



Cross Lutheran School Handbooks

2024-2025

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**This includes:
K-8 School Handbook
Preschool Handbook
Cross Cares Handbook
Athletic Handbook
Technology Handbook**

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Why a Christian School?

God commands us to "Teach them to observe all things whatsoever I have commanded you." The members of Cross have established and maintained a Christian Day School to help parents and the church carry out this command. We believe this to be an essential ministry of the church to "train up a child in the way he/she should go." We pray that the Good News of Jesus Christ may influence every relationship of church, school, teacher, parent, child, and family to His glory.

Cross Lutheran Mission

Cross Lutheran Church and School exists to equip and send disciples to be disciple-makers, using the gifts and resources that God provides and meeting people where they are already in our community.

Cross Lutheran Vision Statement

People connected to Cross will mature as Disciples of Christ by walking with God, growing in faith together, and loving their neighbors.

God's Commands

Eph. 6:4 "Fathers, do not exasperate your children: instead, bring them up in the training and instruction of the Lord."

1 Tim. 4:11 "Command and teach these things."

God's Promises

Prov. 22:6 "Train a child in the way he should go, and when he is old he will not turn from it."

Isaiah 54:13 "All your sons will be taught by the Lord, and great will be your children's peace."

Christian Education

All subjects in the curriculum are taught in the light of the Christian view and lifestyle. God's Word is the norm for all decisions and presentations. Each child is to discover the joy in knowing there is power and guidance to be found in the Scriptures. What follows is that we can learn together how to apply and use that power in serving our Lord and our fellow man. The motivation for all this is the love we have for a God who has loved us so much He sent His only Son to suffer and die for us.

School Purpose

Cross Lutheran School is an integral part of the ministry of the Cross Lutheran congregation. The purpose of Cross Lutheran School is to provide Christian education in partnership with parents so that:

1. Children may be provided with a comprehensive program of education so they may develop their talents and skills for responsible Christian living and service.
2. Children may be nurtured in the Word and will of God.
3. Children may, in faith, learn to know and accept Jesus Christ and grow in their relationship with Him and service to Him.
4. Children, by God's grace, may experience a full Christian life on earth and be assured of eternal life.
5. Children may learn to recognize themselves as persons of worth made by God in His image.
6. Children may learn to understand and appreciate their talents as gifts from God.

These purposes shall shape and direct all policies and programs of Cross Lutheran School.

Philosophy

The philosophy of education at Cross Lutheran is guided by the fact that man's ultimate goal is eternal salvation. This philosophy is rooted solely in the Holy Scriptures and the following truths:

1. There is only one true God, the Triune God: Father, Son, and Holy Spirit.
2. Man, the foremost creature, was made in the image of God.
3. Man's fall into sin has alienated the entire human race, making it subject to damnation.
4. By grace, through the sacrifice of Jesus Christ, all sins have been pardoned for all whom, by faith, through the work of the Holy Spirit, accept Jesus as their Savior.
5. Belief in Jesus Christ makes a new creature.
6. As a believer, his life grows in the following areas:
 - a. Complete fear, love and trust in God.
 - b. Study of God's Word.
 - c. Prayer.
 - d. Use of the means of grace
 - e. Spreading of the Gospel
 - f. Living in a God-pleasing relationship with his fellow man.
 - g. Belief in the glorious resurrection into eternal life.

Academic Honesty

Students are expected to take pride in their achievements and must rely on their own talents and abilities to complete academic work. Any attempt to shortcut this process undermines the learning process, destroys student integrity, and weakens the trust essential to a positive student/teacher relationship. Cheating, plagiarism, or any form of dishonesty (including inappropriate use of AI) does not reflect the values of our faith and will not be tolerated. Promoting honest behavior is a responsibility shared by the school and parents, so when it is determined that a violation has occurred, appropriate action and support of such is required.

Academic dishonesty (cheating/plagiarism) includes the following:

- Using, or attempting to use, any kind of unauthorized means of gaining an unfair advantage on quizzes, tests or assignments.
- Using someone else's words, work, and/or ideas and claiming them as your own.
- Intentionally helping or attempting to help another participate in academic dishonesty.

Consequences may include any or all of the following:

- Expectation to redo the assignment
- Zero or reduced grade on assignment
- Parent notification
- Detention
- Loss of honor roll status for that quarter
- Removal from consideration and/or membership in Student Council

Administration

Immediate supervision of the school rests with the principal. The principal, with the counsel of the faculty, suggests changes and policies for the improvement of the school and the welfare of the students.

Accreditation

Cross Lutheran School holds National Lutheran Accreditation and is recognized by the State of Illinois. Our teachers are qualified as teachers through the Lutheran Church Missouri Synod and certified to teach in the State of Illinois.

Attendance

It is essential that students attend school daily during the entire regular school term in order to provide continuity in the learning program and to enhance the probability of success in school. Absences for reasons other than illness or emergency situations are to be avoided. The student is responsible for missed assignments. The number of school days allowed to make up work is equal to the number of school days absent. Vacations should be scheduled for times when school is not in session and parents are strongly urged to make doctor appointments outside of school times as well. To ensure the safety of the student, the parent or guardian must contact the school office when a child is absent through one of the following methods:

- Email the office at, attendance@hiscross.net, AND the classroom teacher.
OR
- Telephone the school office no later than 9:00 a.m. the day of the absence. *This includes partial day absences for appointments as well.*

If a student must leave before the end of the school day, the parent/guardian must come to the school office to sign out the student. *Please send a note to the student's teacher requesting early dismissal AS WELL AS emailing the office at attendance@hiscross.net so that all parties are aware of the early dismissal.*

The following attendance policy will apply:

- *up to 90 minutes not at school any time of the day = Tardy*
- *91 minutes or more not at school anytime of the day = ½ Day*
- *In attendance 90 minutes or less = Absence*

In the Illinois School Code, an **excused** absence is defined as:

- Absence for student illness
- Absence due to a death in the family
- Absence due to student medical care

All other absences are considered unexcused by the State of Illinois.

Any habit of tardiness or excessive absenteeism will be discussed with the parents.

If the student's attendance does not improve, the student might be deemed truant by the State of Illinois. The State of Illinois defines an unexcused absence as truancy, with excessive truancy defined as 5 percent of school attendance days. Any student who accumulates combined unexcused absences of more than 9 attendance days will be considered truant. If a student is considered truant the following process may be followed;

1. *An attendance letter will be sent to a parent/guardian regarding attendance requirements.*
2. *Administration may request a parent/guardian meeting to discuss attendance patterns.*
3. *A second attendance letter will be sent to a parent/guardian requiring them to provide medical or court documentation for any absence to be excused.*

If a student is considered truant by the State of Illinois the parents/guardians may be required to attend a meeting with the principal to determine if the student shall be promoted to the next grade level.

Cell Phones

Cell phones/electronic devices, including Apple watches and the like that can send, record, and/or receive messages, pictures, and/or videos, are off and out of sight on school days once on school/church grounds unless with a parent and under their supervision or with teacher or coach permission.

If violation occurs:

- 1st time will result in confiscation to be picked up at the end of school by a parent from the principal with a \$25 fine. An agreement must be signed by student and parent reflecting an understanding of further consequences.
- 2nd time will result in confiscation to be picked up at the end of school by a parent from the principal with a \$50 fine. An agreement must be signed by student and parent reflecting an understanding of further consequences.
- 3rd time and beyond will result in confiscation to be picked up at the end of school by a parent from the principal with a \$100 fine. An agreement must be signed by student and parent reflecting an understanding of further consequences.

Church and Sunday School Attendance

In order to assist parents in "Bringing them up in the training and instruction of the Lord", the Cross Lutheran School feels that it is essential for you as a family to be faithful in attending church and Sunday School or Bible Class, therefore it is strongly encouraged that you do so. If your family would like more information, please contact your child's teacher, and we will put you in touch with one of our pastors.

Crusader

The Cross Lutheran "Crusader" is a weekly newsletter prepared each Tuesday throughout the school year. The Crusader is sent via email each week. All pertinent information about the school and a calendar of events is included. All articles to be considered for submissions are due the Friday prior to the next publication.

Curriculum and Course of Studies

In keeping with the purpose of Cross Lutheran School, the curriculum is based on the Word of God. The students have the benefit of hearing this Holy Word taught in all its truth and purity. Our aim, therefore, is to teach the faith and to have it permeate all teaching and learning. In keeping with this Christian philosophy of education and in regard to the requirements of the state of Illinois, our students receive a thorough education in the subject areas noted. In order for faculty members to become involved in determining the curriculum of the school, the faculty members serve as the subject area committee. Each member of the faculty works with this thought in mind: "What can we do to improve this school for the students?" It is their responsibility to: 1) keep abreast with the text and supplementary materials available, as well as current best practices in all areas of education; 2) report the latest developments and concerns at any weekly meeting of the faculty; 3) recommend tests and materials to be adopted by the school; 4) study the school achievement tests when possible, and thereby be able to make the proper recommendations to improve the areas of learning.

- Language Arts: Reading, Phonics, English, Spelling, Handwriting, Literature, Spanish
- Mathematics: Number Use, Arithmetic, Elementary Algebra
- Social Studies: Geography, History, Civics, Current Events
- Science: Biological, Physical, Earth and Space Sciences, Sex Education
- Computer Education: Internet safety and usage, research, and resources
- Fine Arts: Music Reading and Notation, Choir, Music Appreciation, Drawing, Painting, Art Appreciation, and Band/Strings Program
- Physical Education: Rhythm, Individual and Team Skills, Teamwork, and Sportsmanship
- Outdoor Education: For the 6th grade, 3 days off site is required

In addition to these subjects, students are taken on educational field trips during the year. These are informative and interesting to the students, and usually are connected to a curricular area of study.

Damages

Due to the escalating cost of the educational program at Cross, students are expected to keep their books, desks, lockers, and physical facilities clean and in good order. Parents may be billed for any willful or careless damage done by their child. Please see the Technology handbook section for more details on damages to Chromebooks, chargers and cases.

Detentions 5th – 8th Grade

Students in 5th-8th grade receive detentions for various reasons, some of which include, but are not limited to the following: unprepared for class; unacceptable behavior; failure to complete or to do homework assignments. Failure to complete homework results in a full detention (20 minutes) while other infractions may be given a partial detention. When a student receives what amounts to two full detentions in one week (40 minutes or more total), they are required to serve an early morning detention the following Tuesday. A note informing parents of an early morning detention is sent home on Friday (or on the last day of school that week). Early morning detention notice slips must be signed by the parent and returned to the student's homeroom teacher on Monday morning (or the first morning of that week). Failure to return a signed notice results in another full detention and a phone call to the parent.

Dress Code

In partnership with parents, we ask that all students practice good personal hygiene (body and clothes). Dress and grooming habits which seem to be not in good taste will be brought to the private attention of a student and/or parent by the teacher. The nature of clothing should appropriately reflect weather conditions, age levels, physical characteristics, and anticipated school activities.

As a general rule:

1. Shorts, skirts, skorts, and dresses of proper length may be worn. We aim for the decent and modest length to be approximately in the mid-thigh area. Spandex-based shorts (i.e. biking-style shorts) that meet the length requirement must also be worn with a top that would be approved to be worn with leggings as described in point #2. No undergarments should be visible.
2. Leggings may be worn as long as the tops worn with leggings clearly extend down beyond the inseam.
3. The following clothes are considered inappropriate for school (Kindergarten - 8th Grade):
 - a. Halter, tube, midriff, spaghetti straps, tank tops, or short (crop) tops. Waist, lower back, or undergarments should not be visible.
 - b. Muscle and cut-off shirts (Permitted for K-4th).
 - c. Offensive clothing: clothing advertising alcohol, tobacco, inappropriate slogans/themes, or any clothing that distracts from the learning process.
 - d. Tight or revealing clothing.
4. No hats, head coverings, visors, or sunglasses should be worn in the school building.
5. Hair should be clean and well-groomed and contain no excessive coloring.
6. Clean and neat pants or jeans may be worn (pajamas are reserved for special days only).
7. Shorts should be worn under dresses/skirts.
8. Body piercing, other than ear piercing, is not permitted.
9. Shoes/Footwear must be worn both indoors and outdoors.

The following steps will be taken to correct inappropriate student dress: The teacher will talk *privately* with the student, and appropriate clothing will be loaned, if possible, for the rest of the school day. If necessary, a call home for different clothing will be made. All dress code incidents will be recorded by teachers. Parents will be notified if the problem persists.

Extracurricular Activity Pick-Up Policy

Students involved in extracurricular activities such as, but not limited to, sports, art class, play practice, will be sent to Cross Cares, at the parent's expense, if they are not picked up within ten minutes of the scheduled ending time.

Field Trip Drivers

Cross Lutheran Church & School requires all drivers who drive a vehicle other than one that is owned by Cross to carry their own auto insurance on the vehicle they will be driving, and copies of both a valid auto insurance card and valid driver's license needs to be on file in the office.. Should there be a reason for the insurance company to be involved, Cross' insurance will continue coverage up the Cross' maximum, after the drivers' primary insurance limits are exhausted. In addition, Cross' insurance will reimburse the driver for the drivers' physical damage deductible to get their car repaired (if it is determined that another driver is at fault). If the Cross driver is at fault, there would be no Cross' insurance coverage.

All drivers are required to fill out our Ministry Driver Screening and Background Check forms that are kept on file in the office. The background check is good for two years.

For the safety (allergies and choking) of all students, the adults who sign up to be drivers for field trips shall not provide food or drinks for students in their vehicle. Drivers are to transport students directly to the field trip destination and directly back to school, without stopping at other locations along the way.

Food Allergy Guidelines

- Cross Lutheran School strives to provide a safe learning environment, but it is necessary for everyone to understand that an ALL ALLERGEN-FREE environment is impossible to achieve, and to expect it, is to harbor a false sense of security.
- Each student/family is treated individually to maintain the least restrictive environment for a student with a food allergy or food sensitivity. The parents/guardians will initiate a meeting with the classroom teacher before the first day of school to establish individual guidelines. The Cross Lutheran Health Care Plan, Cross Lutheran Prescription Medication Permission Form, and FARE Food Allergy & Anaphylaxis Emergency Care Plan will all need to be completed prior to and shared at the teacher/parent meeting and also be on file at Cross.
- Due to the student privacy policies, Cross Lutheran cannot divulge to families, who has a food allergy/sensitivity. However, the classroom teacher will inform families of all such food allergies/sensitivities that exist in the classroom.
- Cross Lutheran K-8 students eating in the lunchroom will be provided with a TREE NUT and PEANUT FREE table, if needed.
- PS-8th grade classrooms at Cross Lutheran will be free of actual PEANUTS and TREE NUTS, and labeled as such! In the event that students need to eat lunch in the classroom, every effort will be made by the teacher/school to notify all students to bring a PEANUT and TREE NUT free lunch.
- When the following special events occur, this is how they will be addressed:
 - SPECIAL TREATS: The Crusader will inform parents of what allergy friendly versions of that treat will be available.
 - CLASS CURRICULUM EVENTS: (Class cooking projects, Teacher birthday parties, Fruit of the Spirit Celebration, etc.) Individual classroom teachers will accommodate known food allergies/sensitivities within that class.
 - CELEBRATORY EVENTS: (School open house, Muffins with Mom, Donuts with Dad, etc.) Cross staff will accommodate known food allergies/sensitivities to the best of their ability.
 - CLASS PARTIES: Below is the list of Cross Lutheran approved foods that can be brought for class parties.

Approved Food List	
Buy only name brands as many generic brands are not safe.	
<u>Fruit</u>	<u>Sweet Treats</u> ***SEE GLUTEN FREE SUBSTITUTES
Fresh	Jell-O
Apple Sauce	Vanilla Oreo Cookies (Original)***
Fruit Cups	Chocolate Oreo Cookies (Original)***
Raisins	Enjoy Life Cookies
Craisins	Made Good Krispie Square
Dried Fruit	Betty Crocker Fruit By The Foot
	Kellogg's Fruit Snacks
<u>Vegetables</u>	Campfire Brand Marshmallows
Fresh	Dum Dum Pops
	Haribo Gummy Bears
<u>Crackers/Cereal</u> ***SEE GLUTEN FREE SUBSTITUTES	Starburst
Ritz Crackers***	Skittles
Nabisco Saltines***	Swedish Fish
Nabisco Wheat Thins	Smarties

Honey Maid Graham Crackers (original)***	
Chex Cereal (Corn or Rice)	Drinks
Cheerios Cereal	100% Apple Juice
Kix Cereal	100% Grape Juice
Lucky Charms Cereal	Country Time Lemonade
<u>Pretzels/Chips/Popcorn</u>	***THESE ARE GLUTEN FREE SUBSTITUTES ONLY; NOT SAFE FOR ALL OTHER ALLERGENS!
Rold Gold Pretzels	SUBSTITUTE FOR VANILLA OREOS: Glutino Brand
Sensible Portions Veggie Straws	SUBSTITUTE FOR CHOCOLATE OREOS: Glutino Brand
Sensible Portions Veggie Wavy Chips	SUBSTITUTE FOR RITZ CRACKERS: Lance Baked Original
Lays Regular or Wavy Chips	SUBSTITUTE FOR NABISCO SALTINES: Schar Table Crackers
Lays Frito Chips	SUBSTITUTE FOR HONEY MAID GRAHAMS: Kinnikinnick Graham Crackers
Skinny Pop Popcorn	Sweet Treats ***SEE GLUTEN FREE SUBSTITUTES
Skinny Pop Popcorn Rice Cakes	Jell-O
Quaker Rice Cakes	

BIRTHDAY TREATS: Edible birthday treats will NOT be allowed during regular school hours. In lieu of birthday treats, donations towards a special yearly mission project may be made or sharing an item such as stickers, pencils, erasers, etc. may be done.

Grading, Assessments and Honor Roll

Standardized Achievement tests are given annually and are recorded on the permanent record. Student Ability tests are given every year and also become part of the permanent file. Their permanent files, upon written request, may be reviewed in the school office under supervision of the principal. You, as a parent, may question any of the information and may also request the removal of any information that is not based on provable facts. Students in grades 1-8 will be tested at a minimum of twice a year using the Northwest Evaluation Association MAP testing. Teacher observations, medical and psychological assistance, and testing programs are all gathered by the teacher and shared with the parents through two individual conferences after the first and third quarters, as well as upon request. Report cards and progress reports attempt to keep you informed. Emails or calls are made as individual needs require.

K-2nd Grading Scale

Scale	Percent	General Description
4	90-100	Exemplary: The learner demonstrates in-depth understanding of skill, topic, or concept
3	80-89	Meeting: The learner demonstrates a basic understanding of skill, topic, or concept
2	65-79	Approaching: The learner demonstrates partial understanding of the skills, topic, or concept
1	64 and below	Beginning: The learner shows limited understanding of skills, topic, or concept
NA	NA	Not applicable

Grading Scale for 3rd-8th Grade

A – Excellent	100% - 95%	D – Poor	74% - 65%
B – Good	94% - 85%	F – Failure	Below 65%
C – Average	84% - 75%		

E - Excellent
S - Satisfactory
U - Unsatisfactory

Honor Roll

Straight A's: All class grades need to be greater than or equal to 94.5.

High Honor Roll: The average of the grades need to be greater than or equal to 94.5.

Honor Roll: The average of the grades need to be greater than or equal to 87.5.

8th Grade Graduation Requirements:

1. The student must have a minimum cumulative (all subjects, all year) GPA of 1.0.
2. The student must have successfully completed all required courses and testing as designated by the State of Illinois (i.e., Illinois and U.S. Constitution tests).
3. The student must maintain an appropriate attitude and behavior during the school year. The administration reserves the right to remove any student from participating in graduation activities and/or the ceremony due to behavior infractions.
4. The student must be up-to-date with payment of all required fines and fees.
5. The student must return any school property that was out on loan.

Health Requirements and Services

Wellness – Cross Lutheran School maintains a wellness policy in accordance with federal law. This policy covers the need for health-promoting activities and nutrition to be included throughout the school day, as well as limitations placed upon foods/beverages deemed unhealthy. A copy is available for you to review in the school office during business hours. Hard copies will be printed upon request for anyone who wishes to own one.

We follow Illinois state recommendations for physicals, dental exams, vision exams, and immunizations. A statement of medical contradiction issued by a physician can exempt a child from a specific immunization requirement. A physician may add a statement to a child's school record that an immunization is unnecessary or not indicated. Proof of these is required by August 1st. This is to protect all from childhood diseases.

Sports physicals are required yearly for students participating in our sports program.

Vision and hearing screening will be scheduled for students at Cross Lutheran School at some point during the school year. In accordance with IL law, (Public Act 93-504), we are informing you "Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo this vision screening if an Optometrist or an Ophthalmologist has signed a report form indicating that an examination has been administered within the previous twelve months."

Individual health records are kept for each child. These include both immunizations and previous diseases of each child. Be sure your doctor informs you of any needed boosters before school begins.

Illness – Any student with a temperature of 99.9 or above will be sent home. A student who is vomiting will be sent home. All students with an unknown rash will be sent home for a doctor's diagnosis. **Children must be symptom free for 24 hours or bring a doctor's note indicating that they are not contagious before returning to school.** <https://dph.illinois.gov/content/dam/soi/en/web/idph/files/publications/commchartschool-032817.pdf>

Also related to the subject of your child's health, the issue of child abuse must be addressed. As educators in the State of Illinois, our teachers are mandated by law to report any suspected cases of child abuse. Reasonable discretion will be used in any such reports. This policy exists to protect both you and your child.

Homework

The academic program at Cross requires that some work be done at home. The amount of homework depends on the grade level and the abilities and study habits of the child. Remedial work and special help can be arranged. Completion of daily assignments is required.

If a Student is Absent Due to Illness:

Parents should contact the classroom teacher **via the school office** by 9am each day of absence. The teacher will make a concerted effort to prepare homework and class work to be sent home by the end of the school day. Parents will need to pick up the work at the end of the school day or specify if the work should be sent home with another student. Upon return, the student will have one day for every day missed to make up the work.

Absence-related Homework for 5th-8th grade only:

When students are absent, they often return to school with homework to make up, on top of the homework that gets added the day they return. To alleviate the amount of homework these students take home, students in 5th-8th grades who miss school for any reason (i.e. illness, early dismissal, vacation, etc.) may be asked to go to study hall (offered during the lunch break) until all missed assignments are caught up.

Family vacations are special times, but we ask that you please consult the school calendar when making your vacation plans. Student achievement and classroom attendance are positively related. Those assignments that can be completed outside the classroom environment will be accumulated and saved by the teacher for your child/ren. Upon return, the student will be asked to complete them at home with parental assistance. They will have one day for every day missed to make up the work. (The work that is assigned while the student is in school is still part of his/her responsibility.) Although every effort will be made to see that your child gains the needed learning, *teachers are not required to assemble packets for such absences.*

Library

Our library enables students to sample a wide variety of books in their level and interest. It is open to students (4 yr. Preschool through 8th grade) and the staff of Cross Lutheran Church & School. A part-time librarian is on staff. Students are allowed to check out one book at a time on a weekly basis, unless permission is otherwise granted by the librarian. Books may be renewed once for a maximum checkout period of two weeks, unless an extension is granted by the librarian. If a book is returned in poor condition, the librarian will determine if a fine is deemed necessary to replace the book, or if a fine is deemed necessary to defray repair costs.

Preschool - 8th: When a student fails to return his/her book, check-out privileges are suspended until the book is returned or paid for if the book has been lost. If the book is not returned after a two-week time period, it will be considered missing and a notice to pay for a replacement will be sent home. At the end of the school year. All books checked out must be returned or a notice to pay will be sent home for missing book(s). If that fine is not paid, it will be added to next year's tuition.

Lunches and Milk

Each child in Kindergarten-8th grade will be required to bring a sack lunch, unless they have purchased lunch through the school. The cost for meals is determined by the PTL. An online order form is available to all K-8th grade students for the following month through FACTS SIS/RenWeb. If the order form is not completed and paid for by the due date, the student will not be eligible for hot lunch that month. NO EXCEPTIONS. There will also be NO REFUNDS for incorrect hot lunch orders placed. Parents may contact the office before 11am to ask that they pick up an ordered hot lunch for a student that is absent or give it to a sibling. Lunches will be available for pickup after 12pm, as the volunteers need time to organize the deliveries from the vendor for each lunch period.. Parents are asked to volunteer to help prepare and serve the meals. If you choose to volunteer, you will need to complete a background check form that is good for two years. Chocolate and white milk will be supplied at a minimal cost. This fee is paid yearly at the time of orientation or beginning of the school year..

Medication

All students must have written permission to take **any** medication, regardless of whether it is OTC or prescription. For safety purposes, any medication that is sent to school must be kept in the office until needed. The exception to this is inhalers and epi-pens, which stay with the teacher. If your child takes a prescribed medication regularly, this should be noted in his/her enrollment packet. If the medication is to be taken at school, the Cross Lutheran Prescription Medication Permission Form must be turned in. The school **cannot** provide any medication (i.e. Tylenol).

Music

Instrumental Music: Instrumental music programs will be available, provided there are a sufficient number of students interested. The programs are provided by outside companies or individuals. Students participating in the music program must pay the fee charged by the outside entities. Other expenses for the program are, but not limited to, rental fees for the instrument (if needed) and music fees.

Choir: Students in all grades have an opportunity to sing in a choir at Sunday services. Each child is expected to attend the service in which his/her choir is scheduled to sing. The choirs are also asked to participate from time to time in special events.

Overall Procedures

1. All playing must be supervised.
2. During school hours, no one is to leave church or school property without permission. All students must be signed out in the office.
3. Classrooms – all classroom rules are the responsibility of the teacher.
4. Kitchen – Students need permission to be in the kitchen.
5. Before School Procedure
 - a. Students in grades K-8 should arrive at 7:50 a.m. and go directly to their classroom/homeroom.
 - b. Students arriving before 7:50 a.m. will need to wait outside the designated entrance until the doors are opened at 7:50 a.m. If students must arrive before 7:50 a.m. on a regular basis due to transportation conflicts, a written request must be sent to the principal for approval.
 - c. Students arriving late (after 8:10 a.m.) must report to the school office to be signed in before reporting to their classroom.
6. After School Procedures
 - a. Dismissal for kindergarten through 8th grade is 3:10 p.m. Parents are to remain in their cars and follow the flow of traffic as prescribed. All students must be picked up no later than 3:30 p.m. If you cannot pick up your child by 3:30, prior arrangements must be made. Any child remaining after 3:30 p.m., for whom no prior arrangements have been made, will be sent to Cross Cares (Extended Care). The parents are responsible for any fees assessed. Please Note: Preschoolers are picked up at 3:00 p.m. Please leave space open by the west door so easy access to cars is available.
 - b. Upon being dismissed, students should go directly to their assigned waiting area, wait for their name to be called, and watch for their ride.
 - c. Students not picked up on time will be taken to a designated area. Parents must come into the building to pick up their child/ren/group.
 - d. Those parents not able to pick up their child/ren before 3:30 p.m. on a regular basis must speak with the principal to discuss this concern.
7. Parking Lot Procedures
 - a. For safety and convenience, all students are to be dropped off and picked up on the sidewalk connected to the school parking lot and are to enter the school using the designated door. If parents are staying for another activity, please park and walk students to the door.
 - b. The flow of traffic in the parking lot is set to be one-way.

Parent-Teacher League (PTL)

Cross Lutheran School has a parent and teacher organization known as the Parent-Teacher League (PTL). Every parent with a child in the school is automatically a member of the organization. Parents are expected to attend regular open PTL meetings. Membership is also open to any adult communicant member of Cross Lutheran Church.

Party Invitations

Party invitations may be passed out at school if all boys/girls/whole class are(is) invited. Parents or students are responsible for the distribution of such. You may want to consider using an "electronic" invitation option.

Physical Education

Physical Education participation is required for all Cross students as part of our academic curriculum. Students may only be exempt by doctor's recommendation. Each child in grades 5th-8th must wear the designated PE uniform to participate. Parents may want to consider purchasing more than one uniform. Uniforms must be purchased from the school.

School Closings

Parents will receive an official communication from the school when school is unexpectedly canceled. The means of communication may include, but is not limited to, communication from classroom teachers, mass email, text messages, or an announcement on WSPY, FM-107 and the scrolling list on local TV stations.

School Enrollment Policy

Requirements for Enrollment: Parents who want their child/children to have a Christian education will need to follow these steps for admission:

1. Kindergarten students must be 5 years of age by September 1 of the year they enter.
2. Parents complete a preliminary application for grades K-8 and provide a report card/ progress report (1st - 8th).
3. Parent/Student/Principal tour and consultation.
4. Achievement tests for grade placements (home-schooled).
5. A certificate of child health examination record (for new students to Illinois, students entering pre-school, kindergarten or sixth grade).
6. A dental examination record (for new students to Illinois, students entering kindergarten or second or sixth grade)
7. An eye examination record (for students entering kindergarten and for new K-8 students to Illinois).
8. A birth certificate, if one is not provided with records transfer from previous school.
9. The child shall not present a serious discipline problem.
10. An enrollment deposit is paid.

Minimum Age Preschool:

1. 2-year old preschoolers must be 2 years of age by September 1 of the year they enter.
2. 3-year old preschoolers must be 3 years of age by September 1 of the year they enter.
3. 4-year old preschoolers must be 4 years of age by September 1 of the year they enter.

Preschoolers who have reached the age after the September 1 deadline may be accepted into a preschool classroom depending on class size, and extenuating circumstances. A student accepted under these conditions must follow the age requirements for the following school year.

Priority of Admission:

Student admission into Cross Lutheran School is not dependent on the amount of tithes contributed to the church or on the amount of tuition paid to the school. Any student who meets admission requirements and classroom space is available will be considered for admission. If there is limited classroom space, the following order is required:

- a. Children of Cross Lutheran disciples.
- b. Children enrolled the previous year.
- c. Siblings of enrolled students who meet requirements.
- d. Children of parents seeking a Christian education and whose parents are willing to make a sacrifice for this.

All admissions are conditional for the first enrolled academic quarter in order to be certain that we as a school are resourced to be able to best meet the individual needs of the child.

Cross Lutheran School admits students of any race, color, national or ethnic origin. All students are entitled to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. We do not discriminate on the basis of color, race, national, ethnic origin in administration of our educational policies, admission policies, athletic policies and other school administered programs.

School Services

Speech therapy, psychological testing, and some counseling of parents is offered through the School District as required by state law and provided through state funds. A Special Education teacher is on staff and is available to help support students as necessary.

Support of the School

Support of Christian education is the responsibility of the entire membership of the Cross congregation and school. Funding for the school year is pledged based for K-8th grade. We trust, as each family does their part, that all families seeking a Christian education will receive one while the school remains fiscally sound. This means you must prayerfully consider your pledge amount keeping in mind the per student cost for K-8th grade.

Suspension and Expulsion

Suspension or expulsion will be used only as a last resort when all else seems to have failed. Nevertheless, it is still done in the Christian spirit out of love for the child. The principal may suspend a student for a period of time up to three (3) days if such action is necessary to make the student realize the seriousness of his/her wrongdoing. No credit will be given for work missed or assignments given by teacher(s) during the suspension. Days missed because of suspension are counted as unexcused absences. Upon return to school or the classroom, the student is completely forgiven. Expulsion is solely within the province of the Principal and is their direct responsibility. Expulsion will be resorted to only when it is evident there is little or no possibility of the student being able to benefit from continued school experience and/or his/her presence would be disruptive to the school program. If any parent feels the suspension or expulsion is unjust, he/she may appeal to the principal for a final decision. The parents, the teacher involved, and the Principal must be present at this meeting.

Teachers' Role in Classroom Management

1. All teachers are responsible for the supervision and management of all students, especially those students in their classroom.
2. The parents will be advised of serious or continual misbehavior by a particular student.
3. The principal shall be informed of specific behavior problems and general classroom management difficulties.
4. Difficult classroom management issues should be handled with the advice and help of the principal.
5. The principal shall work with the parents, teacher, and student to deal with each situation according to the needs of the student and family. Consequences will vary depending on the situation, but may include loss of privileges, suspension, or expulsion, if necessary.
6. A pastor shall serve as counselor whenever the need arises.

Teacher-Parent Interactions

It is important that all adults involved in the education process of students ensure respectful and professional interactions between parents/guardians/family members and teachers. All communications between parents and teachers should be conducted respectfully, professionally, and in Christian love. Any communication that one feels to have become intimidating or aggressive shall be forwarded to the principal for investigation. If deemed appropriate, the parent(s), teacher, and principal will meet to discuss the issue at hand and the expectation for respectful interactions in the future.

Telephone

Our school number is 630-553-7861. If you wish to contact a teacher, please email the teacher, or call to ask to make an appointment after school. The school secretary will accept and forward messages during regular school hours for teachers and parents.

Textbooks

A portion of the yearly enrollment fee goes towards the cost to utilize textbooks to facilitate the academic curriculum. If it is deemed that willful or malicious damage on the part of the student has occurred, he/she may be held financially responsible for replacement.

Visitors

In order to maintain a safe environment for our students, the following security procedures are required:

1. All parents and visitors in the school building after 8:10 a.m. must sign in at the office.
2. All parents and visitors in the school building during school hours must obtain a visitor's badge from the school office. Upon leaving, visitors must sign out at the office. Parent volunteers will be asked to fill out a background check, if not on file in the office.

Weapons

The safety of our students and staff is of utmost importance. To help ensure the safety of everyone in our school, no student shall possess any object that can reasonably be considered a weapon. A "weapon" can be, but is not limited to, guns, knives, firearms, razors, or look-alikes. Any item such as a bottle, lock, stick, pencil, and pen is considered to be a weapon if used or attempted to be used to cause bodily harm. Parental contact will be made by the principal when a "weapon" is found at school. A student who is found to be in possession of such an item will be subject to age-appropriate disciplinary action that can include suspension or expulsion. Any incident involving use of a weapon at school shall be reported as required by state law, to both local and state policing agencies and to the Illinois State Board of Education.

Athletic Handbook

Mission Statement

Our sports mission is to use athletics as a means for students and parents to Walk with God, Grow in Faith, and Love our Neighbors.

Foreword

At Cross, we feel that sports can be an invaluable tool to provide an avenue for Christian education and living. The concepts of hard work, discipline, setting goals, leadership, humility, and Christian attitudes can be taught through athletics in a manner that is difficult to achieve by other means. However, as we attempt these goals, we must keep in mind that as Christians, our priorities must be kept in perspective as we put God, family, and school all above athletics. All the while, we keep in mind 1 Peter 2:12 "Live such good lives among the pagans that, though they accuse you of doing wrong, they may see your good deeds and glorify God on the day he visits us." We pray that our sports program would be a testament to the God that we profess and His Son who gave his life for us.

Philosophy

There are two extremes that are found in some school's approach to athletics. You will find teams where coaches have a "win at all costs" mentality and anything goes as long as the team wins, while other schools will play every player an equal amount of time and winning or losing is not a consideration. Our philosophy at Cross falls somewhere in the middle of those extremes.

At the 5th and 6th grade level, skills will be introduced and basics will be taught. Since the skills and the concepts of the game are new to most of the athletes, the coaches will make every effort to play each player in every game. It is stressed at this level that much practice is needed at home, and that if the athlete wishes to excel in the sport, they need to work on skills not only at practice time, but on their own when they have the opportunity. While each athlete will get their playing time, some may play more than others based on their ability, their effort at practice and during the games, their attitude, and how much they work on their game outside of scheduled practices. This early athletic stage is mostly a learning stage, and while winning games is nice, it will not be stressed. Improvement of skills and concepts will be the main objective.

However, as an athlete gets older and into more competitive levels of the game, many things change. Winning will become more important to show the importance of hard work, dedication, teamwork, and striving to achieve goals. God has given us all different talents. Some individuals are athletic, while others excel in other areas such as music, art, etc. Those who are gifted in athletics should be allowed to use this gift to its fullest potential. While everyone can be in the choir, only those with the best voices sing the solos – so it is with sports. Anyone can join the team, but those who work at it more and have more ability should receive more playing time. Coaches at all levels will attempt to play each player in every game, but in the higher levels of the sport, the amount of playing time will be determined by ability, attitude, and work ethic. Coaches will have the best interest of the "team" at heart. There may be games where some kids may not play; particularly in tournaments.

The athletic director will make every effort to schedule games that will allow all athletes the opportunity to play against others of their own ability.

Goals and Objectives

- A. Provide athletics as a part of Christian education and living.
- B. Provide a good spiritual foundation for coaches, participants, helpers, parents, and spectators as well as to help recognize themselves and others as creations of God.
- C. Provide an opportunity for a child to learn good Christian sportsmanship.
- D. Provide an opportunity for a child with athletic talent to expand this talent through practices and games.
- E. Provide an opportunity for a child to meet and compete against student-athletes of his/her own ability.
- F. Provide an opportunity for a child and parents to express school spirit.

Participation

Athletic Performance

1. On approval by faculty and principal, coaches may hold tryouts when more than fifteen (15) people want to participate, but only after workshops that teach fundamental skills needed to play the game are held.
2. Student-athletes who express uncooperative attitudes may be benched. The parents will be informed of such action.
3. An excessive display of uncooperative attitudes or behaviors may result in dismissal from the team.
4. If a student-athlete's skill warrants, they may be moved up to a higher level.
5. If there are an excess of players, teams may be split into "A" and "B" teams based on skill rather than having tryouts.
6. Coaches will have the whole team's best interest at heart. Coaches will try to play each student-athlete in every game. Playing time is not guaranteed.

Academic Performance

1. To be eligible to play in a game, a C- or a satisfactory mark, are needed in all courses.
2. Grades will be evaluated weekly.
3. Loss of eligibility means the player will be ineligible for one week or until the next academic evaluation. Participants must attend practices. Eligibility begins with the first practice and continues until the end of the season. A student who is ineligible for three consecutive weeks or a total of 5 weeks, will be removed from the team for the season. Individual cases of eligibility may be worked out by the faculty and the parents.

At any teacher's discretion, a student-athlete may be benched for misbehavior.

Types of student awards:

1. Participation awards may be presented.
2. Sportsmanship awards may be presented.
3. Awards for athletic ability or accomplishments may not be given.
4. An end of the season celebration/recognition will be planned at the conclusion of each sport season.

Guidelines for Practices

- A. Practice will be held after school for not more than two hours and not more than three times per week. (Excluding preseason camps)
- B. Practice will include exercise, drill, strategy, learning of rules, and scrimmage.
- C. Practice can be held only when a coach or otherwise designated adult is present.
- D. All participants will dress appropriately for practice.
- E. A coach or designated adult will remain until all student-athletes are picked up.
- F. If school is called off or closes early due to weather, there will be no practice.

Guidelines for Games

- A. All games will appear on a schedule approved by the principal and/or the athletic director.
- B. All games will be against other grade school teams or teams of comparable ability.
- C. All games will be played in the presence of adult coaches.
- D. There will not be more than two (2) games per week, excluding tournaments.
- E. A season shall consist of no more than twenty (20) games, excluding tournaments.
- F. Tournaments must be approved by the principal and/or athletic director.

Expectations

Student Expectations

1. All who join a team will attend practices and games. A call or note from a parent will be required for each absence.
2. All student-athletes will set a Christian example and express good sportsmanship.
3. If a child has an unexcused absence from a practice or a game, the child will not play in the first half of the next game.
4. Student-athletes absent from school the day of a game or tournament will not play that day.
5. Student-athletes and their parents are required to attend a student/parent meeting prior to participating in sports. They will attend one meeting a year before the student is allowed to participate in any sports event.
6. Student-athletes will be required to have a sports physical prior to participating in any sport.
7. The cell phone policy applies to practices

Parent Expectations

1. Parents will fill out a permission form allowing their student-athlete to participate.
2. Parents must submit a sports physical for their student-athlete to participate in sports.
3. Parents and student-athletes will be required to attend a student/parent/coach meeting prior to participating in sports. They will attend one meeting before the student is allowed to participate in any sports event.
4. Parents are required to email, call, text, or send a note to inform the coach that a student-athlete will be absent from a game or practice in order for the absence to be considered excused.
5. Parents are expected to model a Christian perspective and attitude of sportsmanship.
6. Parents will be expected to volunteer to aid in sports related activities during the year (concession, scoreboard, timer, supervising).
7. Parents are expected to transport student-athletes to and from games and practices.
8. Parents will pay a \$75 fee per sport that their student-athlete participates in. The \$75 fee will be waived, if the parent is a coach or assistant coach for the team.
9. Parents will fill out a concussion information sheet prior to their student-athlete being allowed to participate in any sport.
10. Parents will also fill out the sports minor authorization and medical treatment form.

Coaches Expectations

1. The head coaches for the athletic teams of Cross will be teachers of Cross Lutheran School when possible. If this is not possible, then a member of Cross Lutheran Church or a parent of a Cross Lutheran School student who will be under the direction of Cross Lutheran School, may be a coach. All coaches will have training or experience in the sport they are coaching. All coaches will be of good Christian standing and will be a Christian example while coaching.
2. All new coaches will meet with the Athletic Director before beginning practices.
3. Coaches will be expected to model a Christian perspective and attitude of sportsmanship.

Cross Cares Handbook

(Extended Care)

Mission Statement

As an integral part of Cross Lutheran School, the Cross Cares Extended Care Program has the call to invite, equip, and send God's children as disciples in our community. Cross Cares is committed to provide Christian care and direction, which is consistent with the care and training that is provided during the school day. This self-supporting program is designed to be as much like the home experience as possible. Children can engage in a variety of activities from free play on the playground to arts and crafts. For students needing to get a head start on homework, a time and quiet place will be provided. We see ourselves as more than an extension of the school, but as an example of a Christian family where children can blossom and grow in a loving, positive, supportive atmosphere. Here children will be treated with love and respect and they will learn to treat others with the same kind of loving respect and caring concern.

Administration

Cross Cares Extended Care operates under the direction of the Cross Lutheran School principal. In addition, Cross Cares is supervised by the Extended Care Director.

Enrollment and Attendance

All families with students currently enrolled in Cross Lutheran School, who are interested in participating in Cross Cares will need to complete a registration form prior to enrollment and submit a registration fee, if applicable. See the Rate section of this handbook for further explanation of the registration fee. The registration form and fee are due in August before the start of school.

Due to staff and space constraints, a waiting list will be created when the Cross Cares enrollment reaches 60 students.

If a child will be absent from school, parents are asked to call the school as directed above in the school handbook. If a child is present in school, but will not attend Cross Cares, please notify the office as well. Please inform the director if any schedule needs to change throughout the year.

Billing

The Cross Cares program operates on a "pay-after" system of payment. Families will be billed on a bi-weekly basis of any extended care fees. Prompt payment is expected. It is requested that payments NOT be combined with tuition to avoid errors in processing.

A late fee of \$10.00 per week will be assessed to all balances not paid within a week of receiving the bill. If the payment is not received after the 2nd week of late notice, a child will become ineligible for care until the full balance has been received.

The option of paying for all or part of a year of care is available for those who wish to use it. Please contact a director to set up a time to discuss this option. If there are any fees outstanding at the end of the school year, the same policies that are indicated in the school handbook above will be used.

Rates

Level 1: Regular User- The child(ren) must use the extended care program a minimum of one time per week and maintain a regular schedule. Flexibility will be given to those families with varying schedules when one week's notice can be given. A registration fee of \$25.00 is due at the time of registration for all level one users.

- Rates for this plan are \$5.25 per hour for the first child, \$4.00 per hour for the second child, and \$3.00 per hour for each child thereafter.**

Level 2: Infrequent User- For families who have an unpredictable schedule with the need for care on varying days in the month, the program can be used on an as-needed basis. Parents will be responsible for emailing the director 72 hours in advance to secure a spot in the program. Rates for this plan are \$5.75 per hour per child.**

Level 3: Drop-In User- This plan will be used for any family not able to provide 72 hours advance notice of a need for extended care. Rates for this plan are \$6.25 per hour per child.**

In addition, any child(ren) that is not picked up from school by 3:15 p.m. for Preschool dismissal or 3:30 p.m. for K-8 dismissal will be taken to Cross Cares and will wait for rides there. Preschool parents will need to park and walk up to pick up their child.

** All fees will be rounded to the nearest quarter hour.

Hours

Cross Cares is available for grades PS-8 from 6:30 a.m. – 7:50 a.m. and 3:00 p.m. - 5:30 p.m.

Cross Cares will not be available after school on days that students are dismissed at 12:00 p.m. or earlier. It is closed for major holidays and any day students are not in attendance at school.

If students are picked up after 5:30 p.m., a late fee of \$10.00 will be charged for any part of the first 10 minutes and \$1.00 for every minute that follows. Please call the school office at 630-553-7861 to reach the Extended Care Staff or email the director at abocek@hiscross.net.

Emergency Closing of School

In the event that school is closed at the start of a school day due to weather, etc., Cross Cares will also be closed. When there is inclement weather at the end of a day, which causes an early dismissal, Cross Cares will be available.

Sign In/Sign Out

Attendance will be taken as students enter Cross Cares. Students should be picked up at the school office entrance doors only. Parents or others picking up should ring the doorbell to be let into the building by a supervisor. Parents are required to sign out their child(ren) before leaving the building. Students who are expected to be present at Cross Cares on a given day will need to have a note signed by a parent in order to be elsewhere in the building and not supervised by Cross Cares staff. No exceptions will be made! Cross Cares may only release a child to parents/guardians, or someone who is designated as an emergency contact on the school records. If someone other than an emergency contact will be signing out a child, parents will be responsible for writing a note or calling the school office. Anyone other than a parent may need to provide photo identification to assure they are the designated adult that is to be picking up the child(ren).

General Policies

All policies established by Cross Lutheran School would also apply to Cross Cares.

Discipline

Students are expected to respect other students and the Cross Cares staff. Behavior, which is unsafe for others or self, will not be allowed, nor will intentional destruction of equipment. To maintain order and the safety of all students, supervisors will use behavior modification techniques such as modeling, positive reinforcement, time outs and redirection. If these procedures are insufficient, written notification will be given to parents. When repeated notifications do not result in acceptable behavior by the student, we will set up a time to meet with parents to work out an appropriate behavior plan between the school and home for that student. If the plan does not work for the student, parents may be asked to find alternative childcare.

Snacks

Parents may pack healthy snacks/drinks for their child(ren). For before school care, breakfast may be sent with your child. We will have a microwave available for use. Please do not send pop as a drink option. Appropriate examples of snacks after school would include granola bars, crackers, cheese, fruit, vegetables, yogurt, etc.

Clothing and Belongings

Please make sure students are dressed appropriately for the weather. We may spend some time outside in designated play areas. Please instruct students to leave all toys at home. We are not responsible for lost or broken items (toys) that are brought to Cross Cares.

After School Daily Schedule

The following schedule will be used during after school extended care hours. As outlined below, all 1st – 8th grade children will be given time to work on homework. Supervising adults will be available for assistance when needed.

Time	Activity
3:15 – 3:45	Sign in, Bathroom Break, Snack, Homework if needed. Free time for all others. Location: <i>Lunchroom</i>
3:45 – 4:30	Large Group Activities, Clean-up Location: <i>Lunchroom</i>
4:30 – 5:30	Large Motor Play Location: <i>PS Large Motor Space, Big Gym, Outside</i>

Cross Preschool Handbook

Statement of Philosophy

We are all children of God because God loved us so much He sent His only Son, Jesus Christ, to suffer and die for us. Because of God's love, we are freed from our sins and have the promise of eternal life. As children of God, then, we are to show love to others in our thoughts, words, and actions. Our goal is to educate and nurture the whole child's development in these five areas: physical, intellectual, emotional, social, and spiritual growth. This will be accomplished through hands-on activities and experience building activities.

Program

As stated in our philosophy, our goal is to aid your child in five developmental areas. We feel this growth best occurs with activity. Therefore, our sessions provide daily opportunities for your child to experience learning at his own rate in each of these areas:

1. Physical growth: activities that use developing large muscles; hand-eye coordination; sensory development.
2. Cognitive growth: an environment rich with language, activities in problem solving, classification, ordering and memory. Writing, letter, and number recognition will be introduced.
3. Emotional growth: practice and modeling of appropriate expressions, both positive and those more difficult.
4. Social growth: experiences in different sized groups; opportunities to build or reinforce self-control, self-image, manners, and conflict resolution.
5. Spiritual growth: knowing God as a loving, caring friend children can trust; knowing the gift of salvation through Jesus Christ.

General Preschool Policies

All school policies including reporting absences to the office and providing medication permission forms also apply to the Preschool unless outlined here:

Four Year Old Preschool

- Children attend chapel services weekly. Preschool morning chapel is every Wednesday from 9:00-9:15. Chapel offerings provide outside organizations with monetary support.
- Children go to the library and check out books weekly. Books returned on time will warrant checking out a new book. Books that become lost at home will need to be paid for before a child can check out a new one.
- Children sing in church on weekends usually twice per year.
- See policy under "Three Year Old Preschool" about toilet training.

Three Year Old Preschool

- All children entering school must be fully toilet trained. No pull ups or diapers are allowed. Children who need help with wiping are not considered toilet trained. Teachers will assist with clothes and buttoning. Three Year Old children in the two day class session can be in the transition stage from pull ups or diapers to full toilet training.

Two Year Old Preschool

- Children in the two year old program do not need to be toilet trained. Pull ups or diapers are allowed. If your child is working on toilet training, there is a toddler sized toilet available in the classroom.

Tuition

Tuition prices vary by the program you select. Tuition payment is set up by the parent online with FACTS tuition management.

The Preschool Day

Cross Preschool offers classrooms where time is spent in a balance of structure and free choice time, giving children a chance to develop the skills mentioned above, and allowing the teacher to provide an example where needed. The Project Approach style of teaching used in preschool offers children the opportunity to play an active role in their learning. Children are given the chance to voice a number of different curiosities about the world around them. Children help decide what topics the class will explore, making the learning relevant to their lives. The teacher acts as the facilitator of the investigation, encouraging children to ask questions and pursue new avenues.

Since social and emotional skills are a crucial part of learning at this age, most time is spent in guided play. During this time, children may choose to practice use of manipulatives, become involved in sensory and dramatic play, develop age appropriate writing, number and letter skills, and enjoy books and computer games (3 yr. & 4 yr.). At the same time, children are exposed to problem solving, conflict resolution, sharing, and cooperating.

Confidentiality

You are always welcome to visit. This is your school, too! Please feel free to ask us anything - we need to know your concerns and interests. If something out of the ordinary is happening at home (i.e. divorce, illness, death, etc.), we need to know. Children react to changes in their lives and may not be able to explain the events that occur around them accurately. Please know that all information shared is in confidence and would only be used to help your child.

Discipline

Teachers are directly responsible for addressing any misbehavior. Other staff members, administrators, and/or pastors may be consulted. Parents will be notified of serious and/or continual misbehavior. Any punishment deemed necessary will be administered in love, firmness, and with forgiveness. This policy does not include use of corporal punishment (spanking). Please review appropriate conflict resolution and manners with your child frequently.

Dress Code

While Preschool students fall under the same guidelines as the rest of the school, a general statement regarding dress for preschoolers is appropriate. The following items should be recognized by preschool parents. Our preschool curriculum allows for activity throughout the day. It would be helpful if your child came dressed in comfortable and sturdy clothing that will not hinder activity.

- Leggings may be worn as long as the top worn with them extends at least to the palm when arms are straight down. Since arm length does vary, tops worn with leggings must clearly extend down beyond the inseam.
- Preschoolers should wear gym shoes or other rubber soled shoes to school. Cowboy boots, sandals, crocs, shoes with wheels, or other such footwear should not be worn to school.

Drop-Off and Pick-Up Procedure

- Drop-off time is 7:50 to 8:05 a.m. For safety and convenience, two year old children are walked into school each morning. Preschool parking lot will be located west of the preschool entrance. Parents are encouraged to make good-byes as brief as possible - children read a parent's hesitation to leave!
- Pick-up time is 11:00 a.m., 1:30 p.m. or 3:00 p.m. depending on the class your child attends. Parents should line up along the school building and pull up as close to the preschool entrance as possible. Car signs must be placed in the visor, clearly visible through the front window. Children can walk safely on the sidewalk to a family car. 3:00 dismissals will take place in the preschool pickup line directly west of the preschool sidewalk. Please drive slowly! Remember, a school is a no cell phone zone to keep everyone safe.
- Children who arrive after 8:05 a.m. should enter via the Office Entrance to sign in before coming to the classroom. Children leaving before dismissal also need to sign out in the office and leave through the office doors.

Field Trips

During the course of the year, several field trips will be planned. Field trips are normally related to the Project the children are involved in at school; the teacher does not necessarily take children on the same trips every year. Some field trips may allow for younger siblings to attend. However, the teacher's discretion is used in planning a trip as to whether siblings are welcome to attend. If you are not able to attend a trip as a parent chaperone, please know your child will be well taken care of! On bigger, more "busy" field trips, the teacher never assigns more than two school children to one adult.

Field Trip Drivers

Cross Lutheran Church & School requires all drivers who drive a vehicle other than one that is owned by Cross to carry their own auto insurance on the vehicle they will be driving in the course of ministry for Cross. This includes field trips and other school related events. A copy of the driver's license and insurance is kept on file in the office. Should there be a reason for the insurance company to be involved, Cross' insurance will continue coverage up to one million dollars, after the drivers' primary insurance limits are exhausted. In addition, Cross' insurance will reimburse the driver for the drivers' deductible up to \$1,000 to get their car repaired. We also require that you fill out our Ministry Driver Screening form and Background Check form. The background check is good for two years.

Food Allergy Guidelines

Cross Lutheran School strives to provide a safe learning environment, but it is necessary for everyone to understand that an ALL ALLERGEN-FREE environment is impossible to achieve, and to expect it, is to harbor a false sense of security. **The preschool students need to bring a TREE NUT and PEANUT FREE snack and/or lunch.**

BIRTHDAY TREATS: Edible birthday treats will NOT be allowed during regular school hours. In lieu of birthday treats, donations towards a special yearly mission project may be made or sharing an item such as stickers, pencils, erasers, etc. may be done.

Fundraisers

Cross Preschool families have the opportunity to participate in school wide fundraising throughout the school year. These include, but are not limited to, SCRIP/Raise Right, Walk-a-Thon, and Fun Fair.

Home/School Communication

There are various ways that the preschool teacher will communicate with parents on a regular basis. It is imperative that you read all information that comes home so you are aware of school happenings. Examples you will find are:

- A written evaluation of your child's progress will be sent home. Reports are designed to be a mode of communication and a means to assist children in their development, not to "grade" children.
- Parent/teacher conferences are offered in February for three and four year old children and are strongly recommended. Conferences are offered in May for two year olds. Times and dates will be announced. Other conferences will be scheduled on an individual, as needed basis.
- The class newsletter comes home weekly and informs parents about upcoming activities, important information, and the general classroom happenings.
- Frequently, a family page regarding the current Jesus time lesson will come home. Please use this opportunity to discuss the story and other Jesus time topics with your child.
- The school-wide newsletter, "The Crusader," is emailed weekly and informs parents about school activities and events. Please be sure to check your spam folder, in case you aren't receiving it.
- Seesaw is used to share photos and updates through desktop or app.

Illnesses/Accidents

If your child will be absent from school due to illness, please contact the school office. It is helpful to know not to expect your child. In the case of an illness or an accident occurring at school, you or the contact person on your child's online emergency contacts list will be notified. If your child has symptoms of illness, please keep him/her home. In the case of a fever, a child MUST remain at home for at least 24 hours after the fever is GONE. Children with an undiagnosed rash, profuse nasal discharge, heavy coughing, diarrhea, or vomiting will not be allowed to stay at school. If your child requires the use of medication while at school, they are most likely too sick to be at school!

<https://dph.illinois.gov/content/dam/soi/en/web/idph/files/publications/commchartschool-032817.pdf>

Also related to the subject of your child's health is the issue of child abuse. As educators in the State of Illinois, our teachers are mandated by law to report any suspected cases of child abuse. Reasonable discretion will be used in any such reports. This policy exists to protect both you and your child.

Party Invitations

Party invitations may be passed out at school if all boys/girls/whole class are(is) invited. Parents or children are responsible for the distribution of such. You may want to consider using an "electronic" invitation option.

Preschool Open House/Orientation

A Preschool Open House/Orientation will be held the week prior to the beginning of school so parents and children can become acclimated to the school setting, schedule, etc. Parents will receive a tour of the building, if they have not already done so. Also at that time, parents will have an opportunity to sign up for classroom helper, parties and other needs. The teachers will go over classroom procedures and policies. If you are unable to attend the Open House/Orientation, please contact your teacher.

Minimum Age Preschool:

1. 2-year old preschoolers must be 2 years of age by September 1 of the year they enter.
2. 3-year old preschoolers must be 3 years of age by September 1 of the year they enter.
3. 4-year old preschoolers must be 4 years of age by September 1 of the year they enter.

Preschoolers who have reached the age after the September 1 deadline may be accepted into a preschool classroom depending on class size, and extenuating circumstances. A student accepted under these conditions must follow the age requirements for the following school year.

Cross Lutheran School admits students of any race, color, national or ethnic origin. All students are entitled to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. We do not discriminate on the basis of color, race, national, ethnic origin in administration of our educational policies, admission policies, athletic policies and other school administered programs.

Toilet Training

A child is considered toilet trained when he/she is able to know he/she needs to go potty and can tell an adult. A child must be able to attend to his/her bathroom needs with minimal assistance from the teacher or aide.

TECHNOLOGY HANDBOOK

Philosophy for the Use of Technology (All Cross Students)

We believe that technology is a tool for communication, for problem solving, and for academic achievement. Technology does not end with itself, but is used by students, parents, staff, and the entire school community to access information in the school, the community, and the world. Technology tools are used by students to learn grade level and course content based on Cross Lutheran School adopted curriculum standards. As in the real world, students use technology to work on challenging, real-life topics, to present their conclusions to important questions, and to defend and clarify their thinking. All technology tools are used in support of the vision of Cross Lutheran School to minister to real people in a real way.

Scope

This policy must be followed in conjunction with other Cross policies governing appropriate school conduct and behavior. A signed technology policy must be on file prior to a user gaining access to Cross Lutheran School technology. Cross complies with all applicable federal, state and local laws as they concern the student relationship, and nothing contained herein should be construed to violate any of the rights or responsibilities contained in such laws.

Use Guidelines

Cross has established the following guidelines for appropriate, ethical and professional student use of school technology and communications networks, including the Internet and e-mail.

Internet Acceptable Use Policy

Cross Lutheran School believes the internet is a resource that the school and students should positively utilize. The CLS staff is aware of the issues surrounding internet access and the need for appropriate supervision. CLS will filter internet content and also directly monitor and manage the access that students have through their Cross Google Workspace for Education account and while using Cross-issued devices. The school cannot control internet access by pupils using their own devices with separate internet access (for example, smart phones). However, the school does regard any access of inappropriate material on their own devices, on school property or during school hours to be a disciplinary matter.

Parents have the responsibility to be aware that there may be risks associated with Internet access and the steps the school is taking to address these issues. While students' access to content will be restricted and filtered while utilizing their Cross Google Workspace for Education account, it's still critical for parents & guardians to ensure safe use of the internet in the home. The following are wise guidelines for students using the internet no matter the location:

Let your online behavior be an example for others, and reflect the values and beliefs we share as followers of Jesus.

"Finally, brothers, whatever is true, whatever is honorable, whatever is just, whatever is pure, whatever is lovely, whatever is commendable, if there is any excellence, if there is anything worthy of praise, think about these things. What you have learned and received and heard and seen in me — practice these things, and the God of peace will be with you." (Phil 4:8-9) (ESV)

The Importance of Digital Citizenship

- It is expected that Cross students follow the six conditions of being a good digital citizen. Students should always conduct themselves as a good digital citizens by adhering to the following:
 - **Respect Yourself:** I will show respect for myself through my actions. I will select online names that are appropriate. I will consider and caution the information and images that I post online. I will consider what personal information about my life, experiences, or relationships I post. I will not be obscene.
 - **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. I will protect passwords, accounts, and resources.
 - **Respect Others:** I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or stalk other people. I will show respect for other people in my choice of websites. I will not visit sites that are degrading, pornographic, racist, inappropriate, or otherwise outside this school's Christian mission. I will not abuse my rights of access and I will not enter other people's private spaces or areas.
 - **Protect Others:** I will protect others by reporting abuse, not forwarding inappropriate materials or communications. I will moderate unacceptable materials and conversations, and not visit sites that are degrading, pornographic, racist, inappropriate, or otherwise outside the school's Christian mission.
 - **Respect Intellectual Property:** I will request permission to use resources. I will suitably cite any and 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.
 - **Protect Intellectual Property:** I will request to use the software and media others produce. I will use free and open source alternatives rather than pirating software. I will purchase, license, and register all software. I will purchase my music and media, and refrain from distributing these in a manner that violates their licenses. I will act with integrity.
- For additional information specific to digital citizenship, please visit: <https://www.common sense media.org/parent-concerns>.
- In addition to this, students are required to follow all copyright laws around all media including text, images, programs, music, and video. Downloading, sharing, and posting online illegally obtained media is against Cross's policy.

CLS Network

In using G Suite for Education, Cross students have no need to access the church & school's local, non-public network or server for educational purposes. Access to the CLS domain (hiscross.net) and its designated educational tools is a privilege that may be revoked at any time for inappropriate conduct. Users of Cross Lutheran School's network/domain should have no expectation of privacy when using our technological resources.

Use of WiFi Network

Pupils may access the Cross Student WiFi network while at Cross on their school-issued device or school-managed account via a personal device with Cross staff approval.

Internet Use

- We at Cross Lutheran School believe that technology (this includes support services like the Internet) enhance student learning opportunities in the following ways:
 - Providing a wealth of additional resources for reference, research, and presentation.
 - Consulting with experts in a broad range of professions.
 - Communicating with other students and individuals in content areas, and learning to conduct searches of primary and secondary resources in the process of evaluating resources and determining its level of relevance.
- **Inappropriate materials**
 - Material that is by nature pornographic, extremist, militant, violent, defamatory, discriminatory or otherwise inappropriate and not aligned with Cross' vision is strictly prohibited.
 - Derogatory and/or disparaging messages regarding an individual's race, age, disability, religion, national origin, physical attributes, or sexual preference may be considered harassing and are strictly prohibited.
 - Illegal activities including piracy, hacking, extortion, blackmail, copyright infringement, and other forms of unauthorized access are strictly prohibited.
 - If a student accidentally accesses a website that contains obscene, pornographic or otherwise offensive material, it is the responsibility of the student to notify a teacher as quickly as possible so that such sites can be blocked from further access. This is not merely a request; it is a responsibility.

Copyright/Use of Information

- Unauthorized duplication, installation, alteration, or destruction of data programs, hardware, or software is prohibited. Data, programs, hardware, software, and other materials including those protected by copyright may not be transmitted or duplicated.
- Information obtained through the Internet must be properly cited and in compliance with copyright laws.
- Students are required to give proper credit to all Internet sources used in academic assignments, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- Plagiarism includes the use of any information obtained from the Internet that is not properly cited. Plagiarism of Internet resources will be treated in the same manner as any other incidences of plagiarism.

Social Media/Networking

- Social media of any kind is prohibited on campus except as part of an assigned, in-class activity that is supervised by faculty or administration.
- Participation in chat rooms/windows during school hours is only permitted as part of an assigned, in-class activity with teacher/instructor supervision. Student use of messaging/chat/email apps during the school day for any reason other than academic work is prohibited.
- Teachers and students may not mention members of the school community on any form of social media/networking without their consent unless the subject is of public concern and the speech falls under the applicable constitutional protections.

Audio and Video

- Audio on computers should be turned off unless required for the activity being conducted.
- Listening to music with earphones is not permitted during class, without the permission of the teacher.
- The use of devices to watch non-academic videos is not permitted during the school day.
- Any audio or video recording may be conducted only with prior permission of all parties being recorded and the teacher.
- Sharing of music (including iTunes music sharing) over the school network is strictly prohibited.

File Sharing

- File sharing is the public or private sharing of computer data or space. Any program that creates a point-to-point connection between two or more computing devices for the purpose of sharing data is considered file sharing.
- No file sharing software of any kind is to be installed on school computers, Chromebooks, or tablets.
- Sharing files within Google Drive, as long as the files are school-related and appropriate, can be done as part of the collaborative learning process afforded via Google Workspace for Education. Students should be mindful of how they best share collaborative work with one another and the permissions others are assigned in this process. Be sure to ask a CLS staff member for help if you are uncertain.

Downloading and Loading of Software

- CLS students may not download, distribute, transmit or receive any copyrighted material in violation of copyright law and convention, or anything that would be contrary to the values, beliefs, and practices of Cross Lutheran School.
- Educational apps/extensions/add-ons that would support and enhance the learning experience for CLS students will be added to the domain and/or student devices by the teacher or Cross administration appointee.
- Intentionally downloading harmful programs that could greatly jeopardize the CLS network and accounts is strongly prohibited and will be dealt with seriously.

Safety & Disclosing Information

Privacy, Use, and Safety

- Students may not give any personal information regarding themselves or others through e-mail or the Internet including name, phone number, address, passwords, etc. unless they are completely sure of the identity of the person with whom they are communicating. Frequently the identity of someone on the Internet is impossible to confirm; therefore contact with such individuals is considered inappropriate and unsafe.
- Students must secure and maintain private passwords for their Cross Google Workspace for Education account & other academic websites. This is important in order to protect the privacy of each student.
- Email & other electronic communication transmitted by Cross' equipment, systems, and network are not private or confidential and they are the property of Cross Lutheran School.
- Students are responsible for the content of all text, audio, or image files that they send and access over Cross' internet and email systems. Students' content should also reflect the values of Cross Lutheran School & Church.

- The school administration and classroom teachers have the right to view any files in order to investigate suspected inappropriate behavior.
- The school will monitor computer activities that take place on campus during the school day, as well as activity that is conducted from school-issued devices and/or user names. This may include, but is not limited to, logging website access, bandwidth, and network use.
- Students are prohibited from accessing faculty, administration, and staff computers, as well as school file servers for any reason.
- Students are prohibited from using any method to obtain control of another person's computer through the use of their own computer.

Cameras

- School-issued Chromebook and tablets have built-in cameras. These cameras are intended to be used solely for academic assignments and collaboration. When not intending to use the camera as part of a school-assigned activity, students should make sure that their camera has not unintentionally turned on.

Devices

- Cross Lutheran School believes that the Chromebook and Chrome tablet will support a student-centered, collaborative, dynamic educational approach for the 21st century.

Handling the Device

- Students are responsible for the general care of the Chromebook device issued by the school. Here are a few tips that will help keep the Chromebook in working order.

General Care

- Never lift or move the Chromebook by holding the screen. Use two hands to pick it up by the base.
- Refrain from carrying the Chromebook with the screen open.
- Refrain from placing anything on top of a closed Chromebook, especially when carrying books or other things. Chromebook on top!
- When opening the Chromebook, make sure it is stable on a flat surface such as a table or desk.
- When transporting the Chromebook, always keep it closed and protected inside the case. Never wedge the device inside a book bag because this may crack or break the screen or hinges.
- Do not expose the Chromebook to extreme temperatures for an extended period of time.

Screen care

- The Chromebook screen can be damaged if subject to rough treatment. Students should refrain from placing heavy textbooks or any item which would put pressure on the screen.
- When closing the Chromebook, make sure there is nothing resting on the keyboard such as a pen or pencil.
- You may clean the screen with a soft, dry anti-static or microfiber cloth. Do not use window cleaner or any type of liquid on the device.
- Do not poke the screen with anything that will mark or scratch the surface.

Device Damage/Loss

- Students should communicate any known damage to their devices immediately to their teacher and/or Cross Tech Support.
- Breakage and damages deemed as willful abuse or neglect will be considered vandalism and treated as follows:
 - The cost of repair and/or replacement of the device will be the responsibility of the student's family.
 - Additional consequences such as, but not limited to, loss of/suspension of Cross-provided technology privileges and other consequences deemed appropriate by school administration, per the guidelines set forth in the handbook.
 - If a device is broken or damaged, the student should provide any/all parts of the device to their teacher/Cross Tech Support. Our device protection plan requires that broken/damaged parts accompany the Chrome device sent for repair. Students will be charged accordingly for replacing the broken parts (i.e. Missing keys, charging cords, etc) needed to complete the repair.
- Student (Student's family) may be required to pay for all non-warranty damages and/or the replacement costs due to abuse, neglect, loss, or theft.
 - Incidents of accidental damage will be addressed on a case by case basis through the guidance and assessment of Cross administration and its appointees.
- Students are responsible for their Cross-issued technology devices when in their possession. They are to follow the instructions and guidance provided by Cross staff/faculty at all times to ensure the best possible safekeeping and handling of the device.
- In the event of a classroom/school closure due to the COVID-19 pandemic, Cross will make available devices for students to bring home temporarily in order to stay connected to daily remote learning.
 - Parents and students will be required to sign a copy of the Cross Temporary Device Agreement prior to bringing home a device for a period of remote learning.

Mobile Devices

Personal mobile devices are not permitted to be used by students while on Cross' premises. Therefore, the use of these devices at Cross Lutheran School in itself violates the student handbook; however, if inappropriate content is being accessed and/or disseminated on personal devices while on school premises, additional consequences will be administered.

Privileges

The use of technology at Cross Lutheran School is a privilege, not a right; therefore, inappropriate use will result in a cancellation of those privileges. The administration will deem what is inappropriate use and their decision is final. Also, the school administrators and/or their appointees may deny access at any time as required and deemed appropriate.

Use of Cross technology resources must be in support of curriculum and research and consistent with the purposes, Mission & Vision statements, and values of Cross Lutheran School. Should a student act in any manner inconsistent with the values and expectations of Cross and outlined in the Student Handbook, then the student will be held to the disciplinary process stated in the handbook.

Cross Middle School Chromebook Initiative (5th-8th Grade Cross Students)

• Overview

- At this time, a separate technology fee is not charged, since it has been budgeted into our Cross Per Student.
- Cross middle school students will be issued the following:
 - A Chromebook with a unique Chrome management license and asset tag number.
 - The Chrome management license allows us to manage the device through the cloud.
 - Device specific charger and cord
 - Device insurance coverage - Accidental Damage Protection
 - Protective case and other deemed necessary protective equipment
- An enhanced insurance plan is part of the Cross Middle School (MS) Chromebook Initiative. The exact parameters of the protection plan is as follows:
 - Accidental Damage Protection
 - Damage incurred by the Cross student to his/her school-issued device not due to willful negligence or intentional abuse.
 - Students should communicate damage to their devices immediately to their teacher and/or Cross Tech Support.
 - In the student's lifetime of a Chromebook used at Cross the following steps will be taken to pay for damages not due to manufacturing defects in materials and workmanship.
 - Active warranty will be used until exhausted or null/void.
 - First damaged event not covered by warranty - Cross will pay a \$100 max deductible with families paying the rest of the remaining cost for repairs
 - All subsequent damaged events - The student's family is 100% responsible for the repair of, or total replacement cost of a new Cross Chromebook.
 - Repair costs associated with breakage and damages deemed as willful abuse or neglect will be the full responsibility of the student's family.
 - Warranty/insurance coverage is only in place while the student is enrolled at Cross.
- A student who transfers out of Cross or otherwise does not graduate must return the Chromebook, charger, and case within 48 hours. If this does not occur, records will be held until the time when the device is returned in expected daily operational condition. If the device is not returned, the full replacement cost will be the responsibility of the family and must also be paid before records are released.

• How will Chromebooks impact teaching and learning?

- Students will be able to use their Chromebooks for numerous class activities. They can participate in live polls, collaboratively work on projects with their peers and teachers, collect and analyze data, perform experiments in digital labs, write papers, type notes, communicate with teachers, submit assignments, etc.
- Students will also be able to use these to stay organized. They will be able to manage their emails, calendars, task lists, documents, and folders.
- The Google Workspace for Education, which consists of many apps, includes the ability to create documents, presentations, spreadsheets, use email, and store work in the cloud using Google Drive.
- Students will also be engaged with non-Google learning resources that are appropriate to the subject matter being taught.
- Students will not have access to download their own apps.
- Parents seeking out more information about the Google Workspace for Education can visit <https://edu.google.com>
- Over time, the technology integration will lead to learning activities which promote collaboration, communication, creativity, and critical-thinking. Based on the learning outcomes of each class and class period, teachers will determine how often to use the device.
- Students will still use traditional textbooks, but the shift to digital textbooks will happen over time, especially as it becomes more cost effective to do so. Digital textbooks tend to be highly interactive, and are updated regularly with content. Often, they are accompanied with audio, multimedia, read-aloud functionality and may result in a tremendous learning advantage for students.
- The incorporation of the Google experience will streamline both the student and teacher workflow. It also provides students with the skills necessary to become capable, responsible 21st century digital citizens.
- Cross's primary emphasis will be placed on effective use of technology that stimulates critical thinking, collaborative work and student-centered learning.
- Both teachers and students may be surveyed after the rollout and throughout the year to assess what is and is not working in the classroom.

• Handling the Device

- Students are responsible for the general care of the Chromebook device issued by the school. Here are a few tips that will help keep the Chromebook in working order.
- General Care
 - Never lift or move the Chromebook by holding the screen. Use two hands to pick it up by the base.
 - Refrain from carrying the Chromebook with the screen open.
 - Refrain from placing anything on top of a closed Chromebook, especially when carrying books or other things.
 - When opening the Chromebook, make sure it is stable on a flat surface such as a table or desk.
 - Check to be sure your power cords are not creating a tripping hazard for you or others.
 - When transporting the Chromebook, always keep it closed and protected inside the case. Never wedge the device inside a book bag because this may crack or break the screen or hinges.
 - Do not expose the Chromebook to extreme temperatures for an extended period of time.
- Charging Your Device
 - Remember you must charge your device fully each night before you come to school.
 - Determine a consistent place to charge your device at home.
 - Insert all cords, cables, or other devices carefully. Be sure you use the correct ports.
 - When charging, be sure to place the Chromebook in an area that will prevent people from tripping over the power cord.

- Be aware of switch outlets at home; turning out the lights may prevent getting a full charge.
 - Students should not plan to charge their devices at school.
 - Screen care
 - The Chromebook screen can be damaged if subject to rough treatment. Students should refrain from placing heavy textbooks or any item which would put pressure on the screen.
 - When closing the Chromebook, make sure there is nothing resting on the keyboard such as a pen or pencil.
 - You may clean the screen with a soft, dry anti-static or microfiber cloth. Do not use window cleaner or any type of liquid on the device.
 - Do not poke the screen with anything that will mark or scratch the surface.
 - Security
 - Do not leave the device in an unsupervised area such as the school grounds, gym, bathroom, hallway, or any other area that is not secured or supervised. When not with a student in a class, the Chromebook should be locked in the student's locker.
 - During extra-curricular events or activities, students should have Chromebooks locked in hallway lockers or locker room lockers or make appropriate arrangements with their coach or staff member.
- **Spare Equipment and Lending**
 - If a student's Chromebook is inoperable, the school has a limited number of spare devices for use while the student's Chromebook is repaired or replaced. All policies and agreements that govern and dictate the use of a student's Chromebook remain in effect for "loaner" Chromebooks.
 - A student who must use a "loaner" Chromebook because of repair or replacement will be able to do so for free.
 - If a student does not bring his/her Chromebook to school, or have it appropriately charged, may be required to borrow a device from the school. Students that require a loaned Chromebook in order to complete their academic responsibilities during the school day, may have to pay a rental fee if he/she continues to arrive at school unprepared without their school-issued device.
 - Arrangements must be made prior to the school day, which begins at 8:10 am, with the technology support staff or school administration to pick up the "loaner." Similar arrangements will have to be made when returning the loaned device.
 - A \$150 maximum deductible will be charged to a student's account for accidental damage to a loaned Chromebook, not due to manufacturing defects in materials and workmanship.
 - A student's account will be charged the full cost of repairs/replacement due to malicious or intentional damage.
 - A student's account will be charged the full cost for a loaned Chromebook that is not returned.
- **Frequently Asked Questions**
 - **Why Cross Middle School Chromebook Initiative?**
 - Cross's initiative will provide a student-centered, collaborative, dynamic education for the 21st century. It will also better prepare our graduates for learning at the next academic level.
 - **I don't want my student to have a Chromebook, can I opt out?**
 - These devices will be an integral part of classroom instruction, and without a device, students would be unable to participate fully in classroom activities and assignments. We require all students (5th-8th grade) to bring their Chromebook to school daily.
 - **Can a student bring in his/her own laptop or device?**
 - No, we require that all students use the school-issued Chromebook in school. If students bring a multitude of devices that operate differently and do not have a common set of applications, it becomes challenging for classroom teachers to plan lessons. In addition, we do not allow non-school owned devices access to our wireless network.
 - **How long will the device last?**
 - Chromebooks have very few moving parts in them and generate very little heat. Therefore, the life expectancy — so long as they are treated appropriately — is fairly significant. Six years or more is not unrealistic. Additionally, the devices have powerful processors, adequate memory, and automatically update the latest software and security features without anything needing to be done by the student.
 - **How will the school monitor the students' searches and activity?**
 - Students 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. The school may, without notice or consent, log, supervise, access, view, monitor, and record use of student Chromebooks (including reviewing files and other materials) at any time for any reason related to the operation of the school or for any purpose that furthers the interest of the school. By using the Chromebook or school issued Google account on other devices, students and their families agree to such access, monitoring, and/or recording of their use. Violations of the policy can result in appropriate disciplinary action, including the student being suspended from using the school network and device. It is important for the students to logout of their accounts when not being used.
 - **Who is responsible for updating the device?**
 - All Chromebooks are supplied with the latest build of the Chrome OS. The Chrome OS will automatically install updates in the background and will make the latest version available when the computer is shutdown and restarted.
 - **Will students be able to take the device home?**
 - Yes, 5th - 8th grade students can take the device home throughout the school year.
 - **Can my student print materials from the Chromebook?**
 - At this time, printing from the device will be very limited while at school, as we are trying to encourage the use of sharing documents electronically between the students and teacher.
 - **Do students have to bring their device to school every day?**
 - Yes. We expect students to bring the device with them to school daily.
 - **What if a student forgets to charge his/her Chromebook at home?**
 - A student is responsible for charging his/her Chromebook the night before any school day. We expect students to bring their devices to school fully charged. If one is available, students who do not bring a charged Chromebook to school may be issued a loaner device for the day. However, we have a limited number of loaners available.

- **What happens if my student forgets his/her Chromebook at home?**
 - If one is available, students who do not bring their device may be issued and charged a loaner device for the day. However, we have a limited number of loaners available.
- **What happens if my student's Chromebook is being repaired?**
 - A student whose Chromebook is being repaired will be issued a loaner. Priority for "loaners" go to students whose Chromebook was damaged or that is in for repair prior to students who forgot to charge their device or who forgot to bring it to school
- **How is one student's Chromebook identified from another student's Chromebook?**
 - All the Chromebooks are the same and look very much alike. However, each will be tagged digitally on the management system as well as physically on the actual device. Students should keep the physical tag in place and not tamper with it in any way, shape, or form. If any physical identifying label peels or becomes damaged, students should let the appropriate personnel know so that it can be replaced.
- **Can students personalize the Chromebook?**
 - Since the Chromebook is not officially the property of the Cross Lutheran School student, we are asking that devices not be personalized.
- **How do I get a Chromebook?**
 - All students will be issued a Cross owned Chromebook. This allows our technology team to register and configure the devices prior to student training and deployment.
 - **Is there anything else my student needs to go with the Chromebook?**
 - It is required that students have a pair of headphones. They may choose to purchase a USB-connected mouse.
 - **What happens if the Chromebook is damaged?**
 - If the Chromebook is damaged due to normal usage or unavoidable accidents, the school will repair or replace the damaged equipment according to the established warranty/insurance explained earlier in this document. Please bring in all of the broken pieces of the device to the office for repair. Repair costs associated with breakage and damages deemed as willful abuse or neglect will be the responsibility of the student This includes full device replacement.
 - **What happens if the Chromebook is lost or stolen?**
 - Loss or theft of the device is the student's responsibility and will result in the student being charged the full replacement cost to purchase a new device. Purchasing a replacement device does not relieve responsibility for paying for any remaining lease-to-own payments.
 - If the Chromebook is lost or stolen, we can deactivate it from our management console upon notification by the student.
- **What happens to the device at the end of each school year?**
 - For returning 5th-7th grade students, at the end of each year, the Chromebooks may be collected by Cross, if deemed necessary. Nearly all Chrome OS updates are pushed out to our devices via the web, so, unless we needed to physically update the Chromebook device, students would be able to keep them over the summer. 8th grade students will have to turn in their Chromebook along with its charger and protective case along with their textbooks and other academic materials.
- **Do you have to be connected to the internet for the Chromebook to be operational?**
 - Like any modern computing device, a Chromebook is fully functional when connected to the Internet. At the same time, Google continues to build more features into the Chrome OS, allowing the Chromebooks to work offline when no Internet access is available.

Google Workspace for Education Waiver

August 21, 2024

Cross parents and guardians:

At Cross Lutheran School, we will use Google Workspace for Education during our 2024-25 school year, and we are seeking your permission to provide and manage a Google Workspace for Education account for your child and/or invite them to participate in activities that utilize this educational platform. Google Workspace for Education is a set of education productivity tools from Google including Gmail, Calendar, Docs, Classroom, and more used by tens of millions of students and teachers around the world. At Cross Lutheran School, students will use their Google Workspace for Education accounts to complete assignments, communicate with their teachers & classmates for educational purposes, and learn 21st century digital citizenship skills.

The notice below provides answers to common questions about what Google can and can't do with your child's personal information, including:

What personal information does Google collect?

How does Google use this information?

Will Google disclose my child's personal information?

Does Google use student personal information for users in K-12 schools to target advertising?

Can my child share information with others using the Google Workspace for Education account?

Please read it carefully, let us know of any questions, and then sign below to indicate that you've read the notice and give your consent. If you don't provide your consent, we will not create a Google Workspace for Education account for your child; however, it will be extremely difficult for your student to complete daily work and receive credit without a school-issued account. A mandatory meeting with the principal would be required of the parents to discuss their concerns in greater depth. It is ultimately your decision, as the parent/guardian, to give permission for Cross to create a Google Workspace for Education account for your child(ren).

Parent & Guardian Electronic Signature on the last page of this Cross Technology Handbook additionally attests that,

"I give permission for Cross Lutheran School to create/maintain a Google Workspace for Education account for my child and for Google to collect, use, and disclose information about my child only for the purposes described in the notice below."

Thank you,

Mrs. Miriam Ulrich

Interim Principal

Google Workspace for Education Notice to Parents and Guardians

This notice describes the personal information we provide to Google for these accounts and how Google collects, uses, and discloses personal information from students in connection with these accounts.

Using their Google Workspace for Education accounts, students may access and use the following “Core Services” offered by Google (described at https://workspace.google.com/terms/user_features.html)

Assignments
Calendar
Classroom
Cloud Search
Drive, Docs, Sheets, Slides, Forms
Gmail
Google Chat
Google Chrome Sync
Google Meet
Google Vault
Groups for Business
Jamboard
Keep
Migrate
Sites
Tasks
Jamboard
Keep
Sites
Tasks

In addition, we also allow students to access certain other Google services with their Google Workspace for Education accounts. Specifically, your child may have access to the following “Additional Services”:

YouTube
Kami
Sketchpad
Khan Academy
SeeSaw

Google provides information about the information it collects, as well as how it uses and discloses the information it collects from Google Workspace for Education accounts in its Google Workspace for Education Privacy Notice. You can read that notice online at

https://workspace.google.com/terms/education_privacy.html You should review this information in its entirety, but below are answers to some common questions:

What personal information does Google collect?

When creating a student account, Cross Lutheran School may provide Google with certain personal information about the student, including, for example, a name, email address, and password. Google may also collect personal information directly from students, such as a telephone number for account recovery or a profile photo added to the Google Workspace for Education account.

When a student uses Google core services, Google also collects information based on the use of those services. This includes:

- account information, which includes things like name and email address.
- activity while using the core services, which includes things like viewing and interacting with content, people with whom your student communicates or shares content, and other details about their usage of the services.
- settings, apps, browsers & devices. Google collects information about your student’s settings and the apps, browsers, and devices they use to access Google services. This information includes browser and device type, settings configuration, unique identifiers, operating system, mobile network information, and application version number. Google also collects information about the interaction of your student’s apps, browsers, and devices with Google services, including IP address, crash reports, system activity, and the date and time of a request.
- location information. Google collects information about your student’s location as determined by various technologies such as IP address and GPS.
- direct communications. Google keeps records of communications when your student provides feedback, asks questions, or seeks technical support

The Additional Services we allow students to access with their Google Workspace for Education accounts may also collect the following information, as described in the [Google Privacy Policy](#):

- activity while using additional services, which includes things like terms your student searches for, videos they watch, content and ads they view and interact with, voice and audio information when they use audio features, purchase activity, and activity on third-party sites and apps that use Google services.
- apps, browsers, and devices. Google collects the information about your student's apps, browser, and devices described above in the core services section.
- location information. Google collects info about your student's location as determined by various technologies including: GPS, IP address, sensor data from their device, and information about things near their device, such as Wi-Fi access points, cell towers, and Bluetooth-enabled devices. The types of location data we collect depend in part on your student's device and account settings.

How does Google use this information?

In Google Workspace for Education Core Services, Google uses student personal information primarily to provide the core services that schools and students use, but it's also used to maintain and improve the services; make recommendations to optimize the use of the services; provide and improve other services your student requests; provide support; protect Google's users, customers, the public, and Google; and comply with legal obligations. See the [Google Cloud Privacy Notice](#), for more information.

In Google Additional Services, Google may use the information collected from all Additional Services to deliver, maintain, and improve our services; develop new services; provide personalized services; measure performance; communicate with schools or users; and protect Google, Google's users, and the public. See the [Google Privacy Policy](#) for more details.

Does Google use student personal information for users in K-12 schools to target advertising?

No. There are no ads shown in Google Workspace for Education core services. Also, none of the personal information collected in the core services is used for advertising purposes.

Some additional services show ads; however, for users in primary and secondary (K12) schools, the ads will not be personalized ads, which means Google does not use information from your student's account or past activity to target ads. However, Google may show ads based on general factors like the student's search queries, the time of day, or the content of a page they're reading.

Can my child share information with others using the Google Workspace for Education account?

As applicable for Cross Lutheran School, we may allow students to access Google services such as Google Docs and Sites, which include features where users can share information with others or publicly. For example, if your student shares a photo with a friend who then makes a copy of it, or shares it again, then that photo may continue to appear in the friend's Google Account, even if your student removes it from their Google Account. When users share information publicly, it may become accessible through search engines, including Google Search.

Will Google disclose my child's personal information?

Google will not share personal information with companies, organizations and individuals outside of Google except in the following cases:

With our school: Our school administrator (and resellers who manage your or your organization's Workspace account) will have access to your student's information. For example, they may be able to:

- View account information, activity and statistics;
- Change your student's account password;
- Suspend or terminate your student's account access;
- Access your student's account information in order to satisfy applicable law, regulation, legal process, or enforceable governmental request;
- Restrict your student's ability to delete or edit their information or privacy settings.

With your consent: Google will share personal information outside of Google with parental consent.

For external processing: Google will share personal information with Google's affiliates and other trusted third party providers to process it for us as Google instructs them and in compliance with our [Google Privacy Policy](#), the [Google Cloud Privacy Notice](#), and any other appropriate confidentiality and security measures.

For legal reasons: Google will share personal information outside of Google if they have a good-faith belief that access, use, preservation or disclosure of the information is reasonably necessary for legal reasons, including complying with enforceable governmental requests and protecting you and Google.

What choices do I have as a parent or guardian?

First, you can consent to the collection and use of your child's information by Google. If you don't provide your consent, we will not create a Google Workspace for Education account for your child, and Google will not collect or use your child's information as described in this notice.

If you consent to your child's use of Google Workspace for Education, you can access or request deletion of your child's Google Workspace for Education account by contacting Cross Administration. If you wish to stop any further collection or use of your child's information, you can request that we use the service controls available to limit your child's access to features or services, or delete your child's account entirely. You and your child can also visit <https://myaccount.google.com> while signed in to the Google Workspace for Education account to view and manage the personal information and settings of the account.

What if I have more questions or would like to read further?

If you have questions about our use of Google's Google Workspace for Education accounts or the choices available to you, please contact Cross Administration. If you want to learn more about how Google collects, uses, and discloses personal information to provide services to us, please review the [Google Workspace for Education Privacy Center](https://www.google.com/edu/trust/) (at <https://www.google.com/edu/trust/>), the [Google Workspace for Education Privacy Notice](https://workspace.google.com/terms/education_privacy.html) (at https://workspace.google.com/terms/education_privacy.html), and the [Google Privacy Policy](https://www.google.com/intl/en/policies/privacy/) at <https://www.google.com/intl/en/policies/privacy/>), and the [Google Cloud Privacy Notice](https://cloud.google.com/terms/cloud-privacy-notice) at (<https://cloud.google.com/terms/cloud-privacy-notice>).

The Core Google Workspace for Education services are provided to us under [Google Workspace for Education Agreement](https://www.google.com/apps/intl/en/terms/education_terms.html) (at https://www.google.com/apps/intl/en/terms/education_terms.html) and the Cloud Data Processing Addendum (as <https://cloud.google.com/terms/data-processing-addendum>)

Google Workspace & Cloud Identity Acceptable Use Policy

Use of the Services is subject to this acceptable use policy ("AUP").

If not defined here, capitalized terms have the meaning stated in the applicable contract ("Agreement") between the customer, reseller or other authorized user ("You") and Google.

You agree not, and not to allow third parties or Your End Users, to use the Services:

- to generate or facilitate unsolicited bulk commercial emails;
- to violate, or encourage the violation of, the legal rights of others;
- to engage in, promote, or encourage illegal activity, including child sexual exploitation, child abuse, or terrorism or violence that can cause death, serious harm, or injury to individuals or groups of individuals;
- for any unlawful, invasive, infringing, defamatory, or fraudulent purpose including Non-consensual Explicit Imagery (NCEI), violating intellectual property rights of others, phishing, or creating a pyramid scheme;
- to distribute viruses, worms, Trojan horses, corrupted files, hoaxes or other items of a destructive or deceptive nature;
- to gain unauthorized access to, disrupt, or impair the use of the Services, or the equipment used to provide the Services, by customers, authorized resellers, or other authorized users;
- to alter, disable, interfere with or circumvent any aspect of the Services, Software, or the equipment used to provide the Services;
- to test or reverse-engineer the Services in order to find limitations or vulnerabilities, or to evade filtering capabilities;
- to grant multiple individuals access to an individual End User Account other than via the delegation features provided within the Services;
- to create End User Accounts assigned to business functions rather than to human beings for the purpose of sharing files within or outside of the domain;
- to resell End User Accounts, or parts thereof, as added into a commercial product offered to third parties;
- to record audio or video communications without consent if such consent is required by applicable laws and regulations (You are solely responsible for ensuring compliance with all applicable laws and regulations in the relevant jurisdiction(s));
- to use the Services, or any interfaces provided with the Services, to access any other Google product or service in a manner that violates the terms of service of such other Google product or service.

If You use Google Workspace for Education, You agree to use all Services, Additional Products, and Third-Party Offerings that are accessible with Your Account only (a) for educational purposes, and (b) if You are an End User, as authorized by Your school.

Your failure to comply with the AUP may result in suspension or termination, or both, of the Services pursuant to the Agreement.

Cross Temporary Device Agreement

Cross Lutheran School will use Chromebooks and Chrome tablets as learning devices to support and extend the learning process inside the classroom. **Students in grades K-4** may be issued a school-owned/school-rented technology device to take home if requested for remote learning purposes in order to stay connected.

Terms:

Students in grades K-4 must comply with the applicable sections of the Cross Technology Handbook at all times. Students may not download apps, games, or other content onto the device unless directed by a teacher. Violations of these terms may result in suspension of students' rights to use the device. Parents must sign the Cross Temporary Device Agreement and be approved by designated personnel at Cross Lutheran School to pick up the Chromebook or have the student take the device home.

Ownership:

Legal ownership of the device is that of Cross Lutheran School.

Return Policy:

At the end of the remote learning time period, devices will be returned to Cross Lutheran School to be checked and inspected prior to being released back into general usage in the classroom. Failure to return devices in a timely manner will result in the corresponding costs to replace these items.

Loss or Damage:

If property is damaged, the family of the student is responsible for the cost of repair or, if applicable, market value replacement cost on that date. Loss or theft of a device must be reported to the school by the next school day after occurrence, along with any accompanying police reports and/or insurance documentation. Student (Student's family) is required to pay for all non-warranty damages and/or the replacement costs due to loss/theft.

General Information:

When students return to in-school attendance, they are required to bring their devices back to school the day they return. Students should not delete any folders or files that they did not create or store themselves. Students should not loan, borrow, or share their device or login information with others. Cross Lutheran School has the right to inspect the contents of all devices at any time, or to request the return of the device for maintenance or service. This document is an attachment to the Cross Technology Handbook in which all other procedures and policies still apply.

Device Terms Signature Page:

By signing this agreement, we affirm that we have read this information with our child(ren) and understand the terms of the Temporary Device Agreement.

Parent Signature

Date

Student Name	Device Number	Serial Number	Date in/Date Out

Cross Handbook: Parent/Guardian/Student Sign-Off

By completing the Google Form electronic sign-off ([Click Here](#)), it attests that,

Parents/Guardians:

"I have read the Cross Handbook and agree to work with my students to help them best understand Cross' expectations. I will support Cross Lutheran School's expectations in this document and hold my child(ren) accountable to these standards while at Cross and also while using Cross-issued technology at school and elsewhere as well."

Students:

"I have read the Cross Handbook and agree to abide by the rules and expectations within it. I will also abide by the rules and expectations in the Technology section as they relate to the use of Cross-issued/Cross-provided technology resources. If I am uncertain or unclear about something related to Cross technology, I will ask my teacher, parent, or other Cross staff member for clarification."

Your electronic signature also indicates that within the Cross Technology Handbook you were made aware of the following information:

- Cross' Acceptable Use Policy
- Cross' Middle School Chromebook Initiative (5th - 8th Grade Students)
- Google Workspace for Educational Waiver
- Google Workspace for Education Notice to Parents & Guardians
- Google Workspace & Cloud Identity Acceptable Use Policy
- Cross Temporary Device Agreement