learning how to utilize their full potential and to prepare them to function successfully in a complex world.

Responsibility

New Testament Christian School believes it is the responsibility of the student and parents to create the habit of being punctual and in regular attendance. Regular and punctual attendance is generally essential for success as a student and certainly is a good rule for life-long living. Students should, therefore, be absent or tardy only when absolutely unavoidable. When an absence or tardy occurs, the student is responsible for any class work missed and must arrange with the teacher to make up assignments, tests, and quizzes.

Attendance Procedures

If a student is absent from class or arrives late to school, the student's parents or guardian must contact the school office **prior to 8:05 am on the day the absence/tardy occurs** or submit an email to verify the absence. (Office phone: 320-762-4050. Email: office@ntcschool.org). If a parent/guardian does not excuse the absence, the absence will be considered unexcused. Students who have unexcused absences will receive one (1) hour detention for every missed hour of school. Completion of all missed assignments is required.

Considerations to make when planning absences

Family Vacations: We ask parents to schedule family trips during Christmas, Easter, and summer vacations rather than during the school year. If your child must be absent due to a family trip, make-up work will have to be done upon returning to school. The school will not be responsible for lessons not completed or any of the work the student misses during that time.

Medical Appointments: Please schedule these for before school hours, after school hours, or on Saturday. If they must be made during school, please try to schedule them based on when the student has elective classes, rather than during core-content classes (math, science, social, English).

Written Communication Expectations for Absences: If your child has been sick; send an email to school (office@ntcschool.org). If the absence is foreseeable (such as a medical appointment), send email in advance. **The email should contain the following information: child's name, date of absence, reason for absence, any special directions regarding the child's return, and a parent's signature.**

Classification of Absences

- A. **Excused Absence:** An excused absence indicates an acceptable absence from school with parental/guardian and school permission. A written/verbal excuse from a parent **does not automatically** excuse an absence. Full credit is given for all make-up work. It is the parent's obligation to assist the student with all make-up work. The amount of time allowed for make-up work is equal to the number of days of absence plus one unless other arrangements are made with the classroom teacher.

The following absences are considered excused:

1. Illness (written doctor's note required after three (3) consecutive days)
2. Serious illness, death, or funeral of family member
3. Impassable roads, inclement weather, or late busses
4. Family emergencies
5. Medical, dental, or orthodontic treatment or mental health appointment (**When notification is given in advance.**)
6. Official school sponsored events; including for sports or band/orchestra through Alexandria Public Schools (**When notification is given in advance.**)
7. Required court appearance
8. Excuses other than those listed above should be cleared with the Principal by a parent/guardian **before the absence occurs**

- B. **Pre-Excused Absence:** Pre-excused absences are used for family trips, school activities or when a student will be absent 3 or more days from school.
- C. **Unexcused Absence:** An unexcused absence indicates that the student is absent from school with the consent of the parent/guardian, **but for a reason that is not acceptable to the school as listed in “A” above.** Make-up work is required and full credit will be given. The absences are counted in the three (3) maximum absence rules.
- D. **Truant Absence (unexcused):** These absences are not school authorized or are absences not verified by a parent or guardian. **NO credit** for work missed. The absences are counted in the three (3) maximum absence rules.
- E. **Fraudulent Absences:** Students who forge notes or have someone other than a parent/guardian phone in an excuse will receive **NO credit** for work missed.
- F. **Suspension from School:** Make-up work is required and will receive up to one hundred percent (100%) credit with credit determination made by the Principal or his/her designee.
- G. **Tardiness:** Tardiness is arriving within **1 minute** after the start of school. Tardiness is classified as excused and unexcused. **The attendance program will convert three (3) “unexcused tardies” to one (1) unexcused absence.** Unexcused absence due to tardiness is counted in the three (3) maximum absence rules. Examples are as follows:
 - Excused:** Illness, medical/dental appointments, family emergencies
 - Unexcused:** Oversleeping, missing the bus, forgetfulness

Tardiness will be dealt with in the classroom unless the teacher deems it necessary to include the principal. Each teacher will advise students of penalties, unless he or she believes it should be dealt with by the principal.

Three Maximum Absence/Excessive Tardy Rule: A student will lose class credit when the unexcused absences in a particular block exceed three (3) for one (1) trimester.

Parent(s)/Guardian(s) will be notified when their son/daughter is truant from school. Students who reach their three (3) maximum unexcused absences in an individual class will be required to participate in a conference with the Principal and other support teachers or school board members. The Principal and board members may use discretion in determining whether, under any of the above circumstances, a course of action other than the minimum consequences specified above is warranted.

Bussing & Transportation Policy

Transportation

If your child rides on a school bus, some items for you to note are:

1. Parent-Drive Days: NTCS doesn't follow any non-weather related 2-hour late starts. On these mornings there is no bussing for NTCS students. Also if the district doesn't have school and we do, then parents are responsible for transporting their child(ren).
2. Cooperate with the bus drivers by teaching your child proper bus behavior. Students must obey the bus regulations. Violations of these regulations could result in termination of riding privileges for the violator.

3. If a problem develops on the bus, be sure to contact the school so that it can be worked out immediately before it gets out of hand.
4. It is important for you to let the transportation department know if your child is not riding the bus (320-762-2148, ext. 4978). It saves valuable time.
5. Please send an email (office@ntcschool.org) if your child needs to ride on a different NTCS bus or needs to get off at a different stop.
6. If there is a change to your normal pick-up routine, the parent should communicate the change to a school staff member using email, phone call to office or Remind App. We require this so that the staff know how the child is getting home.

Bus Rules

1. As you wait for the bus, stay back from the road's edge. Stand quietly. Don't trespass on nearby property.
2. Stay back and wait for the bus to come to a complete stop. Then board the bus without delay, holding the handrail as you go up the steps. Take a seat quietly and stay seated until the bus comes to a complete stop when you are discharged.
3. Follow the instructions of your driver promptly and willingly.
4. Keep books and packages on your lap or place them on the floor under your seat. Never put anything in the aisle.
5. Remember, good conduct is the first rule of safety. There is nothing wrong with quiet conversation, but loud talking and any kind of active play is out.
6. Older riders should assume leadership roles by helping the young evacuate the bus in an emergency. They should be good examples at all times.
7. As in school, name calling and putting other students down will not be permitted.
8. Never put your head, elbows, arms or anything else out of the window.
9. Treat the bus with care and respect as you would furniture in your own home.
10. Help keep the bus clean! Do not leave anything on the seats or floor of the bus.
11. Get off the bus quickly and quietly without crowding, shoving or pushing.

School District Bus Discipline Policy

The breaking of school district bus rules may result in the denial of transportation privilege upon notification of the parent/guardian. The District 206 Department of Transportation in conjunction with the principal will determine the appropriate disciplinary action.

All drivers will carry Bus Conduct Reports. If a problem occurs, a Bus Conduct Report will be written up on the student to be brought home to his/her parents the night of the incident. The bus driver will follow up with a phone call to the parents. Any further incidents will require implementation of the following procedures:

1st Referral: Students will not be permitted to ride the bus until the parents, principal, bus driver, transportation supervisor, and students have had a meeting resolving the problem.

2nd Referral: Student will get a 10 school day suspension from riding any bus. A student/parent conference with the principal and transportation supervisor will be held to discuss if suspension is to be sustained.

3rd Referral: If reasons for the denial of bus privileges for the remainder of the school year are upheld following a meeting of student, parents, and administration, the denial will be sustained.

Correction & Honor Policy

Biblical Discipline

We believe that discipline and correction are a part of the maturing process. Additionally, areas of weakness and failures are not to be avoided or shamed, but approached as opportunities for growth. God does not expect or command us to be perfect, but rather to continually grow toward maturity through receiving correction, submitting to authority and choosing wise counsel.

We live in a fallen world that tempts us, causing us all to struggle with getting entangled in wrong thinking, selfish attitudes and making harmful decisions. If left to ourselves, we would be destructive. Thus, God has given us grace, through Christ, the power of the Holy Spirit, which enables us to forgive, and the community of believers, so that we may be spurred on toward love and good deeds, rather than left to our own devices.

God's method for our salvation and forgiveness was through the man of Jesus. God demonstrated that love and reconciliation are rooted in relationship and only possible through divine intervention. Thus, we believe that discipline and correction should be modeled after this example: sacrifice, love, relationship and redirection.

As stated in our Philosophy of Christian Education, we believe that nurturing the whole child is to see each as a being made of body, mind and soul. In discipline and correction, each of these parts of a child should be addressed, helping him or her to be able to turn toward a right relationship with God, self and others. To correct just behavior will not work, rather, a holistic approach toward redirecting thoughts and heart will serve the child best.

With this in mind, parents, teachers and pastoral staff are expected to use the following verses as a guide to discipline and correct students in ways that lead them toward reconciliation and maturity:

- ❑ Do not conform to the pattern of this world, but be transformed by the renewing of your mind (Romans 12:2a).
- ❑ Do not let any unwholesome talk come out of your mouths, but only what is helpful for building others up according to their needs, that it may benefit those who listen (Ephesians 4:29).
- ❑ We demolish arguments and every pretension that sets itself up against the knowledge of God, and we take captive every thought to make it obedient to Christ (2 Corinthians 10:5).
- ❑ Submit yourselves, for the Lord's sake, to every authority instituted among men . . . show proper respect for everyone (1 Peter 2:13-15).

- ❑ Obey your leaders [teachers] and submit to their authority. They keep watch over you as men [women] who must give account. Obey them so that their work will be a joy, not a burden, for that would be of no advantage to you (Hebrews 12:17).
- ❑ No discipline seems pleasant at the time, but painful. Later on, however, it produces a harvest of righteousness and peace for those who have been trained by it (Hebrews 12:11).
- ❑ Listen to advice and accept correction, and in the end you will be wise (Proverbs 19:20).
- ❑ Gracious words are a honeycomb, sweet to the soul and healing to the bones (Proverbs 16:24).

Teachers will aim to connect and redirect, using conversation, Bible verses and prayer to help the student work through his or her actions, thoughts, behaviors and motives. This does not mean there will not be consequences, but that relational connection and spiritual guidance will be given first, followed by any necessary consequences. Many methods of consequences will be used, including detention, special assignments or loss of privileges. If your child is kept after school for disciplinary reasons, you will be given a day's notice to arrange transportation.

An uncooperative or rebellious attitude will often display itself in disrespect, disobedience, an inability to [receive correction](#), gossiping, complaining, apathy toward completing homework, etc. This type of attitude is destructive to learning and relationships. Any student or parent who shows no attempts toward changing such an attitude will be asked to meet with the school leadership and pastoral staff to determine if continuing a relationship with the school is possible. (Please, see "Dealing with Conflict with Honor" for more on relating to school staff and leadership in biblical ways.)

For minor behaviors or attitudes that disrupt learning or harm relationship with others, the following course of action will be taken:

1. **First offense:** Teacher will attempt to discreetly redirect the student during class, and then have a private conversation with the student following the class.
2. **Second offense:** Same as above, with the addition of the teacher notifying both the principal and the parents of the behavior or attitude.
3. **Third offense:** Same as above, with the addition of the parent being called in to meet with the teacher, principal and student. The objective of the meeting would be for the parent, student and staff members to work together to set up a specific action plan that would help guide the student toward maturity and hold him or her accountable.

If a serious discipline problem occurs, the following course of action will be taken:

1. **First offense:** a call to the parents is made, followed by a letter warning of the consequences of any further problems. In addition, special privileges may be revoked at the teacher's discretion. Members of the school board are informed of the situation.
2. **Second offense:** The same process as in the first offense, with the addition of the student serving a three day, out-of-school suspension and will be given zeros for his/her work on those days.

3. **Third offense:** subjects the student to expulsion.

Dealing with Conflict with Honor

In any community, conflicts are bound to happen. Maintaining a healthy and thriving culture in our school is not to avoid or never have conflict, but to handle conflict in biblical ways. This includes direct communication, the help of the Holy Spirit, and mutual respect. The entire Bible is our guide, but these four verses encapsulate the two important principles to consider when conflicts arise:

- ❑ If it is possible, as far as it depends on you, live at peace with everyone. Do not take revenge, my dear friends, but leave room for God's wrath, for it is written: "It is mine to avenge; I will repay," says the Lord (Romans 12:18-19).
- ❑ Make allowance for each other's faults, and forgive anyone who offends you. Remember, the Lord forgave you, so you must forgive others (Colossians 3:13).
- ❑ If your brother sins against you go and show him his faults, just between the two of you. If he listens to you, you have won your brother over; but if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses. If he refuses to listen to them, tell it to the church; and if he refuses to listen to even the church, treat him as you would a pagan or a tax collector (Matthew 18:15-17).
- ❑ Brothers, if anyone is caught in any transgression, you who are spiritual should restore him in a spirit of gentleness (Galatians 6:1a).

In light of these verses, we believe dealing with conflict with honor looks like this:

1. The complaint should be settled at the lowest level of the relationship possible. If a parent or student has a complaint about a teacher, the parent or student should go directly to the teacher, not to the administrator or school board member(s), nor another parent, nor another staff member. If a parent has a complaint against the administrator, the parent should go to the administrator, not the school board nor another staff member nor another parent. If a staff member has a complaint against another staff member, he or she should go to that staff member.
2. If the complaint cannot be resolved at the lowest level, the person with the complaint should go to the next higher authority. For instance, if a parent has a grievance against a teacher and cannot settle it with the teacher, the parent should then go to the administrator and ask for him or her to set-up and accompany a meeting with the teacher. If the parent still does not receive satisfaction, he or she should go to the school board with his or her grievances, with a heart of honor and out of a desire for resolve and reconciliation. In all of these situations, to remain biblical and honoring, the persons among whom the conflict exists should be present at all meetings.

Drug & Alcohol Use Policy

New Testament Christian School prohibits the use, possession, and/or distribution of tobacco, alcoholic beverages, non-prescription drugs, narcotics, and controlled substances, as well as sharing prescription drugs with other students. Any student choosing to remain in the company of another person who is clearly involved in illegal drugs may also be considered to be in violation of this policy.

The school retains the right to search the person and property of any student. The school retains the right to search any vehicle used by students. The policy is in effect 7 days a week during the student's enrollment at NTCS.

New Testament Christian School reserves the right to ask any student to comply with a witnessed alcohol test or urine screen at any time if the school administration decides that there is a reasonable cause to do so.

The school drug/alcohol policy specifically prohibits:

- The possession, use, consumption or sales of drugs and/or alcohol at or away from school.
- Any student coming onto the school property or attending school activities under the influence of controlled substances and/or alcohol.
- Any student having substances, residue or paraphernalia in their vehicle, on their person, or in their belongings while at school.
- Any student who is cited and/or charged with a drug/alcohol offense during the school year.

First Violation

1. An immediate suspension from school for a period up to three days and possibly a long-term suspension from school following a Discipline Hearing with the School Board.
2. Future random testing of the student for drugs/alcohol as defined by the school administration.
3. Depending on the severity of the violation, complete an independent professional assessment (at no cost to the school) by a mutually agreed upon treatment center or Christian individual trained in substance abuse counseling. And comply with all recommendations given based on the resulting assessment.
4. In order to return to school, a written letter of repentance must be submitted to the School Board from the student.
5. Written disciplinary referral and warning will go in the student's permanent file.

Second Violation

All consequences and actions called for from the first violation, in addition to dismissal from New Testament Christian School at the discretion of the school board, depending on the severity of the violation.

All options are reviewable and coordinated at the discretion of the School Board.

Harassment, Bullying & Violence, Policy Prohibiting

When asked by a lawyer, “Teacher which is the greatest commandment in the Law?” Jesus said, “You shall love the Lord your God with all your heart, and with all your soul and with all your mind. This is the greatest and foremost commandment. The second is like it; you shall love your neighbor as yourself. On these commandments depend the whole law and the prophets.”
Matthew 22:36-40 (NASB)

It is the policy of New Testament Christian School to maintain a learning and working environment that upholds these commandments. Therefore, NTCS prohibits any form of discrimination, sexual harassment, or violence. It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel of NTCS through conduct or communication to inflict or threaten violence of any kind. This includes sexual and racial violence or harassment upon any pupil, teacher, administrator or other school personnel. The school will act to investigate all complaints, and take appropriate action against any pupil, teacher, administrator or other school personnel who is found to have violated this policy.

Appropriate action may include notification of parent, notification of authorities, suspension and/or expulsion.

Definitions:

Sexual Harassment

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact or other verbal or physical conduct or communication of a sexual nature. Sexual harassment may include but is not limited to:

1. Unwelcome verbal harassment or abuse.
2. Unwelcome pressure for sexual activity.
3. Unwelcome, sexually motivated or inappropriate patting, pinching, or physical contact, other than necessary restraint of pupil(s) by teachers, administrators, or other school personnel to avoid physical harm to persons or property.
4. Unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats or overt promises of preferential treatment concerning an individual's employment or educational status.
5. Unwelcome behavior or words directed at an individual because of gender.
6. Sexual coercion through online activity and platforms including but not limited to inappropriate request for nude pictures or video chats where there's exposure.

Racial Harassment

Racial harassment consists of physical or verbal conduct relating to an individual's race when the conduct:

1. Has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment.

2. Has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance.
3. Otherwise adversely affects an individual's employment or academic opportunities.
4. Happens in person or by means of slander or cyberbullying.

Sexual Violence

Sexual violence is a physical act of aggression or force, or the threat thereof, which involves the touching of another's intimate parts. Intimate parts, as defined in Minnesota Statutes Section 609.341, include the genital area, groin, inner thigh, buttocks or breast, as well as the clothing covering these areas. Sexual violence may include, but is not limited to:

1. Touching, patting, grabbing or pinching another person's intimate parts, whether that person is of the same gender or the opposite gender.
2. Coercing, forcing or attempting to coerce or force the touching of anyone's intimate parts.
3. Coercing, forcing or attempting to coerce or force the sexual intercourse or a sexual act on another.
4. Threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse on another.
5. Sexual coercion through online activity and platforms including but not limited to threats to harm for non-compliance of request.

Racial Violence

Racial violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, race.

Assault

Assault is:

1. An act done with intent to cause fear in another of immediate bodily harm or death.
2. The intentional infliction of or attempt to inflict bodily harm upon another.
3. The threat to do bodily harm to another with present ability to carry out the threat.

Bullying

"Bullying occurs when a person or group is intimidated, frightened, excluded or hurt by a pattern of behaviors directed at them by others. (Greg Griffiths, "Bullying in Schools –the hidden curriculum" (2003))

Examples of bullying include but are not limited to:

- physical aggression-including hitting, punching, kicking
- teasing or verbal abuse-including putdowns , insults or name calling
- intentional exclusion from activities or friendship groups
- the setting up of humiliating experiences
- damaging a person's property/possessions or taking them without permission
- threatening gestures, actions or words
- written/verbal/electronic messages that contain threats, putdowns, gossip or slandering
-from Columbia County Christian School Bullying Policy
- Cyber bullying which means bullying using technology or other electronic communication, including but not limited to, a transfer of a sign, signal, writing, image, sound or data, including a post on a social network, internet website or forum, transmitted through a computer, cell phone or other electronic device. (Also see Technology & Usage Policy)

The act of bullying causes distress to another student or students and impedes the process of their education and performance as a student or students. Bullying violates the New Testament Christian School's policy of creating a learning environment that is safe and nurturing and that upholds the commandments to love God and to love one another. Therefore, bullying will not be tolerated at New Testament Christian School or at school related functions.

Procedures

Any person who believes they have been bullied or has witnessed an act of bullying shall report the alleged act(s) to a teacher or administrator of New Testament Christian School.

Upon receipt of a report of bullying, teachers or administrators of New Testament Christian School shall investigate the report, taking steps to protect those reporting the incident while the facts of the situation are established.

- All parties, victims and alleged bullies and bystanders, will be questioned to ascertain the facts.
- All incidences are to be documented and written reports will be kept on the behavior.
- All staff will be informed about and have access to the information recorded on all incidents so that they may be aware of any issues between students.
- Investigations into bullying allegations must be undertaken in a timely manner and should be carried out in such a way as to minimize the risk of escalation.
- Parents of the victim(s) and bully(s) will be informed throughout the process and may be invited to be present in discussions.
- Bullying incidents will be followed up and students monitored to ensure the incident is resolved satisfactorily.
- Consequences for bullying may range from positive behavioral interventions up to and including suspension and or expulsion from New Testament Christian School.

Health-Safety, Medicine & Sickness Policy

Becoming Ill at School

We do not have adequate facilities or qualified staff to care for sick children at school. If your child becomes ill during school, we will call you and request that you come and get your child.

Becoming Ill at Home & Precautions

Do not send your child to school if they have had a fever, diarrhea or vomiting within the last 24 hours. **A child must be free of these symptoms (without medicine) for a full school day before returning to school.** When you know your child will be absent for illness, notify the school staff by calling the school office or sending an email (office@ntschoool.org).

1. Prior to leaving home, parents will need to assess their child's health based on the [NTCS health-screening checklist](#). This is a self-assessment that is done between parent and child.

- a. Please note, as stated on the health screening form: If your child has not been fever free for **at least 1 full school day** (without medication), he or she should not come to school.
2. If a child becomes ill, the parent (elementary) or student (middle and high school) should notify the teacher(s) immediately via email so that learning materials can be collected to be picked up or emailed home.

Reporting & Preparedness

1. **It is the responsibility of the parent to report to the school if their child tested positive to COVID-19.** The staff will work with the parents and health officials to determine next steps for the family and the students and staff.

Medicine

By state law, we cannot administer prescription medication at school without an authorization signed by both parent and physician. If you want your child to take any over-the-counter medication during the school day, you must send a note with your child along with the medication. Tylenol and Ibuprofen are over-the-counter medications.

Non-Discriminatory Policy

New Testament Christian School does not discriminate. The New Testament Christian School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

Technology, Chromebook & Internet Use Policy

EDUCATIONAL TECHNOLOGY GOAL

We are dedicated to promoting the use of technology as a tool for assisting staff and students in all educational applications and in learning how to utilize their full potential and to prepare them to function successfully in a complex world.

CHROMEBOOK CHECK-OUT

Chromebooks will be assigned to all students in grades 6-12 during the first or second week of school. Before receiving a Chromebook, parents and students must sign and return the Chromebook Policy & Usage Agreement. Students in grades 6-8 will mostly use their chrome book at school unless there is an extended school closure or projects assigned that require at home access to a Chromebook.

CHROMEBOOK CHECK-IN

Chromebooks and all the issued peripherals (cords) will be returned the last week of school year to be examined for serviceability. If a student transfers out of New Testament Christian School during the school year their Chromebook will be returned at that time. Failure to turn these in will result in the student being charged the full replacement cost (\$300).

CARE FOR YOUR CHROMEBOOK

Students are responsible for the general care of the Chromebook they have been issued. Furthermore, the student will be responsible for any damages to their device as outlined in the Chromebook Usage Agreement. Chromebooks that are broken or fail to work properly will be taken to the Classroom teacher or the Principal.

CARE TIPS FOR CHROMEBOOK USAGE INCLUDE THE FOLLOWING:

1. General Precautions

- a. The Chromebook is school property and all users will follow the Acceptable Use Policy for Electronics.
- b. Only use a clean soft cloth to clean the screen. Do not use cleansers of any type.
- c. Cords and cables must be inserted carefully into the Chromebook to prevent damage.
- d. Chromebooks must remain free of any writing, drawing, stickers, or labels that are not the property of New Testament School.
- e. Chromebooks will never be left in an unsupervised area.
- f. Students are responsible for keeping their Chromebook battery charged for school use. This means that the battery should be charged at home prior to coming to school.

2. Carrying Chromebooks

- a. Some Chromebooks come in a durable protective shell with a carrying handle.
- b. When transporting these Chromebook, do not place it in a tightly fitted backpack that puts pressure on the device.

3. Screen Care

- a. The Chromebook screens can be damaged if subjected to rough treatment. The screen is particularly sensitive to damage from excessive pressure on the screen. Do not lean on or place in a tightly fitted backpack.
- b. Clean the screen with a soft microfiber or anti-static cloth. Use of harsh chemicals WILL damage the screen.
- c. Do not “bump” the Chromebook against lockers, walls, or desktops.

USING YOUR CHROMEBOOK

The Chromebooks are intended for school use.

1. Logging into a Chromebook

- a. Students will log into their Chromebooks using their school-issued Google Apps for Education account (*This is the student's assigned @ntcschool.org email address.*)
- b. Students should never share their account passwords with others. In the event of a compromised account New Testament Christian School reserves the right to disable your account.

2. No Expectation of Privacy

- a. Students should have no expectation of confidentiality or privacy with respect to any usage of a Chromebook, regardless of whether that use is for school-related or personal purposes, other than as specifically provided by law. New Testament Christian School may, without prior notice or consent, log, supervise, access, monitor, and record student use.

3. Screensavers

- a. Students will only be allowed to change their screensaver when directed by their teacher.
- b. Disciplinary action will be taken for any pictures, symbols, or messages deemed inappropriate and/or in conflict with our Christian values.

4. Sound, Music, Games or Programs

- a. Sound must be muted at all times unless permission is obtained from the teacher.
- b. Music is allowed at the discretion of the teacher.
- c. Games are not to be played on the Chromebooks during school unless permission is obtained from the teacher.
- d. Data storage on Chromebooks is done on Google Docs.
- e. Only school related email accounts will be allowed.

5. Printing

- a. This is not yet set up. When set up, printing will be tracked per student. If printing becomes abused or used inappropriately, the student will not be allowed to print at school for a period of time.

WHEN CHROMEBOOKS ARE TAKEN HOME, STUDENTS WILL BE GIVEN THE ADDED RESPONSIBILITIES:

6. Keeping Chromebook Battery Charged

- a. If students fail to recharge their device at home, work cannot get done at school.
- b. Repeated violations of this policy may result in the student having detention.

7. Remembering to Bring Chromebook Back to School

- a. If students leave their device at home, work cannot get done at school.
- b. Repeated violations of this policy may result in the student having detention.

8. Using Your Chromebook Outside of School

- a. Students are encouraged to use their Chromebooks at home and other locations outside of school for school use only.
- b. A Wi-Fi Internet connection will be necessary for the majority of Chromebook use; however, some applications can be used while not connected to the internet. Students are bound by the New Testament Christian School Acceptable Use of Technology Policy, and all other guidelines in this document wherever they use their Chromebooks.

OPERATING SYSTEM AND SECURITY

Students may not use or install any operating system on their Chromebook other than the current version of Chrome OS that is supported and managed by New Testament Christian School

1. Monitoring Software

- a. Teachers, the Technology Committee, and/or the principal will use monitoring software that allows them to view the screens and activity on student Chromebooks.

2. Updates

- a. The Chromebook operating system, Chrome OS, updates itself automatically. Students do not need to manually update their Chromebooks.

3. Virus Protection

- a. Chromebooks use the principle of “defense in depth” to provide multiple layers of protection against viruses and malware, including data encryption and verified boot.
- b. There is no need for additional virus protection.

4. Content Filter

- a. New Testament Christian School utilizes an Internet content filter that is in compliance with the federally mandated Children’s Internet Protection Act (CIPA). While at school, all Chromebooks, will have all Internet activity protected and monitored by the school. While at home, all Chromebooks will enforce Google’s Safe Search features as well as filtering for illegal and obscene content. It is ultimately the parent’s responsibility to filter content when students are not on school property.

5. Inspection

- a. Students may be selected at random to provide their Chromebook for inspection. The purpose for inspection will be to check for proper care and maintenance as well as inappropriate material being carried to school.

SOFTWARE ON CHROMEBOOKS

1. Originally Installed Software

- a. Chromebook software is delivered via the Chrome Web store. These are web-based applications that do not require installation space on a hard drive. Some applications, such as Google Drive, are available for offline use. The software originally installed on the Chromebook must remain on the Chromebook in usable condition and be easily accessible at all times.
- b. All Chromebooks are supplied with the latest build of Google Chrome Operating System (OS) and many other applications useful in an educational environment. The Chrome OS will automatically install updates when the computer is idle or restarted.

2. Google Apps for Education

- a. Chromebooks seamlessly integrate with the Google Apps for Education suite of productivity and collaboration tools. This suite includes: Google Docs (word processing), Spreadsheets, Presentations, Drawings, Forms, Sites, Gmail, Groups, Voice, and Blogger.
- b. All work is stored within Google Apps

3. Additional Apps and Extensions

- a. Students are unable to install additional apps and extensions on their Chromebook other than what has been approved by New Testament Christian School.

REPAIRING OR REPLACING YOUR CHROMEBOOK

1. Repair/Troubleshooting

All Chromebooks in need of repair must be turned into the classroom teacher as soon as possible.

2. Estimated Costs (subject to Change)

The following are estimated costs of Chromebook parts and replacements:

- Screen - \$100
- Keyboard - \$75
- Power Cord - \$55
- Full Replacement Cost - \$300

ACCEPTABLE USE POLICY FOR ELECTRONIC RESOURCES BY STUDENTS

PURPOSE

This policy provides a brief overview of the conduct for the use of technology at New Testament Christian School. Use of such technology is a necessary, innate element of the New Testament Christian School program. Technology is provided to staff and students as a privilege, not a right. NTCS seeks to protect, encourage, and enhance the legitimate uses of technology by placing fair limitations on such use and sanctions for those who abuse the privilege.

APPROPRIATE USES AND DIGITAL CHRISTIAN CITIZENSHIP

School-issued devices should be used for educational purposes and students are to adhere to New Testament Christian School's "Acceptable Use Policy" as well as all other NTCS rules and regulations.

While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following:

1. **RESPECT YOURSELF.** I am a child of God! I will show respect for myself and my God through my actions. I will select online names that are appropriate. I will use caution with the information, images, and other media that I post online. I will carefully consider what personal information about my life experiences, or relationships I post. I will not be obscene. I will act according to Christian principles as shown in God's Word.
2. **PROTECT YOURSELF.** I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me while online. I will protect passwords, accounts, and resources.
3. **RESPECT OTHERS.** I will show Christian love and respect to others. I will not use electronic mediums to antagonize, bully, harass, or stalk people. I will show Christian respect for other people in my choice of websites. I will not visit sites that are degrading to others, pornographic, racist, inappropriate in any way, or that violate God's word.
4. **PROTECT OTHERS.** I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.
5. **RESPECT INTELLECTUAL PROPERTY.** I will request permission to use copyrighted or otherwise protected materials. I will suitably cite all use of websites, books, media, etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules.
6. **PROTECT INTELLECTUAL PROPERTY.** I will request to use the software and media others produce. I will purchase, license, and register all software or use available free and open source alternatives rather than pirating software. I will purchase my music and media and refrain from distributing these in a manner that violates their licenses.

NTCS INTERNET USE, SAFETY, AND COMPUTER USE POLICY

NTCS Internet Access is to be used only for classroom related activities. This policy applies when using either school equipment or personal equipment on the NTC or NTCGuest network. Internet access may be refused to anyone when New Testament Christian School deems it necessary in the public interest.

COMPLIANCE WITH THE LAW AND USE OF COMPUTERS/INTERNET

Students, using the Internet, will follow all laws, policies, and rules governing computers. This includes (but is not limited to) copyright laws, software publisher's rights, license agreements, acts of terrorism, assault, threats, and student right of privacy. Students at New Testament Christian School shall receive instruction in Internet Safety. This curriculum will include material related to appropriate "Access to Internet by Minors", appropriate use of social networking sites, cyber-bullying, and other topics as are relevant in encouraging digital Christian citizenship.

ACCESS TO THE INTERNET BY MINORS

(Students under the age of 18) or ADULTS (over the age of 18)

Minors or adults shall:

1. Act in accordance with God's word!
2. Not access material that is obscene, pornography, harmful to minors, or otherwise inappropriate for education.
3. Not use New Testament Christian School technology or Internet resources to engage in hacking or attempts to otherwise compromise any computer or network system's security.
4. Not engage in any illegal activities on the internet.
5. Only use electronic mail, chat rooms, social networking sites, and other forms of direct electronic communications for the purposes related to education within the context of a NTCS-related assignment or activity.
6. Not attempt to override or bypass any protection measure that has been put in place by New Testament Christian School to block and/or filter access to Internet Sites that are not in accordance with the policies of our school.
7. Minors shall not disclose personal identification information on the Internet.

POLICY VIOLATIONS

Any violation of this policy may result in the loss of access to the Internet and/or the Chromebook by the student/adult involved. Additional disciplinary action may be determined in accordance with existing policies of New Testament Christian School, including applicable State and Federal Laws.

Students shall be granted permission to access the Internet under the direction of a teacher upon receipt of the signed Acceptable Use Policy Signature form.

ACCEPTABLE USE

1. We believe that access to the Internet is an important educational resource for our students.
2. We understand that although there are many valuable educational resources available, there are also unacceptable and offensive materials on the Internet.
3. We require efficient, ethical, courteous, and legal utilization of the equipment, computers, and network resources.
 - As a safety precaution, full names and addresses are not to be revealed online.
 - Computer and network resources have been provided for educational purposes – Game-playing (unless authorized by the teacher) and commercial uses are prohibited.
 - Sharing of individual accounts is prohibited.
 - Electronic mail (e-mail) and other computer use or storage is not guaranteed to be private or confidential.
 - Network or other computer use or storage areas are and will be treated as school property.
 - Computers, files, and communications may be accessed and reviewed by the school and may be accessed by other computer users.
 - Chain letters and inter-relay chat are misuses of the system.
 - Vandalism or "hacking" of any kind is prohibited.
 - The security of the system and rights of other users are to be respected at all times.
4. Students or staff knowingly violating the terms of the agreement will be dealt with according to the discipline policies of New Testament Christian School.
5. Any problems which arise from the use of an account are the liability or responsibility of the user. By using the computers or network system, participants agree to indemnify and hold New

Testament Christian School harmless from any claims or damages arising from such use. New Testament Christian School makes no warranties for the information or the services provided.

PRIVACY AND SAFETY

1. Do not go into any chat rooms other than those set up by your teacher or school.
2. Do not open, use, or change computer files that do not belong to you.
3. Do not reveal your full name, phone number, home address, social security number, credit card numbers, passwords, or passwords of other people.
4. Remember that network storage is not guaranteed to be private or confidential. New Testament Christian School reserves the right to inspect your files at any time and will take the necessary steps if files are in violation of New Testament Christian School's Acceptable Use Policy.
5. If you inadvertently access a website that contains obscene, pornographic, or otherwise offensive material, notify a teacher or the principal immediately so that such sites can be blocked from further access. This is not merely a request. It is a responsibility.

LEGAL PROPRIETY

1. All students and staff must comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask if you are in compliance with the law.
2. Plagiarism is a violation of the School policies and is a violation of the 7th Commandment. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as: graphics, movies, music, and text.

EMAIL

1. Students in need of email for academic reasons will be allowed email access through an address assigned by New Testament Christian School. This email access will be through a Google Gmail system managed by New Testament Church & School. These e-mail systems are monitored by NTCS and all messages sent or received through this system are archived and subject to filtering of inappropriate content.
2. Always use appropriate language.
3. Do not transmit language/material that is profane, obscene, abusive, or offensive to others.
4. Do not send mass e-mails, chain letters, or spam.
5. No private chatting during class is allowed without permission.
6. Email is subject to inspection at any time by New Testament Christian School.

DISCIPLINE CONSEQUENCES

1. The student or staff member whose name a system account and/or computer hardware is issued will be responsible at all times for its appropriate use. Non-compliance with the policies of the Chromebook Policy Handbook or New Testament Christian School's Acceptable Use Policy will result in disciplinary action unless there is proof that another is responsible.
2. Electronic e-mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by New Testament Christian School to ensure appropriate use. New Testament Christian School fully cooperates with local, state, and federal officials in any investigation concerning or relating to violations of computer crime laws.

CHROMEBOOK USAGE AGREEMENT

TECHNOLOGY INFORMATION MEETING

Students in grades 6-12 will go through the chrome book policy handbook during the first two weeks of school. Parents of students in grades 6-12 should read the policy handbook and discuss it with their student(s) at home. If they have any questions they should ask the teacher or principal.

MANAGING YOUR FILES & SAVING YOUR WORK

Students will be instructed in how to save word processing assignments on Google Docs. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Chromebook malfunctions are not an acceptable excuse for not submitting school work. New Testament Christian School makes no guarantee that their network is up and running 100% of the time. New Testament Christian School is not responsible for lost or missing data while working at home or school.

SOFTWARE

Chromebook apps and data storage are cloud based. Students will primarily be working in Google Docs for work data.

INTERNET FILTER

New Testament Christian School uses a filter on the network called Securely. This program restricts access to inappropriate websites and reports attempts to enter blocked sites to the administrator. In addition, the administrator is able to track the internet history of each student via Securely.

Weapons, Policy Prohibiting

No student, staff, volunteer, parent, or visitor, shall possess, use or distribute a weapon when on school property or while on an off campus event. The school will act to enforce this policy by taking the appropriate action against any individual who violates this policy.

Definitions

Weapon:

1. A "weapon" means any object, device, or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or self-injury. This definition includes, but is not limited to, any firearm, whether loaded or unloaded; air guns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; nunchucks; throwing stars; explosives; fireworks; lighters; mace and other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon.
2. No person shall possess, use or distribute any object, device or instrument having the appearance of a weapon and such objects, devices or instruments shall be treated as weapons including, but not limited to weapons listed above which are broken or nonfunctional, look-alike guns, toy guns; and any object that is a facsimile of a real weapon.
3. No person shall use articles designed for other purposes (i.e., lasers or pointers, belts, combs, pencils, files, scissors, etc.), to inflict bodily harm and/or intimidate. Such use will be treated as the possession of a weapon.

School Location: includes any school building or grounds, whether leased, rented, owned or controlled by the school or church, locations of school activities or trips, bus stops, school buses or school vehicles, school-contracted vehicles, the area of entrance or departure from school premises or events, all locations where school-related functions are conducted, and anywhere students are under the jurisdiction of the school district.

Possession: having a weapon on one's person or in an area subject to one's control in a school location.

Consequences for Student Weapon Possession / Use / Distribution:

- ❑ The school takes a position of “Zero Tolerance” in regard to the possession, use, or distribution of weapons by students. Consequently, the minimum consequence for student's possession, using, or distributing weapons may include:
 1. Immediate out-of-school suspension;
 2. Confiscation of the weapon;
 3. Immediate notification of parent or guardian;
 4. Immediate notification of police;
 5. Recommendation to the Principal of dismissal for a period of time not to exceed one year.
- ❑ Pursuant to Minnesota law, a student who brings a firearm, as defined by federal law, to school will be expelled for at least one year. The school board may modify this requirement on a case-by-case basis.
- ❑ Administrative Discretion. While the school takes a “Zero Tolerance” position on the possession, use or distribution of weapons by students, the principal may use discretion in determining whether, under the circumstances, a course of action other than the minimum consequences specified above is warranted. If so, the appropriate action may be taken, including consideration of a recommendation for lesser discipline.

Consequences for Weapon Possession / Use / Distribution by Non-students

Employees:

- ❑ An employee who violates the terms of this policy is subject to disciplinary action, including non-renewal, suspension, or discharge as deemed appropriate by the school board.
 1. Sanctions against employees, including non-renewal, suspension, or discharge shall be pursuant to and in accordance with applicable statutory authority, collective bargaining agreements, and school policies.
 2. When an employee violates the weapons policy, law enforcement may be notified, as appropriate.

Other Non-students:

- ❑ Any member of the public who violates this policy shall be informed of the policy and asked to leave the school or event location.
 1. Depending on the circumstances, the person may be barred from future entry to school or event locations. In addition, if the person is a student in another school, that school may be contacted concerning the policy violation.

2. If appropriate, law enforcement will be notified of the policy violation and may be asked to provide an escort to remove the member of the public from the school event or location.



Emergency Statutes, Plans & Procedures

MN State Statutes for non-public schools require the completion of fire, tornado, and lock-down drills each year. Number of occurrences and procedures are as listed below.

Fire Drills (9 times per year)

1. Fire Alarm Sounds
2. Teachers locate physical or electronic copies of the student roster, and keep it in hand.
3. Teachers calmly line up students in their classroom and quickly move in a single line to the designated safe area.
4. When class arrives at a designated safe area, students remain silent and line up facing the campus buildings (single file line).
 - a. Safe area is the footpath/trail parallel to HWY 29 nearest to your exit door.
Teachers check rosters to be sure all students are accounted for.
5. Principal or pastoral staff will check all bathrooms and study areas to be sure they are clear.
6. Principals, or Teachers will whistle to give the all clear to return to class.
7. In the case of an actual fire, Fire Official directions are followed.

Tornado Drills (1 time per year)

1. Staff will be alerted via EBS or weather radio for severe weather announcements.
2. Out building Sr. High class joins lower level classrooms of school/church at first notifications.
3. Lower level classrooms stay in classroom next to east wall (1-3 and Jr high)
4. Teachers locate physical or electronic copies of the student roster, and verify every student is accounted for.
5. Principals or Teachers will notify classrooms all is clear, and students return to class.

Unwelcome Intruder - Lock-down Drill (5 per year)

Faculty & staff should do the following if a lockdown is ordered:

1. Lock all doors and windows immediately. If a door can't be locked, attempt to quickly block the door with heavy items.
2. Never open doors or windows unless ordered to do so by a safety or school official. Always ask for documentation from an official to confirm their identity.

3. Turn off all lights, and close the blinds or curtains.
4. Instruct all students to stay low and away from the windows and doors.
5. Keep students inside of the classroom.
6. Silence televisions, cell phones and other electronics.
7. Clear hallways, bathrooms and any area or room that cannot be thoroughly secured.
8. Teachers locate physical or electronic copies of the student roster, and verify every student is accounted for.
9. Assist those with special needs.
10. Remain indoors and under lockdown until you receive an “all clear” from authorized personnel.

Students should abide by the following rules during a school lockdown:

1. Alert a faculty member or staff if you know that someone is simply pulling a prank.
2. Remain quiet, still, calm and alert.
3. Follow all instructions.
4. Only use cellular devices if it is an emergency or if instructed to do so.

Recess Time – Unwelcome visitor / watcher

1. Recess aide watches for unusual cars watching children and in parking lots.
2. Recess aide 2 blows on whistle and brings children in immediately.
3. Recess aide calls principal, pastoral staff or church secretary and gets a license number if possible.
4. The principal, pastoral staff or church secretary calls the local police department with license number/description of person/vehicle.
5. Proceed with a lock down process as needed.

Missing Student

1. Teacher identifies the missing student; immediately informs the principals, pastoral staff and church secretary.
2. Principal checks all classrooms, bathrooms, etc.
3. Calls are made to the police and parents.