

Preschool Handbook  
Cross Ev. Lutheran School  
8535 Route 47  
Yorkville, IL 60560  
[www.hiscross.org](http://www.hiscross.org)

Directory

Paul Goffron, Principal <a href="mailto:pgoffron@hiscross.org">pgoffron@hiscross.org</a>	630-553-7861
Rev. Erik Gauss <a href="mailto:egauss@hiscross.org">egauss@hiscross.org</a>	630-553-7335
Alicia Gauss, Preschool Teacher <a href="mailto:agauss@hiscross.org">agauss@hiscross.org</a>	630-551-6582
Kimberly Robbins, Preschool Teacher <a href="mailto:krobbins@hiscross.org">krobbins@hiscross.org</a>	630-385-8920
Cathy Schmeckpeper, Preschool Teacher <a href="mailto:cschmeckpeper@hiscross.org">cschmeckpeper@hiscross.org</a>	630-554-5652
Hillary Weis, Preschool Teacher <a href="mailto:hweis@hiscross.org">hweis@hiscross.org</a>	630-229-8789

Cross Lutheran School  
2019-2020 Calendar

July	31	Preschool <b>ONLY</b> Families Registration: 9 – 11 a.m. Multi-Grade (PS-8) Registration: 6:00- 8:00 p.m.
August	1	Multi-Grade (PS-8) Registration: 9–11 a.m. or 1:30-3:30 p.m.
	12	Teacher's Meeting
	15	Open House/Orientation Preschool – 8 <sup>th</sup> grade
	17-18	Blessing of the Backpack
	18	Teacher Re-dedication
	21	First Day of School (Preschool – 8 <sup>th</sup> Grade)
September	2	<b>No School</b> - Labor Day (Preschool – 8 <sup>th</sup> grade)
	5	New School Family Welcome – 6:30-8:00 p.m.
	9	School Pictures
	11-13	Outdoor Education (6 <sup>th</sup> grade only)
	19	Family Open House Preschool – 8 <sup>th</sup> grade 6:30-8:00 p.m.
	27	Walk-a-Thon <b>Early Dismissal – 12:00 p.m.</b> (PS-8) No extended PS or Cross Cares
October	10-11	<b>No School</b> – LEA Teachers' Conference
	14	<b>No School</b> – Columbus Day
	25	End of First Quarter (44 days)
	30-31	Parent-Teacher Conferences - <b>Early Dismissal – 1:30 p.m.</b> (grades K-8)
November	1	<b>No School</b> (Preschool – 8 <sup>th</sup> grade)
	5	Picture Retakes
	24	Family Reading Night
	27	Grandparents Day for <b>all</b> Wed. 3/4 yr. Preschoolers and <b>all</b> Kindergarteners <b>Early Dismissal – 12:00 p.m.</b> (grades 1-8) No extended PS or Cross Cares
	28-29	<b>No School</b> - Thanksgiving Vacation (Preschool – 8 <sup>th</sup> grade)
December	20	<b>Early Dismissal – 12:00 p.m.</b> (grades PS-8) No extended PS or Cross Cares
	23	<b>No School</b> - Christmas Vacation begins (Preschool – 8 <sup>th</sup> grade)
January	6	<b>School Resumes</b> (Preschool – 8 <sup>th</sup> grade)
	17	End of Second Quarter (47 days)
	20	<b>No School</b> - Martin Luther King's Birthday (PS – 8 <sup>th</sup> grade)
	27	Standardized Testing Begins (Grades 2 – 8)
	31	Report Cards Sent Home (Kindergarten – 8 <sup>th</sup> grade)
February	21-24	<b>No School</b> Mid-Winter Break (Preschool – 8 <sup>th</sup> grade)
March	9	Lutheran Schools Week Begins
	13	Grandparents Day (grades 1-8 only) – <b>Early Dismissal – 12:00 p.m.</b> (grades PS-8) No extended PS or Cross Cares
	27	End of Third Quarter (47 days)
April	3	Spring Pictures
	7	Parent-Teacher Conferences – <b>Early Dismissal –1:30 p.m.</b> (grades K-8)
	8	Parent-Teacher Conferences – <b>Early Dismissal –1:30 p.m.</b> (grades K-8)
	9-13	<b>No School</b> - Easter Pause (Preschool – 8 <sup>th</sup> grade)
	14	<b>School Resumes</b> (Preschool – 8 <sup>th</sup> grade)
May	18	Last Monday Only 2 Year Old Preschool Session
	19	Last Tuesday Only 2 Year Old Preschool Session
	20	Last Wednesday Only 2 Year Old and 3/4 Year Old ½ day M-W-F Preschool Session
	21	Last Thursday 2 Year Old and Last 3/4 Year Old Preschool Session Field Day – Kindergarten – 8 <sup>th</sup> grade – <b>Early Dismissal – 1:30 p.m.</b> All Preschool Closing Service – 6:00 p.m.
	22	<b>Last Day of School – Early Dismissal – 10:15 a.m.</b> (Kindergarten – 8 <sup>th</sup> grade) Graduation Service – 7:00 p.m. (37 days)

## 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 church to carry out this command. We believe this to be an essential ministry of the church to “train up a child in the way he should go.” The parents and the congregation wish to take those promises God makes to them and give their children a Christian education. We pray the Good News of Jesus Christ may influence every relationship of church, school, teacher, parent, child, and family to His glory.

## History of Cross Lutheran School

Cross Lutheran Church has realized the value of Christian education as long as the church has realized a need for itself. This dates back to 1881. The first school was held in the church and was taught by Pastor John Rabe. This arrangement was continued until 1929 when Cross called its first teacher, James A. Strayer.



A new school building was built in April, 1931. This building still serves as classroom space but has been extensively renovated once and redecorated several times. The second addition of the gymnasium, kitchen, church and school offices was dedicated in April 1968. This addition also provided for a library, storage space, and restrooms. A third addition in 1980 provided for reorganization of classrooms, offices, and library. It also provided a teachers' lounge.

The existing facilities were utilized in varying degrees to meet needs until the newest and most extensive addition was completed in 1992. In addition to a new sanctuary, this addition provided a new kitchen, new storage areas, new church and school offices, new faculty room, and two new classrooms. Other rooms were also relocated with this addition.

The latest addition to our church and school opened in February 1999. The addition brought a new gymnasium, a junior high wing, children's library, computer lab, science lab, and a new office suite. New playground equipment was also installed on the property.

The 2006-2007 school year brought several changes due to increased enrollment and the desire to continue to grow. An additional third grade class was added making it necessary to relocate classrooms and other rooms used within the school. A new playground was configured for the Preschool.

For the 2012-2013 school year exciting changes were made to our preschool program. We added a two year old program and extended day for three and four year olds.

## Cross Lutheran Mission & Vision Statement

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.

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

### God's Command

Ephesians 6:4 “Father, do not exasperate your children; instead, bring them up in the training and instruction of the Lord.”

1 Timothy 4:11 “Command and teach these things.”

### God's Promises

Proverbs 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.”

## Statement of Philosophy

Cross Lutheran Preschool operates under the following guidelines:

1. 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.

2. Our goal is to educate and nurture the whole child's development in these five areas: physical, intellectual, emotional, social, and spiritual growth. This will be accomplished through hands-on activities and experience building activities.

## Program

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

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



## Four Year Old Preschool

The following is specific to four year old preschool only:

1. Class sessions meet on three days or for all five days.
3. Children attend chapel services weekly. Morning chapel begins every Wednesday at 8:30 a.m. Chapel offerings provide outside organizations with monetary support.
4. 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.
5. Children sing in church on weekends usually twice per year.
6. See #2 under "Three Year Old Preschool" about toilet training.

## Three Year Old Preschool

The following is specific to three year old preschool only:

1. Class sessions meet two days, three days, or five days per week.
2. 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.

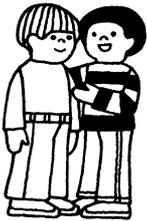
## Two Year Old Preschool

The following is specific to two year old preschool only:

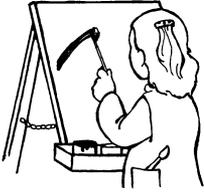
1. Class sessions meet on Monday and/or Wednesday or Tuesday and/or Thursday.
2. There is a 10 children maximum with a teacher's aide.
3. Children in the two year old program do not need to be toilet trained. Pull ups or diapers are allowed. If your child is working on toilet training, there is a toddler sized toilet available in the classroom.

## Tuition

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



## The Preschool Day



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

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

## Before and After School Care

Cross Lutheran offers Cross Cares, an extended care program. This program is available to children who are enrolled at Cross Lutheran in Preschool through Eighth grade. The program runs from 6:30-7:50 a.m., 3:15-5:30 p.m. and from 1:00-5:30 p.m. on early dismissal days for grades K-8. It will run from 3:00-5:30 p.m. for afternoon preschoolers. Cross Cares is closed for major holidays and any day children are not in attendance at school. If school is dismissed early due to inclement weather, Cross Cares will also be closed.

Cross Cares is staffed by an adult over 21 years of age.

Hourly fees are assessed based on usage. These fees are set before the beginning of each school year.

## Cell Phones

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

If violation occurs:

1<sup>st</sup> time will result in confiscation to be picked up at the end of school by a parent from the principal with a \$25 fine. An agreement must be signed by student and parent reflecting an understanding of further consequences.

2<sup>nd</sup> time will result in confiscation to be picked up at the end of school by a parent from the principal with a \$50 fine. An agreement must be signed by student and parent reflecting an understanding of further consequences.

3<sup>rd</sup> time and beyond will result in confiscation to be picked up at the end of school by a parent from the principal with a \$100 fine. An agreement must be signed by student and parent reflecting an understanding of further consequences.

## Confidentiality

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

## Discipline

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



## Dress Code

The following paragraphs delineate the dress code for Cross Lutheran School as a whole. While Preschool students fall under these guidelines as well, a general statement regarding dress for preschoolers is appropriate. ***Italicized 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.

1. *Shorts, skirts and dresses of proper length may be worn.* These must be no more than 7" from the floor when kneeling. No cut offs or tight fitting shorts are allowed. No spandex of any kind. Boxer shorts should be worn only as undergarments and should not be visible.
2. ***Leggings may be worn as long as the top worn with them extends beyond the fingertips when arms are straight down.***
3. The following clothes are considered inappropriate for school:
  - a. *halter, tube, midriff, spaghetti straps, or short tops.* Waist, shoulder and back should not be visible.
  - b. muscle shirts.
  - d. *ripped clothing.*
  - e. offensive clothing: clothing advertising alcohol, beer, or tobacco; secular rock groups, un-Christian slogans/themes; clothing that distracts from the learning process.
  - f. tight or revealing clothing.
4. *No hats, head coverings, visors, or sunglasses should be worn in the school building.*
5. *Hair should be clean, well-groomed, away from the eyes, and remain a natural color.*
6. *Clean and neat pants or jeans may be worn. Jeans with holes or which are frayed around the bottom of the leg may not be worn.*
7. *In the interest of modesty, girls should wear shorts under dresses.*
8. Body piercing, other than ear piercing, is not permitted for girls or boys.
9. Make-up brought to school will be confiscated, including perfumes, body spray, or heavily scented lotions.
10. *Shoes must be worn both indoors and outdoors and should be appropriate for outdoor play. Preschoolers should wear gym shoes or other rubber soled shoes to school.* Cowboy boots, sandals, crocs, shoes with wheels, or other such footwear should **not** be worn to school.



## Drop-Off and Pick-Up Procedure

Drop-off time is 7:50 to 8:05 a.m. For safety and convenience, children are walked into school each morning, using the School Entrance doors. Parents should park in the lot nearest to the entrance. Parents can assist children with hanging up coats and backpacks and getting acclimated to the school day. Parents are encouraged to make good-byes as brief as possible- children read a parent's hesitation to leave!



Pick-up time is 11:00 a.m., 1:30 p.m. or 3:15 p.m. depending on the class your child attends. Parents should line up along the school building and pull up as close to the church

entrance as possible. Car signs must be placed in the visor, clearly visible through the front window. Children can walk safely on the sidewalk to a family car. 3:15 dismissals will be under the church portico along with K-8 students dismissing at the same time. Please drive slowly!

Children who arrive after 8:05 a.m. should enter via the Office Entrance to sign-in before coming to the classroom. Children leaving before dismissal also need to sign out in the office leave through the office doors..

### Field Trips

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

### Field Trip Drivers

Cross Lutheran Church & School requires all drivers who drive a vehicle other than one that is owned by Cross to carry their own auto insurance on the vehicle they will be driving in the course of ministry for Cross. This includes field trips and other school related events. Should there be a reason for the insurance company to be involved, Cross' insurance will continue coverage up to one million dollars, after the drivers' primary insurance limits are exhausted. In addition, Cross' insurance will reimburse the driver for the drivers' deductible up to \$1,000 to get their car repaired.

### Food Allergy Guidelines

1. 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.
2. 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, Prescription Medication Permission Form, and FARE Food Allergy & Anaphylaxis Emergency Care Plan will all be completed prior to and shared at the teacher/parent meeting and also be on file at Cross.
3. 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.
4. Cross Lutheran Preschool students eating in the classroom will be provided with a TREE NUT and PEANUT FREE table, if needed.
5. 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.
6. When the following special events occur, this is how they will be addressed:

#### **SPECIAL TREATS:**

Communicate will inform parents of what allergy friendly versions of that treat will be available.

**CLASS CURRICULUM EVENTS:** (Class cooking projects, Teacher birthday parties, Fruit of the Spirit Celebration, etc.) Individual classroom teachers will accommodate known food allergies/sensitivities within that class.

**CELEBRATORY EVENTS:** (School open house, Muffins with Mom, Donuts with Dad, etc.) Cross staff will accommodate known food allergies/sensitivities to the best of their ability.

**CLASS PARTIES:** Below is the list of Cross Lutheran approved foods that can be brought for class parties. Any foods NOT on this list will be sent back home.

<b>Approved Food List For All School Parties</b> Buy only name brands as many generic brands are not safe.	
<b><u>Fruit</u></b>	<b><u>Sweet Treats</u>    ***SEE GLUTEN FREE SUBSTITUTES</b>
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
<b><u>Vegetables</u></b>	Campfire Brand Marshmallows
Fresh	Dum Dum Pops
	Haribo Gummy Bears
<b><u>Crackers/Cereal</u>    ***SEE GLUTEN FREE SUBSTITUTES</b>	Starburst
Ritz Crackers***	Skittles
Nabisco Saltines***	Swedish Fish
Nabisco Wheat Thins	Smarties
Honey Maid Graham Crackers (original)***	
Chex Cereal (Corn or Rice)	<b><u>Drinks</u></b>
Cheerios Cereal	100% Apple Juice
Kix Cereal	100% Grape Juice
Lucky Charms Cereal	Country Time Lemonade
<b><u>Pretzels/Chips/Popcorn</u></b>	<b>***THESE ARE GLUTEN FREE SUBSTITUTES ONLY; NOT SAFE FOR ALL OTHER ALLERGENS!</b>
Rold Gold Pretzels	SUBSTITUTE FOR VANILLA OREOS: <b>Glutino Brand</b>
Sensible Portions Veggie Straws	SUBSTITUTE FOR CHOCOLATE OREOS: <b>Glutino Brand</b>
Sensible Portions Veggie Wavy Chips	SUBSTITUTE FOR RITZ CRACKERS: <b>Lance Baked Original</b>
Lays Regular or Wavy Chips	SUBSTITUTE FOR NABISCO SALTINES: <b>Schar Table Crackers</b>
Lays Frito Chips	SUBSTITUTE FOR HONEY MAID GRAHAMS: <b>Kinnikinnick Graham Crackers</b>
Skinny Pop Popcorn	<b><u>Sweet Treats</u>    ***SEE GLUTEN FREE SUBSTITUTES</b>
Skinny Pop Popcorn Rice Cakes	Jell-O
Quaker Rice Cakes	

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

### Fundraisers

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



### Home/School Communication

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

1. A written evaluation of your child's progress will be sent home. Reports are designed to be a mode of communication and a means to assist children in their development, not to "grade" children.
2. Parent/teacher conferences are offered in January/February for three and four year old children and are strongly recommended. Conferences are offered in May for two year olds. Times and dates will be announced. Other conferences will be scheduled on an individual, as needed basis.
3. The class newsletter comes home weekly and informs parents about upcoming activities, important information, and the general classroom happenings.
4. Frequently, a family page regarding the current Jesus time lesson will come home. Please use this opportunity to discuss the story and other Jesus time topics with your child.
5. The school wide "Communiqué" is distributed weekly and informs parents about school activities and events.
6. Seesaw



### Illnesses/Accidents

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

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

### Party Invitations

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



### Preschool Open House/Orientation

A Preschool Open House/Orientation will be held the week prior to the beginning of school so parents and children can become acclimated to the school setting, schedule, etc.

Parents will receive a tour of the building. Also at that time, parents will have an opportunity to sign up for classroom helper, parties and other needs. The teachers will go over classroom procedures and policies. If you are unable to attend the Open House/Orientation, please contact your teacher.

### Registration

*To register your child, you will need the following:*

1. Your child's completed health and immunization records (form available through the school office or on the Cross Lutheran website). Please note that proof of vaccination on or after the first birthday for Hepatitis B and chicken pox is now required for children entering any school program for the first time at or below the Kindergarten level.
2. A signed emergency card.
3. Signed tuition contract.
4. A copy of your child's birth certificate.



### School Closings

Parents will receive an automated phone call and an email when school is unexpectedly cancelled. It will also be announced on WSPY, FM-107 and the rolling screen on local TV stations.

### Technology

#### 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.

#### Internet Acceptable Use Policy

Cross Lutheran School believes the internet is a resource that the school and students should positively utilize. There is no simple technological solution to the problem of keeping children safe online. One factor in internet safety is to ensure appropriate supervision. The CLS staff is aware of the issues surrounding internet access and the need for appropriate supervision. CLS will filter internet content. 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 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. Parents will also wish to ensure safe use of the Internet in the home. Following are wise guidelines for students using the internet no matter the location:

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

“Finally, brothers, whatever is true, whatever is honorable, whatever is just, whatever is pure, whatever is lovely, whatever is commendable, if there is any excellence, if there is anything worthy of praise, think about these things. <sup>9</sup>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)

- ❖ Respect the rights and property of others.

□ If you use someone else's writing, video, images, or sounds be sure to get permission and/or give them credit.

- Don't log on to someone else's account, even if they give you permission. Watch out for the safety of others.
  - If you discover someone else's password, let them know and encourage them to change it.
  - Never pretend to be someone else while online.
  - When communicating online using instant message (IM), e-mail, discussion boards, chat, or text message, remember to always be respectful. Use your words to build others up. Do not be mean, or hurtful.
- ❖ Protect yourself. Not everyone online shares your values and beliefs. There are people out there looking to take advantage of you or maybe even harm you, so protect yourself while online.
- Protect your passwords. Do not share them with others.
  - When you are posting something that could be viewed publicly, never give out any personal information that could let someone you don't know be able to find you.
  - If inappropriate material should appear on your computer screen, tell an adult immediately.
  - If someone sends you inappropriate material, tell an adult immediately.
  - Do not communicate with a stranger. If you are contacted by an unfamiliar user, tell an adult immediately.

### **CLS Network**

Students and staff may use the school network for educational purposes. Access to the network is a privilege that may be revoked at any time for inappropriate conduct. Users of Cross Lutheran School should have no expectation of privacy when using our technological resources.

### **Instant messaging**

- Instant messaging (e.g., iChat, aim, gTalk, skype, Facetime) is prohibited on campus except as part of an assigned, in-class activity that is supervised by faculty or administration.
- Participation in chat rooms during school hours is prohibited, except as part of an assigned, in-class activity.

### **Audio and Video**

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

### **Games**

- Games are not permitted during school hours except as part of an assigned, in-class activity.
- The school reserves the right to remove any game from a school computer.
- Screen savers that include gaming components are not allowed.

### **iPads**

- Student iPads must not be left unattended at any time. If a mobile device is found to be unattended, it will be turned in to the school office.
- iPad must be in a student's possession, secured in a locked classroom or computer cart at all times.
- iPads must be carried and transported appropriately.
- No food or beverages should be in the vicinity of the iPad. iPads and other devices may not be used during lunch.
- iPads should be handled with respect and care. Inappropriate treatment of iPads is not acceptable.

## **Network Access**

- Students must not make any attempt to access servers or network information that is not open to the public.
- The utilization of proxy avoidance IP numbers and programs is strictly prohibited.
- Students may not use the school network for personal or private business reasons.
- Students are not to knowingly degrade or disrupt online services or equipment as such activity is considered a crime under state and federal law. This includes tampering with computer hardware or software, vandalizing data, invoking computer viruses, attempting to gain access to restricted or unauthorized network services, or violating copyright laws.
- Students may not download large files which tax the ability of the school's network to operate efficiently or any other applications that cause serious congestion on the campus network and interfere with the work of others.
- Students may not tamper with network cabling or routing devices installed on campus.

## **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.
- File sharing of any kind is prohibited both on campus and off campus. The only exception to this is when it is a specific assignment given by a faculty member.
- No file sharing software of any kind is to be installed on school computers including laptops. Examples of this type of software are LimeWire, Bearshare, Kazaa, uTorrent, etc. Although these types of programs are software downloads, they automatically create file sharing connections.

## **Downloading and Loading of Software**

- The downloading of music files, video files etc. through the school's network is prohibited unless it is part of an assigned, in-class activity.
- Copyrighted movies may not be "ripped" from DVD's nor may copyrighted movies be downloaded from the internet to CLS technology devices. Only commercial videos legally purchased from the iTunes music store or another like entity may be downloaded.

## **Shareware and Freeware**

- Shareware and freeware programs such as animated cursors (i.e., Comet Cursor), screen savers, and others are prohibited. Software like these automatically open connections to the computers from the outside of our network. Those connections are spyware, and they not only monitor the activities on that computer, but they also slow down the operation of the computer and the network connection.

## **Internet Use**

- The Internet is a rich and valuable source of information for education. Inappropriate materials are available on the Internet, but are strictly prohibited. These materials include items of a sexual or pornographic nature, extremist or militant materials, gambling, depictions of violence, images that are intended to be abusive or harassing, etc. Students must not access, display, or store this type of material.
- 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.
- If a student accidentally accesses a website that contains obscene, pornographic or otherwise offensive material, it is the responsibility of the student to notify a teacher as quickly as possible so that such sites can be blocked from further access. This is not merely a request; it is a responsibility.

## **Privacy, Use, and Safety**

- Students may not give any personal information regarding themselves or others through e-mail or the Internet including name, phone number, address, passwords, etc. unless they are completely sure of the identity of the person with whom they are communicating. Frequently the identity of someone on the Internet is impossible to confirm; therefore contact with such individuals is considered inappropriate and unsafe.
- Students must secure and maintain private passwords for network/laptop and e-mail use. This is important in order to protect the privacy of each student.
- The school administration has 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 including logging website access, newsgroup 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 utilizing the command prompt interface. In addition to this, students are prohibited from using any method to obtain control of another person's computer through the use of their own computer.
- Students are prohibited from using laptops or any computer for acts of cruelty (including mean-spirited e-mails, offensive blogging, cyberbullying etc.).

## **Use of Wi-Fi Network**

Pupils may access the school Wi-Fi network on devices managed by the school.

## **Mobile Devices**

Students found accessing inappropriate material on their own mobile devices such as a mobile phone, iPad, Kindle, etc. may have these removed from their possession for the duration of the school day and may be banned from having them in school. Additional formal action may also be taken as is appropriate.

## **Cameras**

Students should not use cameras (including cameras built into mobile devices) in school without the permission of a teacher. Under no circumstances should cameras be used on the playground, in restrooms, or in other private places.

## **Social Networking**

This section of the policy refers to the use of social media sites such as, but not limited to Facebook, Twitter, YouTube, etc. Teachers and students may not mention members of the school community without their consent unless the subject is of public concern and the speech falls under the applicable constitutional protections.

## **Copyright**

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.

## **Consequences**

The school reserves the right to enforce appropriate consequences for the violation of any section of the Acceptable Use Policy. Any violation of Cross Lutheran School's Acceptable Use Policy may result in loss of school provided access to electronic information. Consequences will be applied to student misuse of school property, including, but not limited to, the loss of the use of the technology device for an amount of time determined by the administration and the technology department, disciplinary action including suspension and referral for expulsion, and possible legal action. Students with computers or mobile devices containing illegal or inappropriate materials may be subject to having content removed from the device and may be subject to more frequent random checks, and may be subject to having the device re-imaged.\* These students may face possible fines because of damage or labor charges.

## **Vandalism**

Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data or another user, the Internet, or any other network. This includes, but is not limited to, the unplugging or creation of viruses.

## **Charges or Fees**

Cross assumes no responsibility for any unauthorized charges, damages, or fees incurred by the user's actions. They will be charged to the user.

*\*Cross Lutheran School is not financially responsible for any student purchased content lost during the re-imaging process. In the case of repeated iPad or abuse and/or damages, the school has the right to revoke the use of the school's technology device. Repeated AUP offenses or laptop abuses may lead to the loss of student privilege to use a laptop or other technology devices on campus. Additional action may be determined by the executive director and principals. Illegal actions are subject to prosecution by local, state, or federal authorities. Cross Lutheran School takes no responsibility for activities conducted on school computers or materials stored on computers, laptops, iPads or the school's network.*

Students are required to adhere to all provisions and conditions set forth in this Acceptable Use Policy. Students are to report any known violations of this Acceptable Use Policy to appropriate administrative staff members. Cross Lutheran School reserves the right to make changes or additions to the acceptable use policy.

## 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.



## Visitors

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

1. All parents and visitors in the school building after 8:05 a.m. must sign in at the office.
2. All parents and visitors in the building during school hours must obtain a visitors badge from the school office. Upon leaving, visitors should sign out at the office and return the visitor badge.

## Weapons

The safety of our students and staff is of utmost importance. To help insure 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.

## Vision and Hearing Screening

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