

CROSS LUTHERAN SCHOOL

Family Handbook

K-8 • Preschool • Cross Cares • Athletics • Technology

Walk with God

Grow in Faith Together

Love Their Neighbors

www.hiscross.org

Updated as of August 1, 2026

CROSS LUTHERAN SCHOOL

2026–2027 Complete Handbook

Master Table of Contents

K-8 FAMILY HANDBOOK

Welcome, parent and school partnership, academics, student expectations and discipline, health and safety, attendance and daily procedures, student appearance, activities, and enrollment information

TECHNOLOGY HANDBOOK

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ATHLETIC HANDBOOK

Athletic mission, participation and eligibility, practices and games, and student, parent, and coach expectations

PRESCHOOL FAMILY HANDBOOK

Preschool mission and philosophy, enrollment, parent partnership, student growth and conduct, health and safety, and daily procedures

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HANDBOOK ACKNOWLEDGMENT AND ELECTRONIC

SIGN-OFF

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School handbooks – Must be completed

K-8 FAMILY HANDBOOK

Cross Lutheran School

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Section 1 – Welcome to Cross Lutheran School

1.1 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.

1.2 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.

1.3 Cross Lutheran Vision Statement

People connected to Cross will mature as Disciples of Christ who Walk with God, Grow in faith together, and Love their neighbors.

1.4 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.”

1.5 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.”

1.6 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.

The school agrees to comply with any other applicable State or federal law or regulatory requirements, as long as they do not infringe on the school's rights to exercise our freedom of religion.

1.7 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:

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

1.8 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:

- There is only one true God, the Triune God: Father, Son, and Holy Spirit.
- Man, the foremost creature, was made in the image of God.
- Man's fall into sin has alienated the entire human race, making it subject to damnation.
- 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.
- Belief in Jesus Christ makes a new creature.
- As a believer, his life grows in the following areas:
 - Complete fear, love and trust in God.
 - Study of God's Word.
 - Prayer.
 - Use of the means of grace
 - Spreading of the Gospel
 - Living in a God-pleasing relationship with his fellow man.
 - Belief in the glorious resurrection into eternal life.

1.9 Accreditation

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

Section 2 – Parent & School Partnership

2.1 Administration and Addressing Concerns

Immediate supervision of the school rests with the principal. The principal, with the counsel of the faculty, works to implement policies and practices that support the mission of the school and the welfare of students.

Following the biblical model of addressing concerns directly and respectfully with those involved (Matthew 18:15), parents/guardians should first communicate with the classroom teacher regarding student and classroom-related questions or concerns. Teachers and parents share the common goal of supporting each student and should work together toward a Christ-centered resolution.

If a concern involves school-wide policies, safety, administrative matters, or remains unresolved after working with the classroom teacher, parents/guardians should contact the principal for further discussion and support. If a resolution is not reached through the principal, the concern may then be brought to the senior pastor and, if necessary, the Governance Board according to the established chain of authority.

2.2 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.

2.3 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.

2.4 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 encouraged to attend regular open PTL meetings. Membership is also open to any adult communicant member of Cross Lutheran Church.

2.5 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 at your own church or at Cross Lutheran. Cross offers a traditional style worship service at 8:00 AM on Sundays as well as contemporary services at 9:30 AM and 11:00 AM. Sunday School is an option for children during the 9:30 service. Cross also provides faith growth opportunities on Wednesday evenings for all ages. 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 or our Children’s Ministry leader.

2.6 Supporting the School Community

Support of Christian education is the responsibility of the entire membership of the Cross congregation and school. Funding for the school year is pledge 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.

2.7 Parent Volunteers

Parent volunteers are an important part of the Cross Lutheran School community and provide valuable support for students, teachers, programs, and special events. Volunteer opportunities may include classroom activities, hot lunch, field trips, athletics, school events, and other areas of need.

Parent Volunteers

We are thankful for the many parents, grandparents, and family members who generously volunteer their time and talents to support Cross Lutheran School. Volunteers are an important part of our school community and help enrich the educational experience of our students. While volunteering, all volunteers are expected to model Christian character and support the mission and ministry of Cross Lutheran School.

Confidentiality

- Information learned about students, families, or staff while volunteering must remain confidential.
- Volunteers should not discuss student behavior, academic performance, medical information, or family situations with anyone outside of appropriate school personnel.
- Questions or concerns should be directed privately to the classroom teacher or administration rather than discussed with other parents.

Following Staff Directions

- Volunteers serve under the supervision and direction of the classroom teacher, coach, or staff member.

- Volunteers are expected to follow the teacher's instructions and classroom procedures.
- Decisions regarding instruction, discipline, grading, and student management remain the responsibility of school staff.

Appropriate Interactions with Students

- Treat every child with kindness, patience, dignity, and respect.
- Encourage students positively while avoiding comparisons or favoritism.
- Physical contact should always be appropriate and limited to what is necessary and appropriate for the situation.
- Volunteers should never be alone with a student unless specifically authorized by the school.

Maintaining a Positive School Environment

- Support the school's mission, values, and policies while volunteering.
- Refrain from gossip, criticism, or discussing school concerns with students or other parents during volunteer activities.
- Model respectful Christian speech and behavior at all times.

Safety and Security

- Follow all visitor check-in procedures.
- Wear any required visitor identification while on campus.
- Immediately report any safety concerns, injuries, or emergencies to a staff member.
- Follow all school emergency procedures if an emergency occurs.

Appropriate Use of Technology and Photography

- Personal cell phone use should be limited while volunteering and should not interfere with assigned responsibilities.
- Do not photograph or record students unless specifically authorized by the supervising staff member and in accordance with school policies.
- Student information or photographs obtained while volunteering may not be shared on social media without school permission.

Reliability

- Arrive on time and notify the supervising staff member if you are unable to fulfill a volunteer commitment.
- Dress appropriately for the activity and maintain a professional, Christ-centered example for students.

Background Checks

- Volunteers who work with students or supervise students will be required to complete background screening and any additional requirements established by Cross Lutheran School before serving.

For the safety of our students, all volunteers must follow school procedures, maintain appropriate confidentiality, complete any required background checks or screening forms (if volunteering to be with students), and check in at the school office upon arrival. Volunteers must wear a visitor's badge while in the building and sign out before leaving. Additional requirements may apply depending on the volunteer role.

Section 3 – Academic Expectations & Student Success

3.1 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
- 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 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 often 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.

3.2 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.

Homework is intended to provide students with meaningful opportunities to practice and strengthen the skills taught at school. Parents are encouraged to provide guidance or assistance when needed; however, all work submitted should reflect the student’s own thinking, effort, and ability. This helps teachers accurately assess understanding while teaching students responsibility and academic integrity.

Unless an accommodation has been approved by the teacher, assignments should be completed by the student and in the student’s own handwriting. If an injury, disability, or other circumstance prevents

a student from completing work independently, parents should contact the teacher to discuss appropriate support or accommodations.

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, but sometimes time does not allow during 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. Every effort should be made to complete missed assignments as soon as possible so the student can catch up and avoid falling further behind. Upon returning to school, the student will have one school day for each day absent to complete missed 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 and limit the days of absences for trips. 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.

3.3 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. Permanent files may be reviewed in the school office under the supervision of the principal upon written request. Parents may question information in the file and request removal of information that is not based on provable facts.

Students in grades 1–8 will be tested at least twice a year using the Northwest Evaluation Association MAP assessment. Teacher observations, medical and psychological assistance, and testing information are shared with parents through conferences after the first and third quarters and upon request. Report cards, progress reports, emails, and phone calls are used to keep parents informed.

K-2 Grading Scale

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

Grades 3-8 Grading Scale

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

Additional marks used where applicable: E – Excellent; S – Satisfactory; U – Unsatisfactory.

Honor Roll

- Straight A's: All class grades must be greater than or equal to 94.5.
- High Honor Roll: The average of the grades must be greater than or equal to 94.5.
- Honor Roll: The average of the grades must be greater than or equal to 87.5.

8th Grade Graduation Requirements

- The student must have a minimum cumulative (all subjects, all year) GPA of 1.0.
- The student must successfully complete all required courses and testing designated by the State of Illinois, including the Illinois and U.S. Constitution tests.
- The student must maintain an appropriate attitude and behavior during the school year. Administration reserves the right to remove a student from graduation activities and/or the ceremony due to behavior infractions.
- The student must be current with payment of all required fines and fees.
- The student must return all school property that was on loan.

3.4 Academic Honesty

Students are expected to take pride in their achievements and complete academic work through their own thinking, effort, talents, and abilities unless collaboration, outside assistance, or the use of technology has been specifically authorized by the teacher. Any attempt to shortcut this process undermines learning, compromises the student's integrity, and weakens the trust essential to a positive student-teacher relationship. Cheating, plagiarism, unauthorized assistance, and the inappropriate use of artificial intelligence or other digital tools do not reflect the values of our Christian faith and will not be tolerated.

Promoting academic honesty is a responsibility shared by the school, students, and parents. When a violation occurs, the school will take appropriate action, and families are expected to support the school in helping the student accept responsibility, restore trust, and learn from the experience.

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.
- Using artificial intelligence or other digital tools to generate, rewrite, solve, summarize, or complete work that a student is expected to complete independently, unless the teacher has specifically permitted such use.
- Submitting AI-generated words, ideas, images, calculations, or other content as the student's own work.
- Using AI or another tool in a way that prevents the teacher from accurately assessing the student's knowledge, skills, or understanding.

Teachers may permit the use of AI for specific assignments or purposes. When AI use is permitted, students must follow the teacher's directions, identify or cite its use when required, and remain responsible for the accuracy, appropriateness, and originality of all submitted work. When students are uncertain whether a tool is permitted, they should ask the teacher before using it.

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

3.5 Library

Our library enables students to sample a wide variety of books in their level and interest. It is open to students (Kindergarten 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.

Kindergarten–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.

3.6 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.

3.7 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.

3.8 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.

Section 4 – Student Expectations & Discipline

4.1 Discipline and Student Growth

At Cross Lutheran School, discipline is an important part of Christian education. Because every child is created in the image of God and deeply loved by Him, our goal is to help students develop self-discipline, accept responsibility for their choices, and grow in Christ-like character.

Discipline is intended to teach, guide, and restore rather than simply punish. We believe mistakes provide opportunities for learning, reconciliation, and growth. Working together with parents, we seek to help students Walk with God, Grow in Faith Together, and Love Their Neighbors.

Student Responsibilities

- Honor God through their words and actions.
- Show respect for teachers, classmates, and all members of our school community.
- Take responsibility for their learning and behavior.
- Care for school property and the property of others.
- Help maintain a safe, positive, and Christ-centered learning environment.

Discipline Process

Most classroom behavior concerns are addressed by the classroom teacher through redirection, reteaching expectations, reflection, and communication with parents as needed.

More serious or repeated concerns may be referred to the school administration. These may include, but are not limited to:

- Repeated defiance or disruption
- Bullying, harassment, or intimidation
- Fighting or aggressive behavior
- Threats or unsafe conduct
- Academic dishonesty
- Vandalism or theft
- Possession of prohibited items
- Other behaviors that significantly disrupt the learning environment or compromise safety

Possible Disciplinary Responses

Depending on the nature, severity, frequency, and circumstances of the behavior, disciplinary responses may include one or more of the following, but are not limited to:

- Redirection or reteaching expectations
- Student reflection or problem-solving activities
- Parent communication or conference
- Restorative conversation or apology

- Restitution for damaged property
- Loss of privileges (school or extracurricular)
- Time out of class
- Behavior improvement plan
- Detention (classroom or office)
- Suspension
- Expulsion

Whenever appropriate, students will be encouraged to take responsibility, restore relationships, repair harm, and learn from their choices.

Cross Lutheran believes the most effective discipline occurs when parents and school work together in a spirit of Christian love, mutual respect, and consistent expectations. Families can expect timely communication regarding significant or ongoing concerns, and we ask parents to partner with teachers and administrators in helping students learn and grow.

Because every situation is unique, school administration reserves the right to determine the appropriate disciplinary response based on the student's age, developmental level, intent, prior behavior, severity of the incident, and the safety and well-being of the school community.

Discipline at Cross Lutheran does not include corporal punishment.

4.2 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. When a student receives three detentions in one week, an automated email will be sent to the parents to notify them of the detentions.

4.3 Bullying

Cross Lutheran School takes all reports of bullying, harassment, and intimidation seriously and will respond in a manner that prioritizes student safety, accountability, restoration, and growth.

Bullying is intentional physical, verbal, social, relational, or electronic behavior directed toward another student that causes or is intended to cause physical or emotional harm. Bullying typically involves a real or perceived imbalance of power and is repeated over time or has a strong likelihood of being repeated. It may include threats, intimidation, humiliation, physical aggression, spreading rumors, purposeful exclusion, damage to property, or cyberbullying.

Not every disagreement, conflict, unkind comment, or isolated poor choice constitutes bullying. Such behaviors are still taken seriously and will be addressed appropriately, but they may be handled through the school's general discipline and student-growth process rather than as bullying.

Because student needs and circumstances vary, reports will be reviewed individually. In determining whether behavior constitutes bullying and how best to respond, the administration will consider factors such as the students' ages and developmental levels, the nature and severity of the behavior, intent,

frequency, prior concerns, impact on those involved, and the safety and well-being of the school community.

Responses may include investigation, parent communication, increased supervision, restorative conversations, counseling or other support, behavioral interventions, loss of privileges, detention, suspension, expulsion, or other appropriate action. The administration reserves the discretion to determine the response that best addresses the circumstances and the safety, well-being, and developmental needs of the students involved. Any kind of retaliation towards students who report a bullying situation or concern for their or others' safety is not tolerated and will be investigated and dealt with accordingly.

The school cannot guarantee complete confidentiality but will share information only with those who need it to investigate the concern, support the students involved, or protect the school community.

4.3 Harassment/Discrimination

Cross Lutheran Church and School will not tolerate harassment or discrimination of any student relating to the individual's race, color, sex, religion, national origin, age, or disability.

Definition: The term "harassment" includes, but is not limited to slurs, jokes, or other verbal, graphic, or physical conduct relating to an individual's race, color, sex, religion, national origin, age, or disability. The term "discrimination" includes, but is not limited to, the unjust or prejudicial treatment of different categories of people, especially on the grounds of ethnicity, age, sex, or disability.

Purpose: It is the responsibility of the faculty, staff, administrators to protect the dignity of each student as a redeemed child of God.

Procedure: Those students who believe that they have been a victim of any type of harassment or discrimination should report, in confidence, immediately to the teacher, principal, or pastor.

Retaliation against a student who makes charges of harassment will not be tolerated, nor will false accusations of harassment. Those guilty of harassment or retaliation will receive appropriate sanctions which may include suspension and/or expulsion.

4.4 Online Conduct Outside of School

Teaching children to use technology wisely and responsibly is an important partnership among families, the school, and the church. Students are expected to reflect Christ in their words and actions, whether communicating in person or through technology. Parents/guardians have the primary responsibility for supervising their children's personal devices, accounts, social media activity, group chats, and electronic communication outside of school. Families are encouraged to establish appropriate limits, regularly review online activity, and teach children that honesty, kindness, respect, self-control, and Christian love for one's neighbor apply in every setting, including online.

Cross Lutheran School will reinforce these expectations through Christian education and in partnership with parents and may provide support when concerns arise. However, the school cannot monitor or assume responsibility for resolving every conflict occurring outside of school supervision. Such concerns may need to be addressed directly with another family, the applicable technology platform,

or law enforcement when appropriate. When outside conduct substantially affects student safety, learning, relationships, or the school environment, the school reserves the right to respond as appropriate.

4.5 Cell Phones, Smartwatches & Electronic Devices

Cell phones, smartwatches, including Apple Watches, and ANY personal device capable of calling, texting, messaging, accessing the internet, taking pictures, or recording audio or video must be powered off and kept out of sight once a student arrives on school grounds. Devices may not be worn, checked, or used during the school day unless the student is with a parent and under the parent's direct supervision or has received specific permission from a teacher, administrator, or coach. Devices placed on silent, vibrate, airplane mode, or "school mode" are NOT considered powered off.

If a student needs to contact a parent during the school day, the student should speak with a teacher or the school office. Parents needing to reach a student should contact the school office rather than calling or messaging the student's personal device.

- 1st time will result in confiscation to be picked up at the end of school by a parent from the principal with a two-day detention. 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 five day detention. 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. For the next 20 school days the student must drop his/her cell phone in the office at arrival and it will be given back at dismissal OR the school may choose to have the student serve an in-school suspension.

4.6 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 through the School Incident Reporting System (SIRS) in IWAS.

4.7 Suspension

Suspension is the temporary removal of a student from school or the classroom when the seriousness of the behavior, repeated concerns, or the safety and well-being of the school community warrants such action. Depending on the circumstances, suspension may be used even when other disciplinary responses have not previously occurred.

The principal may suspend a student for up to three school days. Parents/guardians will be notified of the reason for the suspension, its duration, expectations for missed work, and any requirements that must be completed before the student returns. Days missed because of suspension will be recorded as unexcused absences.

Upon returning, the student will be welcomed in a spirit of Christian forgiveness and restoration. When appropriate, the student may also be expected to participate in a reentry meeting, repair harm, restore relationships, complete missed work, or follow a behavior-improvement plan.

4.8 Expulsion

Expulsion is the permanent removal of a student from Cross Lutheran School and is reserved for the most serious circumstances. It may be considered when a student's behavior presents a significant threat to safety, involves serious misconduct, substantially disrupts the school community, or demonstrates that continued enrollment is no longer appropriate or beneficial for the student or the school.

The principal has the authority to suspend or expel a student when such action is determined to be in the best interest of the student and the school community. If a parent/guardian believes the decision is unjust, the parent/guardian may follow the process outlined in section 2.1 Administration and Addressing Concerns.

Section 5 – Health, Wellness & Safety

5.1 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. If proof of these documents is not submitted to the school by October 15, students will be unable to attend after that date until proper documentation is received.

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 that "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.

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.

5.2 Student Sickness or Illness & Return to School Guidelines

Staying home when ill helps protect the health of the entire school community. Students should remain home when symptoms prevent them from participating comfortably in school activities or may place others at risk. A student should remain home when experiencing:

- A temperature of 100.0°F or higher within the previous 24 hours without the use of fever-reducing medication
- Vomiting or diarrhea within the previous 24 hours
- Symptoms that are worsening, are not improving, or cannot be explained by a known condition such as seasonal allergies

- A severe headache, excessive coughing, sore throat, severe earache, or severe stomachache
- Draining skin sores on an uncovered area that cannot be completely covered with a bandage
- A rash accompanied by fever or a rash of unknown origin
- A communicable illness requiring treatment or a period of exclusion before returning to school

Students sent home with a fever, vomiting, or diarrhea may not participate in school or after-school activities and must be free from those symptoms for at least 24 hours without medication before returning. In general, students whose symptoms are improving and who can participate comfortably in the full school day may return.

Parents/guardians must notify the school office when a child has a potentially contagious illness. Cross Lutheran School may require documentation from a healthcare provider confirming that the student may safely return to school or providing a treatment plan. Disease-specific exclusions will follow current public-health guidance for communicable conditions.

Illness or Injury at School

A student who becomes ill at school will be separated from the group and supervised while a parent/guardian or authorized emergency contact is notified. Staff may provide basic first aid for minor injuries. When a student's symptoms or condition prevent participation in the school day, the student must be picked up promptly.

In a medical emergency, the school will attempt to contact the parent/guardian and will call 911 when emergency evaluation or transportation is necessary. Parents/guardians remain responsible for any medical or transportation expenses.

Head Lice

When live head lice are identified, the student's parent/guardian will be notified. The student does not ordinarily need to leave school immediately and may be able to remain until the end of the school day. Appropriate treatment must begin before the student returns to school.

Upon returning, the student may be checked through the school office to confirm that treatment has begun and to determine whether live lice remain. The presence of nits alone will not prevent a student from attending school. Parents/guardians are expected to follow treatment directions carefully, complete any required follow-up treatment, and continue checking the child's hair for live lice and newly attached nits.

If live lice continue to be found after treatment, the school may require additional treatment or consultation with a healthcare provider before the student returns.

5.3 Medication

All students must have written permission signed by a health care provider and a parent 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).

School personnel shall incur no liability for injuries occurring when administering asthma medication, an epinephrine auto-injector, or an opioid antagonist.

Medical Cannabis Infused Products for Students: The school allows a school administrator to administer medical cannabis infused products to registered patients on school premises, at school-sponsored activities and before or after normal school activities including while the student is in Cross Cares with the required documentation consisting of a copy of the written authorization from the parent or guardian specifying the time and circumstances in which the product must be administered and a copy of the registry identification card of the student as a registered qualifying patient and the parent or guardian as a registered care giver. The medical cannabis will be stored at all times in a manner consistent with the storage of other student medications and may be accessible only by the school administrator or designated staff.

5.4 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, as well as some classmates with safe lunches to eat with them.
- 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:

- 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.
- BIRTHDAY TREATS: Edible birthday treats will NOT be allowed during regular school hours. In lieu of birthday treats, donations toward a special yearly mission project may be made, or students may share a non-food item such as stickers, pencils, or erasers.

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)	<u>Drinks</u>
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	<u>Sweet Treats</u> ***SEE GLUTEN FREE SUBSTITUTES
Skinny Pop Popcorn Rice Cakes	Jell-O
Quaker Rice Cakes	

5.5 Water Bottles and Beverages

Cross Lutheran School encourages healthy habits that support students' physical well-being, focus, and learning. Students are encouraged to bring a water bottle to school. Water bottles should contain water only and are the only beverages students may carry into classrooms, lockers, hallways, or other areas of the school building.

Students should arrive at school with only a water bottle and any approved beverages packed with their lunch. Any other drinks purchased outside of school or brought from home should be finished before entering the school building or packed with a student's lunch if permitted under this policy.

Other approved beverages, such as juice, milk, or soda, may be included with a student's lunch and consumed only during the designated lunch period. These beverages should remain with the student's lunch. Any remaining beverage must be disposed of properly at the end of lunch and may not be taken to lockers, classrooms, or other areas. Beverages may not be transferred into water bottles.

Students may not bring or consume energy drinks, coffee, or other highly caffeinated or stimulant beverages at school or during school-sponsored activities. This includes canned or bottled coffee and specialty coffee drinks, as well as beverages marketed to increase energy, alertness, or athletic performance through concentrated caffeine or other stimulants. Examples include, but are not limited to, Celsius, Monster, Red Bull, Bang, Ghost, PRIME Energy, Reign, Rockstar, bottled Frappuccino-style coffee drinks, and similar products.

Students who bring a prohibited beverage will be asked to dispose of it. Repeated violations may result in parent communication and additional disciplinary action as appropriate.

5.6 Visitors

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

- All parents and visitors in the school building after 8:10 a.m. must sign in at the office.
- 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.

Section 6 – Attendance & Daily School Procedures

6.1 Attendance

Regular attendance is essential to the growth of the whole child. Being present allows students to benefit from direct instruction, classroom discussions, reteaching, small-group support, and collaborative projects—valuable learning experiences that are difficult to recreate through make-up work alone. Consistent attendance also strengthens relationships, builds a sense of belonging, and supports the social growth of students and the class as a whole.

Cross Lutheran School relies on honest and accurate communication from families when a student is absent, arrives late, or leaves school early. Although documentation is not required for appointments, parents/guardians are expected to provide the school with the accurate reason for the absence or early dismissal. This allows the school to maintain appropriate attendance records while modeling the honesty and integrity we seek to develop in our students.

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.

Students must be in attendance by 11:30 AM to be able to participate in ANY Cross school-sponsored after-school activities for that day. (With a parent's PRIOR notice, exceptions would be made for funerals, orthodontic appointments, and similar events.) For any appointments (not medical for being sick), parents must email an excused pass to the coach or leader of the event.

The following attendance policy will apply:

1/2 Day Absence = Arriving after 9:30 AM or leaving before 1:45 PM

Full Day Absence = In attendance 85 minutes or less

A TARDY is defined in THREE ways:

- Arriving AFTER 8:05 when the school doors lock (Arriving between 8:05-9:05 AM) - Office Tardy
- Arrived on time, but not in the classroom and ready to start the day at 8:10 – Teacher Tardy
- Leaving school early between 1:45 PM - 3:10 PM

(Although a tardy implies late, our system has no other way to provide account for leaving early)

A school absence may be considered excused when it results from student illness, including mental or behavioral health concerns; a verified medical or therapeutic appointment; a death in the immediate family; a major family emergency; observance of a religious holiday; attendance at an approved civic event; or another circumstance recognized by Illinois law or approved by the school administration. Absences that do not meet these criteria or are not approved by the administration will be considered unexcused.

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;

- An attendance letter will be sent to a parent/guardian regarding attendance requirements.
- Administration may request a parent/guardian meeting to discuss attendance patterns.
- 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.

6.2 Drop Off and Pick Up Policies and Procedures

Before School Procedures

- Official drop off time is from 7:50-8:05 on each school day.
- Students arriving before 7:50 a.m. will need to attend Cross Cares for before school care.
- No adult supervision is present at entry doors until 7:50, so students should remain in their vehicles until a staff member opens the doors at 7:50, at which point adults may then leave. Students should NOT be lined up at the door prior to 7:50 with adults who have already left.
- 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.
- Students should go directly to their classroom or homeroom.

After School Procedures

- Upon being dismissed from their classrooms, students should go directly to their assigned waiting area, wait for their name to be called, and watch for their ride.
- Dismissal for kindergarten through 8th grade begins at 3:10 p.m. All students must be picked up no later than 3:30 p.m. Any child remaining after 3:30 p.m. will be sent to Cross Cares (Extended Care). The parents are responsible for any fees assessed. Parents must come into the building to pick up their child/ren/group after 3:30 p.m.

- For the **occasional** times that a parent or guardian gets stuck in traffic and is a couple minutes away from Cross near 3:30, you may call the office to let them know you are a short distance away and your child may wait in the office until you arrive.

Parking Lot Expectations

Please drive slowly. Illinois law prohibits drivers from using handheld electronic communication devices while driving. While waiting for dismissal to begin, drivers may use their phones only when their vehicles are fully stopped and placed in park. Once student dismissal begins, phones must be put away and may not be used while vehicles are moving through the pick-up line, for the safety of all students, families, and staff.

6.3 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.

6.4 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.

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 by 10:30am to ask that they pick up an ordered hot lunch for a student that is absent. Lunches will be available for pickup after 12:30pm, as the volunteers need time to organize the deliveries from the vendor for each lunch period. While we understand the cost of a lunch and the obvious idea would be to give it to a sibling, there are more behind the scenes logistics involved than one would realize. Due to this, the only way to acquire the lunch is to pick it up from the school at 12:30pm.

The exception would be Subway, because we can easily keep the lunch in the refrigerator for your child to eat the next day. 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.

MILK: 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.

6.5 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.

6.6 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.

6.7 Overall Daily School Procedures

- All playing must be supervised.
- During school hours, no one is to leave church or school property without permission. All students must be signed out in the office.
- Classrooms – All classroom rules are the responsibility of the teacher.
- Kitchen – Students need permission to be in the kitchen.

Section 7 – Student Appearance & Personal Responsibility

7.1 Dress Code Philosophy

Cross Lutheran's appearance expectations are intended to foster a learning environment where students are known for their Christian character, respect for others, and commitment to learning. While personal expression is valued, choices regarding dress, grooming, and appearance should support our shared mission and avoid distracting from the educational process or the Christ-centered community we seek to cultivate.

In partnership with parents, we ask that all students practice good personal hygiene and wear clean, appropriate clothing. If a student's dress or grooming is inconsistent with the appearance expectations outlined in this handbook, the matter will be addressed privately with the student and/or parent by a teacher or administrator. Clothing should be appropriate for the weather, the student's age, school activities, and the Christian educational environment of Cross Lutheran School.

Our dress expectations are designed to help students show respect for themselves, others, and the learning environment while allowing families reasonable options when purchasing clothing. The administration reserves the right to make the final determination regarding whether clothing is consistent with these expectations.

7.2 Clothing Expectations

- Students are expected to wear clothing that is clean, neat, and appropriate for a Christian school setting. Undergarments should not be visible.
- Shorts, skirts, and dresses may be worn when they are **MID-THIGH** (mid between knee and hip bone) length or longer and provide adequate coverage during sitting, bending, and physical activity. Spandex-based or biking-style shorts that meet the length requirement must also be worn with a top that meets the leggings requirement.
- Leggings may be worn when the top clearly extends below the inseam.
- Jeans with holes may be worn, with no holes located above the knee.
- Shorts should be worn under dresses and skirts.
- Shoes or other appropriate footwear must be worn indoors and outdoors.

7.3 Inappropriate Clothing

The following clothing items are considered **INAPPROPRIATE** for students in Kindergarten–8th Grade:

- Halter tops, tube tops, spaghetti straps, midriff/crop tops, or shirts that expose the waist, lower back, or undergarments
- Muscle shirts or cut-off shirts (These are permitted for students in Kindergarten–4th Grade.)

- Pajamas or pajama-style clothing, EXCEPT on designated spirit days or special dress days
- Clothing with offensive, inappropriate, or distracting messages, including advertisements or references to alcohol, tobacco, drugs, skulls, inappropriate themes, or language that does not reflect the values of our school community
- Clothing that is excessively tight, revealing, or distracting from the learning environment
- Body piercing other than ear piercing

7.4 Hair

Hair should be clean, neat, and well groomed. Hairstyles and hair color should maintain a respectful, neat, and non-distracting appearance appropriate for a Christian school environment. Hair color should reasonably resemble naturally occurring human hair colors. Bright, fluorescent, or fashion colors are not permitted. Extreme hairstyles or hair colors that detract from the educational environment are not permitted. The administration reserves the right to make the final determination regarding whether a hairstyle or hair color is consistent with these expectations.

The school does not prohibit hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists.

7.5 Dress Code Corrections

The teacher or administrator will speak privately with the student. Appropriate clothing will be loaned, if possible, for the remainder of the school day. If necessary, a parent/guardian will be contacted to bring different clothing. Dress code incidents will be documented, and parents/guardians will be notified if concerns persist.

Section 8 – Student Activities & School Services

8.1 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 opportunities to sing with their class choir during Sunday worship services and other special events. Families will receive a calendar of scheduled singing dates at the beginning of the school year and are encouraged to make these opportunities a priority. We understand that family conflicts or commitments to another church may occasionally prevent participation; however, we pray that students will participate whenever possible as they help lead worship, praise God, and sing alongside their classmates. Parents are asked to communicate any absences their child will have with the classroom teacher.

8.2 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.

8.3 Field Trip Drivers

Because field-trip days involve many students, schedules, and safety responsibilities, all required driver documentation must be completed and submitted to the school office PRIOR to the day of the field trip. Drivers whose required documentation is incomplete or not on file will not be permitted to transport students.

Cross Lutheran Church & School requires all individuals driving a vehicle not owned by Cross to maintain personal automobile insurance on the vehicle being used. Before transporting students, drivers must:

- Provide the school office with a copy of a valid driver's license.
- Provide the school office with a copy of a current automobile insurance card.
- Complete the Ministry Driver Screening Form.
- Complete the required background check, which remains valid for two years.
- Notify the school office if their driver's license or insurance coverage changes or expires.

If an accident occurs, the driver's personal automobile insurance will serve as the primary coverage. Cross's insurance may provide additional coverage up to the limits of its policy after the driver's primary insurance limits have been exhausted. Cross may reimburse the driver's physical-damage deductible when another driver is determined to be at fault. If the Cross driver is at fault, Cross will not provide coverage for damage to the driver's vehicle.

For the safety of all students, field-trip drivers may not provide food or beverages to students in their vehicles. Drivers must transport students directly to the field-trip destination and return directly to school without making unauthorized stops.

Child Restraints and Booster Seats

As acknowledged in the enrollment agreement, Illinois law requires children under eight years of age to be properly secured in an appropriate child-restraint system, such as a car seat or booster seat.

Parents/guardians are responsible for providing an appropriate, clearly labeled restraint for their own child for each field trip. Due to safety and liability concerns, car seats and booster seats may not be shared between students. If the required restraint has not been provided by the time vehicles depart, the student will be unable to attend the field trip.

8.4 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.

Section 9 – Enrollment & Financial Information

9.1 Enrollment

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

- Kindergarten students must be 5 years of age by September 1 of the year they enter.
- Parents complete a preliminary application for grades K-8 and provide a report card and recent MAP test (or equivalent) scores. Additional testing may be required for previous home schooled students.
- Parent/Student/Principal tour and consultation.
- A certificate of child health examination record (for new students to Illinois, students entering pre-school, kindergarten or sixth grade).
- A dental examination record (for new students to Illinois, students entering kindergarten or second or sixth grade)
- An eye examination record (for students entering kindergarten and for new K-8 students to Illinois).
- A birth certificate, if one is not provided with records transfer from previous school.
- The child shall not present a serious discipline problem.
- An enrollment deposit is paid.

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:

- Children of Cross Lutheran disciples.
- Children enrolled the previous year.
- Siblings of enrolled students who meet requirements.
- 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.

9.2 Financial Partnership

Support of Christian education is the responsibility of the entire membership of the Cross congregation and school. Funding for the school year is pledge 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.

9.3 Handbook Acknowledgment

By completing the school's electronic handbook sign-off, parents/guardians acknowledge that they have read the Cross Lutheran School K-8 Family Handbook, will help their children understand the school's expectations, and will partner with the school in holding their children accountable to these standards. Students acknowledge that they have read the handbook and agree to follow its expectations, including those governing school-issued technology.

TECHNOLOGY HANDBOOK

Cross Lutheran School

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Section 10 – Technology Use & Digital Citizenship

10.1 Philosophy for the Use of Technology

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

10.2 Scope

This policy must be followed in conjunction with other Cross policies governing appropriate school conduct and behavior. It is important that parents discuss the policy with their children and understand the ramifications of improper usage. 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. **The following agreement is valid for all students in which a 1:1 device program is implemented (Grades K-8). The agreement will be valid from August 1, 2025 - July 31, 2026. Parents and students will be required to sign a copy of the Cross Temporary Device Agreement prior to taking home a device for a period of remote learning if devices are required to go home in grades K-4.

10.3 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.

10.4 Internet Acceptable Use Policy

Cross Lutheran School believes the internet is a resource that the school and students should positively utilize. The Cross Lutheran School staff is aware of the issues surrounding internet access and the need for appropriate supervision. Cross Lutheran School 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. Please note that no filter system is 100% fail-safe and that our staff does their absolute best to monitor student activity. 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. We ask that parents partner with us in reasonably monitoring students' activity when using the device outside of school. The following are wise guidelines for students using the internet no matter the location:

10.5 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.
- 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.

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)

10.6 Cross Lutheran Network

In using Google Workspace 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 Cross Lutheran School 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.

10.7 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.

Improper use of the Internet would include, but not limited to:

- Using the internet for anything illegal
- Downloading any type of software without permission
- Violating copyrights
- Using the internet to sell anything, or for any personal gain
- Getting access to, using or modifying files or works that are not your own
- Posting anonymous messages
- Using the internet for advertising
- Discriminatory or offensive messages
- 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.
- Creating, sharing or viewing inappropriate content
- Material that is by nature pornographic, extremist, militant, violent, defamatory, discriminatory or otherwise inappropriate and not aligned with Cross' vision is strictly prohibited.
- Trying to override or bypass security measures
- Using the internet without supervision of a teacher or other authorized adult
- Report inappropriate content to teacher or staff immediately

Improper use of the internet may involve (but is not limited to) one or more of the following penalties:

- Denial of internet use and loss of computer privileges
- Detention
- Suspension
- Appropriate legal action
- Students that abuse the privilege of using the internet will be held responsible for their actions.
- The principal, teacher, and System Administrator will have the final say on the consequences.

10.8 Use Of Artificial Intelligence (Ai) Tools

At Cross Lutheran School we are committed to cultivating academic integrity, independent thinking, and responsible technology use. While artificial intelligence (AI) tools such as ChatGPT, Gemini, Claude, and others can be powerful resources, their use must support—NOT REPLACE—genuine student learning.

Policy on AI Use The use of AI tools to complete academic work—unless explicitly authorized by a teacher—is prohibited.

Prohibited Uses Include (but are not limited to):

- Submitting essays, written responses, or projects generated by AI
- Using AI during assignments, tests, or exams
- Copying AI-generated explanations or solutions without personal understanding

Acceptable Uses (Only With Teacher Approval):

- Brainstorming or idea generation under supervision
- Learning assistance tools for vocabulary, grammar, or practice problems—when permitted
- Teachers may allow or disallow AI tools at their discretion
- If you are unsure, ask your teacher before using any AI assistance

Why This Matters Using AI to complete schoolwork without permission undermines your own growth and violates our standards of honesty, effort, and intellectual responsibility. It deprives you of the opportunity to develop your own voice, critical thinking, and problem-solving skills. Technology use should reflect our commitment to honoring God through our work and conduct.

Consequences for Misuse Any student found misusing AI tools will be subject to the school's Academic Integrity Policy. Consequences may include, but are not limited to:

- A failing grade on the assignment.
- Completion of the assignment without digital resources
- Notification of parents or guardians.
- Academic probation or further disciplinary action for repeated offenses.

Ongoing Review This policy will be reviewed regularly to adapt to evolving technologies. Students and families are encouraged to ask questions and engage in open dialogue about responsible AI use.

10.9 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.

10.10 Social Media/Communication

- Social media of any kind is prohibited, 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.
- Any emailing is to only be done between teacher and student.
- Parents should communicate with their child through the school office, not through messaging/chat/email.
- Any need for parent communication during school hours should be done through the school office with teacher approval.
- 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.
- Cross may not request or require a student to provide a password or other related account information in order to gain access to the student's account or profile on a social-media networking website.
- Cross may conduct an investigation or require a student to cooperate in an investigation if there is sufficient evidence to suggest the student's social network account violates the school's disciplinary policy. Cross may require the student to share content in the course of such an investigation.

10.11 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 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 teacher for help if you are uncertain.

10.12 Downloading And Loading Of Software

- Cross Lutheran School students may not download, distribute, transmit or receive any copyrighted material in violation of copyright law 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 Cross Lutheran students will be added to the domain and/or student devices by the teacher or Cross tech support.
- Intentionally downloading harmful programs that could greatly jeopardize the Cross Lutheran School network and accounts is prohibited and will be dealt with seriously.

10.13 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 should secure and maintain private passwords for their Cross Google Workspace for Education account & other academic websites 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.

10.14 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 using the camera as part of a school-assigned activity, students should make sure that their camera is not turned on.
- Photographing other students and/or staff without their consent is strictly prohibited and will not be tolerated.

10.15 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 over the school network is strictly prohibited.

10.16 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.

10.17 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.

10.18 Chromebooks

5-8th Grade Chromebooks will go home with students daily (during the school year), while 2-4th Grade Chromebooks will remain at school.

General

- At this time, a separate technology fee is not charged, since it has been budgeted into our Cost Per Student.
- Cross Lutheran School owns the Chromebook.
- When the Chromebook leaves the school, it is still a Cross Lutheran School device.
- The Chromebook should be used for educational purposes only.
- Information stored or activities completed on the device must comply with school internet use rules.
- Personal accounts shall NOT be accessed through the school issued Chromebook.
- 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.

Use and Care

- Bring the Chromebook back to school fully charged every day.
- Do not eat or drink near the Chromebook.
- Clean the screen with a soft, dry, anti-static cloth.
- Do not apply stickers or deface the Chromebook.
- The Cross Lutheran School staff has the right to look at any student Chromebook at any time.
- Keep the Chromebook secured when not in use. For example: during athletic events, games, practice, and trips, store the Chromebook in your locker and retrieve it after the activity. Chromebooks left unattended may be confiscated by school staff as a protection against theft. Unattended Chromebooks if stolen (even at school) will be your full financial responsibility for replacement.
- Teachers have the right to set their own classroom rules pertaining to Chromebook usage.
- Do not allow anyone else to use the Chromebook that you have been assigned.
- If you lose your charger or it gets damaged, it is your full financial responsibility for replacement.
- Never lift or move the Chromebook by holding the screen. Use two hands to pick it up by the base.
- Do not carry the Chromebook with the screen open.
- Do not place anything on top of a closed Chromebook, especially when carrying books or other things. Chromebook on top!
- 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.
- Be aware that Chromebook exposure to extreme temperatures for an extended period of time can damage the device.
- When closing the Chromebook, make sure there is nothing resting on the keyboard such as a pen or pencil.
- Do not poke the screen with anything that will mark or scratch the surface.
- When in doubt, ask a teacher.

Spare Chromebook 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.
- If a student does not bring his/her Chromebook to school, or have it appropriately charged, they 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.
- A student's account will be charged the full cost of repairs or replacement if damaged.
- A student's account will be charged the full cost for a loaned Chromebook that is not returned.

10.19 Responsibility for Chromebook Damage

- The student is responsible for maintaining a 100% working Chromebook at all times.
- The student shall use reasonable care to ensure that the Chromebook and accessories (power cord and case) are not damaged
- In the event of damage, loss, or theft of the Chromebook or accessories, it is the student's responsibility to immediately notify the homeroom teacher or Cross Tech Support.
- In such cases, the parent will be billed according to the cost of replacement parts. Device replacement value is based on replacing with newest Chromebook version available.
- Device Costs (depreciation is not accounted for as purchase of a new device at current cost is required, prices below are subject to change)
- Chromebook \$325 + Warranty \$128 + Chrome License \$33 = \$486
- LCD \$110
- Motherboard (\$115-\$215)
- Battery (\$60-\$80)
- Keyboard \$65
- Cables, Hinges, Case, Trackpad, Daughterboard (\$60-\$70 each)
- Protective sleeve \$10
- Power cord \$10 - \$17
- Many devices are currently under warranty. Because devices are under warranty it is IMPERATIVE that you do not seek repair on your own. Cross is the only party authorized to decide repair services. If damage is not covered by warranty, or the warranty has been exhausted, the cost of repair and/or replacement of the device will be the responsibility of the student's family.
- 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.

10.20 Chromebook Return at the End of Each School Year

- For returning 5th-7th grade students the Chromebooks will be collected by Cross for the summer months.
- 8th grade students will have to turn in their Chromebook along with its charger and protective case.
- Normal wear and tear is expected as it refers to the minor deterioration of a Chromebook resulting from regular, responsible use over time. Damage from misuse, neglect, or intentional harm is not considered normal wear. In such cases, the parent will be billed according to the cost of parts or replacement.
- Students will be notified early May as to the date this will happen.

10.21 Chrome Tablets - Kindergarten & 1st Grade

General

- At this time, a separate technology fee is not charged, since it has been budgeted into our Cost Per Student.
- Students in Kindergarten and 1st grade will use Chrome tablets to support learning in the classroom.
- Chrome tablets are Cross property, and will remain at Cross.
- Chrome tablets will be stored in charging carts when not in use.

Use and Care

- Always use two hands when carrying your tablet.
- Keep food and drinks away from the tablet.
- Be gentle when tapping the screen.
- Do not set anything on the screen.
- Remove headphones before walking away from your device so you do not break the headphone jack off in the tablet.
- Always leave the Chrome tablet on a table or desk, never on the floor.
- We encourage families to speak with their child about the importance of taking care of school technology.

Spare Tablet Lending

- If a student's tablet is inoperable, the school has a limited number of spare devices for use while the student's tablet is repaired or replaced. All policies and agreements that govern and dictate the use of a student's tablet remain in effect for "loaner" tablets.
- A student's account will be charged the full cost of repairs or replacement if damaged.

10.22 Responsibility for Tablet Damage

- Students should communicate damage to their devices immediately to their teacher..
- If a device is damaged families will be responsible for repair or replacement costs.
- In such cases, the parent will be billed according to the cost of repair or replacement.
- Device replacement value is based on replacing with the newest Chrome Tablet version available.
- Device Costs (depreciation is not accounted for as purchase of a new device at current cost is required,(prices below are subject to change)
- Chrome tablet \$283 + Warranty \$135 + Chrome License \$33 = \$451
- LCD \$100
- Motherboard \$155

10.23 Frequently Asked Questions

How will Chromebooks and Chrome Tablets 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.
- Devices can help students with organization by managing 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.
- 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.
- Cross's primary emphasis will be placed on effective use of technology that stimulates critical thinking, collaborative work and student-centered learning.

I don't want my student to have a Chromebook or Chrome Tablet, can I opt out?

- No, 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.

Can a student bring in his/her own laptop or device?

- No, we require that all students use the school-issued Chromebook/Chrome Tablet.

Can my student print materials from the Chromebook?

- Nothing is to be printed without teacher approval.

10.24 Google Workspace for Education Waiver

August 1, 2026

Cross parents and guardians:

At Cross Lutheran School, we will use Google Workspace for Education during our 2026-27 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?

10.25 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:

10.26 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.

10.27 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.

10.28 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.

10.29 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.

10.30 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.

10.31 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.

10.32 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 (at <https://www.google.com/edu/trust/>) the Google Workspace for Education Privacy Notice (at https://workspace.google.com/terms/education_privacy.html) and the Google Privacy Policy at <https://www.google.com/intl/en/policies/privacy/>) and the Google 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 (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>)

10.33 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.

10.34 Cross Handbook Google Workspace for Education Consent

Parents/guardians are asked to review the **Google Workspace for Education Notice to Parents and Guardians** and contact Cross Lutheran School Administration with any questions before completing the annual electronic handbook acknowledgment.

By completing the electronic handbook acknowledgment at the end of this whole handbook, parents/guardians:

- Acknowledge that they have received, read, and agree to support the policies and expectations contained in the Cross Lutheran School handbooks, including the Technology Handbook.
- Give Cross Lutheran School permission to create and maintain a Google Workspace for Education account for their child and authorize Google to collect, use, and disclose information about the child only for the educational purposes described in the Google Workspace for Education Notice to Parents and Guardians.
- Acknowledge that they have reviewed the following Technology Handbook sections:
 - Cross Lutheran's Technology Philosophy, Scope, and Use Guidelines
 - Internet and Network Acceptable Use Policies
 - Digital Citizenship and Artificial Intelligence Expectations
 - Chromebook and Chrome Tablet Policies
 - Google Workspace for Education Notice to Parents and Guardians
 - Google Workspace and Cloud Identity Acceptable Use Policy

If consent is not provided, Cross Lutheran School will not create a Google Workspace for Education account for the student. Because school-issued accounts are regularly used for instruction, communication, and completing assignments, a student may be significantly limited in participating in daily academic activities. Parents/guardians who choose not to provide consent will be required to meet with the principal to discuss how this decision may affect the student's educational program.

Students also acknowledge that they have reviewed the expectations contained in the Technology Handbook and agree to use Cross-issued devices, accounts, networks, and technology resources responsibly. Students who are uncertain about an expectation or appropriate technology use should seek guidance from a teacher, parent/guardian, administrator, or other Cross staff member before proceeding.

ATHLETIC HANDBOOK

Cross Lutheran School

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Section 1 – Mission & Philosophy

1.1 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.

1.2 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.

1.3 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.

1.4 Goals and Objectives

- Provide athletics as a part of Christian education and living.
- 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.
- Provide an opportunity for a child to learn good Christian sportsmanship.
- Provide an opportunity for a child with athletic talent to expand this talent through practices and games.
- Provide an opportunity for a child to meet and compete against student-athletes of his/her own ability.
- Provide an opportunity for a child and parents to express school spirit.

Section 2 – Participation & Eligibility

2.1 Athletic Performance

- 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.
- Student-athletes who express uncooperative attitudes may be benched. The parents will be informed of such action.
- An excessive display of uncooperative attitudes or behaviors may result in dismissal from the team.
- If a student-athlete's skill warrants, they may be moved up to a higher level.
- If there are an excess of players, teams may be split into "A" and "B" teams based on skill rather than having tryouts.
- 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.

2.2 Academic Performance

- To be eligible to play in a game, a C- or a satisfactory mark, are needed in all courses.
- Grades will be evaluated weekly.
- 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.

Student Awards

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

Section 3 – Practices & Games

3.1 Guidelines for Practices

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

3.2 Guidelines for Games

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

Section 4 – Expectations & Safety

4.1 Student Expectations

- All who join a team will attend practices and games. A call or note from a parent will be required for each absence.
- All student-athletes will set a Christian example and express good sportsmanship.
- 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.
- Student-athletes absent from school the day of a game or tournament will not play that day.
- Students must be in attendance by 11:30 AM to be able to participate in a game or practice for that day. (With a parent's PRIOR notice, exceptions would be made for funerals, orthodontic appointments, and similar events.) For any appointments (not medical for being sick), parents must email an excused pass to the coach or leader of the event.
- 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.
- Student-athletes will be required to have a sports physical prior to participating in any sport.
- The cell phone policy applies to practices

4.2 Parent Expectations

- Parents will fill out a permission form allowing their student-athlete to participate.
- Parents must submit a sports physical for their student-athlete to participate in sports.
- 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.
- 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.
- Parents are expected to model a Christian perspective and attitude of sportsmanship.
- Parents will be expected to volunteer to aid in sports related activities during the year (concession, scoreboard, timer, supervising).
- Parents are expected to transport student-athletes to and from games and practices.
- 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.
- Parents will fill out a concussion information sheet prior to their student-athlete being allowed to participate in any sport.
- Parents will also fill out the sports minor authorization and medical treatment form.

4.3 Coach Expectations

- 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.
- All new coaches will meet with the Athletic Director before beginning practices.
- Coaches will be expected to model a Christian perspective and attitude of sportsmanship.

4.4 Uniforms

The school allows student athletes to modify their athletic or team uniform to the purpose of modesty in clothing or attire that is in accordance with the requirements of their religion, cultural values or modesty preferences.

4.5 Concussion Protocol

Cross Lutheran has established a return-to-play and return-to-learn protocol for concussions. The Cross Lutheran AD will distribute these protocols in situations which warrant them. The Cross Lutheran AD will serve as the concussion oversight individual to implement the return protocol.

PRESCHOOL FAMILY HANDBOOK

Cross Lutheran School

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Section 1 – Welcome to Cross Preschool

1.1 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.

1.2 Cross Lutheran Vision Statement

People connected to Cross will mature as Disciples of Christ who Walk with God, Grow in faith together, and Love their neighbors.

1.3 Preschool 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. Therefore, as a ministry of Cross Lutheran Church, our goal is to educate and nurture the whole child's development in six areas: spiritual growth, social growth, communication growth, wellness and physical growth, expressive arts, and discovery and exploration. This will be accomplished by integrating the Illinois Early Learning Standards and the Project Approach into hands-on, play-based, developmentally appropriate experiences that nurture curiosity, creativity, and a lifelong love of learning.

1.4 Program and Developmental Areas

Our sessions provide daily opportunities for each child to learn and grow at an individual pace through active, hands-on experiences.

Spiritual Growth

Teachers nurture each child's relationship with God by helping children know Him as a loving and caring Father whom they can trust. Through daily Bible stories, prayer, worship, and Christian living, children learn about God's gift of salvation through Jesus Christ.

Social Growth

Teachers provide opportunities for children to interact in a variety of group settings. Through guided experiences and daily interactions, children develop self-control, positive self-esteem, respectful manners, cooperation, and age-appropriate conflict-resolution skills.

Communication Growth

Classrooms are rich in language and literacy experiences. Teachers introduce early writing, letter recognition, and number recognition while providing meaningful opportunities for children to practice both expressive language (speaking and communicating ideas) and receptive language (listening and understanding).

Wellness and Physical Growth

Teachers create environments that encourage active movement and healthy development. Children engage in activities that strengthen large and small muscles, develop hand-eye coordination, enhance sensory processing, and promote overall physical well-being.

Expressive Arts

Teachers provide materials, experiences, and environments that encourage creativity and self-expression. Children explore and create through movement, music, dramatic play, building, visual arts, and other forms of artistic expression.

Discovery and Exploration

Teachers foster curiosity by providing ample opportunities for sensory exploration, hands-on learning, manipulatives, and interaction with the natural world. Through guided experiences and open-ended investigation, children develop early mathematical understanding, scientific inquiry skills, problem-solving abilities, and a sense of wonder about God's world.

1.5 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 art activities. At the same time, children are exposed to problem solving, conflict resolution, sharing, and cooperating.

Section 2 – Enrollment & Program Information

2.1 Minimum Age Requirements

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

Preschoolers who reach the required 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 origin, or ethnic origin. All students are entitled to all rights, privileges, programs, and activities generally accorded or made available to students at the school. Cross Lutheran School does not discriminate on the basis of race, color, national origin, or ethnic origin in the administration of its educational policies, admission policies, athletic policies, or other school-administered programs.

2.2 Tuition

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

2.3 Program-Specific Information

All school policies also apply to the Preschool unless outlined here

Four-Year-Old Preschool

Children attend chapel services weekly. Morning chapel begins every Wednesday at 9:00 a.m. Chapel offerings provide outside organizations with monetary support. Children attend 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.

2.4 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.

2.5 Preschool Open House and Orientation

A Preschool 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. 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 Orientation, please contact your teacher.

Section 3 – Parent & School Partnership

3.1 Home–School Communication

Preschool teachers communicate with parents regularly. Families are expected to read information sent home so they remain aware of classroom and school activities. Communication may include:

- An ongoing portfolio assessment book, available for families of three- and four-year-old students to review at any time, containing work samples and anecdotal records of classroom projects
- A written evaluation of each child's progress after February conferences for three- and four-year-old students or in May for two-year-old students; reports support communication and development rather than "grading" children
- Parent-teacher conferences in February for three- and four-year-old students and in May for two-year-old students, with additional conferences scheduled as needed
- A class newsletter sent weekly for three- and four-year-old students or daily for two-year-old students
- Family pages related to current Jesus Time lessons
- The weekly school-wide newsletter, The Crusader
- Photos, notes, and announcements shared through Seesaw on desktop or in the app

3.2 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.

3.3 Fundraisers

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

3.4 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.

Section 4 – Student Growth, Conduct & Appearance

4.1 Guidance, Discipline, and Program Transition

Our Christian Philosophy

At Cross Lutheran Preschool, we believe that each child is a unique gift from God, created and loved by Him. As partners with parents in the care and education of young children, we seek to provide a safe, nurturing, and Christ-centered environment where children can grow spiritually, socially, emotionally, physically, and academically. Our approach to discipline is based on Christian love and guidance. We strive to help children learn self-control, respect for others, problem-solving skills, and responsibility for their actions. Discipline is viewed as an opportunity to teach and encourage positive behavior rather than to punish. As Scripture reminds us, "Let all that you do be done in love." (1 Corinthians 16:14)

Positive Guidance Practices

Teachers use developmentally appropriate strategies to guide behavior and support children's growth. These practices may include:

- Modeling Christian kindness, respect, and forgiveness
- Redirecting children to appropriate activities or behaviors
- Helping children identify and express feelings appropriately
- Teaching conflict resolution and problem-solving skills
- Encouraging positive choices and self-regulation
- Reinforcing desired behaviors through praise and encouragement
- Providing opportunities for children to practice cooperation and friendship
- Working closely with families to promote consistency between home and school

Behavior Expectations

Children are expected to:

- Treat teachers, classmates, and school property with respect
- Follow classroom directions and routines
- Use safe hands, feet, and words
- Participate appropriately in classroom activities
- Demonstrate kindness and consideration toward others

Because preschool-aged children are still developing these skills, teachers recognize that mistakes and challenging behaviors are part of the learning process and will respond with patience, guidance, and support.

Prohibited Discipline Practices

Cross Lutheran Preschool will never use:

- Corporal punishment or physical discipline
- Humiliation, ridicule, or shaming
- Threats or intimidation
- Withholding food, rest, bathroom privileges, or participation in required activities
- Harsh or demeaning language
- Any disciplinary practice that may harm a child's physical or emotional well-being

Communication with Families

When behavioral concerns arise, teachers will communicate with parents in a timely manner.

Depending on the nature and frequency of concerns, communication may include:

- Informal conversations
- Written incident reports
- Parent-teacher conferences
- Collaborative planning meetings

Our desire is to partner with families to identify effective strategies that support the child's success both at home and at school.

Supporting Children with Persistent Challenging Behaviors

When a child demonstrates behaviors that significantly interfere with learning, relationships, or safety, the school will make reasonable efforts to support the child through a process that may include:

- Observation and documentation of behaviors and contributing factors
- Implementation of classroom-based interventions and support strategies
- Ongoing communication with parents regarding concerns and progress
- Development of individualized behavior support strategies
- Consultation with school administration and, when appropriate, recommendations for developmental screenings, evaluations, or community resources
- Periodic review of interventions and progress

Safety Concerns

The safety of all children and staff is a priority. In situations where a child's behavior presents an immediate risk of harm to themselves or others, the child may be temporarily removed from a classroom activity and supervised by a staff member until the child is able to safely return. Parents may be contacted to discuss significant incidents and collaborate on next steps to support the child.

Program Resources and Limitations

Cross Lutheran Preschool is a general early childhood education program designed to serve children in a traditional preschool setting. While our teachers and staff strive to support the individual needs of

every child, Cross Lutheran Preschool is not a therapeutic, behavioral intervention, or special education program. Reasonable accommodations and supports may be provided when appropriate and feasible. However, there may be circumstances in which the school is unable to provide the level of support necessary to meet a child's educational, developmental, behavioral, or safety needs within the resources available. In such situations, the school will work collaboratively with parents to identify appropriate resources and consider alternative educational settings that may better support the child's success.

Program Transition Process

Cross Lutheran Preschool is committed to working with children and families to support success within our program whenever possible. However, as a small private preschool, there may be situations in which the school is unable to provide the level of support necessary to meet a child's individual needs while maintaining a safe and effective learning environment for all students. If, after documented interventions, parent collaboration, and reasonable efforts to support the child, the school determines that it cannot adequately meet the child's needs within the resources available, the administration may recommend a transition to a program better equipped to provide the services or support the child requires.

- Communication and collaboration with parents
- Documentation of interventions and support strategies attempted
- Discussion of available resources and alternative educational settings
- A reasonable transition timeline whenever possible
- Continued concern for the child's well-being and future success

Partnership Commitment

Enrollment at Cross Lutheran Preschool is based upon a cooperative partnership between the school and family. Successful support of a child requires open communication, mutual respect, and a shared commitment to the child's growth and development. We pray that, together, we may help each child experience God's love, develop healthy relationships, and grow into the person God has created them to be. "Train up a child in the way he should go, and when he is old he will not depart from it." — Proverbs 22:6

4.2 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. To ensure every child can safely participate in active play, outdoor time, and gross motor activities, children who arrive wearing footwear that may interfere with movement (such as sandals, boots, dress-up shoes) will be changed into the extra pair of gym shoes kept at school.

Section 5 – Health, Wellness & Safety

5.1 Student Sickness or Illness & Return to School Guidelines

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.

Illness and Return-to-School Guidelines

Staying home when ill helps protect the health of the entire school community. Students should remain home when symptoms prevent them from participating comfortably in school activities or may place others at risk. A student should remain home when experiencing:

- A temperature of 100.0°F or higher within the previous 24 hours without the use of fever-reducing medication
- Vomiting or diarrhea within the previous 24 hours
- Symptoms that are worsening, are not improving, or cannot be explained by a known condition such as seasonal allergies
- A severe headache, excessive coughing, sore throat, severe earache, or severe stomachache
- Draining skin sores on an uncovered area that cannot be completely covered with a bandage
- A rash accompanied by fever or a rash of unknown origin
- A communicable illness requiring treatment or a period of exclusion before returning to school

Students sent home with a fever, vomiting, or diarrhea may not participate in school or after-school activities and must be free from those symptoms for at least 24 hours without medication before returning. In general, students whose symptoms are improving and who can participate comfortably in the full school day may return.

Parents/guardians must notify the school office when a child has a potentially contagious illness. Cross Lutheran School may require documentation from a healthcare provider confirming that the student may safely return to school or providing a treatment plan. Disease-specific exclusions will follow current public-health guidance for communicable conditions.

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.

Illness or Injury at School

A student who becomes ill at school will be separated from the group and supervised while a parent/guardian or authorized emergency contact is notified. Staff may provide basic first aid for minor injuries. When a student's symptoms or condition prevent participation in the school day, the student must be picked up promptly.

In a medical emergency, the school will attempt to contact the parent/guardian and will call 911 when emergency evaluation or transportation is necessary. Parents/guardians remain responsible for any medical or transportation expenses.

Head Lice

When live head lice are identified, the student's parent/guardian will be notified. The student does not ordinarily need to leave school immediately and may be able to remain until the end of the school day. Appropriate treatment must begin before the student returns to school.

Upon returning, the student may be checked through the school office to confirm that treatment has begun and to determine whether live lice remain. The presence of nits alone will not prevent a student from attending school. Parents/guardians are expected to follow treatment directions carefully, complete any required follow-up treatment, and continue checking the child's hair for live lice and newly attached nits.

If live lice continue to be found after treatment, the school may require additional treatment or consultation with a healthcare provider before the student returns.

5.2 Medication

All students must have written permission signed by a health care provider and a parent 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).

School personnel shall incur no liability for injuries occurring when administering asthma medication, an epinephrine auto-injector, or an opioid antagonist.

5.3 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.
- 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:

- 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.
- BIRTHDAY TREATS: Edible birthday treats will NOT be allowed during regular school hours. In lieu of birthday treats, donations toward a special yearly mission project may be made, or students may share a non-food item such as stickers, pencils, or erasers.

Section 6 – Daily Procedures & School Activities

6.1 Student Absences

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.

6.2 Drop-Off and Pick-Up Procedures

To help each school day begin and end safely and smoothly, please follow the procedures below:

Drop off and Pick up Procedures

Drop Off

Drop-off takes place from 7:50–8:05 a.m. To provide a safe and comfortable transition, all two-year-old students should be walked into the preschool each morning by a parent or authorized adult. Preschool parking is located west of the preschool entrance.

We encourage families to make good-byes brief and confident. Children often take their emotional cues from their parents, and a quick, positive farewell helps them settle into their day more easily.

Dismissal

Dismissal times are 11:00 a.m., 1:30 p.m., or 3:00 p.m., depending on your child's program.

For all dismissal times, please line up along the school building and pull forward as close to the preschool entrance as possible. Your family's car sign should be displayed on the driver's side visor so it is clearly visible through the front windshield. Children will be escorted to the sidewalk and safely walk to their family's vehicle.

Late Arrival and Early Dismissal

Children arriving after 8:05 a.m. must enter through the School Office Entrance and be signed in by a parent or authorized adult before proceeding to the classroom.

If your child needs to leave before the scheduled dismissal time, a parent or authorized adult must sign the child out in the school office. Early departures should also take place through the School Office Entrance.

Parking Lot Expectations

Please drive slowly. Illinois law prohibits drivers from using handheld electronic communication devices while driving. While waiting for dismissal to begin, drivers may use their phones only when their

vehicles are fully stopped and placed in park. Once student dismissal begins, phones must be put away and may not be used while vehicles are moving through the pick-up line, for the safety of all students, families, and staff.

6.2 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.

Child Restraints and Booster Seats

As acknowledged in the enrollment agreement, Illinois law requires children under eight years of age to be properly secured in an appropriate child-restraint system, such as a car seat or booster seat.

Parents/guardians are responsible for providing an appropriate, clearly labeled restraint for their own child for each field trip. Due to safety and liability concerns, car seats and booster seats may not be shared between students. If the required restraint has not been provided by the time vehicles depart, the student will be unable to attend the field trip.

6.3 Field Trip Drivers

Because field-trip days involve many students, schedules, and safety responsibilities, all required driver documentation must be completed and submitted to the school office PRIOR to the day of the field trip. Drivers whose required documentation is incomplete or not on file will not be permitted to transport students.

Cross Lutheran Church & School requires all individuals driving a vehicle not owned by Cross to maintain personal automobile insurance on the vehicle being used. Before transporting students, drivers must:

- Provide the school office with a copy of a valid driver's license.
- Provide the school office with a copy of a current automobile insurance card.
- Complete the Ministry Driver Screening Form.
- Complete the required background check, which remains valid for two years.
- Notify the school office if their driver's license or insurance coverage changes or expires.

If an accident occurs, the driver's personal automobile insurance will serve as the primary coverage. Cross's insurance may provide additional coverage up to the limits of its policy after the driver's primary insurance limits have been exhausted. Cross may reimburse the driver's physical-damage deductible when another driver is determined to be at fault. If the Cross driver is at fault, Cross will not provide coverage for damage to the driver's vehicle.

For the safety of all students, field-trip drivers may not provide food or beverages to students in their vehicles. Drivers must transport students directly to the field-trip destination and return directly to school without making unauthorized stops.

CROSS CARES HANDBOOK

Cross Lutheran School

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Section 1 – Mission & Administration

1.1 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.

1.2 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.

Section 2 – Enrollment & Financial Information

2.1 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.

2.2 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.

2.3 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 \$5.50 per hour for the first child, \$4.25 per hour for the second child, and \$3.25 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 \$6.00 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 \$6.50 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.

Section 3 – Hours, Attendance & Dismissal

3.1 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.

3.2 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.

3.3 Sign In and 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).

Section 4 – Student Care & Conduct

4.1 General Policies

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

4.2 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.

4.3 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.

4.4 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.

4.5 After-School Daily Schedule

Time	Activity
3:15–3:45 p.m.	Sign in, bathroom break, snack, and homework if needed; free time for others. Location: Lunchroom.
3:45–4:30 p.m.	Large-group activities and clean-up. Location: Lunchroom.
4:30–5:30 p.m.	Large-motor play. Location: Preschool large-motor space, big gym, or outside.

Cross Lutheran School Handbook

Acknowledgement

Cross Lutheran School provides its handbooks to communicate the policies, procedures, responsibilities, and expectations that guide our partnership with students and families. Parents/guardians and students are responsible for reviewing the handbook sections that apply to their enrollment and participation at Cross Lutheran School.

These may include the K-8 Family Handbook, Technology Handbook, Sports Handbook, Preschool Family Handbook, and Cross Cares Handbook.

Parent/Guardian Acknowledgment

By completing the electronic handbook sign-off, I acknowledge that I have received and reviewed the applicable Cross Lutheran School handbooks. I agree to partner with the school in helping my child understand and follow its expectations, and I will support the school in holding my child accountable to these standards.

Student Acknowledgment

By completing the electronic handbook sign-off, I acknowledge that I have reviewed the handbook expectations that apply to me and agree to follow them. If I am uncertain about a policy or expectation, I will ask a parent/guardian, teacher, administrator, coach, or other Cross staff member for clarification.

Completion of the electronic sign-off confirms the parent/guardian's and student's acknowledgment of the applicable handbook expectations. Consent for Google Workspace for Education will be presented as a separate acknowledgment within the electronic form.

[Click to Complete the](#)

[Cross Lutheran School Electronic Handbook](#)

[Acknowledgment](#)